

Environmental Reviews: Documentation and Submission Guidelines



Toni Lynn Giffin, Lead Regulatory Reviewer
Cathy Draeger-Williams, Archaeologist



Please DON'T do this...

January 28, 2015

Division of Historic Preservation and Archaeology
402 W. Washington Street, Room W274
Indianapolis, Indiana 46204

Mr. Zoll,

The Town of Carlos is working on a sewer project. We were told we need to contact you to get permission for our project. Please let us know if there are any historic buildings or archaeological sites we need to be concerned about.

Sincerely,

John Smith



DIVISION OF HISTORIC PRESERVATION & ARCHAEOLOGY

Review Request Submittal Form

<p>REVIEW REQUEST SUBMITTAL <small>See Form 5020-2 (A) & (C) Indiana Department of Natural Resources Division of Historic Preservation and Archaeology, Indiana State Historic Preservation Office (DHPA)</small></p> <p>Please complete this form and attach it to the front of all submittals, along with any reports or supplemental materials you are providing to the Indiana DHPA for review. Please note that archaeological and structural information can be submitted together but should be separate documents since archaeological site locations are confidential and not for public disclosure.</p> <p>Date (month, day, year): _____</p> <p><input type="checkbox"/> This is a new submittal. <input type="checkbox"/> This is revised additional information relating to DHPA number _____ <input type="checkbox"/> This project is being undertaken pursuant to the terms and conditions of a programmatic or other interagency agreement. Title of Agreement: _____ <input type="checkbox"/> This project will also be applying for Federal Rehabilitation Investment Tax Credit. <input type="checkbox"/> This project includes work on a property that is under a preservation covenant held by DHPA.</p> <p>THIS REVIEW REQUEST SUBMITTED BY:</p> <p>Name: _____ Company/Organization: _____ Address (number and street): _____ City _____ State _____ ZIP _____ Telephone number: _____ E-mail address: _____</p> <p>PROJECT NAME & LOCATION (Please attach a map with location(s) marked)</p> <p>Project Name/Reference: _____ Project Dist Number: _____ Project Address/Location: _____ City _____ Township(s): _____ County/Courtesy: _____ Section/Township/Range: _____ Latitude/Longitude: _____</p> <p>STATE OR FEDERAL AGENCY INVOLVEMENT</p> <p>Agency: _____ Program: _____ Type of funds, license, or permit to be obtained (if applicable): _____ Name of Agency Contact: _____ Address (number and street): _____ City _____ State _____ ZIP _____ Telephone number: _____ E-mail address: _____</p> <p style="text-align: right;"><small>Page 1 of 4</small></p>	<p>(If a Federal Agency) If available, please attach copy of authorization letter from Federal Agency: _____</p> <p>_____ State _____ ZIP _____ E-mail address: _____</p> <p>(If Applicable)</p> <p>_____ State _____ ZIP _____ E-mail address: _____</p> <p>DO NOT INCLUDE A DETAILED SCOPE OF WORK, INCLUDING ANY SCOPE TO BE TAKEN IN REGARD TO THE TYPE OF NEW CONSTRUCTION, REPLACEMENT/REPAIR, DEMOLITION, GROUND DISTURBANCE, AND ALL OTHER WORK IS APPLICABLE. ATTACH REPORT OR ADDITIONAL PAGES IF NECESSARY. IF A DETAILED SCOPE OF WORK IS NOT OBTAINED AND INCLUDE AT PRELIMINARY INFORMATION.</p> <p style="text-align: right;"><small>Page 2 of 4</small></p>	<p>DO NOT INCLUDE A DETAILED DESCRIPTION OF ALL HISTORICAL AND CULTURAL GROUND SIGNIFICANCE AS WELL AS ANY KNOWN PREVIOUS AND CURRENT USE, CONDITION, AND DISTURBANCE. ATTACH REPORT OR PERSHIPS. INDICATE IF THE PROJECT DOES NOT INCLUDE ANY GROUND-DISTURBING ACTIVITIES. PLEASE NOTE THAT VERY LITTLE DOES NOT HAVE A SIGNIFICANT ENOUGH IMPACT ON HISTORICAL SITES TO CONSTITUTE A DISTURBANCE OF THE TYPE THAT WOULD REQUIRE A REVIEW.</p> <p>DO NOT INCLUDE A DETAILED SCOPE OF WORK, INCLUDING ANY SCOPE TO BE TAKEN IN REGARD TO THE TYPE OF NEW CONSTRUCTION, REPLACEMENT/REPAIR, DEMOLITION, GROUND DISTURBANCE, AND ALL OTHER WORK IS APPLICABLE. ATTACH REPORT OR ADDITIONAL PAGES IF NECESSARY. IF A DETAILED SCOPE OF WORK IS NOT OBTAINED AND INCLUDE AT PRELIMINARY INFORMATION.</p> <p>DO NOT INCLUDE A DETAILED SCOPE OF WORK, INCLUDING ANY SCOPE TO BE TAKEN IN REGARD TO THE TYPE OF NEW CONSTRUCTION, REPLACEMENT/REPAIR, DEMOLITION, GROUND DISTURBANCE, AND ALL OTHER WORK IS APPLICABLE. ATTACH REPORT OR ADDITIONAL PAGES IF NECESSARY. IF A DETAILED SCOPE OF WORK IS NOT OBTAINED AND INCLUDE AT PRELIMINARY INFORMATION.</p> <p>DO NOT INCLUDE A DETAILED SCOPE OF WORK, INCLUDING ANY SCOPE TO BE TAKEN IN REGARD TO THE TYPE OF NEW CONSTRUCTION, REPLACEMENT/REPAIR, DEMOLITION, GROUND DISTURBANCE, AND ALL OTHER WORK IS APPLICABLE. ATTACH REPORT OR ADDITIONAL PAGES IF NECESSARY. IF A DETAILED SCOPE OF WORK IS NOT OBTAINED AND INCLUDE AT PRELIMINARY INFORMATION.</p> <p style="text-align: right;"><small>Page 3 of 4</small></p>	<p>may result in delays. To ensure an expeditious review, please be sure that _____</p> <p>AGENCIES (IF APPLICABLE):</p> <p>_____ parties that have been invited to participate and copies of any responses received, the county historian, local historical society, the appropriate regional office of Indiana preservation organizations, tribes, local government and the general public.</p> <p>Area and Area of Potential Effects (APE) clearly marked; streets labeled and a north arrow of previous ground disturbance within the project area should be shown. Please label on state or federal property.</p> <p>Area and APE, including any buildings or structures 50 (50) years or older within the project area. For large project areas APE's photographs can be provided digitally.</p> <p>Scale - Must be labeled with north arrow. Clearly indicate proposed changes to ground disturbance on site plans. When possible include both existing and proposed. If not smaller than 11" x 17" and font must be legible. If the drawings are large include a CD with a PDF copy of the drawings.</p> <p>Scale - All projects should consult the SHPAARD database (access available on the DHPA website) for resources in the project area and APE. For any identified resources, the SHPAARD database will provide a list of the properties identified, including address, the SHPAARD number (SHPAARD), or status (National Register) of each property, and a current photograph (SHPAARD records).</p> <p>Review Period - The thirty (30) day review period, as defined in the SHPAARD database, begins from the date that we receive the hard copy of the submittal.</p> <p>Return This Form and Attachments to:</p> <p>Indiana Department of Natural Resources Division of Historic Preservation and Archaeology 11 N. Washington Street, Room 9C174 Indianapolis, Indiana 46204</p> <p>http://www.in.gov/dnr/historic</p> <p style="text-align: right;">Date (month, day, year): _____</p> <p style="text-align: right;"><small>Page 4 of 4</small></p>
--	--	--	---

IN.gov | **DNR** Indiana Department of Natural Resources | State Park Permits | Ice Reservations | Hunting/Fishing License | Camping Reservations | Calendar

Online Services | What's New | FAQs | Find an Agency | Gov. Eric J. Holcomb

Division of Historic Preservation & Archaeology

[Learn about Indiana Archaeology Month](#)

Archaeology | Cemeteries | Help for Owners | Help for Professionals | Saving Resources | State Preservation Plan

[Scroll for more](#)

- PRESERVING HISTORIC PLACES**
INDIANA'S STATEWIDE PRESERVATION CONFERENCE
What's New in Preservation
- National & State Register**
- Tax Credits & Grants**
- Environmental Review & Compliance**

IN.gov **DNR** Indiana Department of Natural Resources

State Park Permits Inn Reservations Hunting/Fishing License Camping Reservations Calendar

Online Services I Want To FAQs Find an Agency Gov. Eric J. Ho

Online Services

- [Search Historic Architectural and Archaeological Research Database](#)
- [Search federal and state projects submitted for review](#)
- [More IN.gov Online Services](#)
- [IN.gov Subscriber Center](#)

Historic Preservation & Archaeology

Indiana Archaeology Month

Archaeology Cemeteries Help for Owners Help for Professionals Saving Resources State Preservation

Scroll for more

PRESERVING HISTORIC

IN.gov DNR Indiana Department of Natural Resources State Park Permits Inn Reservations Hunting/Fishing License Camping Reservations Calendar SEARCH

Online Services I Want To FAQs Find an Agency Gov. Eric J. Holcomb

Check Project Status

Historic Preservation & Archaeology > Help for Professionals > Check Project Status

- [Download a review request submittal form \(PDF\)](#)

Pursuant to Section 106 and 110 of the National Historic Preservation Act, 36 CFR 800, the National Environmental Protection Act, and Indiana Code 14-21-1; the DHPA reviews, comments, and consults on numerous state and federal projects involving historic and archaeological resources.

You can view current projects and submissions received by the DHPA in the past 30 days by using the search query below. You may choose specific criteria to search, such as county or location, or you may view the entire list by selecting no criteria and simply clicking SEARCH.

If you are interested in viewing a certain type of review request, such as submissions received for Dual Review under LSA #12-453, you may enter the words "Dual Review" in the Project Description search field, and click SEARCH to show the most recent submissions, if any, that fit that criteria.

If you are an agency or consultant checking the status of a recent submittal to DHPA, please know that this information is updated on a weekly basis, so it may take 5-7 days for your project to appear in search results. The most current information on the status of a project may be obtained by contacting the applicant agency or the DHPA, as appropriate.

