HOW TO COMPLETE THE PENNSYLVANIA HISTORIC RESOURCE SURVEY FORM

Bureau for Historic Preservation
Pennsylvania Historical and Museum Commission
Commonwealth Keystone Building, 2nd Floor
400 North Street
Harrisburg, PA 17120-0093

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Introduction

The Historic Resource Survey Form (HRSF) was designed to collect information needed by the Bureau for Historic Preservation (BHP) to assess the eligibility of historic buildings, structures, sites, objects and districts for listing in the National Register of Historic Places and for project review under the National Historic Preservation Act (NHPA) and the Pennsylvania History Code. The collected information is entered into the Bureau's Cultural Resource GIS (CRGIS) for use in evaluating the significance of other properties and furthering understanding of Pennsylvania's historic resources.

Please complete all pages of the HRSF, Photo List, Photo Key, Site Plan Sheet(s) and Narrative Sheet(s). In addition, an **optional** Building Complex Form accompanies the survey form for your convenience in documenting small groups of buildings, such as farmsteads or other complexes.

Directions specifically for documenting historic districts appear in italics in the document below.

If you are planning an intensive survey (historic district, municipality, or if the number of resources is greater than 25), contact our office for using the HRF Portable Application for data collection. Bridges, archaeological sites, agricultural resources and industrial resources require different forms. Contact us for the appropriate survey forms and instructions.

Review the instructions carefully and to prepare the survey forms completely in order to avoid delays caused by missing or inadequate information. If you have questions about completing the Historic Resource Survey Form, contact the appropriate regional National Register review staff member as seen on the map below. A National Register Reviewer will respond in approximately 30 days. Send completed survey form materials to the following address:

<div align="center">

Bureau for Historic Preservation
Pennsylvania Historical and Museum Commission
Commonwealth Keystone Building, 2nd Floor
400 North Street
Harrisburg, PA 17120-0093

</div>
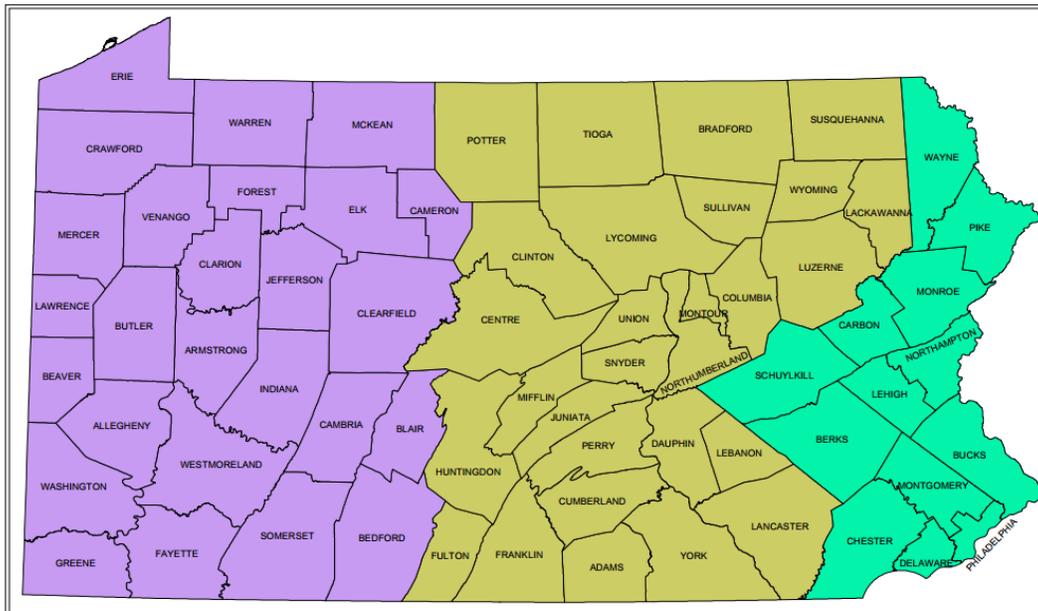
Keith Heinrich
Western Region
kheinrich@pa.gov
(717) 783-9919

Dave Maher
Central Region
damaher@pa.gov
(717) 783-9918

April Frantz
Eastern Region
afrantz@pa.gov
(717) 783-9922

National Register Review Regions

Bureau for Historic Preservation
Phone (717) 783-8946
Fax (717) 772-0920

Pennsylvania
Historical & Museum
Commission

<u>How to Complete the Pennsylvania Historic Resource Survey Form</u>

GENERAL INSTRUCTIONS:

- Type (preferred method) or write information legibly.

- Include floor plans, detailed site plans or other information necessary to describe significant aspects of the property.

- Do not submit copies of deeds, wills, publications or other primary and secondary documents.

- If your property has experienced major alterations, including additions, demolitions, interior changes, and restoration projects, include the dates and description of these changes in the Narrative Sheet and document   with photographs.

- Include current color photographs of all resources on the property.

- Attach the form, maps, etc. together with a paperclip and place loose photographs in an envelope (label the envelope with the property's name, municipality and county and staple the envelope to the Photo List). Do **not** place any materials in a binder or plastic sleeves.

