

DRAFT
Guidelines for Completing the
Texas Historic Resources Survey Form

Section 1: Identification

This section is used to record a property's basic identifying information. The first part of this section (through "Current Designations") can be completed before going into the field.

County: Enter the name of the county in which the property is currently located

City: Enter the name of the city in which the property is currently located. If the property is outside of any established city boundaries, enter the name of the nearest city, followed by the abbreviation for vicinity: "vic." (i.e. Austin vic.)

Current Name: Enter the name by which the property is currently known.

Historic Name: Enter the name by which the property was known historically (can be the same as the current name). This is usually the building's name at the time of original construction, but there are exceptions:

- If the original owner or business is unknown or occupied the building for only a short time, and/or a subsequent owner/business established a significant or longstanding association with the property, use the name of the latter.
- If the building is significant primarily for its association with a specific historical figure, business, or event, the Historic Name should reflect that.

If the building has, or had, no formal or commonly accepted name, consider these options:

For Commercial Buildings:

- Name of the business housed in the property (if the sole occupant)
- Property owner's last name, followed by the word "Building"
- Property's Address (street name and number only)

For Residential Buildings:

- Property owner's last name, followed by the word "House"
- Property's Address (street name and number only)

For properties known by multiple names, either currently or historically, record all names, separated by semi-colons.

Address: Enter the property's legal address. All addresses should be taken from the same source (i.e. tax records) and recorded in a consistent format. When abbreviating direction (i.e. N, SW) or street suffix (i.e. ST, AVE), use official Postal Service abbreviations, a list of which is available from your Post Office or at www.usps.com.

Owner/Address: Enter the name of the property owner and his/her mailing address, if known. (Your County Tax Appraisal District can usually provide a list of property owners.) If unknown, enter "UNKNOWN."

Photo Data: This section is used to link the written information about a property with the photographs taken of it. Assign each roll of film a number, which should be written on the roll itself with a permanent marker. (Also be sure to remind the film processor to note the roll number on each associated contact sheet.) Frame numbers appear below each negative. In the first set of blanks, enter the roll and frame number of the first image taken of the property. Enter the roll and frame number of the last image taken of the property in the second set of blanks. (It is assumed that multiple photos of a single property are taken consecutively.)

Current Designations: Place a check in the box next to each historical designation the property has received, if any. Only check the box if you are certain the building has been designated. The THC's History Programs Division (512/463-5853) can confirm whether or not a property has been awarded a designation. Designations are abbreviated on the form as follows:

NR: Check this box if the property is *individually* listed on the **National Register of Historic Places**.

NR District: Check this box if the property is within the boundaries of a **National Register Historic District**. Check the appropriate box to indicate whether or not the property is listed as **Contributing** to the district.

RTHL: Check this box if the property has been designated a **Recorded Texas Historic Landmark**. (Note: The presence of a historical marker does not necessarily indicate that the property is an RTHL. Check with the THC to confirm.)

HTC: Check this box if the property has been designated a **Historic Texas Cemetery**.

SAL: Check this box if the property has been designated a **State Archeological Landmark**.

Local: Check this box if the property has been designated as historic by a local government body (i.e. Landmarks Commission).

Other: Check this box if the property has received a historical designation other than those listed above.

Recorded by: Enter your own name.

Date recorded: Enter the date (MM/DD/YYYY) that the property is surveyed.

General architectural description: Use this space for a brief overall description of the property. This description is intended to provide researchers with a quick outline of the property's essential characteristics, and typically includes features that are also recorded elsewhere on the form. Important things to note include: height, form, property type (i.e. house, school, store), primary materials, and any predominant features.

Example: 1-story T-plan frame house with wood siding and full-width porch

Outbuildings: Use this section to record ancillary buildings on the property.

Garage: Enter the number of *detached* garage buildings on the property. Note: Count only the number of buildings, not stalls (i.e. 2-car garage = 1 building).

Barn: Enter the number of barns on the property. Only outbuildings used specifically for storing agricultural equipment or livestock should be counted as barns.

Shed: Enter the number of sheds on the property. Shed is a generic term used to describe a relatively small outbuilding used for general storage.

Other: Enter the number and type of other ancillary buildings on the property (i.e. 1 outhouse or 2 chicken coops).

