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| **County:** | Click here to enter text. | **Consultant:** | Click here to enter text. |
| **J/P:** | Click here to enter text. | **CR Specialist:** | Click here to enter text. |
| **Date:** | Click here to enter text. | **Environmental Fieldwork Start:** | Click here to enter text. |
|  |
| **CR Contact:** | **Scott A. Sundermeyer** **ssundermeyer@ou.edu** |
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| PROFESSIONAL QUALIFICATIONS STANDARDS: |
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|  | The Principal Investigator or anyone functioning as lead field investigator must meet the minimum professional qualifications listed in the Secretary of Interior’s Standards and Guidelines for Archeology and Historic Preservation, in accordance with 36 CFR Part 61, Appendix A; 48 FR 44716. In addition, the Principal Investigator and all specialists conducting cultural resources fieldwork must be thoroughly familiar with the ODOT CRP Procedure Manual. |
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| **INTRODUCTION:** |
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|  | This is a scope of work for a cultural resources survey of Click here to enter text. located Click here to enter text.. The undertaking involves the Click here to enter text.. For National Environmental Policy Act (NEPA) purposes, a study area has been defined, which represents the location where the environmental studies will be conducted. The NEPA study area may not reflect the final area of potential effect (APE) for archeological or architectural resources. For this project, the NEPA study area is defined as indicated in the Request to Initiate Cultural Resources Studies submitted to ODOT-CRP on Click here to enter text.. |
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| **SCOPE OF WORK:** |
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|  | The Oklahoma Department of Transportation Cultural Resources Program (ODOT CRP) has recognized five tasks to: a) identify cultural resources within the NEPA study area, and b) provide sufficient documentation and National Register of Historic Places (NRHP) assessment of cultural resources to ODOT CRP for submittal to the State Historic Preservation Office (SHPO) and other consulting parties. These five tasks are listed below. Descriptions of these tasks are detailed in the *Oklahoma Department of Transportation Cultural Resources Studies: A Manual for Cultural Resources Staff and Consultants* (Manual). The Consultant’s Cultural Resources (CR) Specialist will conduct the cultural resources survey per the procedures in the Manual and will fully understand the following schedule and definitions of terms contained within the Manual and this Scope of Work. Should the Consultant or CR Specialist have any questions regarding this Scope of Work or the Manual, they are instructed to contact the ODOT CRP Contact (above), located at the Oklahoma Archeological Survey, 111 East Chesapeake, Norman, Oklahoma, 73072, telephone (405) 325-7201.The five tasks are:Task 1: Records Review/Background ResearchTask 2: Field Survey/Resource AssessmentTask 3: Resource FormsTask 4: Draft ReportTask 5: Final Report |
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| **TASK 1 —** | **RECORDS REVIEW/BACKGROUND RESEARCH:** |
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|  | The CR Specialist Principal Investigator (PI) or lead field investigator shall conduct background research at the following repositories: the state site files at the Oklahoma Archeological Survey; SHPO, National Register of Historic Places (NRHP), and Determination of Eligibility (DOE) files (located at the ODOT CRP office). Certain, more extensive projects, may warrant additional research at such facilities as the Oklahoma Historical Society Research Center, university libraries, and local courthouses or history museums. The CR Specialist shall use sources appropriate to the project such as public records, historical maps and aerial photographs, online General Land Office (GLO) records, Sanborn fire insurance maps, cultural resources reports, and other relevant materials. The main objective of such research shall be to identify previously recorded NRHP properties within the NEPA study area. The objective of the research for more extensive projects shall be to develop a full understanding of the historical context, land use patterns, and previously identified cultural resources within the NEPA study area. Additionally, all previously identified cultural resources within one mile of the NEPA study area shall be identified and examined, via file search, by location, site type, and NRHP status in order to establish areas for off-project avoidance. The following information should be obtained for previously recorded archeological sites within the one mile vicinity of the study area: site recorder, date site recorded, time period of site occupation (Paleoindian, early 20th century, etc.), site type (historic farmstead, prehistoric workshop/camp, etc.), materials observed at site, NRHP eligibility assessment. These resources and their NRHP eligibility status shall be documented in the Results of Background Research section of the draft and final reports. |
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| **TASK 2 —** | **FIELD SURVEY/RESOURCE ASSESSMENT:** |
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|  | The CR Specialist shall conduct a survey of the NEPA study area using standard, industry-accepted methods that are appropriate to the project. Shovel tests shall be excavated where appropriate. Archeological site investigations shall be confined to the NEPA study area, however archeological sites extending outside the NEPA study area may be investigated provided that landowners were notified. Previously recorded cultural resources occurring within the NEPA study area will be examined and updated as necessary. Forty-five year old or architectural resources will be inventoried in compliance with SHPO survey and inventory standards. Newly identified cultural resources will be fully documented. **For the purposes of this project, ODOT CRP is recommending** Click here to enter text.**.