Guidelines for Conducting History/Architecture Surveys in Ohio

OHIO HISTORY CONNECTION

State Historic Preservation Office

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INTRODUCTION

Purpose

Historic resource surveys in Ohio began as early as 1965 when the Legislative Committee to Study Historic Site Preservation authorized the first statewide survey of Ohio's prehistoric, historic, and architectural landmarks. In 1967, the Ohio Historical Society was designated to manage responsibilities delegated to the state by Congress in the National Historic Preservation Act of 1966, resulting in the creation of the State Historic Preservation Office of the Ohio Historical Society (now Ohio History Connection). One of the State Historic Preservation Office's missions, since its formation, is to promote the identification and documentation of historic architectural resources through comprehensive, statewide survey, which led to the creation of the Ohio Historic Inventory (OHI) in 1973 followed by the creation of the OHI form in 1974. Established to provide an accurate continuing record of the historic architectural resources of the state, the OHI form serves as the tool to document the resources. Since 1974, more than 100,000 properties throughout the state have been recorded on OHI forms. The OHI form was developed to specifically gather enough relevant information to reflect the architecture, historic significance and integrity of the property.

To assist in the recordation of historic resources, the Secretary of the Interior and the National Park Service have developed broad national guidelines for agencies and individuals. These federal guidelines and standards are known as *Archaeology and Historic Preservation: Secretary of the Interior's Standards and Guidelines.* Using these standards in conjunction with National Register Bulletin 24— Guidelines for Local Surveys: A Basis for Preservation Planning, the State Historic Preservation Office has prepared *Guidelines for Conducting A History/Architecture Survey in Ohio (Guidelines)* to specifically offer guidance for conducting a survey in Ohio.

All historic resource survey projects submitted to the State Historic Preservation Office for review are to be conducted in accordance with the information provided in this document. All materials submitted to the State Historic Preservation Office are to conform to the guidance presented to meet the State Historic Preservation Office's requirements, unless alternative directions are provided by the State Historic Preservation Office staff at the commencement of the project. Typically, the products of a history/architecture survey project are completed Ohio Historic Inventory forms and a survey report. Consultation about alternative scopes of work for federally assisted projects that are subject to review under Section 106 of the National Historic Preservation Act should be developed through early coordination with the State Historic Preservation Office staff in the Resource Protection and Review Department. In instances where the standards set forth in the *Guidelines* are not met, products submitted to the State

Historic Preservation Office will not be accepted and will be returned to the preparer for revisions to meet these standards.

The *Guidelines* are intended to address all types of historic architectural resource surveys undertaken in Ohio by providing standards for conducting the architectural investigations and for completing documentation for all types of survey projects. These types of surveys include, but are not limited to, surveys funded by Certified Local Governments Grants, History Fund Grants, AmeriCorps Community Surveys, and surveys conducted on behalf of federal agencies for compliance with Section 106 and Section 110 of the National Historic Preservation Act (NHPA) of 1966, as amended, as well as by local governments, local historical societies, and members of the public. Following the *Guidelines* will ensure that the work and information generated from architectural investigations are completed in accordance with the *Archaeology and Historic Preservation: Secretary of the Interior's Standards and Guidelines.*

Planning for Historic Preservation

Like any limited resource, protecting a community's built heritage requires careful planning. The identification and evaluation of an area's architectural and historical resources is basic to the preservation of its cultural heritage and built environment. Preservation planning is a rational systematic process that organizes preservation activities (identification, evaluation, registration and treatment of historic resources) in a logical sequence and projects action into the future. Architectural resources documented through survey may include sites, objects, buildings, structures, or properties within historic districts that are typically over 50 years old.[1]

Before planning for the preservation of historic resources, a community must first identify and evaluate their properties. A thorough and up-to-date survey (identification and documentation) of historic resources is critical. A locality's history is found not only in architectural landmarks but also in middle and working class neighborhoods, modest commercial groupings, industrial structures, farm buildings, bridges, landscapes, and in the often hidden archaeological resources of vacant land. [2]

According to the *Secretary of the Interior's Standards and Guidelines for Preservation Planning*, preservation planning is based on the following principles:

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[1] Architectural resources less than 50 years old should be included if they exemplify a distinctive architectural style or building type, represent an important and distinctive physical expression of the modern period or have gained historical significance through a strong association with a historic theme.

[2] For archaeological surveys refer to the State Historic Preservation Office's *Archaeology Guidelines.*

- Important historic properties cannot be replaced if they are destroyed. Preservation planning provides for conservative use of these properties, preserving them in place and avoiding harm when possible and altering or destroying properties only when necessary.
- If planning for the preservation of historic properties is to have positive effects, it must begin before the identification of all significant properties has been completed. To make responsible decisions about historic properties, existing information must be used to the maximum extent and new information must be acquired as needed.
- Preservation planning includes public participation. The planning process should provide a forum for open discussion of preservation issues. Public involvement is most meaningful when it is used to assist in defining values of properties and preservation planning issues, rather than when it is limited to review of decisions already made. Early and continuing public participation is essential to the broad acceptance of planning decisions. [3]

Similar principles are applied to compliance surveys for Section 106 and Section 110 of the NHPA. Under Section 106, it is the responsibility of the federal agency or its designee to "make a reasonable and good faith effort to carry out appropriate identification efforts" of all buildings, structures, objects, districts, and archaeological sites within the Area of Potential Effect that are or may be eligible for the National Register.[4] Section 110 requires federal agencies to assume the responsibility for the preservation and protection of historic properties under their ownership. The information presented in compliance survey documentation is intended to support management decisions regarding historic properties in relation to federal and state undertakings. All compliance-related survey projects are reviewed by the State Historic Preservation Office's Resource Protection and Review Department. Additional information on compliance reviews can be found here: http://www.ohiohistory.org/ohio-historic-preservation-office/federal-and-state-reviews. The Resource Protection and Review staff may request additional information as part of the project review process, and any Ohio Historic Inventory forms created through compliance survey projects are subject to a technical review by the State Historic Preservation Office's Inventory and Registration Department. As part of the project review process, any survey forms that do not meet the State Historic Preservation Office's standards will be returned to the form preparer for revisions.

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[3] These Standards and Guidelines are part of *Archeology and Historic Preservation: Secretary of the Interior's Standards and Guidelines [As Amended and Annotated].*
[4] The National Historic Preservation Act of 1966, as Amended (36 CFR 800.4(b)(1)) (NHPA).

