**GUIDELINES FOR COMPLETING**
**FORM A – CULTURAL RESOURCE SURVEY CHECKLIST**
**CULTURAL RESOURCE EVALUATION PROGRAM (CREP)**

**PIN**
Provide current 9-digit PIN. Please note if PIN has changed since previous survey request.

**Project Review Number (PR #)**
If applicable, provide PR # assigned by the State Historic Preservation Office (SHPO) based on previous project review (see CRIS or SHPO correspondence).

**CRIS SURVEY TOKEN**
If known, provide the unique token number that will link to the survey wizard on SHPO’s Cultural Resource Information System (CRIS). Where to find the token: If project has been initiated with SHPO; SHPO will send the contact an email with a link (and token #) to a consolidated response. If, once the consolidated response is opened on CRIS, the response includes a “Survey Request”; please enter the token from the email into the Form A.

**REGIONAL PRIORITY**
Each Region’s program should be assessed to prioritize projects. Anticipated dates for delivery of survey reports will be provided once the NYS Education Department/ Cultural Resource Survey Program (SED) has had an opportunity to review Regional programs. Regional priorities may be modified throughout the year as needed for changes in project schedule or emergencies. As projects change or are added throughout the year, please submit each new Form A to the Office of Environment for processing. OOE will forward the package to SED to add the work to the program.

**NUMBER OF COPIES NEEDED**
Include any additional copies of survey reports needed by the Region for distribution to tribal nations, consulting parties, or repositories for HABS/HAER or Data Recovery reports.

**PROJECT LOCATION**
Include Town, Hamlet, Village, or City. This is used to identify the Minor Civil Division (MCD) which is needed for background research and will appear on the cover of the Cultural Resource Survey Report. If the project includes multiple locations, and those locations are in more than one MCD, consult with the OOE to determine if multiple versions of the Form A are needed.

**CRC has initiated consultation with SHPO and loaded project information into CRIS**
Check yes if CRC has initiated SHPO consultation following Section 106/14.09 procedures. The OOE may request initiation prior to approving the CREP request.

**ROLL OVER PROJECT**
If this is an existing project with SED and this work has been previously requested it can be considered a roll over project. This would be appropriate when the Form A has been modified to document revisions to previous survey requests due to changes in project scope. Please review rollover projects for any changes since the initial submission of a survey request. A new Form A should be submitted to the OOE to document any changes in scope or project information. Please provide updated project plans as needed.

New work requests on a project that had a previous survey completed are not considered rollovers.

**PREVIOUS SURVEY REQUESTS**
Previous surveys should be indicated if the Form A is submitted for an Addendum, Phase II, Data Recovery Plan or Phase III survey. SURVEY DATE and any Unique Site Numbers identified should be noted.

**UNIQUE SITE NUMBER (USN)**
Include SHPO USN as reference to previously identified historic properties, particularly for site exam and data recovery. If USNs were not assigned within the previous report; search CRIS. Leave blank if not found.
TYPE & LEVEL OF SURVEY
Indicate type and phase of survey requested. The Form B should be used to request Historic Setting Analysis for a previously identified National Register eligible or listed district.

- **Phase I: Reconnaissance Survey** – locates and identifies above and below-ground cultural resources within the project area
- **Phase I: Addendum Survey** - additional survey as needed for revised APE due to changes in project scope or scale
- **Phase II: Site Examination** – archaeological investigation to determine State/National Register eligibility of identified sites within the project area
- **Phase III: Data Recovery Plan** – proposal for research design, methodology, schedule and budget for archaeological mitigation
- **Phase III: Data Recovery** – archaeological excavation for retrieval of significant data from a National Register listed or eligible site when impact cannot be avoided; implements approved Data Recovery Plan
- **Phase III: HABS/HAER recordation** – documentation of National Register listed/eligible building or structure prior to demolition or removal. In the comment field indicate the level of recordation determined appropriate based on identified level of significance and consultation with the SHPO and building address or BIN number.
- **OTHER** – Less common work requests may occur from time to time. These should be summarized here in a short phrase and explained in more detail within the Additional Comments and Special Instructions comment field.