- All HRSF forms submitted for any purpose <u>must</u> include the following minimum information.
   1. Historic name and/or current name
   2. Address or location (see #6)
   3. Resource type
   4. Tax parcel number
   5. Acreage
   6. USGS Quadrangle Name
   7. Location (describe the approximate location if no street address is provided)
   8. Municipality in which the property is located (may not be the same as the post office location)
   9. County
   10. Owner information
   11. Number of resources (buildings, structures, features, etc.)
   12. Year the main building was constructed and any additions or alteration dates
   13. Exterior materials (walls, foundation, roof)
   14. Number of stories
   15. Number of bays
   16. Date survey form is completed
   17. Image(s) – including photographs, USGS map, site plan, floor plan, photo list
   18. Historic function, sub-function, particular use
   19. Current function, sub-function, particular use
   20. ER # (if it is a NHPA or PA History Code review project, if known)
   21. Preparer information
   22. Previous Key # if it has one (Check CRGIS and/or consult with BHP)

By submitting materials with respect to state or federal historic preservation programs administered by the Pennsylvania Historical and Museum Commission (PHMC), you grant to the PHMC the rights to:
   1. use the materials for education and promotional purposes and to promote the mission of the PHMC;
   2. publish the materials on the PHMC Web site; and
   3. make the materials available to researchers and scholars.

SPECIFIC FORM INSTRUCTIONS – These directions follow the same order as the Pennsylvania Historic Resource Survey Form, arranged numerically. *Directions specifically for documenting historic districts appear in italics in the following instructions.*

Name, Location, Ownership

1. **Name**
   Historic Name: Provide the name most closely related to the primary significance of the property. For single properties, this name is often the name of the first or most prominent owner (e.g. Smith, John, House). *For historic districts, it is frequently the name of a town or section of town, for example, Kimberton Historic District, or Danville West Market Street Historic District.*
   Current Name: List the current/common name, if applicable.

2. **Address**
   This is the property's geographic location, not necessarily its mailing address. Enter the complete street address, municipality, state, zip code, and county. If it does not have a street address, include the physical location relative to streets, roads or other points of reference: for example "State Route 522, 1 mile N. of Shade Gap."
   Do not use postal route numbers, such as RD 2. You must provide more of a specific location. *For historic districts, give either the inclusive street address numbers for all primary buildings and structures, for example: 1-151 Main Street, or a rough description of the boundaries (for example: bounded by Smithfield Lake, North and Lowell Avenues, and Interstate 81).*

3. **Tax Parcel No. and Year**
   Enter the tax map and parcel number, and tax map year, for the surveyed property. List all parcels currently associated with a large property such as a farm. *For historic districts, leave blank.*

4. **USGS Quad**
   Enter up to two names of the US Geological Survey topographic map, 7.5-minute series, upon which the property is located.

5. **Owner Information**
   Mark "x" in the blank(s) that indicates the ownership of the property. Provide the current owner's name and mailing address for a single property. *For historic districts, leave blank.*

6. **Category of Property and Resource Count**
   Mark "x" in the blank that indicates the category of property being surveyed. For explanations and examples of property type categories, refer to the National Park Service bulletin: How to Complete the National Register Form.

   Enter the total number of resources that make up the property. *This number can be approximate, especially in the case of historic districts.*

7. Historic and Current Functions

Select the functions that most closely relate to the property's historic significance or period when it achieved significance. For example, for a building historically used as a single-family house, enter "Domestic" as the 'Historic Function', and "Single Dwelling" as the subcategory. *For a district that was primarily a residential area of single-family houses, and secondarily a commercial center of specialty stores, enter "Domestic" for the first category and "single dwelling" for the first subcategory, and "Commerce/Trade" for the second category and "specialty store" for the second subcategory.*

(HISTORIC or CURRENT) FUNCTION	SUB-FUNCTIONS
Domestic	Single Dwelling; Multiple Dwelling; Secondary Structure; Hotel; Institutional Housing; Camp; Village Site (Archaeology)
Commerce/Trade	Business; Professional; Organizational; Financial Organization; Specialty Store; Department Store; Restaurant; Warehouse; Trade (Archaeology)
Social	Meeting Hall; Club House; Civic
Government	Capitol; City Hall; Correctional Facility; Fire Station; Governmental Office; Diplomatic Building; Custom House; Post Office; Public Works; Courthouse
Education	School; College; Library; Research Facility; Education-related Housing
Religion	Religious Structure; Ceremonial Site; Church School; Church-related Residence
Funerary	Cemetery; Graves/burials; Mortuary
Recreation and Culture	Theater; Auditorium; Museum; Music Facility; Sports Facility; Outdoor Recreation; Fair; Monument/marker; Work of Art
Agriculture/Subsistence	Processing; Storage; Agricultural Field; Animal Facility; Fishing Facility or Site; Agricultural Outbuilding; Horticultural Facility; Irrigation Facility
Industry/Processing/Extraction	Manufacturing Facility; Extractive Facility; Waterworks; Energy Facility; Communications Facility; Processing Site (Archaeology)
Health Care	Hospital; Clinic; Sanitarium; Medical Business/Office; Resort

Defense	Arms Storage; Fortification; Military Facility; Battle Site; Coast Guard Facility; Naval Facility; Air Facility
Landscape	Parking Lot; Park; Plaza; Garden; Forest; Unoccupied Land; Underwater; Natural Feature; Street Furniture/Object; Conservation Area
Transportation	Rail-related; Air-related; Water-related; Road-related (Vehicular); Pedestrian-related
Work in Progress	
Unknown	
Vacant/Not in use	
Other	

8. Particular Type

Enter a term or short phrase to describe the form or type of building, structure, site or object that is being recorded. Because several types of buildings or structures may be documented on a single survey form, especially for a district, enter only the principal, predominant, or most important types. Here are several examples of terms for this category:

