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Governor

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**DEPARTMENT OF CULTURAL AFFAIRS**  
**HISTORIC PRESERVATION DIVISION**

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**INFORMATION NEEDED FOR STANDARD SECTION 106 CONSULTATION**

- A consultation request letter from the lead federal agency or HUD/CDBG grantor or applicant. Contractors may assist agencies or applicants in gathering the information but only if authorized by the local, state, federal agency, or tribal government official. A copy of the authorization letter must be attached.
- Detailed description of the proposed project, including related earth disturbing activities (e.g. staging areas, access roads, utilities, etc.). This description should explain the scope of work. Preliminary drawings or plans of the project design and/or other should be included when available.
- Information about funding and permitting. Who is providing funding or assistance for the project? For grants, list the name of the program (e.g. CWSRF, CDBG, etc.).
- List property owners within the proposed project area and state whether it is private, state, municipal, federal ownership or a combination.
- Describe the size, terrain and present land uses of the project area as well as the adjacent land. Provide any available information on kind and degree of prior or existing surface disturbance. If buildings or structures are present, include the date of construction.
- Include a section of the U.S. Geological Survey (USGS) 7.5 quadrangle map with the project area clearly marked on it. Include the name of the quadrangle and the Township, Range, and Section. If the project area is within an urban area, provide an address and a copy of a street map showing the location of the project area.
- Review the State Register of Cultural Properties and the National Register of Historic Places to determine if listed properties occur in the project area. The state list can be viewed at <http://www.nmhistoricpreservation.org> and the federal list at [www.nr.nps.gov](http://www.nr.nps.gov). Describe any known archaeological sites, historic buildings or other cultural properties located within in the project area.
- Describe any cultural studies that have been completed. If a cultural resources report has been completed, send a copy of the report, including any archaeological site and historic structure forms to SHPO for review and comment. A list of contractors with a state permit to conduct archaeological surveys and a list of Historians, Architectural Historians, or Historic Architects approved to conduct building surveys can be found on our website at <http://www.nmhistoricpreservation.org>, or is available from our office upon request.
- Provide current photographs of project area showing existing building/structures and/or the nature of the current ground surface. Exterior photographs and elevations of the buildings are sufficient. Photos should be clear so that SHPO can evaluate the historic integrity of the building. If submitting a project that is within a historic district or neighborhood that is 50 years or older, provide representative streetscape views to provide an idea of the architectural context.
- Send a copy a letter that was sent to Native American tribes, a list of who was contacted, and copies of any responses received. A list of tribes by County is on our website at <http://www.nmhistoricpreservation.org>, or is available upon request. Information tribes report to you will be considered during our 30-day review period. Thus, tribal consultation should be initiated as soon as possible. Please see the back of this form for additional guidance.

## **Additional Guidance for Section 106 Consultation with the New Mexico Historic Preservation Office**

### **Tribal Consultation**

Tribes prefer to consult on a government-to-government relationship and may request to consult directly with the lead federal agency. Contractors of HUD/CDBG grantors or applicants may initiate consultation but the tribal consultation letters must provide contact names and phone numbers for the lead federal agency. Consultation letters should request that the tribes provide their concerns and about any traditional cultural properties (TCPs), sacred sites, or properties of religious or cultural significance that may be affected by the project.

If a cultural resource survey has been conducted, the consultation letter should provide summarize what was found, provide information on the eligibility of any cultural resources (archaeological sites, buildings, structures, acequias, or other cultural properties) for listing on the State Register of Cultural Properties or the National Register of Historic Places and discuss what may happen to those cultural resources as a result of the project.

Sending consultation letters early and before allows for better project planning and time for face to face meetings or phone calls or project redesign if tribes express any concerns with the project.

### **Cultural Resource Surveys**

If the project area has been surveyed for a prior project, a new survey may not be necessary, but this information must be provided to our office for a determination of whether a new survey is warranted. Prior cultural resource surveys (less than 10 years old) within your project area may be accepted if conducted to current standards. In addition, if the project area has been severely disturbed, or is located in an area with little potential for cultural resources, a survey may not be necessary. A contractor with current permit will be able to provide you with information on prior surveys or potential for cultural resources to exist within the project area. Any documentation they provide to you and their recommendations for whether a survey is warranted must be reviewed by this office for concurrence.

For federal undertakings on state lands, archaeological surveys require a contractor to hold a state archaeological survey permit and meet the Secretary of the Interior's standards to conduct the work. Documentation of buildings, structures, and architecture must be conducted or overseen by an individual listed in the SHPO's Directory as an Historian, Architectural Historian, or Historic Architect.

If a cultural resource survey is completed, please forward the report and all attachments for our review. Attachments will include but are not limited to, a NMCRIS Investigation Abstract Form (NIAF), Laboratory of Anthropology (LA) forms if archaeological sites were found, and/or Historic Cultural Property Inventory (HCPI) forms for buildings or other historic/engineering structures in the project area, and photographs.