Guidelines for Historic Architectural Survey in Iowa

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COVER PHOTO:
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INTRODUCTION

Within the Department of Cultural Affairs, the State Historical Society of Iowa (SHSI) follows a dual mission of preservation and education across Iowa. A division of the SHSI is the Iowa State Historic Preservation Office (SHPO) which administers the state and federal historic preservation programs in Iowa including the National Register of Historic Places (NRHP), Certified Local Government Program (CLG), Section 106 review and compliance, Historic Tax Credit Programs, and maintains historic architectural surveys and historic property inventory collections.

With the objective of making historic architectural survey standards clear, concise, uniform, and predictable, the SHPO developed these guidelines for those conducting such surveys within the state of Iowa. Individuals, members of preservation organizations, developers, independent contractors/consultants, preservation planners, Certified Local Governments, historic preservation commissions, and local, state, and federal government officials and administrators will find this a useful tool in meeting minimum requirements for historic architectural surveys.

These guidelines provide an outlined process beginning with conducting a research design to drafting a final reconnaissance or intensive level report. Consistency in survey method and report development is not only important for the consultants hired to perform that work, but the results are imperative for an efficient SHPO review of regulatory projects and standardized local planning efforts. This guidance will help minimize possible inconsistencies that often hinder the consultation process with analysis of potential project impacts and unclear standards for local planning organizations.

Historic preservation includes a wide variety of activities, such as National Register nominations, historic preservation plans, cultural resources management plans, and master plans. Though general discussion of some of these activities can be found within these guidelines, they are for the most part beyond the scope of this document and will not be addressed in a detailed manner.

Historic architectural survey work is the process of identifying and gathering information about a specific geographic area’s above ground resources. This includes archival research, field surveys, the presentation of data, and the creation of inventories. The purpose of these surveys is to collect data that will aid in preservation planning, identify significant historic properties, and enable local governments and federal agencies to meet their planning and review responsibilities according to federal laws and regulations.

The following guidelines provide instructions on how to meet the minimum requirements for reconnaissance and intensive level report documentation, whether for preservation planning, grant funding, or a review and compliance survey for Section 106. This document is organized by the report components, and includes guidance on planning, research, fieldwork, National Register evaluation standards, and report composition with supporting documents like the Iowa Site Inventory Form (ISIF), Resource Inventory Spreadsheet (RIS), and Historical Architectural Database (HADB) form. Included with these guidelines are appendices offering additional information and resources. These guidelines are based on National Park Service (NPS) Bulletin 24: Guidelines for Local Surveys: A Basis for Preservation Planning, Secretary of the Interior’s Standards and

1 The phrase “review and compliance” refers to the process outlined in Section 106 of the National Historic Preservation Act (1966, as amended). For further information, see the SHPO website and the “Review and Compliance Surveys” section of this document.
Guidelines for Historical Documentation, and various other NPS bulletins and federal code detailed within these guidelines. Iowa-specific requirements are included throughout.

PROFESSIONAL QUALIFICATIONS

Regulations governing the minimum standard for professional qualifications, summarized below, may be found in their entirety in the Code of Federal Regulations, Volume 36, Part 61. Those who meet the standards for Architectural Historian and Historian are qualified to serve as the Principal Investigator for reconnaissance and intensive level surveys, including, but not limited to those associated with review and compliance, Certified Local Governments (CLG), Historical Resource Development Program (HRDP) grants, and National Register of Historic Places grants. Volunteers and those without professional training may work with or under the direction of a Principal Investigator that meets the Secretary of the Interior’s Professional Qualification Standards for Historian or Architectural Historian.

Although beyond the scope of this document, organizations that wish to produce rehabilitation plans, design guidelines, or condition assessments must hire a Principal Investigator that meets the qualifications for Historic Architect.

Professional Qualifications Standards:

**Historian:** A graduate degree in history or a closely related field; or a bachelor’s degree in the same plus one of the following:

1. Minimum of two years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historical association or agency, museum, or other professional institution; or
2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

**Architectural Historian:** A graduate degree in architectural history, art history, historic preservation, or a closely related field with coursework in American architectural history; or a bachelor’s degree in the same plus one of the following:

1. Minimum of two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical association or agency, museum, or other professional institution; or
2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

**Historic Architect:** Minimum of a professional degree in architecture or state license to practice architecture plus one of the following:

1. At least one year of graduate training in architectural preservation, American architectural history, preservation planning, or closely related field; or
2. At least one year of full-time professional experience on historic preservation projects.
PRESERVATION PLANNING AND GRANT-FUNDED LOCAL SURVEYS

Every community’s historic resources are unique. Beyond the everyday, functional uses that buildings, bridges, roads, and landscapes serve as generations of people move about their days, historic resources also provide a singular sense of place available nowhere else that represents the heart of a community’s identity. Planning for the preservation of these resources can be an integral component of an overall plan for economic development, neighborhood stabilization, community revitalization, and heritage tourism. Developing historic contexts and undertaking reconnaissance surveys, in particular, are an excellent initial step that allows a community to take stock of its entire resource base, identify areas that warrant further study or an intensive level survey, and begin to promote the value of preserving those resources as a useful part of modern life.

Preservation planning, according to NPS Bulletin 24: Guidelines for Local Surveys: A Basis for Preservation Planning, is the process by which a community provides for the “continued identification and evaluation of historic properties and for their protection and enhancement” through the drafting of a comprehensive historic preservation plan. This plan should involve the identification, evaluation, and protection of historic properties in order to coordinate and give direction to various preservation-related activities as well as relate these to overall community development. In addition, it is recommended that provisions be drafted in case certain historic resources cannot be preserved.

Whether reconnaissance or intensive level, surveys aid preservation planning though the construction of inventories of historic properties in a given area. These inventories can be used to identify important properties or neighborhoods that contribute to the community’s unique character and identity as well as identify properties that when researched reveal important information about a community’s past. They also help to establish preservation priorities and lay the groundwork for the creation of legal and financial tools to protect historic resources.

Grant funding for surveys undertaken by city or county governments may be available if they have been approved as a Certified Local Government (CLG) by NPS. CLG participants can apply for grants through either the State Historical Society of Iowa’s annual Historical Resource Development Program (HRDP) or through the CLG grant process. The CLG program was enacted through the 1980 amendments to the National Historic Preservation Act and is administered by NPS. It is a partnership involving local, state, and federal governments working together to preserve local historic resources. Further information on the CLG program can be found on the SHPO website under “Certified Local Governments.” Additional guidance for CLG grant project directors and those interested in coordinating a survey can also be found on the SHPO website.

Individuals who complete a survey for a grant project using either HRDP or CLG funds will need to submit a detailed report of all findings. Generally speaking, it is helpful to use NPS Bulletin 16B: How to Complete the National Register Multiple Property Documentation Form as a general guide for preparing certain elements of these reports including the introduction, discussion of the historic contexts and property types, survey results, and recommendations. The actual MPD/MPS form from NPS should not be used, however, nor should the
survey include any National Register nominations since that is a separate process. When preparing the report, refer to the “Report Documentation” section for guidance on layout and information that should be included based upon the level of survey being completed.

REVIEW AND COMPLIANCE SURVEYS

The National Historic Preservation Act, which was signed into law in 1966, established the Advisory Council on Historic Preservation (ACHP),\(^2\) National Register of Historic Places, State Historic Preservation Offices, Section 110, and Section 106.\(^3\) Section 106 is the review and compliance process by which Federal agencies take into account the direct and indirect effects of their undertakings (e.g. projects, permits, licenses, funding) on properties on or eligible for listing in the National Register of Historic Places, and seek to avoid, minimize, or mitigate these effects if they are adverse. The entire process needs to be completed prior to the issuance of licenses or permits and the expenditure of federal funds.

The Section 106 review process is summarized on the ACHP website and explained in greater detail within that organization’s explanatory materials for the process outlined in 36 CFR 800 of the federal code. A general flowchart of the process is available online through the SHPO website. The process for requesting SHPO comment along with the project comment request form and instructions can be found on the SHPO website as well.

It is the Federal agency or their official delegate’s responsibility to determine the level of survey for review and compliance documentation. The Federal agency or their official delegate may conduct the survey with internal qualified professional staff, or it is their responsibility to provide the qualified professional consultant conducting the historic architectural survey with a clear request for proposal on the project. In that request, the scope and size of the project along with the survey area and level of survey should be explicit and understandable in order to give the consultant an opportunity to create an accurate budget. Consultants should contact the federal agency or officially designated entity responsible for the project for guidance on initiating and completing projects for that agency.

\(^2\) ACHP is the federal agency that administers and oversees the Section 106 process and promotes the preservation and use of the nation’s historic resources.

\(^3\) Section 106 was last amended on August 5, 2004: http://www.achp.gov/regs-rev04.pdf.
LEVEL OF SURVEY

Reconnaissance Level (Identification)

Commonly referred to as a “recon,” a reconnaissance level survey is used to collect enough information to provide a basic understanding of the built environment in a particular area within the framework of a historic context. These surveys also provide an early awareness of potentially significant historic resources within the area. Reconnaissance surveys are essentially visual or predictive surveys that identify the general distribution, location, and nature of cultural resources within a given area. These surveys are of low intensity and record basic information of all resources within a defined area, regardless of age. All basic resource information will be summarized within the report text and well as documented on a Resource Inventory Spreadsheet (RIS), attached as a report appendix and submitted electronically. Additional information will be collected and recorded within the report on properties at least 45 years of age. A reconnaissance survey can be used as a tool when the scope of a project is limited or as an initial step that will inform a future intensive level survey. It is important to note that a reconnaissance survey may end up having a limited utility of scope if a project changes or may lead to a recommendation for additional reconnaissance or intensive level surveys. The qualified professional will conduct a general review of the history of a community, gather field data to identify the resources in an area, provide an overall historic sense of the properties in the area and give recommendations for any future survey work. Additional information on reconnaissance level surveys can be found in NPS Bulletin 24: Guidelines for Local Surveys: A Basis for Preservation Planning.