Apartment building	Movie theater
Barn	Park
Church	Pasture
Factory	Schoolhouse
Mill	Train depot

Architectural/Property Information

9. **Architectural Classification**

   Using the terms that follow, enter the architectural style, followed by that style's subcategory, that most closely relate to the property being documented. *For historic districts, enter the classifications of the primary resources.* If supplementary terms are needed to describe the style, please include them only in the narrative. For help identifying styles, refer to PHMC's Architectural Field Guide, which also includes a Bibliography: http://www.portal.state.pa.us/portal/server.pt/community/architectural_styles/2379

   Colonial
   >Georgian
   >French Colonial
   >Spanish Colonial
   >Dutch Colonial
   >Postmedieval English

   Early Republican
   >Federal
   >Early Classical
   >Revival

   Mid-19TH Century
   >Greek Revival
   >Gothic Revival
   >Italian Villa
   >Exotic Revival
   >Octagon Mode

   Late Victorian
   >Gothic
   >Italianate
   >Second Empire
   >Stick/Eastlake
   >Queen Anne
   >Shingle Style
   >Romanesque
   >Renaissance

   Late 19TH & 20TH Century Revivals
   >Colonial Revival
   >Classical Revival
   >Tudor Revival
   >Late Gothic Revival
   >Mission/Spanish
   >Beaux Arts
   >Italian Renaissance
   >French Renaissance
   >Pueblo

   Late 19TH & Early 20TH Century American Movements
   >Prairie School
   >Commercial Style
   >Chicago
   >Skyscraper
   >Bungalow/Craftsman

   Modern Movement
   >Moderne
   >International Style
   >Art Deco

   Other
   No Style
   Mixed (for a building only)

10. Exterior Materials

Enter the dominant material(s) comprising the foundation, walls, roof, and other parts of the property. Enter only materials that are **visible on the exterior** of the building or structure. *For historic districts, enter only the most predominant building materials visible on the exteriors of the primary resources.*

Earth	Slate	Terra cotta
Wood	Metal, unspecified	Asphalt
Weatherboard	Iron	Asbestos
Shingle	Copper	Concrete
Log	Bronze	Adobe
Plywood/particle board	Tin	Ceramic tile
Shake	Aluminum	Glass
Brick	Steel	Cloth/Canvas
Stone, unspecified	Lead	Synthetics
Granite	Nickel	Fiber glass
Sandstone/Brownstone	Cast Iron	Vinyl
Limestone	Wrought iron	Rubber
Marble	Stucco	Plastic
		Other

11. Structural System

Using a term from the list below, enter the structural system that bears the load of the building or structure. In cases of buildings with more than one load bearing system, enter the predominant structural system. *In cases of historic districts, enter the structural system used most frequently for the primary resources.*

Wood - General	Brick	Steel
Log	Stone	Steel frame
Plank	Iron	Steel columns
Timber – post and beam	Iron frame	Concrete – general
Timber – light frame	Iron columns	Reinforced concrete
Masonry	Other	

12. Width

For individual buildings, structures or objects enter the width of the main unit, excluding later wings and minor additions in bays and/or feet (e.g.: 4 bays; approx. 50 ft.).

13. Depth

For individual buildings, structures or objects enter the depth of the main unit, excluding later wings and minor additions in rooms and/or feet (e.g. 2 rooms, approx. 25 ft.).

14. Stories/Height

For individual buildings, structures or objects enter the height of the main unit in stories or feet (e.g. 2 ½ stories; approx. 30 ft.).

Property Features

15. Setting

Select one from the list below. In the "Physical Description" portion of the narrative, describe more fully the property's natural and manmade landscape features. Here are several examples of terms for this category:

Agricultural/farm	Institutional
Business park	Mixed use neighborhood
City/town neighborhood	Other
Commercial artery/strip	Rural highway
Developing mixed-use road	Rural local road
Downtown business district	Rural village
Forest/wilderness	Small town or village center
Industrial/industrial park	Suburban neighborhood
	Waterfront

16. Ancillary Features
These are important features that relate to the property or district but do not merit separate documentation or are not part of the resource count. Enter a term or short phrase to describe the ancillary features. Here are several examples of terms for this category:

Contour cropland	Quarry
Date stone	River
Fencing	Root cellar
Attached garage	Silo
Pasture	Swimming pool (in ground)

17. Acreage
Enter the acreage (round off to the tenth) of the entire area associated with the surveyed property. Do **not** enter the square footage.

Historical Information

18. Year Built
For historic districts and individual properties constructed over a period of years, enter the beginning and ending dates of the period of construction. If the year of construction is known only approximately, mark "x" in the "circa" box.

19. Additions/Alterations Dates
Enter the year(s) of major alterations or additions to a building, structure or object. Enter one date for each alteration. If a specific date is not known, mark "x" in the "circa" box. *For a historic district, enter a year(s) for any change that affected a major portion of the district, such as construction of a housing development that substantially increased the size of the district, or a fire that razed a substantial part of the district. If a specific date is not known, enter an approximate date and write "circa."*

20. Basis for Dating
Check off whether the evidence used for dating the building is documentary (i.e. deeds, tax records, historic maps, other manuscripts) and/or physical (i.e. architectural features or construction methods). Briefly explain how the date was arrived at from documentary or physical evidence.

