



ARCHAEOLOGICAL RESOURCES

ENVIRONMENTAL SCREENING TOOL

QUESTIONS?

Additional information regarding environmental review can be obtained at the Planning Counter at 630 Garden Street (805) 564-5578, PlanningCounter@SantaBarbaraCA.gov



WHAT ARE ARCHAEOLOGICAL RESOURCES?

Archaeological resources are below-ground deposits dating from prehistoric or historical time periods. They may be as simple as an archaeological object, or they may be more complex. Even the smallest archaeological site may contain a wealth of important information. Archaeological resources cannot be replaced if lost.

In addition to State and Federal regulations, there are several City policies that protect and preserve archaeological resources found in the City General Plan, Local Coastal Plan, Master Environmental Assessment, and Municipal Code Chapter [22.12](#), *Archaeological and Paleontological Resources*.

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 Resources 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?

Anytime ground disturbance (grading) is proposed on a site located in an archaeological sensitivity zone, some form of archaeological review is required. At a minimum, contractors and construction personnel must be alerted to the possibility of uncovering unanticipated archaeological resources, see page 4 of this guide. Sometimes additional information, including the preparation of an archaeological resources report, is required prior to approval of your project.



ARCHAEOLOGICAL REVIEW PROCESS

Planning staff will determine the appropriate level of archaeological review utilizing the process described in the City's Master Environmental Assessment (MEA) and summarized below.

STEP 1: STAFF SCREENS THE APPLICATION

When an application is submitted for a project located in an archaeological sensitivity zone, planning staff will screen the project using the Archaeological Resources Screening Tool on page 3. If an archaeological resources report is required for your project, you will be notified by your assigned planner during your application review.

STEP 2: SUBMIT AN ARCHAEOLOGICAL RESOURCES REPORT

The applicant will contact one of the city-qualified professional archaeological consultants (see separate lists online) who will prepare and submit the report to the city. The report must include the required contents and be in the format outlined in the MEA Guidelines. The report should be attached to the project's existing Planning (PLN) Application record and NOT submitted as a new application. Note that all documents are accepted online via our Accela Citizen Access Portal (ACA).

STEP 3: ANALYST REVIEWS THE REPORT

The City Environmental Analyst will review the report and either accept it, accept it with conditions, or reject it. If the report is a full Phase 1, 2 or 3 the report will then be scheduled for review by the Historic Landmarks Commission.

STEP 4: HISTORIC LANDMARKS COMMISSION REVIEW

The Historic Landmarks Commission acts as an advisory review body for proposals that may have impacts on archaeological resources by reviewing and commenting on reports prepared by professional archaeological consultants and providing its comments to the Environmental Analyst. The Historic Landmarks Commission will review any Phase 1, 2 or 3 reports at a public hearing and will either accept it, accept it with conditions, or reject it.

STEP 5: ENVIRONMENTAL REVIEW IS COMPLETED

Your assigned planner, in consultation with the Environmental Analyst, will use the report and the recommendations of the Historic Landmarks Commission to complete environmental review for the proposed project. Any required conditions and recommended mitigation measures must be included on the final approval plans, and any plans submitted for building permit plan check.

STEP 6: SITE MONITORING CONTRACT

If site monitoring is required as a condition of approval:

- A copy of the contract with an archaeologist must be prepared, approved to form by the Environmental Analyst, and signed by all parties prior to issuance of the building permit.
- The applicant must submit a final report on the results of the archaeological monitoring to the Environmental Analyst within 180 days of completion of the monitoring and prior to the issuance of the Certificate of Occupancy (Final Inspection), whichever is earlier.



ARCHAEOLOGICAL RESOURCES SCREENING TOOL

Answer questions 1-5 of this screening tool to determine which type of archaeological report may be required for your project. Note: This tool is intended to supplement existing policies; it does not represent a complete list of requirements or grant or supersede any other City approvals.

SCREENING QUESTIONS

1. Is the site in an **archaeological sensitivity zone**? ☐ Yes ☐ No

If the answer to #1 is no, then no further archaeological review is required; stop here

If the answer to #1 is yes, go to question #2

2. Will the project include any **ground disturbance (grading)**? ☐ Yes ☐ No

If the answer to #2 is no, then no further archaeological review is required; stop here

If the answer to #2 is yes, go to question #3

Tip! All excavation and grading activities for footings, utility trenching, landscaping, Storm Water Management Program (SWMP), and street or infrastructure improvements apply

3. Is the grading depth greater than **12 inches**, or grading area greater than **500 square feet**? ☐ Yes ☐ No

If the answer to #3 is no, go to question #4

If the answer to #3 is yes, go to question #5

4. Is the project site located in any of the following archaeological sensitivity zones: ☐ Yes ☐ No

☐ Prehistoric Sites & Watercourses

☐ Spanish Colonial & Mexican (1782 - 1849)

☐ Mission Complex & Waterworks (1786 - 1835)

If the answer to #4 is no, see conditions alerting to the possibility of discovery (pg. 4)

*If the answer to #4 is yes, a **Phase 1 Archaeological Resources Report** is required for any ground disturbance unless waived by the City Environmental Analyst*

5. Is the project site located in any of the following archaeological sensitivity zones: ☐ Yes ☐ No

☐ Hispanic-American Transition Period (1848 - 1870)

☐ American Period (1870 - 1900)

☐ Early 20th Century (1900 - 1925)

If the answer to #5 is no, see conditions alerting to the possibility of discovery (pg. 4)

*If the answer to #5 is yes, a **Letter Report Confirming No Archaeological Resources** is required unless waived by the City Environmental Analyst*

Reports may be waived if the Environmental Analyst can be reasonably assured that, based on the minimal area and depth of disturbance, prior landform modification, or the adjacency of previous archaeological surveys with negative results, archaeological resources are unlikely to be discovered. Your assigned planner will check the "Archaeological Resources Reports Location Map" to see whether previous reports were completed within the same area. If you believe that the project site has had extensive prior landform modification, submit appropriate documentation in a separate letter.



Alerting to the Possibility of Archaeological Discovery During Ground Disturbance

*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 for subsurface archaeological resources. **The following language must be reproduced on the construction plans submitted for building permit plan check:***

Alerting to the Possibility of Archaeological Discovery During Ground Disturbance.

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 of the parcel.

If such archaeological resources are encountered or suspected, work shall be halted immediately, the City Environmental Analyst shall be notified and an archaeologist from the most current City-Qualified Archaeological Resources Consultant List shall be retained by the applicant. The latter shall be employed to assess the nature, extent, and significance of any discoveries and to develop appropriate management recommendations for archaeological resource treatment which may include, but are not limited to, redirection of grading or excavation activities, consultation or monitoring with a Barbareño Chumash representative from the most current City-Qualified Native American Site Monitors List.

If a discovery consists of possible human remains, the Santa Barbara County Coroner shall be contacted immediately. If the Coroner determines that the remains are Native American, the Coroner shall contact the California Native American Heritage Commission. A Barbareño Chumash representative from the most current City-Qualified Native American Site Monitors List shall be retained to monitor all further subsurface disturbance around the find. Work in the area may only proceed after the Environmental Analyst grants authorization.

If a discovery consists of possible prehistoric or Native American artifacts or materials, a Barbareño Chumash representative from the most current Native American Site Monitors List shall be retained to monitor all further subsurface disturbance around the find. Work in the area may only proceed after the Environmental Analyst grants authorization.