

HOW TO COMPLETE THE PENNSYLVANIA HISTORIC RESOURCE SURVEY FORM



**Bureau for Historic Preservation
Pennsylvania Historical and Museum Commission
Commonwealth Keystone Building, 2nd Floor
400 North Street
Harrisburg, PA 17120-0093**

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I. INTRODUCTION

The Historic Resource Survey Form was designed to collect information needed by the Bureau for Historic Preservation on historic places throughout the Commonwealth to assess the eligibility of historic buildings, structures, sites, objects and historic districts for listing in the National Register of Historic Places. The collected information is entered into the Bureau's automated data system for use in evaluating the significance of other properties and furthering understanding of Pennsylvania's historic resources. Applicants are requested to review the instructions carefully and to prepare the survey form in full in order to avoid delays caused by incomplete information. If you have questions about completing the Historic Resource Survey Form, call us at (717) 783-8946.

Please note that the Historic Resource Survey Form consists of three sheets: a Photo/Site Plan Sheet (89A), a Data Sheet (89B), and a Narrative Sheet (89C). All three sheets must be completed and returned to the Bureau. A Building Inventory Form also accompanies the survey form materials for your convenience in documenting small groups of buildings, such as farmsteads or industrial buildings. Use of the Building Inventory Form however is optional.

Completed survey form materials should be returned to the following address:

**Bureau for Historic Preservation
Pennsylvania Historical and Museum Commission
Commonwealth Keystone Building, 2nd Floor
400 North Street
Harrisburg, PA 17120-0093**

A written response may be expected in approximately 30 days. Applicants whose properties appear to meet National Register Criteria will be sent a National Register Registration Form and instructions for continuing the nomination process.

Finally, we wish to note the following points concerning Survey Form instructions and the National Register program:

The Bureau for Historic Preservation uses the National Register Criteria in evaluating the significance of properties (pages 5-6 of these instructions). Familiarity with these criteria will help you focus discussion of your property's significance and integrity.

Surveyed properties are evaluated in relation to similar properties and in the context of associated patterns of history, architecture, engineering or culture. As you prepare the Historical Narrative section of the survey form you are strongly encouraged to provide information on the property's historic context. This is especially important if you believe your property may be significant at the local (rather than state or national) level since the Bureau may have limited information on local properties and your property's importance to local history.

If your property has experienced major alterations, including additions, demolitions, interior changes, and restoration projects, please document these clearly on the Narrative Sheet (Physical Description) and in photographs. This information will be needed to assess your property's physical integrity.

Directions specifically for documenting historic districts appear in italics in the following instructions. Preparers who are documenting individual properties can ignore the instructions in italics.

Archeological sites, industrial resources and bridges require different survey forms. Please contact us for the appropriate survey forms and instructions.

The results of National Register listing are frequently misunderstood. You are requested to review page 5 of these instructions, which addresses these results. National Register listing will not guarantee a property's preservation and is generally less limiting on private property owners than is commonly believed.

II. NATIONAL REGISTER OF HISTORIC PLACES

The National Register of Historic places is the official list of the nation's cultural resources worthy of preservation. The National Register is part of a national program to coordinate and support public and private efforts to identify, evaluate and project our historic and archaeological resources. The National Register is administered in Pennsylvania through the Pennsylvania Historical and Museum Commission. Resources listed on the National Register contribute to an understanding of the historical and cultural foundations of our state and nation.

THE NATIONAL REGISTER CRITERIA

In order to be determined eligible for the National Register, a property must be significant according to one or more of the National Register Criteria. The quality of significance in American history, architecture, archaeology, and culture is present in districts, sites, buildings, structures, and objects that possess integrity of location, design, setting, materials, workmanship, feeling and association, and:

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

Criteria Consideration (Exceptions): 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. religious property deriving primary significance from architectural or artistic distinction of historical importance; or
- B. a building or structure removed from its original location but which is significant primarily for architectural value, or which is the surviving structure most importantly associated with a historic person or event; or
- C. a birthplace or grave of a historical figure of outstanding province if there is no other appropriate site or building directly associated with his or her productive life; or

- D. a cemetery which derives its primary significance from graves of persons of transcendent importance, from distinctive design features or from association 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 is design, age, tradition, or symbolic value has invested it with its own historical significance; or
- G. a property achieving significance within the past 50 years if it is of exceptional importance.

INTEGRITY

To be eligible for listing in the National Register of Historic Places, a property must possess integrity. Integrity is the authenticity of a property's historic identity and significance, evidenced by the survival of physical characteristics that existed during the property's historic period. If a property retains the physical characteristics it possessed in the past, than it has the capacity to convey association with historical patterns or persons, architectural or engineering design and technology, or information about a culture of people.

All properties change over time. The retention of integrity depends upon the nature and degree of alteration or change. It is not necessary for a property to retain all the physical features or characteristics that it had during its period of significance. However, the property must retain the essential physical features that enable it to convey its past identity or character and therefore its significance.

The principal test to establish whether a property retains integrity is to ask whether or not the property still retains the identity or character for which it is important.

RESULTS OF LISTING IN THE NATIONAL REGISTER

Eligibility for Federal tax provisions: if a property is listed in the National Register, certain Federal tax provisions may apply. The Tax Reform Act of 1987 revises the historic preservation tax incentives authorized by Congress in the Tax Reform Act of 1976, the Revenue Act of 1978, the Tax Treatment Extension Act of 1980, the Economic Recovery Tax Act of 1981, and the Tax Reform Act of 1984, and as of January 1, 1987, provides for a 20 percent investment tax credit with a full adjustment to basis for rehabilitating historic commercial, industrial, and rental residential buildings. The former 15 percent and 20 percent Investment Tax credits for rehabilitation of older commercial buildings are combined into a single 10 percent Investment Tax Credit for commercial or industrial buildings built before 1936. The Tax Treatment Extension Act of 1980 provides Federal Tax deductions for charitable contributions for conservation purposes of partial interest in historically important land area or structures. Whether these provisions are advantageous to a property owner is dependent upon the particular circumstances of the property and the owner. Because tax aspects outlined above are complex, individuals should consult legal counsel or the appropriate local Internal Revenue Service office for assistance in determining the tax consequences of the above provisions. For further information on certification requirements, please refer to 36 CFR 67.

