



A Tradition of Stewardship  
A Commitment to Service

Planning, Building & Environmental Services

1195 Third Street, Suite 210  
Napa, CA 94559  
www.countyofnapa.org

David Morrison  
Director

## Attachment E

### GUIDELINES FOR PREPARING CULTURAL RESOURCE SURVEYS

The following guidelines for Cultural Resource Surveys are intended to help applicants and/or their representatives determine (a) **who** should be considered qualified to conduct such studies, (b) **how** the fieldwork should be conducted, and (c) **what** information should be contained in the survey report. **Napa County will not accept Cultural Resource Surveys that are not conducted according to these guidelines**

**BACKGROUND/PURPOSE:** A cultural resource survey is conducted to identify and record any archeological resources, prehistoric or historic, that might be situated within the proposed boundaries of a new development. The survey makes preliminary evaluations to determine the significance of any identifiable archeological resources in the area and evaluates the significance of any effect on the known or discovered resource as a result of the proposed project. If required, the survey report identifies and recommends mitigation of potential impacts to identified cultural and archaeological resources.

**PERSONS QUALIFIED TO PREPARE:** A qualified professional archeologist possessing the following qualifications:

- a. experience in conducting archeological field surveys and mapping archeological sites;
- b. knowledge of local historical peoples/tribes known to inhabit the area and the extent of their use and influence throughout the landscape of Napa County;
- c. familiarity in analyzing the impacts of development on, or nearby, sensitive archeological sites;
- d. experience in developing appropriate mitigation measures that effectively reducing any effects to the known or discovered site, as a result of the proposed development, to a less than significant level.

**FIELD SURVEY PROTOCOL:** Field surveys must be conducted in a manner that will locate any cultural resources that may be present. Specifically, a cultural resource survey shall:

- a. *Involve a pre-survey, critical review of all available records and surveys* cataloged in the area of the proposed development.

- b. ***Be conducted in the field.*** At a minimum, all areas to be disturbed or developed including but not limited to all new, improved or expanded access roads, parking areas, wells and on-site sewage disposal sites, utility line and drainage easements, etc shall be surveyed. *It is recommended that the entire property be surveyed to eliminate the need for additional studies if and when future projects are submitted or revisions to the current project are undertaken. A study that includes the entire parcel is often little if any more expensive than one that covers only the project site.*
- c. ***Be conducted using systematic field techniques*** to ensure the recognition of all cultural resources, both pre-historic and historic, present.
- d. ***Be well documented*** Precise documentation must be provided to authenticate the survey and subsequent report. beyond providing a detailed map of the survey boundaries, all sites and artifacts discovered must be meticulously recorded and their location documented. boundaries and locations may best be documented using global positioning systems (GPS) and presented in map and digital forms as these tools become more accessible

**REPORT CONTENTS:** *At minimum*, a cultural resource survey report submitted to the Department shall

contain the following information:

- a. ***Introduction and summary.*** A complete report must include an introduction and a summary of the findings;
- b. ***Project description.*** A thorough project description must be included within the report, including a detailed map of the project location and study/survey area;
- c. ***Environmental Setting.*** A succinct review and description of the environmental setting within which the project is proposed that includes, at a minimum, the elevation, topography, geology, soils, general ecology, biotic setting, and hydrology of the site and surrounding area with discussion on how the present or historical environmental setting is or was favorable for the aboriginal peoples that once inhabited the local landscape;
- d. ***Literature consulted and relevance.*** Listing and surveys, reports, maps and databases utilized to compile an ample and complete literature review of the survey location and outer lying area. How the literature denotes the ethnographic, archaeological and historical setting within which the site exists shall be explained.
- e. ***Survey Methodology.*** A detailed description of the survey methodology utilized must be included; including a map, clearly showing the boundaries of the area surveyed and survey routes taken. Dates of field survey, total person-hours spent thereon, and the name of the field investigator(s) shall also be indicated;
- f. ***Results of Surface Examination.*** Results must locate and describe any historical features and/or cultural artifacts found, the condition thereof, their distribution and the potential significance of the said find(s);
- g. ***Discussion of significance.*** The survey report must include a discussion of the significance of each feature and artifact found. The determination reached must be defensible and supported by the literature and/or ethical professional standing and training. The grounds for the determination reached shall be indicated;

- h. **Potential impact(s) assessment.** The potential impact(s) of the proposed project upon any cultural resources identified within the survey area must be established and discussed in the report;
- i. **Mitigation recommendations.** Project-specific mitigation or monitoring must be identified to reduce the likelihood of any potential impacts to existing or newly discovered cultural resources. The measures must be designed in such a manner to ensure, when implemented properly and in concert with the development plans, that the project will avoid or reduce the chance of any significant effects on the cultural resources;
- j. **Additional study recommendation.** The need, or lack thereof, for any further studies or analysis to substantiate the results presented in the report must be indicated. If further study is recommended, sufficient detail should be offered to support the request for additional research;
- k. **Contact information.** The name, address, phone number, fax and e-mail of the consultant or firm conducting the survey must be included in the report:
- l. **Bibliography.** The report shall present a complete bibliography listing all the records, reports, maps, etc. consulted and referenced.
- m. **Maps.** The report must include a site location map (delineated on a section of a 1:24,000 scale USGS Geological Survey Topographic Quadrangle) and a relevant (to scale) survey/plot map of the area depicting the precise boundaries of the field reconnaissance and location(s) of all artifacts, if found.