

COUNTY OF SAN DIEGO

REPORT FORMAT AND CONTENT REQUIREMENTS

CULTURAL RESOURCES:

ARCHAEOLOGICAL AND HISTORIC RESOURCES



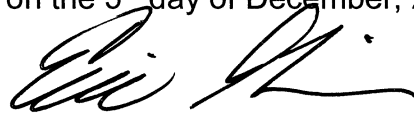
LAND USE AND ENVIRONMENT GROUP

Department of Planning and Land Use
Department of Public Works

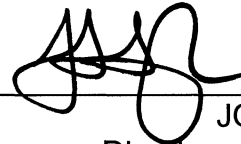
First Revision
December 5, 2007

APPROVAL

I hereby certify that these **Guidelines for Determining Significance and Report Format and Content Requirements for Cultural Resources: Archaeological and Historic Resources** are a part of the County of San Diego, Land Use and Environment Group's Guidelines for Determining Significance and Technical Report Format and Content Requirements and were considered by the Director of Planning and Land Use, in coordination with the Director of Public Works on the 5th day of December, 2007.



ERIC GIBSON
Interim Director of Planning and Land Use



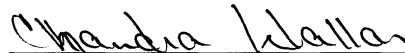
JOHN SNYDER
Director of Public Works

I hereby certify that these **Guidelines for Determining Significance and Report Format and Content Requirements for Cultural Resources: Archaeological and Historic Resources** are a part of the County of San Diego, Land Use and Environment Group's Guidelines for Determining Significance and Technical Report Format and Content Requirements and have hereby been approved by the Deputy Chief Administrative Officer (DCAO) of the Land Use and Environment Group on the 5th day of December, 2007. The Director of Planning and Land Use is authorized to approve revisions to these Guidelines for Determining Significance and Report Format and Content Requirements for Cultural Resources: Archaeological and Historic Resources, except any revisions to the Guidelines for Determining Significance presented in Section 4.2 must be approved by the Deputy CAO.

Approved, December 5, 2007

Text
First Revision
December 5, 2007

Approved
September 26, 2006



CHANDRA WALLAR
Deputy CAO

PURPOSE

These Cultural Resources Report Format and Content Requirements provide guidance on conducting cultural resource surveys and preparing reports for discretionary projects being processed by the Land Use and Environment Group. These guidelines are designed to:

1. Ensure the quality, accuracy and completeness of cultural resource surveys and reports.
2. Aid in staff's efficient and consistent review of maps and documents from different consultants.
3. Provide adequate information to make appropriate planning decisions and to make determinations regarding conformance with applicable regulations.
4. Increase the efficiency of the environmental review process and avoid unnecessary time delays.

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1.0 INTRODUCTION

This document guides consultants in the environmental review of cultural resources located within the jurisdiction of the County of San Diego and in the preparation of technical studies. These requirements apply to both archaeological and historic resources. They were based on the Archaeological Resource Management Report (ARMR) format and content guidelines developed by the California Office of Historic Preservation (1990) and the Historical Resources Guidelines developed by the City of San Diego (2001). The intent of these guidelines is to ensure consistency in the management of cultural resources including identification, evaluation, and preservation and/or mitigation.

2.0 DEVELOPMENT REVIEW

The following sections provide guidance on the development review of projects when cultural resources are present or have a high probability to be present. For purposes of this document, historic resources are defined as the “built environment” and are non-archaeological in nature. Archaeological resources are defined as the surface and subsurface remains of sites no longer in use or maintained in which evidence of past activity is preserved (Native American and European).

2.1 Consultants

Consultants (Principal Investigator) must be approved to work on development projects within the jurisdiction of the County. Any report submitted where the Principal Investigator is not an approved consultant will not be reviewed and will be rejected as incomplete. See County CEQA Guidelines for CEQA Consultant List Placement.

2.2 Native American Participation

Native American involvement in development projects is required and consists of consultation and monitoring.

2.2.1 Consultation

Consultation is required pursuant to Section 65352.3 of the Government Code (Senate Bill 18 [2004]). This is a government to government consultation and the County is responsible for conducting the consultation. This regulation requires that consultation take place for any project that involves a General Plan Amendment, Specific Plan, or Specific Plan Amendment. Consultation may include but is not limited to written correspondence (letters, e-mails) and formal meetings. Additionally, the County consults with Native American groups outside of the requirements of SB-18. Specifically, the County conducts consultations for projects that have a positive finding for the presence of cultural resources, but are not associated with a General Plan Amendment, Specific Plan, or Specific Plan Amendment. Consultants are to be provided with a copy of the correspondence and any agreements made between local

Native American groups, the applicant, and the County for inclusion in cultural resource studies.

2.2.2 Monitoring

A Native American monitor (monitor) is required for surface and subsurface investigations (survey, significance testing, and data recovery). Additionally, a monitor is required to be present for any grading monitoring for the potential presence of cultural resources. A local Tribe may request in writing that the Native American monitor be a representative of their tribe if a project is located within the general vicinity of their ancestral lands. The monitor shall be consulted during the investigations. Native American groups shall be given a minimum notice of two weeks that a monitor is required. If a monitor is not available, work may continue without the monitor. The Principal Investigator shall include in the report any concerns or comments that the monitor has regarding the project and shall include as an appendix any written correspondence or reports prepared by the monitor.

2.3 Development Review Process

The development review process consists of identifying cultural resources within the boundaries of the project, including any off-site improvements associated with the project. This section provides guidance as to the County's expectations regarding project design and how a typical cultural resource investigation is to be conducted.

2.3.1 Project Design

CEQA (§21083.2b) requires that reasonable efforts be made to preserve important cultural resources in place; therefore project design is essential to achieving this goal. The design of a project should incorporate cultural resources into open space whenever possible. If the project proponent, consultant, and County Staff agree to waive significance testing on cultural sites, those resources will be treated as significant (both CEQA and RPO) and must be preserved through project design.

2.3.2 Surveys

County staff will make a determination based on available information (maps, aerial photos, cultural reports, site visits, and CHRIS data) at project scoping as to whether a development project requires a survey. If a site specific survey is required, it shall be conducted in such a manner as to determine the absence or presence of cultural resources. Tribes identified by the Native American Heritage Commission (NAHC) as having a potential interest in a project area will be notified of all surveys to be conducted and survey results will be provided to tribes that request them. Based on project design and the results of the survey, staff will determine whether significance testing is required.

No Prior Survey

Projects that have not been previously surveyed require a surface investigation (survey). For projects under 10 acres, staff will determine whether a County archaeologist or consultant will survey the project. The determination will be made based on staff availability. Projects over 10 acres are to be surveyed by a County approved consultant.

Prior Survey

Projects with a prior survey that is 5 years old or less may use the previous study. However, an addendum to the prior survey must be completed that includes the following: (1) updates all graphics to the current development project; (2) discusses any change in interpretation, impacts, or mitigation; and (3) identifies changes in circumstances or new information of substantial importance that cause one or more effects to cultural resources. In addition, the addendum should identify whether cultural material was collected as part of the previous survey, and if so identify the location of the collection. Projects will be conditioned with the requirement of curation for any collection associated with prior studies that have not been curated.

Negative Survey

Negative surveys do not require a full cultural resources report. Instead a letter report is acceptable. Attachment C provides an example of an acceptable negative letter report. Negative reports must be submitted to the South Coastal Information Center.

Positive Survey

Investigations that are positive must prepare a “full” cultural resources survey report. The survey report must address CEQA and RPO significance criteria and define the boundaries of sites. If resources extend off-site, they must be mapped and discussed. Direct and indirect impacts that result from the implementation of the proposed project must be identified and evaluated. See chapter 3.0 for format and general guidance for the preparation of cultural technical studies.

2.3.3 Resource Evaluation

Resource evaluation is required when new resources are identified as a result of a survey. In addition, any previously recorded resources that have not been previously assessed that are relocated during a survey must be evaluated. Assessments are not required for resources that have been evaluated for CEQA or RPO significance in the past five years and there has been no change in the conditions which contributed to the determination of resource importance. Resource evaluation is also not required when significance is assumed in the absence of testing and the resources are placed in open space. However, resources that are placed in open space are to be indexed to identify what is being preserved and how best to manage the resource. In addition, site boundaries for these resources must be defined to determine whether they extend beyond the area designated for open space. Resources should be re-evaluated if their condition or setting has improved or deteriorated, if new information is available, or if the resource is becoming increasingly rare due to the loss of other similar resources.

Resource evaluation includes determining resource importance, assessing project impacts, identifying appropriate mitigation measures, and the significance of impacts after implementation of mitigation. The following sections outline and provide guidance for these topics.

Resource Importance

Resource importance is evaluated through the use of field surveys, subsurface testing, lab analysis, or any other tools used by the archaeologist/historian. A determination of “Important” or “Not Important” must be made for each resource assessed. Evidence must be provided to substantiate (a) the cultural or scientific significance, (b) the boundaries of the resource(s), and (c) the traditional importance to Native American communities which shall include consultation with Native American monitors. The County discourages the use of “Potentially Important”. The use of this term places a resource into a gray area that may result in the loss of resource protection. Subchapter 3.2.2 of the Guidelines for Determining Significance provides the criteria for evaluating resource importance.

Resources Determined “Important”

Cultural resources determined “Important” shall be discussed in the technical study. The severity of project impacts must be described and mitigation measures must be proposed that reduce project impacts to a level below significant. Cultural resources that yield information or have the potential to yield information are considered “Important” resources. Data and information collected from sites that yield information must be archived and curated.

Resources Determined “Not Important”

Resources determined “Not Important” must be discussed in the technical study. The County identifies artifact isolates as the only resource type that should be placed in this category. Resources in this category will require no work beyond documentation of the resources and inclusion in the survey and assessment report. This information is to be archived at a local repository.

Impact Assessment

The assessment of project impacts is required to determine appropriate mitigation measures and/or design considerations. Impacts are defined as those changes to the environment that will occur as the result of the implementation of a project. Impact assessment (Area of Potential Effect [APE]) varies different types of discretionary permits. As such, this assessment must take into consideration the type of permit being requested. Projects with multiple permits should use the most impactful permit for the analysis.

Impact assessment is based on the APE. In order to identify and define the severity of impacts, the APE must be established as discussed above. Once the APE is defined and the cultural resources are evaluated for importance, only then can impact assessment take place. Impact assessment must identify direct, indirect and cumulative impacts.

If a cultural resource is determined to be “Not Important”, both the resource and the project impacts upon it must be discussed in the technical study but will not be considered further in the environmental review process.

Mitigation Strategies

Impacts to cultural resources are impossible to reverse; therefore it is important to select the appropriate mitigation that will provide the greatest amount of preservation and/or protection. Mitigation is used to reduce project impacts to a level below significant. The County requires that preservation of cultural resources be considered as the first choice of mitigation in lieu of other methods. Mitigation measures/design considerations are identified in Table 1 of the Guidelines for the Determination of Significance and a listing of typical condition language is included in Attachment E. Mitigation strategies proposed in the report should provide the general concept being proposed and should not be the actual condition verbatim. The following is a discussion of mitigation strategies that includes both project design and mitigation measures.

Project Design

Project design unlike mitigation measures builds protective measures into the development plan. The best examples of this are the inclusion of open space into a project design, special setback easements for lots adjacent to historic resources, and the identification of staging areas for construction equipment. Although these types of measures protect resources through design, these measures must still be included in the conditions for project approval.

Mitigation Measures

Mitigation must be proposed for any project that impacts important cultural resources. The determination of mitigation measures is based on resource significance (CEQA, RPO), and the type (direct, indirect, cumulative) and severity of the impact. The focus of mitigation is the preservation, data recovery, and curation of the information that these resources contain that would otherwise be destroyed or lost due to construction and development activities.

Mitigation may include measures when resources are not identified but whose presence is reasonably suspected. For example, grading monitoring may be required when resources are present or suspected to be present on a project site. Mitigation may also require measures to protect off-site resources even though the project does not propose development in that area. For example, a project proposes development adjacent to a known archaeological site (no development within the site boundaries). To mitigate for potential impacts to this resource, grading monitoring and temporary fencing would be made a condition of project approval.