Consideration in planning for Federal federally licensed, and federally assisted projects: Section 106 of the National Historic Preservation Act of 1966 requires that Federal agencies allow for the Advisory Council on Historic Preservation to have an opportunity to comment on all projects affecting historic properties listed in the National Register. For further information, please refer to 36 CFR 800.

Consideration in the issuing of surface coal mining permits: in accordance with the Surface Coal Mining and Control Act of 1977, there must be consideration of historic values in the decision to issue a surface mining permit where coal is located. For further information, please refer to 30 CFR 700 et sec.

Qualification for Federal grants for historic preservation when funds are available :
Presently funding is unavailable.

Please note that listing in the National Register does not mean that limitations will be placed on the properties by the federal government. Public visitation rights are not required of owners. The federal government will not attach restrictive covenants to the properties or seek to acquire them.

III. INSTRUCTIONS : HISTORIC RESOURCE SURVEY FORM

All preparers must type or legibly handwrite on the Historic Resource Survey Form. Information requested on the form may be supplemented with floor plans, detailed site plans or other information necessary to describe significant aspects of the property. Generally copies of deeds, wills, publications or other primary and secondary documents should not be submitted. If such historical documentation is relevant to the significance of the property, it should be summarized on the Historic Resource Survey Form. The Bureau for Historic Preservation will request additional historical information if needed to complete our evaluation.

Included in the following instructions are directions for entering computer coding. Survey form preparers must fill in the coding accurately. This coding is entered into the BHP's computerized data bank on Pennsylvania historic resources. Preparers must also fill in words or phrases in certain sections of the survey form; these words or phrases are entered into the BHP's computerized data bank. The maximum length of these words or phrases is limited as specified in capital letters in the following instruction (i.e. MAXIMUM 25 CHARACTERS).

PHOTO/SITE PLAN SHEET (89A)

Survey Code/Tax Parcel/Other No.: do not enter a survey code number unless it is known that the property was surveyed previously under BHP-sponsored surveys. For single properties, fill in the local tax parcel number or other number used by local or county government to identify the lot on which the resource(s) stands. The tax parcel number can be found at the municipal or county tax office.

For historic districts, leave blank.

County: enter the name of the county or counties in which the resource(s) is located.

Municipality: enter the city, borough(s) or township(s) in which the resource(s) is located. This municipality is not always the same as the mailing address.

Address: for single properties, enter the property's street address or, if it has not street address, physical location relative to streets, roads or other points of reference, for "state example route 522, 1 mile N. of Shade Gap." Do not use postal route numbers, such as RD 2.

For historic districts, give either the inclusive street address numbers for all primary buildings and structures, for example: 1-151 Main Street, or a rough description of the boundaries, for example: bounded by Smithfield Lake, North and Lowell Avenues, and Interstate 81.

Historic Name/Other Name: enter only one name for the historic name. Provide the name that most closely connotes the major significance of the property. For single properties, this name is often the name of the first or most prominent owner. For historic districts, it is frequently the name of a town or section of town, for example, Kimberton Historic District, Danville West Market Street Historic District, or Harrisburg Old Downtown Commercial Historic District.

If a person's name is used as part of the historic name, enter the person's last name first, then their first name, for example: Smith, James House; Jones, Josiah Farm.

If no historic name is known, enter under "Other Name: on this line any name by which the property has been commonly known. This other name may reflect the property's history, current ownership, or popular use and may or may not fall into categories for historic names. If a person's name is used as part of the historic name, enter the person's last name first, then their first name.

SITE PLAN

Provide a sketch map for historic districts or properties containing multiple buildings, structures or objects. This map can be drawn on the sheet provided. This map does not have to be to scale. However scale tax parcel maps, insurance maps, or U>S>G>S> maps on separate sheets of paper can be substituted. Please do not use color coding in drawing maps since such coding cannot be reproduced by microfilming or photocopying. Display information clearly on the site plan by coding, cross-hatching or numbering. The information that should be provided includes the following:

1. the boundary of the property being proposed for eligibility.
2. the names of streets and placed, and highway numbers.
3. the location of prominent geographic or land-use features, such as streams, fields, or quarries.
4. a north arrow.
5. a bar scale if a scale map is used.

Resources referenced in the "Physical Description" and "Historical Narrative: sections of this survey form should be labeled by name on the site plan or keyed to the site plan by a street number or tax parcel number.

Preparers should provide a floor plan of individual buildings that were built in successive periods or that have floor plans, which are an important or distinguishing feature of the resource (for example, folk and vernacular house types). Floor plans can be sketched beside the site plan on the sheet provided, or on an attached sheet of paper. Floor plans can be of sketch quality; they do not have to be to scale. The information that should be provided includes the following:

1. an outline of the building showing the location of partitions, windows, doors, fireplaces, stairs and porches of the building.
2. rooms labeled clearly as to function.
3. for buildings with additions or significant alterations, clear notations as to which section was built when.
4. a north arrow.

PHOTO INFORMATION

Attach one, black and white, 3" x 5" photograph (principal view) to the front of the Photo/Site Plan Sheet with a single staple. Additional views may be placed in an envelope and stapled to the reverse side of the Photo/Site Plan Sheet. All photographs must be in focus and properly exposed. If possible, avoid taking photographs during heavy leaf cover.

Photographs should give an honest visual representation of the current appearance of the property, and of significant features of the property that are highlighted in the Physical Description and "Historical Narrative: sections of this survey form. The number of views needed will vary according to the complexity of the property. For example, for a single rectangular building two views taken from opposite corners showing all four sides should be submitted. Interior views of the representative rooms or hallways must be provided for an individual building. *For historic districts, views of streetscapes or landscaped that characterize the district should be submitted. Streetscapes should show both resources that contribute to the historic significance of the district, and resources that do not contribute to the historic significance.*

The following information should be printed in pencil on the back of each photograph:

1. Survey Code (if applicable)
2. Historic Name of Resource
3. County
4. Municipality
5. Photo Number

If pencil does not write on the back of the photograph, use a fine-tip, permanent film-print marking pen or pencil (non water-soluble).

