

## EACP Committee

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**From:** Lebo, Susan A <susan.a.lebo@hawaii.gov>  
**Sent:** Sunday, May 05, 2019 8:32 AM  
**To:** EACP Committee  
**Subject:** FW: County Archaeologist (EACP-20)  
**Attachments:** 102287 PD Maui Cult Hist Updated.doc; 101037 Maui Archaeologist IV\_Feb 2014.doc; 102393 Maui Archaeologist III\_Feb 2014.doc; 6E Form.pdf; HAR 13-284-6 Site Significance Criteria a-e.pdf

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**From:** Lebo, Susan A  
**Sent:** Thursday, May 2, 2019 4:40 PM  
**To:** eacp.committe@mauicounty.us  
**Subject:** FW: County Archaeologist (EACP-20)

Hello Shane E. Sinenci,

Attached is the info you requested. I apologize as I was not provided an email to forward to you earlier and my efforts to reach some to receive an email address were unsuccessful.

I returned from a trip today and received a new request.

I reached Carla Nakata and she kindly provided me an email address.

Please let me know if you have any additional concerns or requests.

Sincerely,

Susan

Susan A. Lebo, PhD  
Archaeology Branch Chief  
State Historic Preservation Division  
Department of Land and Natural Resources  
Kakuhihewa Building, Suite 555  
Kapolei, HI 96707  
(808) 692-8019  
[Susan.A.Lebo@hawaii.gov](mailto:Susan.A.Lebo@hawaii.gov)

**SHPD has instituted "I MUA MONDAYS." Every Monday, until terminated or suspended in writing by the Administrator, SHPD will be closed to the public; we will not accept meetings, phone calls, emails, or "walk-ins" on Mondays. The SHPD Library will be closed to the public. This policy has been approved at the highest levels in the Administration.**

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**From:** Lebo, Susan A  
**Sent:** Sunday, April 14, 2019 1:02 PM  
**To:** Michele McLean <[Michele.McLean@co.maui.hi.us](mailto:Michele.McLean@co.maui.hi.us)>; Lesli Otani <[Lesli.Otani@co.maui.hi.us](mailto:Lesli.Otani@co.maui.hi.us)>; [dsa@mauicounty.gov](mailto:dsa@mauicounty.gov)  
**Subject:** County Archaeologist (EACP-20)

Hello,

The County Council requested the attached information. Unfortunately they did not provide me an email or phone number to forward the information to. Therefore, I'm providing the information direct to your offices.

Attached are position descriptions for the following SHPD Maui positions:

Cultural historian  
Maui Archaeologist III (island archaeologist)  
Maui Archaeologist IV (island lead archeologist)

Also attached are:

SHPD's HRS 6E Submittal Form

HAR 13-284-6 (significance criteria).

These materials were requested via letter by

Shane M. Sinenci, Chair,  
Environmental, Agricultural and Cultural Preservation Committee

Please forward/share as appropriate to Council members.

Sincerely,

Susan

Susan A. Lebo, PhD  
Archaeology Branch Chief  
State Historic Preservation Division  
Department of Land and Natural Resources  
Kakuhihewa Building, Suite 555  
Kapolei, HI 96707  
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Susan A. Lebo, PhD  
SHPD Archaeology Branch Chief

## Position Description

### I. IDENTIFYING INFORMATION

Position Title:	Cultural Historian
Position/Pseudo Number:	102287
Department:	Land and Natural Resources
Division (Office):	Historic Preservation
Branch:	History and Culture
Section:	N/A
Unit:	N/A
Geographic Location:	Wailuku, Maui

### II. INTRODUCTION

The function of the State Historic Preservation Division is to develop and maintain a comprehensive program of historic preservation to promote the use and conservation of historic properties for the education, inspiration, pleasure and enrichment of the citizens of Hawaii.

The primary purpose of this position is to review and evaluate development proposals that may affect historic properties and make recommendations to ensure the preservation of historic sites including burial sites. Specifically, this position reviews, evaluates, and makes recommendations on inventory reports, significance assessments and mitigation/preservation plans affecting the island of Maui. This position is also responsible for monitoring and evaluating the implementation of mitigation measures, registering burial sites, and assisting the Burial Specialist in reviewing and researching complicated genealogical claims.

