MICHIGAN ABOVE-GROUND SURVEY MANUAL

UPDATED BY
KATIE KOLOKITHAS AND DIANE TUINSTRA

2018

STATE HISTORIC PRESERVATION OFFICE

ACKNOWLEDGMENTS

The creation of this 2018 version of the Michigan Above-Ground Survey Manual, published by the State Historic Preservation Office (SHPO), was a joint effort between Katie Kolokithas, survey and information coordinator, and Diane Tuinstra, inventory coordinator. This manual is an update of the 2001 manual written by Robert O. Christensen and Barbara Wyatt. Much of the text from that manual remains. Many thanks are given to Mr. Christensen and Ms. Wyatt, plus the other individuals who contributed to that manual's creation. Laura Rose Ashlee edited the entire manual as well as offered helpful suggestions on examples and content. Photographs used in the manual come from the Michigan SHPO's statewide inventory.

This manual has been financed in part with federal funds from the National Park Service, U.S. Department of the Interior. However, the contents and opinions do not necessarily reflect the views or policies of the Department of the Interior.

This program receives federal financial assistance for identification and protection of historic properties. Under Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, the Department of the Interior prohibits discrimination on the basis of race, color, national origin, or disability or age in its federally assisted programs. If you believe you have been discriminated against in any program, activity, or facility as described above, or you desire further information, please write to:

Chief, Office of Equal Opportunity Programs United States Department
of the Interior National Park Service
1849 C Street, NW
Washington, DC 20240

TABLE OF CONTENTS

1 INTRODUCTION | pg. 1

a. Survey in Michigan | pg.2
b. Reconnaissance-Level and Intensive-Level Survey | pg. 2
c. Purpose of Survey | pg. 3
d. Frequently Asked Questions | pg. 4

2 SURVEY PLANNING AND FIELDWORK | pg. 5

a. Qualifications | pg. 6
b. What to Survey | pg. 6
c. Contracting Surveys | pg. 7
d. Using Volunteers | pg. 8
e. Advisory Board | pg. 8
f. Field Work | pg. 8
g. Recording Data | pg. 8
h. Describing Historic Properties | pg.12

3 HISTORICAL RESEARCH | pg. 14

a. Architectural Narrative | pg. 15
b. Reconnaissance-Level Survey | pg. 16
c. Intensive-Level Survey | pg. 17

4 EVALUATION AND MAKING ELIGIBILITY RECOMMENDATIONS | pg. 21

a. Evaluation Process | pg. 22
b. Evaluation and Reconnaissance-Level Survey | pg. 24
c. Evaluation and Intensive-Level Survey | pg. 24
d. Identifying and Documenting Potential Historic Districts | pg. 24

5 SURVEY PRODUCTS AND REPORT | pg. 26

a. Survey Report Components: Section One | pg. 27
b. Survey Report Components: Section Two | pg. 29
c. Survey Report Components: Section Three | pg. 29
d. Distributing Survey Reports | pg. 30

6 UPDATING PREVIOUS SURVEYS | pg. 36

7 THEMATIC SURVEYS AND CONTEXT STUDIES | pg. 38

8 SURVEY AND SECTION 106 | pg. 40

a. Work Program | pg. 41

APPENDICES

APPENDIX A: HISTORIC ARCHITECTURE SURVEY GLOSSARY OF TERMS | pg. 42

APPENDIX B: FARMSTEAD SURVEY STANDARDS | pg. 45

APPENDIX C: CONTRACTING SURVEYS | pg. 49

APPENDIX D: MICHIGAN HISTORY/ARCHITECTURAL SURVEY SITE FORMS | pg. 51

APPENDIX E: MISHPO TERMS LIST | pg. 55

APPENDIX F: REPORT TEMPLATE | pg. 60

APPENDIX G: PROPERTY INDEX TEMPLATE | pg.62

THE MICHIGAN ABOVE-GROUND SURVEY PROGRAM

INTRODUCTION

This manual provides standards and guidelines for conducting surveys of above-ground historic resources in Michigan. The State Historic Preservation Office (SHPO) recommends that this manual guide those individuals planning and carrying out surveys and requires compliance with the requirements identified in this manual for projects funded by SHPO grant funding or requiring review or approval from SHPO. This manual provides information regarding approaches to identification, documentation, and evaluation of historic above-ground sites, buildings, and features in accordance with the *Secretary of the Interior's Standards for Identification, Evaluation, and Preservation Planning*. This manual is designed to provide guidance for all types of above-ground surveys, including:

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

This manual does not provide instruction for archaeological surveys. For information about archaeological surveys, please contact SHPO's archaeologists at 517-373-1618.

SURVEY IN MICHIGAN

The Michigan statewide survey program was started in the late 1960s under the direction of SHPO, but with the participation of numerous partners including local communities, regional planning agencies, and citizens around the state. In the 1980s, SHPO created *Surveying Michigan's Historic and Architectural Resources: A How-To Guide*, which directed the survey program for a number of years. In the 1990s, a series of eight survey manuals were used as the guide for the program. In 2001 a new survey manual was written by Robert Christensen and Barbara Wyatt called *Manual for Historic and Architectural Surveys in Michigan*. This 2018 manual replaces the 2001 manual.

In 2016 the Michigan SHPO initiated a project to make the survey data collected over the past fifty years more accessible to the public by creating a GIS-based program to collect, store, and map data. The project, called MiSHPO, will allow for online submission of survey reports and data as well as Section 106 applications, National Register nominations, and more. When MiSHPO is complete and ready to accept online submission of surveys, this manual will be updated with the necessary information to guide the electronic submission of surveys through that portal.

RECONNAISSANCE-LEVEL AND INTENSIVE-LEVEL SURVEYS

Survey refers to the process of identifying and gathering data on a community's historic resources. There are two main types of survey for above-ground resources: Reconnaissance-level and Intensive-level Survey. Survey can include field survey, the physical search for and recordation of historic properties; background research to establish historic context for the properties within the project area; and historical research on surveyed properties. The final products of a survey should include the following:

- Survey Report
- Color-photographs of the historic properties
- Inventory or data information on each property

Reconnaissance-level survey identifies properties of architectural significance and updates existing information in SHPO files. The reconnaissance survey documents properties using photographs, brief descriptions, condition, and location information. Limited research on the history of the buildings, sites, and features is undertaken. Reconnaissance-level surveys look primarily at the architectural integrity of the properties or National Register criteria C. This type of survey is the first step in the preservation planning process and can be undertaken in a limited or broad geographic area. The products of a reconnaissance-level survey include information entered into the survey report, survey forms, and the MiSHPO system. Reconnaissance-level surveys should be used as a means to determine where to focus intensive-level survey efforts.

Intensive-level survey seeks to identify and thoroughly document significant properties and districts through research and evaluation of the National Register of Historic Places criteria within the broader historic context. Intensive-level surveys are more complex, time-consuming, and represent a larger financial commitment for a community. These surveys also provide the most detailed information about an area's history and historic properties. Intensive-level survey begins with a reconnaissance survey or an update of an older survey. The survey then continues with research on potentially significant properties using primary sources, researching the community history, evaluating the properties for National Register significance, identifying historic districts, and completing MiSHPO submission information. Finally, many intensive-level surveys provide recommendations for future preservation activities.

PURPOSE OF SURVEY

The National Historic Preservation Act of 1966, as amended, requires all SHPOs to direct and conduct survey. The act states, "It shall be the responsibility of the State Historic Preservation Officer to administer the State Historic Preservation Program and to—in cooperation with Federal and State agencies, local governments, and private organizations and individuals—direct and conduct a comprehensive statewide survey of historic properties and maintain inventories of such properties."

Survey can serve many purposes including but not limited to the following:

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

FREQUENTLY ASKED QUESTIONS ABOUT SURVEY

WHAT IS THE DIFFERENCE BETWEEN A RECONNAISSANCE-LEVEL SURVEY AND AN INTENSIVE-LEVEL SURVEY?

A reconnaissance-level survey identifies properties based on their architectural significance and provides basic property information for SHPO files. Reconnaissance surveys include limited historical research on the individual buildings and are used as a tool to determine where to concentrate more intensive research. Intensive-level survey seeks to identify and thoroughly document properties and districts through research and evaluation of the National Register criteria. These surveys provide a more extensive context for the area and research on each individual building.

SHOULD WE DO A RECONNAISSANCE-LEVEL SURVEY OR AN INTENSIVE-LEVEL SURVEY?

The purpose of the survey helps to determine the appropriate level of research. Reconnaissance-level surveys are a good first step and preservation planning tool while intensive-level surveys provide a more complete picture of the surveyed area. Determination of the level of review required for your project can be made through consultation with SHPO.

THERE ARE TREES/BRUSH/UTILITY LINES BLOCKING MY PHOTOGRAPH, WHAT SHOULD I DO?

We ask surveyors to do their best to take photographs without obstructions such as vegetation and utility lines, but we understand that in certain conditions obtaining a good photograph of a building may be difficult. Surveys should be conducted in the spring or fall when the leaves are not on the trees. If the surveyor is not able to obtain a clear photograph of the building they should be sure to describe the architectural characteristics in detail.

IS IT OKAY TO TRESPASS IN ORDER TO SURVEY A PROPERTY AND TAKE PHOTOGRAPHS?

No. Surveyors are required to stay in the public right of way while conducting their fieldwork. Permission from the property owner must be obtained in order to access the property.

WHY CAN'T I USE MY PHONE TO TAKE PHOTOGRAPHS?

While there have been many advances in the technology of smart phone cameras, SHPO is asking surveyors to continue to use a high quality digital camera to take their official photographs. Many phones do not allow users to change the resolution while taking photographs.

WHAT IS MISHPO? HOW DO I GET ACCESS TO THE SYSTEM?

