Terrestrial Archaeological Permit Information and Instructions

Maryland Historical Trust

January 2022

A permit from the Maryland Historical Trust is required for any activity that would "excavate, remove, destroy, injure, deface, or disturb a terrestrial archaeological site on land the State owns or controls" (State Finance and Procurement Article, §5A-342(a)). The Maryland Historical Trust takes its legislated stewardship of State-owned archaeological sites seriously, and has created an application for Terrestrial Archaeological Permit that reflects its commitment to ensure that any permitted investigations are conducted:

- by qualified individuals associated with a museum, institution of higher learning, or other scientific or historic organization, and
- according to a well-designed research plan, and
- for the benefit of the citizens of Maryland, and
- in close coordination with the land-managing entity.

Items in the application seek:

- Applicant information (items 1 and 2).
- Project information, including
  - title, if applicable (item 3).
  - location (item 4).
  - land ownership (State agency and administering department, item 5).
  - Any MHT review due to compliance with Federal or State law (item 6).
- Investigation information, including
  - Contact information, and qualifications, of the archaeologist(s) who will be conducting the investigation (item 7).
  - research design (item 8)
  - proposed benefits (item 9)
  - dates of fieldwork (items 10 and 11).
  - expected report submittal date (item 12).
  - where the collection will be curated (item 13).
  - plans for report dissemination of the results of the permitted work (item 14).

General Instructions

Applications with unaddressed items will be considered incomplete. If an item is not applicable, please indicate this with "NA" or other appropriate sign (e.g. item 3, 7b, and 15).

Use of addendum sheets is required for mapping (item 4c), is encouraged for some items (items 8 and 9), and may be used for other items (e.g. item 14).

For more information, please contact:
Zac Singer, State Terrestrial Archaeologist, Maryland Historical Trust
100 Community Place, 3rd Floor, Crownsville, MD 21032
Phone: 410-697-9544
Email: zachary.singer@maryland.gov

Some attachments are also required (items 6b, if applicable, and item 9; please note that applications with qualifications statements (resume/vita) exceeding 2 pages will be considered incomplete).

Permit applications must specify the land-managing agency (item 5a), and a responsible representative designated by that agency must be named (item 5b). Without the signature of the agency representative (item 15 or 16), the application will be considered incomplete.

The applicant must read the Special Provisions and signify acceptance by initialing the page. Without the initials of the permit applicant following the Special Provisions the application will be considered incomplete.

Specific Instructions

APPLICANT INFORMATION

Item 1. The applicant can be a representative of the State agency on whose land the project and investigation will occur, or a representative of the institution (museum, university, or firm) who will conduct the investigation, or the investigating archaeologist. Enter the applicants complete contact information.

Item 2. If the point-of-contact for the application is someone other than the applicant, this individual's contact information is entered here. If the point-of-contact is the same as the applicant, indicate this by checking the box labeled "Same as Item No. 1" (double click the checkbox and select "checked" in the resulting dialog window).

PROJECT INFORMATION

The "project" and the "investigation" may be the same, or they may be different. If the investigation is necessitated by a project (an "undertaking"), then the project and investigation are different. If the investigation is being undertaken for research, then they may be the same.

Item 3. If the project has been given a title that will be used in correspondence or in reporting, then it should be provided. Otherwise, indicate that no title has been assigned.

Item 4. Location information is required in three forms:

a. Enter the county in which the project/investigation will occur.

b. Enter the Latitude and Longitude of a point within the project/investigation area. These coordinates are easily obtained from many internet mapping applications, including Google Maps (www.google.com/maps - hover the pointer in the desired location and left-click, display is in a popup window in the upper left corner of the map window), Mapquest (www.mapquest.com – hover the pointer in the desired location and right-click, display is in a popup window at the pointer location), Bing Maps (www.bing.com/maps - hover and right-click, display is in a popup window at the pointer location), and Wikimapia (www.wikimapia.org, position the page-centered-plus-sign ("+") over the desired location, display is in the lower left map window). Latitude for points in Maryland should fall between 37.5 and 39.8 (positive or "North"); Longitude should fall between -75.0 and -79.5 (negative or "West"). The source of the coordinates must also be provided (which mapping application did you use?).

c. Provide a narrative description of the investigation location either in the form provided text box or on an addendum sheet. A map and/or plan that identifies the location(s) where the investigation will occur must also be provided on an addendum sheet.

