

# 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"/> <a href="#">Cover Letter</a> <input type="checkbox"/> <a href="#">CRABS Form</a>	<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). <b>ZIP site record PDF files into one file.</b>	<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. <b>ZIP files into one file.</b>	<input type="checkbox"/> <i>ProjectName_GIS.zip</i>

### STEP 2: SUBMIT HARDCOPY AND ELECTRONIC REPORT FILES

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

### 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.