Note: The County does not normally consider HABS/HAER documentation alone as adequate mitigation for the destruction of significant historic resources (structures). In the case of Architectural Heritage Association v. County of Monterey, 122 Cal.App.4th 1095 (2004), it was found that “archival documentation cannot normally reduce destruction of an historic resource to an insignificant level.” Also in the case of League

Protection of Oakland, 52 Cal.App.4th 896 (1997), the Court of Appeal held that the historic resources of the building to be demolished “normally cannot be adequately replaced by reports and commemorative markers.” Therefore, documentation is not a feasible mitigation measure for the loss of these resources.

2.3.4 Report Preparation

Reports (Resource Evaluation, Grading Monitoring) shall be prepared by qualified professionals identified on the County’s List of Approved Consultants. The report shall be prepared by the criteria set forth in this document and shall be tailored to the resource(s) under evaluation (e.g., archaeological, historic, traditional cultural property, rural landscape, district). The criteria set forth in Chapter 3.0 of this document shall be used by the County to review cultural studies.

2.3.5 Sacred Lands Check

Consultants are to conduct a record search with the Native American Heritage Commission (NAHC) for any project that they survey or test to determine the absence/presence of Sacred Lands. In addition, local Native American groups should be consulted. Sacred Lands have a high probability of placement in the Resource Protection Ordinance (RPO) Significance category. Note: Not all Sacred Lands are listed with the NAHC.

2.3.6 Human Remains

Human remains require special handling, and must be treated with appropriate dignity. Specific actions must take place pursuant to CEQA Guidelines §15064.5e, Public Resource Code (PRC) §5097.98, and §87.429 of the County of San Diego Grading, Clearing, and Watercourses Ordinance.

In the event of the accidental discovery or recognition of any human remains in any location other than a dedicated cemetery, the following procedures shall be followed:

1. There shall be no further excavation or disturbance of the site or any nearby area reasonably suspected to overlie adjacent human remains until:
 - a. A County Official is contacted.
 - b. The County Coroner is contacted to determine that no investigation of the cause of death is required, and
 - c. If the Coroner determines the remains are Native American:
 - i. The Coroner shall contact the Native American Heritage Commission (Commission) within 24 hours.
 - ii. The Commission shall identify the person or persons it believes to be the most likely descended from the deceased Native American.
 - iii. The Most Likely Descendent (MLD) may make recommendations to the landowner or the person responsible for the excavation work, for the

treatment of human remains and any associated grave goods as provided in PRC §5097.98.

2. Under the following conditions, the landowner or his authorized representative shall rebury the Native American human remains and associated grave goods on the property in a location not subject to further disturbance:
 - a. The Commission is unable to identify a MLD or the MLD failed to make a recommendation within 24 hours after being notified by the commission.
 - b. The MLD identified fails to make a recommendation; or
 - c. The landowner or his authorized representative rejects the recommendation of the MLD, and the mediation by the Commission fails to provide measures acceptable to the land owner.
3. Any time human remains are encountered or suspected and soil conditions are appropriate for the technique, Ground Penetrating Radar (GPR) will be used as part of the survey methodology. In addition, the use of canine forensics will be considered when searching for human remains. The decision to use GPR or canine forensics will be made on a case-by-case basis through consultation between the County Archaeologist, the Project Archaeologist, and the Native American Monitor.
4. Because human remains require special consideration and handling, they must be defined in a broad sense. For the purposes of this document, human remains are defined as:
 - a. Cremations including the soil surrounding the deposit.
 - b. Interments including the soil surrounding the deposit.
 - c. Associated grave goods.

In consultation between the County Archaeologist, Project Archaeologist, and Native American Monitor, additional measures (e.g. wet-screening of soils adjacent to the deposit or on-site) may be required to determine the extent of the burial.

Note: Any time human remains are encountered, the site is considered RPO significant and the only appropriate mitigation is preservation.

3.0 SURVEY AND REPORT REQUIREMENTS

All cultural resources technical reports shall follow the formats and guidance in this document. The overall length of reports and the amount of information to include will vary depend on the size and scope of the project, regional setting, the cultural resources present, and the degree of impacts proposed.

Depending on the results of the survey (absence/presence of cultural resources), the County may require that one of the following be submitted:

- **Full Cultural Resources Report (Full Report)**
Required for projects where cultural resources are present on site. The full report shall include maps of the regional location of the project site, the location of cultural resources, and the location of cultural resources with an overlay of the proposed project. All maps that identify the location of cultural sites shall be placed in a “Confidential” appendix under separate cover.
- **Cultural Resources Letter Report (Letter Report)**
Required for projects where no resources are present on site. See Attachment C for an example.

All cultural resources reports will be reviewed for technical accuracy and completeness by a staff archaeologist. Reports are considered draft until staff determines the report to be complete. Each submittal and review of a draft cultural resources report is considered an “iteration”. During each iteration, staff will either determine the report to be complete or respond with comments for necessary changes. Each report may have up to three iterations, after which the project may be denied due to inadequate environmental progress.

3.1 Archaeological Technical Report

The following subchapters provide an outline and the criteria for the required elements of a “full” technical report. The structure of the report is based on the ARMR format with modifications to fulfill County requirements. Depending on the types of resources and impacts identified, the format may vary and all elements may not be required. Any deviation from the standard format outlined below must be approved by staff.

3.1.1 Outline

An archaeological technical study should include the following elements:

ARCHAEOLOGICAL TECHNICAL REPORT OUTLINE	
COVER PAGE	
NADB DATA	
TABLE OF CONTENTS	
LIST OF ACRONYMS	
EXECUTIVE SUMMARY (MANAGEMENT SUMMARY/ABSTRACT)	
1.0 INTRODUCTION	
1.1 <u>Project Description</u>	
1.2 <u>Existing Conditions</u>	
1.2.1 Environmental Setting	
Natural	

	Cultural
1.2.2	Record Search Results
	Previous Studies
	Previously Recorded Sites Adjacent to Study Area
1.3	<u>Applicable Regulations</u>
2.0	GUIDELINES FOR DETERMINING SIGNIFICANCE
3.0	RESEARCH DESIGN (optional)
4.0	ANALYSIS OF PROJECT EFFECTS
4.1	<u>Methods</u>
4.1.1	Survey Methods
4.1.2	Test Methods
4.1.3	Laboratory and Cataloging Procedures
4.1.4	Curation
4.1.5	Native American Participation/Consultation
4.2	<u>Results</u>
5.0	INTERPRETATION OF RESOURCE IMPORTANCE AND IMPACT IDENTIFICATION
5.1	<u>Resource Importance</u>
5.2	<u>Impact Identification</u>
6.0	MANAGEMENT CONSIDERATIONS – MITIGATION MEASURES AND DESIGN CONSIDERATIONS
6.1	<u>Unmitigated Impacts</u>
6.1.1	Mitigation Measures and Design Considerations
6.2	<u>Mitigated Impacts</u>
6.2.1	Mitigation Measures and Design Considerations
6.3	<u>Effects Found Not to be Significant</u>
7.0	REFERENCES
8.0	LIST OF PREPARERS AND PERSONS AND ORGANIZATIONS CONTACTED
9.0	LIST OF MITIGATION MEASURES AND DESIGN CONSIDERATIONS
	APPENDICES
	CONFIDENTIAL APPENDICES

3.1.2 Content

The following subsections discuss the criteria for the required elements that are to be used when preparing an archaeological technical study. The elements described below are not exclusive and it is expected that the consultant will expand beyond these elements when necessary.

Note: The numbering identified below should be used when preparing technical studies. The titles are shown in italics only for purposes of this document and are not required to be formatted in italics for the technical study.

COVER PAGE

The cover refers to the front exterior of the report. No slogans or company logos should appear. The cover shall include only the following information:

- Report Type (e.g. Survey, Testing Program);
- Project common name;
- Permit number(s) (if applicable);
- DPLU environmental log number, (if applicable);
- County Department contact's name, address and phone number;
- Date (must be revised during each edition of the draft Technical Study);
- Cultural Resource Technical Report preparer's name, firm name and address;
- Signature of County-Approved consultant;
- Project proponent's name and firm name (if applicable);

Refer to Attachment A for an example of an acceptable, standard cover.

NADB DATA

NADB data is a mandatory section of cultural resource technical reports. This data is used by the South Coastal Information Center and the National Archaeological Data Base and is required for site description and report identification.

Refer to Attachment B for an example of acceptable NADB data.

TABLE OF CONTENTS (AND HEADINGS)

The Table of Contents is a mandatory section of every technical study. The Table of Contents must be formatted in the following manner:

- 1.0 FIRST LEVEL HEADINGS – CHAPTERS SHALL BE SPECIFIED BY NUMBER AND SHALL BE PRESENTED IN BOLD AND IN ALL CAPS**
- 1.1 Second Level Headings – Subchapters shall be specified by number and shall be presented in upper and lower case, bold, and underlined**

1.1.1 Third Level Headings – Subchapters shall be specified by number and shall be presented in upper and lower case, and bold.

Note: The table of contents should present chapters and subchapters up to three digits only (e.g. 4.3.6).

Additional subchapters should be distinguished by the hierarchy of font variations as shown below:

Fourth Level Headings shall have no numbering and shall be presented in upper and lower case, and bold.

Fifth Level Headings shall have no numbering and shall be presented in upper and lower case, and underlined.

Sixth Level Headings shall have no numbering and shall be presented in upper and lower case, and italicized.

The Table of Contents must also contain a list of figures, tables, and appendices. Figures and tables must be numbered sequentially. Appendices must be identified by letter (e.g. Appendix C – Sacred Lands Check).

LIST OF ACRONYMS

- The List of Acronyms should appear on the page directly following the Table of Contents and contain all acronyms used throughout the technical report, including technical, legal and industry related terms. The List must be alphabetical and clearly arranged.
- The first time an abbreviation or acronym is utilized, provide the full name and then indicate the form of abbreviation that will be used throughout the document to represent that name, e.g.: "The project complies with the California Environmental Quality Act (CEQA) and the County of San Diego Resource Protection Ordinance (RPO), because..." If an acronym is only used once or twice in a document, the acronym should be eliminated and it should be spelled out.

EXECUTIVE SUMMARY

The Executive Summary/Abstract should be as concise as possible, using clear simple language, not exceed 5 pages, and should provide an abstract of the scope and findings of the report. No new information should be provided in this section that is not further explained elsewhere in the document. This section should be written so that non-archaeological professionals and the public can understand it. The purpose of the Executive Summary/Abstract is to provide a quick reference for the public and decision-makers. **The Summary must be fully consistent with the text of the technical report.** Make sure that the Executive Summary/Abstract

accurately "summarizes" the issues discussed in the technical report text. For example, assure that the issues identified for discussion in Chapters 4.0, 5.0, and 6.0 and the conclusions as to significance stated there, match the issues and conclusions stated in the Executive Summary/Abstract. Failure to assure consistency may lead to the document being found inadequate by staff. The Executive Summary/Abstract must include the following information:

1. Describe the purpose and scope of the archaeological investigation. Specify the type of study that was conducted (e.g., literature search, inventory, evaluation, data recovery).
2. List the date(s) of the investigation.
3. Summarize the major findings of the investigation. For example, if the document reports an archaeological survey, list the number and types of resources identified during the survey.
4. If resources have been evaluated, summarize their significance as determined pursuant to the California Environmental Quality Act (CEQA), the County of San Diego Resource Protection Ordinance (RPO), or other regulations and standards as appropriate.
5. The status of human remains (absence or presence) should be stated.
6. Briefly indicate what types of features and artifacts were encountered.
7. Discuss how the proposed project affects resources.
8. Describe constraints on the investigation (e.g., time, finances, logistics, vegetation, weather, landowner permission, vicious or rabid dogs).
9. Offer a summary of recommendations (e.g., test excavation, National Register eligibility recommendations, treatment recommendations).
10. Describe the disposition of field notes, collections, and reports.

1.0 INTRODUCTION

The objectives of this chapter are to provide clarity for the reader. Specifically, background information as detailed below should be included to provide an understanding of the what, why, when, and where.