Intensive Level (Evaluation)

An intensive level survey is a detailed study of a specific geographic area that is designed to thoroughly record each resource meeting the minimum threshold of 45 years of age in a survey area with detailed architectural and historical information. Intensive surveys always include Iowa Site Inventory Forms (ISIF) for each surveyed property at least 45 years of age, including districts, along with precise locational information and recommendations of National Register of Historic Places (NRHP) eligibility. Limited documentation of properties under the 45 year old threshold is also required for an intensive level survey. This documentation is captured on a Resource Inventory Spreadsheet (RIS) as well as within the report text. The Iowa Site Inventory Forms and the Resource Inventory Spreadsheet are appendices to the survey report. The RIS is also submitted electronically. At the planning or grant-funded level, an intensive level survey may follow a previously completed reconnaissance survey and is conducted when the goal is to identify, document, and evaluate the eligibility of properties for inclusion in the NRHP, either individually or as part of a historic district. At the review and compliance level, the goal to document and evaluate for National Register eligibility is the same.

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4 For the purposes of reconnaissance and intensive surveys completed in Iowa, a 45 year threshold is used as the cutoff for evaluating properties for eligibility to the NHRP. This is due to the typical length of time from a survey request to a completed project, whether for review and compliance, grants, or preservation planning. For official listing in the NRHP, properties must be at least 50 years of age, with the exception of properties having achieved exceptional significance.
though reconnaissance level surveys are often bypassed in favor of intensive level surveys due to the need to quickly assess for potential impacts to historic properties. Please see NPS Bulletin 24: Guidelines for Local Surveys: A Basis for Preservation Planning for expanded explanations of intensive level surveys.

Both reconnaissance and intensive level surveys help communities, government agencies, and the public to establish preservation priorities and lay the groundwork for legal and financial tools regarding historic resources. For community planning projects, it is sometimes appropriate to conduct both types as separate phases of the same project. The intended goals of the project will determine which type of survey to conduct and when.
PLANNING AND RESEARCH

Both reconnaissance and intensive level surveys require planning and research at the outset of a project. This largely includes delineating a clear boundary, creating a research design, conducting archival research and identifying or generating historic contexts. The components that include researching and documenting properties provide valuable information that helps communities, historians, preservationists, planners, archaeologists, and state and government officials evaluate the historical significance of those properties. The information gathered can be used in planning for preservation within a community, rehabilitating a historic property, preserving information when a historic resource is threatened by destruction, and evaluating potential effects of federal activities on historic properties. For additional guidance on research and documentation, see the Secretary of the Interior’s Standards for Historical Documentation, NPS Bulletin 24: Guidelines for Local Surveys: A Basis for Preservation Planning, NPS Bulletin 16B: How to Complete the National Register Multiple Property Documentation Form, and NPS Bulletin 39: Researching a Historic Property.

Boundaries

A clear, well-defined study area provides a framework for the research, fieldwork, and analysis that is necessary for a quality survey. Boundaries are determined by a number of factors, including, but not limited to, the scope of the project and level of the survey. All survey boundaries must be clearly discussed and justified within both a reconnaissance and intensive level report.

For review and compliance surveys, whether at the reconnaissance or intensive level, well-defined parameters are established through coordination with the federal agency or official delegate. The establishment of geographic boundaries for surveys needs to take into account the project’s potential direct and indirect impacts on historic properties within the federal agency’s study area or Area of Potential Effect (APE)\(^5\), if designated. Keep in mind, the survey boundary may need to change after some initial research is conducted. Principal Investigators must discuss any recommended changes to the study area with the federal agency or official delegate.

For planning and grant-funded surveys, the geographic scope of a reconnaissance level survey area is often based on municipal boundaries (or in the case of rural survey, a township or section). Determining the survey limits, however, should be approached carefully and thoughtfully so as to include all potentially eligible historic resources in a community. For larger survey areas, it can be helpful to break the survey up into phases. Intensive level surveys are often based on planning documents and preservation objectives.

Research Design

Beginning with a good research design helps to focus a project, guide preliminary research, and ensure all minimum requirements are met. In short, it should include objectives, methods, and expected results.

\(^5\) The APE is a geographic area or areas within which an undertaking may directly or indirectly cause alterations in the character or use of historic properties, if any such properties exist. The APE is influenced by the scale and nature of an undertaking and may be different for different kinds of effects caused by the undertaking (§ 800.16). The APE is determined by the federal agency in coordination with the SHPO. For more information, see 36 CFR Part 800 – Protection of Historic Properties.
The objective outlines the research problem and includes a critical assessment of applicable historic contexts and/or property types based on background or previous research, the geographic scope to be studied, and the types of information to be gathered about properties in order to determine significance.

Method is the framework used for gathering information. It explains the research and survey process so that those using the information in the future will understand how the information was obtained and can repeat the research process, if needed. It is essential that the methods used are related to the research problems presented in the objective.

Expected results include predictions about the kind, number, location, character, and condition of historic properties within the geographic scope of work. These expectations are usually based on background research and similar property types.

Archival Research

Prior to beginning any fieldwork, some background research should be conducted so that the researcher may familiarize her/himself with the historic contexts of the area to be surveyed. This will also help to guide what types of properties to look out for in the field and determine what additional research may be necessary. The overall level of research needed for the project, however, depends upon the level of survey that will be completed.

Reconnaissance. Archival research for reconnaissance level surveys should focus on general historical trends, groups of people, and events that played a part in the community’s development in order to develop the appropriate historic contexts. Background research on individual properties is not necessary at this level.

Intensive. Intensive level surveys need more in-depth archival research in order to build a detailed history of an area, types and groups of properties, and people. For projects with a previously completed reconnaissance survey, archival research should build upon the historic contexts established at the reconnaissance level. In-depth research involving broad social, cultural, political, economic, environmental, and technological trends that affected the survey area is needed in order to place properties within an appropriate historic context and explain the area’s physical development. In addition, background research on each individual property is essential at this level. The development of expanded historic contexts and individual resource histories, in turn, aids in the determination of significance and evaluation of those properties for potential inclusion in the National Register of Historic Places (NRHP). All properties surveyed at the intensive level need to have enough information to evaluate for NRHP eligibility.

For both reconnaissance and intensive levels, previously completed surveys and historical research should be consulted, summarized in reports where applicable, and complemented with new research pertaining specifically to the properties studied. Previous work already conducted should not be duplicated unless it was inadequate, flawed, or older than five years.

A number of applicable general sources should always be referenced, as available. Site specific reference material should be collected from municipal records, insurance maps, business and city directories, property

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6 A “property type” is a grouping of individual properties based on a shared set of physical or associative characteristics.
owners, living descendants, census data and land patents, as available and relevant. Standard research sources for Iowa include, but are not limited to the following:

- SHPO research files, such as architects’ files, Iowa Site Inventory, previous nominations, and Multiple Property Documentation Forms/Multiple Property Submissions (aka MPD/MPDF or MPS). These can be accessed in person at the SHPO office.
  - Most, but not all, previously listed National Register properties and MPD/MPS for Iowa are available to download through the NPS website.
  - For information on or questions about sites within the Iowa Site Inventory, please contact the SHPO at historic.preservation@iowa.gov.

- County administration offices, such as assessors, recorders, and auditors for property tax information, ownership history, and maps.

- Other standard historical references, such as scholarly publications, newspaper articles, community directories and gazetteers, church records, census reports, photographs, postcards, historic maps, Sanborn fire insurance maps, building plans and architectural drawings, engineering reports, atlases, community and county histories, and other records and ephemera related to the properties and/or the historic contexts in question. Resources may be found at:
  - Local libraries, historical societies, archives, colleges, and museums;
  - Online databases (a list of helpful databases appears in Appendix B);
  - State Historical Society of Iowa Research Center in Des Moines and Iowa City;
  - State Library of Iowa in Des Moines;
  - General Land Office Records from the U.S. Department of the Interior Bureau of Land Management.

- Oral histories and interviews with members of the community, including the local historic preservation commission, if one exists.

Researchers should keep in mind that the above sources may vary in accuracy, omit some information, or exhibit certain biases. For example, insurance maps may not show temporary structures, buildings may have not been constructed exactly as illustrated in architectural drawings, and oral histories may involve faulty memories. In analyzing the documentation gathered, look for information that is contradictory, incomplete, or raises additional questions. This could indicate the need for additional research.

For further guidance on researching historic properties, see NPS Bulletin 39: Researching a Historic Property. Additional research resources may be found in Appendix B of this document.

**Historic Contexts**

The Secretary of the Interior’s Standards defines “historic context” as a framework that groups information about related properties based on a shared historic theme, time period, and geographic area. Every building, structure, neighborhood, farm, and community is a product of its time and place of design and construction. Essentially, a historic context helps to tell that story by drawing on history, archaeology, culture, technology, and architecture in order to explain the broad historical development of a specific area. The properties that remain from different time periods stand as representatives of those historic contexts that have shaped our built environment. Beyond individual buildings and structures, the pattern of their locations in the landscape and relationship to transportation corridors, natural features, and other property types further
illustrate the influence of past events and trends on a community's development. Furthermore, establishing a baseline of related properties within a historic context aids future researchers in evaluating the significance of similar properties. The level of detail required for a historic context depends on the level of survey.

Multiple Property Documentation Forms/Multiple Property Submission reports (MPD/MPS) contain valuable historic and architectural contexts that can be referenced and summarized if the project in question contains properties listed within or related to those that appear in that particular MPD/MPS. These reports can be accessed at the SHPO office or online through the NPS website.

