

FOR OFFICE USE ONLY

FOR OFFICE USE ONLY
ADVANCE PAYMENT
DATE:
AMOUNT PAID:
CASHIER'S RECEIPT No.:

DATE: _____

TO: NAVAJO NATION ARCHAEOLOGY DEPARTMENT (NNAD)
P.O. BOX 689
WINDOW ROCK, AZ 86515-0689
Phone: (928) 871-6540 Fax: (928) 871-6511

This letter is our formal request for the NNAD to conduct the required archaeological inventory of a home site lease, as described below. I understand that NNAD will charge a fee for its services. NNAD charges a \$294.00 flat fee, which must be paid in advance by a cashier's check or money order payable to the "NAVAJO NATION ARCHAEOLOGY DEPARTMENT".

The project for which services are requested is described as follows (be specific):
Directions to HOMESITE LEASE: _____

CHAPTER: _____ AGENCY: _____

In addition, this letter is our authorization to NNAD to submit copies of NNAD's final report to the appropriate reviewing agency to satisfy the archaeological compliance process required under tribal, state, and federal laws and regulations.

SIGNATURE (Project Sponsor): _____
SPONSOR'S NAME & ADDRESS: _____

SOCIAL SECURITY NUMBER: _____ - _____ - _____
CENSUS NUMBER: _____, _____

PLACE OF EMPLOYMENT: _____
TELEPHONE NUMBER: HOME: () _____
MOBILE: () _____
WORK: () _____
E-Mail: _____

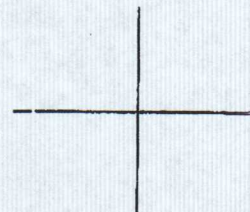
Is homesite staked out by ONLA? Y/N	If yes, is survey plat map attached? Y/N
Rural Address No.: _____	Road Name/No.: _____
Contact Person: _____	Phone: () _____
Any additional information: _____ _____	

Draw a map showing the location of your homesite. Please give a brief description of how to get there
(From the selected NNAD location to your homesite – be specific.)

☐ Window Rock, AZ

☐ Shiprock, NM

☐ Flagstaff, AZ



Homesite No. _____

NNAD No. _____

HOMESITE RATES

ARCHAEOLOGICAL SURVEYS

THE NAVAJO NATION ARCHAEOLOGY DEPARTMENT (NNAD) will conduct archaeological surveys and prepare technical reports for homesite leases at the following rates:

\$294.00* per homesite, FLAT RATE FEE

(Reduce rates of \$252.00 for groups of 3 or more [must be within a close vicinity & received at NNAD at the same time])

(Access roads, power and water lines negotiated separately)

NNAD requires the full amount to be paid in advance by cashier's check or money order (made out to "Navajo Nation").

NNAD - Window Rock Office
P.O. Box 689
Window Rock, AZ 86515-0689
Ph: (928) 871-6540
Fax: (928) 871-6511

NNAD - Shiprock Office
c/o Dine College
P.O. Box 580
Shiprock, NM 87420
Ph: (505) 368-1214
Fax: (505) 368-1215

NNAD - NAU Flagstaff Office
Bilby Research Center - NAU
P.O. Box 6013
Flagstaff, AZ 86011
Ph: (928) 523-9151 / Fax (928) 523-9185

*****PLEASE NOTE*****

NNAD does not do surveys for homesites that are in disputes. Proposed homesites that are located in the Navajo Nation Forestry Department's boundaries require the Navajo Nation Over Sight Committee's approval.

Elder and Veteran's Tips

Elder clients can seek financial assistance from their chapter house where they can obtain a Chapter Check or an ICR to help pay for FEE. **NO NAVAJO NATION CHECKS!!!**

Military Veteran clients may also seek help from the Veteran's Office in Window Rock or in Fort Defiance. It is to our understanding that the Veteran's Office is willing to help clients obtain homesites by helping them pay with an ICR.

*(Effective 01/1/13; INCLUDES 5% NAVAJO SALES TAX)
-PLEASE POST-



THE NAVAJO NATION

Window Rock, AZ 86515
Phone: (928)871-6540
Fax: (928)871-6511
Email: nnadwr@gmail.com

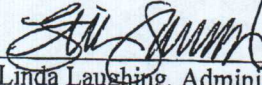


BEN SHELLY
PRESIDENT

REX LEE JIM
VICE PRESIDENT

MEMORANDUM

To : ALL TRIBAL OFFICES, CHAPTERS, AND OTHERS

FROM : 
Linda Laughing, Administrative Services Officer
NAVAJO NATION ARCHAEOLOGY DEPARTMENT

SUBJECT : "ARCHAEOLOGY" and "HISTORIC PRESERVATION" ARE TWO DIFFERENT DEPARTMENTS

For some time now, it has been the case that many people are confused about archaeology and historic preservation, and are unclear about the "clearance" process and who does what. This short Memo to everyone is our attempt to clarify this issue.