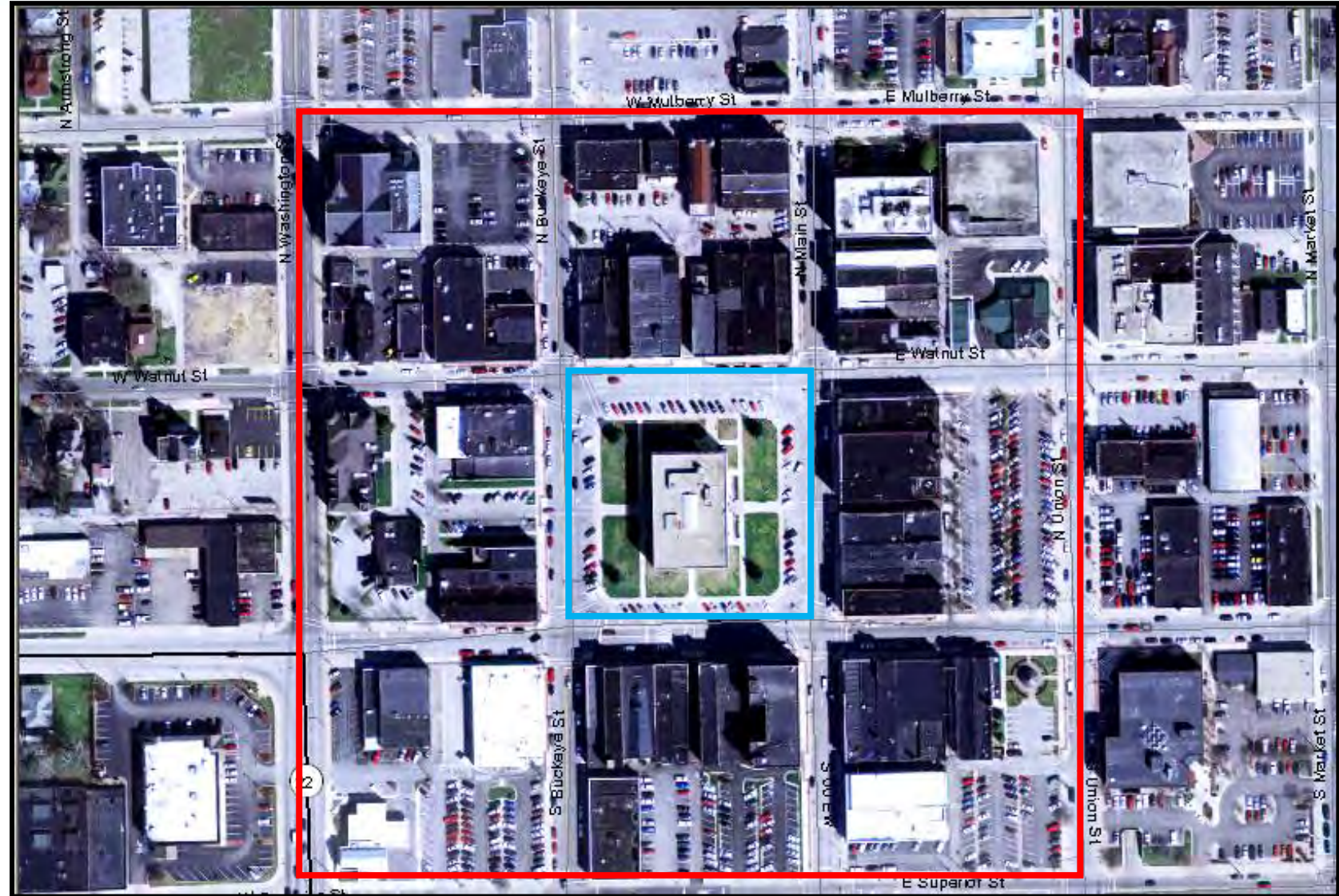
Submittal Guidelines

- 30-day review period from date of receipt. If additional information is requested, a new 30-day review period begins from date of receipt of new information.
- DHPA working on hybrid submittal system:
 - Hard Copies: Mailed to
402 W. Washington Street, Room W274
Indianapolis, Indiana 46204
 - Electronic Copies: E-Mailed to DHPAReview@dnr.IN.gov
35 MB size limit per email. Indicate if there are multiple emails of same project.
Do not send each photograph as a separate file.
- Archaeology Reports & Structures Information should be separated and not included as one report. They can be sent via same email, but should be separate PDF attachments.

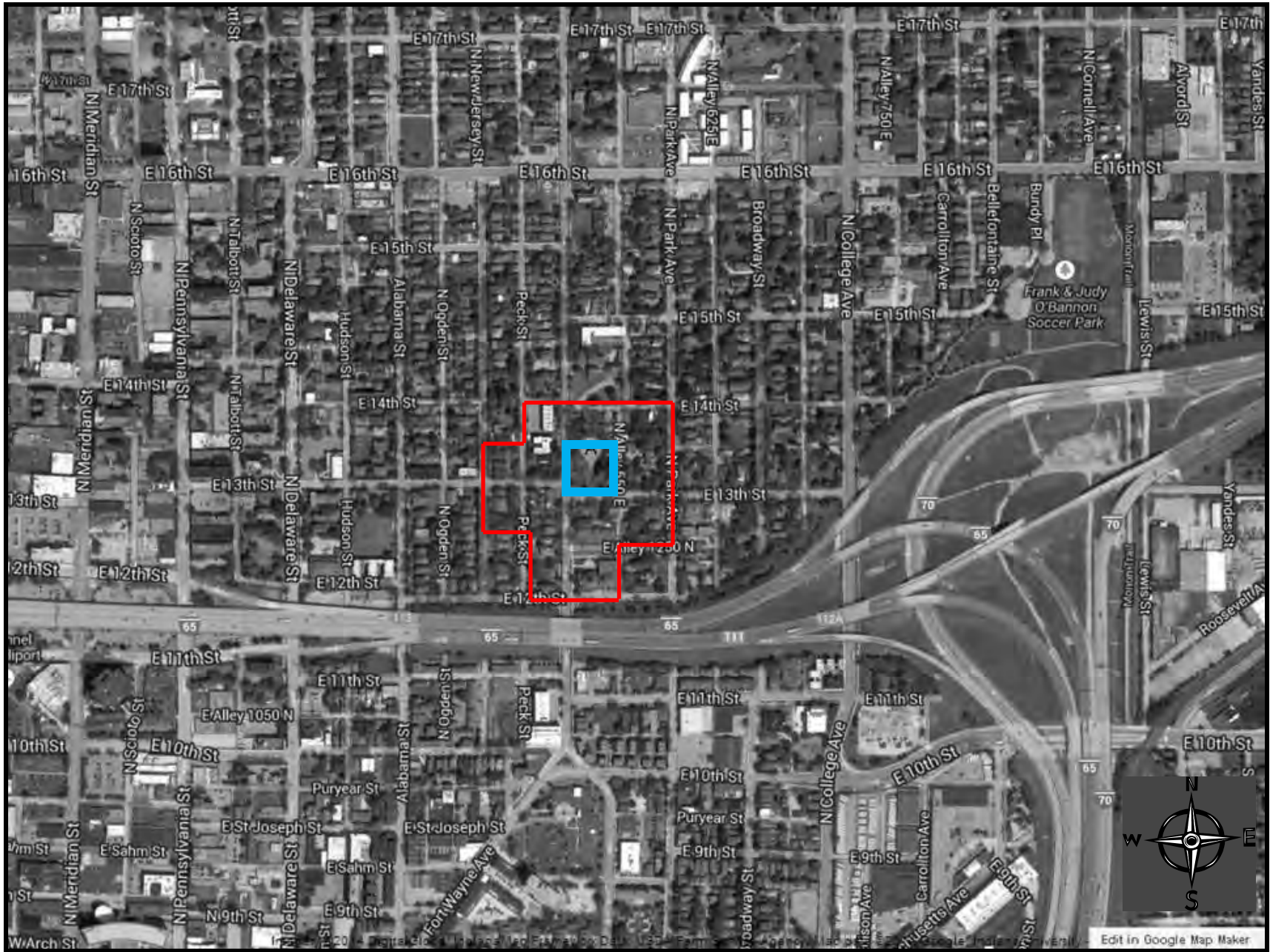
Maps

- Map showing location of project **with streets labeled and a north arrow**
- Color maps are usually more informative than black & white
- Aerial maps are OK – need to be easy to read
- Project Area vs. Area of Potential Effects (APE) – need to be clearly outlined
 - **Project Area** – where the project is
 - **APE** – the area around the project that could be affected

