



K'ómoks First Nation

3330 COMOX RD, COURTENAY, BC V9N 3P8 | PH: 250.339.4545 ext 120 | F: 250.339.7053 | E: ARCHPERMITS@KOMOKS.CA

CHIP FORM C

CHIP: K'ómoks First Nation Cultural Heritage Investigation Permit

FORM C: Site Alteration Permit (SAP) Application

HOW TO APPLY

You will need to submit:

- 1 The attached form, completed
- 2 Site map
- 3 Development plans
- 4 Study Area Shapefiles
- 5 All previous archaeological reports
- 6 Copy of Provincial HCA (SAP) Permit application
- 7 Copy of Provincial HCA (SAP) Permit issuance (if available)

Submit these to the KFN Archaeology & Referrals Department:

@ by email:
archpermits@komoks.ca

in person:
3330 Comox Road,
in Courtenay, BC

K'ómoks First Nation's (KFN) Cultural Heritage Policy (CHP) is a fundamental part of the consultation process and allows KFN to make informed decisions about irreversible impacts to our cultural heritage.

K'ómoks First Nation's Cultural Heritage Investigation Permits (CHIPs) are required for all projects taking place within **registered archaeological sites** and in KFN's designated **areas of high archaeological potential (AOP)** within KFN's **core territory**. All ground disturbance including digging, filling, staking, ground leveling, excavation, trenching, and land clearing or grubbing in a registered archaeological site in KFN's core territory requires **both** a provincial Heritage Conservation Act (HCA) permit **and** a KFN CHIP.

WHEN YOU NEED AN SAP CHIP FORM C

Once the KFN CHIP Form B Archaeological Impact Assessment (AIA) report is complete, it gets reviewed separately by both the KFN Archaeology Department and the BC Archaeology Branch.

If the proponent chooses to move forward with the construction work and related archaeological mitigations as outlined in the report, and KFN agrees, **an archaeologist must submit this SAP application, which will describe in detail the archaeological methodology that must be used to mitigate impacts to KFN Cultural Heritage during the ground disturbance phase of land development** (i.e. excavation for a house foundation).

On occasion, an archaeologist may be able to apply for a Form B AIA and Form C SAP concurrently, when the project is very limited in scope, and the ground disturbance caused by the AIA investigation is almost equivalent to the final ground disturbance footprint of the project (i.e. installing a gas line or a hydro pole). Both K'ómoks First Nation and the BC Archaeology Branch would need to make the determination if the permits can be held concurrently.

KFN MUST APPROVE YOUR SAP PERMIT BEFORE ANY PROJECT GROUND DISTURBANCE BEGINS.



NEED HELP? Please contact KFN Archaeology & Referrals at archpermits@komoks.ca or 250 339 4545 ext 120

CHIP FORM C. Site Alteration Permit (SAP) Application

Date:

1. PERMIT APPLICANT INFORMATION (submitted by a permit holding archaeologist)

Name (Permit Holder): _____

Archaeology Business Name: _____

Business Address: _____

Email: _____ Phone: _____

2. PROPERTY OWNER INFORMATION

Name: _____

Affiliation (Company, Homeowner, etc): _____

Home/Business Address: _____

Email: _____ Phone: _____

3. PROJECT AREA

Street Address for Project: _____

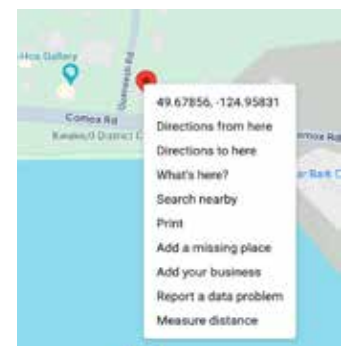
Legal Description: _____

PID: _____ PIN: _____

GPS Location Latitude: _____ Longitude: _____

To find GPS location:

1. Open [Google Maps](#).
2. Enter the property address in the search field.
3. Right-click the location pin or area on the map.
4. A small pop-up window will open. Your latitude and longitude coordinates appear at the top of the map in decimal format.
5. Select the coordinates, and Google Maps will automatically copy the coordinates for you.
6. Paste (Control V or Command V) into the GPS Location field in this form.



