



FLORIDA DEPARTMENT OF STATE
Kurt S. Browning
Secretary of State
DIVISION OF HISTORICAL RESOURCES

MINIMUM REVIEW DOCUMENTATION REQUIREMENTS

- **Division Involvement** - Provide the name of the federal, state or local authority and the applicable law, ordinance, license or permit requiring the Division of Historical Resources (DHR) and/or the State Historic Preservation Office (SHPO) review.
- **Project Name/Address** - Provide the name, address and/or the Tax Parcel identification for the project.
- **Project Description** - Provide a detailed written description of the proposed project, including related activities, which will be carried out in conjunction with the project. For example, the proposed rehabilitation (include specific details) or demolition of a building or structure, or the extent of proposed land clearing or ground disturbing activities.
- **Project Location** - Provide the 1/4 Section, Section, Township and Range coordinates from the legal description. Provide a site map(s) with dimensions and/or scale and the total project study area acreage.
- **Location Map(s)** - Provide a general project study area/project site location map. Provide an USGS Quadrangle map (to scale – additional enlargements may be included) depiction of the study area and project site. Depict the project study area on an aerial photograph (current and/or past), when available. Provide a detailed topographic map of the study, when available.
- **Photographs** - Provide photograph(s) of the project site if available (no photocopies). Aerial photographs (current or past) of the project study area and project site are recommended, when available. If a project does or may involve building(s) or structure(s) 50 years of age or older, photographs must be provided of the exterior and interior (as appropriate). Provide photographs of specific elements of the building(s) affected by the project if applicable. All photographs should be keyed to a project or building sketch plan.
- **Description of Project Study Area** - Describe the present condition of the project study area and a history of the past land use activities, i.e., agriculture or silviculture. Describe any manmade improvements in the study area. Provide information on the study area drainage, wetlands, soils, vegetation, etc., information describing the natural environment(s) (biological and geological).
- **Description of Buildings or Structures** - If the project study area includes a building or structure, or the project specifically involves such properties, describe the condition and setting of each. Describe any surrounding buildings or structures (include photographs of such improvements keyed to a map). Indicate the recorded or estimated construction dates for each building or structure.
- **Recorded Archaeological Sites or Historic Buildings/Structures** - Provide the Florida Master Site File_number of all such recorded properties in or adjacent to the project study area. Identify any such properties listed on the National Register of Historic Places or determined eligible for listing. Identify such properties locally designated as landmarks. Identify which such properties may be directly or indirectly affected by proposed project activities. Please contact the Florida Master Site File at 850-245-6440.

If you have any questions, please contact the Review and Compliance Section at 850-245-6333 or Suncom 205-6333, or visit our web site at <http://dhr.dos.state.fl.us/bhp/compliance>.

Please submit documentation to: Frederick P. Gaske
State Historic Preservation Officer
Attn: Review and Compliance Section
R. A. Gray Building, 4th Floor
500 South Bronough Street
Tallahassee, Florida 32399-0250