



INSTRUCTIONS FOR COMPLETING CULTURAL RESOURCE NOTICE

GENERAL INFORMATION

This package is designed to assist the applicant in completing the necessary documentation regarding archaeological sites and historic structures encountered while undertaking permitting projects.

This form is to be completed, signed, and dated by applicants for certain DEP permits or plan approvals. Please refer to the List of Exemptions for a list of applications which are exempt from this requirement. It is the responsibility of the applicant to complete this form and mail it to the PHMC at the following address:

Pennsylvania Historical and Museum Commission
Bureau of Historic Preservation
400 North Street, Second Floor
Harrisburg, PA 17120-0093

Please be aware that PHMC will keep the Notice and submitted materials for its files. Therefore, keep a copy of the Notice and any materials submitted with it. Applicants should mail all Cultural Resource Notices "Certified Mail Return Receipt Requested" in order to prove submission and the date PHMC received the Notice.

Attach a copy of your completed Cultural Resource Notice and the return receipt to your permit application.

SECTION A. APPLICANT IDENTIFIER

For purposes of identifying and tracking complete permit packages, enter the following requested information.

APPLICANT NAME. Please insert applicant name using the same name as will be used with the Permit Application. Also, please insert applicant address and phone number. (Note: This would not be the consultant or engineering firm preparing the application.)

PROJECT TITLE. Please enter the title of the project as will be used with the Permit Application.

SECTION B. LOCATION OF PROJECT

MUNICIPALITY. Indicate the municipality(ies) in which the site is located. If the site is located in more than two municipalities, attach a separate sheet of paper.

COUNTY. Indicate the county(ies) in which the site is located. Write out the county name and also give the DEP county code. (County codes are provided on page 2 of these instructions.) If the site is located in more than two counties, attach a separate sheet of paper.

SECTION C. PERMITS OR APPROVALS

Give the name(s) of specific DEP permit or approval. Check the appropriate box for any anticipated federal permits that may be required.

SECTION D. GOVERNMENT FUNDING SOURCES

Indicate any authorized or anticipated governmental funding source and give the name of this funding source, i.e., PennVest or Rural Utility Services.

SECTION E. RESPONSIBLE DEP REGIONAL, CENTRAL, DISTRICT MINING, OR OIL AND GAS MANAGEMENT OFFICE

Check the appropriate box that identifies the DEP Regional, Central, District Mining, or Oil and Gas Management Office that is responsible for the review of this permit application. A list of DEP offices and counties supported is included at the end of these instructions.

SECTION F. COUNTY CONSERVATION DISTRICT

Some permit applications are reviewed by County Conservation Districts. If this is the case, give the name of the district office and the telephone number, if known.

SECTION G. CONSULTANT IDENTIFIER

For purposes of avoiding confusion should the consultant submit the determination notice to PHMC for the applicant, enter the following requested information: Consultant Engineer Name, Address and Telephone Number.

SECTION H. PROJECT BOUNDARIES AND DESCRIPTION

Assure that the following items are attached and submitted with the Notice form:

- 7.5' USGS Map indicating boundaries of the proposed activity. Maps should include all relevant details. (Example: For a sewage facilities plan, the location of proposed sewerage facilities, including collection sewers, interceptor lines, pump stations and sewage treatment plants would be relevant information that PHMC would need.)
- Narrative description of the proposed activity.
- Photographs of any buildings over 50 years old. Indicate what is to be done to all buildings in the project area.
- Indicate the total acres in the property under review. Of this acreage, indicate the total acres of earth disturbance for the proposed activity.
- The return receipt of delivery of this Notice to the Pennsylvania Historical and Museum Commission.

PHMC requests the following items:

- Photographs of any buildings over 40 years old.
- Site maps of the proposed activity, if available.

SECTION I. SIGNATURE BLOCK

A legally responsible agent of the applicant should complete and sign the notice. If this form is prepared by someone else, such as a consultant or contractor, that individual should complete and sign the notice.

SECTION B. LOCATION OF PROJECT

County Codes:

01 Adams	24 Elk	47 Montour
02 Allegheny	25 Erie	48 Northampton
03 Armstrong	26 Fayette	49 Northumberland
04 Beaver	27 Forest	50 Perry
05 Bedford	28 Franklin	51 Philadelphia
06 Berks	29 Fulton	52 Pike
07 Blair	30 Greene	53 Potter
08 Bradford	31 Huntingdon	54 Schuylkill
09 Bucks	32 Indiana	55 Snyder
10 Butler	33 Jefferson	56 Somerset
11 Cambria	34 Juniata	57 Sullivan
12 Cameron	35 Lackawanna	58 Susquehanna
13 Carbon	36 Lancaster	59 Tioga
14 Centre	37 Lawrence	60 Union
15 Chester	38 Lebanon	61 Venango
16 Clarion	39 Lehigh	62 Warren
17 Clearfield	40 Luzerne	63 Washington
18 Clinton	41 Lycoming	64 Wayne
19 Columbia	42 McKean	65 Westmoreland
20 Crawford	43 Mercer	66 Wyoming
21 Cumberland	44 Mifflin	67 York
22 Dauphin	45 Monroe	
23 Delaware	46 Montgomery	99 Out of State

