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# INTRODUCTION

The State Historical Society of Iowa, operating within the Iowa Economic Development Authority, carries out a dual mission of preservation and education throughout the state. One of its key divisions, the State Historic Preservation Office (SHPO), oversees both state and federal historic preservation programs in Iowa. These include the National Register of Historic Places, the Certified Local Government program, Section 106 review and compliance<sup>1</sup> and historic tax credit programs. SHPO also maintains historic architectural surveys and historic property inventory collections.

With the objective of making historic architectural survey standards clear, concise, uniform and predictable, SHPO developed these guidelines for those conducting such surveys within the state of lowa. Individuals, members of preservation organizations, developers, independent contractors/consultants, preservation planners, Certified Local Governments, historic preservation commissions, as well as local, state and federal government officials and administrators will find this a useful tool in meeting minimum requirements for historic architectural surveys.

These guidelines provide an outlined process beginning with conducting a research design to drafting a final reconnaissance- or intensive-level report. Consistency in survey method and report development is not only important for the consultants hired to perform that work, but the results are imperative for an efficient SHPO review of regulatory projects and standardized local planning efforts. This guidance will help minimize possible inconsistencies that often hinder the consultation process with analysis of potential project impacts and unclear standards for local planning organizations.

Historic preservation includes a wide variety of activities, such as National Register nominations, historic preservation plans, cultural resources management plans and master plans. Though general discussion of some of these activities can be found within these guidelines, they are — for the most part — beyond the scope of this document and will not be addressed in a detailed manner.

Historic architectural survey work is the process of identifying and gathering information about a specific geographic area's above-ground resources. This includes archival research, field surveys, the presentation of data and the creation of inventories. The purpose of these surveys is to collect data that will aid in preservation planning, identify significant historic properties and enable local governments and federal agencies to meet their planning and review responsibilities according to federal laws and regulations.

The following guidelines provide instructions for meeting the minimum requirements for reconnaissance- and intensive-level report documentation — whether for preservation planning, grant funding or a Section 106 review and compliance survey. This document is organized by the report components and includes guidance on planning, research, fieldwork, National Register evaluation standards, and report composition.

Supporting documents include the Iowa Site Inventory form, resource inventory spreadsheet and Historical Architectural Database form. Appendices offer additional information and resources. These guidelines are based on the "National Register Bulletin 24: Guidelines for Local Surveys: A Basis for Preservation Planning," including Part 1 and Part 2; The Secretary of the Interior's Standards and Guidelines for Architectural and Engineering Documentation and various other National Park Service bulletins and federal code detailed within these guidelines. Iowa-specific requirements are included throughout.

<sup>1</sup> The phrase "review and compliance" refers to the process outlined in Section 106 of the National Historic Preservation Act (1966, as amended). For further information, see the State Historic Preservation Office website and the "Review and Compliance Surveys" section of this document.

# PROFESSIONAL QUALIFICATIONS

Regulations governing the minimum standard for professional qualifications, summarized below, may be found in their entirety in the Code of Federal Regulations, Volume 36, Part 61. Those who meet the standards for architectural historian and historian are qualified to serve as the principal investigator for reconnaissance- and intensive-level surveys, including, but not limited to, those associated with review and compliance, Certified Local Governments, Historical Resource Development Program grants, and National Register of Historic Places grants. Volunteers and those without professional training may work with or under the direction of a principal investigator who meets The Secretary of the Interior's Professional Qualifications Standards for historian or architectural historian.

Although beyond the scope of this document, organizations that wish to produce rehabilitation plans, design guidelines or condition assessments must hire a principal investigator who meets the qualifications for historic architect.



#### **Professional Qualifications Standards**

**Historian** - A graduate degree in history or a closely related field; or a bachelor's degree in the same plus one of the following:

- 1. Minimum of two years of full-time experience in research, writing, teaching, interpretation or other demonstrable professional activity with an academic institution, historical association or agency, museum or other professional institution; or
- 2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

**Architectural historian** - A graduate degree in architectural history, art history, historic preservation or a closely related field with coursework in American architectural history; or a bachelor's degree in the same plus one of the following:

- 1. Minimum of two years of full-time experience in research, writing or teaching in American architectural history or restoration architecture with an academic institution, historical association or agency, museum or other professional institution; or
- 2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

**Historic architect** - Minimum of a professional degree in architecture or state license to practice architecture plus one of the following:

- 1. At least one year of graduate training in architectural preservation, American architectural history, preservation planning or closely related field; or
- 2. At least one year of full-time professional experience on historic preservation projects.

# PRESERVATION PLANNING AND GRANT-FUNDED LOCAL SURVEYS

Every community's historic resources are unique. Beyond the everyday, functional uses that buildings, bridges, roads and landscapes serve as generations of people move about their days, historic resources also provide a singular sense of place available nowhere else that represents the heart of a community's identity. Planning for the preservation of these resources can be an integral component of an overall plan for economic development, neighborhood stabilization, community revitalization and heritage tourism. Developing historic contexts and undertaking reconnaissance surveys, in particular, are excellent initial steps that allow a community to take stock of its entire resource base, identify areas that warrant further study or an intensive-level survey, and begin to promote the value of preserving those resources as a useful part of modern life.

Preservation planning — according to "National Register Bulletin 24: Guidelines for Local Surveys: A Basis for Preservation Planning," including Part 1 and Part 2 — is the process by which a community provides for the "continued identification and evaluation of historic properties and for their protection and enhancement" through the drafting of a comprehensive historic preservation plan. This plan should involve the identification, evaluation and protection of historic properties to coordinate and give direction to various preservation-related activities, as well as relate these to overall community development. In addition, it is recommended that provisions be drafted in case certain historic resources cannot be preserved.

Whether reconnaissance- or intensive-level, surveys aid preservation planning though the construction of inventories of historic properties in a given area. These inventories can be used to identify important properties or neighborhoods that contribute to the community's unique character and identity, as well as identify properties that, when researched, reveal important information about a community's past. They also help to establish preservation priorities and lay the groundwork for the creation of legal and financial tools to protect historic resources.

Grant funding for surveys undertaken by city or county governments may be available if the community has been designated a Certified Local Government by the National Park Service. Certified Local Government participants can apply for grants through either the State Historical Society of Iowa's annual Historical Resource Development Program or the dedicated Certified Local Government grant process.

The Certified Local Government program, enacted through the 1980 amendments to the National Historic Preservation Act, is administered by the National Park Service. It is a partnership involving local, state and federal governments to preserve local historic resources. More information about the program, including grant application guidance and survey coordination resources, is available on the State Historic Preservation Office website under the "Certified Local Governments" section.

Individuals who complete a survey for a grant project using either Historical Resource Development Program or Certified Local Government funds will need to submit a detailed report of all findings. Generally speaking, it is helpful to use the "National Register Bulletin 16B: How to Complete the National Register Multiple Property Documentation Form" as a general guide for preparing certain elements of these reports including the introduction, discussion of the historic contexts and property types, survey results and recommendations. The actual Multiple Property Documentation Form/Multiple Property Submission from the National Park Service should not be used, however, nor should the survey include any National Register of Historic Places nominations since that is a separate process. When preparing the report, refer to the "Report Documentation" section for guidance on layout and information that should be included based upon the level of survey being completed.

# **REVIEW AND COMPLIANCE SURVEYS**

The National Historic Preservation Act, which was signed into law in 1966, established the Advisory Council on Historic Preservation,<sup>2</sup> National Register of Historic Places, State Historic Preservation Offices, Section 110, and Section 106.<sup>3</sup> Section 106 is the review and compliance process by which federal agencies take into account the direct and indirect effects of their undertakings (e.g., projects, permits, licenses, funding) on properties on or eligible for listing in the National Register, and seek to avoid, minimize or mitigate these effects if they are adverse. The entire process needs to be completed prior to the issuance of licenses or permits and the expenditure of federal funds.

The Section 106 review process is summarized on the Advisory Council on Historic Preservation website and explained in greater detail within that organization's explanatory materials for the process outlined in 36 CFR Part 800 of the federal code. A general flowchart of the process is available through the SHPO website, which also contains the necessary information to request SHPO comment before submitting and how to submit.

It is the federal agency or its official delegate's responsibility to determine the level of survey for review and compliance documentation. The federal agency or its official delegate may conduct the survey with internal qualified professional staff, or it is responsible for providing the qualified professional consultant conducting the historic architectural survey with a clear request for proposal on the project. In that request, the scope and size of the project, along with the survey area and level of survey, should be explicit and understandable in order to give the consultant an opportunity to create an accurate budget. Consultants should contact the federal agency or officially designated entity responsible for the project for guidance on initiating and completing projects for that agency.

### **LEVEL OF SURVEY**

#### **Reconnaissance Level (Identification)**

Commonly referred to as a "recon," a reconnaissance-level survey is used to collect enough information to provide a basic understanding of the built environment in a particular area within the framework of a historic context. These surveys also provide an early awareness of potentially significant historic resources within the area. Reconnaissance surveys are essentially visual or predictive surveys that identify the general distribution, location and nature of cultural resources within a given area. These surveys are of low intensity and record basic information of all resources within a defined area, regardless of age.

All basic resource information will be summarized within the report text, as well as documented on a resource inventory spreadsheet, attached as a report appendix and submitted electronically. Additional information will be collected and recorded within the report on properties at least 45 years of age.<sup>4</sup>

A reconnaissance survey can be used as a tool when the scope of a project is limited or as an initial step that will inform a future intensive-level survey. It is important to note that a reconnaissance survey may end up having a limited utility of scope if a project changes or may lead to a recommendation for additional reconnaissance- or intensive-level surveys. The qualified professional will conduct a general review of the history of a community, gather field data to identify the resources in an area, provide an overall historic sense of the properties in the area and give recommendations for any future survey work.

Additional information on reconnaissance-level surveys can be found in the "National Register Bulletin 24: Guidelines for Local Surveys: A Basis for Preservation Planning," including <u>Part 1</u> and <u>Part 2</u>.

<sup>2</sup> Advisory Council on Historic Preservation is the federal agency that administers and oversees the Section 106 process and promotes the preservation and use of the nation's historic resources.

<sup>3</sup> Section 106 was last amended on August 5, 2004: 36CFRPart800\_as\_amended2004\_web.doc

<sup>4</sup> For the purposes of reconnaissance and intensive surveys completed in lowa, a 45-year threshold is used as the cutoff for evaluating properties for eligibility to the National Register of Historic Places. This is due to the typical length of time from a survey request to a completed project, whether for review and compliance, grants, or preservation planning. For official listing in the National Register, properties must be at least 50 years of age, with the exception of properties having achieved exceptional significance.