** Prehistoric and Nineteenth Century Archeological SitesPrehistoric and nineteenth century archeological sites without surface features shall be delineated with shovel tests noting the horizontal and vertical distribution of artifacts within the NEPA study area. If the site contains surface features, shovel testing shall be conducted to determine the presence of subsurface cultural materials. Site boundaries shall be based on the distribution of surface features and artifacts. Shovel testing at 19th century archeological sites is conducted to confirm the presence of a single 19th century occupation. Twentieth Century Archeological SitesTwentieth century archeological sites shall be delineated on the basis of surface artifacts and features. Certain features, such as surface depressions shall be sufficiently investigated with shovel test(s) to determine the depth and character of cultural deposits. The CR specialist shall make particular note to whether these deposits consist of modern trash or historically relevant materials, and whether the deposits maintain integrity. Shovel testing and surface survey shall be conducted at 20th century archeological sites sufficient to identify diagnostic artifacts to determine a time frame of occupation. It is expected that in-field artifact analysis coupled with historic map and/or aerial photographs research will help determine a possible date of construction, occupation, and abandonment of the site. Should intact features be present on 20th century archeological sites, deed research or other method of determining any potential historic association shall be conducted. The results of the deed research shall be used in conjunction with the diagnostic artifacts and map research to determine the individual(s) with which the site is likely associated.Architectural ResourcesForty-five year old or older buildings, objects, and structures will be investigated and photographed as indicated in the Oklahoma SHPO Review and Compliance Manual. At least two photographs adequately illustrating front and side elevations will be taken of each 45-year-old or older resource. In certain situations, such as urban areas and small towns, streetscape photographs may be warranted, as well as an assessment of potential NRHP eligibility of these resources as a District. Should a complex of buildings or structures (such as a farm complex) be documented, photographs shall be taken of the complex illustrating each resource’s relationship to each other and the roadway corridor. BridgesODOT has prepared a cultural resources survey and NRHP eligibility evaluation of steel truss and arch bridges throughout the state entitled *Spans of Time: Oklahoma Historic Highway Bridges*. This report includes nearly all truss and arch bridges in the state. Truss and arch bridges encountered during the cultural resources survey should be cross-referenced with those listed in this report and discussed in the cultural resources report. The ACHP has issued a Program Comment for steel and concrete bridges constructed after 1945. This database should be cross-checked to determine whether post-1945 bridges within the study area need to be documented. Field investigations shall be conducted to confirm that the bridge is the type described for the project. Other non-truss bridges greater than 45 years of age should be documented on an Oklahoma Bridge Survey and Inventory Form and submitted to the ODOT CRP for a NRHP eligibility determination. This determination will be included in the report.LocalitiesCertain cultural resources will not conform to the definition of an archeological site or architectural resource. These resources will be recorded as a “Locality” and discussed in the report. There are no resource forms for localities. The ODOT CRP Manual provides further details regarding resources considered as a locality.  |
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| **TASK 3 —** | **RESOURCE FORMS:** |
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|  | Any previously identified unassessed or NRHP-eligible cultural resource within the NEPA study area will be examined and forms will be updated as necessary. Any required updates for previously recorded archeological sites within the NEPA study area will be completed using the Oklahoma Archeological Survey Site Form Update or Oklahoma Archeological Site Survey Form if the original site form is not in current format. Newly identified cultural resources within the NEPA study area will be fully documented using the appropriate forms available from SHPO, the Oklahoma Archeological Survey, and ODOT CRP. Archeological SitesArcheological sites will be documented on the Oklahoma Archeological Site Survey Form. The consultant will submit completed archeological site forms along with the initial draft report to the ODOT CRP for review prior to obtaining trinomial site numbers from the Oklahoma Archeological Survey. The site forms shall include a copy of the USGS 1:24,000 scale map with the location of the archeological site as well as a site plan map overlain on a current aerial photograph basemap illustrating the site boundary, site features, positive and negative shovel test locations within the site, the NEPA study area boundary, the existing roadway (if applicable) and other natural features that are situated on the landscape. The ODOT CRP contact will provide site trinomials to the CR Specialist upon review of the draft report and site forms. Architectural ResourcesForty-five year old or older structures and buildings will be documented on SHPO Historic Preservation Resource Identification Forms and submitted to ODOT CRP as hard copies with the initial draft report. Should a complex of forty-five year or older buildings or structures be encountered, it shall be documented using the primary structure as the structure number, followed by a letter designation for each ancillary structure. For example, Building/Structure 1a will be used to identify the primary structure in the complex. Buildings/Structures 1b, 1c, 1d, etc. will be used to identify ancillary structures within the complex. All 45 year or older structures will be designated first, followed by modern structures. Structure forms do not need to be completed for modern structures; however they should be noted in the report. All structures within the complex, regardless of age, shall be listed in the comments section of the Building/Structure 1a form.Should any one 45 year old or older structure within a complex occur within the NEPA study area, all 45 year old or older structures within the complex shall be documented on SHPO forms. Each structure of the complex shall be documented on its own form. Should the complex occur within an urbanized area and contain only the primary structure and detached garage, the resources may be recorded as Structure 1a and 1b and recorded on a single SHPO form. Photograph(s) of the structure complex shall be attached to the Structure 1a form.Forty-five year old or older bridges not included in the *Spans of Time* and subsequent 2007 update, shall be documented using the Oklahoma Bridge Survey and Inventory Form for non-truss bridges. Format for labeling architectural resources