Number: fill in the number of the photo as penciled on the back of each photo.

Description of View: enter a concise description of the view shown in the photograph.

Directions of Camera: enter the direction (i.e. north, south, east, west) that the camera was pointing when the photograph was taken.

Photographer Name: enter the name of the photographer.

Date: enter the month and year in which the photograph was taken.

Negative location: enter the address at which the negatives can be found.

By allowing a photograph to be submitted to the BHP, photographers grant permission to the Pennsylvania Historical and Museum Commission to use the photograph for publication and other purposes, including duplication display, distribution, study, publicity, and audio-visual presentations.

Note: the words "see reverse for additional instruction: appear on the bottom of the form due to a printer's error.

DATA SHEET (89B)

IDENTIFICATION AND LOCATION

Survey Code: leave blank unless it is known that the property was surveyed previously under BHP-sponsored surveys.

Tax Parcel/Other No.: enter this number from the Photo/Site Plan Sheet.

County: enter the name of the county or counties in which the resources(s) is located. Also fill in the three-digit code for the county(ies). The three digit codes for all counties are given below:

001	Adams	069	Lackawanna
003	Allegheny	071	Lancaster
005	Armstrong	073	Lawrence
007	Beaver	075	Lebanon
009	Bedford	077	Lehigh
011	Berks	079	Luzerne
013	Blair	081	Lycoming
015	Bradford	083	McKean
017	Bucks	085	Mercer
019	Butler	087	Mifflin
021	Cambria	089	Monroe
023	Cameron	091	Montgomery
025	Carbon	093	Montour
027	Centre	095	Northampton
029	Chester	097	Northumberland
031	Clarion	099	Perry
033	Clearfield	101	Philadelphia
035	Clinton	103	Pike
037	Columbia	105	Potter
039	Crawford	107	Schuylkill
041	Cumberland	109	Snyder
043	Dauphin	111	Somerset
045	Delaware	113	Sullivan
047	Elk	115	Susquehanna
049	Erie	117	Tioga
051	Fayette	119	Union
053	Forest	121	Venango
055	Franklin	123	Warren
057	Fulton	125	Washington
059	Greene	127	Wayne
061	Huntingdon	129	Westmoreland
063	Indiana	131	Wyoming
065	Jefferson	133	York
067	Juniata		

Municipality: enter the city, borough(s) or township(s) as noted on the Photo/Site Plan Sheet.

Address: enter the street address as noted on the Photo/Site Plan Sheet. MAXIMUM 50 CHARACTERS

Historic Name: enter one name as instructed for “Historic Name/Other Name” on the Photo/Site Plan Sheet. MAXIMUM 50 CHARACTERS

Other Name: enter one name as instructed for “Historic Name/Other Name” on the Photo/Site Plan Sheet. MAXIMUM 50 characters

Owner Name/Address: provide the current owner’s name and mailing address for a single property. *For a historic district with more than one owner, enter “multiple.”*

Owner Category: Mark “x” in the blank(s) that indicates the ownership of the property. “Private” refers to property owned by an individual, group of people or organized body such as a church or corporation. “Public-local” refers to property owned by a local government such as a municipality or county. “Public-state” refers to property owned by the state government. “Public-federal” refers to property owned by the US government.

Resource Category: mark “x” in the blank that indicates the category of property being surveyed. Mark only one blank. Refer to the definitions given below:

Building: A building, such as a house, barn, church, hotel, or similar construction, is created to shelter any form of human activity. “Building” may also be used to refer to a historically and functionally related unit, such as a courthouse and jail or a house and barn.

“Building” may refer to a small group of buildings consisting of a main building and subsidiary buildings that are functionally and historically related. If the group includes any objects, sites or structures, the property must be classified as a “district.”

District: A district possess a significant concentration, linkage, or continuity of sites, buildings, structures, or objects united historically or aesthetically be plan or physical development.

Site: A site is the location of a significant event, a prehistoric or historic occupation or activity, or a building or structure, whether standing, ruined, or vanished, where the location itself possesses historic, cultural, or archaeological value regardless of the value of any existing structure.

Structure: The term “structure” is used to distinguish from buildings those functional constructions made usually for purposes other than creating shelter.

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 simple 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.

Number/Approximate Number of Resources Covered by This Form: enter the number of buildings, sites, structures, and objects that make up the property. This number can be approximate, especially in the case of historic districts.

USGS Quad: enter the name (up to two names) of the US Geological Survey topographic map, 7.5-minute series, upon which the property is located, if known.

UTM References: the UTM references will be calculated by the BHP if not available. This refers to geographical coordinates calculated using the Universal Transverse Mercator System (UTM).

HISTORIC AND CURRENT FUNCTIONS

Historic Function Category, Subcategory, and Code: using the categories, subcategories, and codes in the following lists, enter one category, subcategory, and one code number in each blank. Select the functions that most closely relate to the property's historic significance or period when it achieved significance.

Because several functions may relate to a property, especially a district, enter only the principal, predominant, or most important ones. Enter the functions in order of their predominance or importance. Enter the most specific category and subcategory relating to the property being documented. For example, for a building historically used as a single-family house, enter: "Domestic" for the category and "single dwelling" for the subcategory. For a district that was primarily a residential area of single family houses, and secondarily a commercial center of specialty stores, enter "Domestic" for the first category and center of specialty store, enter "Domestic" for the first category and "single dwelling" for the first subcategory, and "Commerce Trade" for the second category and "specialty store" for the second subcategory. If there is no appropriate subcategory, enter only the general category.

For the code number, enter the two digits for the category from the list below in the first two blanks under "Code" on the Historic Resource Survey Form. Enter the appropriate letter for the subcategory from the list below in the third blank under "Code" on the survey form. For example, for a school building, enter "05A" for the Code ("05" for Education, the general category, and "A" for school, the subcategory). If no subcategory is appropriate, enter the two-digit code for the general category in the first two blanks and enter the letter "X" in the third blank.