#### **Intensive Level (Evaluation)**

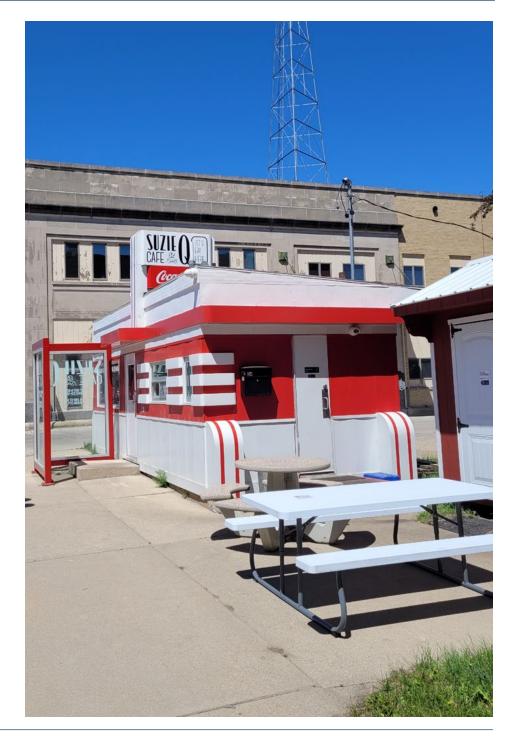
An intensive-level survey is a detailed study of a specific geographic area, designed to thoroughly record each resource that meets the minimum age threshold of 45 years in a survey area with detailed architectural and historical information.

Intensive surveys always include lowa Site Inventory forms for each surveyed property at least 45 years of age, including districts, along with precise locational information and recommendations of National Register of Historic Places eligibility. Limited documentation of properties under the 45-year-old threshold is also required for an intensive-level survey. This documentation is captured on a resource inventory spreadsheet, as well as within the report text. The lowa Site Inventory forms and the resource inventory spreadsheet are appendices to the survey report. The resource inventory spreadsheet is also submitted electronically.

At the planning or grant-funded level, an intensive-level survey may follow a previously completed reconnaissance survey and is conducted when the goal is to identify, document and evaluate the eligibility of properties for inclusion in the National Register, either individually or as part of a historic district. At the review and compliance level, the goal to document and evaluate for National Register eligibility is the same, though reconnaissance-level surveys are often bypassed in favor of intensive-level surveys because of the need to quickly assess for potential impacts to historic properties.

See the "National Register Bulletin 24: Guidelines for Local Surveys: A Basis for Preservation Planning," including <u>Part 1</u> and <u>Part 2</u>, for expanded explanations of intensive-level surveys.

Both reconnaissance- and intensive-level surveys help communities, government agencies and the public to establish preservation priorities and lay the groundwork for legal and financial tools regarding historic resources. For community planning projects, it is sometimes appropriate to conduct both types as separate phases of the same project. The intended goals of the project will determine which type of survey to conduct and when.



# **PLANNING AND RESEARCH**

Both reconnaissance- and intensive-level surveys require planning and research at the outset of a project. This largely includes delineating a clear boundary, creating a research design, conducting archival research and identifying or generating historic contexts. The components that include researching and documenting properties provide valuable information that helps communities, historians, preservationists, planners, archaeologists and state and government officials evaluate the historical significance of those properties. The information gathered can be used in planning for preservation within a community, rehabilitating a historic property, preserving information when a historic resource is threatened by destruction, and evaluating potential effects of federal activities on historic properties.

For additional guidance on research and documentation, see the <a href="The\_Secretary of the Interior's Standards and Guidelines for Architectural and Engineering Documentation;">Engineering Documentation;</a> "National Register Bulletin 24: Guidelines for Local Surveys: A Basis for Preservation Planning," including <a href="Part 1">Part 1</a> and <a href="Part 2">Part 2</a> and <a href="Part 2">Part 2</a> and <a href="Part 2">Part 3</a> and

#### **Boundaries**

A clear, well-defined study area provides a framework for the research, fieldwork and analysis necessary for a quality survey. Boundaries are determined by a number of factors, including, but not limited to, the scope of the project and the level of the survey. All survey boundaries must be clearly discussed and justified in reconnaissance- and intensive-level reports.

For review and compliance surveys, whether at the reconnaissance or intensive level, well-defined parameters are established through coordination with the federal agency or official delegate. The establishment of geographic boundaries for surveys needs to take into account the project's potential direct and indirect impacts on historic properties within the federal agency's study area, or area of potential effect<sup>5</sup>, if designated. Keep in mind, the survey boundary may need to change after some initial research is conducted. Principal investigators must discuss any recommended changes to the study area with the federal agency or official delegate.

For planning and grant-funded surveys, the geographic scope of a reconnaissance-level survey area is often based on municipal boundaries — or, in the case of a rural survey, a township or section. Determining the survey limits, however, should be approached carefully and thoughtfully so as to include all potentially eligible historic resources in a community. For larger survey areas, it can be helpful to break the survey up into phases. Intensive-level surveys are often based on planning documents and preservation objectives.

The area of potential effect (APE) is a geographic area or areas within which an undertaking may directly or indirectly cause alterations in the character or use of historic properties, if any such properties exist. The APE is influenced by the scale and nature of an undertaking and may be different for different kinds of effects caused by the undertaking (Section 800.16). The APE is determined by the federal agency in coordination with the SHPO. For more information, see 36 CFR Part 800 — Protection of Historic Properties.



## **Research Design**

Beginning with a good research design helps to focus a project, guide preliminary research and ensure all minimum requirements are met. In short, it should include objectives, methods and expected results.

- The objective outlines the research problem and includes a critical assessment of applicable historic contexts and/or property types<sup>6</sup> based on background or previous research, the geographic scope to be studied, and the types of information to be gathered about properties in order to determine significance.
- Method is the framework used for gathering information. It explains
  the research and survey process so that those using the information in
  the future will understand how the information was obtained and can
  repeat the research process, if needed. It is essential that the methods
  used are related to the research problems presented in the objective.
- Expected results include predictions about the kind, number, location, character and condition of historic properties within the geographic scope of work. These expectations are usually based on background research and similar property types.

#### **Archival Research**

Before beginning any fieldwork, background research should be conducted to help the researcher become familiar with the historic contexts of the area to be surveyed. This will also help to guide what types of properties to look out for in the field and determine what additional research may be necessary. The overall level of research needed for the project, however, depends upon the level of survey that will be completed.

**Reconnaissance** - Archival research for reconnaissance-level surveys should focus on general historical trends, groups of people and events that played a part in the community's development in order to develop the appropriate historic contexts. Background research on individual properties is not necessary at this level.

Intensive - Intensive-level surveys need more in-depth archival research to build a detailed history of an area, types and groups of properties, and people. For projects with a previously completed reconnaissance survey, archival research should build upon the historic contexts established at the reconnaissance level. In-depth research on the broad social, cultural, political, economic, environmental and technological trends that have influenced the survey area is necessary to place properties within an appropriate historic context and to explain the area's physical development. In addition, background research on each individual property is essential at this level. The development of expanded historic contexts and individual resource histories, in turn, aids in the determination of significance and evaluation of those properties for potential inclusion in the National Register of Historic Places. All properties surveyed at the intensive level must include enough information to evaluate their eligibility for the National Register.

For both reconnaissance and intensive levels, previously completed surveys and historical research should be consulted, summarized in reports where applicable, and complemented with new research pertaining specifically to the properties studied. Previous work already conducted should not be duplicated unless it was inadequate, flawed or older than five years.

<sup>6</sup> A "property type" is a grouping of individual properties based on a shared set of physical or associative characteristics.

Relevant general sources should always be referenced, when available. Site-specific reference material should be collected from municipal records, insurance maps, business and city directories, property owners, living descendants, census data and land patents, as available and relevant. Standard research sources for lowa include, but are not limited to, the following:

- SHPO research files, such as architects' files, lowa Site Inventory, previous nominations, and Multiple Property Documentation Forms/ Multiple Property Submissions (aka MPD/MPDF or MPS).
  - Most, but not all, previously listed National Register of Historic Places properties and MPD/MPS for Iowa are available to download through the <u>National Park Service</u>.
  - For information or questions about sites within the lowa Site Inventory, contact SHPO at <a href="mailto:shpoinventory@iowaeda.com">shpoinventory@iowaeda.com</a> or review the options on the website under "Inventory."
- County administration offices, such as assessors, recorders and auditors for property tax information, ownership history and maps.
- Other standard historical references, such as scholarly publications, newspaper articles, community directories and gazetteers, church records, census reports, photographs, postcards, historic maps, Sanborn fire insurance maps, building plans and architectural drawings, engineering reports, atlases, community and county histories, and other records and ephemera related to the properties and/or the historic contexts in question. Resources may be found at:
  - Local libraries, historical societies, archives, colleges and museums;
  - Online databases (a list of helpful databases appears in Appendix B);
  - <u>State Historical Society of Iowa Research Centers</u> in Des Moines and Iowa City;
  - · State Library of Iowa in Des Moines; and
  - General Land Office Records from the U.S. Department of the Interior Bureau of Land Management.
- Oral histories and interviews with members of the community, including the local historic preservation commission, if one exists.

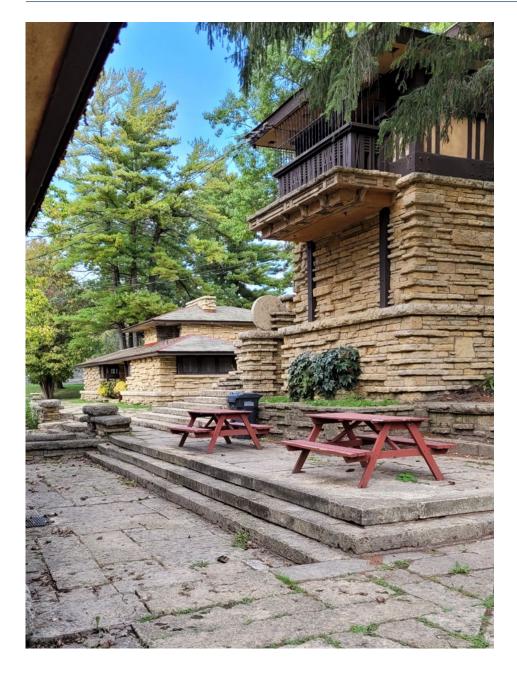
Researchers should keep in mind that the above sources may vary in accuracy, omit some information or exhibit certain biases. For example, insurance maps may not show temporary structures, buildings may have not been constructed exactly as illustrated in architectural drawings, and oral histories may involve faulty memories. In analyzing the documentation gathered, look for information that is contradictory, incomplete or raises additional questions. This could indicate the need for additional research.

For further guidance on researching historic properties, see "National Register Bulletin 39: Researching a Historic Property." Additional research resources may be found in Appendix B of this document.

