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, 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, what is proposed, and any 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, GLOs, etc. The discussion shall include the location (types of landforms and potential depth of deposits) 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. |  |
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| **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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