



NEW HAMPSHIRE DIVISION OF HISTORICAL RESOURCES

State of New Hampshire, Department of Natural and Cultural Resources
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Request for Project Review by the New Hampshire Division of Historical Resources for **Transportation** Projects

INSTRUCTIONS

The Division of Historic Resources (DHR) is New Hampshire's State Historic Preservation Office (SHPO). Under state and federal laws, the DHR works with other governmental agencies to review publicly-assisted projects that may affect historical or archeological resources. Historic preservation "Review & Compliance" (R&C) is a consultation process to identify significant historic properties in the planning stage of a project, so that any harm to them can be avoided, minimized or mitigated. It is intended to be a conflict-resolution and problem-solving process that balances the public benefit in historic preservation with the public benefit from a variety of governmental initiatives.

The RPR is not simply a checklist. It is a framework to facilitate a clear and accurate exchange of information. Compiling data for the RPR can strengthen your recognition and understanding of cultural resources and their relationship to your project. Clear and accurate information will support federal and state agencies, including the DHR, in making informed recommendations and comments. **By following these instructions, you can help facilitate an efficient, productive consultation process.**

Laws and regulations protecting historical resources and guiding the DHR's review and consultation are listed below, with citations for additional information noted:

National Historic Preservation Act
of 1966, as amended:
[https://ncshpo.org/wp-content/
uploads/2017/02/
nhpaTitle54Dec2016.pdf](https://ncshpo.org/wp-content/uploads/2017/02/nhpaTitle54Dec2016.pdf)

NH RSA 227-C:9:
[www.gencourt.state.nh.us/rsa/html/XIX/227
-C/227-C-9.htm](http://www.gencourt.state.nh.us/rsa/html/XIX/227-C/227-C-9.htm)

ACOE NH Programmatic General
Permit:
[https://www.des.nh.gov/water/
wetlands/permit-assistance](https://www.des.nh.gov/water/wetlands/permit-assistance)

Federal Highway Administration:
Section 4(f):
[https://www.environment.fhwa.dot.gov/legis
lation/section4f.aspx](https://www.environment.fhwa.dot.gov/legislation/section4f.aspx)

Before You Submit the Request for Project Review Form

1. Check the DHR's Review & Compliance website at <https://www.nhdhr.dncr.nh.gov/project-review> to be sure you have downloaded the most current form.
2. Determine the entire geographical area in which changes may occur (Area of Potential Effects). *Guidance to determining an APE is provided below.* The boundaries of the Area of Potential Effects (APE) should be clearly described and indicated on mapping as noted below.
3. Conduct Records Search: As soon as a proposed APE has been determined, and before initiating the review process you should determine whether or not there are any previously surveyed properties, and if and when any properties have been determined eligible or not eligible for listing in the National Register of Historic Places within or adjacent to the APE. Understanding this baseline information regarding cultural resources can inform project development from the start.
4. Gather information on already-identified historic properties within or adjacent to the APE. Do not use a 0.5-mile buffer in your EMMIT search for the Transportation RPR. Information on recorded historic properties is now available through our online application – EMMIT (Enhanced Mapping and Management Information Tool) (<https://www.nhdhr.dncr.nh.gov/emmit>) or at the DHR offices at 19 Pillsbury Street, Concord. The DHR in-house records are open to the public by appointment by calling the DHR Records Coordinator at 603.271.6568 or email at tanya.e.krajcik@dncr.nh.gov. This information must be collected prior to submitting project review materials.
If conducting an online search through EMMIT, please print a map depicting your project's APE and data results within and adjacent to the APE, and the accompanying data records. If using an in-house search, indicate the project's APE on a 7.5 minute USGS topographic quadrangle map and include recorded historic property findings in Table 1. Whichever source you use, append both the map and data records to the RPR form.
So that you have this information at your fingertips at all stages in the development of your project, the DHR recommends that all survey/National Register nomination forms and their Determination of Eligibility (green) sheets are downloaded from EMMIT or copied during your initial visit to use the DHR files. Please be aware that survey in New Hampshire is far from complete, and the absence of historic resources in DHR records does not mean that no historic properties are present.
5. Field review the APE, taking photographs as directed in this form and instructions.
6. Following the records search and field review, project proponents should complete the Request for Project Review Form and any needed attachments in their entirety by referring to these instructions. Enclose the required additional information and submit 2 copies of your application packet in paper. Please include 1 self-addressed stamped envelope in order to expedite the review process. Incomplete materials received by the DHR or DOT will be returned without review.
7. Be aware that, in the event historical resources are affected by your project, you may need to speak with your lead federal agency about developing a plan for public involvement.
8. There is no need to submit the copy of these instructions that print out with the RPR form. It is there for your information and use.

