

**MANUAL FOR HISTORIC
AND ARCHITECTURAL
SURVEYS IN MICHIGAN**

**STATE HISTORIC PRESERVATION OFFICE
MICHIGAN HISTORICAL CENTER
DEPARTMENT OF HISTORY, ARTS AND LIBRARIES**

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2001

The activity that is the subject of this manual has been financed, in part, with federal funds from the National Park Service, U. S. Department of the Interior, through the Michigan Department of State. However, the contents and opinions herein do not necessarily reflect the views or policies of the Department of the Interior, nor does the mention of trade names or commercial products constitute endorsements or recommendation by the Department of the Interior or the Michigan Department of History, Arts and Libraries.

ACKNOWLEDGEMENTS

Developing this manual was a joint project that benefited from the contributions of a number of people. Barbara Wyatt, former Wisconsin Deputy SHPO and now in private practice, prepared a preliminary draft of the manual. Her insights from viewing survey from the perspectives of both the state historic preservation office and the consultant provided invaluable assistance to us in the early stages of this project. Michigan SHPO staff members Amy L. Arnold provided useful feedback on a day-by-day basis, Robbert McKay offered helpful suggestions especially in regard to photographic and mapping standards, and Laura R. Ashlee edited the entire manual. Michigan Historical Center staff member Grant DeLong also provided important assistance in developing the electronic and digital photographic standards included in the manual.

Several persons from outside the Michigan Historical Center also provided valuable comments. They include Ina Hanel-Gerdenich, who reviewed the entire draft and provided detailed written commentary that materially improved the manual's early chapters; William and Irene Henry, who offered numerous useful suggestions; and Jennifer Metz, who was especially helpful in matters involving digital photography. Photographs and maps reproduced in this manual come from the Michigan SHPO's statewide inventory. The maps used as samples were produced by Past Perfect, Inc., Ina Hanel-Gerdenich, Miriam Rutz, and Norman Tyler.

We gratefully acknowledge the assistance of the persons and firms listed above.

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Chapter One
**THE MICHIGAN ABOVE-GROUND
SURVEY PROGRAM**



Chelsea's Central Business District

INTRODUCTION

This manual provides standards and guidelines for conducting surveys of above-ground historic resources in Michigan that can be used by those planning and carrying out survey projects. The manual replaces the series of eight survey manuals most recently used by the Michigan State Historic Preservation Office (SHPO) and the SHPO's older *Surveying Michigan's Historic and Architectural Resources: A How-To-Do Guide*, published in 1980. The manual offers recommended approaches for identifying, documenting, and evaluating the significance of historic resources and for presenting the results of these projects in a format intended to be informative and useful to planners, public officials, and others who design projects that may have an impact on the historic environment and to property owners, neighborhood groups, teachers, historical and historic preservation organizations, the media, and the public at large. The manual also offers guidelines to producing survey products that are compatible with and contribute to the statewide inventory of historic properties maintained by the Michigan SHPO.

This manual is designed to provide guidance for all types of above-ground survey projects, including:

- Surveys intended to provide an informational database for the establishment of local historic districts under Michigan's local historic districts enabling act, Public Act 169 of 1970, as amended, or for other preservation planning purposes, including the preparation of nominations to the National Register of Historic Places;
- Surveys funded by the federal Historic Preservation Fund and administered by the State of Michigan; and
- Surveys required by the SHPO under Section 106 of the National Historic Preservation Act.

Users of this manual should also be familiar with National Register Bulletin 24, *Guidelines for Local Surveys: A Basis for Preservation Planning*, available through the SHPO.

This manual does not provide instruction for archaeological surveys. For information about archaeological surveys, please contact the Office of the State Archaeologist.

WHAT IS A SURVEY?

A survey is a systematic search for properties that possess or appear to possess significance to national, state, or local history. Survey is the process of identifying and gathering data on properties that may be historic. It includes field survey, the physical search for and recordation of basic information about historic and potentially historic properties; background research to establish the historic context for the properties within the project area; and historical research on surveyed properties. It also includes evaluation, the process of determining whether identified properties meet defined criteria of historical, architectural, engineering, or cultural significance. The final products of a survey are an inventory of the surveyed properties that includes data and photographic or electronic images, maps showing the locations of the surveyed properties, and a report that summarizes the survey project, establishes the historic context for the project area and surveyed properties, and sets forth the results of the survey project, including the results

of the evaluation process.

There are several types of surveys. Most survey projects may be conducted at one of two levels. The "intensive" level survey yields sufficient historical data on specific surveyed properties to make informed evaluations of historic significance possible. The "reconnaissance" level survey provides basic information about the surveyed properties but not enough information to complete evaluations of historic significance. Reconnaissance level surveys should be viewed as only the first step — as a stop-gap measure until more complete information can be obtained. The results of a reconnaissance level survey can best be used to determine where to focus later intensive level survey efforts. The follow-up intensive level survey will provide the evaluation results that are the purpose of survey work and that will facilitate long-term planning for the preservation of the historically significant resources.

At times other types of surveys are conducted

to meet specific needs or circumstances. These include surveys updating previous surveys, thematic surveys, and surveys for environmental review. Because they require, by their nature, additional or different information, they are further discussed below and in Chapters 8, 9, and 10, respectively.

A survey typically encompasses all or defined portions of a political unit such as a village, city, or county. Surveys done to satisfy environmental review requirements for federally assisted projects under Section 106 of the National Historic

Preservation Act generally involve smaller areas whose limits are based on the boundaries of the federally assisted projects. Surveys can also be thematic- rather than geography-based — that is, encompassing properties linked by common historic themes, such as lumbering or iron-mining, or by building or structure type, architectural style, or other characteristics. Thematic surveys that have been carried out in Michigan include ones for highway bridges, post offices, and state parks.

WHY SURVEY?

The reasons for initiating an above-ground survey project are varied, but commonly include one or more of the following:

- To provide a basis for local planning.
- To provide data to support local district, National Register of Historic Places district, or individual property designations.
- To comply with environmental review requirements for a project under Section 106 of the National Historic Preservation Act.
- To achieve and maintain Certified Local Government (CLG) status.
- To develop heritage tourism initiatives.
- To provide information for thematic studies.
- To provide a permanent record for the future.



Demolition for Capitol Commons Project, Lansing

Local Planning

In this age of rapid and fundamental change, Michigan's citizens are increasingly concerned about the quality of life in the places where they live and work. Change seems inevitable and often uncontrollable. The qualities and features of our communities, which we value and which give them their character and make them enjoyable places in which to reside and work, are eroded or relentlessly threatened.

Historic preservation is one tool that can be used to begin to influence the character and scope of change and mold it in a direction the community views as positive. The incorporation of preservation into local long-term planning requires information about the community's historic resources and their

significance. A survey of above-ground resources is a means of gathering this data and putting it into a useful format for planning purposes. It allows the community to take stock of its historic assets as part of the long-term goal of preserving and using them to enhance the community's quality of life. Having the data helps communities plan ahead and avoid "eleventh hour" controversies regarding the preservation of historically significant properties.

Historic District Nominations and Study Committee Reports

The preparation of nominations for listing historic districts in the National Register of Historic Places requires site-specific information on all properties within the proposed district boundaries. Surveys carried out in connection with the proposed designation of historic districts under the Michigan local historic districts enabling act, Public

Act 169 of 1970, as amended, must also provide site-specific information on all properties in proposed districts. The documentation gathered in the initial survey process will be useful in the administration of federal, state, and local programs if the district is listed in the national register, and it will provide critical documentation for the local historic district commission as it works to maintain the integrity of a historic district. The survey information may also be used to encourage and facilitate use of the Federal Historic Preservation Investment Tax Credit, and the Michigan Historic Preservation Tax Credit available to owners of certain historically designated properties.

Environmental Review

Section 106 of the National Historic Preservation Act requires that federal agencies (or local or state agencies to whom the federal agencies delegate the responsibility) document whether or not proposed actions that rely on federal funding, licensing, or permitting will affect historically significant properties. The agencies must also assess the nature of any potential impacts on historic resources. Undertakings that typically require environmental review include housing rehabilitations and demolitions using Department of Housing and Urban Development funds; highway projects funded by the Federal Highway Administration, U.S. Department of Transportation; relicensing of hydro-electric plants by the Federal Energy Regulatory Commission; and communications tower installations licensed by the Federal Communications Commission. Federal funding agencies or those to whom the authority has been delegated will often need to conduct survey work in order to make these determinations. Documentation summarizing and analyzing the survey data, evaluation work, and the potential impact of a proposed project must be submitted to the SHPO for review. Survey work can delay projects when, as is often the case, it has to be performed at the last minute. Planning for federally funded, licensed, and permitted projects could in many cases proceed more quickly if the locations of historically significant properties were known in advance.

Certified Local Government Status

The Certified Local Government (CLG) program was established in 1980 by the federal government to promote preservation activity among local units of government. Incentives for becoming a CLG include eligibility for partial funding for carrying out an on-going survey program. CLGs may participate in a grant program to fund on-going surveys or to intensively survey specific areas. Information about Michigan's CLG program can be obtained from the SHPO.

Heritage Tourism Initiatives

Because of its positive economic impacts, heritage tourism is being widely promoted at the local, regional, and state level. Surveys are undertaken to identify historic properties and provide the information base about them for promotional and interpretive materials.

Thematic Studies

Thematic surveys are undertaken to determine the location and significance of properties associated with historic themes, such as lumbering or agriculture, or specific property categories, such as railroad and highway bridges, post offices, or Civil War memorials. Information comparable to that collected in intensive surveys is required in thematic surveys. Often, a thematic survey will result in the preparation of a national register nomination for all eligible properties within the theme or property type.

Permanent Record

While identifying and protecting historic resources are fundamental purposes of all survey projects, survey also provides an opportunity to create a permanent record of a community's or area's built environment at a particular time. Every above-ground survey project should be designed to provide high-quality information and photo images that will be useful in the future to historians and others seeking information about properties which no longer exist or have been altered.

The Michigan SHPO is part of the Michigan Historical Center. The SHPO has been working with the state's communities, regional planning agencies, and citizens to study and preserve the state's diverse heritage of above-ground resources since the office was founded in the late 1960s. Prior to that the state of Michigan recognized the importance of preserving history through the acquisitions of Fort Mackinac (and the establishment of the Mackinac Island State Park Commission to manage it) in 1895, the Fort Michilimackinac site in 1904, and Fort Wilkins in 1923, and through the Centennial Farm Program, established by the Michigan Historical Commission in 1948, and the Michigan State Register of Historic Sites and Michigan Historical Marker programs, created by Public Act 10 of 1955. The Centennial Farm and the state register/historical marker programs are today administered by the SHPO.

Michigan's SHPO was established following the passage of the National Historic Preservation Act of 1966. The act was a response to public concern over the increasing pace of demolition of the nation's historic landmarks and architecture, much of it at the hands of the federally funded Interstate Highway and Urban Renewal programs. The National Historic Preservation Act established the basic national framework for historic preservation, including the National Register of Historic Places, an expansion of the older National Historic Landmark program to include properties of historic significance at the local and state level as well as the nationally significant ones recognized by the landmark program. Under the act, the federal government provides matching grants to the states to fund state historic preservation offices that are charged with developing and managing rational and systematic programs of preservation planning in their states. Each state's program must include the tasks of identifying significant above- and below-ground historic resources, evaluating properties' eligibility for the national register and nominating eligible ones, reviewing the effects of federally licensed or assisted projects on cultural resources, and providing the state's planners and the public with data that fosters the preservation of significant historic resources.

Data from survey activities conducted over more than three decades with support from or in cooperation with the SHPO have resulted in the creation of a statewide inventory housed at the SHPO. The statewide inventory contains information, photographs, and maps for over three hundred thousand properties from all parts of Michigan. It is the state's largest repository of data on above-ground historic resources. For the vast majority of the surveyed properties, the data includes an inventory card for each surveyed property containing basic information and a black-and-white photographic print. The cards are filed by county, community, and street (census tract and block for a few of the older surveys). Locations of surveyed properties are plotted on survey maps. Survey reports provide background information on the survey areas in many cases. For most of the surveyed properties 35 mm black-and-white negatives are also available. In addition, for properties surveyed at the intensive level over the past ten years, inventory forms containing additional descriptive and historical information may exist. These intensive level inventory forms are bound into the survey reports for the areas in which they are located.

Most new inventory data over the past few years has been collected in electronic format, using the SHPO-developed Ruskin survey database program. The data will eventually be converted to ARGUS, the database program used throughout the Michigan Historical Center (the Center's ARGUS database includes records of museum artifacts, archival holdings, archaeological sites, and historic resources). Thus newer above-ground survey data in the statewide inventory currently consists of electronic property records, each with an electronic image. For more information about use of the Ruskin program, see Appendix A, the Ruskin Manual.

The statewide inventory is useful on several levels:

- Comparisons with other similar properties help define the context for evaluating any newly surveyed properties;
- The data, although not indexed at present, can serve as a resource for research in the architecture of a community or county; and

- The data can be used as a source of illustrations for publications dealing with an area's history or architecture.

Survey data in the statewide inventory reflects each property's condition at the time it was surveyed. Much of the survey data and photography is out of date, having been created a decade or more ago. That very obsolescence, however, actually makes them valuable as a unique record of what our communities — their business districts and older neighborhoods — and rural building stock looked like in the days before so much was retrofitted for energy conservation and hidden beneath synthetic

sidings. Planning for the preservation of our historic communities, neighborhoods, and rural areas should take a long term approach, and knowledge of the original character of the resources should be a useful tool in performing realistic evaluations of what original material may survive beneath modern alterations or be feasibly restored. The older data in the statewide inventory will become more and more valuable with the passage of time, enabling historians, planners, and others charged with decision-making that can affect historic resources to recognize the historic character and significance that may now be less visible.

Chapter Two
SURVEY PLANNING



Huron City

Most surveys are initiated by communities in response to specific issues or circumstances. While one or two people may come up with the idea for a survey, planning for one should become a group activity that involves the various constituencies within the community that may be affected by or interested in the project and its results. In fact, survey planning should involve as broad a range of appropriate experts and interested parties as the community can muster. A planning committee should be established that includes people other than those who want to work directly on the project. It should also include:

- representatives of community organizations that can be helpful or that will need to be brought on board to ensure that the results will be accepted by the community;
- local historians and representatives from any local historical society, historical commission, or historic district commission;
- faculty of nearby educational institutions with expertise in academic disciplines appropriate to the project and types of historic resources thought to be present;

- representatives of the executive and legislative branches of the local government;
- members of the community's or county's planning staff (planning and economic development staff may have valuable experience in crafting language for the plan and in preparing a request for proposals); and
- members of the local board of realtors, chamber of commerce, and economic development corporation.

Planning also may involve a preliminary stage of garnering community support. Fundamental to the initiation of a survey is an understanding among the community's planners and others of the value of an above-ground survey.

Planning a survey requires decisions on where the survey should begin, what is to be surveyed, who should do the work, how the survey should be publicized, and how the work will be reviewed. Each community's reasons for conducting a survey are unique, and each survey should be developed to meet the needs of the community, while following the basic guidelines outlined in this manual.

THE SURVEY PLAN

A survey project should always begin with development of a formal, written plan for the project. This should clearly define why the survey is being undertaken and identify concrete goals to be accomplished. The survey plan may include short- or long-term goals or a combination of both. A clear definition of goals is key to the success of the project because it will help determine the survey design — where survey activities will take place, what will be surveyed, what level of research will be performed, who will do the work, and how the community will be notified of the project and kept informed of its progress. The explanation of survey goals should include a description of the activities, programs, and priorities that survey sponsors want to influence or implement when the survey is com-

pleted. The plan should also include a description of the survey area, the types of properties that will be included in the survey, the level of research and documentation that will be required, who will do the work, and the time frame. For large areas where the budget is limited, any plans for phasing the survey over time should be identified. Priorities for accomplishing the various survey phases should be recommended in the plan. Persons charged with developing the plan for a survey should review the Standards for Identification and Evaluation in the *Secretary of the Interior's Standards for Archaeology and Historic Preservation* (36 CFR 61). The Standards are available from the SHPO.

WHERE TO SURVEY: DETERMINING BOUNDARIES

Parameters to be considered in selecting survey area boundaries should echo the evolutionary history of the area to be surveyed and reflect the project's short- and long-term goals and the funding

available. Survey boundaries typically encompass:

- An entire city, village, or township from border to border;

- A community's historic core, the central area containing the great majority of properties forty and more years old;
- One or more specific neighborhoods or areas, such as the central business district or an old residential neighborhood; or
- Areas already defined for national register or local district designation.

Survey boundaries need to be carefully defined so they are large enough to include all properties that appear to relate historically to the area being surveyed. Survey boundaries should never just coincide with modern boundaries that have little or no bearing on historic development. For example, surveys should not be based on the boundaries of neighborhood associations or on HUD boundaries, such as Neighborhood Strategy Areas. For surveys covering areas outlined by non-historic boundaries, the survey area should be expanded beyond the initial area to at least encompass the rest of the historically related area as best as can be determined. This procedure helps to ensure that later surveys in adjoining areas do not abridge the usefulness of, or even invalidate, the results of the originally proposed

survey work conducted within the area defined by non-historic boundaries.

Survey boundaries should also not be overly fragmented. Surveying a series of small, discontinuous areas should be avoided. Such surveys are inefficient, and they pose evaluation problems because, inevitably, a wider context is needed for accurate evaluations of significance. Instead, broad areas based on historic parameters should be selected for survey boundaries.

Survey boundaries should also be large enough to encompass all of the properties that need to be surveyed to accomplish project goals. For example, to facilitate the eventual definition of historic district boundaries, a survey of a central business district should include blocks at the edges that may contain only a few older commercial buildings so that it can be certain that all the buildings that should ultimately be in the district have been considered. The survey of a highway corridor passing through an agricultural area should encompass entire farms on both sides of the road, rather than just the buildings and structures fronting directly on the road.

PHASING SURVEYS

For some surveys, the large size of the survey area, the number of properties to be surveyed, or a level of funding inadequate to accomplish the entire task in one campaign may suggest phasing the survey over two or more years. Developing a phased approach to surveying a community should be part of the initial survey planning. Logical areas should be defined and priorities for their survey should be established. In general, areas where potentially historic properties are the most threatened — such as areas undergoing development and

declining neighborhoods — should be targeted first, and more stable areas scheduled for survey later on.

In some surveys it makes sense to approach the overall survey area thematically if the result will not be too fragmented. Thus, the community's residential areas might be surveyed first, with its commercial areas, industrial properties, and parks and cemeteries being surveyed later. This method works best in communities that have developed in fairly clear zones of housing, commerce, industry, etc.

WHAT TO SURVEY

A fundamental issue in planning for an above-ground survey is determining what properties to document. This determination should be guided by the purpose for which the survey is being carried out tempered by the need to complete the project within a defined, limited budget. Those planning the survey should take into consideration the size of the overall area to be surveyed. Is it an entire

village or city? Is it a large area or a relatively small area, such as a potential historic district? The types, extent, and concentration of apparent potentially historic properties should be considered. These factors will suggest where and on what to focus survey activities in order to obtain the most information within the available budget. The two standard approaches to surveying historic above-

ground properties are:

- to survey everything, regardless of age, within the survey boundaries; and
- to survey everything over forty years old within the survey boundaries

Surveying everything within the survey boundaries is the ideal approach for all survey areas regardless of size, but this may be impractical because of cost. Municipal governments and other funding agencies will question the value of surveying concentrations of modern properties around the community's edges unless the survey is to be used for other purposes, such as property assessments, as well. Surveying everything is most appropriate for small-scale surveys of several hundred or fewer properties in areas containing a concentration of "older" properties forty or more years old.

Surveying only the properties forty years old and older is appropriate in certain circumstances, as noted below. The reason for using forty years as the age criterion rather than fifty, the minimum age requirement for national register designation, is that forty years will help ensure that the survey results remain valid for at least ten years. After that, the survey may need to be updated.

Survey projects will often require using different approaches in different areas. The following are recommended approaches for different types of survey areas:

- **Urban Areas.** Some portions of urban areas may contain blocks, neighborhoods, or other large or small concentrations of more than forty-year old properties, while other areas contain only scattered properties of that age. All properties should be surveyed in those parts of urban areas containing concentrations of forty-year-old and older properties. For areas containing only scattered properties forty-years-old and older, surveying only the forty-plus-year-old properties would be an appropriate technique.
- **Potential Historic Districts.** Surveying everything regardless of age is essential within potential historic district areas. Nomination materials for a national register district will require an inventory of all buildings, sites, structures, and objects in the district whether or not they make any historical contribution

to the district. Historic district study committee reports for the establishment of local districts under Michigan Public Act 169 of 1970, as amended, should contain the same level of information on contributing (historic) and non-contributing (non-historic) properties both to serve the historic district commission's ongoing need for information about each property under its jurisdiction and because of the ever-present possibility of legal challenges. A complete survey is the only way to obtain this information for the report.

- **Rural Areas.** Rural areas sometimes contain small hamlets and crossroads settlements containing concentrations of forty-year-old and older properties. All properties in such settlements, regardless of age, should be surveyed. In general, other rural properties should be surveyed only when they are forty or more years old. An exception is a potential rural historic district containing a concentration of farms that together appear to possess significance in terms of agricultural, ethnic, architectural, or other history. Within the broad boundaries of such areas, all properties, regardless of age, should be surveyed.
- **Suburban Areas Developed Since World War II.** Suburban neighborhoods and subdivisions developed during the 1940s and 1950s merit the same attention given older properties. What to survey can be determined on a neighborhood or subdivision basis. In neighborhoods or subdivisions in which most properties are forty or more years old, all properties, regardless of age, should be surveyed. In neighborhoods and subdivisions that were platted more than forty years ago but where little development took place before the early 1960s, surveying just the individual forty-plus-year-old properties may be sufficient.

In all survey projects, the areas in which all properties will be surveyed should be clearly defined at the beginning of the project, if not in the planning stages, in order to avoid any potential disagreements at the conclusion of the project concerning the scope of work to be accomplished.

Surveying Properties Which Have Lost Substantial Integrity

The cost of survey work may be somewhat reduced by not surveying forty-plus-year-old properties that have lost much of their historic character. The national register criteria and local criteria based on them require properties not only to possess historical significance but also to retain a strong measure of their historic appearance and character, a quality the register terms *integrity*. The argument for omitting these properties is that they, by definition, will not meet the requirements for historic designation and may not even be viewed as contributing to a district's historic character.

In fact, omitting these properties from the survey is more often than not false economy. These properties help establish the overall context, in terms of property type, form and style, and historical associations, within which the surveyed properties are evaluated. In the case of potential historic districts, omitting properties that lack integrity will leave an incomplete database which, in the case of national register districting, will have to be made complete before the national register designation can be obtained and, in the event of local districting,

will frustrate the local historic district commission every time it has a project involving one of the properties that was not surveyed. A final major pitfall of this approach is that some properties that are historically very important and worthy of preservation efforts by the community may be missed because they *appear* to lack integrity.

Surveying Deteriorated Properties

Properties that have been abandoned or suffer from inadequate maintenance are present in virtually every survey area. Often it is the oldest and sometimes the most historically significant properties that have been abandoned or neglected because the cost of maintaining them is thought to be more than they are worth from an economic standpoint. These properties often actually retain a *higher* level of integrity than properties that have been regularly maintained because routine maintenance tends to encompass alterations as well as repairs. Condition should not play a role in determining whether or not a property should be surveyed. No property should be excluded from a survey because it is in a poor state of repair.

BROAD TYPES OF HISTORIC PROPERTIES

It should be a goal of the survey project to document the full range of types of historically significant properties present in the survey area. Historic resources come in many forms — some of them not so obvious. The national register recognizes five general types of historic properties — buildings, sites, structures, objects, and districts — all of which will be present in nearly all survey areas. National Register Bulletins 16A and 24 define these broad types as follows:

Building: A *building*, such as a house, barn, church, hotel, or similar construction is created to shelter any form of human activity. *Building* may also refer to a historically and functionally related unit, such as a courthouse and jail or a house and barn. Examples include stables, sheds, garages, courthouses, city halls, social halls, commercial buildings, libraries, factories, mills, train depots, stationary mobile homes, theaters, schools, and stores.

Site: A *site* is the location of a significant event, a prehistoric or historic occupation or activity, or a building or structure, whether standing, ruined, or vanished, where the location itself possesses historic, cultural, or archaeological value regardless of the value of any existing structure. Examples commonly encountered in above-ground surveys include estate and other grounds, gardens, ruins of historic buildings and structures, cemeteries, parks, and designed landscapes.

Structure: The term *structure* is used to distinguish from buildings those functional constructions made usually for purposes other than creating shelter. Examples include bridges, tunnels, dredges, fire towers, canals, dams, power plants, water purification and sewage treatment plants, water towers, corncribs, silos, roadways, windmills, grain elevators, kilns, railroad grades, systems of roadways and paths, boats and ships, railroad locomotives and cars, carousels, bandstands, gazebos, and aircraft.

Object: The term *object* is used to distinguish from buildings and structures those constructions that are primarily artistic in nature or are relatively small in scale and simply constructed. Although it may be, by nature or design, movable, an object is associated with a specific setting or environment, such as statuary in a designed landscape. Examples include sculpture and statuary, monuments, fountains, fences and streetlights.

District: A *district* possesses a significant concentration, linkage, or continuity of sites, buildings, structures, or objects united historically or

aesthetically by plan or physical development. Examples include college campuses, central business districts or other commercial areas, residential areas, industrial complexes, civic centers, rural villages, large farms, ranches, or estates, and large landscaped parks.

For more information on these terms, see National Register Bulletin 24, *Guidelines for Local Surveys: A Basis for Preservation Planning* (page 1), and National Register Bulletin 16A, *How to Complete the National Register Registration Form* (page 15), both available from the SHPO.

COMPLEX PROPERTIES

Many historic resources such as parks, cemeteries, farms, mill and factory complexes, and, sometimes, residential properties are complex properties that contain a variety of individual historic features. For example, the property associated with a house may also contain a fountain, ornamental fencing, a birdbath, and outdoor fireplace that are also historic features of the property. In an **intensive level survey**, the property as a whole *and* each of its historic features should be surveyed. At the **reconnaissance level**, it may be appropriate to survey the entire property and the *key* historic features *only* rather than each and every historic element of the property. If the property is later scheduled for intensive level survey, the remaining historic features should then be surveyed.

The following property types commonly require this additional level of attention:

Houses and Grounds: Often even relatively small residential properties contain subsidiary buildings such as garages, carriage house/stable buildings, and chicken houses, as well as other features such as ornamental fencing or outdoor fireplaces. The planning for a survey should include establishing standard parameters for which of these subsidiary features to survey and under what circumstances. Ideally a survey will record all of these features — the survey certainly should if the data will be used for a local historic district where work involving all such features will be subject to review — but the survey strategy should make sense from the standpoint of value for money spent. Surveying a great number of modern garages may be pointless except

when the survey is to be used for a local historic district. For surveys other than for local historic districts, surveying forty-or-more-year-old garages may make sense, and surveying unusual garages — for example, ones that match the style and finishes of the houses with which they are associated — is important. Old carriage house/stable buildings should always be recorded. For complex properties containing a number of forty-or-more-year-old features, all features, regardless of age, should be surveyed.



Matching house and garage, Highland Park: Both merit survey

Estates: Larger residential properties with landscaped grounds may contain a great number and variety of historic features, including buildings, gardens, sculpture, fountains, swimming pools, ornamental walls and fencing, gates, gazebos, and more. All such properties meeting the survey's age requirements should be surveyed and the individual features should also be surveyed.

Farms: A farm commonly consists of a farmstead area containing houses, barns, and other outbuildings plus the remainder of the farm property, which may include a combination of features such as crop and pasture areas, woodlots, and orchards and gardens. Additional buildings such as a hay barn or cluster of worker housing may stand outside of the main farmstead area. Other elements such as fencing and vegetation may also be important to an understanding of the property.

A survey of a farm property should attempt to provide information on the entire property, including a comparison of the current and historic patterns of land use and physical layout as far as it can be determined, and provide information on all the buildings, structures, and other component features. The list of property types associated with agriculture (see Appendix B, Ruskin Term Lists) will be useful as a guide to the kinds of features that should be surveyed to thoroughly document the farm property. If a farm is included in the survey, *all* of its features, regardless of age, should be surveyed.

