

Completing Survey Forms for NHDOT (check list)

Project/District Area Form

NHDOT uses the Project/District Area Form provided by NHDHR. However, NHDOT requests more detail in several categories and the completion of a transmittal sheet for each submittal of forms. This additional information is intended to expedite review, permit NHDOT to more easily address mitigation issues, and meet the needs of its database. Note that “survey area” is the area defined by surveyor; NHDOT “project area” is the area defined by NHDOT for project construction; and eligible property/district boundary surrounds the area defined by the surveyor to be eligible. These three areas can differ.

Transmittal Sheet

The transmittal sheet is intended to convey information about the transportation project and its project area for which the forms are completed. It briefly notes the purpose of the project, which is stated in the first paragraph of the letter of introduction. The sheet verbally helps to locate the property in relation to the NHDOT project area, which is to the transportation corridor being affected, to facilitate assessing effects. Send one transmittal sheet with each mailing of survey forms for each project. A transmittal letter is then not necessary.

Geographical Information/Method:

The physical description of the project area and its placement in a larger physical and settlement area (the community) provides a “sense of place.” Include the discussion of names of features (e.g., roads, railroads, bridges, rivers, canals, power canals, named prominence, etc.) important to the setting of the area. **Identify** them in the NHDHR location map. Also discuss density of settlement, type of terrain, type and density of vegetation cover, and current as well as the former land use, for example agricultural, residential, or commercial property, etc. This discussion assists the understanding of project effects to an historic area during the review process. For NHDOT projects, if necessary, expand the location map to a half or full page to adequately show the area. Include the NHDHR heading, map title, and the identification and year of the USGS map.

Provide the survey method in the introduction. Describe and compare the area under survey and note the approximate location of a potential historic district. It is important to understand how these areas interrelate. The geographical information provided above indicates the potential for a larger district beyond what is being examined. If the project area is a small part of a much larger historical district, then only the immediate project area is examined in detail. Depending on the relative size of the potential historic district to the project area, the larger district may require a cursory project area form with individual forms completed for areas of impact. If the project area impact is truly limited to several historic properties, then individual forms with some limited description of the larger historic district may be requested. Thus, indicate the intensities of coverage in the different areas. Without this discussion, it may not be clear what level of coverage is required for later projects in the vicinity.

Architectural Description and Comparative Evaluation

Make certain to check the DHR site files for previously survey areas. Include the locations of the surveys and their determination. Include a map showing the boundaries of the different surveys in comparison to

those of the current project and the contributing and noncontributing properties determined from these surveys that are in the survey area. If the project covers a lot of area and portions of numerous earlier surveys, they must be systematically described and illustrated.

When the survey area is larger than the project area, describe in a summary fashion in an approximately chronological order the styles, forms, and structural types typical in the whole survey area. Convey a sense of the style or form in the survey area. But, make certain that the “project area” is adequately covered so that the architectural development within it is clearly understood. The larger survey area serves as a source for comparables within the project area.

Provide a total count of properties surveyed, computing the number of contributing and noncontributing properties in a district and eligible and ineligible individual properties identified outside the district as part of the survey. These recommended numbers should be recorded in the description and entered onto the transmittal sheet. If the project is very large and this process become cumbersome then provide approximate numbers and indicate that the count is approximate.

Discuss the major changes that have occurred in the survey area. Carefully indicate changes in the project area and how changes in the project area are reflected in the larger area. Discuss the overall setting as well as the resources.

For project area and district area forms, consider other nearby architecturally and contextually similar areas. Do they appear to have greater physical integrity than the area, especially the project area, under consideration. If they do, make sure to discuss and compare them to the area under study. Does the existence of these other areas indicate that the project area may lack sufficient integrity to gain potential eligibility. If economically feasible, include photographs to support an argument.

Historical Background and Role in the Town or City’s Development

Introduce this section by briefly describing the historical contexts relevant to understanding the development of the survey and project areas. Provide a brief introductory settlement history of the locale that includes the survey area and focus discussion on each of the introduced contexts. However, it is important to offer sufficient detail for those contexts associated with the project area to evaluate the significance of the related cultural resources. If the project area affects only a small portion of the survey area, then reduce the scope to focus on that area.

