



How to Submit to CRIS

What is CRIS?:

CRIS is the New York State Cultural Resources Information System (CRIS). It is a Geographical Information System (GIS) based web application that provides access to historic property information of identified resources in New York State. It is maintained by the New York State Division for Historic Preservation, also known as the New York State Historic Preservation Office (SHPO). Projects that require consultation with the SHPO are submitted through the CRIS database.

What is a consultation project?:

Projects that utilize state and/or federal monies/licenses/permits are required to submit their project to SHPO to determine if it has the potential to impact a historic resource that is eligible or listed in the State and National Registers of Historic Places.

What do I need to submit to CRIS?:

You will need a written scope of work that describes the project in detail. Photographs of the interior and exterior of your building/structure/site. Photographs should show the existing condition of all areas where work is proposed to occur. Drawings detailing any proposed demolition/construction and site plans should also be submitted.

How do I submit to CRIS?:

To submit your project to CRIS follow this link: <https://cris.parks.ny.gov/> and follow these steps.

- 1.) Click "I Agree" in the pop-up page to proceed to CRIS.
- 2.) On the left-hand side click **Proceed As Guest**.
- 3.) At the top of the page click **Submit** (between **Home** and **Search**).
- 4.) Click the **Consultation** tile in the upper left-hand side.
- 5.) Click the **Start** button under the section titled **New Consultation Submission**. This will open a new browser tab with the Consultation Project Submission form.
- 6.) In Box 1 of the Consultation Project Submission form, type in the name of the project contact. This can be anyone associated with the project but should also include a contact from the involved state/federal agency. Your contact will be Andy Kitzmann.
- 7.) In Box 2, provide a brief description of the project, if it will involve ground disturbance (will any digging/landscaping be involved?), if any buildings are present, the type of permit (DEC/Canal Corps, etc.)
- 8.) In Box 3, please type in and select the name of the involved state or federal agency. Your involved agency will be the National Park Service. If more than one agency,



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such as NYPA or Canal Corps, will be involved in the project, please be sure to add them to the project.

- 9.) In Box 4, please upload a detailed scope of work, detailed photographs showing the existing conditions where work will occur, and drawings detailing the proposed work.
- 10.) In Box 5, you will input the location of the project and the project's area of potential effect (APE). The APE refers to a boundary that encompasses the area which will be impacted by the proposed work.
- 11.) In Box 6, please include all information on all known buildings located within the APE or potentially impacted by the proposed project.
- 12.) Once you have completed filling out the application, please be sure to hit the button that says "submit to SHPO."

What if I have trouble submitting?:

If you have trouble submitting, please email cris.web@parks.ny.gov. Someone will respond to your email with an answer or the contact of your reviewer.