

Environmental Review Form Instructions for GOSP Second-level Application Invitees

Background

The Georgia Parks and Historic Sites Division environmental review process is a key component of the Georgia Outdoor Stewardship Program. All GOSP Second-level Applicants must undergo this review to ensure that all projects are compliant with State and Federal laws and inform all applicable parties of the impacts that projects may have upon Georgia's natural and cultural resources.

The Division has 30-days to review each submittal. Should additional information be requested, that request is also subject to a 30-day review period. Since Second-level Applications must be submitted by midnight on May 30, it is critical that Applicants complete the required Environmental Review Form by April 30, and forward to the DNR Grants Units as directed below. The required Environmental Review Form can be obtained on our website at <https://gadnr.org/gosp> or at <https://www.dca.ga.gov/georgia-historic-preservation-division/review-compliance>

The attached Environmental Review Instructional Guide is offered to aid in the completion of the review form. In the event of ***technical questions***, please contact:

Rachel Black
Deputy State Archaeologist
Office of the State Archaeologist
(770) 389-7862
rachel.black@dnr.ga.gov

For ***general GOSP Applications questions and assistance***, please contact the DNR Grants Unit at:

Soheila Naji
GOSP Grant Specialist
(404) 463-0288
soheila.naji@dnr.ga.gov

Environmental Review Form Overview

Georgia Historic Preservation Division 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. *HPDs 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 HPDs publically available files.*

PLEASE NOTE: 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 (if applicable): _____

C. Agency's Involvement:

- Funding Unknown
 License/Permit Other, please explain: _____
 Direct/Is performing the action _____

D. Type of Review Requested:

- Section 106 of the National Historic Preservation Act (Federal involvement)
 Section 110 of the National Historic Preservation Act (Federally owned properties)
 Georgia Environmental Policy Act (State involvement)
 State Agency Historic Property Stewardship Program/State Stewardship (State owned properties)
 Technical Assistance (No Federal or State involvement)
 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: _____

Ensure that this is the **SITE** information and **NOT** the Organization's address

Federal Agency should be "N/A", State Agency is "GADNR"

Select "Funding"

Non-State Agency projects or State land acquisitions without development, select: "Georgia Environmental Policy Act".

Projects on State lands or State agency acquisition AND Stewardship combination projects, select: "State Agency Historic Property Stewardship Program".

II. Project Information

A. Project Type:

- Road/Highway Construction or Improvements
- Demolition
- Rehabilitation
- Addition to Existing Building/Structure
- New Construction
- Relicensing
- Utilities/Infrastructure
- Unknown
- Other: _____

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 HPDs 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): | _____ | |

Please only identify the physical scope elements **excluding** any information, such as project need or desire by the community. Be very specific to the physical actions undertaken. Describe depth and area of digging, surfacing, grading, planting, vegetative removal area, etc.

This section pertains **ONLY** to actions that have happened in the **PAST**. Do not include any future proposed activities.

B. Describe what currently exists on the property today (i.e. buildings, parking lot, house, barn, outbuildings, woods, grass, garden, etc.):

Please describe the present AS-IS state of the subject site. Identify the approximate age of all structures.

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.**

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: <http://www.georgiashpo.org/register/survey>)

**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

The Area of Potential Effect not only includes the immediate project site but also includes the surrounding area effected by the project, to include noise, scent, dust, etc. disturbances. Generally speaking, what can be seen surrounding the project site, it is considered to be in the APE.

Based on this information, **identify the APE for your project, similar to above, and describe what exists within it** (ie. is it modern or historic residential or commercial development, undeveloped, etc. within the APE):

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 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:* _____

Mapping must include the project boundary line as well as clear identification of location relative to highways and neighboring towns. DNR personnel should easily be able to reach this site by means of the map(s).

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.
- Detailed project plans to supplement section I.F., including (if applicable and available):
 - o Site plans (before and after).
 - o Project plans.
 - o Elevations.
- High-resolution color photographs (2 photos per page) illustrating:
 - o The project area and the entire APE as defined in section IV above.
 - 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 Streetview images will not be accepted**
- Photo 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.

Include all engineering plans. If these have not been procured yet, please make note of expected date in hand.

Photo documentation is critical. Please take pictures of all areas effected by the projects. All sides of structures should be photographed. A photo key is mandatory.

For questions regarding this form, please contact the Environmental Review Program Manager. We are unable to accept project submittals via facsimile or e-mail.

When completed, please send this form along with supporting material to:

Dr. David Crass, Division Director, Historic Preservation Division
Attention: Environmental Review
Jewett Center for Historic Preservation
2610 GA Hwy 155, SW
Stockbridge, GA 30281

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.

Please DO NOT send the review form and attachments as directed here. GOSP requires that the review form and attachments be uploaded to the GOSP Application Portal. The DNR Grants Unit will retrieve all uploads and forward to the HPD on the Applicant's behalf.