21. Affiliation and/or Associations
- If the property is affiliated with a particular **cultural or ethnic group** enter the name of the group.
- If the property is significant for its **association with a person**(s) who is prominent at the local, state, or national level, enter the name(s) of the person.
- If the property is significant for its association with a **historic event or process** prominent at the local, state or national level, enter the name of the event or process (e.g. "Civil War," "Johnstown Flood").
- Enter the name of the **architect, landscape architect, engineer, designer, artist or builder** responsible for the design or construction of the resource. Do not enter the name of the property owner unless the individual actually designed or built the property.

Submission Information

22. Previous Survey/Determinations
If the property has been previously identified or recognized for historical importance, briefly explain and identify the source for your explanation, for example, "Monroe Township Historic Preservation Plan, page 22," "Historic American Buildings Survey, PA-23," "PA Historical and Museum Commission marker," "Hickman Landfill Assessment, 1987, p. 21."

23. Threats
Mark "x" in the appropriate category given on the survey form that *currently* applies to the property. "None" refers to no threat. "Public Development" refers to existing or proposed federal, state or local government projects that threaten to demolish or greatly alter the resource(s). "Private Development" refers to existing or proposed projects by private individuals or organizations that threaten to demolish or greatly alter the resource(s). "Neglect" refers to abandoned properties that are neglected and in deteriorating condition. Briefly describe any known or apparent threats to the property.

Preparer Information

24. Preparer Name/Title
Enter the name of the person who prepared this form, and if applicable, their title.

25. Date
Enter the month and year the survey form was prepared.

26. Project Name
If this survey form is being completed as part of a county, municipal, thematic or compliance survey, enter the name of this survey project; otherwise leave blank.

27. Organization
Enter the name of the organization for which the preparer was working at the time this survey form was prepared, if applicable.

28. Telephone
Enter the telephone number (including area code) at which the preparer can be reached between 8:30 AM and 5:00 PM.

29. Address
Enter the preparer's complete mailing address.

30. Email Address
Enter the preparer's personal or business email address.

National Register Evaluation

31. Evaluation
To be completed by Survey Director, Consultants or for Project Reviews ONLY

Bibliography

32. Major Bibliographical References
List the information sources, including interviews, newspapers, county histories, county records, etc. Do not include general reference works on architecture, archaeology, etc. unless they provide specific information about the particular property documented in this survey form. Use a standard bibliographical style listing author, full title, date and location of publication, publisher, and page number.

Photograph Instructions

33. **Current** photographs, taken within the past twelve months, must be submitted with the HRSF. Processing and labeling conventions are detailed below. Place all loose photographs in an envelope, and label the envelope with the property's name, municipality, and county. Do not glue photographs to the forms or any other papers or cards. Do not use an adhesive label on the back of the photographs.

    Views
    - Number of views needed varies according to the complexity of the property.
      Include:
        - primary elevation
        - additional elevations
        - outbuildings
        - landscape features.
        - interior views, if accessible; these should show the interior layout and notable features

    - Example: For a single rectangular building, submit *at least* two exterior views taken from opposite corners showing all four sides of the building. Be mindful of trees and other plantings that may be blocking the view.

    - Provide images of important details while also providing several views from a distance to show the property setting and its relationship to other buildings and the landscape. *For historic districts, submit views of the streetscapes and/or landscapes that show the character of the district. The number of views needed varies according to the complexity of the district. Show resources that contribute to the historic significance of the district, and resources that do not contribute to the historic significance.*

    - All photographs must be in focus and properly exposed. If possible, avoid taking photographs during heavy leaf and snow cover.

    Format
    - Color photographs are required (preferably 4x6). Photographs will not be returned, but will become a permanent part of PHMC records.

    - Photocopies of photographs are not accepted.

    - High-resolution color 35 mm processed photographs OR digital photographs are acceptable.

        - Conventionally processed photographs
            - Must be printed to 3 ½ x 5 inches (minimum) to 5x7 (maximum) on double or medium weight photo paper. If printing individual photos, place them in an envelope (label the envelope with the property's name, municipality, and county) and include it with the HRSF.

        - Digital photographs
            - Can be printed at high resolution on regular printer paper (8 ½ x 11).
            - Print images no smaller than 4x6 and no more than two per page.
            - Digital photographs must be at least 300 ppi and saved in 8-bit or larger color format. For survey purposes, images may be submitted as jpg files on a CD.
            - However, if listing in the National Register is your intent, refer to the NPS website.
                - NOTE: The NPS requires tiff files at least 1200x1600 pixels at 300ppi saved in RGB color mode. Electronic images must be submitted on a disk, CD or DVD. See the National Register Photo Policy Factsheet.

Identification
- All photographs must be numbered and labeled. Label in pencil or fine-tip, permanent film-print marking pen on the back of each photograph (processed photographs or digital photographs printed individually on photo paper) or as a caption under digital photographs printed on 8½ x 11 paper, the following information:
  1. Photo Number
  2. Historic Name of Property
  3. Municipality and County
  4. Description of the View

- *All photographs must be keyed* to site plans and floor plans. The photo number must correspond with the Photo List

Complete the "Photo List" section
1. Photo Number
2. Description of View (Describe the subject of the photo)
3. Direction of Camera (Note in what direction that the camera was pointing when the photograph was taken)
4. Photographer Name
5. Month and year photos taken
6. The location where the negatives/files will be stored

Complete a "Photo Key"
On the site plan, and floor plan if applicable, place the photo number in the location that the photographer was standing, and add a small arrow showing the direction that the camera was facing.

Plans/Maps

34. **Site Plan**
Provide a sketch map (hand-drawn or computer generated) showing the location of all resources and landscape features on the property. Label all resources and landscape features. If the primary building had different construction periods, include the date of the different sections/additions.

