

**Note:** The language that is distinguished as “**bold**” text within this sample letter must be addressed by the RPF to included project specific information prior to sending to the Native American Contacts.

**RPF’s Name**

**RPF’s Affiliation**

**RPF’s Address**

**RPF’s Phone Number**

Cultural Resources Representative

**Name of Tribal Government or Individual**

**Mailing Address provided on the most current CAL FIRE Native American Contact List**

**Date**

Dear Cultural Resources Representative:

I (**or name of RPF if the supervised designee is writing the letter**) am currently in the process of preparing a Timber Harvest Plan (THP) in **name of the County**. Timber harvesting plans oftentimes include the construction of skid trails, roads, and log landing areas in addition to tree cutting over a period of time that lasts from one to five years. The primary purpose of this written notification, which is required by the Forest Practice Rules, is to provide you with an opportunity to disclose the existence of any Native American archaeological or cultural site that you know or suspect may be located within the project area, and to advise you of the opportunity to comment on the plan.

As part of my archaeological review for this project I respectfully request any information that you wish to share about cultural resources that may exist within the project area. This notification provides you the opportunity to disclose the existence of Native American archaeological or cultural sites within or adjacent to the project which could potentially be affected by the project. You also have the opportunity to submit other comments regarding the project.

The project is located approximately **distance and direction to nearest community or landmark**. The legal description is **Township, Range, Section, Base, and Meridian**. Two maps are enclosed to provide the precise location. The first map is a general location map that displays the travel route from **the nearest community or landmark (Note: this should be the same as what is on the NOI)**. The second map provides a more detailed project location on a USGS 7.5’ topographic quadrangle (or an equivalent). This map displays the approximate boundary of the plan area and includes a map legend and scale. **(Note: If more than two maps are submitted, modify the previous statement accordingly.)**

If you have any information concerning archaeological or cultural sites within the project area, or if you have any questions concerning the proposed THP, please contact me (**or the name of the RPF if this letter is written by the supervised designee**). If you respond within 10 days of the postmark date at the address or phone number above, or any other time prior to submittal of the plan to the California Department and Fire Protection (CAL FIRE), site locations and protection measures can be incorporated into the project report when first submitted. Locations of sites you disclose will be kept confidential. I expect the plan will be submitted to the CAL FIRE Director on **date of expected submission**. The earliest possible date the Director may approve the plan is

16 calendar days after it is submitted to Director, although typically, the plan is reviewed for at least 45 calendar days following plan submittal before the Director approves the plan.

After the plan has been submitted to CAL FIRE, Native American groups may still participate in the plan review process by submitting written comments to the Director before the close of the public comment period. A Confidential Archaeological Addendum (CAA) will be prepared for the plan and a copy of pertinent information contained within the CAA may, at the discretion of the Director, be obtained from the Director at **address and phone number of the appropriate CAL FIRE office**. Please refer to **Name of the Plan** in any correspondence, and contact me if you have any questions or information that will help identify and protect archaeological and cultural sites.

If during the field survey conducted for this project a Native American archaeological or cultural site is identified within the project area, you will receive a second written notification from me that includes both site description and protection information. This second notification will describe the proposed measures taken to protect the site during timber operations and provide you with the opportunity to submit comments to CAL FIRE concerning the adequacy of those protection measures.

Please feel free to contact me if you have any questions concerning this proposed project or what is being requested in this letter.

Sincerely,

**Your Name**

Enclosures: General Location and Project Location Maps