

Appendix  
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## **DHR Historic Review Process and Project Review Form**

### **Requesting a Project Review from the Department of Historic Resources**

The Department of Historic Resources (DHR) is Virginia's State Historic Preservation Office (SHPO). Section 106 of the National Historic Preservation Act of 1966, as amended, requires federal agencies to consult with the SHPO and others who may have knowledge of historic properties in identifying known historic properties which may be affected by a federal undertaking, and in determining the need for further survey efforts to identify previously unrecorded historic properties. Information on Section 106 and the text of the Section 106 regulations are available on the web site of the Advisory Council on Historic Preservation ([www.achp.gov](http://www.achp.gov)).

**THIS APPLICATION MUST BE COMPLETED FOR ALL FEDERAL UNDERTAKINGS AND SUBMITTED TO THE VIRGINIA DEPARTMENT OF HISTORIC RESOURCES FOR REVIEW.** A federal undertaking is defined in the Section 106 regulations as "a project, activity, or program funded in whole or in part under the direct or indirect jurisdiction of a Federal agency, including those carried out by or on behalf of a Federal agency; those carried out with Federal financial assistance; those requiring a Federal permit, license or approval; and those subject to State or local regulation administered pursuant to a delegation or approval by a Federal agency." **This form may also be used to obtain the comments of DHR as part of a state review process.** Please provide a completed form even in cases where project information is included in a separate document, such as an Environmental Impact Report. Environmental documents may be submitted as attachments to the form if they provide an important part of the project description.

A program specific review application form for cell tower projects is available on DHR's website along with several other attachments to the project review application relating to the rehabilitation and demolition of historic structures which are intended to streamline the process.

### **Before You Complete the Project Review Application Form**

1. Determine if your project constitutes an undertaking that has the potential to impact historic properties, assuming such historic properties were present (for the definition of an undertaking, go to the Section 106 Regulations, Definitions section, 36 CFR 800.16, on the web at [www.achp.gov/regs.html](http://www.achp.gov/regs.html)).
2. Determine the Area(s) of Potential Effect (APE) for the project. For the purposes of Section 106, the area of potential effect (APE) is defined as the entire geographical area in which changes may occur to historic properties if any are present. The APE for archaeological resources may be different than for architectural resources. The viewshed of historic properties often extends well beyond their boundaries and is often an important contributing element to their historic significance. Therefore, projects which alter the landscape drastically - large scale subdivisions, highway construction - or those which insert a large, intrusive structure into the landscape - cell towers, water towers - must take into account the surrounding viewshed when determining the APE. A field inspection of the project area will help to establish the APE. Establishing the APE is the responsibility of the federal agency in consultation with DHR. When acting on the behalf

3. of a federal agency, the APE that is presented to DHR must be the APE that is approved by that agency. The boundaries of the APE should be clearly described and indicated on a U.S.G.S. quad map (original or clear copy). If there are two different APEs – one where ground disturbance is going to occur and one where viewshed is the only concern, for instance, these should be clearly indicated.
4. Gather information to identify the historic properties within or adjacent to the APE that may be affected by your project. Information on recorded historic properties is available in the DHR Archives, and this information **must** be collected prior to submitting project review application. The Archives are open to the public, and the only charges for use are 15 cents per page for copies. If it is not possible to visit the DHR Archives, the archivist will provide information on recorded properties for a fee (telephone the Archives at 804-367-2323, extension 125 for more information). Please be aware that survey in Virginia is far from complete, and the absence of historic resources in DHR records does not necessarily mean that no historic properties are present. Information that should be considered in the identification process may also be available in other repositories, such as county planning offices and historical societies. On-site inspections are an essential component of the identification process. Photographs of the subject property and any nearby properties that may be over 50 years old should be provided with your project review application. Please attach the available information on recorded historic properties within the APE and documentation resulting from field inspection to the project review application form. If no historic properties are recorded in the APE, and if no potentially historic properties were observed during field inspection, note this on the application form.
5. Following the identification process, you should complete the project review application form in its entirety by referring to the following instructions. Attach or enclose the required additional information, and submit your application packet to DHR. The Department of Historic Resources will respond to your request within 30 days.

## **How to Complete the Project Review Application Form**

### **I. GENERAL PROJECT INFORMATION**

1. Indicate if the project, or any part thereof, has been previously reviewed by DHR and if so, insert the file number. If we know that a project has been previously reviewed, we can often avoid asking for duplicate information.
- 2-3. Complete this section in its entirety providing the name and location (independent city or town and county) of the project. If your project involves work on a specific building, please include the street address of the building.
4. For CDBG projects, the Lead Federal Agency is HUD and the Grantee. Other Federal Agency will be any other federal agency who is funding the projects e. g., Rural Development. State Agency is DHCD.
- 5-6. Lead Agency Contact is the designated Certifying Officer. Applicant Contact is the individual with the most knowledge of the ERR, including the DHR submission. It is important that complete mailing addresses be provided.

### **II. PROJECT LOCATION AND DESCRIPTION**

7. Indicate the name of the USGS quadrangle on which your project area is located. An original or clear photocopy of the 7.5 minute USGS topographic quadrangle, or a **clearly labeled** portion thereof, showing the exact boundaries of the project location, and the project's Area(s) of Potential Effect (APE) **must** be attached to this application. Do **not**

reduce or enlarge the map. Topographic maps may be downloaded free of charge from Topozone© ([www.topozone.com](http://www.topozone.com)).

