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| **Arizona Department of**  **Transportation** | | Non-negative Survey ReportReviewing Checklist | **Environmental Planning;**  **Historic Preservation Team** |
|  | |  | | |
|  | | General Notes | | |
|  | | Use “cultural resources” instead of “archaeological” when speaking in general terms | | |
|  | | Use “historic property” as appropriate according to NHPA | | |
|  | | Omit the term “clearance” | | |
|  | |  | | |
|  | | Cover and Title page | | |
|  | | Format follows revised ADOT cover and title page template | | |
|  | |  | | |
|  | | Abstract | | |
|  | | Format is that of SHPO Survey Report Abstract 2016 | | |
|  | | **If survey area and APE differ, include the following** | | |
|  | | Land ownership for survey area AND APE | | |
|  | | Acreage for survey area AND APE | | |
|  | |  | | |
|  | | Introduction | | |
|  | | Project Sponsor (same as project proponent; e.g., ADOT, or an LPA) | | |
|  | | General location (city, county, Route, MP, UTM, USGS, Township, Range, Section). Note: NNHPD requires that UTM coordinates for all reporting be given as NAD 83. | | |
|  | |
|  | | Description of Federal involvement (if applicable) | | |
|  | | Funding source(s) | | |
|  | | Description of undertaking | | |
|  | | ROW delineation within undertaking | | |
|  | | Definition of Area of potential effects (APE) | | |
|  | | Brief description of the survey area | | |
|  | | Survey area as it relates to ROW | | |
|  | | Survey AND APE dimensions if they differ, including ROW widths, new ROW, TCEs | | |
|  | | Acres by landowner for survey area, and APE if different | | |
|  | | Identify ADOT-owned versus ADOT-easement for survey area, and APE if different | | |
|  | | ASLD new ROW application number (if applicable) | | |
|  | | Permit numbers | | |
|  | | Personnel, names and titles (use ECS labor classification if work done on ADOT contract) | | |
|  | | Dates of field work | | |
|  | | Transect interval and location | | |
|  | | Areas omitted and areas surveyed using transects wider than 20 meters, and justification | | |
|  | | Summary of survey results | | |
|  | |  | | |
|  | | Graphics | | |
|  | | State map is optional  ASM requires a figure (commonly called a Figure 2) to be 1:24,000 scale on topo. Should include: | | |
|  | | Distinguish and color code if necessary all parts of the Area of potential effects (APE) including TCEs, easements, new ROW | | |
|  | | Survey area (call out survey area and APE if different) | | |
|  | | Road names, if they’re discussed in the text, they must be called out on this or another map | | |
|  | | Mile posts | | |
|  | | Land jurisdiction | | |
|  | | North arrow | | |
|  | | Scale | | |
|  | | Key | | |
|  | | Quad name, township, range, section | | |
|  | | Add aerial of survey area/APE using 1:24,000 scale if it provides a useful context for the report | | |
|  | |  | | |
|  | | BACKGROUND | | |
|  | | Environment | | |
|  | | Setting (include biotic zone, geomorphic surface, elevation, etc.) | | |
|  | | Ground visibility | | |
|  | | Condition of land, describe disturbance - types of surface and subsurface impacts (direct and indirect) | | |
|  | | If Paleoindian or Archaic sites are identified, this section should be expanded to include context in which these deposits are observed | | |
|  | |
|  | | Built environment (brief description of building or development surrounding project area) | | |
|  | | Photographs of historic sites, structures, features that may be subject to indirect impacts | | |
|  | |  | | |
|  | | Context | | |
|  | | Discussion of relevant prehistory and history (if project yields one historic road segment, do not include a long prehistory, and vice versa) | | |
|  | |
|  | | Summary of past work in the APE | | |
|  | | Examination of applicable repository records including AZSITE, ADOT Portal, ADOT As-builts, ASM site file check, ASU, SHPO, GLO plats from BLM, NF, MNA, Sanborn etc. | | |
|  | |
|  | | For linear surveys conduct research for 1/2 mile beyond the survey area; for block surveys conduct | | |
|  | | research for one mile radius beyond the survey area. | | |
|  | | Project table with references, location/proximity to APE, work conducted (if more than three previous | | |
|  | | projects) | | |
|  | | Number of sites within buffer, within APE, and within survey area if the latter two differ. Tabulate in confidential appendix | | |
|  | |
|  | | Summary of each cultural resource identified within APE and survey area | | |
|  | |  | | |
|  | | Survey Results | | |
|  | | Include newly recorded and previously recorded sites, clearly differentiating between them | | |