#### **Historic Contexts**

The Secretary of the Interior's Standards defines "historic context" as a framework that groups information about related properties based on a shared historic theme, time period and geographic area. Every building, structure, neighborhood, farm and community is a product of its time and place of design and construction. Essentially, a historic context helps to tell that story by drawing on history, archaeology, culture, technology and architecture in order to explain the broad historical development of a specific area. The properties that remain from different time periods stand as representatives of those historic contexts that have shaped our built environment. Beyond individual buildings and structures, the pattern of their locations in the landscape and relationship to transportation corridors, natural features and other property types further illustrate the influence of past events and trends on a community's development. Furthermore, establishing a baseline of related properties within a historic context aids future researchers in evaluating the significance of similar properties. The level of detail required for a historic context depends on the level of survey.

Multiple Property Documentation Forms/Multiple Property Submission reports (MPD/MPS) contain valuable historic and architectural contexts that can be referenced and summarized if the project in question contains properties listed within or related to those that appear in that particular MPD/MPS. These reports can be accessed through <a href="mailto:nps.gov">nps.gov</a>, by contacting <a href="mailto:shpoinventory@iowaeda.com">shpoinventory@iowaeda.com</a> or by submitting a <a href="mailto:Historic Property Inventory Report Request">Historic Property Inventory Report Request</a>.



If the project's resources do not appear in an MPD/MPS, developing the appropriate historic contexts for the properties studied is necessary and expected when preparing survey reports. MPD/MPS reports for similar properties, geographic areas and time periods can be used as examples to help guide research and development of historic contexts, but the preparer will be expected to research and fully develop all historic contexts as they relate directly to the property or group of properties in question. Those developed for individual properties and historic districts do not need to be as extensive as those that appear in an MPD/MPS. Historic contexts developed for reconnaissance-level surveys do not need to be as detailed and in-depth as those for an intensive-level survey.

The National Park Service addresses the components of a well-written historic context in a white paper available on its <u>website</u>. A summary of the information in that document as written by Barbara Wyatt<sup>7</sup> appears below.

**Statement of context** - An introductory paragraph or abstract that summarizes the theme, geographic area and time period for the context and how it relates to local, state or national history.

**Background history** - A concise overview of the chronological history of a geographic area within the period of significance and its relationship to the historic property or properties being studied. State and national levels of historic context will require a greater level of detail to lay the groundwork for the more comprehensive discussion to follow.

**Definition of the context** - An explanation of the themes or areas of significance, geographic area and period of significance.

Theme or area of significance: May refer to a particular property type or be based on an area of significance as defined in a National Register of Historic Places nomination.<sup>8</sup> It must include an explanation of why the theme or area is significant to local, state or national history.

<sup>7</sup> Barbara Wyatt. "The Components of a Historic Context: A National Register White Paper." Washington D.C.: National Park Service, 2009. https://www.nps.gov/nr/publications/guidance/NR workshop 3-11-09/White paper on historic context 4-09.doc. Accessed March 1, 2018.

See Pages 38–41 of the "National Register Bulletin 16A: How to Complete the National Register Registration Form" for further information.

- Geographic parameters: Geographic boundaries of the context. This can be based on a survey, municipal boundaries or a larger area, such as the whole state in the case of types of properties that are rarer or related to state history. Historic districts are generally too small, however, to use their borders as the context's geographic parameters in the case of a district nomination to the National Register of Historic Places. In this case, the geographic boundaries of the historic context might be the city or state, and the context should then be explained from a state or national perspective to illustrate how the themes affected the district.
- Temporal limits: Period of time during which the context occurred, most often beginning and ending with a particular event, activity, or date of development or placed-in-service date.

**Development of the theme or area of significance** - Summarize the environmental, economic, cultural, political, technological and settlement factors as they relate to the development of the context.

- Local contexts (if and where applicable): How and why the theme or area of significance developed, including important persons, events, groups or other factors that influenced the development of a particular historic context.
- Statewide and national contexts (if and where applicable):
   How and why the theme or area of significance developed, including important persons, events, groups or other factors that influenced the growth of a particular historic context as it developed in the state or nation.

**Associated property types** - Identification of the types of properties related to the context and their location patterns.

**Physical characteristics and integrity** - Definition and justification of the physical characteristics, associative qualities and integrity level that would make each property type eligible for the National Register of Historic Places.

**Relationship to the National Register of Historic Places criteria** - Discussion of how the National Register criteria apply to the themes and property types within the context.

**Bibliography** - Reference of any sources consulted in the development of the written historic context, whether directly quoted or of indirect influence.

More information on developing historic contexts is available in "National Register Bulletin 16A: How to Complete the National Register Registration Form," Pages 49–51; "National Register Bulletin 16B: How to Complete the National Register Multiple Property Documentation Form," Pages 11–13; and Barbara Wyatt's "The Components of a Historic Context: A National Register White Paper." Examples of historic contexts are available by contacting SHPO.

**Note:** When describing the background history of any property, survey area or historic context within a report, it is important to be concise and to synthesize information. Although a wide range of historical details may be collected during the research process, including information beyond what directly illustrates and supports the historic context or the property's significance should be avoided.

<sup>9</sup> Properties eligible for the National Register of Historic Places fall under one or more of four criteria discussed in the section, "Evaluation of National Register Eligibility."

# **SURVEY FIELDWORK**

Survey fieldwork is the physical exploration, identification and recordation of resources within a defined survey area. Survey fieldwork and archival research are both integral components of a historic architectural survey, as each informs the other and both are necessary for adequate documentation and analysis. Fieldwork is completed for both reconnaissance- and intensive-level surveys. Regardless of the level of survey effort, the basis for a survey is to capture what you see now. By establishing the project survey boundary and the level of survey early in the process, the framework is created for accurate and efficient fieldwork.

#### **Reconnaissance Level**

Often reconnaissance-level fieldwork is accomplished through what is known as a "windshield survey" where researchers drive through an area and record the properties visible from the road to develop a general picture of the distribution of types and styles. The survey is best carried out in teams where one person is responsible for driving and others document the resources. It is recommended that one team member be familiar with local architectural styles and building types. Closer inspections may be made on foot where necessary, but detailed information is not required at this level.

Observations of the overall organization of the area should be recorded and include not only buildings, structures and objects, but also types, the spatial relationship between buildings and landscapes, and the general character of the area. Documenting all properties helps to establish settlement patterns and identify potentially historic resources for future consideration. Those properties 45 years of age or older that appear to have a significant amount of historical importance should have a higher level of research focus. Although rare, buildings less than 45 years old may be considered eligible under Criteria Consideration G — see Pages 41–43 in "National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation."

# Reconnaissance fieldwork surveys should document the following information:

- The final survey area boundary;
- · General layout of the area, including street plans;
- General impressions of the area's visual, cultural, economic and social characteristics;
- General impressions of the architectural environment, including images representative of buildings, structures, streetscapes, landscapes and other relevant features;
- The types of properties searched for;
- Methods of inspection used, including justification for those areas that received more attention and those to which less attention was paid:
- All resources within the survey area, including the lowa Site
  Inventory number; name (historic, if known, or another name<sup>10</sup>);
  address or physical location; resource type; date placed in service
  (an approximate date is acceptable at this level); current use;
  photograph; and any recommendations for additional survey work.
  (National Register of Historic Places eligibility determinations should not be made at this level.);
- Discussion and analysis of resource types at least 45 years old, as well as any younger exceptional properties, including observable architectural information;
- · Map and labels of all resources within the survey area;
- Tentative boundaries of potential historic districts and the locations of known or potential historic buildings, structures, sites and objects; and
- Survey dates and name(s) of surveyors.

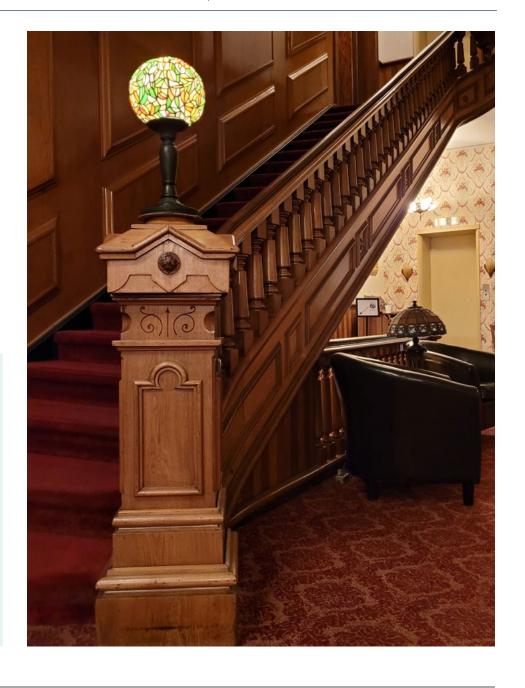
<sup>0</sup> Examples could include something generic such as "house" or "commercial."

#### **Intensive Level**

Intensive-level fieldwork surveys are usually carried out on foot by a trained team, and each property receives an individual inspection. It generally works best to divide the work between several teams, with each team covering a specific geographic area, such as a certain number of blocks or a street. All buildings, structures, outbuildings and ancillary structures, as well as sites and objects, should be investigated — including noncontributing<sup>11</sup> or nonhistoric properties and elements — and documented with a complete description of style, construction and architectural features. The documentation of all properties in the survey area is important to show how an area has developed over time. It is also useful in establishing whether or not a historic district exists in the area. Observations of the overall organization of the area should be recorded and include not only buildings, structures and objects, but also types, the spatial relationship between buildings and landscapes, and the general character of the area.

# Intensive-level fieldwork should document the following information:

- The final survey area boundary;
- · Layout of the area, including street plans;
- The area's visual, cultural, economic and social characteristics;
- Methods of inspection;
- Map of all properties within and immediately bordering (if applicable) the survey area;
- Survey dates and name(s) of surveyors; and
- All resources within the survey area, including the lowa Site Inventory number; name; address or physical location; resource type; placed-in-service date; current use; and photograph.
   Contemporary properties<sup>12</sup> should also identify observable



<sup>11</sup> A "noncontributing" resource does not add to the historic architectural qualities, historical associations or archaeological value for which a historic district might be significant. A resource can be considered noncontributing for one of three reasons: it has a placed-in-service date outside the period of significance; alterations or other disturbances have compromised its historic integrity; or it does not independently meet the National Register of Historic places criteria.

<sup>12</sup> Contemporary properties are those less than 45 years of age.

