Pre-Application Guidance: Archaeological Site Alteration

Contents

Included in this report are the following sections: Activity Overview, Mandatory Authorizations and Timeline, Costs, Eligibility Requirements, Information Requirements, Potential Additional Requirements and Links.

Activity Overview

Archaeological Site Alteration: An application to alter a protected archaeological site. It is recommended that you consult with an eligible qualified professional archaeologist to complete this technical document.

Mandatory Authorizations & Timeline

Please note, processing time may vary depending on how complete, accurate or complex your application is.

Authorization Name	Link to Application	Processing Time (estimated in days)
Site Alteration Permit	Application for Inspection Permit	50 - 70 minimum

Costs

Cost Type	General Description / Purpose	Cost or Cost Range incl. GST where applicable	Link to Details
Application fee	Not applicable, however there is a cost associated with the hiring of an eligible, qualified archaeologist.	Not applicable.	

What You Need To Apply

Eligibility Requirements

Questions: Contact FrontCounterBC@gov.bc.ca or call 1 877 855 3222.

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Ensure that you meet the eligibility requirements prior to applying.

Requirement Type	Requirement Detail
Legal right to the land or authorization by land owner.	You must be able to provide proof of your legal right to the land. Private land requires proof of ownership, such as a Certificate of Title. Crown land requires a copy of the Crown land tenure document. If you are not the owner, you must provide proof of authorization by owner.

Information Requirements

The following information is required as part of the application process. The requirements for the mandatory authorization(s) are included.

Requirement	Information Detail	Link to Details
Application for Site Alteration Permit	Description of proposed alterations, the specific location of the proposed development and a summary of what is known about the site to date. This may include summaries of existing documents (e.g., other reports). See form for detail.	Application for Site Alteration Permit
Maps	Maps will show the proposed alterations at various scales. Maps will include detail such as proposed development(s) and will comply to standards. See link provided for detailed standards.	Map and Shapefile Standards
Disposition of Materials Collected	Name of branch-approved repository for materials collected during assessment.	
Consent or Agreement Document	Consent to use personal information in the application document. Certification that applicant is familiar with Heritage Conservation Act and the contents of the application. Note: additional client certifications can be included.	

Potential Additional Requirements

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Requirement Type	Information Requirement	When Required
Archaeological Impact Assessment	See Links section for Archaeological Impact Assessment Guidelines.	When there is insufficient information available regarding the archaeological site to determine if a site alteration permit can be issued.
Archaeological Site Data Request Terms	See Links section for details on who can apply and for access to the application form.	To access existing archaeological assessment information for an archaeological site. Applicant must demonstrate a need/right to know this information.
Hire an eligible qualified archaeologist	For further information you may wish to contact an eligible qualified archaeologist see link in Links section for BC Association of Professional Archaeologist.	When alterations require concurrent archaeological work such as a site assessment, monitoring, or excavation.

Links

Applicable links related to your application.

Additional Link	Link Description
Archaeological Site Data Request Terms	A web page providing archaeological data terms and conditions, including information on who can make a request.
Archaeological Impact Assessment Guidelines	A web page providing guidelines for archaeological impact assessments. Note that Appendix A includes guidelines for report content with a detailed outline.
Archaeological Site Data Request Form	A web page providing an online form to request data regarding an archaeological site.
Archaeology Branch Contacts	A web page providing contact information for inquiries about the submission of your application.
British Columbia Association of Professional Archaeologists	A web page providing a list of British Columbia Association of Professional Archaeologists consulting firms.

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Things You Need To Know

About This Document
This document is provided for guidance purposes only to help you submit a complete application. It is an interpretation of requirements and recommendations and does not replace legislated requirements. Based on the information you have provided, this guidance document relates to your application inquiry. If your information changes, please generate a new document. This document is produced with the most current and accurate information; however, we make no warranty regarding the completeness, currency or accuracy of this information. It contains general guidelines only. Each application is unique and circumstances may result in additional requirements beyond those in this document.

First Nations Consultation and Information Sharing
The Province is legally obligated to consult and accommodate (where required) First Nations on land and resource decisions that could impact Aboriginal interests. In some cases, proponents may be involved in some aspects of consultation. Consultation and information sharing vary depending on activity. Prior to initiating contact with First Nations, we recommend that you contact FrontCounter BC to guide you to region specific direction on First Nations consultation. For information about guidelines and procedures to assist the Province and proponents with consultation,
and to review the proponent resources visit: [Consulting with First Nations web page](#)

Area of Interest Information
Area of Interest information provided contains the most current and accurate information available; however, we make no warranty regarding the completeness, currency or accuracy of this information. Be aware that there are features, sites, species and tenures, which may have not been identified and/or are not yet available. We recommend following up with FrontCounter BC if you have concerns regarding this information.

BCeID - What Is It and Why Get It?
BCeID is an online service that allows you to create a user ID and password to sign in securely to many Government services in British Columbia. The benefits of having a BCeID account include:
- Stop and start. Save and return later to complete your application without losing any information previously entered.
- Real time status information. Check the status of your application in real time.
- Access to your applications for multiple people (Business BCeID only). More than one person from your business may edit, submit or check on the status of your application.
To enroll in this service, visit the BCeID web page: [FrontCounter BC - BCeID](#)

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