MiSHPO is SHPO's new database and online submission system that will eventually allow consultants, federal agencies, and members of the public to submit their surveys, Section 106 applications, National Register nominations, Tax Credit applications, and other items directly to SHPO online. Any individual will be able to obtain a log-in through the website for the online submission portal. In order to get access to the database to conduct research on known sites, individuals and agencies or companies must purchase a license to gain access to SHPO's data. This manual will be updated once the system is fully operational.

WHAT DOES ELIGIBILITY MEAN? WHO DETERMINES THIS?

Eligibility is the assessment of whether a historic property meets the criteria for listing in the National Register of Historic Places. Persons meeting the professional qualifications as identified in the Code of Federal Regulations 36 CFR Part 61 can make recommendations based on their research of the eligibility of a property or district and SHPO will review the research and agree or disagree with the recommendations.

HOW DO I FUND A SURVEY IN MY COMMUNITY?

Surveys are funded by a variety of sources including private funding, grant funding, and municipal funding. Grant funding is occasionally offered through SHPO's Certified Local Government (CLG) grant program to eligible communities. SHPO uses its federal allocations to fund surveys as well and these are presented as RFPs for consultants. Sometimes a local municipality will utilize their general funds to conduct a survey, usually under the direction of a qualified consultant. Survey is a fundable activity for federal projects in which a survey is required under Section 106 of the National Historic Preservation Act of 1966. At this time SHPO does not offer grant funding to individuals to conduct survey work.

SURVEY PLANNING AND FIELDWORK

Survey is often initiated by a few people and undertaken to address a specific need in a community, but the survey planning process needs to include a much larger group of interested participants. Planning should be a community effort with qualified architectural historians and historians listening and being actively involved with community members to determine what areas are significant to them. Many surveys involve a planning committee that includes any or all of the following:

- Community organizations
- Local historians or representatives of local historical societies, historical commissions, or historic district commissions
- Faculty of local educational institutions with relevant expertise
- Representatives of executive and legislative branches of local government
- A member of the community's planning staff
- Members of the local board of realtors

Surveys should be publicized to the community through different avenues. The surveyor should also notify local law enforcement to explain the nature of the survey activity and make them aware of their presence. Surveyors should also carry identification at all times.

QUALIFICATIONS

Reconnaissance-level surveys must be undertaken by a lead investigator who meets the Secretary of Interior's Professional Qualifications Standards in the Code of Federal Regulations, 36 CRF Part 61. Lead investigators should be trained architectural historians and have experience with research and photography. The investigator should also be well versed in the National Register criteria. For Intensive-level surveys, the researcher or research team should be qualified as architectural historians and historians. An individual may qualify as both.

SHPO maintains a list of qualified consultants and while this list is not exhaustive of the consultants in the state of Michigan, it does provide a list of individuals who have submitted their credentials to the office for review. **Inclusion in this list does not constitute endorsement by SHPO or guarantee that any work product carried out by persons on the list will necessarily meet federal and state requirements.** Before engaging the services of any consultant, it is always advisable to contact references named by the consultant— especially those people for whom a consultant has worked. Inquiring about the nature of the project and the quality and timeliness of the work performed may provide an indication of a consultant's ability to successfully complete your project.

WHAT TO SURVEY

One of the fundamental issues in planning a survey is determining what to include in the project. This determination should be guided by the purpose for which the survey is being carried out, yet tempered by the need to complete the project within a defined budget. Surveys typically fall into two categories:

- Survey everything within the set boundaries, regardless of age, and
- Survey everything more than forty years old within the set boundaries

Surveying everything within the boundaries regardless of age is the most thorough documentation method, but it is also the most expensive and time consuming. This type of survey is appropriate for smaller municipalities or neighborhoods with several hundred properties or fewer. Surveying only what is known to be over forty years old is appropriate for cities and larger municipalities. The forty-year date range is to allow for the National Register's fifty-year age criterion and additional time so the survey is not outdated as soon as it is complete.

The goal of every survey should be to document a full range of types of historically significant properties in the survey area. Historic resources come in many forms—some are not as obvious. The National

Register property types are to be used for surveys in the State of Michigan. For full definitions of these terms according to National Register Bulletins 16A and 24, please see Appendix A, the Architectural History Survey Glossary of Terms.

- Buildings
- Site
- Structure
- Object
- District

Many historic resources such as parks, cemeteries, farms, mill and factory complexes, and residential properties can be complex properties that contain a variety of individual historic features. In an intensive-level survey, the property as a whole and each of its historic features should be surveyed. In a reconnaissance-level survey, it may be appropriate to survey only the entire property and key historic features rather than each and every historic element. Examples of this would include houses and grounds, farms, government complexes, churches, cemeteries, parks, factory and mill complexes, and utilities.

Churches in particular rarely stand alone, and the complexes often include cemeteries, educational buildings such as schools, teachers' residences, parsonages, or rectories, along with additions to the main building. The whole complex may be fronted by ornamental fencing or a gate. All of the various components of such church complexes should be surveyed. Farmstead Survey is discussed further in Appendix B Farmstead Survey Standards.

Questions often arise on whether features such as roadways and walkways; bridges; trees, boulders and other natural features; and mobile home parks or manufactured home developments should be included in the survey.

- For roadways and walkways, only intact, well-preserved examples surfaced with paving brick or other materials not commonly used today, should be included in the survey. Historic examples of public stairways should also be included in the survey.
- Many bridges in Michigan have been previously surveyed in the statewide highway bridge surveys, but some local highway bridges, particularly those no longer in highway use may have been missed. SHPO can provide you with a list of the bridges that have been previously surveyed. Historic culverts, pedestrian bridges, and railroad bridges should be included in the survey.
- Natural features are normally not included in the survey. If they are directly associated with historic events—not merely planted or placed at the site to commemorate them—they should be surveyed. Examples would be witness trees the original surveyors of Michigan used to describe corners of sections or quarter-sections, and trees associated with important persons or events.
- Mobile home and manufactured communities should be included in the survey if they are more than forty years old as they may possess significance in terms of landscape design, social history, and architecture.

CONTRACTING SURVEYS

A few communities will find themselves in the fortunate position of having persons with the requisite background, experience and skills to take on their surveys as volunteer projects, but most will need to contract for some or all of the work. SHPO maintains a list of consultants interested in survey work who meet the basic federal qualifications for historian and/or architectural historian. The list is updated frequently and is available on SHPO's website. This list should not be considered all-inclusive; there may be other consultants in your area who are not listed. It must also be emphasized that inclusion on the list is not a guarantee of high-quality work, and credentials and experience should be reviewed and references consulted. For additional detail regarding the hiring of a consultant and the RFP process please see Appendix C Contracting Surveys.

USING VOLUNTEERS

Some survey projects have been carried out entirely as volunteer projects, and volunteers can certainly assist in specific tasks such as the field survey work and property-specific research. Using volunteers in contracted survey projects, however, should be done with caution and a clear knowledge of the level of commitment of each volunteer. SHPO's experience has been that volunteers are sometimes not sufficiently motivated to carry out assigned tasks without defined deadlines.

ADVISORY BOARD

An advisory board comprising local historians, planners, members of a local historic district commission, and interested citizens can be an asset in a survey. The board may suggest resources for research, people to interview, and collections of information. A valuable role of the board is to be an emissary of good will during the project and an advocate for the survey's use after it is complete.

FIELD WORK

Field work is one of the most important steps in the survey process. Field work should:

- Record locational and descriptive data on each property
- Photograph properties and context views
- Map the property locations

One of the important steps before beginning fieldwork is the preparation of maps. Maps should be obtained from the local community to create base maps that will be used in the field and then in the preparation of the final map. The more detailed the maps, the more useful they will be in precisely locating the surveyed resources and in assisting users of the survey materials in their comprehension of the survey area's historic resources. Maps should show all streets and current property lines and/or building outlines.

More information on mapping in the MiSHPO system will be provided later in this manual.

RECORDING DATA IN THE FIELD

The collection of field survey data is one of the most important steps in the survey process. Field survey will provide locational and descriptive information—and perhaps some historical background information obtained by informants—about each property, which will ultimately form part of the record for the property. Prior to beginning field work, surveyors should review the list of required fields or data categories and instructions for the MiSHPO system. Surveyors should also include as much information as possible in each of the fields. Some examples of required fields include:

- Address (number, street direction and street name)
- City/village or township
- County
- Survey date and surveyor
- Historic name and current name
- Current building materials
- Additions, removals, and condition of the property

Many surveyors use paper survey forms and enter the data into the system at a later date. Many surveyors also create their own paper forms for use in the field. The SHPO Survey and Information Coordinator or the National Register Coordinator are available to review survey forms prior to the

commencement of field work. See Appendix D for a sample field form that can be customized and reproduced.

At this time, the use of survey applications for smart phones is not available for use with the MiSHPO program, but SHPO hopes to develop one in the coming years so surveyors will be able to utilize the technology in the field.

PHOTOGRAPHIC DOCUMENTATION

Every property included in the survey, including each building and other surveyed feature in a complex property or district, requires a minimum of one high quality photograph to show as much of the property as possible. Each surveyor is required to use a digital Single Lens Reflex (SLR) camera with a minimum capture size of eight mega-pixels. Images must be shot at the highest photo resolution possible.

Images must be delivered as an unaltered JPEG image on disk or thumb drive. Each image must be a minimum of 2000 pixels and 3000 pixels. Please consult with SHPO staff regarding file naming conventions for survey photos.

Survey photography is documentary. Good photographs can be taken if the photographer keeps several things in mind beyond the normal photographic considerations. These include composition, clarity, lighting quality and direction, and perspective distortion. Prior to beginning photography, a plan should be made based on the direction the building faces relative to sunlight, timing of possible obstructions (holiday decorations, leaves, vehicles, etc.), daylight, and weather.

