

## MINIMUM DOCUMENTATION REQUIREMENTS FOR SECTION 106

As part of our responsibilities under the National Historic Preservation Act (NHPA), the Puerto Rico State Historic Preservation Office (SHPO) advises and assists, as appropriate, Federal and State agencies and municipalities in carrying out their historic preservation responsibilities under Section 106 of the NHPA and its implementing regulation 36 CFR Part 800: *Protection of Historic Properties*. Section 106 of the NHPA requires Federal agencies and other responsible entities to take into account the effects of their undertakings on historic properties and afford the Advisory Council on Historic Preservation a reasonable opportunity to comment on such undertakings. The SHPO participates in a four step section 106 review process, consisting of: 1) Initiating the process; 2) Identifying historic properties; 3) Assessing adverse effects; and 4) Resolving adverse effects.

The following information is necessary to initiate the review:

1. Section 106 delivery control form. (at the end of this document) Please include total amount of federal funds to be assigned.
2. An explanation of all Federal involvement in the project. Please identify the applicable Federal agency as well as the specific Federal program. If there are multiple Federal agencies involved in the project, please specify which has been designated “lead Federal agency.”
3. A letter from the Federal agency, directed to the SHPO, authorizing the applicant to initiate consultation with our office in accordance with 36 CFR Part 800.2(c)(4). Only those non-federal entities authorized by Federal law to assume the responsibilities of Section 106 are relieved of this requirement.
4. A detailed written description of the project, including related activities to be carried out in conjunction with the project. Please provide a copy of the application submitted for Federal funding, licenses, or permits.
5. Project information:
  - a) Project location marked on a U.S.G.S. Topographic Quadrangle Map outlining exact boundaries. Other types of maps will not be accepted (i.e. flood, zoning, or tourist maps, aerial or satellite photographs, etc.).
  - b) Project area in *cuerdas* or acres.
  - c) Site Plan, scale 1:2000 or larger, showing project property and vicinity saved as a PDF file and included with printed copies, size 11”x17”.
  - d) Tax property identification number (*Número de Catastro*) obtained from the Municipal Collection Center (*Centro de Recaudaciones de Impuestos Municipales*).

**PUERTO RICO STATE HISTORIC PRESETRVATION OFFICE**  
**MINIMUM DOCUMENTATION REQUIREMENTS FOR SECTION 106**  
Page 2

- e) Current photographs (taken from ground level and printed in photographic paper) of the property and the project's area of potential effects (at a minimum, the area of the project and its surroundings). Traditional photographs may be substituted by digitals only if submitted in TIFF, JPEG or PDF formats, saved in a CD-ROM, and included with printed color copies. No Polaroid's or photocopies will be accepted.
  - f) As-found or as-built plans of the building/structure(s) to be affected by the project saved as a PDF file and included with printed copies, size 11"x17".
  - g) Schematic or preliminary drawings (floor plans, elevations, sections) that show the proposed project design saved as a PDF file and included with printed copies, size 11"x17".
6. Measures taken to provide the public with information about this undertaking and its effects on historic properties, as well as to seek public comment and input.

***Please include the SHPO project number in any future correspondence.*** If the requested documentation is not available, the agency official must explain why it has not been submitted and when it can reasonably be expected to be provided to the SHPO.

The SHPO will have 30 days to respond after receiving an adequately documented finding or determination made by the agency official as per 36 CFR, Parts 800.3(c)(4), 800.4(d)(1), 800.5(c) and 800.11. However, additional information may be required after initiating the section 106 process.



Formulario para el control de entrega.  
Proyectos de sección 106



(Delivery control form 106 Section)

<b>Sección A. Información a ser llenada por el proponente*</b> (Section A. Information to be filled by proponent)			
Nombre del Proyecto/ Project's name		Número de referencia federal/ Reference federal number	
Municipio/ Municipality	Barrio/ Ward	Nombre del Proponente/ Proponent's name	
Agencia Federal/ Federal Agency	Total de fondos federales solicitados/ Total of federal funds to be requested	Total de acres/ Total amount of acres	
Nombre de la persona que entrega/ Name of person who delivers		Firma/Signature	
<b>Sección B. Información a ser llenada por la OECH al momento de la entrega del proyecto</b> (Section B. Information to be filled by SHPO upon delivery)			
Fecha de entrega en la OECH/ SHPO delivery date		Nombre y firma de la persona que recibe/ Name and signature of person who received	

\* Para poder cumplir su labor ministerial la OECH requiere que la Sección A de este formulario sea completada en su totalidad. Por tal razón, no se aceptarán proyectos que incumplan este requerimiento.  
(To carry out our duties, the SHPO requires that Section A of this form be totally filled-out. For this reason, we will not accept an incomplete form. )