



MEMORANDUM
2026-011

DATE: February 3, 2026

TO: All Soil and Water Conservation Districts

FROM: Jim Plassmeyer, Director *JP*
Soil and Water Conservation Program

SUBJECT: State Cost Share Cultural Resource Review Requests

Effective February 3, 2026, all cultural resource requests for state cost-share projects will be submitted through the new Cultural Resources Review Request (link below) which is also available under the forms tab on the SWCD intranet page. Additionally, any project submitted in Geoportal on or after December 1, 2025, will need to be resubmitted with the same survey [link](#). Please do not resubmit any project entered into Geoportal before December 1, 2025, as the program already has those documented.

The submission process has been simplified for user convenience. Users will use the link and complete the survey questions. All questions with an asterisk are required for submission.

Please be sure to upload your signed design plans for any projects requiring engineer approval. For those projects not requiring an engineering plan, a map of the practice placement will suffice. This map must show all practices in their finalized planned locations. Two optional upload sections have been added if you feel any landscape photos or other documents will assist in the clearance of your projects.

All federal projects will still need to be submitted through the new NRCS system. This link is solely for state cost-share projects. State cost-share projects will no longer be put into the NRCS system moving forward.

It is important to note that all other aspects of the cultural resource review and conservation planning such as the CPA-52 and CR-1 process are remaining in place and only projects past the design phase with approved plans should be entered for review. As a reminder any variation from the original project submission without approval from the Archaeologist would invalidate the project clearance. This new approach to review requests will decrease the wait time and represents steps being taken to improve landowner service concerning cultural resource reviews. If you have any questions, please contact your district coordinator. Thank you.

https://forms.office.com/Pages/ResponsePage.aspx?id=-0eg_QGqUmbPjKn6sfKUmVVdz9YusRChqHZ-MxWXX9UNTYxNEZNVUFIVjRXVzUzUE80RTYwQlRUSSQlQCN0PWcu

