Standards for the PA Historic Resource Survey Forms: Boundaries, Maps & Photography

Survey Form

All properties submitted to BHP for evaluation must be recorded on a Historic Resource Survey Form (HRSF). For complete instructions on completing the HRSF see the BHP guidelines *How to Complete the Pennsylvania Historic Resource Survey Form.* The basic HRSF form and instructions are available on the PHMC web page at http://www.phmc.state.pa.us/bhp

A **BHP approved survey form** should be prepared for each historic district or individual property. For comprehensive surveys or surveys for projects with large Areas of Potential Effect BHP has developed short forms, thematic forms, and data entry screens for electronic recordation of resources. Contact BHP for specific information.

- All information must be presented in a format compatible with BHP filing, database, and GIS conventions. Contact BHP for assistance.

Boundaries must be identified for all properties.
Consult National Register Bulletin 21, *How to Establish Boundaries for National Register Properties.*
(http://www.nps.gov/history/nr/publications/bulletins/boundaries/Boundaries.pdf)

- For properties recommended as National Register eligible, the boundaries should include all portions of the historic property, regardless of present-day ownership. (For example, a historically associated mill and miller's house, now on separate tax parcels, should be reported on a single survey form, within a single boundary that encompasses all the historically related resources. The tax parcels can be indicated as well to distinguish current ownership.)

- 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. The boundary description must be a metes & bounds description, or refer to identified tax parcels, or refer to a map drawn at a scale of 1" is not greater than 200'.

- A **boundary map** must accompany the survey form. Do not use aerial photographs for boundary maps, as they cannot be photocopied legibly.

Photography
- Each PA HRSF must be accompanied by clear and descriptive **photographs**. Include views of the primary elevation, additional elevations, outbuildings, and landscape features. For individual properties proposed for National Register listing include interior views.

- All photographs must be **numbered, labeled, and keyed** to site plans and/or floor plans.

- For survey forms, color photographs are acceptable.

- Photocopies of photos are not acceptable.

- Digital photos printed at a high resolution on regular printer paper are acceptable. Print images no smaller than 4x6 and no more than two per page. Captions can be printed on the page; include the photo number, name of the property, municipality, county, and description of the view. Digital images printed individually on photo paper should also be labeled, either on the back of the image or in the margin as a caption. If listing in the National Register is the goal, digital photos will need to meet National Park Service requirements. Full National Park Service guidance regarding photography can be found at ***Proposed Updated Photographic Policy National Register of Historic Places Revised March 2008*** available online at http://www.nps.gov/history/nr/policyexpansion.htm.

- Processed photos must be printed to 3 ½ by 5 inches (minimum) to 5x7 (maximum) on double or medium-weight photo paper. BHP prefers photos be printed at either 4x6 or 5x7 for safest storage. Each photo must be labeled on the back in pencil or permanent photo-marking pen with the photo number, name of the property, municipality, county, and description of the view.

- Do not glue photos to the forms or any other papers or cards. If the images are not printed on the form, either staple the photos to the form or place them in an envelope stapled to the form.

Maps, Site Plans, Floor Plans

- All resources recorded on HRSFs must be plotted into U.S. Geological Survey **(USGS)** maps, 7.5 minute series, 1:24,000 scale. **For ER projects, USGS maps <u>must</u> be used.** If GIS coverage of tax parcels is available (meaning the GIS coverage can be transferred to BHP) properties also can be mapped using GIS.

- Surveyors **must consult with BHP** prior to using GIS for mapping and follow BHP survey project guidelines.

- Local property/tax maps for densely developed areas should be supplied as needed as a supplement to USGS maps to clearly show location of surveyed resources if GIS mapping is not used.

- **Sketch site plans** showing location and number of resources and suggested boundaries, must be attached to the survey forms. Key all exterior photographs to the site plan. Drawings do not need to be measured, but they must be roughly to scale. Include a scale bar and a north arrow.

- For individual properties proposed for listing in the National Register include **sketch floor plans** of the major buildings on the property. Key interior photographs o the floor plans. Drawings do not need to be measured, but they must be roughly to scale. Include a scale bar and a north arrow.

Labeling

All materials should be clearly labeled with the name of the property, municipality and county.

Minimum Record

All HRSF forms submitted for any purpose must include the following minimum information.

1. historic name and/or address
2. resource type
3. tax parcel
4. USGS Quad and Zone (N & E) map (marked as polygon)
5. location (if no address is provided)
6. municipality (in which the property is located if it is not the mailing address)
7. county
8. owner category
9. number of resources
10. year built 1 and/or *2* (include any additions or alteration dates)
11. exterior materials (walls, foundation)
12. # stories
13. # bays
14. date of survey form
15. image(s) – including photographs and a site plan
16. historic function/subfunction/particular use
17. current function/subfunction/particular use
18. ER # (if it is a project)
19. surveyor information
20. previous KeyNo if it has one (Check CRGIS)