

HOW TO COMPLETE THE PENNSYLVANIA HISTORIC RESOURCE SURVEY FORM



Pennsylvania
Historical & Museum
Commission

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

February 2008

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 automated data system 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 following instructions.

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, call us at (717) 783-8946. These forms and directions are also available on the BHP website at www.phmc.state.pa.us/bhp or by emailing a request to Keith Heinrich at kheinrich@state.pa.us or April Frantz at afrantz@state.pa.us.

Send completed survey form materials to the following address:

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

A written response may be expected in approximately 30 days. If appropriate, applicants whose properties appear to meet National Register Criteria will be sent a National Register Registration Form and instructions for continuing the nomination process.

How to Complete the Pennsylvania Historic Resource Survey Form

GENERAL INSTRUCTIONS:

- Type 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 must 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. USGS Quadrangle Name and Zone (Pennsylvania is either 17 or 18)
 6. Location (describe the approximate location if no street address is provided)
 7. Municipality in which the property is located (may not be the same as the post office location)
 8. County
 9. Owner information
 10. Number of resources (buildings, structures, features, etc.)
 11. Year the main building was constructed and any additions or alteration dates
 12. Exterior materials (walls, foundation, roof)
 13. Number of stories
 14. Number of bays
 15. Date survey form is completed
 16. Image(s) – including photographs, USGS map, site plan, floor plan, photo list
 17. Historic function, subfunction, particular use
 18. Current function, subfunction, particular use
 19. ER # (if it is a NHPA or PA History Code review project, if known)
 20. Preparer information
 21. Previous Key # if it has one (Check CRGIS and/or consult with BHP) – only if this property is being surveyed as part of a professional survey or review project.

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 major 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, Danville West Market Street Historic District, or Harrisburg Old Downtown Commercial 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. *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, if known. Include a copy (on 8.5 x 11 sheet of paper) of the portion of the topographic map containing the property, marked to show the property location, and include the name of the quadrangle map. Quadrangle maps are available online at www.topozone.com. If printing from an on-line site, select the 1:24,000 scale and “Large Map” setting.

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. *A district is a neighborhood or concentration of buildings, structures, sites or objects that share a common history and convey a sense of history due to historic events, architecture, cultural significance, or physical development. In addition, these associations should be evident in the district as it appears today.*

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

Function

7. Historic and Current Functions

Historic: 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” for the category and “single dwelling” for 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.*

Current: Indicate all categories that apply at the time of the survey.

- | | |
|----------------------------|--------------------------------|
| Domestic | Outdoor recreation |
| Single dwelling | Fair |
| Multiple dwelling | Monument/marker |
| Secondary structure | Work of art |
| Hotel | Agriculture/Subsistence |
| Institutional housing | Processing |
| Camp | Storage |
| Village site (Archaeology) | Agricultural field |
| Commerce/Trade | Animal facility |
| Business | Fishing facility or site |
| Professional | Agricultural outbuilding |
| Organizational | Horticultural facility |
| Financial organization | Irrigation facility |
| Specialty store | Industry/Processing/Extraction |
| Department store | Manufacturing facility |
| Restaurant | Extractive facility |
| Warehouse | Waterworks |
| Trade (Archaeology) | Energy facility |
| Social | Communications facility |
| Meeting hall | Processing site (Archaeology) |
| Club house | Health Care |
| Civic | Hospital |
| Government | Clinic |
| Capitol | Sanitarium |
| City hall | Medical business/office |
| Correctional facility | Resort |
| Fire station | Defense |
| Governmental office | Arms storage |
| Diplomatic building | Fortification |
| Custom house | Military facility |
| Post office | Battle site |
| Public works | Coast Guard facility |
| Courthouse | Naval facility |
| Education | Air facility |
| School | Landscape |
| College | Parking lot |
| Library | Park |
| Research facility | Plaza |
| Education-related housing | Garden |
| Religion | Forest |
| Religious structure | Unoccupied land |
| Ceremonial site | Underwater |
| Church school | Natural feature |
| Church-related residence | Street furniture/object |
| Funerary | Conservation area |
| Cemetery | Transportation |
| Graves/burials | Rail-related |
| Mortuary | Air-related |
| Recreation/Culture | Water-related |
| Theater | Road-related (Vehicular) |
| Auditorium | Pedestrian-related |
| Museum | Work in Progress |
| Music facility | Unknown |
| Sports facility | 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
Barn
Church
Factory
Mill

Movie theater
Park
Pasture
Schoolhouse
Train depot

Architectural/Property Information

9. Architectural Classification

Using the terms that follow, enter the styles or stylistic influences 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. The following list has been adopted from *American Architecture Since 1780: A Guide to Architectural Styles*, by Marcus Whiffen; *Identifying American Architecture* by John J.G. Blumenson; *What Style Is It?* By John Poppeliers, S. Allen Chambers, and Nancy B. Schwartz; and *A Field Guide to American Houses* by Virginia and Lee McAlester.