SECTION ONE:
CONDUCTING A HISTORY/ARCHITECTURE SURVEY

Why Conduct an Architectural Resource Survey

The underlying reason for conducting a survey to identify a community's historic architectural properties is the growing recognition, by citizens and governments at all levels, that such resources have value and should be retained as functional parts of modern life. The historic architectural resources of a community or neighborhood give it its special character and cultural depth. Some resources contain information whose study can provide unique insights into a community's past and help answer broad questions about history and prehistory. In more utilitarian terms, each historic building and structure represents an investment that should not be discarded lightly; maintaining and rehabilitating older buildings and neighborhoods can mean savings in energy, time, money, and raw materials. To make effective use of historic resources, to respect their value and extend their lives, it is necessary to integrate historic preservation into community planning. **This is the immediate reason for conducting a local historic resources survey: to gather the information needed to plan for the wise use of a community's resources**.

Often, Federal, State, and Local agencies choose to conduct surveys as a way to help them plan publicly assisted projects in a way that can allow them to minimize impacts to important resources. Many surveys that are completed in Ohio occur as a result of this type of identification effort. The *Guidelines* are also intended to provide a framework to assist agency officials in planning how they will identify historic properties.

A historic architectural resource survey can help identify and define the historic character of a community or a particular area and can provide the basis for making sound judgments in community planning. Survey data can be used to construct a *preservation plan* that helps the community identify the historic, cultural, aesthetic, and visual relationships that unify and define its buildings and neighborhoods and to establish policies, procedures, and strategies for maintaining and enhancing them. It can lead to an increased understanding and awareness of the human environment by officials and citizens within the community and an increased commitment to preserving it.

A preservation plan, prepared and adopted by the community and its planning agency, should provide a basis for integrating survey information with other planning data; it should be an important part of comprehensive community planning. It can establish priorities for dealing with historic resources within the framework of existing local planning programs and present specific recommendations for meeting these priorities. A preservation plan may present

specific ways to maintain and enhance the positive character of an area, identify legal and financial tools—easements, tax incentives, historic preservation commissions, preservation ordinances, zoning and land use controls, and revolving funds—that aid in the conservation of historic resources, and present design standards for new construction and for the enhancement of environmental amenities. A preservation plan can also illustrate the effect of revitalizing historic resources and can discuss the application of standards for restoration and rehabilitation.[5]

Levels of Survey

The *Secretary of the Interior's Guidelines for Identification* distinguish between two general levels of survey: *reconnaissance* and *intensive* survey. When completing an architectural survey, the State Historic Preservation Office employs these two types of documentation levels for survey. Both involve background research into local history and architecture, as well as field work and documentation, but they are different in terms of the level of final documentation required.

Reconnaissance survey is typically conducted to gather sufficient information on architectural resources in a geographical area so informed decisions can be made concerning the type and location of resources found in the area and recommendations can be made for additional documentation.[6] Documentation produced by reconnaissance-level survey is most useful for characterizing an area's resources in relation to historic contexts—an organizational framework of information based on theme, geographical area, and period of time—and for deciding how to organize and orient more detailed survey efforts. The information collected during a reconnaissance survey is not typically sufficient to fully evaluate resources for potential listing in the National Register; however, it can provide sufficient information to determine which resources may warrant further investigation and which resources, due to a lack of integrity, architectural significance, etc., do not. **The reconnaissance survey records resources at a minimum level to provide a base for future survey and documentation.**

Information typically collected for a *reconnaissance* survey includes:
- brief description of the main resource
- placement of resource in a local historic context
- identification of outbuildings
- date of construction and additions or alterations
- recommendations for additional survey work

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[5] *National Register Bulletin 24.* National Park Service
[6] *ARCHEOLOGY AND HISTORIC PRESERVATION: Secretary of the Interior's Standards and Guidelines [As Amended and Annotated]*: 16.

An *intensive* survey, as the name implies, is a close and careful look at the area or property type being surveyed and collects sufficient information to evaluate properties for National Register eligibility. Building upon the above-mentioned information for a reconnaissance survey, intensive-level survey also generally involves detailed background research that is specific to the resource, and a thorough field inspection and documentation of each resource in the survey area. For each individual building, research would look into:

- who built or designed the building
- who was the original owner
- how was the building historically used

Similar questions can be applied to an intensive-level survey of a historic district, including who originally built and lived in or owned the extant buildings and how were the buildings historically used.   The research undertaken for an intensive-level survey should also result in the identification of historic themes (see page 32) associated with the resource. It should also produce all the information needed to evaluate historic resources against predetermined criteria of significance within specific historic contexts for potential listing in the National Register.

Reconnaissance and intensive survey are often conducted in sequence, with reconnaissance being used when necessary to plan intensive survey. They are also often combined, with intensive survey directed at locations where background research indicates a likely high concentration of historic resources and reconnaissance directed at areas where fewer resources can be expected.[7] A thematic survey report, for example, may include a reconnaissance-level documentation of a number of resources associated with a particular theme and intensive-level documentation of resources associated with the theme that, based on preliminary background research, warrant a deeper investigation.

All products of both reconnaissance- and intensive-level surveys, including survey reports and OHI forms, are subject to review by the appropriate State Historic Preservation Office staff before acceptance and inclusion to the Ohio Historic Inventory.

Choosing Resources to Document for the Ohio Historic Inventory

As defined by the National Park Service, historic resources fall into five broad categories—buildings, sites, structures, objects, and districts. Before beginning a survey, review the criteria established by the National Park Service for evaluating properties for nomination to the National Register to aid in determining which properties to include in the survey. Do not, however, use the National Register criteria as the sole factor in determining which historic

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[7] *National Register Bulletin 24.* National Park Service.

properties to inventory. Often, even those properties that do not qualify for listing provide valuable local historic contextual information.

Sometimes surveys that are conducted to support local preservation planning efforts may be selective in the resources that are surveyed. For instance, they may focus on a particular type of resource, such as local schools, or a specific period of development. They may also choose to carefully examine all properties that are more than 50 years old that appear to have architectural significance throughout the community or within a specific neighborhood or area.

Surveys that are conducted in conjunction with compliance projects subject to review by the State Historic Preservation Office often take a more broad-based approach to documenting resources within the survey area. An initial reconnaissance survey often documents all resources located within such an area and may not include the completion of OHIs for all the resources. Subsequent intensive surveys to define the boundaries of National Register-eligible historic districts or to provide more detail about properties that are subject to effects may follow the initial survey. Survey methodology, including what resources should be documented on an OHI, must be coordinated with the State Historic Preservation Office's Resource Protection and Review Department for surveys completed as part compliance projects.