PA Dept. of Environmental Protection
NC Regional Office
 208 West 3rd Street, Suite 101
 Williamsport, PA 17701-6448 Phone: (717) 570-3636

Counties: Bradford, Cameron, Clearfield, Centre, Clinton, Columbia, Lycoming, Montour, Northumberland, Potter, Snyder, Sullivan, Tioga and Union

PA Dept. of Environmental Protection
SW Regional Office
 400 Waterfront Drive
 Pittsburgh, PA 15222-4745 Phone: (412) 442-4000

Counties: Allegheny, Armstrong, Beaver, Cambria, Fayette, Greene, Indiana, Somerset, Washington and Westmoreland

PA Dept. of Environmental Protection
NW Regional Office
 230 Chestnut Street
 Meadville, PA 16335-3481 Phone: (814) 332-6945

Counties: Butler, Clarion, Crawford, Elk, Erie, Forest, Jefferson, Lawrence, McKean, Mercer, Venango and Warren

PA Dept. of Environmental Protection
Central Office
 400 Market Street
 P.O. Box 8554
 Harrisburg, PA 17105-8554 Phone: (717) 787-5027

DEP REGIONAL AND CENTRAL OFFICES

PA Dept. of Environmental Protection
SE Regional Office
 2 East Main Street
 Norristown, PA 19401-4915 Phone: (484) 250-5900

Counties: Bucks, Chester, Delaware, Montgomery and Philadelphia

PA Dept. of Environmental Protection
NE Regional Office
 Two Public Square
 Wilkes-Barre, PA 18711-0790 Phone: (570) 826-2511

Counties: Carbon, Lackawanna, Lehigh, Luzerne, Monroe, Northampton, Pike, Schuylkill, Susquehanna, Wayne and Wyoming

PA Dept. of Environmental Protection
SC Regional Office
 909 Elmerton Avenue
 Harrisburg, PA 17110-8200 Phone: (717) 705-4700

Counties: Adams, Bedford, Berks, Blair, Cumberland, Dauphin, Franklin, Fulton, Huntingdon, Juniata, Lancaster, Lebanon, Mifflin, Perry and York

DEP OIL AND GAS OFFICES

PA Dept. of Environmental Protection
 Oil and Gas Management
 Rachel Carson State Office Building
 5th Floor
 400 Market Street
 P.O. Box 8765
 Harrisburg, PA 17105-8765 Phone: (717) 772-2199

PA Dept. of Environmental Protection
 Oil and Gas Management
 Northwest Regional Office
 230 Chestnut Street
 Meadville, PA 16335-3481 Phone: (814) 332-6860

PA Dept. of Environmental Protection
 Oil and Gas Management
 Southwest Regional Office
 400 Waterfront Drive
 Pittsburgh, PA 15222-4745 Phone: (412) 442-4000

DEP DISTRICT MINING OFFICES

PA Dept. of Environmental Protection
Greensburg District Office

Armbrust Professional Center
8205 Route 819
Greensburg, PA 15601 Phone: (724) 925-5500

Counties: Allegheny, Armstrong, Beaver, Fayette, Greene, Washington and Westmoreland

PA Dept. of Environmental Protection
Cambria District Office

286 Industrial Park Road
Ebensburg, PA 15931-4119 Phone: (814) 472-1900

Counties: Bedford, Blair, Cambria, Fulton, Huntingdon, Indiana and Somerset

PA Dept. of Environmental Protection
Pottsville District Office

5 West Laurel Boulevard
Pottsville, PA 17901-2454 Phone: (570) 621-3118

Counties: Adams, Berks, Bucks, Carbon, Chester, Columbia, Cumberland, Dauphin, Delaware, Franklin, Juniata, Lackawanna, Lancaster, Lebanon, Lehigh, Luzerne, Mifflin, Monroe, Montgomery, Montour, Northampton, Northumberland, Perry, Philadelphia, Pike, Schuylkill, Snyder, Susquehanna, Union, Wayne, Wyoming, and York

PA Dept. of Environmental Protection
Moshannon District Office

186 Enterprise Drive
Philipsburg, PA 16866-1860 Phone: (814) 342-8200

Counties: Bradford, Cameron, Centre, Clearfield, Clinton, Lycoming, Potter, Sullivan and Tioga

PA Dept. of Environmental Protection
California District Office

25 Technology Drive
California Technology Park
Coal Center, PA 15423-1051 Phone: (724) 769-1100

Serving: All of Western Pennsylvania

PA Dept. of Environmental Protection
Knox District Office

White Memorial Building
P.O. Box 669
Best Avenue
Knox, PA 16232-0669 Phone: (814) 797-1191

Counties: Butler, Clarion, Crawford, Elk, Erie, Forest, Jefferson, Lawrence, McKean, Mercer, Venango and Warren
