

**We DO NOT accept submissions for project review via fax. Submissions for Section 106 review must be submitted to our office via EMAIL to [MHPCProjectReview@maine.gov](mailto:MHPCProjectReview@maine.gov). Submissions via EMAIL are preferred; however, we can only accept attachments totaling 50 MB. For any electronic submission larger than 50MB, please contact Megan Rideout at [megan.m.rideout@maine.gov](mailto:megan.m.rideout@maine.gov) for a link to our FTP site.**

**If you wish to submit your project review package in hard copy, please send to our office via USPS, FedEx, OR UPS.**

**In addition, please do not include zip files, kmz files or shapefiles with the submission.**

**PLEASE DO NOT SEND DUPLICATES. ONLY SEND THE MATERIALS VIA ONE SUBMISSION METHOD.**

**Pursuant to the Section 106 regulations, our 30-day review period begins upon date of receipt of the materials.**

**Our office does not provide response electronically, so please include your mailing address with your submission.**

### **Cell Towers/Collocations**

The Federal Communications Commission (FCC), the Advisory Council on Historic Preservation, and the National Council of State Historic Preservation Officers signed a Nationwide Programmatic Agreement (NPA) in 2004, which governs Section 106 compliance requirements for the construction of new telecommunications towers and collocations of antennae on existing towers, buildings and other structures. When submitting information to the Maine Historic Preservation Commission for review of such projects, the materials required under the NPA (e.g. Form 620 or 621) should be submitted.

For more information, including the NPA and the appropriate forms to submit to our office, please see the FCC's website: [http://wireless.fcc.gov/siting/historic\\_preservation.html](http://wireless.fcc.gov/siting/historic_preservation.html).

**Prior to submission of the Form 620 or 621, please consult with our office regarding the identification of historic resources. Our online viewer CARMA is not all inclusive and does not contain all data regarding above-ground properties or archaeological resources.**

**Please note that our office does *not* participate in the FCC's voluntary electronic Section 106 system (E-106).**

### **FERC Dam Relicensing / Dam Rehabilitation/ Removal**

**Our office does *not* participate in FERC's e-library submission system.**

**When submitting information to our office for review of all aspects of FERC relicensing activities, please submit them via email.**

**If file size is too large to email, please email [megan.m.rideout@maine.gov](mailto:megan.m.rideout@maine.gov) for a link to our FTP site to share the file.**

## **New Construction/Site Development/Subdivisions**

1. A cover letter describing the development and type of permitting needed (local, state or federal) or if there are federal monies involved (HUD, USDA RD, etc.); and
2. A 7.5' USGS topographic quad map with the project boundaries clearly and accurately delineated; and
3. Clear, unobstructed photos of any buildings over fifty years of age that are on, adjacent to, or across the street from the project site and any associated access roads. All photos should be keyed to the map. If no such buildings exist, please indicate this in writing; and
4. Preliminary site plans, concept sketches and/or drawings should be submitted if available.

## **Docks, Piers, Ramps, Floats, Shoreline Stabilization, etc.**

1. A brief cover letter describing the project and type of permitting needed (local, state or federal) or if there are federal monies involved; and
2. A 7.5' USGS topographic quad map with the project location clearly and accurately indicated; and
3. Clear, unobstructed photos of any buildings over fifty years of age that are on or adjacent to the project site. All photos of nearby buildings should be keyed to the map. If no such buildings exist, please indicate this in writing; and
4. Close-up color photos (not xeroxed or faxed) showing existing conditions where the project will impact the shoreline - photos should be taken at low tide from the vantage of about mid tide looking back towards the portion of the shoreline that will be impacted by this project; and
5. Photos showing other shoreline development (other docks, piers, ramps, etc.) in the project vicinity; and
6. If plans, sketches or drawings are available, they should also be submitted.