CLARITY

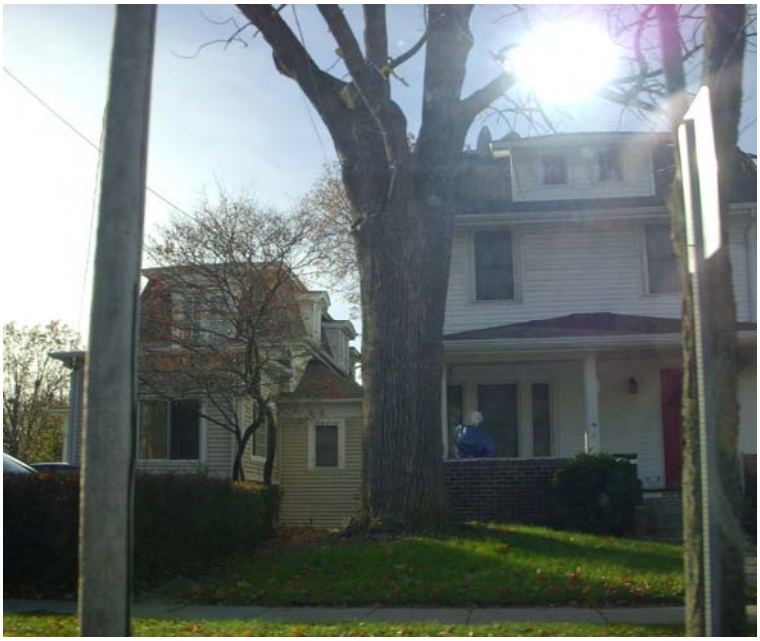
The major cause of unclear photographs is camera movement. The best way to avoid this is to place the camera on a firm support or tripod when the photograph is being taken. If a tripod is unavailable, using a faster shutter speed and gently squeezing the shutter button can enhance image clarity.

COMPOSITION

Generally, a ¾-view of a building is preferred, to show as much building detail as possible in a single view. Since a record is produced for each property, do not include the adjacent buildings in the inventory photographs. If necessary, more than one photograph should be taken to document large or complicated buildings.

LIGHTING QUALITY AND DIRECTION

A building is modeled and described by the sunlight, and the relationship of the sun to the property varies from case to case. A photo of a rusticated building, for example might be enhanced by sun using direct light to bring out the texture. A building with a broad overhang is sometimes best photographed in hazy sun because deep shadows can obliterate details. It is difficult, therefore, to generalize, except to say that the photographer should study the subject and make a determination based on a building's inherent characteristics.



Be careful about backlighting, or placing the sun directly behind the camera, because such flat lighting can obscure the shadow lines that give a building character and depth.

PERSPECTIVE DISTORTION

An otherwise well-thought-out photograph can be ruined by perspective distortion. The only way to get rid of this distortion completely is to have the film plane of the camera exactly vertical when taking the photograph. Tipping the camera up to capture the top of the building is the most common perspective distortion, this makes the building appear to be falling over backwards. The best way to limit the impact of this distortion is by using a perspective-control (PC) lens. Those without access to such equipment, however, should follow a few simple tips. The easiest solution is to back up far enough from the subject to include the entire building without tilting the camera upward. This can be accomplished by either moving away from the subject or by changing the camera to a wide-angle setting. Surveyors should use caution when using a wide-angle lens as this can exaggerate any tilting of the camera.

A telephoto lens that tends to flatten buildings can be used to reduce the impact of the perspective distortion. Users of a telephoto lens should be aware that the lens can also exaggerate camera motion, so a tripod is recommended.

Surveyors can also stand on a rise, truck, ladder or other equipment to elevate themselves and reduce the perspective distortion.

More information on photography is available in National Register Bulletin 23 *How to Improve the Quality of Photos for National Register Nominations*.

Other photography tips include the following:

- Avoid signs, cars, people, trees, and poles in the foreground as much as possible
- Lens filters and shields should be used to minimize glare
- Use imagination in finding the position that will allow the best view of the property

DESCRIBING HISTORIC PROPERTIES

Architecture should be described using appropriate terminology for architectural styles, building forms, and other characteristics. Surveyors should make use of architectural style guides, studies of specific building types, and other source material that provide background information about the architecture they are surveying. The following resources should prove useful for nearly every survey:

- Architectural Dictionaries and Terminology Guides:
  - Phillips, Steven J. *Old-House Dictionary*. NY: John Wiley & Sons, Inc., 1994.
  - Burden, Ernest. *Illustrated Dictionary of Architecture*. Third Edition. NY: McGraw-Hill, 2012.
  - Roth, Leland M. *American Architecture: A History*. Second Edition. CO: Westview Press, 2016.
- Houses:
  - McLennan, Marshall. "Common House Types in Southern Michigan." In Michigan Folklife Reader, edited by C. Kurt Dewhurst and Yvonne R. Lockwood, 15-45. East Lansing: Michigan State University Press, 1987.
  - McAlester, Virginia and Lee McAlester. *A Field Guide to American Houses (Revised).* NY: Alfred Knopf, 2015.
- Farms and Agricultural Buildings:
  - Michigan Agricultural Experiment Station bulletins and Michigan Cooperative Extension

Service bulletins, found at the Michigan State University Library, contain useful background information on farm and building layouts and design.

- *The Agricultural Landscape of Michigan: An Historic Context for the Theme of Agriculture*. Lansing, MI: Michigan State University for Michigan Department of Transportation, 2004. On file at SHPO and MDOT.
- Dandekar, Hemalata C. *Michigan Family Farms & Farm Buildings: Landscapes of the Heart & Mind*. Ann Arbor: The University of Michigan Press, 2010.
- Noble, Allen G. *Wood, Brick & Stone: The North American Settlement Landscape.* 2 vols. Amherst, Ma: University of Massachusetts Press, 1984. Volume 2 deals with barns and farm structures.
- Noble, Allen G., and Hubert G. H. Wilhelm, eds. *Barns of the Midwest*. Athens, OH: Ohio University Press, 1995.
- Visser, Thomas Durant. *Field Guide to New England Barns and Farm Buildings*. Hanover, NH: University Press of New England, 1997.

- Mid-Century Modern Resources
  - APT Building Technology Heritage Library. https://archive.org/details/buildingtechnologyheritagelibrary. Includes house plan books for postwar housing companies.
  - *Historic Residential Suburbs. Guidelines for Evaluation and Documentation for the National Register of Historic Places.* U.S. Department of the Interior. National Park Service. Washington, DC. 2012.
  - Jester, Thomas C. *Twentieth-Century Building Materials: History and Conservation*. Los Angeles: Getty Conservation Institute. 2014.
  - *A Model for Identifying and Evaluating the Historic Significance of Post-World War II Housing*. National Cooperative Highway Research Program Report 723. Transportation Research Board Washington, DC. 2012.
  - *The Ranch House in Georgia. Guidelines for Evaluation.* Stone Mountain, Georgia: New South Associates.
  - Statewide Search for Subdivision Plats. www.dleg.mi.us/platmaps/sr_subs.asp. Michigan Department of Licensing and Regulatory Affairs (LARA).

- Schools
  - Michigan State Historic Preservation Office. *An Honor and an Ornament: Public School Buildings in Michigan*. Lansing, Michigan: Department of History, Arts and Libraries, 2003.
  - Michigan Superintendent of Public Instruction. Superintendent of Public Instruction Annual Reports. Lansing, MI: State of Michigan Superintendent of Public Instruction. The annual reports of 1859, 1864, 1869, 1893, 1913-1914, 1915-1916, and 1916-1917 contain illustrated material on school building design and furnishings, including standard plans.

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

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

For specific questions concerning architectural terminology, contact the Survey and Designation staff at SHPO.

HISTORICAL RESEARCH

All surveys should include a historical research component. Historical research in survey provides the framework for evaluating the historic significance of the surveyed properties and their eligibility for inclusion in the National Register of Historic Places.

The primary difference between reconnaissance-level survey and intensive-level survey is that intensive-level survey includes in-depth historical research on each of the surveyed properties. Reconnaissance-level survey only records property-specific information from readily available sources. Both levels of survey should include research in two areas: 1) the general history of the survey area or community and 2) study of historical themes applicable to the survey area. Intensive-level survey will include the individual property history information as well.

The survey report must include a summary history of the area that introduces the important historic themes and places them in a broader context. The history should be written as a narrative rather than in timeline format. It should include key dates in the area's chronology and introduce the area's early settlement history, driving forces behind its growth and economy (including significant people or ethnic groups) and other developmental factors. An example for Port Hope (see below), taken from the Port Hope multiple property nomination for the National Register, introduces each of the significant historic themes represented by properties included in the nomination: lumbering, forest fires of 1881 and relief efforts, agriculture, transportation, ethnic history, and architecture.

Thematic narratives should be identified through consultation with National Register Bulletin 15, "How to Apply the National Register Criteria for Evaluation" (page 8), which defines a theme as "a means of organizing properties into coherent patterns based on elements such as environment, social/ethnic groups, transportation networks, technology, or political developments that have influenced the development of an area during one or more periods of prehistory or history."

ARCHITECTURAL NARRATIVE

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

The purpose of the architectural narrative is to place the survey area's architecture in the broader context of the community and region in which it is located. The architectural narrative should discuss the architecture in terms of property types. Property types should be defined using the list in Appendix E.

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

Just as for the entire survey report, an important purpose of the architectural narrative is to educate public officials, planners, property owners, and the general public about what is interesting and significant from an architectural standpoint about the survey area's properties. A relatively small number of high-style properties in the survey area certainly merit discussion and analysis, but the narrative should focus on

the common property types and forms generally represented by the vast majority of surveyed properties whose significance will not be obvious to the report's readers.

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

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

Examples of pattern-book, pre-cut, and manufactured architecture should be discussed, if possible, as part of the architectural narrative. While originals of old pattern and plan books and catalogs are hard to come by, many of these books have been reprinted by a variety of publishers, and more are being done every year. Dover Publications, Inc., the publisher of by far the greatest number of reprints, is the architectural historian's friend, having reprinted dozens of old plan and pattern books since the 1960s, with most of them still in print in inexpensive paper editions. These pattern books—especially those by the Aladdin Company and Sears, Roebuck and Company—will be useful for survey in Michigan.

