MICHIGAN ARCHAEOLOGICAL SURVEY SHORT REPORT FORM INSTRUCTIONS

GENERAL INSTRUCTIONS

The Short Report Form must be completed fully and accurately in order to be accepted by the Michigan SHPO. *This form is to be used for certain types of projects only*. To determine whether your project can use the Short Report Form, you must be able to check yes to all of the following conditions:

☐ Project occurred in a rural setting, not within a city or village boundary

☐ Project is a Phase I survey, such as a Cell Tower Survey, with a survey area of 5 acres or less

☐ No sites were identified, or if sites were identified the sites are isolated finds or small artifact scatters (on the order of <25 artifacts) that are not eligible for NRHP listing.

The Short Report Form is *not appropriate* for Phase I deep testing projects with stratigraphic or sub-surface deposits, large survey areas, including linear Phase I surveys that exceed more than 5 acres in size and/or cover more than two townships, Phase II evaluation, or Phase III mitigation projects, survey areas within urban settings, or for projects that identified sites with large or dense artifact scatters and/or intact cultural features. *The Short Report Form is not for use on underwater surveys.* SHPO reserves the right to reject this form and request a full report if this form is deemed inappropriate for the scale/type of project. Contact Sarah Surface-Evans, surfaceevanss1@michigan.gov; 517-282-7959 for any questions about how to complete this form.

PROJECT INFORMATION INSTRUCTIONS

Project Title: The title should be something that briefly, but clearly, characterizes the project (e.g., Phase I Cultural Resources Survey of the Proposed Bomb Disposal Area, Section 8, Coyote Township (T06N, R31W), Boom City, Goner County, Michigan).

Funding/Permitting Agency: Identify the federal agency involved. If there is more than one federal agency involved in the project, list contact information for each federal agency. This can be accomplished on the application by copying and pasting this section, if necessary.

Project Description: This should adequately describe the nature of the project, including the proposed project purpose, the Area of Potential Effect (APE) or Project Area boundary, location, and extent of any ground disturbing activities. Include a description of how the project APE was determined.

Property Ownership: Include the complete contact information for the property owner(s) in the project APE.

LOCATIONAL INFORMATION & SURVEY CONDITIONS INSTRUCTIONS

County: List the county in which the survey took place. If occurs in multiple counties, list all.

USGS 7.5 Min. topographic quadrangle name: List the name(s) of the quad map(s) for the project area. Report Form must be submitted with a USGS 7.5 Minute Topographic Quadrangle map showing the location of the Project Area and the Study Area. These maps can be downloaded for free at the USGS Topo View website (https://store.usgs.gov/map-locator). The Quad map must be appropriately cropped and sized to clearly show the relevant area(s) and project information. Label this graphic with the official USGS map name. A scale and North arrow also must be included.

T/ R/ Section/ Quarter Section/Private Claim/Township Name: List all Town/Range/Section or Private Claim numbers of the project area.

Topography/Landform: List the landform type (upland, ridge, floodplain, river terrace, beach, relict beach, etc…) and describe the topography of the APE/Project Area (level, rolling, slope, etc…).

River Drainage: List the major watershed as well as the nearest water source, distance and direction to water source.

Soils Series/Association & Slope: Provide the Soil Series/Association name and percent slope as described by USDA – NRCS Soil Surveys. Any Soil Survey consulted should be listed in references. Soil Surveys are available online: https://websoilsurvey.sc.egov.usda.gov/App/HomePage.htm.

Soil Drainage Characteristics: Describe the drainage class and permeability of the soils in the Survey Area, as indicated in the Soil Survey. If field conditions differ significantly from mapped soils, then describe how and where.

Ground Cover & Visibility: Describe the current vegetation of the survey area. If multiple types of landcover and vegetation are present, describe locations and indicate on an attached survey map. Photographs of the ground cover and visibility must be included with location and direction indicated on a Project Area map.

Current Land Use: Briefly summarize the present land use of the survey area (any relevant supporting documentation should be submitted as attachments/references). Examples of land use include: cultivated, pasture, forested, road/trail, borrow pit, mining, residential, recreational, commercial, logging, industrial, modern cemetery, landfill, etc. Include description of any recent disturbances and be sure to discuss the type of disturbance, origin, and how determined.

ARCHAEOLOGICAL & HISTORICAL CONTEXT INSTRUCTIONS

Historic Maps & Other Sources Examined: Discuss all of the sources of historic information that were consulted for the background literature review. Cite all sources in the References section of the report.

State Archaeological Site File (SASF) Examined: Check Yes or No. If no, explain why. Pre-Contact Vegetation: Describe the Pre-Contact vegetation of the survey area and surrounding area and how it differs from current vegetation. Consult sources, such as Albert, Dennis A, and Patrick J. Comer. 2008. *Atlas of Early Michigan's Forests, Grasslands, and Wetlands: An Interpretation of the 1816-1856 General Land Office Surveys* (Michigan State University Press, East Lansing); or the Michigan Natural Features Inventory)MNFI) website, https://mnfi.anr.msu.edu/resources/vegetation-circa-1800.