1.1 Project Description

This subchapter provides a detailed description of the proposed project. The project description is the land- or resource-disturbing activity for which a cultural resources study is required. The discussion must identify not only changes to the project site

as it currently exists, but also include any off-site improvements that will be a part of the project. The project description provides information needed to determine how archaeological resources may be affected. How much information is appropriate for a given report may depend on what was included in previous reports for the project, and on the scope and size of the project. It is clear that the project description is fluid and evolves over the permitting process cycle. The intent of this section is to make the description as accurate as possible. If major changes occur (e.g. new off-site impacts) staff will request an update to the study.

The precise location and boundaries of the project site must be described. Both regional and vicinity (preferably topographic) location maps must be included to show the project's location. The project description should be as detailed as possible and may include but is not limited to the following:

1. Size of project and area of proposed development.
2. Purpose and scale of proposed uses associated with the project, such as residential development or recreational camping.
3. Nature and extent of disturbance anticipated.
4. Project phasing.
5. Proposed structures (size, location, purpose etc.).
6. Location of easements (existing and proposed) such as those for biological open space and roads.
7. Proposed or potential uses within the open space (e.g. passive recreation such as hiking or horse trails).
8. Off-site improvements (e.g. roads, utilities, facilities).
9. U.S.G.S. Quadrangle map delineating the study boundaries.
10. General location map showing the location of the project.
11. Project plot plan/map (minimally 8.5"X11").

1.2 Existing Conditions

1.2.1 *Environmental Setting*

Natural

This section generally includes a discussion of the natural setting of and in the vicinity of the project. Describe any preserved lands (open space easements, Pre-Approved Mitigation Areas, Park Land) adjacent to or contiguous with the site. The description of the physical environment shall be based on the existing legal condition of the property, prior to any unauthorized activities (e.g.: grading, clearing) or actions taken in preparation for the project, such as septic testing or geotechnical investigations. The physical environment should include but is not limited to the following:

1. Identify the natural physiographic region and biotic communities.
2. Describe the current natural environment of the general area including landforms, hydrology, geology, soils, climate, vegetation, and animal life, as appropriate.

3. The location of culturally important resources such as outcrops of cryptocrystalline rock, reservoirs, townsites, etc., should be discussed, as appropriate.
4. Describe the natural environment as it is believed to have existed during the temporal periods of occupation under investigation, if such information is available.
5. Describe the current land use (e.g., agriculture, mining, recreation, residential).
6. Assess the current condition of the land within the project area (e.g., relatively unmodified, partially disturbed by construction or improvements).

Cultural

This section provides the context for the evaluation of cultural resources. This section should provide an overview of the prehistory and history (including built environment) of the study area. Settlement patterns, subsistence practices, geographic boundaries, and environment should be incorporated into the discussion of each period. The following is an example of how this section should be broken into the different temporal periods. This example is not the mandatory County-approved version of the regional background but shows formatting and organization.

1.2.1 *Environmental Setting*

Natural Setting

Cultural Setting

Prehistoric Period

San Dieguito (Early Period/Archaic)

La Jollan

Late Prehistoric

Ethnohistoric Period

Historic Period

Spanish

Mexican

American

No single classification is agreed upon for the different periods of prehistory and history. Various researchers have used different terms for these distinct periods. The cultural background of San Diego County continues to evolve as new information is accumulated as a result of current research efforts. The above outline is provided as a guideline and it is recommended that each archaeologist provide their interpretation of the prehistory and history of the County of San Diego. The Native American perspective should be included in this discussion.

1.2.2 Record Search Results

Previous Studies

Previous Recorded Sites Adjacent to Study Area

Identification of previous investigations is the focus of this subchapter. Previous work conducted on the project site and within a one-mile radius of the project boundaries should be discussed. In areas of very high site densities, the one-mile radius may be reduced with the approval of staff. The repository(ies) where the documents are held must be identified. The type of study (e.g. survey, Phase I evaluation) must be described for each investigation (tabular form). Resources identified should be discussed and include information about site type, location of and topographical setting of sites to the project site, diagnostic artifacts if present, and provide a regional perspective. The following information should be included:

1. Evidence of a record search for known cultural resources and previous reports conducted at an Information Center of the California Archaeological Inventory, Historical Societies, repositories other than information centers, as well as oral histories should be included. Either a copy of the record search report performed by Information staff or the results of a records search performed by a professional consultant should be provided in a confidential appendix. The County of San Diego has access to the California Historic Resources Inventory System (CHRIS) data from the South Coastal Information Center; therefore hard copies of DPR forms obtained for record searches are not required. DPR forms are only required for new sites identified in the field.
2. Aerial photos and historic maps should be reviewed to identify potentially historic structures and historic land uses.
3. Identify the location of cultural material that was collected as part of a previous study for any recorded sites within the project footprint.
4. A table identifying the site number, type, estimated size, and report reference shall be included. Below is an example of an acceptable table.

Site Number	Site Type	Site Dimensions	Report Reference
CA-SDI-6789	Village	90x10m ²	Clovis 1903
CA-SDI-12,345	Lithic Scatter	240x5m ²	Jones 1986
P-37-0250123	Trash Deposit	5x5m ²	Kroft 2001

5. A map of the location of the cultural resources shall be included in a Confidential Appendix.
6. Results of interviews.

Note: The text should not disclose site location. The site description should be written so that the reader of the non-confidential report cannot find the site.

1.3 Applicable Regulations

This section should identify the regulations that are applicable to a project. Typical regulations that apply to County projects include CEQA, RPO, and the County of San Diego Local Register of Historical Resources. Each regulation should be discussed and the criteria for defining significance and impacts identified. CEQA applies to all discretionary actions and RPO applies to a select group of permit types that include the following:

- Tentative Parcel Maps
- Tentative Maps
- Revised Tentative Parcel Maps and Tentative Maps
- Expired Tentative Parcel Maps and Tentative Maps
- Rezones
- Major Use Permits
- Major Use Permit Modifications
- Site Plans (excluding those Statutorily or Categorically Exempt from review under CEQA and those required by a Sensitive Resource Area Designator)
- Administrative Permits (excluding those Statutorily or Categorically Exempt from review under CEQA and those for clearing)
- Vacations of Open Space Easements

Attachment D provides an example of a typical Applicable Regulations section.

2.0 *GUIDELINES FOR DETERMINING SIGNIFICANCE*

Guidelines for Determining Significance that have been approved by the County are to be used in the analysis and the Guidelines used should be listed in this section. See Section 4.2 of the Guidelines for Determining Significance.

3.0 *RESEARCH DESIGN (optional)*

The focus of archaeological studies for discretionary projects is to determine resource importance and the significance of project impacts pursuant to Federal, State, and Local regulations. Research designs typically go beyond what is required by the County, and therefore is an optional element in most archaeological studies. A research design provides the theoretical basis for an archaeological study. The requirement of a research design will be made on a case-by-case basis and is determined by project complexity, the density of sites, and project impacts which may require a data recovery program.

A Research Design is required for any project that proposes Data Recovery as mitigation (See Section 6.0 – Management Considerations).

Research designs vary in nature and level of detail depending on the project components and investigation type. Research designs are explicit statements of the theoretical and methodological approaches to be followed in an archaeological study. In some cases, research designs have been developed for specific geographic regions, types of investigations, or types of resources. At a minimum, such research designs should be included into cultural studies by reference. However, project-specific research design sections may be necessary (e.g., evaluative and data recovery excavations) and should be included if appropriate.

Research designs link theory, known information, research goals, and methods. The use of previously formulated research designs is acceptable if these designs are current and relate directly to the area and type of study under consideration. Predictive models are elements of a research design applicable to archaeological surveys. Predictive models are structured predictions concerning types and locations of archaeological phenomena anticipated in an area. Predictive models may be used to establish an existing condition baseline; however they do not replace the requirement for surveys.

When a research design is required, the following should be included:

1. Discuss the theoretical basis of the proposed research. Cite or discuss the research paradigms under which the investigators are operating.
2. Summarize previous research. A summary of important research questions pertinent to the study area or to the identified resources should be presented, with particular emphasis on the identification of relevant data gaps. Statements appealing to generally recognized goals of archaeology or anthropology by themselves usually lack the detail necessary for an adequate research design.
3. Present testable hypotheses or state the goals of the research. Any useful theoretical approach should be capable of generating testable hypotheses. A research design should present important research questions recognized for the region and relevant to the study, based on previous research.
4. Identify the test implications of the hypotheses. Describe expected archaeological resource types, archaeological patterns, and data categories anticipated, as they relate to test implications. Discuss operational definitions for archaeological resource types (and rationales for their use), if different from OHP definitions of archaeological sites, historic resources, and isolated artifacts or resources.

4.0 ANALYSIS OF PROJECT EFFECTS

4.1 Methods

4.1.1 Survey Methods

4.1.2 Test Methods

4.1.3 Laboratory and Cataloging Procedures

4.1.4 Curation

4.1.5 Native American Participation

(Include all subchapters that apply).

Methods of investigation must always be included in a Cultural Resources Technical Report. Methods should include all the tools (e.g. survey, indexing, testing, lab analysis, etc.) used by the project archaeologist/historian to identify archaeological resources, evaluate their significance, and to determine the appropriate mitigation for project impacts. The discussion of methodology can be organized for each site, or for similar sites. A brief discussion of the survey results can be included to clarify the methods used. The following outline provides the components that should be incorporated into this subchapter if appropriate.

1. Describe how personnel conducting the work were organized and list the active participants and their duties. Identify the persons participating in the study such as Native American observers, monitors, and consultants, interested parties with special knowledge or expertise, and technical specialists.
2. Describe the data gathering methods employed (e.g., remote sensing data; surface survey; surface chemical analysis; sub-surface methods such as probing road and stream cuts or analyzing core probes, archival research). The methods description should provide details such as deployment of survey personnel, site recordation techniques, chemical analyses, indexing, sub-surface test locations and methods, and remote sensing techniques. Data gathering methods include:
 - a. Describe specific research and sampling strategies employed, the rationale for their use, a description of how they were implemented, and how many person-hours/days were expended, if such information is available. If methods follow agency or professional standards, define or at least cite the source for definition of the method (e.g. intensive, general, intuitive, cursory surveys).
 - b. Using U.S.G.S. quadrangles, show area(s) subject to investigation in relation to the Area of Potential Effects (APE) and project boundaries. For survey reports, depict areas surveyed, not surveyed, or surveyed using various strategies. Larger scale maps may also be appropriate to convey information regarding the nature of the investigation. Such maps can be included in an appendix.

- c. Provide a descriptive summary of the areas examined, noting areas that were not inspected in relationship to the sampling strategies employed, and why. Note the percentage of ground visibility for the areas inspected.
 - d. Describe site recording procedures as appropriate.
 - e. Describe the method of indexing. Number each index on a map of the site sufficiently detailed to depict the relationship between natural and archaeological features within the project site. Indexing should include surface collection and limited excavation to establish the horizontal and vertical boundaries of the resource.
 - f. Describe the types and methods of excavation. Number each excavation location on a map of the site sufficiently detailed to depict the relationship between natural and archaeological features within the site. Include an explanation of the rationale for the placement of units.
 - g. Whenever human remains or archaeological features such as hearths or house pits are present or suspected, a ground penetrating radar survey may need to be conducted. The decision will be made through consultation between the County Archaeologist, the Project Archaeologist, and the Native American Monitor.
 - h. Describe cultural materials collected (if any), including methods of documentation and removal.
 - i. Describe measures undertaken or needed to restore archaeologically disturbed site areas when archaeological field studies are completed.
3. Indicate where collected materials, photographs, and other documents are curated. Curatorial agreements and reburial agreements should be provided in an appendix in the final draft of the report. Reburial agreements (if available) shall be placed in a confidential appendix and shall be included only if the Native American monitor or Native American Groups are in agreement.

When photos or other documentation (e.g., remote sensing data) are not included in the report, name the repository where these data are stored. Provide appropriate reference numbers used to file and retrieve this data at the repository.

4. Discuss problems or constraints in conducting the research.

Note: All documentation containing Native American site locations are to be placed in the Confidential Appendix.

5. Identify what measures were taken to consult with the Native American Heritage Commission (NAHC) and/or local Native American groups, organizations, or individuals. This discussion should include consultation required pursuant to Section 65352.3 of the Government Code (Senate Bill 18 [2004]) including any activities conducted by County Staff. Staff will provide documentation to consultants.