Colonial

Georgian
French Colonial
Spanish Colonial
Dutch Colonial
Postmedieval
English

Early Republican

Federal
Early Classical
Republican

Mid-19TH Century

Greek revival
Gothic Revival
Italian Villa
Exotic Revival

Late Victorian

Gothic
Italianate
Second Empire
Stick/Eastlake
Queen Anne
Shingle Style
Romanesque
Renaissance
Octagon Mode

Late 19TH & 20TH Century Revivals

Colonial Revival
Classical Revival
Tudor Revival
Late Gothic Revival
Mission/Spanish
Beaux Arts
Italian Renaissance
French Renaissance

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

10. Exterior Materials

Enter in the blanks provided the most predominant 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 must be submitted with the HRSF (taken within the past twelve months). Place all loose photographs in an envelope (label the envelope with the property's name, municipality, and county) and attach to the front of the Photo List with a single staple. 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

- The number of views needed will vary according to the complexity of the property. Include views of the primary elevation, additional elevations, outbuildings, and landscape features. For individual properties proposed for National Register listing, tax credit projects or grant applications, include interior views.
- For a single rectangular building, submit **at least** two exterior views taken from opposite corners showing all four sides of the building.
- For additional photos, focus on key features or details and have several views provided from a distance, showing the setting of the property and its relationship to other buildings and the landscape. *For historic districts, submit views of the streetscapes and/or landscapes that characterize the district. The number of views needed will vary 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 cover.

Format

- Color photographs are acceptable (preferably 4x6).
- Photocopies of photographs are not acceptable.
- High-resolution color or black-and-white 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.
 - 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.
 - **However, if listing in the National Register is your intent, refer to the NPS website:** The NPS requires tiff files at least 3000x2000 pixels at 300ppi saved in RGB color mode. The file name for each electronic image must correspond with the Photo List or caption information. A current electronic set of images must be submitted on a disk, CD or DVD. See the *Proposed Updated Photographic Policy National Register of Historic Places Revised March 2008* available online at <http://www.nps.gov/history/nr/policyexpansion.htm> .

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 8 ½ 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/or floor plans. The photo number must

correspond with the Photo List and appear on the Photo Key.

Complete the “Photo List” section

1. Photo Number
2. Description of View (Describe the content of the photo)
3. Direction of Camera (Enter the 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 sketch map or on a copy, indicate the location the photographer was standing for each photo by placing the photo number on the appropriate spot and place a small arrow next to the photo pointing the direction 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. 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. 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 be reproduced by microfilming or photocopying. Include the following information:
 1. The boundary of the property.
 2. The names of streets and highway numbers.
 3. The location of 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 the 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. A scale bar.

36. USGS Map

- Each property or district submitted must be clearly located on a U.S. Geological Survey Map (7.5 minute series).
- Please note that it is not necessary to submit an entire original U.S.G.S. quadrangle map. You may photocopy a section of a map and submit that with your survey form. Write the name of the quad map on the photocopy.
- Maps may also be found on-line at sites such as TopoZone.com. 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 you are marking the location of the actual property as opposed to the area of the project or the Area of Potential Effect (APE).
- If you are submitting an original U.S.G.S. map and your goal is National Register nomination, take care not to use ink, color, or adhesive labels on maps as the map will not meet the requirements of the NPS.
- HRSFs without adequate geographic information will be returned by the BHP without further processing.

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 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 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.
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 building(s) 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 the 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 district, identify the number of contributing and non-contributing resources. 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.

