**Second-Level Application Package**

**Submission Instructions**

Please submit an original and six copies of your application package. Application packages must be received, not postmarked, by end of business day, Friday, May 25, 2018.

Be sure each application package includes:

* A cover letter on entity letterhead
* A signed application cover sheet
* An updated detailed project budget
* Federal Lands: Decision memo from EA or EIS *or* Letter justifying determination of CE project
* Non-Federal Lands: GA RTP Environmental Screening Form
* Copy of Deed to Property
	+ NOTE: If real property is to be acquired with grant funds, the acquisition must comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (The Uniform Act). Implementation regulations for the Act are found in 49 CFR Part 24. Do not acquire property until after the grant agreement has been executed and consultation with GA DNR has occurred.
	+ Affidavit of Ownership from landowner expressing support (This is applicable if the applicant and landowner are not the same. A recorded easement allowing trail construction will be required from the landowner before construction begins.)
	+ Approval by Land Manager
* Approvals to cross a public highway or a public utility right-of-way (if applicable)
* Maps: Property Boundary Area Map
	+ Precise location of the project (USGS topographic map preferred)
	+ In urban areas, please also include a city map that shows more detail.
	+ Boundaries of the Area of Potential Effect.

Site Location Map

* + Site plans (before and after).
	+ Project plans.
	+ Elevations.
* High-resolution color photographs including Photo key.
* Proposed Project Implementation Schedule

**Application packages are to be submitted with a single binder clip. Do not staple, spiral or book bind applications.**

Submit application packages to:

Georgia Department of Natural Resources

Recreational Trails Program

2 Martin Luther King Jr. Dr. SE, Suite 1370

Atlanta, Georgia 30334

All application packages must be **received, NOT postmarked** by DNR Recreational Trail Program staff by end of business day on Friday, May 26, 2018.

For more information please contact:

Jodie Gardner, RTP Trails Grant Program Manager

Email: Jodie.Gardner@dnr.ga.gov

Phone: 404.463.1779

**City or County Letter Head**

January 3, 2017

SAMPLE

GA Dept. of Natural Resources

2 Martin Luther King, Jr. Drive S.E.

Suite 1370

Atlanta, Georgia 30334

RE: 2nd level RTP Application Environmental Review of (name project, city or county).

Dear RTP Coordinator:

The City or County name has been invited to apply for the 2nd level application for (your project). (Give a brief description of your project). This Project is being financed through the DNR Recreational Trails Program.

Attached application includes:

* Cover letter with entity letterhead
* Signed Application Cover Sheet
* Updated Budget
* Environmental Screening with 7 copies total
* Copy of Deed or easement
* Approvals of public highway or public utility right-of-way
* Maps
* Local Program Implementation schedule

Please let me know if you have any questions or need additional information. Thank you for your consideration.

Sincerely,

Name of Sponsor

Title of Sponsor

City or County

Encls

Cc:

**Address and contact Information of Sponsor**

|  |
| --- |
| **FY2017-18 RECREATIONAL TRAILS PROGRAM****2nd LEVEL APPLICATION COVER SHEET****DEADLINE: 4:30pm, FRIDAY, May 25, 2018** |

|  |  |
| --- | --- |
| **Project Title:** |  |
| **Project Sponsor (Organization):** |  |
| **Name (Authorized Official):**  |  |
| **Address:** |  |
|  |  | **ZIP:**  |
| **County:** |  |
|  |  |
| **Contact Person:** |  |
| **Email:** |  |
| **Phone:** |  |
|  |  |
| **PROPOSED OR EXISTING PROJECT SITE CONTROL** |
| a. Acres to be Purchased |  | f. Acres owned by Sponsor |  |
| b. Acres to be Donated |  | g. Date Acquired (MM/YY) |  |
| c. Total Acres to be Assisted |  | h. Acres Leased by Sponsor |  |
| d. ROW/Easement Purchased |  | i. Years Remaining on Lease |  |
| e. Total Acquisition (Sum a:d) |  | j. Leased From? |  |
| **SOURCE OF PROJECT FUNDING** |
| **SOURCE** | **TOTAL** | **CASH** | **DONATED LABOR OR EQUIPMENT** |
| a. RTP |  |  |  |
| b. Sponsor |  |  |  |
| c. Other |  |  |  |
| TOTAL |  |  |  |
| **SOURCE OF PROJECT SPONSOR MATCHING SHARE**: |
| a. Park Revenue | % | d. Donated Labor & Equip | % |
| b. Bonds | % | e. General Fund | % |
| c. Cash Donations | % | f. Other Federal Programs | % |

**CERTIFICATION:** The applicant certifies that the data contained in the attached application is true and correct; the application has been duly authorized; and, the applicant understands that incorrect or incomplete information may cause the application to be rejected.