4.2 Results

This section presents the information collected during the study. A thorough description of collected data is essential for the construction of meaningful and well-supported interpretations. When interpretations of data are mixed with or substituted for basic data presentations, the reader is left with no basis for independently assessing conclusions and inferences. It is therefore critical to explicitly separate data presentation from interpretation of those results whenever possible.

Note: The text should not disclose site location. The site description should be written so that the reader of the non-confidential report cannot find the site.

The following guidance should be followed when discussing results.

Cultural Resource Survey Report

1. If no archaeological resources were located, their absence should be explicitly noted and a letter report is acceptable. See Attachments A, B, and C for samples of information that should be included in the report.
2. If resources were previously reported or anticipated but were not located, discuss the possible environmental and cultural factors that may have hidden or destroyed the resources.
3. If cultural resources were identified:
 - a. Provide information regarding the cultural resources that were observed and recorded, including:
 - i. Prehistoric archaeological sites,
 - ii. Historic sites, and
 - iii. Isolated artifacts
 - b. Recent or contemporary resources (e.g., modern roads, power lines, structures) noted but not formally recorded might also be discussed and include on a map, although such information may not be appropriate or necessary, and is usually not confidential.

- c. If applicable, provide a synthesis of previous research as it relates to the project.
- d. The following maps should generally be included in a report on the results of inventory. **Maps depicting archaeological site locations should not be included in reports that will be publicly circulated and should be placed in a separate “confidential” appendix.**
 - i. If not already presented, area(s) subject to investigation in relation to the Area of Potential Effects (APE) and project boundaries on an appropriate U.S.G.S. quadrangle (7.5 or 15 minute series). For survey reports, depict areas surveyed, not surveyed, or surveyed using various strategies. Larger scale maps may also be appropriate to convey information regarding the nature of the investigation.
 - ii. U.S.G.S. quadrangle maps showing prehistoric resource locations recorded during survey.
 - iii. Archaeological resource sketch maps consistent in content and quality with the standards established in the California Archaeological Inventory Handbook for Completing an Archaeological Site Record distributed by the California OHP. If archaeological site records are provided in a detachable “confidential” appendix to the report, sketch maps should be included with the site records.
 - iv. Archaeological site contour maps depicting topographic and archaeological details, and surface and sub-surface study locations should be provided, if available, although such maps often are not prepared for survey reports.
- e. Describe all resources.
 - i. The description should at a minimum include site type, chronological placement, size, and if there is any disturbance (e.g. grading, pot hunting etc.).
 - ii. For each resource (historic, prehistoric, isolates), complete all appropriate DPR forms. The DPR forms must be placed in a confidential appendix or may be submitted electronically in pdf format. The submitted report must provide evidence that the DPR forms have been submitted to the South Coastal Information Center. Once site numbers (trinomial, primary, isolate) are assigned they must be incorporated into the study and replace any temporary numbers. The report will not be considered final without the primary numbers and trinomials from the SCIC.

- iii. Provide a master map (photocopy of appropriate USGS quadrangle) depicting the locations of all resources. It is not appropriate to include maps of prehistoric resource locations in the body of the report if the report is available to the general public. Prehistoric resource locations should appear only in confidential appendices.

Archaeological Excavation Reports

Excavation can occur during any phase of a cultural resource investigation. The description of excavation during these various phases should be scaled to the size of the excavation, the importance of information to the objectives of the study, and the abundance and quality of information resulting from the excavation. In terms of data presentation, no distinction is made here between excavation conducted for evaluative purposes and excavation performed as a data recovery or mitigation phase. Data and interpretation should be presented separately when possible. Summarize the results of lengthy, appended special studies.

1. Describe the physical context of the archaeological deposit, including:
 - a. Site topography and geomorphology (if not addressed in Physical Environment).
 - b. Soil type (midden/non-midden), structure, stratigraphy and relationship to surrounding soils. Summarize results of special studies such as particle size analysis and soil chemistry, and include a copy of special studies reports in an appendix.
 - i. Non-cultural soil constituents (floral, faunal). Include a summary of special studies and insert reports in an appendix;
 - ii. Anthropogenic soils and stratigraphic relationships.
 - c. Profiles of excavation units, trenches, or auger borings, as appropriate.
2. Describe archaeological features. Functional ascriptions/interpretations, such as hearth, oven, housepit, may be unavoidable at this level of data presentation. It may be appropriate to discuss the relationship between feature and non-feature archaeological material distributions (e.g., the relationship between midden deposits and ovens or housepits).
 - a. Describe physical evidence including location dimensions, attributes, and associations.
 - b. Provide or reference illustrations and photographs of features.

- c. Either present in full or summarize the results of special studies related to features (e.g., radiocarbon, flotation, micro-constituent analysis, chemical analysis).
3. Enumerate and describe artifacts by material type and artifact class (e.g., flaked-stone). Avoid typological ascriptions that impose or imply function or chronological association in the initial description. For example, biface, uniface, or modified flake is preferable to knife, scraper, or used flake. Such interpretations can follow in separate subsections, as described below.
 - a. Discuss typological consideration of artifacts such as stone tools, beads, bone and groundstone tools, and historic materials.
 - b. Include illustrations/photographs of formal artifacts. These can be included in an appendix.
 - c. Present the results of analyses of artifact manufacture and use (e.g., flaked-stone manufacturing technology, use-wear studies, pottery analysis, basketry identification). Extensive and detailed analyses may be included in appendices. A summary of the results of these studies should be presented in the body of the report. Such studies should define analytic methods and distinguishing traits of analytic categories. For example, if a flaked-stone analysis involved the identification of different types of flakes, then the attributes that define such flake types should be reported. References to previous analyses should not supplant basic descriptions of methods and analytic categories.
 - d. Present the results of analyses such as radiocarbon dating, obsidian source and hydration studies, thermoluminescence dating, geomagnetic studies, pollen analysis, blood protein analysis, and others.
4. Describe non-artifactual archaeological material that reflects past human activities (e.g., burned seeds, charred animal bone), and materials that provide information on past environments or exploited resources (e.g., pollen).
 - a. Include identification studies for floral and faunal remains, with interpretations regarding the kinds and amounts of resources used, consumed, etc.
 - b. Present the results of physical analyses such as pollen, microconstituent analysis (flotation, coprolite studies).
5. The County's Resource Protection Ordinance (RPO) requires avoidance of areas of impacts to human remains. However, accidental discoveries sometimes occur in the process of site testing or data recovery and during construction grading and excavation. In such cases, the procedures implemented or the information

of discovery shall be provided. Information shall include the context of discovery, examination, and disposition of human remains, if any and presence of associated burial artifacts. Given the often sensitive nature of human remains, examination and treatment of such remains will depend on the outcome of consultation with appropriate Native American representatives and the decision of land owners regarding the treatment of human remains. Therefore, whether and how human remains and associated grave goods are examined may vary greatly. Similarly, the nature and extent of reporting on the treatment of human remains may vary with the nature of Native American concerns. It may not be possible or appropriate to maintain rigid reporting standards. In general however, the following information is desirable from an archaeological and management standpoint.

- a. Describe the context of the discovery of human remains. For example, describe if a human burial discovered during excavation was expected, based on consultant information or archaeological indicators.
- b. Describe measures taken pursuant to state law, local ordinance, agreement, and/or agency policy regarding human remains.
- c. Describe efforts to consult with the Native American Heritage Commission, appropriate Native American representatives or living descendants, county coroner, landowner, etc.
- d. Describe outcome of discussions regarding the treatment of human remains.
- e. Describe actions taken with regard to the study of human remains (i.e., exposure, exhumation, analysis, reburial in-situ, reburial after exhumation).
 - i. Describe the location, physical position, orientation, and nature of the remains (e.g., primary inhumation, cremation). Include a description of grave associations and the physical/contextual relationships between human remains and associated artifacts. For example, describe if artifacts were overlying or underlying the human remains in a patterned arrangement, or were found within burial pit fill.
 - ii. Report the results of analyses, including specialists' reports in a confidential appendix. Cataloging human remains should not be mixed with the balance of artifacts recovered from a site. Descriptive information should be placed in a confidential catalog.

- iii. Include photographs and illustrations in a confidential appendix. Photos of burials should be included only if the MLD is in agreement.
 - iv. Record/report the reburial location on a New Deposit/Redeposit Record (DPR 422I). Such information should be included in a confidential appendix and treated in a manner sensitive to the desires of the MLD of the human remains.
6. Describe the spatial distribution and patterning of cultural material by class (e.g., flaked-stone, bone). Present data on the intrasite distribution of cultural materials (i.e., vertical and horizontal stratigraphy, assisted by data tables).

5.0 INTERPRETATION OF RESOURCE IMPORTANCE AND IMPACT IDENTIFICATION

5.1 Resource Importance

The descriptive data presented in subchapter 4.2 above should be discussed and interpreted with explicit reference to the research design or study objectives defined in the report. In addition, unanticipated data recovered during the study may warrant discussion of additional research topics not included in the research design.

1. Discuss results of the investigation as they relate to the guidelines for determining significance and specific topics and questions presented in the research design. It is preferable to organize the discussion according to the structure of the guidelines for determining significance, and research questions, hypotheses, and test implications presented in the research design.
2. Discuss the results of the study in terms of the general research objectives of the study (e.g., settlement patterns, subsistence, and change through time). This discussion should place the investigation in a regional context, noting its role or contribution to an understanding of local, regional, state, or national history or prehistory.

Note: Any time human remains are encountered, the site is considered RPO significant and the only appropriate mitigation is preservation.

Note: If a resource has not been evaluated for significance and a decision is made to place it in open space in lieu of significance testing, significance is assumed.

5.2 Impact Identification

Relying on the existing conditions and guideline(s) for the determination of significance, this discussion must detail each of the significant effects associated with the project for the resource being evaluated. Each guideline should be analyzed separately and a determination as to impact significance (significance and not avoidable, significant and mitigable to below a level of significance, not significant) must be made. The technical study should identify how effects would occur and how severe they would be. Impacts must be identified as direct, indirect or cumulative. The following guidance should be followed when preparing the analysis of project effects.

1. Identify impacts and mitigation measures for the *whole project*, including any remainder parcel which is not proposed to be developed currently or off-site improvements.
2. Be sensitive to the *age* of technical studies which are the basis for the analyses. Cultural studies older than eight years may be unreliable.
3. Resources placed in open space must be assessed for indirect impacts.

6.0 MANAGEMENT CONSIDERATIONS – MITIGATION MEASURES AND DESIGN CONSIDERATIONS

6.1 Unavoidable Impacts

6.1.1 Mitigation Measures and Design Considerations

6.2 Mitigable Impacts

6.2.1 Mitigation Measures and Design Considerations

6.3 No Significant Adverse Effects

This chapter must discuss the feasible mitigation scenarios that could avoid, minimize, rectify, and/or reduce each of the significant environmental effects. There must be a clear connection between the proposed mitigation measure and the identified significant effect. In addition, resources that were determined not to have a significant adverse effect must be discussed. Resources should be categorized as having impacts that are unavoidable, mitigable, or that have no adverse effects.

If mitigation is proposed, it should be identified and discussed. If a project is phased, the mitigation must be detailed and identify which phase of the project mitigation will be implemented.

Design considerations that were relied upon in determination of significance of impacts, while not considered mitigation, must be listed in the mitigation measures to ensure that they are included in the conditions of approval for the project (e.g. open space).

After the application of mitigation measures, state clearly whether the impact

remains significant or is mitigated to a level below significance. In addition, identify whether the implementation of a mitigation measure will cause impacts to a resource.

Rather than providing the *exact wording* of proposed project approval conditions which will be used to implement mitigation measures, describe the *specific concept* of the proposed mitigation and specify how it must *function* to be effective. County staff will draft the exact wording to implement the requirement at later stages in project processing. For example, do not set forth the entire terms of a required open space easement, but rather state that an open space easement will be required over ... [state the area]...which will prohibit...[specify prohibited uses and activities]...but may permit ...[state any exceptions]. Attachment E provides language used by staff to condition projects for the preservation and protection of cultural resources.

A Research Design and Data Recovery program must be included in the study for any project that proposes data recovery as mitigation.

