Environmental Review Form Instructions
for GOSP 2019-2020 Second-level Application Invitees

Background

The Georgia Parks and Cultural Resources 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, 2020, it is critical that Applicants complete the required Environmental Review Form by April 30, 2020 and forward to the DNR Grants Units as directed below. The required Environmental Review Form can be obtained on our website at www.gadnr.org/gosp or at https://georgiashpo.org/review.

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:

Jennifer Dixon
LEED Green Associate, Program Manager, Environmental Review & Preservation Planning
(770) 389-7851
Jennifer.dixon@dnr.ga.gov

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

Rob Stokes
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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. 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 publically available files.

PLEASE NOTE: THERE IS A 30-DAY REVIEW PERIOD FROM THE DATE HPD RECEIVES THE SUBMITAL. 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
      □ License/Permit
      □ Direct Is performing the action
      □ Unknown
      □ Other, please explain:

II. 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 owned properties)
   □ Site Stewardship (State owned properties)
   □ Technical Assistance (No Federal or State involvement)
   □ Unknown

III. 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
- [ ] Relicensing
- [ ] Demolition
- [ ] Utilities/Infrastructure
- [ ] Rehabilitation
- [ ] Unknown
- [ ] Other: ________________________
- [ ] Addition to Existing Building/Structure
- [ ] 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 identified 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 ILB and ILC 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.
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 file. Additionally, research at the Georgia Archeological Site Files (GASF) in Athens may be undertaken by a qualified archeologist 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 archeological 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.georgiapois.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.

**The Area of Potential Effect not only includes the immediate project site but also includes the surrounding area affected 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.**

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

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, 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).
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).

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 affected by the projects. All sides of structures should be photographed. A photo key is mandatory.

Please DO NOT send the review form and attachments as directed here. GOSP requires that the review form and attachments be uploaded to the Application site at: https://webportalapp.com/sp/gnr-outdoorstewardshipact. The DNR Grants Unit will retrieve all uploads and forward to the Parks and Cultural Resources Division on the Applicant’s behalf.