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| **Format** | **Example** |
| name of propertylocationname of photographerdate of photographlocation of photograph negative (firm name)indication of direction camera is pointing>number of photograph in series | Structure 1aBryan Co., Blue vicinity, <address if in town>, OklahomaCasey Smith10 February 2010Casey Smith and AssociatesView to north1 of 3 |

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| **TASK 4 —** | **DRAFT REPORT:** |
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|  | The CR Specialist shall prepare a draft report of their findings that includes relevant supporting evidence for findings and adheres to the ODOT CRP report format. The report shall summarize the results of the investigations with particular attention given to age, character, integrity, and association of cultural resources (as presented in 36 CFR Part 60.4). The report shall contain a description of existing disturbances in the study area. For those existing disturbances that could affect the integrity of cultural resources, the description shall include the type and extent of disturbance. In addition to the Criteria for Evaluation, the location of each resource from the centerline of the existing roadway will be presented in number of feet. Based on the criteria outlined in 36 CFR Part 800 and the information presented in the ODOT CRP Manual, the CR Specialist shall make a professional recommendation of the eligibility of each cultural resource for listing on the NRHP. All cultural resources recorded during the survey shall be plotted on a USGS 7.5 minute quadrangle map at a scale of 1:24,000 with the township and range clearly illustrated on the map or in the text box and labeled as Figure 1. The project area must also be clearly identified.Also, a figure (Figure 2) will be produced on an aerial base map indicating areas where different archaeological methods were employed. In the report, the methods must explicitly state why specific areas were subjected to different methods. Please note that the different methods should be determined by the conditions found in the field and not only by the probability based on the background research.A minimum of four pictures labeled as Figure 3 are required to adequately show the project area. One hardcopy of the draft report\* will be provided for review to the ODOT NEPA Project Manager by the Consultant Project Manager. The Consultant Project Manager will also provide one hardcopy each of any Oklahoma Archeological Site Survey Forms, SHPO Historic Preservation Resource Identification Forms, and Oklahoma Bridge Survey and Inventory Forms associated with the project. Each of the forms should be submitted as a “final report ready” copy with appropriate archeological site maps and color photographs. \*If the results of the investigations contains only bridges or culverts, the report is considered a ‘no-find’ and can be submitted electronically as a pdf to the CR point-of-contact. |
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|  | Draft Deliverables |
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|  | * One stapled hardcopy of the draft report in ODOT CRP format.
	+ USGS 7.5 minute quadrangle at 1:24,000 scale illustrating study area and resources recorded in study area.
	+ Map scale should be in feet.
* One stapled hardcopy each of archeological site form(s) with temporary assigned field numbers. Photographs may be submitted as appropriate. Site forms shall contain a plan map of the resource and will include the study area boundary and the roadway
* One stapled hardcopy each of SHPO Historic Preservation Resource Identification Form(s).
	+ Structure photographs as color images on 8 ½ x 11 paper. Each structure should contain a minimum of two unobstructed photographs taken from opposing angles.
* One stapled hardcopy of each ODOT Bridge form(s)
	+ Bridge photographs as color images on 8 ½ x 11 paper. Each bridge shall contain a minimum of four photographs that accurately illustrate the structure.
* All pages in report and associated forms must be produced on 8 ½ x 11 paper
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| **TASK 5 —** | **FINAL REPORT** |
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|  | Upon review and acceptance of the draft report from ODOT CRP, the CR Specialist will revise and finalize the report and resource forms to address specific concerns or suggested modifications. The report will be submitted in final form to include one digital PDF copy and hard copies (number of final hard copies will depend on the county of the project) to ODOT CRP. One digital PDF copy of each Oklahoma Archeological Site Survey Forms and two hard copies each of the Oklahoma Archeological Site Survey Forms and/or SHPO Historic Preservation Resource Identification Forms, with attached photographic documentation and photographs labeled as discussed above, will be submitted to ODOT CRP along with the final report copies. All reports and forms shall be stapled in the upper left-hand corner. ODOT CRP will be responsible for subsequent final report and form distribution to SHPO, tribes, and other consulting parties.  |
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|  | Final Deliverables |
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|  | * Click here to enter text. stapled hard copies of the Final report in ODOT CRP format with all associated pages of the report in 8 ½ x 11 paper size.
* One digital PDF copy of the ODOT CRP report.
* One digital PDF copy of each Oklahoma Archeological Site Survey Form.
* GIS Shapefiles of the study area (NAD 27).
* GIS Shapefiles of archeological sites documented during the investigations (NAD 27).
* Two stapled hardcopies each of archeological site form(s) with ODOT assigned trinomials. Photographs may be attached as appropriate.
* Two stapled hardcopies each of SHPO Historic Preservation Resource Identification Form(s).
	+ Structure photographs submitted as color images labeled as discussed above.
* Two stapled hardcopies of each ODOT Bridge form(s).
	+ Bridge photographs submitted as color images labeled as discussed above.
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| **SUGGESTED REFERENCES:** |
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|  | The following links are provided in order to facilitate consultant archival research and to guide the consultant to minimum acceptable standards for deliverables that will be reviewed by SHPO and the Oklahoma Archeological Survey. ODOT CRP requires some documentation standards to be higher than SHPO or Oklahoma Archeological Survey minimum standards. These standards have been outlined in the Scope of Work provided above. If there are any questions regarding deliverables, the Consultant or CR Specialist is directed to the ODOT CRP contact provided above. |
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| * Archaeology and Historic Preservation: Secretary of Interior’s Standards and Guidelines.