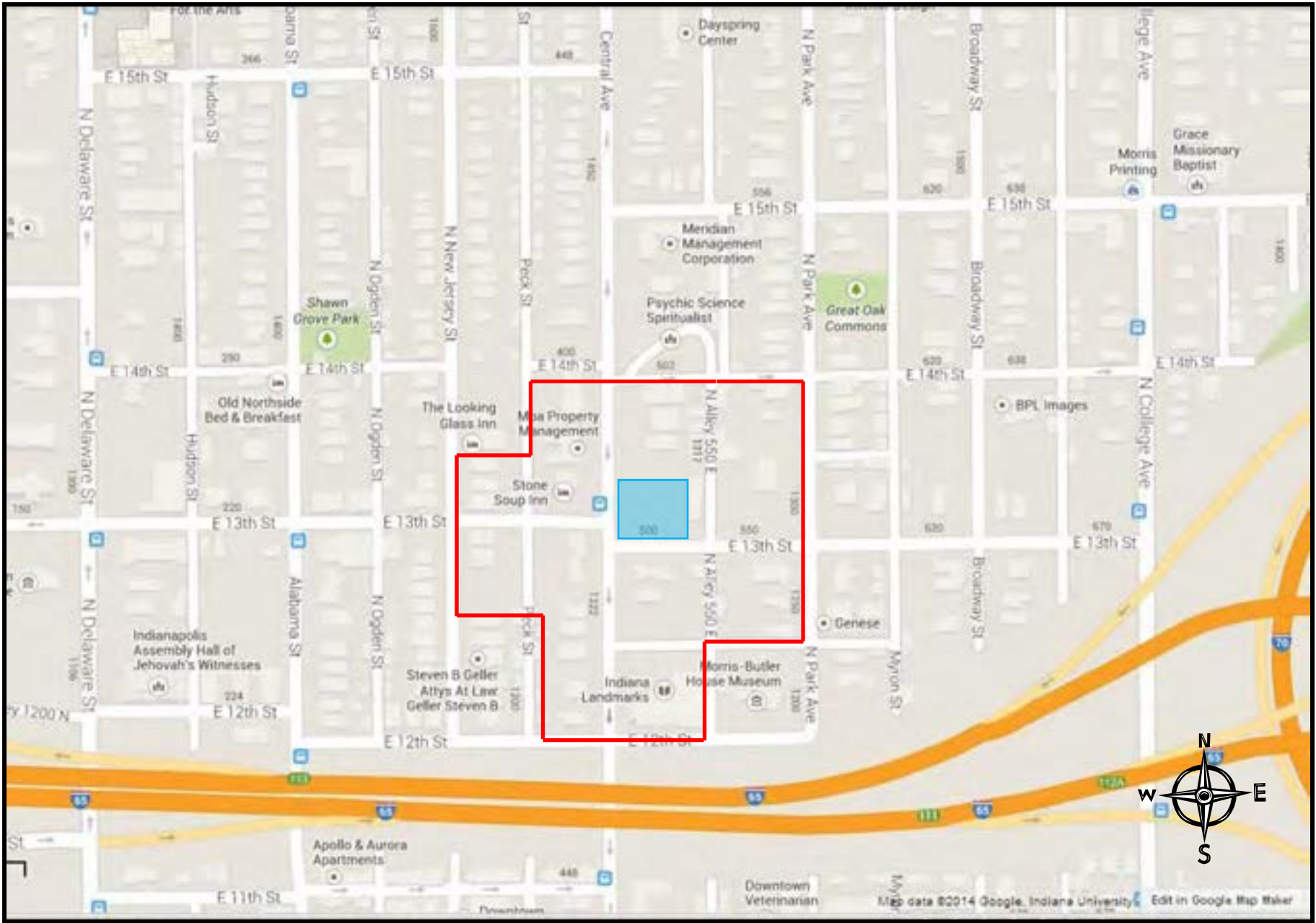
Project Area
VS.
APE



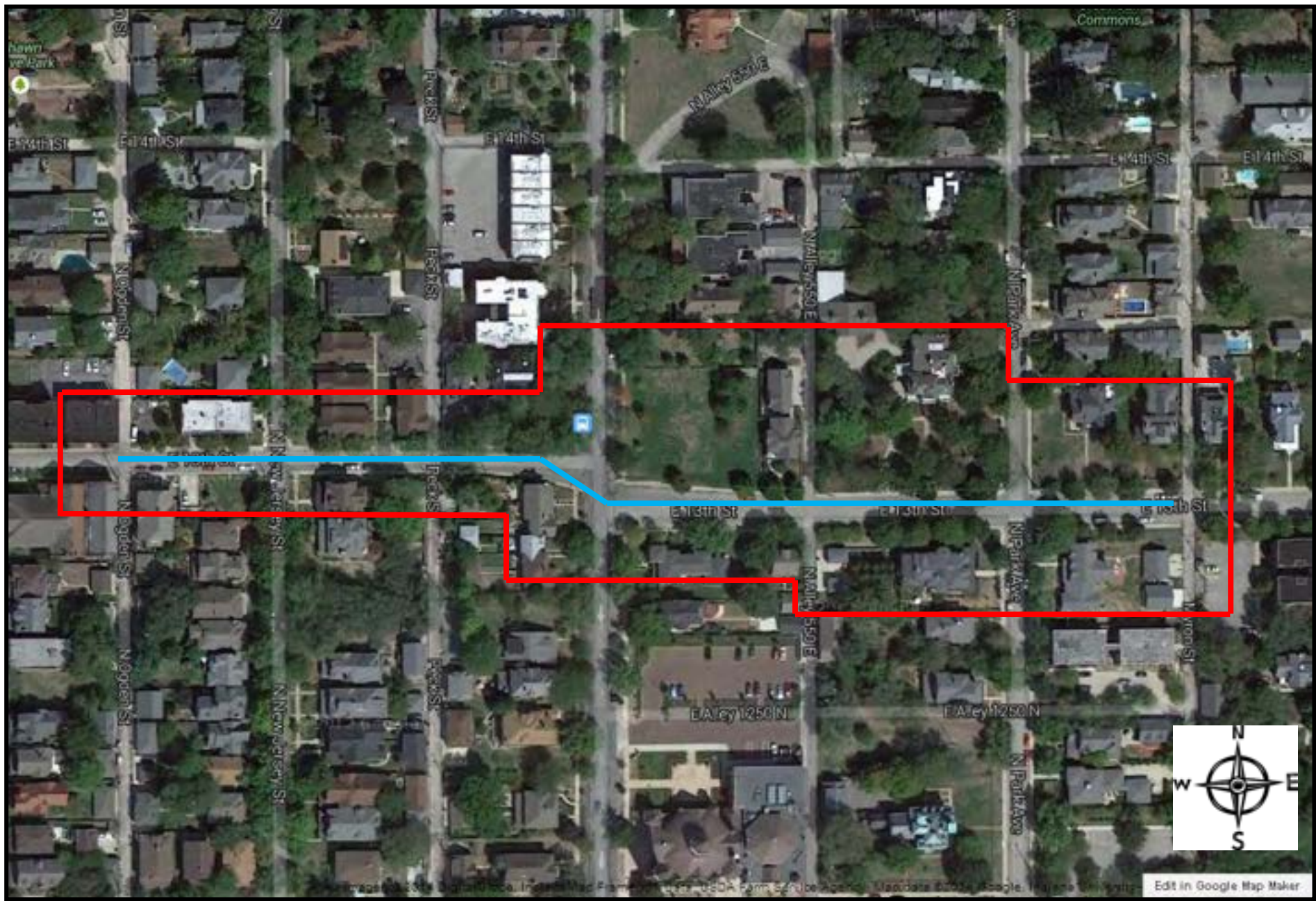




Edit in Google Map Maker







hawn
ve Park

E 34th St

E 4th St

E 4th St

Commons

E 4th St

E 4th St

N 100th St

Hester St

Nalley St

N 100th St

N 100th St

N 100th St

Hester St

E 15th St

E 15th St

E 15th St

N 100th St

N 100th St

Hester St

Nalley St

N 100th St

N 100th St

N 100th St

Hester St

E 1250 N

E 1250 N

N 100th St



Edit in Google Map Maker

Photographs

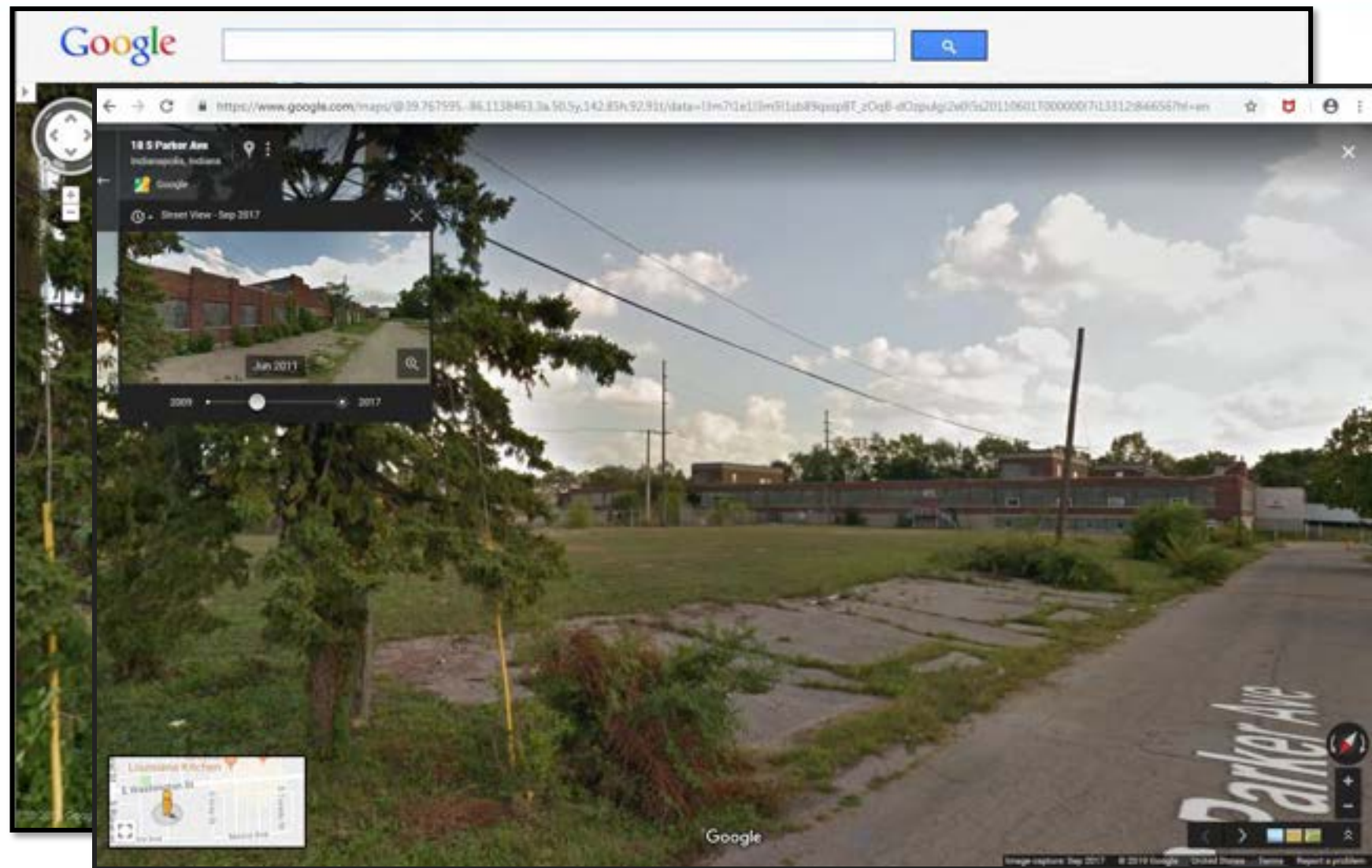
- Include Project Area and APE
- Need to clearly see the building/site/feature
- Label and key to site plan and/or map
- Provide more than 1 photo of a resource if needed
- Maximum of 2 photographs per page
- Do not only send in images from online resources

Image: June 2011

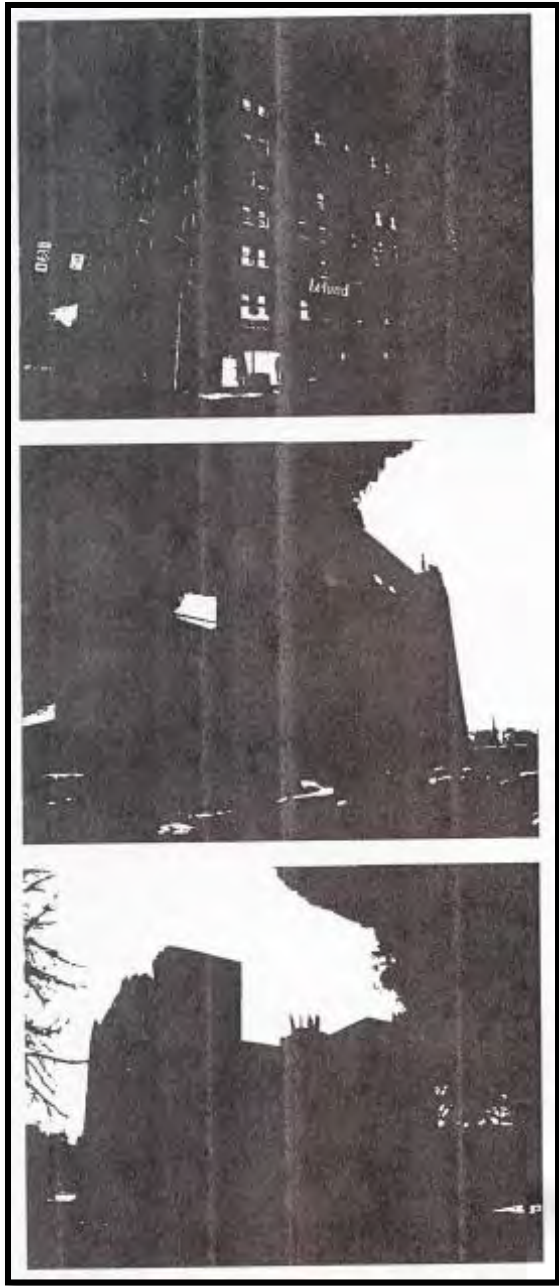
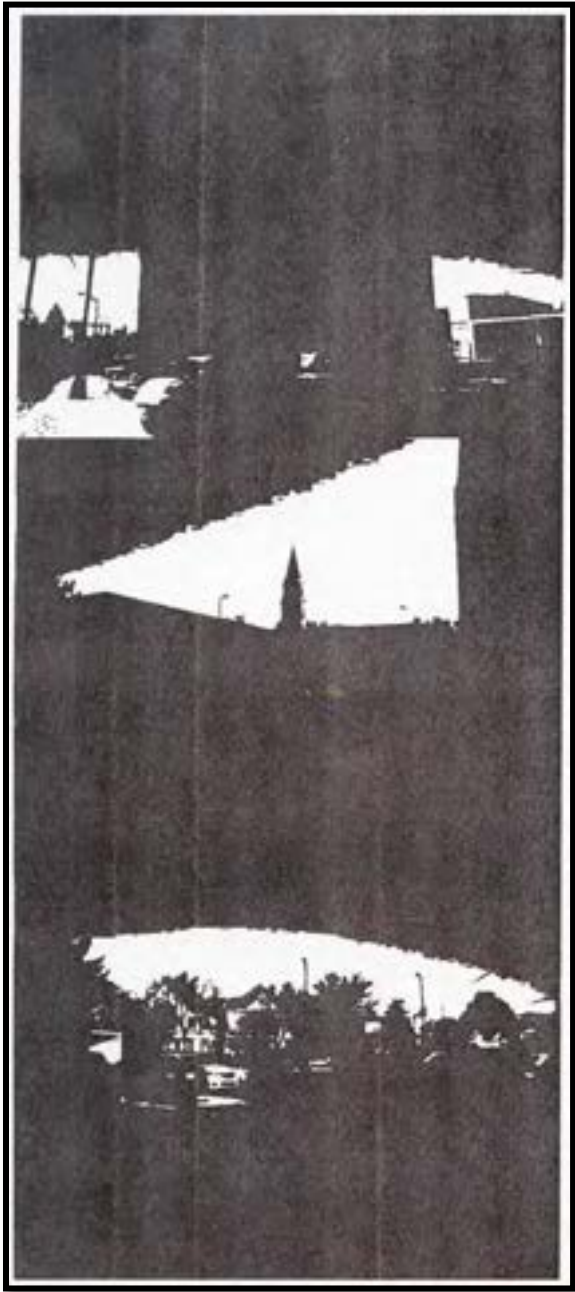
Reviewed for
Demolition: April
2012

Demolished: 2012

Image updated:
September 2017





























Streetscape Photographs

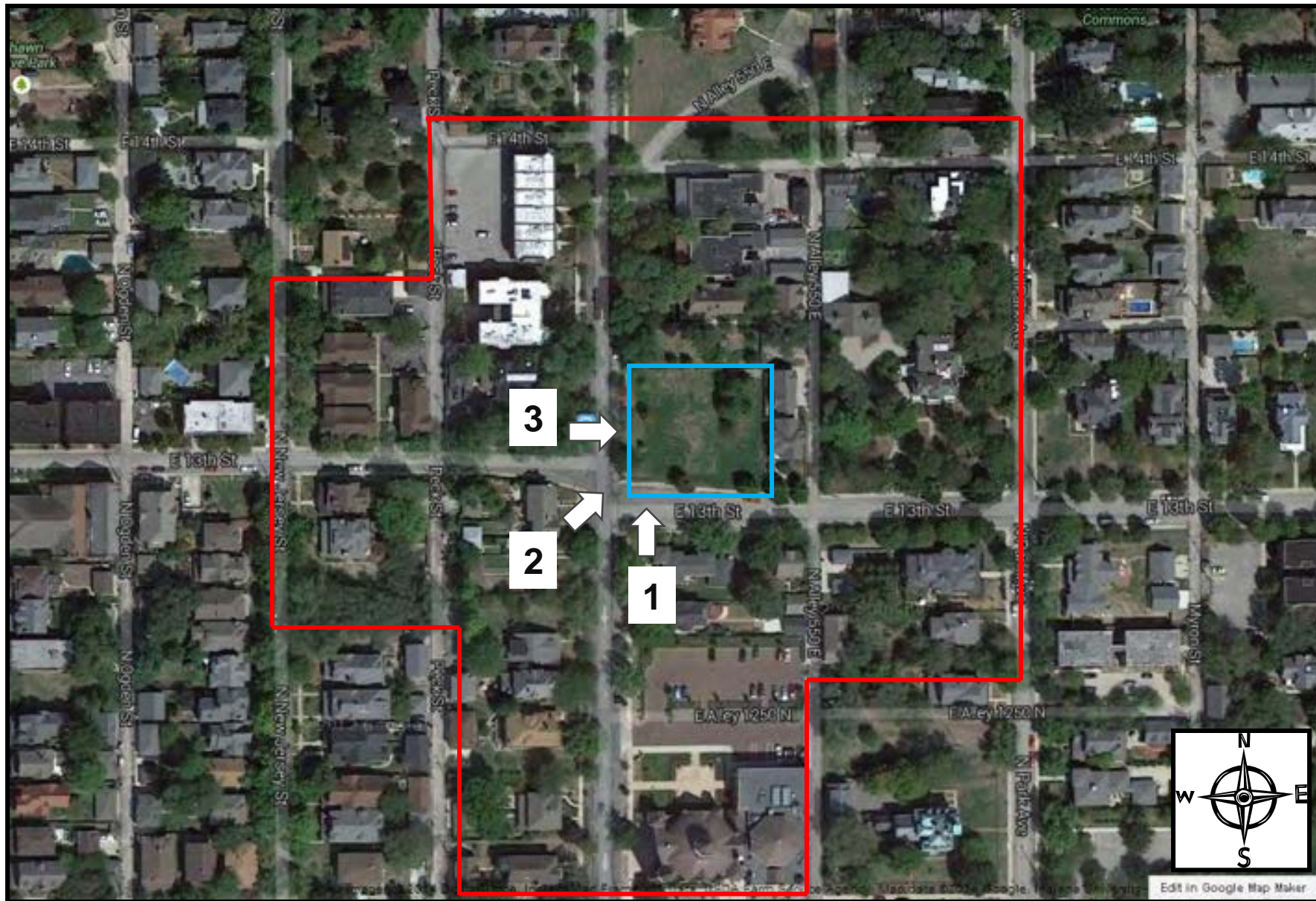
These can be extremely helpful with large APEs or when historic districts are present...





Boarded up
vs.
Falling Down
vs.
Collapsed





Photograph key of project area



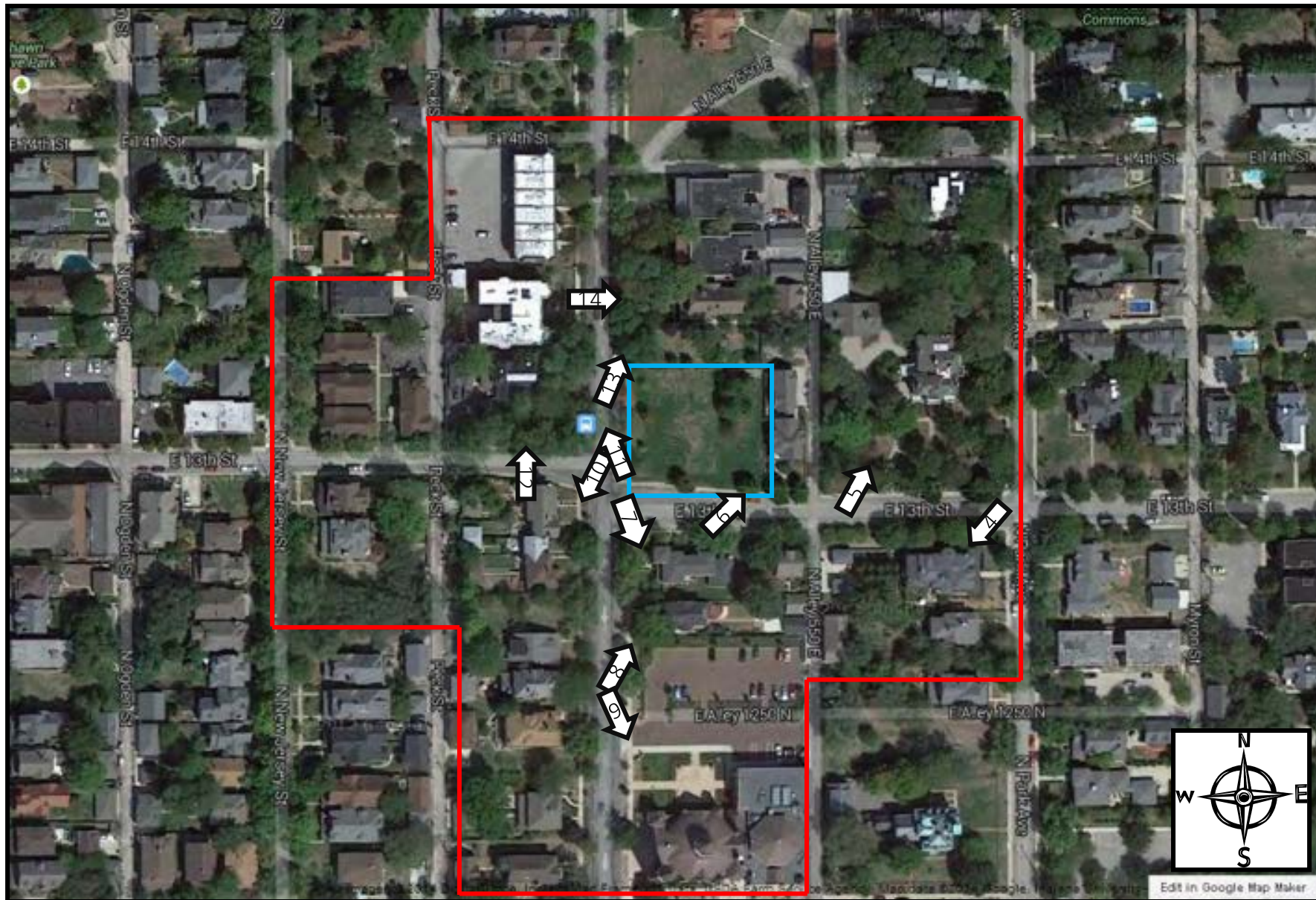
Photo 1: Project area at 1305 Central Avenue, facing north; former location of a gas station (IHSSI site # 098-296-14205) , non-contributing resource within the National Register listed Old Northside Historic District



Photo 2: Project area at 1305 Central Avenue, facing northeast; former location of a gas station (IHSSI site # 098-296-14205) , non-contributing resource within the National Register listed Old Northside Historic District



Photo 3: Project area at 1305 Central Avenue, facing east; former location of a gas station (IHSSI site # 098-296-14205) , non-contributing resource within the National Register listed Old Northside Historic District



Photograph key of Area of Potential Effect



Photo 4: House on SW corner of 13th and Park Avenue (IHSSI site # 098-296-14222) facing southwest, contributing resource within the National Register listed Old Northside Historic District



Photo 6: modern infill house on 13th Street just east of the project site, facing northeast, non-contributing resource within the National Register listed Old Northside Historic District



Photo 9: looking southeast from Central Avenue toward Central Avenue Methodist Episcopal Church (IHSSI site # 098-296-14040), contributing resource within the National Register listed Old Northside Historic District; the parking lot is the former location of 1225 Central Avenue (site # 098-296-14202) and 1229 Central Avenue (site # 098-296-14203) both were non-contributing commercial buildings within the listed district

Research - Identification

- Field Investigations
- County Interim Reports
- Indiana State Historic Architectural and Archaeological Research Database (SHAARD)
- IN Historic Buildings, Bridges, & Cemeteries Map (IHBBC)
- Quad Maps
- Sanborn Fire Insurance Maps
- Historic Aerial Photographs
- Historic Photographs
- Local Libraries and Historical Societies
- Owners of the properties
- Plat Maps
- Other Historic Maps
- Wills/Probates
- Census Records
 - Population
 - Manufacturing
 - Agriculture
- City Directories
- Local City Agencies
- Deeds, Tax Records
- Architectural Drawings, Histories, Resources
- Newspapers



Places to Find resources and information about Historic Structures

- Consulting Parties
- Local Library – Indiana Room
- Indiana Landmarks
- Local Historical Society
- Indiana State Library
- Indiana State Archives
- Indiana Historical Society
- Interim Reports/SHAARD
- Online Resources

Interim Reports/SHAARD



INGOV **SHAARD** Sign Out

[Structural Surveys](#) [Accidental Discoveries](#) [Archaeology Records](#) [Archaeology Queue](#) [Reporting](#) [Admin](#)

Structural Surveys

[Print list of checked items](#)

1 to 10 of 34 Previous 1 2 3 4 Next

#	Survey Number	Historic Name	Address	County	IHSSI Rating	Action
#	067-322-50001	House	77 South 600 Ea	Howard	Notable	Yes
#	067-322-50002	Smith-Reaser House	5148 East 50 So	Howard	Contributing	Yes
#	067-322-50003	Farm	3045 County Roa	Howard	Contributing	Yes
#	067-322-50004	House	564 County Road	Howard	Contributing	Yes
#	067-322-50005	Farm	4571 East 100 S	Howard	Contributing	Yes
#	067-322-50006	House	1479 South 600	Howard	Contributing	Yes
#	067-322-50007	House	4765 East 200 S	Howard	Contributing	Yes
#	067-322-50008	Ruff Cemetery	400 East	Howard	Contributing	Yes
#	067-322-50009	House	County Road 250	Howard	Contributing	Yes
#	067-322-50010	Albright Cemetery	County Road 250	Howard	Contributing	Yes

Items per page: 10 25 50 Previous 1 2 3 4 Next

[Revise search](#)

2.0.1 © 2007 DNR-DGWA. All rights reserved. Comments on the site? Email shaard@dnr.in.gov

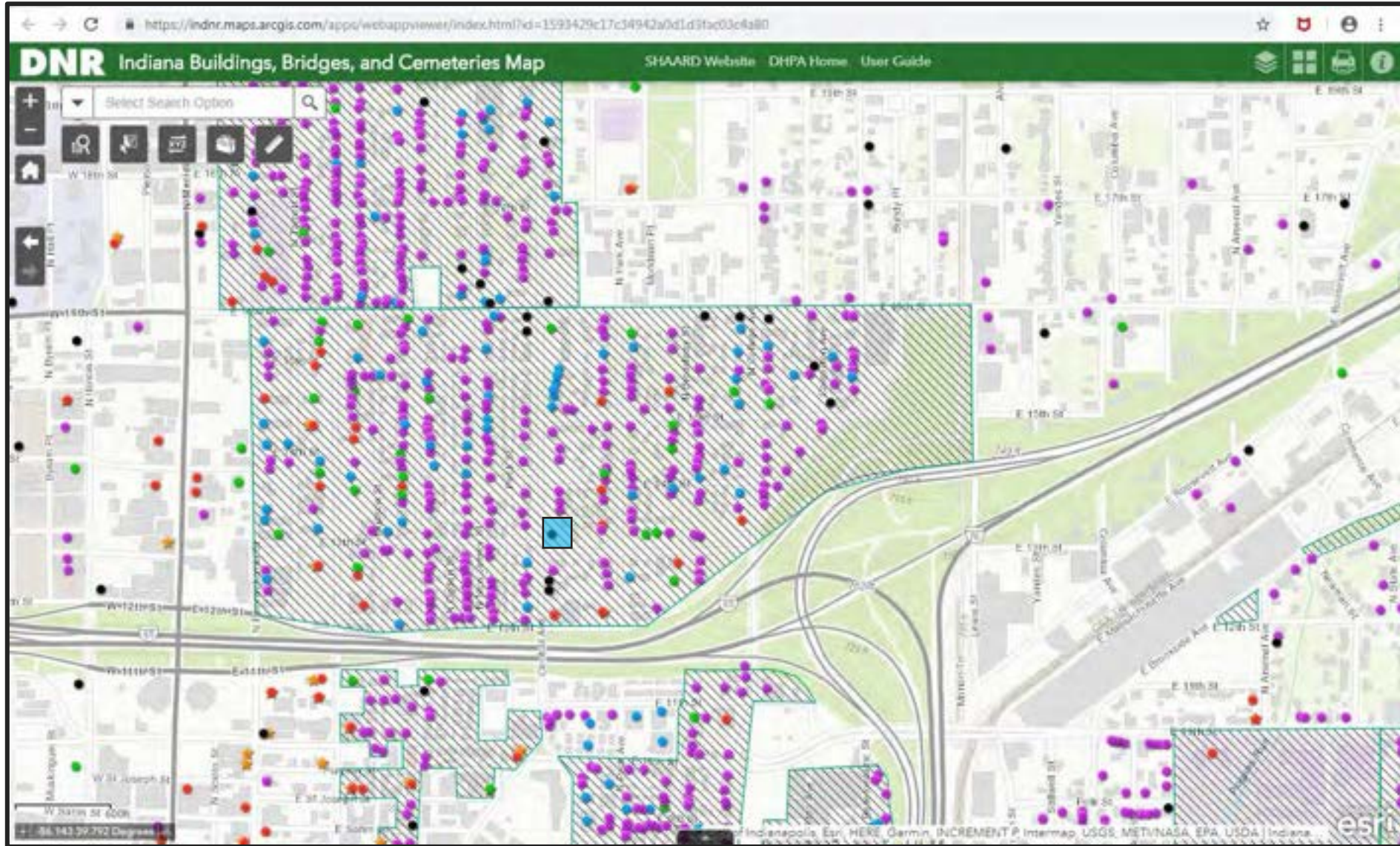
Interim Reports/SHAARD (cont.)

- Include properties 40+ years old at the time of the survey
- Scattered sites
- Districts
 - Surveyed vs. Listed
 - For the purpose of Section 106 a district is considered one resource
 - Non-contributing resources in a listed district are still considered listed in the National Register of Historic Places

Interim Reports/SHAARD (cont.)

- Rating System
 - NC – Non-Contributing
 - C – Contributing – not individually eligible for listing on the National Register
 - **N – Notable** – further research may reveal that the property is eligible for listing on the National Register
 - **O – Outstanding** – listed or potentially eligible for listing on the National Register

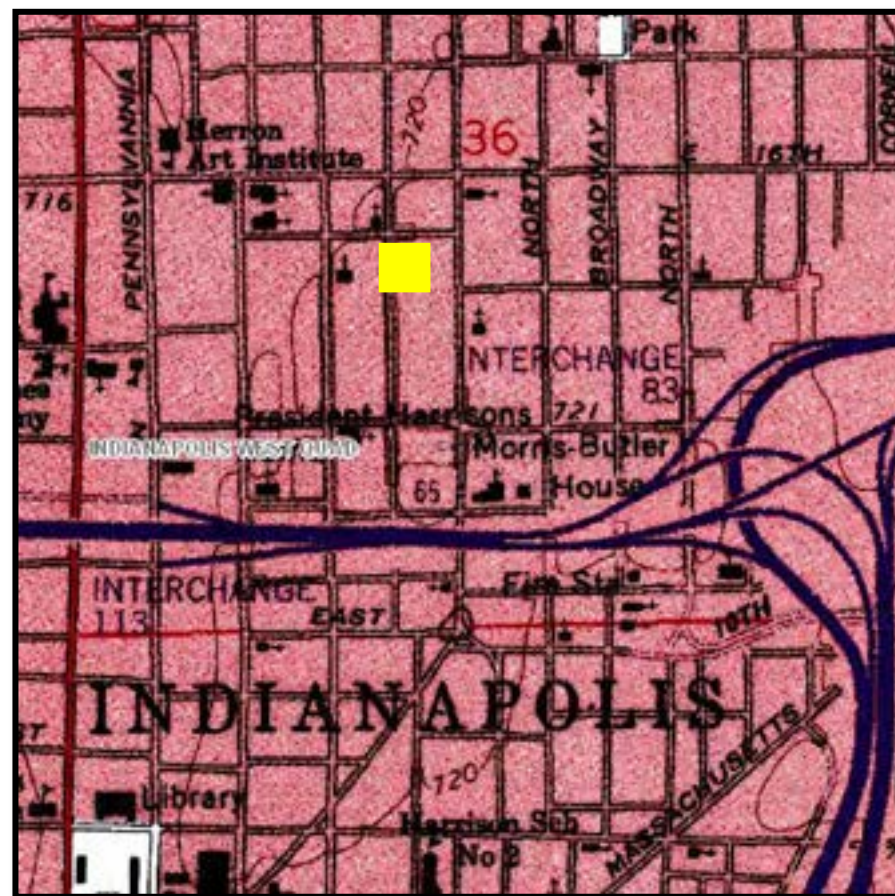
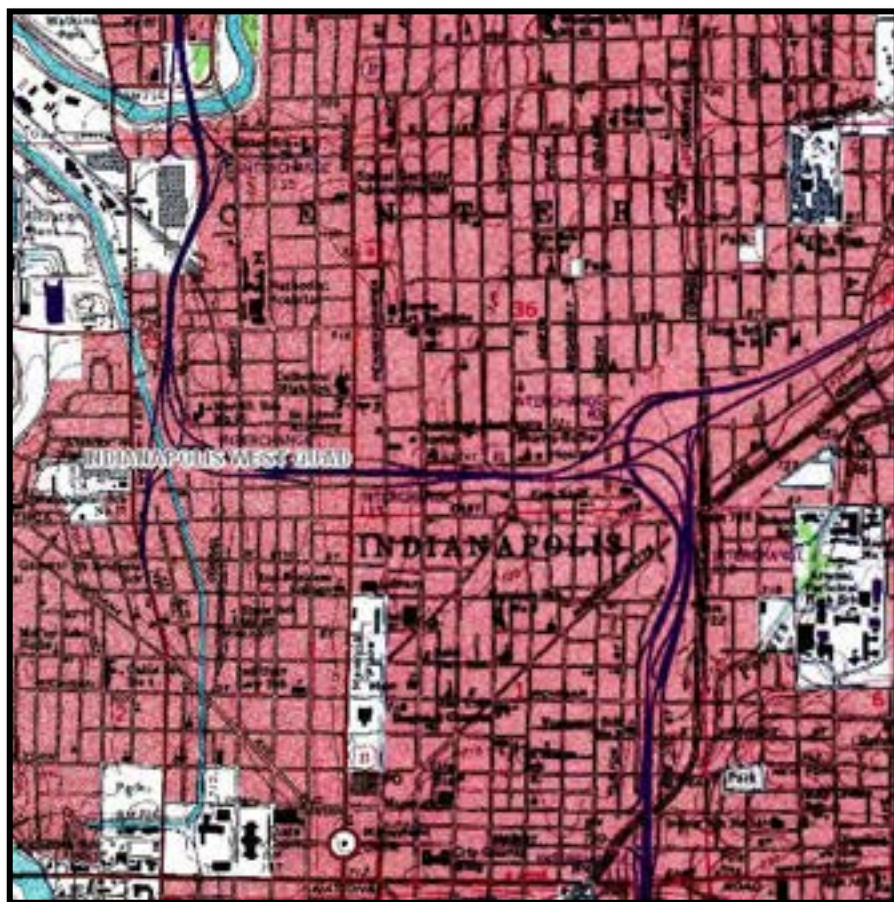
Indiana Buildings, Bridges, and Cemeteries Map



INDOT Historic Bridge Inventory

Jay	Bridge No.027-38-06182A	NBI No.7350	Contributing resource in a listed historic district
	<i>Feature Carried: US 27</i>	<i>Feature Crossed: SALAMONE RIVER</i>	<i>112 Thru reinforced concrete arch</i>
	<i>Latitude (degrees/minutes) 40 / 259</i>	<i>Longitude (degrees/minutes) 84 / 587</i>	
<p>This bridge has been previously listed or determined eligible for listing in the National Register or is a contributing resource within a historic district listed in the National Register. Therefore, this bridge was not reevaluated as part of this inventory project.</p>			
Jay	Bridge No.00008	NBI No.3800190	Eligible
	<i>Feature Carried: ROAD 700 EAST</i>	<i>Feature Crossed: WABASH RIVER</i>	<i>310B Steel thru truss</i>
	<i>Latitude (degrees/minutes) 40 / 34.7</i>	<i>Longitude (degrees/minutes) 84 / 50.9</i>	
<p>This bridge does not appear to possess significance under the National Register evaluation system for Criterion A. No evidence was found during data collection activities to indicate that this bridge possesses a significant association with important historical events or trends. As such, it is recommended not eligible under Criterion A.</p> <p>This bridge is eligible under Criterion C as it represents an early or distinctive phase in bridge construction, design, or engineering and it retains the historic integrity necessary to convey its engineering significance.</p> <p><i>Rationale: This bridge is important as one of six or fewer examples within a district of the Indiana Department of Transportation.</i></p> <p>This bridge is eligible under Criterion C because it represents a variation, evolution, or transition that is conveyed through important features or innovations related to bridge construction, design, or engineering, and it retains historic integrity necessary to convey its engineering significance.</p> <p><i>Rationale: This bridge displays exceptional overall or main span length for its type representing an innovative design and/or construction method.</i></p>			
Jay	Bridge No.00062	NBI No.3800175	Previously determined eligible
	<i>Feature Carried: ROAD 850 EAST</i>	<i>Feature Crossed: LIMBERLOST CREEK</i>	<i>111A Reinforced concrete arch</i>
	<i>Latitude (degrees/minutes) 40 / 29.6</i>	<i>Longitude (degrees/minutes) 84 / 49.2</i>	
<p>This bridge has been previously listed or determined eligible for listing in the National Register or is a contributing resource within a historic district listed in the National Register. Therefore, this bridge was not reevaluated as part of this inventory project.</p>			

