



# Washington Department of Ecology Cultural Resources Review Form

Submission of this form is the first step required to complete cultural resources review. Ecology, Tribes, DAHP, or other agencies may require additional information. Complete all sections of the form and turn into Ecology Project Manager, Site Manager, or Cultural Resource Contact.

No ground disturbance or property acquisition may take place until the cultural review is complete. **Do not include any confidential information, such as coordinates of known archaeological sites.**

Project Sponsor / Primary Contact Information	
Project Sponsor:	Date of Submission:
Address:	Primary Contact Name:
City, State:	Phone Number: (    )    -
Zip:	Email:
Project Site Information	
Project/Site Name:	Project ID Number (if applicable):
Project/Site Manager Name:	Landowner Name (if applicable):
Project Manager Phone Number: (    )    -	Is there a signed landowner agreement (LOA)? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <i>Programs may require a LOA prior to beginning review</i>
Project Manager Email:	
Permits, Ownership, and Funding	
Will the Project require a federal permit or other federal / state agency approval? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure <b>If so, what type of permit?</b> <i>If you select yes, talk to your Ecology Project Manager <b>prior to submitting this form.</b></i>	
Do any of the ownership categories apply to part or all of the project area/ Area of Potential Effect (APE)? <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Tribal <input type="checkbox"/> Municipal <input type="checkbox"/> Private <input type="checkbox"/> Other:	
Do you have additional state or federal funding for your project? Check all that apply: <input type="checkbox"/> State <input type="checkbox"/> Federal <i>If you select Federal, talk to your Ecology Project Manager prior to further completing this form.            If applicable, what is the name of the other funding program(s):</i>	
Ecology Grant, Loan, or Contract Information	
Project Title:	
Grant, Loan, or Contract Number:	
Grant, Loan, or Contract Type: (Centennial, Floodplains by Design, SFAP, MTCA, CWSRF, etc.):	
Ecology Contact Information	
ECY Project/Grant Manager:	ECY CR Contact:
ECY Project/Grant Manager Phone #: (    )    -	ECY CR Contact Phone #: (    )    -
ECY Project/Grant Manager Email:	ECY CR Contact Email:
ECY Financial Manager:	ECY Program (WQ, WR, SEA, OCR, TCP, etc.):

## Describe the Type of Work to be Completed

(Be as detailed as possible to avoid having to provide additional information; if more than one site, list information for all locations)

### Is this a new project, an ongoing or phased project, or change in scope of work (SOW)?

New  Ongoing or Phased  Change in SOW  Land Acquisition or Easement  Other (please explain):

### Are you proposing a review for an individual project or multiple projects?

Individual Project  Multiple Projects

For multiple projects under one review, provide a GIS shapefile or map of each project APE as an attachment. If Scope of Work is different for each project, provide a unique description for each below.

**Provide a detailed description of proposed project activities to establish the Area of Potential Effect.** This description is **not limited** to ground disturbing activity, acquisition or the project boundary. Describe indirect and direct effects, including but not limited to physical, visual, auditory, and vibration impacts. The description must contain all areas planned for acquisition, and/or used for staging of equipment, materials, as well as temporary construction, including below, above, and surface ground disturbance. Include length, width, and depth of any ground disturbance.

**Describe existing project site conditions.** The selected project site, area, location, and/or environment as it exists now, including how the site is currently used and any existing structures - above and below ground and their purpose(s). For multiple locations under one review, provide a GIS data overlap or map as an attachment.

**Are there any buildings, structures, or sites located on or near the site that are over 45 years old listed in or eligible for listing in national, state, or local preservation registers? If so, specifically describe.**

### Will structures 50 years or older be altered or demolished?

If yes, visit the DAHP Historic Property Compliance website and complete an online [Historic Property Inventory \(HPI\) form](#). Complete one form per resource. Note: DAHP must give you HPI Role access in order to complete an online WISAARD HPI Form.

**What are the risk levels present on your project site(s)?** Mark all that apply. This can be found on the [DAHP WISAARD](#) Statewide Predictive Layer.

Low  Moderate  Moderately High  High  Very High

**Do you have knowledge of any previous cultural resources review within the project(s) boundaries during the past 10 years?** Yes  No  Unknown

**If yes, reference the report, survey, or summarize the previous cultural resource review. Include the DAHP Project Number, if known.** If multiple projects covered under review provide for each applicable project.

Cultural Resource Report Information (Author, Date, Title):

DAHP Project Number:

Did you receive a Concurrence Letter from DAHP? Yes  No  Unknown

If Yes, please enter the DAHP Log Number and Date:

**Provide any other information that may assist with this cultural resource review:**

**DAHP Project Number\*** (If applicable):

\*Assigned through the use of the Washington Information System for Architectural & Archaeological Records Data (WISAARD)

## Project Location

<b>Township:</b>	<b>Section:</b>
<b>Range:</b>	<b>County:</b>
<b>Address:</b>	<b>City:</b>
<b>Latitude:</b>	<b>Longitude:</b>

### Attach a map, aerial image, and site plan that includes the following:

- Defined project location
- Labeled nearby identifying features (roads, water, etc.).
- Labeled structures (if applicable).
- Existing development (above/below ground).
- Proposed development (above/belowground).
- Area of ground disturbing activities.
- Staging areas for any equipment and/or materials.
- Provide additional data, information, photos, or maps for the review in a separate document or as an attachment.

**Area of Potential Effect** is defined as the geographic area or areas within which the project or undertaking may directly or indirectly cause changes in the character or use of historic properties, if such properties exist. The area of potential effects is influenced by the scale and nature of the project or undertaking and may be different for different kinds of effects caused by the undertaking. Ecology recommends carefully considering the geographic area you are defining for your APE – our review is based upon location and setting, not upon the type of ground disturbing activities.

**Send a shapefile of the APE to your Project Manager/Cultural Resources Contact (PM/CRC) for upload to WISAARD. Contact your PM/CRC if you have questions.**

## Inadvertent Discovery Plan Information

**Ecology requires the submittal of an Inadvertent Discovery Plan (IDP)** to the Ecology Project Manager for review prior to implementing any project that will involve, or could result in, ground-disturbance. After review, upload the IDP to EAGL if required, discuss the IDP protocol with all individuals working on the project site (staff, contractors, volunteers, etc.), and ensure a copy is always kept on site (either hard copy or electronic version) and readily available at all times. It is required, without exception, in the event of a discovery of cultural resources or human remains, that work stops immediately and the IDP protocol is implemented.

**Have you completed an Ecology or other state agency approved IDP form for this site(s)?**

Yes  No  Not yet

**Date of intended submission:**

**If so, have you provided a copy of the completed IDP to the Ecology Project/Site Manager?** Yes  No

*If not, you are required to submit one to Ecology prior to starting work on the site. You can submit one IDP for multiple projects if the information is the same. You can download the Ecology IDP here: [Ecology Inadvertent Discovery Plan](#). Ecology has created a helpful [IDP Video](#) for your field staff or contractors.*

## ADA Accessibility

To request an ADA accommodation, contact Ecology by phone at 360-407-6000 or visit <https://ecology.wa.gov/accessibility>. For Relay Service or TTY call 711 or 877-833-6341.