Previous Surveys: Describe previous archaeological surveys in the survey area and surrounding area. Cite all sources in the References section of the report.

Previously Reported Sites: Describe all previously documented archaeological sites in the survey area and surrounding area. Cite all sources in the References section of the report.

Previously Reported Above – Ground Architectural Resources: Describe all previously documented above-ground architectural resources in the survey area and surrounding area. Cite all sources in the References section of the report.

Summary of Context & Expectations for Cultural Resource Sensitivity: In this section summarize and synthesize the contextual information. What does this information suggest for the sensitivity of cultural resources in the survey area? What types of resources are possible in the survey area?

SURVEY METHODS INSTRUCTIONS

AREA SURVEYED (acres/hectares): Provide number of acres and hectares surveyed.

SURVEY METHODS : Provide a detailed narrative of field methods utilized for the survey. If multiple methods were used, describe each and include the location of each method on an attached map.

SURVEY LIMITATIONS: If portions of the survey area could not be surveyed, discuss why and provide a map indicating locations. Also, discuss any methodological limitations.

TYPICAL SOIL PROFILE: Describe soils encountered in the project area. If the soils are different in various locations, be sure to discuss and describe. Indicate the locations of different soil profiles on a project map. If soils are significantly different from the typical profile described in the soil survey, then describe and discuss. Include photographs of typical soil profiles.

DISTURBED SOIL HORIZONS ENCOUNTERED IN APE: Check one box only, Yes or No

IF DISTURBED, DESCRIBE (Photograph & show location on project map): If Yes, then describe the disturbance(s). Provide possible explanations for soil disturbance(s) (both cultural and natural) and indicate the locations of disturbance(s) on a project map. Include photographs of the disturbed soils.

SITE(S) ENCOUNTERED: Check one box only, Yes or No.

IF YES, LIST SITE NUMBER(S) OBTAINED FROM SHPO*: Contact Senior Archaeologist, Sarah Surface-Evans, surfaceevanss1@michigan.gov for state site number(s) prior to submitting the report. Completed Site Form(s) must be submitted with the report.

DESCRIBE ALL SITE(S) (Include location, density of artifacts & features and how the site boundary was delineated in the field): Provide a detailed description of the site. How was the site defined and what was the field evidence? If multiple sites were identified, describe each site.

CULTURAL MATERIALS: Describe the artifacts identified at the site. If there were diagnostics encountered, describe, and include photographs, and references used in their identification and analysis.

COLLECTION TECHNIQUES: Describe how samples were collected in the field. If some classes of artifacts were noted, but not retained, describe which and why this decision was made.

CURATION LOCATION: Provide the name, address, and point of contact for the designated curation facility.

FIELD RECORDS REPOSITORY: Provide the name, address, and point of contact for the location where field records are curated. Original field records or good, clear copies must accompany the artifacts to a curation facility.

SURVEY RESULTS & RECOMMENDATIONS INSTRUCTIONS

Select the appropriate option regarding consultant's recommendations. Check one box only.

REFERENCES INSTRUCTIONS

List all published & unpublished documentation used alphabetically, including historical maps, images, and informants. Use American *Antiquity* format for references (see Section 3.12 in the style guide: https://documents.saa.org/container/docs/default-source/doc-publications/style-guide/saa-style-guide_english_updated_2021_final08023c15928949dabd02faafb269fb1c.pdf?sfvrsn=c1f41c1b_2).

ATTACHMENT CHECKLIST INSTRUCTIONS

The Attachment Checklist is provided as a quick reference to ensure that all of the required attachments are included with the submission. Failure to include all necessary attachments will cause your submission to be rejected. Please note that there are several conditions that may necessitate additional documentation, such as detailed maps showing locations of different field methods or soil disturbances. If sites are located, field sketch maps and site boundaries shown on a USGS Quad map are required. Read the instructions carefully and review the list below to ensure that all attachments are included.

☐ Quad Map of Survey Area (& Site Location, if applicable)
☐ Shape Files of Survey Area (& Site Location, if applicable)*
☐ Photos of Field Conditions & Visibility
☐ Project Map (showing locations of survey limits and location of site boundaries, when appropriate)
☐ Historic Plats/Maps & Other Sources (include all maps & other historical sources referenced in Context section)
☐ Site Form(s) (if applicable)
☐ Site Sketch Map (if applicable)
☐ Site & Artifact Photos (if applicable)

***Requirements for all geospatial data submissions:**

- Projection in NAD_1983_Michigan_GeoRef_Meters WKID (3078)
- Surveys should be submitted as polygons only
    - If survey is a corridor, then create buffer with survey corridor
    - When submitted under Section 106 consultation, if the areas surveyed are not identical to the area of potential effects, the surveyed areas must be specifically indicated
- If Project Area and Survey Area differ, then Project Area should be submitted as a polygon.
- Archaeological site layers should be submitted as polygons only
- Site and survey areas should be separate layers
- Shapefiles should be submitted as zipped folder
- All data layers should be named with the following conventions: use a project specific name, without spaces, no symbols (other than underscores), without "SHPO" in the name