Archeological evidence of outbuildings: Check this box when archeological evidence (i.e. remains of building foundations) clearly supports the historical presence of outbuildings that no longer remain. In the blank that follows, describe the nature of the supporting evidence.

Landscape/site features: Use this section to record significant features of the property's site.

Sidewalks: Check this box if the site includes sidewalks.

Terracing: Check this box if the property includes terraces, stepped banks of earth used to accommodate especially steep sites.

Drives: Check this box if the site includes an automobile driveway.

Well/Cistern: Check this box if a well or cistern is on the property.

Gardens: Check this box if the site includes areas of designed landscaping.

Other: Check this box to indicate the presence of other notable site features and use the space that follows for a brief description.

Section 2: Architectural Description

This section is used to record detailed information about the property's physical characteristics. It is the primary focus of the field portion of the survey.

Stylistic Influence(s): Getting comfortable with identifying properties' stylistic influences takes a good deal of study and practice, but a number of guide books are available to help (see below). Many properties also incorporate a blend of styles, although one may be predominant. If you're having difficulty recognizing a property's style in the field, just skip the question and address it after completing the field portion. With a good photograph, you can compare the property with information in guidebooks, discuss it with fellow surveyors, or ask for assistance from the THC.

Select Style Guides:

Residential Architecture

McAlester, Virginia and Lee, *A Field Guide to American Houses* (New York: Alfred A. Knopf, 1997).

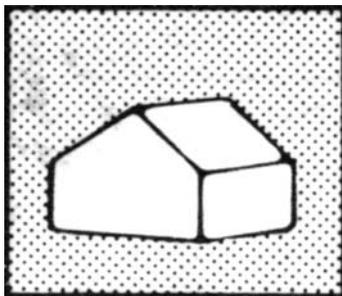
Commercial Architecture

Longstreth, Richard W., *The Buildings of Main Street: A Guide to American Commercial Architecture* (Washington, D.C.: Preservation Press, 1987).

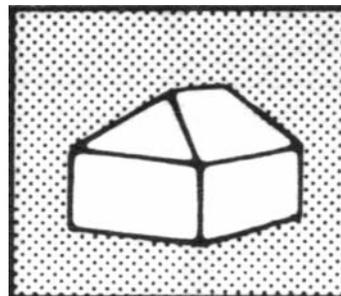
Structural Details: Completing this section is fairly straightforward once you learn the terminology. Some terms are illustrated below to assist you, and we also recommend that you consult an architectural dictionary. Although most any version will do, illustrated dictionaries tend to be most useful.

Roof Form: Refer to the following images to determine the form of the property's roof and dormers. If the form is not listed, check "Other" and describe it in the blank that follows.

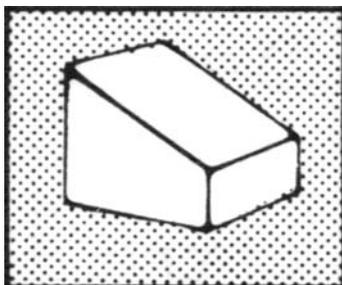
Gable:



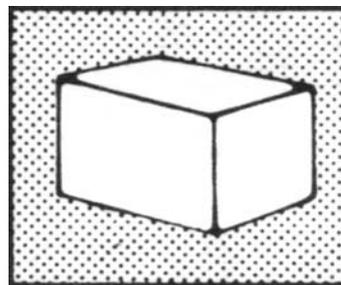
Hipped:



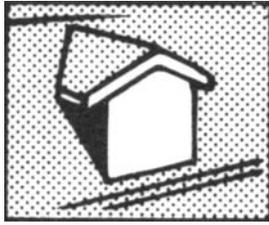
Shed:



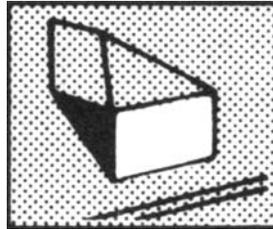
Flat:



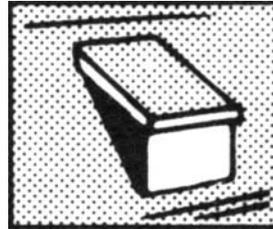
Gable Dormer:



Hipped Dormer:



Shed Dormer:



Roof Materials: Check the appropriate box to indicate the existing roofing material on the primary resource. If the material is not listed, check “Other” and describe it in the blank that follows.

