



**Request for Initial Project Review
New Project Form**

Date: _____

1. Project Name and Location

Project Name: _____

Project Address: _____

City/Town: _____ County: _____

GPS Coordinates (Latitude, Longitude in Decimal Degrees), if known: _____

2. Project Contact Information

Applicant (Required)	Consultant (If Applicable)
Name: _____	Name: _____
Company/Agency: _____	Company/Agency: _____
Address: _____	Address: _____
City, State, Zip: _____	City, State, Zip: _____
Phone: _____	Phone: _____
Email: _____	Email: _____

3. Project Description

Project Area Acreage or Miles: _____ ☐ acres ☐ miles (REQUIRED)

Check all that apply: ☐ New Construction ☐ Rehabilitation/Replacement/Repair ☐ Alteration/Addition
☐ Demolition ☐ Relocation ☐ Acquisition ☐ Infrastructure/Utilities ☐ Other

☐ Yes ☐ No Are there any proposed ground-disturbing activities, e.g., grading, excavation/trenching, clearing/grubbing/logging, drilling/auguring/boring, backfilling, etc.?

Provide a detailed description of the proposed project, the current project area conditions, and ground-disturbing activities (e.g. limits of disturbance (LOD) and method), if applicable:



4. Federal and/or State Involvement

List all licenses, permits, approvals, grants, or funding sought from federal and/or state agencies.		
☐ Yes	☐ No	Is this review request for Due Diligence (i.e. Federal or State involvement unknown, or in anticipation of Federal or State involvement)? PLEASE NOTE: If checked, the project will be reviewed in compliance with Section 106.
Federal:		
State:		

5. Project Area Maps Checklist

Map submissions showing the project area/location are required .	
Check and submit all that apply.	
☐	Project area/location maps should have legible road names, parcel boundaries, and a clear marker or boundary line defining the project area. A street map and a satellite map are preferred. These maps can be generated/printed in HPOWEB .
☐	Projects with ground-disturbing activity should include maps, site plans, or plan designs with clearly labeled boundaries defining the limits of disturbance (LOD). Maps without an LOD will be reviewed as if the whole project area will have ground-disturbing activity. If historic properties are present (see Section 7 and 8), please include details of ROW, LOD, PCE, TCE, PUE, DUE, AUE, etc.
☐	GIS data such as ArcGIS Shapefiles or Google Earth KML are required for large, complex, and/or multi-parcel projects. This includes linear projects that span significant distances and/or across multiple parcels (e.g. trails, infrastructure/utilities, pipelines, etc.)

6. Site Photographs Checklist

Photographs of the project area are required .	
Check and submit all that apply.	
☐	Include photographs of the current conditions of the project area including any current buildings, structures, landscapes/different land-uses, etc.
☐	All digital photographs should be a minimum size of 4" x 4" (a maximum of 2 images per 8½" x 11" page).
☐	If submitting photographs of multiple structures, clearly label the subject of each photograph and ensure that the location of any detail photographs or interior photographs can be identified. See an example here .
☐	Include photographs of all recorded historic properties (HPOWEB) and/or unrecorded buildings, structures, or designed landscape features that are 50 or more years old within or immediately adjacent to the project area. See Section 7.



7. Historic Properties/Resources, Architecture

Do not conduct an architectural survey or evaluation unless there is an NC HPO letter requesting it.

PLEASE NOTE: You are only **required** to list recorded properties in [HPOWEB](#) and unrecorded properties 50 or more years old that immediately adjacent or within the project area for initial project review (**Section 9**). The project will be screened and reviewed by NC HPO and comments will be provided if further work is required.

- [HPOWEB](#) does **NOT** include archaeological data. **See Section 8 for more info.**
- See [GIS Maps and Data](#) for more details about [HPOWEB](#) including a glossary of recorded properties types and their status (Federal and State program status)
- See county/local GIS real estate sites, historical maps/satellite imagery, tax records, real property cards, etc., to identify buildings that are 50 or more years old.

See Section 6 above for photo requirements.

☐ Yes	☐ No	Are there any unrecorded (not in HPOWEB) buildings, structures, or designed landscapes features that are 50 or more years old within or immediately adjacent to the project area?		
☐ Yes	☐ No	Are there any recorded properties in HPOWEB within or immediately adjacent to the project area? i.e. Stand-alone Surveyed Only (SO) properties; not within a historic district		
Skip if "No" Above		☐ Yes	☐ No	Are there any recorded historic properties in HPOWEB i.e. Study-listed (SL), Determination of Eligibility (DOE), National Register Listed (NR), National Historic Landmark (NHL)?
		☐ Yes	☐ No	Are any of the recorded properties Locally Listed (i.e. Local Landmark, Local Historic District)? PLEASE NOTE: Locally listed properties may require coordination with the local Historic Preservation Commission (HPC) and a Certificate of Appropriateness (COA).
If yes to any of the above, please fill Section 9 or attach similar spreadsheet.				
☐ Yes	☐ No	Does this project propose to rehabilitate, replace/repair, alter, relocate/remove, or demolish any recorded property in HPOWEB within the project area?		
☐ Yes	☐ No	Does this project propose the sale, transfer, or lease of any recorded property in HPOWEB within the project area?		
If yes to any of the above, please describe the current condition of the historic property within the project area and the undertaking below if not already described in Section 3 or attach separately:				



8. Historic Properties/Resources, Archaeology

Do not request archaeological site data, conduct background research, or conduct an archaeological survey unless there is an NC HPO letter requesting it. It is NOT NEEDED or REQUIRED for initial project review.

IMPORTANT: During initial project review the project area is screened and reviewed by the [county-assigned OSA review archaeologist](#) and comments will be provided if further work is required.

PLEASE NOTE: If further work is required, as requested in a letter from our office, please note that archaeological data is not publicly available and requires an [appointment with OSA](#).

☐ Yes	☐ No	Has any archaeological material (e.g., pottery, arrowheads, trash/objects associated with no longer extant buildings > 50 years old, Civil War material, etc.) been identified or collected during a site visit of the project area or noted/collected by the property owner?
☐ Yes	☐ No	Are there any cemeteries or burials within or adjacent to the project area?

If yes to any of the above, please describe below. Please also include latitude, longitude coordinates (decimal degree) for archaeological material and cemeteries, if known/applicable:



9. Summary of Recorded and Unrecorded Properties

List all Recorded ([HPOWER](#)) and Unrecorded Properties over 50 or more years old located within the project area and/or immediately adjacent to the project area.

Some properties may not have a proper 911 address in which case please use GPS coordinates (latitude/longitude in decimal degrees).

[illegible]