Governmental Complexes: All governmental complexes meeting the survey's age requirements should be surveyed. Many governmental complexes are comprised not only of an original building, but also of subsequently built wings and additional buildings. The grounds associated with many of these buildings also contain monuments, flagpoles, and other features. If the governmental complex as a whole meets the survey's age requirements, all features associated with it should be surveyed.

Churches: All church buildings meeting the survey's age requirements should be surveyed. Churches rarely stand alone. Almost always they form complexes that contain such diverse elements as educational buildings or other additions to the main church building, parsonages or rectories, church schools, teachers' residences, and cemeteries. The whole may be fronted by ornamental fencing

or a gate. All of the various components of such church complexes should be surveyed.

Cemeteries: All cemeteries within the survey area meeting the survey's age requirements should be included. Ornamental walls or fencing, gates, office buildings, sextons' quarters, any family and public mausolea, grottos and calvary depictions, war memorials, and monuments and memorials of unusual design or special artistic character should also be surveyed individually.

Parks: All parks within the survey area meeting the survey's age requirements should be surveyed. Ornamental walls or fencing, gates, office or other buildings, monuments, ornamental pools and fountains or other historic landscape features, such as gardens and plantings that are part of a landscape plan, gazebos, playground areas, swimming pool complexes, stadia and other sports facilities, and all other man-made features should be surveyed.

Factory and Mill Complexes: All such complexes that meet the survey's age requirements should be surveyed. Individual buildings plus related structures such as dams, power canals or flume systems, powerhouses (or remains of them), water towers, and important landscape features should be surveyed individually.

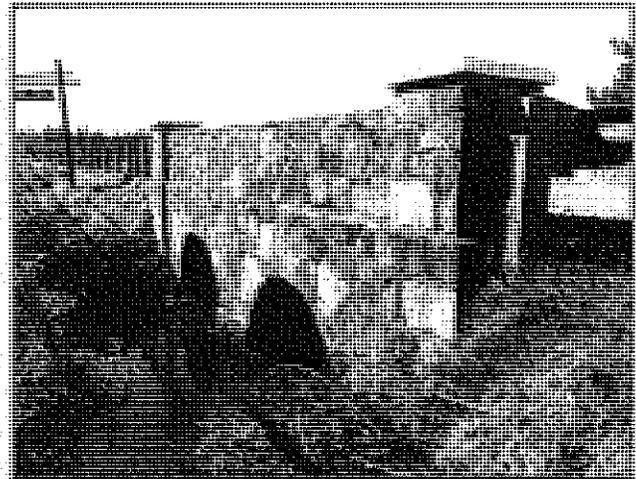
Utilities: This includes such facilities as water purification and sewage treatment plants, pumping stations, and systems; hydro-electric and other electrical-generating plants and substations; and steam-heating plants and systems. Each entire facility that meets the survey's age requirements overall should be surveyed and each component building, structure, and other feature, regardless of age, should be surveyed. The survey should include any historic landscape features present.

WHAT ABOUT?

During your survey you will inevitably have questions about what features should or should not be surveyed. Here are a few examples:

Road and Walkway Infrastructure: Intact, well preserved examples of streets or sidewalks surfaced in materials not commonly seen today, such as streets or sidewalks built of paving brick, and old examples of public staircases, such as those that connect segments of a street separated by a steep slope, should be surveyed. Old retaining walls or structures built of stone, concrete cribwork, or other obsolete materials should be surveyed. Surveyors should be on the lookout for surviving elements of old infrastructure such as stone curbing, old street lighting standards, horse watering troughs, mounting blocks, and hitching posts. Care should be taken to survey unusual structures. Ordinarily modern roads and streets, sidewalks and pathways, staircases, and retaining walls or structures do not merit inclusion in a survey.

Bridges: While many if not most of Michigan's older public highway bridges have been surveyed in statewide highway bridge surveys, some local highway bridges, particularly ones no longer in highway use, may have been missed. The SHPO can provide a list of previously surveyed bridges within the survey area. Older or unusual highway culverts such as fieldstone, brick, or concrete arch structures should be surveyed. Older pedestrian bridges such as structures in parks or connecting schools with playing fields or surrounding neighborhoods should be surveyed. Comparatively few railroad-related structures have been included in past survey efforts. Older railroad bridges, including any stone and concrete-arch culverts, should always be surveyed.



Highway Culvert, Kalamazoo County

Trees, Boulders, and Other Natural Features: Ordinarily individual trees, groves of trees, boulders, or other natural features should not be surveyed. However, when they are directly associated with historic events — not merely planted or placed at the site to commemorate them — they should always be surveyed. Examples of historic trees include treaty trees; the witness trees the original surveyors of Michigan used to describe corners of sections or quarter-sections; and trees associated with specific persons or events, such as the Curwood Tree in Owosso under which James Oliver Curwood worked on many of his stories. Examples of boulders include ones associated with treaty signing sites, such as White Rock in Sanilac County, and Big Rock, in Montmorency County, a local landmark after which a nearby hamlet was named.

Mobile-Home Parks/Manufactured Housing Developments: Forty-plus-year-old mobile-home/manufactured housing developments may possess significance in terms of landscape design, social history, and architecture. Developments established forty and more years ago that retain their original layout and a substantial number of mobile/manufactured homes apparently dating from their early years should be surveyed. The survey should gather information on the development's layout and early history. Housing and other buildings and features dating from the development's early years should be surveyed. In parks where the majority of homes date from the development's early years, it may be appropriate to survey all homes regardless of age.

WHAT LEVEL OF RESEARCH?

A fundamental issue to be resolved in planning surveys is the level of historical research that will be required. The level of effort devoted to property-specific historical research is the primary difference between a **reconnaissance level survey** and an **intensive level survey**.

In a **reconnaissance level survey**, the historical information that will be collected about individual surveyed properties will generally be only that which is readily available from looking at the property itself and from published sources and information provided by owners and other informants encountered during the field survey. A reconnaissance level survey provides a preliminary look at an area's historic resources, which makes it possible to focus intensive level survey efforts on the most worthy resources. Thus a reconnaissance level survey of a larger area may serve as a preliminary step to an intensive level survey of a much smaller number of resources. A reconnaissance level survey should *never* be seen as more than the first step in a more comprehensive survey program.

An **intensive level survey** requires historical research on each of the surveyed properties. For *all*

surveyed properties, basic sources of information, in addition to those generally used for reconnaissance level surveys, will be used. For those properties that appear to possess a high level of historic importance for the survey area, a higher level of research effort, including research in such sources as tax records, land records, and newspapers, may be required. This level of research will be required in order to provide the historical background on individual properties necessary for making evaluations of eligibility for the National Register of Historic Places or other forms of historic designation. Every survey program should include an intensive level, property-specific research component.

Beginning the survey project with a reconnaissance level survey of the entire survey area and following it up with an intensive level survey of those areas and individual properties that appear to merit the additional research is an efficient and cost-effective approach to obtaining the types of property-specific historical background data that is essential for informed decision-making concerning historic properties.

STAFFING A SURVEY

The number of personnel involved in a survey is dependent on the size and complexity of the project. Small projects may be done by a single person, while the largest surveys may require an entire team. Often, two people working together are sufficient to complete the job. In surveys being completed by a team of surveyors, one person should serve as project manager and be responsible for successful completion of the survey.

The individual responsible for professional components of the survey should meet the federal professional qualifications for historians and architectural historians, and should be able to demonstrate a substantial degree of familiarity with American and Upper Midwestern history and architectural history. It may be impossible to find one person who meets both qualifications; in that case, the project team should include two people who, together, meet the qualifications. People with specialized expertise in subjects such as engineering

and technological history, agricultural history, or landscape design history should also be involved, as needed, to provide an understanding of all resources in the survey area. For the federal professional qualifications for historian and architectural historian, as specified in the *Secretary of the Interior's Guidelines for Historic Preservation Projects*, see Appendix D of this manual.

Placing the survey project under the direction of a project manager with adequate expertise and professional and organizational skills is key to the successful completion of the survey project. Thus the project manager should be selected with care whether that person is a professional consultant or a local volunteer. The person should be selected on the basis not only of appropriate historical and architectural history expertise as defined above but also of solid experience in surveying above-ground historic resources. Good historical research and writing skills are important. Samples of historical

written materials based on historical research should be sought from project manager candidates and reviewed for both content and presentation. Candidates should also be evaluated for their abilities to organize and manage the project through to a successful completion within the available time frame. People skills are a valuable commodity in working with team members, any volunteers, property owners, public officials, and members of the public.

Contracting for Surveys

A few communities will find themselves in the fortunate position of having persons with the requisite background, experience, and management skills take on their surveys as volunteer projects, but most will need to contract for some or all of the work. The SHPO maintains a list of consultants interested in survey work who meet the basic federal qualifications for historian and/or architectural historian; it is updated frequently and will be provided upon request. This list should not be considered all-inclusive; there may be other consultants in your area who are not listed. It must also be emphasized that inclusion in the list is not a guarantee of high-quality work, and credentials and experience should be reviewed and references consulted.

Survey sponsors seeking consultants for survey work should develop a Request for Proposals (RFP) for the project. A clear RFP, with work and work products explicitly stated, helps consultants prepare more accurate budgets. If the work program is vague, consultants may have to compensate by pricing for unknown or unclear aspects of the work, and disagreement over the expected products may result at the end of the project. It is a good idea to request the SHPO's survey or national register coordinator to review the RFP before it is sent out to consultants.

The RFP should define the work program and products as fully as possible. It should clearly and thoroughly define:

- The work the consultant is expected to perform;
- The products — including the number of copies — to be provided at the end of the project;

- The boundaries of the survey area, clearly defined in writing and illustrated by a map or series of maps;
- The expectations for the level of property-specific research, including what sources of information the consultant will be expected to use for *all* properties, and what additional research will be required for a specific number of apparently more significant properties, if that information is available;
- The total number of properties to be surveyed and a breakdown of the numbers by level of research, if possible;
- The time frame within which the project must be completed;
- Services or materials that may be provided to the consultant at the consultant's request; and
- Expectations for meetings the consultant will be expected to attend or presentations the consultant will be expected to make.

The RFP should clearly define the information that consultants must submit in their proposals, including:

- A thorough description of the work to be performed and the final products to indicate whether or not consultants have a clear understanding of what will be required;
- A plan of action for accomplishing the work. This should include a breakdown of the work by components and personnel and a schedule with time frames for each component;
- Educational background and related work experience of the personnel who will be assigned to the project; and
- Writing samples for personnel involved in preparing the report.

Finally, the RFP should specifically list the criteria against which proposals will be evaluated. The criteria should award points or credit to proposals that demonstrate:

- A solid understanding of the work and products required;
- An adequate program and realistic time frames for successful completion of the project; and

- Personnel with the necessary educational background and work experience.

Cost is obviously an important consideration, but no proposal should be considered unless it fully meets the evaluation criteria set forth above.

See Appendix E for sample Work Program and Products sections for RFPs.

Using Volunteers

Some survey projects have been carried out entirely as volunteer projects, and volunteers can certainly assist in specific tasks such as the field survey work and property-specific research. Using volunteers in contracted survey projects, however, should be done with caution and a clear knowledge

of the dedication of the volunteers. The SHPO's experience has been that volunteers are sometimes not sufficiently motivated to carry out assigned tasks within defined deadlines.

Advisory Board

An advisory board, comprised of local historians, planners, members of any local historic district commission, and interested citizens, can be an asset in a survey. The board can suggest resources for research, people to interview, and collections of information — in general, provide helpful information. A valuable role of the board is to be an emissary of good will during the survey and an advocate for its use after it is complete.

SURVEY PUBLICITY

Surveys can, and should, generate a spark of public interest that can translate into new or renewed interest in the community's history and cultural resources. For that to happen, a program of publicity and outreach needs to be a part of every survey project. The community needs to know what will be surveyed and where, when the survey will begin and end, survey procedures, and the benefits of the survey. At a minimum, two public meetings should be held during the course of the survey, one at the beginning of the project and another near the end, but at a point where eligibility and other recommendations can be presented to the public at the preliminary stage.

Public education and outreach should be components of the survey project. These efforts

might include workshops, the publication of brochures, special programs such as poster contests, or the preparation of curriculum materials. Such activities become vehicles for piquing the interest of the media and community organizations, which have the potential to become partners and advocates. The regular issue of press releases can keep the survey on the front burner. A well-informed public that knows where to offer information can be an asset in the research phase of the project. Awareness of the survey while it is being completed can translate into genuine preservation efforts and educational activities. Specific outreach, publicity, and public education tasks and who will be responsible for them need to be clearly defined at the beginning of the project.

STRATEGIES TO ASSURE SAFE AND LEGAL SURVEYS

The following procedures should be followed by every participant in the survey to assure good public relations and personal safety:

- Surveyors should notify the local police or sheriff's department, preferably in writing and at the outset of work, to let them know approximate dates and areas of survey activity.
- Surveyors should not step onto private property unless property owners agree and, preferably, are present.
- All photographs should be taken from the public rights-of-way, unless owners provide

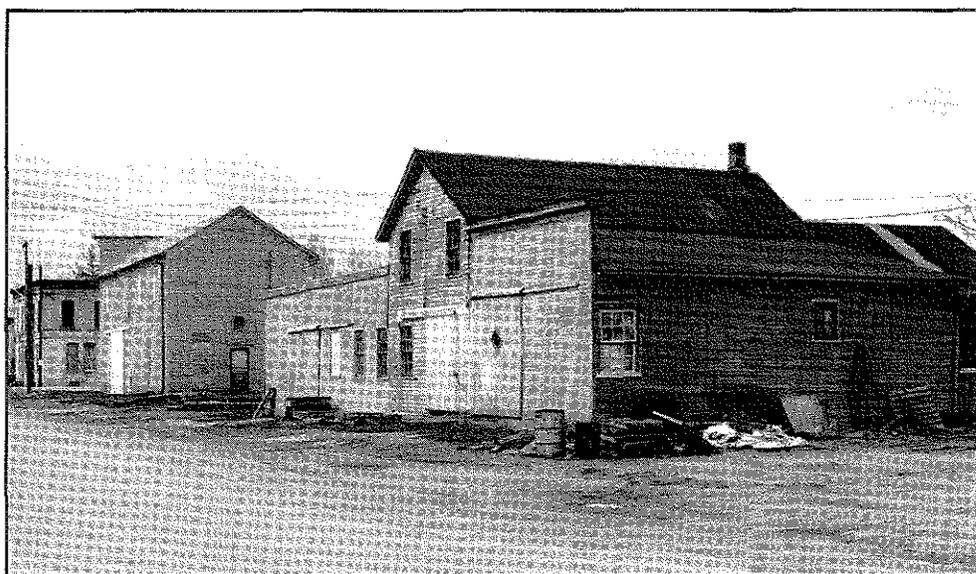
permission to enter the property.

- Surveyors should work in pairs for security.
- Suspicious or aggressive activity, such as people following or harassing surveyors, should be reported to law enforcement agents. If threatened, surveyors should leave the area. If challenged to not survey a property, they should pass it by. They can try to come back when the owner is not present, if the survey sponsors insist on the property being surveyed.

In planning a survey project, a process for thorough review of the survey materials at several points in the process should be established and adequate time frames for it allotted. A first review should take place when printouts of the inventory forms, mapping, and the historical overview have been completed. A second review should take place when the survey products are considered complete by the survey team. A final review should take place if problems are discovered at the time of the second review. At each review, the materials should be reviewed not only for completeness and accuracy but also for format and style. As part of the second review, eligibility and other recommendations should be reviewed so that,

if possible, they can in the final version of the report reflect a consensus of opinion on the part of the report authors and members of the community. Knowledgeable local historians; members of the historical society, historical commission, or historic district commission; representatives of the local government such as planning staff members; and SHPO staff should all be invited to participate in review of the survey report and other products. For the reviews, all textual material should be polished and free from typos so that reviewers are able to concentrate on the content and not on editing issues. Three to four weeks should be allowed for each review.

Chapter Three
BEGINNING THE SURVEY



Streetscape, Fowler

Documenting historic resources, describing historic architecture, and researching the general historic background of the survey area, historic themes pertinent to it, and the histories of specific properties are fundamental components of an above-ground survey. Evaluations of the significance of surveyed properties are dependent on accurate descriptions and thorough research.

This manual provides standardized survey methodologies for documenting above-ground resources, designed to provide an adequate level of documentation for informed decision-making about historic significance. Survey projects generally comprise nine basic tasks within four primary work components. They are:

Field Work

- Recording locational and descriptive data on each property
- Photographing properties and context views
- Mapping properties' locations

Research

- Researching the survey area's general history and historic themes
- Researching the histories of individual properties

Evaluation

- Evaluating the significance of each property
- Identifying and documenting potential historic districts

Report Preparation

- Completing Ruskin records
- Preparing a survey report

The survey project needs to be organized to perform these tasks in a logical and efficient sequence. There is no one "right" order for carrying out these tasks. Typically, the field work is

begun near the outset of the project. The weeks just before the foliage comes out in the spring and just after it drops in the fall tend to be the best for survey photography. Surveying in the winter should be avoided, if possible, because snow, on the one hand, and harsh contrasts of light and shadow on sunny days, on the other, obscure important details in the properties being surveyed. In the summer, abundant foliage on older residential streets can force the photographer to play peekaboo with the properties being surveyed and prevent photographs from being shot that adequately depict them.

Survey sponsors should plan their projects to provide adequate time frames so that survey photography can be performed during the optimal seasons.

Researching the survey area and community's early history and historic themes is generally begun at an early stage in the project, and performing this research at the beginning of the project, even before the field survey work, has the benefit of helping the surveyors understand the physical development of the survey area and the history the surveyed properties represent and illustrate. Research into the histories of individual properties generally follows the field survey work. The evaluation process, identification and documentation of any complex properties and districts, and report preparation are the last tasks to be completed.

A primary product of the survey is a detailed record for each of the surveyed properties. The SHPO's Ruskin electronic survey database program provides a format for recording and presenting data on historic properties that will provide adequate information for evaluating the historic significance of the surveyed properties. Ruskin can be used with standard photography or electronic imaging. The program is available free of charge from the SHPO. System requirements and instructions for the use of Ruskin will be found in Appendix A.

BEGINNING FIELD WORK

An important early step is to obtain maps of the survey area that can serve both to locate properties for purposes of the field survey and as base maps for creating the final set of survey maps. The more detailed the maps, the more useful they will be both from the standpoint of precisely locating the

surveyed resources and assisting users of the survey materials in their comprehension of the survey area's historic resources. In cities and villages, maps illustrating all streets and current property lines and/or building outlines may be available from municipal offices or, perhaps, from regional

planning agencies. Where this is not the case, the possible use of Sanborn or other fire insurance maps should be investigated. It might be possible to scan these maps and annotate them to serve as survey maps. In some cases useable base maps may not be available, and it may be up to the surveyors to create maps from scratch.

For more rural areas, county and township governments may be able to provide township maps illustrating tax parcels, but United States Geological Survey (USGS) maps — the most current 7.5 minute series maps should be used — and township maps from county plat books may be the only available base maps in many cases. It may also be possible to use aerial photographs in creating computer-generated maps.

At the outset of the survey, the surveyors should develop a strategy for covering the area to be surveyed that makes the process as efficient as possible while ensuring that all appropriate properties are surveyed. Confusion and back-tracking can be avoided if streets and roads are traversed in a logical order. There is no formula

that works for all survey areas, but each survey should begin with a “plan of attack” in mind. Sometimes, as the streets are traversed, another method proves to be more efficient, and the surveyors should be open to changing tactics.

Surveyors recording site specific data or taking photographs should always be on foot. Never attempt to do these tasks from an automobile. This holds true for all survey areas, rural, urban, and suburban. Each property can be seen at a closer range and in greater detail, and the photographer will have the ability to pick the best viewpoints for photographs. Surveyors usually find it convenient to drive a car to a strategic point, walk within range of it, then move the car farther on.

Two people usually can do a survey much more efficiently than one. The pair will develop a method to share the tasks that suits them, but, generally, if one person is taking photographs the other can be recording data and mapping. The division of labor will depend on whether both field workers are qualified, or if one is an assistant being supervised by the qualified surveyor.

RECORDING DATA IN THE FIELD

Field survey is the first step in creating a complete record for each surveyed property. Field survey will provide locational and descriptive information, and perhaps some historical background obtained by informants encountered while surveying, about each property that will ultimately form part of the record for the property. Prior to beginning work, surveyors should review the list of fields or data categories and the instructions for each in the Ruskin manual. They should especially review the instructions and pick lists for those fields that can only or best be completed during the field survey stage of the survey project. The appropriate fields to use in the field survey will generally be the following:

- Address fields (number, direction, street)
- City/Village or Township (if survey includes more than one)
- Survey Date and Surveyor
- Historic Name/Common Name
- Date Built
- Architectural Style
- Descriptive Notes

- Other Buildings/Features
- History
- Comments
- Photo Info (roll and frame number and/or electronic image file number)

Using the Ruskin program during the field survey phase is *not* recommended. Using Ruskin for field data gathering will be cumbersome, and also time-consuming, because of the need to cursor down through a series of screens for each property surveyed. The car dependency resulting from using a laptop computer in the field to store the Ruskin data will also tend to inhibit surveyors from making the thorough inspections of properties that can only be made on foot.

Surveyors typically use paper survey forms and clipboards for the field survey and enter the data into Ruskin later. For maximum efficiency, the paper form should be set up with the appropriate fields and following the sequence of the Ruskin screens and fields. **See Appendix C for a sample field form you may reproduce.**

Another possible field data recordation technique

involves the use of a portable, hand-held data recorder such as is used for taking inventory in grocery stores and by building inspectors on their inspections. For such devices to be useful, they should possess the following capabilities:

- Ability to translate data from the recorder into Ruskin or into Access for conversion into Ruskin;

- Ability to use pick lists to improve the speed and accuracy of data collection; and
- Flexibility to allow for the entry of field notes.

DEVELOPING RUSKIN PROPERTY RECORDS

The data gathered in the field survey will be used to create *property records* in the Ruskin survey database program for all of the surveyed properties, including complex properties and districts. Each property record in Ruskin consists of a series of fields on seven screens.

Property records constitute the basic written documentation of surveyed properties. Each record will contain locational, descriptive, and historical information, as well as an evaluation of the property's historic significance.

A separate *property record* should be created for each of the following types of surveyed properties:

- Individual, single-resource properties, such as a house standing alone on its property;

- Individual components of complex properties, such as residential properties with components in addition to the main house, estates, farms, mill and factory complexes, church complexes, cemeteries, and parks (see the discussion on surveying garages under **COMPLEX PROPERTIES** in the **WHAT PROPERTIES TO SURVEY** section of Chapter 2);
- Each complex or district as a whole.

See Appendix A for instructions for operating Ruskin and completing the Ruskin fields.

PHOTOGRAPHING PROPERTIES

Every property included in the survey, including each building and other surveyed feature in a complex property or district, requires at a minimum one high quality image that shows as much of the property as possible. To maximize coverage in one view, photos should be taken from an oblique angle, far enough away to provide some sense of setting, but close enough for architectural or other details to show. Photographs should be clear enough to show a building's siding material distinctly.

For complex properties and districts, depending on their size and complexity, one or more general site or streetscape views should be provided (see **COMPLEX PROPERTIES** section of **WHAT PROPERTIES TO SURVEY** in Chapter 2). Generally, for complex properties and districts containing:

- 20-50 properties, 4-10 general site or streetscape views should be shot (in addition to the image for each property).



All praise to the photographer! Sharp details, front and side illustrated, sunlight on both facades, no perspective distortion.

- 50-250 properties, 4-15 general site or streetscape views should be shot (in addition to the image for each property).

- 250-1000 properties or more, 15-30 general site or streetscape views should be shot (in addition to the image for each property).

Suggestions for Improving Photography

- The view should depict the entire resource; cutting off the top of the roof or one end of the building should be avoided, if possible.
- Perspective distortion should be minimized. The camera should be held as close to level as possible. Avoid using a wide-angle lens unless it can be held level. If possible, use a perspective corrective (PC) lens.
- Avoid photographing directly into the sun and also photographing when the property is in deep shadow. It is often necessary to shoot opposite sides of the street at different times of the day to obtain good quality images of all of the properties.
- Avoid signs, cars, people, trees, and poles in the foreground, as much as possible.
- Lens filters and shields should be used to minimize glare.
- Use imagination in finding the position that will allow the best view of the property.

More tips on survey photography can be found in National Register Bulletin 23, *How to Improve the Quality of Photos for National Register Nominations*, available from the SHPO.

Photography Procedures

Most government and planning agencies, including the SHPO, are moving toward the development of electronic photo-image databases. The use of an electronic format should facilitate future use of the data by these agencies and may facilitate the survey process. Thus, the SHPO recommends that surveyors consider the use of electronic photo-imaging, fully understanding that obtaining a clear image using a reasonable amount of storage space is a complex issue. Electronic photo-imaging is useful as a substitute for standard photographs, *if the images provide the same level of detail and clarity that good-quality photographs provide.*

Photographs can be taken in the field by standard photography or electronic imaging. The photo-images can be submitted in standard photographic print or electronic image format, or in both formats.

The following considerations should govern the choice of medium for the survey photo-images:

- Standard Prints: Because of the long-term possibility of fading, color film should not be used. A fine-grain black-and-white film, such as Kodak Plus-X or Tri-X, should be used to provide the best detail.
- Electronic Images using a digital camera: Color images are highly desirable. The use of electronic imaging avoids the problem of color fading; thus color images from electronic imaging are preferred.
- Electronic Images from scanning standard photographs: The consideration here is what will be done with the negatives and prints once the photographs are scanned. If it is intended that the original negatives and prints will be retained and permanently housed in an appropriate local repository — and this should always be the plan — the concern about color film and prints fading should be the determining factor in whether to use color or black-and-white film.

Standards for Electronic Images from Scanned Photographs

Electronic images from scanned photographs should meet the following standards:

- Format: TIF, uncompressed, or BMP
- Pixels per inch: 150 ppi for 4" x 6" photographs, 300 ppi for 2" x 3" photographs
- Media: CD-ROM, ZIP or JAZ disk
- Image file naming: see Appendix A, the Ruskin manual, section VI

Standards for Electronic Images from Digital Cameras

- Format: JPG
- Image size: 1280 x 960
- Media: CD-ROM, ZIP or JAZ disk
- Image file naming: see Appendix A, the Ruskin manual, section VI

Standards for Traditional Black and White Photography

The following photography standards apply to surveys utilizing traditional photography:

- **Film:** Use a fine-grain 35 mm black-and-white film, such as Plus-X, Tri-X, or T-Max.
- **Prints:** Black-and-white glossy prints, printed on photographic paper intended for black and white rather than color prints. Prints must be either 2" x 3" or 3" x 5" in size.
- **Film Codes:** Each roll of film in the survey is assigned a number, beginning with one. To avoid future confusion when dealing with many rolls of film, a good procedure is to use the first frame of each roll to photograph a piece of paper on which the roll number and date have been written. As photos are taken, each property is assigned a photo code, comprised of the roll number and frame number (separated by a colon). If more than one photograph of a property is taken, all photo codes for that property should be recorded on the field form and, later, in the Ruskin property record.
- **Processing:** The SHPO's preference is for film to be developed into 2 x 3 inch prints but, if they are impossible to obtain, 3 x 5 inch prints are acceptable. The number of prints made of each view depends on how many

agencies or repositories are to receive original copies of the survey results.

It is important for surveyors and photographers to develop a strategy for matching the survey images to the surveyed properties. A simple but commonly used technique is for the surveyor to note on the field form, in addition to the street address, some distinctive feature that would appear in the image — an unusual characteristic of a building, a current store name emblazoned on the building, even a big nasty dog in the foreground snarling at the photographer — anything that will help clarify the property to which the image relates. If the surveyor and photographer work together at each site, it will be a simple matter, when standard photography is used, for the surveyor to record the roll and frame number on the field form. Electronic images should be downloaded frequently, ideally once or twice each day, and saved and named as per the instructions in Appendix A, the Ruskin manual, section VI.

