SHPO Permit Inventory Catalogue

Content

The state archaeological permit for archaeological excavation, artifact collection, and disturbance to archaeological sites on public state and private land. 2

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The statutory authority, regulatory authority or other authority for issuing the permit:

ORS 390.235 and OAR 736-051-0000 through 736-051-0090

Is this permit a requirement of a federally delegated program? If yes, please provide the name of the federal program.

No, it is only required by state statute.

Provide a brief description and purpose for this permit:

An archaeological permit is needed to excavate, injure, alter, or destroy an archaeological site on state and private lands. The archaeological permit authorizes work impacting archaeological sites, exploratory archaeological excavation to investigate for the presence of an archaeological site, and artifact collection. A permit can only be obtained by an individual who meets the criteria and has been accepted by the State Historic Preservation Office as an Oregon Qualified Archaeologist (referenced in ORS 390.235(2) and defined in OAR 736-051-0070(23)).

What is the standard duration of this permit?

The permit authorizes fieldwork for one year and one day with another additional year to complete the reporting requirement. Permits can be amended to add an additional year to the permit duration.

What information is needed for the application to be considered complete and what is the source of the info?

A completed permit must include a signed application form, a research design, a project map, an inadvertent discovery plan, a statement of applicant's statute violations, a list of applicant's open permits, and, if applicable, a private landowner permission letter. The requirements for a permit application on public land are described is OAR 736-051-0080 and the requirements for a permit application on private land are described in OAR 736-051-0090.

Please describe the process for how your agency handles incomplete applications for this permit:

The permit application is initially reviewed by SHPO staff when it is submitted to the designated email inbox. If the permit is incomplete the applicant is contacted via email with a description of the deficiencies and corrections needed to further process the application. This initial review and response occur generally within 24 hours of receiving the application on regular business days, and usually before that time. Staff also frequently answer questions by phone pertaining to permit applications.

If readily available, please provide the number of incomplete applications the agency receives annually:

A review of last year's records show that at least 21 applications were returned as incomplete, but this number may not be accurate as we do not have a standardized way of tracking this data. So far this year we have returned 47 applications as incomplete and in need of revision. Returned applications are almost always resubmitted with corrections and continue through the review process.

Is there a statutory or regulatory requirement governing the time within which the agency must process applications for the permit? If yes, please describe the timeframe.

There is not a statutory time frame for the initial review and processing of the permit application. Initial screening is conducted by SHPO staff and usually occurs within 24 hours of receiving the application during regular business hours. Once a permit has been accepted as complete it is sent to the Legislative Commission on Indian Services (LCIS) to designate the tribal entities who will be reviewing the permit. LCIS has 48 hours to respond. Once the entities with review authority have been determined, the permit is sent out for designated review period. OAR 736-051-0000 through 736-051-0090 have specific time frames for review periods, which include a 30-day review period for regular permits, 10-day review period for permit amendments, and a 48-hour review period for expedited permits.

What is the application fee for the permit?

There is not an application fee currently.

Is there a statutory, regulatory or other authority for the permit application fee?

No

When was the application fee last changed? Please provide the date of the last change and how much the application fee increased or decreased.

Not applicable

Has your agency evaluated or identified opportunities to streamline the decision making process such as, eliminating unnecessary steps or barriers, reducing the number of incomplete applications, or e

The current process is determined by what is written in statute and rule. The application process was streamlined and updated following the last rule revision for the archaeological permit rule in 2023. Detailed guidance is also provided on the Oregon Heritage website for how to fill out the permit application and provide the required attachments. All the existing approval processes are described in the rule.

Does the agency have an application backlog for this permit?

No

Approximately how many applications for this permit are currently pending at the agency?

There are currently 25 pending archaeological permits that are in the 30-day review period.

Provide any other information you feel is relevant to understanding the permit requirement:

SHPO typically issues around 250 archaeological permits annually (229 in 2025, 252 in 2024, and 251 in 2023). Currently, OPRD is pursuing a legislative concept to allow for the authority to charge fees for this permit.
The current permit statute was implemented in 1984 and elements of the law, such as requiring collection and curation of all artifacts, do not reflect the general consensus on what current the practices for archaeology should be among tribes and the wider archaeological community, such as more limited collection, non-collection, or reburial of

artifacts in certain circumstances.