Surveys should include vernacular as well as high style examples, paying attention to regional and repeated building types as they often reflect important patterns in regional or statewide development. A property's architectural merit is derived from both its architectural features and its relationship to similar properties in the survey area. Plan to consider survey areas for potential historic districts, which can range from a downtown commercial block to a crossroads community or a 1950s subdivision. **Keep in mind that buildings less than 50 years old should be included if they exemplify a distinctive architectural style or building type, represent an important and distinctive physical expression of the modern period or have gained historical significance through a strong association with a historic theme.**

The following list provides some examples showing the range of historic properties to be considered when determining the scope of a history/architecture survey project.[8]

Record any property that is:
- A noteworthy example of a particular architectural style, form of craftsmanship or method of construction.

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[8] ***National Register Bulletin 24.*** National Park Service: 9-11.

- A sole or rare survivor of a style or particular method of construction, even if at first glance it appears undistinguished or ordinary.
- A very early example of a particular style or method of construction.
- A particularly noteworthy example of a transition from one style to another
- A unique architectural design or work of special interest.
- An example that possesses some details of particular interest, whether for reasons of excellence or that establishes a broader pattern of development.
- Buildings associated with the lives or activities of persons significant to the community, state, or region within the context of its history. Note the connection the individual had with the property.
- Properties associated with historic events or trends significant with the community, area, or region.
- Properties that provide physical evidence of the development patterns of the cultural history of the area. Some examples include industrial, transportation related, ethnic and religious groups, and worker housing.
- Buildings, sites, objects and structures of artistic, engineering and historic cultural importance to an area; examples include shrines, cemeteries, battlefields, fountains, road markers, historic stone walls, bridges, road markers, tunnels, roundhouses, lighthouses, wharves and dams.
- Investigate sites where only foundations or remnants of historic structures remain. Common examples include mills or mill races, canal beds, railroad right-of-way, abandoned coal mines and iron furnaces, kilns, utility or pumping stations. Record primarily archaeological sites in the Ohio Archaeological Inventory.
- Designed landscapes that exemplify principles, trends, or schools of thought in landscape architecture, or that represent fine examples of the landscape architect's art.
- Agricultural structures such as granaries, silos, corncribs, and apiaries.
- Movable structures associated with important processes of transportation, industrial development, social history, recreation, and military history (ships, locomotives, carousels, airplanes, artillery pieces).
- Record historic cemeteries as integral components of a community's history. Include a brief history and description of the cemetery. Select representative markers and/or monuments to record.
- Record dependencies, ancillary structures or outbuildings that are part of a historic complex individually if the structure or building is architecturally or historically significant and merits individual recordation.

Record properties within districts such as:
- Groups of buildings that physically and spatially comprise a specific environment: groups of related buildings that represent the historical development of a community or neighborhood during one period of history, unrelated structures that represent a progression of various styles and

functions, or cohesive townscapes or streetscapes that possess an identity of place.

- Groups of buildings, structures, objects, and/or sites representative of or associated with a particular social, ethnic, or economic group during a particular period.
- Farmlands and related farm structures (silos, barns, granaries, irrigation canals) that possess an identity of time and place.
- Groups of structures and buildings that show the industrial or technological developments of the community, State, or Nation.
- Groups of buildings representing historical development patterns (commercial and trade centers, county seats, mill towns).
- Groups of educational buildings and their associated spaces (school and university campuses, etc.).
- Extensive designed landscapes, such as large parks, that represent the work of a master landscape architect or the concepts and directions of a school of landscape architecture.
- Landscapes that have been shaped by historical processes of land use and retain visual and cultural characteristics indicative of such processes.

Remember that the physical condition or livability of the building is not of primary importance in determining whether to include it in the inventory. Do not confuse a structure's condition with its historic integrity. Also, resources that may not meet the National Register criteria for individual listing may still be contributing resources to a National Register-eligible historic district and should be considered.

Professional Qualifications

All surveys undertaken for compliance projects and through Certified Local Governments (CLGs) Grants and History Fund Grants must be carried out under the professional direction of a Principal Investigator that meets the established professional qualifications set forth in the Secretary of the Interior's *Standards for Archeology and Historic Preservation* for a Historian, Architectural Historian, or Historic Preservationist. The State Historic Preservation Office assists individuals, agencies, and CLGs in locating qualified professionals by maintaining a Consultants List of historians, architectural historians, and historic preservation professionals who meet the Secretary of the Interior's professional qualifications. The State Historic Preservation Office does not endorse those included on the Consultants List, and agencies and contracting organization are not required to use firms or consultants from the list. The Consultants List is available on the Ohio History Connection website or by contacting the State Historic Preservation Office.

Section One Checklist

- ☐ Have the goals of the survey been determined and what is to be learned from the survey been established?
- ☐ Has the level of survey—reconnaissance or intensive—needed to accomplish the survey goals been determined?
- ☐ Have the types of resources to be documented been identified?
- ☐ Do the personnel conducting the survey meet the professional qualifications set forth by the Secretary of the Interior's *Standards for Archeology and Historic Preservation*?

SECTION TWO:
RESEARCH DESIGN AND SURVEY METHODOLOGY

Developing the Research Design

The Research Design provides a framework that guides surveyors in identifying the objectives of a survey and the procedures that can be adopted to achieve the objectives successfully. The research design for history/architecture survey projects should:

- Identify the survey sponsor(s) and/or survey consultant.
- Outline the specific purpose of the survey and the survey goals and priorities.
- Define the survey area, describe the geographic or contextual scope of the survey, and the anticipated time period(s) of resources to be recorded.
- Specify the objectives of each phase of work.
- Identify the methods to be used for each phase, such as background research, field study, supervision of volunteer survey teams, and method of documentation, etc. (see below).
- Establish approximate time frames for the completion of the work or for the conduct of particular phases of work.
- Include or be supported by a brief description of the historic contexts to be investigated.

To the extent possible, the research design will identify potential historic contexts that reflect important trends, events, and community development. It will also predict how the documentation of extant historic properties will represent the identified contexts. It should also specify how the data collected through survey will be documented and the purposes for which the data will be used. **The research design stipulates the logical integration of historic context(s), the execution of field work, and systemized documentation of information gained.**

Surveys that are proposed in conjunction with compliance projects often involve work done by consultants or groups of professionals. Typically, they plan their efforts through developing a Scope of Work and/or Research Design and Survey Methodology that outlines the extent of their proposed field survey activities as well as their work products. Agency staff or their consultants should coordinate the Scope of Work for such surveys with the State Historic Preservation Office's Department of Resource Protection and Review, taking into account the nature of the proposed project and its potential impacts. Such coordination ensures that the Scope of Work meets the needs of the pending project review.

