



<b>For Official Use Only</b>
Archeology Case Number:
Application complete when submitted?
If no, list outstanding items:
Date outstanding items submitted:

## ARCHEOLOGICAL INVESTIGATION FORM

The completed form and any supporting documentation must be sent to [archdigital@cityoffrederickmd.gov](mailto:archdigital@cityoffrederickmd.gov) as a PDF; no other file types will be accepted. Please make sure all files submitted are legible. Incomplete applications will not be accepted. You will need to remove your email signature image before submitting. If you have any questions, please contact [spyles@cityoffrederickmd.gov](mailto:spyles@cityoffrederickmd.gov).

<b>PROJECT NAME</b>	
Project Address:	
City/State/Zip:	
Tax ID:	Lot(s) Number:
Describe project location:	
<b>PROJECT CONTACT INFORMATION</b>	
Owner:	Agent (If Applicable):
Firm/Company:	Firm/Company:
Address:	Address:
City/State/Zip:	City/State/Zip:
Phone:	Phone:
Cell:	Cell:
Fax:	Fax:
Email:	Email:
<b>PROPOSED DEVELOPMENT</b>	
Number of acres within project boundary:	
Number of acres to be disturbed if different:	
Approximate depth of any grading or ground disturbance:	

Describe existing land use:

Describe proposed development:

**SITE ACCESS**

Briefly describe how Planning Department staff or consultant should access the site including appropriate areas for parking. Please provide sketch map of access, if necessary.

The following owners or other parties should be contacted prior to entrance to project area:

\_\_\_\_\_  
Phone: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_

**CHECK LIST OF REQUIREMENTS:**

The following materials must be submitted. Check items that are attached. Applicants will be notified if submitted material is inadequate. Additional information may be required.

- Site plan. The site plan must show the limits of disturbance and must indicate the location of the proposed construction including parcel lines, structures, streets and alleys, adjacent or neighboring streets and alleys and adjacent or neighboring structures. The site plan must also show any proposed or existing walkways, fences, parking lots, and landscaped features such as trees or groups of trees.
- Contour map of project area.
- Photographs of area labeled with a date and direction and keyed into map.

**OWNER OR AGENT SIGNATURE:**

If signed by an agent, a notarized agent authorization form must be attached. Signing below authorizes staff of the Planning Department and its consultants to enter the subject project area to evaluate the archeological potential.

\_\_\_\_\_  
Property Owner or Agent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner or Agent Signature

\_\_\_\_\_  
Date