

## HISTORIC PRESERVATION PROJECT REVIEW COVER FORM

Please complete this form and attach it to the top of all information submitted to this office for review.  
Accurate and complete forms will assist in the timely processing and response to your request.

**1. DOES THIS INFORMATION RELATE TO A PREVIOUSLY SUBMITTED PROJECT? Please check box.**

If you have checked this box and noted the previous Project Review (PR) number assigned by this office you do not need to continue unless any of the required information below has changed.

**1a. PREVIOUS PROJECT REVIEW NUMBER or PROJECT NAME**

**TOWN**

**COUNTY**

**2. IS THIS A NEW PROJECT?**

Please check box

If you have checked this box you will need to complete ALL of the following information

**Project Name**

**Location**

You MUST include street number, street name and/or County, State or Interstate route number if applicable.

**Point Data**

**GIS Coordinates/Location Information/UTM Latitude-Longitude**

**City/Town/Village**

List the correct city/town/village in which your project is being undertaken.

**County**

If the undertaking covers multiple towns/counties please email a list defining all towns/counties included with your digital submission at [ACCD.Projectreview@vermont.gov](mailto:ACCD.Projectreview@vermont.gov).

**PLEASE PROVIDE A BRIEF DESCRIPTION OF THE PROJECT (include a more detailed summary or cover letter describing the details of your project as an attachment.)**

## The Historic Preservation Review Process in Vermont

In order to insure that historic preservation is carefully considered in publicly-funded or permitted undertakings, there are laws at each level of government that require projects to be reviewed for their potential impact/effect on historic properties.

These laws include:

- **10 V.S.A. Chapter 151 - Act 250/Criterion 8** - For projects requiring a new Act 250 permit or an amendment to an existing permit.
- **Section 248** - Public Service Board - For projects requiring a Certificate of Public Good.
- **22 V.S.A. Chapter 14** -The Vermont Historic Preservation Act - For projects with state involvement in the form of funding, licenses or permits.
- **Section 106 of the National Historic Preservation Act of 1966** - For projects with federal involvement in the form of funding, licenses or permits.

Regulations on line at: <http://accd.vermont.gov/historic-preservation/resources-rules>

Project review consists of identifying a project's potential impacts to historic buildings and structures, historic districts, historic landscapes and settings, and to known or potential archaeological resources. Project review is a consultative process between the applicant and the Division. Applicants are encouraged to contact our office as early as possible in the project planning process. We can assist in identifying historic resources in the project area and provide guidance on how to evaluate and avoid potential adverse effects to those resources as an outcome of the project. While protecting historic resources, this can save you time and money in the development of your project.

### TYPE OF REVIEW REQUIRED/REQUESTED (Please answer both questions)

**1. Does this action involve a permit approval or funding, now or ultimately from any other governmental agency?**

**Yes**    **No**   If yes, list agency name(s) and permit(s)/approval(s)    **Don't Know Yet**

Agency Involved

  
  

- Section 106    Section 248 - PSB  
 22 VSA    Other  
 Act 250

**2. Does the project site involve or is it near a property listed or recommended for listing in the Vermont State or National Registers of Historic Places?**    **Yes**    **No**    **Unknown**

### ALL PROJECTS SUBMITTED FOR REVIEW SHOULD INCLUDE THE FOLLOWING MATERIALS

- Project Description** – Attach a full description of the nature and extent of the work to be undertaken as part of this project. Relevant portions of project applications to other state and/or federal agencies and environmental statements may be submitted if applicable.
- Location Map** - Include a map locating the project in the community. The map must clearly show street and road names surrounding the project area as well as the location of all portions of the project. Appropriate maps to include are USGS quadrangle map or google map.

- Site Plan** – The site plan should include the project boundaries and areas of proposed excavation and construction, as applicable.
- Project Plans** – Architectural and/or engineering plans drawings, etc.
- Photographs** - Photographs may be scanned black-and-white prints, digital images, color prints or color photo copies; save them as either JPEGS or in a PDF format. Standard (black & white) photocopies are not accepted.

**Architecture**

Are there any **resource(s)** (buildings, structures such as bridges, walls, culverts, and objects), districts or landscapes within the project area?  Yes  No If no, please skip to the Archaeology section.

**If yes, please submit the following information: To research a building click on the link to access our [Online Research Center](#)**

- The resource is 50 years old or older - Approximate age(s):
- The resources(s) are listed in the State or National Register of Historic Places
  - Individually  part of a historic district  Unknown
- Photographs of **each** resource or streetscape within the project area, with captions, along with a photo key. (Digital photographs are accepted. All photographs must be clear, crisp and focused.)
- If the project involves rehabilitation, demolition, additions, or alterations to existing buildings or structures, provide additional photographs showing detailed project work locations. (i.e. Detail photo of windows if window replacement is proposed.)

**Archaeology**

Does the proposed undertaking involve ground-disturbing activity?  Yes  No

If yes, please submit the following information:

- Description of current and previous land use and disturbance.
- Available information concerning known or suspected archaeological resources within the project area (such as cellar holes, wells, foundations, dams, etc.)

**Please note that for many projects an architectural and/or archaeological survey or other additional information may be needed to complete the review process.**

**CONTACT PERSON FOR PROJECT**

Name & Title

Firm/Agency

Address

City  State  Zip

Phone

email