

Guidelines and Samples for CSR / AER Form Photo and Map Attachments

Supporting photographs, maps, and other figures referenced in Section 7 of the CSR/AER Form need to be included with the site record form according to the following guidelines. To accommodate the wide variety of technology used to collect and create supporting images, users can create attachment pages using the software/method of their choosing. The following guidelines and sample pages provide a template to ensure consistent formatting and complete information about the images.

Final attachment pages should be saved in PDF format and combined with a PDF of the completed CSR or AER form.

For more detailed mapping and photography standards, please review *Guidelines and Procedures: A Comprehensive Guide to Consulting with Montana SHPO*.

PHOTO GUIDELINES

At a minimum, the following photos should be included with a CSR/AER Form:

1. **Overview** of the site.
2. **Four Directional Views** of the site (e.g., N, W, S, E), or exterior elevations of historic structures.
3. **Features and Details** referenced in the narrative, such as a building foundation, architectural details, construction techniques, diagnostic artifacts, damage or vandalism, and natural exposures used to evaluate subsurface potential.

Photos captions should include:

- Unique photo name/number
- Photo description
- Photographer
- Date

MAP GUIDELINES

At a minimum, the following maps are required with a site record form:

1. **Site Overview / Location Map** Topographic map at 1:24,000 scale. Provide a PDF and accurate GIS shapefiles that clearly show the boundary of the site as a polygon. If the site is linear such as an irrigation ditch or road, add a buffer along the centerline of the feature to visualize its width.
2. **Feature Boundaries Map:** For sites with more than three features, provide a map showing the boundary locations for individual features within the larger site boundary, and including a legend that clearly identifies each feature.

Maps should include:

- **Unique Map Name/Number** identifying the map as an “overview” or “feature” map
- **North Arrow** indicating map orientation
- **Map Scale** in the 1:XXXX format
- **Scale Bar** to measure distances on the map in either imperial or metric units
- **Site Name** or field designation exactly as shown on the associated CSR or AER Form.
- **Legal Location** (TRS) of the site. Reference section 2 of the CSR/AER Form for multiple legal locations.
- **Site and Feature Boundaries:** Clearly show the boundary of the site and features as polygons. Add a buffer to the center line of linear features such as irrigation ditches or roads.
- **DO NOT INCLUDE** a project or survey area map.

SAMPLE ATTACHMENT 1. PHOTOS

PHOTO 1. Overview of site (24XX####), looking North. Photo by J Doe, 6/24/2022

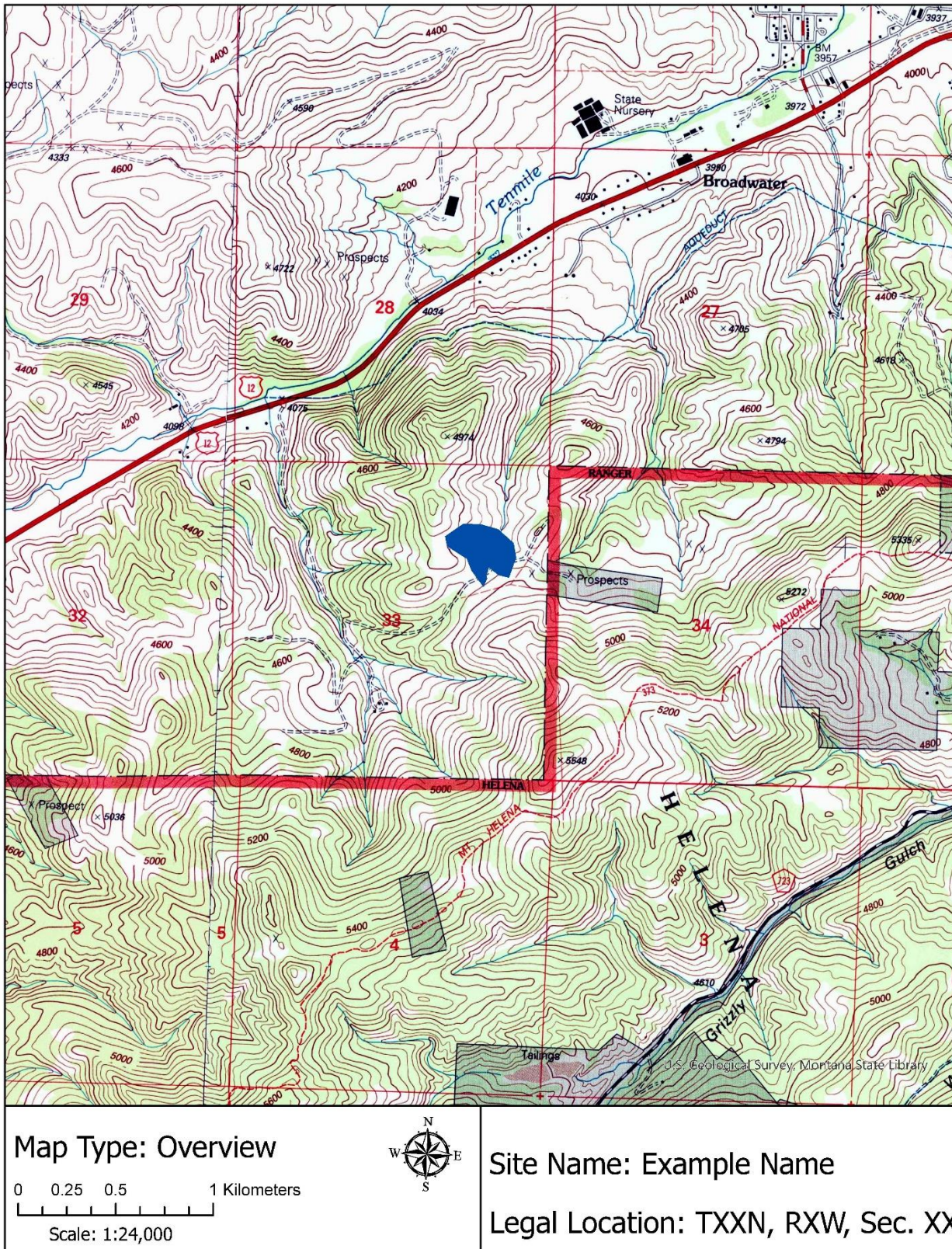


PHOTO 2. Looking NW at Feature 1, Site (24XX####). Photo by J Doe, 6/24/2022



SAMPLE ATTACHMENT 2. MAPS

MAP 1: Site overview / location map for site name 24XX#### at 1:24,000 scale. T1N R6W S3NW



MAP 2: Boundaries and locations for six features at [site name and number] at 1:5,000 scale. T XN R XW S.X

