

Arizona State Land Department

Cultural Resources Section

Cultural Resource Report Review Check List

The below information is a list of items that a cultural report must include. This checklist is for informational purposes only and is an attempt to assist the Cultural Resources Section in reviewing reports with efficiency. If the following information is not provided in the cultural reports submitted to the Department for review, the Department may reject the report which would delay the processing of the application. Should you have any questions, please contact Cultural Resources Manager Michael O'Hara for additional information.

Each report MUST include:

- Arizona State Land Department (Department) listed as agency. However, there can be more than one agency listed.
- Department application number.
- Arizona State Museum Permit Number.
- Township, Range, and Section for State Trust land.
- Number of acres inspected on State Trust Land.
 - a. When more than one land jurisdiction is involved, the acreage should be broken down by land managing agency.
- 1:24,000 U.S.G.S. maps showing land jurisdiction, site locations, and proposed project area.
- Site maps showing relationship between project area and site.
 - a. Map should also show cultural features affected/impacted by the proposed project.
- Detailed site descriptions.
- Register eligibility recommendations.
- Recommendation for additional work.
- Changes in project area/alignment after the report has been prepared can be submitted as addendums to the reports. However, changes in the project area/alignment before a report has been written should identify all alternative project areas/alignments surveyed in the report, and have recommendations for all site mitigation affected by the project areas/alignments.
- When more than one land jurisdiction is crossed, only one report should be submitted. However, the report should show jurisdictional boundaries. When the land boundaries cross a cultural site, the site map should show how the land jurisdictions affect the relationship to the project area.

The Arizona State Land Department Cultural Resources Review Process
A.R.S. § 41-841 *en seq* and A.R.S. § 41-861 *en seq*

Step One – Records Check

- Check records to determine if previously recorded cultural resources are in the project area.
- Assess the potential for finding intact cultural resources in the project area.
- Determine if a cultural resources inspection is needed.

The Applicant can request an official site records check from the Arizona State Museum. The records check can be done quickly, easily, and inexpensively. To request a site records check, contact the Arizona State Museum Site Records Office at 520-621-2096. However, ASLD Cultural Resources Office will complete a records check within 30 days once the application is filed.

The results of the records check will contribute to the determination of the next step in the process by the Cultural Resources Office. For instance, if the project area has been inspected within the last ten years and no cultural or historic resources were found, the Applicant can submit the records check form to ASLD for a review. Once the review is complete ASLD may recommend a cultural resources authorization be issued. If the records check reveals that the project area has not been surveyed, ASLD may require a cultural resources inspection and mitigation, if necessary, before continuing to process the application.

Step Two - Inventory

- Cultural Resources Inspection: An on-the-ground Class III inspection of the project area and all areas related to the project.
- Requires the services of a professional archaeologist with an Arizona Antiquities Act permit issued by the Arizona State Museum, or architect, or both, as needed.
- A report documenting all cultural resources, or their absence, in the project area a cultural resources inspection requires hiring a professional in archaeology or architecture who meets the professional standards of Arizona.

Step Three - Evaluation

All cultural resources documented in connection with an application on State Trust land are evaluated for their eligibility to be listed on the National and State Register of Historic Places.

Criteria of Significance of the National and State Register of Historic Places

- A – Associated with significant events
- B – Association with significant persons
- C – Associated with a type, period, or method of construction...
- D – Information important to history or prehistory

This is the nation's honor role of places considered to be important to the history of the American people at the national, state, or local level. The criteria were developed by the National Park Service and are used as a national standard. Any cultural resource that meets one or more of the criteria is considered "significant" and is eligible for the National and State Register. Any cultural resource that is not eligible for the National and State Register is not considered "significant" and usually requires no further consideration. Exception: roadside shrines.

Step Four – Impact Assessment

Assess impacts to National and State Register eligible sites

- Will the proposed project adversely affect the characteristics that make the site eligible for listing?
- If yes, prepare mitigation plan.
- If a project will not negatively affect a National or State Register eligible site, or the project can be modified to avoid affecting the site, then a mitigation plan is not needed and the project can continue. However, a monitoring and discovery plan may be required.

The preferred means of treating effects to, or impacts on, National and State Register eligible sites is avoidance. Avoidance is the quickest and cheapest way to deal with the problem and the best way to protect and preserve cultural resources. If that is not possible, or desirable, and a National or State Register eligible cultural resource will be affected, then mitigation is required.

Step Five - Mitigation

- Mitigation Plan: A strategy for minimizing harm to National Register sites.
- Typical mitigation options:
 - restore/reuse/rehabilitate
 - relocate
 - record/research/recover data

Mitigation means doing something to either preserve the actual cultural resource itself or to recover information about the cultural resource before it is destroyed through construction.

What is done to mitigate effects to the cultural resources will depend on what the resource is, why it is important, and how it will be affected. The options can range in scope from a simple monitoring plan to full scale excavation, analysis, curation, and report preparation.

Review Process

- Cultural Resource Office -ASLD
- State Historic Preservation Office - SHPO
- Arizona State Museum - ASM
- Federal government - COE, EPA, USFWS, etc.

Throughout the review process, reports are generated by professional archaeologists or architects, as applicable, and these reports are reviewed by the Cultural Resources Office. Although at times, there are often other agencies in the review process.

Planning for the Process

- Project Review is mandatory
- Required information
- What is the project?
- Where is it located?
- Who is doing the work?
- When will the work begin?
- Are state and/or federal permits necessary?

Summary of Points to Remember

Here is a summary of important points and things to remember that will allow ASLD to assist you.

- Cultural Resources are important
- County, state, and federal law protect these important resources
- Consultation is mandatory for the Application process
- There is an established review process
- Other parties may be involved in the review process
- Compliance takes time and costs money
- Consult with us early in planning process – anticipate
- Provide us with critical project information
- Coordinate compliance with your project schedule
- Good communication is the key to the review process