See Chapter 7 for a discussion of how prints and negatives should be stored and where they should be deposited.

MAPPING SURVEYED PROPERTIES

The location of surveyed properties must be noted on maps that are prepared as part of the survey process. Properties are identified on maps by street addresses; if the properties have numbered street addresses, no other identification should appear on the maps. If there are no street addresses, a simple numerical system should be devised that follows some logical, easily retrievable order, such as by streets north to south or by block. Where most properties have visible street addresses, but a few do not, the surveyor should make every effort to obtain the addresses from the property owners, a municipal office, or fire insurance maps. If an

address cannot be obtained, one should be assigned by reference to the addresses of adjoining properties. The address is entered at the approximate location of the property on the map. Assigned addresses should be placed in brackets.

Base maps should be selected or developed to meet the information standards set forth in the **MAPS** section of Chapter 7. Clean copies of the base maps used for the field work may serve as the basis for the final maps or the mapping may be computer-generated. If more than one map is needed to cover the survey area, a key map should illustrate the entire survey area and its boundaries.

DESCRIBING HISTORIC PROPERTIES

Architecture should be described using appropriate terminology for architectural styles, building forms, and other characteristics. Surveyors should make use of architectural style guides, studies of specific building types, and other source material that provide background information about the architecture they are surveying. Many helpful sources are listed in the SHPO's *History of Michigan's Architecture and Landscapes: A Select Reading List* (1996). The following sources of information should prove useful for nearly every survey:

◦ **Architectural Dictionaries and Terminology Guides:**

Burden, Ernest. *Illustrated Dictionary of Architecture*. NY: McGraw-Hill, 1998. Burden and Harris (below) are both especially useful because so many of the terms are illustrated.

Gottfried, Herbert, and Jan Jennings. *American Vernacular Design, 1870-1940*. Ames, IA: Iowa State University Press, 1988. The extensive elements section, illustrating structural and decorative components, will prove very useful for most surveys, while the shorter building types section is less useful because many of the type names are not widely accepted.

Harris, Cyril M. *Illustrated Dictionary of Historic Architecture*. NY: Dover Publications, 1977.

◦ **Houses:**

Gowans, Alan. *The Comfortable House: North American Suburban Architecture, 1890-1930*. Cambridge, MA: M. I. T. Press, 1986.

Lancaster, Clay. *The American Bungalow, 1880-1930*. NY: Dover Publications, Inc., 1995.

McLennan, Marshall. "Common House Types in Southern Michigan." In *Michigan Folklife Reader*, edited by C. Kurt Dewhurst and Yvonne R. Lockwood, 15-45. East Lansing: Michigan State University Press, 1987.

Noble, Allen G. *Wood, Brick & Stone: The North American Settlement Landscape*. 2 vols. Amherst, MA: University of Massachusetts Press, 1984. Volume 1 deals with houses.

Peterson, Fred W. *Homes in the Heartland: Balloon Frame Farmhouses of the Upper Midwest, 1850-1920*. Lawrence, KS: University Press of Kansas, 1992.

◦ **Farms and Agricultural Buildings:**

Michigan Agricultural Experiment Station and Michigan Cooperative Extension Bulletins, found at the Michigan State University Undergraduate Library, contain useful background information on farm and building layouts and design.

Noble, Allen G. *Wood, Brick & Stone: The North American Settlement Landscape*. 2 vols. Amherst, MA: University of Massachusetts Press, 1984. Volume 2 deals with barns and farm structures.

Noble, Allen G., and Hubert G. H. Wilhelm, eds. *Barns of the Midwest*. Athens, OH: Ohio University Press, 1995.

Visser, Thomas Durant. *Field Guide to New England Barns and Farm Buildings*. Hanover, NH: University Press of New England, 1997.

◦ **Schools:**

Michigan, State of; Superintendent of Public Instruction. *Annual Reports*. Lansing, MI; State of Michigan Superintendent of Public Instruction. The annual reports for 1859, 1864, 1869, 1893, 1913-14, 1915-16, and 1916-17 contain illustrated material on school building design and furnishings, including standard plans.

◦ **Commercial Architecture:** A manual that provides a very useful classification system for typical commercial buildings is:

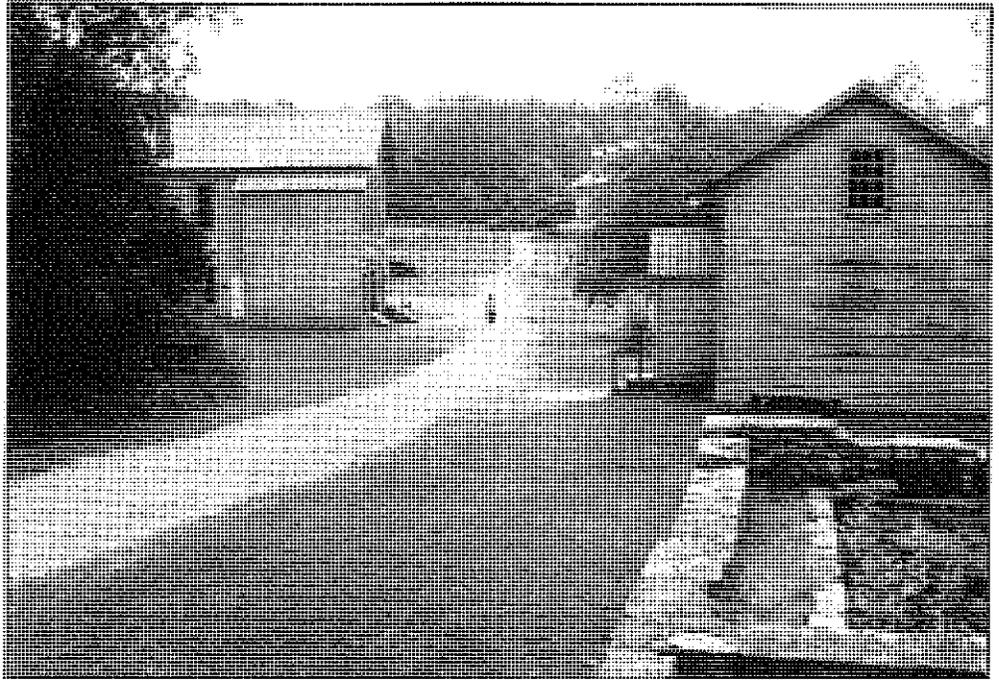
Longstreth, Richard. *The Buildings of Main Street: A Guide to American Commercial Architecture*. Walnut Creek, CA: AltaMira Press, 2000.

◦ **Industrial Architecture:**

Bradley, Betsy Hunter. *The Works: The Industrial Architecture of the United States*. NY: Oxford University Press, 1999.

For specific questions concerning architectural terminology, contact the survey and designation staff of the SHPO.

Chapter Four **HISTORICAL RESEARCH**



Fayette iron-smelting company town, Delta County

All surveys should include a historical research component. Historical research in a survey provides the framework for evaluating the historic significance of the surveyed properties. The primary difference between a reconnaissance level survey and an intensive level one is that an intensive level survey will include historical research on each of the surveyed properties while a reconnaissance level survey will record property-specific historical information only from readily available sources such as published histories and atlases and include no additional property-specific research component.

A **reconnaissance level survey** will include historical research in two areas:

- General historical development of the survey area or community.

- Historical themes — such as copper mining, agriculture, or education — that the surveyed resources represent or illustrate.

An **intensive level survey** will include research in the above two areas and, in addition, research in the following area:

- Histories of the individual surveyed properties.

The information generated by the research will be used to prepare a historical overview of the survey area for the survey report and, in an intensive level survey, to complete the Significance field of the Ruskin records for the surveyed properties.

HISTORICAL OVERVIEW

The information generated by the research concerning the survey area's general historical development *and* the historical themes will be used to prepare a historical overview for the survey area that is comprised of a brief summary history of the survey area followed by more full discussions of those themes that are important in the area's historical development. The point of this component of the research is to develop the historical

background that will place the surveyed properties in their proper historical context to permit evaluations of their historical significance. The research and the historical overview resulting from it should focus on historical developments associated with the themes that the surveyed properties represent and illustrate. Don't just create a history; relate it to the properties!

SUMMARY HISTORY OF THE SURVEY AREA

The survey report must include a summary history of the survey area, which will help introduce the important historic themes and place them in a broader context. The summary history should be written in prose (not a time-line). It should include key dates in the area's chronology and introduce the area's early settlement history, driving forces behind its growth and economy (including significant

people or ethnic groups) and other developmental factors. The example for Port Hope, taken from the Port Hope multiple property national register nomination, introduces each of the significant historic themes represented by properties included in the nomination: lumbering, forest fires of 1881 and relief efforts, agriculture, transportation, ethnic history, and architecture.

Example: Summary History for Port Hope

Port Hope began in 1858 with a sawmill and dock constructed by William R. Stafford, a partner in a firm established to lumber the area and market its products to Cleveland. Lumbering continued to be the area's chief industry until forest fires in 1871 and 1881 destroyed most of the remaining timber. The 1881 fires, coming after decades of lumbering had left mountains of timber debris in their wake, not only destroyed most of the remaining forests in the area, but also cleared much of the debris left from the lumbering activities, opening the Port Hope area and much of the Thumb to farming far more than the lumbering activities themselves. The land itself was fertile. As a result, in the 1880s and 1890s agriculture became the major livelihood of Port Hope's residents. Many early settlers in Port Hope in the 1860s and 1870s were Germans and in the late nineteenth century the Germans became Port Hope's largest ethnic group. Cheap water transportation on the lakes made possible the community's economic growth in the nineteenth century. Lumber and, later, agricultural products were shipped to market exclusively by boat prior to the construction of a railroad line to the town. The opening of a rail link to the existing line at Harbor Beach in 1903 took place at the same time that commerce on the lakes was in decline because of competition from the ever-growing railroad net. The railroad line gave Port Hope a greater market for its agricultural products and encouraged further development of agriculture in the area. Port Hope's architecture in the nineteenth and early twentieth centuries reflected the development of the town and the contemporary architectural tastes of the nation at large and of Michigan's Thumb region.

THEMATIC NARRATIVES

The next step is to identify themes, also known as areas of significance, based on the summary history. What do we mean by themes? National Register Bulletin 15, *How to Apply the National Register Criteria for Evaluation* (page 8), defines a *theme* as "a means of organizing properties into coherent patterns based on elements such as environment, social/ethnic groups, transportation networks, technology, or political developments that have influenced the development of an area during one or more periods of prehistory or history." The National Register of Historic Places has defined the following broad historic themes or areas of significance:

Agriculture	Industry
Archaeology	Invention
Architecture	Landscape Architecture
Art	Law
Commerce	Literature
Communications	Maritime History
Community Planning and Development	Military
Conservation	Performing Arts
Economics	Philosophy
Education	Politics/Government
Engineering	Religion
Entertainment/Recreation	Science
Ethnic Heritage	Social History
Exploration/Settlement	Transportation
Health/Medicine	Other

The Michigan SHPO uses these themes defined by the National Register of Historic Places as a basic framework, but has further subdivided many of them into subthemes that are more specific to Michigan history. One example is Copper Mining as a subtheme of Industry. A list of these Michigan subthemes may be found in Appendix B. Those researching and preparing historical narratives for survey projects should use the national

register themes and Michigan subthemes in defining the historical themes appropriate to the survey area. The subthemes should be further refined as needed for an understanding of the survey area's historic resources.

One or more thematic narratives based on historical research in the important themes related to the survey area's history will form the second part of the historical overview. The narrative for each theme should provide detailed background on key historical developments and persons associated with the theme and survey area. Some historic themes may require researching at more than just the local level if local developments relate closely to broader statewide or national trends. Secondary sources should be consulted as needed to broaden the perspective. The thematic narrative for lumbering from the Port Hope multiple property national register nomination provides an example of how the results of thematic research can be presented in order to establish the context within which specific resources can be evaluated. The Port Hope lumbering thematic narrative places the history of lumbering in Port Hope within the broader context of lumbering in Michigan and Huron County and defines the roles of leading local figures William R. Stafford and Robert C. Ogilvie in the industry. This information provides a context for evaluating the historic significance of surviving properties owned by Stafford and Ogilvie, which include saw- and planing mill sites, Stafford's own residence, workers' houses associated with Stafford's business enterprises, and a commercial building owned by Ogilvie. Section E of National Register Bulletin 16B; *How to Complete the National Register Multiple Property Documentation Form*, provides additional guidance on preparing thematic narratives. National Register Bulletin 16B is available from the SHPO.

Example: Lumbering Industry Thematic Narrative for Port Hope

Commercial lumbering in Michigan began in the 1830s, 40s, and 50s with the development of improved sawmilling technology and the introduction of steam-powered sawmills. Extensive lumbering began along the east shore of Lake Michigan and the west shore of Lake Huron in the Lower Peninsula and gradually worked its way inland along the major waterways. The sawmills were located at the mouths of the streams and the logs driven downstream to them during the spring high waters. Chicago was from the first the principal destination of lumber cut along Michigan's west shore, while the mills on the Lake Huron side of the state served Detroit, Toledo, Cleveland, and Buffalo for the most part. In 1860 there were nearly 1,000 sawmills operating in Michigan producing in that year about 800 million board feet of lumber, principally white pine. The fine quality of the wood and the phenomenal growth of Michigan's and the Midwest's population in the years after 1860 led to rapidly expanding lumber production in Michigan. Production statewide reached a maximum of 4,292,000,000 board feet in 1888. Production began to decline thereafter because of the depletion of timber lands; however, Michigan continued to be the leading producer of lumber in the nation in 1900.

Commercial lumbering along the west shore of Lake Huron began in the 1830s and was well underway at Port Huron, Saginaw, Bay City, and other places by the late 1840s. Port Huron reached its high point of lumber production — 56 million board feet — in 1873. The Saginaw Valley reached its high point of production of more than one billion board feet in 1882. More northerly points such as Alpena and Cheboygan reached their peak production in the late 1880s and early 1890s. Much of the production from the east shore mill towns was sent to market in ships and barges, and Bay City and Saginaw in particular became large shipbuilding centers in the late nineteenth century.

Eastern investors, a number from Maine and New Hampshire, played an important role in the Michigan lumber boom beginning as early as the 1840s, if not before. These investors witnessed the gradual depletion of the northern New England pine woods in the mid-nineteenth century and the consequent rise in value of the remaining timber lands. They recognized the opportunities for profit from Michigan timber lands, which could still often be bought at bargain prices from Uncle Sam and the lumber inexpensively shipped by water to an ever growing market. Single investors or groups of investors often bought thousands of acres of lands, logged them off over many years, and then resold as much as possible while developing some themselves for agricultural purposes.

Example: Lumbering Industry Thematic Narrative for Port Hope (continued)

Huron County, at the tip of the Thumb between Lake Huron and Saginaw Bay, was established as a county in 1859. The first sawmills, small, water-powered affairs, were established in 1838 and 1839. John Hopson put up the first steam sawmill in 1850 at Rock Falls south of Harbor Beach. Lumber and shingle manufacturing quickly became the county's chief industries. The principal woods were pine, hemlock, cedar, basswood, beech, maple, birch, and ash. A series of forest fires burned over much of the county in October 1871, at the same time that the Chicago Fire raged. Nevertheless, in 1874 the county produced 36 million board feet of lumber. In 1876 several planks cut at Verona Mills in the county were displayed at the Centennial Exposition in Philadelphia. The planks were sixteen feet long, five feet two inches wide, four inches thick, and without knots or other flaws. In September 1881, however, another series of disastrous fires burned over the bulk of Huron and much of several other counties and put an end to large scale lumbering in the county. Smaller-scale operations continued for a few more years here and there.

In Port Hope William R. Stafford was the pioneer lumberman. Stafford (1828-1916) came to Michigan from Bath, New Hampshire, in 1849 and settled in Lexington, on the Lake Huron shore between Port Huron and Huron County. In 1852, Stafford became a partner in a mercantile business that apparently involved lumbering. The business was reorganized in 1854 with Clark Haywood, another New Hampshire native and a former employee of Stafford's, as his partner.

In 1851, Stafford, Reuben B. Dimond, William Southard, and Josiah F. Wilson, all (with the probable exception of Dimond) New Hampshire natives who were personal friends and business associates, made purchase of timber lands in the area near what became Port Hope. In 1857 or 1858, Stafford, Haywood, and a third New Hampshire native, former U.S. Senator B. W. Jenness, then a resident of Cleveland, formed a partnership to exploit the timber resources of the Port Hope area. Stafford had charge of the sawmill the partners built in 1858 at what became the settlement of Port Hope. The mill produced lumber, lath, and shingles. Jenness ran a lumberyard in Cleveland that the Port Hope mill supplied. During some years prior to the 1871 fires the mill produced 7 million board feet of lumber. The 1871 fire destroyed the mill, dock, and lumber on hand, a loss of \$100,000 to Stafford & Haywood (Jenness had withdrawn in 1868). Stafford & Haywood rebuilt the mill and dock in 1872. As of 1874 they produced 1.4 million board feet out of the 36 million produced in the county. At least four operations in the county were larger. The 1881 fire burned the mill and dock again, a \$40,000 loss, and, in 1884, Haywood also withdrew from the firm, leaving Stafford as sole owner. Stafford built a third, smaller sawmill and planing mill and sash and door factory to supply primarily local needs.

In 1880, R. C. Ogilvie built a second sawmill and dock at a cost of \$8,000. The mill and dock were also burned in 1881. Ogilvie rebuilt by 1883, but the mill apparently closed for lack of timber by about 1889. Stafford's sawmill is listed in the *Michigan State Gazetteer and Business Directory* as late as the 1893 edition, and probably closed in the early 1890s. Perhaps some lumber and other wood building products were shipped to Cleveland until the very end of local sawmilling operations. Mrs. C. J. Bisbee in her 1915 historical sketch of Port Hope states that "The mills operated until every bit of virgin timber was nailed into Ohio houses."

A by-product of lumbering in Michigan was salt manufacturing. What is known to geologists as the Michigan Basin, which includes the Lower Peninsula, is one of the greatest areas of halite concentration in the world. Subsurface deposits of rock salt and brine occur in many places. In 1859 the Michigan legislature, hoping to encourage salt production, authorized a bounty of ten cents per bushel produced. This bounty was soon repealed, but not before it had done its work in generating real interest in salt manufacturing. Michigan soon became the nation's leading salt producer, and by 1884 was producing half of the nation's salt.

Salt production in Huron County and elsewhere in Michigan was encouraged by the plentiful supply of wood that fueled the engines that pumped the brine from which salt was obtained up to the surface and

Example: Lumbering Industry Thematic Narrative for Port Hope (continued)

powered the furnaces that evaporated water from the great pans or vats of brine. Cheap fuel made Michigan salt the most inexpensive in the nation. In Huron County salt manufacturing began in 1863 in Port Austin and continued until about 1890. In 1884 the county had eleven salt-manufacturing operations, several of them using more than one well. The decline coincided not with the depletion of the brine deposits, but with the destruction of the woods that provided the cheap fuel.

In Port Hope the first salt-manufacturing enterprise, the Port Hope Salt Company (in which W. R. Stafford was the principal owner) was established in 1874. Its plant appears to have been typical of the Huron County salt "blocks." The first year the company produced 16,000 barrels of salt at 280 pounds per barrel. In 1884 the company used 10,000 cords of wood to produce 60,000 barrels. It had a well 800 feet deep (Huron County wells ranged from 600 to nearly 2,000 feet in depth) and four and one-half inches in diameter. The brine was pumped to the surface into five evaporating "pans" and the brine allowed to settle to the bottom. So-called "bitter water" at the top was drained off. Furnaces provided the chief means of evaporation. A force of twenty coopers produced the needed barrels. Much of the salt produced went for dairy purposes, but the company also shipped much of its product to the mining regions of Montana. The Port Hope Salt Company closed in 1890.

Robert G. Ogilvie established a second salt-manufacturing concern in Port Hope in 1883. His operation had its own sawmill and barrel factory and produced 150 barrels of salt daily in 1884. Ogilvie's operation apparently closed by 1890.

The remains of the Port Hope Salt Company plant were dismantled in 1913-14, but the site has not been developed and some remains are still present. At the site of the Ogilvie salt block, some development has taken place and no remains are visible. No archaeological testing of either site has been done.

For most projects, the format of a summary history that introduces the important themes followed by a separate narrative for each theme will work best in terms of use of the historical and thematic overview for placing the surveyed properties

in their appropriate historical contexts. For small-scale survey projects, a single narrative that includes adequate development of the historical themes to permit placing the properties in their appropriate contexts may be more manageable.

Architectural Narrative

For most survey projects, *architecture* will prove a relevant theme, and an architectural narrative will be necessary. Architectural narratives too often tend to be generic discussions focusing on *style* that provide little detail about the specific survey area. This should be avoided! It may be worthwhile for the person preparing the architectural narrative to begin with a fresh review of the architecture in the field. Working from only the survey photos months after the completion of the field survey may hinder the most insightful analysis of the architecture.

The purpose of the architectural narrative is to place the survey area's architecture in the broader context of the community and region in which it is located. The architectural narrative should discuss the architecture in terms of property types. A



A Lustron all-steel house, Dowagiac

property type is defined in National Register Bulletin 16B (page 14) as "a grouping of individual properties characterized by common physical and/or associative

attributes.” Property types should be defined using the property types list in Appendix B.

The architectural narrative should discuss all property types within the broad property type categories (see Appendix B, introduction to Property Types), such as residential, commercial, or agricultural, for which a substantial number of properties are present. For example, for rural survey areas containing numerous farms, the broad range of agricultural building and structure types present should be discussed and analyzed. For older in-town neighborhoods containing many old stable/carriage house buildings, the architectural narrative should include some discussion of this building type. Conversely, property types represented in the survey area by only one or a very small number of properties — typically churches, schools, and other institutional resources — need not be included in the architectural narrative. For the few institutional properties present in most survey areas, any needed architectural analysis can be presented within the thematic narratives for the themes, such as religion or education, with which the properties are associated.

An important purpose of the architectural narrative, as it is for the entire survey report, is to educate public officials, planners, property owners, and the public in general to what is interesting and significant from an architectural standpoint about the survey area's properties. The relatively small number of high style properties in the survey area certainly merit discussion and analysis, but the narrative should focus on the common property types and forms generally represented by the vast majority of surveyed properties whose significance will not be so obvious to the report's readers.

The narrative should be organized by broad property type, such as residential and commercial. The discussions of property types should be arranged in the overview in the approximate order of their predominance. In most survey areas, residential properties will form by far the greatest

proportion of the surveyed resources; in such cases, the residential section should come first in the architectural narrative.

In the discussion of each property type, discussion and analysis of the issues of form and massing should almost always precede any discussion of style. For example, in a section of an architectural narrative that discusses single-family houses within the broad category of domestic (i. e. residential) architecture, the houses should be discussed in terms of the specific house forms present, such as bungalow or upright-and-wing, before they are discussed in terms of their architectural style (see the House Form and the Style lists under Style in Appendix B). Building forms characteristic of the survey area and broader community, such as a certain house form prevalent in a survey area, but less common elsewhere, should be identified. Any locally distinct varieties of standard architectural styles and the common use of distinctive decorative elements in the local architecture, such as the polychromatic brickwork found in many houses in the Dutch settlement area of West Michigan, should be noted and discussed.

Examples of pattern-book, pre-cut, and manufactured architecture should always be discussed, if possible, as part of the architectural narrative. While the originals of old pattern and plan books and catalogs are hard to come by, many of these books have been reprinted by a variety of publishers, and more are being done every year. Dover Publications, Inc., the publisher of by far the greatest number of reprints, is the architectural historian's friend, having reprinted dozens of old plan and pattern books since the 1960s, with most of them still in print in inexpensive paper editions. It is impossible to list here all the reprints that may prove useful in survey projects in Michigan (many more are listed in *The History of Michigan's Architecture and Landscapes: A Select Reading List*, available from the SHPO), but the following should prove especially useful for survey work involving Michigan properties:

- Aladdin Co., *Aladdin "Built in a Day" House Catalog*, a reprint of the 1917 pre-cut homes catalog of the Aladdin Company of Bay City, the key Michigan pre-cut homes producer.
- Downing, Andrew Jackson, *The Architecture of Country Houses*, a reprint of an influential 1850 book which, like Downing's earlier *Cottage Residences*, also reprinted by Dover (see below), provided designs in a broad variety of "Victorian" modes.
- Downing, Andrew Jackson, *Victorian Cottage Residences*, a reprint of *Cottage Residences*, which, first published in 1842, was one of the first of the Victorian house plan book genre, and highly important in influencing the public's taste away from the Greek Revival toward "Victorian."

- Gordon-Van Tine Co., *117 House Designs of the Twenties*, a reprint of this Davenport, Iowa, company's 1923 pre-cut homes catalog. Gordon-Van Tine was an important manufacturer, and houses at least tentatively identified as theirs have turned up in Michigan.
- Mulliner Box & Planing Co., *Turn-of-the-Century Doors, Windows and Decorative Millwork: The Mulliner Catalog of 1893*, a reprint of a catalog of Late Victorian exterior and interior architectural woodwork. Although the catalog reproduced bore the name of Mulliner, a firm in Quincy, Illinois, it is really a catalog presenting woodwork of standardized design approved by the "Wholesale Sash, Door and Blind Manufacturers' Association of the Northwest" that was available throughout the Midwestern region and beyond from numerous lumber yards.
- Roberts, E. L., & Co., *Roberts' Illustrated Millwork Catalog: A Sourcebook of Turn-of-the-Century Architectural Woodwork*, a reprint of a 1903 woodwork catalog issued by Roberts, a Chicago firm. Like the Mulliner catalog of 1893, this one also illustrates many (though not exclusively) designs approved by the Wholesale Sash, Door and Blind Manufacturers' Association that were widely available throughout the Midwest.

Houses by Mail: A Guide to Houses from Sears, Roebuck and Company, by Katherine Cole Stevenson and H. Ward Jandl (Washington, D. C.: The Preservation Press, 1986), is another useful source in that it illustrates and provides date frames for all (more or less: a few additional models have since turned up) models marketed by Sears, the nation's largest dealer in pre-cut homes from 1908 to 1940.

The narrative should provide information about architects, engineers, artisans and craftspeople, and contractors who worked in the survey area. Biographical data, such as birthplace and birth and death dates, educational background, firm affiliations and dates, and important commissions comprise important pieces of information that should be sought and included in the narrative. Newspaper obituary notices are an important source of information. In addition, the following can be useful sources of information on architects and engineers:

- *Avery Obituary Index of Architects*. Microform/Columbia University. Boston, MA: G. K. Hall, 1984.
- Downs, Winfield Scott, ed. *Who's Who in Engineering. A Biographical Dictionary of the Engineering Profession*. New York: Lewis Historical Publishing Co., Inc. (Editor, title, and publisher vary between editions.) Eight editions were published from 1922 to 1959.
- Kervick, Francis W. *Architects in America of Catholic Tradition*. Rutland, VT: Charles E. Tuttle Co., 1962.
- Koyle, George S., ed. *American Architects Directory*. New York: R. R. Bowker Co. Editions were issued in 1956 and 1962.
- Withey, Henry F., and Elsie Rathburn Withey. *Biographical Dictionary of American Architects (Deceased)*. Los Angeles: New Age Publishing Co., 1956.

Information on interiors is not typically included in surveys. However, if information is available, it should be included. A discussion of interior matters, such as floor plans and finishes, technological features, and the evolution of living habits reflected in the changing form and character of the buildings, can be useful, but only if the information presented results from inspection of a substantial number of survey area property interiors. General discussions using background information from books that cannot be directly related to the actual surveyed properties have little value in the architectural narrative and survey report.

PROPERTY SPECIFIC RESEARCH

All surveys will include some property-specific research:

In **reconnaissance level surveys**, the level of research will generally be minimal and include the use only of the most readily available sources, such as old county and fire insurance maps and published histories, as well as information, such as historic name and date, gleaned from inspections of the properties. The recording of property-specific

information from directories, tax assessors' records, and other more detailed sources is generally not a part of a reconnaissance survey. For many if not most properties, no historical information will be located.