Quad Maps



Sanborn Fire Insurance Maps

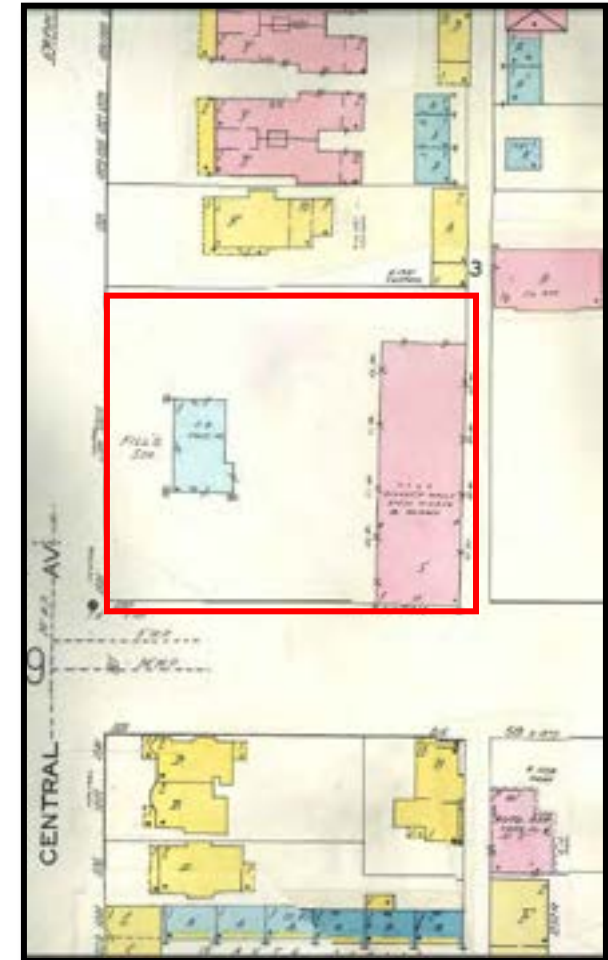
1887



1915



1915 revised



Aerial Photographs

1972



1999



1995



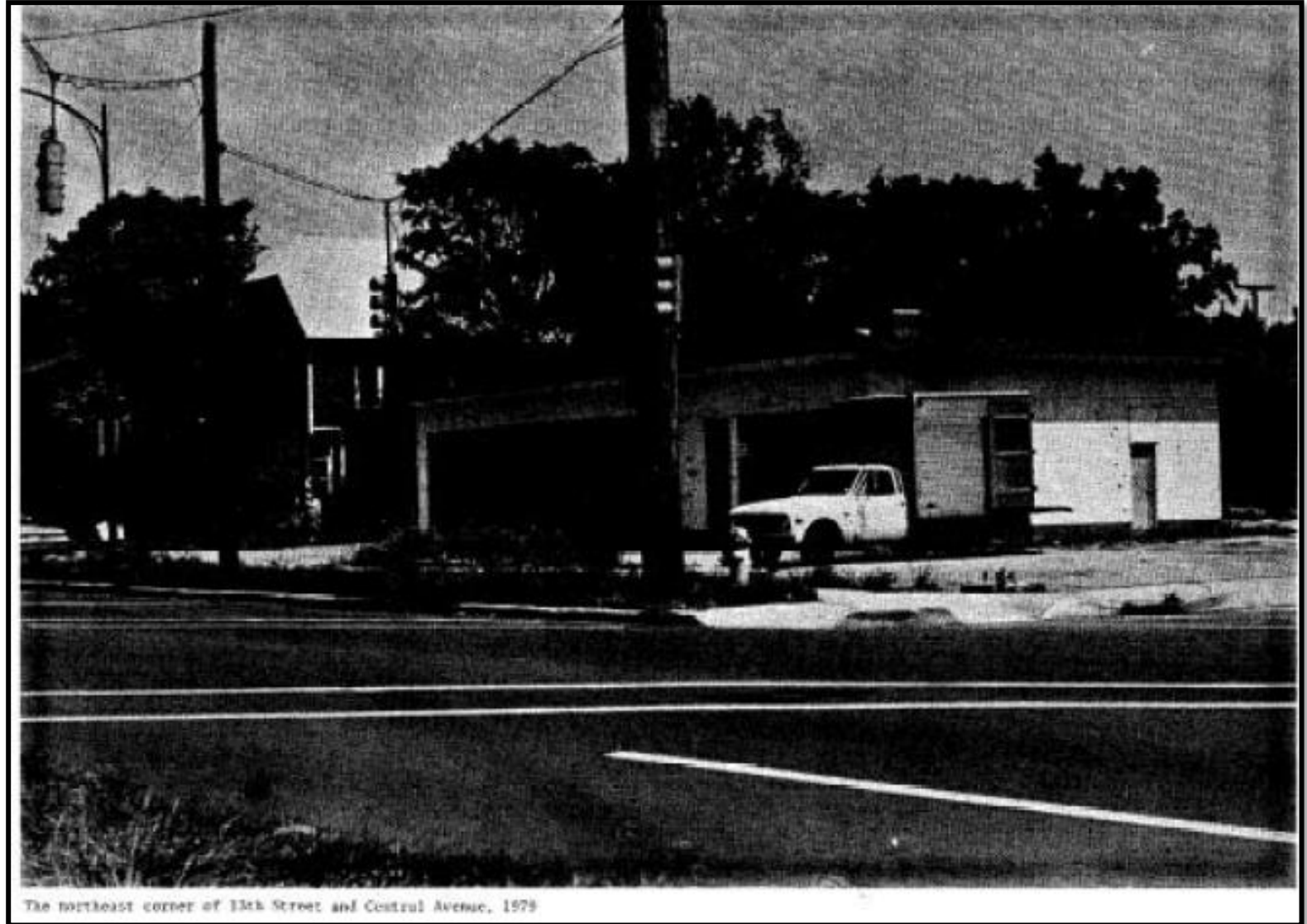
2000



2013

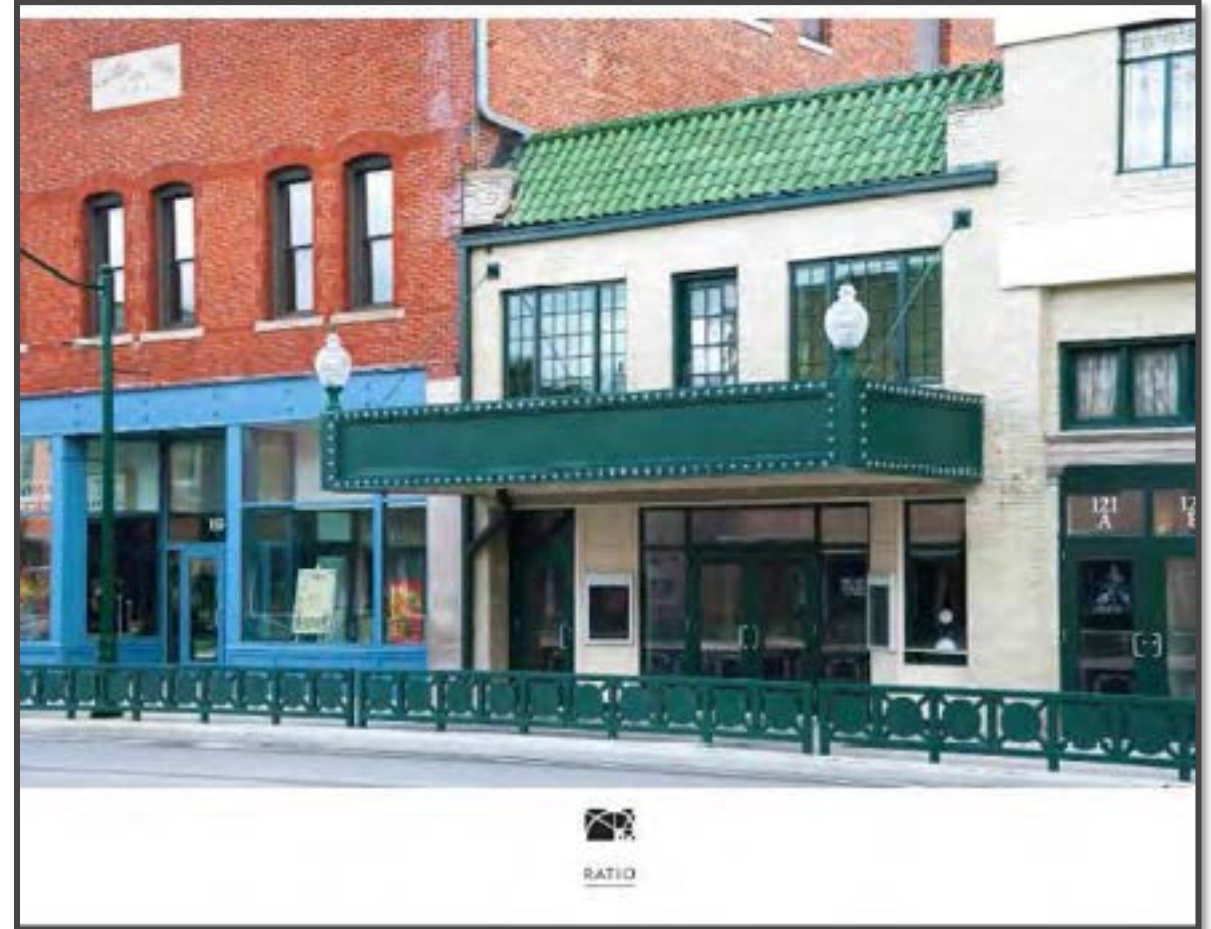


Historic Photographs



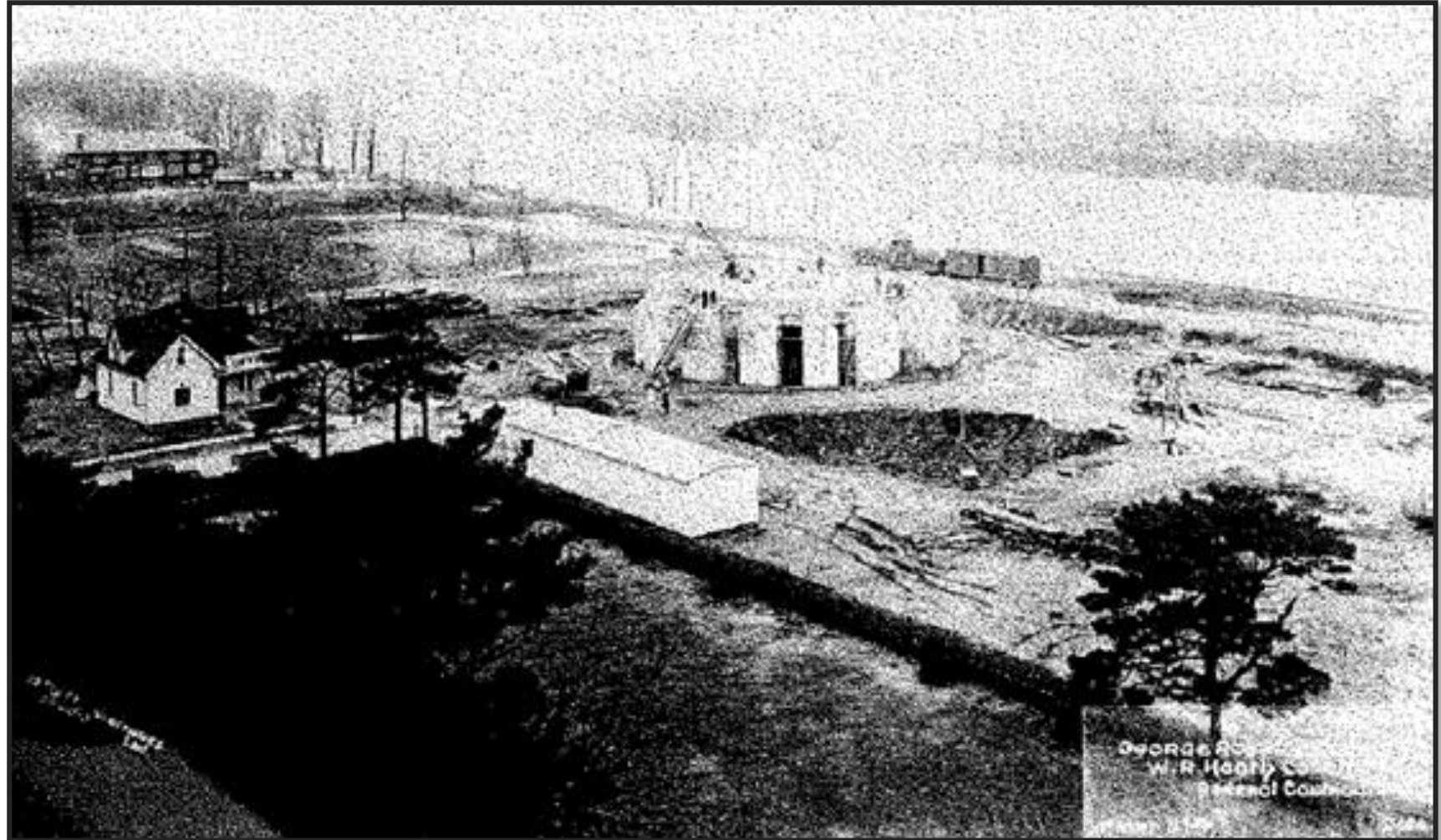
The northeast corner of 13th Street and Central Avenue, 1979

Plainfield Town Center Facade Improvement Project



RATIO

George Rogers
Clark National
Historical Park
during
construction





Photograph 3: Historic posts revealed as a result of erosion from flooding (Note – this photograph was taken prior to filling/stabilization of the washout. These elements are not currently exposed.)



Photograph 4: Historic photo (ca 1925) of Dunes Creek outlet and parking surface at Waverly Beach (Indiana Genweb Project 2008).