Most properties can be classified under more than one category, and these categories should be used. However, if none of these categories seems appropriate, enter "Other", a colon, the name of the appropriate function, and code number "99X".

Current Function Category, Subcategory, and Code: using the functions, subcategories, and codes listed in these instructions for "Historic Function", enter one function category, subcategory, and one code number in each blank. **Enter the categories and subcategories that most closely relate to the functions or uses of the property at the time the survey form is submitted to the BHP.** Enter the principal or predominant current functions in order of their predominance. Enter the most specific category and subcategory relating to the property being documented. If a property is undergoing rehabilitation, adaptive use or restoration, enter "work in progress".

If a property is currently vacant or used for storage that is not related to residential or commercial use, enter "vacant/not in use". Also enter the appropriate three-character code for the subcategory or category.

Particular Type: enter terms for particular types of resources from the following list to more specifically identify the type of resource that was surveyed. (In the following list terms for Particular Types are grouped by "Historic Function Category.") Because several types of buildings or structures may be documented on a single survey form, especially for a district, enter only the principal, predominant, or most important types. Enter the types in order of their predominance or importance. For example, if a single family farmhouse and a barn are being surveyed on one survey form, you could enter "farm house" for the first Particular Type after listing "Domestic/single dwelling" for the "Category/Subcategory". You could then enter "barn" for the second Particular Type after entering "Agriculture/animal facility" for the "Category/Subcategory".

If the list of Particular Types does not have a term which identify the specific function of property, you may enter terms other than those listed below. Preference should be given to terms which are generally understood and in common use. **MAXIMUM 25 CHARACTERS.**

Historic and Current Functions

Code Category / Subcategory	Particular Type
01 <u>DOMESTIC</u>	<u>DOMESTIC</u>
A single dwelling	apartment building
B multiple dwelling	bake oven
C secondary structure	carriage house
D hotel	duplex
E institutional housing	farm house
F camp	forestry camp
G village site (archaeology)	garage
	hunting camp
	ice house
	mansion
	motel
	orphanage
	poor house
	privy
	root cellar
	rowhouse
	shed
	smokehouse
	spring house
	summer kitchen
02 <u>COMMERCE/TRADE</u>	<u>COMMERCE/TRADE</u>
A business	administration building
B professional	architect's studio
C organizational	auto showroom
D financial institution	bakery
E specialty store	bank
F department store	blacksmith shop
G restaurant	clothing store
H warehouse	diner
I trade (archaeology)	engineering office
	general store
	hardware store
	labor union
	law office
	marketplace
	office building
	professional association
	savings and loan association
	shopping center
	stock exchange
	supermarket
	tavern
	trade union
	trading post

Code Category / Subcategory**Particular Type**03 SOCIALSOCIAL

A meeting hall
B clubhouse
C civic

grange
union hall

04 GOVERNMENTGOVERNMENT

A capitol
B city hall
C correctional facility
D fire station
E governmental office
F diplomatic building
G custom house
H post office
I public works
J courthouse

borough hall
county courthouse
electric generating plant
federal courthouse
jail
police station
prison
sewerage system

05 EDUCATIONEDUCATION

A school
B college
C library
D research facility
E education-related housing

classroom building
dormitory
laboratory
master's house
observatory
one-room school
planetarium
schoolhouse

06 RELIGIONRELIGION

A religious structure
B ceremonial site
C church school
D church-related residence

cathedral
church
convent
meeting house
parsonage
rectory
shrine
synagogue
temple

Code Category / Subcategory**Particular Type**07 FUNERARYFUNERARYA cemetery
B graves/burials
C mortuarycrematorium
funeral home08 RECREATION AND CULTURERECREATION AND CULTUREA theater
B auditorium
C museum
D music facility
E sports facility
F outdoor recreation
G fair
H monument/marker
I work of artamusement park
art gallery
bandstand
campground
commemorative marker
commemorative monument
concert hall
dancehall
exhibition hall
fair ground
golf course
gymnasium
hiking trail
movie theater
mural
museum
opera house
park
picnic area
playing field
sculpture
stadium
statue
swimming pool
tennis court

Code Category / Subcategory**Particular Type**09 AGRICULTURE/SUBSISTENCEAGRICULTURE/SUBSISTENCE

- A processing
- B storage
- C agricultural field
- D animal facility
- E fishing facility or site
- F agricultural outbuilding
- G horticultural facility
- H irrigation facility

- apiary
- arboretum
- barn
- brewery
- cannery
- chicken coop
- dairy
- feed mill
- fish hatchery
- garden
- granary
- greenhouse
- grist mill
- meatpacking plant
- orchard
- pasture
- plant observatory
- silo
- stable
- stockyard
- tobacco barn
- tobacco warehouse
- tool shed
- vineyard
- wagon shed
- wellhouse
- wine cellar
- winery

Code Category / Subcategory**Particular Type**10 INDUSTRY/PROCESSING/
EXTRACTIONINDUSTRY/PROCESSING/EXTRACTION

- A manufacturing facility
- B extractive facility
- C waterworks
- D energy facility
- E communications facility
- F processing site (archaeology)

- canal
- dam
- factory
- forge
- hydroelectric dam
- kiln
- machinery
- mill
- mine
- oil derrick
- oven
- processing plant
- power plant
- printing plant
- quarry
- refinery
- repair shop
- reservoir
- smokestack
- television station
- water tower
- windmill

11 HEALTH CAREHEALTH CARE

- A hospital
- B clinic
- C sanitarium
- D medical business/office
- E resort

- dispensary
- dentist's office
- doctor's office
- medical research facility
- medical supply store
- mental hospital
- mineral springs
- nursing home
- pharmacy
- private hospital
- public hospital
- rest home
- sanitarium
- spa
- veteran's medical center

Code Category / Subcategory**Particular Type**12 DEFENSEDEFENSE

- A arms storage
- B fortification
- C military facility
- D battle site
- E coast guard facility
- F naval facility
- G air facility

- air base
- aircraft
- armory
- barrack
- battleship
- dock
- lighthouse
- magazine
- military camp
- military post
- naval base
- pier
- supply depot