Construction: A building’s internal structure is often concealed, and it may be difficult to verify the nature of a property’s construction in the field. The thickness of the walls, visible at window openings, can help distinguish veneered, frame structures from solid masonry construction, but close inspection of a property is not always possible. We recommend using Sanborn Maps, when available, for more accurate identification. If the structure is not listed, check “Other” and describe it in the blank that follows.

Wall Façade: Check the appropriate box to indicate the existing exterior sheathing material(s) (what is visible) on the primary resource. If a property incorporates a combination of materials, check all corresponding boxes. If the material is not listed, check “Other” and describe it in the blank that follows.

Number of Bays: Enter the number of bays in the building’s primary façade. A “bay” is a building unit defined by visual elements, such as columns, pilasters or solid wall segments, that divide the façade into horizontal sections. Most buildings include one opening (i.e. window or door) or group of openings in each bay, so counting the number of openings will often tell you the number of bays.

Siding: If siding is checked, enter the siding material (i.e. wood, aluminum, vinyl) in the blank that follows. If you’re unsure about the material, enter “unknown.”

Chimneys:

Interior:



Specify number(s): Enter the number of existing chimneys on the building.

Brick: Check this box if the chimney is constructed of exposed brick.

Stone: Check this box if the chimney is constructed of exposed stone.

Stuccoed: Check this box if the chimney is covered with stucco or plaster.

Other: Check this box if the chimney material is not listed, and describe it in the blank that follows.

Exterior:



Corbelled cap:



Windows: This section is used to record information on both the operation and the material of the windows, so multiple boxes should be checked.

Window Operation:

Fixed:



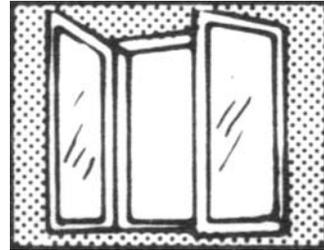
Does not open

Double hung:



Opens vertically

Casement:



Opens horizontally

Window Materials:

Wood sash: Check this box if the windows are constructed of wood.

Aluminum sash: Check this box if the windows are constructed of aluminum.

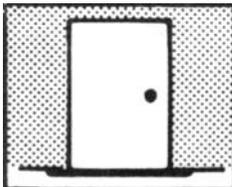
Additional Details:

Decorative screenwork: Check this box if decorative screens cover the windows.

Other: Check this box if the window's material or method of operation is not listed, and describe it in the blank that follows.

Doors: Check all boxes that apply (refer to images below). If there are notable features about the doors that are not listed, check "Other" and describe them in the blank that follows.

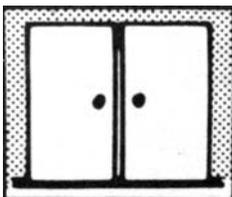
Single door entrance:



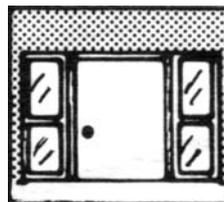
With transom:



Double door entrance:



With sidelights:



Porches: Use this section to record information about a building's main porch(es). Check all boxes that apply.

Roof Form: Check the appropriate box to indicate the porch's roof form (shed, hipped or gable). Refer to the above illustrations of the main roof forms.

Structure/Supports:

Inset:



(w/ or w/o additional supports)

Box columns:



Fabricated metal:



Classical columns:



Wood posts:



Tapered box supports:



Brick Piers:



Jigsawn trim:

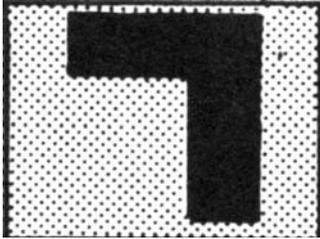


Spindlework:

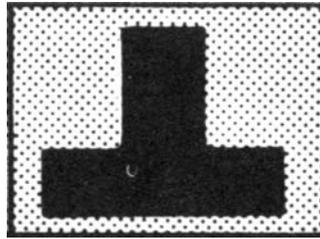


Plan: This section is primarily intended for recording the building's "footprint" – the shape of its outline at ground level – but a few of the terms refer to the layout of interior spaces, which cannot always be determined from the outside.