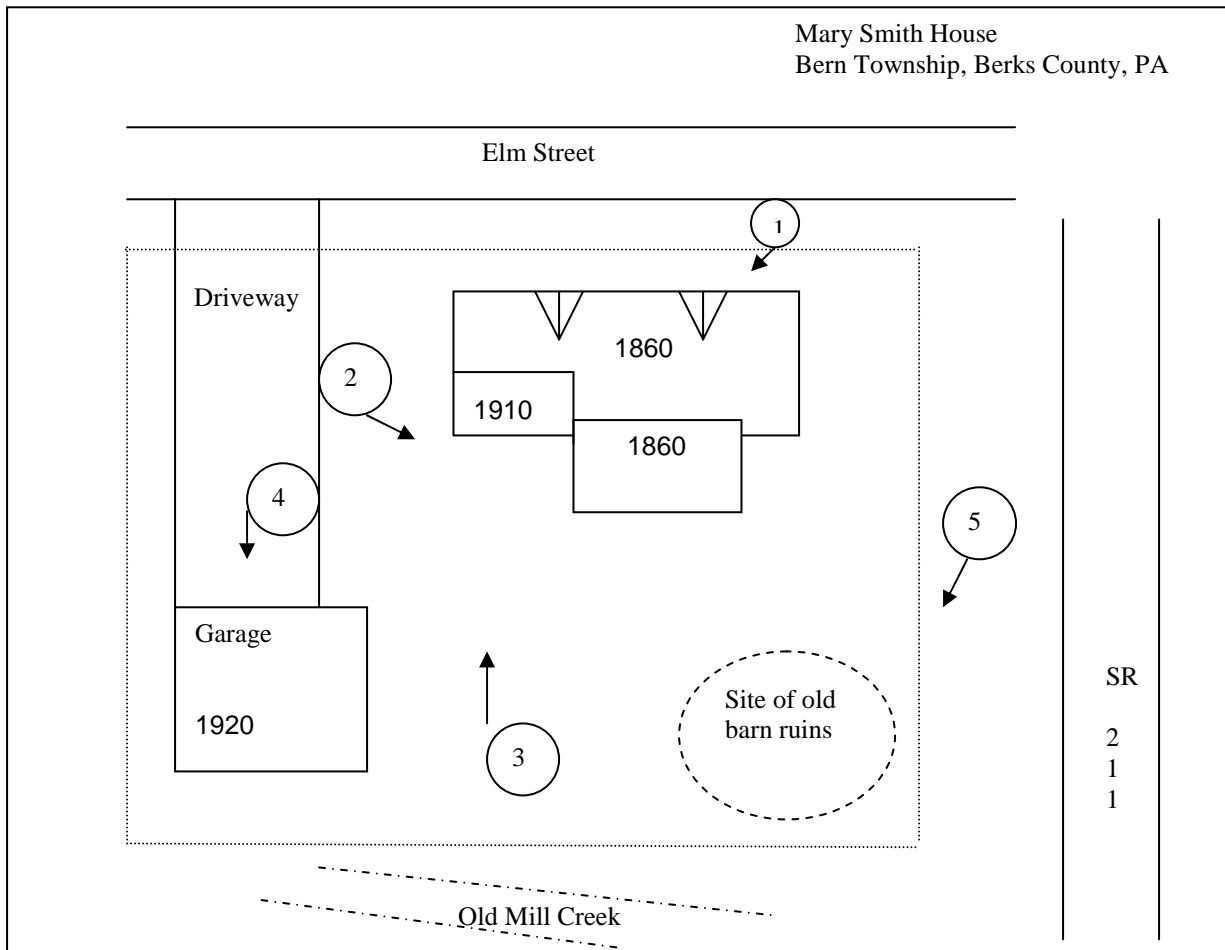
Organize your narrative as follows:

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 briefly 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

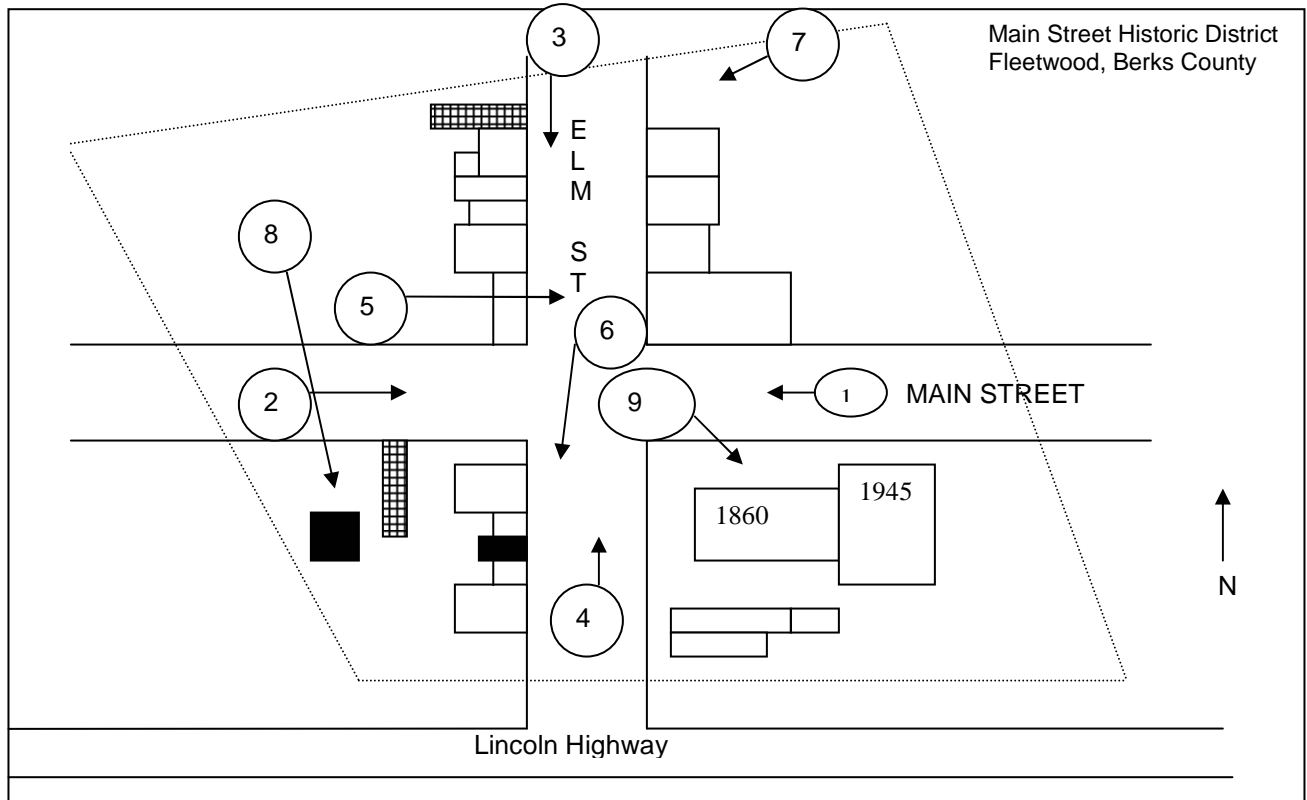
Example of Photo Key and Site Plan - Individual Property