The Research Design should include the following:

1. **Objectives** of the identification activities and outline the purpose of the survey. For example:

   - to characterize the range of historic properties in a region;
   - to identify the number of properties associated with a context or contexts;
   - to gather information to determine which properties in an area are significant.

     The statement of objectives should refer to current knowledge about the historic contexts or property types, based on background research or assessments of previous research. It should clearly define the physical extent of the area(s) to be investigated, which should be illustrated on a map, and the amount and kinds of information to be gathered about properties in the area.

2. **Methods** to be used to obtain the information. For example: potential sources for archival research, specific field survey technique, photo documentation, and/or public participation.
3. **The expected results** and the reason for those expectations. Expectations about the kind, number, location, character, and condition of historic properties are generally based on a combination of background research, proposed hypotheses, and analogy to the kinds of properties known to exist in areas of similar environment or history.

Survey Methodology

The Survey Methodology is the approach taken to collect the information needed to achieve the goals and objectives of the survey presented in the Research Design. Research and fieldwork are the two primary methods used to obtain information for history/architecture resource surveys. The amount of research and fieldwork completed is dependent upon the level of the survey as determined in the Research Design.

Research

Background research must be conducted prior to fieldwork and throughout the survey process. Initial background research at the State Historic Preservation Office at the Ohio History Center is necessary to identify previously recorded architectural resources in the OHI that are in and adjacent to the survey area or that fall under the survey theme in a thematic survey. These previously recorded historic resources should also be identified in the survey report. Historic maps, county and local histories, previous survey reports and National Register nominations and thematic studies on file at the State Historic Preservation Office

or local repositories should also be reviewed prior to going into the field. This background research will serve to form the basis for the development of historic contexts and will assist in the development of survey objectives and priorities presented in the survey methodology section of the survey report.

The extent of the research completed throughout the survey project will depend on the level of the survey. The research for a reconnaissance-level survey will focus on the general trends and themes of the survey area to put the resources in a broad local historic context. Regardless of the type of survey, a research design and survey methodology should be developed at the beginning of the survey project to establish goals and directions for the research.

Documentary research **for both reconnaissance- and intensive-level surveys** may include, but is not limited to:
- existing Ohio Historic Inventory forms
- survey reports
- National Register nominations
- county auditor's website
- county or city histories
- historical city, township, and county maps
- local history repository subject files and newspaper articles

In addition to the research described above, more property-specific research is required **for intensive-level surveys**, including, but not limited to:
- deed records
- building permits
- tax records
- city directory entries
- census records
- plat and insurance maps
- oral histories/interviews

Fieldwork
At the commencement of fieldwork, the type of survey, level of documentation, survey objectives, and survey area will have been finalized in the survey methodology. While completing the fieldwork for both reconnaissance- and intensive-level surveys, the surveyor is responsible for taking sufficient notes on the resource to fully complete the OHI form and place the property within its geographic context. This includes recording details on the setting and on the primary resource as well as any outbuildings, regardless of age. Digital photographs that include at minimum the main façade and a side elevation as well as any significant associated outbuildings should be taken of each resource. The location of the historic resource should be mapped while in the field to ensure accuracy of its location.

Again, for compliance surveys that are conducted pursuant to Section 106 of NHPA, the type of survey, the definition of the survey area, and the level of documentation must be determined through consultation with the Resource Protection and Review staff at the State Historic Preservation Office and the responsible federal agency.

Section Two Checklist

- ☐ Has a Research Design that includes a Survey Methodology been prepared for the survey project? Does it include:
    - ☐ clearly defined objectives of the survey?
    - ☐ a map illustrating survey area(s)?
    - ☐ identified potential historic contexts?
    - ☐ an approach for research and fieldwork?
    - ☐ the expected results and the reason for those expectations?
- ☐ Has there been coordination between the historic preservation consultants and Ohio History Connection's State Historic Preservation Office in formulating the Survey Methodology?
- ☐ Does the level of research and field documentation reflect the level of the survey?

SECTION THREE:
COMPLETING THE OHIO HISTORIC INVENTORY FORM

Information that has been collected through field work and documentary research provides the most value when consistently documented and publicly available. Information gained through a history/architecture survey is typically documented through two complementary components; the completion of OHI forms and an accompanying survey project report. The preferred method of the recordation of data describing individual historic resources is the OHI form; a comprehensive, unified document held on public record at the Ohio History Connection's State Historic Preservation Office within the statewide survey files. Copies of OHI forms can also be held at local historic preservation offices, libraries, or other repositories.

The Inventory and Registration Department at the State Historic Preservation Office determines if the information provided on the form is sufficient and accurate. **If, through the State Historic Preservation Office review, the form is found to be inadequately completed, it will not be added to the statewide inventory until required revisions have been made by the form preparer.** The historic properties recorded in the Ohio Historic Inventory provides a foundation of information upon which research for community planning, historic preservation projects, tax incentive development, and review of federal undertakings is based. This public record is utilized by the State Historic Preservation Office staff, consultants, governmental agencies, property owners, and interested citizens. The OHI is comprised of both hard copies of each OHI form, housed in the statewide survey files at the Ohio History Connection's State Historic Preservation Office at the Ohio History Center in Columbus and within an electronic database, also maintained by the State Historic Preservation Office.

The State Historic Preservation Office requires the completion of all OHI forms through the I-Form application Database.[9] First-time users will contact the State Historic Preservation Office to register to use the database, and all surveyors will provide the State Historic Preservation Office with a list of each property included in the surveys. The list will include the property addresses (including township and county) to obtain survey numbers which are required to use the I-Form Database and to identify each OHI form. The State Historic Preservation Office has produced specific guidelines for the completion of OHI forms through the I-Form Database (for both reconnaissance and intensive-level surveys) that address what is required on the OHI form for each type of survey (See following section). Acceptable OHI forms will have every applicable field completed and

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[9] Some exceptions are made, depending on the particular circumstances of the survey. All exceptions must be approved by the State Historic Preservation Office staff.

contain appropriate maps and photographs that meet the State Historic Preservation Office's digital imagery standards.

For larger surveys (20 or more resources), all form preparers are required to notify State Historic Preservation Office Inventory and Registration staff upon the completion of the first five (5) OHI forms. A preliminary review of the five forms will be completed by the Inventory and Registration staff within a few days of notification and comments returned to the form preparer. This preliminary review is to ensure that the OHI forms are accurately completed by identifying and correcting any incorrect fields or other mistakes on the forms and preventing similar mistakes on subsequent OHI forms associated with the survey.

