GEORGIA DEPARTMENT *of* COMMUNITY AFFAIRS

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 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 Information:

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: _____

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: _____

F. 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:

- ☐ 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 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_____

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_____ Unknown_____ (see: http://www.https://georgiashpo.org/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:

If your project includes...	***Then your APE would be...***
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 (i.e. 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_____ Unknown_____

***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_____ Unknown_____

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_____ Unknown_____

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

For questions regarding this form, please contact the Environmental Review Program at ER@dca.ga.gov.
Please note, we are currently accepting digital submittals at the email address above.
However, if no automated response is received, a hardcopy may be needed due to technological restrictions.

If necessary, hardcopies may be mailed to:

Georgia Department of Community Affairs
Attn: Environmental Review, Historic Preservation Division
60 Executive Park South, NE
Atlanta, Georgia 30329

[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.