**Printed Name and Title Signature Date**



At a minimum, the Georgia Recreational Trails Grant Program (RTP) requires the following information to review projects in accordance with applicable federal or state laws. Please note that the responsibility for preparing documentation, including items listed below, rests with the federal or state agency or its designated applicant. *RTPs ability to complete a timely project review largely depends on the quality and detail of the material submitted. If insufficient information is provided, RTP may need to request additional materials, which will prolong the review process. For complex projects, some applicants may find it advantageous to hire a preservation professional with expertise in history, architectural history and/or archaeology, who would have access to the Georgia Archaeological Site Files and an understanding of Georgia’s Historic Preservation Division’s (HPD) publicly available files.*

**PLEASE NOTE: THERE IS A 30-DAY REVIEW PERIOD FROM THE DATE RTP RECEIVES THE SUBMITTAL.**

**SHOULD ADDITIONAL INFORMATION BE REQUESTED, PLEASE NOTE THE 30-DAY PERIOD RESTARTS.**

1. **General Information**
	1. **Project Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Project Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. **Federal Agency Involved**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **State Agency** (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. **Agency’s Involvement:**
* Funding
* License/Permit
* Direct/Is performing the action
* Unknown
* Other, please explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	1. **Type of Review Requested:**
* Section 106 of the National Historic Preservation Act (Federal involvement)
* Section 110 of the National Historic Preservation Act (Federally owned properties)
* Georgia Environmental Policy Act (State involvement)
* State Agency Historic Property Stewardship Program/State Stewardship (State owned properties)
* Technical Assistance (No Federal or State involvement)
* Unknown
	1. **Contact Information**:  **Applicant**  **Consultant**

 Name/Title/Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 City/State/Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Agency Contact Info** (either State or Federal, according to review type):

 Name/Title/Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 City/State/Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Project Information**
	1. **Project Type:**
* Road/Highway Construction or Improvements
* Demolition
* Rehabilitation
* Addition to Existing Building/Structure
* New Construction
* Relicensing
* Utilities/Infrastructure
* Unknown
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	1. **Project Description and Plans** This should include a *detailed* scope of work, including *any* actions to be taken in relation to the project, such as all aspects of new construction, replacement/repair, demolition, ground disturbance, and all ancillary work (temporary roads, etc.), as applicable. Attach additional pages if necessary. If a detailed scope of work is not available yet, please explain and include all preliminary information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	2. **Land Disturbing Activity** This should include a detailed description of all horizontal and vertical ground disturbance, such as haul roads, cut or fill areas, excavations, landscaping activities, ditching, utility burial, grading, water tower construction, etc., as applicable:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**D.** Has this identical project or a related project been previously submitted to RTP for review? YES \_\_\_\_ NO \_\_\_\_

***\*If yes, please enclose a copy of RTPs previous response***

**E.** Is this project also being reviewed under a tax incentive program administered through HPD? YES \_\_\_\_ NO \_\_\_\_

**F.** Is this review request in order to satisfy an application requirement, such as for a grant? YES \_\_\_\_ NO \_\_\_\_

 \****If yes, are project plans/scope of work available yet?*** YES \_\_\_\_ NO \_\_\_\_

 ***\*If yes, please enclose a copy of the project plans/scope of work as outlined in II.B and II.C above***

1. **Site Information**
	1. In the past this property has been used for:
		1. Farming YES \_\_\_\_ NO \_\_\_\_
		2. Pasture YES \_\_\_\_ NO \_\_\_\_
		3. Mining YES \_\_\_\_ NO \_\_\_\_
		4. Timbering YES \_\_\_\_ NO \_\_\_\_
		5. Road construction YES \_\_\_\_ NO \_\_\_\_
		6. Housing YES \_\_\_\_ NO \_\_\_\_
		7. Landfill YES \_\_\_\_ NO \_\_\_\_
		8. Commercial YES \_\_\_\_ NO \_\_\_\_
		9. Industrial YES \_\_\_\_ NO \_\_\_\_
		10. Other (explain): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	2. Describe what currently exists on the property today (i.e. buildings, parking lot, house, barn, outbuildings, woods, grass, garden, etc.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **Cultural Resources**

Background research for previously identified properties within the project area may be undertaken at HPD, including National Register of Historic Places files, county and city surveys, and identified sites files. Additionally, research at the Georgia Archaeological Site Files (GASF) in Athens may be undertaken by a qualified archaeologist or site file staff. To make a research appointment or find contact information for GASF, please visit our website. **Please note that as part of the review process, HPD may request an archaeological survey.**

