

Working with
SHPO

KANSAS
HISTORICAL
SOCIETY

150
1875 | 2025

Agenda

- Introduction / Contacts
- Why do we need a SHPO review
- How to submit a review request
- What should be included
- SHPO response
- Thank you



What's a SHPO?

State Historic Preservation Office
State Historic Preservation Officer and their staff

Find the Kansas SHPO at <https://www.kansashistory.gov/p/preserve/19387>

We are a department within the Cultural Resources Division of the Kansas Historical Society (a state agency)

We administer the National Register of Historic Places for Kansas, funding programs including grants and tax incentives for historic properties, coordinate the state inventory of historic places, and review projects under both state and federal compliance regulations.

Kansas
SHPO staff

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General questions? Technical issues?
785-272+-8681 x 240
KSHS.SHPO@ks.gov

Why do we need SHPO review?

Section 106 / National Historic
Preservation Act
36 CFR Part 800

Federal funding or a federal agency is involved
Possibility of physically impacting a cultural property
* National Register-listed or eligible properties

Kansas State Preservation Law
K.S.A. 75-2724

Involvement of a state or local government entity
Physical impact on a Register-listed property

Notice of Intent / KS Dept. of
Health & Environment

Related to permitting for stormwater runoff
SHPO reviews like Section 106

National Historic Preservation Act – general info - <https://www.achp.gov/digital-library-section-106-landing/national-historic-preservation-act>

36 CFR Part 800 - <https://www.achp.gov/digital-library-section-106-landing/section-106-regulations>

Kansas State Preservation Law – K.S.A. 75-2724 - <https://www.kansashistory.gov/p/state-preservation-law/14648>

Many of the questions in the R&C portal tell SHPO staff why you are seeking review so we understand how to respond with language that will fulfill your compliance documentation needs.

Why do we need SHPO review?



Best overview of the Section 106 consultation process: <https://www.achp.gov/protecting-historic-properties/section-106-process/introduction-section-106>

1. Identify who needs to be involved in the consultation process. HINT: SHPO is always in that list. Could also include Tribes, local governments, property owners, etc.
2. Identify historic properties. Utilize available resources like the Kansas Historic Resources Inventory, the Kansas Archeological Sites Inventory, local and tribal contacts.
3. Assess effects – Determine if the proposed project will have any impact on the known historic resources including direct impacts like damage or demolition as well as indirect impacts such as visibility from the historic resources (i.e. cell towers, energy transmission lines, large structures nearby)
4. Resolve adverse effects – After consultation, if there are any adverse effects found, the consulting parties will look for ways to avoid or minimize the impact. If none can be found, then a Memorandum of Agreement will be drafted to resolve the issues through mitigation.

How to request a review



Need a letter from the SHPO? Click the button above to access the Kansas Review & Compliance online submission system.

Create a new account or login to access the system. Contact SHPO staff members; 785-272-8681, ext. 240; kshs.shpo@ks.gov

Navigate to our website:
<https://www.kansashistory.gov/14658>

or

Directly to the KSR&C portal:
<https://review.kansashistory.gov>

<https://www.kansashistory.gov/p/site-protection/14658>

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The Kansas Review & Compliance submission system has been developed as a tool to aid our customers in the submission of projects that require review pursuant to specific provisions of state and federal preservation law. The system allows individuals to submit new projects to the Kansas SHPO and to monitor the review status of existing projects they have previously submitted.

Welcome Back! New to KSHS Portal?

Email: [Create an Account](#)

Password:

Remember me?