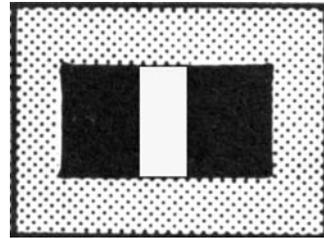
L-plan:



T-plan:

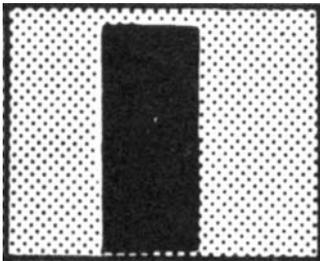


Center passage:

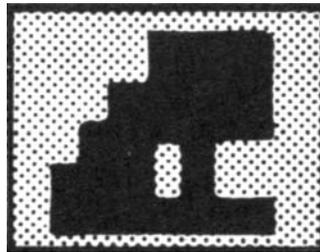


Modified L-plan: This term applies to all of the many variations (either through initial design or later alterations) on the traditional L-plan form, such as extending one wing to make a partial-T, widening either or both of the wings, or filling in a portion of the L.

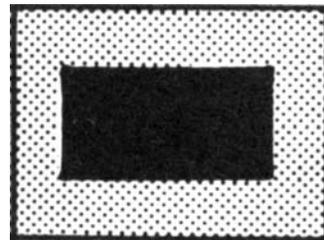
Shotgun:



Irregular:



Rectangular:



Bungalow: This term refers to a house of relatively modest size, typically 1 to 1 ½ stories, with the dining, kitchen and bedroom areas arranged around the perimeter of a central living room.

Four Square: This term refers to a house whose width and depth are each comprised of two, equal-sized bays, creating a square footprint.

2-room: This refers, very literally, to a building comprised of only two interior spaces, typically of a similar size.

Open: This term refers generally to an interior floor plan that includes large, open multi-functional spaces or distinct rooms connected by especially wide openings, most often found in more modern (post-1940) houses.

Foundation: Check the appropriate box to indicate the property's foundation type, if apparent.

Slab: The property rests directly on a concrete slab, which is solid under the entirety of the building's ground floor.

Pier & Beam: The foundation is comprised of a system of beams and joists supported by raised piers (wood, brick, concrete). First floor is raised above ground level, often with "skirting" to conceal piers.

Perimeter Wall: Continuous solid wall (brick, stone, clay tile, concrete) supports perimeter walls, with piers or crossing walls providing intermediary support.

Stories: Enter the number of stories (vertical levels) on the property. An additional level housed in the roof structure (i.e. with dormers) is considered ½ story.

Basement: Check the appropriate box to indicate whether the property includes no basement, a partial basement, or a full basement. Although sometimes apparent (i.e. with basement windows), this cannot always be determined from the exterior.

Dimensions: If possible, indicate the approximate length and width of the property. Multiplying the two will produce an estimate of the square footage (per story).

Section 3: Integrity

This section is intended to record the surveyor's initial impression of a property's historic integrity – whether or not it retains enough of its important characteristics to convey its historical significance. Evaluating integrity in the field can be a challenge, and it often takes an experienced eye to recognize non-historic alterations on sight alone. Sanborn Maps can be very helpful for identifying changes over time, and historic photographs are ideal for comparing past and present conditions. When needed, the THC can evaluate collected information to help determine a property's integrity.

Although a property's historic integrity is ultimately evaluated based on cumulative change, criteria established by the National Register of Historic Places (NR) separate integrity into seven distinct categories that can be evaluated independently:

Location: Check this box if the property remains on its original site.

Design: Check this box if the property's form, plan, structure and style remain largely unaltered.

Materials: Check this box if the property retains most of its historic materials (i.e. façade treatment, windows, doors, etc).

Workmanship: Check this box if the property retains physical evidence of the original craftspeople's work (i.e. metalwork, masonry, etc.).

Setting: Check this box if the property's surroundings (i.e. site, neighborhood) remain relatively similar to their historic state.