7.0 REFERENCES

This list must provide adequate references to documents cited in the technical study. References that were relied upon and which have a limited circulation must include a location where the public can readily access and review the document.

8.0 LIST OF PREPARERS AND PERSONS AND ORGANIZATIONS CONTACTED

This list must clearly identify: 1) All persons contributing to the technical report and 2) all Federal, State, or local agencies, organizations, and individuals who were consulted during its preparation. The list must indicate the name, affiliation, and a very brief explanation of each individual's role in the preparation of the technical report.

9.0 LIST OF MITIGATION MEASURES AND DESIGN CONSIDERATIONS

This should be formatted as a table and must include: 1) a comprehensive listing of all mitigation measures proposed; and 2) a listing of all design considerations that were relied upon to make the determination that an effect is reduced to less than significant (e.g., applicant proposed open space areas).

APPENDICES

Appendices must be identified by letter and may include but are not limited to the following:

- Specialized Studies and Analyses
- Artifact Catalog

- Native American Consultation (may also be placed in a Confidential Appendix)
- Curatorial Agreements

CONFIDENTIAL APPENDICES

- Maps with Archaeological Site Locations
- DPR Forms (New and Updated)
- Reburial Agreements
- Artifact Catalog
- Confidential Catalog

3.2 Archaeological Letter Report

The following sections provide an outline and the criteria for the required elements of a letter report. Letter reports are only to be used for negative surveys or in cases where only isolates are present.

3.2.1 Outline

An archaeological letter report should include the following elements:

ARCHAEOLOGICAL LETTER REPORT OUTLINE
COVER PAGE
NADB DATA
PROJECT LOCATION
Assessors Parcel Number
UTM
Elevation
OWNER AND ADDRESS
SURVEY TYPE
Date of Survey
Field Crew
DESCRIPTION (including Conditions)

USGS MAP

REGIONAL LOCATION MAP

RECORD SEARCH

SACRED LANDS CHECK

3.2.2 Content

The following subsections discuss the criteria for the required elements that are to be used when preparing an archaeological letter report. A sample of the cover page, NADB Data, and body of a letter report are provided in Attachments A, B, and C respectively.

COVER PAGE

See subchapter 3.1.2.

NADB DATA

See subchapter 3.1.2.

PROJECT LOCATION

The following elements should be included in the project location:

- County
- USGS Quad Map and Date of Map, Thomas Brothers Page
- Section, Township, and Range or Land Grant
- Physical Address (if no physical address is available, provide the street name and nearest cross streets.)
- Other Locational Data (include directions to the project site. This is important especially if there is no physical address.)

Assessors Parcel Number (APN)

The assessors parcel number should be included in the report. If unavailable, contact staff for assistance.

Universal Transect Mercator (UTM)

UTMs should be taken from a corner of the property and it should be identified. This field should identify whether a GPS unit was used to obtain the UTMs.

ELEVATION

Identify the average elevation for the project site or provide a range.

OWNER AND ADDRESS

Provide owner information and a current mailing address.

SURVEY TYPE

Identify the survey type. Negative surveys are typically “Intensive Pedestrian”.

Date of Survey

Provide the date or dates of the survey.

Field Crew

Identify the members of the field crew and the absence or presence of a Native American monitor.

DESCRIPTION

The description should briefly discuss the field methods (e.g. survey transects, etc.), areas surveyed, areas not inspected and why, site conditions (e.g. ground visibility, presence of trails, etc.), natural landforms, topography, and the proposed project (e.g. 24-lot subdivision). Include a discussion of any conditions (e.g. grading monitoring) that should be implemented and why.

USGS MAP

Identify the project site on a USGS map and attach it to the report.

REGIONAL LOCATION MAP

Identify the project site on a Regional Location map and attach it to the report.

RECORD SEARCH

Provide evidence that a records search was conducted. DPR forms are not required. Include DPR forms for any isolates identified.

SACRED LANDS CHECK

If a Sacred Lands Check was conducted provide documentation.

3.3 Historic Technical Report

The following subchapters provide an outline and the criteria for the required elements of a “full” technical report. The structure of the report is based on the ARMR format with modifications to fulfill County requirements. Depending on the types of resources and impacts identified, the format may vary and all elements may not be required. Any deviation from the standard format outlined below must be approved by staff.

3.3.1 Outline

HISTORIC RESOURCES REPORT OUTLINE	
	COVER PAGE
	NADB DATA
	TABLE OF CONTENTS
	LIST OF ACRONYMS
	EXECUTIVE SUMMARY (MANAGEMENT SUMMARY/ABSTRACT)
1.0	INTRODUCTION
1.1	<u>Project Description</u>
1.2	<u>Existing Conditions</u>
1.2.1	Environmental Setting
	Natural
	Cultural
1.2.2	Record Search Results
	Previous Studies
	Previous Recorded Sites Adjacent to Study Area
1.3	<u>Applicable Regulations</u>
2.0	GUIDELINES FOR DETERMINING SIGNIFICANCE
	Historic Resources
	RPO
3.0	RESEARCH DESIGN (optional)
4.0	ANALYSIS OF PROJECT EFFECTS
4.1	<u>Methods</u>
4.1.1	Archival Research
4.1.1	Survey Methods
4.1.2	Structures Assessment
4.2	<u>Results</u>
4.2.1	Historic

5.0	INTERPRETATION OF RESOURCE IMPORTANCE AND IMPACT IDENTIFICATION
5.1	<u>Resource Importance</u>
5.2	<u>Impact Identification</u>
6.0	MANAGEMENT CONSIDERATIONS – MITIGATION MEASURES AND DESIGN CONSIDERATIONS
6.1	<u>Unmitigated Impacts</u>
	6.1.1 Mitigation Measures and Design Considerations
6.2	<u>Mitigated Impacts</u>
	6.2.1 Mitigation Measures and Design Considerations
6.3	<u>Effects Found Not to be Significant</u>
7.0	REFERENCES
8.0	LIST OF PREPARERS AND PERSONS AND ORGANIZATIONS CONTACTED
9.0	LIST OF MITIGATION MEASURES AND DESIGN CONSIDERATIONS
	APPENDICES
	CONFIDENTIAL APPENDICES

3.3.2 Content

The following subsections discuss the criteria for the required elements that are to be used when preparing an archaeological technical study. The elements described below are not exclusive and it is expected that the consultant will expand beyond these elements when necessary.

Note: The numbering identified below should be used when preparing technical studies. The titles are shown in italics only for purposes of this document and are not required to be in italics for the technical study.

COVER PAGE
NADB DATA
TABLE OF CONTENTS
LIST OF ACRONYMS
EXECUTIVE SUMMARY

See subchapter 3.1.2.

1.0 *INTRODUCTION*
1.1 *Project Description*
1.2 *Existing Conditions*
 1.2.1 *Environmental Setting*
 Natural

Cultural
1.2.2 Record Search Results
Previous Studies
Previous Recorded Resources Adjacent to Study Area

1.3 Applicable Regulations

See subchapter 3.1.2.

2.0 GUIDELINES FOR DETERMINING SIGNIFICANCE
Historic Resources
RPO

See subchapter 3.1.2

3.0 RESEARCH DESIGN (optional)

See subchapter 3.1.2.

4.0 ANALYSIS OF PROJECT EFFECTS

4.1 Methods

4.1.1 Archival Research

4.1.2 Survey Methods

4.1.3 Structural Assessment

4.2 Results

4.2.1 Historic Resources

In addition to guidance provided in subchapter 3.1.2, the study must include a discussion of the methods used to evaluate the significance and integrity of an historic resource. Methods for making this determination may include but are not limited to archival research, oral histories, and structural assessment.

5.0 INTERPRETATION OF RESOURCE IMPORTANCE AND IMPACT IDENTIFICATION

5.1 Resource Importance

5.2 Impact Identification

See subchapter 3.1.2.

6.0 MANAGEMENT CONSIDERATIONS – MITIGATION MEASURES AND DESIGN CONSIDERATIONS

6.1 Unmitigated Impacts

6.1.1 Mitigation Measures and Design Considerations

6.2 Mitigable Impacts

6.2.1 Mitigation Measures and Design Considerations

6.3 Effects Found not to Be Significant

See subchapter 3.1.2.

7.0 REFERENCES

See subchapter 3.1.2.

8.0 LIST OF PREPARERS AND PERSONS AND ORGANIZATIONS CONTACTED

See subchapter 3.1.2.

9.0 LIST OF MITIGATION MEASURES AND DESIGN CONSIDERATIONS

See subchapter 3.1.2.

APPENDICES

See subchapter 3.1.2.

4.0 CULTURAL RESOURCE MAPPING GUIDELINES

Extent of Mapping Required

- Project Parcel Boundary
- Off-site Improvement Areas – Any required off-site improvements (e.g., road improvements, utility extensions, etc.) must be mapped in accordance with these requirements. Mapping should include maximum area necessary to complete the improvement.

Base Map Requirements

Base Map – The Cultural Resource Map must be completed using a base map that includes:

1. The most recent project plot plan including all utility, road and proposed easements;
2. The proposed maximum limits of disturbance for the project (on and off site); including grading, septic systems, wells, construction staging areas, road improvements, drainage improvements, etc.;
3. Open Space/Conservation Easements;
4. Topography (County topographic data is sufficient);
5. Major roads and major road names;
6. Both proposed (solid lines) and existing (dashed lines) parcel/lot lines;
7. Assessor Parcel Numbers;
8. North arrow;
9. Bar or Graphic Scale;
10. The location of archaeological and historic resources;
11. Any applicable buffers for archaeological or historic resources.

[Attachment A]

REPORT TITLE

Project Common Name
Permit Numbers/DPLU Environmental Log No.

Lead Agency:

County of San Diego
Department of Planning and Land Use
Contact: _____
5201 Ruffin Road, Suite B
San Diego, CA 92123
Phone Number

Preparer:

Name
Firm Name
Address
Phone Number

Signature

Project Proponent:

Name
Firm Name
Address

Date

[Attachment B]

National Archaeological Data Base Information

Authors:

Firm:

Client/Project Proponent:

Report Date:

Report Title:

Type of Study:

New Sites:

Updated Sites:

USGS Quad:

Acreage:

Permit Numbers:

Key Words:

[Attachment C]

Negative Cultural Resources Survey Report

Project Common Name
Permit Numbers/DPLU Environmental Log No.

Lead Agency:

County of San Diego
Department of Planning and Land Use
Contact: _____
5201 Ruffin Road, Suite B
San Diego, CA 92123
Phone Number

Preparer:

Name
Firm Name
Address
Phone Number

Signature

Project Proponent:

Name
Firm Name
Address

Date

National Archaeological Data Base Information

Authors:

Firm:

Client/Project Proponent:

Report Date:

Report Title:

Type of Study:

New Sites:

Updated Sites:

USGS Quad:

Acreage:

Key Words:

RE: Project Name; Project Numbers
Cultural Resources - Negative Findings

To Whom It May Concern:

Please be advised that a survey has been conducted on the above referenced project. It has been determined that there are no cultural resources present on this property. The project has been plotted on the attached USGS 7.5 minute topographical map for your information.

County: San Diego
USGS 7.5' Quad: Date: Section: Township: Range:
Address:
City: State:
Thomas Brothers:
Other Locational Data:

Assessor Parcel Number(s):

UTM: mE/ mN - taken from the corner of the project using a Garmin GPS unit.
Elevation:

Owner and Address:

Survey Type: Intensive Pedestrian
Date of Survey:
Field Crew:

Description: The field survey was conducted using standard archaeological procedures and techniques. Continuous parallel transects (___meters) were walked in a ___/___ direction. Survey conditions in these areas were good to fair, with some areas partially obscured by ground cover in the form of _____. In areas possessing dense vegetation, the survey methodology was adjusted to accommodate surface examination of trails and clearings and to facilitate the inspection of bedrock outcrops and stream beds. No artifacts or features were identified during this survey. This project proposes to _____. (Optionally add any conditions [not mitigation] that may be required such as grading monitoring due to the presence of heavy vegetation etc,).

Record Search: Staff conducted a records search of the surrounding area using the California Historic Resources Inventory System (CHRIS). ___ studies (___) have been conducted within a one mile radius and ___ site was identified (___). The site(s) is approximately ___ mile from the subject property. It(They) was recorded by ___ and is/are described as ___.

