**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 (SHPO) review.
* **Project Location** - Provide the location of the proposed undertaking.
  + Map(s) or aerials which depict the Area of Potential Effect (APE). Maps must have a north arrow, legend, citation, and description.
  + City/Town
  + Section/Township/Range
  + Street Address
* **Project Description** - Provide a detailed written description of the proposed project, including related activities, which will be carried out in conjunction with the project. Indicate whether the project will include ground disturbance, rehabilitation, demolition and/or new construction.
  + Property Description - Description of the subject property including current land use and zoning.
  + Ground Disturbance - Description of the extent and nature of both previous ground disturbance and proposed new disturbance within the APE.
* **Photographs** - Provide photographs of the archaeological and historic APE. Photographs should provide an overview of the APE as well as depict known resources within or directly adject to the APE
* **Records Search** - Description of the archival resources consulted and a discussion of the information they provided.
  + Florida Master Site File
  + Historic Aerials
  + Historic Topographic Maps
  + Certified Local Governments
  + Local Planning/Preservation Offices

\* *Historic and archaeological contexts should reflect the region of Florida where the work was conducted.*

* **Resource Evaluations** - Provide a determination of eligibility for all historic and archaeological resources within or directly adjacent to the APE.
* **Finding of Effect** - Description what effect the undertaking will have on historic properties within and directly adjacent to the APE. Provide a finding of effect (“No historic properties affected" or "No adverse effect" or "Adverse Effect") as described in 36 CFR Part 800.

**Submission Guidelines**

* All electronic submissions should be emailed to [CompliancePermits@dos.myflorida.com](mailto:CompliancePermits@dos.myflorida.com) and
  + cc the applicable SHPO reviewer
  + cc the appropriate OEM cultural resource contact
* For digital submissions include key works like “FDOT District XX,” “Minor Project,” or “RAI response” in the subject line so they can be easily identified in our general inbox and assigned for review
* Hardcopies of CRAS reports and FMSF forms are required and if digitals are provided, they must be on a CD or jump drive/thumb drive.