### III. MAJOR DUTIES & RESPONSIBILITIES

This position is located in the Maui Office of the Historic Preservation Division and is responsible for assessing the impact of development on cultural sites and for making mitigation and preservation recommendations to protect these sites for future generations. Skilled work includes research, analysis, and execution of appropriate cultural protocols.

#### A. Review Development Proposals and Conduct Research 50%

1. Reviews, evaluates and makes recommendations on inventory reports, significance assessments, and mitigation/preservation plans to preserve cultural sites. [1] [2] [3]

2. Conducts research through document review and oral histories to identify cultural sites for the purpose of documenting and preserving these sites. [1] [2] [3]

**B. Registration of Burial Sites 20%**

1. Reviews burial registration applications and works with the island archaeologist to identify and verify the location of burial sites and possible burial sites. [1] [2] [3]
2. Registers burial sites within the division database, oversees the assignment of a state historic preservation number to the burial site, and registers the site with the Bureau of Conveyances. [1] [2]

**C. Assessment of Genealogical Complicated Claims 5%**

1. When necessary provide assistance to the island Burial Specialist in the review and processing of complicated genealogical claims to specific burial sites. Review includes verification of genealogical information provided by research conducted at the land court, state archives, bureau of conveyances and other appropriate record repositories. [1] [2] [3]
2. For complicated genealogical claims, provide written recommendations as to whether sufficient information exists to support the cultural or lineal descendant claim of an individual, and present that information to the appropriate island burial council. [1] [2] [3]

**D. Preservation Monitoring 10%**

1. Monitors and evaluates the implementation of preservation measures for cultural historic sites including burial sites. [1] [2]
2. Assists in the development of long term preservation by working with community groups and developers. [1] [2]

**C. Community Outreach 10%**

1. Represents the State in meetings and negotiations with developers and/or landowners with the purpose of bringing resolution to areas in which preservation measures are disputed. [1] [2]
2. Works with community organizations and the public to identify and document known cultural sites including burial sites. [1] [2]

D. Other Duties and Responsibilities 5%

1. Performs other duties as directed by the supervisor. [1] [2]

Reason: [1] The performance of this function is the reason that the job exists.

[2] There are limited employees among whom the performance of this function can be distributed.

[3] This function is highly specialized. Employees are hired for their skill/ability to perform the function.

The following evidence was considered in determining the essential functions of the position: the amount of time spent performing the function; the consequences of not requiring a person in this job to perform a function; the work experience of people who have performed a job in the past and work experience of people who currently perform similar jobs; and the nature of the work operations based on organizational structure.

#### IV. CONTROLS EXERCISED OVER THE WORK

a. **Supervisor:**

Pos. No.: 12975      Class Title: History and Culture Branch Chief

b. **Nature of Supervisory Control Exercised Over the Work.**

i. **Instructions Provided.**

General instructions provided by supervisor, laws, and regulations. Guidance is provided regarding policy and procedural issues. Incumbent is expected to be knowledgeable of Chapter 6E, HRS and Chapters 275-284, and 300 Hawaii Administrative Rules.

ii. **Assistance Provided.**

Employee seeks general direction and guidance from supervisor, but is responsible for carrying out the specific duties of this position within the provided general guidelines.

iii. **Review of Work.**

Work is evaluated by the supervisor for timeliness and for accuracy.

**c. Nature of Available Guidelines Controlling the Work.**

**i. Policy and Procedural Guides Available.**

Chapter 6E, Hawaii Revised Statutes; Chapters 275 through 284, and 300 Hawaii Administrative Rules which govern historic preservation and burials.

**d. Use of Guidelines.**

Procedural guidelines cover various aspects of the work. The employee is expected to know and apply pertinent rules and regulations, policies, procedures, legal opinions, etc.

**V. REQUIRED LICENSES, CERTIFICATES, ETC.**

A valid State of Hawaii driver's license is desirable.

**VI. RECOMMENDED QUALIFICATIONS**

**a. Knowledge:**

Historic preservation review process, applicable State and Federal burial laws, rules, and regulations; negotiation &/or conflict resolution strategies and Microsoft Office.