Statement of integrity

For districts, discuss the seven elements of physical integrity of the buildings and setting in this section. Which elements of integrity for which portions of the property in the district have a significant role in determining overall property eligibility is discussed in the next section. The division of discussion between the two heading can sometimes be a bit arbitrary. For a project area form, generally discuss the relevant seven elements physical integrity of sections of the project area in a more general way than discussing a district. The discussion becomes yet more general with the town-wide area form. Most importantly in both instances, distinguish the areas and isolated properties which may possess sufficient physical integrity to be further considered as an eligible property or district in an individual or district area form and eliminate those which do not. Distinguish these areas on the property map.

National Register Criteria and Statement of Significance

In district area form, clearly justify the significance/lack of significance of the district. The justification includes the relevant National Register criterion and the associated contexts for the time period provided under the period of significance. The historical or physical linkages between adjacent properties should be carefully considered. Such linkages can alter the eligibility. If this argument cannot be made because of time or finances, then call NHDOT to discuss the approach. This is one of the sources of more information requests. In project area forms, continue to isolate potentially eligible properties and districts, providing arguments for potential significance. Likewise, clearly indicate why an area does not appear to include potential properties/districts.

Boundary Discussion (include this heading)

For district area forms, describe and justify the boundary of the identified historic district. Depending on the nature of the project, the selected boundary may be tentative with clear definition where the district and project merge or are adjacent to each other. Indicate the points at which the boundary definition is clearly defined and those where it is estimated. On the town-wide and project area form, attempt to illustrate bounded areas on the project map and include a brief justification and statement about the what areas of the boundary require further refinement. Inclusion of this information on the more project area and town-wide forms will assist later studies that build on these forms immensely.

Mapping: Four Potential Maps Types

For all maps, make them of sufficient scale to permit necessary detail and enhance legibility. Use a half page to 8.5X11 or 11X17 size. Include the usual north arrow, indication of scale/proportionate details/no scale, the DHR header, and map source and date. On these maps, show and identify physical features, roads, railroad corridors, named prominence, and settlement concentrations and other cultural features referenced in the text and necessary for location.

Map Types:

1. Location Map:

Use a USGS map. Show and identify the survey boundary, the approximate NHDOT project location, and recommended historic district boundary/boundaries and properties; location of the properties in and adjacent to the survey area, and those items requested above. Show enough of the area so that the reviewer has a good “sense of place” and does not need to consult a series of additional maps. NHDHR would prefer using a 1:1 scale. However, to show sufficient detail, this scale may need to be doubled. Make certain you indicate this.

2. Property Map:

Use a town tax map when available. Clearly show and distinguish survey, district/property, and NHDOT project boundaries. Label the physical and cultural features that assist in property and boundary location, particularly streets, railroad corridors, and rivers if shown. Identify surveyed resources and include the current last name of the property owner if known or if not known the historic name, an identification system tied to the text, photographs, and other maps. Show whether each property is contributing or noncontributing.

3.NHDOT Project Map:

Provide a project map by reducing the NHDOT project map or sending it separately depending on the scale of the project. This map is for NHDOT's use and is an important part of the submittal. It illustrates potential project effect. Place the following information on the map for properties adjacent to the project area: the survey boundary, surveyed properties, the recommended boundary/boundaries of historic districts and eligible properties, and other information you consider important to transfer to the NHDOT preliminary/final design maps. Label the surveyed properties including name and contributing/noncontributing as requested in No. 2. Identify the name of the historic district(s).

4. Historic Maps:

Include historic maps when they clearly illustrate change in the district. Approximately outline the area of study and add modern labeling for orientation.

This emphasis is requested primarily to clarify the location of resources; clearly show and distinguish survey, NHDOT, and historic boundaries; and illustrate the relationships between properties and districts and the NHDOT project boundaries. It helps to provide the larger visual picture. Depending on the circumstances of the project, some of these maps may be combined. Often, the same information is repeated with different accuracy on two or three maps because it is also important to understand the spatial relationships between a variety of features which do not appear with any accuracy on the same map.