15 LANDSCAPELANDSCAPE

- A parking lot
- B park
- C plaza
- D garden
- E forest
- F unoccupied land
- G underwater
- H natural feature
- I street furniture/object
- J conservation area

- cave
- fence
- firetower
- island
- lake
- mountain
- pond
- promontory
- river
- shelter
- street light
- tree
- valley
- wall

Code Category / Subcategory**Particular Type**16 TRANSPORATIONTRANSPORTATION

- A rail-related
- B air-related
- C water-related
- D road-related (vehicular)
- E pedestrian-related

- aircraft
- airplane hangar
- airport
- aqueduct
- boardwalk
- bridge
- bus station
- canal
- canal lock
- highway
- launching site
- lighthouse
- navigational aid
- parking garage
- parkway
- railroad
- railroad bridge
- rolling stock
- roundhouse
- shipwreck
- small craft (less than 40' in length)
- streetcar line
- toll gate/house
- trail
- train depot
- tunnel
- vessel
- wharf

96 WORK IN PROGRESS97 UNKNOWN98 VACANT/NOT IN USE99 OTHER

PHYSICAL DESCRIPTION

Architectural Classification: using the terms for architectural classification that follow, enter one category or subcategory and the appropriate code on each line. Enter up to four architectural classifications. The following list has been adopted from American Architecture Since 1780: A Guide to Architectural Styles, by Marcus Whiffen; Identifying American Architecture by John J.G. Blumenson; What Style Is It? By John Poppeliers, S. Allen Chambers, and Nancy B. Schwartz; and A Field Guide to American Houses by Virginia and Lee McAlester. These books can be used to identify the architectural classification of buildings according to the following list.

The codes are found in the far-left column. The categories, appearing in capital letters in the middle column relate to the general stylistic periods of American architecture. The subcategories, appearing in the right column, relate to the specific styles or stylistic influences that occurred in each period. Select the categories or subcategories that most closely relate in period and stylistic character to the property being documented. As a general rule, enter the more specific subcategory for the stylistic influence; enter the general category for stylistic period. For example, if a building is Greek Revival in its architectural form, massing and details, enter "Greek Revival" rather than "Mid-19th Century". When there are elements of many styles in a single building, group of buildings, or historic district, enter the most important stylistic influences in order of their significance to the property.

If a property fits into one of the general categories of stylistic period but not a subcategory, enter the name of the period, followed by "other", a colon, and the name of the stylistic influence: for example, for an 1890s Chateausque city hall, enter "Late 19th and 20th Century Revivals, Other: Chatequesque".

If a property is eclectic in character and the styles represented date to the same general stylistic period, enter the stylistic influences in order of their significance. If a building has additions reflecting one or more stylistic influences, enter those for which the property is significant in order of their importance. If a building reflects more than three styles from different periods of time, enter "mixed" on the first line and the most significant stylistic influences on subsequent lines in order of their importance. Enter only the general category for a stylistic period when a property clearly reflects its chronological period but no special stylistic influence.

Many kinds of properties, including ships, locomotives, and folk or vernacular buildings and structures, cannot be classified by architectural styles. In such cases, after "other" on the Data Sheet enter the common term for the form, plan, material, method of construction, or other feature that appropriately classifies the specific property, for example, "other: Gloucester fishing schooner," "other: house," "other: split-log house," or "other: rustic architecture." Where possible systematic and standardized terminology should be used to classify these kinds of resources. Contact the BHP for information and advice on selecting terms for these resources.

If these styles and stylistic influences listed below, or any other system of architectural classification does not apply to the property, enter “no style.”

After choosing a category and/or subcategory, enter in the two blanks on the survey form the appropriate two-digit code number from the left column. For example, for a Greek Revival building enter “31”. Enter “50” for a Chateausque city hall.

Code	Architectural Classification Subcategory	Other stylistic terminology
01	NO STYLE	
10	COLONIAL	
11	Georgian	
12	French Colonial	
13	Spanish Colonial	Mexican Baroque
14	Dutch Colonial	Flemish Colonial
15	Postmedieval English	English Gothic; Elizabethan; Tudor Jacobean or Jacobethan; New England Colonial; Southern Colonial
20	EARLY REPUBLICAN	
21	Federal	Adams or Adamesque
22	Early Classical	Jeffersonian Classicism; Roman Revival
	Republican	Roman Villa; Monumental Classicism; Regency
30	MID-19 TH CENTURY	Early Romanesque Revival
31	Greek Revival	
32	Gothic Revival	Early Gothic Revival
33	Italian Villa	
34	Exotic Revival	Egyptian Revival; Moorish Revival
40	LATE VICTORIAN	Victorian or High Victorian Eclectic
41	Gothic	High Victorian Gothic; Second Gothic Revival
42	Italianate	Victorian or High Victorian Italianate
43	Second Empire	Mansard
44	Stick/Eastlake	Eastern Stick; High Victorian Eastlake
45	Queen Anne	Queen Anne Revival; Queen Anne- Eastlake
46	Shingle Style	
47	Romanesque	Romanesque Revival; Richardsonian Romanesque
48	Renaissance	Renaissance Revival; Romano-Tuscan Mode; North Italian or Italian Renaissance; French Renaissance; Second Renaissance Revival
49	Octagon Mode	Octagonal buildings

Subcategory	Other stylistic terminology	
50	LATE 19 TH & 20 TH CENTURY REVIVALS	
51	Colonial Revival	Georgian Revival
52	Classical Revival	Neo-Classical Revival
53	Tudor Revival	Jacobean or Jacobethan Revival; Elizabethan Revival
54	Late Gothic Revival	Collegiate Gothic
55	Mission/Spanish	Spanish Revival; Mediterranean Revival; Colonial Revival
56	Beaux Arts	Beaux Arts Classicism
58	Italian Renaissance	
59	French Renaissance	
60	LATE 19 TH & EARLY 20 TH CENTURY AMERICAN MOVEMENTS	
61	Prairie School	
62	Commercial Style	
63	Chicago	
64	Skyscraper	
65	Bungalow/Craftsman	Western/Stick; Bungaloid
70	MODERN MOVEMENT	New Formalism; Neo Expressionism; Brutalism; California Style or Ranch Style; Post-Modern; Wrightian
71	Moderne	Modernistic; Streamlined Moderne; Art Moderne
72	Internation Style	Miesian
73	Art Deco	
80	OTHER	
90	MIXED	More than three styles from different periods (for a building only)

Exterior Materials: Using the categories and subcategories listed below, enter in the blanks provided the most predominant material(s) comprising the foundation, walls, roof, and other parts of the property. Enter only one category or subcategory each for “foundation” and “roof.” Enter up to two categories each for “walls” and “other.” Enter only materials that are visible on the exterior of the building or structure. *For historic districts, enter only the most predominant building materials visible on the exteriors of resources in the district.*

After entering the appropriate material(s) for the foundation, walls, roof and other parts of the property, enter the corresponding two-digit code number.

