

COMMONWEALTH OF PENNSYLVANIA DEPARTMENT OF ENVIRONMENTAL PROTECTION

INSTRUCTIONS FOR COMPLETING CULTURAL RESOURCE NOTICE

GENERAL INFORMATION

This package is designed to assist the applicant in completing the necessary documentation regarding archaeological sites and historic structures encountered while undertaking permitting projects.

This form is to be completed, signed, and dated by applicants for certain DEP permits or plan approvals. Please refer to the List of Exemptions for a list of applications which are exempt from this requirement. It is the responsibility of the applicant to complete this form and mail it to the PHMC at the following address:

Pennsylvania Historical and Museum Commission Bureau of Historic Preservation 400 North Street, Second Floor Harrisburg, PA 17120-0093

Please be aware that PHMC will keep the Notice and submitted materials for its files. Therefore, keep a copy of the Notice and any materials submitted with it. Applicants should mail all Cultural Resource Notices "Certified Mail Return Receipt Requested" in order to prove submission and the date PHMC received the Notice.

Attach a copy of your completed Cultural Resource Notice and the return receipt to your permit application.

SECTION A. APPLICANT IDENTIFIER

For purposes of identifying and tracking complete permit packages, enter the following requested information.

APPLICANT NAME. Please insert applicant name using the same name as will be used with the Permit Application. Also, please insert applicant address and phone number. (Note: This would <u>not</u> be the consultant or engineering firm preparing the application.)

PROJECT TITLE. Please enter the title of the project as will be used with the Permit Application.

SECTION B. LOCATION OF PROJECT

MUNICIPALITY. Indicate the municipality(ies) in which the site is located. If the site is located in more than two municipalities, attach a separate sheet of paper.

COUNTY. Indicate the county(ies) in which the site is located. Write out the county name and also give the DEP county code. (County codes are provided on page 2 of these instructions.) If the site is located in more than two counties, attach a separate sheet of paper.

SECTION C. PERMITS OR APPROVALS

Give the name(s) of specific DEP permit or approval. Check the appropriate box for any anticipated federal permits that may be required.

SECTION D. GOVERNMENT FUNDING SOURCES

Indicate any authorized or anticipated governmental funding source and give the name of this funding source, i.e., PennVest or Rural Utility Services.

SECTION E. RESPONSIBLE DEP REGIONAL, CENTRAL, DISTRICT MINING, OR OIL AND GAS MANAGEMENT OFFICE

Check the appropriate box that identifies the DEP Regional, Central, District Mining, or Oil and Gas Management Office that is responsible for the review of this permit application. A list of DEP offices and counties supported is included at the end of these instructions.

SECTION F. COUNTY CONSERVATION DISTRICT

Some permit applications are reviewed by County Conservation Districts. If this is the case, give the name of the district office and the telephone number, if known.

SECTION G. CONSULTANT IDENTIFIER

For purposes of avoiding confusion should the consultant submit the determination notice to PHMC for the applicant, enter the following requested information: Consultant Engineer Name, Address and Telephone Number.

SECTION H. PROJECT BOUNDARIES AND DESCRIPTION

Assure that the following items are attached and submitted with the Notice form:

- 7.5' USGS Map indicating boundaries of the proposed activity. Maps should include all relevant details. (Example: For a sewage facilities plan, the location of proposed sewerage facilities, including collection sewers, interceptor lines, pump stations and sewage treatment plants would be relevant information that PHMC would need.)
- · Narrative description of the proposed activity.
- Photographs of any buildings over 50 years old. Indicate what is to be done to all buildings in the project area.
- Indicate the total acres in the property under review. Of this acreage, indicate the total acres of earth disturbance for the proposed activity.
- The return receipt of delivery of this Notice to the Pennsylvania Historical and Museum Commission.

PHMC requests the following items:

- · Photographs of any buildings over 40 years old.
- Site maps of the proposed activity, if available.

SECTION I. SIGNATURE BLOCK

A legally responsible agent of the applicant should complete and sign the notice. If this form is prepared by someone else, such as a consultant or contractor, that individual should complete and sign the notice.

SECTION B. LOCATION OF PROJECT County Codes:

01	Adams	24	Elk	47	Montour
02	Allegheny	25	Erie	48	Northampton
03	Armstrong	26	Fayette	49	Northumberland
04	Beaver	27	Forest	50	Perry
05	Bedford	28	Franklin	51	Philadelphia
06	Berks	29	Fulton	52	Pike
07	Blair	30	Greene	53	Potter
08	Bradford	31	Huntingdon	54	Schuylkill
09	Bucks	32	Indiana	55	Snyder
10	Butler	33	Jefferson	56	Somerset
11	Cambria	34	Juniata	57	Sullivan
12	Cameron	35	Lackawanna	58	Susquehanna
13	Carbon	36	Lancaster	59	Tioga
14	Centre	37	Lawrence	60	Union
15	Chester	38	Lebanon	61	Venango
16	Clarion	39	Lehigh	62	Warren
17	Clearfield	40	Luzerne	63	Washington
18	Clinton	41	Lycoming	64	Wayne
19	Columbia	42	McKean	65	Westmoreland
20	Crawford	43	Mercer	66	Wyoming
21	Cumberland	44	Mifflin	67	York
22	Dauphin	45	Monroe		
23	Delaware	46	Montgomery	99	Out of State

