

Guidelines for conducting Cultural Resources Investigations for Anne Arundel County, MD.

Cultural Resources in Anne Arundel County include archaeological sites, cemeteries, historic structures, and scenic & historic roads. When a parcel or project area is deemed to have a high potential for cultural resources, a cultural resources survey may be required to identify potentially significant resources. Archaeology surveys conducted as a requirement of development in Anne Arundel County should meet the Maryland State Guidelines for Archaeological Investigation (Shaffer and Cole, 1994).

This document outlines best practices and professional standards for the background research, fieldwork, artifact processing, and reporting on investigations State-wide. When investigations are conducted under the Anne Arundel County code, which is a locally determined process, there are certain amendments and modifications that consultants should incorporate into reports prepared for Anne Arundel County's Planning and Zoning Office. Following is a checklist of required elements of a report submitted to the County's Cultural Resources Division.

1. Anne Arundel County Code and Subdivision Regulations reference identifying enabling legislation: **Article 17, Title 6, Subtitle 5**. This code reference must be included in the report text and in other pertinent documentation.
2. The name(s) of the property subdivision, the County's subdivision and project numbers, and when possible, the names of the developer, owner, and/or engineer shall be included in all correspondence and in the report. Previous project names may also be included to assist in tracking projects.
3. If an archaeological site is identified on the property, the report must include a Maryland Archaeological Site Survey Form. If it is a new site, a site number shall be assigned. The site number must be obtained before our office will finalize a report. If it is a previously recorded site, any new information shall be updated on the Maryland Archaeological Site Survey Form. A copy of this form must be forwarded to the Maryland Historic Trust.
4. If, in the course of the survey work, the consultant identifies buildings that are potentially 50 years or older, they should be documented as part of the archaeological survey. Documentation requirements for buildings include color photographs of all facades, general dimensions, and a narrative architectural description of the building. If the building is not already recorded with the State, a Maryland Inventory of Historic Properties form shall be completed, and a MIHP site number issued.
5. Determining significance of a property ~ Consultants submitting a report to the County should clearly describe their professional evaluation of the properties historic significance and its potential for further investigation or protection. Guidelines for determining significance to the County should include consideration of the following definition:

The County Inventory of Historic Resources consist of properties, buildings, structures, districts, and archaeological sites that represent County history, that are associated with the lives of historically significant persons, that have historically significant architectural value, or that are capable of yielding information important to the County's history or prehistory.
[§ 17-1-101. Definitions. (18).]

6. If a survey discovers resources determined significant to the County's history, and additional work is required, a final report on all components of the project (from Phase I through III) can usually be compiled in one FINAL document. Please consult with our office in such an instance.
7. A single print copy or digital copy of the **draft report** must be submitted to our office. When finalized, TWO hard copies of the final report should be produced; One shall be sent to our office and one shall be submitted to the MHT library. A Digital Copy of the final report shall also be submitted, preferably in a PDF format. If feasible, field notes, photographs, and associated documentation can also be submitted digitally.
8. The CRD Staff strongly encourages close coordination with our office as the survey efforts move forward and we are available to assist in formulating an appropriate scope of work to ensure the goals of Article 17 are met. Please do not hesitate to coordinate survey efforts with our office.
9. Site development plans will not be approved without written evidence (i.e., a signed agreement) of where recovered archaeological artifacts are to be curated. It is *strongly* recommended that all archaeological artifacts recovered from the investigation be permanently placed in a qualified repository for curation. If a significant archaeological resource is identified, the applicant may be required to deposit artifacts in a qualified repository. Qualified repositories are in compliance with State standards and guidelines for curation, such as the Maryland Archaeological Conservation Laboratory or the Anne Arundel County Archaeology Laboratory in Edgewater, MD.
10. If artifacts and associated documents (photographs, field notes etc.) are to be donated to the County, complete the Artifact Donation form and include both the form and the artifacts with the final report submission. Donation form templates are available for download on the Cultural Resources Division's website:

<http://www.aacounty.org/departments/planning-and-zoning/cultural-resources/archaeological-sites>.

There is no charge for the County accepting artifact donations, and certain tax benefits may be available based upon the charitable donation of significant artifacts. Donations must be processed according to accepted State curatorial standards.

11. If artifacts are to be retained by the property owner, photographs of all diagnostic artifacts must be included in the report and in the digital submittal.

If you have any questions on these guidelines or survey requirements, we can be reached at 410-222-7440 or by mail at:

Anne Arundel County,
 Planning and Zoning,
 Cultural Resources Division
 2664 Riva Road, 4th floor
 Annapolis, MD 21401