In **intensive level surveys**, at least a basic level of information should be gathered for each forty-or-more-year-old property, and more in-depth research performed on those that appear to possess

more than typical historical or architectural importance. In an intensive level survey, the purpose of property-specific historical research is to provide a basic, standard level of historical documentation for all of the surveyed properties and to help determine which of them possesses significance through associations with historically important events or persons or because of their architectural, artistic, or engineering qualities. The criteria for evaluation of the National Register of Historic Places form the most widely used criteria against which properties are evaluated. All survey personnel should become familiar with the national register criteria and with National Register Bulletin 15, *How to Apply the National Register Criteria for Evaluation*. Bulletin 15 is available from the SHPO.

The amount of time and effort spent on researching a particular property should relate to the property's apparent historic significance. While basic research should be performed for all properties for which some information is readily available, the property-specific research should focus on key properties for which there is a high expectation of finding documentation. These key properties include:

- Properties that may be individually eligible for the National Register of Historic Places; and
- Properties that are landmarks in already listed or potentially eligible districts because of their age, architectural or artistic character, or known associations with important events or persons.

Property specific research can be the most time-consuming aspect of a survey project. For that reason, surveyors should have realistic expectations about what information is available, so that research efforts can be appropriately directed. The fact of the matter is that for most properties finding basic information such as a precise date of construction and an architect or builder will prove impossible.

Research for Intensive Level Surveys: Phase One

Research should begin with basic research on all of the surveyed properties. This phase should be accomplished as quickly and efficiently as possible using readily available standard sources such as published and unpublished histories; county maps and atlases, plat books, and fire insurance maps;

city and county directories; state gazetteers; tax assessors' records; and building permits. The information to be researched in this phase includes:

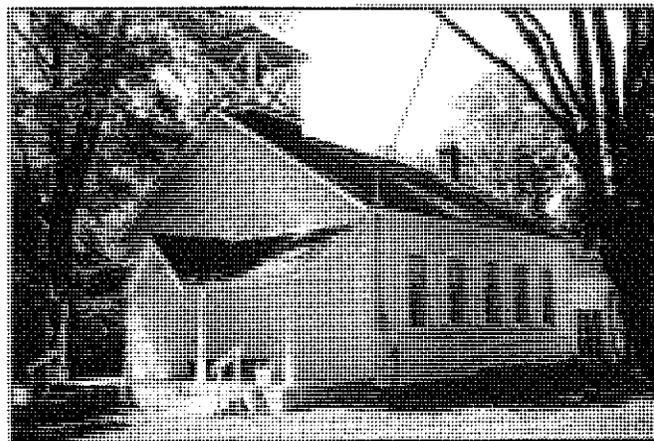
- Historic name
- Date of construction
- Architect/builder/craftspeople or firms (including engineers, artists, and people and firms providing decorative work)
- Original use
- Original owner

For properties that are less than forty years old, only the date of construction need be researched. The only exception is for properties of clear importance, such as public and institutional buildings.

Research for Intensive Level Surveys: Phase Two

For the properties that appear more significant, more in-depth research should be performed in order to provide information to complete the significance fields in the property record. These include:

- Areas of Significance
- Subthemes
- Statement of History and Significance
- Significant Persons
- Period of Significance



Olive Township Dist. No. 1 School, Ottawa County

The additional research may also provide new or more detailed information to include in other fields in the property record, including the following:

- Historic Name
- Date Built
- Architect/builder/craftspeople or firms

More historical information tends to be available for public and institutional properties than for other types:

For **Public and Institutional Properties and Churches**, existing records of the appropriate governmental agencies, school districts, churches, or other organizations should be located and used to provide documentation. These may provide documentation of dates of construction, names of architects and contractors, and the circumstances that led to construction of the resource. For district schools built in the nineteenth and early twentieth centuries, the annual reports of school districts to the Michigan Department of Public Instruction, on microfilm at the Archives of Michigan in Lansing, should be used. Information provided for each district on an annual basis includes the school-house's building material (log, frame, brick, or stone), the number of students and teachers, and expenditures on land and building. The construction of public and institutional buildings, schools, and churches were important events in their communities that might have been noticed in the newspapers of the day. Research in old newspapers should be performed if newsworthy dates, such as

the date of a cornerstone laying or building dedication are known, or, depending on the amount of available time, at least a general time frame within which the event took place is known. Otherwise, the search through historic newspapers could be too time-consuming.

For **Parks, Cemeteries, and Other Open or Designed Spaces**, the following information should be researched:

- Dates and circumstances of their establishment
- Dates and specific property involved in initial land acquisition and subsequent additions
- Initial plans and later modifications
- Landscape architects, engineers, or others involved in design of the site
- Dates of construction and designers of site features, such as buildings, monuments, fountains, and mausolea

Records held by municipal, county, or state offices or cemetery boards with jurisdiction over the site and original plans for the grounds or buildings or other features on the grounds and minutes of meetings where important decisions were made may be available to help document the property.

SOURCES OF INFORMATION FOR HISTORICAL RESEARCH

The sources of information that will be used for general history, thematic, and property-specific research will vary with the nature and location of resources, but the following will generally be useful tools. For property-specific research, typically the first five are the ones most likely to provide a basic level of information; the remainder should be used as appropriate to obtain additional information for the more significant-appearing properties. See also National Register Bulletin 39, *Researching a Historic Property*, and David E. Kyvig and Myron A. Marty, *Nearby History: Exploring the Past around You*, 2nd ed. (Walnut Creek, CA: AltaMira Press, 2000).

- **Published and unpublished histories.** These include county, local, and neighborhood histories; histories of churches and other organizations; and other works which may contain information on properties in or persons associated with the survey area.
- **County maps and atlases, plat books, and fire insurance maps.** Along with the maps,

the county atlases often provide business directories and historical and biographical material.

- **City and county directories.** Few of these date from before the 1860s. City directories published in the 1890s and later typically contain not only alphabetical listings but also street directories by street name and house number that make locating information about a particular address much easier.
- **State gazetteers.** For small communities without directories or for the years before a local directory was published, the state gazetteers published in 1838, 1856, 1860, and every other year from 1863 to 1931 provide useful general information about communities as well as local business directories.
- **Tax assessors' records.** These contain dates of construction for buildings. The drawback to their use is that the date given is often an

estimate and not based on actual documentation. Tax assessors' records should be used, but with a healthy degree of skepticism and only as a rough guide where nothing better is available.

- **Tax records.** The actual tax records are a useful source of information, but they, like other written or graphic sources of information, provide evidence rather than certain documentation. The tax records for any one year generally list individually all the properties a person owned with an assessment and tax paid for each one. A substantial increase in the assessment on one parcel from one year to the next may suggest that *some* major improvement, probably a house, was made. However, there are many pitfalls: Perhaps there was some other improvement, such as a large barn. Possibly the reassessment reflects a general reassessment that applied to everyone — researchers should always use at least two control properties owned by others over the same time period to ensure that a large increase in assessment applied only to the one property they are researching. Another complication in using these records is that many no longer exist. The State Archives of Michigan has collected many sets of early tax records and others have been collected by regional archives at Western Michigan University, Central Michigan University, Michigan Technological University, Oakland University, and the Detroit Public Library, but for many areas and years, the rolls may be unavailable (see State Archives of Michigan, Circular No. 1, for locations of collections of assessment rolls).
- **Building permit records.** Some Michigan communities, including Detroit, retain building permit records dating back many years. Because building permits were generally obtained just prior to the beginning of construction on buildings, they can be useful in providing an accurate date of construction. Permits also sometimes identify the architect or contractor.
- **Local historians and knowledgeable informants, including long-term property owners.** Researchers should always be on the lookout for informants such as homeowners

who have lived on the same property for long periods of time who may be able to provide precise dates and other useful information (“Yes, we had the house built and moved in on December 28, 1938; I still have the plans in the attic”).

- **Federal census records.** Data for the 1850, 1860, 1870, and 1880 censuses include population, products of agriculture, and products of industry schedules that provide property-specific information. These are located at the State Archives of Michigan. Population schedules (only) are available on microfilm at the Library of Michigan in Lansing and the Graduate Library of the University of Michigan (perhaps other regional repositories as well). The National Archives web site (www.nara.gov) lists among its holdings “general farm schedules” for Jackson County from the 1920 census. The Michigan State University Library’s Government Documents Section has certain census of agriculture materials for 1935, 1940, 1945, 1950, 1954, and 1959 that may provide property-specific information (see Magic, the MSU Library catalog, <http://magic.msu.edu>).
- **State census records.** State censuses, conducted periodically, usually in years ending in 4, provided schedules of inhabitants, agriculture, and industry. This is a rich source of information, but only a few survive “due to a variety of tragedies.” The Michigan Historical Collections at the Bentley Library, University of Michigan, has some state census records for Washtenaw County. Local repositories may house some others. (See Circular 9, the State Archives of Michigan’s list of holdings.)
- **Rural property inventories.** These are descriptions of rural properties on large file cards that include site plans, building outlines with dimensions, dates of construction, and other useful information. They were prepared for the most part in the 1936-42 period under the sponsorship of the State Tax Commission and in cooperation with the Works Progress Administration. The State Archives of Michigan is the primary repository. See their Circular No. 16. Records for some counties may exist in local repositories.

- **Vertical and newspaper clippings files.** Many local libraries as well as historical societies possess vertical files containing newspaper articles, booklets, and other materials or files of newspaper clippings arranged by subject that may provide historical documentation.
- **Photograph collections.** The State Archives of Michigan and other regional and local archives, libraries, and historical societies possess collections of old photographs, including post card views, which provide valuable documentation of the historic appearance of individual buildings, complexes, and streetscapes. Older survey data at the SHPO may also prove useful in documenting the historic appearance of properties that have since been altered.
- **Birdseye views.** Lithographic views of a number of Michigan communities were made in the latter half of the nineteenth century. They provide views of the communities as if the observer were suspended above the landscape and depict the buildings present at the time the view was made with a fair degree of accuracy. They can be useful in documenting whether a particular building was standing at the time the view was made.
- **Biographical albums and records.** Numerous statewide and county volumes containing biographies of prominent and not-so-prominent Michigan citizens were published in the late nineteenth and early twentieth centuries. While often self-serving in tone and content, the biographies provide much useful information that would not otherwise be available.
- **Newspapers.** Old newspapers, despite their general lack of attention to local matters, can provide the only or best source of information about some of the buildings and structures included in surveys. Newspapers' local news columns, often found buried in the middle of the papers, sometimes contain brief reports on building activities such as "Fred Smith has started work on George Jones' new house in Horton. Smith's brickyard is now making the

brick." Newspapers sometimes contain the minutes of village or city council or county board of supervisors meetings where projects relating to surveyed resources were considered. Obituary notices can provide the only or best source of biographical information for people whose properties are included in the survey. The down side of newspaper research is the time involved; for this reason, newspaper research will usually prove unfeasible for all but a few of the most important properties for which limited date frames for the construction period are known.

- **Property abstracts.** Generally held by the property owner if they are available at all, abstracts provide complete chains of title for properties. They are useful tools for documenting the ownership during the period when the surveyed resource was constructed if that information is not otherwise available.
- **Public land records.** Found at the county register of deeds offices, these can be used to provide the same information as property abstracts, but the process is cumbersome and time-consuming (some registers of deeds are also less than cooperative in allowing public access to the actual records) and should be reserved for only a very small number of the most important properties where the information is not otherwise available. For researching the histories of platted subdivisions, the volumes of plats on file with the county register of deeds will be useful. A full set of these plats is also available in the Department of Treasury, Auditor-General Plats, Record Group 67-97, at the Archives of Michigan in Lansing.
- **Federal land patent records.** Found at the General Land Office records website of the U. S. Department of the Interior's Bureau of Land Management, <http://www.gloreCORDS.blm.gov/>, these provide information about the original patentees of federal lands. Searches can be done by name, county, township, range, and section, etc.

Use of City Directories in Researching Historic Themes

The development of thematic narratives for all types of survey will require research in city directories. The level of research will depend on the type of survey being conducted.

In **reconnaissance level surveys**, the thematic research for surveys of urbanized areas will often require the use of city directories when they are available. Rather than providing property-specific data that will be entered into the Ruskin property records, the directory research in a reconnaissance level survey will have as its goal the identification of general patterns and trends in the survey area. To provide useful information for the thematic narratives through an efficient, cost-effective process, directory research should be carried out according to a predetermined plan. This should include delineation of the specific area(s) for which directory research will be carried out, such as the entire survey area or one or more smaller zones within it. Determinations of which years of the directories will be used and what types of information will be recorded must also be made. Directory research year-by-year probably cannot be performed within a realistic time frame for most survey projects, but a thorough review of the directory entries at ten-year intervals should prove feasible for most projects and should be adequate to provide solid information about historical trends in the survey area. Directory research should begin with the earliest available directories that include the survey area regardless of whether a street directory is present to facilitate the looking up of names (unless the directories are so thick that the process would be unmanageable — apply common sense).

The directories will provide much useful general information about such topics as the types of businesses along a particular street or block or the occupations, places where people worked, and ethnic background of residents of specific blocks or neighborhoods at different periods. For older residential areas, for example, city directories may provide evidence of ethnic concentrations or concentrations of residents who worked in a single industry or trade or several related ones or for one or several firms. Researching ethnic heritage, to the extent that it can be determined from the names alone, may indicate the presence of an ethnic

community or be used to substantiate information about the presence of such a community gleaned from other sources. Information about occupations and firms may reveal important social history or substantiate information about that history from other sources.

The research from the directories in reconnaissance level surveys should provide not only general information on the identified trends, but also specific examples of these trends for inclusion in the report's thematic narratives.

In **intensive level surveys**, surveys of urban areas will include the same research program described above for reconnaissance level surveys but will, in addition, *require* the use of early city directories for property-specific research. The goal of property-specific directory research is to document for each property the year when a directory entry for it first appears, the earliest occupants listed and their occupations, and later long-term or significant occupants. The results of that research will be incorporated into the Ruskin property records for the individual properties.

Oral Interviews

Oral interviews can provide information important to an understanding of the surveyed historic resources. This can include documentation of events or the lives of people significant in terms of local history, to which surveyed properties may relate, and documentation of the histories of surveyed properties. Oral history information will be the only type available for many surveyed properties. But some informants provide more reliable information than others. Interviewers must always evaluate the reliability of information being provided to them, just as other researchers evaluate the reliability of data obtained from other sources. Interviewers should always seek those persons with first-hand knowledge of the subject. First-hand information, facts of which the person being interviewed has personal knowledge through direct participation in the events or documentation in hand, is the most likely to be reliable. In one case a person, nearly fifty years after he had built the house in which he still resided, was able to relate the circumstances which led to the construction of the house, the name of the contractor, anecdotes relating to the construction process, and the date

when the family occupied the house. That same person also retained the plans used in the house's construction, the construction and mortgage documents, which provided dates and the house's cost, and bills that documented a later renovation. Second- or third-hand information must be considered less reliable. The originator of the information may not be known, so that no evaluation can be made of whether that person was in a position to have first-hand knowledge of the history. In addition, the information, while potentially accurate, is more likely to have been corrupted in the process of being passed along.

Information that cannot be verified through primary sources or through a second independent source may be included in the survey data and report, but the source of the information should be made clear: "Fred Smith, the son of the house's first owner, John Smith, reported that the house was built in 1925 as a wedding present from his parents, Milton and Freda Smith." This sentence provides the information but also makes it clear that the information came not from John Smith or his wife, who presumably would have been in a position to know the true facts, but from his son, who would have had to learn them second-hand.

Interviewers should use interview formats that suit them and the persons being interviewed. Some will find tape recorders essential, while others will find pencil and paper a more efficient mode. Regardless of how the information is gathered, the results should be put into writing as soon as possible after the interview, while the details remain fresh. A memo or other record of the interview should be prepared and become part of the permanent research materials resulting from the project. A literal

transcription of the interview is fine but usually not necessary, although a literal transcription of an anecdote or a part of the interview where more detailed information was being provided may be valuable. A summary of the pertinent facts set forth in a clear and consistent manner is essential.

Information of which the person being interviewed felt unsure should be clearly labeled. The summary report should clearly state the names of the interviewer and person being interviewed, the date of the interview, and the address and phone number of the person being interviewed. If hand-written, the summary should be legible. Summaries or transcripts of interviews made during the course of the survey project provide information that may not be available again in the future. They should be preserved in an archive or other appropriate local or regional repository or, if none is available, included in the final report for the survey as an appendix.

What kinds of information should interviewers seek to obtain through oral interviews?

- Dates of construction and dates and description of alterations.
- Architects, engineers, contractors, artisans, and suppliers related to construction of the resource.
- Sources of special materials, such as stone ornament or trim.
- The property's functions or uses.
- Biographical information about the original or early owners or other important persons associated with the property.
- Events or other important history associated with the property.

Chapter Five
**SURVEYING LANDSCAPES,
INCLUDING FARMS**



Mountain Home Cemetery, Kalamazoo

Urban, suburban, and rural survey areas may contain properties and areas that possess significance as **Historic Landscapes**. A landscape is a collection of organized features that can range from something as small as a birdbath to large fields or orchards. The U.S. secretary of the interior has defined the following six components of a landscape that must be identified and documented if the character of the landscape property is to be understood: spatial organization and land patterns; topography; vegetation; circulation; water features; and structures, site furnishings, and objects. The degree of importance of any of these features depends on the landscape and its use.

The types of historic landscapes that surveyors are most likely to encounter are **Historic Designed Landscapes** and **Rural Historic Landscapes**. Before beginning work, surveyors should review *The Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for the Treatment of Cultural Landscapes*; National Register Bulletin 18, *How to Evaluate and Nominate Designed Historic Landscapes*; and National Register Bulletin 30, *Guidelines for Evaluating and Documenting Rural Historic Landscapes*, for insights into identifying and documenting these important historic resources. These publications are available from the SHPO.

A **Historic Designed Landscape** is defined in Bulletin 18 as a landscape:

- Significant as a design or work of art;
- Consciously designed and laid out either by a master gardener, landscape architect, architect, or horticulturalist to a design principle, or by an owner or other amateur according to a recognized style or tradition; or
- That has a historical association with a significant person, trend, or movement in landscape gardening or architecture, or a significant relationship to the theory or practice of landscape architecture.

Historic designed landscapes may include parks, squares and other public spaces, cemeteries, parkway or boulevard systems, small residential grounds,

estates, campus and institutional grounds, gardens, golf courses, and planned subdivisions and communities, including mobile-home parks/manufactured housing developments.

A **Rural Historic Landscape** is defined in Bulletin 30 as

“a geographic area that historically has been used by people, or shaped or modified by human activity, occupancy, or intervention, and that possesses a significant concentration, linkage, or continuity of areas of land use, vegetation, buildings and structures, roads and waterways, and natural features. Rural landscapes commonly reflect the day-to-day occupational activities of people engaged in traditional work activities such as mining, fishing, and various types of agriculture. Often, they have developed and evolved in response to both the forces of nature and the pragmatic need to make a living.”

Rural historic landscapes typically contain large acreage and proportionally small numbers of buildings and structures compared to other types of historic properties.

Examples of rural historic landscapes that might be found in Michigan include:

- An agricultural district containing a group of farms whose well preserved buildings and structures and patterns of land use reflect a particular time frame and type(s) of agriculture or reflect a particular ethnic heritage;
- An industrial district comprised of a series of mine complexes or remnants standing in a row along an outcrop of mineral or a company town site comprised of remnants of the town and industrial and related development;
- A fishing village or complex or group of complexes; or
- A district of recreational camps loosely clustered along a river or around the shores of a bay or lake.

- If the historic landscape forms a single complex property, such as a park, a cemetery, residential grounds, or an estate, prepare a Ruskin record for the landscape property as a whole. Also prepare a Ruskin record for each individual feature in the landscape. Any feature that appears several times, such as a fence or wall system, unusual or decorative lighting, signage, bench, planter, or pavement material, should be recorded in a single Ruskin record. For cemeteries, records should be created for all public monuments and memorials, such as veterans' memorials. Private monuments and memorials should be surveyed when they mark the resting places of historically significant people, when they possess special artistic merit or are unique in design, or when they are rare examples of a type, such as the iron cross markers occasionally seen in old Catholic cemeteries.
- If the historic landscape contains a number of complex properties within it, it will be necessary to prepare a separate Ruskin record for the entire historic landscape, which should be treated as a district. Examples: a Designed Historic Landscape that is a planned residential district in which each individual property contains historic features that require survey; a Rural Historic District that is a rural agricultural district consisting of a group of farms, each of which contains historic features that require survey. For each complex property within a larger historic landscape — such as a park in a residential neighborhood — that forms a district, prepare a Ruskin record for the complex property as a whole and a Ruskin record for each feature within the complex property.
- Prepare Ruskin records for historic vegetative features such as tree lines, groves of trees, or garden beds, and for natural features such as ponds or boulders when they are parts of designed historic landscapes or when historical information on the origins and uses of the features is available. Examples for designed landscapes might include a ring of mature trees marking the street edges of a public square, a single specimen tree planted as part of a landscaping plan, a grove of trees in a park left in place when the park was created to serve as a decorative element or picnic spot, and hedges which frame pedestrian pathways. Examples that should be surveyed of vegetative

features associated with historic landscapes that are not “designed” might include mature trees planted in the front yard of a house when the circumstances of planting are known (for example, to commemorate the births of children, a marriage, or the national centennial), a tree line planted as a windbreak, and a garden plot when information is available about what was grown there, when, and by whom. Ruskin records should otherwise not be made for vegetative or other features that occur naturally in the landscape even though these features may be important to an understanding of the physical character of the complex property and district. Instead, these features should be depicted on the survey maps and described in the Description or Other Buildings/Features fields in the record for the complex property with which they are associated.

The **Description Field** for the Ruskin record created for the landscape as a whole should provide an overview description of the entire historic landscape which provides basic information on the following as appropriate:

For a Designed Historic Landscape:

- Overall form and plan of the landscape.
- Approximate size of landscape: Convey the scale of the landscape in terms of acres or square miles, as appropriate.
- Topography: Describe whether the land is flat, rolling, hilly, or varied in relief.
- Natural features: Describe natural features, such as rivers, lakes, hills, or bluffs, that help define the landscape.
- Circulation system of roads, paths, trails, etc.
- Spatial relationships and orientations, such as symmetry, asymmetry, and axial alignment.
- Views and vistas into and out of the landscape.
- Vegetation: Ideally, describe the vegetation present by botanical name and common name with caliper for trees and heights for shrubs (and put this information onto maps). At the least, describe the primary types and locations of vegetation. Mention the extent of tree cover, using appropriate terms such as *grove*, *scattered trees*, *forest*, *wooded area*, and *specimen tree*. If possible, name the species of trees or describe whether trees are coniferous (“evergreen”) or deciduous. Include

the general maturity of the trees (for example, “a grove of mature red pine trees”). Use a similar approach to describing shrubs and their arrangement on the landscape. Flowers and other low-growing plants should be described in terms of their placement in the landscape: in beds, naturalistic plantings, planters, or specialty gardens (such as herb gardens).

- Bodies of water such as pools, fountains, lakes, streams, and cascades.
- Number and general character and location of buildings, structures, and objects present.

For a Rural Historic Landscape, provide an overview description in terms of the overall form and size of the area and in terms of the eleven landscape characteristics defined in National Register Bulletin 30, pages 15-18. These landscape characteristics are:

- Land Uses and Activities
- Patterns of Spatial Organization
- Response to the Natural Environment
- Cultural Traditions
- Circulation Networks
- Boundary Demarcations
- Vegetation Related to Land Use
- Buildings, Structures, and Objects
- Clusters
- Archaeological Sites
- Small-scale Elements

The **Statement of History and Significance** field should provide a summary narrative history of the landscape and define its significance in terms of its design, historic use, etc.

Photographs

Photo-image instructions and requirements for images to accompany Ruskin records for individual resources and for complex properties (including landscapes such as parks, cemeteries, and farms) are provided in the general **PHOTOGRAPHING PROPERTIES** instructions in Chapter 3.

For an overall landscape, more than one photo-image almost always is needed to convey the character of the landscape. General views, as well as close-up views of significant landscape features (ones that were not individually surveyed), should be included. The number of views that should be taken to accompany the record for the landscape as a whole should relate to the size and complexity of the landscape, with fifteen views being the maximum for all but very large landscapes such as districts.

Mapping

The survey map(s) for the landscape should be prepared in accordance with the general survey mapping instructions in Chapter 7. If complex properties are contained within the landscape, they will have their own survey maps; thus the survey map for the landscape as a whole should only identify the properties and reference the individual site maps in the appropriate locations. All other surveyed resources should be plotted and labelled on the landscape's survey map. The survey map(s) should also illustrate those important characteristics and features that were not surveyed but were described in the Description section of the landscape's Ruskin property record.

FARM PROPERTIES

Farm properties commonly consist of farmstead areas containing any houses and the barns and other outbuildings *plus* the remainders of the farm properties, which may include a combination of features such as crop and pasture areas, woodlots, orchards and gardens, lanes, windbreaks, and ponds. Additional buildings such as hay barns and migrant housing clusters may stand outside of the main farmstead area. Small-scale features such as fencing, windmills, wells, and bridges may also be present. These human-built and natural elements plus the overall features of land-use and circulation patterns all define the character of farm properties.

A survey of farm properties should provide information on each entire property, including a comparison of the current and historic patterns of land use and the physical layout as far as it can be determined. It should provide information on all buildings, structures, and other component features. The list of property types associated with agriculture (see the Ruskin pick list in Appendix B) will be useful as a guide to the kinds of features that should be inventoried in order to thoroughly document the farm property and evaluate its historic significance.

How to Survey Farms

- Prepare a property record for the farm as a whole.
- Prepare a Ruskin property record for each building, structure, or object, regardless of age, within the entire farm property. A single record should be completed to cover all examples of any features that appear several times in the landscape, such as fencing or wall systems.
- Property records *should* be made for historic vegetation features associated with human occupation and use — such as windbreaks, tree lines along roads or drives, specimen trees, garden beds, and sugarbushes — when historic information on the origins and uses of these features can be obtained. Ruskin property records *should not* be made for such features when there is no historic documentation; instead, these features should be briefly described in the Description section of the property record for the entire farm.
- Ruskin property records *should* be made for surviving historic areas of land usage such as crop land, orchard remnants, or woodlots and for natural features such as ponds that are important to an understanding of the physical and historic character of the farm. They also *should* be briefly described in the Description section of the farm's Ruskin record.

Ruskin Property Record for the Entire Farmstead

The **Description** field for the farm as a whole should provide an overview description that will serve as an introduction to the descriptive information on the property records for individual features on the farm and provide pertinent information on those other important features that were not individually surveyed.

The **Statement of History and Significance** field should provide a summary narrative history of the farm and define any historic significance. Historical research should attempt to document:

- When the farm was settled;

- Biographical information on families that have owned or farmed the land;
- When existing improvements were made and known builders and suppliers involved;
- What the farm produced at various eras in its history and the quantities or values, if agricultural census data or other records are available; and
- The physical evolution of the farm — its buildings and structures and land usage — over the years.

The **Sources of Information** section of the **Property Specific Research** instructions in Chapter 4, **Historical Research**, lists archival sources of information that may be useful in developing a history of the specific farm and for attempting to place it in its historic context over the years.

Photographs

General photo-image instructions and requirements for images to accompany Ruskin records for individual resources and for complex properties, including farms, are provided in Chapter 3. For a farm, more than one photo-image almost always is needed to convey the character of the farm buildings and property. The number of general views needed will generally range from 2 to 4, with a greater number possibly needed for the most complex farms. The views should be taken from different directions and include one or more that illustrate the street frontage.

Mapping

A single survey map should be prepared for each surveyed farm in accordance with the general survey mapping instructions. The map should include the entire property, not just the area containing the buildings. All surveyed resources should be plotted and labelled. The survey map for a farm should also illustrate those important features that were not surveyed but were described in the Description section of the Ruskin record for the entire farm.