DEP REGIONAL AND CENTRAL OFFICES

PA Dept. of Environmental Protection **SE Regional Office** 2 East Main Street Norristown, PA 19401-4915 Phone: (484) 250-5900

Counties: Bucks, Chester, Delaware, Montgomery and Philadelphia

PA Dept. of Environmental Protection **NE Regional Office**Two Public Square
Wilkes-Barre, PA 18711-0790
Phone: (570) 826-2511

Counties: Carbon, Lackawanna, Lehigh, Luzerne, Monroe, Northampton, Pike, Schuylkill, Susquehanna, Wayne and Wyoming

PA Dept. of Environmental Protection SC Regional Office 909 Elmerton Avenue Harrisburg, PA 17110-8200

Phone: (717) 705-4700

<u>Counties</u>: Adams, Bedford, Berks, Blair, Cumberland, Dauphin, Franklin, Fulton, Huntingdon, Juniata, Lancaster, Lebanon, Mifflin, Perry and York PA Dept. of Environmental Protection **NC Regional Office** 208 West 3rd Street, Suite 101 Williamsport, PA 17701-6448

Phone: (717) 570-3636

<u>Counties</u>: Bradford, Cameron, Clearfield, Centre, Clinton, Columbia, Lycoming, Montour, Northumberland, Potter, Snyder, Sullivan, Tioga and Union

PA Dept. of Environmental Protection **SW Regional Office** 400 Waterfront Drive Pittsburgh, PA 15222-4745

Phone: (412) 442-4000

<u>Counties</u>: Allegheny, Armstrong, Beaver, Cambria, Fayette, Greene, Indiana, Somerset, Washington and Westmoreland

PA Dept. of Environmental Protection **NW Regional Office** 230 Chestnut Street Meadville, PA 16335-3481

Phone: (814) 332-6945

<u>Counties</u>: Butler, Clarion, Crawford, Elk, Erie, Forest, Jefferson, Lawrence, McKean, Mercer, Venango and Warren

PA Dept. of Environmental Protection **Central Office** 400 Market Street P.O. Box 8554 Harrisburg, PA 17105-8554

Phone: (717) 787-5027

DEP OIL AND GAS OFFICES

PA Dept. of Environmental Protection Oil and Gas Management Rachel Carson State Office Building 5th Floor 400 Market Street P.O. Box 8765 Harrisburg, PA 17105-8765

Phone: (717) 772-2199

PA Dept. of Environmental Protection Oil and Gas Management Northwest Regional Office 230 Chestnut Street Meadville, PA 16335-3481

Phone: (814) 332-6860

PA Dept. of Environmental Protection Oil and Gas Management Southwest Regional Office 400 Waterfront Drive Pittsburgh, PA 15222-4745

Phone: (412) 442-4000

DEP DISTRICT MINING OFFICES

PA Dept. of Environmental Protection Greensburg District Office Armbrust Professional Center 8205 Route 819 Greensburg, PA 15601

Phone: (724) 925-5500

<u>Counties</u>: Allegheny, Armstrong, Beaver, Fayette, Greene, Washington and Westmoreland

PA Dept. of Environmental Protection **Cambria District Office** 286 Industrial Park Road Ebensburg, PA 15931-4119

Phone: (814) 472-1900

<u>Counties</u>: Bedford, Blair, Cambria, Fulton, Huntingdon, Indiana and Somerset

PA Dept. of Environmental Protection **Pottsville District Office** 5 West Laurel Boulevard Pottsville, PA 17901-2454

Phone: (570) 621-3118

<u>Counties:</u> Adams, Berks, Bucks, Carbon, Chester, Columbia, Cumberland, Dauphin, Delaware, Franklin, Juniata, Lackawanna, Lancaster, Lebanon, Lehigh, Luzerne, Mifflin, Monroe, Montgomery, Montour, Northampton, Northumberland, Perry, Philadelphia, Pike, Schuylkill, Snyder, Susquehanna, Union, Wayne, Wyoming, and York PA Dept. of Environmental Protection **Moshannon District Office** 186 Enterprise Drive Philipsburg, PA 16866-1860

Phone: (814) 342-8200

<u>Counties:</u> Bradford, Cameron, Centre, Clearfield, Clinton, Lycoming, Potter, Sullivan and Tioga

PA Dept. of Environmental Protection **California District Office** 25 Technology Drive California Technology Park Coal Center, PA 15423-1051

Phone: (724) 769-1100

Serving: All of Western Pennsylvania

PA Dept. of Environmental Protection **Knox District Office** White Memorial Building P.O. Box 669 Best Avenue Knox, PA 16232-0669

Phone: (814) 797-1191

<u>Counties:</u> Butler, Clarion, Crawford, Elk, Erie, Forest, Jefferson, Lawrence, McKean, Mercer, Venango and Warren