

**OFFICE:**  
**REQUIRED WORKSHEET 1 (OF 9): OFFICE PREPARATION**  
**Minimum Submittal Requirements for an HGM Functional Assessment Report**

**Office Step 1.** Collect and review background information relevant to the proposed project area.

This includes, but is not limited to:

- a. Relevant U.S. Geological Survey, State, County, and other maps at several scales (e.g. 1:24,000, 1:250,000)
- b. Air photos and other imagery
- c. Relevant GIS maps and/or CD-ROM that accompany this Draft Guidebook
- d. Relevant geologic, geotechnical, hydrologic, soils, or environmental reports
- e. Correspondence, construction plans and specifications, etc. on the proposed project
- f. Relevant published literature on the project area, proposed activity, watershed, etc.

Identify the documents that were collected and reviewed by the assessment team. Include a detailed description of each document (e.g., citation, date, scale, quadrangle name, etc.). If possible, attach copies of each document.

- USGS survey, state, county, and other maps (at various scales):

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

- Air photos and other imagery:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_

- Relevant geotechnical, soils, or environmental reports:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_

- Correspondence, construction plans and specifications, etc. on the proposed project:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_

- Relevant published literature:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_

- Other documents:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_