

MHPC/ PROJECT REVIEW STANDARD OPERATING PROCEDURE

Maine Historic Preservation Commission Standard Operating Procedure Cultural Architectural Resource Management Archive

1.0 APPLICABILITY.

This standard operating procedure (SOP) applies to staff at the Maine Historic Preservation Commission (MHPC) and any Consultants charged with conducting historic architectural surveys for the purpose of federal and/or state regulatory project review.

2.0 PURPOSE.

This SOP is to ensure efficient and effective use of the Cultural Architectural Resource Management Archive (CARMA) for both MHPC and Consultants. The objective is to establish procedures to identify historic properties in a format that records properties in accordance with MHPC guideline standards and preserves records in an electronic, easily managed and retrievable system. The purpose of this system is to also allow MHPC to process surveys in an electronic format and expedite survey recording time and review time. CARMA will be used to record all surveys submitted to MHPC, whether they are grant funded, conducted in-house, or prepared by Consultants.

3.0 MAINTENANCE

MHPC will ensure that this SOP reflects current needs and standards on an annual basis. Attachments will be updated as needed and the updated information provided to all parties.

4.0 APPLICABILITY

This SOP applies to any undertaking governed by, but not limited to, the following:

- Section 106 and Section 110 of the National Historic Preservation Act (16 U.S.C. 470)
- Maine Department of Environmental Protection: Site Location of Development Law (38 M.R.S.A. Sections 481-490); Maine Waterway Development and Conservation Act (38 M.R.S.A. Sections 630-640); Natural Resources Protection Act (38 M.S.R.A. Sections 480A-480-HH and 35-A M.R.S.A. Section 3452)
- Maine Land Use Regulation Commission: 12 M.R.S.A. §206-A Land Use Regulation; Wind Energy Development Public Law 2008, Chapter 661 and 12 M.R.S.A. § 685-A(13)

5.0 PROCESS

5.1 Structure

CARMA is administered by the MHPC with technical oversight by the Maine Department of Transportation (MaineDOT). CARMA is a secure web-based application

developed on Microsoft's .net technology and served from an IIS web server housed at MaineDOT.

There are two role types within CARMA: 1) Administrator (full authority) and 2) Surveyor (able to fill out surveys).

5.2 Authorizations

MHPC is responsible for overseeing and authorizing the use of CARMA. This is accomplished through establishing user profiles and passwords. MHPC is also responsible for archiving completed surveys into the archive database.

All Consultants will be granted permission under the status type of Surveyor. This permission is given only for the duration of the project, but may be reactivated for future projects.

5.3 Initiating and Completing a Survey

A. After being contacted by the Consultant, MHPC will assign a login name and password for use in the CARMA workbench. MHPC will then initiate a survey by entering a new project (town and MHPC #) into CARMA.

B. Once the project has been established within CARMA the Consultant will open an Internet browser window and navigate to the following URL:

<https://mainedot-roadspray.maine.gov/me-historic/>

C. The survey will then be conducted in accordance with the MHPC Guidelines for Identification: Architecture and Cultural Landscapes- Project Review Specific. The survey data and mapping will be entered into CARMA in accordance with the Historic Property Workbench User Guide-Surveyor Role, located in the "Help" section of CARMA at http://mainedot-roadspray.maine.gov/me-historic/pdf/HPWB_UserGuide_Surveyor.pdf.

D. Once the survey data has been input into CARMA and the survey is complete the Consultant will send an e-mail to the MHPC Survey Coordinator stating that the project is ready for preliminary review. The e-mail will contain the name of the project, the MHPC number (if known)¹ and contact information for the Consultant. The draft survey report (Word .doc), matrix and maps (.jpg or .pdf) must be attached to the e-mail.

E. The survey report, matrix, maps and survey forms must be prepared in accordance with MHPC Guidelines for Identification: Architecture and Cultural Landscapes – Project Review Specific. All these items will be submitted to MHPC electronically. Upon receipt of the e-mail and all accompanying items MHPC will respond with an approximate time frame in which they expect to complete the preliminary review.²

¹ If the MHPC # has not been assigned the MHPC Survey Coordinator will get this from the MHPC Review and Compliance Coordinator and provide it to the Consultant.

² A copy of this e-mail will be sent to the Review and Compliance Coordinator and logged into the MHPC review and compliance database.

NOTE: This preliminary, electronic submission does not initiate the formal review of the survey project or finding of effects.

5.4 MHPC Receives/Reviews/Accepts/Rejects a Survey or Report.

Upon receipt of the survey, report, and maps MHPC will review the submission for completeness and accuracy and either accept or reject the project.

A. If the survey forms, maps, survey report and matrix are sufficient, MHPC will approve it as complete. At this time the consultant must then submit the hard copy survey with survey report, maps, matrix, negatives, CD, and negative index, along with a cover letter to MHPC to start formal review of the survey and finding of effects.

B. If the survey forms, report, and maps are insufficient or incomplete, MHPC will reject the project (with attached comments) and request the Consultant make the corrections/additions. The Consultant will correct the survey and/or report and resubmit to MHPC for review. Once MHPC accepts the survey, maps, survey report and matrix as complete, then the hard copy survey, with maps, report, matrix, negatives, CD, and negative index, along with a cover letter can be submitted to MHPC to start formal review of the survey and finding of effects., as described in paragraph 5.4.A (above).

5.5 MHPC Archives a Survey

Once MHPC accepts a survey as complete, the Survey Coordinator will add administrative information to the forms within the CARMA (such as eligibility). When MHPC has entered in this data, the survey can then be archived.

6.0 REVIEW AND COMPLIANCE CONSULTATION

Once MHPC accepts a survey as complete, the Consultant/applicant will then follow the process for consultation in accordance with the appropriate federal or state laws and regulations and agreements emanating from them, which govern the treatment of historic and archaeological resources in Maine.