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

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

RECONNAISSANCE-LEVEL SURVEY

The level of research for a reconnaissance-level survey will be limited to those documents and resources that are easily accessible including old county and fire insurance maps and published histories, as well as information such as historic name and date, gleaned from inspections of the property. The recording of specific information from directories, tax assessors' records, and other more detailed sources is generally not a part of a reconnaissance survey. For some of the properties, no historical information will be located.

INTENSIVE-LEVEL PROPERTIES

For properties surveyed at the intensive-level at least a basic level of information should be gathered for each of the properties forty-or-more-years-old, with more in-depth research performed on those that appear to possess more than typical historical or architectural significance. The surveyor must provide a basic, standard level of historical documentation for all of the surveyed properties and help determine which of them possess significance according to the National Register criteria.

The amount of time spent on research for a given property in an intensive-level survey should correspond to the property's apparent historic significance. Property-specific research can be the most time-consuming aspect of a survey project, but it is the most important. Surveyors should have realistic expectations about what information is available, so that research efforts can be appropriately directed. Sometimes finding basic information for a property, such as the precise date of construction and an architect or builder, will be impossible.

SOURCES OF INFORMATION FOR HISTORICAL RESEARCH

The sources of information that will be used for general history, thematic, and property-specific research will vary with the nature and location of resources, but the following will generally be useful tools.

- Published and unpublished histories
- County maps and atlases, plat books, and fire insurance maps
- City and county directories
- State gazetteers and business directories
- Tax assessors' records
- Tax records
- Building permit records
- Local historians and knowledgeable informants, including long-term property owners
- Federal census records
- State census records
- Rural property inventories
- Vertical and newspaper clippings files
- Photograph collections
- Birdseye views
- Biographical albums and records
- Newspapers
- Property abstracts
- Public land records
- Federal land patent records

While secondary sources can be useful to begin your research and uncover potential primary sources, they should be used with caution and primary sources should be used as the main documentation whenever possible.

SUMMARY HISTORY FOR PORT HOPE

EXAMPLE

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

LUMBER INDUSTRY THEMATIC NARRATIVE FOR PORT HOPE

EXAMPLE

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

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

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

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

In Port Hope William R. Stafford was a pioneer lumberman. Stafford (1829-1916) came to Michigan from Bath, New Hampshire, in 1849 and settled in Lexington, on the Lake Huron shore between Port Huron and Huron County. In 1852, Stafford became a partner in a mercantile business that apparently involved lumber. The business was reorganized in 1854 with Clark Haywood, another New Hampshire native and a former employee of Stafford's, as his partner.

In 1851, Stafford, Reuben B. Dimond, William Southard, and Josiah F. Wilson, all (with probably the exception of Dimond) New Hampshire natives who were personal friends and business associates, made a purchase of timber lands in the area near what became Port Hope. In 1857 or 1858, Stafford, Haywood, and a third New Hampshire native, former U.S. senator B. W. Jenness, then a resident of Cleveland, formed a partnership to exploit the timber resources of the Port Hope area. Stafford had charge of the sawmill the partners built in 1858 at what became the settlement of Port Hope. The mill produced lumber,

lath, and shingles. Jenness ran a lumberyard in Cleveland that the Port Hope mill supplied. During some years prior to the 1871 fires the mill produced 7 million board feet of lumber. The 1871 fire destroyed the mill, dock, and lumber on hand, a loss of $100,000 to Stafford & Haywood (Jenness had withdrawn in 1868). Stafford & Haywood rebuilt the mill and dock in 1872. As of 1874 they produced 1.4 million board feet out of the 36 million produced in the county. At least four operations in the county were larger. The 1881 fire burned the mill and dock again, a $40,000 loss, and, in 1884, Haywood also withdrew from the firm, leaving Stafford as sole owner. Stafford built a third, smaller sawmill and planing mill and sash and door factory to supply primarily local needs.

In 1880, R. C. Ogilvie built a second sawmill and dock at a cost of eight-thousand dollars. The mill and dock also burned in 1881. Ogilvie rebuilt in 1993, but the mill apparently closed for the lack of timber by about 1889. Stafford's sawmill is listed in the Michigan State Gazetteer and Business Directory as late as the 1893 edition, and probably closed in the early 1890s. Perhaps some lumber and other wood building products were shipped to Cleveland until the very end of local sawmilling operations. Mrs. C. J. Bisbee in her 1915 historical sketch of Port Hope states that "The mill operated until every bit of virgin timber was nailed into Ohio houses."

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

Salt production in Huron County and elsewhere in Michigan was encouraged by the plentiful supply of wood. Wood fueled the engines that pumped the brine from which salt was obtained up to the surface and powered the furnaces that evaporated water from the great pans or vats of brine. Cheap fuel made Michigan salt the most inexpensive in the nation. In Huron County salt manufacturing began in 1863 in Port Austin and continued until about 1890. In 1884 the county had eleven salt-manufacturing operations, several of them using more than one well. The decline coincided not with the depletion of the brine deposits, but with the destruction of the forests that provided the cheap fuel.

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

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

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

EVALUATION AND MAKING ELIGIBILITY RECOMMENDATIONS

Evaluation of the historic significance of the surveyed properties is the very heart of the survey project since the properties evaluated as historically significant are the ones to which future historic preservation planning efforts will be geared and the rest of the properties will likely be excluded from future preservation planning. Evaluation criteria for surveys of any kind should use the National Register of Historic Places Criteria for Evaluation.

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

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

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

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

EVALUATION PROCESS

Evaluating historic resources should involve assessing historic properties from three perspectives:

- Historic context
- Historic significance
- Historic integrity

HISTORIC CONTEXT

Historic resources must be understood within the framework of the historic themes with which they are associated and the place and time in which they occurred. The theme, geographic parameters, and temporal definition provide the context for understanding a property, for example, popular music (theme) in Detroit (place) from 1920 to 1975 (time frame). Evaluations need to include:

- Comparison with properties that are similar in terms of function, form or style
- Relationship to a historic event
- Comparison with other properties associated with the same historic theme(s) and in the same geographic area and time frame

The geographic area that forms one of the bases for evaluation may need to be larger than the survey area to provide an adequate context for evaluation. In general, evaluations should be made, at a minimum, within the context of the entire community.

The historical significance of an above-ground property refers to its importance in the history, architecture, or culture of the local area, state, or nation. Significance is defined in terms of the four National Register criteria: historic events, important people, distinctive physical characteristics, and information potential.

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

If the history of a property is deemed important within one or more historic themes and if the property possesses a high degree of integrity, it is generally considered eligible for listing in the National Register of Historic Places. The surveyor makes recommendations on the eligibility of resources, which are then reviewed by SHPO staff, who make the final determination.

In addition to these instructions, survey personnel should review the *Secretary of the Interior's Standards for Evaluation*; *National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation*; and other National Register bulletins, as appropriate to the surveyed resources.

Evaluations should be done through the identification of the applicable themes and the related properties in the surveyed area through the creation of lists for inclusion in the survey report. The list for each theme should include not just properties that clearly possess historic significance but also a more representative sampling of all of the types of properties that reflect the theme. When placing these lists in the report, the properties should be organized by a broad property type category (such as Commercial or Domestic). Districts identified in the survey and properties such as farms, industrial complexes, parks, and cemeteries should each be listed and evaluated as whole complexes. Components should not be listed and evaluated separately unless the entire district or complex property turns out not to meet the criteria. Some properties will relate to more than one theme; these should be listed under all appropriate themes. The property list for architecture should be organized by styles, building forms, and other aspects of the survey area's architecture defined in the narrative as significant.

Using the National Register criteria, standards should be developed for evaluating properties associated with the survey area's defined historic themes. For each theme, define the following:

- Property types that are important in illustrating the theme
- How the National Register criteria apply to each property type on the basis of the important events, people, and patterns, etc., developed in the narratives (In some cases several property types may be grouped together.)
- The level of physical integrity a property must possess to be eligible for listing as an example of the property type

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

- The criteria under the theme of commerce might define a commercial building as eligible for the National Register if it housed a leading commercial enterprise by virtue of its size and role in the community (a department store in a large community or a general store in a small community, for example) or if it housed a specific business or business use for a long period of time (a hardware or clothing store, or a succession of shoe stores or ice cream parlors, that remained in business at the same location, for example).
- The criteria under the commerce theme might define a house as eligible for the National Register if it is associated with a pioneer merchant or businessperson who owned an important business or a business that remained in operation for a long time.

Criteria should be tailored to the survey area's historic themes and to the surveyed properties and property types. Avoid using a standard, "canned" criteria that applies to all themes.

EVALUATION AND RECONNAISSANCE-LEVEL SURVEY

Every reconnaissance-level survey should include at least a measure of evaluation based on the criteria and a recommendation of eligibility for the properties in the survey area. In order for a reconnaissance-level survey to be useful in future planning efforts, the surveyor should use available information, including basic historic information and the level of architectural integrity. For those resources with widely available histories, the surveyor should undertake the evaluation process in the manner described above utilizing all four National Register criteria. For those without a well-documented history, the survey report should include an eligibility recommendation for National Register criterion C: architecture. Reconnaissance-level surveys should be considered locally as the first step in a two-step process; however, funding often limits the ability of a community to complete the second step— intensive-level survey—in a timely manner.

EVALUATION AND INTENSIVE-LEVEL SURVEY

Evaluation of resources for an intensive-level survey should be undertaken utilizing all four National Register Criteria.

IDENTIFYING AND DOCUMENTING POTENTIAL HISTORIC DISTRICTS

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

Historic districts can encompass business districts, residential neighborhoods, rural villages or agricultural districts. These areas must possess significance under one or more of the National Register criteria and retain an adequate degree of architectural integrity. The boundaries of the potential historic district must include the full extent of the historic resources related to the applicable historic themes and time frames while excluding adjacent areas whose properties bear no strong relationship to them.

