



State Historic Preservation Office

South Carolina Department of Archives and History
8301 Parklane Road | Columbia, SC | 29223
scdah.sc.gov

SECTION 106 PROJECT REVIEW FORM

Section 106 of the National Historic Preservation Act, and the [implementing regulations at 36 CFR 800](#), requires the South Carolina State Historic Preservation Office (SHPO) to review all projects/undertakings that are federally funded, licensed, permitted, or assisted. The responsibility for preparing review documentation pursuant to 36 CFR 800.11, including the identification of historic properties and the assessment of effects resulting from the undertaking, rests with the federal agency or its delegated authority (including applicants). Consultation with the SHPO is NOT a substitution for consultation with appropriate Native American tribes or other participants who are entitled to comment on the Section 106 process (per 36 CFR 800.2). For guidance regarding this Form or the Section 106 review process, please visit our [Review and Compliance Program website](#).

STATUS OF PROJECT (check one)

- Federal Undertaking Anticipated (You are applying for Federal assistance)
- Federal Undertaking Established (You have received Federal assistance)
- Due Diligence Project (No anticipated Federal assistance)
- Additional Information for Previous Project Submission (SHPO Project No. _____)

GENERAL INFORMATION

1. Project Name:
2. City/Town: 3. County:
4. Federal Agency (providing funds, license, permit, or assistance):
5. Agency Contact Name: Email:
Address: Phone:
6. Federal Agency Delegated Authority (includes Applicants):
Delegated Authority Contact Name: Email:
Address: Phone:
7. Consultant for the Agency/Delegated Authority:
Consultant Contact Name: Email:
Address: Phone:

PROJECT DESCRIPTION

1. Indicate the type of project (new construction, rehabilitation, replacement/repair, demolition, relocation, acquisition, infrastructure, other) and provide a detailed description of the proposed project, including related activities (staging areas, temporary roads, excavations, etc.), which will be carried out in conjunction with the project. Attach additional pages if necessary. If a detailed scope of work is not available yet, please explain and include all preliminary information:
2. Describe the length, width, and depth of all proposed ground disturbing activities, as applicable (defined as any construction activity that affects the soil within a project area, including excavating, digging, trenching, drilling, augering, backfilling, clearing, or grading):
3. Will this project involve phases of construction? If so, please describe the work to be conducted under each phase.
4. How many acres are in the project area? For building rehabilitation projects, list the building's approximate square footage.
5. Describe the current land use and conditions within and immediately adjacent to the project area (e.g. farmland, forest, developed, etc.) as well as prior land use and previous disturbances within and immediately adjacent to the project area (e.g. grading, plowing, mining, timbering, housing, commercial, industrial, road or other construction, draining, etc.).

DETERMINING THE AREA OF POTENTIAL EFFECTS (APE)

All projects/undertakings have an APE. The APE is the geographic area or areas within which a project/undertaking may directly or indirectly cause changes in the character or use of historic properties, if such properties exist. These changes can be direct (physical) or indirect (visual, noise, vibration) effects. The APE varies with the project type and should factor in the setting, topography, vegetation, existing and planned development, and orientation of resources to the project. For example, if your project includes:

- Rehabilitation, demolition, or new construction then your APE might be the building or property itself and the surrounding properties with a view of the project.
- Road/Highway construction or improvements, streetscapes, etc., then the APE might be the length of the project corridor and the surrounding properties/setting with a view of the project.
- Above-ground utilities, such as water towers, pump stations, retention ponds, transmission lines, etc., then your APE might be the area of ground disturbance and the surrounding properties/setting with a view of the project.
- Underground utilities, then your APE might be the area of ground disturbance and the setting of the project.

6. Provide a written description of the Area of Potential Effect (APE).

IDENTIFICATION OF HISTORIC PROPERTIES

A historic property is defined as any prehistoric or historic district, site, building, structure, or object listed in or eligible for listing in the National Register of Historic Places (NRHP).

7. Is the project located within or adjacent to a property or historic district listed in or eligible for listing in the NRHP?

YES NO If yes, provide the name of the property or district:

8. Are there any buildings or structures that are 50 years old or older within the project APE?

YES NO If yes, provide approximate age:

9. Are any of the buildings or structures in Question 8 listed in or eligible for listing in the NRHP?

YES NO If yes, identify the properties by name, address, or SHPO site survey number. If no, provide an explanation as to why the properties are not eligible for the NRHP.

