

State of Vermont
Agency of Natural Resources
Department of Environmental Conservation

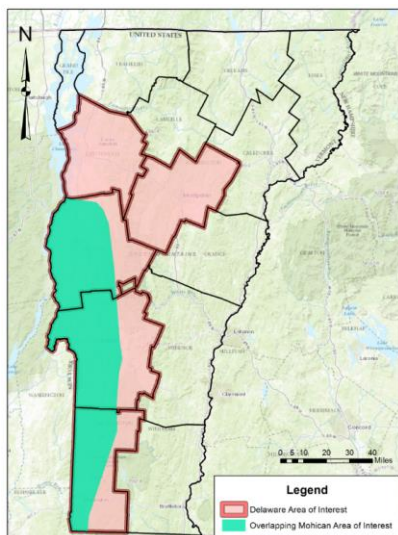
Engineering Procedure:	WID Coordination of Archeological Review	Effective Date:	XX/XX/XXXX
Applicable To:	Department of Environmental Conservation	Revision Date:	XX/XX/XXXX
Prepared/ Revised by:	L.W. Claudon, PE	Approved By:	[Name of Approver]

Procedure Objective

The purpose of this procedure is to give guidance on the various work required for a coordination of archeological and historical review.

Coordination of Archeological Review

1. Ask Municipality if there are any known historic resources on or near the project site.
2. Take photos of any features of concern. Save them as jpg files.
3. Check for proof of earth disturbance & obtain pdf or jpg of the document:
 - a. record drawing in IronPIG
 - b. record drawing in locally available records
 - c. existing survey information
4. Complete Section [106 Form](#) (word document attached-DWSRLF_CWSRLF 106 Project Review Form_12.11.17)
5. Determine if a tribes need to be notified. See map.



Stockbridge Munsee

Tribal Historic Preservation Officer
Stockbridge-Munsee Mohican Tribal Historic
Preservation
Extension Office
65 1st Street
Troy, NY 12180
(518) 244-6891
thpo@mohican-nsn.gov
www.mohican-nsn.gov

Note: the Delaware withdrew from the notifications.

[Online map of Mohican Area of Interest](#)

5. Draft Cover Email, use the outline on their website for guidance:
<http://accd.vermont.gov/historic-preservation/review-compliance/checklist>
An example is as follows.

Dear Elizabeth, Scott, and First Nations Historic Preservation Officer(s):

Please accept the attached Section 106 Review form in lieu of the normal Project Review Cover Form, as per our MOU and this email as our cover letter.

This project is being reviewed for the Vermont Clean Water State Revolving Fund (and list any other state or federal funding partners).

This project is (project name) and involves the (description of the project work and goals).

The project is located in (Town) in (Name) County at (description of the overall project area, or 911 address, if a site).

The following buildings and structures older than 50 years old are on or near the project site:

1. (List by Address and include date of construction, if known.)
2. Include any old stone walls or marble sidewalks

The site has had the following previous ground disturbance:

1. (List documents and provide IronPIG links.)

A project location map and site map are included in the PER linked here. (Add Link to IronPIG public document.)

The draft project plans are/are not available. (Add Link to IronPIG public document.)

The following archaeological and/or historic building reports are available.

1. ARA (Add Link to IronPIG public document.)
2. Phase 1 Site Assessment (Add Link to IronPIG public document.)
3. Historic Building Report (Add Link to IronPIG public document.)

The following jpg photos are available of the site.

1. Photo showing historic feature (Add Link to IronPIG public document, or attach.)

This project schedule is as follows: (describe any pressing needs here or not).

(Make your request. Or...) We look forward to your concurrence.

Email Signature

Note: Transmit all documents via IronPIG links.

6. Include all required parties in the email address line.
 - a. ACCD.ProjectReview@vermont.gov
 - b. Scott.Dillon@Vermont.gov
 - c. thpo@mohican-nsn.gov
7. Attach any documents & send Email
 - a. File request email & save any auto-receipts
8. Wait at least 30 days for a response, per the MOUs.
 - a. If there is no response, per the MOU there is no need to take future action.
 - b. If there is a response, then we need to respond with whatever information is requested.
9. If necessary, ask Consultant to have an ARA done if requested.
10. Repeat the submittal process again with ARA.
 - a. If there is no response, per the MOU there is no need to take future action.
 - b. If there is a response, then we need to respond with whatever information is requested.
11. If necessary, ask Consultant to have a Phase 1 done if requested.
12. Repeat submittal process with Phase 1
13. You may need to figure out mitigation with ACCD or Tribal Staff.
14. Include any mitigation required in your FONSI.
15. Follow through on mitigation with the contract documents.