- A sheet is provided if you choose to draw your own site plan, or you may substitute with other pages. Sketch plans do not need to be precisely measured, but they must be roughly to scale in order to convey the general massing and size of individual buildings and the relationships of buildings and other features of a complex. Note the rough dimensions or include a scale bar. Always include a north arrow.

- Display information clearly on the site plan by coding, cross-hatching or numbering. Do not use color-coding in drawing maps since such coding cannot always be reproduced by photocopying. Include the following information:

1. The boundary of the property.
2. The names of streets and highway numbers.
3. The location of, and labels for, all resources and prominent geographic or land-use features, such as streams, fields, or quarries.
4. A north arrow.
5. A bar scale.

Label resources referenced in the "Physical Description" and "Statement of History and Significance" sections of this survey form.

Scale tax parcel maps or insurance maps on separate sheets of paper can be included as an attachment.

35. Floor Plan(s)

- Provide floor plan(s) of individual primary buildings. Key interior photographs to the floor plans. Drawings can be sketch drawings; they do not need to be measured, but they must be roughly to scale. Note the rough dimensions or include a scale bar. Always include a north arrow.

   Provide the following information:

1. An outline of the building showing features such as partitions, windows, doors, fireplaces, stairs and porches.
2. Rooms labeled clearly as to function.
3. For buildings with additions or significant alterations, clearly notate additions and their construction dates.
4. A north arrow.
5. Scale bar or room/building dimensions.

36. USGS Map

- Each property or district submitted must be clearly located on a U.S. Geological Survey Map (7.5 minute series). It is not necessary to submit an entire original quadrangle map. A section of a map may be photocopied and submitted with the survey form. Write the name of the quad map on the photocopy. Be sure that the portion copied includes landmark and place names that make it possible to precisely locate the property.
- Mark only the resource. Large circles or large 'X's that demarcate an area larger than the resource are unacceptable and will not ensure accurate mapping.
- If the resource includes land, and is over 10 acres in size, the property boundary must be clearly delineated with a bold line.
- Maps may also be found on-line. If printing maps from on-line sites, be sure to pick the 1:24,000 scale and "Large Map" setting.
- For review projects, be sure to mark the location of the actual property as opposed to the project area or the Area of Potential Effect (APE).
- HRSFs without adequate geographic information will be returned by the BHP without further processing.
- For further guidance in creating proper maps for submission to BHP, refer to our tutorial "Locating Topo Maps".

37. Optional Attachments

- Optional Attachments (photocopies) may be submitted if they are relevant. Do not submit original materials as they will not be returned. Optional Attachments may include:
  - Aerial maps
  - Historic maps
  - Sanborn maps
  - Historic photos

Narrative

38. Physical Description and Integrity

Directions specifically for documenting historic districts appear in italics in the following instructions.

Briefly summarize the property by describing the current physical appearance and condition of the property, including the setting, major buildings, outbuildings, and features of the landscape. Document the physical development of the entire property, describing major changes since its inception.

All properties change over time. The retention of integrity depends upon the nature and degree of alteration or change, the area(s) of significance, and period(s) of significance. The principal test to establish whether a property retains integrity is to ask whether or not the property still retains the identity or character for which it is important.

Be concise, factual and well organized. The depth and length of the description depends upon the complexity and size of the property and impact of alterations, additions and deterioration. The more extensive the alteration of a property, the more detailed the description of changes will need to be. Similarly, the more resources on a property, the longer the description will generally need to be.

Organize your narrative as follows:

1. Begin by summarizing the property. State the type of resource, such as historic building, structure, site, object , and/or historic district, explain the function, such as commercial, residential, or industrial, and describe the particular type, such as an apartment building, barn, movie theater, etc.

2. Briefly describe the setting of the property by explaining the property's location, natural or landscape features such as orchards, ponds, fields, streetscape planning, etc. and manmade features such as roads, train tracks, signage, etc. Landscape features can be very important, so be sure to provide and appropriate level of detail depending on the type/significance of the property.

3. Describe the exterior of the principal building(s) on the property including general architectural characteristics and important exterior features. Include information on the style, materials, method of construction, additions to the main building, window placement, chimney(s), doors, dormers, etc.

    Describe the general or predominant characteristics of the district. These general characteristics include the setbacks of buildings, the types of buildings (such as commercial, residential or industrial), construction materials, scale, ages, and architectural styles of buildings. Be sure to indicate which characteristics are strongly represented and which are less dominant including, for example, such statements as "The district contains early 19th century brick Georgian style residences with a few Queen Anne Style houses added in the late 19th century," or "The district contains a mixture of residential and commercial buildings, most of which were constructed in the early 20th century." For rural districts, geographical open space and topographical features that convey a sense of cohesiveness or give the district its rural character must also be described.

4. Describe significant interior features of the principal building(s) including the floor plan, stairways, functions of rooms, spatial relationships and so on.

5. If there are other buildings, sites, structures, or objects on the property, briefly describe them in this section and you may also choose to document them on the Building Complex Form.

6. Provide a boundary justification and verbal boundary description. The boundary justification must explain whether all resources historically associated with the property have been included in the boundary and why any have been excluded.

7. End the narrative with a discussion of integrity. You must assess how changes (both exterior and interior) and/or additions affect the resource's ability to reflect its historic or architectural significance. Summarize the alterations to the individual building or district being proposed. How much has changed in the appearance, materials, and setting of the resource?

