

To: All consultants, agencies and applicants

From: Greg Williamson
Review and Compliance Officer
Historic Preservation Division
(601) 576-6940

RE: Section 106 compliance documentation

As you know, our office is among the agencies with the responsibility to review and comment on the effect(s) of projects receiving Federal funding, licensing and/or permitting, in accordance with Section 106 of the National Historic Preservation Act and 36 CFR Part 800. While we make every effort to respond as quickly as possible to the projects we receive, it is helpful to have the all of the information we need for review when we initially receive it. To assist us in our review, please make sure the following items are included for each project submitted to us:

- For ALL projects submitted to us for review, please submit a completed *Request for Cultural Resources Assessment* form with the project information. Include a detailed description concerning the nature of the project (demolition, renovation, etc.), and a return address. If you would like to have an electronic version of the *Request for Cultural Resources Assessment* form, please e-mail me at gwill@mdah.state.ms.us to request a copy (in Microsoft Word format).
- For ALL projects, please provide information on the lead federal agency involved in the funding, licensing or permitting of the project. If there is no federal funding, licensing or permitting involved, it is not subject to review, unless the property is publicly owned. If that is the case, the appropriate governmental entity should submit a *Notice of Intent of Public Construction, Public Improvement, or Transfer of Public Property to Private Ownership* to MDAH, in accordance with the State Antiquities Law (39-7-3 et seq. of the Mississippi Code of 1972, as amended). A *Notice of Intent* form will be provided upon request.
- For projects involving any type of ground disturbance (new construction, etc.) we need the precise project boundary outlined on a USGS Quadrangle Map (1:24,000 scale). USGS Quad Maps are currently available on the internet for free at <http://terraserver-usa.com>. Please include the project's section, township and range and the name of the quad map. Maps printed from Yahoo, Google, Delorme, etc. are not acceptable substitutes for a USGS Quad Map, although additional maps and aerial photos are often helpful. If the project is in an urban area (for example, a water line project along a city street), a city map may be substituted with the project area indicated. Include a street address, if available.

- For projects involving any type of alteration to an existing structure (including demolition), we must have at least one photo of the front façade of the structure(s) involved. Please make sure the image includes the entire façade. If the project involves work on a specific portion of a building, also include a photo of the affected area (a roof repair, for example). Please also include the complete address of the structure and map marked with the location of the structure. A street map is acceptable for cities. A USGS Quadrangle Map is preferred if the structure is in a rural community or on a multi-building campus. Please be sure include the age of the building in question.
- If it is our determination that a cultural resources survey is required, we will provide a list of cultural resource professionals at your request. This list has been compiled as a public service by MDAH and in no way constitutes a certified, recommended, or preferred list of cultural resource professionals / archaeologists. As with any consultant/contract work, fees do vary and we suggest you compare the services offered.
- E-mail submissions are not acceptable except for *emergency* situations (i.e., a broken water main). Otherwise, all projects must be submitted by mail.
- According to federal regulations, our office has thirty (30) days from receipt to comment on proposed projects. We review projects as quickly as possible, but please include sufficient time for review in your planning process. If you have an emergency situation requiring immediate review, make sure that is noted when you submit the information.
- If upon receipt we require additional information (for example, additional photographs, plans and specifications, etc.), we will request that information by mail. Once we receive the additional information requested, we will provide our comments in accordance with the regulations cited above.
- Our office cannot consult on your behalf with Native American tribes. It is the applicant's and/or funding agency's responsibility to consult with tribal authorities. We will provide a contact list of *Native American Tribes with Cultural Interests in Mississippi* upon request.
- If you have not received a letter within thirty days of submittal, please call me at (601) 576-6940 between the hours of 8:00 a.m. – 12:00 noon to check on the status of your project. If I am not available when you call, please leave a detailed message and I will call you as soon as possible regarding your project. If you have an MDAH Project Log Number, please include that in your message.

We appreciate your cooperation and understanding in providing us the necessary information to complete our review in a timely manner. If you have questions about any of the information in this letter, please call Greg Williamson at (601) 576-6940.