APPLYING THE CRITERIA

A CASE STUDY ON THE HOME OF A SETTLER FROM NEW YORK STATE

Robert O. Christensen

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

In reviewing eligibility, the history of the area should be considered. For the settler's house, it is important to know whether or not the migration from upstate New York to this area was a common pattern. If it was, the house can be viewed as possessing some significance through the connection with this broad pattern of local history. It is also important to know whether the settler played a significant role in local history. Was he or she a businessperson who established a general store that served the community for a long period of time, for example, or a farmer who played a key role in introducing a new and ultimately important crop? In other words, was the subject someone who made a definable contribution to local history?

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

Once some conclusions concerning how the building fits into the patterns of local history have been reached, an attempt should then be made to determine whether the house is of sufficient importance within these historical patterns to merit designation. For example, perhaps the settler was but one of a great number of such people who settled in the same general area and many of the houses these settlers built have survived. The evaluation of this particular building's importance in representing the theme of the eastern migration to the area might be much less than it would be if only a few of the early settlers' homes had survived, say in an urban area.

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

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

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

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

SURVEY PRODUCTS AND REPORT

A final survey report is required for all survey projects. This report must be uploaded to the MiSHPO "My Applications" tab. The survey report should provide information on the purpose, parameters, methodology, limitations, findings, background, historical context, and descriptions on the findings. SHPO requires that report authors adhere to the most recent edition of the *Chicago Manual of Style and the Michigan State Historic Preservation Office Style Guide*.

SURVEY REPORT COMPONENTS: SECTION ONE

- COVER OR TITLE PAGE: Include the name of the survey, municipal unit(s) and counties, sponsoring agency, completion date of the final report, names and location of the person or firm responsible for carrying out the survey, and names of the report author and primary project personnel, if different.
- ACKNOWLEDGMENTS/FUNDING CREDIT: Most projects are funded by federal, state, or local funding and the source of funding should be acknowledged in the report. For project funded through the Historic Preservation Fund, the following acknowledgment of federal assistance is required behind the title page and before the executive summary:

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

This program receives Federal financial assistance for identification and protection of historic properties. Under Title VI of the Civil Rights Acts of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, the U.S. Department of the Interior prohibits discrimination on the basis of race, color, national origin, disability, or age in its federally assisted programs. Michigan law prohibits discrimination on the basis of religion, race, color, national origin, age, sex, marital status, or disability. If you believe you have been discriminated against in any program, activity, or facility as described above, or if you desire further information, please write to:

Chief, Office of Equal Opportunity Programs
United States Department of the Interior
National Park Service
1849 C Street, NW
Washington, DC 20240

- EXECUTIVE SUMMARY: Briefly describe the scope of the survey project, its purpose and goals, and the results in terms of the survey products, evaluations of eligibility for the National Register of Historic Places, and recommendations for local districting and other actions. Provide a summary of National Register eligibility recommendations and any other recommendations for action from the Evaluation Results and the Planning Needs and Recommendations sections. The executive summary should direct the reader to the appropriate sections of the report (include page numbers) where more detailed information can be found. This information will be copied into the MiSHPO survey submission as the abstract. **As part of the executive summary, the following information is required for all surveys submitted to SHPO.**
    - Number of properties surveyed at the reconnaissance level and at the intensive level: break this down by municipal unit if survey work took place in more than one and break it down by area if survey activities took place in more than one survey area.
    - Number of acres and hectares surveyed (SHPO requires this information as it must be reported to the National Park Service).

- TABLE OF CONTENTS
- CREDITS AND CREDENTIALS: Indicate who worked on each part of the project, their areas of expertise, and how they qualify as historians or architectural historians according to the federal qualifications set forth in 36 CFR 61. This part of the report can also be used to acknowledge funding or other assistance rendered the surveyor or team.
- PROJECT OBJECTIVES AND METHODOLOGY: Explain why the survey was undertaken and the goals and objectives that the survey project was intended to fulfill. What situations, conditions, planning needs, or other circumstances led to the survey and how and by whom were the objectives developed. List any previous surveys or studies relating to the survey area and define any data gaps or outdated information in these studies that warranted new study. Describe in reasonable detail the work program that was developed to carry out the goals and objectives. Provide a verbal description of the survey area boundaries and set forth the various tasks and components of the project and the order in which they were undertaken. Identify sources—such as the local libraries, university archives, county register of deeds, or interviews and personal records of residents—of historical information to be used in the project.
- DATA LOCATION: List repositories for survey material, such as libraries, archives, planning departments, and SHPO. Indicate where copies of the full set of survey materials, photographs, and copies of the report have been deposited for future access.
- EVALUATION RESULTS SUMMARY:
    - RECONNAISSANCE-LEVEL SURVEY: The evaluation results section will contain recommendations concerning individual properties and areas deemed worthy of further study because of some potential for National Register of Historic Places eligibility. For each individual property, complex property, and district recommended for intensive level survey, provide at a minimum a single paragraph statement that contains a summary description of the resource and rationale for why it is viewed as worthy of intensive level study followed, in the case of resources consisting of multiple properties, by a specific boundary description. Provide a map illustrating the boundaries of areas recommended for intensive level survey (See Maps section of this chapter).
    - INTENSIVE-LEVEL SURVEY: The Evaluation Results section should contain specific recommendations concerning individual and complex properties and districts that appear to meet the National Register criteria along with clearly defined boundaries. For each individual or complex property evaluated as National Register eligible, list the property and its street address (or latitude/longitude to six digits) and municipal unit (if the survey included more than one municipal unit). For a district, provide a detailed boundary description and a rationale for the boundaries selected. For each individual and complex property and districts evaluated as National Register eligible, include a short summary description and significance statement that is similar to the summary paragraphs in National Register nominations. For each proposed district, provide a map that shows the boundaries for the district for inclusion in the Evaluation Results section of the report. The map should be no larger than an 8 ½'' x 11'' format or must be able to be folded to that size in a hard copy of the report.
- PLANNING NEEDS AND RECOMMENDATIONS: If appropriate, include recommendations for other measures that should be undertaken to encourage the future preservation of the survey area's historic resources. These can include recommendations for local historic district designation, for educational programs to increase public awareness (books, videos, websites, programming, etc.), for establishing financial incentive programs to encourage historically sensitive rehabilitations of downtown commercial buildings or

homes in historic districts, for zoning changes, etc. This may be more appropriate for surveys conducted during the Section 106 process. Information should also be included regarding Section 106 recommendations and information on avoiding Adverse Effects on the historic properties.

- PRESERVATION ISSUES AND THREATS: In considering the local preservation environment, the surveyors should note any known threats to buildings in the area and the nature of those threats. The surveyor will also be expected to provide information regarding threats to individual buildings.
- SURVEY MAPS: Provide a complete, final set of survey maps. These maps should be reproducible without color copying capabilities.

SURVEY REPORT COMPONENTS: SECTION TWO

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

- DESCRIPTIVE OVERVIEW: Provide a summary description of the survey area that defines its physical character, including features such as location and setting, topography, land uses, and general character of the historic resources present. For survey areas that comprise several sections, provide a descriptive overview for each section. The description should begin with general information, including a description of the boundaries (if the survey doesn't encompass an entire community) and a discussion of the area's general character, including the setting and topography. More detailed information about the survey area's physical form and layout and its architectural character should follow. The length of the overviews will vary depending on the size and character of the survey areas. Paradoxically, it seems that for a large survey area, such as an entire community, a relatively short overview will generally make sense, while for a relatively small area, such as a neighborhood, a lengthier overview will often be warranted.
- HISTORICAL CONTEXT: See historical overview section above. This section should include a historical sketch of the development of the community that focuses on settlement patterns, immigrant groups, important industries, and dominant architectural traditions. This section should also include information on themes.
    - THEMATIC NARRATIVES: The thematic narratives should be prepared as described in the Thematic Narratives section of Chapter 4 and should follow the historical overview for the survey area. Each historical narrative should be followed by evaluation standards for the theme and a list of properties associated with it.
- BIBLIOGRAPHY: The required citation style of Michigan SHPO is the most recent edition of the Chicago Manual of Style. The bibliography should contain a list of all references consulted during the course of the survey.

SURVEY REPORT COMPONENTS: SECTION THREE

Section Three of the report comprises the survey data itself, as well as the following components:

- INDEX LIST OF SURVEYED PROPERTIES: This should be organized by street and number in alphabetical and numerical order. The entry in each surveyed property should

reference the map on which the surveyed property is found (if there is more than one survey map). Individual properties and complex properties at single addresses (generally houses or estates, farms, industrial or institutional complexes, or parks or cemeteries) should be listed alphabetically by street and then numerically by address number. Historic districts should be listed alphabetically by historic name at the beginning of the index list.

- INVENTORY FORMS: Provide a complete set of printed Historic Resource Inventory Forms and a Historic District Inventory Form for all surveyed properties. The forms should be arranged in the same order as the index list. The Michigan SHPO has created a template that includes the mandatory terms for survey in the state (See Appendix D).
- SURVEY PHOTOS: Photographs should be taken in accordance with the above standards.

A survey report is an official document summarizing the results of an important planning activity that will hopefully promote and influence the course of historic preservation activities in the survey area for years to come. The credibility of the report and its conclusions and recommendations can be enhanced by a professional appearance or reduced by an appearance that is less than professional. The final version of the report should be free of typographical and grammatical errors. Reports prepared for SHPO will not be accepted if they contain typographical errors and other unprofessional characteristics. The overall layout and graphics, including mapping, should have a polished, professional appearance.

