



TENNESSEE HISTORICAL COMMISSION



SECTION 106 REVIEW AND COMPLIANCE CHECKLIST

This checklist is provided as a guidance document only. It is not required that you follow this list for Section 106 review requests. Every project is different and certain portions of this checklist may not be applicable for your project. It is recommended that you provide all information that may be relevant to your project to ensure that your project review can be completed in a timely manner.

COVER LETTER

- Author's contact information:
 - Name
 - Organization
 - Street address, city, state, zip code
 - Email address and phone number
- Project information:
 - Full name of lead federal agency
 - Project title
 - Project location's street address, city, state, zip code (if applicable)
 - Latitude/Longitude for the center point of the project area
- Brief project description:
 - Description of project
 - Area of Potential Effects (APE)
 - Results of architectural survey of APE
 - Results of archaeological survey of APE
 - Effect Recommendation

DETAILED PROJECT NARRATIVE

- Detailed Description of all proposed project elements
- Description of Area of Potential Effects (APE) for both Direct and Indirect Effects
- Results of architectural survey of APE (if applicable)
- Results of archaeological survey of APE (if applicable)
- Current and past use of the project area and level of prior ground-disturbance (if known)
- Finding of effect Effect Recommendation

TABLES

- Consulting parties
 - Organization
 - Name of authorized representative
 - Street address, city, state, zip code
 - Phone number
 - Return correspondence (if your effect recommendation has been challenged)
- Architectural properties identified
 - Survey number
 - If previously surveyed, use the THC Viewer number
 - If not previously surveyed, assign temporary number using (County Code)-IP-001, (County Code)-IP-002, etc. (See page 3 for County Codes.)
 - Date of construction

- Street address, city, state, zip code
- NRHP justification and recommendation
- Effect justification and recommendation
- Archaeological sites recorded within the APE
 - Official Tennessee Division of Archaeology site number(s)
 - Associated Historic or Prehistoric time period
 - NRHP eligibility, if known
 - Effect Recommendation

MAPS

- USGS 7 ½ minute series, 1:24000 scale topographic map
 - Include name and number of quad map in caption
 - Identify both the architectural and archaeological APE
 - Mark the exact location of all proposed project elements
 - Location of any newly surveyed properties
- Tennessee Historical Commission Survey Maps
 - Identify architectural APE
 - Identify all properties over 50 years old
 - If survey information is not available for the county your project is in, it is your responsibility to identify properties
- **NOTE:** Some maps are available on-line using the Tennessee Historical Commission Viewer. However, some of the online survey information may not be up-to-date and, therefore, incomplete. The online maps can serve as a starting point; it is your responsibility to contact the THC's Survey staff to check for updated survey information within your undertaking's APE.

PHOTOGRAPHS

- Clear, color, ground-level images
 - Caption to include survey number, address, and direction of view toward image
 - Multiple views of project area
 - Multiple views from project area of surrounding area
 - All properties over 50 years old within the APE
 - View from a National Register listed, eligible, or potentially eligible property or historic district toward the project area
 - No Google screen images
 - Additional or large amount of images may be submitted on CD
- If unable to obtain a clear image or requesting eligibility determination, include photographs of properties over 50 years old within the APE from previous surveys (on file at THC)
- Map indicating from where and in which direction images are taken
- If restoring, include available photographic evidence for restoration efforts

PLANS

- Blueprints
- Elevations
- Original floorplans
- Window replacement designs
- Designs of other key architectural features (lighting, molding, doors, railings, etc.)
- Drawings that detail the exact location and nature of subsurface project elements

TENNESSEE COUNTY CODES

AN	Anderson	LA	Lauderdale
BD	Bedford	LR	Lawrence
BN	Benton	LS	Lewis
BE	Bledsoe	LN	Lincoln
BT	Blount	LD	Loudon
BY	Bradley	MC	Macon
CP	Campbell	MD	Madison
CN	Cannon	MI	Marion
CL	Carroll	ML	Marshall
CR	Carter	MU	Maury
CH	Cheatham	MN	McMinn
CS	Chester	MY	McNairy
CE	Claiborne	MG	Meigs
CY	Clay	MR	Monroe
CK	Cocke	MT	Montgomery
CF	Coffee	ME	Moore
CT	Crockett	MO	Morgan
CU	Cumberland	OB	Obion
DV	Davidson	OV	Overton
DR	Decatur	PY	Perry
DK	DeKalb	PT	Pickett
DS	Dickson	PK	Polk
DY	Dyer	PM	Putnam
FY	Fayette	RH	Rhea
FN	Fentress	RE	Roane
FR	Franklin	RB	Robertson
GB	Gibson	RD	Rutherford
GL	Giles	ST	Scott
GR	Grainger	SQ	Sequatchie
GN	Greene	SV	Sevier
GY	Grundy	SY	Shelby
HB	Hamblen	SH	Smith
HN	Hamilton	SW	Stewart
HK	Hancock	SL	Sullivan
HM	Hardeman	SU	Sumner
HR	Hardin	TP	Tipton
HW	Hawkins	TR	Trousdale
HD	Haywood	UC	Unicoi
HE	Henderson	UN	Union
HY	Henry	VB	Van Buren
HI	Hickman	WR	Warren
HO	Houston	WG	Washington
HS	Humphreys	WY	Wayne
JK	Jackson	WK	Weakley
JE	Jefferson	WH	White
JN	Johnson	WM	Williamson
KN	Knox	WI	Wilson
LK	Lake		