Also emerging from this level of survey work should be a full architectural or physical description of each building, structure, site and object 45 years of age or older for use in the report text and lowa Site Inventory form. This information aids in the evaluation of resources for inclusion in the National Register of Historic Places. The following data should be recorded for each property at least 45 years of age:

- Resource name(s), address or physical location, and owner;
- Original and current function(s), if changed over time;
- · Current setting;
- Legal description;
- Whether or not it was part of any previous surveys;
- Physical description, including type; plan shape; massing; number of stories; structural system; number of bays<sup>13</sup> or vertical divisions; construction materials of roof, walls and foundation; wall finish;<sup>14</sup> roof shape; porches and verandas; windows; doors; chimneys; dormers; and other important features or decorative elements (if known);
- Interior features, if accessible<sup>15</sup> and contributing to the character of the building;
- Number, type and location of outbuildings;
- Important environmental features such as landscaping, relationship to traffic corridors or streets and relationship to other properties;
- Known alterations; and
- · Photographs from multiple views, as possible.

If a potential historic district (45 years of age or older) is identified during a reconnaissance- or intensive-level survey, the following information should be gathered, understanding more detailed and complete information is required for an intensive-level survey:

- General description of the manmade and natural elements of the district, including all buildings, structures, objects, density of development and prominent geographic features;
- Delineated boundary with justification;

- Complete list and totals of contributing and noncontributing resources, including buildings, structures, objects and sites;
- General description of types and architectural styles represented in the district;
- General physical relationships of properties to one another and to the environment, including parks and other open spaces, streets, natural features and setbacks;
- General description of the district during its period of significance;
- Present and original uses of properties;
- General condition, including alterations, restoration or rehabilitation of resources;
- Noncontributing resources, including number and type; and
- Description of features that distinguish the district from surrounding areas;
- Any identified archaeological sites.

#### **General Fieldwork Guidance**

**Photographs** - It is the surveyor's responsibility to carry out the fieldwork in a safe and legal manner. In most cases, the photographic documentation needed can be obtained from the public right-of-way. When it cannot be obtained in this way, permission from the landowner must be obtained. In circumstances where the necessary images cannot be obtained, communicate this to the project sponsor. Those using new technologies, such as drones with photographic equipment, may supplement their documentation with these technologies; however, the fundamental basis for a sound survey lies in walking the survey area.

The standards set by the National Park Service establish what is acceptable for capturing images in the field. For best results, the camera should be a digital single-lens reflex (DSLR) with at least six megapixels. Digital cameras with fewer than two megapixels of resolution are not acceptable. There is a minimum of one high-quality image for each resource. If only a single image is able to be captured, it should be at

<sup>13 &</sup>quot;Bays" usually refers to the number of window and door openings on each face of the first floor of a building, as seen from the exterior.

<sup>&</sup>quot;Wall finish" refers to how the construction materials are assembled to create the finished exterior of the wall. In a brick building, for example, the type of bond and coursing would be important in describing the wall finish. In a building clad with wood siding, the pattern in which the siding is laid plus each component's profile contributes to the wall finish.

<sup>15</sup> Interior features are generally accessible for public properties and through permissions from private property owners.

an oblique angle, far enough away to capture the general setting, but close enough to capture architectural detail. Identify photos and aerials by address, point of view, date and each building shown within a single image.

#### Suggestions for photographic subjects:

- Front of the building;
- · Corner views of the building;
- · Architectural details or specific features;
- · Aerial or high-point photography providing an overview;
- · District boundaries or edges;
- Representative contributing and noncontributing properties within a district; or
- Streetscape or landscape photographs showing the relationships of the resources and the overall character of the larger area.

#### Additional hints for good photographs:

- Photograph the building from an angle that minimizes foliage obscuring architectural details.
- If only an obstructed view can be obtained, blur license plates or people in the image before including it in the report.
- Include only a single site or property per photograph, if possible.
- If the sun is behind the subject, return when lighting conditions are more favorable.
- · Avoid photographing when the property is heavy shadowed.
- Avoid foreground objects that obstruct the view of the property, like cars, people, animals and trees, if possible. Photograph buildings heavily obstructed by trees when there is less foliage (fall and winter).
- Use a shutter speed of 1/125th of a second or faster to obtain clear pictures, or use a tripod for stability.

Find additional tips on surveying and photographs in the National Park Service's National Register of Historic Places and National Historic Landmarks Program: Consolidated and Updated Photograph Policy 2024.

**Architectural descriptions** - All written descriptions of a property should contain the observable architectural information seen at the time of the survey. Begin all architectural descriptions with a general discussion of massing, type of construction, cladding, foundation, roof and architectural features. Then proceed to describe the exterior, elevation by elevation, beginning with the facade and labeling each elevation with the cardinal direction it faces. In general, describe from the bottom up, proving information on fenestration<sup>16</sup> as well as primary and secondary entrances.

Greater descriptive detail should be included in intensive-level surveys than in reconnaissance-level surveys. Intensive-level surveys should always be thorough, especially if there are items not depicted in the photographic documentation. Value judgements, such as noting a "nice example of," should be avoided. Avoidance of assumptions on materials or construction types is critical. If the information has not been absolutely proven or supported with current fieldwork examples, it should not be noted. In general, architectural descriptions may be formatted according to the following:

- 1. Identify the property's original function, or current function if it has not changed.
- 2. Describe the environment in which the property sits.
- 3. Include information about the structural system of the property, such as the function, plan type, foundation and number of stories.
- 4. Identify the general components, such as roof type, major exterior materials, siding, chimneys and other significant character-defining features.
- 5. Describe the secondary features, such as door and window types and their distribution; use an elevation-by-elevation approach if appropriate.
- 6. Include any additional character-defining features, such as light fixtures, louvers or other detailed information.

Additional information on composing an architectural description may be found in "National Register Bulletin 16A: How to Complete the National Register Registration Form." Examples of architectural descriptions are available by contacting SHPO.

<sup>16 &</sup>quot;Fenestration" in an architectural context refers to the arrangement of windows and doors on a building's elevations.

# EVALUATION OF NATIONAL REGISTER OF HISTORIC PLACES ELIGIBILITY

#### **National Register Criteria**

To determine a property's eligibility for the National Register as part of an intensive-level survey, both its historic significance and integrity must be evaluated. Developing and considering the historic context for a property is key to determining historic significance based on characteristics or associative qualities. Properties that are eligible will have an established period of significance<sup>17</sup> and fall under one or more of the following criteria:

**Criterion A** - Associated with events that have made a significant contribution to the broad patterns of local, state or national history.

**Criterion B** - Associated with the lives of significant persons in our past.

**Criterion C** - Embodies the distinctive characteristics of a type, period or method of construction; represents the work of a master; possesses high artistic values; or represents a significant and distinguishable entity whose components may lack individual distinction.

**Criterion D** - Has yielded, or may be likely to yield, information important in prehistory or history.

Certain types of properties are not usually considered for listing in the National Register: religious properties, moved properties, birthplaces and graves, cemeteries, reconstructed properties, commemorative properties and properties achieving significance within the last 50 years. These properties can be eligible for listing, however, under the following conditions known as Criteria Considerations:

A. A religious property that is significant primarily for its architecture, artistic distinction or historical importance.

- B. A moved building or structure that is significant primarily for its architecture or is the sole remaining building/structure associated with an important historic person or event.
- C. A birthplace or grave of an exceptionally important historic figure if no other site, building or structure remains that is directly associated with his/her productive life.
- D. A cemetery that is significant primarily for it being the burial place of exceptionally important historical figures or historical events, its age or distinctive design characteristics.
- E. A reconstructed building that accurately replicates the original, situated in a suitable setting as part of an overall preservation master plan, and interpreted in a dignified manner when no other site, building or structure associated with an important historical figure remains.
- F. A property primarily commemorative in intent, whose design, age, tradition or symbolic value has invested it with exceptional significance.
- G. A property that has achieved significance within the past 50 years and is of exceptional importance.

For additional guidance on applying National Register criteria for significance and Criteria Considerations, see "National Register Bulletin 16A: How to Complete the National Register Registration Form," Pages 36–39, and "National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation."

<sup>17 &</sup>quot;Period of significance" refers to the year or span of years during which a resource was associated with important historical events, activities or persons, or attained the characteristics that qualify it for the National Register of Historic Places. It usually begins with the date when the significant events or activities began, most often the year the resource was placed in service.

# Evaluating the historic significance of a property begins with a series of questions:

- 1. What does the property represent in terms of historic themes and context, geographical limits and chronological time period? To assist preparers in framing the area of historic significance that best pertains to the property in question, "National Register Bulletin 16A: How to Complete the National Register Registration Form," Pages 40–41, lists the following broad historic themes or areas of significance for nominations to the National Register:
- Agriculture
- Archaeology
- Architecture
- Art
- Commerce
- Communications
- Community Planning and Development
- Conservation
- Economics
- Education
- Engineering
- Entertainment/Recreation
- Ethnic Heritage
- Exploration/Settlement
- Health/Medicine

- Industry
- Invention
- Landscape Architecture
- Law
- Literature
- Maritime History
- Military
- Performing Arts
- Philosophy
- Politics/Government
- Religion
- Science
- Social History
- Transportation
- Other

- Once those questions are answered, the integrity of the resource must be evaluated. This involves evaluating the appearance of the resource and determining whether it retains enough of its historical and physical qualities to convey its historic significance. Integrity is based on seven characteristics, known as "the seven aspects of integrity." To maintain integrity, a property must have several and usually most of the following aspects intact:
- Location refers to the place where the resource was constructed or where the historic event occurred. The relationship between the resource and its original construction is important for understanding why an event took place or why the property was built. Because of this, a moved resource is generally ineligible for the National Register because of the loss of association with its original location and setting, except in unusual circumstances.
- Design refers to the combination of elements that create the form, plan, space, structure and style of a resource. It stems from the original concept for the property and encompasses alterations, community planning, engineering, architecture and landscape architecture. Design reflects historic functions, technologies and aesthetics.
- Setting refers to the physical environment of a resource. Although related to location, setting describes how the resource is situated within its environment and how it relates to its surroundings, rather than just the spot on which it was constructed. It includes both natural and manmade elements, such as vegetation, topographic features and resource's relationship to other buildings, structures, travel corridors, public spaces and other features. A setting that reflects the appearance of a site during its period of significance will have a high degree of integrity in this aspect.
- 2. How is the historic theme significant to local, state or national history?
- 3. Is the property representative of an important part of prehistory or history at the local, state or national level?
  - A. Is it a type that is relevant to its historic context?
  - B. How does it demonstrate that history through associations with historic persons or events, architecture, engineering or potential archaeological information?

- Materials refer to the physical elements that make up the resource and were combined or deposited during a certain period to construct it. The materials reflect both aesthetic choices and what was available at the time in terms of materials and technology. Of particular importance is the presence of exterior materials that date from the resource's period of significance. Recreated properties such as recent buildings or structures constructed to appear historic and historic resources that have only recreations of lost materials and architectural details are rarely eligible for the National Register.
- Workmanship refers to the physical evidence of the crafts practiced by a particular culture or group during a specific period. It reflects the labor of artisans and illustrates the craft technologies and aesthetic principles of a particular area and era. Examples include stone masonry, masonry joint tooling, wood and stone carving, graining, turning and joinery.
- Feeling refers to the resource's expression of the aesthetic or historic sense of a particular period of time. Design, setting, materials and workmanship all play important parts in conveying a property's historic character and, when added together, convey the feeling of the resource's period of significance.
- Association is the direct link between the resource and an important historic event, era or person. It is present if the resource is the place where the historical event or activity occurred, and the historic design, materials, workmanship and setting are intact enough that a casual observer would be able to understand that relationship and the property's historic context.

