

**NC DEPARTMENT OF TRANSPORTATION**  
**BORROW PIT/WASTE AREA/LAYDOWN/STAGING AREA INFORMATION FORM**  
**FOR STATE HISTORIC PRESERVATION OFFICE REVIEW**

Date Submitted \_\_\_\_\_ County \_\_\_\_\_ Project Name \_\_\_\_\_

Highway Project No. and Description \_\_\_\_\_

Submitted by \_\_\_\_\_

Preparer Name/Company \_\_\_\_\_

Company Address \_\_\_\_\_

Phone/Email \_\_\_\_\_

*FOR HPO USE ONLY*

ER \_\_\_\_\_

Received:

*A - DUE*

*S - DUE*

**SITE TYPE:**      Borrow Pit      Waste Area      Laydown      Staging Area

**SITE INFO:**      Acreage \_\_\_\_\_      Borrow Depth \_\_\_\_\_

Types of Ground Disturbance: (e.g. Fencing, turf removal, utilities, septic, drainage pond)

\_\_\_\_\_

**LOCATION:**      Street Address/PIN \_\_\_\_\_

GPS Coordinates (decimal degrees) \_\_\_\_\_

**ARCHITECTURAL RESOURCES:**

1. Are there any buildings or structures on the project site? (Include abandoned barns, farmhouses, tobacco sheds, bridges, etc.)
2. If yes, photographs of structures which appear to be 50 years or older, are required. Photos must show each elevation of the structure and surrounding landscape, and be keyed to the map.

**ARCHAEOLOGICAL RESOURCES:**

1. What kind of site preparation, if any, has taken place on the project site?
  - a. If yes, photographs of the site preparation area required.
2. Are any marked or unmarked cemeteries located within the proposed pit area?

**To ensure timely review, submittal must include a map (aerial, topographic, labelled street, etc.) and/or KML files clearly showing the proposed location and boundaries (entire extent of disturbance). Submit the completed form and map to: Renee Gledhill-Earley, Environmental Review Coordinator, State Historic Preservation Office, at [Environmental.Review@dn-cr.nc.gov](mailto:Environmental.Review@dn-cr.nc.gov), or by USPS, 4617 Mail Service Center, Raleigh, NC 27699-4617 (phone 919-814-6584). \*\*Allow at least 30 days for our review and comment\*\***

**FOR HPO USE ONLY**

\_\_\_\_\_ We have no comment on the project as proposed.

\_\_\_\_\_ See attached letter for additional comments.

Signed: \_\_\_\_\_  
Renee Gledhill-Earley, ER Coordinator

Date: \_\_\_\_\_