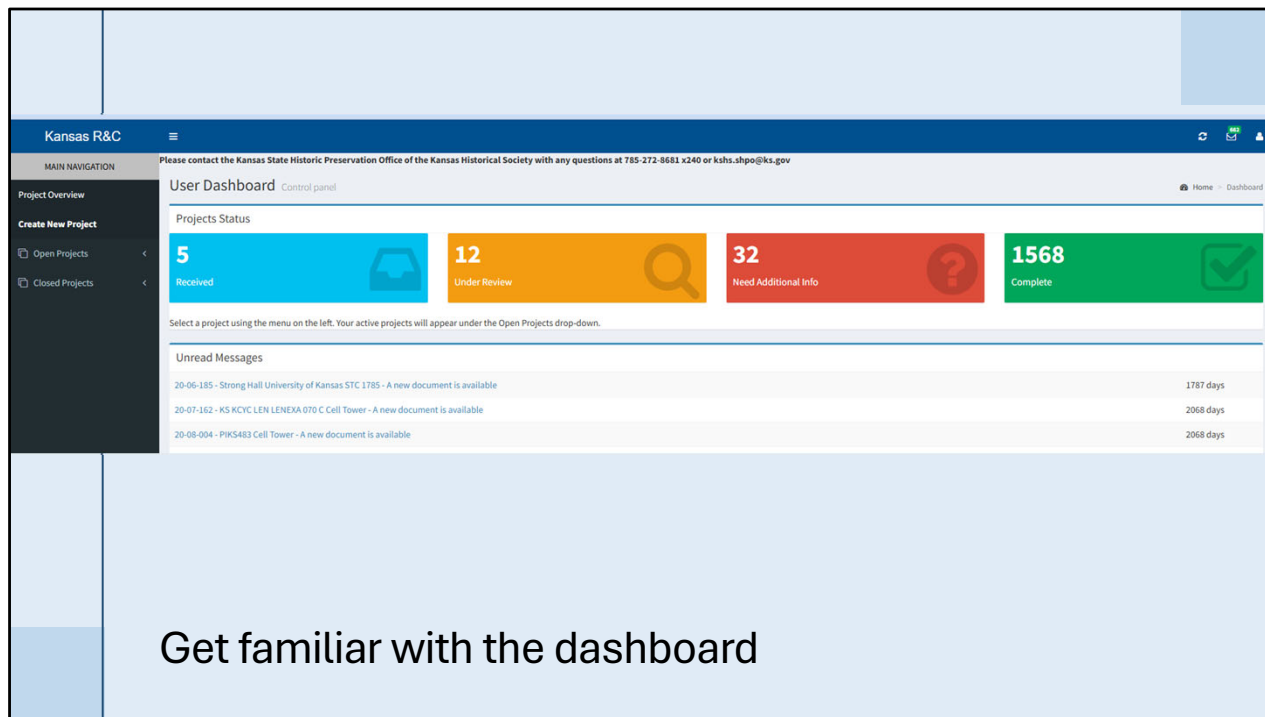
[Forgot your password?](#)

To further expedite consultation, all comments by SHPO will be issued electronically. Please contact the Kansas State Historic Preservation Office of the Kansas Historical Society with any questions at 785-272-8681 x240 or kshs.shpo@ks.gov.

Create an account or log in

When you create a new account, there is a step that involves verification of your email address. If you don't receive that verification or if you have any trouble, contact KSHS.SHPO@ks.gov.

TIP: Use an email address that is accessible by multiple people if possible. We can edit the email address on the back end if someone leaves employment, but users can't change their own email or reassign projects to others.



Get familiar with the dashboard

Top right: Sign out, unread message icon & refresh

Colored boxes: Tell you how many projects you have in each category of review status. These boxes are not “clickable”.

Unread messages: Shows any unread messages from SHPO that you have pending. Clicking on one takes you to the full message.

Left side bar

- Project Overview = Return to the dashboard
- Create a new project = open a worksheet, used to create a new project
- Open projects = Expand to see the list of projects that are still open and pending review, or awaiting more information from the applicant
- Closed projects = Expand to see the list of projects that have been closed.

Create New Project - PROJECT BASICS Control panel

PROJECT BASICS

Project Name
Please be brief, but specific.

Brief Project Description
Please explain the project in one or two sentences (max 500 characters). More information should be included as attachments.

ProjectType
Please choose the type that most closely matches your project.

Page 1 – Project Basics

TIP: The system does not like any special characters. Avoid using them within any text boxes or file names for attachments. Dashes and underscores are okay.

Project Name – Something descriptive to help with searching. You can include your project number, but please also include something descriptive. (I.E. Broadband project at Prairie Point – 123456ABC)

Project Description – Text is limited, keep it brief here. You’ll have an opportunity to send attachments later.

Project Type – Choose from the dropdown menu.

Hit “Next” to go to the next page.