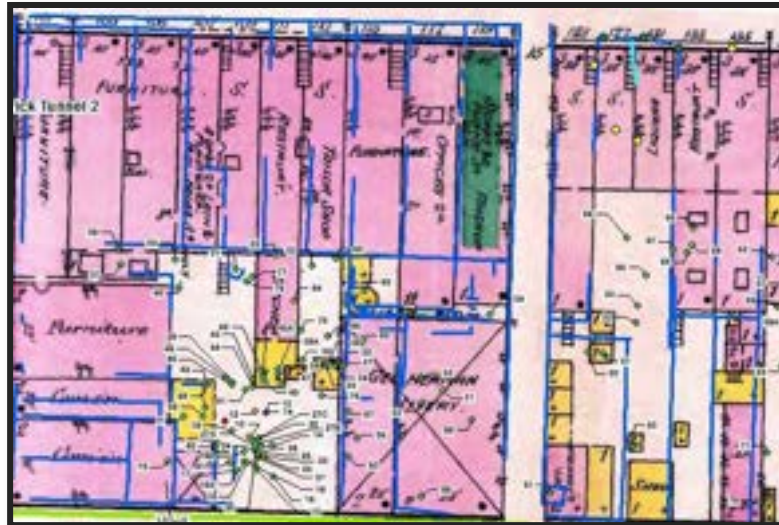
Rose Island Amusement Park



Remnants of the
T.C. Keller
Powder Mill
brick foundation
pier



IndyGo Bus Terminal





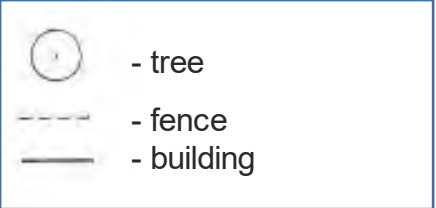
NRHP Eligibility Statements

- Are there potentially eligible properties in your APE?
 - Clearly indicate which properties you have identified as potentially eligible
 - Evaluate the properties using the National Register criteria
 - State if you think the property is or is not eligible for listing and why; refer to the criteria to support your opinion

Plans and Drawings

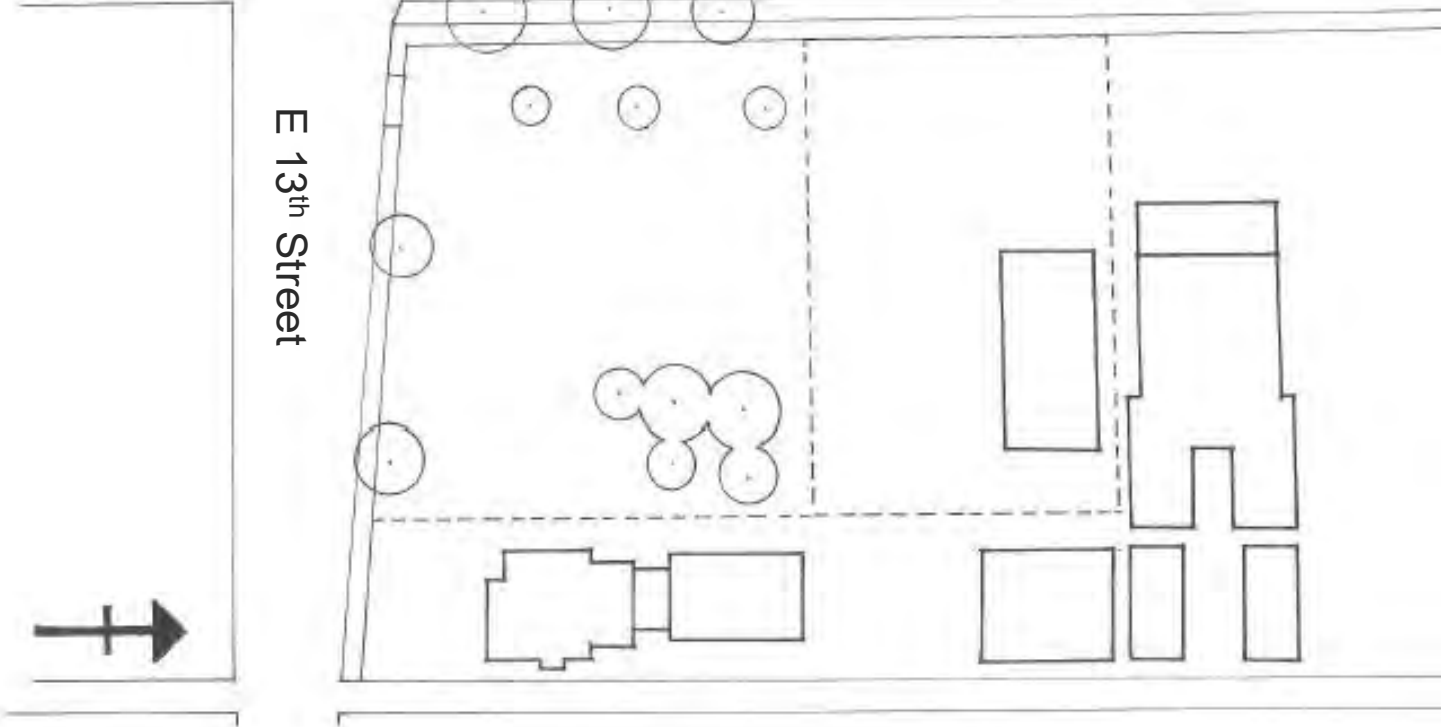
- Need to have a north arrow
- Text needs to be large enough to read
- Keys should be provided when needed (line types, hatching, etc.)
- A digital copy can also be helpful when drawings have been scaled down

Existing
Conditions



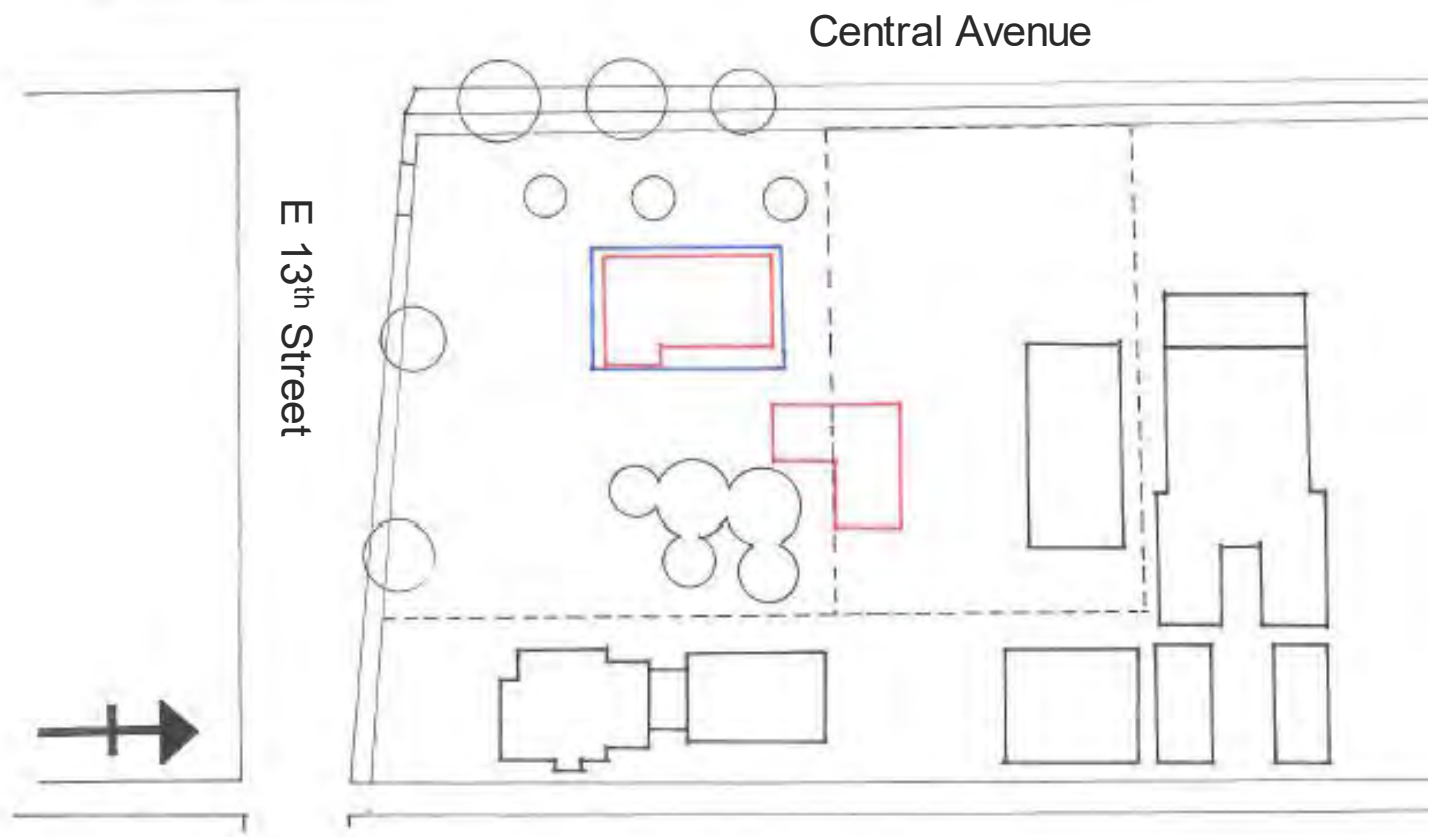
Central Avenue

E 13th Street






Existing
Conditions with
location of
previous and
proposed
structures

- existing tree
- existing fence
- existing building
- previous location of building
- proposed picnic shelter



Proposed New
Park

-  - existing evergreen tree to remain
-  - existing deciduous tree to remain
-  - existing fence to remain
- 1 - new picnic shelter
- 2 - paver patio/temporary parking
- 3 - proposed playground

Central Avenue

E 13th Street



Scope of Work

- Should be as specific and detailed as possible
- Indicate if there will be ground disturbance
- Include information on the entire project
- Tell us if the scope is not finalized yet





DIVISION OF
HISTORIC PRESERVATION & ARCHAEOLOGY

Indiana Department of Natural Resources
Division of Historic Preservation and Archaeology
402 W. Washington St. Rm. 274W
Indianapolis, IN 46204
Phone: (317) 232-1646

Website: <https://www.in.gov/dnr/historic-preservation/>

Toni Lynn Giffin, Lead Regulatory Reviewer
(317) 233-2803 or tgiffin@dnr.IN.gov

Cathy Draeger-Williams, Archaeologist
(317) 234-3791 or cdraeger-williams@dnr.IN.gov