Note: For project review under the NHPA and the PA History Code, if there is a potential historic district, identify an approximate number of contributing and non-contributing resources, or clearly state which resources would/wouldn't contribute. In addition, recommend eligibility or non-eligibility for the district.

39. Statement of History and Significance

The purpose of this section is to provide a succinct narrative. Substituting previously printed materials, such as chapters from a local county history, newspaper articles, etc. **will not be accepted** as a substitute for the statement of history and significance.

Be selective about the facts you present. Consider whether they directly support the significance of the property. Avoid a detailed narrative of all owners and activities. Focus on the events, activities, or characteristics that make the property important. For example, identify significant architectural details if a building is significant for its design, or explain the role the property played in local commerce or industry.
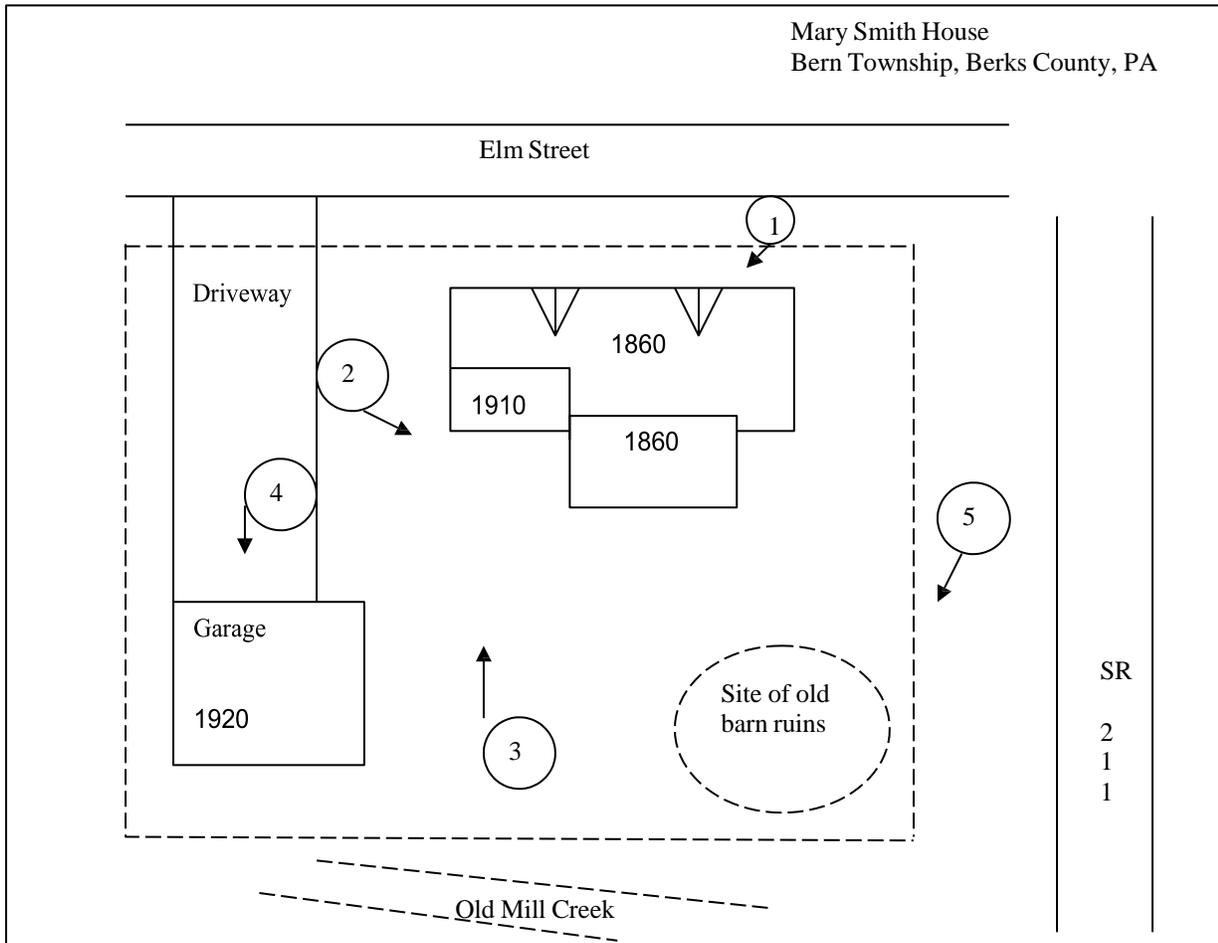
Organize your narrative as follows:

1. For the history section, provide a brief overview of the property – changing ownership, use or function, and role in local, state, or national events, since its construction to the present. Consult historical maps, tax records, and historical aerial photographs (available online) to trace these changes. Be sure to answer the following questions:

   a. Who constructed the resource and why?
   b. Who owned the property and when? If there were many different owners, only the most important (those that were significant in shaping the history or appearance of the property) need to be mentioned. A complete deed search is not required.
   c. How has the property been used? What changes have been made, and why?

2. For the significance section, explain why the property is **important**. Be sure to answer the following questions:

   a. Is the property associated with an important event or trend? What is it?
   b. Is the property associated with an important person? Who is it? Why is the person important and how is the property connected to the person?
   c. Is the property's design or construction typical or unique? Was it designed or built by an architect or artist? Does it have high artistic values?
   d. Is there the potential to discover archaeological information from the site?