Once all the OHI forms are completed for the survey and submitted through the I-Form Database, Inventory and Registration staff will complete a thorough review of the submitted OHI forms. Any OHI forms that do not meet the *Guidelines* and the *Guidelines for the Recordation of Architectural Resources for the Ohio Historic Inventory in I-Form* (presented below and available on the State Historic Preservation Office website for quick reference) will not be accepted by the State Historic Preservation Office and will not be added to the statewide Ohio Historic Inventory. Form preparers should also seek technical guidance for completing OHI forms from the following publications: *How to Complete the Ohio Historic Inventory Form* by Stephen Gordon, and the *Ohio Historic Inventory I-Form User Guide* and the *I-Form Digital Imagery Standards*, both available on the State Historic Preservation Office website or by contacting shpo@ohiohistory.org before completing OHI forms.

Survey projects may also involve updating OHI information on previously documented resources. This can be done through completing a revised OHI form in the I-Form Database. In these cases, it is important to understand that the updated form will need to be filled out completely, using information gained through current field work associated with the project and following the guidelines for the completion of OHI forms in I-Form presented below. The original OHI form for the property is retained in the statewide survey files, and subsequent updated forms are added to the files. Each individual updated version of the OHI provides a 'snapshot' in a specific timeframe of the physical description, integrity, condition, and surrounding landscape identified at the time of the survey.

Guidelines for the Recordation of Architectural Resources for the Ohio Historic Inventory in I-Form

Introduction

The following guidelines address the completion of records for the OHI for both reconnaissance- and intensive-level architectural surveys using I-Form. The I-Form system provides users the ability to complete OHI forms via the Internet and must be used in the completion of all survey projects. Adherence to the instructions set forth in these guidelines is required for using I-Form in documenting newly recorded architectural resources and/or updating resources previously included in the Ohio Historic Inventory. Records that do not meet the recordation standards of the State Historic Preservation Office as set forth in these guidelines will not be accepted and entered into the Ohio Historic Inventory and will be returned to the I-Form preparer for revisions.
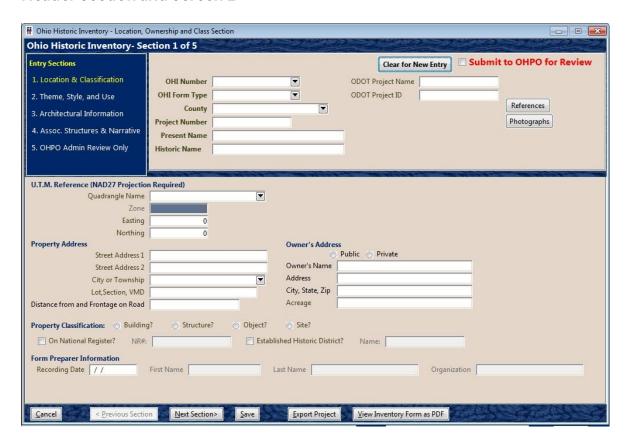
When using I-Form, be sure to consult the **Ohio Historic Inventory I-Form User Guide** for information on registering as an I-Form user and navigating within I-Form. This document can be found at the State Historic Preservation Office website or by contacting shpo@ohiohistory.org. Also, consult **How to Complete the Ohio Historic Inventory for Ohio** for guidance on background research, fieldwork methods, and the information that is required for an architectural survey report. This document can be ordered by contacting the State Historic Preservation Office.

Completing the Form

The following section illustrates the four screens in I-Form required for completion by the form preparer. **All** fields presented below are required for a reconnaissance-level survey, unless it is noted that they are required for intensive-level survey only. If information is not known, then select the "unknown" option or leave blank if "unknown" is not an option. **All** fields presented below that are applicable to the resource (e.g. Porch Information would not be applicable to a barn or a cemetery) are required in the completion of an intensive-level survey form.

Ohio Historic Inventory Form in I-Form

Header Section and Screen 1

The Header Section (top third of I-Form screen) is static through the I-Form interface and remains visible regardless of which Screen is in view. Fill out the following on the Header Section:
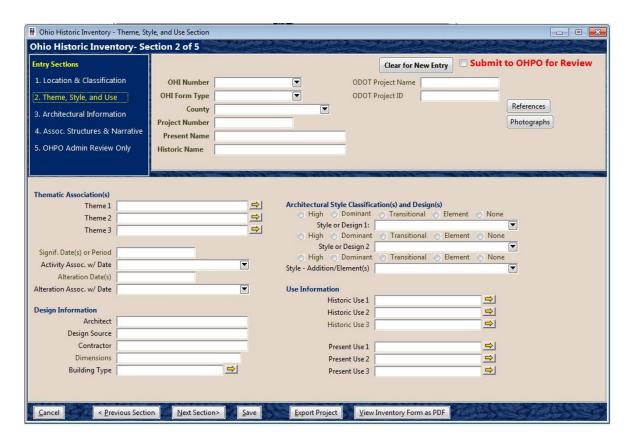
- OHI Number: please obtain from the State Historic Preservation Office (see page 17)
- OHI Form Type: select New or REV only
- County
- Project Number (if applicable)
- Present Name: use current owner's name if known or type of resource and address (i.e. House, 234 Spring St.)
- Historic Name (if known)
- References Tab: this tab is where information regarding the survey project and the resulting survey report is entered. Provide the full citation information for the survey report associated with the survey project that resulted in the completion of the OHI; **see the *Ohio Historic Inventory I-Form User Guide* for additional information on how to specifically enter in and save this information in I-Form.**

- Photographs Tab: include two photos of the resource from two different locations, preferably illustrating two elevations in each photograph, or one photo depicting the primary and side elevation and another photo depicting significant outbuildings associated with the primary resource. Include a site plan (location map) with a north arrow, a clearly marked resource, and the nearest intersection labeled, if possible. See the *Ohio Historic Inventory I-Form User Guide* and *Digital Imagery Standards* for additional information.