**b. Skills/Abilities:**

Conduct research with minimal guidance; work with various ethnic community groups including but not limited to Native Hawaiian organizations; and write clear, concise reports.

**c. Education:**

Minimum: Bachelors degree in Hawaiian Studies, Ethnic Studies, History, Anthropology or closely related field.

**d. Experience:**

Demonstrated experience working with ethnic organizations. At least three years experience conducting historical research which must have included a review of cultural practices, ethnography, and

oral history is preferred. Experience in genealogical research is also preferred.

**VII. TOOLS, EQUIPMENT & MACHINES**

Computer, typewriter, copier, global positioning system, compass, maps, shovel, trowel screen.

February 2014

## **HISTORIC PRESERVATION (HP) ARCHAEOLOGIST III**

### **I. IDENTIFYING INFORMATION**

Position Number: 102393  
Department: Land and Natural Resources  
Division: Historic Preservation  
Branch: Archaeology  
Section: Maui  
Geographic Location: Maui (Wailuku)

### **II. INTRODUCTION**

Chapter 6E, Hawaii Revised Statutes, establishes an historic preservation program within the Department of Land and Natural Resources. State law requires that this program develop a statewide inventory of historic properties, assist public and private entities in fulfilling their responsibilities pursuant to Chapter 6E, and regulate archaeological activities throughout the State. Sufficient technical and professional staff must be employed to carry out these and other requisite responsibilities statewide. [§6E-3 (14)]

The Archaeology Branch of the Historic Preservation Division is responsible for identifying and preserving important archaeological sites statewide. Staff archaeologists accomplish this objective by reviewing projects to determine their potential effect on historic properties and recommending mitigation measures to preserve unique cultural resources for future generations. This branch also ensures that mitigation measures, project monitoring plans and preservation plans are implemented, and that appropriate enforcement action is initiated as necessary.

The Archaeology Branch maintains a statewide inventory of archaeological and burial sites, pursuant to state and federal laws, and prepares nomination forms for the Hawaii Register of Historic Places and the National Register of Historic Places.

This position is located within the Archaeology Branch and reports to the island Lead Archaeologist, or in the absence of a Lead Archaeologist, to the Archaeology Branch Chief. The Archaeologist III provides guidance and supervision to Archaeologist I and II, represents the department at public meetings, and coordinates and completes reviews under 6E and NHPA Section 106. This position is also responsible for properly documenting in writing all decisions, recommendations, and investigations and to maintain files on SHPD cases in an orderly fashion to ensure public access to information.



### III. MAJOR DUTIES AND RESPONSIBILITIES

- A. Review and Compliance 70%
- Under supervision of the Lead Archaeologist or Archaeology Branch Chief, conduct written reviews of local and State-issued permits and State projects pursuant to HRS Chapter 6E. [1, 2, 3]
- Under supervision of the Lead Archaeologist or Archaeology Branch Chief, respond in writing to Federal agency inquiries and requests for consultation or concurrence pursuant to Section 106 of the National Historic Preservation Act. [1, 2, 3].
- Conduct written reviews of inventory survey reports, mitigation plans and mitigation reports pursuant to the Secretary of the Interior's (SOI) Standards and Hawaii Administrative Rules. Conduct site visits as needed to verify reported findings. [1, 2]
- Review on-going archaeological and burial related activities including making site visits and assuring the appropriate implementation of mitigation measures; explain historic preservation stipulations to property owners and governmental planners. [1, 2]
- B. Survey and Inventory 10%
- Assist in entering historic site data in the division's inventory and report databases. Maintain the inventory for public and governmental use. Uploads electronic files to Division's file sharing server. [1, 2]
- C. Public Information 10%
- Respond to public inquiries in the SHPD office and develops presentations for the general public and agencies participating in the state and federal historic preservation review process. Participate in meetings and conferences, for the purpose of disseminating or exchanging information [1, 2, 3].
- D. Burials Program Activities 5%
- In coordination with the supervising archaeologist, respond to inadvertent burial discoveries within timeframes set forth in State law to determine whether remains fall under the jurisdiction of the Department. Collect Global Positioning System (GPS) locational data and other descriptive information as needed for burial registrations. [1, 2]
- Attend meetings of the Maui-Lana'i Islands Burial Council as designated by the supervising archaeologist. [1, 2]

E. Administrative 5%

Maintain daily, weekly and monthly reporting to meet grant and legislative reporting requirements. Maintain files and library as necessary. [1, 2, 3]

Essential Duties:

[1] = The performance of this function is the reason the job exists.