“Other” should be completed for most properties. To complete “other” for buildings, enter the materials of important exterior features such as wooden porch or terra cotta panels.

Code	Exterior Materials	Code	Exterior Materials
02	EARTH	50	METAL
20	WOOD	51	Iron
21	Weatherboard	52	Copper
22	Shingle	53	Bronze
23	Log		
24	Plywood/particle	54	Tin
board		55	Aluminum
25	Shake	56	Steel
30	BRICK	57	Lead
40	STONE	58	Nickel
41	Granite	59	Cast Iron
42	Sandstone (including		
brownstone)		61	STUCCO
43	Limestone	62	TERRA COTTA
44	Marble	63	ASPHALT
45	Slate	64	ASBESTOS
		65	CONCRETE
		66	ADOBE
		67	CERAMIC TILE
		68	GLASS
		69	CLOTH/CANVAS
		70	SYNTHETICS
		71	Fiber glass
		72	Vinyl
		73	Rubber
		74	Plastic
		80	OTHER

Structural System: Using the most specific category or subcategory from the list below, enter the structural system that bears the load of the building or structure. In cases of buildings with more than one load bearing system, enter the predominant structural system. *In cases of historic districts, enter the structural system used most frequently in buildings or structures within the district.*

If none of the structural systems listed below applies to the property, enter “Other:” followed by the name of the system.

After entering the name of the structural system, enter the appropriate two-digit code number from the codes given below:

Code	Structural System
10	WOOD—General
11	Log
12	Plank
13	Timber—post and beam
14	Timber—light frame
20	MASONRY
21	Brick
22	Stone
30	IRON
31	iron frame
32	iron columns
40	STEEL
41	steel frame
42	steel columns
50	CONCRETE—General
51	reinforced concrete
60	OTHER

Width: For individual buildings, structures, or objects enter the width of the main unit, excluding wings and minor additions, in bays and/or feet (e.g. 4 bays; approx. 50 ft.; 125 ft.; 5 bays/40 ft.). If “bays” is applicable also enter the corresponding code, letters A through F. *For complexes and historic districts, enter the predominant width in bays feet, and if applicable, the corresponding letter code for “bays.”*

Code	Width
A	1 bay
B	2 bays
C	3 bays
D	4 bays
E	5 bays
F	6 or more bays

Depth: For individual buildings, structures or objects enter the depth of the main unit, excluding wings and minor additions, in rooms and/or feet (e.g. 2 rooms; approx. 25 feet; 3 rooms/40 ft.). If “rooms” is applicable also enter the corresponding code, letters A through C. *For complexes or historic districts, enter the predominant depth in rooms or feet and, if applicable, the corresponding letter code for “rooms.”*

Code	Depth
A	1 Room
B	2 Rooms
C	3 or more rooms

Stories/Height: For individual buildings, structures or objects enter the height of the main unit in stories or feet (e.g. 2 ½ stories; approx. 30 feet; 25 feet;). If “stories” is applicable also enter the corresponding code, letters A through E. *For complexes and historic districts, enter the predominant height in terms of stories or feet and, if applicable, the corresponding letter code for “stories.”*

Code	Stories
A	1-1 ½ Stories
B	2-2 ½ Stories
C	3-3 ½ Stories
D	4-9 Stories
E	10 or more stories

HISTORICAL INFORMATION

Year Built: for an individual building, structure, or object, enter a specific year during which the resource was constructed. If the year of construction is known only approximately, enter the year and check "C." For historic districts and individual resources constructed over a period of years, enter the beginning and ending dates of the period of construction. Check "C." if the period of construction is known only approximately.

Additions/Alterations Dates: enter the year(s) of major alterations or additions to a building, structure or object. A major alteration includes the addition of stories or sizeable ells to a building, or substantial change in the floor plan such as the removal of a center hall. Enter one date for each alteration. If a specific date is not known, enter an approximate date and check off "C." to the left of the date. Enter up to three years for alterations.

For a historic district, enter a year(s) for any change that affected a major portion of the district, such as construction of a housing development that substantially increased the size of the district, or a fire that razed a substantial part of the district.

Basis for Dating: check off whether the evidence used for dating the building is documentary (i.e. deeds, tax records, other manuscripts) and/or physical (i.e. architectural features or construction methods). Also, briefly explain how the date was arrived at from documentary or physical evidence, such as by a substantial jump in the value of the property on deeds or tax records, or by the period architectural styling of the building.

Cultural/Ethnic Affiliation: if the property is affiliated with a particular cultural or ethnic group enter the name of the group using the following list. Enter up to two names. If this list does not contain names that identify the Cultural/Ethnic Affiliation, you may enter a name other than those listed below. **MAXIMUM 20 CHARACTERS.**

African American

Chinese

Danish

Dutch

English

English-Quaker

Finnish

French

German

Greek

Hungarian

Irish

Italian

Jewish

Lithuanian

Mexican

Moravian

Native American

Pennsylvania German

Polish

Portuguese

Puerto Rican

Russian

Scots

Scots-Irish

Serbo-Croatian

Spanish

Swedish

Swiss

Ukranian

Welsh

Associated Individuals: if the property is significant for its association with a person(s) who is prominent at the local, state, or national level, enter the name(s) of the person. Enter the last name of the person first, followed by their first name. **MAXIMUM 20 CHARACTERS.**

Associated Events: if the property is significant for its association with a historic event or process prominent at the local, state or national level, enter the name of the event. Enter up to two events. Such events can include a military battle, a business enterprise, or a labor strike. **MAXIMUM 20 CHARACTERS.** Examples of events of less than twenty characters include: "Revolutionary War," "Civil War," "New Deal," "Johnstown Flood."

