

## Arizona State Land Department Archaeology Unit Application Review Check List

*The below information is a list of items that an application must include. This checklist is for informational purposes only and is an attempt to assist the Archaeology Unit in reviewing applications with efficiency. **If the following information is not provided in the application submitted to the Archaeology Unit for review, the Archaeology Unit may return the application which would delay the processing time.** Should you have any questions, please contact Cultural Resources Manager Matthew Behrend for additional information.*

Each application MUST include:

- Arizona State Land Department (Department) Kind-of-Entry (KE) and lease number, with sub-code and sequence.
- ASLD Administrator contact (for follow-up).
- Applicant contact information should be complete and up-to-date.
- Township, Range, and Section.
- Acres applied for.
- 1:24,000 U.S.G.S. maps showing land jurisdiction and proposed project area.
- Tract Book Legal Description Form, finalized by ASLD Cadastral.
- Designated State agency lead if other State land jurisdiction is crossed, State agency monies are being used, and/or other State agency permits are required (SHPA).
  - If checked above, please include designated SHPO contact
- Designated agency lead if Federal land jurisdiction is crossed, Federal monies are being used, and/or Federal permits are required (Section 106 of the NHPA).
  - If checked above, please include designated SHPO contact
- A complete project description, i.e. type of equipment to be used, need of temporary construction easements (TCE), access routes, and any other pertinent information.
- If the application is associated with an Arizona Department of Transportation Project, the ADOT TRACS number should be included on the cover letter and/or on the application.
- If reports are submitted with an application, please ensure the report meets current SHPO Reporting Standards. ASLD requires two original color reports and a PDF copy for all submittals. If there is a Federal/other State Agency lead, one original color report and a PDF copy is acceptable.

- If reports are submitted with an application that is a Federal undertaking or has a State agency lead that is not ASLD, please ensure the report meets current SHPO Reporting Standards, available at <https://azstateparks.com/shpo-guidance-2016-updates>. In addition, all reports should be submitted with a cover letter from the lead agency that include and/or discuss the following:
  - KE#
  - Township, Range, and Sections of State Trust land (STL)
  - Acreage of STL
  - Applicable regulations/statutes
  - Detailed project description
  - A list of all consulting parties
  - A paragraph per report of discussion of previous projects completed in the APE that includes a full report reference, STL acreage surveyed, sites identified, and dates of SHPO consultation and/or SHPO site eligibility determinations.
  - A paragraph per report of discussion of new projects completed in the APE that includes a full report reference, STL acreage surveyed, and sites identified.
  - A discussion of the finding of effect for the proposed project, and recommended treatment or mitigation.
  
- Any other supplemental documentation, i.e. previous State Historic Preservation Office (SHPO) consultations, previous ASLD reviews, other Agency documents, etc., should include the KE# and maps of the original project area/alignment for reference.