



Survey Report Submission Requirements State Historic Preservation Office

Following are the requirements of the State Historic Preservation Office (SHPO) with regard to formatting and other submission specifications for cultural resource (archaeology and history/architecture) survey reports. Reports not meeting these requirements will be deemed incomplete, which may delay acceptance by SHPO.

For survey guidelines, report organization and content requirements, please refer to the [Archaeology Guidelines](#) (Ohio SHPO, 1994) and the [Guidelines for Conducting History/Architecture Surveys in Ohio](#) (Ohio SHPO, 2022).

The following requirements pertain to *final* survey report submissions. Survey projects prepared under various types of SHPO-funded grants will require draft submissions. For SHPO-funded survey projects, follow the project specific guidance provided by SHPO in addition to the specifications contained in this document.

1. One (1) digital copy of any cultural resource survey report is to be submitted to SHPO unless otherwise specified by SHPO. Hard copy report submissions are no longer required.
2. The digital copy is to be in PDF format and submitted along with GIS data for: the Area of Potential Effect (APE) (for compliance reports), archaeological survey areas, Ohio Archaeological Inventory (OAI) site boundaries, and Ohio Historic Inventory (OHI) resources. Photos, maps and other figures must be imbedded in the report document unless otherwise specified by SHPO.

GIS data

- All GIS data is to be submitted as a shapefile or as an ESRI file geodatabase. All files must be contained in a .zip file.
- Shapefile submissions must include .shp, .dbf, and .prj files. Additional files are acceptable.
- All submissions must include projection metadata (.prj). Preferred projection is WGS 1984 – Web Mercator (Auxiliary Sphere) WKID: 3857.

- The APE, surveyed areas and OAI site boundaries are to be defined as a polygon. Attribute data for surveyed areas must differentiate between surveyed areas and APE. OAI Isolated Finds are to be represented by a 15m diameter circle. Attribute data for archaeological site boundaries must include the OAI number. OHI resources are to be defined as points and include the OHI number.

Photographs

- Photographs are to be in color
- Pixel dimensions: 450 H x 750 W (minimum)
- Dimension in inches: 3 x 5 (minimum)
- Pixel per inch (PPI): 150; approximate image size in KB: 332
- Photos must be numbered to correspond with the photo key map.
- Label photos with address/location, description and direction of view, photo date

Maps

- Survey reports are to include the following maps and map content:
 - Modern aerial view of the surveyed area showing the survey area boundary, as applicable, north arrow, scale, source, date of map, map center point coordinates and any usage restrictions
 - USGS quadrangle map of the surveyed areas showing the survey area boundaries, north arrow, scale, source, date of map, quadrangle name and any usage restrictions
 - Modern aerial view with surveyed areas showing labelled OHI site numbers, north arrow, scale, legible street names, and addresses
 - USGS quadrangle map with surveyed areas showing labelled OAI site numbers, site boundaries, north arrow, scale, and legible street names
 - Photo map key on modern aerial view with north arrow
 - All available relevant historic maps (Sanborn, County Atlas/Gazetteer, 15' USGS Topographic, Plat, etc.)
 - For reports generated as part of compliance review, submit the following maps in addition to those listed above:
 - Street map with address, and/or UTM, legible street names and Area of Potential Effect (APE) indicated, as applicable
3. If a survey report is revised as a result of consultation with SHPO, a final digital copy also meeting these requirements must be submitted to SHPO.

Final, completed survey reports will be maintained by SHPO. The report cover sheet, abstract, summary/conclusions pages, survey and site boundaries (archaeology), and building location data, will be made available on the Ohio SHPO Online Mapping System.

Copies of survey reports are available to consultants and other authorized researchers for a nominal fee. See ohiohistory.org/shpo (select Services and Fees) for information about fees.