Fill out the following for Screen 1:
- Quadrangle
- UTM Reference
- Address: include street number and name.
- City or Township
- Owner's Address
- Acreage: obtain from county website or approximate if not available online; only enter numbers, no text in this field.
- Property Classification
- National Register Status
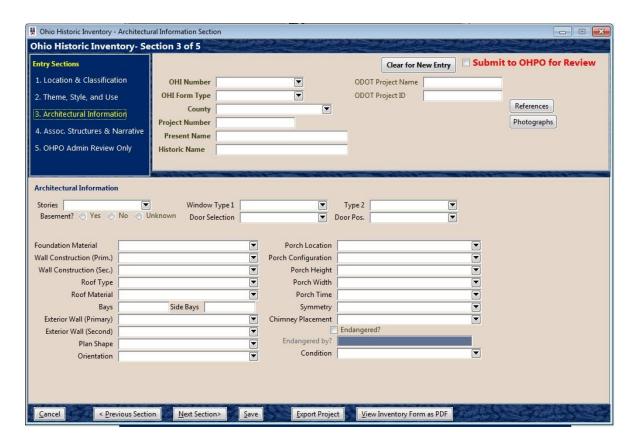- Form Preparer Information

Screen 2

For Screen 2:

- Thematic Association (***intensive-level survey only***)
- Date(s) or Period and Activity Associated with the Date: enter the original construction date of the surveyed resource
- Alteration Date(s) and Alteration Associated with the Date (if applicable or known)
- Builder/Design Source/Contractor (if applicable or known)
- Dimensions: can be approximate; do not use quotation marks to indicated feet.
- Building Type: if "other" is selected, elaborate in Section 42.
- Architectural Style Classification and Design: if "other" is selected, elaborate in Section 42.
- Historic Use
- Present Use

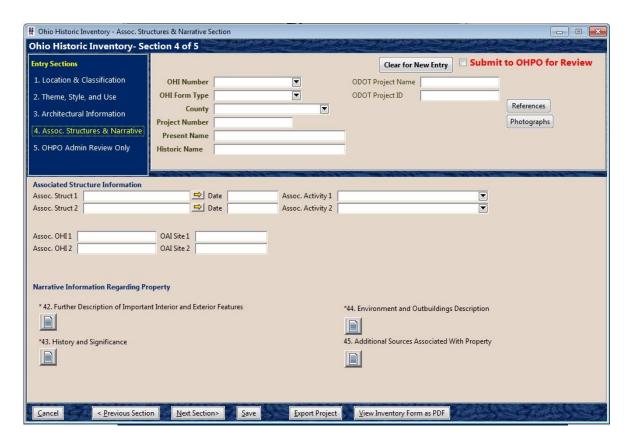## Screen 3

For Screen 3:
- Stories
- Window Type
- Basement
- Door Selection and Position
- Foundation Material
- Wall Construction (i.e. framing system)
- Roof Type and Material
- Bays
- Exterior Wall Plan Shape
- Orientation
- Porch Location/Configuration/Height/Width/Time (if applicable; otherwise leave blank)
- Symmetry
- Chimney Placement
- Endangered Information (if known)
- Condition

Screen 4

For Screen 4:
- Associated Structure Information (all fields if applicable; do not include non-historic outbuildings)
- Associated OHI/OAI (if applicable)
- Narrative Information Regarding Property (see below)

Section 42. Further Description of Important Interior and Exterior Features: this open text field should provide a concise exterior description of the resource, including the overall appearance, fenestration pattern, types of building materials, specifics on the main elevation or important features of the resource, and any alterations and additions.

*Example:

- *The two-story wood-frame vernacular-style dwelling features a rusticated concrete-block foundation, weatherboard siding, replacement 1/1 vinyl sash windows, and a gable-front roof clad in asphalt shingles. The three-bay façade has a centered replacement vinyl-paneled door flanked by single windows, and all are sheltered by a full-width hipped-roof porch supported by turned posts and balustrade.*

Three windows are evenly spaced above on the second story level. A one-story lean-to addition was added to the rear (north) elevation in ca.1940.

•

Section 43. History and Significance: this open text field should include any information relevant to the resource's history and/or architectural significance, and any information that substantiates the significance of the resource relative to the National Register criteria. Intensive-level surveys require resource-specific research, and the information collected specifically on the resource should be included in this field.

*Reconnaissance-Level Survey Examples:

• *Built in 1906 in the village of Middlebranch, this dwelling is an excellent example of the Queen Anne-style of architecture with its asymmetrical massing, varied exterior finishes (wood clapboards and shingles), bay windows, wraparound porch, turret, and steeply pitched, irregularly shaped roof. Overall, the house retains a high level of integrity with minimal alterations.*

• *This circa 1900 gable-front dwelling is an example of a common late-nineteenth century vernacular form found throughout the Mahoning Valley Region. The dwelling was originally part of a larger agricultural complex, of which only the barn remains. The dwelling has been significantly altered with a rear addition and new exterior building materials, including windows and siding.*

*Intensive-Level Survey Example:

• *Property is located in the George Washington Carver subdivision built in the mid-1940s by the Hanford Construction Co. This division consisted of 144 Cape-Cod style homes and afforded African American veterans returning from WWII the opportunity to purchase new homes using the G.I. Bill programs. Some of the original homeowners were Tuskegee Airmen stationed at nearby Lockbourne Air Force Base. Many of the civilian residents held service jobs or worked in local factories. This property was first owned by U. S. Army member, William E. James. Columbus City Directories indicate that he owned and lived in the house from 1947-1969. In 1970 Howard J. Rains is the listed owner/occupant. Between 1963 and 1965 more than 90 of the original houses in the subdivision were demolished or moved due to the construction of I-70.*

• *This vernacular-style gable-front dwelling was built in 1870 by Joseph A. Howells on East Satin Street in the Village of Jefferson. Howells resided at*

the dwelling with his wife, Eliza, and was the publisher for the Ashtabula Sentinel newspaper, a position formerly held by his father W. C. Howells and partner J.L. Oliver. The Sentinel had moved from Ashtabula to the Village of Jefferson in 1853, in order to reside in the county seat. The house exhibits little architectural ornamentation and has been altered with replacement siding, windows, and modifications to the front porch.

Section 44. Description of Environment and Outbuildings: this open text field requires a description of the resource's setting (e.g. rural, residential, commercial, etc.), and parcel and an inventory of secondary resources. Example: *Located in a residential area of similar houses, the house stands on the north side of Spring Street on a level grassy lot with mature trees and plantings.* The secondary resources description should include their physical location to the primary resource, using north, south, east, and west, as well as a brief physical description. Example: *A concrete block one-car garage topped with an asphalt-shingled gable-front roof stands northwest of the dwelling.* It should also be noted if there are no secondary resources associated with the primary resource.

Section 45. Sources of Information: This open text field will include only brief citation information specific to the subject resource. Use established bibliographic format.

General Guidance for Open Text Fields:
- Write the text in a Word document first and then copy and paste into the fields. Do not have footnotes or endnotes attached to the text.
- Use complete sentences (except for Section 45).
- Use 9 point Arial font for all open text field boxes.
- Make sure that the text appears justified to the left in all open fields.
- Keep text concise and relevant to the resource. Do not speculate on the appearance or use of the property if there is no evidence to support such claims. It is also preferable that the information provided in the open text fields is concise enough that the survey form is no longer than two pages when converted to a PDF.