<http://www.nps.gov/history/local-law/arch_stnds_9.htm> |
| * Oklahoma Archeological Survey

<http://www.ou.edu/cas/archsur/crm.htm> |
| * Oklahoma SHPO Review and Compliance Manual.

<http://www.okhistory.org/shpo/106/rcmanual.htm> |
| * Oklahoma GLO Records

<http://www.glorecords.blm.gov/SurveySearch/Default.asp>? |
| * National Register of Historic Places in Oklahoma

<http://www.seic.okstate.edu/shpo/> |
| * Thematic surveys conducted in Oklahoma

<http://www.okhistory.org/shpo/thematics.htm> |
| * Oklahoma National Register Handbook

<http://www.okhistory.org/shpo/NRHANDBK.htm> |
| * Oklahoma Geological Survey (online geology maps)

<http://www.ogs.ou.edu/geolmapping.php> |
| * Oklahoma Petroleum Information Center (extensive sets of aerials at the facility)

<http://www.ogs.ou.edu/opic.php> |
| * Maps in the Oklahoma Historical Society Research Collection

<http://www.okhistory.org/research/collections/maps.html> |
| * Aerial photograph collections in Oklahoma

<http://libraries.ou.edu/cms/?id=100> |
| * Select Online Historical Quadrangles of Oklahoma

<http://alabamamaps.ua.edu/historicalmaps/us_states/oklahoma/topos/index.html><http://www.lib.utexas.edu/maps/topo/oklahoma/> |
| * Select Online Historical County Soil Maps

<http://alabamamaps.ua.edu/historicalmaps/soilsurvey/Oklahoma/oklahoma.html> |
| * ODOT Bridges references (*Spans of Time* and Bridge Relocation Program)

<http://www.okladot.state.ok.us/env/historical_bridges.htm> |
| * ODOT Route 66 resources

<http://www.okladot.state.ok.us/memorial/route66/index.htm> |
| * Chronicles of Oklahoma

<http://digital.library.okstate.edu/Chronicles/index.html> |
| * Indian-Pioneer Papers Collection

<http://digital.libraries.ou.edu/whc/pioneer/> |
| * Topoview, USGS Historical Topographic Map Collection

<http://ngmdb.usgs.gov/maps/TopoView/> |
| * Oklahoma Prehistoric and Historic Contexts:

<http://www.okhistory.org/shpo/prehistcons.htm><http://www.okhistory.org/shpo/histcons.htm> |
| * SHPO Determination of Eligibility in Oklahoma (DOE) list (updated by SHPO monthly)

Available for review at ODOT CRP office |

Cultural Resources surveys are frequently conducted to evaluate a project’s effect to historic properties. Given the nature of transportation projects and their inherent potential to impact properties, several components are necessary for inclusion in ODOT reports. The checklist form compiles these components for use by those qualified cultural resource specialists who prepare such reports to facilitate the report preparation and review.