Feeling: Check this box if the property's character still conveys a sense of its historic period.

Association: Check this box if the property continues to convey its connections to significant people or events that helped define its history.

Also see: *How to Apply the National Register Criteria for Evaluation*, a National Register bulletin available from the THC or the National Park Service.

Sections 4-10:

Sections 4 through 10 require research, analysis or both and are not intended for completion in the field. Collecting this more detailed information can be time consuming, and depending on the scope of the survey, some or all of these sections may not be completed for every property. Consult with the THC during survey planning to determine what level of information should be collected.

Section 4: Function

The choices listed in this section refer to general categories of use, intentionally left somewhat broad to accommodate a range of properties. For a list of specific uses, and the corresponding category, see: *How to Complete the National Register Registration Form*, a National Register Bulletin available from the THC or the National Park Service.

Historic Use: Check the appropriate box to indicate the property's most significant or long-term historical use. If the property housed more than one significant use during its historical life, either at the same time or in different periods, check all the corresponding boxes.

Current Use: Check the appropriate box to indicate the property's use at the time of the survey.

Section 5: Architectural History

Architect/Builder: It is often difficult to positively identify a building's original architect and/or builder. Aside from having a cornerstone or original architectural drawings, there are a few other possibilities for archival documentation:

- **Building Permits:** Municipal building permits are an excellent source of information. Historic permit records are sometimes unavailable or difficult to find, but be sure to check with your city clerk.
- **Mechanics Liens:** Temporary liens placed on property by a builder or tradesperson, to insure payment for costs incurred during construction or improvements. Recorded with the county clerk.
- **Deed and Plat Records:** Property may have been owned, subdivided and/or developed by its builder (i.e. lumber yard). If so, it may be reflected in the plat of the addition/subdivision and the original deed of each property – both of which are recorded with the county clerk.

Construction Date: A property's actual date of construction can also be difficult to verify. Construction dates can be fairly accurately estimated, however, based on the property's style, the area's period of development, and supporting archival sources:

- **Building Permits:** Most conclusive evidence (see above).
- **Sanborn Maps:** Comparison of maps from different periods can establish a date range for construction, and some buildings' dates of construction may be noted.

- **Tax Records:** A relative spike in a property's value from one year to the next may indicate that a building was constructed. "Year-built" dates listed by the tax appraiser, however, are often not a reliable source.
- **Deeds:** Although deeds only record transactions regarding land, they occasionally include mention of improvements constructed since the previous deed.
- **City Directories:** Historic city directories, often housed with a local library or historical society, are an excellent source of information. Besides identifying a property's occupants over time, the first appearance of a property's address can be an important clue to its date of construction. Remember, however, that another building could have occupied the property before the existing one.

Determining a date of construction (even an estimate) may require some detective work. Consult several of these sources and combine the clues from each in a collective evaluation. Be sure to indicate on the form whether the recorded date is **Actual** or **Estimated** and list the **Source** from which the date was determined.

Additions/Modifications: Check this box if the property has undergone any visible or documented (i.e. building permit or Sanborn map) changes. Enter the date of the change(s) in the blank that follows. If the date is estimated, place a "c." before the year (i.e. c.1935).

Relocated: Check this box if the property has been moved from its original location. If so, briefly indicate why it was moved, and from where, in the blank that follows.

Other associated contexts and information of interest: Use this space to record any additional significant historical information.

Section 6: Archeology Ground

This section applies to archeological resources, as well as historic properties that might yield archeological information (i.e. a building site with an extended history of human occupation).

Original State: Check this box if the site is undisturbed, and the potential remains for resources to be found below the surface.

Disturbed: Check this box if the site has experienced sub-surface disturbance (i.e. erosion or construction-related excavation) in the relatively recent past (about 50 years). **Explain** the nature of the disturbance in the blank that follows.

Check the appropriate box to indicate whether a **State Archeological Survey Form** is available for this site, and if so provide **Details**. Contact the THC Archeology Division if you are unsure.

Section 7: Other Information

Check the appropriate box to indicate whether **prior documentation** of the property is available. If so, indicate the **Type** (see below) and **Details**.