* 1. To your knowledge, has a cultural resources assessment or a historic resources survey been conducted in the project area? YES\_\_\_\_\_ NO \_\_\_\_\_ DO NOT KNOW \_\_\_\_\_ (see: http://www.georgiashpo.org/register/survey)

***\*If yes, provide the title, author, and date of the report:***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* 1. **Area of Potential Effect (APE)**

The APE is the geographic area or areas within which a project may cause changes (or effects). These changes can be direct (physical) or indirect (visual, noise, vibrations) effects. The APE varies with the project type and should factor in topography, vegetation, existing development, physical siting of the project, and existing/planned development. For example:

|  |  |
| --- | --- |
| ***If your project includes...*** | ***Then your APE would be...*** |
| Rehabilitation, renovation, and/or demolitionof a building or structure, or new construction | the building or property itself and the surroundingproperties/setting with a view of the project |
| Road/Highway construction or improvements, streetscapes, pedestrian or bicycle facilities | the length of the project corridor and the surroundingproperties/setting with a view of the project |
| Above ground utilities, such as siren/radio towers,water towers, pump stations, retention ponds, etc. | the area of ground disturbance and the surroundingproperties/setting with a view of the project |
| Underground utilities | the area of ground disturbance |

Based on this information, **identify the APE for your project, similar to above, and describe what exists within it** (ie. is it modern or historic residential or commercial development, undeveloped, etc. within the APE): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Is the project located within or adjacent to a National Register of Historic Places (NRHP) listed or eligible historic property or district or a locally designated property or district?

YES \_\_\_\_ NO \_\_\_\_ DO NOT KNOW \_\_\_\_

***\*If yes, please provide names:***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Within the project APE as identified in IV.B, are there any other buildings or structures that are 50 years old or older? YES \_\_\_\_ NO \_\_\_\_ DO NOT KNOW \_\_\_\_

***\*If yes, provide photographs of each building or structure and key the photos to a site map.***

* 1. Are any of the buildings or structures identified in IV.D listed or eligible for listing in the NRHP?

YES \_\_\_\_ NO \_\_\_\_ DO NOT KNOW\_\_\_\_

***\*If yes, please identify the properties (by name or photo #).***

* 1. **Effects Information**
		1. Does the project involve the rehabilitation, renovation, relocation, demolition or addition to any building or structure that is 50 years old or older? YES \_\_\_\_ NO \_\_\_\_
		2. Will the project take away or change anything within the apparent or existing boundary of any of these historic properties? YES \_\_\_\_ NO \_\_\_\_

***\*If yes, please explain:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + 1. Will the project change the view from or of any of these properties? YES \_\_\_\_ NO \_\_\_\_

***\*If yes, please explain:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + 1. Will the project introduce any audible or atmospheric elements to the setting of any of these historic properties (such as light, noise, or vibration pollution)? YES \_\_\_\_ NO \_\_\_\_

***\*If yes, please explain:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + 1. Will the project result in a change of ownership for any historic properties? YES \_\_\_\_ NO \_\_\_\_

***\*If yes, please explain:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Required Materials (Submittal Checklist)**
* Complete Environmental Review Form
	+ Include all contact information as RTP will respond via email to the submitter.
* Map indicating:
	+ Precise location of the project (USGS topographic map preferred: http://www.digital-topo-maps.com/ [[1]](#footnote-1)).
	+ In urban areas, please also include a city map that shows more detail.
	+ Boundaries of the APE as noted in section II above.
* Detailed project plans to supplement section I.F, including (if applicable and available):
	+ Site plans (before and after).
	+ Project plans.
	+ Elevations.
* High-resolution color photographs (2 photos per page) illustrating:
	+ The project area and the entire APE as defined in section IV above.
	+ Any adjacent properties that are within the APE, with clear views of buildings or structures, if applicable.
	+ If the project entails the alteration of existing historic structures, please provide ***detail*** photographs of existing conditions of sites, buildings, and interior areas/materials to be impacted.
	+ ***\*\*Google Streetview images will not be accepted***
* Photo key (map or project plans can be used) indicating:
	+ Location of all photographs by photo number.
	+ Direction of view for all photographs.
* Any available information concerning known or suspected archaeological resources in the APE.

*For questions regarding this form, please contact the RTP Program Manager.* **We are unable to accept project submittals via facsimile or e-mail.**

1. Please note, this is not a complete list of websites with topographic map information. This website is not controlled by RTP and RTP bears no responsibility for its content. [↑](#footnote-ref-1)