



COMMUNITY DEVELOPMENT DEPARTMENT

CONSULTANT REQUIREMENTS FOR CULTURAL RESOURCES SURVEY, STUDIES AND REPORTS INFORMATION SHEET

All consultants completing studies, surveys or reports for cultural resources in compliance with the Planning Department's CEQA process shall include the following. This applies to prehistoric archaeological, historic archaeological, and historic resources.

1. Evaluation for eligibility for any applicable designation program:
 - A. Listing in the National Level: National Register of Historic Places, National Historic Landmark, etc.
 - B. Listing at the State Level: California Register of Historical Resources, California Points of Historical Interest, State Landmarks, etc.
 - C. Local designation: City of Riverside Municipal Code Title 20 (Cultural Resources Ordinance), County Landmark, etc.
2. Evaluation of potential impacts to identified cultural resources.
3. Recommendation of mitigation measures where potential impacts have been identified.
4. For larger surveys a project database shall be submitted in Microsoft Access format.
5. Completion of the appropriate State of California Historic Resources Inventory (DPR) forms. Photographs shall be in digital format.
6. Completion of a final report shall include, but not be limited to:
 - A. Executive summary
 - D. Project location (with map)
 - E. Project description
 - F. Research and field methodology
 - G. Architectural description
 - H. Definition of area history
 - I. Statement of significance (context statement)
 - J. Recommendations
 - K. Resumes of authors and/or contributors
 - L. DPR forms (as an appendix)
 - M. List of sources
 - N. Discussion of potential impacts
 - O. Proposed Mitigation Measures
 - P. Current setting
 - Q. Evaluation of significance in accordance with the criteria listed in (1) above

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- R. Copy of the Records Search from the Eastern Information Center (EIC)
- S. Record of contact with appropriate Native American group(s)
- T. Contact with the Native American Heritage Commission for a Sacred Lands File (SLF) search

7. Project Deliverables shall include:

- A. Two (2) copies of the final report.
- B. Two (2) original copies of the DPR forms.
- C. Upon acceptance of the final report, one (1) copy shall be submitted to the Eastern Information Center, Department of Anthropology, University of California, Riverside, 92521.

NOTE: ALL WORK SHALL BE COMPLETED IN ACCORDANCE WITH THE SECRETARY OF THE INTERIOR'S STANDARDS AND GUIDELINES FOR ARCHAEOLOGY AND HISTORIC PRESERVATION INCLUDING STANDARDS FOR PLANNING, IDENTIFICATION, EVALUATION, REGISTRATION, HISTORICAL DOCUMENTATION, ARCHAEOLOGICAL DOCUMENTATION, AND PROFESSIONAL QUALIFICATIONS AS PUBLISHED IN THE FEDERAL REGISTER, SEPTEMBER 29, 1983 (Vol. 48, No. 190) pp. 44716 et seq.

For additional information on these requirements please contact the Historic Preservation Officer in the Planning Department at (951) 826-5463.

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