



**SOUTH CAROLINA DEPARTMENT OF ARCHIVES & HISTORY
STATE HISTORIC PRESERVATION OFFICE
SECTION 106 PROJECT REVIEW FORM**

Section 106 of the National Historic Preservation Act requires the South Carolina State Historic Preservation Office to review all projects that are federally funded, licensed, or assisted. All information must be completed before our review can begin. Please allow thirty (30) days from receipt for review of a project.

The SHPO is only one consulting party under Section 106. Refer to 36 CFR 800.2 for information about other participants who are entitled to comment on the Section 106 Process, including Native American tribes, interested parties, and the public. Consultation with the SHPO is NOT a substitution for consultation with appropriate Native American tribes.

STOP This form should not be completed when submitting an FCC Form 620 or 621.

THIS IS:

A NEW PROJECT *(Complete all pages of form)*

ADDITIONAL INFORMATION REGARDING PREVIOUS SUBMISSION

(Complete first page of form ONLY)

SHPO Project No: _____

STATUS OF PROJECT:

FEDERAL UNDERTAKING ANTICIPATED FEDERAL UNDERTAKING (as defined at 36 CFR 800.16(y))

GENERAL INFORMATION

1. Project Name: _____

2. City: _____

3. County: _____

4. Federal Agency (providing funding, license, permit, or assistance): _____

Agency Contact Name: _____

Address: _____

Phone: _____ E-mail: _____

5. Federal Agency Authorized Delegate (often applicant): _____

Delegate Contact Name: _____

Address: _____

Phone: _____ E-mail: _____

6. Consultant/Agent for Delegate (if applicable): _____

Consultant Contact Name: _____

Address: _____

Phone: _____ E-mail: _____

INFORMATION REQUIRED FOR NEW PROJECTS

DETERMINING THE PROJECT AREA OF POTENTIAL EFFECT (APE)

1. Describe **in detail** all aspects of the project. Include a detailed description of any proposed ground disturbance and any proposed building rehabilitation or repairs.
2. Will this project involve phases of construction? If so, please describe the work to be conducted under each phase:
3. How many acres are in the project area?
4. Describe the current land use within the property and immediately adjacent to the property (e.g. farmland, forest, developed, etc.).
5. Describe prior land use or previous modification within the property and immediately adjacent to the property (e.g. grading, plowing, mining, draining, etc.).
6. Will the project involve:
 - new construction
 - rehabilitation of any structures
 - relocation of any structures
 - demolition of any structures

NOTE: If the project involves the rehabilitation of a building listed in the National Register of Historic Places or is eligible for listing in the National Register, complete and submit the Historic Building Supplement for each building as appropriate.

7. Provide a written description of the APE, including a discussion of the potential for direct and indirect effects that may result from the project and the justifications for the APE. See *Guidelines for Defining the Area of Potential Effects (APE)* for more information.

IDENTIFICATION OF HISTORIC PROPERTIES:

1. **ATTACH** a copy of the pertinent ArchSite GIS map to this submission.
Please see <http://archsite.cas.sc.edu/archsite> for information on registering for and using the database.

2. List all local historical societies, local governments, members of the public, and any other sources consulted in addition to the SHPO to identify known and potential historic properties.
3. Are there any structures within the property (houses, barns, old garages, sheds, commercial buildings, churches, etc.)?
 YES NO
4. If yes, what is the approximate age and original use of each structure? **ATTACH** photographs of the front and side elevations of all structures, regardless of age, that are within the property.
5. Does the landowner know of any archaeological resources on the property?
 YES NO
 If yes, please describe:

6. Has a cultural resources assessment or a historic resources survey been conducted in the project area?
 YES NO DO NOT KNOW
 If yes, provide a copy of the survey or the SHPO comments on the survey, if previously reviewed.
7. Based on the information contained in questions 1-6 please check one:
 Historic Properties are present in the APE
 Historic Properties are not present in the APE

ASSESSMENT OF PROJECT EFFECT

 **IF THIS SUBMISSION IS IN ANTICIPATION OF A FEDERAL PROJECT, DO NOT COMPLETE THIS SECTION!**

- No historic properties affected. Provide the basis for this determination:
- No adverse effect on historic properties. Explain why the Criteria of Adverse Effect (found at 36 CFR 800.5(a)(1)) were not applicable, including any conditions on the project to avoid or minimize potential adverse effects:
- Adverse effect on historic properties. Explain why the Criteria of Adverse Effect (found at 36 CFR 800.5(a)(1)) were found applicable, including a description of efforts taken to avoid or minimize adverse effects:

REQUIRED DOCUMENTATION CHECKLIST (as found at 36 CFR 800.11):

- 1:24,000 USGS topographic map section **with the boundaries of the project area clearly marked and the name of the quadrangle noted on the map**
- Clear description, with supporting documentation such as maps and aerial photographs, of the project's Area of Potential Effects (APE)
- Site plan or sketch plan of project (existing and proposed)
- Results of an ArchSite search showing the project area and any historic properties in the vicinity
- Photographs of the project area — digital photos printed at a high resolution on a good-quality color printer are acceptable. No more than two (2) photographs per page should be submitted.