Photographs

For current and historical views, clearly identify the resource by stating the location such as parcel or address, any assigned property number, direction the elevation faces if possible, and name and indicate the purpose of the view in the caption. If you are including a view because it shows a specific change or architectural element, then indicate that. It is occasionally difficult to match the photographs with the text. Photographs need to be tied to the property map, to the text, and often a table of resources by a clear, single numbering system in addition to the frame and roll number. Try to arrange the photos by style and form or other organization of the text so that the reader can follow the photos along with the text.

For project area form and some large district area forms, include photographs of examples of each building style and type in the survey area and show most of the or all of the resources in the associated NHDOT project area, especially those which may be affected by the NHDOT project. Most district area forms will include photographs of each building. Adequate handling of districts will require more photographic coverage than needed for the project area form. Necessary comparables may come from the entire survey area or in adjacent areas. Depending on their use, it also may be necessary to photograph the physical context of these comparables. The existing project budget may require that you discuss the amount of survey and distance from the project area required to address comparables with NHDOT. Include earlier, xeroxed or photographed images of the survey area and especially the project area resource when they show loss of integrity or the development of the area

Table of Properties

List the resources in the survey area in a table. Distinguish those in and adjacent to the project area, those affected by the project, from the others. Include in the table map location number, address or parcel number, style/form/function depending on what is most relevant, eligibility status (contributing or

noncontributing), photo number, and perhaps the date of construction depending on the level of study.

Bibliography

Carefully reference data with parenthetical or numbered footnotes and full bibliographic citations with source location if a manuscript

SHPO and DOE Meetings

If the consultant feels that attendance at SHPO meetings which occur in the morning of the first and sometime the second Thursday of every month will clarify points as the project proceeds, please call Joyce McKay (603-271-4049). There are also occasions when the consultant's presence at a DOE meeting would assist in addressing questions that arise during the meeting. This attendance is voluntary, and some funds may be put in the budget for its attendance. Please inform Joyce McKay if attendance seems wise. Note that DOE meeting will occur on the second and fourth Wednesday morning of each month rather than every other Wednesday after January 1, 2001.

Check List for Completing NHDHR Survey Forms for NHDOT

Individual Forms

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Transmittal Sheet (see appended sheet)

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35-38. Photographs on the Form Front and Photo Sheets at the Rear of the Form and Copies of Historic Maps

Include an adequate number of black and white photographs showing all accessible elevations of the main resource to indicate the appearance and level of physical integrity. Photograph the larger setting with a view of the property in relationship to the current roadway. Setting shots help justify the boundary. Include a sufficient number of photographs of associated resources and comparables to indicate type/style and integrity. Indicate the direction of the photograph on the property map. Make sure that the photograph label identifies the resource, property # if used, and view. If it is intended to show a specific element or change in the resource, indicate that. State the source for xeroxed photographs. Include copies of historical photographs and maps when they clearly show an important element of the property. For comparable properties, include photographs or Xeroxed copies of photographs from NHDHR files.

39-40. Location, Property, Tax, and Project Maps

A clear visual record of the area under evaluation and its physical context is essential. Most readily available maps lack all the needed data. The result is a series of maps which may not be clearly integrated. This is achieved by repeating basic information on each map. Include the NHDHR heading on each map page.

1) NHDHR Location Map: A USGS map usually forms the basis of the NHDHR location map at the scale of 1:24,000. Showing the larger setting and location and providing some sense of the feeling and association, this map places the property in its physical context. Label adjacent roads, bodies of water, other relevant physical features, and the name of adjacent communities so that NHDOT can easily return five years later and locate the property. Mark the boundary of the eligible property, the boundaries of the area under study if larger, and note the termini of the NHDOT project area. The eligible property may be

the footprint of the dwelling within a larger farmstead under examination. Show a north arrow and include a map label: the Quad and date. Use a full page if the half page fails to show sufficient detail.

2) NHDHR Property Map: The property map is often a sketch map showing the boundary of the eligible property, the boundary of the survey area if larger, adjacent identified important physical features such as a water body, identified roads, the location and function of all standing and demolished buildings from an aerial perspective, and man-made landscape features. Show photograph directions. Approximate scale is helpful. Use the half map or an 8.5 X 11 page. If applicable, identify the map and date from which the sketch map is taken.

3) Town/city tax Map: If the detail for #2 can be shown on the tax map, then also emphasize the parcel lines. If not, include a tax map at the rear of the form when possible.