Page 2 – Project Location

TIP: You only need to provide ONE of the location types. Address, Section-Township-Range, Lat/Long, UTM, or a detailed description in the Large Area section.

TIP: For projects that disturb the ground, always attach one or more maps showing the project location and extent of the project work area. For projects that are only above ground, a map is helpful but not as critical.

COUNTY – Every submission must have a county location. If the project covers more than one county, please choose one and then describe it in the Large Area section

ADDRESS – If the project has a street address, that’s the easiest way to indicate location.

SECTION/TOWNSHIP/RANGE – If that’s the easiest way to indicate location, use that one.

LATITUDE/LONGITUDE – If that’s the easiest way to indicate location, use that one.

UTM – If that’s the easiest way to indicate location, use that one.

LARGE AREA – For projects that cover large areas that don't fit nicely into one of the other categories or you need to describe or explain the location further.

Hit "Next" to go to the next page.

PROJECT EFFECTS

Kansas Historic Resources Inventory
 Kansas Historic Resources Inventory (KHRI) number, if known. Access KHRI at <http://khri.kansasgis.org/>

Property listed in the National Register of Historic Places or the Register of Historic Kansas Places?
 Access Register database at <http://www.kshs.org/p/register-database/14638>
 Yes No Unsure

Does this project involve ground-disturbing activities?
 Yes No Unsure

Describe ground disturbing activities
 If yes, describe the nature of the ground-disturbing activity, including but not limited to depth, width, and length. Describe the previous and current land use, conditions, and disturbances.

Does this project's area of potential effects include buildings, structures, or designed landscape features (such as parks or cemeteries) that are 45 years of age or older?
 Yes No Unsure

Describe resources and potential effects
 If yes, then describe each structure in the project area and provide photos of each as attachments. Please include the structure's age, if known.

Prev Next

Page 3 – Project Effects

TIP: The KSR&C portal will time out if you take too long. It is recommended to gather information before you start the process.

- Looking for above-ground historic resources in your project area - <https://khri.kansasgis.org/index.cfm> (Publicly accessible online inventory)
- Looking for possible archeological sites in your project area - <https://www.kansashistory.gov/15739> (Requires permission to access. Users must meet professional qualification standards for archeologists.)

KANSAS HISTORIC RESOURCES INVENTORY – Only for above-ground resources. Not required, but helpful if you know your project will impact a resource in the inventory.

LISTED IN THE NATIONAL REGISTER – Database link is under development, so most recently listing are not included. KHRI is your best bet to find Register-listed properties. SHPO staff will double-check so put “unsure” if you don’t know.

GROUND DISTURBING – Any digging or boring involved? If yes, please explain. This triggers the project for review by our archeology reviewer.

EFFECTING BUILDINGS OR STRUCTURES OVER 45 YEARS OLD - If yes, please explain. This triggers the project for review by our architectural reviewer.

Hit "Next" to go to the next page.

Create New Project - PROJECT CONTACTS Control panel Home > Dashboard

PROJECT CONTACTS

Please provide contact information for anyone other than the project submitter who may have additional knowledge of this project