Section Three Checklist

☐ Has registration for I-Form been completed?

☐ Has a list of surveyed resources, with full addresses for each property, been provided to Inventory and Registration staff so OHI numbers can be assigned?

☐ Has the Inventory and Registration staff been notified upon the completion of the first five (5) OHIs?

☐ Have all OHIs been completed in accordance with the ***Guidelines for the Recordation of Architectural Resources for the Ohio Historic Inventory in I-Form*** and the ***I-Form User Guide?***

SECTION FOUR:
HISTORY/ARCHITECTURE SURVEY REPORT STANDARDS

The History/Architecture Survey Report is designed to provide a thorough explanation of the survey project. As the report outline below indicates, the survey report for both reconnaissance and intensive-level surveys will explain who initiated, financed and executed the project, why the project was created, the level and methodology for documentary and field research, systematic approach for selecting properties to document, a table of inventoried properties, local historic context, maps, plates, historic images and other appendices as applicable. If an intensive-level survey was completed through the project, an assessment of the significance of identified properties in accordance with the National Register Criteria and integrity requirements, and a list of properties/districts that may be potentially eligible for nomination to the National Register of Historic Places should be included. Both reconnaissance- and intensive-level survey reports should provide recommendations for additional study or survey. The report should follow the outline below and include information as specified by the outline.

The minimal submittal requirements for draft survey reports are one hard copy and one digital (Microsoft Word) copy to the State Historic Preservation Office for review. Survey projects completed through funding from Certified Local Government grants will produce three hard copies of the final report (one bound and two unbound) and one digital (Microsoft Word) copy after it has been reviewed and approved by the State Historic Preservation Office. For compliance surveys conducted for the Resource Protection and Review Department at the State Historic Preservation Office, report submittal requirements include: one bound hard copy of the report, one digital copy of the report, and hard copy drafts of all new and revised OHI forms associated with the project to assist in the review. Although not a requirement, the State Historic Preservation Office would also accept Geographic Information System (GIS) mapping shapefiles associated with the survey project if available.

The final draft of the survey report, once accepted by the State Historic Preservation Office, will be made part of the public record. The report will be used not only by the original client, but also by consultants, researchers, Federal, State and local agencies and the State Historic Preservation Office staff as the basis for future project and policy making decisions. Many of those who may rely on information contained within the report will have little to no familiarity with the survey area or of the specifics of the subject project. It is essential that the report clearly explains the intent and results of the project to ensure that it provides a useful tool for future historic preservation planning.

Outline for the History/Architecture Survey Report

Below is the outline of the general requirements for a History/Architecture Survey Report. The requirements are applicable to all types of architecture surveys undertaken in Ohio. Any exceptions will be coordinated with the appropriate the State Historic Preservation Office staff.

Cover
- Include title, indicating the name, nature, and location of the survey, and date.

Title Page
- Title indicating the name, nature, and location of the survey.
- Author, organization affiliation/consulting firm, address (where applicable).
- Name and complete address of the client that commissioned the report.
- Date of report.

Abstract
- Provide a brief summary of the survey project, the purpose of the survey, the findings (including total number of resources surveyed and the level of the survey), and the resulting recommendations. Abstracts are to be no longer than a page.

Acknowledgements
- In this section identify funding sources as well as though those who provided support to the survey project such as volunteers, local government officials, state and federal agency staff, members of the public and any other contributors to the project.

Table of Contents
- Include page numbers for:
    - Abstract
    - Acknowledgements
    - Lists of maps, plates, and tables
    - Chapters and section headings
    - Bibliography
    - Appendices

Lists of Maps, Plates, and Tables
- This section will include Map, Plate, and Table numbers, title or caption of each item, and page number for each.

INTRODUCTION
- Provide a brief statement on the purpose of the survey and who sponsored the survey.
- Include information on project funding and sources, if applicable.
- Maps should illustrate the location of the project/survey area.
- Dates of completion for research and fieldwork must be provided as well as the number and titles of personnel involved in the survey.
- Describe how the report is organized.

RESEARCH DESIGN
- The Research Design section should refer back to the original formulated at the beginning of the survey project but be adapted to reflect the results of the background research and fieldwork and anything that may have changed during the survey.

Objectives of the Survey
- Include a detailed statement of the survey's goals and objectives, describing the historic contexts, goals and priorities that structured the survey. Examples:
    - to characterize the range of historic properties in a region— *example: survey all properties over 45 years old in Rutland, Meigs County.*
    - to identify the number of properties associated with a context— *example: survey all buildings that housed fraternal originations in downtown Toledo during the late nineteenth and early twentieth centuries.*
    - to gather information to determine which properties in an area are significant—*example: conduct a reconnaissance-level survey in a project's Area of Potential Effect to determine which properties retain sufficient integrity to warrant intensive-level documentation in order to determine National Register eligibility.*
- Provide a general explanation of the survey and how the project was executed.
- Include an explanation for selecting the geographic boundary for the survey area and indicate the number of acres examined. Surveys that are being conducted in conjunction with compliance projects should include an explanation for the Area of Potential Effects that is being proposed and a rationale for its limits.

Research Methods
- A description and assessment of the historic research materials available, including primary and secondary sources and informant interviews for the surveyed area.

- A description and justification of the research techniques employed.

Field Techniques
- A description and justification of the field techniques employed including the level of survey (e.g. reconnaissance, intensive).

Expected Results
- State the expected results proposed at the outset of the survey and the reasons for those expectations and then summarize whether those results were achieved. If the expected results changed through the execution of the survey, briefly explain how and why they changed.

SETTING AND HISTORIC CONTEXT

Environmental Setting
- Discuss the boundaries and natural features of the surveyed area, emphasizing any factors that may have shaped historic and present settlement and land use patterns.
- Discuss the visual and physical interrelationship among environmental features. Discuss the visual effect of non-historic buildings juxtaposed with older ones; pivotal structures with less important neighbors and the relationship of buildings to open spaces.
- Discuss natural features such as rivers, bluffs and hills that define the character of an area; also other elements such as vistas and views, paths, focal points, edges and landmarks, signs, graphics, landscaping, pavement, lighting and street furniture.
- Discuss pertinent social and cultural characteristics of historic districts and other properties.
- Include detailed maps for reference that show the project area boundary if applicable, location of documented resources, transportation routes and natural features.

Transportation Routes
- Discuss primary historic transportation systems and routes and their effect on historic and present settlement and land use patterns.