ARCHAEOLOGY DEPARTMENT: Navajo Nation Archaeology (or NNAD, for short) performs the following functions:

1. We do the fieldwork – we do the archaeological survey, walking over the ground, looking for signs of Anasazi sites, old Navajo homes and also information about sacred places and graves.
2. We then write a technical report that describes what we found, and what local people told us about the important cultural sites and locations. Our report makes recommendations about how to protect the more important places.

The Archaeology Department does not grant clearances – we only perform the field service functions.

HISTORIC PRESERVATION DEPARTMENT: Historic Preservation (or HPD) is a separate department within the tribe. Historic Preservation does not conduct fieldwork for sponsors who need clearance.

1. Historic Preservation reviews technical reports and issues clearances.
2. Historic Preservation also issues permits and is involved in "Project Review" along with other regulatory offices.

*The Historic Preservation Department **GRANTS CLEARANCES** and approves projects for development. HPD performs regulatory functions.*

- NNAD and HPD is not the same thing
- NNAD and HPD perform different tasks.

ARCHAEOLOGY DEPARTMENT
P.O. BOX 689
WINDOW ROCK, AZ 86515
(928)871-6540

HISTORIC PRESERVATION DEPARTMENT
P.O. BOX 4950
WINDOW ROCK, AZ 86515
(928)871-7147/7148

ARCHAEOLOGICAL SURVEY PROCESS FOR A HOMESITE LEASE

Navajo Nation Land Department [NLD]
(928)871-6523

1. Obtain and Complete the Homesite Lease Application
 - a. Have Grazing Committee Members/Holders sign Consent Form
 - b. Copy of Certificate of Indian Blood (CIB)
 - c. Money Order for \$15.00: No Personal Checks

Navajo Nation Archaeology Department [NNAD]
(928)871-6540

2. Obtain and Complete the Archaeological Survey Application
 - a. Money Order for \$294.00: No Personal Checks
 - b. Copy of Land Maps (Survey Plat) or Generic Maps
 - c. Submit Application, Maps and Money Order to NNAD
 - d. NNAD will provide client with Receipt, Assign NNAD Project Number
 - i. Take receipt back to NLD along with Homesite Lease Application
 - ii. NLD will schedule Survey for Land Maps
 - iii. Request NLD to send NNAD Land Maps
 - e. Archaeologist will contact client to schedule field work
 - f. Archaeologist will Write Up Report and Maps
 - g. Report will go thru the Editing Process
 - h. Final Edit will be forwarded to NNAD Director for Final Signature Approval
 - i. NNAD will Copy/Distribute Report to:
 - i. Historic Preservation Department [HPD] (928)871-7147; 2 copies
 - ii. One copy to client
 - j. **NNAD will send a copy of our NNAD Report to Agency Land Department**

Navajo Nation Historic Preservation Department – Compliance Section [HPD]
(928)871-7147

3. Assigned Individuals will review the Report
 - a. Compliance Form will be written up; location will be mapped
 - b. Compliance Section Manager will sign Compliance Form
 - c. HPD will send to BIA – Compliance Section; Regional Director will sign
 - d. BIA – Compliance Section will send back to HPD
 - e. HPD will Copy/Distribute Compliance Form to:
 - i. Client will receive original thru the mail
 - ii. One copy to NNAD
 - f. **NNAD will send a copy of the Compliance Form to Agency Land Department**

NNAD Cultural Resource Inventory Process



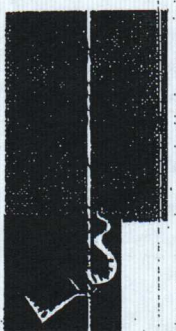
Application Packet
obtained from Navajo
Nation Archaeology
Department (NNAD).



Client Completes
Formal Request Form.