[2] = There are limited employees among whom the performance of this function can be distributed.

[3] = This function is highly specialized. Employees are hired on the skill/ability to perform this.

The following evidence was considered in determining the essential functions of the position: the amount of time spent performing the function; the consequences of not requiring a person in this job to perform a function; the work experience of people who have performed a job in the past and work experience of people who currently perform similar jobs; and the nature of the work operations based on organizational structure.

**IV. CONTROLS EXERCISED OVER THE WORK**

A. Supervisor:

Position No.: 101037

Class Title: Archaeologist IV, Maui Lead Archaeologist

B. Nature of Supervisory Control Exercised Over the Work:

1. Instructions Provided

The Lead Archaeologist (or Branch Chief) provides direct supervision to HP Archaeologist IIIs assigned to each island.

2. Assistance Provided

Incumbents are generally expected to work independently and to inform the supervisor when unforeseen events or circumstances require significant changes. The Lead Archaeologist is expected to provide assistance and guidance, and to ensure that the Archaeologist IIIs are not given work assignments beyond their level of expertise.

3. Review of Work

The Lead Archaeologist reviews work as needed. The Branch Chief reviews performance on an annual basis and is available to provide additional direction as needed.

**C. Nature of Available Guidelines Controlling the Work**

**1. Policy and Procedural Guides Available**

The Historic Preservation Division Operations Manual  
Hawaii Revised Statutes  
Hawaii Administrative Rules  
Federal Regulations and Standards relating to historic preservation  
DLNR Policies and Procedures  
Executive Memorandums and Administrative Directives  
Legal Opinions  
National Register Program Guidelines

**2. Use of Guidelines**

Procedural guides cover all technical aspects of the work. The employee is expected to know and apply pertinent professional knowledge, historic preservation laws, rules and regulations, policies and procedures, both state and federal.

**V. REQUIRED LICENSES, CERTIFICATES, ETC.**

A valid State of Hawaii driver's license is necessary to carry out the functions of this position.

**VI. RECOMMENDED QUALIFICATIONS**

**A. Knowledge**

Must be familiar with State and Federal burial and historic preservation laws, rules and regulations. Must have knowledge of archaeological field standards and the ability to independently identify adherence to these standards. Must also be familiar with MicroSoft Office, and ArcView GIS software.

**B. Skills/Abilities**

Must be able to interpret and apply laws and regulations. Must be able to participate fully in rough terrain work which includes working in dusty, damp, hot and confined areas such as lava tubes. Must also have the ability to determine appropriate archaeological methods and procedures and implement them; prepare correspondence and reports; identify and evaluate Hawaiian archaeological resources; coordinate work with other professionals on staff and other government agencies; and deal effectively with government entities and the general public.

### C. Education and Experience

The minimum professional qualifications for the Archaeologist III staff position are:

A Bachelor's degree from an accredited college or university in Anthropology with Archaeology specialization. Excess work experience may substitute for education on a year-for-year basis provided that the knowledge, skills and abilities are comparable to those acquired in four years of successful study while completing a college university curriculum leading to a baccalaureate degree. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

Two years of work experience in writing, editing or reviewing various archaeological reports for compliance with State and Federal law, and/or supervising archaeological field work.

### VII. TOOLS, EQUIPMENT & MACHINES

Computer; global positioning system field equipment (Trimble); site mapping tools such as tape, compass, transit, plane table; familiar with controlled excavation process and tools, including shovel, trowel, screen, digital camera, Munsell color charts, USDA soil description guide; able to compile profile and plan view mapping and maintain field records.

