

INTERIM CULTURAL RESOURCE REVIEW PROCEDURES
(updated 3-9-22)

The following procedures apply for sites requiring a Natural Features Inventory (NFI) or an NFI exemption (exemption provision applies only for applications within the City):

1. For parcels or projects that meet one of the following conditions, no cultural resource assessment will be required unless otherwise indicated by the County Administrator, City Growth Management Director, or designee, based on existing records of cultural resources in the immediate vicinity of the project site:
 - 2.1.9 Subdivision (County only)
 - Affidavit for Additional Dwelling Unit (County only),
 - One Into Two Subdivision (County only),
 - Local road repaving or turn lane projects, sound barriers, landscaping, existing pipes, culverts, etc., trails, ecological restoration projects,
 - City or County staff already has a record of an archaeological survey for the entire project area that was completed and evaluated in accordance with the Florida Division of Historical Resources' Module 3 Guidelines, or its successor, and any historical resources identified were not eligible for the National Register. If an older evaluation is on file, the applicant may have it evaluated by a qualified professional (consistent with #2, below) and provide documentation that it would meet Module 3 Guidelines.
 - The entire site has already been developed, and previous ground disturbance has occurred to a depth of at least 3 feet in many areas,
 - New ground disturbance will primarily be limited to less than the top 4 inches of native soil,
 - In the event only a small portion of a larger site is being disturbed, a partial exemption may be allowed for the undisturbed portion.
2. All other projects will be required to procure a desktop survey of the project site by a Registered Professional Archaeologist or a professional who meets the Secretary of Interior archaeologist qualification standards.
3. If a site contains a structure that is 50 years of age or older and meets the National Register Criteria for Evaluation, a historic structure specialist (or someone from a comparable class of professionals) will be required to complete and submit a Historical Structure Form to staff for review and coordinate thereafter with the Florida Division of Historical Resources.
4. The report from the archeologist will provide a definitive recommendation for the project to proceed with or without an archaeological field survey. In the event of a rezoning application where the archeologist recommends a full survey be completed, the applicant may proceed without a survey by signing a waiver recognizing a field survey must be complete prior to site development and that any additional development rights granted by the rezoning would be subject to protecting any archaeological features found on site. The survey shall be in accordance with the Florida Division of Historical Resources' Module 3 Guidelines, or its successor, and results of the survey shall be submitted by the applicant to the Florida Master Site File.

Please note that regardless of the level of survey, all environmental permits will include the following language regarding fortuitous finds:

"If prehistoric or historic artifacts, such as pottery or ceramics, stone tools, metal implements, dugout canoes or any other physical remains that could be associated with the Native American Cultures or early colonial or American Settlement are encountered at any time within the project site area, the permitted project shall cease all activities involving subsurface disturbance in the immediate vicinity of such discoveries. The permittee or designated representative shall contact the Florida Department of State, Division of Historical Resources, review and Compliance Section, At (850) 245-6333 or (800) 847-7278, as well as [as appropriate] Leon County Environmental Services/the City of Tallahassee Growth Management Department. Project activities should not resume without a written authorization from the Division of Historical Resources. In the event that unmarked human remains are encountered during permitted activities, all work shall stop immediately, and the proposed authorities notified in accordance with Section 872.05, Florida Statutes."