Photograph Submittals

Photographs submitted for project review may be either 35mm black/white, color digital or prints. All photographs must be clear, crisp, and focused. Digital images should not be pixilated. Photographs must be sized 3" x 5" or larger and their subject locations keyed to an accompanied map. They may be embedded in printed Word® documents. All photos must be printed. No CDs, flashdrives, or other storage media with digital images will be accepted.

How to Complete the Request for Project Review (RPR) Form

GENERAL PROJECT INFORMATION

New Submittal or Additional Information – Indicate if the project, or any part thereof, has been previously reviewed by DHR and if so, insert the DHR review number (R&C #). If we know that a project has been previously reviewed, we can often avoid asking for duplicate information.

DOT Project Name and Number – Provide the DOT project name and number, following DOT protocol.

Brief Descriptive Project Title – Provide a title that clearly but concisely indicates what the project involves. Examples might be *Town Bridge over City Brook Rehabilitation Project* or *North Street and South Road Intersection Improvement Project*.

Project Location and City/Town(s) – Provide the geographical location of the project as well as the independent city or town(s) in which it is located. If the project is located in more than one municipality, then identify them all. *Note that NH State Plane Geographic Coordinates are not required on the RPR for Transportation Projects because it is recognized that transportation projects typically involve large areas not easily characterized by one point. However, this makes it very important that very clear project location information (APE) is provided on project mapping.*

Lead Federal Agency – Indicate the federal agency that is responsible for Section 106 Compliance and that agency's permit or job reference number (if known). If you do not know the federal agency involved in your project, please contact the party requiring you to apply for Section 106 review, *not* the DHR, for this information.

DOT Environmental Manager – Indicate the DOT environmental manager (if applicable) who is involved with the project.

APPLICANT INFORMATION

Applicant Name – Provide the name and contact information of the applicant (project sponsor).

Contact Person to Receive Response – Provide the name and contact information of the person to receive the DHR's response. The address provided should be a mailing address. Be sure to include a self-addressed stamped envelope with your application packet to expedite the review process.

PROJECT BOUNDARIES AND DESCRIPTION

Determining an appropriate Area of Potential Effects (APE)

Derived from 36 CFR § 800 and Advisory Council on Historic Preservation guidance.

Please note that the final determination of the Area of Potential Effects is made by the lead federal agency in consultation with the DHR (State Historic Preservation Officer). While the final APE is subject to approval by the lead federal agency and the DHR, project sponsors should propose their understanding of an appropriate APE for the purposes of initiating consultation.

The Area of Potential Effects is the geographic area(s) where an undertaking *may* directly or indirectly cause alterations in the character or use of historic properties.

- Defining the APE is project-based, not resource-based; it is based on reasonably foreseeable effects of the project/undertaking without regard to the existence of historic properties.
- Look at all phases of all alternatives under consideration when delineating the APE.
- Examples of possible effects that guide APE delineation:
 - physical destruction/damage, reflecting limits of disturbance including staging areas, access areas, and depth of disturbance
 - direct alterations
 - alterations to view, reflecting the height of construction
 - atmospheric alterations, including temporary and permanent noise and/or vibration impacts and potential water or air quality impacts
 - neglect or abandonment
 - transfer out of federal ownership

- secondary or cumulative effects
- APE delineation *not* influenced by:
 - property boundaries
 - what you know or think you know about the presence/absence of historic properties
 - concern regarding the effort needed to identify historic properties in a large area
- APE tips:
 - The APE is best documented through mapping. Once you've identified all the areas that may be impacted by all the alternatives in consideration for your project, draw a logical line around these areas. The line does not need to follow existing boundaries on the landscape, nor does it need to be a particular shape.
 - While it usually is, the APE does not need to be a contiguous area (i.e., two or more direct impact APEs).
 - During a Section 106 review, not every property in the APE may need to be inventoried. Determination of the appropriate level of identification efforts will take place after the APE is delineated.
 - The APE may change if new effects are identified later in the review or if project plans change.

Project Map – A clear map showing the exact boundaries of the proposed APE **must** be attached to this application. If using EMMIT, a map depicting both the project's APE and recorded historic properties can be printed within the application. *Detailed assistance in using EMMIT for this purpose is provided within EMMIT's Help function located in the top right corner.* If you are not using EMMIT, depict the APE on a computer generated or photocopy of the 7.5 minute USGS topographic quadrangle map, or a **clearly labeled** portion thereof. Do **not** reduce or enlarge the map. Color copies are helpful. Label the map with the name of the USGS quadrangle. Topographic maps may be printed or downloaded free of charge at: <http://granitview.unh.edu>. Please refer to the R&C FAQs at www.nhdhr.dncr.nh.gov/project-review for help on accessing this data.