PROJECT DESCRIPTION & PROPOSED WORK
Provide as much detail as available at the time of the survey request. Include any proposed work within the road prism, ROW, or adjacent properties that will result in ground disturbance, with horizontal extent and depth of impact, if known. Describe type of impact (excavation, cut, fill, grading, inundation, compaction, etc.). Also provide details of work that may alter adjacent landscape features or setting. For Historic Setting Analysis (Form B), identify specific proposals for streetscape improvements (lighting, trees, curbs, intersection realignment, etc.) to direct research efforts.

PROJECT AREA BOUNDARIES FOR CULTURAL RESOURCE SURVEY
The Form A should indicate boundaries established for the cultural resource survey. Note that survey boundaries may differ from project boundaries. Please indicate State or County Route # and/or local street name, and clearly defined endpoints. A comment field is provided to allow explanation. An attached map is preferred.

ESTIMATED LENGTH / WIDTH
An estimate of the size of the project area is essential for SED to develop a budget and schedule for archaeological investigations. Please provide estimated number of feet/ meters or miles as appropriate, and delineate project area on enclosed map. If necessary, indicate that the estimate is preliminary and may be revised prior to the start of survey in the additional comments field.

ESTIMATED NUMBER OF BUILDINGS IN PROJECT AREA
An estimate of the total number of buildings helps SED to budget and schedule architectural survey.

PROJECT INFORMATION
Federal actions include projects subject to federal permits, licensing, or approval, as well as projects that are federally-funded. Please notify OOE and SED if there is a change as the project progresses.

Cultural Resource Surveys should be initiated as early as possible in the project development process, for example, early in the Scoping Phase. Requests for Site Examination should anticipate seasonal limitations, as well as time for extended fieldwork, analysis, and report preparation.

BRIDGES
The historic status of all pre-1961 bridges within the project area should be clearly identified on the Form A. Refer to the updated Historic Bridge Database, List of Historic and Non-Historic Bridges, or WinBolts historic screen to determine eligibility. If the bridge has not yet been evaluated, request inventory and evaluation of the bridge as part of the Cultural Resource Survey, and include WinBolts historic data in the package. A copy of Guidelines for Evaluating Historic Bridges (9/02) has been provided to SED for making eligibility recommendations.
ADDITIONAL COMMENTS or SPECIAL INSTRUCTIONS
Provide any additional details or information that will assist SED in conducting the survey. This may include an on-site meeting at the start of field investigations. Include any instructions that differ from standard procedures. This may include sending a report to SHPO as an FYI, or handling a Data Recovery Plan as a component of an Adverse Effects Package.

REGIONAL CONTACTS
The Regional CRC should be the primary contact for SED and sub-consultants. The Project Manager or Regional Environmental Manager may be listed as a second contact.

FORM A PACKAGE
Package should be provided both in hard copy and electronically.

☐ Form A – Cultural Resource Survey Checklist (Required)
☐ Cultural Resource Screening Memo with Attachments (Required for Phase I/ Phase I addendum) The work that the CRC already did to screen the project should not have to be repeated by SED, only supplemented; therefore a memo to summarize results of screening by the Regional CRC should be included. This should include providing documentation for any previous Cultural Resource Survey or evaluation of National Register eligibility conducted outside the SED program.
☐ Location Maps – USGS Quad or DOT Planimetric w/ survey limits (Required) Provide USGS Quad or DOT Planimetric map showing project area location. Electronic mapping for project location and plans for field survey should be provided to SED. Contact OOE to determine appropriate software available to the State Museum or sub-consultants.
☐ Project Plan / Detailed Map w/ cultural resource survey limits (Required) Plans should be clearly marked to show survey limits. If plans are not available at this time, indicate that plans will be provided at a later date. Field survey will not be initiated until adequate project mapping is provided.
☐ Additional Attachments: _____ (optional)


Provide information pertaining to any electronic mapping that can be used by SED and its format (GIS shapefile, CAD drawing etc).

☐ Bridge Info (only required when bridge will be evaluated)

For evaluation of a pre-1961 bridge by the SED, include relevant screens (save as pdf or print) from the current Bridge Inventory System. Information contained on the following pages will assist SED in making their determinations: Identification, Structural Details, Work History, Historic and Standard Photos

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