4. PROJECT BACKGROUND

Project Description: *Please describe all proposed ground-altering activities and methods, including demolition, construction, and utility installation/repair.*

Proposed Project Schedule:

Estimated number of field days: _____

5. ARCHAEOLOGICAL BACKGROUND

Border Number(s): _____

Site Classification(s) and Brief Summary of Site History:

Previous Archaeological Reports: _____

All reports must be appended in order for CHIP to be processed

HCA SAP Application #: _____

SAP Application must be appended in order for CHIP to be processed

HCA SAP Permit #: _____

Please share permit number with KFN as soon as HCA SAP Permit is issued

Designated Repository:

- Courtenay & District Museum
- Royal BC Museum
- KFN (on request by KFN)
- Other: _____

6. PERMIT FEES

Select the type of project and corresponding permit fees:

- \$400 Small Project** (investigation area less than 100m maximum dimension or 1 hectare area)
- \$600 Large Project** (investigation area greater than 100m maximum dimension or 1 hectare area)
- \$150 Expedited CHIP Application Review** (i.e. 2-day turnaround)

If applicable, please list project identification code or other relevant project identifiers for invoicing:



NOTE: KFN may require Complex Project Management fees ranging from \$1,000 to \$5,000 for longterm projects in significant sites.

7. ACKNOWLEDGMENTS Please read and initial

_____ I acknowledge that in order to be compliant with the KFN Cultural Heritage Policy, this project must include:

- _____ Systematic data recovery (SDR) (via hand excavation units) of up to 50% of intact cultural sediments, with the remaining intact deposits excavated using a flat-bucket excavator in 10cm lifts. All intact deposits must be 100% screened by a qualified archaeologist and KFN representative. KFN may consider a decrease in SDR (minimum of 25%) on a case-by-case basis.
- _____ 100% raking and/or screening of disturbed deposits. This amount can be reduced (minimum of 25%) at the discretion of the field director, with written consent from the KFN Archaeology Department.
- _____ Appropriate collection and analysis of **faunal and botanical remains** from every site where they are present, including column sampling from all stratified intact deposits.
- _____ Appropriate collection and analysis of all **artifacts** (lithic, bone, antler, shell) from every site where they are present, including geochemical characterization (sourcing) of obsidian where present.
- _____ Minimum of 1 radiocarbon date for every intact cultural layer where samples are available.
- _____ Reasonable efforts to maintain the physical appearance of the site throughout the project.
- _____ **The archaeological materials will be properly reported with shapefiles by a qualified archaeologist to KFN and the BC Archaeology Branch within six weeks of identification.**

If not, explain: _____

_____ I acknowledge that the following actions are required if Ancestral Remains are encountered:

- _____ Stop all work within 50m and notify KFN immediately.
- _____ No further work within 50m of the Ancestor(s) until KFN has provided written instructions on how to proceed.
- _____ Arrange for remuneration to KFN for costs associated with KFN site visits, meetings, monitoring, and repatriation (see Rate Sheet).

_____ I have read the KFN CHIP Information Guide.

_____ I acknowledge that all archaeological work requires a KFN Guardian or Monitor to be present, and that compensation for Guardians/Monitors will be arranged by the archaeologist.

_____ I acknowledge that all archaeological investigation and services will be performed by a qualified archaeologist, at the cost of the proponent.

_____ I acknowledge that hydro-vac and toothed bucket excavation are prohibited.

_____ I understand this CHIP is valid only for the activities specified above. If further archaeological work is required (e.g., SAP), a new CHIP will be required.

_____ I acknowledge that a CHIP is valid for two years. If the project extends beyond two years, a new CHIP will be required.

_____ I acknowledge that KFN has the right to terminate this permit at any time if I, the permit holder, do not adhere to the permit conditions as described in the KFN Cultural Heritage Policy.

8. REQUIRED ATTACHMENTS

CHIP Permits will not be processed until this application is complete with the following attachments:

- Site Map** (PDF from Google Maps screenshot acceptable)
- Development plans** (digital plans preferred; hand-drawn plans acceptable)
- Study Area Shapefiles**
- All previous archaeological reports**
- HCA (SAP) Permit application**
- HCA (SAP) Permit issuance** (if available)

Name of Applicant	Signature	Date