10. List all historical societies, local governments, members of the public, Indian tribes, and any other sources consulted in addition to the SHPO to identify known and potential historic properties and note any comments received.

11. Does the landowner know of any archaeological resources found within the APE?

YES NO DO NOT KNOW If yes, please describe:

12. Has a cultural resources and/or a historic properties identification survey been conducted in the APE?

YES NO DO NOT KNOW If yes, provide the title, author, and date of the report(s):

13. Based on the information contained in questions 7 – 12, please check one finding:

Historic Properties are present in the APE

Historic Properties are not present in the APE

ASSESSMENT OF PROJECT EFFECT

PLEASE CHOOSE ONE DETERMINATION:

No Historic Properties Affected (i.e., none are present or they are present but the project will have no effect upon them)

No Adverse Effect on historic properties (i.e., historic properties are present but will not be adversely effected)

Adverse Effect on historic properties (i.e., historic properties are present and will be adversely effected)

Due Diligence Project (An effect determination does not apply due to no federal involvement)

Please explain the basis for you determination. If No Adverse Effect or Adverse Effect, explain why the Criteria of Adverse Effect (found at [36 CFR 800.5\(a\)\(1\)](#)) were found not applicable, or applicable, including any conditions on the project to avoid or minimize potential adverse effects, or efforts taken to avoid or minimize potential adverse effects.

SUBMITTAL CHECKLIST -- Did you provide the following documentation?

A completed Section 106 Project Review Form:

- The Form must be completed in its entirety, as it is not the SHPO's responsibility to identify historic properties or to make a determination of effect of the undertaking on historic properties.
- The appropriate federal agency information must be indicated on the Form. Contact the federal agency requiring consultation with the SHPO for this information. For US Housing and Urban Development projects under 24 CFR 58, the local government is the federal agency/responsible entity.
- Include email contact information for all parties that are to receive our response via email. We no longer respond via mailed hard copy, unless requested.
- One (1) Project Review Form may be utilized for batching undertakings that are duplicative in scope and within geographic areas no larger than a single county.
- The Form is a fillable PDF, but you may also print and complete by hand. A double-sided print is acceptable.

Map(s) indicating:

- The precise location of the project and extent of the Area of Potential Effect (APE), not too zoomed in or out in scale.
- Include a subscriber or public view SC ArchSite (GIS) map indicating the precise location of the project and extent of the APE. [SC ArchSite](http://www.scarchsite.org/default.aspx) is an online inventory of all known cultural resources in South Carolina. SC ArchSite can be directly accessed at <http://www.scarchsite.org/default.aspx>.
- In urban areas, a detailed city map and/or parcel map.

Current, high resolution color photographs (2 photos max per page) illustrating:

- For all projects, views to and from the overall project location and extent of the Area of Potential Effect (APE), showing the relationship to adjacent buildings, structures, or sites.
- For new construction or projects including ground disturbing activities, ground and/or aerial views documenting previous ground disturbance and existing site conditions.
- For building or structure rehabilitation projects, full views of each side (if possible), views of important architectural details, and views of areas that will be affected by proposed alterations or rehabilitation work to the exterior or interior.
- Photographs must describe or label the views presented, or be keyed to a site map.
- Black and white photocopied, unclear, thumbnail, or obstructed view photographs are not acceptable.

Project plans (if applicable and available) including:

- Scopes of work and/or project narratives
- Site plans or sketches (existing vs proposed)
- Project drawings and specifications for work on a historic building or structure
- Elevations

Our ability to complete a timely project review largely depends on the quality and detail of the documentation submitted. If insufficient documentation is provided we may need to request additional materials, which will prolong the review process. For complex projects, some may find it advantageous to hire a [preservation professional](#) with expertise in history, architectural history and/or archaeology.

NOTE: If the project involves the rehabilitation of a building or structure listed in or eligible for listing in the National Register of Historic Places, please complete and submit the [Historic Building Supplement](#) in addition to this Form.

When planning to submit a project for review, please remember that our office has 30 calendar days per regulations from the date of receipt to review federal projects and 45 days per SHPO policy to review due diligence projects.

Please **DO NOT** send Project Review Forms by email or fax. We recommend that you use certified mail, FedEx, or UPS to determine if your project has been delivered.

Please send this completed Form along with supporting documentation to:

Review & Compliance Program, SC Department of Archives & History, 8301 Parklane Road, Columbia, SC 29223