



## **Instructions for Completing an Application for a Cultural Resource Investigation on State Lands**

Type or write legibly. Submit at least one month prior to planned work (see end note).

- **Name and Institutional Affiliation of Applicant**  
Name of the archaeologist applying for the permit. List an affiliation (company, agency, etc.) if applicable.
- **Permit Number (Assigned by OHA)**  
This is the permit tracking number, sequential by calendar year, assigned by OHA.
- **Project Name**  
This is a name, assigned by the applicant, that describes the project for which an archaeological investigation is being conducted (for example, “Emerald Island Pipeline Project” or “Here-There Access Road Project”).
- **Location (1:250,000 Quad and mapsheets)**  
List the 1:250,000 quadrangles (also known as QMQs or “Quarter Million Sections”) in which the project is located. You may use the same quadrangle abbreviations used for the AHRS (for example, KEN, KOD, SEW, XBD, etc.). List the affected 1:63,360 mapsheets (for example, A1, B3, etc.).
- **Location (MTRS)**  
List the Meridian, Township, Range, Section (MTRS) where the permitted work will occur. Use multiple MTRS units as appropriate. For extremely large project areas, you may list only the affected MTRS. For non-contiguous work areas within a larger permit area, list each affected MTRS. Use the format: S001N001W|01-03|6 (i.e., Seward Meridian, Township 001N, Range 001W, Sections 10-03 and 06). The vertical line on your keyboard is usually found below the “backspace” key.
- **Dates of Proposed Work**  
List the approximate dates that you propose to perform work under the permit. Note: Permits are generally issued for one year, but may be issued for a maximum of 3 years upon request for multi-year projects.
- **Contact Information: Mail, Phone, Fax, E-mail**  
List current contact information for the applicant. Make sure it’s legible.
- **Proposed Repository of Collected Items**  
Note that collection is prohibited unless: (1) the repository is approved by OHA and (2) a Provisional Curation Request or letter from the accepting repository is attached to the application. Museums sometimes are unable to accommodate collections, and may charge processing and curation fees to accept collections. While collections from state lands are property of the state, OHA is not a curation facility. It is the responsibility of the applicant to identify an appropriate repository in consultation with OHA, and to make provisions for potential costs associated with

curation. It is OHA's policy that collections from state lands be accessioned within the State Museum System whenever possible. OHA does, however, recognize the importance of having artifacts returned to the communities where they were collected and supports the implementation of loan agreements between accessioning museums and smaller community-based repositories.

➤ **Separate Attachments**

The following items should be attached to the permit application:

(1) Research Design: The length and complexity of the research design should be a suitable match for the scope of the project. For example, small reconnaissance surveys of a confined space may require no more than a paragraph whereas large data recovery projects may require many pages.

(2) Purpose and Character of Proposed Work: For example, is the work being undertaken to fulfill Section 106 responsibilities? Academic research?

(3) Attach a 1:63,360 USGS (ITM or "inch to mile") map that depicts the location(s) or area(s) of the proposed work. Project (i.e., "engineering") maps are desirable but should be supplemented by an ITM map. Substitutes (such as military maps) are acceptable only if ITMs are not available.

(4) List all known AHRS Sites that will be subject to investigation under the permit.

➤ **Type of Permit Requested: Survey, Testing, Excavation, Removal**

List the activity to be covered by the permit. Typically this would include survey and testing, intensive testing, data recovery or mitigation, and artifact retrieval (items that do not require excavation - such as surface finds that need to be collected for protection or display).

➤ **Number of Acres to be Investigated**

Estimate the number of acres to be investigated under permit. If less than one acre, enter <1.

➤ **Reporting**

Permit holders are required by statute to submit a preliminary report of findings (even for negative surveys) within 6 months of project completion or within 6 months after September 1 of each year in which the permit is valid. Reports submitted in support of permit requirements must be clearly identified with a permit number, and must be directed to OHA's Permit Program. Reports directed to other OHA programs (i.e., Review & Compliance or AHRS) do not insure permit compliance.

## Notes on the State Permitting Process

### **Who Should Apply?**

A state permit is required of any person or agency proposing to conduct a cultural resource investigation on state lands, including tidelands and submerged lands (out to three miles or within channels of navigable water bodies). State lands include but are not limited to state general lands, ADOT&PF rights-of-way, state airports, mental health trust, Alaska Railroad, University of Alaska, Alaska State Parks, and special management areas. A permit is required regardless of the level of proposed work. For example, a permit is required for non-obtrusive survey (including remote sensing over land or water).

### **Application Submittal:**

Applications cannot currently be sent by an electronic “fill in the blanks” method. However, you may manually complete the application, save it as a pdf, then send it as an e-mail attachment to Richard VanderHoek ([richard.vanderhoek@alaska.gov](mailto:richard.vanderhoek@alaska.gov)). Be sure to include all necessary attachments (i.e., map, research design, provisional curation request, etc. This will expedite processing of the permit.

### **Signatory Requirements:**

Permit approval requires signatures from (1) the Land Manager of the affected parcel, and (2) the Chief of the Office of History and Archaeology (through delegation from the DPOR Director). The applicant should send the permit application the State Archaeologist (at the address on the application), who will review the permit and forward to signatory parties with a recommendation.

### **Land Manager Approval:**

If the application is complete and receives a favorable review from the State Archaeologist, it is forwarded to the appropriate land manager with a recommendation for signature. For northern and southeastern regions of the state, this is usually accomplished via fax or e-mail, whereas south central region applications are usually hand-delivered by an OHA staff member. The review times of land managers varies greatly among agencies, and is dependent upon the agency’s particular guidelines and business practices. For example the managers of state general lands often are able to process an application within a few days (or sometimes on the same day), whereas managers of other land categories (e.g., ADOT&PF, Mental Health Trust, State Parks, University, or Railroad) may take from several days to several weeks for review. If an application involves multiple land classes, a signature from each manager is required. This may take more time. Applicants should be aware that for surveys on ADOT&PF lands (i.e., airports and rights-of-ways), some ADOT&PF land managers require proof of insurance from the permittee. For investigations on ADOT&PF lands, you can expedite the process by including proof of insurance with your application. If you are a subcontractor, you may be able to obtain proof of insurance and bonding from the firm who has hired you. Applicants for large, complex projects should contact the State Archaeologist for advice before submitting the application.

### **Office of History and Archaeology Approval:**

Permit applications that have been signed by the land manager(s) are returned to the State Archaeologist, who delivers it to the Chief of OHA for final concurrence and signature. The State Archaeologist then mails the original signed permit to the applicant, and copies to OHA and the land manager(s). The applicant may request that a copy of the signed permit also be faxed or e-mailed to them.

**Tracking:**

OHA maintains a file with hard copies of all pertinent permit documents. The State Archaeologist also maintains an electronic database with salient information for each permit, including dates of issue, expiration, and report status, as well as geospatial information.

**Authorization:**

Permits for cultural resource investigations on state lands are authorized under AS 41.35 and 11 AAC 16.