
COMPLIANCE REVIEW CHECKLIST

The Idaho SHPO began accepting digital only submissions for compliance review in March 2020 as a result of the COVID-19 pandemic. To refine our process, we have developed a checklist and recommended format for digital submissions. ***Use of an alternate format is acceptable*** but may make it more difficult for us to identify and request additional documents and/or information necessary for our review.

We request that consultation packages submitted digitally are organized in a four-folder structure. If certain folders are not relevant to an undertaking (i.e., no sites were identified), we request that you include the folder but leave it empty. Folders should be labelled 1 – Report, 2 – Site Forms and Databases, 3 – GIS, and 4 – Correspondence.

The checklist below includes details on what files and/or information we expect to see in each folder. Not all files/file types will be relevant to each submission. This list is not meant to be exhaustive and, in many cases, the items listed below may be combined into one file (i.e., key information section as a component of the survey report). Please add any additional files not described here in an appropriate location.

1 – Report

- Survey Report
- Key Information Section

Reports should not have site forms appended. If the project is associated with any previous SHPO reviews, please include the review number in the Key Information Section.

2 – Site Forms and Databases

- ASI form for each identified archaeological site in both PDF and Access file formats.
- ISHS form for each identified historic site in both PDF and Access file formats
- Isolate form for each isolated find in both PDF and Access file formats

Each site form should be saved in a separate file and should include photo documentation, topographic map(s) at 1:24,000 scale, and sketch map(s) attached to the site form.

3 – GIS

- GIS polygon shapefiles of survey area(s) and APE
- GIS polygon shapefiles of boundaries for each site
- GIS point shapefile of datum or centroid for each site
- GIS point shapefile of each isolate
- GIS polyline shapefile of each linear resource

4 – Correspondence

- Correspondence from the Agency Official to SHPO requesting concurrence
 - Specific forms for SHPO signature (if applicable)
 - Relevant documentation regarding consultation with other parties
 - Digital Submission Cover Sheet
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DIGITAL SUBMISSION COVER SHEET

FOR SECTION 106 CONSULTATION WITH THE IDAHO SHPO

Please remember to also submit the required documents and files. Submissions should be sent to shsshpo@ishs.idaho.gov with files compressed and attached or information concerning where the documents are located in a previously established shared server or folder (Box, OneDrive, Dropbox, etc.). For additional details on digital submission requirements, see the Compliance Review Checklist.

Date Submitted:

Agency Name:

Project Name:

Project Number:

Associated Project Numbers:

Previous SHPO Number:

Legal Description (township, range, and section or street address):

Report Title:

Principal Investigator:

Area of Potential Effect (Acres):

Intensive Survey Area:

Reconnaissance Survey Area:

Historic Properties and Isolates Recorded:

Proposed Effect Finding:
