



Alteration Request Guidelines

1. **Consultation.** Property owners must receive approval from the Idaho State Historical Society Easement Program **prior** to conducting any work outside ordinary maintenance on features protected by the preservation easement. Owners are encouraged to contact Easement Program staff with any questions on their proposed project before submitting an Alteration Request Application and should refer to the [Guidance for Determining When Prior Written Approval is Required](#) document for guidance as to when prior written approval is necessary for alterations.
2. **Application.** Property owners must complete and return the [Alteration Request Application](#), along with the necessary supplementary documentation, **prior** to commencing work on their easement property. Additional documentation typically includes photographs of the existing conditions of the features requiring work, sketches/drawings of the proposed project, and product information and specification. If property owners request expedited review of their application, they will be charged a fee of \$500 for the expedited services.
3. **Initial Review.** The Easement Program Manager will strive to review the application for sufficiency within one (1) week of receipt. This review will determine if any additional information is needed to assess and approve the request. If more information is required, staff will contact the property owner and request the information.
4. **Alteration Request Review.** The Easement Program Manager submits the completed application and supplementary documentation to the Easement Program Committee. The Committee reviews the application by applying the Secretary of the Interior's Standards for Treatment of Historic Properties.
5. **Committee Decision.** The Easement Program Committee will respond within thirty (30) days of receipt of all necessary and requested information with their approval, approval with conditions, or denial. If denied, the Idaho State Historical Society will work with the property owner to find an alternative in which the desired work may be completed in a way that meets the Secretary's Standards. The property owner will need to submit a new Alteration Request Application with the augmented proposed project. If the approved alterations are not implemented within one (1) year of approval from the Easement Program Committee, the property owner must resubmit the request for approval.
6. **Project Execution.** Property owners conduct the approved work, with any conditions stipulated by the Easement Program Committee.
7. **Follow-up.** When the project is completed, property owners send the Easement Program Manager the [Completed Alteration Documentation](#) form, along with photographs, as evidence that the project was completed according to the agreed upon terms of alteration. If Easement Program staff do not receive an update within six (6) months from the time they sent their approval, the Easement Program Manager will contact the property owner for an update on the project. *Projects do not need to be completed within six (6) months, but a general update would be appreciated.*

* All photographic evidence must be submitted in the proper format, according to the [Photograph Submission Guidance and Template](#). *If photographs are not submitted properly, the Easement Program Manager will ask the property owner to resubmit them.*