



ARCHAEOLOGICAL & TRIBAL CULTURAL RESOURCES

ENVIRONMENTAL SCREENING TOOL

QUESTIONS?

Additional information regarding the permit process can be obtained at the Planning Counter at 630 Garden St., call (805) 564-5578, email: PlanningCounter@SantaBarbaraCA.gov



WHAT ARE ARCHAEOLOGICAL RESOURCES?

Archaeological resources are below-ground deposits dating from prehistoric or historical time periods. Tribal cultural resources may include physical sites, features, or objects, as well as sacred landscapes or traditional knowledge with cultural value to a California Native American tribe. State and Federal regulations as well as City policies, including Municipal Code Chapter [22.12](#) Archaeological and Paleontological Resources, require assessment and protection of these resource.

IS MY SITE IN AN ARCHAEOLOGICAL SENSITIVITY ZONE?

Look up if your site is in an archaeological sensitivity zone through the City's online mapping application, [MAPS](#). You may also use the Archaeological Screening Tool on page 3 to help you figure out if an archaeological resources report may be required for a proposed project.

WHEN IS ARCHAEOLOGICAL REVIEW REQUIRED?

Whenever ground disturbance is proposed on a site located in an archaeological sensitivity area, an archaeological or tribal cultural review may be needed. This includes grading, trenching, landscaping or foundation work. At a minimum, contractors and construction personnel must be alerted to the possibility of uncovering unanticipated archaeological resources, see page 4 of this guide for Standard Conditions. Sometimes additional information, including the preparation of an archaeological resources report or tribal outreach, is required prior to approval of your project.

WHAT IS THE ARCHAEOLOGICAL REVIEW PROCESS?

Planning staff will determine the appropriate level of review using the process described in the City's [Guidelines for Archaeological Resources](#) and [Guidelines for Tribal Cultural Resources](#) as summarized below.

STEP 1: PRELIMINARY SCREENING

After an application is submitted, staff will conduct a preliminary screening to determine whether the project requires an archaeological resources report or not. See Screening Tool (page 3).

STEP 2: APPLICANT NOTIFICATION

Once the report type is determined, staff will notify the project applicant. The applicant is responsible for retaining a City-Qualified Archaeologist to prepare the report. If the project may affect tribal cultural resources, tribal outreach must be completed prior to submitting the report.

STEP 3: REPORT SUBMITTAL

Submit the required archaeological resources report online through the City's Accela Citizen Access Portal (ACA). The report must be uploaded to the project's existing Planning (PLN) application record. Do not submit the report as a new application.

STEP 4: REPORT REVIEWED BY STAFF

The City Environmental Analyst will review the submitted report. This review may include coordination with the City's Archaeological Advisor and with local tribal representatives.

STEP 5: HISTORIC LANDMARKS COMMISSION (HLC)

A Phase 1, Phase 2, or Phase 3 Archaeological Resources or Tribal Cultural Resources Report will be scheduled for acceptance by the Historic Landmarks Commission (HLC) at a public hearing.

STEP 6: ENVIRONMENTAL REVIEW COMPLETE

If HLC accepts the report, staff will complete the environmental review for the proposed project. Any required conditions of approval or mitigation measures identified through the review process must be incorporated into the project's final approval. These conditions and measures must also be included in the construction plans submitted for building permit plan check.

STEP 7: SITE MONITORING CONTRACT & FINAL REPORTING

If monitoring is required, the applicant must submit a signed monitoring contract for review and approval by the Environmental Analyst *prior to* building permit issuance. If Barbareño Chumash monitoring is also required, a separate contract with a City-qualified tribal monitor must be submitted and approved before permit issuance. After monitoring is completed, the applicant must submit a final monitoring report to the Environmental Analyst within 180 days of completion or before Certificate of Occupancy/Final Inspection, whichever occurs first.

ARCHAEOLOGICAL SCREENING TOOL

Instructions: Answer questions 1-4 of this screening tool to determine which type of archaeological report may be required for your project. This tool is for information only and does not supersede any City requirements.

SCREENING QUESTIONS

1. **Is the site in an archaeological or tribal cultural resource sensitivity area?** Check the City's online ☐ Yes ☐ No mapping application, [MAPS](#)
 - If the answer is **No**, further review may not be required; staff will confirm, see notes below
 - If the answer is **Yes**, go to question #2

2. **Will the project include any ground disturbance?** Ground disturbance includes all excavation, grading, trenching, including landscaping, footings, utilities, stormwater systems, or foundations ☐ Yes ☐ No
 - If the answer is **No**, no further archaeological or tribal review is required. Stop here
 - If the answer is **Yes**, go to question #3

3. **Is the project site located in any of the following high-sensitivity archaeological areas?** ☐ Yes ☐ No
 - ☐ Prehistoric Resources Sensitivity Area
 - ☐ Spanish Colonial & Mexican (1782 - 1849)
 - ☐ Mission Waterworks (1786 - 1835)
 - If the answer is **Yes**, a Phase 1 Archaeological Resources Report is required unless the City Environmental Analyst determines a Letter Report or no report is required, see notes below
 - If the answer is **No**, go to question #4

4. **Is the project site located in any of the following archaeological sensitivity areas and proposes ground disturbance of 2,000 square feet or more:** ☐ Yes ☐ No
 - ☐ Early American Transition Period (1848 - 1870)
 - ☐ American Period (1870-1900)
 - If the answer is **Yes**, a Letter Report is required unless waived, see notes below
 - If the answer is **No**, no report is required unless directed by staff; standard conditions apply, pg. 4

Notes: Tribal resource sensitivity is not limited to mapped areas. In rare cases, the Environmental Analyst may determine that a report is required, even if the site is outside a mapped area, due to the discovery of resources or other circumstances.

Archaeological Reports may be waived or replaced by a Letter Report if the Environmental Analyst determines that resources are unlikely to be discovered, based on the area and depth of disturbance, prior landform modification, or adjacent archaeological surveys. Staff will check the "Archaeological Resources Reports Location Map" to see whether previous reports were completed within the same area. If the project site has had extensive prior grading, submit appropriate documentation with your application.

ARCHAEOLOGICAL STANDARD CONDITIONS

*The following language alerting to the possibility of archaeological discovery during ground disturbance is a standard condition for any project that involves ground disturbance in an area sensitive to subsurface archaeological resources. **The following language must be reproduced on the construction plans submitted for building permit plan check:***

Unanticipated Discovery of Archaeological and Tribal Cultural Resources:

Prior to the start of any vegetation or paving removal, demolition, trenching, or grading, contractors and construction personnel shall be alerted to the possibility of uncovering unanticipated subsurface archaeological features or artifacts associated with past human occupation.

If such archaeological resources are encountered or suspected, work shall be halted immediately. The City Environmental Analyst shall be notified, and a City Qualified Archaeologist shall be retained by the applicant to assess the nature, extent, and significance of the discovery. The City Qualified Archaeologist will develop appropriate management recommendations for the treatment of archaeological resources, which may include, but are not limited to, redirection of grading and/or excavation activities, and consultation and/or monitoring with a local Chumash representative.

If a discovery consists of possible human remains, the Santa Barbara County Coroner and the California Native American Heritage Commission shall be contacted immediately, and a local Chumash representative shall be retained to monitor all further subsurface disturbance in the area of the find. Work in the area may only resume after the Environmental Analyst grants authorization.

If a discovery consists of possible prehistoric or Native American artifacts or materials, a local Chumash representative shall be retained to monitor all further subsurface disturbance in the area of the find. Work in the area may only resume after the Environmental Analyst grants authorization.