Example of Photo List – Individual Property

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

Example of Photo Key and Site Plan – Historic District



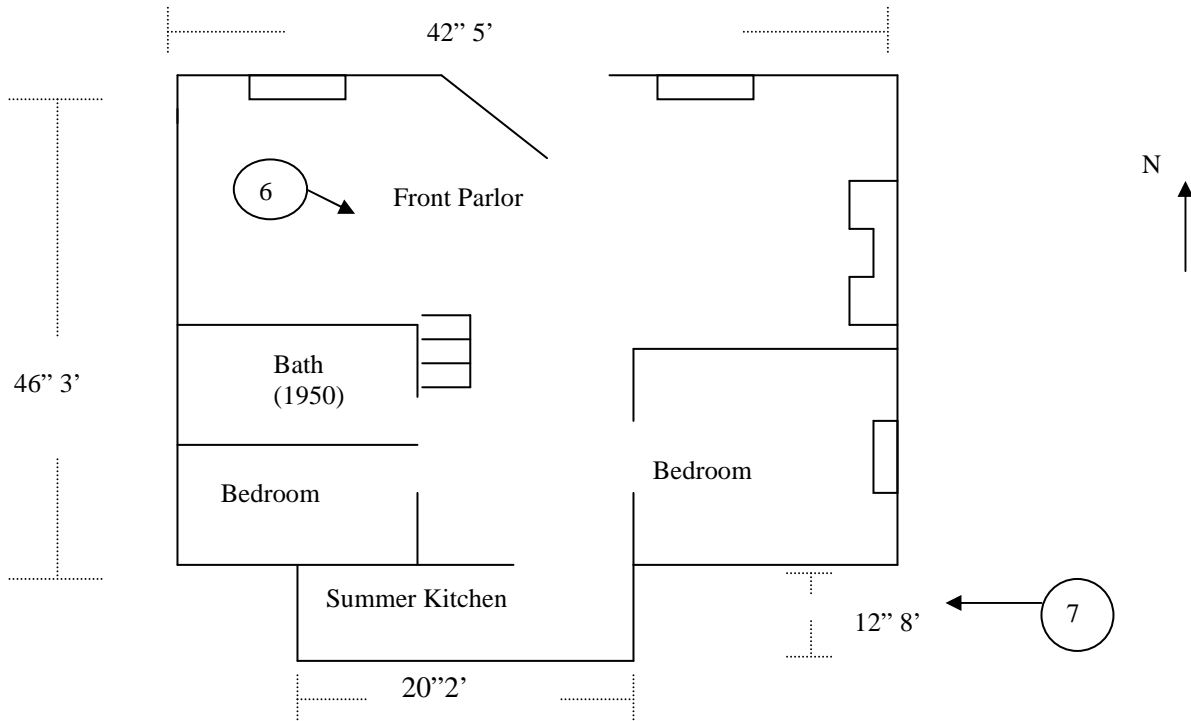
Legend		0 500 1000 feet	
	Contributing		
	Non-Contributing: lost integrity		
	Non-Contributing: period of significance		
	Proposed boundary		

Example of Photo List – Historic District

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

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



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.