Item 5.

a. Identify the land-managing State agency and department (e.g. Department of Natural Resources, Forest Service). In many cases only the agency will be identified.

b. Provide contact information for the State agency's designated principal contact.

Item 6. Disclose whether the project has been the subject of any ongoing or past MHT review (State or Federal compliance) by checking the appropriate checkbox (double click the checkbox and select "checked" in the resulting popup window). If the answer is "Yes", then complete Item 6a and address Item 6b.

a. Provide the name of the MHT reviewer.

b. Attach relevant correspondence to the application (note: it may not be necessary to provide *all* MHT correspondence).

INVESTIGATION INFORMATION

The information sought in this section pertains to the *archaeological investigation*, not the project (if different, see above under Project Information).

Item 7. Provide contact information and qualifications of the investigating archaeologist(s).

a. The name and contact information for the archaeologist who will be in charge of the overall investigation is to be entered in the form's text box. An abbreviated vita/resume that presents information sufficient to ascertain the qualifications of the investigator per the Secretary of the Interior's Qualification Standards for Archeology, http://www.nps.gov/history/local-law/arch_stnds_9.htm), not to exceed 2 pages, is to be attached to the application.

b. If the individual identified in Item 7a will not be in charge of the fieldwork on a day-to-day basis, the name and contact information of the archaeologist who will be present during fieldwork is to be provided in the form's text box. An abbreviated vita/resume, as described above, is to be attached to the application.

Item 8. Present and describe the research design that will guide the conduct of the investigation (including fieldwork, labwork, analysis, and reporting) either in the form's textbox, or (preferably) on an addendum sheet(s). Included in this presentation should be the goals of the investigation, the data required to satisfy the goals, the techniques proposed and their fitness to the task of acquiring the required data, and the expected results.

Item 9. Describe the public benefits of the proposed investigation. Note that what are sought are the benefits to the citizens of Maryland of the archaeological investigation, not of the project (if different). It is understood that for a Phase I level investigation the benefits might be limited to added inventory information. Please do not describe the benefits of a new visitor center, access road, fiber optic cable, etc., as these would be benefits of the project.

Item 10. List the date on which fieldwork is scheduled to begin. It is expected that this will be an indefinite, or approximate, date.

Item 11. List the date on which fieldwork is scheduled to conclude (expected to be indefinite or approximate).

Item 12. List the date on which the draft report is expected to be submitted to MHT (note Special Provision h).

Item 13. Identify the institution/organization where the collection will be curated (note Special Provision n).

Item 14. Discuss the plans for distributing the results of the investigation. While these might be limited to a listing of the repositories to whom the report will be provided, they may also include public presentations, site tours, publically oriented publications, exhibits, outreach to news outlets, etc.

SIGNATURES

Item 15. The signature of the applicant, and the date.

Item 16. The concurrence of the State agency administering the land on which the investigation will occur is signified by the signature of an Agency official, or by the designated principal representative/contact as listed in Item No. 5b. No signature is needed here if the State agency official is also the applicant and has signed in Item No. 15.

Item 17. The signatures of the Director of the Maryland Historical Trust and of the Chief Archaeologist, MHT Office of Archaeology, will signify approval and execution of the permit.

SUBMITTAL AND REVIEW PROCESS

Submission of completed applications may be by mail or email attachment. If US mail is used, one original copy of all required documentation, with original signatures, is sufficient. If submittal is made by email, a full color scan to pdf of the original signed permit and all attachments is required. Mail/email to:

Zachary Singer
State Terrestrial Archaeologist - Maryland Historical Trust
100 Community Place
Crownsville, MD 21032

email: zachary.singer@maryland.gov

Review of permit applications will not exceed 30 calendar days. Incomplete applications will be returned to applicant.