8. Indicate the acreage of the project area.
9. Indicate if an architectural or archaeological survey has been conducted as part of the identification process or in a different context by consulting DHR's Archives. Indicate the author, title, and date of the report and if a copy of it is on file at DHR. If a survey has been completed and a copy is not on file, a copy should be included with the application materials.
10. During the identification stage of the Section 106 process you should determine the presence/absence of structures 50 years old or older. Indicate if the Archives search revealed any historic properties in the APE and if the site inspection revealed any properties over 50 years of age within or adjacent to the project area which may or may not be recorded at DHR. The date of construction for structures is often indicated in county or state tax records. Photographs of all structures over 50 years of age must be included with the application materials.
- 11-12. These questions are designed to help DHR determine if your project needs to be reviewed by an architectural historian or an archaeologist or both. If the answer to either of these questions is *yes*, a complete explanation is required in the Description.
13. Description. Attach a detailed description of the project area and the proposed undertaking, making sure to include the following information:
  - a) Description of the existing land use. Include photographs of the project area.
  - b) Description of any recent modifications to the landscape. [Note: If the existing landscape appears to be markedly different from that shown on the attached quad map, please include information to that effect explaining what changes have occurred since the map was last updated.]
  - c) For projects involving the rehabilitation, alteration, or demolition of a structure over 50 years of age, a detailed description of the extent of the proposed alterations, along with photographs, architectural and engineering drawings, project specifications, and maps will be required.
  - d) Detailed project description that includes the precise location of all construction, destruction, and other proposed disturbance, the horizontal and vertical dimensions of all above and below ground construction, and the nature and extent of any previous disturbances – i.e. it is in a plowed field or disturbed VDOT right-of-way – within the APE.

**Please Note:** A complete project review application consists not only of the fully completed form, but also a completed Archives search, a USGS topographic map with the APE marked, a detailed project description, and all required photographs and project plans. A checklist is provided at the end of the application. Accurate and complete information will help in obtaining a timely response. If all required materials are not submitted, you will receive notification that your application is incomplete and the 30-day review period will not begin until all necessary materials are received.

#### **MAIL COMPLETED FORM AND ATTACHMENTS TO:**

Virginia Department of Historic Resources  
Attention: Project Review  
2801 Kensington Avenue  
Richmond, VA 23221  
[www.dhr.virginia.gov](http://www.dhr.virginia.gov)

# ***Project Review Application Form***

This application must be completed for all projects that will be federally funded, licensed, or permitted, or that are subject to state review. Please allow 30 days from receipt for the review of a project. All information must be completed before review of a project can begin and incomplete forms will be returned for completion.

## **I. GENERAL PROJECT INFORMATION**

1. Has this project been previously reviewed by DHR? ☐ Yes ☐ No DHR File # \_\_\_\_\_

2. Project Name \_\_\_\_\_

3. Project Location \_\_\_\_\_  
City Town County

4. Specify Federal and State agencies involved in project (providing funding, assistance, license or permit). Refer to the list of agencies and abbreviations in the instructions.

Lead Federal Agency HUD/ \_\_\_\_\_

Other Federal Agency \_\_\_\_\_

State Agency VDHCD \_\_\_\_\_

### **5. Lead Agency Contact (Certifying Officer) Information**

Contact Person \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone Number Fax Number

Email Address \_\_\_\_\_

### **6. Applicant Contact Information**

Contact Person \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone Number Fax Number

Email Address \_\_\_\_\_

## **II. PROJECT LOCATION AND DESCRIPTION**

7. USGS Quadrangle Name \_\_\_\_\_

8. Number of acres included in the project \_\_\_\_\_

9. Have any architectural or archaeological surveys of the area been conducted? ☐ Yes ☐ No

If yes, list author, title, and date of report here. Indicate if a copy is on file at DHR.

10. Are any structures 50 years old or older within or adjacent to the project area?

[ ] Yes  
[ ] No

If yes, give date(s) of construction and provide photographs.

11. Does the project involve the rehabilitation, alteration, removal, or demolition of any structure, building, designed site (e.g. park, cemetery), or district that is 50 years or older? If yes, this must be explained fully in the project description.

[ ] Yes  
[ ] No

12. Does the project involve any ground disturbance (e.g. excavating for footings, installing sewer or water lines or utilities, grading roads, etc.)? If yes, this must be explained fully in the project description.

[ ] Yes  
[ ] No

13. DESCRIPTION: Attach a complete description of the project. Refer to the instructions for the required information.

To the best of my knowledge, I have accurately described the proposed project and its likely impacts.

\_\_\_\_\_  
Signature of Applicant/Agent

\_\_\_\_\_  
Date

**The following information must be attached to this form:**

\_\_\_\_ Completed DHR Archives search  
\_\_\_\_ USGS map with APE shown  
\_\_\_\_ Complete project description  
\_\_\_\_ Any required photographs and plans

\_\_\_\_ No historic properties affected      \_\_\_\_ No adverse effect

\_\_\_\_ Additional information is needed in order to complete our review.

\_\_\_\_ We have previously reviewed this project. A copy of our correspondence is attached.

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Phone number \_\_\_\_\_ DHR File # \_\_\_\_\_

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