



# ARCHAEOLOGICAL & TRIBAL CULTURAL RESOURCES

## QUESTIONS?

Contact the Planning Counter at 630 Garden St.,  
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## WHAT ARE ARCHAEOLOGICAL & TRIBAL CULTURAL 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 AREA?

Look up if your site is in an archaeological resources sensitivity area 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 and/or tribal cultural resources report may be required for a proposed project. Note that tribal cultural resource sensitivity is not limited to mapped areas.

## WHEN IS ARCHAEOLOGICAL & TRIBAL CULTURAL 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 and/or tribal outreach, is required prior to approval of your project.

## WHAT IS THE ARCHAEOLOGICAL & TRIBAL CULTURAL 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 determine if the project requires an archaeological and/or tribal cultural resources report and the type of report: either a Phase 1 Archaeological Resources and Tribal Cultural Resources Report (Phase 1 Report), Letter Report Confirming No Archaeological Resources (Letter Report), or no report. Staff will notify the project applicant.

### STEP 2: REPORT PREPARATION

The applicant is responsible for retaining an archaeologist on the City Qualified Archaeologists List to prepare the report. If a Phase 1 Report is required, tribal outreach must be completed by the archaeologist prior to submitting the Phase 1 Report.

### STEP 3: REPORT SUBMITTAL

The applicant must 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 REVIEW

The City Environmental Analyst will review the report. This review may include coordination with the City Archaeological Advisor and with local tribal representatives. Letter Reports and Phase 1 Reports that do not identify any new or previously recorded archaeological resources within the project site, may be accepted by the City Environmental Analyst.

### STEP 5: HISTORIC LANDMARKS COMMISSION (HLC)

If a new or previously recorded archaeological resource is identified within the project site, the report will be scheduled for acceptance by the Historic Landmarks Commission (HLC) at a public hearing. Staff will notify the applicant. It is recommended that the project archaeologist attend the HLC hearing.

### STEP 6: STANDARD CONDITIONS OR MITIGATION MEASURES

Any standard conditions or mitigation measures identified within the report must be incorporated into the project's final approval. These conditions and measures must be included in the construction plans submitted for building permit plan check.

### STEP 7: SITE MONITORING CONTRACT & FINAL REPORTING

If archaeological and/or Chumash monitoring is required, the applicant must submit a signed monitoring contract(s) for review and approval by the Environmental Analyst *prior to* building 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:** This screening tool may be used to help 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. **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 **Yes**, go to questions #2 and #3.
  - If the answer is **No**, no further review is required; staff will confirm, see notes below.

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2. **Is the project site located in any of the following archaeological resources sensitivity areas?** ☐ Yes ☐ No

Check the City's online mapping application, [MAPS](#)

  - ☐ Prehistoric Resources Sensitivity Area
  - ☐ Spanish Colonial & Mexican (1782 - 1849)
  - ☐ Mission Waterworks (1786 - 1835)
  - If the answer is **Yes**, a Phase 1 Report or Letter Report may be required. See notes below regarding additional considerations in determining report type.
  - If the answer is **No**, go to question #3.

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3. **Is the project site located in any of the following archaeological resources sensitivity areas and proposes ground disturbance of 2,000 square feet or more?** ☐ Yes ☐ No

Check the City's online mapping application, [MAPS](#)

  - ☐ Early American Transition Period (1850 - 1870)
  - ☐ American Period (1870-1900)
  - If the answer is **Yes**, a Letter Report may be required, see notes below regarding additional considerations in determining report type
  - If the answer is **No**, no report may be required; standard conditions apply, pg. 4

**Notes:** In rare cases, the Environmental Analyst may determine that a report is required pursuant to the California Environmental Quality Act, 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 prior archaeological surveys. Staff will check the "Archaeological Resources Reports Database" to see if previous reports were completed within the same area. If the project site has had extensive prior land modification, 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:***

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## **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.