Architects/Engineers: enter the name of the architect, landscape architect, engineer, designer, or artists responsible for the design of the resource. Using the format, last name, first and middle names, enter as complete a name as possible. Enter up to two names. **MAXIMUM 25 CHARACTERS.** In the case of architectural or engineering firms, enter the name of the individual, if known, who is responsible for the design, using the format of last name, first and middle name, followed by "and company." In the case of architectural or engineering firms where the name of the individual responsible is not known, enter the name of the firm. Enter up to two names. If the architect or engineer responsible is not known, enter "unknown." Do not enter the name of the owner of the property unless the individual was actually responsible for the design.

In the case of historic districts, enter the names of the architects, engineers, designers, or artist who designed most and/or the most significant buildings in the district. Enter up to two names. Do not enter the name of owners unless they were actually responsible for the design.

Builders: enter the name of the builder(s) or craftsmen responsible for the construction of the resource. Enter up to two names. **MAXIMUM 25 CHARACTERS.** Enter the name as completely as possible, using the format, last name, first and middle name. In the case of construction firms, enter the name of the firm. If the builder is unknown, enter "unknown." Do not enter the name of the owner of the property unless the individual was the person who actually built the resource.

For historic districts, enter the name(s) of the builder who was responsible for constructing a substantial part of the district. Enter up to two names. Do not enter the name of owners unless they were the people who actually built the resources.

MAJOR BIBLIOGRAPHICAL REFERENCES

Fill in the sources from which information for the form was compiled. General reference works on architecture, archaeology, etc. should not be included unless they provide specific information about the particular property documented in this survey form. Use a standard bibliographical style listing author, full title, date, and location of publication, publisher, and page number.

PREVIOUS SURVEY, DETERMINATIONS

If the property has been previously identified or recognized for historical importance, briefly explain and identify the source for your explanation, for example, "Monroe Township Historic Preservation Plan, page 22," "Historic American Buildings Survey, PA-23," "PA Historical and Museum Commission marker," "Hickman Landfill Assessment, 1987, p. 21."

EVALUATION

Complete this section only if the property is being surveyed as part of a professional architectural/historical survey or compliance study.

Check off whether or not the property appears to be eligible individually for the National Register, or whether or not it appears to contribute to a potential National Register historic district. If the property's individual National Register potential was checked off, name any context(s) in which the property was evaluated. If the property's contribution to a potential district was checked, enter the name of the district and its status (i.e. determined eligible for the National Register, listed on the National Register).

Explain: briefly summarize your reasoning for the property's individual or district National Register potential.

THREATS

Threats: enter the number of the appropriate category given on the survey form that currently applies to the property. "None" refers to no threat. "Public Development" refers to existing or proposed federal, state or local government projects that threaten to demolish or greatly alter the resource(s). "Private Development" refers to existing or proposed projects by private individuals or organizations that threaten to demolish or greatly alter the resource(s). "Neglect" refers to abandoned properties that are neglected or isolated.

Explain: briefly describe any known or apparent threats to the property.

SURVEYOR INFORMATION

Surveyor Name/Title: enter the name of the person who prepared this form, and if applicable, their title.

Date: enter the month and year in which this survey form was prepared, for example, 9/88.

Project Name: if this survey form is being completed as part of a county, municipal, thematic or compliance survey, enter the name of this survey project; otherwise leave blank.

Organization: enter the name of the organization for which the preparer was working at the time this survey form was prepared, if applicable.

Telephone: enter the telephone number (including area code) at which the preparer can be reached between 8:30 AM and 5:00 PM.

Street and No., City, State, and Zip Code: enter the street and street number or P.O. box, the city or town and state, and the zip code at which the preparer can be reached by mail.

Additional Survey Documentation: name any documentation such as floor plans or maps that are submitted in addition to the Historic Resource Survey Form.

Associated Survey Codes: if only one building, structure or object is being documented on this Historic Resource Survey Form, and other directly associated buildings, structures or objects are being documented on separate Historic Resource Survey Forms, provide the survey codes of the related resources, if known.

NARRATIVE SHEET (89C)

Survey Code, Tax Parcel/Other No., County, Municipality, Address, Historic Name/Other Name: enter these as they appear on the Photo/Site Plan Sheet.

PHYSICAL DESCRIPTION

Describe briefly the current and historic physical appearance and condition of the property, including the setting, major buildings, outbuildings, and features of the landscape. The description should be concise, factual and well organized. The depth and length of the description depend upon the complexity and size of the property and impact of alterations, additions and deteriorations. The more extensive the alteration of a property, the more detailed the description of changes will need to be. Similarly, the more resources on a property, the longer the description will generally need to be. The following are suggested information and organization of narratives for buildings and historic districts:

Buildings:

1. Begin with a brief description of the setting of the property.
2. Describe the exterior of the principal building on the property including general architectural characteristics, and important exterior features.
3. Describe significant interior features of the principal building.
4. If there are outbuildings or other secondary buildings on the property, these buildings should be briefly described, or otherwise listed on the Building Inventory Form.
5. End the narrative with a discussion of integrity. You must then assess how the changes (both exterior and interior) or additions affect the building's ability to reflect its historic or architectural significance.