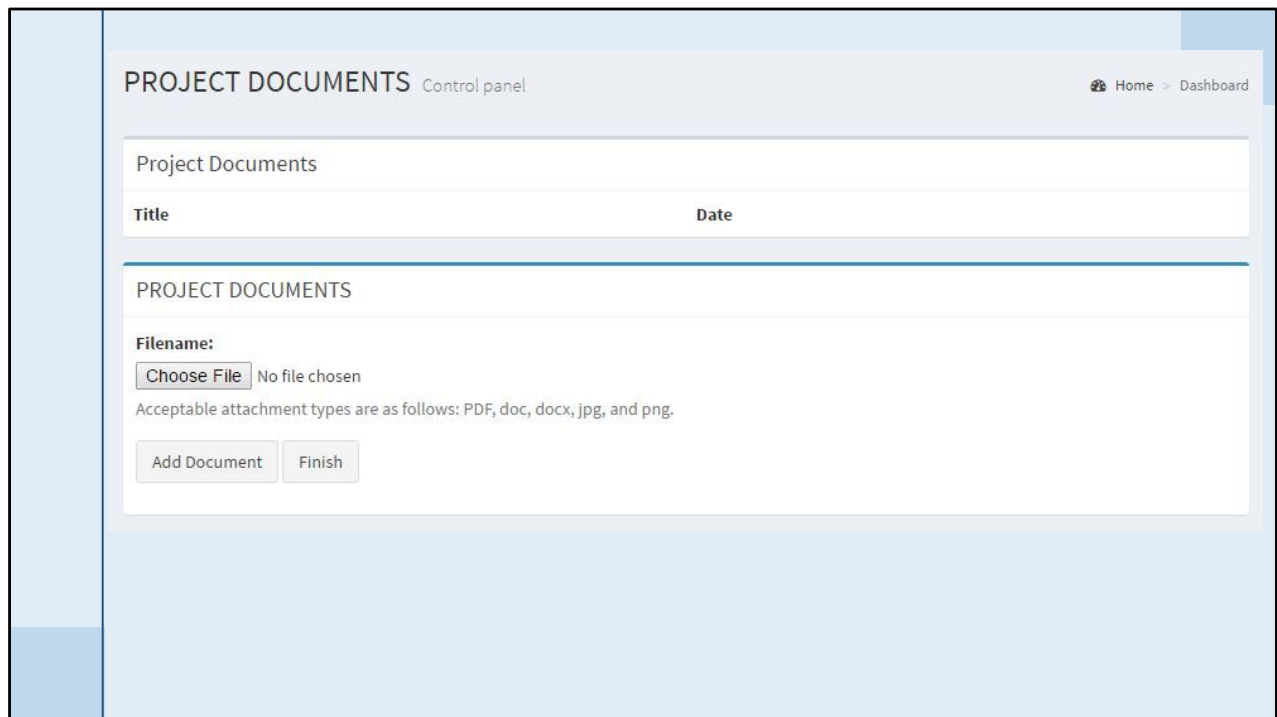
Please note that you will not be able to edit any of the previous information after selecting Submit. If needed, use the Prev buttons to review your project before continuing.

You will have the opportunity to upload attachments on the next screen.

Page 5 – Project Contacts

We already have the contact email address for the person submitting the request, but it is also very helpful to have your phone number if we need to ask a question. Please include other team contacts who might have more detailed knowledge of the project.

Hit “Submit” to create the review request. You will have the opportunity on the next page to upload attachments.



Page 6 – Project Documents

TIP: We have newly added KMZ as an allowed file type. If you have KMZ files for your project, those are greatly appreciated.

CHOOSE FILE – Navigate to the file you want to upload and select it.

ADD DOCUMENT – Be sure to hit this after selecting your file. This actually uploads the document to the project record.

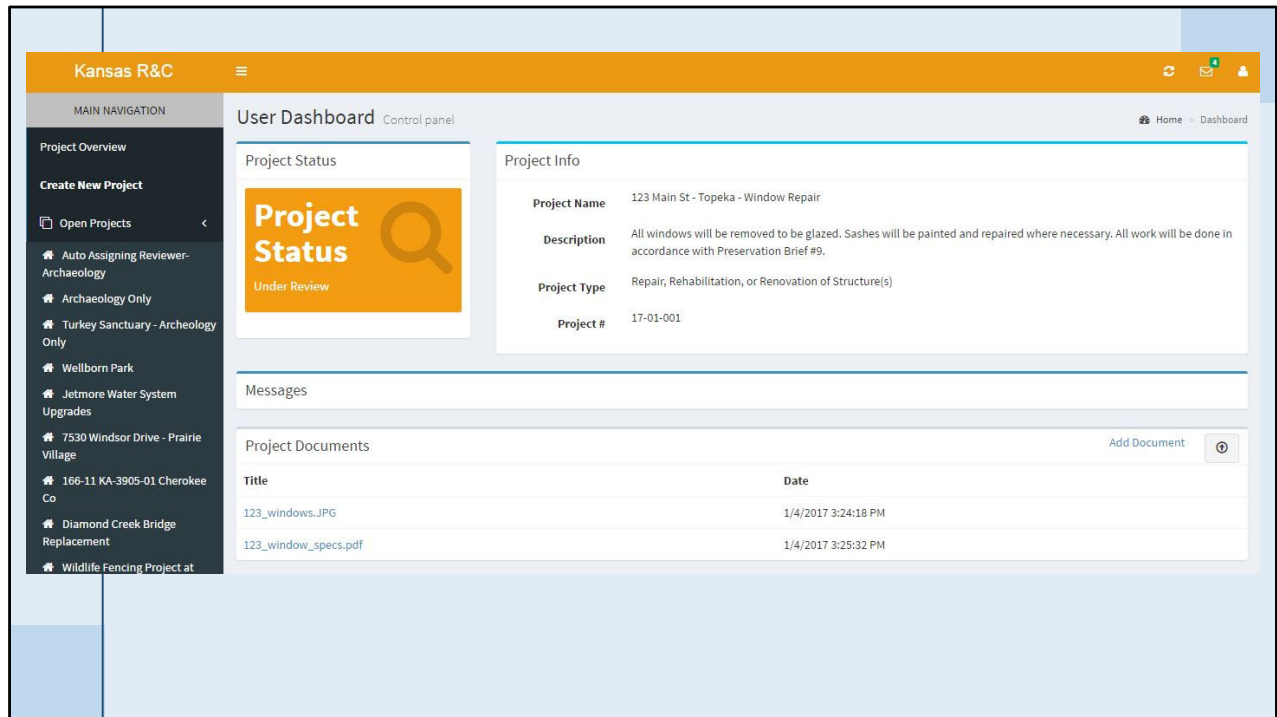
FINISH – Once you are finished with uploading attachments, hit to conclude your submission. The submitter’s email should receive an autoreply acknowledging the submission.

