

Request for Cultural Resources Assessment

Applicant _____ County of Project _____

Applicant's Address _____ City/State _____ Zip _____

Contact Person & Name of Organization _____

Phone _____ Email _____

Street/P.O. Box _____ City/State _____ Zip _____

Federal Agency Involved _____

Type of Involvement (Required): Permit Loan Grant Other

If other, explain _____

Signature of Applicant or Contact Person Requesting This Assessment:

_____ Date _____

Project Description and Location (Describe Project, Provide Physical Address)

Address _____ County _____

County _____ City/State _____ Zip _____

Proposed Work (Check All That Apply)

Construction/Excavation Demolition Non Construction Loan

Rehabilitation Sale / Transfer Other

- Approximately how many acres are in the project area? ACRE(s) _____
- If the project is in a non-urban area, please indicate the section, township, and range, if not otherwise indicated on the map provided.

Section _____ Township _____ Range _____

- To your knowledge, has a cultural resources survey been conducted in the project area? If YES, attach survey report.

Yes No

- Describe the present use and condition of the property.

National Register of Historic Places

- Does this project involve properties listed in the National Register of Historic Places?
Yes No Unsure
- If yes, name the historic property or historic districts, if known.

- Are there any structures in the project area more than 50 years old?
Yes No Unsure Year of original construction: _____

Federal and/or State Historic Preservation Tax Incentives Program & Mississippi Landmarks

- Is this project a part of a preservation tax credit?
Yes No Unsure
- Does this project include properties that are designated Mississippi Landmarks?
Yes No Unsure

Project Specifications

- Have plans and specifications for the project been completed?
Yes No Unsure
- Has the ground at the project location been previously developed, graded, or disturbed? If yes, describe the nature of the disturbed / developed portion (graded, farmed, etc.)
Yes No Unsure

- Will this project necessitate the acquisition of fill material? Yes No
- If yes, approximately how many cubic yards of material will be acquired?
Cu. Yards _____
- Has the site from which fill material will be acquired been selected? Yes No
- Is the fill material sourced from a pre-approved MDEQ fill location? Yes No

*If you have any questions, please see the attached guidance concerning which materials to submit.
Then, submit all materials to section106@mdah.ms.gov.*

Guidance for Section 106 Submissions

You must submit all Section 106 material to section106@mdah.ms.gov. If materials are sent through the mail or to other email addresses, we cannot guarantee they will be accepted for review.

Completing the Cultural Resources Assessment Form

This form should be completed as fully as possible. If a question or group of questions does not apply to your project (i.e., if the project does not require fill), you may leave it blank. If your form is incomplete, it will cause a delay in your assessment. To prevent a delay, include all the information you can to help our reviewers understand the project.

If the project is at a location that does not have an address, please include the GPS coordinates, if they are available. You should note that the latitude and longitude on Google Maps are helpful but not entirely reliable, and they should be accompanied by a map with a marked footprint.

Once the form is complete, please submit it to section106@mdah.ms.gov with all attachments detailed below. If you are sending an email with a cumulative file size over 5mb, please send a follow up email to ensure that your files were received. If files are over 10mb, they must be broken over separate emails or submitted through a file sharing service.

Required Attachments

Maps

- For rural or wooded areas, as well as projects with a large footprint (2+ acres), a USGS Quad Map is preferred. For assistance with Quad Maps, which are available for free online, please contact the Review and Compliance Assistant. The footprint of the project must be clearly marked.
- For areas of ground disturbance with a smaller footprint, a map from Google Maps is sufficient; please include both the standard map and the aerial view. The footprint of the project must be clearly marked.
- For projects located in cities, a street map with the address of the structure clearly marked is acceptable. If the project is on a campus and applies to a specific building or buildings, please provide a campus map with the specific building marked.

Photographs

- For ground disturbance in currently unused areas (such as for expansion of trails or excavation of pits), a few photos of the general state of the site will be sufficient. Please include any standing structures, including bridges.
- For projects involving any type of alteration to an existing structure, including demolition, submit at least one photo of each side of the structure. Unless the structure cannot be entered due to safety or access issues, please also submit photographs of the interior. If the

project involves work on a specific portion of a building, such as a roof repair, also include specific photos of the affected area.

- For bridges, please include photos of each approach and the full span, in addition to photos of the general condition and any problem areas.

Optional Attachments

While they are not required, any of the following can be helpful and may prevent your project from being delayed by requests for more information:

- Scopes of work (detail of cost breakdown or bidding is not necessary)
- Previous letters issued by MDAH concerning the property
- Previous archaeological surveys
- Plans and specifications
- Specialized maps (such as overlays showing road construction or right of way)
- Land roll or tax data

It is always better to send excess information than to send insufficient information, as excess information will not slow down your review.

When We Receive Your Project

As required by law, we will respond within thirty (30) calendar days from acceptance of a complete project. A project which lacks necessary attachments is not complete until they are provided. Our office will advise you as to whether your submission is incomplete.

If there is an emergency situation, please contact us immediately, so that we may determine whether emergency regulations apply or if a review should be expedited. We do not expedite reviews in non-emergency situations.

To check on the status of your project or confirm it has been processed, you may contact us at section106@mdah.ms.gov. If you do not hear back within 30 days, please notify us immediately. Any correspondence will be sent to the email address on your form.

We are not allowed by law to consult on your behalf with Native American tribes. We will provide contact details for tribal authorities having cultural interests in Mississippi, but it is the federal agency's responsibility to perform government-to-government consultation.

For all other questions, please email section106@mdah.ms.gov, or call us at 601-576-6940 and ask for the Review and Compliance Officer.