Native American Consultation: No Sacred Lands were identified by the Native American Heritage Commission (NAHC). Staff contacted the Native American groups and individuals provided by the NAHC to further investigate whether they have knowledge of Sacred Lands occurring on the subject parcels. (No) response was received.

Sincerely,

Author/Principal Investigator

Firm

Attachment

USGS Topographical Map –
General Location Map

[Attachment D]

Applicable Regulations Sample

1.3 Applicable Regulations

Resource importance is assigned to districts, sites, buildings, structures, and objects that possess exceptional value or quality illustrating or interpreting the heritage of San Diego County in history, architecture, archaeology, engineering, and culture. A number of criteria are used in demonstrating resource importance. Specifically, criteria outlined in CEQA (RPO, [include if RPO applies to the project]) and the San Diego County Local Register provide the guidance for making such a determination. The following section(s) details the criteria that a resource must meet in order to be determined important.

1.3.1 California Environmental Quality Act (CEQA)

According to CEQA (§15064.5a), the term “historical resource” includes the following:

- (1) A resource listed in, or determined to be eligible by the State Historical Resources Commission, for listing in the California Register of Historical Resources (Pub. Res. Code SS5024.1, Title 14 CCR. Section 4850 et seq.).
- (2) A resource included in a local register of historical resources, as defined in section 5020.1(k) of the Public Resources Code or identified as significant in an historical resource survey meeting the requirements of section 5024.1(g) of the Public Resources Code, shall be presumed to be historically of culturally significant. Public agencies must treat any such resource as significant unless the preponderance of evidence demonstrates that it is not historically or culturally significant.
- (3) Any object, building, structure, site, area, place, record, or manuscript which a lead agency determines to be historically significant or significant in the architectural, engineering, scientific, economic, agricultural, educational, social, political, military, or cultural annals of California may be considered to be an historical resource, provided the lead agency’s determination is supported by substantial evidence in light of the whole record. Generally, a resource shall be considered by the lead agency to be “historically significant” if the resource meets the criteria for listing on the California Register of Historical Resources (Pub. Res. Code SS5024.1, Title 14, Section 4852) including the following:

- (A) Is associated with events that have made a significant contribution to the broad patterns of California's history and cultural heritage;
 - (B) Is associated with the lives of persons important in our past;
 - (C) Embodies the distinctive characteristics of a type, period, region, or method of construction, or represents the work of an important creative individual, or possesses high artistic values; or
 - (D) Has yielded, or may be likely to yield, information important in prehistory or history.
- (4) The fact that a resource is not listed in, or determined eligible for listing in the California Register of Historical Resources, not included in a local register of historical resources (pursuant to section 5020.1(k) of the Public Resources Code), or identified in an historical resources survey (meeting the criteria in section 5024.1(g) of the Public Resource Code) does not preclude a lead agency from determining that the resource may be an historical resource as defined in Public Resources Code section 5020.1(j) or 5024.1.

According to CEQA (§15064.5b), a project with an effect that may cause a substantial adverse change in the significance of an historical resource is a project that may have a significant effect on the environment. CEQA defines a substantial adverse change as:

- (1) Substantial adverse change in the significance of an historical resource means physical demolition, destruction, relocation, or alteration of the resource or its immediate surroundings such that the significance of an historical resource would be materially impaired.
- (2) The significance of an historical resource is materially impaired when a project:
 - (A) Demolishes or materially alters in an adverse manner those physical characteristics of an historical resource that convey its historical significance and that justify its inclusion in, or eligibility for, inclusion in the California Register of Historical Resources; or
 - (B) Demolishes or materially alters in an adverse manner those physical characteristics that account for its inclusion in a local register of historical resources pursuant to section 5020.1(k) of the Public Resources Code or its identification in an historical resources survey meeting the requirements of section 5024.1(g) of the Public Resources Code, unless the public agency reviewing the effects of the project establishes by a preponderance of evidence that the resource is not historically or culturally significant; or
 - (C) Demolishes or materially alters in an adverse manner those physical characteristics of an historical resource that convey its historical significance and that justify its eligibility for inclusion in the California Register of Historical Resources as determined by a lead agency for purposes of CEQA.

Section 15064.5(c) of CEQA applies to effects on archaeological sites and contains the following additional provisions regarding archaeological sites:

- (1) When a project will impact an archaeological site, a lead agency shall first determine whether the site is an historical resource, as defined in subsection (a).
- (2) If a lead agency determines that the archaeological site is an historical resource, it shall refer to the provisions of Section 21084.1 of the Public Resources Code, and this section, Section 15126.4 of the Guidelines, and the limits contained in Section 21083.2 of the Public Resources Code do not apply.
- (3) If an archaeological site does not meet the criteria defined in subsection (a), but does meet the definition of a unique archaeological resource in Section 21083.2 of the Public Resources Code, the site shall be treated in accordance with the provisions of section 21083.2. The time and cost limitations described in Public Resources Code Section 21083.2 (c-f) do not apply to surveys and site evaluation activities intended to determine whether the project location contains unique archaeological resources.
- (4) If an archaeological resource is neither a unique archaeological nor an historical resource, the effects of the project on those resources shall not be considered a significant effect on the environment. It shall be sufficient that both the resource and the effect on it are noted in the Initial Study or EIR, if one is prepared to address impacts on other resources, but they need not be considered further in the CEQA process.

Section 15064.5 (d) & (e) contain additional provisions regarding human remains. Regarding Native American human remains, paragraph (d) provides:

- (d) When an initial study identifies the existence of, or the probable likelihood, of Native American human remains within the project, a lead agency shall work with the appropriate Native Americans as identified by the Native American heritage Commission as provided in Public Resources Code SS5097.98. The applicant may develop an agreement for treating or disposing of, with appropriate dignity, the human remains and any items associated with Native American burials with the appropriate Native Americans as identified by the Native American heritage Commission. Action implementing such an agreement is exempt from:
 - (1) The general prohibition on disinterring, disturbing, or removing human remains from any location other than a dedicated cemetery (Health and Safety Code Section 7050.5).
 - (2) The requirement of CEQA and the Coastal Act.

1.3.2 San Diego County Local Register of Historical Resources (Local Register)

The County requires that resource importance be assessed not only at the State level as required by CEQA, but at the local level as well. If a resource meets any one of the following criteria as outlined in the Local Register, it will be considered an important resource.

- (1) Is associated with events that have made a significant contribution to the broad patterns of San Diego County's history and cultural heritage;
- (2) Is associated with the lives of persons important to the history of San Diego County or its communities;
- (3) Embodies the distinctive characteristics of a type, period, San Diego County region, or method of construction, or represents the work of an important creative individual, or possesses high artistic values; or
- (4) Has yielded, or may be likely to yield, information important in prehistory or history.

1.3.3 San Diego County Resource Protection Ordinance (RPO)

The County of San Diego's RPO protects significant cultural resources. The RPO defines "Significant Prehistoric or Historic Sites" as follows:

1. Any prehistoric or historic district, site, interrelated collection of features or artifacts, building, structure, or object either:
 - (a) Formally determined eligible or listed in the National Register of Historic Places by the Keeper of the National Register; or
 - (b) To which the Historic Resource ("H" Designator) Special Area Regulations have been applied; or
2. One-of-a-kind, locally unique, or regionally unique cultural resources which contain a significant volume and range of data and materials; and
3. Any location of past or current sacred religious or ceremonial observances which is either:
 - (a) Protected under Public Law 95-341, the American Indian Religious Freedom Act or Public Resources Code Section 5097.9, such as burial(s), pictographs, petroglyphs, solstice observatory sites, sacred shrines, religious ground figures or,
 - (b) Other formally designated and recognized sites which are of ritual, ceremonial, or sacred value to any prehistoric or historic ethnic group.

The RPO does not allow non-exempt activities or uses damaging to significant prehistoric or historic lands on properties under County jurisdiction. The only exempt activity is scientific investigation authorized by the County. All discretionary projects are required to be in conformance with applicable County standards related to cultural resources, including the noted RPO criteria on prehistoric and historic sites. Non-compliance would result in a project that is inconsistent with County standards.

[Attachment E]

Typical Condition Language for Use in Project Decisions

ARCHAEOLOGICAL RESOURCES

Cultural Impact Fee

A payment of _____ (*insert amount*) for the curation of orphan collections shall be made to the San Diego Archaeological Center for _____ (*insert reason, [e.g. geological testing that has impacted site, CA-SDI-11,050, Locus A]*) that has impacted site, CA-SDI-_____ (*insert site number(s)*) to the satisfaction of the Director of Planning and Land Use. Evidence shall be in the form of a letter from San Diego Archaeological Center identifying that a payment of _____ (*insert amount*) has been received.

Curation of Archaeological Collections

(Note: this example includes collections made during an earlier project, such as testing of archaeological sites that took place years ago. Similar curation condition language is also included in other conditions)

Provide evidence to the satisfaction of the Director of Planning and Land Use that all archaeological materials recovered during both the _____ (*insert author*) (_____*[insert year of study]*) and _____ (*insert author*) (_____*[insert year of study]*) archaeological investigations of the property, including all significance testing as well as grading monitoring activities, have been curated at a San Diego facility that meets federal standards per 36 CFR Part 79, and therefore would be professionally curated and made available to other archaeologists/researchers for further study. The collections and associated records shall be transferred, including title, to an appropriate curation facility within San Diego County, to be accompanied by payment of the fees necessary for permanent curation. Evidence shall be in the form of a letter from the curation facility identifying that archaeological materials have been received and that all fees have been paid.

Data Recovery Excavation Program

1. Implement, to the satisfaction of the Director of Planning and Land Use, the research design detailed in the archaeological extended study, _____ (*insert study name*) prepared by _____ (*insert author*), dated _____ (*insert date of study*). The implementation of the research design constitutes mitigation for the proposed destruction of archaeological/historic site(s) _____ (*insert site numbers*). The research design shall include, but is not limited to the following performance standards:

Or

Submit to the satisfaction of the Director of Planning and Land Use, a research design which constitutes mitigation for the proposed destruction of archaeological/historic site(s) _____ (*insert site numbers*). The research design shall include, but is not limited to the following performance standards:

- a. The presence of a Native American monitor shall be required for the duration of the excavation portion of the data recovery. (*If data recovery is for historic archaeological resources only, delete this condition and include optional note under condition b.*)
- b. Phase 1 data recovery shall include mechanical trenching (*optional*) and a _____ (*insert percentage – typically 2.5*) percent hand excavated sample of the subsurface artifact concentrations for _____ (*insert site numbers*).

(Optional: NOTE: The data recovery program is for historic archaeological resources only; therefore, a Native American Monitor will not be required.)

- c. At the completion of Phase 1, a letter report will be submitted to the Director of the Department of Planning and Land Use. The letter report shall evaluate the issues of site integrity, data redundancy, spatial and temporal patterning, features, and other relevant topics in order to assess the adequacy of the initial _____ (*insert percentage*) percent sample. Based on this assessment, the letter report shall recommend the need for and scope of a second phase of field investigations, not to exceed a total site hand excavated sample of _____ (*insert percentage*) percent of the two subsurface artifact concentrations for _____ (*insert site number(s)*).
- d. Implement Phase 2 of fieldwork, as necessary.
- e. Conduct artifact analysis, including lithics analysis, ceramics analysis, faunal analysis, floral analysis, assemblage analysis, and radiocarbon dating, as detailed in the archaeological extended study, _____ (*insert report title*) prepared by _____ (*insert*), dated _____ (*insert date of report*).

Or

The artifacts shall be identified and analyzed using historical archaeological analytical techniques such as artifact function patterning, bottled products pattern analysis and ceramic economic indexing. Additional historic research shall be conducted as necessary to aid in analyzing and explaining the significance of patterns.

2. Complete and submit the Final Technical Report from the Principal Investigator to the satisfaction of the Director of Planning and Land Use.
3. Provide evidence to the satisfaction of the Director of Planning and Land Use that all archaeological materials recovered during both the significance testing and data

recovery phases, have been curated at a San Diego facility that meets federal standards per 36 CFR Part 79, and therefore would be professionally curated and made available to other archaeologists/researchers for further study. The collections and associated records shall be transferred, including title, to an appropriate curation facility within San Diego County, to be accompanied by payment of the fees necessary for permanent curation. Evidence shall be in the form of a letter from the curation facility identifying that archaeological materials have been received and that all fees have been paid.

