**Permit to Identify the Location of an Unmarked Cemetery**

Application Form for a Permit to Identify/Confirm an Unmarked Cemetery Location

Date Submitted:

Applicant (Landowner) Name and Address:

Point of Contact Name, Email, and Phone:

**Project Information**

Parish:

Project Legal Location and UTM or lat-long coordinates:

Include an aerial image showing the project location:

Property Owner (if different than applicant):

**Proposal** (Attach Scope of Work)

Archaeological Firm retained to undertake the investigation:

Principal Investigator name and contact information:

Name of Qualified Professional Archaeologist supervising fieldwork and statement of their relevant prior experience in cemetery investigation.

Name of Qualified Professional Physical Anthropologist and statement of their relevant prior experience in cemetery investigation and identification of fragmentary human remains.

**Scope of Work (attached)**

The Scope of Work shall contain the following project components and address the following issues:

1. Documentary research: including a review of historical maps and aerial photographs for features that suggest the possibility of unmarked graves. If applicable, a reasonable and good-faith effort shall be made to identify individuals and organizations that may have knowledge of the cemetery.
2. A description of visual clues that indicate unmarked graves, including but not limited to vegetation, grave shaft depressions, remnants of fencing, or grave markers.
3. Remote sensing: where appropriate, ground-penetrating radar, magnetometry, resistivity, metal-detecting, and/or human remains detection dogs shall be employed to look for graves. Any such work shall be detailed in the Scope of Work.
4. Stripping: If deemed necessary by the parties, ground stripping shall be undertaken to confirm the presence of an unmarked burial site. To the extent possible, stripping shall extend at least one (1) meter into the subsoil, be conducted in trenches spaced appropriately to encounter graves, and be sufficient to define the limits of the unmarked burial site. Stripping shall occur in 10 cm thick levels using a straight-edge bucket. The trench floor at the top of the subsoil and at 50 cm below the top of the subsoil will be scanned with a metal detector and systematically probed at 20 cm intervals. Stripping shall cease when evidence of a burial or grave is identified, or a depth of 1 m below surface is reached. Stripping shall continue in the areas where burials or graves have not been identified. If burials are identified, stripping shall continue at least 10 m beyond the last identified burial in each direction unless limited by property lines or other controlling factors. No ground stripping shall occur on a probable unmarked burial site except subject to a permit issued by the Division.
5. Unless a different strategy is agreed to by all parties in the Scope of Work, all human remains and burial artifacts encountered in the stripping will be reburied at the location they were found after identification and assessment.
6. Oversight: All investigations and excavations shall be monitored by a qualified professional archaeologist. A qualified professional physical anthropologist shall be present during stripping operations to identify any possible human skeletal material that may be encountered.
7. Closure: At the conclusion of the investigation, the property shall be restored to its pre-investigation condition to the extent possible, unless the landowner requests otherwise.
8. Reporting: A report meeting the standards of the Division that addresses all the issues identified in the Scope of Work and the results of the investigation shall be prepared and submitted to the landowner and Division within 90 calendar days following the end of field investigations, unless the cemetery investigation is part of a larger project and will be included in that project report.
9. Recordation: If an unmarked burial site is identified and some or all of it will be left in place, the landowner shall record the cemetery in the conveyance and mortgage records for the parish in which the cemetery is located. Such recordation shall, at a minimum, contain a description of the existence of the cemetery as well as its rough boundaries and an illustrative map of the location that need not be to survey standards. An archaeological site form shall also be completed and submitted to the Division.