
CHECKLIST FOR SECTION 106 SUBMISSION

INFORMATION FOR THE IDAHO SHPO

Below is a sample checklist for information required by the Idaho SHPO to respond to a request for review under the Section 106 process. Users of a checklist like this should first be familiar with the more detailed description of each item provided in *Consulting with the Idaho State Historic Preservation Office*

COVER LETTER

	Name and contact information of Federal agency or agencies involved.
	Project description including information about work that will affect historic buildings and structures, sites, objects, and landscapes including anticipated ground disturbance.
	Legal description (township, range, and section) or street address where project will take place.
	Brief description of the ground surface conditions.
	Brief description of any buildings or structures that will be affected.
	Information on cultural resources known to exist in the surrounding area.
	Summary of any previous 106 Reviews of the project or of any other projects at the same location.

ATTACHMENTS

	USGS 7.5' topographic maps and/or formal city map. Aerial photos may be submitted as supplementary maps to the USGS.
	General photographs of the project area (minimum 2).
	Specific photographs of the building elements that will be affected by the project.
	Architectural plans, drawings, or elevations, as necessary.
	Idaho Historic Sites Inventory (IHSI) form for any buildings or structures that will be affected.
	Archaeological Site Inventory (ASI) form for any archaeological sites that will be affected.

SURVEY REPORT

	Archaeological or historical survey report, if a survey has already been completed. One copy of the survey report and associated site records must be submitted.
	Digital Copy (CD or DVD) of Survey Report and site records including maps and photographs.
	GIS shapefile of surveyed area and cultural site boundaries