Archaeologist IV  
101037 Maui

February 2014

## **HISTORIC PRESERVATION (HP) ARCHAEOLOGIST IV**

### **I. IDENTIFYING INFORMATION**

Position Number: 101037  
Position Title: HP Archaeologist IV  
Department: Land & Natural Resources  
Division: State Historic Preservation  
Branch: Archaeology  
Section: Maui  
Geographic Location: Maui (Wailuku)

### **II. INTRODUCTION**

Chapter 6E, Hawaii Revised Statutes, establishes an historic preservation program within the Department of Land and Natural Resources. State law requires that this program develop a statewide inventory of historic properties, assist public and private entities in fulfilling their responsibilities pursuant to Chapter 6E, and regulate archaeological activities throughout the State. Sufficient technical and professional staff must be employed to carry out these and other requisite responsibilities statewide. [§6E-3 (14)]

The Archaeology Branch of the Historic Preservation Division is responsible for identifying and preserving important archaeological sites statewide. Staff archaeologists accomplish this objective by reviewing projects to determine their potential effect on historic properties and recommending mitigation measures to preserve unique cultural resources for future generations. This branch also ensures that mitigation measures, project monitoring plans and preservation plans are implemented, and that appropriate enforcement action is initiated as necessary.

The Archaeology Branch maintains a statewide inventory of archaeological and burial sites, pursuant to state and federal laws, and prepares nomination forms for the Hawaii Register of Historic Places and the National Register of Historic Places.

This position is located within the Archaeology Branch and reports to the Archaeology Branch Chief. As an HP Archaeologist IV, this position will perform supervisory responsibilities over the daily operations of an assigned island or islands. This position is responsible for properly documenting in writing all determinations, recommendations, and investigations; and for maintaining records and files in an orderly fashion to ensure public access to information.

Archaeologist IV  
101037 Maui

### III. Major Duties and Responsibilities

- A. Review and Compliance 65%
- Conduct written reviews of local and State-issued permits and State projects pursuant to HRS Chapter 6E. [1, 2, 3]
- Respond in writing to Federal agency inquiries and requests for consultation or concurrence pursuant to Section 106 of the National Historic Preservation Act. [1, 2, 3].
- Conduct written reviews of inventory survey reports, mitigation plans and mitigation reports pursuant to the Secretary of the Interior's (SOI) Standards and Hawaii Administrative Rules. [1, 2]
- Review on-going archaeological and burial related activities including making site visits and assuring the appropriate implementation of mitigation measures; explain historic preservation stipulations to property owners and governmental planners. [1, 2]
- B. Survey and Inventory 10%
- Assign State Inventory of Historic Properties (SIHP) numbers to newly identified historic properties. Review descriptive information and significance assessments for newly identified sites; enter site information in the SIHP database and report database. [1, 2]
- Conduct research and fieldwork to advance the development of historic contexts and themes for the evaluation of known historic properties. [2, 3]
- C. Public Education 10%
- Provide information to the public and County agencies regarding the goals of historic preservation, the review process in Hawaii as it relates to state and national preservation laws, and related issues. Participate in meetings, conferences, and other media for the purposes of disseminating or exchanging information. [1, 2, 3]
- Establish and maintain cooperative relationships with federal, county, state and community organizations; represent the department in meetings with civic organizations, government agencies, and the general public in matters involving the historic preservation program. [1, 2, 3]
- Participate in regional, national, and international historic preservation conferences, workshops and colloquia. [2, 3]
- E. Register Nomination 5%
- Prepare Hawaii and National Register of Historic Places nomination forms for significant archaeological sites. Analyze historical background

Archaeologist IV  
101037 Maui

information and present research in appropriate format. Review the content and professional quality of NRHP nomination forms, including those prepared by contractors or property owners. Attend meetings of the Hawaii Historic Places Review Board to explain nominations and to respond to questions. [1, 2, 3]

**F. Burials Program Activities** 5%

Respond to and conduct field inspections of inadvertent burial finds. Evaluate inadvertent burial finds, establish jurisdiction and ensure that the archaeological context is documented. [1, 2, 3]

Review and ensure that archaeological reports on identified burials by staff and by archaeological consulting firms are acceptable (including discussion of archaeological context, number of individuals and ethnicity). [1, 2, 3]

Attend meetings of the Maui-Lana'i Islands Burial Council and Moloka'i Island Burial Council to answer questions, and explain subjects under consideration. [1, 2, 3]

**G. Administrative** 5%

Assist in drafting policies, objectives, and long range plans for the SHPD. Maintain records of review actions, letters and SIHP sites for Maui County. Prepare comments on bills and resolutions by the legislature or Congress; recommend language for regulations and amendments to legislative bills as requested by the Archaeology Branch Chief or Administrator. Review, edit, and revise to final draft form all letters and documents emanating from the Maui archaeology section. Maintain statistics for federal grant and legislative reports. [1, 2, 3]

**Essential Duties:**

[1] = The performance of this function is the reason the job exists.