Historical Development /Historic Contexts
- Include an overview of the survey area's history that identifies the significant factors that influenced its growth and development. This overview is intended to identify important patterns, events, persons, or cultural values and the property types that are associated with important historic themes.

- The overview, for intensive-level surveys, should then be followed by an in-depth discussion of specific historic themes used to classify the historic resources. To evaluate the significance of historic resources, they must be considered within an appropriate historic context—an organized body of information about a historic theme during a particular time and in a particular area.

- When selecting thematic categories, consider those based on both the resources' historic significance and historic association with an individual or events. Following is a **partial** list of historic themes; carefully investigate additional potential themes that may be identified through documentary research and fieldwork conducted for each survey project.

  o *Agriculture*—properties utilized in farming, raising livestock, horticulture, or the handling of unprocessed agricultural products.

  o *Commerce*—properties relating to the exchange of goods and services as well as the production, distribution, and consumption of wealth.

  o *Education*—properties relating to research and formal schooling or the methods and theories of teaching and learning.

  o *Ethnic/Immigration*—properties representing various cultural and racial origins of groups settling in an area.

  o *Manufacturing/industrial*—properties relating to the assembling and processing of materials, goods, and services.

  o *Military/Defense*—properties associated with military conflicts, the armed forces or individual soldiers.

  o *Political/Social Welfare*—properties relating to a system of political administration including the provision of services such as water, parkland and power.

  o *Religion/Ecclesiastical Group*—properties associated with the systems and expressions of belief in transcendental being(s).

  o *Arts and Recreation*—properties relating to the creation or display of fine arts and crafts, musical arts, literary arts, sculpture, or dramatic arts.

  o *Transportation/Communication*—properties involved in the work, business or means of conveying passengers and materials as well as the art and science of transmitting information through communications.

  o *Suburban Development*—properties relating to the process of land development in or near the edge of an existing city, defined by the historical events that shaped it and by its location in relation to the existing city.

Previous historic resource surveys
- Include a discussion of previous surveys or documentation of the area or resources.
- Provide a list of previously recorded architectural resources that are included in the National Historic Landmarks, National Register of Historic Places, and the Ohio Historic Inventory.

Results of Field Investigation
- Provide a discussion of the conditions and constraints of the fieldwork, including areas in the survey area that did not contain historic properties.
- Identify by their OHI number and/or National Register ID the number of previously recorded architectural resources encountered in the field and also the number of previously unrecorded architectural resources identified and documented during the survey. Include all the surveyed (including previously recorded) resources in a table by OHI survey numbers and/or National Register ID with, at a minimum, type of resource (house, farm, bank, etc.), the address, and date of construction. Also include maps depicting the locations of the surveyed resources by OHI survey number and/or National Register ID. Both the table and maps can be included either in this section of the report (preferred) or as an appendix.
- **Provide an explanation of the relationship between the surveyed properties to the historic development of the survey area.** This should include an evaluation of the relative significance of the various properties as well as an assessment of any historic district (either National Register district or local district) potential. Discuss how historic property types represent specific themes.
- **Provide a discussion of the survey results and significant property types as they relate to the expectations outlined in the research design.**

Summary and Recommendations
- Summarize the actual results of the survey and evaluate the survey's methods and techniques.
- **Provide a discussion and table of all the surveyed properties that appear to be eligible for the National Register or warrant further investigation.** For intensive-level surveys, the discussion should address the National Register criteria for eligibility. Evaluation is completed with a written determination that a property is or is not significant based on provided information. This statement should be part of the record. For reconnaissance-level surveys, the discussion should include recommendations for resources that warrant intensive-level recordation and provide an explanation as to why.

- **For community or CLG surveys, outline the long and short term goals resulting from the survey project.** These may include recommendations for future surveys, if needed, or for community actions based on the completed survey. Also discuss techniques and strategies for accomplishing these objectives. Include information that explains how the survey might result in or affect local designations and the local historic preservation commission and review process, if applicable.

BIBLIOGRAPHY
- Provide full citations for all references and personal communication cited in the report.
- Adhere to the citation style guidelines of commonly used professional journals or style guides such as the latest edition of **The Chicago Manual of Style.**

APPENDICES
- Appendices may include:
  - maps of surveyed area (if not already provided within the body of the report), both current and historical.
  - table of all surveyed resources containing OHI survey numbers, address, and type and date of construction for each resource.
  - resumes of principal survey staff member (unless submitted previously).
  - completed OHI survey forms, for Compliance-related reports only.

Useful References for completing the survey report

State Historic Preservation Office
- Gordon, Stephen C, *How to Complete the Ohio Historic Inventory*. Ohio History Connection, 1992.
- Gordon, Stephen C, "*Building History From the Ground Up: Identifying Historic Properties in Your Community*," Local History Notebook Vol. 9 (May/June 1993).

National Park Service
- National Register Bulletin Series (available online at: http://www.nps.gov/nR/publications/index.htm):
  - *How to Apply the National Register of Historic Places Criteria for Evaluation.*
  - *How to Evaluate and Nominate Designed Historic Landscapes.*
  - *How to Evaluate and Nominate Potential National Register Properties that Have Achieved Significance with the Last 50 Years.*

- o *How to Improve the Quality of Photos for National Register Nominations.*
- o *Guidelines for Local Surveys: A Basis for Preservation Planning.*
- o *Using the UTM Grid System to Record Historic Sites.*
- o *How to Identify, Evaluate, and Register Rural Historic Landscapes.*
- o *Guidelines for Evaluating and Documenting Properties Associated with Significant Persons.*
- o *Researching a Historic Property.*
- o *How to Evaluate and Nominate Cemeteries and Burial Places.*
- o *Evaluating and Nominating Historic Mining Sites.*

- Standards and Guidelines

  - o *Guidelines for the Preparation of Written Historical and Descriptive Data in Accordance with the Standards of the Historic American Engineering Record. National Park Service, Preservation Planning Branch, August, 1989.*
  - o *Secretary of the Interior's Standards for Architectural and Engineering Documentation.*
  - o *Secretary of the Interior's Standards for Historical Documentation.*
  - o *Secretary of the Interior's Standards for Identification.*

Section Four Checklist

- ☐ Does the survey report contain all the parts described above?
- ☐ Are maps of all the surveyed resources included in the report?
- ☐ Has an inventory of all the surveyed resource been included?
- ☐ Has a draft copy of the survey report (electronic and hardbound versions) been provided to the appropriate State Historic Preservation Office staff?
- ☐ Has the Inventory and Registration staff been informed of the completion of OHIs associated with the survey report?