



## INSTRUCTIONS FOR COMPLETING SHORT FORM

### ITEM:

**COUNTY:** Identify the county where the site is located.

**LEGAL LOCATION:** Provide the township, range, and section of the cultural resource to the quarter quarter section (40 acres) or smaller acreage, if possible.

**UTM:** Provide coordinates in meters; zone (11, 12, or 13), easting, northing.

**USGS QUAD:** List the topographic map(s) and the map dates.

**SITE NUMBER:** Leave this blank. The CRS will supply this number.

**SITE TYPE:** Identify the site such as "*lithic scatter*", "*tipi rings*", "*drive lines*", "*homestead*", etc.

**RECORDER AND DATE:** List the individual(s) recording the site and the date the site was recorded. If the site is found in November but the paperwork is not completed until January, use the November date on the site form.

**OWNERSHIP:** List as private or Tribe name or unit of government owning the property.

**GENERAL DESCRIPTION OF CULTURAL RESOURCES:** Provide enough descriptive information so others will know they have found the site, such as site size, features, numbers of features, some measurements, materials, artifacts, etc. Field office personnel may complete the lithic scatter form (MT-CPA-8D) or tipi ring forms (MT-CPA-8E) and attach them to the Short Form, if appropriate.

**ENVIRONMENTAL INFORMATION:** Describe the area where the site is located. Reference any drainages, topographic features, etc. In other words, if you were trying to find this site, how would you explain where to start looking on the landscape.

Include: **ELEVATION:** Record the elevation(s).

**NEAREST WATER:** List the nearest natural water source – not stockwater tanks, reservoirs, stockwater pits, etc.

**VEGETATION:** May list regional or local vegetation community--always include a few specific species.

**SOIL:** May list the series, but include texture information such as silty clay.

**MAP:** Attach a copy of a USGS Quad showing the location of the cultural resource and project boundary and survey area--if different from project boundary.

**SHAPEFILE:** A polygon shapefile must be provided to the CRS for the site documented on this form.

**REPORT INFORMATION:** Also provide the following information:

- a. Description of the project including entire project boundaries depicted on a map.
- b. How many acres the project covers and how the field inspection was done--single zigzag transect, multiple parallel transects 50 feet apart.
- c. State if the site(s) was discussed with and shown to the operator and how the site(s) was delineated for avoidance during practice implementation.