WHEN APPLICABLE:

- Notification of federal agency authorization to conduct consultation on its behalf
- Copies of summaries of any views provided by consulting parties and the public on the identification of historic properties and the project's effects
- Results of a cultural resources assessment, cultural resources reconnaissance survey, or intensive cultural resources survey conducted to identify any historic properties on the project area or SHPO comments on the survey, if previously reviewed
- Photographs of the front and side elevations of any structures within the APE. Digital photos printed at a high resolution on a good-quality color printer are acceptable. No more than two (2) photographs per page should be submitted.
- Historic Building Supplement, if work is proposed to a historic structure or building
- Plans and specifications for work on a historic structure or building

The completed form with all supporting documentation should be sent to Review and Compliance Coordinator, SC Department of Archives and History, 8301 Parklane Road, Columbia, SC 29223.

Project submissions will not be accepted via facsimile or e-mail.

Questions? Telephone the Review and Compliance Coordinator at 803-896-6169.

INSTRUCTIONS FOR SOUTH CAROLINA STATE HISTORIC PRESERVATION OFFICE SECTION 106 PROJECT REVIEW FORM

THIS IS

Check first box if no previous information on this project has been submitted to the SHPO.

Check second box if the project has been assigned a SHPO project number. This number can be found on SHPO comments from the initial submission. If the form has been fully, completely, and previously sent to the SHPO, then only the first page of the project review form must be completed for submission with additional information.

STATUS OF PROJECT

Check "federal undertaking anticipated" if this project is sent to the SHPO PRIOR to official federal involvement. Often, projects submitted in anticipation of a federal undertaking involve: grant applications for federal assistance, preliminary engineering and environmental work prior to a permit application, or preliminary design plans with the intent of applying for future federal grants, permits, or assistance. The SHPO will only provide preliminary comments UNTIL the federal agency initiates consultation with our office on the project.

GENERAL INFORMATION

1. Provide the name of the project as known, or as will be known, by the federal agency.
2. Provide the city name or city vicinity for the project.
3. Provide the county name.
4. Provide the name and contact information for the appropriate federal agency involved in the project. "Unknown" is not acceptable unless a project is submitted for due diligence review. Contact the appropriate agency requiring consultation with the SHPO for this information. For Housing and Urban Development projects under 24 CFR 58, the local government is the responsible entity/federal agency. **This form should not be completed when submitting an FCC Form 620 or 621.**
5. Provide the name and contact information for the federally-delegated authorized party for consultation. Federal agencies are required to conduct consultation under Section 106. If a federal agency chooses to delegate its initial consultation to another party (such as the applicant for federal assistance), then notification of that delegation must be provided to the SHPO. Attach a copy of the delegation notice by the federal agency. **Federal agencies remain responsible for all steps of the Section 106 consultation process.**

6. Provide the name and contact information for the consultant who may be providing information to the SHPO on behalf of the federal agency or its authorized delegate.

DETERMINING THE PROJECT AREA OF POTENTIAL EFFECT (APE)

As defined at 36 CFR 800.16(d), the Area of Potential Effects is the geographic area or areas within which an undertaking may directly or indirectly cause changes in the character or use of historic properties, if such properties exist. The area of potential effects is influenced by the scale and nature of the undertaking and may be different for different kinds of effects cause by the undertaking. *Every project has an Area of Potential Effects*, which must be defined prior to identification of historic properties. For more information and guidance on determining the APE, please see *Guidelines for Defining the Area of Potential Effects (APE)* at <http://shpo.sc.gov/revcomp/guidance/apeguidelines.htm>.