Additional information on evaluating the eligibility of a historic property can be found in "National Register Bulletin 16A: How to Complete the National Register Registration Form," "National Register Bulletin 16B: How to Complete the National Register Multiple Property Documentation Form" and "National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation." Examples of evaluating the eligibility of a historic property are available by contacting SHPO.

#### **Determinations of Eligibility**

For every property 45 years of age and older within an intensive-level survey area, a full evaluation of the resource must be completed. This may include previously unevaluated resources or those being reevaluated for National Register of Historic Places eligibility. This evaluation should include a discussion of significance, evaluation for the National Register and assessment of integrity. Both significance and a sufficient level of integrity must exist for a resource to be considered eligible for National Register listing. Criteria Considerations should only be noted and addressed if it is applicable to that resource. Notes on condition (not necessarily the same as integrity) should be made as observations and included in the Statement of Significance as part of the resource's history, but not as a basis of skipping evaluation under the four National Register criteria. Omitting the evaluation for resources that have a very apparent diminished level of historical integrity is not appropriate.

# REPORT DOCUMENTATION

#### **General Report Guidance**

When preparing survey reports, the following best practice guidelines are recommended:

- Use font size 12, or smaller for large tables.
- Units of measurement should be in Imperial format.
- Integrate tables, photographs and figures into the main body of the report or in appendices.
- Use clear graphics to identify all resources.
- Provide both a hard copy and a digital copy.
- If the project area includes an archaeological survey along with the historic architectural survey, either provide two separate report documents or ensure a clear division between the two disciplines within a single report document to allow for confidentiality redaction and report filing. For information regarding archaeological work guidelines in lowa, refer to the Association of lowa Archaeologists Guidelines (2018, revised).

**Reconnaissance** - Reconnaissance survey reports provide an early awareness of the existence of potentially significant historic resources within a defined area. To do so, reconnaissance reports should include a complete discussion of the project's goals, methodology, sources used, previous studies, historical context, discussion of resources, results and recommendations for any additional survey work. Identifying the geographic boundaries for a possible future survey is helpful. When determined, those boundaries should be recorded and justified.

Intensive - An intensive-level survey is usually conducted to identify, document and evaluate all historic properties within given boundaries for inclusion in the National Register of Historic Places, either as part of a potential historic district or individually. Intensive-level survey reports, therefore, should include evaluations for National Register eligibility and provide Statements of Significance for each resource at least 45 years old or has significance under Criteria Consideration G (see "Glossary").



In developing a written evaluation of buildings, structures, sites and objects for National Register eligibility, the format should consist of an architectural description of the property, Statement of Significance and an evaluation of the resource with recommendation on its National Register eligibility. Complete property information is required on an lowa Site Inventory form, attached in appropriate appendix; a summarized version of this property information should always be included in the body of the report.

In developing a Statement of Significance for a report, begin with whether the resource has been previously evaluated and note the determination of being eligible or not eligible. Be sure to include a statement of whether the resource has potential for inclusion as a contributing element to a National Register historic district. Additionally, discuss the resource within its historic context and include information on how the resource has been modified over time.

#### **Recommended Outline Format**

A suggested outline for a comprehensive reconnaissance or intensive-level report is presented below. The level of detail in the report depends on the type of survey. Be sure to note and include the items required for your specific scope of work.

#### I. Title Page

- a. Title of report or project name.
- b. Date of report, including any revision dates.
- c. Name of principal investigator preparing the report.
- d. Type of survey report (reconnaissance or intensive).

#### II. Acknowledgements

- a. List contributors of funding, if applicable.
- b. Sources of information like historic societies, local governments, state and federal staff and members of the public.

#### III. Executive Summary or Abstract

Summarize the purpose of the survey, geographic boundaries, history of the area, and applicable historic contexts. Be sure to include the following items within the abstract:

- a. **Report Title:** The full title that is noted on the cover page of the report. This section should also include the report submittal date and revisions, if applicable.
- b. **Project Name:** This refers to the official project name provided by the project sponsor, if applicable.
- c. **Project Location:** This information should include proximity to nearest town or city as well as highway or route number and mileposts, if applicable. Specific coordinates for the project should be included [e.g., Public Land Survey System (PLSS) and Universal Transverse Mercator (UTM), NAD83].
- d. If this is a review and compliance project, also include the name of the lead federal agency responsible for consultation under the National Historic Preservation Act. If applicable, other agencies or government entities involved should be included, as well.
- e. If this is another type of project, such as a preservation planning and/or grant-funded project, also include the name of the responsible organization and other organizations as appropriate, such as a city or county government or local historic preservation commissions. If grant-funded, be sure to list the organization(s) from which the grant was obtained.
- f. Description of the Project: Describe the purpose of the survey with the extent and limits of ground-disturbing activities, including detailed information of extent of disturbance, if available. The project area or areas of potential effect should be clearly defined, particularly if different from the survey area.

#### IV. Table of Contents

a. List all major report sections with corresponding page numbers.

#### V. Lists of figures, maps, illustrations and tables

- a. List figure numbers, subject and/or title of graphic item, and page number for each image.
- b. Reports should contain clear maps of the survey area with labels for all surveyed resources.
- c. It is acceptable to place maps, illustrations and figures within the body of the report as opposed to adding them to the end of the report.
- d. Include a guide to symbols and abbreviations used, as applicable.

### VI. Introduction and Project Overview

- a. Provide a summary of the purpose of the survey, project and results of survey efforts;
- b. Discuss the research design, methods and expected results, including:
  - i. Goals and objectives for the survey.
  - ii. Description, explanation and justification for survey boundaries, including the number of blocks or acres covered. For review and compliance surveys, include a thorough description of the survey area with boundaries using the Public Land Survey System (PLSS) location.
  - iii. Methods, including timeline, staffing, activities and how and what information was gathered.
  - iv. Research questions that guided the survey and research, such as types of resources sought, development patterns, major historic events and physical features of development.
  - v. Overview of survey results and products, including number and types of historic resources, historic contexts and recommendations for additional survey work.

#### VII. Historic Contexts

This section summarizes the historic development of the study area. A summary of the natural and topographical features that impacted the historic development should also be included. For additional information, see the "Historic Contexts" section of this document.

- a. Summary paragraph that introduces the historic contexts developed for this report, as well as those previously developed in any prior surveys or documents.
- b. Summary of the cultural patterns that have influenced the survey area with an emphasis on the evolution of the architectural, landscape and community settlement patterns.
- c. Summary of the existing documented historic resources of the survey area, including, but not limited to, previous survey efforts.
- d. For those historic contexts developed specifically for this report, describe each, including the themes, geographic boundaries, time period and chronological development. Embedded historical images, figures and maps may be used to further illustrate the discussion.
- e. Acknowledgment of listed National Register of Historic Places properties as well as known National Historic Landmarks.
- f. Discussion of cultural theme(s) preferably organized by chronology.



#### VIII. Associated Property Types

Comparative discussion of the character-defining features of the surveyed resources, including the following:

- a. Provide general definitions and descriptions of the property types 45 years of age and older, including how they relate to the historical themes, expected features and styles, and relationships to secondary buildings, travel corridors and other resources.
- b. Include at least one photograph of each resource.
- c. For intensive surveys, identify the significance of the resources, including how they reflect their historic contexts and level of significance (local, state or national).
- d. For intensive surveys, discuss the registration requirements for the National Register of Historic Places, including how the historic resources should meet each of the National Register criteria for significance, the level of integrity resources must have, acceptable and unacceptable alterations, and whether any National Register Criteria Considerations should be taken into account.<sup>18</sup>

#### IX. Identification and Recommendations (Reconnaissance-Level Surveys)

- a. Overview of what was surveyed and the result, including numbers and types of resources, geographic scope, time period(s), other information collected and recommendations for additional survey work.
- b. Maps with numbered and delineated resources.
- c. Photographs of all resources.
- d. List of properties, including:
  - i. Iowa Site Inventory number;
  - ii. Resource name and type;
  - iii. Year constructed;
  - iv. Physical address; and
  - v. Recommendations for additional survey work.

<sup>18</sup> For a discussion of National Register Criteria Considerations, see Pages 25–43 of the "National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation."

#### X. National Register of Historic Places Evaluations and Recommendations (Intensive-Level Surveys)

- a. Overview of what was surveyed and the result, including numbers and types of resources, geographic scope, time period(s), other information collected and recommendations.
  - i. Also note the number and type of National Register of Historic Places recommended historic resources, including contributing and noncontributing resources in potential or reevaluated historic districts.
- b. Maps with numbered and delineated resources.
- c. Photographs of all resources.
- d. For each resource identified during the survey at least 45 years old, include:
  - i. Assigned Iowa Site Inventory number;
  - ii. Resource name and type;
  - iii. Summary architectural description;
  - iv. Year constructed:
  - v. Physical address;
  - vi. Applicable historic contexts;
  - vii. A summary Statement of Significance;
  - viii. Whether the resource had previously been evaluated; and
  - ix. Recommendations for inclusion in the National Register, either individually or as part of a proposed historic district, including the applicable criterion.
- e. For each resource less than 45 years of age, include:
  - i. Assigned Iowa Site Inventory number;
  - ii. Resource name and type;
  - iii. Year constructed;
  - iv. Physical address; and
  - v. Recommendations for any future survey work.

#### XI. Summary

- a. Provide a summary of recommended future steps, which may involve intensive-level surveys, reconnaissance- or intensive-level surveys for additional scope areas, Multiple Property Documentation Forms (MPD/MPS) of architectural resources, and the pursuit of updated evaluations and/or National Register of Historic Places nominations.
- b. Discuss any areas identified for future reconnaissance- or intensive-level surveys, including geographic boundaries, number of resources, types of resources, and how the resources relate to the larger geographic area.

#### XII. Major Bibliographic References

Using an accepted bibliographic style, such as Chicago or Modern Language Association (MLA) style, list resources used in the completion of this project.

#### XIII. Appendices:

- a. For intensive survey reports, include Iowa Site Inventory forms for all resources at least 45 years old. 19
  - i. For historic districts recommended for the National Register of Historic Places, list all properties within the proposed boundary on the lowa Site Inventory form, regardless of age.
- b. For intensive survey reports, include a resource inventory spreadsheet for all resources less than 45 years old.
  - i. The resource inventory spreadsheet must be imbedded in the report document appendix and as a separate electronic appendix.
- c. For reconnaissance survey reports, include a resource inventory spreadsheet for all resources, regardless of age.
  - i. The resource inventory spreadsheet must be embedded in the report document appendix and provided as a separate electronic appendix.
- d. Historical Architectural Database form.