[2] = There are limited employees among whom the performance of this function can be distributed.

[3] = This function is highly specialized. Employees are hired on the skill/ability to perform this.

The following evidence was considered in determining the essential functions of the position: the amount of time spent performing the function; the consequences of not requiring a person in this job to perform a function; the work experience of people who have performed a job in the past and work experience of people who currently perform similar jobs; and the nature of the work operations based on organizational structure.

Archaeologist IV  
101037 Maui

#### **IV. CONTROLS EXERCISED OVER THE WORK**

##### **A. Supervisor:**

Position No.: 100530  
Class Title: Archaeology Branch Chief

##### **B. Nature of Supervisory Control Exercised Over the Work**

###### **1. Instructions Provided.**

Instructions are limited to general guidance and direction to specific priorities and the results expected. The employee is required to plan and carry out the necessary work activities independently.

###### **2. Assistance Provided.**

The employee takes care of all aspects of the work independently, but is expected to inform the supervisor when unforeseen events or circumstances require significant changes.

###### **3. Review of Work.**

The supervisor does not check the accuracy of individual work assignments, but does check to make sure goals and objectives are met and reviews all correspondence before final processing. More difficult assignments are reviewed more closely.

##### **C. Nature of Available Guidelines Controlling the Work.**

###### **1. Policy and Procedural Guides Available**

The Historic Preservation Division Operations Manual  
Hawaii Revised Statutes  
Hawaii Administrative Rules  
Federal Regulations and Standards relating to historic preservation  
DLNR Policies and Procedures  
Executive Memorandums and Administrative Directives  
Legal Opinions  
National Register Program Guidelines

###### **2. Use of Guidelines**

Procedural guides cover all technical aspects of the work. The employee is expected to know and apply pertinent professional knowledge, historic preservation laws, rules and regulations, policies and procedures, both state and federal.



Archaeologist IV  
101037 Maui

**V. REQUIRED LICENSES, CERTIFICATES, ETC.**

A valid State of Hawaii driver's license is desirable.

**VI. RECOMMENDED QUALIFICATIONS**

**A. Knowledge**

Must be familiar with State and Federal burial and historic preservation laws, rules and regulations. Must have knowledge of archaeological field standards and the ability to independently identify adherence to these standards. Knowledge of Hawaiian settlement patterns and Hawaiian archaeological typologies. Must also be familiar with Microsoft Office, GIS, and ArcView.

**B. Skills/Abilities**

Must be able to interpret and apply laws and regulations. Must possess leadership skills which include ability to direct all review work for assigned island and establish positive working relationships with government and private entities. Participate in rough terrain field work; prepare reports; determine appropriate procedures and discern and evaluate cultural concerns and implement them; identify and evaluate archaeological and cultural sites; coordinate work with other professionals on the staff and with other government agencies; deal effectively with the general public and their representatives; and a demonstrated ability to carry work to completion, usually shown by completed publications and manuscripts.

**C. Education and Experience**

The minimum professional qualifications for the Maui Archaeologist IV staff position are:

A graduate degree in Archaeology; plus

At least three years' experience in Hawaiian/Pacific archaeology conducting field work with report writing or reviewing. Supervisory experience is preferred.

**VII. TOOLS, EQUIPMENT & MACHINES**

Computer; global positioning system field equipment (Trimble); site mapping tools such as tape, compass, transit, plane table; familiar with controlled excavation process and tools, including shovel, trowel, screen, digital camera, Munsell color charts, USDA soil description guide; able to compile profile and plan view mapping and maintain field records.

