



HERITAGE CONSERVATION ACT

SITE ALTERATION PERMIT APPLICATION GUIDE

INTRODUCTION

British Columbia's archaeological resources are protected under the *Heritage Conservation Act (HCA)*. The provisions of the *HCA* apply whether archaeological sites are located on public or private land. Protected archaeological sites may not be altered, i.e., changed in any manner, without a permit.

Site alteration permits are typically issued following the completion of heritage inspections or heritage investigations. Examples where site alteration permits are issued include: re-excavating an existing utility trench, covering a site with fill, and building a road through a site containing culturally modified trees (CMTs).

Permits are not required for harvesting either CMTs that post-date 1846 or unmodified trees from within the boundary of a protected CMT site, as long as the ground surface is not disturbed. More information can be found in Bulletin 15 at:

http://www.tsa.gov.bc.ca/archaeology/bulletins/bulletin15_permits_and_archaeological_site_boundaries.htm

Permit applications are referred to affected or interested parties, such as First Nations, for review and an opportunity to comment. The requirement to refer applications for comment may be waived if the application is accompanied by a letter of support from the affected party.

Please provide full information under the following headings, which are keyed to the **APPLICATION FOR ALTERATION PERMIT**, and be sure to include your name, affiliation, address, phone number, fax number and email address.

PROJECT DESCRIPTION

1. Type of site alteration (specify nature of, and rationale for, alterations).

- Describe why the site alteration is necessary, and what options have been considered and rejected.
- Provide a complete list of all proposed land alterations, such as tree alterations, importation of material, placement of fill, removal of material from the site, right-of-way width, depth of alteration, etc.
- Describe the types of equipment to be used.
- For CMTs, describe a wind-firm maintenance strategy for those CMTs that will be retained.
- Attach a development map showing the locations of all proposed alterations relative to archaeological site boundaries (see 3b, below).

2. Background:

a) Indicate previous archaeological studies (provide *HCA* permit numbers)

- Has an archaeological impact assessment (AIA) been completed? Do you have the AIA report?
- Provide the *HCA* permit number(s), e.g., 2008-047.

b) Describe archaeological site type(s) and provide permanent site identification number(s)

- Examples of site types include: shell middens, house pits, cache pits, CMTs, trails, burials, and ship wrecks.
- Borden numbers (e.g., DiSi-045) are essential. If you do not know the Borden number of the site to be altered, it can be obtained through the Archaeology Branch's Data Request service at:
http://www.tsa.gov.bc.ca/archaeology/requesting_archaeological_site_information/index.htm

b) Provide summaries or extracts from previous report(s) and branch recommendations, if any

- Provide copies of interim reports, relevant sections of interim reports, or relevant extracts from permit reports, and reference Archaeology Branch management direction and other supporting documentation if available.

3. Location:

a) Provide legal description of property, or geographic location if on Crown land (include Forest District, forest licence area and cutblock for CMT sites)

- Provide a **complete** legal description of the subject property, including Lot, Plan, District Lot, Land District, and PID if available. Provide a civic (street) address if available.

b) Provide location/development/archaeological site maps

- Provide a location map or maps that provide enough information and context to actually locate the property.
- Development maps must show the locations of all proposed alterations relative to the archaeological site boundaries. All maps must be **faxable** in black and white, with a bar scale in reasonable units and a north arrow.

4. Description of any concurrent archaeological studies (e.g., monitoring, CMT sampling/dating, etc.)

- Describe any work to be done by a professional archaeologist or qualified monitor during the course of the site alterations.
- Archaeological monitoring must be conducted by a qualified individual approved by the Archaeology Branch.
- Data recovery excavations must only be of an **emergency salvage** nature, and must **only** be conducted in the event of an unanticipated discovery. A qualified professional archaeologist, approved as a Field Director by the Archaeology Branch in accordance with Bulletin 17, must direct any emergency data recovery excavations.
- Where available, radiocarbon samples should be collected from any intact archaeological deposits exposed in any of the excavations, and at least one sample, selected with the intent of representing the earliest possible deposit, shall be submitted for analysis.
- Applications to alter CMT sites should include a statistically representative sampling scheme for dating the cultural modifications.
- Additional information on the management of archaeological resources can be found in the British Columbia Archaeological Resource Management Handbook at:
http://www.tsa.gov.bc.ca/archaeology/docs/resource_management_handbook/index.htm