# XIV. Other supporting information

Attachments such as historic maps, fire insurance maps, associated Multiple Property Documentation Form (MPD/MPS) information, maps of recommended future survey areas, etc.

For more information on evaluating resources for National Register of Historic Places eligibility, developing historic contexts and Statements of Significance, see the subject sections of this document, "National Register Bulletin 39: Researching a Historic Property," "National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation," "National Register Bulletin 16A: How to Complete the National Register Registration Form" or "National Register Bulletin 16B: How to Complete the National Register Multiple Property Documentation Form." Guidance on crafting architectural descriptions can be found in the above National Park Service bulletins. For additional research resources, see Appendix B.

<sup>19</sup> All lowa Site Inventory forms should be bound as an appendix within the report; additional loose forms are not necessary.

# **IOWA SHPO COLLECTION**

The SHPO collection includes information on architectural, historical and archaeological resources and surveys from around the state. The collection includes National Register of Historic Places property documentation and individual lowa Site Inventory forms, as well as reconnaissance- and intensive-level survey reports within the Historical Architectural Database and National Archaeological Database. This information has been collected over many years by SHPO; numerous federal, state and local agencies; county and local historical societies; educational institutions; research organizations; as well as private property owners.



#### **Iowa Site Inventory Files and Forms**

An important component of the SHPO collection is the lowa Site Inventory and lowa Site Inventory form. Information in each lowa Site Inventory file varies ranging from a single photograph to a full National Register of Historic Places nomination. The forms, which largely make up the inventory, are an invaluable tool for documenting a property's historic features and characteristics, and are used by SHPO to evaluate whether or not a property may be eligible for listing in the National Register.

Though the threshold is not as high as for a National Register nomination, most of the important components in an lowa Site Inventory form are the same as what is required for a nomination, such as the name and location of a property, physical description, maps, history, photographs and assessment of how the property meets one or more of the National Register criteria. These forms are a required component for intensive-level survey reports, state tax credit applications and property evaluations under Section 106, and they are helpful in preparing documentation for potential National Register nominations. Although these forms are frequently included in a proposed project or undertaking submission packet to SHPO, project-specific information should not be recorded on the lowa Site Inventory form.

The lowa Site Inventory form can be downloaded from the <u>SHPO website</u>. Digital photos that accompany the form should be placed on continuation sheets, be clear and not pixelated, and be appropriately labeled with view (e.g., north elevation), name of resources, location/address, county and city, and keyed to a map. They should also follow the general guidance provided by the <u>National Register of Historic Places and National Historic Landmarks Program: Consolidated and Updated Photograph Policy 2024</u> (National Park Service).

Questions about individual properties within the lowa Site Inventory — as well as inquiring about lists of properties within specific cities, counties or historic districts, or by the names of builders, architects or architectural firms — can be directed to: <a href="mailto:shpoinventory@iowaeda.com">shpoinventory@iowaeda.com</a>. To request inventory reports, fill out the <a href="mailto:Historic Property Inventory Report Request">Historic Property Inventory Report Request</a> form.

<sup>20</sup> For more information regarding National Archaeological Database and archaeological work guidelines in lowa, refer to the "Guidelines for Archaeological Investigations in lowa" (2022, revised).

#### **Historical Architectural Database and Forms**

Along with the Iowa Site Inventory and Iowa Site Inventory form, under the umbrella of the Iowa SHPO collection is the Historical Architectural Database (HADB). More than 2,100 documents give insight into the history and architecture of Iowa. Some of what HADB contains:

- Reconnaissance, intensive and thematic surveys;
- Multiple Property Documentation Forms (MPD/MPS) for the National Register of Historic Places;
- mitigation booklets from state and federal projects;
- individual property reports; and
- Historic American Buildings Survey/Historic American Engineering Record documentation.

Many of these documents contain information about properties in the lowa Site Inventory and are linked to the SHPO databases. A current list of the reports in HADB can be found on the <u>SHPO website</u>. The digital copies of individual documents can be requested from SHPO at <a href="mailto:shpoinventory@iowaeda.com">shpoinventory@iowaeda.com</a> and sent via email or cloud storage link.

Both reconnaissance- and intensive-level surveys require populating a HADB form. A digital copy of the HADB form can be downloaded from the <u>SHPO website</u>. To obtain a HADB number, use ESHPO to fill out a HADB form or contact SHPO at shpoinventory@iowaeda.com.

# APPENDIX A: GLOSSARY OF COMMONLY USED ABBREVIATIONS AND TERMS

**Adverse effect** - According to Section 800.5 in the Code of Federal Regulations, any action as identified through the Section 106 process "that may alter, directly or indirectly, any of the characteristics of a historic property that qualify the property for inclusion in the National Register of Historic Places in a manner that would diminish the integrity of the property's location, design, setting, materials, workmanship, feeling, or association." For more information, see <u>36 CFR Part 800 — Protection of Historic Properties</u>.

**Advisory Council on Historic Preservation** - An independent federal agency that promotes the preservation and use of the nation's historic resources and advises Congress and the president on historic preservation policy. For more information, see achp.gov.

**Association** - One of the "seven aspects of integrity," referring to the direct link between a property and an important historic event, era or person. Association is present if the property is the place where the historic event or activity occurred, and if the historic design, materials, workmanship and setting are intact enough that a casual observer would be able to understand the relationship and the property's historic context. For more information, see "National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation," Page 45.

**Area of potential effect** - The geographic area(s) within which an undertaking may directly or indirectly cause an alteration in the character or use of a historic property. This area is influenced by the scale and nature of the undertaking, according to Section 800.16 in the Code of Federal Regulations. For more information, see <u>36 CFR Part 800 — Protection of Historic Properties</u>.

**Building** - A construction principally created to house any form of human activity, such as a house, barn or church. It may also refer to a historically and functionally related unit, such as a courthouse and jail or a house and barn. For more information, see "National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation," Page 4.

**Certified Local Government** - A local government that has completed a certification program — established by the National Park Service and administered by state historic preservation offices — demonstrating its commitment to historic preservation within the community. Information on lowa's Certified Local Government program may be found on the <a href="SHPO">SHPO</a> website.

**Contributing resource** - A building, structure, object or site that adds to the historic associations, historic architectural qualities or archaeological values for which a property is significant. This is based on its integrity and presence during the property's period of significance or its individual eligibility for the National Register of Historic Places.

Criteria (National Register of Historic Places) - The set of categories that represent the value or significance of a property to history and under which it may be nominated to the National Register. Criterion A represents properties that are significant for their connection to historic patterns or events. Criterion B represents properties that are associated with persons significant to local, state or national history. Criterion C encompasses the design or construction value of properties that are good, historical examples of expressions of culture and/or technology. Criterion D is used for properties that have yielded or have the ability to yield information important to our understanding of prehistory or history. For more information, see "National Register Bulletin 16A: How to Complete the National Register Registration Form," Pages 35–41, and "National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation," Pages 11–24.

Criteria Considerations (National Register of Historic Places) - A special set of requirements under which properties that are not usually considered eligible for listing in the National Register may be eligible for listing. These properties are (A) religious properties, (B) moved properties, (C) birthplaces and graves, (D) cemeteries, (E) reconstructed properties, (F) commemorative properties, and (G) properties achieving significance within the last 50 years. For additional guidance on Criteria Considerations, see "National Register Bulletin 16A: How to Complete the National Register Registration Form," Pages 36–37, and "National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation," Pages 25–43.

**Criterion A** - One of four National Register of Historic Places criteria under which a property may be nominated; it applies to properties associated with events that have made a significant contribution to the broad patterns of local, state or national history. For more information, see "National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation," Pages 12–13.

**Criterion B** - One of four National Register of Historic Places criteria under which a property may be nominated; it applies to properties associated with the lives of persons significant in our past. For more information, see "National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation," Pages 14–16, and "National Register Bulletin 32: Guidelines for Evaluating and Documenting Properties Associated with Significant Persons."

**Criterion C** - One of four National Register of Historic Places criteria under which a property may be nominated; it applies to properties that embody the distinctive characteristics of a type, period or method of construction; represent the work of a master; possess high artistic values; or represent a significant and distinguishable entity whose components may lack individual distinction. For more information, see "National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation," Pages 17–20.

**Criterion D** - One of four National Register of Historic Places criteria under which a property may be nominated; it applies to properties that have yielded, or may be likely to yield, information important in prehistory or history. The criterion is most commonly used for archaeological sites but may also apply to buildings, sites, structures, objects or districts. For more information, see "National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation," Pages 21–24. For more information on applying Criterion D to archaeological properties, see "National Register Bulletin 36: Guidelines for Evaluating and Registering Archeological Properties."

**Design** - One of the "seven aspects of integrity," referring to the combination of elements that create the form, plan, space, structure and style of a property. It stems from the original concept of the property and encompasses alterations, community planning, engineering, architecture and landscape architecture. Design reflects historic functions, technologies and aesthetics. For more information, see "National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation," Page 44.

**Effect** - Under Section 106, any "alteration to the characteristics of a historic property qualifying it for inclusion in or eligibility for the National Register." For more information, see <u>36 CFR Part 800 — Protection of Historic Properties.</u>

Eligible/Eligibility - A property is considered eligible for the National Register of Historic Places or has National Register eligibility when it satisfies the conditions of historic significance and integrity for National Register listing as outlined in "National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation." Properties that are eligible will have an established period of significance and fall under one or more of the National Register criteria. See also period of significance, Criteria (National Register of Historic Places), Criterion A, Criterion B, Criterion C and Criterion D.

**Feeling** - One of the "seven aspects of integrity," referring to a property's expression of the aesthetic or historic sense of a particular period of time. Design, setting, materials and workmanship all play important parts in conveying a property's historic character and, together, convey the feeling of the property's period of significance. For more information, see "National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation," Page 45.

**Field survey** - The physical search for and recording of historic resources on the ground within a defined geographic area. Field surveys are components of both reconnaissance survey and intensive surveys.

**Historical Architectural Database** - A resource that identifies and records reconnaissance- and intensive-level historic architectural studies and reports in lowa.

*Historic architectural survey* - Comprised of archival research, fieldwork (or field survey) and recommendations.

**Historic context** - In general, the economic, political, social, cultural, technological and religious conditions of a particular time and place. The Secretary of the Interior's Standards further define it as a framework that groups information based on a historic theme, time period and geographic area. For more information, see "National Register Bulletin 16A: How to Complete the National Register Registration Form," Pages 49–51, and Barbara Wyatt's "The Components of a Historic Context: A National Register White Paper."