If the project's resources do not appear in a MPD/MPS, developing the appropriate historic contexts for the properties studied is necessary and expected when preparing survey reports. MPD/MPS reports for similar properties, geographic areas, and time periods can be used as examples to help guide research and development of historic contexts, but the preparer will be expected to research and fully develop all historic contexts as they relate directly to the property or group of properties in question. Those developed for individual properties and historic districts do not need to be as extensive as those that appear in an MPD/MPS. Historic contexts developed for reconnaissance level surveys do not need to be as detailed and in-depth as those for an intensive level survey.

NPS addresses the components of a well-written historic context in a white paper available on its website. A summary of the information in that document as written by Barbara Wyatt appears below:

- **Statement of context:** An introductory paragraph or abstract that summarizes the theme, geographic area, and time period for the context and how it relates to local, state, or national history.

- **Background history:** A concise overview of the chronological history of a geographic area within the time period of significance and how it relates to the historic property/properties being studied. State and national levels of historic context will require a greater level of detail in order to lay the groundwork for the more comprehensive discussion to follow.

- **Definition of the context:** An explanation of the themes/area of significance, geographic area, and time period.
  
  - **Theme or Area of Significance:** May be a particular property type or based on an “Area of Significance” in a National Register nomination and must include an explanation for why it is significant to local, state, or national history.

  - **Geographic parameters:** Geographic boundaries of the context. This can be based on a survey, municipal boundaries, or a larger area, such as the whole state in the case of types of properties that are rarer or related to state history. Historic districts are generally too small, however, to use their borders as the context’s geographic parameters in the case of a district nomination to the National Register. In this case, the geographic boundaries of the historic

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8 See pages 38 – 41 of the NPS Bulletin 16A: How to Complete the National Register Registration Form for further information.
context might be the city or state and the context then explained from a state or national perspective in order to illustrate how the themes affected the district.

- **Temporal limits**: Period of time in which the context occurred, most often beginning and ending with a particular event, activity, or date of development or placed in service.

- **Development of the theme or area of significance**: Summarize the environmental, economic, cultural, political, technological, and settlement factors as they relate to the development of the context.

- **Local contexts (if and where applicable)**: How and why the theme or area of significance developed, including important persons, events, groups, or other factors that influenced the development of a particular historic context.

- **Statewide and national contexts (if and where applicable)**: How and why the theme or area of significance developed, including important persons, events, groups, or other factors that influenced the growth of a particular historic context as it developed in the state or nation.

- **Associated property types**: Identification of the types of properties related to the context and their location patterns.

- **Physical characteristics and integrity**: Definition and justification of the physical characteristics, associative qualities, and integrity level that would make each property type eligible for the National Register.

- **Relationship to the National Register criteria**: Discussion of the applicability of the National Register criteria\(^9\) to the themes and property types within the context.

- **Bibliography**: Reference of any sources consulted in the development of the written historic context, whether directly quoted or of indirect influence.

More information on developing historic contexts is available in *NPS Bulletin 16A: How to Complete the National Register Nomination Form*, pp. 49 – 51, *NPS Bulletin 16B: How to Complete the National Register Multiple Property Documentation Form*, pp. 11 – 13, and Barbara Wyatt’s “The Components of a Historic Context: A National Register White Paper.” Examples of historic contexts are available by contacting the Iowa SHPO.

**Please note**: When describing the background history of any property, survey area, or a historic context within a report, it is important to be concise and synthesize information. Even though many various historic details may have been collected during the research process, providing details within the report beyond that which directly illustrate and support a historic context or a property’s significance should be avoided.

\(^9\) Properties eligible for the National Register fall under one or more of four criteria discussed in the section, “Evaluation of National Register Eligibility.”
SURVEY FIELDWORK

Survey fieldwork is the physical exploration, identification, and recordation of the resources within a defined survey area. Survey fieldwork and archival research are both integral components of a historic architectural survey as each informs the other and both are necessary for adequate documentation and analysis. Fieldwork is completed for both reconnaissance and intensive level surveys. Regardless of the level of survey effort, the basis for a survey is to capture what you see now. By establishing the project survey boundary and level of survey early in the process, the framework for accurate and efficient fieldwork is created.

Reconnaissance Level

Often reconnaissance level fieldwork is accomplished through what is known as a “windshield survey” where researchers drive through an area and record the properties visible from the road in order to develop a general picture of the distribution of types and styles. The survey is best carried out in teams where one person is responsible for driving and others document the resources. It is recommended that one team member be familiar with local architectural styles and building types. Closer inspections may be made on foot where necessary, but detailed information is not required at this level.

Observations of the overall organization of the area should be recorded and include not only buildings, structures, and objects, but also types, the spatial relationship between buildings and landscapes, and the general character of the area. Documenting all properties helps to establish settlement patterns and identify potentially historic resources for future consideration. Those properties 45 years of age or older that appear to have a significant amount of historical importance should have a higher level of research focus. Although rare, buildings less than 45 years old may be considered eligible under Criteria Consideration G.

Reconnaissance fieldwork surveys should document the following information:

- The final survey area boundary;
- General layout of the area, including street plans;
- General impressions of the area’s visual, cultural, economic, and social characteristics;
- General impressions of the architectural environment, including images representative of buildings, structures, streetscapes, landscapes, and other relevant features;
- The types of properties searched for;
- Methods of inspection used, including justification for those areas that received more attention and those to which less attention was paid;
- All resources within the survey area, including the Iowa Site Inventory Number, name [historic (if known) or another name\textsuperscript{10}], address/physical location, resource type, date placed in service (approximate is acceptable at this level), current use, photograph, and any recommendations for additional survey work. (NRHP eligibility determinations should not be made at this level);
- Discussion and analysis of resource types at least 45 years old as well as any younger exceptional properties, including observable architectural information;
- Map and labels of all resources within the survey area;
- Tentative boundaries of potential historic districts and the locations of known or potential historic buildings, structures, sites, and objects;

\textsuperscript{10} Examples could include something generic such as “house” or “commercial.”
• Survey dates and name(s) of surveyors.

### Intensive Level

Intensive level fieldwork surveys are usually carried out on foot by a trained team and each property receives an individual inspection. It generally works best to divide the work between several teams with each team covering a specific geographic area, such as a certain number of blocks or a street. All buildings, structures, outbuildings, and ancillary structures as well as sites and objects should be investigated, including noncontributing\(^{11}\) or non-historic properties and elements, and documented with a complete description of style, construction, and architectural features. The documentation of all properties in the survey area is important to show how an area has developed over time. It is also useful in establishing whether or not a historic district exists in the area. Observations of the overall organization of the area should be recorded and include not only buildings, structures, and objects, but also types, the spatial relationship between buildings and landscapes, and the general character of the area.

Intensive level fieldwork should document the following information:

- The final survey area boundary;
- Layout of the area, including street plans;
- The area’s visual, cultural, economic, and social characteristics;
- Methods of inspection;
- Map of all properties within and immediately bordering (if applicable) the survey area;
- Survey dates and name(s) of surveyors;
- All resources within the survey area, including the Iowa Site Inventory Number, name, address/physical location, resource type, placed in service date, current use, and photograph. Contemporary properties\(^{12}\) should also identify observable architectural information.

Also emerging from this level of survey work should be a full architectural or physical description of each building, structure, site, and object 45 years of age or older for use in the report text and Iowa Site Inventory Form. This information aids in the evaluation of resources for inclusion in the National Register. The following data should be recorded for each property at least 45 years of age:

- Resource name(s), address/physical location, and owner;
- Original and current function(s), if changed over time;
- Current setting;
- Legal description;
- Whether or not it was part of any previous surveys;
- Physical description, including type, plan shape, massing, number of stories, structural system, number of bays\(^{13}\) or vertical divisions, construction materials of roof, walls, and foundation, wall finish,\(^{14}\) roof

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\(^{11}\) A “noncontributing” resource does not add to the historic architectural qualities, historical associations, or archaeological value for which a historic district might be significant. Three possible ways in which a resource can be considered noncontributing include a placed in service date that is outside the period of significance; alterations or other disturbances that strip the resource of its historic integrity; or does not independently meet the National Register criteria.

\(^{12}\) Contemporary properties are those less than 45 years of age.

\(^{13}\) “Bays” usually refers to the number of window and door openings on each face of the first floor of a building as seen from the exterior.

\(^{14}\) “Wall finish” refers to how the construction materials are assembled to create the finished exterior of the wall. In a brick building, for example, the type of bond and coursing would be important in describing the wall finish.
shape, porches and verandas, windows, doors, chimneys, dormers, and other important features or decorative elements (if known);

- Interior features, if accessible\(^{15}\) and contributes to the character of the building;
- Number, type, and location of outbuildings;
- Important environmental features such as landscaping, relationship to traffic corridors or streets, and relationship to other properties;
- Known alterations;
- Photographs from multiple views, as possible.

If a potential historic district (45 years of age or older) is identified during a reconnaissance or intensive level survey, the following information should be gathered, understanding more detailed and complete information is required for an intensive level survey:

- General description of the manmade and natural elements of the district, including all buildings, structures, objects, density of development, and prominent geographic features;
- Delineated boundary with justification;
- Complete list and totals of contributing and noncontributing resources, including buildings, structures, objects and sites;
- General description of types and architectural styles represented in the district;
- General physical relationships of properties to one another and to the environment, including parks and other open spaces, streets, natural features, and setbacks;
- General description of the district during its period of significance;
- Present and original uses of properties;
- General condition, including alterations, restoration, or rehabilitation of resources;
- Noncontributing resources, including number and type;
- What makes the district distinct from surrounding areas;
- Any identified archaeological sites.

**General Fieldwork Guidance**

*Photographs.* It is the surveyor’s responsibility to carry out the fieldwork in a safe and legal manner. In most cases, the photographic documentation needed can be attained from the public right-of-way (ROW). When it cannot be obtained in this way, permission from the land owner must be attained. In circumstances where the images needed are unattainable, please communicate this to the project sponsor. Those using new technologies, such as drones with photographic equipment, may supplement their documentation with these technologies; however, the fundamental basis for a sound survey lies with walking the survey area.

