

Environmental Review Form

At a minimum, the Historic Preservation Division (HPD) requires the following information in order to review projects in accordance with applicable federal or state laws. Please note that the responsibility for preparing documentation, including items listed below, rests with the federal or state agency or its designated applicant. *HPD's ability to complete a timely project review largely depends on the quality and detail of the material submitted. If insufficient information is provided, HPD may need to request additional materials, which will prolong the review process. For complex projects, some applicants may find it advantageous to hire a preservation professional with expertise in history, architectural history, and/or archaeology, who would have access to the Georgia Archaeological Site Files and an understanding of HPD's publicly available files.*

**THERE IS A 30-DAY REVIEW PERIOD FROM THE DATE HPD RECEIVES THE SUBMITTAL.
 SHOULD ADDITIONAL INFORMATION BE REQUESTED, PLEASE NOTE THE 30-DAY PERIOD RESTARTS.**

I. General Information

A. Project Name: _____

Project Address: _____

City: _____ County: _____

B. Federal Agency Involved: _____

State Agency Involved (if applicable): _____

C. Agency's Involvement (check all that are applicable):

- | | |
|---|---|
| <input type="checkbox"/> Funding (grant, loan, etc.) | <input type="checkbox"/> Unknown |
| <input type="checkbox"/> License/Permit | <input type="checkbox"/> Other, please explain: _____ |
| <input type="checkbox"/> Direct/Agency is performing the action | |

D. Type of Review Requested:

- Section 106 of the National Historic Preservation Act (Federal agency involvement)
- Section 110 of the National Historic Preservation Act (Federally owned properties)
- Georgia Environmental Policy Act (GEPA; State agency involvement)
- State Agency Historic Property Stewardship Program/State Stewardship (State owned properties)
- Unknown

E. Contact Information: Applicant Consultant

Name/Title/Company: _____

Address: _____

City/State/Zip: _____

Phone: _____ Email: _____

Agency Contact Info (either State or Federal, according to review type):

Name/Title/Agency: _____

Address: _____

City/State/Zip: _____

Phone: _____ Email: _____

II. Project Information

A. Project Type:

- | | |
|--|---|
| <input type="checkbox"/> Road/Highway Construction or Improvements | <input type="checkbox"/> Relicensing |
| <input type="checkbox"/> Demolition | <input type="checkbox"/> Utilities/Infrastructure |
| <input type="checkbox"/> Rehabilitation | <input type="checkbox"/> Unknown |
| <input type="checkbox"/> Addition to Existing Building/Structure | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> New Construction | |

B. Project Description and Plans This should include a *detailed* **scope of work**, including *any* actions to be taken in relation to the project, such as all aspects of new construction, replacement/repair, demolition, ground disturbance, and all ancillary work (temporary roads, etc.), as applicable. Attach additional pages if necessary. If a detailed scope of work is not available yet, please explain and include all preliminary information:

C. Land Disturbing Activity This should include a detailed description of all horizontal and vertical ground disturbance, such as haul roads, cut or fill areas, excavations, landscaping activities, ditching, utility burial, grading, water tower construction, etc., as applicable:

D. Has this identical project or a related project been previously submitted to HPD for review? YES ___ NO ___
**If yes, please enclose a copy of HPD's previous response*

E. Is this project also being reviewed under a tax incentive program administered through HPD? YES ___ NO ___

F. Is this review request in order to satisfy an application requirement, such as for a grant? YES ___ NO ___
**If yes, are project plans/scope of work available yet? YES ___ NO ___*
**If yes, please enclose a copy of the project plans/scope of work as outlined in II.B and II.C above*

III. Site Information

A. In the past this property has been used for:

- | | | |
|----------------------|---------|--------|
| 1. Farming | YES ___ | NO ___ |
| 2. Pasture | YES ___ | NO ___ |
| 3. Mining | YES ___ | NO ___ |
| 4. Timbering | YES ___ | NO ___ |
| 5. Road construction | YES ___ | NO ___ |
| 6. Housing | YES ___ | NO ___ |
| 7. Landfill | YES ___ | NO ___ |
| 8. Commercial | YES ___ | NO ___ |
| 9. Industrial | YES ___ | NO ___ |
| 10. Other (explain): | _____ | |

B. Describe what currently exists on the property today and give approximate construction dates for existing buildings along with any known history (i.e. buildings, parking lot, outbuildings, woods, grass, garden, etc.):

IV. Cultural Resources

Background research for previously identified properties within the project area may be undertaken at HPD, including National Register of Historic Places files, county and city surveys, and identified sites files. Additionally, research at the Georgia Archaeological Site Files (GASF) in Athens may be undertaken by a qualified archaeologist or site file staff. To make a research appointment or find contact information for GASF, please visit our website. **Please note that as part of the review process, HPD may request an archaeological survey or resource identification.**