HABS: Check this box if the property has been documented by the Historic American Buildings Survey. The THC or the U.S. Library of Congress can help you determine whether HABS documentation is available.

Survey: Check this box if the property was included in a previous historic resources survey. Check the THC's online Historic Sites Atlas, or contact the survey coordinator if you are unsure.

Check the appropriate box to indicate whether or not the property is **Accessible to the public**.

If the property is facing **Possible threat(s)**, indicate the nature of the threat(s) by checking the appropriate box(es). Also consult the THC's Historic Endangered Landmarks Program (HELP), and consider submitting an **Endangered Historic Property Identification Form**.

Section 8: Geographic Information

This section is used to record more accurate information about the property's location, primarily for mapping purposes.

USGS Maps: The United States Geological Survey (USGS) maintains topographical maps of the entire nation, used by a variety of disciplines as common base maps. Indicating a property's location on a USGS map allows anyone across the country to identify that location by referencing the same map. USGS divides the nation geographically, produces maps at a variety of scales and updates the maps periodically, so it is important to record the specific map being referenced:

USGS quad: USGS maps divide the nation geographically into quadrangles, or "quads," square sections following lines of latitude and longitude. For historic resources surveys, you should always use the 7.5-minute (7.5') series maps, which include the highest level of detail. Each quad in the 7.5'-series is assigned a name, typically corresponding to the largest city or most prominent feature included (i.e. Austin East). Enter the name of the quad, shown on the upper and lower right-hand corners of each map, in this blank. To find the quad(s) for your survey area, visit www.topozone.com, or contact the THC.

Year: USGS maps are updated periodically, so use this blank to record the latest year that the map was revised. Dates of original mapping and revisions are indicated in the lower right margin of each map.

Scale: Enter the map's scale, shown centered along the bottom margin of the map. (The typical scale for 7.5'-series quads is 1:24,000.)

UTM Coordinates: UTM (Universal Transverse Mercator) coordinates provide a universal indicator of a particular geographic point, in this case the location of a historic resource. UTM coordinates can be obtained in the field with a GPS (Global Positioning System) device, or calculated later from the USGS quad. Both methods require some specialized tools and experience, so if UTM coordinates are a necessary

component of your survey (i.e. for GIS mapping), you will probably need assistance from an experienced volunteer or qualified professional.

UTM zone: The UTM zone is a 2-digit number assigned to a relatively broad geographic area. It is indicated in the legend of each USGS quad map, found in the lower left margin.

Easting: A 6-digit number (sometimes shown followed by an “E”) indicating the exact longitudinal location of a geographic point.

Northing: A 7-digit number (sometimes shown followed by an “N”) indicating the exact latitudinal location of a geographic point.

Note: UTM coordinates are always recorded in this order: zone, easting, northing.

Legal Description: A legal description is often the simplest, and most accessible, means of accurately recording a property’s location. Although some rural properties have lengthy and confusing legal descriptions (making them less useful for survey recording), most properties’ locations can be indicated by the combination of a lot number, block number and the name of the platted addition or subdivision. This information is often easily obtained from the local tax appraisal district.

Lot/Block: Enter the lot and block numbers. Although the lot number(s) is typically listed first, use the words “Lot” and “Block” to clarify which is being referred to (i.e. Lots 1-3, Block 6).

Addition: Enter the name of the addition or subdivision in which the property is located. The addition/subdivision name is often included in the tax appraiser’s legal description, but you may also want to review the original plat map – on file with the county clerk.

Year of addition: If known, enter the year that the addition or subdivision was platted. The date may not be recorded with the tax appraiser, but it can be found on the original plat in the county clerk’s office.

Section 9: Significance

This section requires an understanding of the criteria used to evaluate properties for inclusion in the National Register of Historic Places (NR) and some experience applying those criteria. Because properties must be evaluated within their historical context, it is also important to have a good understanding of local history, as well as how existing historic resources reflect that history. We recommend consulting with the THC and familiarizing yourself with applicable NR publications.

