

# SOUTH DAKOTA CODIFIED LAW 1-19A-11.1 - ARSD 24:52:07:03 CASE REPORT FORM



## SOUTH DAKOTA STATE HISTORICAL SOCIETY STATE HISTORIC PRESERVATION OFFICE (SHPO) SOUTH DAKOTA CODIFIED LAW 1-19A-11.1 CASE REPORT

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If a state entity or political subdivision of the state is required by law or rule to report possible threats to the historical integrity of a property listed in the National Register of Historic Places or the State Register of Historic Places, the threat must be reported by means of a case report.

Case reports must provide the State Historic Preservation Office (SHPO) with sufficient information for the office to make an independent review of effects on the historical integrity of historic properties and shall be the basis for informed comments to state entities and the public. Case reports shall thoroughly examine all relevant factors involved in a preservation question. Abbreviated case reports may be requested at the discretion of the SHPO if less than a comprehensive view is needed. (ARSD 24:52:07:03 - Standards for Case Report)

SHPO reserves the right to request more information if needed. Typed forms are preferred. Submittal of this form without all requested information will cause review delays.

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This is a new submittal.

This is information relating to SHPO project number:

### PROJECT LOCATION

Address

City

County

**The responsible state entity or political subdivision of the state (cities, counties, etc.) must sign and date this form here prior to submitting it to the SHPO. Projects received without an original signature will cause review delays.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Name

Title

Agency

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FOR SHPO USE ONLY. DO NOT WRITE OR INSERT ANYTHING HERE.

**STATE, CITY, COUNTY, OR OTHER GOVERNING BODY  
PERMITTING, FUNDING, LICENSING, OR ASSISTING THE PROJECT**

**STATE ENTITY, CITY, COUNTY, OR OTHER GOVERNING BODY**

Agency Name

Agency Contact Person

Mailing Address

City, State, ZIP

Email Address

Phone Number

**APPLICANT OR CONSULTANT CONTACT PERSON, IF APPLICABLE**

Company Name

Contact Person

Mailing Address

City, State, ZIP

Email Address

Phone Number

**PROPERTY OWNER, IF DIFFERENT FROM ABOVE**

Name

Mailing Address, City, State, ZIP

Email Address

Phone Number

## **STANDARDS FOR CASE REPORT AS OUTLINED IN ARSD 24:52:07:03**

1 & 2. Project Description. Describe the project. Include photographs and maps showing the existing project site and details of the proposed project. Where applicable, drawings, three-dimensional models, or accurate computer-generated representations of proposed construction may be included. The models or representations must clearly show the visual impacts of new construction on the surrounding neighborhood or landscape. Photographs, maps, drawings, and other supplemental materials should be submitted with this form as separate documents.

3. What is the planning and approval schedule for this project?

4. How was this project brought to the attention of the state or political subdivision (city, county, etc.)?

Demolition Permit

Building Permit

Other - Please explain:

5. Include a physical description of the affected historic property. Economic or situational information relevant to the affected property may be included if applicable.

6. Describe the potential effects of the proposed project on the historic property, including but not limited to physical and visual effects, alterations to the property, moving the property to another location, or change of use.

7. Provide a description of the feasible and prudent alternatives that were considered and rejected based on factors relevant to the project. Relevant factors should be supported by facts. Include the reason(s) for rejection of feasible and prudent alternatives. Describe other efforts undertaken to minimize harm to the historic property. Provide as much detail as possible when explaining consideration of alternatives and mitigation measures. Questions to be considered when reviewing the project include:

(a) How were decisions based on the consideration of factual reports, research, tried methods, and/or professional and lay preservation advice?

(b) How were alternatives beyond the immediate project explored, taking into account broad community or regional issues in which the historic resource may play a contributing role?

(c) How was the impact of potentially adverse effects on surrounding historic resources, community preservation plans, and long-range community opportunities taken into account, if applicable?

(d) Were decisions based on professional assessment(s) of the value and basic structural condition of the affected property and estimates of a range of rehabilitation or mitigative options prepared by people experienced in historic preservation work?

(e) Were adequate periods of time provided for information to be prepared and for preservation options to be attempted?

8. Provide a copy of correspondence with SHPO. Correspondence should include the identification and evaluation of historic properties, assessment of effects, and any consideration of alternatives or mitigation measures. Copies of this information should be submitted with this form as separate documents.

9. Describe efforts made to consider the views of affected and interested parties.

10. If applicable, the Historic Preservation Commission (HPC) in the community where this project is located should review and comment on this case report prior to its submittal to SHPO.

The HPC agreed with the findings of the case report.

The HPC disagreed with the findings of the case report.

The HPC declined to comment on the findings of the case report.

In addition to the above findings, please include official comments from the HPC, if applicable.

11. Provide copies of written views submitted by the public to the state entity, city, county, or other governing body concerning the potentially adverse effects of projects on historic properties and alternatives to reduce or avoid those effects. Copies should be submitted with this form as separate documents.

**Please print this entire form, sign and date the first page,  
and mail completed form with any additional documentation to:**

Review and Compliance Coordinator  
South Dakota State Historical Society  
900 Governors Drive  
Pierre, SD 57501

**Questions about South Dakota Codified Law 1-19A-11.1 can be directed to:**

Review and Compliance Coordinator  
(605) 773-8370

Restoration Specialist  
(605) 773-6005

Project information submitted to SHPO cannot be returned. This documentation is kept on file at the South Dakota State Historical Society. We review faxed and electronic submissions in the same manner as any other submission and with the same considerations for clarity and completeness. However, original documents with original signature must follow all faxed and electronic submissions. The submission of incomplete, unclear, or confusing information may result in unnecessary delays in the review process until adequate information is obtained.

**Additional Resources:**

South Dakota State Historic Preservation Office: <http://history.sd.gov/Preservation/>  
Link to National and State Register Listed Properties: <http://history.sd.gov/Preservation/NatReg/NatReg.aspx>  
Historic Contexts: <http://history.sd.gov/Preservation/OtherServices/SHPODocs.aspx>

National Park Service: <http://www.nps.gov/nr/>  
Publications (National Register Bulletins, Preservation Briefs, etc.): <http://www.nps.gov/history/publications.htm>