Attachments to upload

- **Maps** - critical for below-ground projects
- **KMZ files** if you have them
- **Photos** of the project area – critical for above-ground projects
- **Full description of the project work** – what & how
- Application materials
- Reports
- Anything to help illustrate the proposal

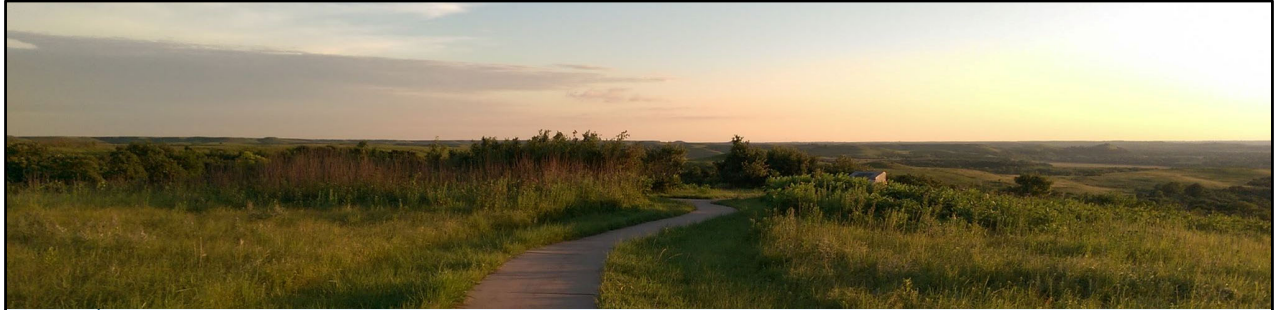


Highlighted items = requested for most all projects



View when you select a project from the Open Projects menu at left.

NOTE: You can add more attachments by selecting ADD DOCUMENT at middle right. All attachments should show up under the PROJECT DOCUMENTS list.



SHPO response

Within 30 days / usually closer to 14 days

SHPO staff will reply through the Messaging function of the KSR&C portal

Additional Information Requested – Puts the ball back in the submitter’s court. We need additional information to continue the consultation and review. Upload new documents to the project or contact the reviewer to provide information in another format (i.e. email, file share).



When the SHPO staff issues a message, the submitter should receive an email saying “you have a new message”.

Open the KSR&C portal to see your message.

When the SHPO reviewer issues a final comment, it will look something like this. In most cases, a screenshot or print to PDF of this page will suffice for your compliance documentation.

Please let us know if you need the response in another format.

We review about 300 requests per month, so this response through messaging helps us keep things moving.



Questions?

Thank
you

Katrina Ringler

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Director, Cultural Resources

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