

SUBMITTAL CHECKLIST

FOR COMPLIANCE REVIEW

STEP 1: PREPARE REQUIRED SUBMITTAL COMPONENTS

Components required for:			
Cultural Resource Consultation	Architectural Consultation	Instructions	Save file as...
<input type="checkbox"/> Cover Letter <input type="checkbox"/> CRABS Form	<input type="checkbox"/> Cover letter	Combine cover letter and CRABS form (if required) to one PDF.	<input type="checkbox"/> <i>ProjectName_COVER.pdf</i>
<input type="checkbox"/> Cultural Report + Appendices	<input type="checkbox"/> Supporting documentation	Combine report, appendices, and supporting documentation (maps, photos, drawings) to one PDF.	<input type="checkbox"/> <i>ProjectName_REPORT.pdf</i>
<input type="checkbox"/> Cultural Site Records and Updates (CRIS Form)	<input type="checkbox"/> Historic Property Records and Updates (HPR Form)	Save forms for each site record/update as an individual PDF using the Smithsonian number (e.g., 24ZZ1234.pdf, 24ZZ0001_update). ZIP site record PDF files into one file.	<input type="checkbox"/> <i>ProjectName_SITES.zip</i>
<input type="checkbox"/> GIS files	<i>GIS is generally not required for architectural consultations.</i>	Any inventoried area, cultural resource boundaries, and changes to site boundaries need to be accompanied by GIS files. Acceptable GIS file formats include shapefiles and KMZ. ZIP files into one file.	<input type="checkbox"/> <i>ProjectName_GIS.zip</i>

STEP 2: SUBMIT HARDCOPY AND ELECTRONIC REPORT FILES

<input type="checkbox"/> Mail Hardcopy:	Montana SHPO, Review and Compliance PO Box 201202 / 1301 E Lockey Ave. Helena, MT 59620-1202
<input type="checkbox"/> Submit Electronic Files:	Electronic files are accepted via upload to our online PORTAL at https://svc.mt.gov/adsams/ Create an Montana File Transfer Account: https://transfer.mt.gov
<input type="checkbox"/> Questions? Contact MT SHPO's Consultation Team	Laura Evilsizer, Review and Compliance Officer (406) 444-7719 laura.evilsizer@mt.gov Jessica Bush, State Archaeologist (406) 444-0388 jbush2@mt.gov Eric Newcombe, Historic Architecture Specialist (406) 444-7717 eric.newcombe@mt.gov Damon Murdo, Cultural Records Manager (406) 444-7767 dmurdo@mt.gov

TIPS AND REMINDERS

- When preparing your report, please review the [GUIDE TO CONSULTING WITH MONTANA SHPO](#) to facilitate the consultation process.
- HARDCOPY AND DIGITAL SUBMITTAL PACKAGES ARE REQUIRED** for consultation, and BOTH must be received before the review period begins.
- PLASTIC COVERS AND BINDING ARE DISCOURAGED** and are discarded prior to archiving.
- SHPO NORMALLY HAS 30 DAYS TO RESPOND.** The review period begins upon receipt of a **complete** submittal package in hardcopy AND digital formats. If we must request any missing items, the 30-day comment period resets to the date our office receives all materials.