

# Transportation Enhancements / CMAQ Project Worksheet for review under Section 106 NHPA

At a minimum, the following information is needed in order to review projects in accordance with applicable federal laws. Please note that the responsibility for preparing documentation, including items listed below, rests with the applicant. *A timely project review largely depends on the quality and detail of the material submitted. If insufficient information is provided, additional materials may be requested, which will prolong the review process.*

## I. General Information

A. **Project Name & PI #:** \_\_\_\_\_

Project Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_

### B. Contact Information:

Sponsor: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Design Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Consultant Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## II. Project Information

A. **Project Purpose:**

B. **Intended-Use:**

C. **Number of Acres in project area:**

D. **Project Description and Plans** This should include the *detailed* scope of work from the approved Concept Report, 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, and the size & extent of the entire project.

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**E. 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:

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**D.** Has this project or a related project, such as a prior phase, been previously submitted to HPD for review?  
YES \_\_\_\_ NO \_\_\_\_

*\*If yes, please enclose a copy of HPDs previous response*

**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 (i.e. buildings, parking lot, house, barn, outbuildings, woods, grass, garden, etc.):

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**C.** Describe the current conditions of the soil (i.e. inundated, saturated, graded, cultivated, eroded, undisturbed, etc.):

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**IV. Cultural Resources**

**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:*

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**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

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

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**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 #).*

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**F.** Have artifacts or cultural resources (i.e. mounds, earthworks, foundations, wells, etc.) been found or reported within the project area? YES \_\_\_ NO \_\_\_ DO NOT KNOW \_\_\_

*\*If yes, please identify the resources and provide information about each.*

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### **G. Effects Information**

An effect occurs when an action alters the characteristics of a property that may qualify it for the National Register or alters the features of a property's location, setting or use that contribute to its significance.

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 \_\_\_

*\*If yes, please include within the project description the name, address and date of construction; approximate date of any additions/alterations; a brief physical description of the current condition of the building/structure; a brief narrative history of the building including its original, later, and current uses; any persons known to be associated with the property; and any historical events or activities known to be associated with the building.*

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 Form
  - o Include all contact information.
- Map indicating:
  - o Include name of map, date of publication, and a North Arrow indicator.
  - o Precise location of the project (USGS topographic map preferred: <http://www.digital-topo-maps.com/><sup>1</sup>).
  - o In urban areas, please also include a city map that shows more detail.
  - o In rural areas, please also include a county highway map.
  - o Boundaries of the APE as noted in section II above.
- Detailed project plans to supplement section II.D, including (if applicable and available):
  - o Site plans (before and after).
  - o Project plans.
  - o Elevations (existing and proposed).
  - o Historic drawings, if available.
- High-resolution digital 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 any building/structure 50 years or older, please provide *detail* photographs of each exterior façade of the building, the immediate setting including landscaping and outbuildings, representative interior and exterior features ( i.e. mantles, windows, doors, chimneys, lighting fixtures, etc.) and all major spaces (i.e. main parlor, lobby area, courtyard, hallways, etc.).
  - o All photographs should include captions with the following information, as applicable: the orientation of the photo, a brief description of the subject, the general address or location of the view, the names, addresses and approximate construction dates of buildings and structures.
  - o Most of the photographs requested are intended to document the existing conditions of the project area and/or the area of potential effect, but historic photographs are also helpful. Include color photocopies or direct photographic reproductions of historic photographs, if any are available. Please label per the instructions listed above.
  - 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.
- Recommendations or comments from MAAI archaeologist concerning potential/known archeological resources and recommendations for survey or treatment.

For questions regarding this form, please contact Moreland Altobelli Associates, Inc. at [www.maa.net/TE](http://www.maa.net/TE).

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

**Attention: Ms. Jeanne Kerney, Program Manager**  
**Moreland Altobelli Associates**  
**2450 Commerce Avenue, Suite 100**  
**Duluth, GA 30096-8910**  
**(770) 263-5945 ext. 200**

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<sup>1</sup> 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.