5. Disposition of materials and samples collected (repository and contact person)

- If artifacts or samples are not to be collected during the course of the alterations, this does not apply.
- Archaeological materials collected during alterations must be curated at a repository, such as a museum or cultural centre, approved by the Archaeology Branch.
- Please provide full contact information for the repository, including address, phone number, fax number, and email.
- Describe the proposed strategy for the disposition of dated CMT samples, e.g., offer **analysed** dendrochronological samples to the relevant First Nations and if declined, they may be destroyed one year or more after the **expiry** of the permit.

6. Alteration schedule and requested permit expiry date

- When proposing a permit expiration date, leave enough time for any required analyses and the preparation of a final report and updated site inventory form.
- Permits may be extended upon submission of a request to the Archaeology Branch. Please see Condition #1 on the Application For Alteration Permit form.
- A final report describing what alterations were made (or not made) under the permit, and describing the results of all analyses undertaken, is required under Condition #2. Specifications for the submission of electronic reports are described in Bulletin 7 at:
http://www.tsa.gov.bc.ca/archaeology/bulletins/bulletin7_standards_for_electronic_submission_of_permit_reports.htm
- Submission of an updated archaeological site inventory form is required under Condition #4. A guide for the preparation of site forms is available at:
http://www.tsa.gov.bc.ca/archaeology/bulletins/bulletin7_standards_for_electronic_submission_of_permit_reports.htm
- Additional information on the requirements for recording archaeological sites is available in Bulletin 19 at:
http://www.tsa.gov.bc.ca/archaeology/bulletins/bulletin19_minimum_content_and_format_requirements_for_recording_archaeological_sites.htm

7. Archaeological field personnel (if any)

- Use of any field directors other than those named in the permit application is subject to Archaeology Branch review and approval of their demonstrated ability to direct the field work, and may require a permit amendment. Field director qualifications and the review process are described in Bulletin 17 at:
http://www.tsa.gov.bc.ca/archaeology/bulletins/bulletin17_field_director_qualifications.htm

8. Previous permits held by applicant

- List any permits that you have previously held.
- Overdue permit reports or site forms, or other incomplete obligations under any prior permits, will prevent the issuance of any new permits until those obligations have been resolved to the satisfaction of the Archaeology Branch.
- If a permit holder delegates permit reporting responsibilities to an archaeologist, and that archaeologist has not submitted a final report or site form, or satisfactorily completed any other permitting obligations, **the permit holder is personally** responsible, and may not hold another permit until the conditions of the previous permit have been satisfactorily met.

CONSENT TO THE USE OF PERSONAL INFORMATION

- Permit applicants and their clients must consent to the use of personal information, such as names, addresses and telephone numbers, included in permit applications, site inventory forms or permit reports. However, **consent is not required from representatives of corporate clients.**
- **Property owners must also consent to the use of this information if the application applies to private property.** Consent is necessary as the Archaeology Branch collects and distributes personal information that is subject to the *Freedom of Information and Protection of Privacy Act*.

I consent to the use of personal information contained in this application, as well as the personal information contained in the resulting site inventory form and permit report, for contact and verification purposes. I understand this information will be retained in the provincial archaeological site database and permit report. I also understand this information may be disclosed to researchers, consulting archaeologists and other users of the database and permit report. Database users must identify themselves and the purpose of their information request, and are precluded from further distribution of the information they obtain. The permit report will be publicly available once it has been accepted as meeting permit terms and conditions.

Date

Place
(Permit Applicant Signature)

Date

Place
(Client Signature)

Date

Place
(Property Owner Signature)

PERMIT APPLICANT'S CERTIFICATION

I certify that I am familiar with the provisions of the *Heritage Conservation Act* of British Columbia, and that I will abide by the terms and conditions listed on the front hereof, or any other conditions the Minister may impose, as empowered by said *Act*.

Date

Place
(Permit Applicant Signature)

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Additional information on copyright can be found in Bulletin 20 at:

http://www.for.gov.bc.ca/archaeology/bulletins/bulletin20_permit_report_copyright.htm