1. Project plans should include a description of the proposed site work, including the installation of utilities, roads, drainage, etc. Also describe the final results anticipated for the site. This should include, but is not limited to, the final number of buildings, any large landscaping such as retention ponds and parking, and any additional information. If rehabilitation is planned for a building, the proposed work should be described in detail as it will be described in construction bid documents or other work plans.
2. If the project will involve phases, please provide a detailed description of each phase of work. Also indicate if the undertaking will only cover one phase of the work, or if the undertaking will cover the work on the entire site.
3. Provide acreage for the entire project.
4. Provide a description of the current use of the land. Common uses include: farmland, forest, timbering, pasture, mining, commercial, industrial.
5. Provide a description of any past uses of the land and any modifications or previous ground disturbance. Prior modifications can include: grading, plowing, filling, mining, timbering, paving, draining.
6. Check the appropriate box for new construction or if any structures will be rehabilitated, relocated, or demolished as part of the project. If the project involves the rehabilitation of a building listed in

the National Register of Historic Places, eligible for listing in the National Register, or within a historic district, then complete and submit the Historic Building Supplement. Additional photographs and plans and specifications are required as part of the supplemental information.

7. Describe the steps and considerations used in determining the APE for the project. *Every project has an APE. In most instances, the APE is not just the project's physical boundaries or right-of-way.* Depending on the scale and nature of the undertaking, the APE should address both the direct effects of the project as well as indirect visual, auditory, and cumulative (i.e. land use, traffic patterns, public access) effects. Maps, photographs, and other materials should be submitted to supplement the APE determination.

IDENTIFICATION OF HISTORIC PROPERTIES

1. Federal agencies or their authorized delegates are required to conduct initial research to determine the presence of any known historic properties within the project's APE.

Historic properties are defined as those buildings, objects, structures, sites, and districts that are listed in the National Register of Historic Places or that are eligible for listing in the National Register. The SHPO maintains the records of all South Carolina properties listed in the National Register of Historic Places, including the maps and boundaries of all historic districts. The SHPO also maintains the South Carolina Statewide Survey of Historic Properties. The South Carolina Institute of Archaeology and Anthropology (SCIAA) maintains the records of all archaeological sites in South Carolina. Information on accessing these records can be found online at <http://shpo.sc.gov/revcomp/culture/>.

ArchSite is a collaborative effort between the South Carolina Department of Transportation, the University of South Carolina, SCIAA, and the SHPO to digitize all cultural resource information held by SCIAA and the SHPO. This information is available in a web-based Geographic Information Systems (GIS) database for all federal, state, and local government. Consultants have access to ArchSite for a fee, and the database is available for free to researchers at the South Carolina Department of Archives and History and at SCIAA. See <http://archsite.cas.sc.edu/archsite> for more information.

2. The SHPO is not the sole source of historic property information. Often, local historical societies, local libraries, local governments, and the public have knowledge of historic properties or potential historic

properties within the boundaries of the proposed project. These sources should be consulted based on the scale and nature of the undertaking. The Confederation of South Carolina Local Historical Societies has a list of all its members. The list is not comprehensive, but it does provide basic information on local sources. The list can be found at <http://www.state.sc.us/scdah/historgs/county1.html>.

3. Check the appropriate box to indicate if there are any structures on the property. Structures can include ruins of buildings, walls, or foundations in addition to complete buildings.
4. If the exact date of construction is unknown, please estimate the date of construction based on the history of the tract and the design of the structures. **Photographs of the front and side elevations of all structures on the property should be included.** The photographs should provide clear views of the buildings or structures. Obstructed views will be returned for better photographs.
5. Describe any archaeological resources on the property. Resources can include artifacts, such as arrowheads and pottery; features, such as earthworks or dark soil stains; and ruins of buildings, including foundations, chimneys, or walls. Archaeological resources can also be found through metal detecting or systematic professional archaeological survey of the property.
6. Attach the results of any archaeological or cultural resources survey conducted on the property. At a minimum, the survey must meet the *South Carolina Standards and Guidelines for Archaeological Investigations* (2005). Additional information on archaeology and the types of identification surveys can be found at www.palmettohistory.org/archaeology/SHPOGuidance.htm.
7. Determining the presence of historic properties within the project's APE can consist of several steps. At a minimum, a basic search of available information should be conducted to determine the presence of known historic properties. Historic maps, Sanborn maps, aerial photographs, or local histories should also be consulted to determine the presence of or the potential for historic properties in the APE. Based on the results of background research for the APE, it may be desirable to use the services of a qualified archaeologist or architectural historian to assist with determining whether a formal survey of the APE is warranted. Preliminary information may also be submitted to the SHPO for assistance in determining the need for a formal survey. All survey professionals must meet the Secretary of the Interior's Professional Qualifications (found at 36 CFR 61) and all survey reports and materials must meet federal and state standards and guidelines.

To support the appropriate determination, please include information either identifying all historic properties located in the APE or supporting the conclusion that there are no historic properties in the APE.

Check the appropriate box based on the research conducted to identify historic properties in the APE.

ASSESSMENT OF PROJECT EFFECT

NOTE: If this submission is in anticipation of a federal project DO NOT complete this section!