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|  | **PROJECT INFORMATION: BULLETED LIST** |
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| **1** | Report includes County, Project Number, J/P Number, Surveyors, Report Preparers, Survey Date, Date of Final Report Submittal |  |
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| **PROJECT DESCRIPTION** |
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| **2** | Report contains description of the undertaking. The description clearly identifies the project type and associated elements: roadway name, starting and ending points. If a road widening project, this section identifies the proposed alignment, roadway width, shoulder width, etc. If the project is a bridge replacement, this section identified the feature crossed. |  |
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| **3** | Report clearly identifies the study area for the project including project dimensions and acreage of study area. The study area width is discussed from the existing or proposed roadway centerline. The study area length clearly identifies start and end points. Any portion where the study area deviates from the former is also clearly discussed.  |  |
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| **4** | Report clearly describes existing facility, bridge, or roadway. The existing roadway (if a road widening project) is described as its current state including width of lanes and shoulders.  |  |
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| **5** | If the undertaking is proposed to replace an existing bridge, the facility is described as to its type, feature crossing, date of construction, and NRHP eligibility as determined by ODOT-CRP, Program Comment, or other evaluation or study. |  |
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| **6** | Legal location is clearly presented as portion of Section(s) and includes the Township and Range. |  |
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| **7** | Current USGS quadrangles(s) are listed with original survey dates and dates of photorevision or photoinspection. |  |
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|  | **TOPOGRAPHY AND VEGETATION** |
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| **8** | Report includes description of physiographic region of Oklahoma, the topography, soils, geology, and vegetation. The report briefly describes these features as related to the general area of the project. The report specifically discusses these features with relation to the study area. The report includes a description of the topography, geology, and current land use with relation to expected cultural resources finds. |  |
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| **9** | Report presents percent vegetation coverage with discussion of location, if applicable. |  |
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| **10** | Report presents brief discussion of soils as observed in the study area. |  |
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|  | **PROJECT METHODOLOGY** |
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| **11** | Report clearly states the resources that were reviewed prior to field inspection. Background research always includes a review of State Archeology files and SHPO, NRHP, and DOE files. Report identifies all available maps and aerial photographs and includes dates of original survey or printing of those resources. Report identifies other sources of information pertinent to the study. Report clearly indicates which tribes were consulted for the undertaking (information is available from ODOT-CRP). |  |
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| **12** | Report clearly presents the results of the background research of the resources reviewed above including archeological sites recorded within study area and vicinity (one mile) of study area. Report clearly states the original recorder of resource, legal location of resource, type and period of resource, mapped distance from existing facility center line. Section clearly indicates whether the resource was previously identified as NRHP eligible, not eligible, or not assessed for NRHP. |  |
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| **13** | Report includes a brief discussion of prehistoric or historic context with respect to expected finds as identified in the background research on OAS maps, other historic maps, aerials, GLSs, etc. The discussion shall include the location of expected prehistoric archeological sites based on background research and topography, locations of 19th and 20th century resources based on map and aerial research, and a discussion of time period of historic growth and development of study area based on information obtained from historic maps, aerial photographs, or other sources. |  |
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| **14** | Report includes a presentation of the field investigation methodology and percentage survey.  |  |
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| **15** | Report includes a discussion of the field investigation methodology based on topography, results of background research. Field investigations methodology shall incorporate known or perceived presence of cultural resources based on background research. If background information is minimal, field investigation methodology is expected to be conducted to incorporate lack of knowledge of the study area.  |  |