## **Building Façade Projects/Rehabilitation**

1. A cover letter describing the project and type of permitting needed (local, state or federal) or if there are federal monies involved (HUD, USDA RD, etc.); and
2. A 7.5' USGS topographic quad map and/or tax map with the subject property clearly and accurately indicated; and
3. Clear, unobstructed photos of the subject building or site, photos of any buildings over fifty years of age that are adjacent to or across the street from the project site, as well as photos of the streetscape in the immediate vicinity of the project site. All photos should be keyed to a USGS topographic quad map, tax map or a site plan. If no buildings over fifty years of age exist in the vicinity, please indicate this in writing; and
4. Specifications, plans, concept sketches and/or drawings should be submitted if available.

**For a project with multiple buildings, please submit a cover letter, map and photographs for each individual building.**

## Housing Rehabilitation/Restoration

1. A cover letter describing the project and type of permitting needed (local, state or federal) or if there are federal monies involved (HUD, USDA RD, etc.); and
2. A 7.5' USGS topographic quad map and/or tax map with the subject property clearly and accurately indicated; and
3. Clear, unobstructed photos of the subject building or site, photos of any buildings over fifty years of age that are adjacent to or across the street from the project site, as well as photos of the streetscape in the immediate vicinity of the project site. All photos should be keyed to a USGS topographic quad map, tax map or a site plan. If no buildings over fifty years of age exist in the vicinity, please indicate this in writing; and
4. Specifications, plans, concept sketches and/or drawings should be submitted if available.

**For a project with multiple buildings, please submit a cover letter, map and photographs for each individual building.**

## Road & Trail Construction/Restoration/ Water Crossings (culverts, bridges, etc)

1. A cover letter describing the project and type of permitting needed (local, state or federal) or if there are federal monies involved; and
2. A USGS topographic quad map with the project corridor, or project sites along the corridor, clearly and accurately located; and
3. Clear, unobstructed photos of river or stream shorelines.
4. Photos of any structures that will be directly impacted (stone walls, bridges, culverts, buildings, etc.) by the project, as well as photos of any buildings over fifty years of age that will have a view of the project. All photos of buildings should be keyed to the USGS topographic quad map, tax map or a site plan. If no buildings over fifty years of age exist in the vicinity, please indicate this in writing.
5. Specifications, plans, concept sketches and/or drawings should be submitted if available.

## Small Scale Ground Mounted Solar Arrays

1. A cover letter describing the project and type of permitting needed (local, state or federal) or if there are federal monies involved; and
2. A 7.5' USGS topographic quad map with the project boundaries clearly and accurately delineated; and
3. Clear, unobstructed photos of any buildings over fifty years of age that are on, adjacent to, or across the street from the project site and any associated access roads. All photos should be keyed to a map. If no such buildings exist, please indicate this in writing; and
4. Preliminary site plans, concept sketches and/or drawings should be submitted if available.

## Infrastructure

### (Sewer, Water, Etc.) Replacement /Repair/Installation/ Extension

1. A brief cover letter describing the project, the scope of work and type of permitting needed (local, state or federal) or if there are federal monies involved. If the project necessitates blasting, this information should be included; and
2. A USGS topographic quad map with the project location clearly and accurately indicated (if the project scope only includes in-situ repair or replacement of existing lines, no further information will likely be necessary); and
3. Clear, unobstructed photos of any buildings over fifty years of age that are on or adjacent to the project site. All photos of nearby buildings should be keyed to the U.S.G.S. topographic quad map. If no such buildings exist, please indicate this in writing.
4. For small scale solar arrays, please provide a site plan, if available.

## Large Scale Projects

### (Large Scale Solar Arrays, Wind Farms, Pipelines, Transmission Lines, Fuel Storage & Terminals, Etc.)

1. A cover letter describing the project and type of permitting needed (local, state or federal) or if there are federal monies involved; and
2. A USGS topographic quad map with the project location, boundaries and/or corridor routes clearly indicated; and
3. A proposed site plan of the project, if available; and
4. Due to their size and scale, these types of projects will generally require retention of the services of archaeological and/or historic preservation consultants that have been approved by the Commission to conduct studies in the State of Maine. Please see the Maine Historic Preservation Commission's Above Ground Cultural Resource Survey Manual (PDF) for architectural surveys for these projects.