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.___________________________________________________________________