**Historic district** - A significant concentration, linkage or continuity of related buildings, properties or sites that are historically or architecturally significant and listed in or eligible for listing in the National Register of Historic Places.

**Historic property** - According to the National Historic Preservation Act, as amended, "any prehistoric or historic district, site, building, structure, or object included in, or eligible for inclusion in the National Register of Historic Places including artifacts, records, and material remains related to such a property or resource" (16 U.S.C. Section 470(w)(5)). Also referred to as historic resource.

**Historic resource** - See historic property.

**Historic significance** - For a historic property, it is the quality of being worthy and recognized for its associations with historic events, eras, trends or persons. That significance will fall under one or more of the National Register Criteria for Evaluation. See also Criteria (National Register of Historic Places).

Historical Resource Development Program - lowa grant program administered by the State Historical Society of lowa and funded through the Resource Enhancement and Protection (REAP) program to preserve, conserve, interpret, enhance and educate the public about lowa's historical resources. For more information, see the <a href="State Historical Society of lowa website">State Historical Society of lowa website</a>.

**lowa Site Inventory form** - A form provided by SHPO that is used to document a property's historic features and characteristics. It is often used by SHPO to evaluate whether a property may be eligible for the National Register of Historic Places and is a required component for state tax credit applications. For further information, see the SHPO website.

*Integrity* - The ability of a property to convey its significance through seven aspects or qualities, including location, design, setting, materials, workmanship, feeling and association.

Intensive survey - According to The Secretary of the Interior's Standards and Guidelines, it is "a systematic, detailed examination of an area designed to gather information about historic properties sufficient to evaluate them against predetermined criteria of significance within specific historic contexts." For more information, see "National Register Bulletin 24: Guidelines for Local Surveys: A Basis for Preservation Planning," including Part 1 and Part 2, Pages 37–39. See also field survey and reconnaissance survey.

**Level of significance** - Refers to whether the significance of a property is associated with local, state or national history. See also historic significance.

**Location** - One of the "seven aspects of integrity," referring to the place where a historic property was constructed or the place where a historic event occurred. The relationship between the property and its original location is important for understanding why the event happened or why the property was built. Because of this, a moved property is generally ineligible for the National Register of Historic Places due to the loss of association with its original location and setting, except in unusual circumstances. For more information, see "National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation," Page 44.

**Materials** - One of the "seven aspects of integrity," referring to the physical elements combined or deposited during a specific period to construct a property. The materials used reflect both aesthetic choices and the availability of resources and technology at the time. Especially important is the presence of exterior materials that date from the property's period of significance. For more information, see "National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation," Page 45.

Multiple Property Documentation (MPD, MPDF, MPS) - A Multiple Property Documentation Form is a cover document that serves as the basis for evaluating the National Register of Historic Places eligibility of related properties. It may be used to nominate thematically related properties or establish registration requirements for properties that may be nominated in the future. When submitted with individual registration forms to the National Park Service and successfully listed in the National Register, it becomes a Multiple Property Submission (MPS). The terms MPD, MPDF and MPS are commonly used interchangeably to describe multiple property documents or submissions. For more information, see "National Register Bulletin 16B: How to Complete the National Register Multiple Property Documentation Form."

National Historic Preservation Act - A 1966 law written to improve the protection of the nation's prehistoric and historic resources (last amended in 2004). It also established the National Register of Historic Places, the National Historic Landmark program and state historic preservation offices. For more information, see the Advisory Council on Historic Preservation website or The National Conference of State Historic Preservation Officers website.

**National Park Service** - A U.S. government agency housed within the U.S. Department of the Interior that oversees all national parks, many national monuments and various conservation and historical properties. It was established through the 1916 National Park Service Organic Act. For more information, see <a href="nps.gov">nps.gov</a>.

**National Register of Historic Places** - Authorized by the National Historic Preservation Act, it is the official list of the nation's historic places that have been deemed worthy of recognition and preservation. For more information, see <a href="National Park Service website">National Park Service website</a>.

**No adverse effect** - According to Section 800.5 in the Code of Federal Regulations, which governs the Section 106 process, this finding means that an undertaking's effects will not result in "physical destruction of or damage to all or part of the property," or "the undertaking is modified or conditions are imposed, such as the subsequent review of plans for

rehabilitation by the [state historic preservation officer or tribal historic preservation officer] to ensure consistency with The Secretary of the Interior's Standards for the Treatment of Historic Properties (36 CFR Part 68) and applicable guidelines, to avoid adverse effects." For more information, see 36 CFR Part 800 — Protection of Historic Properties.

**No historic properties affected** - According to Section 800.4 in the Code of Federal Regulations, which governs the Section 106 process, this finding by the agency official that "either there are no historic properties present or there are historic properties present but the undertaking will have no effect upon them as defined in § 800.16(i)." See also effect. For more information, see <u>36 CFR Part 800 — Protection of Historic Properties</u>.

**Noncontributing** - Buildings, structures, objects or sites within the boundaries of a National Register of Historic Places eligible or listed property that do not contribute to the historic significance of the resource.

**Object** - A construction that is primarily artistic in nature, smaller in scale and simply constructed, such as a fountain, boundary marker, monument or sculpture. For more information, see "National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation," Page 5.

**Period of significance** - The year or span of years during which a property was associated with important historical events, activities or persons, or attained the characteristics that qualify it for the National Register of Historic Places. For more information, see "National Register Bulletin 16A: How to Complete the National Register Registration Form," Page 42.

**Preservation planning** - According to The Secretary of the Interior's Standards and Guidelines, it is "the organization into a logical sequence of preservation information pertaining to identification, evaluation, registration and treatment of historic properties, and setting priorities for accomplishing preservation activities." For more information, see "National Register Bulletin 24: Guidelines for Local Surveys: A Basis for Preservation Planning," including Part 1 and Part 2.

**Programmatic agreement** - According to Section 800.16(t) of the federal regulations governing the Section 106 process, it is "a document that records the terms and conditions agreed upon to resolve the potential adverse effects of a federal agency program, complex undertaking or other situations in accordance with § 800.14(b)." For more information, see 36 CFR Part 800 — Protection of Historic Properties.

**Property type** - A classification that groups individual properties sharing common physical and/or associative characteristics. Physical characteristics might include style, method of construction, scale, materials, workmanship or others. Associative characteristics might include the properties' relationship to specific events, people or activities. For more information, see "National Register Bulletin 16B: How to Complete the National Register Multiple Property Documentation Form," Pages 14–18.

**Reconnaissance survey** - According to The Secretary of the Interior's Standards and Guidelines, it is "an examination of all or part of an area accomplished in sufficient detail to make generalizations about the types and distributions of historic properties that may be present." For more information, see "National Register Bulletin 24: Guidelines for Local Surveys: A Basis for Preservation Planning," including <a href="Part 1">Part 1</a> and <a href="Part 2">Part 2</a> and <a href="Part 2">Part 1</a> and <a href="Part 2">Part 2</a> and <a href="Part 2">Part 2</a> and <a href="Part 2">Part 3</a> an

**Resource inventory spreadsheet** - A spreadsheet provided by SHPO that is used to document basic information about properties during a reconnaissance-level survey, as well as properties less than 45 years old during an intensive-level survey.

**Review and compliance** - The process by which federal agencies consider the effects of their undertakings on historic properties that are either listed in or eligible for listing in the National Register of Historic Places. This process ensures compliance with Section 106 of the National Historic Preservation Act of 1966, as amended. For further information, see the SHPO website. See also Section 106.

**Section 106** - The section of the National Historic Preservation Act of 1966, as amended, that applies to the effects that federal undertakings may have on historic properties. Governed by 36 CFR Part 800, the process for review and compliance with Section 106 requires federal agencies to assess and take into account the effects of their undertakings on historic properties either already listed in or eligible for listing in the National Register of Historic Places. For further information, see the <a href="SHPO website">SHPO website</a>, 36 CFR Part 800 — Protection of Historic Properties and the Tribal Historic Preservation Program.

**Setting** - One of the "seven aspects of integrity," referring to the physical environment surrounding a property. While related to location, setting emphasizes the property's relationship to its surroundings rather than the specific spot upon which a property was constructed. It includes both natural and manmade elements — such as vegetation, topography, adjacent buildings and structures, travel corridors, public spaces and other features. A setting that reflects the appearance of a site during its period of significance will have a high degree of integrity in this aspect. For more information, see "National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation," Page 45.

**Seven aspects of integrity** - A list of seven physical qualities that should mostly be present for a historic property to retain integrity and convey its significance. Several — and usually most — of the following will need to be intact from the period of significance for a historic property to have integrity: location, design, setting, materials, workmanship, feeling and association. For more information, see "National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation," Pages 44–45. See also association, design, feeling, integrity, location, materials, setting and workmanship.

Significance - See historic significance.

**Site** - The location of a significant event, historic activity or occupation that holds historic, cultural or archaeological value. A site may be recognized for its importance even if no buildings, structures or objects remain. For more information, see "National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation," Page 5.

State historic preservation office (SHPO) - An office at the state level that was created by Section 101 of the National Historic Preservation Act of 1966, as amended, for the purposes of surveying and recording historic properties, facilitating the National Register of Historic Places nomination process, reviewing undertakings under Section 106, and supporting historic preservation at the state and local levels. For more information, see the lowa SHPO website.

**Structure** - Construction built for purposes other than human shelter, such as grain elevators, tunnels, windmills, bandstands and bridges. For more information, see "National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation," Page 5.

**Undertaking** - According to Section 800.16(y) in the Code of Federal Regulations governing the Section 106 process, it is "a project, activity, or program funded in whole or in part under the direct or indirect jurisdiction of a federal agency, including those carried out by or on behalf of a federal agency; those carried out with federal financial assistance; and those requiring a federal permit, license or approval." For more information, see 36 CFR Part 800 — Protection of Historic Properties.

**Workmanship** - One of the "seven aspects of integrity," referring to the physical evidence of the crafts of a certain culture or group during a specific period. It is the evidence of artisans' labor and illustrates the craft technologies and aesthetic principles of a particular area and era. For more information, see "National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation," Page 5.