Client Purchases
Money Order (or
Cashiers Check for
services)
**NO CASH OR
PERSONAL
CHECKS!!**



Complete Application
Request Packet is
Submitted to NNAD.
-Homestead Survey
Request Form
-Project Area Info.
-Land Survey Plat



NNAD assigns a Field
Archaeologist to
complete the cultural
resource inventory
(CRI). The Field
Archaeologist contacts
the client to schedule
cultural resource
inventory.



If Application is Complete, NNAD
assigns a NNAD Project Number and
creates a project file. Note: before
inventory, NNAD checks if Land
Department staked the homestead. If
homestead has not had a legal land
survey, NNAD archaeologist marks the
homestead center point where indicated
by homestead owner.



NNAD will check that the
Application Packet is complete.
If Application is Complete and
has legal land survey, the
process moves forward.
If Application is missing legal land
survey, the client is responsible
for getting the legal land survey.



NNAD
Staff/Editor/Program
Manager reviews
draft report.



CRI Report documenting
cultural resource
findings, evaluations and
recommendations is
forwarded to NNAD
Window Rock for Final
Approval.



A courtesy copy of the report is
provided to the client. The
archaeologist follows up with the
client when report is completed.
NNAD has completed their
responsibility to client.



NNAD submits the reports to
NNHPD-Cultural Resource
Compliance Section (NNHPD-
CRCS), they review the report and
issue a Compliance Form directly to
the client. A copy of the Compliance
Form is provided to NNAD for the
project file, and to Land Department
(Agency Office).
NNHPD-CRCS (928) 871-7147.



Navajo Nation Archaeology Department

Window Rock (928) 871-6540

Flagstaff (928) 523-9151

Shiprock (505) 368-1214



THE NAVAJO NATION
HISTORIC PRESERVATION DEPARTMENT
Cultural Resource Compliance Section

PO Box 4950, Window Rock, Arizona
TEL.: (928) 871-7147/7148 FAX: (928) 871-7886 WEBSITE: www.hpd.navajo.org

All Navajo Nation Chapters and/or Community Members:

Enclosed is the Navajo Nation Historic Preservation Department (NNHPD) updated 2011 listing of cultural resource consultants/archaeologists who are permitted to conduct cultural resource surveys (archaeological surveys) on Navajo Nation lands. Attached you will also find a flow chart as to how the "archaeological clearance process" works.

The Navajo Nation Cultural Resources Protection Act (NNCRPA) states:

- Navajo Nation Code, Title 19 §1001. Gives the Navajo Nation Historic Preservation the authority to defend, protect, and preserve the Navajo Nation's cultural resources.
- Navajo Nation Code, Title 19 § 1021. *Protection of Cultural Properties*. Prior to any ground disturbing activities or undertaking, an archaeological clearance survey must be conducted. Undertakings include: any kind of ground disturbing activities, installation of power/water, construction, homesite leases, business site leases, road construction, assistance from federal agencies (Housing Improvement, NTUA), loans, etc
- Navajo Nation Code, Title 19 §1034 – *Permit Requirements*. Before any consultant performs an archaeological survey on Navajo Nation Lands, they must obtain a cultural resource permit from our office. The permit will give the dates in which the consultant(s) are permitted to conduct the survey(s).
- Navajo Nation Code, Title 19 § 1037 and 1038 et al. Failure to conduct an archaeological survey may lead to both criminal and civil penalties.

Before you hire a consultant make sure you are aware of the following information:

- After the survey is conducted, the consultant will write up the report. Make sure you (or sponsor) receive a copy of the report. NNHPD will not provide the report to you. We do not provide reports or cultural resource compliance forms to the Navajo Nation Land Department-Homesite Lease Section or any other departments. It is your responsibility to do this.
- When you get your report, check to see if the spelling of your name(s), your address, land status, location, chapter, etc., are correct.
- NNHPD does not know the fee each consultant may charge for a survey, so you may want to call each consultant to get an estimate. *Tip: you may want to hire a consultant that may be located near your project area.*
- NNHPD has thirty days from the receipt date to review all incoming archaeological reports. After it is reviewed a Cultural Resources Compliance Form or the "archaeological clearance" is generated and taken to the Bureau of Indian Affairs. There it can take about 6-8 weeks. Once the Compliance Form is returned to our office it is mailed out to the sponsor.

We look forward to managing an efficient program for all of us; one that will ultimately result in the best possible care of the Navajo Nation's cultural resources. Please feel free to call us if you have any questions or if we can be of any assistance at (928) 871-7147 or 871-7148.

Sincerely,
*The Navajo Nation Historic Preservation Department
Cultural Resources Compliance Section (CRCS)*