The survey report is not an academic exercise that will never see the light of day, but rather a public document that will likely be scrutinized for years to come not only by preservationists but also by those seeking to demolish historic properties. The report should be written in an objective tone that clearly demonstrates the significance of the historic resources. Avoid damning historic properties with faint praise. For example, the same building was described in earlier and later versions of the same report as follows:

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

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

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

DISTRIBUTING SURVEY REPORTS

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

- Planners, to develop strategies to minimize the impact of development projects on significant resources; to facilitate their responsibilities, under federal law, regarding the protection of cultural resources; and to provide a basis for establishing priorities for the rehabilitation or conservation of neighborhoods
- Historic interest groups that promote local history and the preservation of significant properties or areas, that serve an educational role in the community, and that may be a repository for local historic collections

- Property owners desiring information about their houses or businesses
- Teachers, who use local history and the built environment in classes ranging from social studies to history to art
- The media, which needs background information for news coverage and special reports and programming
- Neighborhood organizations that work to enhance the quality of life in specific areas, and
- Youth groups that may sponsor projects that enhance the environment, including historic resources

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

- Local planning department
- County or regional planning agency
- SHPO (One digital copy and one paper copy)
- Local libraries
- Library of Michigan, Lansing
- Local or regional archives and repositories nearest the survey area, such as
    - Burton Historical Collection, Detroit Public Library
    - Michigan Historical Collections, Bentley Library, University of Michigan
    - Clark Historical Library, Central Michigan University
    - The university archives at Michigan Technological University, Oakland University, and Western Michigan University

We also encourage discussing with the local planning department the possibility of incorporating the survey data into a local Geographic Information System (GIS). These discussions should include SHPO staff.

RECOMMENDATION FOR INTENSIVE LEVEL SURVEY FOR AN AREA RESULTING FROM RECONNAISSANCE LEVEL SURVEY

EXAMPLE: “Island” Survey Area, Sault Ste. Marie

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

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

RECOMMENDATION FOR NATIONAL REGISTER-ELIGIBLE DISTRICT RESULTING FROM INTENSIVE LEVEL SURVEY

EXAMPLE: Schoolcraft Historic District, Schoolcraft

DESCRIPTION: The recommended Schoolcraft Historic District comprises portions of nine blocks on the village’s west side and is centered in the area bounded by Haywood on the east, Eliza on the south, West on the west, and Vienna on the north. It contains many of the community’s oldest houses, dating from the 1830s and 40s, and some of its most architecturally distinguished houses, including Greek and Gothic Revival, Italianate, Eastlake, and “Free Classic” buildings. Many of the finest of these houses are located along the two blocks of West Cass Street.

SIGNIFICANCE: The proposed Schoolcraft Historic District occupies much of the original plat of Schoolcraft, laid out in 1831 for owner Lucius Lyons and named by him in honor of his friend, Henry R. Schoolcraft, explorer and Indian agent for the Michigan Territory. The commons Lyons set aside for church and school sites survives, having been made into a park in the 1890s after the only building ever constructed there, a church, was removed. The district, comprising almost the entire village before additional areas were platted beginning in 1835, contains the homes of many of the village’s earliest white settlers. These include the person who platted the area for Lucius Lyons; the village’s and county’s first physician (and later the local Underground Railroad conductor); an owner and a proprietor of the village’s first hotel, which stood in this area before Grand Street (US-131) was laid out and became the main street; a part owner of the village’s first store; the village’s first postmaster; and a participant in Michigan’s constitutional convention (and later mayor of Kalamazoo). Anumber of these houses date from the early 1830s and are among the oldest buildings in the southwestern part of Michigan. The district’s early

building stock contains examples of a broad range of house forms characteristic of the southern part of Michigan and of the New England and New York State origins of the earliest settlers. They include the I-house, gable-front, upright-and-wing, upright-and-double-wing, and gabled-ell forms. Examples of Greek Revival, Italianate, Gothic, Eastlake, and “Free Classic” houses are present, and some of them, especially along West Cass Street, are unusually distinguished examples of their styles within the overall context of the region’s building stock.

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

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

SURVEY AREA DESCRIPTION FOR A COMMUNITY

EXAMPLE

Port Hope is a small village (population of 360 as of 1980) located on the shore of Lake Huron in the Thumb region of Michigan’s Lower Peninsula. The Thumb, bounded on the east by Lake Huron north of Port Huron and on the northwest by Saginaw Bay, is a rural, agricultural area generally of low, slightly rolling topography. The principal part of Port Hope from approximately Main Street west lies on a nearly level plain that extends inland in all directions. East of Main Street the land drops off a short distance to a lower terrace along the lakeshore itself. The village is surrounded on the land side by farm country with scattered stretches of forest. A modern county park and several campgrounds and trailer parks occupy much of the lake frontage in the village, but to the north and south the shoreline is wooded and in some cases swampy. US-25 is the principal commercial street, passing through the small central business district, with its handful of clapboards and brick Late Victorian buildings, in the two blocks between School Street and Portland Avenue. US-25 southeast of the point where Main Street cuts off from it follows a modern alignment that cuts diagonally across the historic platted patterns of streets. Main Street on either side of the business district and the streets to the west—First, Second, Third, State, and School—is the residential portion of town and contains a mixture of mostly modest late nineteenth- and twentieth-century houses plus two older churches. The lakeshore terrace to the east historically was the site of mills and elevators, and presently contains several elevator complexes and other commercial enterprises, plus free-standing chimney stacks from long-ago-destroyed saw and planing mills. It appears that many of the streets in the north and southeast parts of town shown in the 1890 map as platted were never opened.

SURVEY AREA DESCRIPTION FOR A NEIGHBORHOOD

EXAMPLE

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

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

The corridor's buildings have survived reasonably intact and restorable despite years of neglect and underutilization. Much of the commercial building stock consists of early twentieth-century two-story Commercial Brick blocks in which the facades rely for their decorative interest not on historical styling but on the brickwork itself. The most commonly seen trademarks of Commercial Brick are panels of brickwork and corbelled brickwork below the upper cornices or roofline. The range of buildings at 1131-1149 S. Washington, although as simply detailed as any Commercial Brick block in the city, are unusual for the uniform façade design with slightly recessed brickwork panels in the friezes carried throughout. The four-store front building at 1000-1006 displays the most intricate brickwork paneling of any of the area's numerous examples. Alternating panels of horizontal stretcher bricks and diagonal stretchers flanking central lozenge ornaments—the panels outlined by bands of headers with square blocks at the corners—stretch across the façade at frieze level. The three-storefront building at 1202-1206 S. Washington (each section of the building today is treated differently, with the central third clad in 1960s-looking metal sheathing that should come off one day) displays a robust Commercial Brick corbelled cornice in which projecting stretchers alternate with recessed headers. The Popoff Meat Co.'s northerly building employs an even more eye-catching corbelling technique in its cornice. In the alternating tiers of projecting and recessed corbelled brickwork, the recessed tiers begin one course above the projecting ones. This results, when sunlight falls on the façade, in a checkerboard-like appearance. Like Commercial Brick buildings elsewhere in Lansing, the South Washington ones exhibit considerable variety in brick hues and textures.

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

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

The streets east of Washington comprise the bulk of the River Point residential neighborhood (a few residential buildings are also found west of Washington, and notice will be taken of one of them in a few paragraphs). The River Point neighborhood is characterized by narrow streets and, except north of Hazel, small lot sizes. Houses stand close by one another and close to the street. Far from being drawback,

these factors along with the abundant shade from large trees give the neighborhood an intimate scale that is one of its most appealing features.

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

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

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

The short east-west streets west of Washington retain few buildings. The most notable of them—really one of the outstanding buildings of the neighborhood—stands at 117 S. South. This two-story, symmetrical-front building, presumably once an apartment house, sports an Arts-and-Crafts façade of brick of various hues from red-orange to brown that is divided into three vertical bays by boldly projecting piers, the central ones rising well above the tiled pent roofs that top the bays. The central bay's entry and broad windows in either side bay, set within segmental arches and panels of header brick outlined by stretcher brick (itself a reversal of the typical panel treatment), separates the first-floor openings from those above. Another pent-roof building, a smaller one-story commercial building with an arched central entry, stands next door to the west at 121.

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

UPDATING PREVIOUS SURVEYS

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

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

The new survey should build upon the old one. The old thematic narratives should not be used as is, but the new survey should be seen as an opportunity to revise and expand them. The aim of a new survey should be to provide survey materials meeting current standards for all properties in the survey area that have previously been surveyed and that meet the survey criteria developed for the re-survey project. A re-survey project should generally be performed at the intensive level; it usually makes little sense to re-survey previously surveyed properties unless the survey will generate additional information. Old surveys often omitted features of complex properties such as carriage house/stable buildings and agricultural outbuildings that would be included in current intensive-level surveys. The new survey provides an opportunity to obtain complete survey data that should not be missed.

The new survey report should include all of the standard products as well as any newly surveyed properties within the re-survey area.

THEMATIC SURVEYS AND CONTEXT STUDIES

Thematic survey is the survey of properties relating to a specific property type or historic theme. Thematic surveys of industrial and engineering sites, highway bridges, post offices, and state parks have been carried out at the statewide level, and myriad other property types or themes such as vernacular log buildings, outdoor sculpture, designed historic landscapes, and the automobile industry could be the subjects of statewide thematic surveys. Thematic surveys within single counties or larger cities are equally feasible.

A survey project in Grand Rapids included thematic surveys of city parks, public school buildings, and cemeteries. Surveys of public schools, apartment buildings, and banks in the city of Detroit have been completed. The Michigan SHPO has undertaken these context studies as a way to better assist planning efforts in these regions. Thematic surveys could involve important aspects of local history, such as the struggle for Civil Rights in Detroit or Detroit's rich twentieth-century heritage as a center for jazz and other forms of popular music. A survey of sites associated with the history of popular music in Detroit, for example, might seek to identify birthplaces and homes of musicians, recording studios, and clubs, ballrooms, and other places where locally and nationally important performers and groups played. The possibilities for thematic surveys and context studies are endless.