**State Historic Preservation Division**  
**HRS 6E Submittal Form**

Per §6E, Hawai'i Revised Statutes, if the Project requires review by the State Historic Preservation Division (SHPD), please review and fill out this form and submit all requested information to SHPD. Please submit this form and project documentation **electronically** to:

dlmr.intake.shpd@hawaii.gov

If you are unable to submit electronically, please contact SHPD at (808) 692-8015. Mahalo.

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The submission date of this form is:

**1. APPLICANT** (select one)

- Property Owner           Government Agency

**2. AGENCY** (select one)

- Planning Department    Department of Public Works    Other (specify):

Type of Permit Applied For:

**3. APPLICANT CONTACT**

- 3.1) Name:                                  3.2) Title:  
3.3) Street Address:  
3.4) County:                              3.5) State:                                  3.6) Zip Code:  
3.7) Phone:                                3.8) Email:

**4. PROJECT DATA**

- 4.1) Permit Number (if applicable):  
4.2) TMK [e.g. (3) 1-2-003:004]:  
4.3) Street Address:  
4.4) County:                              4.5) State:                                  4.6) Zip Code:  
4.7) Total Property Acreage:  
4.8) Project Area (acreage, square feet):  
4.9) List any previous SHPD correspondence (LOG Number & DOC Number, if applicable):
- |         |         |
|---------|---------|
| LOG NO. | DOC NO. |
|---------|---------|

**5. PROJECT INFORMATION**

- 5.1) Does the Project involve a Historic Property? A Historic Property is any building, structure, object,

district, area, or site, including heiau and underwater site, **which is over 50 years old** (HRS §6E-2).

Yes  No

5.2) The date(s) of construction for the historic property (building, structure, object, district, area, or site, including heiau and underwater site) is

5.3) Is the Property listed on the Hawai'i and or National Register of Historic Places? To check:  
<http://dlnr.hawaii.gov/shpd/>

Yes  No

5.4) Detailed Project Description and Scope of Work:

5.5) Description of **previous** ground disturbance (e.g. previous grading and grubbing):

5.6) Description of **proposed** ground disturbance (e.g. # of trenches, Length x Width x Depth):

5.7) The Agency shall ensure whether historic properties are present in the project area, and, if so, it shall ensure that these properties are properly identified and inventoried. Identify all known historic properties:

5.8) Once a historic property is identified, then an assessment of significance shall occur.

Integrity (check all that apply):

Location  Design  Setting  Materials  Workmanship  Feeling  Association

Criteria (check all that apply):

- a – associated with events that have made an important contribution to the broad patterns of our history
- b – associated with the lives of persons important in our past
- c – embody the distinctive characteristics of a type, period, or method of construction; represent the work of a master; or possess high artistic value
- d – have yielded, or is likely to yield, information important for research on prehistory or history
- e – have an important value to the Native Hawaiian people or to another ethnic group of the state due to associations with cultural practices once carried out or still carried out, at the property or due to associations with traditional beliefs, events, or oral accounts - - these associations being important to the group's history and cultural identity

5.9) The effects or impacts of a project on significant historic properties shall be determined by the agency.

Effect Determination (select one):

- No Historic Properties Affected
- Effect, with Agreed Upon Mitigation Commitments (§6E-42, HRS)
- Effect, with Proposed Mitigation Commitments (§6E-8, HRS)

5.10) This project is (check all that apply, if applicable):

- an activity, or program funded in whole or in part under the direct or indirect jurisdiction of a Federal agency, including those carried out by or on behalf of a Federal agency;
- carried out with Federal financial assistance; and or
- requiring a Federal permit, license or approval.

If any of these boxes are checked, then the Project may also be subject to compliance with Section 106 of the National Historic Preservation Act (NHPA).

## 6. PROJECT SUBMITTALS

6.1) Please submit a copy of the Tax Map Key (TMK) map

6.2) Please submit a copy of the property map showing the project area and indicate if the project area is smaller than the property area.

6.3) Please submit a permit set of drawings. A permit set is a set of drawings prepared and signed by a licensed architect or engineer and is at least 65% complete.

6.4) Are you submitting a survey?

Yes  No

Specify Survey:

6.5) Did SHPD request the survey?

Yes  No

If 'Yes', then please provide the date, SHPD LOG NO, and DOC NO:

Date:  LOG NO.  DOC NO.