Equipment Staging Area Prohibition

Provide evidence to the Director of Public Works that the following notes have been placed on the Grading Plan:

Activities within _____ (***insert number***) feet of _____ (***insert site or easement number/letter***) shall be restricted and prohibits all of the following: grading; excavation; placement of soil, sand, rock, gravel, or other material; clearing of vegetation; construction, erection, or placement of any building or structure; vehicular activities (including staging, turnaround, and parking); and trash dumping for the protection of cultural resources.

Grading Monitoring and Data Recovery Program

Implement a grading monitoring and data recovery program to mitigate potential impacts to undiscovered buried archaeological resources on the _____ (***insert project name***) Project, _____ (***insert Project Number***)/Log No. _____ (***insert environmental review number***) to the satisfaction of the Director of Planning and Land Use. This program shall include, but shall not be limited to, the following actions:

- a. Provide evidence to the Department of Planning and Land Use that a County certified archaeologist has been contracted to implement a grading monitoring and data recovery program to the satisfaction of the Director of Planning and Land Use (DPLU). A letter from the Principal Investigator shall be submitted to the Director of Planning and Land Use. The letter shall include the following guidelines:
 - (1) The project archaeologist shall contract with a Native American monitor to be involved with the grading monitoring program as outlined in the County of San Diego Report Format and Content Guidelines (2006).
 - (2) The County certified archaeologist/historian and Native American monitor shall attend the pre-grading meeting with the contractors to explain and coordinate the requirements of the monitoring program as outlined in the County of San Diego Report Format and Content Guidelines (2006).
 - (3) The project archaeologist shall monitor all areas identified for development including off-site improvements.

- (4) An adequate number of monitors (archaeological/historical/Native American) shall be present to ensure that all earth moving activities are observed and shall be on-site during all grading activities for areas to be monitored.
- (5) During the original cutting of previously undisturbed deposits, the archaeological monitor(s) and Native American monitor(s) shall be onsite ____ **(select one: full-time to perform full-time monitoring, as determined by the Project Archaeologist of the excavations)**. Inspections will vary based on the rate of excavation, the materials excavated, and the presence and abundance of artifacts and features. The frequency and location of inspections will be determined by the Project Archaeologist in consultation with the Native American monitor. Monitoring of cutting of previously disturbed deposits will be determined by the Principal Investigator.
- (6) Isolates and clearly non-significant deposits shall be minimally documented in the field and the monitored grading can proceed.
- (7) In the event that previously unidentified potentially significant cultural resources are discovered, the archaeological monitor(s) shall have the authority to divert or temporarily halt ground disturbance operations in the area of discovery to allow evaluation of potentially significant cultural resources. The Principal Investigator shall contact the County Archaeologist at the time of discovery. The Principal Investigator, in consultation with the County staff archaeologist, shall determine the significance of the discovered resources. The County Archaeologist must concur with the evaluation before construction activities will be allowed to resume in the affected area. For significant cultural resources, a Research Design and Data Recovery Program to mitigate impacts shall be prepared by the Principal Investigator and approved by the County Archaeologist, then carried out using professional archaeological methods.
- (8) If any human bones are discovered, the Principal Investigator shall contact the County Coroner. In the event that the remains are determined to be of Native American origin, the Most Likely Descendant (MLD) as identified by the Native American Heritage Commission shall be contacted by the Principal Investigator in order to determine proper treatment and disposition of the remains.
- (9) Before construction activities are allowed to resume in the affected area, the artifacts shall be recovered and features recorded using professional archaeological methods. The Principal Investigator shall determine the amount of material to be recovered for an adequate artifact sample for analysis.
- (10) In the event that previously unidentified cultural resources are discovered, all cultural material collected during the grading monitoring program shall be processed and curated at a San Diego facility that meets federal standards per 36 CFR Part 79, and therefore would be professionally curated and made available to other archaeologists/researchers for further study. The collections

and associated records shall be transferred, including title, to an appropriate curation facility within San Diego County, to be accompanied by payment of the fees necessary for permanent curation. Evidence shall be in the form of a letter from the curation facility identifying that archaeological materials have been received and that all fees have been paid.

- (11) Monthly status reports shall be submitted to the Director of Planning and Land Use starting from the date of the notice to proceed to termination of implementation of the grading monitoring program. The reports shall briefly summarize all activities during the period and the status of progress on overall plan implementation. Upon completion of the implementation phase, a final report shall be submitted describing the plan compliance procedures and site conditions before and after construction. **(Note: use this condition only if grading will take more than 1 month).**
 - (12) In the event that previously unidentified cultural resources are discovered, a report documenting the field and analysis results and interpreting the artifact and research data within the research context shall be completed and submitted to the satisfaction of the Director of Planning and Land Use prior to the issuance of any building permits. The report shall include Department of Parks and Recreation Primary and Archaeological Site forms.
 - (13) In the event that no cultural resources are discovered, a brief letter to that effect shall be sent to the Director of Planning and Land Use by the consulting archaeologist that the grading monitoring activities have been completed.
- b. Provide Evidence to the Director of Public Works (DPW) that the following notes have been placed on the Grading Plan:
- (1) The County certified archaeologist/historian and Native American monitor shall attend the pre-construction meeting with the contractors to explain and coordinate the requirements of the monitoring program.
 - (2) The project archaeologist shall monitor all areas identified for development including off-site improvements.
 - (3) During the original cutting of previously undisturbed deposits, the archaeological monitor(s) and Native American monitor(s) shall be onsite ____ **(select one: full-time to perform full-time monitoring, as determined by the Principal Investigator of the excavations).** Inspections will vary based on the rate of excavation, the materials excavated, and the presence and abundance of artifacts and features. The frequency and location of inspections will be determined by the Project Archaeologist in consultation with the Native American monitor. Monitoring of cutting of previously disturbed deposits will be determined by the Principal Investigator.

- (4) In the event that previously unidentified potentially significant cultural resources are discovered, the archaeological monitor(s) shall have the authority to divert or temporarily halt ground disturbance operations in the area of discovery to allow evaluation of potentially significant cultural resources. The Principal Investigator shall contact the County Archaeologist at the time of discovery. The Principal Investigator, in consultation with the County staff archaeologist, shall determine the significance of the discovered resources. The County Archaeologist must concur with the evaluation before construction activities will be allowed to resume in the affected area. For significant cultural resources, a Research Design and Data Recovery Program to mitigate impacts shall be prepared by the Principal Investigator and approved by the County Archaeologist, then carried out using professional archaeological methods.
- (5) The archaeological monitor(s) and Native American monitor shall monitor all areas identified for development.
- (6) If any human bones are discovered, the Principal Investigator shall contact the County Coroner. In the event that the remains are determined to be of Native American origin, the Most Likely Descendant (MLD) as identified by the Native American Heritage Commission shall be contacted by the Principal Investigator in order to determine proper treatment and disposition of the remains.
- (7) The Principal Investigator shall submit monthly status reports to the Director of Planning and Land Use starting from the date of the notice to proceed to termination of implementation of the grading monitoring program. The reports shall briefly summarize all activities during the period and the status of progress on overall plan implementation. Upon completion of the implementation phase, a final report shall be submitted describing the plan compliance procedures and site conditions before and after construction. **(Note: use this condition only if grading will take more than 1 month).**
- (8) Prior to rough grading inspection sign-off, provide evidence that the field grading monitoring activities have been completed to the satisfaction of the Director of Planning and Land Use. Evidence shall be in the form of a letter from the Principal Investigator.
- (9) Prior to Final Grading Release, submit to the satisfaction of the Director of Planning and Land Use, a final report that documents the results, analysis, and conclusions of all phases of the Archaeological Monitoring Program. The report shall include the following:
 - Department of Parks and Recreation Primary and Archaeological Site forms.
 - Evidence that all cultural collected during the grading monitoring program has been curated at a San Diego facility that meets federal standards per 36 CFR Part 79, and therefore would be professionally curated and made

available to other archaeologists/researchers for further study. The collections and associated records shall be transferred, including title, to an appropriate curation facility within San Diego County, to be accompanied by payment of the fees necessary for permanent curation. Evidence shall be in the form of a letter from the curation facility identifying that archaeological materials have been received and that all fees have been paid.

Or

In the event that no cultural resources are discovered, a brief letter to that effect shall be sent to the Director of Planning and Land Use by the Principal Investigator that the grading monitoring activities have been completed.

Landmarking

The applicant shall prepare and submit to the County of San Diego Historic Site Board (Historic Site Board), an application for Landmark Designation of the ____ (***insert site number***) that is described in the Cultural Resources report titled, “_____” (***insert title of study***) prepared by ____ (***insert author***) dated ____ (***insert date of study***). The Historic Site Board shall examine the Landmark application and make a recommendation to the Director of Planning and Land Use (Director). The Director shall review the nomination for Landmark Designation and make a decision whether the archaeological resource is eligible for Historic Designation in accordance with Ordinance 9493 (San Diego County Local Register of Historical Resources adopted August 14, 2002).

Open Space Easement

Grant to the County of San Diego an open space easement over portions of Lot(s) ____ (***insert lot number(s)***) as shown on _____ (***insert document type – e.g., open space easement exhibit, plot plan, tentative map***). This easement (include adequate buffers) is for the protection of archaeological site CA-SDI-____ (***insert site number(s)***) (***optional: and biological resources***) and prohibits all of the following on any portion of the land subject to said easement: grading; excavation; placement of soil, sand, rock, gravel, or other material; clearing of vegetation; construction, erection, or placement of any building or structure; vehicular activities; trash dumping; or use for any purpose other than as open space.

The only exception(s) to this prohibition is:

- Scientific investigations conducted pursuant to a research design prepared by an archeologist certified by the Register of Professional Archaeologists and approved by the Director of Planning and Land Use.
- Implementation of a site capping plan approved by the Director of Planning and Land Use.

- Selective clearing of vegetation by hand to the extent required by written order of the fire authorities for the express purpose of reducing an identified fire hazard.
- Uses, activities, and placement of structures expressly permitted by _____ (***select one: Major Use Permit, Minor Use Permit, or Site Plan***), _____ (***insert permit number***) and shown on the _____ (***select one: plot or site***). (***Note: this exception is to be used only for Use Permits or Site Plans, and only if applicable to the project.***)
- Uses, activities, and placement of structures expressly permitted by the Director of Planning and Land Use, whose permission may be given only after following the procedures and complying with all requirements applicable to an Administrative Permit pursuant to The Zoning Ordinance of the County of San Diego.
- Activities required to be conducted pursuant to a revegetation, habitat management, or landscaping plan approved by the Director of Planning and Land Use.
- Construction, use, and maintenance of _____ (***insert applicable uses – e.g., septic systems, a water supply well***), on Lot(s) _____ (***insert lot number(s)***) in the location shown on _____ (***insert document type – e.g., plot plan, site plan tentative parcel map***).
- Vegetation removal or application of chemicals for vector control purposes where expressly required by written order of the Department of Environmental Health of the County of San Diego, in a location and manner approved in writing by the Director of Planning and Land Use of the County of San Diego.
- Passive recreation limited to _____ (***use this condition only if applicable. Examples include hiking and equestrian trails***).

Permanent Fencing

Install permanent fences or walls to protect site(s) _____ (***insert site numbers***) within dedicated open space from inadvertent disturbance by grading, brushing or clearing. Permanent fences or walls are required in all locations of the project as shown on Exhibit _____ (***insert exhibit number or letter***) of the cultural resources technical study dated _____ (***insert date of study***) on file with the Department of Planning and Land Use as _____ (***insert project and environmental review numbers***). The fence or wall shall be a minimum of four feet (4') high and consist of _____ (***insert material type***). Any change in construction materials and fence or wall design shall be approved by the Director of Planning and Land Use prior to installation. The permanent fencing plan shall include the following requirements:

- a. The permanent fence location(s) shall be identified in the field by a California Registered Engineer or licensed surveyor and County approved archaeologist.