The standards set by the National Park Service establish what is acceptable for capturing images in the field. For best results, the camera should be a six megapixels or greater digital SLR camera. Digital cameras with fewer than two megapixels of resolution are not acceptable. There is a minimum of one high quality image for each resource. If only a single image is able to be captured, it should be at an oblique angle, far enough

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\(^{15}\) Interior features are generally accessible for public properties and through permissions from private property owners.
away to capture the general setting, but close enough to capture architectural detail. Identify photos and aerals with address, point of view, date, and each building within a single image.

Suggestions for photographic subjects:
- The front of the building;
- Corner shot views of a building;
- Photographs of architectural details or specific features;
- Aerial photography or photography taken from a high point for an overview;
- District boundaries or edges;
- Representative contributing and noncontributing properties in a district;
- Streetscape or landscape photographs showing the relationships of the resources and the overall character of the larger area.

Additional hints for good photographs:
- Try to photograph a building from an angle that has the least amount of foliage obscuring architectural details;
- If an obstructed view is all that can be attained, blurring out an image to remove license plates or people should be done in the report;
- If possible, include only a single site or property per photograph;
- If the sun is behind the subject, return to the site when lighting conditions are more favorable;
- Avoid photographing when the property has a heavy shadow;
- Avoid foreground objects that obstruct the view of the property, like cars, people, animals and trees, if possible. Buildings heavily obstructed by trees should be photographed when less foliage is on the tree (fall and winter);
- Use a shutter speed of 1/125th second or faster to obtain clear pictures, or use a tripod for stability.

Additional tips on surveying and photographs can be found in the National Register Bulletin 23: How to Improve the Quality of Photos for National Register Nominations.

Architectural Descriptions. All written descriptions of a property should contain the observable architectural information seen at the time of the survey. Begin all architectural descriptions with a general discussion of massing, type of construction, cladding, foundation, roof, and architectural features. Then proceed to describe the exterior elevation by elevation, beginning with the façade and labeling each elevation with the cardinal direction in which it faces. In general, describe from the bottom up and provide information on fenestration as well as primary and secondary entrances.

Greater descriptive detail should be included in intensive level surveys than in reconnaissance level surveys. Intensive level surveys should always be thorough, especially if there are items not depicted in the photographic documentation. Value judgements, such as noting a “nice example of,” should be avoided. Avoidance of assumptions on materials or construction types is critical. If the information has not been absolutely proven or supported with current fieldwork examples, it should not be noted. In general, architectural descriptions may be formatted according to the following:

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16 “Fenestration” in an architectural context refers to the arrangement of windows and doors on a building’s elevations.
1. Identify the property’s original function, or current function, if not changed;
2. Describe the environment in which it sits;
3. Include information related to the structural system of the property. This will include the primary aspects such as the function, plan type, foundation, and number of stories;
4. Identify the general components, such as roof type, major exterior materials, siding, chimneys and other significant character defining features;
5. Describe the secondary features, such as door and window types and distribution. Use an elevation by elevation approach if appropriate;
6. Include any additional character defining features such as light fixtures, louvers, or other detailed information.

Additional information on composing an architectural description may be found in NPS Bulletin 16A: How to Complete the National Register Registration Form, Iowa SHPO’s How to Write a Building Description, or from the University of Vermont’s Department of History. Examples of architectural descriptions are available by contacting the Iowa SHPO.
EVALUATION OF NATIONAL REGISTER ELIGIBILITY

National Register Criteria

To determine a property’s eligibility for the National Register of Historic Places (NRHP) as part of an intensive level survey, both its historic significance and integrity must be evaluated. Developing and considering the historic context for a property is key to determining historic significance based on characteristics or associative qualities. Properties that are eligible will have an established period of significance\(^\text{17}\) and fall under one or more of the following criteria:

- **Criterion A**: Associated with events that have made a significant contribution to the broad patterns of local, state, or national history;

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

- **Criterion C**: Embodies the distinctive characteristics of a type, period, or method of construction; represents the work of a master; possesses high artistic values; or represents a significant and distinguishable entity whose components may lack individual distinction;

- **Criterion D**: Has yielded or may be likely to yield information important in prehistory or history.

Certain types of properties are not usually considered for listing in the National Register: religious properties, moved properties, birthplaces and graves, cemeteries, reconstructed properties, commemorative properties, and properties achieving significance within the last fifty years. These properties can be eligible for listing, however, under the following conditions known as **Criteria Considerations**:

A. A religious property that is significant primarily for its architecture, artistic distinction, or historical importance;
B. A moved building or structure that is significant primarily for its architecture or is the sole remaining building/structure associated with an important historic person or event;
C. A birthplace or grave of an exceptionally important historic figure if no other site, building, or structure remains that is directly associated with his/her productive life;
D. A cemetery that is significant primarily for it being the burial place of exceptionally important historical figures or historical events, its age, or distinctive design characteristics;
E. A reconstructed building that represents an accurate replica of the original in a suitable setting as part of an overall preservation master plan and is interpreted in a dignified manner when no other

\(^{17}\) “Period of significance” refers to the year or span of years in which a resource was associated with important historical events, activities, or persons or attained the characteristics which qualify it for the National Register. It usually begins with the date when the significant events or activities began, most often the year placed in service.
site, building, or structure associated with an important historical figure remains;
F. A property that is primarily commemorative in intent if design, age, tradition, or symbolic value has invested it with its own exceptional significance;
G. A property achieving significance within the past 50 years if it is of exceptional importance.

For additional guidance on applying NRHP criteria for significance and Criteria Considerations, please see NPS Bulletins 16A: How to Complete the National Register Nomination Form, pp. 36 – 39, and 15: How to Apply the National Register Criteria for Evaluation.

Evaluating the historic significance of a property begins with a series of questions:
What does the property represent in terms of historic themes and context, geographical limits, and chronological time period? To assist preparers in framing the area of historic significance that best pertains to the property in question, NPS Bulletin 16A: How to Complete the National Register Nomination Form, pp. 40 – 41, lists the following broad historic themes or areas of significance for nominations to the National Register:

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

2. How is the historic theme significant to local, state, or national history?
3. Is the property representative of an important part of prehistory/history at the local, state, or national level?
   a. Is it a type that is relevant to its historic context?
   b. How does it show that history through associations with historic persons or events, architecture, engineering, or potential archaeological information?

Once those questions are answered, the integrity of the resource must then be evaluated. This involves an evaluation of the appearance of the resource and determining whether it has enough of those historical, physical qualities left to convey its historic significance. Integrity is based on seven characteristics in what is known as “the seven aspects of integrity.” In order to maintain integrity, a property must have several and usually most of the following aspects intact:

- **Location** refers to the place where the resource was constructed or the place where the historic event
occurred. The relationship between the resource and the place of its construction is important in understanding why an event occurred or why the property was constructed. Because of this, a moved resource is generally ineligible for the National Register due to the destruction of the association between it and its original location and setting except in unusual circumstances.

- **Design** refers to the combination of elements that create the form, plan, space, structure, and style of a resource. It stems from the original concept for the property and encompasses alterations, community planning, engineering, architecture, and landscape architecture. Design reflects historic functions, technologies, and aesthetics.

- **Setting** refers to the physical environment of a resource. Although related to location, setting actually refers to how the resource is situated within its environment and how it relates to its surroundings rather than just the spot upon which it was constructed. It includes both natural and manmade elements, such as vegetation, topographic features, and how the resource sits in relation to other buildings, structures, travel corridors, public spaces, and other features. A setting that reflects the appearance of a site during its period of significance will have a high degree of integrity in this aspect.

- **Materials** refers to the physical elements that make up the resource and were combined or deposited during a certain period of time in order to construct the resource. The materials used reflect aesthetic choices as well as what was available at the time in terms of materials and technology. Especially important is the presence of exterior materials that date from the resource’s period of significance. Recreated properties, such as recent buildings or structures constructed to look like they are historic, and historic resources that have only recreations of lost materials and architectural details, are rarely eligible for the National Register.

- **Workmanship** refers to the physical evidence of the crafts of a certain culture or group of people during a specific period of time. It is the evidence of artisans’ labor and illustrates the craft technologies and aesthetic principles of a particular area and era. Examples include stone masonry, masonry joint tooling, wood and stone carving, graining, turning, and joinery.

- **Feeling** refers to the resource’s expression of the aesthetic or historic sense of a particular period of time. Design, setting, materials, and workmanship all play important parts in conveying a property’s historic character and, when added together, convey the feeling of the resource’s period of significance.

- **Association** is the direct link between the resource and an important historic event, era, or person. It is present if the resource is the place where the historical event or activity occurred and the historic design, materials, workmanship, and setting are intact enough that a casual observer would be able to understand that relationship and the property’s historic context.

Additional information on evaluating the eligibility of a historic property can be found in NPS Bulletin 16 A: How to Complete the National Register Nomination Form, NPS Bulletin 16B: How to Complete the National Register Multiple Property Documentation Form, and Bulletin 15: How to Apply the National Register Criteria for Evaluation. Examples of evaluating the eligibility of a historic property are available by contacting the Iowa SHPO.
For every property 45 years of age and older within an intensive level survey area, a full evaluation of the resource must be completed. This may include previously unevaluated resources or those being reevaluated for NRHP eligibility. This evaluation should include a discussion of significance, evaluation for the NRHP, and assessment of integrity. Both significance and a sufficient level of integrity must exist for a resource to be considered eligible for NRHP listing. Criteria Considerations should only be noted and addressed if it is applicable to that resource. Notes on condition (not necessarily the same as integrity) should be made as observations and included in the statement of significance as part of the resource’s history, but not as a basis of skipping evaluation under the four National Register criteria. Omitting the evaluation for resources that have a very apparent diminished level of historical integrity is not appropriate.
REPORT DOCUMENTATION

General Report Guidance

When preparing survey reports, the following best practice guidelines are recommended:

- Use font size 12, less for large tables;
- Units of measurement should be in Imperial format;
- Tables, photographs, and figures may be integrated into the main body of the report or in appendices;
- Use clear graphics to identify all resources;
- Provide both a hard copy and digital copy;
- If the project area included an archaeological survey along with the historic architectural survey, either provide two separate report documents or ensure a clear division between the two disciplines within a single report document to allow for confidentiality redaction and report filing. For information regarding archaeological work guidelines in Iowa, refer to the Association of Iowa Archaeologists Guidelines (2018, revised)

Reconnaissance. Reconnaissance survey reports provide an early awareness of the existence of potentially significant historic resources within a defined area. To do so, reconnaissance reports should include a complete discussion of the project’s goals, methodology, sources used, previous studies, historical context, discussion of resources, results, and recommendations for any additional survey work. Identifying the geographic boundaries for a possible future survey is helpful. When determined, those boundaries should be recorded and justified.