Narrative Project Description – Attach a detailed written description of the APE and the proposed undertaking.

- **What is the character of the APE?:** The narrative should describe the project's area of potential effects including areas of potential physical and visual impacts, secondary areas or impacts, such as staging areas or borrow pits, and alterations to a structure, a building, or its landscape. Describe any known past disturbances or alterations to the project area such as grading, filling, paving, excavation and demolition, along with an approximate date.
- **What is the proposed action?:** The narrative should clearly describe the proposed action in as much detail as currently known.

Engineering Plans – Attach current large-scale maps or engineering plans, showing the APE's existing conditions and proposed changes. If this type of comprehensive plan is not yet available for the project, explain why and give a date as to when it will be submitted; provide an available map with existing conditions and the proposed APE. The drawing should indicate compass orientation, contours, general soil types, and presence of wetlands. If any existing buildings, structures, cemeteries, dams, canals, bridges, foundations, ruins, old wells, cellar holes, stone walls, trails, or specialized uses such as dump sites, etc., are present, their locations should be shown. Historic resource boundaries (National Register boundaries as sketched in EMMIT and/or inventory forms) depicted on project engineering plans are also extremely helpful for efficient project design and review.

Photos of APE – Provide photographs showing the APE and the area adjacent to the project location, as well as specific areas of proposed ground impacts and disturbances. These photographs should provide general visuals of the landscape(s), streetscape(s), and relationships between buildings and structures within and adjacent to the area of proposed impact. They should also include views of areas where there might be ground impacts and disturbances, such as drainage or staging areas. Blank photo logs are available on the DHR website for your convenience, however informative photo captions explaining each image can be used in place of a photo log. Photos should be keyed to project mapping for efficient project review.

DHR Records Search – During the identification stage of the review process you should determine the presence/absence of standing structures. **Indicate the date the records search occurred on the RPR form** and be sure to include the results of the DHR records search for historic properties with your submittal packet. If using EMMIT, provide results in both map and data formats following directions provided within the Help function of EMMIT. If using an in-house search, complete **Table 1** to easily compile information you've found during your records search visit, and enclose the results with the RPR form. Blank table forms are available on the DHR website. *The DHR recommends that all survey/National Register nomination forms and their Determination of Eligibility (green) sheets are downloaded from EMMIT or copied for your use in project development. The information compiled*

and analyzed in these forms may contribute to all stages of project design and consultation, including reasons for significance, character-defining features, and resource (National Register) boundaries.

ARCHITECTURE

Buildings, Structures, and Landscapes in APE – Based on the results of your DHR records search *and* your field review, are there any properties more than 50 years of age **within or adjacent** to the APE? Some or all of these may not be recorded in the DHR files. Be aware that resources that may not be directly impacted by your project should be addressed. For example, you should note a house located on a tax parcel that includes land within or adjacent to your APE even if your project may not involve demolition or alteration of that house. The types of properties to note include buildings, structures (such as bridges, stone walls, culverts, railroad corridors, dams, etc.), objects (such as monuments and mileposts), historic districts, and landscapes (could include designed gardens, scenic roadways, campuses, or a collection of farms across a rural agricultural landscape).

If *none* of these are located in your APE, please note that in your project narrative and then skip to the Archaeology section of the RPR.

If *any* of these are located in your APE you must submit the following information:

Complete Table 2 – As transportation projects often involve many properties and resources, the DHR created Table 2 to assist you in compiling basic information about properties that haven't yet been surveyed within the APE. The first column, Resource Identification, should include the most specific information available with the goal being the ability to link resource information to mapping and photos. Provide an approximate age for the resources in your APE and the source for that information. Sources to determine approximate age could include owner information, visual inspection, municipal records, etc. Blank table forms are available on the DHR website. *Between Table 1 and Table 2, in conjunction with photos, mapping, and project information, a clear idea of known resources and possible inventory needs will be established for efficient use by you, the project team, and federal and state agencies in moving project consultation forward.*

Photos of Cultural Resources – Current photographs of all buildings and structures within the APE must be included with the application materials. These photos should show at least the full front side of a building, however an angled shot showing the front and one side is typically very helpful. Neighborhood streetscape images should be included if applicable, such as when the project is located within an established or possible historic district. Streetscape images should not focus on the pavement, but clearly show the properties alongside the roadway. Blank photo logs are available on the DHR website for your convenience, however informative photo captions explaining each image can be used in place of a photo log. Photos should be keyed to project mapping for efficient project review.