   For historic districts, also include information on the historical development of the district, and examples of how surviving resources in the district illustrate this development. For example, if a district traces its origins to the early eighteenth century but it is important as a commercial center between 1790 and 1930, only <u>briefly</u> mention the district's origins before 1790 and its history since 1930. Focus primarily on the development of commerce in the district between 1790 and 1930 and how existing resources portray this development. Individual buildings can be mentioned, but the focus should be on the overall district.

3. Include descriptive and historical information about the area where the property is located to orient the reader to the property's surroundings and the kind of community or place where it functioned in the past. Again, focus on facts that help explain the property's role and illustrate its importance
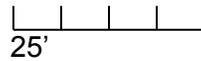
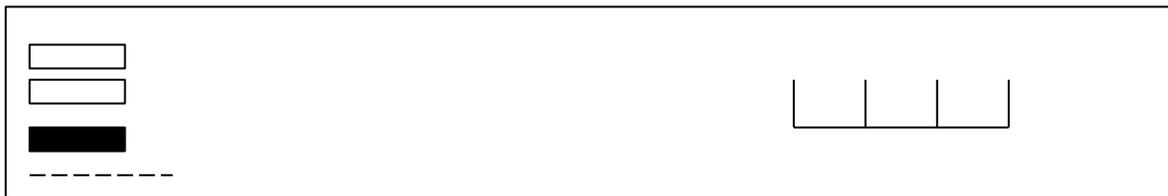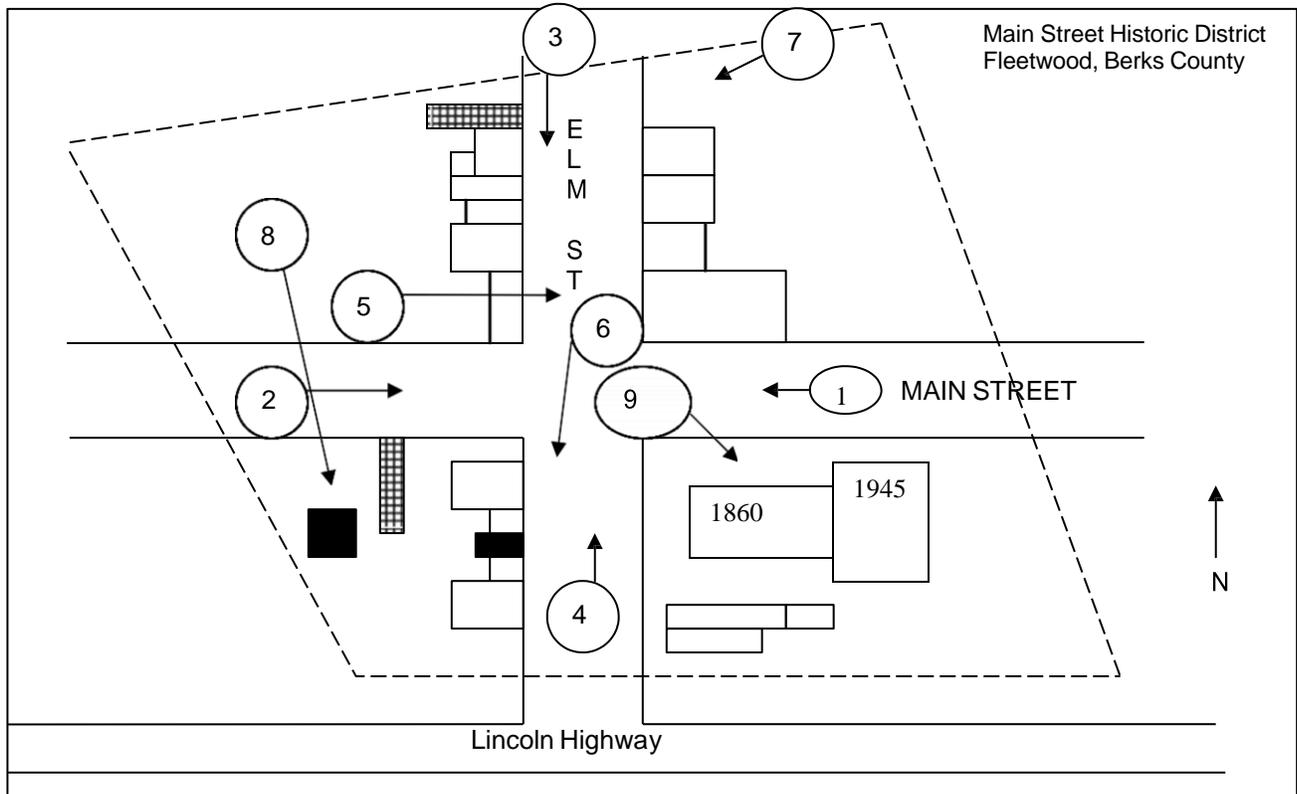# Example of Photo Key and Site Plan - Individual Property

Mary Smith House
Bern Township, Berks County, PA

Elm Street

①

Driveway

1860

②

1910

1860

④

⑤

Garage

1920

③

Site of old
barn ruins

SR
2
1
1

N

Old Mill Creek

--------- Proposed boundary

Scale Bar
¼" = 25'

25'

