

**Vermont Division for Historic Preservation**  
***Project Review Form***

This form is to be used for both the Preliminary and Final Project Review for clean water projects funded by the Department of Environmental Conservation (DEC) Clean Water Initiative Program (CWIP). See applicable sections below.

### Preliminary Project Review Section

To start the VDHP review process for CWIP-funded Clean Water Projects, please complete this form and submit it to the Vermont Division for Historic Preservation (VDHP) at [ACCD.projectreview@vermont.gov](mailto:ACCD.projectreview@vermont.gov) with the information requested below. This Preliminary Project Review form, once completed and signed by VDHP, should be submitted as a project deliverable.

This is for non-exempt CWIP project types or conditionally exempt that have failed to meet the project qualifications. Exempt project types should NOT submit this form. Please refer to the CWIP Funding Policy for a listing of exempt and conditionally exempt project types. The CWIP Funding Policy can be found here: <https://dec.vermont.gov/water-investment/cwi/grants#policy>

For questions on architectural resources, archaeology, and below-ground resources, please contact Scott Dillon at (802) 272-7358 or [scott.dillon@vermont.gov](mailto:scott.dillon@vermont.gov).

1. **Contact information:**

- a. Contact name:
- b. Email address:
- c. Phone number:

2. **WPD Project Title:**

3. **WPD – ID:**

4. **Project site map:** Please attach a project site map. An annotated Google map or [ANR Atlas](#) map will suffice but professional design plans are also welcome. An example image is provided below. Site map should outline:

- a. Project Area of Potential Effects<sup>1</sup> with clearly marked GPS coordinates for project boundaries.

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<sup>1</sup> The project APE or “area of potential effects” means the geographic area or areas within which an undertaking may directly or indirectly cause alterations in the character or use of historic properties, if any such properties exist. The

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- b. Proposed ground disturbance locations. Note that stream bank regrading is considered ground disturbance.



5. Project information:

- a. Select CWIP project type from drop down (if not listed, it's categorically exempt)
  - i.
- a. Please provide a short description of the project's proposed scope of work (CWIP Preliminary Design Report is acceptable instead)

b. Are there other Agencies or funding partners involved?:    Yes            No

i. If yes, who?

c. Does the project involves ground disturbance?:    Yes            No

i. If yes, please describe type and extent of ground disturbance.

Specifically,

1. Whether disturbance will be performed by hand or heavy machinery,
2. The estimated total acreage and maximum depth of disturbance, and

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APE is influenced by the scale and nature of an undertaking and may be different from different kinds of effects caused by the undertaking [36 C.F.R. § 800.16(d)]. When determining a project's APE remember to consider/include extent of restoration footprint; new, upgraded or existing access or haul roads; staging, storage, and stockpile areas; disposal sites or waste areas; borrow areas and other source locations for fill material; and areas impacted by drainage diversions or mechanical tree clearing and similar landscape alterations.

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3. The history of prior naturally-caused or man-made ground disturbance to the site (if known):

d. Will the project cause direct or indirect impact or disturbance to any man-made building or structure more than 50 years old (including dams, culverts, and bridges) or to any federally listed historic building or structure?

Yes                      No                      Unknown

i. **If yes or unknown**, provide any known details on the buildings or structure(s) location/condition and extent of proposed impact or disturbance. Please include whether the structure is listed in the National Register of Historic Places if known:

e. Is the project APE located within, intersect with, or adjacent to a state- or federally listed historic district, Designated Downtown or Village Center?

Yes                      No                      Unknown

Email this form and supporting materials to [ACCD.ProjectReview@vermont.gov](mailto:ACCD.ProjectReview@vermont.gov)

Please copy [scott.dillon@vermont.gov](mailto:scott.dillon@vermont.gov)

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**TO BE COMPLETED BY VDHP:**

Historic Properties/Sites Affected

Potential for Architectural Historic Properties to be affected – A Qualified Architectural Historian or Historian Consultant\* is required (\*please see [pre-approved list of consultants](#))

Determination of Eligibility required

Comments:

Potential for Archaeological Historic Properties to be affected – a Qualified Archaeological Consultant\* is required (\*please see [pre-approved list of consultants](#))

Archaeological Resource Assessment (ARA) required

Phase 1 archaeological investigation required

Comments:

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No Historic Properties/Sites Affected/No Effect

No Historic Resource Present in Area of Potential Effect

Work will have No Effect on Historic Resource

Comments:

**Vermont State Historic Preservation Office Concurrence and Date:**

X: \_\_\_\_\_

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**Final Project Review Section**

To complete Final Project Review, re-submit this VDHP Project Review Form with the following additional elements included. Note that this should be added to the VDHP-signed version of the Preliminary Review Form so VDHP can reference their prior guidance on this project. This Final Project Review Form, once completed and signed by VDHP, should be submitted as a CWIP project deliverable.

1. Please provide a short description of any changes to the project’s proposed scope of work since the Preliminary Project Review:
  
2. Please attach:
  - a. Final (100%) Design Plans
  - b. Project narrative description of scope of work (CWIP Final Design Report will suffice)
  - c. Any historical resource assessments, or determination of eligibility forms
  - d. Any archaeological resource assessments, other archaeological reports, or end-of-field documents
  - e. Any Treatment Plans

*Email this form and supporting materials to [ACCD.ProjectReview@vermont.gov](mailto:ACCD.ProjectReview@vermont.gov)*

Please copy [scott.dillon@vermont.gov](mailto:scott.dillon@vermont.gov)

**TO BE COMPLETED BY VDHP:**

No Historic Properties/Sites Affected/No Effect

No Historic Resource Present in Area of Potential Effect

Work will have No Effect on Historic Resource

Comments:

No Adverse Effect

Adverse Effect

Project Treatment Plan or other agreement documents executed

Other:

**Vermont State Historic Preservation Office Concurrence and Date:**

X: \_\_\_\_\_