



## Instructions

### City of Phoenix Archaeological Information Sheet

The application for a Utility Permit must include a review of the location to determine if the work site is in an area that is identified as archaeologically sensitive on the City of Phoenix GIS map layer of archaeologically sensitive quarter sections. The City of Phoenix provides access to the map layer of the archaeologically sensitive quarter sections through the City's Utility Permit Information & Mapping System (UPIMS). If you need information or an application form for UPIMS access, please contact Alex Flores ([Alex.Flores@Phoenix.gov](mailto:Alex.Flores@Phoenix.gov)). This map is strictly to be used for City of Phoenix utility and small wireless facility permits applications. Due to the sensitive nature of the information in UPIMS, access is limited and requires an individual to successfully pass a background check.

This form should be completed by the applicant for the Utility Permit and their Arizona State Museum, Arizona Antiquities Act-qualified archaeology consultant.

**Utility Company:** Provide the name of the company that is submitting the application for a Utility Permit.

**Contact Person:** Provide the name of a contact at the company submitting the Utility Permit application.

**Phone Number:** Provide the phone number of the contact person.

**Address of Proposed Job:** Provide the address or location of the proposed work site.

**Utility Job #:** Provide the Job Number that will be used on the Utility Permit application.

**Job Location (Township / Range/ 1/4 Section):** Provide the information on township, range and quarter section.

**Name of Archaeological Consultant Company:** Provide the name of the AAA-qualified archaeological consultant or the name of the archaeological consultant company.

- 1. Provide the date of required site search on AZSITE:** Provide the month, day and year of the search on AZSITE, Arizona's on-line cultural resources database.
- 2. Provide the date of the required site search on the Pueblo Grande Museum, City of Phoenix Archaeology Office GIS database:** Provide the month, day and year of the search on the City of Phoenix site.
- 3. Is this project area within the boundaries or buffer zone of a known archaeological site or canal?** Select either YES or NO for this question.
- 4. Is archaeological monitoring required?** Select either YES or NO for this question.

**If YES to either Questions 3 or 4, please fill out this section below, then Question 5 and the signature section.**

**If NO to both questions 3 and 4, proceed to Question 5 and the signature section of form.**

- i. **If there is an archaeological site(s) present, provide the site number(s)/name(s):**  
Provide the site number(s) and names of the site(s), if applicable.
  - ii. **Are there sites present that are registered with the Arizona State Museum (ASM) (e.g., with "ASM" suffix)?**  
Select either YES or NO for this question.
  - iii. **If YES to ii, has a project-specific Arizona Antiquities Act permit application been submitted to ASM?**  
YES \_\_\_\_\_ NO \_\_\_\_\_ **If YES, date of AAA permit application. Month: \_\_\_\_\_ Day: \_\_\_\_\_, 20\_\_**  
Select either YES or NO for this question.  
If YES, provide the month, day and year of the ASM permit application.
  - iv. **Note that a burial agreement pursuant to ARS 41-844 may also be required from ASM.**
- 5. NO Monitoring /NO Permit: \_\_\_ Monitoring Required / NO Permit: \_\_\_ Monitoring AND Permit Required: \_\_\_**  
Select one of the conditions for this location based upon the research for the proposed Utility Permit application.

The next section on the form is for information of the AAA-qualified archaeologist who provided the answers for questions 1 through 5.

**I certify that the information provided on this form is correct and completed in compliance with the Arizona Antiquities Act and the requirements set forth by the Arizona State Museum.**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Name of the Arizona Antiquities Act-qualified Professional Archaeologist (person who completed this form)

\_\_\_\_\_  
Signature of the Arizona Antiquities Act-qualified Professional Archaeologist Date

\_\_\_\_\_  
Arizona Antiquities Act Blanket Permit Number Title of the Individual on AAA Blanket Permit

When completed and signed, send an electronic copy of this signed form to the City of Phoenix Archaeologist via the email address provided.

Submit this completed & signed form to the City of Phoenix Archaeology Office: [Archaeology@Phoenix.gov](mailto:Archaeology@Phoenix.gov)

**A scanned version of this completed and signed form MUST accompany the application for a Utility Permit.**

**Applications for a Utility Permit in an archaeologically sensitive quarter section without this form will be sent back to the applicant and processing the application will be on-hold until this completed and signed form is submitted.**

For questions regarding this Information Sheet, contact Ray Almanzar, Plan Review Supervisor at (602) 534-6999 or via email at [ray.almanzar@phoenix.gov](mailto:ray.almanzar@phoenix.gov)