National Register Resources and Mapping – If any resources within or adjacent to your APE are already known to be National Register-listed or eligible (discovered through your DHR records search, EMMIT, and/or online at [National Register Database and Research - National Register of Historic Places \(U.S. National Park Service\) \(nps.gov\)](https://www.nps.gov) [listed only]) then depict these boundaries on the maps/engineering plans you submit as referenced above. *Remember that the RPR is intended to compile baseline information to determine what cultural resources information exists and what, if any, additional information or analysis needs to be gathered. A graphic clearly identifying where each known historic resource is located is extremely helpful to everyone involved in project development. This information also provides you with the opportunity to avoid or minimize impacts to these historic resources at the earliest stages of project design.*

ARCHAEOLOGY

Ground-Disturbing Activity in Project Area – While ground-disturbing activities are generally self-explanatory, be aware that they include activities such as construction or modification of drainage ditches and retention ponds, and temporary areas used for staging and access.

If there is *no* ground-disturbing activity in your project area, please note that in your project narrative.

If *any* ground-disturbing activity is anticipated, submit the following information:

Description of Previous Land Use – Attach a detailed descriptive narrative of current and previous land use and any known disturbances within the project area as described in project narrative.

Known or Suspected Archaeological Resources – Please note to the best of your knowledge whether the land owner/developer is aware of any archaeological resources within the project area (i.e. cemeteries/grave markers, stone walls, cellar holes, wells, foundations, dams, etc.).

TYPE AND MEANING OF DHR’s RESPONSE

Insufficient information to initiate review – RPR packages will be returned to the project sponsor’s contact person without review if, upon receipt, the DHR or DOT determines that the RPR package has not been completed sufficiently to review the project efficiently. *The purpose of this policy is to avoid excessive waste of time and money resulting from efforts to interpret or track down unclear or missing materials.*

Additional information is needed in order to complete review – Depending on the presence or types of resources in a project area, there may be multiple steps to the cultural resources consultation process. The necessity of progressing to the next step depends on the result of each preceding step. (See the DHR website for a flowchart explaining Section 106 of the National Historic Preservation Act of 1966 at <https://www.nhdhr.dncr.nh.gov/project-review/project-review-compliance/section-106-national-historic-preservation-act>) Consultation for some projects may quickly progress from the RPR to preparation of a Determination of Effect Memorandum, while others require continued consultation and fulfillment of additional steps in the process, such as surveys by qualified consultants and findings of effect by the lead federal agency and the DHR.

Comments – In the RPR’s comment box, DHR may explain what type of information is necessary to continue review, if needed. If no additional information is needed, DHR will note its opinion as to the project’s effects. For transportation projects the effect finding will be formalized on a Determination of Effect Memorandum, signed by FHWA, DOT, and others.

Your Request for Project Review is ready to be submitted to the DHR if you’ve:

- ✓ Determined the entire geographical area of the proposed project and of the project’s potential impacts (Area of Potential Effects [APE])
- ✓ Conducted a DHR records search for already-identified historic properties within or adjacent to the APE
- ✓ Conducted a field review for other resources 50 years old or older within or adjacent to the APE
- ✓ Completed the Request for Project Review Form in its entirety including all requested information and attachments
- ✓ Included 1 self-addressed stamped envelope

As the New Hampshire Department of Transportation (DOT) is often directly involved in transportation projects, RPRs for these projects will be coordinated through DOT. Mail 2 copies of the completed RPR form and required materials, and 1 self-addressed stamped envelope to:

****see DOT's current COVID-related submission protocols****

**Cultural Resources Staff
Bureau of Environment
NH Department of Transportation
7 Hazen Drive
Concord, NH 03302**

RPRs **cannot** be accepted via facsimile or e-mail. Please provide a completed form even in cases where project information is included in a separate document, such as DES permit applications and other environmental reports and applications. Environmental documents may be submitted as attachments to the form, only if they provide an important part of the project description. The DHR has a different focus from other agencies. In order to reduce costs and be as environmentally friendly as possible please do not submit entire permit applications. The DHR will retain all items and supporting documentation submitted with a review request, including photographs and publications. Items to be kept confidential should be clearly identified. For questions regarding project review, please visit <https://www.nhdhr.dncr.nh.gov/project-review> or contact the R&C Specialist at Elizabeth.A.Schneible@dncr.nh.gov or 603-271-2813.