- b. The permanent fence shall be positioned just outside of the open space easement.
- c. Permanent fencing shall be installed under the supervision of the project archaeologist.
- d. Submit to the Director of Public Works, a signed, stamped statement from a California Registered Engineer of licensed surveyor that the permanent fences or walls have been installed. Photographs, a brief description of design and materials used, and a statement from the County approved archaeologist shall be submitted with the statement from the California Registered Engineer.
- e. The permanent fencing condition shall be released on a parcel-by-parcel basis.

Site Capping Plan

(Note: To be used in conjunction with an Open Space Easement)

Implement, to the satisfaction of the Director of Planning and Land Use, the capping plan detailed in the archaeological extended study, _____ (***insert study title***) prepared by _____ (***insert author***), dated _____ (***insert date of study***). The capping plan shall include, but is not limited to the following performance standards:

Or

Submit to the satisfaction of the Director of Planning and Land Use, a capping plan for the protection of archaeological site(s) _____ (***insert site number(s)***). The capping plan shall be prepared by a County approved archaeologist. The capping plan shall include, but is not limited to the following performance standards:

- a. Prior to placing the cap, submit a letter to the Director of Planning and Land Use that a County approved archaeologist has been retained to supervise and monitor capping of the archaeological site
- b. Prior to placing the cap, an index of _____ (insert number) columns is to be excavated. (Required only if significance testing was not conducted).
- c. Capping of the archaeological site(s) shall be conducted by first placing construction fabric (e.g. Amoco) or a minimum of six inches of sterile sand over the entire area of the archaeological site area to be capped. The sand layer shall be covered with 1.5 to 2.0 feet of clean fill dirt. This layer shall be “feathered” out to ten feet beyond the defined boundary of the capping area to create a buffer. The materials to be used for capping shall be stockpiled and spread by hand.
- d. After capping, the soil cap shall be landscaped with drought resistant shallow rooted species. Selection of species shall be made in consultation with a landscape architect. Temporary irrigation shall be a drip system and shall be removed as soon as the vegetation has been established.
- e. After the cap has been completed and the landscaping installed, the project archaeologist shall prepare a final letter report that details how the capping procedure and landscaping were completed.

- f. All materials recovered during the indexing of the site shall be curated at a San Diego facility that meets federal standards per 36 CFR Part 79, and therefore would be professionally curated and made available to other archaeologists/researchers for further study. The collections and associated records shall be transferred, including title, to an appropriate curation facility within San Diego County, to be accompanied by payment of fees necessary for permanent curation. Evidence shall be in the form of a letter from the curation facility identifying that archaeological materials have been received and that all fees have been paid.
- g. After capping, all of the following activities are prohibited from taking place on the capped archaeological site: grading; excavation; placement of soil, sand, rock, gravel, or other material; clearing of vegetation; construction, erection, or placement of any building or structure; vehicular activities; trash dumping; or use for any purpose other than as open space.

The sole exception(s) to this prohibition is:

- The planting of shallow rooted plants, irrigation lines, or utility lines in the sterile cap above the archaeological deposits, according to a plan approved by the Director of Planning and Land Use.
- Placement of an asphalt parking lot (golf course, tennis court, etc.) on top of the capped site.

Temporary Fencing

Prepare and implement a temporary fencing plan for the protection of archaeological site(s) CA-SDI-____ (***insert site number(s)***) during any grading activities within one hundred feet (100') A", as shown on the ____ (***insert document type***) dated ____ (***insert date of document***). The temporary fencing plan shall be prepared in consultation with a County approved archaeologist. The fenced area shall include a buffer sufficient to protect the archaeological site(s). The fence shall be installed under the supervision of the County approved archaeologist prior to commencement of grading or brushing and be removed only after grading operations have been completed. The temporary fencing plan shall include the following requirements:

Provide evidence to the Director of Public Works that the following notes have been placed on the Grading Plan:

- a. In the event that construction activities are to take place within 100 feet of archaeological site(s) ____ (***insert site number(s)***), the temporary fencing plan shall be implemented under the supervision of a County approved archaeologist that consists of the following:
- (1) The project archaeologist shall identify the site boundaries.

- (2) The project archaeologist shall determine an adequate buffer for the protection of the site(s) in consultation with the County archaeologist.
- (3) Upon approval of buffers, install fencing under the supervision of the project archaeologist.
- (4) Submit to the Department of Public Works for approval, a signed and stamped statement from a California Registered Engineer, or licensed surveyor that temporary fences have been installed in all locations of the project where proposed grading or clearing is within 100 feet of the archaeological site(s), _____ **(insert site number(s))**.
- (5) Fencing may be removed after the conclusion of construction activities.

HISTORIC RESOURCES

Equipment Staging Area Prohibition

Provide evidence to the Director of Public Works that the following notes have been placed on the Grading Plan:

Activities within _____ **(insert number – 100 feet is typical)** feet of _____ **(insert site or easement number/letter and/or resource name)** shall be restricted and prohibits all of the following: grading; excavation; placement of soil, sand, rock, gravel, or other material; clearing of vegetation; construction, erection, or placement of any building or structure; vehicular activities (including staging, turnaround, and parking); and trash dumping for the protection of cultural resources.

Historic Landscape Screening Plan

Prepare and implement a standard detailed landscape plan to the satisfaction of the Director of Planning and Land Use. The Landscape Plan shall include the planting of _____ **(insert type of trees – e.g., oak)** trees along the _____ **(identify location – e.g., entire boundary of the historic landscape Easement A)** to serve as screening between the _____ **(identify location – e.g., entire boundary of the historic landscape Easement A)** and the _____ **(identify resource – e.g. Grant Jr. House)**.

Historic Landscape Tree Preservation

Develop and implement a plan, to the satisfaction of the Director of Planning and Land Use, for the salvage and transplantation of all existing mature specimens of _____ **(insert common name)** (_____ **[insert latin name]**), that currently _____ **(identify current location – e.g., line the entrance driveway and along eastern boundary of the Ferry Ranch House)**, to _____ **(identify where they will be relocated – e.g., line the new extension of Ferry Ranch Road onto the property and other locations on the property)**, as approved by the Director of Planning and Land Use. The transplantation shall be supervised in the field by a state-certified arborist. The new locations for these trees shall be indicated on the _____ **(identify type of exhibit)** Exhibit dated _____ **(insert date of exhibit)**.

Historic Resource Conservation Easement

Grant to the County of San Diego a Conservation Easement over the _____ (***insert resource name***), as shown on the _____ (***insert exhibit title***), dated _____ (***insert date of exhibit***). This easement is for the protection and conservation of the _____ (***insert resource name; include additional elements such as landscaping, if appropriate***) and prohibits demolition or alteration of any buildings (***including interiors [optional]***), and prohibits all of the following on any portion of the land subject to said easement: grading; excavation; placement of soil, sand, rock, gravel, or other material; alteration of the historic landscape (vegetation, fences, trellis, etc.); construction, erection, or placement of any building or structure; vehicular activities; trash dumping; or any other not consistent with the historic character of the property.

The sole exceptions to this prohibition are:

- Repairs, restoration, or rehabilitation of the _____ (***insert resource name***) in accordance with the “*Secretary of the Interior’s Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings* or the *Secretary of the Interior’s Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings (Weeks and Grimmer 1995)*”. Any plan for such activities shall be designed by a qualified historical architect and approved by the Director of Planning and Land Use, and implemented by a building contractor with demonstrated experience in the renovation and rehabilitation of historic buildings.
- Normal landscape maintenance activities, including the removal of dead or dying trees.

Historic Structure Renovation Program

The _____ (***insert resource name***) and its surrounding grounds shall be renovated according to a site plan to the satisfaction of the Planning Director. This renovation program shall include, but shall not be limited to, the following actions:

- (a) A qualified historical architect shall prepare the required site plan, to be approved by the Planning Director. Renovation of the _____ (***insert resource name***) shall utilize the “*Secretary of the Interior’s Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings* or the *Secretary of the Interior’s Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings (Weeks and Grimmer 1995)*”.
- (b) A building contractor with demonstrated experience in the renovation of historic buildings will implement the approved renovation plan.

- (c) The site plan will apply to the design and renovation of both the interior and exterior of the house, any outbuildings, landscaping plans, and any earth moving activity.

Landmarking

The applicant shall prepare and submit to the County of San Diego Historic Site Board (Historic Site Board), an application for Landmark Designation of the ____ ***(insert resource name [optional: include applicable elements] – e.g., Dulzura Café and surrounding landscape)*** that is described in the ____ ***(identify source – e.g., cultural resources study, La Mesa Inventory of Historic Resources)*** prepared by ____ ***(insert author)*** dated ____ ***(insert date of study)***. The Historic Site Board shall examine the Landmark application and make a recommendation to the Director of Planning and Land Use (Director). The Director shall review the nomination for Landmark Designation and make a decision whether the resource is eligible for Historic Designation in accordance with Ordinance 9493 (San Diego County Local Register of Historical Resources adopted August 14, 2002).

Regulation of Uses

(Note: This condition is to be used for permits that have the capability to regulate uses in a historic structure such as a Major Use Permit, Minor Use Permit, or Site Plan.)

The ***(optional: first floor of the)*** ____ ***(insert resource name)*** shall become a ____ ***(insert use - e.g., resident activity center)*** that will be designed around the historic ____ ***(identify historic period - e.g., Victorian)*** theme of the house in accordance with the preliminary activity plan described in the ____ ***(insert title of study)*** cultural resources report prepared by ____ ***(insert author)*** dated ***(insert date of study)***. The plan includes ***(insert plan requirements – e.g., interior decorations and furnishings)*** that reflect a ____ ***(insert historic period - e.g., Victorian residence)*** and an activity program that includes, but shall not be limited to, ____ ***(insert activities - e.g., flower arranging and planting preparation, period music and songs, serving high tea, the use of historic photographs and graphics to stimulate discussion and reminiscence, interpretive display)*** that focuses on the life of ____ ***(insert name of historic individual)***, and ____ ***(describe historic period - e.g., turn-of-the-century San Diego Victorian)*** Culture and Society. The final plan shall be developed and implemented by a County approved historian and approved by the Director of Planning and Land Use.

The sole exceptions to this requirement are:

- The use of the first floor of the house as a ____ ***(insert use – e.g., pre-marketing office for six months after the certification for occupancy of the senior assisted care facility)***.

- The second floor will be used for _____ (*insert use – e.g., storage or other uses*) approved by the Director of Planning and Land Use.

Setback Easement for Lots Adjacent to a Historic Structure

Grant to the County of San Diego a setback easement over portions of Lot(s) _____ (*insert lot number*), shown as easement “_____” (*insert easement number or letter*) on _____ (*insert permit type*) Open Space Exhibit dated _____ (*insert date of exhibit*). This easement prevents construction, erection, or placement of any building, structure, or fence on those portions of Lot(s) _____ (*insert lot number(s)*) and _____ adjacent to the _____ (*insert resource name*) lot and ensures that the houses on Lots _____ and _____ are constructed as far away as possible from the _____ (*insert resource name*) and still satisfy the setback requirements.

The sole exception to this prohibition is:

- Uses, activities, and placement of structures expressly permitted by the Director of Planning and Land Use, whose permission may be given only after following the procedures and complying with all requirements applicable to an Administrative Permit pursuant to The Zoning Ordinance of the County of San Diego.
- Normal landscape maintenance activities, including the removal of dead or dying trees.

Use, Maintenance, and Repair Easement

Grant to the County of San Diego a Use, Maintenance, and Repair Easement over the _____ (*insert resource name*), as shown on the _____ (*insert document type – e.g., Major Use Permit plot plan, subdivision map, site plan, etc.*) dated _____ (*insert date of document*). This easement is for the protection of the historic _____ (*insert what is being protected – e.g., residence, café*) and prohibits demolition or alteration of the building.

The sole exception to this prohibition is:

- Repairs, restoration, or rehabilitation of the house in accordance with the “*Secretary of the Interior’s Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings* or the *Secretary of the Interior’s Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings (Weeks and Grimmer 1995)*”. Any plan for such activities shall be designed by a qualified historical architect and approved by the Director of Planning and Land Use, and implemented by a building contractor with demonstrated experience in the renovation and rehabilitation of historic buildings.