Intensive. An intensive level survey is usually conducted with the goal of identifying, documenting, and evaluating all historic properties within given boundaries for inclusion in the NRHP either as part of a potential historic district or individually. Intensive level survey reports, therefore, should include evaluations for NRHP eligibility and statements of significance for each resource at least 45 years old or has significance under Criteria Consideration G.

In developing a written evaluation of buildings, structures, sites, and objects for NRHP eligibility, the format should consist of an architectural description of the property, statement of significance, and an evaluation of the resource with recommendation on its NRHP eligibility. Complete property information is required on an Iowa Site Inventory Form, attached in appropriate appendix; a summarized version of this property information should always be included in the body of the report.
In developing a statement of significance for a report, begin with whether the resource has been previously evaluated and note the determination of being eligible or not eligible. Be sure to include a statement of whether the resource has potential for inclusion as a contributing element to a National Register historic district. Additionally, discuss the resource within its historic context and include information on how the resource has been modified over time.

**Recommended Outline Format**

A suggested outline for a comprehensive reconnaissance or intensive level report is presented below. The level of detail in the report depends on the type of survey. Be sure to note and include the items required for your specific scope of work.

I. **Title Page**
   a. Title of report or project name;
   b. Date of report, including any revision dates;
   c. Name of Principal Investigator preparing the report;
   d. Type of survey report (reconnaissance or intensive).

II. **Acknowledgements**
   a. List contributors of funding, if applicable;
   b. Sources of information like historic societies, local governments, state and federal staff and members of the public.

III. **Executive Summary or Abstract:** Summarize the purpose of the survey, geographic boundaries, history of the area, and applicable historic contexts.

   Be sure to include the following items within the abstract:
   a. *Report Title:* The full title that is noted on the cover page of the report. This section should also include the report submittal date and revisions, if applicable;
   b. *Project Name:* This refers to the official project name provided by the project sponsor, if applicable;
   c. *Project Location:* This information should include proximity to nearest town or city as well as highway or route number and mileposts, if applicable. Specific coordinates for the project should be included [e.g. Public Land Survey System (PLSS) and Universal Transverse Mercator (UTM), NAD83];
   d. If this is a review and compliance project, also include the name of the lead federal agency responsible for consultation under the National Historic Preservation Act. If applicable, other agencies or government entities involved should be included as well;
   e. If this is another type of project, such as a preservation planning and/or grant-funded project, also include the name of the responsible organization and other organizations as appropriate, such as a city or county government or local historic preservation commissions. If grant-funded, be sure to list the organization(s) from which the grant was obtained;
   f. *Description of the Project:* Describe the purpose of the survey with the extent and limits of ground disturbing activities, including detailed information of extent of disturbance, if available. The project area or Areas of Potential Effect (APE) should be clearly defined, particularly if different from the survey area.

IV. **Table of Contents**
   a. List all major report sections with corresponding page numbers.
V. Lists of figures, maps, illustrations, and tables
   a. List figure numbers, subject and/or title of graphic item, and page number for each image;
   b. Reports should contain clear maps of the survey area with labels for all surveyed resources;
   c. It is acceptable to place maps, illustrations, and figures within the body of the report as opposed to adding them to the end of the report;
   d. Include a guide to symbols and abbreviations used, as applicable.

VI. Introduction and Project Overview
   a. Provide a summary of the purpose of the survey, project, and results of survey efforts;
   b. Discuss the research design, methods, and expected results, including:
      i. Goals and objectives for the survey;
      ii. Description, explanation, and justification for survey boundaries, including the amount of blocks or acres covered. For review and compliance surveys, include a thorough description of the survey area with boundaries using the Public Land Survey System (PLSS) location;
      iii. Methods, including timeline, staffing, activities, and how and what information was gathered;
      iv. Research questions that guided the survey and research, such as types of resources sought, development patterns, major historic events, and physical features of development;
      v. Overview of survey results and products, including number and types of historic resources, historic contexts, and recommendations for additional survey work.

VII. Historic Contexts: This section summarizes the historic development of the study area. A summary of the natural and topographical features that impacted the historic development should also be included. For additional information, see the “Historic Contexts” section of this document.
   a. Summary paragraph that introduces the historic contexts developed for this report as well as those previously developed in any prior surveys or documents;
   b. Summary of the cultural patterns that have influenced the survey area with an emphasis on the evolution of the architectural, landscape and community settlement patterns;
   c. Summary of the existing documented historic resources of the survey area, including but not limited to previous survey efforts;
   d. For those historic contexts developed specifically for this report, describe each, including the themes, geographic boundaries, time period, and chronological development. Embedded historical images, figures, and maps may be used to further illustrate the discussion;
   e. Acknowledgment of listed National Register properties as well as known National Historic Landmarks;
   f. Discussion of cultural theme(s) preferably organized by chronology;

VIII. Associated Property Types: Comparative discussion of the character defining features of the surveyed resources, including the following:
   a. Provide general definitions and descriptions of the property types 45 years of age and older, including how they relate to the historical themes, expected features and styles, and relationships to secondary buildings, travel corridors, and other resources;
   b. Include at least one photograph of each resource;
   c. For intensive surveys, identify the significance of the resources, including how they reflect their historic contexts and level of significance (local, state, or national);
   d. For intensive surveys, discuss the registration requirements for the National Register, including how the historic resources should meet each of the National Register criteria for significance, the level of integrity resources must have, acceptable and unacceptable alterations, and
whether any National Register Criteria Considerations should be taken into account.\textsuperscript{18}

IX. Identification and Recommendations (Reconnaissance Level Surveys):
   a. Overview of what was surveyed and the result, including numbers and types of resources, geographic scope, time period(s), other information collected, and recommendations for additional survey work;
   b. Maps with numbered and delineated resources;
   c. Photographs of all resources;
   d. List of properties, including:
      i. Iowa Site Inventory Number;
      ii. Resource name and type;
      iii. Year constructed;
      iv. Physical address;
      v. Recommendations for additional survey work.

X. National Register Evaluations and Recommendations (Intensive Level Surveys)
   a. Overview of what was surveyed and the result, including numbers and types of resources, geographic scope, time period(s), other information collected, and recommendations;
      i. Also note the number and type of National Register recommended historic resources, including contributing and noncontributing resources in potential or reevaluated historic districts;
   b. Maps with numbered and delineated resources;
   c. Photographs of all resources;
   d. For each resource identified during the survey at least 45 years old, include:
      i. Assigned Iowa Site Inventory Number;
      ii. Resource name and type;
      iii. Summary architectural description;
      iv. Year constructed;
      v. Physical address;
      vi. Applicable historic contexts;
      vii. A summary statement of significance;
      viii. Whether the resource had previously been evaluated;
      ix. Recommendations for inclusion in the National Register either individually or as part of a proposed historic district and under which criterion.
   e. For each resource less than 45 years of age, include:
      i. Assigned Iowa Site Inventory Number;
      ii. Resource name and type;
      iii. Year constructed;
      iv. Physical address;
      v. Recommendations for any future survey work.

XI. Summary
   a. Provide a summary of recommended future steps, which may involve intensive level surveys, reconnaissance or intensive level surveys for additional scope areas, MPD/MPS of architectural resources, and the pursuit of updated evaluations and/or National Register nominations;

\textsuperscript{18} For a discussion of National Register Criteria Considerations, see pages 25 – 43 of the NPS \textit{Bulletin 15: How to Apply the National Register Criteria for Evaluation.}
b. Discuss any areas identified for future reconnaissance or intensive level surveys, including geographic boundaries, number of resources, types of resources, and how the resources relate to the larger geographic area.

XII. Major Bibliographic References: Using an accepted bibliographic style, such as Chicago or MLA, list resources used in the completion of this project.

XIII. Appendices:
   a. For intensive survey reports, include Iowa Site Inventory Forms (ISIF) for all resources at least 45 years of age;¹⁹
      i. For National Register recommended historic districts, list all properties within the proposed boundary on ISIF, regardless of age;
   b. For intensive survey reports, include a Resource Inventory Spreadsheet (RIS) for all resources less than 45 years of age;
      i. The RIS must be imbedded in the report document appendix and as a separate electronic appendix;
   c. For reconnaissance survey reports, include a Resource Inventory Spreadsheet (RIS) for all resources, regardless of age;
      i. The RIS must be imbedded in the report document appendix and as a separate electronic appendix;
   d. Historical Architectural Database (HADB) form;
   e. Other supporting information, such as historic maps, fire insurance maps, associated MPD/MPS information, maps of recommended future survey areas, etc.

For more information on evaluating resources for NRHP eligibility, developing historic contexts, and statements of significance, see the subject sections of this document, NPS Bulletin 39: Researching a Historic Property, Bulletin 15: How to Apply the National Register Criteria for Evaluation, Bulletin 16A: How to Complete the National Register Registration Form, or NPS Bulletin 16B: How to Complete the National Register Multiple Property Documentation Form. Guidance on crafting architectural descriptions can be found in the above NPS bulletins. For additional research resources, see Appendix B.