Example of Photo List – Individual Property

Photo Number	Description of View	Direction of Camera
1	Front (north) facade of the Mary Smith House	SW
2	Summer kitchen - built in 1860	E
3	Rear (south) façade of the house, and 1910 addition	N
4	1920s garage	S
5	Barn ruins	S
6	Parlor, original fireplace, moldings and door	E

| 7 | Summer Kitchen – Major alterations to interior floor plan | W |

Example of Photo Key and Site Plan – Historic District

Main Street Historic District
Fleetwood, Berks County

Example of Photo List – Historic District

Photo #	Description of View	Direction of Camera
1	Main Street streetscape at its intersection with Elm St.	W
2	Main Street streetscape, south side of street	E
3	Elm Street streetscape, note original streetlights	S
4	Elm Street streetscape at intersection with Main St.	N
5	Front (west) façade, Merchants Bank, 121 Elm Street (ID#2453)	E
6	Façade (east), Smith's Mercantile Store, 340 Elm Street (ID#2457)	SW
7	Façade of row houses, storefronts on 1st floors, Elm Street	W
8	Non-contributing 1980s warehouse, 121 Jones Alley (ID#4436)	S

Example of Floor Plan – Individual Property – Keyed to Photo List

Mary Smith House, Bern Township, Berks County	First Floor Plan of House	With key to photographs

42" 5'

6 → Front Parlor

N

46" 3'

Bath
(1950)

Bedroom

Bedroom

Summer Kitchen

12" 8' ← 7

20"2'
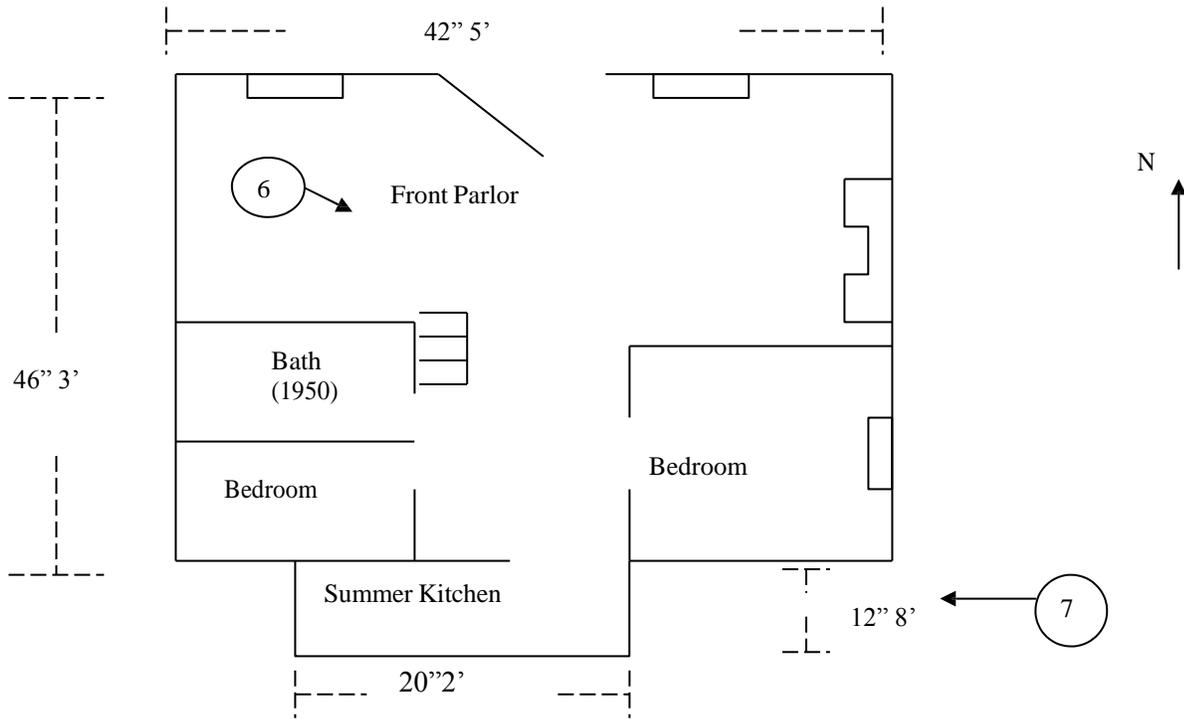
Building Complex Form

The Building Complex Form (BCF) may be used as a supplement to the Historic Resource Survey Form. This form is designed for use primarily in documenting properties that include more than one building, such as farmsteads with outbuildings or small crossroads villages. In addition, preparers who use the BCF may also modify the format or add information to produce a revised form more suited to their particular needs since this data is not entered into the BHP's computerized data bank. Please follow the directions given below:

County, Municipality, Address, Historic Name, Other Name
Enter these as they appear on the HRSF.

Photo #(s)
Enter photograph numbers.

Building/Structure/Feature
Enter whether the resource is a building, structure, or feature.

Date or Period
Enter the date or approximate period during which the building or structure was constructed.

Height/Stories
Enter the number of stories; if not applicable, enter the height in approximate feet.

Material
Enter the name of the predominant exterior building material using the list for Exterior Materials in the HRSF instructions.

Style/Type
Enter the name of the architectural style using the Architectural Classification list in the HRSF instructions.

Machinery
Leave blank if N/A.

Historic Use
Enter the historic use from the categories listed for Historic Function in HRSF instructions.

Current Use
Enter the current use from the categories listed for Historic Function in the HRSF instructions.

PENNSYLVANIA HISTORIC RESOURCE SURVEY FORM

BUILDING COMPLEX FORM

PA Historical & Museum Commission
Bureau for Historic Preservation
Commonwealth Keystone Building, 2nd Floor
400 North Street
Harrisburg, PA 17120-0093

County: _____

Municipality: _____   Address: _____

Historic Name: _____   Other Name: _____

Photo #s	Building/Structure/Feature	Date or Period	Height/ Stories	Material	Style/ Type	Machinery	Historic Use	Current Use