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| **16** | Report includes a discussion of field investigation methodology based on expected finds which includes a description of the portions of the study area that should be shovel-tested, pedestrian surveyed without shovel tests, or those areas that should be windshield surveyed. |  |
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| **17** | If applicable, report states that previously recorded NRHP eligible or non-assessed archeological sites within the study area will be re-evaluated to refine site boundaries/determine whether cultural deposits are present within study area.  |  |
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| **18** | If applicable, report states that the study area will be intensively surveyed near previously recorded NRHP or non-assessed archeological sites within that are present within 100 feet of the study area. |  |
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| **19** | Report includes a discussion of evaluation methodology for resources within the study area. |  |
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|  | **RESULTS OF INVESTIGATION** |
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| **20** | Report indicates whether cultural resources were recorded during the investigations and whether Oklahoma Archeological Survey site forms, Historic Preservation Resource Identification Forms, or ODOT Bridge Forms are being submitted for review. Report clearly identifies whether those resources are NRHP eligible or whether they require further evaluation. |  |
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| **21** | Report includes a discussion of each archeological resource recorded within the study area and places that archeological resource within the prehistoric or historic context.  |  |
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| **22** | Report explicitly states that dimensions of the archeological site, depth of deposits, soil texture and color containing archeological deposits, and distance of site from existing center line of facility. |  |
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| **23** | For 19th and 20th century archeological sites, the report notes the beginning and end dates of diagnostic artifacts. Report documents whether these sites are depicted as buildings on all available historic maps and/or aerials. The report identifies artifact types and distinguishes explicitly between modern trash and historically relevant materials. |  |
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| **24** | If applicable, report documents conditions that affect the integrity of the archeological deposits within the study area (plowzone, razed 20th century site, shallow soils and sediments, etc.). Evaluation of potential site integrity explicitly considers the aspects of integrity presented in 36 CFR 60.4. |  |
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| **25** | Report explicitly evaluates each site’s eligibility for inclusion in the NRHP. Evaluation of each site in the study area refers to relevant background information/context presented in the report. |  |
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| **26** | Report summarizes standing structures recorded during the investigations, stating the recommendation for eligibility and states that Historic Preservation Resource Identification Forms have been completed for these resources. |  |
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| **27** | If the undertaking is proposed to replace an existing bridge, the facility is described as to its type, feature crossing, date of construction, and NRHP eligibility as determined by ODOT-CRP. |  |
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|  | **RECOMMENDATIONS** |
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| **28** | Report indicates whether the project is recommended to proceed, recommended to proceed with stipulations, or recommended not to proceed. |  |
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| **29** | Report summarizes the resources recorded during the investigations and restates the recommendations for NRHP eligibility, citing eligibility (or lack thereof) pursuant to 36 CFR 60.4. |  |
|  |
| **30** | Report includes plan notes for non-assessed or NRHP eligible archeological sites recorded within one mile of the study area. Plan notes include legal location (Township, Range and specific portion of the Section, narrowed to the ¼, ¼, ¼ section if possible) |  |
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|  | **MAPS AND FIGURES** |
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| **31** | Report includes a figure of the study area presented on a USGS topographic map at a scale of 1:24,000. Cultural resources discussed in text and recorded within the study area and study vicinity are clearly presented on map. |  |
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| **32** | Report includes photographs, as appropriate, of the study area. |  |
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