Chapter Six

EVALUATING SURVEYED PROPERTIES



Ossian Sweet House, Detroit

Evaluation of the historic significance of the surveyed properties is the very heart of the survey project since the properties evaluated as historically significant are the ones to which future historic preservation planning efforts will be geared and the rest of the properties will likely be excluded from future preservation planning. The historic significance of the surveyed properties must be assessed against a standard criteria. Evaluation criteria developed for survey projects of all kinds should use or be based upon the National Register of Historic Places Criteria for Evaluation. The

national register criteria form a broadly worded framework for evaluating the diversity of historic resources in an area and across the nation. The survey project's overview and narratives identify events and persons important in the area's history as well as important aspects of the area's architectural, engineering, and/or artistic history and define the context within which the historic significance of the surveyed properties can be evaluated. The overview and narratives provide the means of translating the national register criteria into locally meaningful terms.

National Register Criteria for Evaluation

Criteria: The quality of significance in American history, architecture, archaeology, engineering, and culture is present in districts, sites, buildings, structures, and objects that possess integrity of location, design, setting, materials, workmanship, feeling, and association, and:

- A. That are associated with events that have made a significant contribution to the broad patterns of our history; or
- B. That are associated with the lives of persons significant in our past; or
- C. That embody the distinctive characteristics of a type, period, or method of construction, or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; or
- D. That have yielded, or may be likely to yield, information important in history or prehistory.

Criteria Considerations: Ordinarily cemeteries, birthplaces, or graves of historical figures, properties owned by religious institutions or used for religious purposes, structures that have been moved from their original locations, reconstructed historic buildings, properties primarily commemorative in nature, and properties that have achieved significance within the past 50 years shall not be considered eligible for the national register. However, such properties will qualify if they are integral parts of districts that do meet the criteria or if they fall within the following categories:

- A. A religious property deriving primary significance from architectural or artistic distinction or historical importance; or
- B. A building or structure removed from its original location but which is significant primarily for architectural value, or which is the surviving structure most importantly associated with a historic person or event; or
- C. A birthplace or grave of a historical figure of outstanding importance if there is no appropriate site or building directly associated with his productive life; or
- D. A cemetery which derives its primary significance from graves of persons of transcendent importance, from age, from distinctive design features, or from associations with historic events; or
- E. A reconstructed building when accurately executed in a suitable environment and presented in a dignified manner as part of a restoration master plan, and when no other building or structure with the same association has survived; or
- F. A property primarily commemorative in intent if design, age, tradition, or symbolic value has invested it with its own exceptional significance; or
- G. A property achieving significance within the past 50 years if it is of exceptional importance.

The evaluation process consists of assessing properties from three perspectives:

- Historic context
- Historic significance
- Historic integrity

Historic resources must be understood within the framework of the historic themes with which they are associated and the place and time in which they occurred. The theme, geographic parameters, and temporal definition — for example, popular music (theme) in Detroit (place) in 1920-1975 (time frame) — form the *context* for understanding a property. Evaluations need to include a comparison with properties that are similar in terms of function, form or style, and relationship to a historic event and a comparison with other properties associated with the same historic theme(s) and in the same geographic area and time frame. The geographic area that forms one of the bases for evaluation may need to be larger than the survey area to provide an adequate context for evaluation. In general, evaluations should be made, at a minimum, within the context of the entire community.

The historic significance of an above-ground property refers to its importance in the history, architecture, or culture of the local area, state, or nation. Significance is defined in terms of the four national register criteria that concern historic events, important people, distinctive physical

characteristics, and information potential.

The historic integrity of a property refers to the extent that physical components have survived from the historic period — in other words, how much the property resembles its historic appearance. The national register criteria defines seven qualities of integrity that properties must meet: location, design, setting, materials, workmanship, feeling, and association.

If the history of a property is deemed important within one or more historic themes, and if the property possesses a high degree of integrity, it is generally considered significant, or eligible for listing in the National Register of Historic Places. The purpose of an above-ground survey is to determine which properties within the survey area possess sufficient significance within one or more historic themes and sufficient integrity to qualify for national register listing. The purpose of documenting historic properties and researching individual and thematic histories is to provide the information needed to perform evaluations.

In addition to these instructions, survey personnel should review the Secretary of the Interior's Standards for Evaluation; National Register Bulletin 15, *How to Apply the National Register Criteria for Evaluation*; and other National Register Bulletins, as appropriate to the surveyed resources (see Appendix F). All are available from the SHPO.

PERFORMING EVALUATIONS

The first step in the evaluation process is to develop lists of surveyed properties that relate to each defined historic theme. The list for each theme should include not only all properties that clearly possess historical significance but also a sampling of properties more representative of broader types of properties that reflect the theme. The list for each theme should be organized by the broad property type categories (such as Commercial or Domestic) as defined in the Ruskin record for the property. Districts identified in the field survey and complex properties such as farms, industrial complexes, parks, and cemeteries should each be listed and evaluated as a whole; components should not be listed and evaluated separately unless the entire district or complex property turns out *not* to meet the criteria. Some properties will relate to more

than one theme; these should be listed under all appropriate themes. The associated property list for the architecture theme should be organized by the styles, building forms, or other aspects of the survey area's architecture defined in the narrative as significant.

Then, using the national register criteria for evaluation as the basis, develop minimum standards for evaluating properties associated with each of the survey area's defined historic themes. For each theme, define the following:

- Which property types are important in illustrating the theme?
- How do the national register criteria apply to *each property type* (in some cases several property types may be grouped together) on the basis of the important events, people, and

patterns, etc., developed in the narratives?

- What level of physical integrity must a property possess to be eligible for listing as a member of the property type?

The following are examples of specific criteria established for individual property types or groupings of property types within a theme:

- The criteria under the theme of commerce might define a commercial building as eligible for the national register if it housed a leading commercial enterprise by virtue of its size and role in the community (a department store in a large community or a general store in a small community, for example) or if it housed a specific business or business use for a long period of time (a hardware or clothing

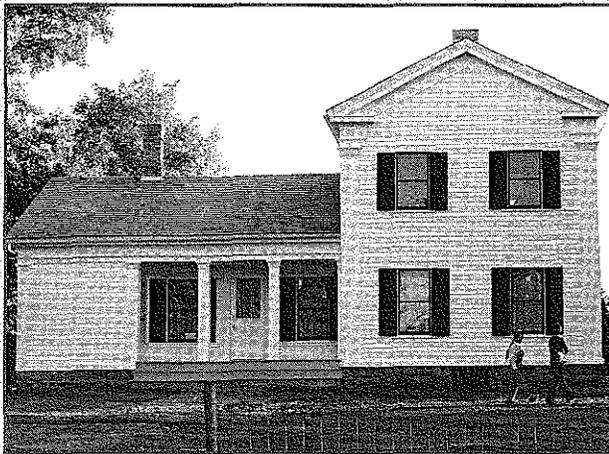
store, or a succession of shoe stores or ice cream parlors, that remained in business at the same location, for example).

- The criteria under the commerce theme might define a house as eligible for the national register if it is associated with a pioneer merchant or businessperson who owned an important business or a business which remained in operation for a long period of time.

The criteria should be tailored to the survey area's historic themes and to the surveyed properties and property types. The criteria developed for each theme should relate directly to the theme and associated property types. Avoid using a standard, "canned" criteria that applies to all themes.

Applying the Criteria

A Case Study: The Home of a Settler from New York State



*A New York settler's house: the DeLano House
Kalamazoo County*

A building that was the home of a pioneer settler from New York State should be reviewed in terms of the broad pattern of migration to the area from upstate New York and the settler's importance as a reflection of that migration and as a member of the community, and, conceivably, the importance of the building itself in reflecting the architectural tastes of the day in that area.

In reviewing eligibility, the history of the area should be considered. For the settler's house, it is important to know whether or not the migration from upstate New York to this area was a common pattern. If it was, the house can be viewed as possessing some significance through the connection with this broad pattern of local history.

It is also important to know whether the settler played a significant role in local history. Was he or she a businessperson who established a general store that served the community for a long period of time, for example, or a farmer who played a key role in introducing a new and ultimately important crop? In other words, was the subject someone who made a definable contribution to local history?

Architectural significance also may be a factor in the evaluation. Does this upstate New York settler's house fall into a broad architectural pattern in illustrating the use of building forms or materials characteristic of upstate New York that were used by other early settlers who came from that area? Does the building exemplify commonly used traditional house forms or high style design of its period, or is it an important example of its designer's work — whether the designer was a fashionable architect of national reputation or a local carpenter-builder?

Once some conclusions concerning how the building fits into the patterns of local history have been reached, an attempt should then be made to determine whether the house is of sufficient importance within

Applying the Criteria

A Case Study: The Home of a Settler from New York State (continued)

these historical patterns to merit designation. For example, perhaps the settler was but one of a great number of such people who settled in the same general area and many of the houses these settlers built have survived. The evaluation of this particular building's importance in representing the theme of eastern migration to the area might be much less than it would be if only a few of the early settlers' homes had survived, say in an urban area.

Here, the issue of physical integrity becomes important. If fifty houses that relate to the settlement of the area by New Yorkers survive, certainly some of them — all other things being equal — illustrate better than others what it was like for these New Yorkers to establish new lives in Michigan in the early days. Those that retain enough of their historic appearance and character to provide a clear illustration are of greater importance than those that have lost this ability.

Synthetic siding, major renovations that result in the loss of original materials such as trim, and moving from the original site reduce the ability of a building to convey its significant history. Most buildings do not remain in a pristine form, and many have been moved. How much the alterations have reduced the overall ability of the building to illustrate the history must be evaluated. In effect, the standards for physical integrity for properties possessing historical significance only mildly related to the architecture differ somewhat from those of properties whose significance is primarily architectural.

The New York settler's house loses a strong measure of significance if it is moved off the property on which the pioneers actually settled. The house loses some measure of significance if synthetic siding is installed or other changes are made, but may retain sufficient integrity to be eligible if the changes made are reversible ones that do not change the fundamental character of the property.

On the other hand, a building that is viewed as eligible primarily because of its architectural value in illustrating high style or vernacular tastes of its time period may not be viewed as losing integrity by being moved (as long as the new setting is appropriate), but may be viewed as losing a substantial amount of integrity by being sided or changed in other ways that reduce the building's ability to illustrate the historic architectural finishes and materials.

IDENTIFYING AND DOCUMENTING POTENTIAL HISTORIC DISTRICTS

One purpose of a survey is to identify and document any potential historic districts located within the survey area. "A district," according to National Register Bulletin 15, *How to Apply the National Register Criteria for Evaluation*, "possesses a significant concentration, linkage, or continuity of sites, buildings, structures, or objects united historically or aesthetically by plan or physical development. . . . A district derives its importance from being a unified entity even though it is often composed of a wide variety of resources. The identity of a district results from the interrelationship of its resources, which can convey a visual sense of the overall historic environment or be an arrangement of historically or functionally related properties."

Historic districts commonly encompass business districts, residential neighborhoods, and rural villages and agricultural districts. These areas must

possess significance under one or more of the national register criteria and retain an adequate level of physical integrity. The boundaries must include the full extent of the historic resources related to the applicable historic themes and time frames while excluding adjacent areas whose properties bear no strong relationship to them.

The historical overview's thematic narratives and the property-specific research should suggest which areas within the overall survey area are potentially eligible for the national register as historic districts. The significance of each such area should be evaluated in terms of the defined themes and the property types present and by comparison with other resources in the survey area and community that exemplify those same themes and property types. Boundaries should be defined on the basis of significance and integrity.

EVALUATION RESULTS

Individual and complex properties and districts meeting one or more of the four basic national register criteria and possessing adequate integrity should be considered eligible for listing in the National Register of Historic Places. For each property, complex property, or district evaluated as eligible, prepare summary description and significance statements for inclusion in the Evaluations section of the survey report. For most individual and complex properties, these will be brief

description and significance paragraphs similar to the summary paragraphs required at the beginning of the description and significance statements of national register nominations. For districts and larger complex properties, more extended statements will probably be required to adequately describe and explain the significance of the resources. See **the instructions for Evaluation Results in the Survey Report section of Chapter 7, Survey Products.**

THE EVALUATION PROCESS IN RECONNAISSANCE LEVEL SURVEYS

A reconnaissance level survey should *never* be considered the end of the survey process. It is the first step in a two-step process. Reconnaissance level survey will not provide sufficient information to permit informed judgments of significance. It is designed to provide a preliminary look at a survey area's historic resources that will make it possible to focus the intensive level survey activities to follow on the areas and properties that appear most to merit them.

In evaluating properties surveyed at the reconnaissance level, the same general process used for intensive level surveys should be utilized to the degree that the historical information permits. The survey data will help locate the scattered individual properties that may possess significance in terms of their architecture or age as well as the areas within the overall survey area that contain concentrations of older and architecturally noteworthy properties that merit intensive level survey. The historical overview with its thematic narratives may help identify some individual properties as being worthy of

further study. It may also help identify larger areas that may possess historical significance as a whole or contain concentrations of properties that possess individual historical significance. A reconnaissance level survey may result in evaluations of some properties as national register-eligible when historical information permits informed judgments. For the most part, however, a reconnaissance level survey will result in a series of recommendations for intensive level survey of defined areas and individual properties. These recommendations should be as specific as possible. A rationale for including each area or individual property in the recommendations for intensive level survey should be provided as part of the report's Evaluation Results section at the conclusion of the project. Boundaries for areas deemed to merit further study should be clearly defined in writing and on maps provided as part of the Evaluation Results section. Street addresses for individual properties recommended for intensive level survey should also be provided.

Chapter Seven **SURVEY PRODUCTS**



Amasa Historic Business District, Amasa

Each survey will yield the following products:

- Site Data:
 - Electronic Property Records in Ruskin; and
 - Printed Inventory Forms Generated from Ruskin Records;

- Photo-images:
 - Electronic Images; or
 - Photographs;
- Maps; and the
- Survey Report.

SITE DATA

Two types of products will result from the electronic survey:

Electronic Property Records in Ruskin

The process of surveying using the Ruskin survey database program will result in the creation of an electronic property record for each individual property surveyed. It will also result in historic district and complex property records. For historic districts and other complex properties containing multiple buildings and structures, such as farms or industrial complexes, a separate Ruskin property record for each building, structure, and object and one for each entire district or complex property must be provided. A complete set of property records in the Ruskin electronic database will be provided as one of the survey products.

Printed Inventory Forms Generated from Ruskin Records

From the site records entered into the Ruskin database for individual properties, complex properties,

and districts, *Historic Resource Inventory Forms* or *Historic District Inventory Forms* will be printed out. See Appendix A, the Ruskin manual, for instructions.

- A Historic Resource Inventory Form should be provided for each individual property surveyed, including those within complex properties or districts.
- A Historic District Inventory Form should be provided for each surveyed complex property or district as a whole.

A printout of the inventory form generated for each site record should be provided as part of the survey report. The printouts should be arranged alphabetically by street name and then by house number for the entire survey area. However, if the survey area is comprised of two or more separate parts, the forms for each part should be kept separate and ordered within each section as above. Forms for properties in any listed or proposed district should not be grouped together but should be arranged in the above described order.

PHOTO IMAGES

The survey products should include at least one photo-image for each surveyed individual property, complex property, and district. The images may be electronic, resulting from digital photography or scanning of standard photographs, or may be standard photographs.

Electronic Images

The use of electronic imaging permits the image to be printed as part of the inventory form. This is the preferred method. See Appendix A, the Ruskin manual, for instructions. The print-out of the image on the inventory form should be in color and fit within the 2" x 3" format on the

Ruskin screen. Electronic images from scanned photographs and digital cameras must meet the standards set forth in the **PHOTOGRAPHING PROPERTIES** section of Chapter 3.

Photographs

Photographs

If electronic images are not part of the project and standard photography is used, the inventory forms will carry *no* photographs. The photos should be printed in wallet size (2" x 3") to save space, and on archival quality paper, if possible.

The photos should be placed in three-ring archival polypropylene sleeves designed for wallet-

size prints. Each print should be labelled on the back with a street address or other method of identification used in the survey record and the photo roll and frame number. The photos should not be placed back-to-back in the sleeves. They should be placed in the same street and number order as the inventory forms to facilitate use. The photo sleeves should be filed in a three-ring loose-leaf binder, which will become an additional volume of the report. The binder should be labelled with the same identification as the survey report.

Negatives

Survey negatives should *always* be permanently retained and stored in an archivally stable environment. A local or regional repository that will adequately house the negatives should be identified at the beginning of the project, and its requirements for submission of negatives followed in the processing of the negatives.

The SHPO will accept survey negatives only if no local or regional repository can be found which will store them under safe, archival conditions. If

they are to be submitted to the SHPO, they should be processed as follows:

- Negatives should be produced through a silver halide reduction process for all black-and-white photographs taken during the survey.
- Each roll of negatives should be placed in an archival quality polypropylene sleeve numbered with the appropriate roll number. If the survey is a small one, the negative sleeves can be filed in an archival quality folder attached (using an archivally stable glue or tape process) to an inside cover of one original copy of the report (this assumes use of a loose-leaf binder or other hard-cover format for the report). If the survey is large, three-ring loose-leaf negative sleeves can be used and the negatives stored as a group in the loose-leaf binder with the photographs or in a loose-leaf binder of their own. The sleeves should be labelled with the name of the survey, date, and film roll number.

MAPS

The locations of all surveyed properties must be mapped on one or more survey maps. The types of maps that should be produced during the survey are:

- **Map of the survey area** illustrating the entire survey area and its boundaries. If the surveyed properties cannot be clearly shown on a single map, this map shall serve as a key map for a series of maps that together encompasses the entire survey area.
- **Series of maps** with each one showing a portion of the survey area, if the surveyed properties cannot clearly be shown on a single map.
- **Maps for areas recommended for intensive level survey.** One or more maps illustrating the boundaries of areas proposed for intensive level survey as a result of reconnaissance level survey activities should be provided.
- **District maps.** A separate map showing the boundaries of the proposed district must be prepared for each district recommended as eligible for the national register or for local designation as a result of intensive level survey activities. *In the district maps only*, shade the footprint or represen-

tation of each resource viewed as contributing. The patterned coding as required by the instructions in Information Survey Maps Should Provide (see directly below) should not be used for district maps.

- **Maps for complex properties.** Each surveyed complex property, such as a farm, estate, factory complex, cemetery, or park, should have its own map showing *all* surveyed resources plus important features that were not surveyed. For complex properties roads and drives, areas of land use and natural features such as ponds, woods, and other vegetation areas should be shown, in addition to surveyed resources such as buildings, structures, and objects. All features, including surveyed elements, should be identified. If space is limited, features should be numbered or lettered and keyed to an identification list in the margin of the map or on an attached sheet.

Information Survey Maps Should Provide

- Survey name;
- Date of survey;
- Name of community and county;

- Firm or individual that prepared the map;
- Significant natural features such as lakes and rivers, with names;
- All streets, labelled in bold print with their names;
- Lot lines;
- Outlines or representations for all surveyed resources;
- Patterned coding of footprints or representations of all surveyed resources to clearly indicate which properties have been surveyed and at what level, if the survey involved both reconnaissance and intensive level work;
- Street addresses for all properties in the survey area;
- Boundaries of governmental unit, survey area, and national register and locally listed or potential districts that fall within the area encompassed by the map;
- Key identifying any symbols used;
- North directional arrow; and
- Scale bar.

Do Not:

- Record photo roll and frame numbers and electronic record and photo file numbers on the maps.
- Use color coding. Photocopying in black and white will render color coding unreadable.

Map Standards

Each survey map should be produced in a size and format that will allow it to be incorporated into the report. Producing maps that must be stored separately from the report should be avoided. Printed maps must be on paper or mylar. Paper must be 50 to 80 pound white or off-white bond paper, or offset paper. Mylar or mylar-like polyester film with a frost-faced work surface is acceptable if the map will not be folded. Clear original copies must be used. Multi-generational copies with indistinct addresses and lettering, blueprints, and photocopies will not be accepted.

Information should be written in black ink or printed by machine in black ink, or printed so that a black silver halide-reduction photo-image is created. Any other method should be approved in advance by the SHPO. Tape, staples, and adhesive labels should not be used.

Maps should be printed large enough to be

clearly readable, but small enough to be bound into the report. Ideally, the maps should fit into an 8½" x 11" format so they can be bound into the survey report unfolded. They should be no larger than 11" x 17", if possible, so that with no more than two vertical folds they can fit into an 8½" x 11" survey report. If USGS or other maps larger than 11" x 17" are used, they should be bound into the report in a manner that permits all the information to be read.

Maps for Rural Surveys

In rural areas, one map should be prepared for each township. A township that occupies an area much larger than a six square-mile Congressional township may require additional maps. In addition, a map for each complex property, such as a farm, and for each crossroads hamlet, subdivision, or other area of more intensive development that requires survey should be prepared. The township map should show the township's boundaries, section lines and numbers, the township and range, all public roads (each labelled with its name), railroad lines, and important watercourses, lakes, and ponds. Property lines for the surveyed properties should be illustrated, but some properties may be too small to plot. Their locations may be marked with small representations such as dots. The names of property owners should be omitted. Suitable base maps for rural surveys may include township maps from county plat books and maps created by township or county governments or regional planning agencies. USGS maps may serve as base maps, but to meet the requirement for a single map for each township it may be necessary to create a single map from portions of two or more USGS maps. In some cases electronic mapping may be available.

Maps for Urban Surveys

In urban areas, the survey map or maps should show both the lot lines and the outlines of the surveyed buildings. For business districts containing buildings that occupy most of their lots, the maps should show the building outlines. Outside of business districts, surveyed buildings can be shown by square boxes if maps showing building outlines are not available. Monuments and other objects may be represented by circles or dots.

Sample Survey Maps (see Maps 1-5 on following pages)

Map 1A is the key block from a survey map for an urban survey area, downtown Grand Rapids. It provides the survey name and date, city name (the county name should be stated as well), firm that made the map, a north arrow and drawn-in scale, and a key identifying survey area and district boundaries, properties surveyed at different levels, and already designated properties.

Map 1B is a portion of the above downtown Grand Rapids survey map. In most respects this map is an excellent model. Lot lines, building outlines, street names and addresses, and other required information is included. (Monuments and other objects were not surveyed; these had been included in a previous survey.) The system of patterned coding used for distinguishing between properties surveyed at the reconnaissance and intensive level and for denoting properties already listed in the National Register of Historic Places or as city landmarks renders the map easy to read.

Map 2 is a survey map for a rural township in which a number of farms and other properties were selected for intensive level survey following an earlier reconnaissance phase. The map clearly illustrates the location and extent of each of the surveyed properties, which are identified by street address. Most of the properties surveyed were complex properties; for each a separate complex property map was also prepared (see Map 3).

Map 3 is a survey map for one of the farm properties included in Map 2. Map 3 illustrates the entire surveyed part of the property and shows drives, wooded areas, and ponds on the property, and an inset of the farmstead area shows all buildings, structures, and drives in that part of the property. All surveyed resources are identified.

Map 4 is a survey map of a designed landscape, the Detroit Zoological Park. The surveyed features are identified by letter based on their functions within the landscape and then by number. The date of the map should be given and all of the surveyed features should be identified by name on the map or on a separate sheet bound into the report with it.

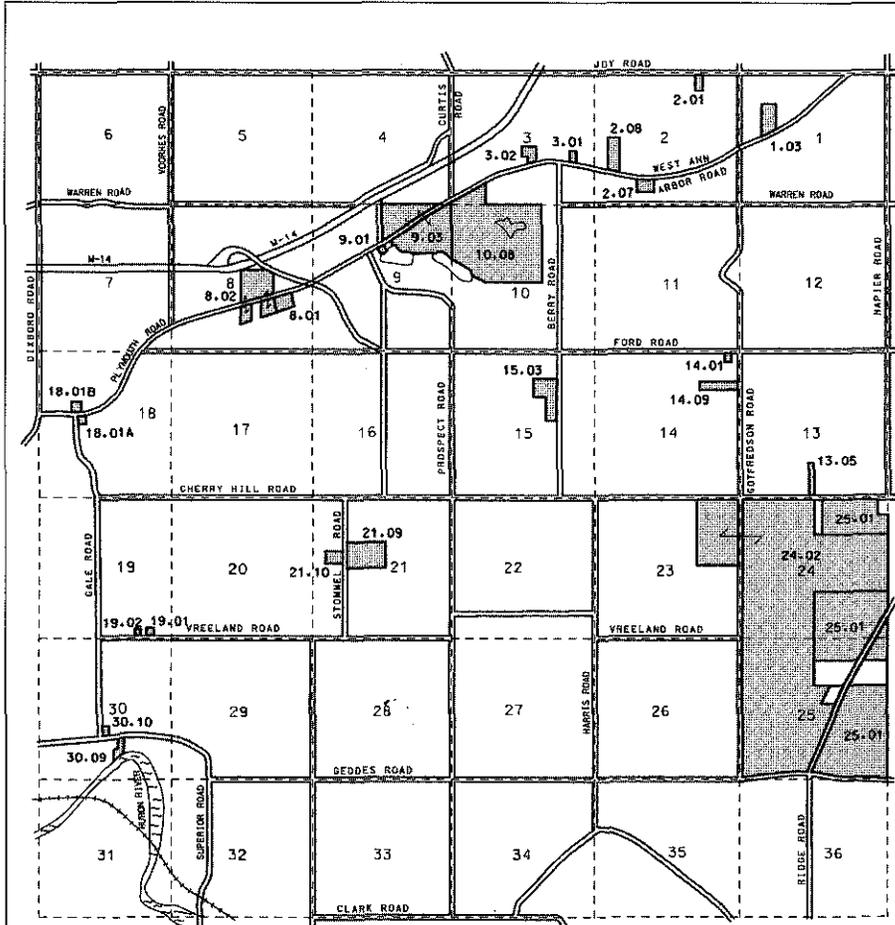
Map 5 is a district map for a proposed national register historic district in Dundee. The outlines of all buildings in this commercial district are drawn in, and each building's contributing or non-contributing status is clearly indicated. This map lacks only the name of the person who prepared it.