Project effects should be determined once the federal undertaking and involvement is identified.

If the project is complex or if multiple historic properties are within the APE, then the federal agency or its delegate should contact the SHPO for preliminary comments. The preliminary consultation with the SHPO can provide advice about the resolution of complex issues that may be encountered or for more in-depth analysis.

An **effect** on a project is defined in 36 CFR 800.16(i) as an alteration to the characteristics of a historic property qualifying it for inclusion in or eligibility for the National Register.

1. **For a determination of no historic properties affected**, either no historic properties are identified in the APE or the project will have no effect on the historic properties in the APE. The basis for determining that no historic properties will be affected must be provided as part of the submission. An **adverse effect** is defined in 36 CFR 800.5(a)(1) when an undertaking may alter, directly or indirectly, any of the characteristics of a historic property that qualify the property for inclusion in the National Register in a manner that would diminish the integrity of the property's location, design, setting, materials, workmanship, feeling, or association. Consideration shall be given to all qualifying characteristics of a historic property, including those that may have been identified subsequent to the original evaluation of the property's eligibility for the National Register. Adverse effects may include reasonably foreseeable effects caused by the undertaking that may occur later in time, be farther removed in distance, or be cumulative.

2. **For a determination of no adverse effect**, there are historic properties identified in the APE. A determination of no adverse effect is appropriate when the undertaking's effects do not meet the adverse effect definition. Often, certain conditions will apply to the property, such as the avoidance of archaeological sites and protection through a restrictive covenant or the rehabilitation of a building that will follow the

Secretary of the Interior's *Guidelines for the Treatment of Historic Properties*. If such a project condition will apply, please describe all pertinent conditions. Also, the SHPO may recommend further conditions to the federal agency.

3. **Adverse effects may include:** physical destruction or damage to all or part of the property; removal of the property from its historic location; change of the physical features within the property's setting that contribute to its historic significance; transfer, lease, or sale of a property out of federal ownership without restrictive covenants to ensure the property's preservation; or visual, atmospheric, or audible intrusions.

If the criteria of adverse effect apply to the undertaking, then consultation must continue to resolve the adverse effects. The SHPO may suggest changes or conditions to avoid or minimize adverse effects. Any description of alternates considered by the federal agency to avoid or minimize adverse effects should be provided to the SHPO.

The federal agency must notify the Advisory Council of Historic Preservation of its finding of an adverse effect and provide a description of the undertaking, including the APE, a description of the steps taken to identify historic properties, a description of the affected historic properties, an explanation of why the undertaking will cause an adverse effect, and copies or summaries of any views provided by consulting parties and the public.

The resolution of adverse effects will result in the development of a Memorandum of Agreement between the federal agency, the SHPO, consulting parties, and any other interested parties.

REQUIRED DOCUMENTATION CHECKLIST

NOTE: All submissions will be returned if the required documentation is not provided. Our office will review and comment on all projects within 30 days of receipt of all required documentation.

The following information must be submitted:

1. A **USGS topographic map section at a 1:24,000 scale with the boundaries of the project area clearly marked and the name of the quadrangle noted on the map.** Maps can be downloaded for free at www.maptech.com.
2. A clear description of the project's Area of Potential Effects, with the APE marked on a USGS topographic map and any additional photographs or maps used to determine the APE.
3. A site plan or sketch plan of the project showing both the current conditions and the proposed changes to the site.

4. Provide a copy of the map printed from the ArchSite GIS database showing the presence or absence of historic properties in the project area and vicinity. The map should include the name of all identified historic properties and the determinations of eligibility of the historic property for the National Register of Historic Properties.
5. Representative photographs of the project area should include photographs of any previous ground disturbance and current land use. Digital photos printed at a high resolution on a good-quality color printer are acceptable. No more than two (2) photographs per page should be submitted.

WHEN APPLICABLE

1. Provide summaries of any views provided by consulting parties and the public, even if the consulting parties and the public had no comments.

2. Any cultural resources assessments or surveys conducted for the project by professional archaeologists should be provided to our office for review and comment.
3. Provide photographs of the front and side elevations of all structures on or adjacent to the project area. Digital photos printed at a high resolution on a good-quality color printer are acceptable. **No more than two (2) photographs per page should be submitted.**
4. The Historic Building Supplement should be completed and submitted when a historic building or structure is proposed for rehabilitation/repairs/renovation. The supplement can be found online or a hard copy can be provided by the SHPO.
5. Provide all construction plans and specifications only when rehabilitation, repairs, or renovation work is proposed to a historic structure.

NOTE: Project submissions will not be accepted via facsimile or e-mail.