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CRAIG A. POTTS
EXECUTIVE DIRECTOR AND
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MEMORANDUM

New Streamlined Procedures for Section 106 Review

If you are being directed by a federal or state agency to consult with the Kentucky Heritage Council (KHC)/State Historic Preservation Office (SHPO) as part of an application for a federal grant, license or permit, please take note of the following streamlined procedures that will go into effect on July 8, 2013:

New Section 106 Cover Sheet

All projects submitted to the Kentucky SHPO for review must include a Cover Sheet for Section 106 Review and Compliance that can be found on the KHC website at www.heritage.ky.gov/siteprotect. This new cover sheet and the associated instructions were developed to ensure appropriate information is received to complete our review, thereby streamlining the process by reducing the number of requests we must often make for additional information. Failure to fill out the cover sheet in its entirety and include it with hard-copy submissions may result in requests for additional information.

Included in this new cover sheet is a section on the identification of known historic properties. As part of the Section 106 Review process, specifically 36CFR Part 800.4(a)(2), a review must be completed of information on historic properties within an undertaking's area of potential effects. Previously, KHC Site Protection staff have assisted applicants with this effort in part by compiling some of this information on their behalf—specifically on historic structures and archaeological sites that have been previously identified within a given project area. This information must now be provided directly by the applicant. A new process has recently been established to assist applicants in this effort via a Preliminary Site Check.

New Preliminary Site Check Procedures

Prior to submitting a project for SHPO review, you, as applicant, must perform or request a Preliminary Site Check from KHC's Site Identification Program (for historic structures) and the University of Kentucky's Office of State Archaeology (archaeological resources)¹. You may perform a site check of historic structures free of charge by physically accessing the paper records at the KHC office. To do so, please contact the data manager (502-564-7005, ext. 118) to arrange a time to visit the Site Identification Library. Alternatively, you may submit an online request to the Site ID Library for this service to be performed on your behalf, for a fee of \$40 per request, by going to <https://secure.kentucky.gov/formservices/Heritage/SiteID>. [Note: this link will go live on July 8.]

Office of State Archaeology (OSA) records are not open to the public. However, a qualified professional archaeologist may complete a search of the paper records on your behalf², or you may visit the OSA website at <http://anthropology.as.uky.edu/office-state-archaeology> for information on how to have a preliminary site check completed for you by UK staff.

Preliminary Site Check fees are charged solely for generating a unique report on your behalf that identifies known historic structures or archaeological sites that may be impacted by your project. The fees do not represent payment for the Section 106 review process described above, and the site check results do not constitute consultation with or "clearance" from the SHPO for a project to proceed.

If you have any questions regarding these streamlined procedures, please contact Craig Potts at 502-564-7005, ext. 123 or craig.potts@ky.gov.

¹ Projects that do not involve ground disturbance will not be required to complete an archaeological site check from the Office of State Archaeology.

² The Office of State Archaeology does not charge qualified archaeologists to physically access the paper records.