

## **INSTRUCTIONS FOR THE KENTUCKY HERITAGE COUNCIL COVER SHEET FOR SECTION 106 REVIEW AND COMPLIANCE**

These instructions provide basic guidance for completing the *Kentucky Heritage Council Cover Sheet for Section 106 Review and Compliance*. While “Section 106” refers to requirements associated with federal funds or permits, this *Cover Sheet* should also be used if a state agency has required you to consult with our office. The Section 106 process outlined in regulations at 36 CFR Part 800 provides the parameters for our review of all projects, whether federal or state.

If you have questions about how to respond to any part of the *Cover Sheet*, please contact our office at (502) 564-7005 and ask to speak to one of the Section 106 reviewers. We will be glad to assist you. Please note: federal regulations allow our office 30 days from the time we receive a complete submission to issue comments. **Incomplete submissions may result in a request for additional information, requiring additional time beyond our prescribed 30 days.**

### **Section 1: Applicant Information**

***Project Sponsor or Applicant:*** Please list the name of the applicant or sponsor that is responsible for carrying the project out. This might be an agency, organization, unit of local government, business or individual.

***Contact Person:*** Please list the name and position of the person we can contact if we have questions about this submission. This should be the person best suited to answer questions and serve as a regular point of contact if additional consultation is needed.

***Telephone/ Email:*** Please provide the preferred contact information for the person named above.

***Project Title:*** Please provide a simple project title that reflects the primary objective of the undertaking. If the project has any identifying number that has already been assigned (e- Clearinghouse SAI number, Corps of Engineers permit application number, FEMA disaster designation, etc.), you can include it here.

### **Section 2: Agency Information**

***Funding/Permitting Agency:*** Please list the federal or state agency or the funding or permit program that requires you to consult with our office. If there is more than one, identify the primary agency or program on the cover sheet, and provide information on additional agencies and programs as an attachment.

***Contact Person:*** Please provide the name of your primary contact person at the agency/program listed above. (This will generally be the person you must supply with a comment letter from our office.)

**Telephone/E-mail:** Please provide the telephone number and/or email of the contact person listed above.

### **Section 3: Project Location**

**Street Address:** Please list the E911 street address of the project location. If no street address has been assigned to the site, or if the project involves multiple properties or a linear project area, please provide a simple description of the location if possible and ensure maps you attach as part of Section 6 clearly show all places where project work will take place.

**City/Township:** Please list the nearest city or township to the project location.

**County:** Please list the county/counties where the project will take place.

**Latitude/Longitude:** Please provide the latitude and longitude coordinates for the center point of your project area. Coordinates can be either decimal or degree/minute/second format. (There are several ways to find this information online. Check out our FAQ's at <http://heritage.ky.gov/siteprotect/> for more information.) We recommend confirming the coordinates you provide to make sure they properly identify the project site. If your project is scattered site, please include coordinates for individual properties as an attachment. If your project is linear, please provide coordinates for the center point and be sure you include a map attachment which clearly shows the full project area.

### **Section 4: Project Type**

**Proposed Activity:** Please indicate all of the activities that will take place as part of your project.

### **Section 5: Identification of Historic Properties**

In the Section 106 process, federal (and sometimes state) agencies or their delegates have responsibility to identify historic properties. An important first step can be to perform a preliminary site check of records already on file with the State Historic Preservation Office. In Kentucky, these records are maintained by the Site Identification program at the Kentucky Heritage Council and the Office of State Archaeology at the University of Kentucky. Preliminary site checks provide information about any prehistoric or historic resources already known to exist in a project area.

For above-ground resources, you have the option of conducting a free self-check of the paper records in the Kentucky Heritage Council office at 300 Washington Street in Frankfort. To do this, please contact the data manager at 502-564-7005, ext. 118, and ask to arrange a time to visit the Site Identification library and files. Alternatively, for a fee of \$40, this service can be performed on your behalf; requests can be entered at the following website (this site will be live as of July 8, 2013) : <https://secure.kentucky.gov/formservices/Heritage/SiteID>.

A similar preliminary site check of known archaeological resources is available for projects which include ground disturbance. Office of State Archaeology records are not open to the public. However, a qualified professional archaeologist may complete a search of the paper records on your behalf (OSA does not charge qualified archaeologists to physically access records), or you may visit the Office of State Archaeology website at <http://anthropology.as.uky.edu/office-state-archaeology> for more information on how to have a preliminary site check completed for you by UK staff.

Please note: not every archaeological site or building over 50 years of age in Kentucky has been previously surveyed. Preliminary site checks only provide information on currently known resources. The results do not preclude the need for additional research or survey to ensure all historic properties have been identified.

***KHC Preliminary Site Check #:*** If you performed a self check of records at the Kentucky Heritage Council, please list the preliminary site check number provided by the staff from our Site Identification program. If you requested your preliminary site check online, please provide the transaction number you received.

***OSA Preliminary Site Check #:*** If you retained an archaeologist to check paper records at the Office of State Archaeology, please list the site check number provided by your consultant. If you requested your preliminary site check online, please provide the transaction number you received. If there is no ground disturbance, enter “N/A.”

***Ground Disturbance:*** If your project includes ground disturbance, briefly describe the type and extent of the disturbance (supporting documentation should be submitted as an attachment.) Please note that agricultural activities and historic construction activities are not usually extensive enough to preclude an archaeological investigation if one is recommended.

### **Section 6: Attachments:**

If there are any items on the cover sheet where you did not have sufficient space to enter the necessary information (multiple federal agencies/funding programs, coordinates for scattered site projects, etc.), please include these as part of the detailed description of your project.

The attachments listed represent the types of information most useful in completing our review. The more detail and documentation provided in attachments with your initial submission, the better the chances we will be able to provide comment within our 30-day review period. As a reminder, if we need to request an attachment or more detailed information that was not included in your initial submission, additional time beyond our normal 30-day review window will be required to prepare our comments.

**FOR QUESTIONS OR ASSISTANCE RELATED TO THE COVER SHEET,  
CALL 502-564-7005 AND ASK TO SPEAK WITH A SECTION 106 REVIEWER.**