

Instructions for Completing the Section 106 Project Information Form

This document provides specific instructions for completion of the Missouri SHPO's Section 106 Project Information Form. A fully completed form is **required** for all submissions. 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**.

Project Name: should 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.

Federal Agency Providing Funds, License or Permit: 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.

Other Involved Agency: this information is requested for projects where there are multiple federal or other governmental agencies involved in the undertaking.

Contact Person: the individual to whom all information requests or response letters should be sent.

Contact Email: the email belonging to the Contact Person.

Contact Address: street address for the Contact Person.

City: city for Contact Person's mailing address.

State: state for Contact Person's mailing address.

Zip: zip code for Contact Person's mailing address.

Location of Project Section

County: county or counties in which the proposed undertaking requiring Section-106 compliance is located.

Street Address: street address associated with the location of the proposed undertaking (if applicable).

City: city in which the proposed undertaking is located.

Latitude/Longitude: spatial coordinates for the location of the project area. These 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.)).

UTM – Northing/Easting (include datum): spatial coordinates for the location of the project area utilizing the Universal Transverse Mercator grid. These can be obtained in the field using a GPS device, using GIS software, or from online tools such as <http://www.geoplaner.com>. The UTM zone (in Missouri this is either 15 or 16) and datum (e.g., WGS84, NAD83, NAD27, etc.) should also be noted.

Legal Description of Project Area (Township, Range, Section, ¼ Section) Section

Township, Range and Section: 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>

Project Information Checklist Section

This section is meant to identify whether the project area is currently known to contain archaeological sites, historic properties, or is located in a historic district, and to provide general information on the nature of any ground-disturbing activities that will be associated with the proposed undertaking.

Clarification for “What are the dates of construction or dates of additions for buildings or structures in the project area?” This question is meant to identify previous exterior construction or modification dates for any historic properties in the project area. It is not meant to identify current or upcoming construction dates.

Project Description Section

This section requests specific information on the scope of work that is associated with the proposed undertaking. Detailed descriptions should be provided of all activities associated with the project. For projects that involve structure rehabilitation, include the types of material for replacement of such items as windows and doors (i.e., wood, metal, vinyl, etc.) and justification if “in-kind” materials will not be used. For projects that will involve ground-disturbing activities, describe the nature of these activities including the depth of impact and size of the area that will be impacted in this way, including what proportion of the project area this represents.

Additional Requirements Section

This section outlines the requirements for submission of project maps and photographs. Each of these elements is critically important to our Section-106 review process. Photographs of structures should include all four elevations of the structure, along with photos of the streetscape

in at least two directions. General overview photographs showing the nature of the project's natural environment are also requested. These should highlight any areas of previous ground disturbance.

When providing a map showing the project location, be sure that it is produced at an appropriate scale so that the project's location and footprint are clearly legible. It is especially important to provide a detailed map of a project area's footprint where ground-disturbing activities will occur. This map should show the project's footprint relative to the area's topography. This is best accomplished through the use of USGS 7.5' topographic quadrangle maps.

Any submissions not containing these materials may be rejected or additional information will be requested, which will delay the review process. Please note that any request for more information by the Missouri SHPO **stops our 30-day review clock** and it is not resumed until the information is received. This means that any failure to provide such information could cause indefinite project delays by further extending our 30-day review period.