Historic Districts

1. *Begin by briefly describing the setting and layout of the district.*
2. *Describe the general or predominant characteristics of the district. These general characteristics include the setbacks of buildings, the types of buildings (such as commercial, residential or industrial), the construction materials, the scale, the ages, and the architectural styles of buildings. Be sure to indicate which characteristics are strongly represented and which are less dominant including, for example such statements as “The district contains early 19th century brick Georgian style residences with a few Queen Anne Style houses added in the late 19th century,” or “The district contains a mixture of residential and commercial buildings, most of which were constructed in the early 20th century.” For rural districts, geographical open space and topographical features that convey a sense of cohesiveness or give the district its rural character must also be described.*
3. *This narrative should close with a discussion of integrity. You should describe resources within the district that do not contribute to the significance of the district, including their types, ages, physical characteristics and dispersion or concentration within the district. You should also mention what proportion of the district’s total resources the non-contributing resources comprise. Construction changes or additions to contributing resources including effects of restoration activities should also be summarized. Very importantly, you must assess how the non-contributing resources affect the district’s ability to portray its historic or architectural significance.*

HISTORICAL NARRATIVE

Provide a summary stating the history and significance of the property. This summary must briefly indicate the history of the building and the nominated property. For individual buildings or resources, this summary should include information on: who owned the property when (if there were many different owners, only the most important owners need to be mentioned), when the resource was constructed, and what the building has been used for since it was constructed. *For historic districts, the summary should include information on: the historical development of the district, and examples of how surviving resources in the district illustrate this development.* Particular attention should be paid to developments that are reflected in existing resources and pertain to the National Register criteria that the district appears to meet. For example, if a district traces its origins to the early eighteenth century but it is important under Criterion A as a commercial center between 1790 and 1930, you should only briefly mention the district’s origins before 1790 and its history since 1930. You should focus primarily on the development of commerce in the district between 1790 and 1930 and how existing buildings portray this development.

Since a property must meet one of the National Register Criteria in order to be determined eligible for the National Register, this narrative must include a statement of significance that justifies the importance of the property according to the National Register Criteria. This statement of significance will enable BHP staff to make judgments about the role that the property played in the development of its community and our understanding of that community today.

Therefore this statement must place the property in its historic context, that is, its relationship to the time, place, and chain of events in which it existed. This statement should include specific facts about the history of the geographical area, theme, and period of time relating to the property and comparative information about the presence and integrity of similar properties. This statement should also directly relate the property to specific National Register Criteria for which the property may be eligible.

If the property is significant under criterion A, the statement of context should explain how the event or pattern of events made an important contribution to the history of the locality, state, or nation. The context should also explain what related types of properties still exist. For example, for a property that may have commercial significance under criterion A, the statement of context must explain how the business associated with the property made an important contribution in local, state or national history, and what other buildings may be associated with this business.

If the property is significant under criterion B, the statement should explain why the person with whom the property is associated is important to the history of the locality, state, or nation. This statement should demonstrate how the person stands out among his or her peers in the locality, state or nation. It should identify also the range of surviving properties that are associated with the person and what their relative role in the career of the person was. For example, the statement of context could explain how an author who depicted the people, events, and places of her region achieved statewide recognition and how a rustic mountain retreat and boarding house where she wrote and found inspiration are the surviving properties best associated with her life and career.

If the property is significant under criterion C—

1. as a type or method of construction—the statement should explain why that type, period, or method of construction is representative or unique, or displays architectural features that are significant in the architectural development of the locality, state, or nation. The context should also explain what related types of properties still exist. For example, this statement could demonstrate how a local variation corner-post log house represents a once common but now rare housing type of the early 19th century in your county or region. This statement could also state what other corner-post log houses remain in the locality to represent this important local architectural theme.

2. as the work of a master—the statement should provide sufficient factual information about the career and work of the artist, architect, or landscape architect to demonstrate that the person was accomplished in his or her field and made contributions to the art, architecture, or landscape architecture of the locality, state, or nation. The statement of context could explain, for example, how an architect achieved recognition for his homes of wealthy merchants and produced a large number of middle and upper class residences in the late 1800s in a prosperous manufacturing town.

3. for its high artistic values—the statement should explain the quality of artistry or craftsmanship present in comparable works in the locality, state, or nation. For example, the statement could state how the elaborate hand-carved woodwork apparent in the public buildings and private homes of a rural county is the notable achievement of a local carpenter and his family over several generations.

If the property is significant under criterion D, the statement should explain why the information the site is likely to yield is important to the knowledge of the history or prehistory of the locality, state, or nation.

The kinds of information that will be most applicable to a given property, and the extent the context or property needs to be researched, varies depending on the nature of the property and the degree to which its context is generally known. For example, if a property is in a deteriorated condition, comparative information on the integrity of existing related properties becomes essential; or if the property reflects a rare but little understood form of vernacular housing, a thorough analysis of the architectural type and its significance in the architectural history of the locality becomes important. In contrast the life-long home of a prominent literary figure would not need to be compared to other homes in the community unless it is also an important architectural example. For additional guidance in establishing historic context, including information on cultural resource surveys in Pennsylvania, please contact the BHP.

IV. BUILDING INVENTORY FORM

The Building Inventory Form may be used as a supplement to the Historic Resource Survey Form. The Building Inventory Form is designed for use primarily in documenting properties that include more than one building or a small historic district, such as farmsteads with outbuildings or small crossroads villages. In addition, preparers who use the Building Inventory Form may also modify the format or add information to produce a revised form more suited to their particular needs. Data from the Building Inventory Form is not entered into the BHP's computerized data bank. If you would like to modify and use the Building Inventory Form, please contact the BHP.

Please follow the directions given below:

Survey Code, County, Municipality, Address, Historic Name, Other Name: enter these as they appear on the Photo/Site Plan Sheet.

Map: enter the street number or tax parcel number assigned to each property and keyed to a district map.

Road or Street Address: enter the name or number of the road or route on which the property is located, and the street number if applicable. Do not enter the mailing address.

Date or Period: enter the date or approximate period during which the building or structure was constructed.

Height/Stories: enter the number of stories; if number of stories is not applicable, enter the height in the approximate number of feet.

Material: enter the name of the predominant exterior building material using the list for Exterior Materials on page 25 of the Historic Resource Survey Form instructions.

Style: enter the name of the architectural style using the list Architectural Classification on pages 23 to 24 of the Historic Resource Survey Form instructions.

Machinery: leave blank.

Historic Use: enter the historic use from the categories listed for Historic Function on pages 15 to 20 of the Historic Resource Survey Form instructions.

Current Use: enter the current use from the categories listed for Historic Function on pages 15 to 20 of the Historic Resource Survey Form instructions.