6.6) **SURVEY REVIEW FEES.** Fee for Review of Reports and Plans (§§13-275-4 and 284-4). A filing fee will be charged for all reports and plans submitted to our office for review. Please go to:

<http://dlnr.hawaii.gov/shpd/about/branches/archaeology/filing-fee-schedule/>

A check payable to the Hawaii Historic Preservation Special Fund should accompany all reports or plans submitted.

6.7) Please submit color photos/images of the Historic Property (any building, structure, object, district, area, or site, including heiau and underwater site) that will be affected by the Project.

The following are the minimum number and type of color photographs required:

Quantity	Description
1-2	Street view(s) of the resource and surrounding area
1-2	Over view of exterior work area
1	exterior photo of the North elevation (if applicable)
1	exterior photo of the South elevation (if applicable)
1	exterior photo of the East elevation (if applicable)
1	exterior photo of the West elevation (if applicable)
1-2	interior photos(s) of areas affected (if applicable)

**CHECKLIST**

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- SHPD FORM 6E** (this form)
- PROJECT SUBMITTALS** (any requested documentation for items 6.1 - 6.7 of this form)
- FILING FEE FORM** (if applicable)

§13-284-6 Evaluation of significance. (a) Once a historic property is identified, then an assessment of significance shall occur. The agency shall make this initial assessment or delegate this assessment, in writing, to the SHPD. This information shall be submitted concurrently with the survey report, if historic properties were found in the survey.

(b) To be significant, a historic property shall possess integrity of location, design, setting, materials, workmanship, feeling, and association and shall meet one or more of the following criteria:

- (1) Criterion "a". Be associated with events that have made an important contribution to the broad patterns of our history;
- (2) Criterion "b". Be associated with the lives of persons important in our past;
- (3) Criterion "c". Embody the distinctive characteristics of a type, period, or method of construction; represent the work of a master; or possess high artistic value;
- (4) Criterion "d". Have yielded, or is likely to yield, information important for research on prehistory or history; or

- (5) Criterion "e". Have an important value to the native Hawaiian people or to another ethnic group of the state due to associations with cultural practices once carried out, or still carried out, at the property or due to associations with traditional beliefs, events or oral accounts--these associations being important to the group's history and cultural identity.

A group of sites can be collectively argued to be significant under any of the criteria.

(c) Prior to submission of significance evaluations for properties other than architectural properties, the agency shall consult with ethnic organizations or members of the ethnic group for whom some of the historic properties may have significance under criterion "e", to seek their views on the significance evaluations. For native Hawaiian properties which may have significance under criterion "e", the Office of Hawaiian Affairs also shall be consulted.

(d) Significance assessments shall be submitted to the SHPD for review. The SHPD shall agree or disagree with the significance evaluations within forty five days of receipt of the significance evaluations.

(1) The assessment shall:

- (A) Present a table which lists each historic property and identifies all applicable criteria of significance for each property; and
- (B) Provide justification for classifying the property within these criteria, it being allowable to make this justification general for similar types of archaeological sites. Supportive documentation shall be cited; and
- (C) Evidence of any consultation shall be submitted with the assessment, to include:
  - (i) A description of the consultation process used;
  - (ii) A list of the individuals or organizations contacted; and
  - (iii) A summary of the views and concerns expressed.

(2) If the SHPD disagrees with the initial significance assessments or if it believes more information is needed to evaluate the

significance of a historic property, a letter shall be sent to the agency presenting the SHPD's findings. To proceed with the review process, the agency shall consult with the SHPD as needed to resolve differences, and resubmit the initial significance assessments.

- (3) If the SHPD agrees with the initial significance assessments, a letter of agreement shall be sent to the agency.
- (4) Once agreement is reached on significance of the properties, the SHPD shall enter all significance assessments in the Hawaii inventory of historic places, as consensus determinations.

(e) If there is an agreement that none of the historic properties are significant, then the historic preservation review ends and SHPD shall issue its written concurrence to the project in the form of a "no historic properties affected" determination. When significant historic properties are present, then impacts of the proposed action on these properties shall be assessed, and mitigation commitments shall be devised as needed. [Eff DEC 11 2003 ] (Auth: HRS §6E-3) (Imp: HRS §§6E-1, 6E-3, 6E-42)