Please mail 2 copies of the completed form and required material to:

****see DOT's current COVID-related submission protocols****

Cultural Resources Staff
Bureau of Environment
NH Department of Transportation
7 Hazen Drive
Concord, NH 03302

DHR Use Only	
R&C #	_____
Log In Date	___ / ___ / ___
Response Date	___ / ___ / ___
Sent Date	___ / ___ / ___

Request for Project Review by the New Hampshire Division of Historical Resources for **Transportation** Projects

- This is a new submittal.
- This is additional information relating to DHR Review and Compliance (R&C)#:

GENERAL PROJECT INFORMATION

DOT Project Name & Number

Brief Descriptive Project Title

Project Location

City/Town

Lead Federal Agency and Contact *(if applicable)*
(Agency providing funds, licenses, or permits)

Permit Type and Permit or Job Reference #

DOT Environmental Manager *(if applicable)*

PROJECT SPONSOR INFORMATION

Applicant Name

Mailing Address

City

State

Zip

Phone Number

Email

CONTACT PERSON TO RECEIVE RESPONSE

Name/Company

Mailing Address

City

State

Zip

Phone Number

Email

This form is updated periodically. Please download the current form at <https://www.nhdhr.dncr.nh.gov/project-review/project-review-compliance/requests-project-review>. Please refer to the Request for Project Review for Transportation Projects Instructions for direction on completing this form. Submit 2 copies of this project review form for each project for which review is requested. Include 1 self-addressed stamped envelope to expedite review response. Project submissions will not be accepted via facsimile or e-mail. This form is required. Review request form must be complete for review to begin. Incomplete forms will be sent back to the applicant without comment. Please be aware that this form may only initiate consultation. For some projects, additional information will be needed to complete the Section 106 review. All items and supporting documentation submitted with a review request, including photographs and publications, will be retained by the DOT and the DHR as part of its review records. Items to be kept confidential should be clearly identified. For questions regarding the DHR review process and the DHR's role in it, please visit our website at: <https://www.nhdhr.dncr.nh.gov/project-review> or contact the R&C Specialist at Elizabeth.A.Schneible@dncr.nh.gov or 603-271-2813.

PROJECTS CANNOT BE PROCESSED WITHOUT THIS INFORMATION

Project Boundaries and Description

- Attach the Project Mapping **indicating the proposed area of potential effects (APE)**. (See RPR for Transportation Projects Instructions and R&C FAQs for guidance. Note that the APE is subject to approval by lead federal agency and SHPO.)
- Attach a detailed narrative description of the proposed project.
- Attach current engineering plans with tax parcel, landscape, and building references, and areas of proposed excavation, if available.
- Attach photos of the project area/APE with mapped photo key (overview of project location and area adjacent to project location, and specific areas of proposed impacts and disturbances.) (Blank photo logs are available on the DHR website. Informative photo captions can be used in place of a photo log.)
- A DHR records search must be conducted to identify properties within or adjacent to the APE. Provide records search results via EMMIT or in **Table 1**. (Blank table forms are available on the DHR website.) EMMIT or in-house records search conducted on / / .*

**The DHR recommends that all survey/National Register nomination forms and their Determination of Eligibility (green) sheets are downloaded or copied for your use in project development.*

Architecture

Are there any buildings, structures (bridges, walls, culverts, etc.) objects, districts or landscapes within the APE? Yes No

If no, skip to Archaeology section. If yes, submit all of the following information:

- Attach completed **Table 2**.
- Photographs of **each** resource or streetscape located within the APE. Add to the mapped photo key and photo log noted above. (Digital photographs are accepted. All photographs must be clear, crisp and focused.)
- Copies of National Register boundary (listed or eligible) mapping, and add National Register boundaries for listed and eligible properties to project mapping/engineering plans (if applicable).

Archaeology

Does the proposed undertaking involve ground-disturbing activity? Yes No

If yes, submit all of the following information:

- Description of current and previous land use and disturbances.
- Available information concerning known or suspected archaeological resources within the project area (such as cellar holes, wells, foundations, dams, etc.)

Please note that for many projects an architectural and/or archaeological survey or other additional information may be needed to complete the Section 106 process.

AGENCY COMMENT

This Space for DOT and Division of Historical Resources Use Only

Sent to DHR; Authorized DOT Signature: _____ Date: _____

- Insufficient information to initiate review.**
- Additional information is needed in order to complete review.

Comments: _____

If plans change or resources are discovered in the course of this project, you must contact the Division of Historical Resources as required by federal law and regulation.

Authorized DHR Signature: _____ Date: _____