4) NHDOT Project Map: Finally, as an addition to NHDOT projects, include the relevant area of the NHDOT project map with the submittal of forms or use a portion of it as the basis of the sketch map. Clearly show the project area or area studied and the eligible property boundary in relation to the NHDOT project boundary. Indicate your interpretation of the eligibility on the map.

41. Historical Background and Role in the Town or City's Development

In an opening paragraph, indicate briefly why the property is eligible, noting the applicable criteria and associated state contexts to be addressed in the succeeding paragraphs. This paragraph guides the reader through the material, supporting the property's potential significance or lack of significance. Provide sufficient background to enable an understanding of the development, functions, and ownership of the property. Focus on data which place the property in the broader historical contexts, those areas which explain significance. Again, these areas should relate to the contexts noted in the opening paragraph.

42. Applicable NHDHR Contexts

List the contexts provided in the first paragraph of #41.

43. Architectural Description and Comparative Evaluation

Describe the property's larger setting, tying it to physical features. Identify names used in the text on the location map. It is essential to describe the location of the property so that it can be easily relocated during future studies. Note the physical interrelationship of the main resources to others within the property boundary. Also, for properties such as farmsteads with subsidiary buildings, clearly identify the contributing and noncontributing resources within the property boundary.

Make certain that descriptions of historically associated buildings, structures, and landscape features, for example outbuildings, are adequately described and photographed. Separate the description of alterations of resource(s) and subsidiary buildings and landscape features from the description of its/their current appearance, placing the current appearance of the property first. Include any needed discussion of comparable buildings in separate paragraph(s) labeled comparative evaluation. State the basis for the choice of comparables, which depends on the significance of the property. For each comparable, include either photographs or Xeroxed copies of photographs if taken from the NHDHR inventory.

44. National or State Register Criteria Statement of Significance

This statement is a concise summary of #41-43 above. It is a conclusion. The section should clearly indicate whether or not a property is eligible and provide clear summary justification for eligibility or lack of eligibility under the relevant significance criteria and contexts. The elements of integrity that are important to the eligibility of the property depend on the criterion under which the property gains significance. For example, a dwelling's integrity of design gains less importance if it is part of a larger property significant under A in an agricultural context. Thus, some discussion of the property's physical integrity is often necessary under this section. Additionally, conclude how the property under consideration compares to those discussed under comparative evaluation.

46. Statement of Integrity

Based on the criteria and areas of significance, discuss the property's level of integrity relative to the seven areas: design, material, workmanship, location, setting, feeling, and association.

47. Boundary Discussion

The property boundary generally incorporates the resources including landscape features associated with the property and examined with the property as part of the NHDOT project. The boundary often encloses the parcel(s) currently and perhaps formerly associated with the property. However, an eligible portion of a larger property can be defined. For example, a house and its immediate outbuildings may be considered eligible but the larger parcel is not because the character of the property has changed and many of the agricultural buildings are removed. And, even if the property is not eligible, a bounded entity was studied and it needs to be identified. The boundary of the survey area and the boundary of the eligible area must be clearly distinguished, described, justified, and mapped. The description and illustration of the boundary is particularly important in the vicinity of the project area because it can play an important role in determining the location of the project.

There are certainly occasions when clear definition and justification of the boundary away from the NHDOT project involves more investigation than the nature of the NHDOT potential effects may warrant. For example, an agricultural property along a DOT project may once have had a large expanse of agricultural land well away from the project. In these instances, carefully define the boundary of the property adjacent to the project and provide tentative boundaries in those more removed locations. Indicate both in the justification and on the map how tentative the boundary is and the problems in its definition.

Table of Properties

In some instances for complex properties with a relatively large number of associated resources, a summary table listing the resources under study with location number, style/form/function if relevant, date of construction, recommended eligibility status, and photo/map number is always helpful.

48. Bibliography or References

Carefully reference data with parenthetical or numbered footnotes and provide full bibliographic citations with source location for manuscripts.

NHDHR Barn Survey Forms

Use the barn survey forms to document major outbuilding when form fronts are being used.

SHPO and DOE Meetings

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Coordination

If there is an archaeological component for the project, it is expected that the architectural and archaeological consultants will share their information in a timely fashion. This communication would at the least likely entail sending copies of work products and sharing informant information.