Central City Survey - Phase III

Grand Rapids, Michigan
Past Perfect, Inc.
July, 2000

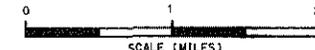
-  **Central City Survey, Phase III survey area**
-  **Heritage Hill Historic District**
-  **Heartside Historic District**
-  **Proposed Historic Districts**
-  **Local Grand Rapids Landmarks**
-  **Intensive level survey**
-  **Reconnaissance survey**
-  **Listed on the National Register of Historic Places**





PROPERTIES (SHADED AREAS)	
NO.	ADDRESS
1.03	- 10165 WEST ANN ARBOR ROAD
2.01	- 9700 JOY ROAD
2.07	- 9350 WEST ANN ARBOR ROAD
2.08	- 9105 WEST ANN ARBOR ROAD
3.01	- 8755 WEST ANN ARBOR ROAD
3.02	- 8605 WEST ANN ARBOR ROAD
8.01	- 6820 PLYMOUTH ROAD
8.02	- 6595 PLYMOUTH ROAD
9.01	- 7500 PLYMOUTH ROAD
9.03	- 7734 PLYMOUTH ROAD
10.08	- 7996 WEST ANN ARBOR ROAD
13.05	- 10483 CHERRY HILL ROAD
14.01	- 9100 FORD ROAD
14.09	- 3385 GOTTFREDSDN ROAD
15.03	- 3401 BERRY ROAD
18.01A	- 5206 PLYMOUTH ROAD, DIXBORO
18.01B	- PLYMOUTH ROAD, DIXBORO
19.01	- 5905 VREELAND ROAD
19.02	- 5843 VREELAND ROAD
21.09	- 2820 STOMMEL ROAD
21.10	- 2833 STOMMEL ROAD
24.02	- 2734 GOTTFREDSDN ROAD
25.01	- 2495 RIDGE ROAD
30.09	- 5668 GEDDES ROAD
30.10	- 5521 GEDDES ROAD

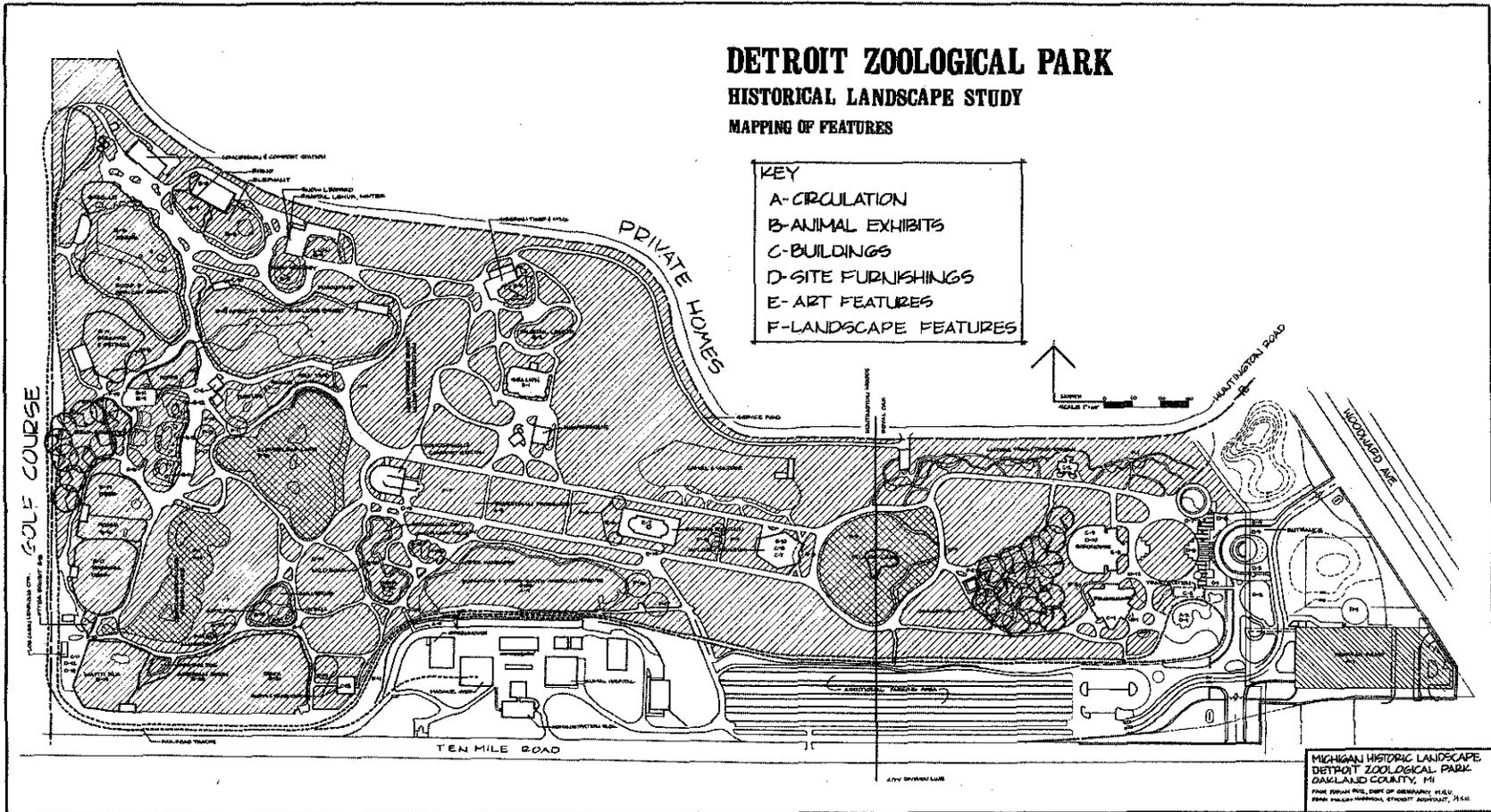
SUPERIOR TOWNSHIP, WASHTENAW COUNTY, MICHIGAN
T2S R7E



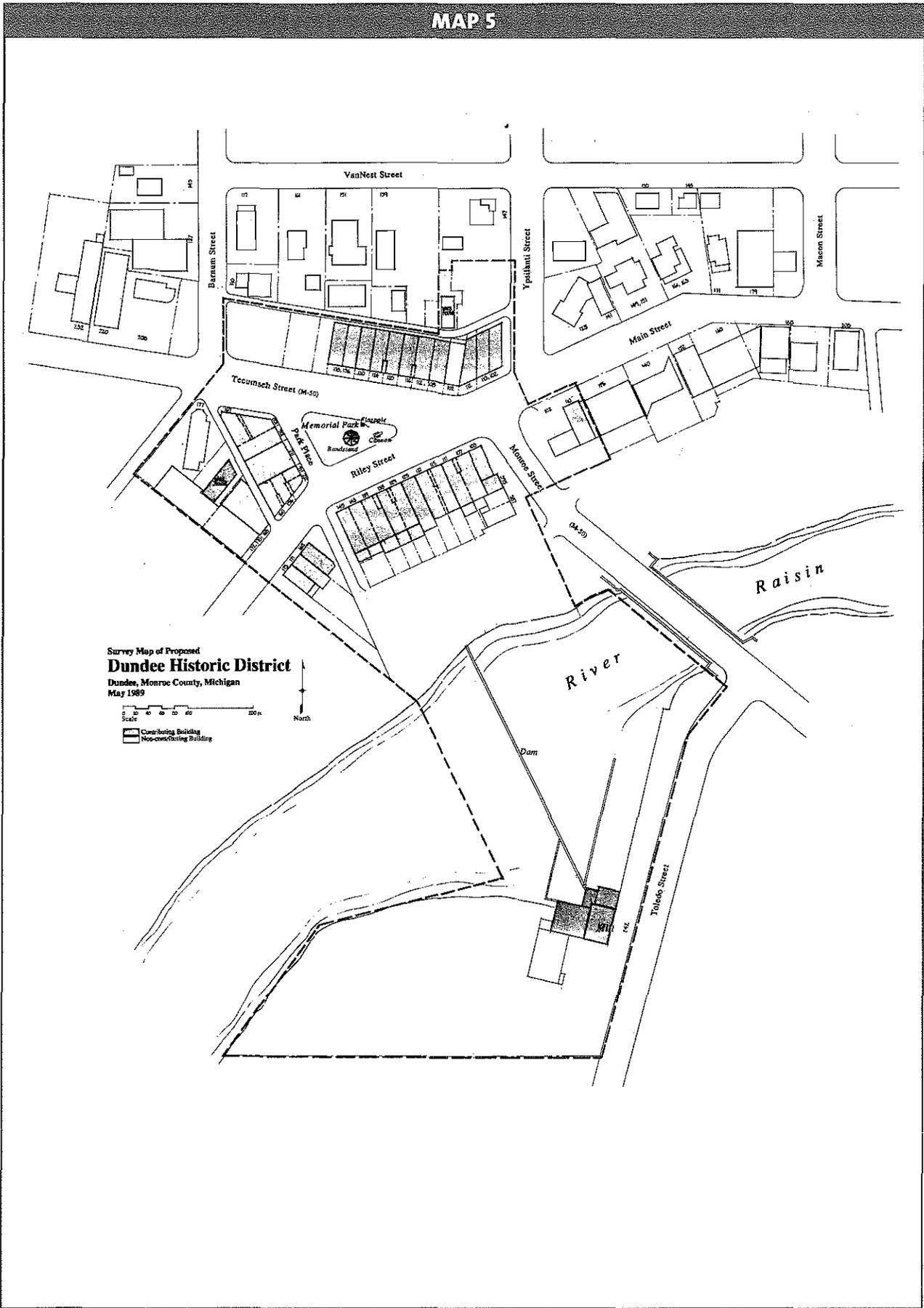
SUPERIOR LAND CONSERVANCY
 INTENSIVE LEVEL HISTORIC SURVEY

LOCATION OF SURVEYED PROPERTIES

July 1996 | Ina Hanel-Gardenich



MAP 5



Survey Map of Proposed
Dundee Historic District
Dundee, Monroe County, Michigan
May 1989

Scale 0 10 20 30 40 50 60 70 80 90 100 ft
North

Contributing Building
Non-contributing Building

THE SURVEY REPORT

The final report for the survey is comprised of a summary of the project, recommendations resulting from it, descriptive and historical information on the survey area, and copies of the survey products. The report should be prepared in three sections: 1) a summary of the project, including national register eligibility and other recommendations, and the survey maps; 2) the historical overviews and thematic narratives and the results of the evaluation

process; and 3) the survey index list, inventory forms, and photographs and negatives.

Reports should be bound, but, for larger survey projects, binding the main body of the report (Section One — see below) and placing the remaining sections in loose-leaf notebooks is acceptable. Section One of the report should be bound in such a way that it may be opened flat so that text pages and mapping can be readily photocopied.

SECTION ONE

- **Cover or Title Page:** Include the name of the survey; municipal unit(s) and county; sponsoring agency; completion date of the final report; and names, addresses, phone numbers, and e-mail addresses of the person or firm responsible for carrying out the survey and of the report author and primary project personnel, if different.
- **Funding Credit:** If the survey has received assistance from federal Historic Preservation Fund monies administered by the State of Michigan, locate the required federal credit and disclaimer behind the title page and before the executive summary.
- **Executive Summary:** Briefly describe the scope of the survey project, its purpose and goals, and the results in terms of the survey products, evaluations of eligibility for the National Register of Historic Places, and recommendations for local districting and other actions. Provide a summary of national register eligibility recommendations and any other recommendations for action from the Evaluation Results and the Planning Needs and Recommendations sections. The executive summary should direct the reader to the appropriate sections of the report (include page numbers) where more detailed information can be found.

As part of the executive summary, provide the following information on survey products (this information is used by the SHPO in its annual report to the National Park Service on survey work done in Michigan during the previous year):

- Number of properties surveyed at the reconnaissance level and at the intensive level: break this down by municipal unit if survey work took place in more than one and break it down by area if survey activities took place

in more than one survey area.

- Number of acres and hectares surveyed (the SHPO must report summary figures to the National Park Service in hectares).
- **Table of Contents.**
- **Credits and Credentials:** Indicate who worked on each part of the project, their areas of expertise, and how they qualify as historians and architectural historians according to the federal professional qualifications set forth in 36 CFR 61. This part of the report can also be used to acknowledge funding or other assistance rendered the surveyor or team.
- **Project Objectives and Methodology:** Explain why the survey was undertaken and the goals and objectives that the survey project was intended to fulfill. What situations, conditions, planning needs, or other circumstances led to the survey and how and by whom were the objectives developed? List any previous surveys or studies relating to the survey area and define any data gaps or outdated information in these studies that warranted new survey. Describe in reasonable detail the work program that was developed to carry out the goals and objectives. Provide a verbal description of the survey area boundaries and set forth the various tasks and components of the project and the order in which they were undertaken. Identify the sources — such as local libraries, university archives, county register of deeds, or interviews and personal records of residents — of historical information used in the project.
- **Data Location:** List repositories for survey material, such as libraries, archives, planning departments, and the SHPO. Indicate where copies of the full set of survey materials, negatives,

and copies of the report have been deposited.

• **Evaluation Results:**

For **reconnaissance level surveys**, the Evaluation Results section will contain recommendations concerning individual properties and areas deemed worthy of further study because of some potential for National Register of Historic Places eligibility. For each individual property, complex property, and district recommended for intensive level study, provide at a minimum a single paragraph statement that contains a summary description of the resource and rationale for why it is viewed as worthy of intensive level study followed, in the case of resources consisting of multiple properties, by a specific boundary description. Provide one or more maps illustrating the boundaries of areas recommended for intensive level survey (see **MAPS** section of this chapter above) for inclusion in the Evaluation Results section of the survey report. The Evaluation Results section may also contain some evaluations of properties and areas as national register-eligible where the data provided by a reconnaissance survey was adequate for making informed determinations. For resources evaluated as meeting the national register criteria through reconnaissance level survey, follow the instructions in the following, intensive level survey paragraph.

For **intensive level surveys**, the Evaluation Results section should contain specific recommendations concerning individual and complex properties and districts that appear to meet the national register criteria along with clearly defined boundaries. For each individual or complex property evaluated as national register-eligible, list the property and its street address (or describe the boundaries, if a street address is not adequate to identify the property) and municipal unit (if the survey included more than one municipal unit). For a district, provide a detailed boundary description and a rationale for the boundaries selected. For each individual and complex property and district evaluated as national register-eligible, include a description and significance statement that provides the types of information required for description and significance statements of national register nominations. A single summary paragraph each for the description and significance statement may be adequate for many individual properties; complex properties and districts will likely require more extended description and significance statements. For each proposed district, provide a map that shows the boundaries for the district (see **MAPS** section of this chapter above) for inclusion in the Evaluation Results section of the survey report. The map should be in no larger than an 8½" x 11" format.

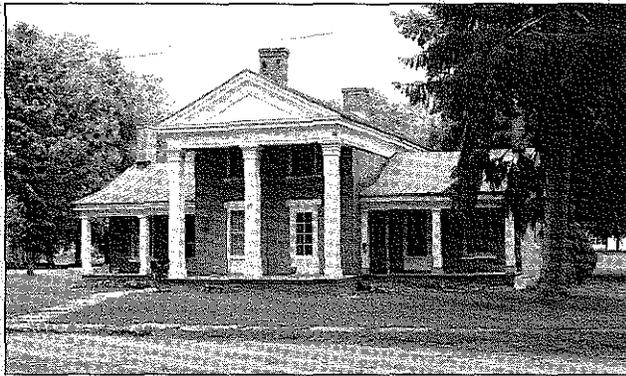
Example: Recommendation for Intensive Level Survey for an Area Resulting from Reconnaissance Level Survey

"Island" Survey Area, Sault Ste. Marie

This primarily residential area located on the island formed by the St. Mary's River and the power canal contains a potentially national register-eligible historic district for which precise boundaries should be established as a result of intensive level survey work. The potential district extends east from the county courthouse along portions of Maple, Cedar, Spruce, Carrie, Dawson, Kimball, and Brady Streets and St. James Place in the general area bounded on the west by Bingham, north by Portage, east by Johnston, and south by the power canal and Lyon Street. The area contains a rich concentration of large and often high style late nineteenth and early twentieth-century houses that includes most of the city's most architecturally distinguished Queen Anne houses plus notable examples of "Free Classic," Tudor, Arts-and-Crafts-influenced, and other styles of houses. It contains two substantial houses built with walls of the local pinkish brown sandstone. A row of very fine Arts-and-Crafts houses lines the south side of Carrie west from Johnston. The area also contains the Neoclassical former Carnegie Library building on Cedar Street plus the Gothic Revival St. Mary's Pro-Cathedral and its large complex, including the Art Deco St. Mary's School directly behind the church between Maple and Cedar and its large schoolyard that extends west to Spruce.

The area that appears to merit intensive level survey is bounded by Portage on the north, Bingham on the west, the power canal on the south, and Johnston on the east, except that the two brick bungalows on the east side of Johnston south of Carrie should be included.

**Example: Recommendation for National Register-Eligible District
Resulting from Intensive Level Survey**



West Cass Street house, Schoolcraft

Schoolcraft Historic District, Schoolcraft

Description: The recommended Schoolcraft Historic District is comprised of portions of nine blocks on the village's west side and is centered in the area bounded by Hayward on the east, Eliza on the south, West on the west, and Vienna on the north. It contains many of the community's oldest houses, dating from the 1830s and 40s, and some of its most architecturally distinguished houses, including Greek and Gothic Revival, Italianate, Eastlake, and "Free Classic" buildings.

Many of the finest of these houses are located along the two blocks of West Cass Street.

Significance: The proposed Schoolcraft Historic District occupies much of the original plat of Schoolcraft, laid out in 1831 for owner Lucius Lyons and named by him in honor of his friend, Henry R. Schoolcraft, explorer and Indian agent for Michigan Territory. The commons Lyons set aside for church and school sites survives, having been made into a park in the 1890s after the only building ever constructed there, a church, was removed. The district, comprising almost the entire village before additional areas were platted beginning in 1835, contains the homes of many of the village's earliest white settlers. These include the person who platted the area for Lucius Lyons; the village's and county's first physician (and later the local Underground Railroad conductor); an owner and a proprietor of the village's first hotel, which stood in this area before Grand Street (US-131) was laid out and became the main street; a part-owner of the village's first store; the village's first postmaster; and a participant in Michigan's first constitutional convention (and later mayor of Kalamazoo). A number of these houses date from the early 1830s and are among the oldest buildings in the southwestern part of Michigan. The district's early building stock contains examples of a broad range of house forms characteristic of the southern part of Michigan and of the New England and New York state origins of the earliest settlers. They include the I-house, gable-front, upright-and-wing, upright-and-double-wing, and gabled-ell forms. Examples of Greek Revival, Italianate, Gothic, Eastlake, and "Free Classic" houses are present, and some of them, especially along West Cass Street, are unusually distinguished examples of their styles within the overall context of the region's building stock.

Boundary Description: The district boundary begins at the NW corner of lot 57; thence S to NW corner of lot 69; th W along N line of lot 68 to center of West St.; th S to center of Clay St.; th W to rear (W) line of lot 78; th S along rear (W) lines of lots from 78 to 139 and to center of Eliza St.; th E to center of West St.; th S along W line of lot associated with 322 W. Eliza to SW corner of property; th E to SE corner of property; th N to center of Eliza St.; th W to E line of lot 140; th N along E lines of lots 140, 137, 128, and 125 to SE corner of lot 116; th E along S line of lots 117 and 118 to SE corner of lot 118; th N along E line of lot 118 to SE corner of lot 111; th E along S line of lot 110 to center of Hayward St.; th N in center of Hayward to a point in line with N line of lot 62; th W along N line of lots 62 and 63 to center of Center St.; th N to a point in line with N line of lot 57; th W to Point of Beginning. All in Original Plat of the Village of Schoolcraft.

Boundary Rationale: This boundary was drawn to include the areas within the original plat containing a concentration of houses relating to the village's earliest days as well as other historically and architecturally significant houses while avoiding those areas in which concentrations of historically and architecturally significant properties are not present.

- **Planning Needs and Recommendations:** The report's recommendations should include not just eligibility recommendations but also other measures that should be undertaken to encourage the future preservation of the survey area's historic resources. These can include recommendations for local historic district designation, for educational programs to increase public awareness (books, videos, web sites, programs, etc.), for establishing financial incentive programs to encourage historically sensitive rehabilitations of downtown commercial buildings or homes in historic districts, for zoning changes, etc.

While initially developed by the survey personnel, the report's eligibility and planning recommendations should reflect, if possible, a consensus of opinion on the part of the municipal unit and the SHPO, if it has been involved, as well as the surveyors.

- **Survey maps:** Provide a complete, final set of survey maps. See the **MAPS** section of **SURVEY PRODUCTS** above in this chapter.

SECTION TWO

Section Two of the report contains a descriptive overview of the survey area and the historical overview and context narratives, plus evaluation sections relating to the historic themes. This section should be arranged in the following order:

- **Descriptive overview(s):** Provide a summary description of the survey area that defines its physical character, including features such as location and setting, topography, land uses, and general character of the historic resources present. For survey areas that are comprised of several sections, provide a descriptive overview for each section. The description should begin with general information, including a description of the boundaries (if the survey doesn't encompass an entire community) and a discussion of the area's general character, including the setting and topography. More detailed information about the survey area's physical form and layout and its

architectural character should follow.

The length of overviews will vary greatly depending on the size and character of the survey areas. Paradoxically, it seems that for a large survey area, such as an entire community, a relatively short overview will generally make the most sense, while for a relatively small area, such as a neighborhood, a more lengthy overview will often be warranted. For a smaller survey area such as River Point, the descriptive overview provides an opportunity to highlight what is interesting, unusual, or unique from a visual standpoint about the survey area — to “play up” the resources. For a larger area such as an entire village (even a small one such as Port Hope), this level of detail is likely to become impractical from a time and cost standpoint. The sample descriptive overviews for Port Hope and the River Point neighborhood reveal this contrast.

Example: Survey Area Description for a Community

Port Hope is a small (population 369 as of 1980) village located on the shore of Lake Huron in the Thumb region of Michigan's Lower Peninsula. The Thumb, bounded on the east by Lake Huron north of Port Huron and on the northwest by Saginaw Bay, is a rural, agricultural area generally of low, slightly rolling topography. The principal part of Port Hope from approximately Main Street west lies on a nearly level plain that extends inland in all directions. East of Main Street the land drops off a short distance to a lower terrace along the lakeshore itself. The village is surrounded on the land side by farm country with scattered stretches of forest. A modern county park and several campgrounds and trailer parks occupy much of the lake frontage in the village, but to the north and south the shoreline is wooded and in some cases swampy. US-25 is the principal commercial street, passing through the small central business district, with its handful of clapboarded and brick Late Victorian buildings, in the two blocks between School Street and Portland Avenue. US-25 southeast of the point where Main Street cuts off from it follows a modern alignment that cuts diagonally across the historic platted pattern of streets. Main Street on either side of the business district and the streets to the west — First, Second, Third, State, and School — is the residential portion of town and contains a mixture of mostly modest late nineteenth- and twentieth-century houses plus two older churches. The lakeshore terrace to the east historically was the site of mills and elevators, and presently contains several elevator complexes and other commercial enterprises, plus free-standing chimney stacks from long-ago destroyed saw- and planing mills. It appears that many of the streets in the north and southeast parts of town shown in the 1890 map as platted were never opened.

Example: Survey Area Description for a Neighborhood

River Point is bounded on the north and west by the Grand River, east by the Red Cedar River, and south by the railroad line south of South Street, which forms the southern edge of the original part of Lansing platted in 1847. The neighborhood is comprised of two components, the commercial corridor along South Washington, which spills over slightly onto the side streets, and the larger residential area along Hazel, Elm, South, Grand, and Platt to the east. River Point's distinct edges define the neighborhood's character and make it a place apart from the rest of the city.

The South Washington corridor between the river and the railroad tracks possesses much visual interest because of the variety of older buildings present — from one of the city's largest early twentieth-century apartment buildings to a Spanish Mission style former gas station to a Moderne enamelled metal panel bowling alley to a Neoclassical bank building to one of Lansing's Art Deco jewels to a turn-of-the-century railroad station. The station is located just outside of the survey area; it is listed in the National Register of Historic Places.

The corridor's buildings have survived reasonably intact and restorable despite years of neglect and underutilization. Much of the commercial building stock consists of early twentieth-century two-story Commercial Brick blocks in which the facades rely for their decorative interest not on historical styling but on the brickwork itself. The most commonly seen trademarks of Commercial Brick are panels of brickwork and corbelled brickwork below the upper cornices or roofline. The range of buildings at 1131-1149 S. Washington, although as simply detailed as any Commercial Brick blocks in the city, are unusual for the uniform facade design with slightly recessed brickwork panels in the friezes carried throughout. The four-storefront building at 1000-1006 displays the most intricate brickwork panelling of any of the area's numerous examples. Alternative panels of horizontal stretcher bricks and diagonal stretchers flanking central lozenge ornaments — the panels outlined by bands of headers with square blocks at the corners — stretch across the facade at frieze level. The three-storefront building at 1202-1206 S. Washington (each section of the building today is treated differently, with the central third clad in 1960s-looking metal sheathing that should come off one day) displays a robust Commercial Brick corbelled cornice in which

Example: Survey Area Description for a Neighborhood (continued)

projecting stretchers alternate with recessed headers. The Popoff Meat Co.'s northerly building employs an even more eye-catching corbelling technique in its cornice. In the alternating tiers of projecting and recessed corbelled brickwork, the recessed tiers begin one course above the projecting ones. This results, when sunlight falls on the facade, in a checkerboard-like appearance. Like Commercial Brick buildings elsewhere in Lansing, the South Washington ones exhibit considerable variety in brick hues and textures.

One of the city's unique structures is the diminutive but jewel-like Art Deco building at 1136 S. Washington. This symmetrical two-storefront limestone-clad building displays octagonal shop windows, fluted horizontal banding, chevrons, and dramatic striping on the facade. The facade is completely intact, including the doors with their streamlined push bars.

Another landmark, although not a commercial building, along South Washington is the Washington Arms apartments located just south of the Grand River. Along with The Porter, located on Townsend at Lenawee, the massive red brick Washington Arms is probably the largest early twentieth-century apartment building in a city which until well into the twentieth century was almost exclusively a community of single-family houses, with only a relatively small number of two-family and townhouse buildings.

The streets east of Washington comprise the bulk of the River Point residential neighborhood (a few residential buildings are also found west of Washington, and notice will be taken of one of them in a few paragraphs). The River Point neighborhood is characterized by narrow streets and, except north of Hazel, small lot sizes. Houses stand close by one another and close to the street. Far from being a drawback, these factors along with the abundant shade from large trees give the neighborhood an intimate scale that is one of its most appealing features.

The houses in River Point appear to date primarily from the 1890s to the 1920s. There are none of the larger and more elaborately detailed houses found in some other Lansing neighborhoods. The houses are generally simple and of modest scale. Some of the larger of the oldest houses are narrow-fronted and deep two-story cross-gable houses such as 1135 S. Grand and the brick example at 1145 S. Grand. A number, such as 215 Hazel and 1134 Platt, are gable-front buildings where the entrance stands at the back of a shed-roof side porch. Among the neighborhood's early twentieth-century homes, the two-story square-plan "foursquares" found in other Lansing neighborhoods are present along with a small number of bungalows. The bungalows tend to display simple Arts-and-Crafts-inspired detailing including exposed rafter ends below the broadly projecting roofs and, in the case of 1140 S. Grand, door and window trim with elongated lintels and slanting sides. A small number of Colonials, including narrow and deep Dutch Colonials with their gables to the street such as the one at the southeast corner of Hazel and Grand, are also present. A gable-front turn-of-the-century-looking Colonial house at 222 Elm stands out among the neighborhood's dwellings because of its tripartite, with arched center, palladian-inspired window in the front gable.

Most houses in River Point occupy narrow-fronted and deep lots and thus embody similarly narrow and deep forms. Elm Street presents virtually the only exceptions to this general pattern. A stuccoed hip-roof two-family house of Arts-and-Crafts inspiration, the only building constructed as a two-family house noted in the neighborhood, at the southwest corner of S. Grand, and a broad-fronted gambrel-roof Dutch Colonial with shed dormer, located on Elm's north side between Grand and Platt, are highly visible buildings because of this broad-fronted orientation.

The neighborhood's only church building stands at the south end of the area on South Street between Grand and Platt. It is a cross-gable early twentieth-century auditorium-type church building with a square-plan tower near the facade's midpoint. Simple bargeboards mark the eaves.

The short east-west streets west of Washington retain few buildings. The most notable of them — really one of the outstanding buildings of the neighborhood — stands at 117 W. South. This two-story symmetrical-front building, presumably once an apartment house, sports an Arts-and-Crafts facade of brick of various hues from red-orange to brown that is divided into three vertical bays by boldly projecting

Example: Survey Area Description for a Neighborhood (continued)

piers, the central ones rising well above the tiled pent roofs that top the bays. The central bay's entry and broad windows in either side bay set within segmental arches and panels of header brick outlined by stretcher brick (itself a reversal of the typical panel treatment) separates the first-floor openings from those above. Another pent-roof building, a smaller one-story commercial building with arched central entry, stands next door to the west at 121.

River Point today all but turns its back to the river. Although some streets and houses stand close to the Grand and Red Cedar, steep, thickly wooded banks conceal the water from view. The city has developed the small River Point Park at the actual confluence of the Grand and Red Cedar, but, it seems, more could be done to make the rivers' proximity a community asset.

- **Historical overview.** See **HISTORICAL OVERVIEW** section of Chapter 4.
- **Thematic narratives:** The thematic narratives prepared in accordance with the instructions in the **THEMATIC NARRATIVES** section of Chapter 4 should follow the historical overview for the survey area. Each historical narrative should be followed by evaluation standards for the theme

and a list of properties associated with it (see the **PERFORMING EVALUATIONS** section of Chapter 6).

- **Bibliography:** Provide a single complete bibliography of sources used for the entire project. Bibliographical entries for each report should be prepared in accordance with a standard set of guidelines, such as those provided by *The Chicago Manual of Style* or *American Antiquity*.

SECTION THREE

Section Three of the report is comprised of the survey data itself, including the following components:

- **Index list of surveyed properties:** This should be organized by street and number in alphabetical and numerical order. The entry for each surveyed property should reference all associated photo-image file or roll and frame numbers and the map on which the surveyed property is found (if there is more than one survey map). Individual properties and complex properties at single addresses (generally, houses or estates, farms, industrial or institutional complexes, or parks or

cemeteries) should be listed by street and number. Historic districts should be listed in alphabetical order by historic name at the beginning of the index list.