¹⁹ All Iowa Site Inventory Forms should be bound as an appendix within the report; additional loose forms are not necessary.
IOWA SHPO COLLECTION

The Iowa SHPO Collection includes information on architectural, historical and archaeological resources and surveys from around the state. The collection includes National Register of Historic Places property documentation and individual Iowa Site Inventory Forms as well as reconnaissance and intensive level survey reports within the Historical Architectural Database (HADB) and National Archaeological Database (NADB).20 This information has been collected over many years by the State Historic Preservation Office; numerous federal, state, and local agencies; county and local historical societies; educational institutions; research organizations; as well as private property owners.

Iowa Site Inventory Files and Forms

An important component of the Iowa SHPO Collection is the Iowa Site Inventory and Iowa Site Inventory Form (ISIF). Information in each Iowa Site Inventory file varies ranging from a single photograph to a full National Register of Historic Places nomination. The forms, which largely make up the inventory, are an invaluable tool for documenting a property’s historic features and characteristics, and are used by SHPO to evaluate whether or not a property may be eligible for listing in the National Register. Though the threshold is not as high as for a National Register nomination, most of the important components in an ISIF are the same as what is required for a nomination, such as the name and location of a property, physical description, maps, history, photographs, and assessment of how the property meets one or more of the National Register criteria. These forms are a required component for intensive level survey reports, State Tax Credit applications, property evaluations under Section 106, and are helpful in preparing documentation for potential National Register nominations. Although these forms are frequently a component of a proposed project or undertaking submission packet to the SHPO, project-specific information should not be recorded on the ISIF.

The Iowa Site Inventory Form can be downloaded from the SHPO website. Full instructions for completing the ISIF are also available through the SHPO website. The submission of digital photos needs to follow the instructions and guidelines available online. If submitting photos on CD-R, a digital photo log is required.

20 For more information regarding NADB and archaeological work guidelines in Iowa, refer to the Association of Iowa Archaeologists Guidelines (2018, revised).
The Statewide Site Inventory Coordinator (historic.preservation@iowa.gov) can answer questions about individual properties within the Iowa Site Inventory as well as create lists of properties within specific cities, counties, or historic districts, or by the names of builders, architects, or architectural firms.

**Historical Architectural Database and Forms**

Along with the Iowa Site Inventory and Iowa Site Inventory Form, under the umbrella of the Iowa SHPO Collection is the Historical Architectural Database (HADB). More than 2,100 documents give insight into the history and architecture of Iowa. Some of what HADB contains:

- Reconnaissance, intensive, and thematic surveys;
- Multiple Property Documentation Forms (MPD/MPS) for the NRHP
- Mitigation booklets from state and federal projects;
- Individual property reports;
- HABS/HAER documentation.

Many of these documents contain information about properties in the Iowa Site Inventory and are linked to the SHPO databases. A current list of the reports in HADB can be found on the SHPO website. The digital copies of individual documents can be requested from the Statewide Site Inventory Coordinator (historic.preservation@iowa.gov) and sent via email or Google Drive.

Both reconnaissance and intensive level surveys require populating a HADB form. A digital copy of the HADB form and instructions can be downloaded from the SHPO website. Contact the Statewide Site Inventory Coordinator (historic.preservation@iowa.gov) to obtain a HADB number.
APPENDIX A: GLOSSARY OF COMMONLY USED ABBREVIATIONS AND TERMS

**Adverse effect**: According to § 800.5, any action as identified through the Section 106 process “that may alter, directly or indirectly, any of the characteristics of a historic property that qualify the property for inclusion in the National Register in a manner that would diminish the integrity of the property’s location, design, setting, materials, workmanship, feeling, or association.” For more information, see 36 CFR Part 800 – Protection of Historic Properties.

**Advisory Council on Historic Preservation (ACHP)**: An independent federal agency that promotes the preservation and use of the nation’s historic resources and advises Congress and the President on historic preservation policy. For more information, see the ACHP website.

**Association**: One of the “seven aspects of integrity” and which refers to the direct link between the property and an important historic event, era, or person. It is present if the property is the place where the historic event or activity occurred and the historic design, materials, workmanship, and setting are intact enough that a casual observer would be able to understand that relationship and the property’s historic context. For more information, see NPS Bulletin 15: How to Apply the National Register Criteria for Evaluation, p. 45.

**Area of potential effect (APE)**: Geographic area(s) within which an undertaking may directly or indirectly cause an alteration in the character or use of a historic property and is influenced by the scale and nature of the undertaking (§ 800.16). For more information, see 36 CFR Part 800 – Protection of Historic Properties.

**Building**: A construction principally created to house any form of human activity, such as a house, barn, or church. It may also refer to a historically and functionally-related unit, such as a courthouse and jail or a house and barn. For more information, see NPS Bulletin 15: How to Apply the National Register Criteria for Evaluation, p. 4.
Certified Local Government (CLG): A local government that has completed a certification program (established through the National Park Service and administered by State Historic Preservation Offices), showing their commitment to historic preservation within their community. Information on Iowa's CLG program may be found on SHPO's website.

Contributing resource: A building, structure, object, or site that adds to the historic associations, historic architectural qualities, or archaeological values for which a property is significant due to its integrity and presence during the period of significance or its individual eligibility for the National Register.

Criteria (National Register): The set of categories that represent the value or significance of a property to history and under which it may be nominated to the National Register. Criterion A represents properties that are significant for their connection to historic patterns or events. Criterion B represents properties that are associated with persons significant to local, state, or national history. Criterion C encompasses the design or construction value of properties that are good, historical examples of expressions of culture and/or technology. Criterion D is used for properties that have yielded or have the ability to yield information important to our understanding of prehistory or history. For more information, see NPS Bulletin 16A: How to Complete the National Register Registration Form, pp. 35 – 41, and Bulletin 15: How to Apply the National Register Criteria for Evaluation, pp. 11 – 24.

Criteria Considerations (National Register): A special set of requirements under which properties that are not usually considered eligible for listing in the National Register may be eligible for listing. These properties are (A) religious properties, (B) moved properties, (C) birthplaces and graves, (D) cemeteries, (E) reconstructed properties, (F) commemorative properties, and (G) properties achieving significance within the last fifty years. For additional guidance on Criteria Considerations, please see NPS Bulletins 16A: How to Complete the National Register Registration Form, pp. 36 – 37, and 15: How to Apply the National Register Criteria for Evaluation, pp. 25 – 43.

Criterion A: One of four National Register criteria under which a property may be nominated and represents properties associated with events that have made a significant contribution to the broad patterns of local, state, or national history. For more information, see NPS Bulletin 15: How to Apply the National Register Criteria for Evaluation, pp. 12 – 13.

Criterion B: One of four National Register criteria under which a property may be nominated and represents properties associated with the lives of persons significant in our past. For more information, see NPS Bulletin 15: How to Apply the National Register Criteria for Evaluation, pp. 14 – 16, and NPS Bulletin 32: Guidelines for Evaluating and Nominating Properties Associated with Significant Persons.

Criterion C: One of four National Register criteria under which a property may be nominated and represents properties that embody the distinctive characteristics of a type, period or method of construction or that represent the work of a master, or possesses high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction. For more information, see NPS Bulletin 15: How to Apply the National Register Criteria for Evaluation, pp. 17 – 20.

Criterion D: One of four National Register criteria under which a property may be nominated and represents properties that have yielded or may be likely to yield information important in prehistory or history. Most
commonly used for archaeological sites, but may also be used for buildings, sites, structures, objects, or districts. For more information, see NPS Bulletin 15: *How to Apply the National Register Criteria for Evaluation*, pp. 21 – 24. For more information on applying Criterion D to archaeological properties, see NPS Bulletin 36: *Guidelines for Evaluating and Registering Archaeological Properties*.

**Design:** One of the “seven aspects of integrity” and which refers to the combination of elements that create the form, plan, space, structure, and style of a property. It stems from the original concept for the property and encompasses alterations, community planning, engineering, architecture, and landscape architecture. Design reflects historic functions, technologies, and aesthetics. For more information, see NPS Bulletin 15: *How to Apply the National Register Criteria for Evaluation*, p. 44.

**Effect:** Under Section 106, any “alteration to the characteristics of a historic property qualifying it for inclusion in or eligibility for the National Register.” For more information, see 36 CFR Part 800 – Protection of Historic Properties.

**Eligible/Eligibility:** A property is considered eligible for the National Register or has NRHP eligibility when it satisfies the conditions of historic significance and integrity for NRHP listing as outlined in NPS Bulletin 15: *How to Apply the National Register Criteria for Evaluation*. Properties that are eligible will have an established period of significance and fall under one or more of the National Register Criteria. See also period of significance, Criteria (National Register), Criterion A, Criterion B, Criterion C, and Criterion D.

**Feeling:** One of the “seven aspects of integrity” and which refers to the property’s expression of the aesthetic or historic sense of a particular period of time. Design, setting, materials, and workmanship all play important parts in conveying a property’s historic character and, when added together, convey the feeling of the property’s period of significance. For more information, see NPS Bulletin 15: *How to Apply the National Register Criteria for Evaluation*, p. 45.

**Field survey:** The physical search for and recording of historic resources on the ground within a defined geographic area. Field surveys are a component of a reconnaissance survey and intensive survey.

**Historical Architectural Database (HADB):** Identifies and records reconnaissance and intensive level historic architectural studies and reports in Iowa.

**Historic architectural survey:** Comprised of archival research, fieldwork (or field survey), and recommendations.

**Historic context:** In general, the economic, political, social, cultural, technological, and religious conditions of a particular time and place. The Secretary of the Interior’s Standards further define it as a framework that groups information based on a historic theme, time period, and geographic area. For more information, see NPS Bulletin 16A: *How to Complete the National Register Registration Form*, pp. 49 – 51, and Barbara Wyatt’s *“The Components of a Historic Context: A National Register White Paper”*. 
Historic district: A significant concentration, linkage, or continuity of related buildings, properties, or sites that are historically or architecturally significant and listed in or eligible for listing in the National Register of Historic Places.

