# Request for New Project Environmental Review Form by the State Historic Preservation Office (SHPO) and Office of State Archaeology (OSA) for NRHP Section 106 and NC GS 121-12(a) Compliance, and Due Diligence

Submit to: Environmental.Review@dncr.nc.gov

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## 1. Project Name and Location

A. Date of Submission:

B. Project Name/Description:


C. Project Address:

D. City/Town:

E. County:

F. GPS Coordinates (Decimal Degrees, e.g. 35.7828, -78.6371):

    1. Right click on Google Maps and Copy and Paste:


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## 2. Project Contact Information

**Applicant Info (Required)**

A. Applicant Name:

B. Company/Agency:

C. Address:

D. City, State, Zip:

E. Phone:

F. Email:

**Consultant Info (If Applicable)**

G. Consultant Name:

H. Company/Agency:

I. Address:

J. City, State, Zip:

K. Phone:

L. Email:


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## 3. Federal and/or State Involvement

A. ☐ Check box if this review request is for Due Diligence, i.e. Federal or State involvement unknown, or in anticipation of Federal or State involvement

B. List all licenses, permits, approvals, grants, or funding sought from Federal and/or State agencies

    1. Federal:


    2. State:

| 4. Project Description |
|---|

A. **Project Acreage, Miles, or Linear Feet (<u>REQUIRED</u>):**

B. **Check All That Apply**: ☐ New Construction ☐ Demolition ☐ Rehabilitation, Replacement/ Repair, Alteration, Addition ☐ Relocation ☐ Acquisition ☐ Infrastructure/Utilities ☐ Other

    1. If Other, Describe Here:

C. ☐ Check box if there are any proposed <u>**ground-disturbing activities**</u>, e.g. grading, excavation, backfilling, trenching, clearing, grubbing, logging, drilling, auguring, boring, probing, hand shoveling, etc.

D. ☐ Check box if the **Scope of Work (SOW)** is attached separately, otherwise, provide details of the SOW below

| Scope of Work (if not attached separately) |
|---|
| |

North Carolina State Historic Preservation Office

A UNIT OF
**DNCR**
North Carolina Department of Natural & Cultural Resources

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## 5. Historic Properties/Resources, Architecture/Above Ground

- **IMPORTANT:** An architectural survey or evaluation is **not encouraged or required for initial project review.** SHPO will review maps and photographs to determine if an architectural survey or evaluation is required.

- **What You Need to Review:** Please review HPOWEB for your own project management and awareness for the presence of any **unrecorded** and **recorded properties** within and/or immediately adjacent to your project area. **These properties will need to be photographed.**

- We **do not** require a list/table/inventory of unrecorded or recorded properties in HPOWEB within or immediately adjacent to the project area submitted to us for initial project review. We encourage you to create one for your own project management and submit it if you have it.

- Visit our GIS Maps and Data page for more details on HPOWEB such as a glossary and legend.

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**Checklist for Reviewing HPOWEB and Date of When Reviewed** Click or tap here to enter text.**:**

A. ☐ Check box if there are there any **unrecorded** (Not in HPOWEB) buildings, structures, or designed landscapes features within and/or immediately adjacent to the project area that may be 50 years old or older

B. ☐ Check box if there are there **any recorded properties** (any marker or shaded boundary) in HPOWEB within and/or immediately adjacent to the project area.

  1. ☐ Check box if **any** of these properties in HPOWEB are recorded as **historic properties** i.e. Study-Listed (SL), Determination of Eligibility (DOE), Study-Listed and Determination of Eligibility (SLDOE), National Register Listed (NR), or National Historic Landmark (NHL)?

  2. ☐ Check box if **any** of these properties in HPOWEB are shown as locally designated, i.e. Local Landmark or Local Historic District

     i. Please note: Locally designated properties may require coordination through a local Historic Preservation Commission (HPC), or similar, and may require a Certificate of Appropriateness (COA) outside of SHPO and OSA review.

  3. ☐ Check box if this project proposes to demolish, rehabilitate, replace/repair, alter/add addition, mothball, relocate/remove, sell, transfer, add an easement, or lease any **recorded property** in HPOWEB within the project area.

     i. If checked, your Scope of Work should be detailed and include a written description of the present conditions of the recorded property with photos showing the overall property and those conditions, and a keyed map of the photograph direction and location. Interior photos should be included if permission is given by the property owner.

C. **If any above is checked, please provide at least one (1) photo of each property.**

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## 6. Historic Properties/Resources, Archaeology

- **IMPORTANT:** Requesting archaeological site data, conducting archaeological background research, or conducting an archaeological survey is **not encouraged or required for initial project review.** Archaeological data site files are public records, but confidential information needed for environmental review is protected by Federal and State laws. Use this link here for more information.

- **What You Need to Do:** Complete the checklist below and the county-assigned OSA archaeologist will review the project area, maps, photos, ground-disturbance activity (if any), and archaeological data to determine if further work is required.

- **If Further work is Required**: All details of next steps will be provided in our letter, including what type of consultant you will need to hire, if needed, to complete the work and access necessary archaeological data.

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**Checklist for Information Needed by the Office of State Archaeology (OSA)**

1. ☐ Check box if any archaeological material, e.g., pottery, arrowheads, trash/objects associated with no longer extant buildings > 50 years old, Civil War material, etc., that has been identified or collected during a site visit of the project area and/or noted/collected by the property owner

2. ☐ Check box if there are any known cemeteries or burials within or immediately adjacent to the project area

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If yes to any of the above, please describe below. Include a labeled map and GPS coordinates (decimal degrees) of locations of any archaeological material or cemeteries.

## 7. Deliverables Checklist

### A. Photos

Photos should be at minimum 4"x4" with a maximum of two photos per letter-sized page. Photos can be attached to this form or packaged separately in your submission.

1. ☐ Labeled photos of the overall project area/parcel(s)

2. ☐ Labeled photos of any buildings, structures, or designed landscapes within or immediately adjacent to the project area.

3. ☐ Labeled photos with Site Name and Site ID of any recorded properties in or immediately adjacent to the project area as seen on HPOWEB. **See Section 7.B**.

### B. Maps

Required maps can be created in HPOWEB and screenshotted, printed as PDF, etc. Maps can be attached to this form or packaged separately in your submission.

1. ☐ Aerial/Satellite map showing the boundary/limits of the project with parcel boundaries

2. ☐ Street or topo map showing the boundary/limits of the project area with street names

3. ☐ Construction plans and designs if available

4. ☐ Additional maps or map labels as required if Section 7.B.3.i and/or Section 8.1 and 8.2 are checked

### C. Geographic Information System Data/Georeferenced Data

1. ☐ ArcGIS Shapefile (Polygon) OR Google Earth KML are preferred for large, complex, multi-parcel projects and/or linear projects that span across multiple parcels.

    i. Please send only one file that contains all polygons, parcels, boundaries, etc.

    ii. Full parcels/boundaries should be submitted, not point data

    iii. Linear projects should be buffered from the centerline to encompass the limits of disturbance/construction.