

## **INSTRUCTIONS FOR COMPLETING THE *REQUEST FOR PROJECT REVIEW FORM***

Project proponents should complete the *Request for Project Review Form* in its entirety by referring to the instructions that follow. Attach the required additional information, and submit your review packet to the State Historic Preservation Office (SHPO) to [ENReviewSHPO@state.mn.us](mailto:ENReviewSHPO@state.mn.us).

### **Section I: General Project Information**

**Project Title** – Provide the name of the project (Example: John Doe House Rehabilitation)

**Project Address/Location** – Provide the street address of your project (not PO Box). *If the project is located outside of a municipal boundary, you **must** provide the legal description of the project location.*

**Legal Description** – Provide this information if the project is located outside of a municipal boundary. Township, Range, and Section refer to the coordinates of the project location. Example: T41N R16W S8 NE. Quarter-section refers to the quadrant of the section: NE, NW, SE, or SW. Failure to provide the legal description for a project outside of municipal boundaries will delay review of the project.

### **Section II: Project Contact Information**

**Project Contact Name** – Provide the name and contact information of the person coordinating this review request. This is the person SHPO staff will contact if further information is needed and to whom the SHPO's comment letter will be sent. This person should be authorized to act as the representative of the federal or state agency requiring this project review.

### **Section III: Federal, State and/or Local Government Agency Involvement**

**Federal Agency** – Indicate the federal agency that is responsible for Section 106 compliance and that agency's permit or project reference number (if known). If you do not know the federal agency involved in your project, please contact the party requiring you to complete a Section 106 review, not SHPO, for this information.

**State Agency** – Indicate the state agency (if applicable) that is involved in the project and that agency's permit or project reference number (if known).

**Local Government Agency** – Indicate the local (city, county, etc.) government agency (if applicable) that is involved in the project.

## **Section IV – Project Description and Boundaries**

### **A. Required for All Projects**

**Project Description** – Write a detailed description of the proposed work. For example, include any information about construction, demolition, or rehabilitation, and any ground disturbance, such as digging, road construction, or tree removals. The SHPO is mandated to comment on the effects a project will have on the historic built environment and archaeological sites, if any such properties exist, so an accurate project description is imperative.

**Localized Map** – Indicate the location of the project on a plat map or a street map. Maps must provide the precise location of the project. If the project will occur in several locations (e.g., curb and gutter replacement at several places along a roadway), all such locations must be noted. Please ensure that street/road names are included and legible.

### **B. Architecture**

**List Buildings/Structures in the Project Area and Year Built** – Indicate whether there are buildings or other structures (such as a bridge, monument, or water tower) in the project area. If there are no buildings or structures within the project area, proceed to Section C. Archaeology.

**Year Built** – Because a property’s baseline eligibility age for listing in the National Register of Historic Properties (NRHP) is at least 50 years old, it is very important to provide an accurate date of construction. This date should be accurate within five years of the actual date of construction.

**Photographs** – Photographs of properties must be original (not from Google street view). They may be in color or black and white. Printed digital photographs are acceptable, but they should have clear resolution. They must provide ground-level, clear views (unobstructed by shadows, trees, cars) of the entire building or structure. Key all photographs to your localized map.

**Information on Historic Buildings/Structures** – List any known historic buildings or structures in the project area. A historic property is defined as any historic site, building, district, structure, or object that is 50 years of age or older and is listed or eligible for listing in the National Register of Historic Places (NRHP). It is your responsibility to make a reasonable and good faith effort to carry out appropriate identification efforts. You may want to contact county and local historical societies and/or heritage preservation commissions to aid in the effort to identify historic properties.

### **C. Archaeology**

**Ground-disturbing Activity** – Indicate whether the project will involve moving soil, including excavation, grading, tree removals, utility installations, etc.

**USGS Topographic Map** – Indicate the proposed areas of project ground disturbance on a 1:24000-scale USGS topographic map (a.k.a. 7.5-minute quadrangles), which may be photocopied or computer generated. Free USGS topographic maps can be created for your project area by inputting location information at <http://www.mytopo.com/maps/>.

**Description of Land Use/Disturbances** – Describe in detail the current and previous land use (e.g., cropland, industrial) and any known past ground disturbances (e.g., placement of utilities, construction) within the project area. If possible, mark these land uses/disturbances on a map.

**Information on Archaeological Resources** – Indicate to the best of your knowledge whether the land owner/developer is aware of any archaeological resources within the project area (e.g., stone walls, cellar holes, artifact finds) or any previous archaeological surveys.

### **STATE HISTORIC PRESERVATION OFFICE RESPONSE**

The SHPO will provide a written response within 30 calendar days after receipt of the project submittal. The response will either: 1) provide SHPO's finding of affect, or 2) request additional information, such as project details or an archaeological survey, in order to complete the review. If additional project information is needed, the 30-day review period starts over when the information is received.

If you have questions about the SHPO review process, please contact:

Kelly Gragg-Johnson, Environmental Review Specialist  
kelly.graggjohnson@state.mn.us (651) 201-3285

or

Leslie Coburn, Environmental Review Specialist  
leslie.coburn@state.mn.us (651) 201-3286