A. To your knowledge, has a cultural resources assessment or a historic resources survey been conducted in the project area? YES _____ NO _____ DO NOT KNOW _____ (see: <https://www.dca.ga.gov/georgia-historic-preservation-division/national-register-research-survey/historic-resource-surveys>)

**If yes, provide the title, author, and date of the report:*

B. Area of Potential Effect (APE)

The APE is the geographic area or areas within which a project may cause changes (or effects). These changes can be direct (physical) or indirect (visual, noise, vibrations) effects. The APE varies with the project type and should factor in topography, vegetation, existing development, physical siting of the project, and existing/planned development. For example:

<i>If your project includes...</i>	<i>Then your APE would be...</i>
Rehabilitation, renovation, and/or demolition of a building or structure, or new construction	the building or property itself and the surrounding properties/setting with a view of the project
Road/Highway construction or improvements, streetscapes, pedestrian or bicycle facilities	the length of the project corridor and the surrounding properties/setting with a view of the project
Above ground utilities, such as siren/radio towers, water towers, pump stations, retention ponds, etc.	the area of ground disturbance and the surrounding properties/setting with a view of the project
Underground utilities	the area of ground disturbance

Based on this information, **identify the APE for your project, similar to above AND describe what exists within it.**

Please provide approximate construction dates for existing buildings within the APE (ie. is it modern or historic residential or commercial development, undeveloped, etc.):

C. Is the project located within or adjacent to a National Register of Historic Places (NRHP) listed or eligible historic property or district or a locally designated property or district?

YES _____ NO _____ DO NOT KNOW _____

**If yes, please provide names:* _____

D. Within the project APE as identified in IV.B, are there any other buildings or structures that are 50 years old or older?

YES _____ NO _____ DO NOT KNOW _____

**If yes, provide current photographs of each building or structure and key the photos to a site map.*

E. Are any of the buildings or structures identified in IV.D listed or eligible for listing in the NRHP?

YES _____ NO _____ DO NOT KNOW _____

**If yes, please identify the properties (by name or photo #).*

F. Effects Information

1. Does the project involve the rehabilitation, renovation, relocation, demolition or addition to any building or structure that is 50 years old or older? YES _____ NO _____

2. Will the project take away or change anything within the apparent or existing boundary of any of these historic properties? YES _____ NO _____

**If yes, please explain:* _____

3. Will the project change the view from or of any of these properties? YES ___ NO ___
**If yes, please explain:* _____
4. Will the project introduce any audible or atmospheric elements to the setting of any of these historic properties (such as light, noise, or vibration pollution)? YES ___ NO ___
**If yes, please explain:* _____
5. Will the project result in a change of ownership for any historic properties? YES ___ NO ___
**If yes, please explain:* _____

V. Required Materials (Submittal Checklist)

- Complete Environmental Review Form
 - o Include all contact information as HPD will respond via email to the submitter.
- Map indicating:
 - o Precise location of the project (USGS topographic map preferred: <http://www.digital-topo-maps.com/>¹).
 - o In urban areas, please also include a city map that shows more detail
 - o Boundaries of the APE as noted in section II above
 - o Location of resources indicated in section IV.C through E
- Detailed project plans to supplement section II.B, including (if applicable and available):
 - o Detailed scope of work
 - o Site plans (before and after)
 - o Project plans
 - o Elevations
- High-resolution current color photographs (max 2 photos per page) illustrating:
 - o The project area, the entire APE as defined in section IV, and resources indicated in section IV.C through E
 - o Any adjacent properties that are within the APE, with clear views of buildings or structures, if applicable
 - o If the project entails the alteration of existing historic structures, please provide **detail** photographs of existing conditions of sites, buildings, and interior areas/materials to be impacted
 - o ****Google Street view and publicly available Tax Assessor images will not be accepted**
- Photography key (map or project plans can be used) indicating:
 - o Location of all photographs by photo number
 - o Direction of view for all photographs
- Any available information concerning known or suspected archaeological resources in the APE.

HPD recommends submitting projects online using our ER Online Project Submittal Portal—to register as a system user & create projects in the system, see the guidance document found here: <https://www.dca.ga.gov/node/8233>

Electronic submission of projects via email to ER@dca.ga.gov remains an option when technical issues arise with the online portal.

Documents too large to send via email may be shared only through Microsoft OneDrive file sharing; however, large documents are easily appended to projects created in the online system

HPD no longer accepts project materials for review via mail, with the exception of archival mitigation documentation, as applicable.

¹ Please note, this is not a complete list of websites with topographic map information. This website is not controlled by HPD and HPD bears no responsibility for its content.