- **Inventory forms:** Provide a complete set of printed Historic Resource Inventory Forms and Historic District Inventory Forms for all surveyed properties. The forms should be arranged in the same order as the index list.
- **Survey photos and negatives** (if standard photography is used). See the **PHOTO-IMAGES** section of **SURVEY PRODUCTS** above in this chapter.

PROFESSIONAL APPEARANCE AND PROFESSIONALISM

A survey report is a professional document summarizing the results of an important planning activity that will hopefully promote and influence the course of historic preservation activities in the survey area for years to come. The credibility of the report and its conclusions and recommendations can be enhanced by a professional appearance or reduced by an appearance that is less than professional. The final version of the report should

be free of typographical and grammatical errors. The overall layout and graphics, including mapping, should have a polished, professional appearance.

The survey report is not an academic exercise that will never see the light of day but a public document that will likely be scrutinized for years to come not only by preservationists but also by those seeking to demolish historic properties. The report should be written in a moderate tone that clearly

demonstrates the significance of the historic resources. Avoid damning historic properties with faint praise! For example, the same building was described in earlier and later versions of the same report as follows:

“In contrast to the Ottawa Street Power Station is the extremely modest Art Deco store front at 1136 S. Washington Avenue.”

“In contrast to the grandeur of the Ottawa Street Power Station is the modestly sized Art Deco store front at 1136 S. Washington Avenue. Although the building itself is very small, almost tiny, the unique octagonal windows and pencil-line concrete detailing above the twin entries make this

building a distinguished and elegant part of the lively South Washington streetscape.”

The first of these statements says nothing to indicate that this building is significant; in fact, the implication is that it is unimportant — and thus expendable. The second statement, especially when read in combination with another statement about the building on a different page in the report — “One of the city’s unique structures is the diminutive but jewel-like Art Deco building at 1136 S. Washington.” — makes unmistakably clear the importance of the building as evaluated by the report’s authors.

DISTRIBUTING SURVEY REPORTS

Every survey should be viewed as an opportunity to help preserve Michigan’s significant cultural resources. The survey products provide an explanation of a community’s development and constitute documentation regarding the location and significance of above-ground resources associated with various themes in a community’s history and architecture. These materials can be a tool for a variety of groups besides the SHPO, including:

- **Planners**, to develop strategies to minimize the impact of development projects on significant resources; to facilitate their responsibilities, under federal law, regarding the protection of cultural resources; and to provide a basis for establishing priorities for the rehabilitation or conservation of neighborhoods;
- **Historic interest groups** that promote local history and the preservation of significant properties or areas, that serve an educational role in the community, and that may be a repository for local history collections;
- **Property owners** desiring information about their houses or businesses;
- **Teachers**, who use local history and the built environment in classes ranging from social studies to history to art;
- **The media**, which needs background information for news coverage and special reports and programming;
- **Neighborhood organizations** that work to enhance the quality of life in specific areas; and
- **Youth groups** that may sponsor projects that

enhance the environment, including historic resources.

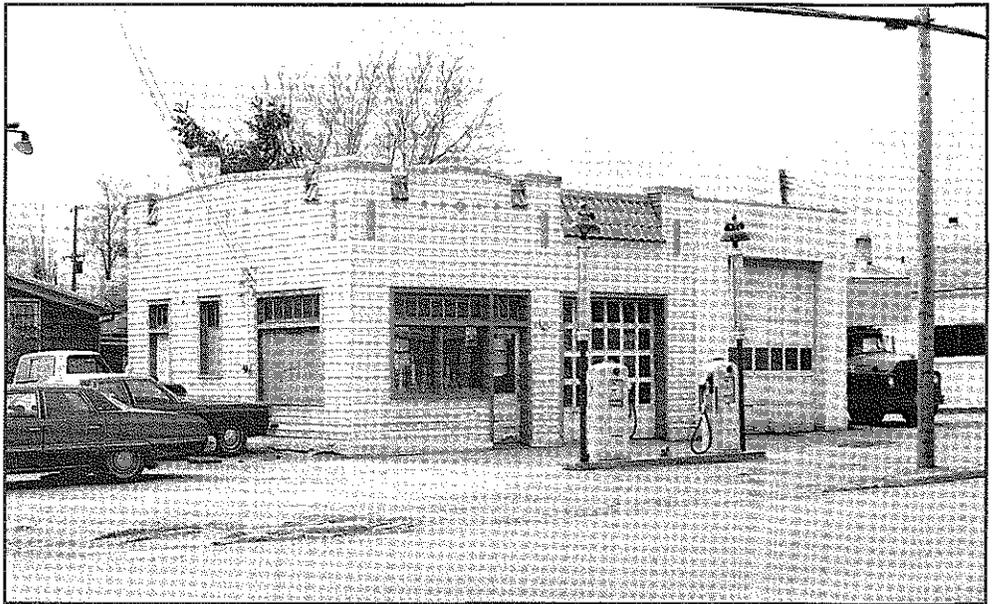
Thus, survey reports should be widely available to both governmental and planning agencies and members of the public. A sufficient number of survey reports should be produced to allow for a generous distribution of them. The following agencies or organizations should receive a copy of the report:

- Local planning department
- County or regional planning agency
- SHPO (two copies), one for transmittal to the Archives of Michigan
- Local libraries
- Library of Michigan, Lansing
- Local or regional archives and repositories nearest the survey area, such as:
 - Burton Historical Collections, Detroit Public Library
 - Michigan Historical Collections, Bentley Library, University of Michigan
 - Clarke Historical Library, Central Michigan University
 - Archives of Michigan Technological University, Oakland University, and Western Michigan University

We also encourage discussing with the local planning department the possibility of incorporating the survey data into a Geographical Information System (GIS).

Chapter Eight

UPDATING PREVIOUS SURVEYS



Gas Station, Fowler, photographed 1979

Areas may sometimes require re-surveying because the existing data has become outdated, a higher level of survey is required (an intensive-level survey will supplant an old reconnaissance-level one), or the quality of the old survey is unreliable. Whatever the situation, past survey activity may provide information useful for the present project, including:

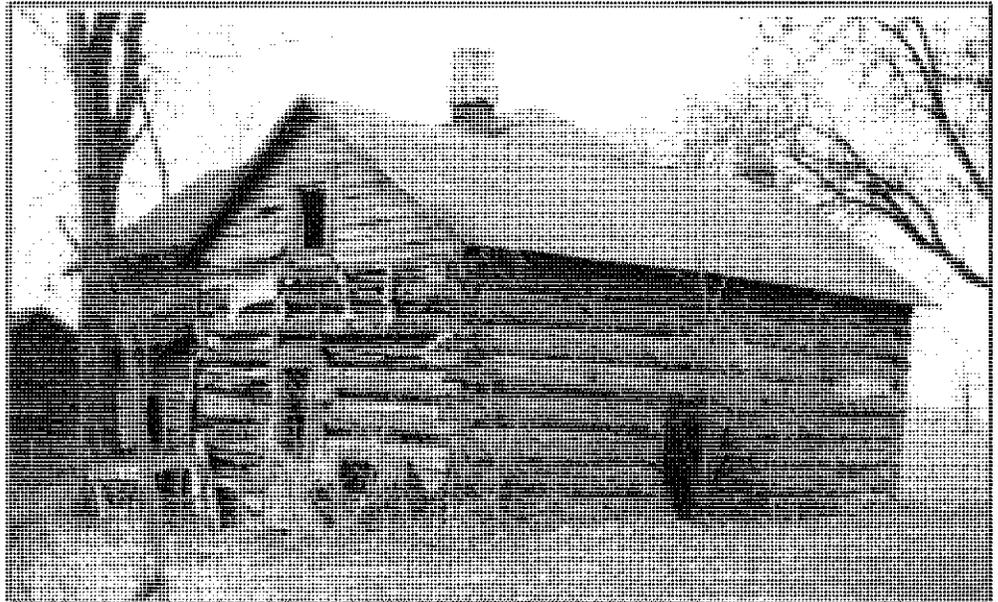
- Existing site-specific records (inventory cards, forms, or database records);
- Research that can contribute to the current research effort;
- Recommendations concerning eligibility;
- Districting proposals.

The new survey should build on the old one. The old thematic narratives should not be used as is, but the new survey should be seen as an opportunity to revise and expand them. The aim of a new survey should be to provide survey materials meeting current standards for all properties in the survey area that have previously been surveyed and that meet the survey criteria developed for the re-survey project. A re-survey project should generally be performed at the intensive level; it usually makes little sense to re-survey previously surveyed properties unless the survey will generate additional information. Old surveys often omitted

features of complex properties such as carriage house/stable buildings and agricultural outbuildings that would be included in current intensive level surveys; the new survey provides an opportunity to obtain complete survey data that should not be missed.

Surveyors should create a new Ruskin property record for each property, complex property, and district. Even if a Ruskin record already exists, it will probably be more efficient to create a new one. When new records are created, data from the old survey can be incorporated, if the surveyor is confident of its accuracy. New photo-images should be made, and new maps must be prepared. Earlier thematic research should be integrated with new research and a new report prepared that includes all the standard components outlined in the **SURVEY PRODUCTS** chapter, including inventory forms, photo-images, and mapping. The new survey report should include the standard products for all previously as well as newly surveyed properties within the re-survey area. Anything less will require the user of the data looking for information on properties in the survey area to search two separate reports and render the re-survey project less useful than it should and could be.

Chapter Nine
THEMATIC SURVEYS



Usher Log House, Ingham County

Thematic survey is the survey of properties relating to a specific property type or historic theme. Thematic surveys of industrial and engineering sites, highway bridges, post offices, and state parks have been carried out at the statewide level, and myriad other property types or themes such as vernacular log buildings, outdoor sculpture, designed historic landscapes, and the automobile industry could be the subjects of statewide thematic surveys. Thematic surveys involving single counties or larger cities are equally feasible. A survey project in Grand Rapids included thematic surveys of city parks, public school buildings, and cemeteries, and a survey of public school buildings in Detroit have been proposed. Thematic surveys could involve important aspects of local history, such as the struggle for Civil Rights in Detroit or Detroit's rich twentieth-century heritage as a center for jazz and other forms of popular music. A survey of sites associated with the history of popular music in Detroit, for example, might seek to identify birth-places and homes of musicians, recording studios, and clubs, ballrooms, and other places where locally and nationally important performers and groups played. The possibilities for thematic surveys are endless.

Thematic surveys differ from other survey types in requiring an initial property-specific research phase to identify the specific properties to be surveyed or to locate the areas likely to produce resources that merit survey. Standard sources of information such as published histories typically used for surveys may not be especially useful in thematic surveys, and research in specialized

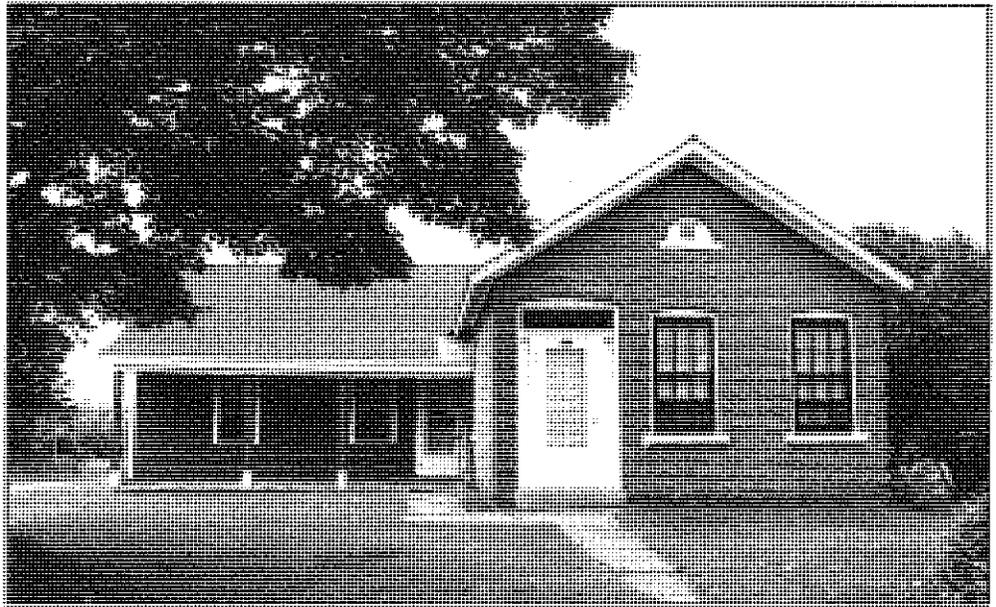
sources of information appropriate to the project will be needed. A statewide survey of historic railroad bridges might require a search for engineering and railroad journals and bridge company records and catalogs that might provide information on specific structures, attempts to locate railroad company records, and review of maps to locate likely points for major bridges. Surveys of Civil Rights struggle-related sites or popular music-related sites in Detroit would probably require extensive amounts of oral history interviews. A survey of Finnish farmsteads in the Upper Peninsula would likely require research in old maps and census records to determine where the concentrations of Finnish

settlements were located. Surveyors will need to devise research strategies appropriate for identifying and documenting the resources to be surveyed. Persons with specialized knowledge of the survey's subject matter should be involved in the project beginning at the planning stage.

In carrying out a thematic survey, the general instructions for intensive level survey provided in this manual should be followed. However, a thematic survey must begin with a research phase both to document the theme itself and to identify and document the associated properties. The thematic research will lead to the preparation of a single thematic narrative that includes discussion of the property types associated with it. The survey report's *Project Introduction* (see the **SURVEY REPORT** section of Chapter 7) should define the property types and themes encompassed by the survey project.

Chapter Ten

SURVEYS FOR REVIEW AND COMPLIANCE (SECTION 106)



Ontonagon house determined national register-eligible through survey work related to a highway project

Surveys of single properties or small areas may be required for compliance with Section 106 of the National Historic Preservation Act in relation to federally assisted or licensed projects, such as housing rehabilitation and demolition, streetscape improvements, new road construction and road reconstruction or realignment, airport expansions and renovations, water and sewer projects, new bank branches, railroad line abandonments, and communications towers. Under Section 106, federal funding or licensing agencies (or their designees, when permitted under federal regulations) must provide the SHPO with data on historic properties that might be affected by their proposed projects and with substantive comments on the eligibility of those properties as a prerequisite to obtaining comments from the SHPO on the effects of their projects on historic above-ground resources.

The area of potential effects (APE) for a project should be defined in consultation with the SHPO. For some projects, such as communication towers, the APE may include not just the area directly

affected by construction activities but a broader area subject to visual or noise impacts, the potential for spin-off development, or other effects.

The potential National Register of Historic Places eligibility of properties that may be affected by a federally assisted or licensed project must be reviewed in the context of the neighborhood or area in which they are located. The agency requesting the SHPO's review must provide sufficient information to answer the question, "What are the historic properties either listed in or eligible for listing in the National Register of Historic Places within the area of potential effect (APE) for the project?" This includes determining not only whether affected properties may be individually eligible for the national register, but also whether they may contribute to the historic character of a larger area or "district" which as a whole meets the national register criteria. Competent professionals meeting the federal professional qualifications for historian *and* architectural historian (see Appendix D) should perform the work.

WORK PROGRAM

To provide the basic information the SHPO will require to make informed determinations of eligibility and effect for properties in the APE, perform the following:

1. A visual inspection of the exterior of each property in the APE and of the surrounding neighborhood to evaluate the architectural character and integrity and to determine if properties in the APE may be part of a national register-eligible district and, if so, to define the district's boundaries.
2. A review of the national register listings for the community and contact with the SHPO to

determine whether the SHPO has previously established firm boundaries for a national register-eligible historic district in the area.

3. Research of the properties in the APE to document their histories, using standard sources, such as historic atlases and plat books, directories, published sources such as county and local histories, tax records, and interviews with current and past property owners, local historians, and long-term residents.

PRODUCTS TO BE PROVIDED TO THE SHPO

Maps

Provide one or more maps that together illustrate the entire project area. The maps must be at a scale that clearly shows all properties and, as closely as possible, all buildings and structures. The precise location of the project and the limits of the APE must be shown. The locations of all National Register of Historic Places listed or eligible properties

in or directly adjacent to the project area also must be shown.

Inventory Forms

Provide a Historic Resource Inventory Form for each surveyed property in the APE and a Historic District Inventory Form for each complex property and district in or partly within the APE. These

forms may be paper printouts generated from electronic database records for the properties, complex properties, and districts developed using the SHPO's Ruskin electronic survey format, or they may be paper versions using the same fields and pick lists. Sample Historic Resource and District Inventory Forms are illustrated in the Ruskin instruction manual in Appendix A. All applicable fields should be completed.

Photographs

Provide clear, readable photographs of each affected property, including a general view showing the front and one side and a second view showing the front and the other side, or the side and rear of the property. If the affected property is part of a larger complex, such as a farmstead, several photos that together illustrate the entire complex should be provided.

Report

Recommendations regarding the eligibility of the documented properties must be submitted in a report. Discuss whether any of the properties in the APE meet the national register criteria as an individual property or as part of a district, and explain the rationale for the opinion. The report should include a map clearly illustrating the boundaries of any national register-eligible districts identified through the process and a selection of photos that show streetscapes and illustrate the district's character and the character of the block (or area) in which the property is located.

Contact the SHPO's Environmental Review staff for additional information about the requirements for project review.

APPENDICES
A - F

**APPENDIX A - RUSKIN HISTORIC PRESERVATION SURVEY
DATABASE MANUAL**

This manual is under revision and will be provided in the near future.

APPENDIX B: RUSKIN TERM LISTS

The following fields in Ruskin are “coded” — that is, the data must be selected from a predetermined “pick list”:

- Direction
- County
- Owner Type
- Property Type
- Style
- Materials:
 - Foundation
 - Walls
 - Roof
- Areas of Significance
- Subthemes
- Recommendations

See below for the pick lists for these fields. The fields are listed in the order in which they appear on the Ruskin screens.

Direction

Select East, North, South, or West, as appropriate.

County

Select the appropriate county name from the list.

Owner Type

- Private
- Public-Local
- Public-State
- Public-Federal

Property Type

Property Types in Ruskin are classified according to the following broad categories. For ease of locating the appropriate term, some types are listed in more than one category. The property type selected should reflect the property's historic type and function.

- Agriculture
- Commerce
- Domestic
- Education
- Fishing
- Government
- Health Care
- Industry
- Landscape
- Military

Recreation and Culture
Religion/Funerary
Social
Transportation
Water and Power

Agriculture

Agricultural District — *use for an agricultural area (as a whole) defined as historic*

Apple Orchard

Barn — *use for general-purpose barns or for barns whose functions are unknown; see below for Dairy Barn, Hay Barn, Horse Barn, and Potato Barn*

Blacksmith Shop

Cannery

Cherry Orchard

Cold Fruit Storage Building — *use only for refrigerated fruit storage buildings*

Corn Crib

Dairy Barn

Farm — *use when an entire farm property, not just a farmstead area, is being surveyed*

Farmstead — *use when only a farmstead (farm building complex) is being surveyed without the rest of the historic farm property*

Fruit Shed — *use for apple, peach, or other fruit storage buildings except Cold Fruit Storage Buildings*

Granary

Greenhouse

Grist Mill — *use for flour mills as well*

Hay Barn

Hog House

Horse Barn

Ice House

Milk House

Mint Still

Nursery

Orchard — *see apple orchard, cherry orchard, peach orchard, and plum orchard*

Peach Orchard

Plum Orchard

Potato Barn — *use for potato cellars as well as barns*

Poultry House — *use for chicken and other poultry buildings of all types*

Pumphouse

Roadside Stand

Root Cellar

Shed — *use for equipment sheds, woodsheds, workshops, and other small-scale structures not otherwise listed*

Silo

Slaughterhouse

Smokehouse

Springhouse

Stable — *use for combination stable/carriage house buildings (find under Domestic)*

Sugar Bush

Sugar House

Sugar Refinery

Vineyard

Wellhouse
Windbreak
Windmill
Winery

Commercial

Advertising Sign — *use for freestanding advertising signage, including billboards*
Auto Showroom
Auto Repair Garage
Bank
Bar
Blacksmith Shop
Cold Storage Warehouse
Commercial District — *use for a commercial area (as a whole) defined as historic*
Commercial Office Building — *use for buildings combining retail and office uses*
Commercial Residential Mixed District — *use for a district that contains concentrations of both commercial and residential resources.*
Diner
Drive-In Restaurant — *use for restaurants where customers are/were served in their cars*
Flower Shop
Funeral Home
General Store — *use for freestanding buildings specifically identified historically as “general stores”*
Greenhouse — *see under Agriculture*
Ice Cream Parlor
Office Building
Restaurant — *use only for a free-standing, single-use building*
Roadside Stand — *use for small-scale buildings such as produce stands*
Service Station — *gas station*
Soda Fountain
Storage Elevator — *agricultural products storage facility*
Store — *use for buildings constructed to house one or more retail businesses*
Supermarket
Warehouse

Domestic

Apartment Building
Apartment Complex
Boarding House
Commercial/Residential District — *see Commercial Residential Mixed District under Commerce*
Company Housing
Dormitory
Duplex — *use for a building with two, side-by-side units*
Estate — *find under Landscape*
Fence — *use for ornamental fencing (find under Landscape)*
Fireplace — *use for outdoor fireplaces*
Fraternity House — *use for fraternity and sorority houses*
Garage
Gazebo — *find under Recreation and Culture*
Hotel

House — *use for any single-family dwelling or cottage except for cabins or cottages at commercial resort or tourist cabin complexes*

Inn — *use for early stagecoach-era hotels*

Manufactured Home — *use for mobile and manufactured homes*

Manufactured Home Park — *use for mobile and manufactured home parks*

Military Housing

Motel

Poorhouse

Residential District — *use for a residential area (as a whole) defined as historic*

Rowhouse — *use for a building containing three or more side-by-side units*

Sauna

Stable — *use for combination stable/carriage house buildings*

Three-Family House — *use for a building containing three stacked living units*

Tourist Cabin

Tourist Cabin Complex

Two-Family House — *use for a building containing two stacked living units*

Wall — *find under Landscape*

Education

Administration Building

Church School — *use for a school building built for a religious organization, such as a Catholic or Lutheran school*

Classroom Building — *use when the building is part of a larger campus of educational buildings*

Educational Campus

Elementary School

Gymnasium

High School

Junior High School — *use for middle schools as well*

Laboratory

Library

Observatory

One-room Schoolhouse

School — *use for buildings that housed all grades*

Trade School

Fishing

Fish Hatchery

Fish Rearing Ponds

Dock

Fishery — *use for entire commercial fishing complex*

Fish House

Hatchery Building

Net House

Storerroom

Government

City Hall — *use for village halls as well*

Correctional Facility

Courthouse — *use for county or federal courthouse buildings*

Fire Station
Fire Tower
Governmental Complex
Police Station
Post Office
Public Works Facility — *use for road commission and public works department garages and facilities*
Township Hall

Health Care

Clinic
Health Resort
Hospital
Medical Building
Sanitarium
Veterinary Clinic

Industry

Automobile Factory — *use for automobile and truck components and assembly plants*
Blacksmith Shop
Blast Furnace
Boiler House
Brewery
Brick and Tile Works
Cannery
Cement Plant
Charcoal Kiln
Chemical Plant
Company Town
Copper Mine
Dry House
Engine House
Factory — *use for factory types not separately listed*
Foundry
Furniture Factory
Grist Mill — *find under Agriculture*
Head Frame
Industrial Complex — *use for a generally small entire complex historically under one ownership*
Industrial District — *use for an industrial area (as a whole) defined as historic*
Iron Mine
Laboratory
Lime Kiln
Machine Shop
Mine — *use for mine types other than copper and iron*
Mine Location
Quarry
Paper Mill
Planing Mill
Sawmill
Stamp Mill

Steel Mill
Sugar Refinery
Tannery
Textile Mill — *use for cloth and cloth-products factories*
Warehouse
Winery — *find under Agriculture*

Landscape

Band Shell — *find under Recreation and Culture*
Botanical Garden
Boulevard
County Park — *find under Recreation and Culture*
Designed Community
Designed Subdivision
Estate
Fence
Fountain
Garden
Gateway — *use for an entrance gate structure*
Gazebo — *find under Recreation and Culture*
Golf Course — *find under Recreation and Culture*
Municipal Park — *find under Recreation and Culture*
Public Square
Rockwork — *use for landscape features, other than those listed separately here, built of cobblestones or other decorative rockwork*
State Park — *find under Recreation and Culture*
Wall

Military

Administration Building
Armory
Fort
Hangar
Military Base
Military Housing — *find under Domestic*
Military Training Center
Nike Site

Recreation and Culture

Auditorium
Band Shell — *use for music shelters of all kinds*
Bathhouse
Bowling Alley
Campground
Camp-Meeting Grounds
Clubhouse
Community Center
County Park

Dance Hall — *use for ballrooms as well*
 Exhibition Building
 Fairground
 Gazebo
 Golf Course
 Gymnasium
 Monument
 Motion Picture Theater
 Municipal Park
 Mural
 Museum
 Observation Tower
 Opera House — *use for buildings historically known as “opera houses”*
 Painted Stage Curtain
 Pavilion — *use for lakeside and other entertainment structures that house various combinations of dance hall, food, boat locker, and other services*
 Picnic Shelter — *use for open-sided structures generally containing a fireplace, seating, and picnic tables*
 Recreation Building — *use for general recreation and craft buildings such as at summer camps and campgrounds*
 Resort — *use for commercial resort complexes*
 Resort Association — *use for summer cottage resorts in which the land is owned by a cottagers’ association such as Ottawa Beach*
 Roller Rink — *use for roller skating rinks*
 Sculptural Object — *use for objects such as the Michigan Stove Co. stove at the State Fairgrounds and the U. S. S. Kearsarge “replica” at Wolverine*
 Sculpture
 Stadium
 State Park
 Summer Camp
 Swimming Pool
 Theater
 Tourist Attraction — *use for roadside tourist attractions such as towers and miniature villages*
 Zoo

Religion/Funerary

Cathedral
 Cemetery
 Chapel
 Church
 Convent
 Fencing — *use for ornamental fencing (find under Landscape)*
 Gateway — *use for an entrance gate structure (find under Landscape)*
 Grotto
 Monastery
 Mosque
 Private Mausoleum
 Public Mausoleum
 Religious Complex — *use for an entire church, synagogue, or temple complex*
 Seminary
 Shrine

Synagogue

Tabernacle — use for tabernacle structures at religious camp-meeting grounds

Wall — find under Landscape

Social

Clubhouse — use for clubhouses of literary, social, or garden club organizations

Fraternal Hall — use for halls used by fraternal organizations such as the Masons, Elks, Knights of Pythias, Woodmen of the World, Eagles, etc.

Grange Hall

Mixed Use Hall — use for buildings housing both lodge halls and municipal offices

Union Hall

Veterans' Hall — use for meeting halls used by veterans' organizations (GAR, American Legion, VFW, etc.)