|  | | ASM site number (and others where appropriate, lead agency number listed first) | | |
|  | | Transect interval and location | | |
|  | | Areas omitted and areas surveyed using transects wider than 20 meters, and justification | | |
|  | | Describe types of surface and subsurface disturbance (direct and indirect) | | |
|  | | Land jurisdiction | | |
|  | | Elevation | | |
|  | | Setting (topography, vegetation) | | |
|  | | Site type | | |
|  | | Site dimensions (size, area, inside and out of ROW, how boundary defined) | | |
|  | | Cultural affiliation/dates | | |
|  | | Describe features | | |
|  | | Describe artifact assemblage; describe diagnostic artifacts | | |
|  | | Estimate of total number of artifacts on surface, density and diversity | | |
|  | | Temporal and cultural indicators | | |
|  | | Probable depth (potential to contain buried cultural and human remains) | | |
|  | | Condition (ground disturbance) (for previously recorded sites compare to previous recordation) | | |
|  | | Integrity (according to Bulletin 15) | | |
|  | | Eligibility status (recommended or determined) for previously recorded sites (include NRHP criterion and citation for both the recommendation and determination if applicable) | | |
|  | |
|  | | Reassess status for previously recorded sites | | |
|  | | Indicate if agree with previous eligibility recommendations; if disagree indicate why | | |
|  | | Eligibility recommendations according to the NRHP criteria, include detailed justification to support recommendation for newly recorded sites | | |
|  | |
|  | | Treatment recommendations, including justification (if need testing, specify boundary, eligibility, or other) | | |
|  | | Effects of proposed project (direct and indirect) | | |
|  | | Include photos of sites and or survey area | | |
|  | | Use tables (if appropriate) | | |
|  | |  | | |
|  | | **Photographs** | | |
|  | | While not **required** for every site, site, feature, and diagnostic artifact photographs are encouraged. Do not photograph human remains, or artifacts from mortuary or other culturally sensitive contexts. | | |
|  | |  | | |
|  | | Isolated Occurrences | | |
|  | | Identification and number of non-site artifact scatters, roadside memorials, and isolated artifacts | | |
|  | |  | | |
|  | | Use a table if more than three IOs; include IO number and description | | |
|  | |  | | |
|  | | Recommendations | | |
|  | | Summary of recommendations for resource eligibility | | |
|  | | Discuss undertaking; be specific about avoidance | | |
|  | | Effects of proposed project (direct and indirect) | | |
|  | | Treatment recommendations (site avoidance, testing, data recovery, monitoring), be specific | | |
|  | | Paragraph describing action to take in the event that previously unidentified cultural resources or human remains are encountered | | |
|  | |  | | |
|  | | References Cited | | |
|  | |  | | |
|  | | **Confidential Appendix** | | |
|  | | 1:24,000 map with topo background depicting sites within APE and/or survey area | | |
|  | | Table with location information for each site within survey area, include: | | |
|  | | Resource number or name | | |
|  | | Resource type | | |
|  | | Legal description with topo map | | |
|  | | UTMs | | |
|  | | MPs | | |
|  | |  | | |
|  | | **Plan view required for each site; include the following:** | | |
|  | | APE or survey area (if appropriate) | | |
|  | | Site boundary | | |
|  | | Land jurisdiction | | |
|  | | Roadway | | |
|  | | MP | | |
|  | | Cultural features and artifact concentrations | | |
|  | | Datum | | |
|  | | Rights-of-way boundary or fence | | |
|  | | Areas of disturbance and proposed impacts | | |
|  | | Other distinguishing landmarks | | |
|  | | Key | | |
|  | | North arrow | | |
|  | | Scale | | |
|  | |  | | |
|  | | **IOs** | | |
|  | | Tabulate IOs, include IO number description, content, description, UTMs, and function , if known (especially if historic) | | |
|  | |
|  | | Use a table if more than three IOs; include IO number and description | | |
|  | |  | | |
|  | | **Management Summary Table** (if more than three sites) | | |
|  | | ASM site number; other agency number or name if appropriate | | |
|  | | Resource type | | |
|  | | Newly or previously recorded | | |
|  | | MP to two decimal places | | |
|  | | Jurisdiction | | |
|  | | Eligibility status (recommended or determined) and criteria | | |
|  | |  | | |
|  | | QA / QC by consultant staff who have experience working on ADOT projects and meet the SOI’s Standards in appropriate discipline. | | |
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**Printed Name of consultant staff Date**

**member responsible for QA / QC**