# **APPENDIX B: RESEARCH RESOURCES**

#### **National Park Service Resources**

The National Park Service website has <u>sample nominations</u> and <u>many</u> <u>other bulletins</u>, as well as <u>initiatives</u>, <u>policy clarifications</u>, <u>white papers and special publications</u> that can help preparers in evaluating properties and making determinations of eligibility for National Register of Historic Places listing. A select few are below:

- "National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation"
- "National Register Bulletin 16A: How to Complete the National Register Registration Form"
- "National Register Bulletin 16B: How to Complete the National Register Multiple Property Documentation Form"
- "National Register Bulletins 21 and 12: Defining Boundaries for National Register Properties"
- "National Register Bulletin 22: Guidelines for Evaluating and Nominating Properties that Have Achieved Significance Within the Past Fifty Years"
- "National Register Bulletin 24: Guidelines for Local Surveys A Basis for Preservation Planning," including <u>Part 1</u> and <u>Part 2</u>
- "National Register Bulletin 30: Guidelines for Evaluating and Documenting Rural Historic Landscapes"
- "National Register Bulletin 39: Researching an Historic Property"
- "National Register Bulletin 42: Guidelines for Identifying, Evaluating, and Registering Historic Mining Sites"
- Code of Federal Regulations: <u>36 CFR National Register of Historic</u>
  Places
- "The Components of a Historic Context"
- "Evaluating the Significance of Additions and Accretions"
- "National Register Bulletin: Historic Residential Suburbs: Guidelines for Evaluation and Documentation for the National Register of Historic Places"
  - Part 1 (Pages 1–72)
  - Part 2 (Pages 73–138)

#### **Iowa Resources**

In addition to historical resources available at local libraries, historical societies and county government offices, the <u>State Historical Society of lowa</u> has statewide resources available at two <u>Research Centers</u> in Iowa City and Des Moines.

- Visitor information
- <u>Digital resources</u>

The <u>State Historic Preservation Office</u> in Des Moines also houses many resources valuable to those conducting surveys, including historic and archaeological site inventories, previous nominations and Multiple Property Documentation Forms/Multiple Property Submissions (aka MPD/MPDF or MPS) that are useful for historic contexts and architect files. Most previously listed National Register of Historic Places properties and MPD/MPS for lowa, however, are available to download to a personal computer through <u>nps.gov</u>.

Online research resources include:

- State Data Center for census and demographic information
- <u>lowa Heritage Digital Collections</u> for maps, atlases, photos and other information
- <u>lowa Digital Library</u> for maps, atlases, photos and other information
- <u>lowa Geographic Map Server</u> for historic aerial photos
- Iowa Department of Natural Resources' <u>Historic Aerial Photo Project</u>

#### **Other Resources**

Many other resources can be found online that offer researchers access to lowa-specific information. A few of these include:

- familysearch.org for federal and state census information
- General Land Office Records from the U.S. Department of the Interior Bureau of Land Management
- Library of Congress for:
  - Sanborn fire insurance maps
  - Chronicling America (newspapers)
  - Prints & Photographs Online Catalog
- newspaperarchive.com

Resources for determining architectural style can be found both on the internet and in book form, often available at local libraries. A few suggestions are listed below:

- "A Field Guide to American Houses (Revised): The Definitive Guide to Identifying and Understanding America's Domestic Architecture" by Virginia Savage McAlester (New York: Alfred A. Knopf, 2015) [originally published in 1984 as A Field Guide to American Houses by Virginia and Lee McAlester]
- "American House Styles: A Concise Guide" by John Milnes Baker (New York: Norton, 2002)
- "What Style is Your House?" by the Iowa Architectural Foundation
- "Architectural Styles Categories" by the Pennsylvania Historical & Museum Commission

# APPENDIX C: FREQUENTLY ASKED QUESTIONS

#### What is a historic property?

According to the National Historic Preservation Act, "any prehistoric or historic district, site, building, structure, or object included in, or eligible for inclusion in the National Register of Historic Places including artifacts, records, and material remains related to such a property or resource" (16 U.S.C. Section 470(w)(5)).

#### What resources are evaluated for National Register of Historic Places eligibility?

During an intensive-level survey, all buildings, structures, outbuildings and ancillary structures, sites and objects that are at least 45 years old — or meet Criteria Consideration G (see "Glossary" for definition) — should be evaluated for eligibility for the National Register of Historic Places. Each evaluation should be documented using an lowa Site Inventory form and including in the narrative of the survey report.

#### How should resources within a survey area be documented?

At the intensive level, all properties within the survey area at least 45 years of age or meet Criteria Consideration G (see "Glossary" for definition) will be recorded on an lowa Site Inventory form; a summary of this information should also be included within the report text. Properties less than 45 years old identified during an intensive-level survey will be recorded on a resource inventory spreadsheet.

At the reconnaissance level, all properties within a survey area, regardless of age, will be recorded on a resource inventory spreadsheet; a summary of this information and any additional information for properties at least 45 years of age should be included within the report text.

Resources include all above-ground properties, such as buildings, travel corridors, bridges, dams, cemeteries, parks and other elements of the built environment. Providing additional photo documentation of streetscapes establishes support for report findings.

#### Do I need an Iowa Site Inventory number for all properties within the boundary of a reconnaissance survey?

Yes. SHPO now requires an lowa Site Inventory number for all properties identified during a reconnaissance survey. This number is also required for all properties identified during an intensive-level survey.

# Who do I contact to obtain an lowa Site Inventory number or a range of numbers for my survey project?

Contact the SHPO at <a href="mailto:shpoinventory@iowaeda.com">shpoinventory@iowaeda.com</a> or use ESHPO to obtain Iowa Site Inventory numbers.

### Who do I contact to obtain a list of properties already in the State Historic Preservation Office inventory?

For questions about the lowa Site Inventory, contact the SHPO at <a href="mailto:shpoinventory@iowaeda.com">shpoinventory@iowaeda.com</a> or search on <a href="mailto:lowa Historic Property Inventory Database">lowa Historic Property Inventory Database</a> (IHPID).

#### Can I document a resource on an Iowa Site Inventory form during a reconnaissance survey?

Occasionally, a federal agency or its official delegate may conduct a reconnaissance survey and identify a property older than 45 years with unknown eligibility. For their Section 106 documentation purposes, the agency will record the property on an lowa Site Inventory form, recommend additional survey work and treat the property as eligible for the National Register of Historic Places.

#### Can I determine a property ineligible at the reconnaissance level?

Generally, official eligibility determinations are not made during a reconnaissance-level survey. Instead, reconnaissance surveys typically recommend whether additional survey work is needed. The exception is when a property has undergone an intensive-level evaluation within the past five years and has been formally determined ineligible for the National Register of Historic Places with SHPO agreement. In such cases, the determination of ineligibility can be noted during the reconnaissance survey.

#### What if I only have one property to survey for my review and compliance project?

A principal investigator may use an lowa Site Inventory form to evaluate and document a single resource within the project's area of potential effects (see "Glossary" for definition). Although this documentation is not associated with a survey, the research and information provided on the standards lowa Site Inventory form should meet the standards of an intensive-level survey. Additionally, consideration should be given to both direct and indirect effects of the project on all historic properties.

#### Can I include my project information on the Iowa Site Inventory form?

No. Although these forms are frequently a component of a proposed project or undertaking submission packet to SHPO, project-specific information should not be recorded on the lowa Site Inventory form.

#### How do I submit a review and compliance project for SHPO comment?

Refer to "How to Submit" on the SHPO website.

#### Who can submit a review and compliance project for SHPO comment?

Refer to "Before You Submit" on the SHPO website.

#### What if something is obscuring my view?

Try returning to the survey location at a different time of day to avoid the inclusion of vehicles, people and animals in photographs. If you have permission to survey on private property, ask the owner if obstructions can be moved from the field of view. If an obstructed view is all that can be obtained, blurring out an image to remove license plates or people should be done in the report.

#### When is the best time to survey?

The optimal time to conduct a survey is when conditions minimize visual obstructions and allow for clear photography. For areas with numerous trees, schedule surveys in spring or fall when foliage is sparse. Avoid surveying after a heavy snowfall, as snow can cover or obscure architectural details. Try to photograph properties at times of day that reduce sun glare. Additionally, consider surveying during hours that minimize the presence of vehicles and people in photographs.

#### What if I can't establish a build date?

While specific place-in-service dates are preferred, circa dates may be used when the exact build date cannot be determined — particularly during reconnaissance-level surveys. However, a circa date should be used sparingly and must be accompanied by an explanation in the resource's Statement of Significance.

#### What if I don't know the name of a property?

For a reconnaissance survey, it is acceptable to use a generic name such as "house" or "commercial" when identifying a property on the resource inventory spreadsheet and within the report text. At the intensive level after thorough research, a principal investigator is typically able to provide a historic name on the lowa Site Inventory form and within the report text.

#### Is it OK to leave a field blank on the lowa Site Inventory form?

Occasionally, even after thorough research, a principal investigator may be unable to obtain certain information required for the lowa Site Inventory form — such as material type or a review and compliance number. If this occurs, the field may be left blank. However, the investigator may provide a reasoned assumption in the report text (e.g., material type), supported by information from surrounding properties.

#### Should I survey a property immediately bordering the survey area?

Before finalizing survey boundaries, consider adjacent properties that may have historical or contextual relevance. In some cases, initial research may suggest the need to expand the survey area to include bordering properties. Any proposed changes to the original survey boundary should be discussed with the project sponsor or government agency before proceeding. See the "Boundaries" section within "Planning and Research" in these guidelines.

#### Should I use safety equipment when I survey?

Yes. Appropriate safety equipment should be used during survey work. At a minimum, this includes reflective vests and steel toe shoes to enhance visibility and protect against common hazards. When surveying the interiors of buildings, additional protective gear — such as safety eyewear and dust masks — may be necessary. For surveys conducted in remote or off-the-path areas, using printed maps and a Global Positioning System unit is strongly recommended to help prevent getting lost and ensure accurate navigation.

# How many photos should I take?

The number of photos needed depends on the size and complexity of the resource, as well as the level of survey. Larger complexes require more photographic coverage than smaller buildings or structures. Attention to detail that captures unique attributes of the resource should be collected.

As a general rule, take more photos than you think you'll need — it's far easier to sort through excess images than to revisit a site for missed shots. Always bring an extra battery, a backup memory card and a spare camera if possible.

#### What if I can't get access to someone's property?

If access to private property is not granted, collect as much visual information as possible from the public right-of-way. Supplement this with recent photographs from alternative sources, such as the county assessor's office or other public archives. In the absence of current photos, ensure that additional research and written document supports the survey.

#### Is it alright to trespass on someone's property?

No. Trespassing is never permitted for survey purposes. Always attempt to contact landowners in advance to request access. It is legal to take photographs from the public right-of-way, but early notification to property owners is preferred. Before conducting fieldwork, verify property boundaries and right-of-way lines to avoid unintentional trespassing.

#### What if I find a public hazard while surveying?

If you encounter an immediate threat to public safety — such as downed power lines, sinkholes, public dumping, fires or flooding — contact emergency services immediately. After ensuring the situation is reported to the appropriate authorities, notify the project sponsor if applicable.



#### IOWA ECONOMIC DEVELOPMENT AUTHORITY

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State Historic Preservation Office 1963 Bell Avenue, Suite 200 Des Moines, IA 50315 opportunityiowa.gov/shpo