Transportation

Airplane

Airport

Airport Terminal

Boat House

Brick Street

Bus Depot

Canal

Coaling Station

Coast Guard Station

Fog Signal Building

Hangar

Highway Bridge

Life Saving Station

Lighthouse — use for the light tower itself when standing separate from a keeper's dwelling

Light Station — use for an entire lighthouse complex

Lock [Canal]

Locomotive

Navigation Structure — use for harbor entrance protection piers and revetments

Oil House

Parking Garage

Pedestrian Bridge

Pier

Railroad Bridge

Railroad Depot

Railroad Grade

Staircase — use for a staircase in a public right of way connecting sidewalk or street sections on steeply sloping ground

Streetcar Station

Water and Power

Dam

Dike

Electric Substation

Electric Generating Plant — use for coal- or other-fired electric power plants

Hydroelectric Plant — *use for entire water-powered electric-generating plants, not for individual components such as the powerhouse, dam, dikes, etc.*

Penstock

Power Canal

Powerhouse

Pumping Station

Sewage Treatment Plant

Standpipe

Steam Plant

Water Purification Facility

Water Storage Reservoir

Water Tower

Waterworks

Style

Use Style terms to define the property's architectural character. The Style terms are listed here according to the following broad categories:

Stylistic Terms

Building Forms

House Forms

Agricultural Building Forms

Commercial Building Forms

Industrial Building Forms

Stylistic Terms

Art Deco

Arts and Crafts Style

Beaux Arts

Chateausque

Classical Revival — *use for early 19th-C. architecture modeled after Roman rather than Greek Classicism*

Colonial Revival

Commercial Brick — *use for early 20th-C. style that employs simple brickwork detailing (bands of stretcher brick outlining openings and forming panels, herringbone and other patterns in brickwork) rather than historical styling*

Commercial Style — *use for Chicago Commercial Style*

Dutch Colonial Revival

Early Gothic Revival

Eastlake

Egyptian Revival

Federal Style

Free Classic

French Eclectic

Georgian Revival

Gothic Revival

Greek Revival

High Victorian Gothic

International Style

Italianate

Mediterranean Revival

Mission Revival
Moderne
Moorish Revival
Neo-Baroque
Neoclassical
Neo-Gothic
Neo-Grec
Neo-Romanesque
Neo-Tudor
Prairie Style
Queen Anne
Renaissance Revival
Richardsonian Romanesque
Romanesque Revival
Round Arch Mode
Rustic
Second Empire
Shingle Style
Spanish Colonial Revival
Stick Style

Building Forms

A-frame Building
Octagon Building
Polygonal Building
Quonset Building — *use for Quonset or other arch-rafter structure with semi-cylindrical roof and non-existent side walls*
Round Building

House Forms

American Foursquare
Basilica Plan House — *use in place of Hen and Chicks*
Bungalow
Cruciform House
Cup and Saucer House
Front-gabled House
Gabled Ell
Half Basilica House
Hall and Parlor House
Hen and Chicks — *use Basilica Plan*
I-House
New England Large House
New England 1½ Cottage
Pyramidal Cottage
Ranch House
Upright and Double Wing House
Upright and Wing

Agricultural Building Forms

- Basement Barn
- English Barn
- Pennsylvania Barn
- Pole Barn
- Southwestern Michigan Dutch Barn

Commercial Building Forms

Use the following terms as appropriate. See Richard Longstreth's *The Buildings of Main Street* (Walnut Creek, CA: AltaMira Press, 2000).

- Arcaded Block
- Enframed Block
- Enframed Window Wall
- One-part Commercial Block
- Stacked Vertical Block
- Temple Front
- Three-part Vertical Block
- Two-part Commercial Block
- Two-part Vertical Block
- Vault [Architecture]

Industrial Building Forms

Use the following terms as appropriate. See Betsy Hunter Bradley's *The Works: The Industrial Architecture of the United States* (NY: Oxford University Press, 1999).

- Industrial Loft
- Production Shed

Foundation

- Brick
- Concrete
- Stone
- Stone/Coursed Cobblestone
- Stone/Granite
- Stone/Limestone
- Stone/Marble
- Stone/Sandstone

Walls

- Asbestos
- Asphalt
- Brick
- Concrete
- Metal/Aluminum
- Metal/Cast Iron
- Metal/Copper
- Metal/Iron
- Metal/Steel

Porcelain Enamel

Simulated Masonry — *use for moulded stone wall facings, such as Perma-Stone, Formstone, and Rostone dating from c. 1929 and later.*

Stone

Stone/Coursed Cobblestone — *use for 19th-C. examples of the type brought by pioneers from New York state.*

Stone/Uncoursed Cobblestone — *use for examples, usually 20th-C., built with rounded stones, generally of similar size.*

Stone/Granite

Stone/Limestone

Stone/Bedford Limestone

Stone/Marble

Stone/Sandstone

Stone/Jacobsville Sandstone

Stone/Marquette Sandstone

Stone/Pointe aux Barques Sandstone

Stone/Waverly Sandstone

Stone/Slate

Structural Clay Tile

Stucco

Terra Cotta

Vinyl

Wood/Log

Wood/Particle Board

Wood/Plywood

Wood/Shingle

Wood/Weatherboard

Roof

Asbestos

Asphalt

Metal/Copper

Metal/Iron

Metal/Steel

Metal/Tin

Stone/Slate

Vitrified Clay Tile

Wood/Shingle

Theme/Subtheme

Theme and subtheme are separate but closely related fields. The themes (identical to the National Register of Historic Places' Areas of Significance) form the broad categories for the subthemes listed beneath them. For example, **Agriculture** is a theme, **Cattle Raising** a subtheme.

Agriculture

Cattle Raising

Cherry Farming

Dairy Farming

Fruit Growing

- General Purpose Farming
- Hog Farming
- Market Gardening
- Mint Farming
- Nursery Business
- Potato Farming
- Sheep Raising
- Specialized Agriculture
- Subsistence Farming
- Sugar Beet Farming

Archaeology

- Prehistoric
- Historic — Aboriginal
- Historic — Non-aboriginal

Architecture — use no subthemes. Buildings may possess significance in terms of the architects, engineers, builders, artists, craftspeople, and others involved in their design and construction; for exemplifying styles of architecture; as examples of pre-cut or manufactured buildings or for containing manufactured or stock architectural elements, such as metal cornices and standardized wood trim; for their use of Michigan materials such as Waverly Sandstone in their construction; as examples of pattern-book architecture; as examples of vernacular architecture; and for other reasons. The Architect/Builder, Style, and Materials fields provide data relating to these areas of significance that can be sorted.

Art

- Decorative Arts
- Painting
- Sculpture

Commerce

- Banking
- Fur Trade
- Grain Handling and Storage
- Retail
- Wholesale

Communications

- Newspaper Communications
- Radio Communications
- Telephone Communications
- Television Communications

Community Planning and Development — no subthemes established.

Conservation — no subthemes established.

Economics — no subthemes established.

Education

- Higher Education
- Libraries
- Private Schooling
- Public Primary and Secondary Schooling
- Rural Education
- Vocational and Technical Schooling

Engineering

- Airport Engineering
- Highway Engineering
- Power Generation Engineering
- Railroad Engineering
- Water and Sewer Engineering
- Waterway Engineering

Entertainment/Recreation

- Automobile Tourism
- Entertainment
- Fairs
- Great Lakes Recreation
- Inland Lakes Recreation
- Mineral Bath Industry
- Parks Movement
- Religion and Recreation
- Sports

Ethnic Heritage

- African American
- Armenian
- Assyrian
- Belgian
- Chaldean
- Croatian
- Czech
- Danish
- Dutch
- English
- Finnish
- French-Canadian
- German
- Greek
- Hungarian
- Irish
- Italian
- Jewish
- Lithuanian
- Mexican

Native American
Norwegian
Polish
Russian
Serbian
Slovenian
Southern Appalachian
Swedish
Syrian
Turkish
Ukrainian
Welsh
Yankee

Exploration and Settlement — *no subthemes established.*

Health/Medicine

Federal Health Care
Local and County Health Care
Mineral Bath Industry
Private Health Care
State Health Care

Industry

Automobile Industry and Trade
Brick Manufacturing — *includes tile manufacturing*
Cement Manufacturing
Copper Industry — *includes mining and smelting*
Foundry Industries (*pumps, engines, agricultural implements, household appliances, stoves*)
Furniture Industry
Iron Industry — *includes mining and smelting*
Lumbering Industry — *use for all wood products manufacturing (sash and doors, ties, bowls, etc.) except furniture*
Paper Manufacturing
Quarrying — *building stone, grindstones, gypsum, limestone*
Textile Industry
World War II Defense Industries

Invention – *no subthemes established.*

Landscape Architecture

Campus Design – *use for all institutional grounds planning*
Cemetery Design
Community and Subdivision Planning
Park Planning and Design

Law – *no subthemes established.*

Literature — no subthemes established.

Maritime History

Aids to Navigation — *use for Army Corps of Engineers and other aids to navigation*
Commercial Fishing
Freight Shipping
Passenger Travel
Ship Building
Sport Fishing
U. S. Coast Guard — *use for Lighthouse and Life-saving Services as well*

Military — no subthemes established.

Performing Arts — no subthemes established.

Music — no subthemes established.

Philosophy — no subthemes established.

Politics/Government

County Government — *use for politics/government and public services (Police, Fire, Water and Sewer, Electric)*
Federal Government — *use for politics/government and public services*
Local Government — *use for politics/government and public services (Police, Fire, Water and Sewer, Electric)*
State Government — *use for politics/government and public services*
Territorial Government

Religion

African Methodist Denomination
Assemblies of God
Baptist Religion
Catholicism
Christian Church
Christian Reformed Church
Christian Science
Church of God in Christ
Church of the Nazarene
Congregationalism
Conservative Judaism
Eastern Orthodox Denominations
Episcopalian
Evangelical and Reformed Church
Evangelical United Brethren Church
Islam
Lutheranism
Mennonites
Methodism
Mormonism
Orthodox Judaism

Pentecostalism
Presbyterian Denominations
Reformed Church in America
Reform Judaism
Salvation Army
Seventh Day Adventist
Society of Friends
Unitarianism — *use for Universalist churches as well*

Science – no subthemes established.

Social History

Abolition
Depression Era Relief Activities
Forest Fires of 1871
Forest Fires of 1881
The Impact of World War II
Southern Black Migration
Southern White Migration
Suburbanization
Urbanization

Transportation

Air Transportation
Road Transportation
Rail Transportation
Water Transportation

Other

National Register Eligibility

NR Eligible
Not NR Eligible
More Data Needed

Status in Current/Potential District

Contributing Site
Non-Contributing Site
More Data Needed

APPENDIX C: SAMPLE RUSKIN FIELD FORM

The following form may be reproduced as a field form for recording data for later incorporation into electronic records. Completing the city/village and township sections in the field is useful when the survey includes more than one local governmental unit. It is important to record the sources of historical information, including the date of construction — such as cornerstones and inscriptions or owners or other informants — obtained in the field.

MICHIGAN ABOVE-GROUND SURVEY FIELD FORM

ADDRESS

Number
City/Village

Direction

Street
Township

SURVEY INFO

Survey Date

Surveyor

NAME

Historic Name
Common Name

DATE/PROPERTY TYPE/STYLE

Date Built
Style

Source of Date
Property Type

MATERIALS

Foundation
Walls
Roof

DESCRIPTIVE NOTES

OTHER BUILDINGS/FEATURES

HISTORY

COMMENTS

PHOTO INFO

File Name
Roll No.
Photographer

Frame No.

APPENDIX D: FEDERAL PROFESSIONAL QUALIFICATIONS FOR HISTORIAN AND ARCHITECTURAL HISTORIAN

The following are the U. S. Secretary of the Interior's minimum qualifications for professionals in the fields of History and Architectural History (see Department of the Interior, National Park Service, *Procedures for State, Tribal, and Local Government Historic Preservation Programs*, 36 CFR Part 61, Appendix A):

History

The minimum professional qualifications are a graduate degree in history or a closely related field; or a bachelor's degree in history or a closely related field plus one of the following: (1) at least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historical organization 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 History

The minimum professional qualifications are a graduate degree in architectural history, art history, historic preservation, or a closely related field, with course work in American architectural history; or a bachelor's degree in architectural history with concentration in American architecture; or a bachelor's degree in architectural history, art history, historic preservation, or a closely related field plus one of the following: (1) at least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization 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.

APPENDIX E: SAMPLE WORK PROGRAM AND PRODUCTS SECTION FOR REQUESTS FOR PROPOSAL

Sample work program and products sections for the three types of survey projects will be found on the following pages:

Reconnaissance Survey

Intensive Survey

Intensive Survey following up on earlier Reconnaissance Survey

SAMPLE: WORK PROGRAM AND PRODUCTS SECTION FOR RECONNAISSANCE SURVEY

The village of Podunk Mills seeks consultants for an above-ground reconnaissance level historic and architectural survey of the village. The survey will include:

1. All properties within the village's central area [or within one or more survey areas within the municipal unit], which contains a concentration of forty and more year old properties. This area is bounded on the east by the village limits; on the south by the Podunk River; on the west by West Street; and on the north by Podunk Township. This area contains 672 buildings (including 34 carriage houses and other out-buildings), plus the public square and 2 parks, whose 25 sculptural and other features will need to be individually surveyed. The total number of properties to be surveyed in the central area is 700. [That is, 672 buildings + the square and 2 parks + 25 features within the square and parks.]
2. 50 additional properties located on individual parcels outside of the above central area containing in all about 70 resources to be surveyed.

The survey area and the locations of the individual properties are shown on the map enclosed with this RFP.

Project Work

The project will include surveying all buildings and other features according to the SHPO's survey standards set forth in its *Manual for Historic and Architectural Surveys in Michigan*, Chapters 2 through 7. All properties, regardless of age, are to be surveyed. A historical overview, including thematic narratives, will be prepared using the entire village as the study area [or A historical overview for each of the survey areas that relates each area's historical events and developments to the municipal unit's broader history will be prepared]. Research for the historical overview will include the use of directories at ten-year or less intervals from 1890 to 1950. The consultant will be responsible for all project work and supplies. The consultant will be expected to conduct three public informational meetings on the survey, one at the beginning of the project, one at the approximate midpoint, and one at the end, and to make a presentation to the village council at the end of the project. The project must be completed by _____.

Products

The consultant will provide the following survey products, as specified in Chapter 7 of the SHPO's survey manual, to the village at the conclusion of the survey:

- Two sets of electronic records in the most current version of the SHPO's Ruskin survey software for all surveyed properties, complex properties, and districts. [One will be for the local government, the other for the SHPO. Other local agencies may also want their own sets.]
- Eight sets of survey reports, each one containing:
 1. A complete set of inventory forms printed out from the Ruskin property records for all surveyed properties, complex properties, and districts.
 2. A set of printed photographic images providing at least one image for each surveyed property, complex property, and district using either standard photography or digital images (in either case, the SHPO's standards as set forth in Chapters 3 and 7 of the survey manual shall be followed). Photographic or digital images must be clearly reproduced in all reports.
 3. Mapping for all surveyed properties, complex properties, and districts. All maps must be clearly reproduced in all reports.
 4. All other report components set forth in the survey report requirements section in Chapter 7 of the SHPO's survey manual.

NOTE: All written materials must be free of typographical and grammatical errors.

Eight is a minimal number of copies and assumes one copy for the municipal unit, two for the Michigan Historical Center (one for the SHPO and one for the Archives of Michigan), one for the local library, one for the local historical society, one for the Library of Michigan, one for a regional library or archives, and two additional copies. The municipal unit and other repositories such as libraries may have use for more than one copy. Eight may be an inadequate number.

- One set of negatives, if standard photography is used. [These may go to a local repository or to the SHPO.]

Professional Qualifications Consultant Must Meet

The selected consultant must meet the federal professional qualifications for historian and architectural historian set forth in 36 CFR Part 61 (see Appendix D of this manual).

Information Consultants Must Provide in Their Proposals

1. Description of the work to be performed and the products.
2. Consultant's plan of action for accomplishing the work that includes a breakdown by work component and personnel and a schedule with time frames and hours for each component.
3. Project personnel: Indicate the personnel to be assigned to each task and their educational background and related work experience, including experience in the field of survey and context development;
4. Writing samples for personnel involved in preparing the report text.
5. Total project cost, and itemized budget.

Criteria for Evaluating Proposals

To be acceptable, a proposal must demonstrate all of the following:

1. A solid understanding of the work and the products required.
2. An adequate program and realistic time frames for successful completion of the project.
3. Personnel with the necessary educational background, work experience, writing skills, and administrative skills, including the ability to supervise personnel involved in the project.

Using the above criteria, each proposal will be evaluated first choice, second choice, etc., in each of the above categories and the scores — 1 for 1st choice, 2 for 2nd choice, 3 for 3rd choice, etc., in each category — added up. Any proposal that is unacceptable in one of the above categories will not be considered. The proposal receiving the lowest overall score that also meets the project's budget constraints will receive preference. If neither of the two lowest-scoring proposals meets the village's budgetary constraints, the village reserves the right to re-bid the project or to negotiate with the two consultants whose proposals received the lowest scores.

SAMPLE WORK PROGRAM AND PRODUCTS SECTION FOR INTENSIVE SURVEY

The village of Podunk Mills seeks consultants for an intensive level above-ground historic and architectural survey of two areas within the village. Area 1 is comprised of the central business district and surrounding residential area and is bounded by Washington Street on the west, Adams on the north, Jefferson on the east, and Monroe on the south. It contains 322 buildings, including subsidiary sheds and outbuildings, plus the public square. Area 2 is the mill district at the east edge of the village. It is bounded on the north by Mill Street, on the east by Main Street, on the south by the Podunk River, and on the west by the east line of the Podunk Mills Shopping Parkade property. It contains 24 buildings. The survey areas are shown on the map enclosed with this RFP.

Project Work

The project work will include an intensive level survey of all buildings and other features, including the public square, according to the SHPO's intensive level survey standards as set forth in its *Manual for Historic and Architectural Surveys in Michigan*, Chapters 2 through 7. All properties, regardless of age, are to be surveyed. A historical overview, including thematic narratives, will be prepared for each of the survey areas that relates each area's historical events and developments to the municipal unit's broader history.

No research shall be required for any properties less than 40 years old. For 40-plus-year-old properties, research will, at a minimum, include the use of early maps, directories, tax assessor's records, and local history collections at the village library and Podunk Mills Historical Society. For the public square and a minimum of 50 buildings of key historic and/or architectural importance (to be jointly selected by the consultant and survey committee), more in-depth research shall be undertaken. For these properties the research phase will also include the use of additional sources appropriate to each property such as tax records, census records, newspapers, and interviews with property owners and other knowledgeable informants. For 9 additional public properties and churches, the consultant will be responsible for locating and using available records of the applicable public agencies and churches and performing newspaper research to document dates of construction, architects, contractors, and others involved in designing and building such properties and as much as possible of the circumstances that brought about their construction.

The consultant will be responsible for all project work and supplies. The consultant will be expected to conduct three public informational meetings on the survey, one at the beginning of the project, one at the approximate midpoint, and one at the end, and to make a presentation to the village council at the end of the project. The project must be completed by _____.

Products

The consultant will provide the following survey products, as specified in Chapter 7 of the SHPO's survey manual, to the village at the conclusion of the survey:

- Two sets of electronic records in the most current version of the SHPO's Ruskin survey software for all surveyed properties, complex properties, and districts. [One will be for the local government, the other for the SHPO. Other local agencies may also want their own sets.]
- Eight sets of survey reports, each one containing:
 1. A complete set of inventory forms printed out from the Ruskin property records for all surveyed properties, complex properties, and districts.
 2. A set of printed photographic images providing at least one image for each surveyed property, complex property, and district using either standard photography or digital images (in either case, the SHPO's standards as set forth in Chapters 3 and 7 of the survey manual shall be followed). Photographs or digital images must be clearly reproduced in all reports.

3. Mapping for all surveyed properties, complex properties, and districts. All maps must be clearly reproduced in all reports.
4. All other report components set forth in the survey report requirements section in Chapter 7 of the SHPO's survey manual.

NOTE: All written materials must be free of typographical and grammatical errors.

Eight is a minimal number and assumes one copy for the municipal unit, two for the Michigan Historical Center (one for the SHPO and one for the Archives of Michigan), one for the local library, one for the local historical society, one for the Library of Michigan, one for a regional library or archives, and two additional copies. The municipal unit and other repositories such as libraries may have use for more than one copy. Eight may be an inadequate number.

- One set of negatives, if standard photography is used. [These may go to a local repository or to the SHPO.]

Professional Qualifications Consultant Must Meet

The selected consultant must meet the federal professional qualifications for historians and architectural historians set forth in 36 CFR Part 61 (see Appendix D of this manual).

Information Consultants Must Provide in Their Proposals

1. Description of the work to be performed and the products.
2. Consultant's plan of action for accomplishing the work that includes a breakdown by work component and personnel and a schedule with time frames and hours for each component.
3. Project personnel: Indicate the personnel to be assigned to each task and their educational background and related work experience, including experience in the field of survey and context development;
4. Writing samples for personnel involved in preparing the report text.
5. Total project cost, with itemized budget.

Criteria for Evaluating Proposals

To be acceptable, a proposal must demonstrate all of the following:

1. A solid understanding of the work and the products required.
2. An adequate program and realistic time frames for successful completion of the project.
3. Personnel with the necessary educational background, work experience, writing skills, and administrative skills, including the ability to supervise personnel involved in the project.

Using the above criteria, each proposal will be evaluated first choice, second choice, etc., in each of the above categories and the scores — 1 for 1st choice, 2 for 2nd choice, 3 for 3rd choice, etc. in each category — added up. Any proposal that is unacceptable in one of the above categories will not be considered. The proposal receiving the lowest overall score that also meets the project's budget constraints will receive preference. If neither of the two lowest-scoring proposals meets the village's budgetary constraints, the village reserves the right to re-bid the project or to negotiate with the two consultants whose proposals received the lowest scores.

SAMPLE: WORK PROGRAM AND PRODUCTS SECTION FOR INTENSIVE SURVEY FOLLOWING UP ON RECONNAISSANCE SURVEY

The village of Podunk Mills seeks consultants for an intensive level above-ground historic and architectural survey of two areas within the village identified during a previous reconnaissance level survey. Area 1 is comprised of the central business district and a surrounding residential area and is bounded by Washington Street on the west, Adams on the north, Jefferson on the east, and Monroe on the south. It contains 322 buildings, including subsidiary sheds and outbuildings, plus the public square. Area 2 is the mill district at the east edge of the village. It is bounded on the north by Mill Street, on the west by Main Street, on the south by the Podunk River, and on the east by the west line of the Podunk Mills Shopping Parkade property. It contains 24 buildings, including 5 primary mill buildings. The survey areas are shown on the map enclosed with this RFP.

Project Work

The project work will include upgrading to intensive level the existing reconnaissance level survey data for all buildings and other features, including the public square, according to the SHPO's intensive level survey standards as set forth in its *Manual for Historic and Architectural Surveys in Michigan*, Chapters 2 through 7. In upgrading existing survey data, any existing Ruskin data will be revised, if feasible, or new Ruskin records may be created, if revising and converting the existing proves impractical. In addition, all historic features within the survey areas not previously surveyed on an individual basis (such as sheds and outdoor fireplaces) will be surveyed at the intensive level, as per the SHPO's intensive level survey standards set forth in Chapters 2 through 7 of its survey manual, with property records in the SHPO's Ruskin electronic survey database program created for them. The intensive survey will result in data in the most current version of Ruskin for all properties encompassed by the survey. No new historical overview will be needed.

No research shall be required for any properties less than 40 years old. For 40-plus-year-old properties, research will, at a minimum, include the use of early maps, directories, tax assessor's records, and local history collections at the village library and Podunk Mills Historical Society. For the public square, and a minimum of 50 buildings of key historical and/or architectural importance (to be jointly selected by the consultant and survey committee), more in-depth research shall be undertaken. For these properties the research phase will also include the use of additional sources appropriate to the properties such as tax records, census records, newspapers, and interviews with property owners and other knowledgeable informants. For 9 additional public properties and churches, the consultant will be responsible for locating and using available records of the applicable public agencies and churches and performing newspaper research to document dates of construction, architects, contractors, and others involved in designing and building such properties and as much as possible of the circumstances that brought about their construction.

The consultant will be responsible for all project work and supplies. The consultant will be expected to conduct three public informational meetings on the survey, one at the beginning of the project, one at the approximate midpoint, and one at the end, and to make a presentation to the village council at the end of the project. The project must be completed by _____.

Products

The consultant will provide the following survey products, as specified in Chapter 7 of the SHPO's survey manual, to the village at the conclusion of the survey:

- Two sets of electronic records in the most current version of the SHPO's Ruskin survey software for all surveyed properties, complex properties, and districts. This will include any upgraded records from the previous reconnaissance level survey plus new records created in this survey project. A complete set of intensive level survey records for all properties, complex properties, and districts in the survey area will be provided at the end of this project. [One will be for the local government, the other for the SHPO. Other local agencies may also want their own sets.]

- Eight sets of survey reports, each one containing:
 1. A complete set of inventory forms printed out from the Ruskin property records for all surveyed properties, complex properties, and districts.
 2. A set of printed photographic images providing at least one image for each surveyed property, complex property, and district using either standard photography or digital images (in either case, the SHPO's standards as set forth in Chapters 3 and 7 of the survey manual shall be followed). Photographs or digital images must be clearly reproduced in all reports.
 3. Mapping for all surveyed properties, complex properties, and districts. All maps must be clearly reproduced in all reports.
 4. All other report components set forth in the survey report requirements section in Chapter 7 of the SHPO's survey manual.

NOTE: All written materials must be free of typographical and grammatical errors.

Eight is a minimal number and assumes one copy for the municipal unit, two for the Michigan Historical Center (one for the SHPO and one for the Archives of Michigan), one for the local library, one for the local historical society, one for the Library of Michigan, one for a regional library or archives, and two additional copies. The municipal unit and other repositories such as libraries may have use for more than one copy. Eight may be an inadequate number.

- One set of negatives, if standard photography is used. [These may go to a local repository or to the SHPO.]

Professional Qualifications Consultant Must Meet

The selected consultant must meet the federal professional qualifications for historian and architectural historian set forth in 36 CFR Part 61 (see Appendix D of this manual).

Information Consultants Must Provide in Their Proposals

1. Description of the work to be performed and the products.
2. Consultant's plan of action for accomplishing the work that includes a breakdown by work component and personnel and a schedule with time frames and hours for each component.
3. Project personnel: Indicate the personnel to be assigned to each task and their educational background and related work experience, including experience in the field of survey and context development;
4. Writing samples for personnel involved in preparing the report text.
5. Total project cost, with itemized budget.

Criteria for Evaluating Proposals

To be acceptable, a proposal must demonstrate all of the following:

1. A solid understanding of the work and the products required.
2. An adequate program and realistic time frames for successful completion of the project.
3. Personnel with the necessary educational background, work experience, writing skills, and administrative skills, including the ability to supervise personnel involved in the project.

Using the above criteria, each proposal will be evaluated first choice, second choice, etc., in each of the above categories and the scores — 1 for 1st choice, 2 for 2nd choice, 3 for 3rd choice, etc., in each category — added up. Any proposal that is unacceptable in one of the above categories will not be considered. The proposal receiving the lowest overall score that also meets the project's budget constraints will receive preference. If neither of the two lowest-scoring proposals meets the village's budgetary constraints, the village reserves the right to re-bid the project or to negotiate with the two consultants whose proposals received the lowest scores.

APPENDIX F: NATIONAL REGISTER BULLETINS

The U. S. Department of the Interior, National Park Service, has published the following National Register Bulletins. Copies may be obtained from the SHPO.

- No. 12: Definition of National Register Boundaries for Archeological Properties
- No. 13: How to Apply the National Register Criteria to Post Offices
- No. 15: How to Apply the National Register Criteria for Evaluation
- No. 16A: How to Complete the National Register Registration Form
- No. 16B: How to Complete the National Register Multiple Property Documentation Form
- No. 18: How to Evaluate and Nominate Designed Historic Landscapes
- No. 20: Nominating Historic Vessels and Shipwrecks to the National Register of Historic Places
- No. 22: Guidelines for Evaluating and Nominating Properties that Have Achieved Significance Within the Past Fifty Years
- No. 23: How to Improve the Quality of Photographs for National Register Nominations
- No. 24: Guidelines for Local Surveys: A Basis for Preservation Planning
- No. 29: Guidelines for Restricting Information about Historic and Prehistoric Resources
- No. 30: Guidelines for Evaluating and Documenting Rural Historic Landscapes
- No. 32: Guidelines for Evaluating and Documenting Properties Associated with Significant Persons
- No. 34: Guidelines for Evaluating and Documenting Historic Aids to Navigation
- No. 36: Guidelines for Evaluating and Registering Historical Archeological Sites and Districts
- No. 38: Guidelines for Evaluating and Documenting Traditional Cultural Properties
- No. 39: Researching a Historic Property
- No. 40: Guidelines for Identifying, Evaluating, and Registering America's Historic Battlefields
- No. 41: Guidelines for Evaluating and Registering Cemeteries and Burial Places
- No. 42: Guidelines for Identifying, Evaluating, and Registering Historic Mining Properties
- Defining Boundaries for National Register Properties
- Guidelines for Evaluating and Documenting Historic Aviation Properties