Thematic surveys differ from other survey types by requiring an initial property-specific research phase to identify the specific properties to be surveyed or to locate the areas likely to produce resources that merit survey. Standard sources of information such as published histories, typically used for surveys, may not be as useful in thematic surveys, and research in specialized sources of information appropriate to the project will be needed. A statewide survey of historic railroad bridges might require a search for railroad company records, engineering and railroad journals and bridge company records and catalogs that might provide information on specific structures, and a review of maps to locate likely points for major bridges. Surveys of Civil Rights struggle-related sites or popular music-related sites in Detroit would probably require numerous oral history interviews. A survey of the Finnish farmsteads in the Upper Peninsula would likely require research in old maps and census records to determine where the concentrations of Finnish settlements were located.

Surveyors will need to devise research strategies appropriate for identifying and documenting the resources to be surveyed. Persons with specialized knowledge of the survey's subject matter should be involved in the project at the earliest planning stage. In carrying out a thematic survey, the general instructions for intensive-level survey provided here should be followed. However, a thematic survey must begin with a research phase both to document the theme itself and to identify and document the associated properties. The thematic research will lead to the preparation of a single thematic narrative that includes discussion of associated property types.

Many thematic surveys are done under contract with SHPO. These projects often involve the preparation of inventory forms and a Multiple Resource Documentation Form for the National Park Service. In addition to this form, these surveys must include a separate survey report following the guidelines outlined in this document. Consultants should utilize site forms following the example in Appendix D for the creation of their inventory forms. These items must also be entered in the MiSHPO system as outlined in this document.

SURVEY AND SECTION 106

As a part of their compliance with Section 106 of the National Historic Preservation Act, federal agencies and their designees have the responsibility to identify historic properties that may be affected by an undertaking. An undertaking is a federally assisted or licensed project, such as housing rehabilitation and demolition, streetscape improvements, new road construction and road reconstruction or realignment, airport expansions and renovations, water and sewer projects, new bank branches, railroad line abandonments, and communication towers. Under Section 106, federal funding or licensing agencies (or their designees when permitted under federal regulations) must provide SHPO with data on historic properties that might be affected by their proposed projects along with substantive comments on the eligibility of those properties. The submission of this information is a prerequisite to obtaining comments from SHPO on the effects of the projects on historic above-ground resources. Projects that involve both above-ground and below-ground disturbances should also contact the State Archaeologist to conduct appropriate file reviews of below-ground sites in the project area.

The APE for a project should be defined in consultation with SHPO. **Please note that the area of potential effects (APE) is not simply the project's physical boundaries or right of way.** It is important to understand this. The APE is defined as the geographic area or areas within which an undertaking may directly, or indirectly, cause changes in the character or use of historic properties. The area of potential effects is influenced by the scale and nature of an undertaking and may be different for different kinds of effects caused by an undertaking. In defining the APE, you must consider not only physical effects but also visual, auditory, and sociocultural (i.e. land use, traffic patterns, public access) effects.

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

WORK PROGRAM

Federal agencies or their federally delegated designees ("Responsible entities" for HUD-funded projects) must perform the following in order to provide the basic information SHPO requires. This information will be used to make informed determinations of eligibility and effect for properties in the APE:

1. A visual inspection of the exterior of each property in the APE and of the surrounding neighborhood to
    a. Evaluate the architectural character and integrity
    b. Determine if properties in the APE may be part of a National Register-eligible district and if so, to define the district's boundaries.
2. Contact SHPO to
    a. Review National Register listings for the community
    b. Determine whether SHPO has previously established firm boundaries for a National Register-eligible district in the area.
3. Research the properties in the APE and document their histories, using standard sources such as
    a. Historic atlases and plat books
    b. Directories and published sources such as county and local histories
    c. Tax records
    d. Interviews with current and past property owners, local historians, and long-term residents

APPENDIX A

HISTORIC ARCHITECTURE SURVEY GLOSSARY OF TERMS

These definitions were obtained from the National Park Service National Register Bulletins 15, 24, and 16a.

ARCHITECTURE CLASSIFICATION – Item on the National Register form calling for the entry of an architectural style or other term by which the property can be identified.

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

DISTRICT – A district possesses a significant concentration, linkage, or continuity of sites, buildings, structures, or objects united historically or aesthetically by plan or physical development. Examples include college campuses, central business districts or other commercial areas, residential areas, industrial complexes, civic centers, rural villages, large farms, ranches or estates, and large landscaped parks.

FORM CLASSIFICATION – the item on the National Register form calling for the architectural form or other term by which the property can be identified.

HISTORIC CONTEXT – An organizing structure for interpreting history that groups information about historic properties that share a common theme, common geographical area, and a common time period. The development of historic context is a foundation for decisions about the planning, identification, evaluation, registration, and treatment of historic properties, based upon comparative historic significance.

HISTORIC INTEGRITY – the unimpaired ability of a property to convey its historical significance.

HISTORIC RESOURCE – a building, site, district, object, or structure evaluated as historically significant.

IDENTIFICATION – the process through which information is gathered about historic properties.

LANDSCAPE – A landscape is a collection of organized features that can range from something as small as a birdbath to large fields or orchards. The U.S. Secretary of the Interior has defined the following six components of a landscape that must be identified and documented if the character of the landscape property is to be understood: spatial organization and land patterns; topography; vegetation; circulation; water features; and structures, site furnishings, and objects.

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

PROPERTY TYPE – a grouping of individual properties characterized by common physical and/or associated attributes.

RESOURCE – any building, structure, site or object that is part of or constitutes a historic property.

RESOURCE TYPE – the general category of property – building, structure, site, district, or object – that may be listed in the National Register.

SETTING – quality of integrity applying to the physical environment of a historic property.

SIGNIFICANCE – Importance of a historic property as defined by the National Register criteria in one or more areas of significance.

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

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

STYLE – in this case, it is the architectural style that is not on the list of the pre-defined NPS-acceptable terms for the National Register Form. If “other” is selected for the Architectural Classification field, then Style should indicate what the “other” is.

SURVEY – A survey is a systematic search for properties that possess or appear to possess significance to national, state, or local history. Survey is the process of identifying and gathering data on properties that may be historic. It includes field survey, the physical search for and recordation of basic information about historic and potentially historic properties; background research to establish the historic context for the properties within the project area; and historical research on surveyed properties.

THEME – a trend or pattern in history or prehistory relating to a particular aspect of cultural development, such as dairy farming or silver mining.

APPENDIX B

FARMSTEAD AND HISTORIC LANDSCAPE SURVEY STANDARDS

Urban, suburban, and rural survey areas may contain properties and areas that possess significance as historic landscapes. The U.S. Secretary of the Interior has defined the following six components of a landscape that must be identified and documented if the character of the landscape property is to be understood: spatial organization and land patterns; topography; vegetation; circulation; water features; structures; site furnishings; and objects. The degree of importance of any of these features depends on the landscape and its use.

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

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

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

Historic designed landscapes may include parks, squares and other public spaces, cemeteries, parkway or boulevard systems, small residential grounds, estates, campus or institutional grounds, gardens, golf courses, and planned subdivisions and communities, including mobile-home parks/manufactured housing developments.

A Rural Historic Landscape is defined in Bulletin 30 as:

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

Rural historic landscapes often contain large acreage and proportionally small numbers of buildings and structures compared to other types of historic properties. Examples of rural historic landscapes in Michigan include: agricultural districts, industrial districts of a series of mine complexes or remnants, a fishing village or complex, and a district of recreational camps.

SURVEYING HISTORIC LANDSCAPES

Survey forms should be customized in consultation with SHPO for a historic landscape depending on whether the landscape forms a single complex property, such as a park, cemetery, residential grounds, an estate, or a number of complex properties. For single complex property surveys, any feature that appears several times on the landscape such as a fence or wall system, should be recorded on a single form with the quantity included. For cemeteries, records should be created for all public monuments and memorials, such as veteran memorials. Private monuments and memorials should be surveyed when they mark the resting place of historically significant individuals, when they possess special artistic

merit or unique design, or when they are rare examples of a type (e.g. iron cross markers from old Catholic cemeteries).

For multiple complex properties forming a historic landscape, each property should have its own site form. Examples include the following:

- A Rural Historic Landscape that is a rural agricultural district consisting of a group of farms, each of which contains historic features that require survey;
- A Designed Historic Landscape that is a planned residential district in which each individual property contains historic features that require survey.

Survey data for a Rural Historic Landscape should be captured on both a survey form and in the description field as appropriate. Some of the items collected could include:

- Land uses and activities
- Patterns of spatial organization
- Response to the natural environment
- Cultural traditions
- Circulation networks
- Boundary demarcations
- Vegetation related to land use
- Buildings, structures, and objects
- Clusters
- Archaeological sites
- Small-scale elements

Survey data for Designed Historic Landscapes should be captured on both a survey form and in the description field as appropriate. Some of the items collected could include:

- Overall form and plan of the landscape.
- Approximate size of the landscape—Convey the scale of the landscape in terms of acres or square miles, as appropriate.
- Topography—Describe whether the land is flat, rolling, hilly, or varied in relief.
- Natural features—Describe natural features, such as rivers, lakes, hills, or bluffs that help define the landscape.
- Circulation systems of roads, paths, trails, etc.
- Spatial relationships and orientation, such as symmetry, asymmetry, and axial alignment.
- Views and vistas in to and out of the landscape.
- Vegetation—Ideally, describe the common name with caliper for trees and heights for shrubs (and put this information onto maps). At the least, describe the primary types and locations of vegetation. Mention the extent of tree cover, using appropriate terms such as grove, scattered trees, forest, wooded area, and specimen tree. If possible, name the species of trees or describe whether trees are coniferous (evergreen) or deciduous. Include the general maturity of trees. Use a similar approach to describing shrubs and their arrangement on the landscape. Flowers and other low-growing plants should be described in terms of their placement on the landscape: in beds, naturalistic plantings, planters, or specialty gardens.
- Bodies of water such as pools, fountains, lakes, streams, and cascades.

