

**VIRGINIA DEPARTMENT OF HISTORIC RESOURCES
PERMIT APPLICATION FOR ARCHAEOLOGICAL INVESTIGATIONS
ON STATE-CONTROLLED LANDS**

This application is used to request permission to conduct archaeological investigations on state-controlled land as required under the Virginia Antiquities Act ([Code of Virginia § 10.1-2302](#)). Please print or type all information. Failure to provide a complete application (including requested attachments) will result in delay or denial of the requested permit. If you have any questions about completing this form, please email roger.kirchen@dhr.virginia.gov.

1. Applicant Contact Information:

Full Name: _____

Organization: _____

Mailing Address: _____

City, State, Zip Code: _____

Telephone number: (_____) _____

E-mail: _____

2. Archaeological Field Supervisor Contact Information: (if different from above)

Full Name: _____

Organization: _____

Mailing Address: _____

City, State, Zip Code: _____

Telephone number: (_____) _____

E-mail: _____

3. Landowner Contact Information: (if different from above)

Full Name: _____

Organization: _____

Mailing Address: _____

City, State, Zip Code: _____

Telephone number: (_____) _____

E-mail: _____

4. Project Information

Project Name: _____

DHR File No. (if assigned): _____

City/County: _____

Agency and Unit of State-Controlled Property: _____

Recorded Resources within Study Area: _____

Reason for Permit Request: _____

5. Expected Timetable For:

Excavation: _____ Analysis: _____ Reporting: _____

6. Attach USGS topographic map and aerial photograph showing the area(s) to be investigated. A supplemental map showing greater detail should also be attached, if appropriate.

7. Attach the results of a DHR Archives Search for the area of proposed investigations.

8. Attach an explicit statement of the goals and objectives of the field investigations.

This statement shall include a detailed research design, summary of previous documentary and archeological research on the area relevant to the goals and objectives of the project, the proposed methodology for the field investigations, artifact analysis and scientific analyses, if any, together with a justification for these methods proposed based on the expectations arising from the background research. The investigation and reporting must meet the Federal standards entitled *Archeology and Historic Preservation: Secretary of the Interior's Standards and Guidelines* (48 FR 44716-44742, September 29, 1983) and the department's *Guidelines for Conducting Historic Resources Survey in Virginia* (2017) or subsequent revisions to or replacements of these documents.

9. Name/address of the repository where artifacts and field documentation will be curated:

10. Attach the vita of the Archaeological Field Supervisor who will perform the investigations with sufficient detail to allow independent verification of professional qualifications consistent with the standards outlined in [Code of Virginia § 10.1-2302.B](#).

APPLICANT AGREEMENT

I hereby apply for a permit for the activities I have described herein. I am aware that all artifacts recovered pursuant to this permit remain the property of the state. By my signature I hereby certify that I possess adequate resources, financial and otherwise, to ensure that the archaeological project is carried out in its entirety. I understand that work conducted under the permit is not complete until all permit requirements are met, including but not limited to submittal and approval of reports and documentation. I further understand that failure to complete the conditions of the permit within the allotted timeframe, or to obtain an extension of that timeframe from the Department, may result in revocation of the permit and constitute grounds for denial of future permit applications.

I hereby certify that the information submitted in this application is true and accurate to the best of my knowledge, and that I understand my responsibilities with regard to satisfaction of permit conditions

Applicant's Signature _____ **Date** _____

ARCHAEOLOGIST STATEMENT

I hereby confirm that I have been lawfully retained to perform the work described herein and possess all the required professional qualifications outlined at [Code of Virginia § 10.1-2302.B](#). I understand that in determining whether the Field Supervisor meets such standards, the Department may consider the performance of the Field Supervisor on any prior permitted field investigation. I understand that as a Field Supervisor, I must be physically present on the project site at least 70 percent of the time during the permitted field investigations.

Field Supervisor's Signature _____ **Date** _____

LANDOWNER PERMISSION

As a representative of the legal owner of the property upon which the permitted archaeological investigation will take place, I hereby agree to allow the Archaeological Field Supervisor and associated staff to access the property to perform the archaeological investigations described herein. I also agree to allow the duly authorized representatives of the Department to enter the property at reasonable times to inspect and document site conditions and project progress.

Landowner's Signature _____ **Date** _____

Mail the completed application to:

Review and Compliance Division
Department of Historic Resources
2801 Kensington Avenue
Richmond, Virginia 23221

Or email the completed application to:

roger.kirchen@dhr.virginia.gov