Applicable NR criteria: To help evaluate historic properties, NR separates the general quality of historical significance into four specific criteria. A property may be significant under one or more criteria, and all corresponding boxes should be checked on the survey form:

Criterion A: Associated with events that have made a significant contribution to the broad pattern of our history;

Criterion B: Associated with the lives of persons significant in our past;

Criterion C: Embodies the distinctive characteristics of a type, period of method of construction, or represents the work of a master, or possesses high artistic value, or represents a significant and distinguishable entity whose components lack individual distinction (Architectural significance);

Criterion D: Has yielded or is likely to yield, information important in prehistory or history

See: *How to Apply the National Register Criteria for Evaluation*, a National Register bulletin available from the THC or the National Park Service, for more detailed discussions of each criterion and their applicability to various properties.

Areas of significance: Every historic property must be evaluated in relation to the historical context(s) to which it contributed. The NR areas of significance are broad historical themes (i.e. Agriculture, Commerce) used to indicate the general nature of the context(s) associated with the property. A list of NR areas of significance can be found in *How to Complete the National Register Registration Form*, with examples of commonly associated properties. Identify all that apply and record them in the blanks, separated by semi-colons.

Period of significance: A property's period of significance is the time in which it achieved its historical significance. It may be a single year, like the construction date of an architecturally significant property, or an extended period of time, like the period that an important historical figure lived in a particular residence. Again, see: *How to Complete the National Register Registration Form* for more detailed discussion on identifying a property's period of significance.

Level of significance: Each property that receives NR designation is assigned a level of significance. Check the appropriate box to indicate the surveyed property's level of significance, based on the descriptions below and the more detailed explanations found in, *How to Apply the National Register Criteria for Evaluation*.

National: A historic property is only recognized as nationally significant if the events or persons with which it is associated, its architectural type or style, or its information potential have impacted the history of the nation as a whole. Dallas' Dealey Plaza, for instance, is nationally significant for its associations with the assassination of John F. Kennedy, an event that clearly impacted the entire country. Relatively few historic properties are considered nationally significant, and their nationwide influence must be well supported.

State: A historic property is recognized as having statewide significance if the events or persons with which it is associated, its architectural type or style, or its information potential have impacted the history of the entire state. Properties recognized as having statewide significance are often the first, the largest, the only, or the best example of their kind in the state.

Local: Locally significant properties are classified as such because their influence is tied primarily to local history. The vast majority of properties with NR designation are listed at the local level of significance, and this should be considered the "default" level of significance unless statewide or national significance can be clearly justified.

Possible NR district: Check the appropriate box to indicate whether the property lies within the boundaries of a potential National Register Historic District (NR district.) An NR district is an area with a significant concentration of historic properties that are also united by common historical or architectural associations. Survey maps are very helpful for identifying concentrated areas of historic resources, but their historical and/or architectural connections to each other must also be considered. The THC can assist you in determining the potential for an NR district.

Is property contributing?: Properties within the boundaries of an NR district are designated as either contributing or noncontributing. Contributing properties (check “**Yes**”) are those that convey their associations with the common historical themes or physical characteristics that unite the district. Noncontributing properties (check “**No**”) are those that do not, typically because they were either constructed or significantly altered after the period for which the district is significant. Again, the THC can assist with such determinations.

Section 10: Priority

One purpose of a historic resources survey is to help prioritize historic properties within the local community, deciding which resources are the most important to preserve, either because of their rarity, or their especially important role in defining the character of local history. This must be done carefully and thoughtfully, however, as those priorities will ultimately be guiding future preservation planning decisions. A property considered significant by one person or group may not be by another, and entire contexts and resource types are sometimes unintentionally neglected. So it is important to involve as much of the community as possible in determining priorities, and even then those priorities should be treated more as a working, evolving guide than a final ruling on the importance of any property.

High: A high priority property has demonstrated significance in the community or is a rare example of its type. It also has a high degree of historic integrity and would most often qualify individually for NR designation.

Medium: A medium priority property is also historically significant but is slightly less of a priority, perhaps because it is relatively common or has been altered. Although it may not qualify for individual designation, it would likely be a contributing resource if within the boundaries of an NR district.

Low: A low priority property either lacks a demonstrated historical significance, or has been substantially altered. It would most likely not qualify for historical designation.

Explain: As mentioned above, prioritization should be carefully thought-out, and the criteria by which a property is judged may change with time. An explanation and justification of a property’s priority should be recorded in this space, so future researchers can understand the rationale that was used.