- Number and general character and location of buildings, structures, and objects present.

Photography should include an appropriate number of images to thoroughly document the entire district and individual complexes or features. The views should be taken from different directions and include one or more that illustrate the street frontage.

A single survey map should be prepared for each surveyed complex in accordance with the general survey mapping instructions. The map should include the entire district, not just areas containing the buildings. All surveyed resources should be plotted and labeled. The survey map should also illustrate those important features not surveyed but included on the survey form for the entire property.

SURVEYING FARM PROPERTIES

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

A survey of farm properties should provide information on the entire property, including a comparison of the current historic patterns of land use and the physical layout as far as it can be determined. It should provide information on all buildings, structures, and other component features.

The surveyor must complete survey forms for the entire property and also individual survey forms for each of the buildings, structures, and objects regardless of age. Survey forms must also be made to cover all examples of any features that appear several times on the landscape such as fencing or wall systems. Historic vegetation associated with human occupation and use—such as windbreaks, tree lines along roads or drives, specimen trees, garden beds, and sugarbushes—should be included on survey forms, when historic information on the origins and uses of these features can be obtained. If information on the origin and use of the features is not found then they should be described and mentioned in the survey form for the larger farmstead.

Photography will include an appropriate number of images to thoroughly document the entire farm and individual features. The views should be taken from different directions and include one or more that illustrate the street frontage.

A single survey map must be prepared for each surveyed farm in accordance with the general survey mapping instructions. The map must include the entire property, not just the area containing the buildings. All surveyed resources must be plotted and labeled. The survey map should also illustrate those important features not surveyed but included on the survey form for the entire farm.

APPENDIX C

CONTRACTING SURVEYS

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

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

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

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

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

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

- A solid understanding of the work and products required;
- An adequate program and realistic time frames for successful completion of the project; and
- Personnel with the necessary educational background, work experience, and proven track record of successfully completed projects.

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

APPENDIX D

MICHIGAN HISTORY/ARCHITECTURAL SURVEY SITE FORM

NAME
Historic Name

STREET ADDRESS
Street Address

MUNICIPAL UNIT, COUNTY
City/Township, County

DISTRICT NAMES
District Name (if applicable)

Photo

YEAR BUILT
Date of Construction

PROPERTY TYPE
Resource Type

ARCHITECTURAL CLASSIFICATION
Architectural Classification
Architectural Classification Other

PLAN FOUNDATION WALLS
Plan

Foundation Materials

Wall Materials

ROOF FORM ROOF OTHER MATERIALS
Roof Form

Roof Materials

Other Materials

CONDITION INTEGRITY ARCHITECT
Condition

Integrity

Architect

HISTORIC USE CURRENT USE BUILDER
Historic Use

Current Use

Builder

OUTBUILDINGS Outbuildings

AREAS OF SIGNIFICANCE Areas of Significance

NARRATIVE DESCRIPTION
Narrative Description

STATEMENT OF SIGNIFICANCE
Statement of Significance

ELIGIBILITY RECOMMENDATION NR CRITERIA NR EXCEPTIONS
Eligibility Recommendation

NR Criteria

NR Exceptions

DISTRICT NAME
Related District Name

SOURCES
Sources

Surveyor Date Surveyed
Surveyor

Date Surveyed

Historic Name	Address	SHPO Survey Number
Common Name	Township/City	Surveyor
District Name (if applicable)	County	Date Surveyed

MICHIGAN HISTORY/ARCHITECTURAL SURVEY SITE FORM **Michigan State Historic Preservation Office**

Ownership: □ Private □ Public Local □ Public State □ Public Federal	Visible from ROW: □ Yes □ No	Endangered: □ Yes □ No Explain:

Category	Condition	Integrity	Removals	Replacement	Additions
□ Building □ District □ Site □ Structure □ Object □ Landscape Feature	□ Excellent □ Good □ Fair □ Deteriorated □ Demolished □ Ruins	□ Unaltered □ Slightly Altered □ Moderately Altered □ Severely Altered □ Moved → → → →	**Date Moved**	□ Roof □ Porch □ Windows - Some □ Windows - All □ Door □ Other:	□ Siding □ Wings □ Other:

Plan	Roof Form	Roof Features	Retains Integrity of:	Historic Use	Current Use
□ Rectangular □ L □ T □ X □ U □ Irregular □ Polygonal □ Other:	□ Side-gable □ Front-gable □ Cross-gable □ Hip □ Pyramidal □ Mansard □ Flat □ Other:	**Porches** □ Front □ Side □ Rear	□ Association □ Design □ Feeling □ Location □ Material □ Setting □ Workmanship		

Foundation Materials	Wall Materials	Roof Materials	Other Materials

Architectural Classification	Builder/Architect	Significant Person(s)

Outbuildings

□ Barn
□ Carriage House
□ Chicken Coop
□ Corncrib
□ Garage
□ Granary
□ Hog House
□ Livestock Barn
□ Machine Shed
□ Milk House
□ Privy/Outhouse
□ Pumphouse
□ Shed
□ Silo
□ Smokehouse
□ Spring House
□ Stable
□ Summer Kitchen
□ Tool Shed
□ Wash House
□ Windmill
□ Wood Shed
□ Workshop
□ Other:

Descriptions:

Date Built

Areas of Significance

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

Historic Context(s)/Statement of Significance/Additional Description:

Site Plan

↑

N

Information Sources:

Photo Numbers

Eligibility Recommendation

□ Previously listed □ Individually eligible □ Contributing to district □ Non-contributing to district □ Not eligible

□ More research needed

If Eligible, Criteria Met: □ A □ B □ C □ D **Criteria Considerations:** □ a □ b □ c □ d □ e □ f □ g

Parcel Number:

Lat/Long:

APPENDIX E

MISHPO TERMS LIST

Below is a list of some of the acceptable MiSHPO terms.

OWNER TYPE:

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

PROPERTY TYPE:

- Apartment building
- Bridge
- Commercial district
- Duplex
- Farm
- Lighthouse
- Railroad depot
- Residential district
- Rowhouse
- Service station
- Ship

FORMS

BUILDING FORMS

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

HOUSE FORMS

- American Foursquare
- Basilica Plan House – use in place of Hen and Chicks
- Bungalow
- Cruciform House
- Cup and Saucer House
- Front-gabled House
- Gabled Ell
- Half Basilica House
- Hall and Parlor House
- Hen and Chicks – use Basilica Plan

- I-House
- New England Large House
- New England 1½ Cottage
- Pyramidal Cottage
- Ranch House
- Upright and Double Wing House
- Upright and Wing
- Basement Barn
- English Barn
- Pennsylvania Barn
- Pole Barn
- Southwestern Michigan Dutch Barn

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

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

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

- Industrial Loft
- Production Shed

MATERIALS

Foundation

- Brick
- Concrete
- Stone
- Stone: Granite
- Stone: Limestone
- Stone: Marble
- Stone: Sandstone
- Other

Walls

- Asbestos
- Asphalt
- Brick
- Ceramic Tile
- Cloth/Canvas
- Concrete
- Earth
- Glass
- Metal
- Metal: Aluminum
- Metal: Bronze
- Metal: Cast Iron
- Metal: Copper
- Metal: Iron
- Metal: Lead
- Metal: Nickel
- Metal: Steel
- Metal: Tin
- Stone
- Stone: Granite
- Stone: Limestone
- Stone: Marble
- Stone: Sandstone
- Stone: Slate
- Stucco
- Synthetics: Fiberglass
- Synthetics: Rubber
- Synthetics: Vinyl
- Terra Cotta
- Wood
- Wood: Log
- Wood: Plywood/Particle Board
- Wood: Shingle
- Wood: Weatherboard
- Other

Roof

- Asbestos
- Asphalt
- Metal: Copper
- Meta: Iron
- Metal: Steel
- Metal: Tin
- Stone: Slate
- Vitrified Clay Tile
- Wood: Shingle
- Wood: Shake
- Other

NATIONAL REGISTER ELIGIBILITY

- NR Eligible
- Not NR Eligible
- More information needed

STATUS IN A CURRENT OR POTENTIAL DISTRICT

- Contributing Site
- Non-Contributing Site
- More information needed

INTERNATIONAL TRANSPORTATION CENTER
SWEET 500
OF THE NORTH
LAKE SUPERIOR
STATE COLLEGE
NO
LEFT
TURN
SHERIDAN
ASHMUN

APPENDIX F

REPORT TEMPLATE

SECTION ONE

- Cover or Title Page
- Acknowledgment/Funding Credit
- Executive Summary
- Table of Contents
- Credits and Credentials
- Project Objectives and Methodology
- Data Location
- Evaluation Results
- Planning Needs and Recommendations
- Preservation Issues and Threats
- Survey Maps

SECTION TWO

- Descriptive Overview of Survey Area
- Historical Context
- Bibliography

SECTION THREE

- Index of Surveyed Properties
- Inventory Forms
- Survey Photos

APPENDIX G

PROPERTY INDEX TEMPLATE

SHPO will provide a copy of the excel document upon request but below are the headers that are required.

Name			**Street Address**	
Municipal Unit	**County**	**District Name**	**Year Built**	**Property Type**
Architectural Classification			**Architectural Classification - Other**	
Plan	**Foundation**		**Walls**	**Roof Form**
Roof	**Other Materials**			
Condition	**Integrity**	**Architect**	**Historic Use**	
Builder	**Outbuilding**		**Areas of Significance**	
Narrative Description		**Statement of Significance**		
Eligibility Recommendation				
NR Criteria	**NR Exceptions**		**Sources**	
Surveyor	**Date Surveyed**		**Parcel Number**	
Ownership	**Geographical Coordinates**			

VISIT US AT WWW.MICHIGAN.GOV/SHPO

MSHDA™
MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY

MICHIGAN
S·H·P·O
STATE HISTORIC PRESERVATION OFFICE