Historic property: According to the National Historic Preservation Act, as amended, “any prehistoric or historic district, site, building, structure, or object included in, or eligible for inclusion in the National Register including artifacts, records, and material remains related to such a property or resource” (16 U.S.C. Section 470(w)(5)). Also referred to as historic resource.

Historic resource: See historic property.

Historic significance: For a historic property, it is the quality of being worthy and recognized for its associations with historic events, eras, trends, or persons. That significance will fall under one or more of the National Register criteria for evaluation. See also Criteria (National Register).

Historical Resource Development Program (HRDP): Iowa grant program administered by the State Historical Society of Iowa and funded through the Resource Enhancement and Protection Act (REAP) to preserve, conserve, interpret, enhance, and educate the public about Iowa’s historical resources. For more information, see the Iowa Department of Cultural Affairs website.

Iowa Site Inventory Form (ISIF): A form provided by SHPO that is used to document a property’s historic features and characteristics. It is often used by SHPO to evaluate whether a property may be eligible for the National Register and is a required component for State Tax Credit applications. For further information, see the SHPO website.

Integrity: The ability of a property to convey its significance through seven aspects or qualities, including location, design, setting, materials, workmanship, feeling, and association.

Intensive survey: According to the Secretary of the Interior’s Standards and Guidelines, it is “a systematic, detailed examination of an area designed to gather information about historic properties sufficient to evaluate them against predetermined criteria of significance within specific historic contexts.” For more information, see NPS Bulletin 24: Guidelines for Local Surveys: A Basis for Preservation Planning, pp. 37 – 39. See also field survey and reconnaissance survey.

Level of significance: Refers to whether the significance of a property is associated with local, state, or national history. See also historic significance.

Location: One of the “seven aspects of integrity” and refers to the place where a historic property was constructed or the place where a historic event happened. The relationship between the property and the place of its construction is important in understanding why an event occurred or why the property was constructed. Because of this, a moved property is generally ineligible for the National Register due to the destruction of the association between it and its original location and setting except in unusual circumstances. For more information, see NPS Bulletin 15: How to Apply the National Register Criteria for Evaluation, p. 44.
Materials: One of the “seven aspects of integrity” and which refers to the physical elements that were combined or deposited during a certain period of time in order to construct a property. The materials used reflect aesthetic choices as well as what was available at the time in terms of materials and technology. Especially important is the presence of exterior materials that date from the property’s period of significance. For more information, see NPS Bulletin 15: *How to Apply the National Register Criteria for Evaluation*, p. 45.

Multiple Property Documentation (MPD, MPDF, MPS): A Multiple Property Documentation Form is a cover document that serves as a basis for evaluating the NRHP eligibility of related properties. It may be used to nominate thematically-related properties or establish registration requirements for properties that may be nominated in the future. When submitted with individual registration forms to NPS and successfully listed in the National Register, it becomes a Multiple Property Submission (MPS). MPD, MPDF, and MPS are commonly used interchangeably to describe multiple property documents or submissions. For more information, see NPS Bulletin 16B: *How to Complete the National Register Multiple Property Documentation Form*.

National Historic Preservation Act (NHPA): A 1966 law written to improve the protection of the nation's prehistoric and historic resources (last amended in 2004). It also established the National Register of Historic Places, National Historic Landmark program, and State Historic Preservation Offices. For more information, see the ACHP website or the NCSHPO website.

National Park Service (NPS): A United States government agency housed within the Department of the Interior that oversees all national parks, many national monuments, and various conservation and historical properties. It was established through the 1916 National Park Service Organic Act. For more information, see the NPS website.

National Register of Historic Places (NRHP): Authorized by the National Historic Preservation Act, it is the official list of the nation's historic places that have been deemed worthy of recognition and preservation. For more information, see the NPS website.

No adverse effect: According to § 800.5 of the federal regulations governing the Section 106 process, it is a finding where the undertaking’s effects will not result in “physical destruction of or damage to all or part of the property” or “the undertaking is modified or conditions are imposed, such as the subsequent review of plans for rehabilitation by the SHPO/THPO to ensure consistency with the Secretary’s Standards for the Treatment of Historic Properties (36 CFR part 68) and applicable guidelines, to avoid adverse effects.” For more information, see 36 CFR Part 800 – Protection of Historic Properties.

No historic properties affected: According to § 800.4 of the federal regulations governing the Section 106 process, it is a finding by the agency official that “either there are no historic properties present or there are historic properties present but the undertaking will have no effect upon them as defined in § 800.16(i).” See also effect. For more information, see 36 CFR Part 800 – Protection of Historic Properties.

Noncontributing: Buildings, structures, objects, or sites within the boundaries of a NRHP eligible or listed property that do not contribute to the historic significance of the resource.
Object: A construction that is primarily artistic in nature, smaller in scale, and simply constructed, such as a fountain, boundary marker, monument, or sculpture. For more information, see NPS Bulletin 15: How to Apply the National Register Criteria for Evaluation, p. 5.

Period of significance: The year or span of years in which a property was associated with important historical events, activities, or persons or attained the characteristics which qualify it for the National Register. For more information, see NPS Bulletin 16A: How to Complete the National Register Registration Form, p. 42.

Preservation planning: According to the Secretary of the Interior's Standards and Guidelines, it is “the organization into a logical sequence of preservation information pertaining to identification, evaluation, registration and treatment of historic properties, and setting priorities for accomplishing preservation activities.” For more information, see NPS Bulletin 24: Guidelines for Local Surveys: A Basis for Preservation Planning.

Programmatic agreement: According to § 800.16(t) of the federal regulations governing the Section 106 process, it is “a document that records the terms and conditions agreed upon to resolve the potential adverse effects of a Federal agency program, complex undertaking or other situations in accordance with §800.14(b).” For more information, see 36 CFR Part 800 – Protection of Historic Properties.

Property type: A grouping of individual properties characterized by common physical and/or associative characteristics. Physical characteristics might include style, method of construction, scale, materials, workmanship, or others. Associative characteristics might include the properties’ relationship to specific events, people, or activities. For more information, see NPS Bulletin 16B: How to Complete the National Register Multiple Property Documentation Form, pp. 14 – 18.

Reconnaissance survey: According to the Secretary of the Interior’s Standards and Guidelines, it is “an examination of all or part of an area accomplished in sufficient detail to make generalizations about the types and distributions of historic properties that may be present.” For more information, see NPS Bulletin 24: Guidelines for Local Surveys: A Basis for Preservation Planning, pp. 35 – 36. See also field survey.

Resource Inventory Spreadsheet (RIS): A spreadsheet provided by SHPO that documents basic information on all properties during a reconnaissance survey, and properties less than 45 years of age during an intensive level survey.

Review and compliance: The process by which federal agencies take into account the effects of their undertakings on historic properties either already on or eligible for the National Register and meet the standards of Section 106 of the National Historic Preservation Act (1966, as amended). For further information, see the SHPO website. See also Section 106.

Section 106: The section of the National Historic Preservation Act (1966, as amended) that applies to the effects that federal undertakings may have on historic properties. 36 CFR Part 800 of federal regulations governs the process for review and compliance with Section 106 and requires federal agencies to assess and take into account the effects of their undertakings on historic properties either already on or eligible for the
National Register. For further information, see the SHPO website, 36 CFR Part 800 – Protection of Historic Properties, and the U.S. Department of the Interior’s website.

Setting: One of the “seven aspects of integrity” and which refers to the physical environment of a property. Though related to location, setting actually refers to how the property is situated within its environment and how it relates to its surroundings rather than just the spot upon which a property was constructed. It includes both natural and manmade elements, such as vegetation, topographic features, and how the property sits in relation to other buildings, structures, travel corridors, public spaces, and other features. A setting that reflects the appearance of a site during its period of significance will have a high degree of integrity in this aspect. For more information, see NPS Bulletin 15: How to Apply the National Register Criteria for Evaluation, p. 45.

Seven aspects of integrity: A list of seven physical qualities that should mostly be present for a historic property to retain integrity and convey its significance. Several and usually most of the following will need to be intact from the period of significance for a historic property to have integrity: location, design, setting, materials, workmanship, feeling, and association. For more information, see NPS Bulletin 15: How to Apply the National Register Criteria for Evaluation, pp. 44 – 45. See also integrity, location, design, setting, materials, workmanship, feeling, and association.

Significance: See historic significance.

Site: The location of a significant event where a historic activity or occupation occurred. The location itself must possess historic, cultural, or archaeological value whether or not any buildings, structures, or objects remain. For more information, see NPS Bulletin 15: How to Apply the National Register Criteria for Evaluation, p. 5.

State Historic Preservation Office (SHPO): An office at the state level that was created by Section 101 of the National Historic Preservation Act (1966, as amended) for the purposes of surveying and recording historic properties, facilitating the NRHP nomination process, reviewing undertakings under Section 106, and supporting historic preservation at the state and local levels. For more information, see the Iowa SHPO website.

Structure: Construction built for purposes other than for human shelter, such as grain elevators, tunnels, windmills, bandstands, and bridges. For more information, see NPS Bulletin 15: How to Apply the National Register Criteria for Evaluation, p. 5.

Undertaking: According to § 800.16(y) of the federal regulations governing the Section 106 process, it is “a project, activity, or program funded in whole or in part under the direct or indirect jurisdiction of a Federal agency, including those carried out by or on behalf of a Federal agency; those carried out with Federal financial assistance; and those requiring a Federal permit, license or approval.” For more information, see 36 CFR Part 800 – Protection of Historic Properties.

