



K'ómoks First Nation

3330 COMOX RD, COURTENAY, BC V9N 3P8 | PH: 250.339.4545 ext 120 | F: 250.339.7053 | E: ARCHPERMITS@KOMOKS.CA

CHIP FORM A

CHIP: K'ómoks First Nation Cultural Heritage Investigation Permit

FORM A: Preliminary Field Reconnaissance (PFR) Permit Application

K'ómoks First Nation's (KFN) Cultural Heritage Policy (CHP) is a fundamental part of the consultation process and allows KFN to make informed decisions about irreversible impacts to our cultural heritage.

K'ómoks First Nation's Cultural Heritage Investigation Permits (CHIPs) are required for all projects taking place within registered archaeological sites and in KFN's designated **areas of high archaeological potential (AOP)** within KFN's **core territory**. All ground disturbance including digging, filling, staking, ground leveling, excavation, trenching, and land clearing or grubbing in a registered archaeological site in KFN's core territory requires **both** a provincial Heritage Conservation Act (HCA) permit **and** a KFN CHIP.

How do I find out if my property is in an archaeologically sensitive area?

KFN can confirm your property requirements for a \$50 fee.

Email request to:

archpermits@komoks.ca

Include your property address and the size of the area you plan to dig.

WHEN YOU NEED A PFR CHIP FORM A

You need to submit an application when you are planning to alter more than 100 sq ft on a property within an area of high archaeological potential (AOP) of KFN's core territory.

You will need to submit a PFR CHIP, whether you're building on previously undeveloped land, renovating an existing building, or concrete obstructs the view of the ground.

HOW TO APPLY

You will need to submit:

1



The attached form, completed

2



Site Map

3



Development plans

Submit these to the KFN Archaeology & Referrals Department:



by email:
archpermits@komoks.ca



in person:
3330 Comox Road, in Courtenay, BC



NEED HELP? Please contact KFN Archaeology & Referrals at archpermits@komoks.ca or 250 339 4545 ext 120

CHIP FORM A.

Preliminary Field Reconnaissance (PFR) Permit Application

Date:

1. PERMIT APPLICANT

Name: _____

Affiliation (Company, Homeowner, etc): _____

Home/Business Address: _____

Email: _____ Phone: _____

2. PROJECT AREA

Street Address for Project: _____

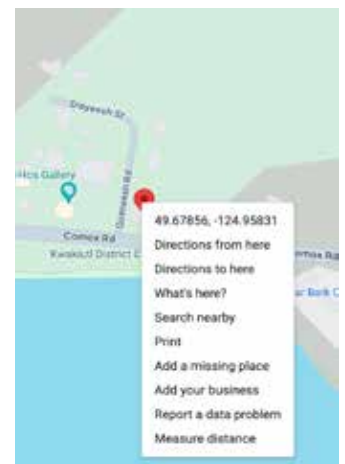
Legal Description: _____

PID: _____ PIN: _____

GPS Location Latitude: _____ Longitude: _____

To find GPS location:

1. Open [Google Maps](#).
2. Enter the property address in the search field.
3. Right-click the location pin or area on the map.
4. A small pop-up window will open. Your latitude and longitude coordinates appear at the top of the map in decimal format.
5. Select the coordinates, and Google Maps will automatically copy the coordinates for you.
6. Paste (Control V or Command V) into the GPS Location field in this form.



3. PROJECT BACKGROUND

Project Description: *Please describe all proposed ground-altering activities and methods, including demolition, construction, and utility installation/repair.*

Project Area - Land description:

- You can see the ground everywhere** (i.e. you're building on previously undeveloped land).
- You cannot see the ground everywhere** (i.e. you're renovating an existing building or concrete obstructs the ground).

Proposed Project Schedule:

4. PERMIT FEES

Select the type of project and corresponding permit fees:

- \$400 Small Project** (investigation area less than 100m maximum dimension or 1 hectare area)
- \$600 Large Project** (investigation area greater than 100m maximum dimension or 1 hectare area)
- \$150 Expedited CHIP Application Review** (i.e. 2-day turnaround)

! **NOTE:** KFN may require Complex Project Management fees ranging from \$1,000 to \$5,000 for longterm projects in significant sites.

5. ACKNOWLEDGMENTS Please read and initial

_____ I have read the KFN CHIP Information Guide.

_____ I acknowledge that I am responsible for retaining a qualified archaeologist and covering all costs associated with archaeological investigation and services required.

_____ I acknowledge that all archaeological work requires a KFN Guardian or Archaeology Monitor to be present, and that I will compensate Guardians/Monitors for their time.

_____ I acknowledge that hydro-vac and toothed bucket excavation are prohibited.

_____ **I acknowledge that if archaeological materials are identified in the course of any project:**

1. Work will halt until the appropriate additional KFN CHIP and HCA permits are obtained.

2. The archaeological materials will be properly reported (including shapefiles) by a qualified archaeologist to the KFN and the BC Archaeology Branch within six weeks of identification.

_____ I understand this CHIP is valid only for the activities specified above. If further archaeological work is required (e.g., AIA), a new CHIP will be required.

_____ I acknowledge that a CHIP is valid for two years. If the project extends beyond two years, a new CHIP will be required.

_____ I acknowledge that KFN has the right to terminate this permit at any time if I, the permit holder, do not adhere to the permit conditions as described in the KFN Cultural Heritage Policy and your CHIP Issuance Letter.

6. REQUIRED ATTACHMENTS

CHIP Permits will not be processed until this application is complete with the following attachments:

- Site Map** (PDF from Google Maps screenshot acceptable)
- Development plans** (digital plans preferred; hand-drawn plans acceptable)

Name of Applicant

Signature

Date