MINIMUM INFORMATION NEEDED TO REVIEW PROPOSED PROJECTS UNDER
The State Agency Historic Property Stewardship Program
AND/OR
The Georgia Environmental Policy Act (GEPA)

At a minimum, the Historic Preservation Division (HPD) will need to receive the following information in order to conduct a review of any proposed undertaking in accordance with the State Agency Historic Property Stewardship Program (State Stewardship) and/or the Georgia Environmental Policy Act (GEPA):

1. Detailed description of the proposed undertaking, information on the state agency’s involvement, which triggered the review process, and a request for HPD’s review in accordance with the appropriate legislation.

2. Information on any historic buildings, districts, structures, objects or sites that are known to be fifty years old or older that may be physically or visually affected by the proposed project.

3. Information on the context of the project and how it fits into the agency/campus master plan.

4. A USGS quad/topographic map indicating the location of the proposed project and its area of potential effect (i.e. delineation of where the project will have physical and/or visual effects on nearby and/or adjacent structures/sites).

5. The potential for archaeological resources with projects involving ground-disturbance/new construction, should be discussed in the submitted documentation, and any cultural resource surveys or reports that have been carried out on the site should be sent to HPD for review and comment. (For further guidance on archaeological requirements, please contact the Archaeological Services Unit, at 404-656-2840.)

6. Original 35 mm or high-resolution digital photographs of the proposed project area/structure and all buildings that appear to be fifty years old or older that are adjacent to or within view of the project area. For projects involving the alteration, rehabilitation or demolition of buildings, please provide interior and exterior photographs whenever possible (including all facades and significant architectural details). All photographs should be keyed to a site map indicating their location and direction of view.

7. For projects involving the alteration, rehabilitation or demolition of buildings, please provide preliminary concept drawings and specifications. If demolition is proposed, please include information on what will be constructed on the project site, and what alternatives to demolition were considered and why such alternatives were determined not to be feasible.

8. In some cases, HPD will require additional information after our initial review and comment period such as 90% completion plans and specifications on projects that involve alteration, rehabilitation, or demolition and redevelopment.

Submittals should be addressed to Dr. W. Ray Luce, Division Director, at the above address. Please note that there is a thirty (30) day review and comment period for all project submittals.

HPD/DNR/June 2004