Workmanship: One of the “seven aspects of integrity” and which refers the physical evidence of the crafts of a certain culture or group of people during a specific period of time. It is the evidence of artisans’ labor and illustrates the craft technologies and aesthetic principles of a particular area and era. For more information, see NPS Bulletin 15: How to Apply the National Register Criteria for Evaluation, p. 5.
APPENDIX B: RESEARCH RESOURCES

National Park Service Resources

The National Park Service (NPS) website has sample nominations and many other bulletins, as well as initiatives, policy clarifications, white papers, and special publications that can help preparers in evaluating properties and making determinations of eligibility for NRHP listing. A select few are below.

- Bulletin 15: How to Apply the National Register Criteria for Evaluation
- Bulletin 16A: How to Complete the National Register Registration Form
- Bulletin 16B: How to Complete the National Register Multiple Property Documentation Form
- Bulletins 21 & 12: Defining Boundaries for National Register Properties
- Bulletin 22: Guidelines for Evaluating and Nominating Properties that Have Achieved Significance Within the Past Fifty Years
- Bulletin 24: Guidelines for Local Surveys – A Basis for Preservation Planning
- Bulletin 39: Researching an Historic Property
- Bulletin 30: Guidelines for Evaluating and Documenting Rural Historic Landscapes
- Bulletin 42: Guidelines for Identifying, Evaluating, and Registering Historic Mining Sites
Iowa Resources

In addition to historical resources available at local libraries, historical societies, and county government offices, the State Historical Society of Iowa has statewide resources available at two Research Centers in Iowa City and Des Moines.

- Visitor Information
- Collections, archives, and vital records

The State Historic Preservation Office (SHPO) in Des Moines also houses many resources valuable to those conducting surveys, including historic and archaeological site inventories, previous nominations, and Multiple Property Documentation Forms/Multiple Property Submissions (aka MPD/MPDF or MPS) that are useful for historic contexts, and architect files. Resources are available in person during research hours. Most previously listed National Register properties and MPD/MPS for Iowa, however, are available to download to a personal computer through the NPS website.

Online research resources include:

- State Library of Iowa for Sanborn Fire Insurance maps;
- State Data Center for census and demographic information;
- Iowa Heritage Digital Collections for maps, atlases, photos, and other information;
- University of Iowa Digital Library for maps, atlases, photos, and other information;
- Iowa Geographic Map Server for historic aerial photos;
- Iowa DNR’s Historic Aerial Photo Project.

Other Resources

Many other resources can be found online that offer researchers access to Iowa-specific information. A few of these include:

- FamilySearch.org for federal and state census information;
- General Land Office Records from the U.S. Department of the Interior Bureau of Land Management;
- Library of Congress for:
  - Sanborn Fire Insurance Maps
  - Chronicling America (newspapers)
  - Prints & Photographs Online Catalog
- NewspaperArchive.com

Resources for determining architectural style can be found both on the internet and in book form, often available at local libraries. A few suggestions are listed below:

APPENDIX C: FREQUENTLY ASKED QUESTIONS

What is a historic property?
According to the National Historic Preservation Act, “any prehistoric or historic district, site, building, structure, or object included in, or eligible for inclusion in the National Register including artifacts, records, and material remains related to such a property or resource” (16 U.S.C. Section 470(w)(5)).

What resources are evaluated for National Register eligibility?
All buildings, structures, outbuildings, and ancillary structures, sites, and objects that are at least 45 years of age or meet Criteria Consideration G should be evaluated for National Register eligibility during an intensive level survey. This evaluation should be documented on an Iowa Site Inventory Form and within the report text.

How should resources within a survey area be documented?
At the intensive level, all properties within the survey area at least 45 years of age or meet Criteria Consideration G will be recorded on an Iowa Site Inventory Form; a summary of this information should also be included within the report text. Properties less than 45 years of age identified during an intensive level will be recorded on a Resource Inventory Spreadsheet (RIS).
At the reconnaissance level, all properties within a survey area, regardless of age, will be recorded on a RIS; a summary of this information and any additional information for properties at least 45 years of age should be included within the report text.

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<td>RIS</td>
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<tr>
<td><strong>Intensive</strong></td>
<td>ISIF</td>
<td>RIS</td>
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Resources include all above ground properties, such as buildings, travel corridors, bridges, dams, cemeteries, parks, and other elements of the built environment. Providing additional photo documentation of streetscapes establishes support for report findings.

**Do I need an Iowa Site Inventory Number for all properties within the boundary of a reconnaissance survey?**
Yes. The Iowa SHPO is now requiring an Iowa Site Inventory Number for all properties identified during a reconnaissance survey. This number is also required for all properties identified during an intensive level survey.

**Who do I contact to obtain an Iowa Site Inventory Number or a range of numbers for my survey project?**
Contact the Statewide Site Inventory Coordinator (historic.preservation@iowa.gov) for Iowa Site Inventory Number assignments.

**Who do I contact to obtain a list of properties already in the SHPO inventory?**
Contact the Statewide Site Inventory Coordinator (historic.preservation@iowa.gov) with any questions about the Iowa Site Inventory.

**Can I document a resource on an Iowa Site Inventory Form during a reconnaissance survey?**
Occasionally, a Federal Agency or its official delegate may conduct a reconnaissance survey and identify a property older than 45 years with unknown eligibility. For their Section 106 documentation purposes, the agency will record the property on an ISIF, recommend additional survey work, and treat the property as eligible for the National Register of Historic Places.

**Can I determine a property ineligible at the reconnaissance level?**
At the reconnaissance survey level, typically no official eligibility determination recommendations will be given, only recommendations for additional survey work. The exception to this would be if a property has been evaluated at the intensive level within the past five years and determined not eligible for the NRHP with SHPO agreement. In this situation, the determination of ineligibility can be noted during the recon survey.

**What if I only have one property to survey for my review and compliance project?**
A Principal Investigator may use an Iowa Site Inventory Form to evaluate and document a single resource within the Area of Potential Effects. While not associated with a survey, the level of research and information
provided in the stand-alone ISIF should be at the intensive level. Keep in mind, consideration should be given
to the direct and indirect effects of the project on all historic properties.

Can I include my project information on the ISIF?
No. Although these forms are frequently a component of a proposed project or undertaking submission packet
to the SHPO, project-specific information should not be recorded on the ISIF.

How do I submit a review and compliance project for SHPO comment?
Please refer to “How to Submit” on the SHPO website.

Who can submit a review and compliance project for SHPO comment?
Please refer to “Before you Submit” on the SHPO website.

What if something is obscuring my view?
Try returning to the survey location at a different time of day to avoid the inclusion of vehicles, people and
animals in photographs. If you have permission to survey on private property, ask the owner if obstructions
can be moved from the field of view. If an obstructed view is all that can be attained, blurring out an image
to remove license plates or people should be done in the report.

When is the best time to survey?
The best time to survey is tied to minimizing factors that may obstruct a photograph. For survey areas with
numerous trees, survey during spring or fall when foliage is minimal. Surveying after a heavy snow fall is not
ideal due to covering or obscuring of architectural details. Try to photograph at the appropriate time of day
to avoid glare from the sun. Consider surveying during hours that will minimize including vehicles and people
in photographs.

What if I can’t establish a build date?
Generally, circa dates should be used sparingly but are most appropriately used during reconnaissance level
survey efforts. If a specific placed in service is elusive, using a circa placed in service date is appropriate if
an explanation on the circa date is included in the resource’s statement of significance.

What if I don’t know the name of a property?
For a reconnaissance survey, it is acceptable to use a generic name such as “house” or “commercial” when
identifying a property on the RIS and within the report text. At the intensive level after thorough research, a
Principal Investigator is typically able to provide a historic name on the ISIF and within the report text.

Is it okay to leave a field blank on the Iowa Site Inventory Form?
Occasionally, a Principal Investigator can complete thorough research, and still have missing information
necessary for the ISIF (e.g. material type or a Review and Compliance number). If this occurs, the field should
be left blank. The Principal Investigator may surmise the missing information, such as a material type within
the report text based on information gathered from the surrounding properties.

Should I survey a property immediately bordering the survey area?
Before finalizing a survey boundary, consideration should be given to properties bordering the proposed survey area. Occasionally, the survey boundary may need to expand after some initial research is conducted. It is recommended to discuss any survey area changes with the project sponsor or government agency prior to surveying beyond the designated survey area. See the Boundaries discussion within the Planning and Research section of these guidelines.

**Should I use safety equipment when I survey?**
Yes. Safety equipment such as reflective vests and steel toe shoes should be utilized at a minimum. Additional items like safety eyewear and dust masks may be appropriate when surveying inside buildings. To avoid being lost, printed maps and GPS units should be used when surveying off the path properties.

**How many photos should I take?**
It depends on the size and complexity of the resource as well as level of survey. Larger complexes need more photographic coverage as opposed to smaller buildings or structures. Attention to detail that captures unique attributes of the resource should be collected. Generally, take more pictures than you need. It’s easier to sort through a large amount of images rather than returning to a location to photograph something you missed. Bringing an extra battery, memory card, and a backup camera is recommended when going out to complete survey work.

**What if I can’t get access to someone’s property?**
If access to private property is not granted, then attain as much photographic information as possible from the public right-of-way (ROW). Try to locate recent photographs from alternative sources such as the appropriate County Assessor’s Office. Additional research will be needed in lieu of up-to-date photographs from the respective survey.

**Is it alright to trespass on someone’s property?**
Under no circumstances is it alright to trespass in order to attain a photograph. Contacting landowners to gain access for survey work should be done as early in the process as possible. It is perfectly legal to take photographs from the public ROW without a landowner’s permission, but notification ahead of survey efforts is preferable. Always research where ROW lines are located prior to fieldwork.

**What if I find a public hazard while surveying?**
First, contact emergency services in the case of immediate threat to the public and then notify the project sponsor if applicable. Reportable events include but are not limited to downed power lines, sink holes, public dumping, fires and flooding.