

**A GUIDE TO THE COMPLETION OF THE REVIEW & COMPLIANCE
INFORMATION FORM**

MISSOURI DEPARTMENT OF NATURAL RESOURCES
STATE HISTORIC PRESERVATION OFFICE
P.O. BOX 176
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The Review & Compliance Information Form is designed to ensure that the information SHPO requires in order to review submissions for Section 106/110 compliance is provided. **A completed copy of this form must accompany all submissions to SHPO for review under Sections 106 or 110.** Applicants should attempt to complete the form in full, as failure to provide the information requested on the form may result in SHPO requesting more information and, therefore, a delay in your project's review.

This document provides specific instructions for completion of the Missouri SHPO's Review & Compliance Information Form. If you are unable to provide information requested by the form please contact the Missouri SHPO at 573-751-7858 to request assistance. Please note that Section 106 regulations provide for a 30-day response time by the Missouri SHPO from the date of receipt. Projects received during business hours will be marked as received that day and the 30-day review period will begin that day. Projects received outside of business hours will be logged the next business day and the 30-day review period will begin at that time.

Review & Compliance Information Form

The first question you will encounter on pg. 1 is a question that the state of Missouri is required to include on all forms in an effort to provide those who have served in the U.S. Armed Forces with information on the agency's veteran services. You are not required to answer this question, but may do so if you prefer to.

I. Review Type: While most projects submitted to our office for review are related to Section 106 compliance due to their status as projects for which a federal agency is providing land, funding, or a license or permit, some projects may be related to Section 110 or may have no federal involvement. If your project falls within the category of no federal involvement, you should choose "Courtesy Review" as your Project Review Type. This option should rarely be chosen as most projects submitted to our office should have federal involvement. If you are unsure of the federal agency involved check with the organization(s) involved in management of the project. In other words, do not select the "Courtesy Review" option just because the federal agency involved is unknown. This option should only be selected for projects where you are certain there is no federal involvement, but SHPO review is still being requested.

II. Submission Type: choose whether your current submission is a "new submission" or whether it represents a subsequent submission to a project submitted to our office previously. If it is an "existing project," please include the SHPO project number that was assigned to the project after the initial submission. Please also indicate in this section whether your submission includes a cultural resource investigation report (if so, please include SHPO's CRIR report cover sheet), architectural plans and/or construction documents, or is associated with a programmatic agreement (PA) or memorandum of agreement (MOA). If your submission is associated with a PA or MOA, please note which draft version of the document you are submitting, and if the submission is documentation to fulfill a mitigation stipulation of an executed agreement, please note the stipulation #.

III. Project Information: In the Project Name section, provide a general characterization of the proposed undertaking that highlights the nature and location of the project. This should also

include the submitter's project or job number, if applicable. Please do not include the name(s) of applicants in this field. In the Project Description field, please enter the scope of work for your project or attach this information to your submission.

IV. Project Location: provide the street address, city, zip code and county associated with the location of the proposed undertaking (if applicable). Also provide the latitude/longitude coordinates of the project area, as well as the Section-Township-Range. Latitude/longitude coordinates can be obtained in the field using a GPS device or from Google Maps by clicking on the project location and holding your mouse button for a moment. When the button is released a window should pop up that provides the latitude/longitude coordinates for the location you clicked upon. Google provides the coordinates in decimal degrees (e.g., 38.584666 (lat.), -92.151905 (long.)). Section-Township-Range is locational information derived from the Public Land Survey System. This information can be obtained from a property's current or previously recorded deeds, your County Register or Recorder of Deeds Office, property tax assessments, GIS software, or websites such as:

<https://www.arcgis.com/apps/View/index.html?appid=019dd6f39fda4d3b811abfab0878b63b> or <https://www.randymajors.com/p/township-range-on-google-maps.html>

V. Project Contact Information: provide the name and contact information associated with the individual to whom the SHPO response letter should be addressed. SHPO response letters are emailed so it is critically important that you include the contact's email address.

VI. Federal Involvement: compliance with Section 106 is required for all projects that represent undertakings by federal agencies, or are being permitted or funded by federal agencies. Identifying the lead federal agency involved with a project is therefore of particular importance for Section-106 review. Indicate if your project has federal involvement or if it is a courtesy review. Select the federal agency providing funding, licenses, permits, or who own the land a project is taking place on. If you are unsure of the federal agency involved check with the organization(s) involved in management of the project.

VII. Contacts for CC: provide the name, organization, and email for all individuals who should receive a CC for the SHPO response letter.

VIII. Identification of Historic Properties: Archaeology: indicate in this section whether or not ground disturbance will occur and, if so, the nature of that disturbance. Also note any previous disturbances to the project area and whether the project will require fill material.

IX. Identification of Historic Properties: Buildings and Structures: indicate in this section whether there are any buildings, structures, objects, or designed landscape features within the project area. If resources are present, complete the table or attach additional information that includes the answers to these questions. To complete the table, write the resource's address, name, or number. In the "Date of Construction" column put the day that resource was constructed. In the "Dates of Additions" column include the year the building was modified, expanded, or otherwise altered. NOTE: This section is **NOT** meant to identify current or upcoming construction dates.

X. Determination of Effect: it is the responsibility of the federal agency or their designee to make a determination of effect for any given project prior to SHPO reviewing the project. This section of the form provides the means by which this determination is communicated. Two choices are available: 1) no historic properties affected or 2) historic properties will be affected. The first option should be selected if there are no historic properties in the Area of Potential Effect (APE) which are eligible for or listed in the National Register of Historic Places (NRHP). If the second option is applicable, please indicate whether the project will have No Adverse Effect to historic properties or if there will be Adverse Effects to historic properties. In the section below include an explication of the basis for the determination of effect should it be necessary.

XI. Additional Requirements: this section provides clarification on map and photography requirements to ensure that these materials are submitted in the proper format.

Checklist: this checklist is provided to help ensure that applicants provide the necessary information to SHPO so that project review is not delayed by a need for SHPO to request more information. Be sure to include all items in the checklist with your submission of this form.

Instructions for Digital Submission: this section provides instructions for digital submission, including how to submit files that may be too large to include as email attachments. A check box is provided for applicants who do not have access to a large-file transfer service and would like to receive an upload request from the State of Missouri's FTP system. A field is provided where the applicant can provide an email address for where the FTP request should be sent.