

# Architectural Survey Guidelines



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preserve **ALA**  
ALABAMA HISTORICAL COMMISSION

## **SURVEY PRODUCTS AND DOCUMENTATION**

### **FIELD VISIT**

The consultant may meet with the AHC Architectural Survey Coordinator on site prior to the field survey.

### **SURVEY NUMBERS**

The survey number is comprised of a two letter county abbreviation followed by a five digit number. The survey number uniquely identifies each resource and should be used on the survey forms, maps, inventory, photographs, and survey report. A county abbreviation list can be found on the last page of this document.

*Example: the survey number for the 25<sup>th</sup> property surveyed during a project in Dallas County would be: Ds00025.*

### **SURVEY FORMS**

An AHC Survey Form will be filled out for every resource 50 years of age or older. Digital versions are available from the AHC and will be accepted with the following stipulations: 1) hard copies still must be submitted, in numerical order by survey number; 2) each form must be saved as the survey number.

### **SURVEY REPORT AND INVENTORY**

A Survey Report must be completed for all survey projects regardless if a National Register nomination will be prepared in the future. Refer to pages 4 and 5 for guidelines on how to complete a survey report.

An inventory is a listing of all surveyed historic resources numerically organized by survey number. For each surveyed resource include the following information: the assigned survey number, historic name (if known), address, date of construction, architectural type and brief description, integrity, modifications, current conditions, and any other noteworthy information.

Digital versions of the Survey Report and inventory are accepted with the following stipulations: 1) documents must be saved as .pdf file type; 2) documents must be turned in on a CD or DVD labeled with name and date of survey and the document names.

### **SURVEY MAPS**

The AHC will digitize all completed survey maps. Please be as neat as possible. If maps are turned in messy and hard to understand, they will be returned for correction.

All maps should contain key elements including: 1) north arrow; 2) a reference of the map scale or absence of scale, and 3) name of survey, property or district, county, and state.

All maps, regardless of size, should be folded to an approximately 8 1/2" x 11" size and placed within appropriately sized archival quality, clear plastic sleeves or ringed manila

pockets and submitted **unbound**. Reduce all non-USGS maps to a size no larger than a USGS quad map and fold accordingly. Label all maps with the name and date of project.

USGS maps: When possible, the AHC recommends that all surveyed resources be marked on U.S. Geological Survey topographic maps. Clearly and neatly identify surveyed resources by the assigned survey number (only the last few digits...example: if the survey number is Ds00025, only write 25 on the map) and note other pertinent information as space allows. When using USGS maps where there is a high concentration of resources, photocopy and enlarge the target area to either 8 ½" x 11" or 11" x 17". If this option is chosen, please label the photocopied section by 1) quad name and date and 2) name and date of the survey. The AHC requires one complete set of USGS maps for the entire survey area with all surveyed resources marked by the assigned survey number. Use 7.5-minute series (1:24000) scale maps for surveys. Obtain USGS maps through the Oil and Gas Board, 420 Hackberry Lane, P.O. Box 0218, Tuscaloosa, Alabama 35486, (205) 349-2852.

Digital USGS Maps: The AHC will accept digital versions of USGS maps on CD as long as the maps are printable and the assigned survey number clearly identifies each surveyed resource. Digital maps cannot be substituted for original USGS maps for NR projects. Label the CD/DVD with the name and date of the project, and the contents of the CD/DVD.

Plat Maps: Use plat maps only in urban areas where individual buildings are not delineated on the USGS maps. In these situations a more detailed map -- such as a planimetric, tax map, or city plat map -- that shows all surveyed resources with assigned survey numbers is required. A USGS map is also required that shows the boundaries of the surveyed area. Reduce all non-USGS maps to a size no larger than a 7.5-minute series (1:24000) scale USGS quad map.

Other Maps: When USGS or Plat maps are not available for a particular area, please discuss map options with the AHC Survey Coordinator.

## **PHOTOGRAPHIC DOCUMENTATION**

The AHC will accept .jpg format digital photos for survey work. The size of each image must be 1600x1200 pixels at 300 ppi (pixels per inch) or larger. The AHC recommends saving digital images in 8-bit (or larger) color format, which provides maximum detail even when printed in black-and-white. The file name for each electronic image saved on a CD-R or DVD-R will be saved as the assigned survey number. If multiple pictures are taken of the same resource, add a lower case letter beginning with "a" to the end of the survey number.

CD-Rs and DVD-Rs submitted with a survey will be labeled with: the name of the survey, the county where the survey was performed, the person(s) performing the survey, and the date of the survey. All photographic documentation will become the property of the AHC.

## **SURVEY REPORT GUIDELINES**

A final survey report that meets the Secretary of Interior Standards should be included.

- I. Scope of survey: A survey report is a summary of how the surveyor accomplished the survey. The survey report should address the following items:
  - A. Description of the survey
    1. People who did the work
    2. Surveyor's qualifications
  - B. Purpose of the survey
    1. Why undertake the survey?
    2. What did the surveyor expect to find?
  - C. Survey Methodology
    1. How was the survey accomplished? Describe survey techniques.
      - a. Review of previous surveys
      - b. Local authorities and historical groups contacted
      - c. Sources reviewed
    2. What criteria were used to identify and assess the properties?
- II. What did the survey find?
  - A. Area of survey
    1. A verbal boundary description of the entire survey area
    2. Acreage of survey area
    3. Was the entire area thoroughly inspected? If not, which portions were not surveyed and why?
    4. If, and to what extent, interiors were examined
  - B. Actual number of buildings documented
  - C. Analytical information obtained through the survey
  - D. Ways this information can be used in the future
  - E. Recommendation on the next step to take in connection with the collected data
- III. Description of Surveyed Area: A descriptive statement should be prepared about the overall survey and its results. It should include all components of the survey including historical, architectural, and archaeological. The description should include the following types of information, where applicable.
  - A. General physical description of the natural and man-made character of the survey area, including important geographical and topographical features, density of development, current land uses, and types of historic resources that are most prominent.
  - B. General description of the survey area during periods it achieved significance. If a series of maps is available that illustrate the physical development of the resource area, these can be included.
  - C. Architectural overview
    1. The general character of the surveyed area, such as residential, commercial or industrial and the type of buildings found in the surveyed area
    2. Include a general description of types, styles, or periods of architecture represented in the surveyed area. Discuss such features as scale, proportions, materials, workmanship, design, and quality.

3. Describe the general condition and integrity of buildings, including alterations and additions, and any restoration or rehabilitation activities.
  4. Describe the physical relationship of buildings to each other and to the environment. Include a general discussion of facade lines, street plans, parks, structural density, vegetation, and important natural features and discuss the changes over time.
  5. Provide a breakdown of the approximate percentage of buildings found in the area (commercial, residential, educational, religious, etc.)
- IV. **Significance of Surveyed Area:** The significance of the surveyed area should include historical and architectural components. It should pertain to the surveyed area as a whole, not specific individual properties. Justify all areas of significance in the narrative.
- A. Briefly discuss the overall significance of the historic resources within the area.
  - B. Discuss the broad historical development of the area, including pre- and post-European contact settlement. Discuss the development of transportation routes, trade, agriculture industry, immigration, etc. What are the major periods of significance in the survey area? How do the surveyed resources represent these periods?
  - C. Briefly discuss major historical events and figures related to the significance of the surveyed area and indicate which properties relate to them.
  - D. Discuss in general terms the areas of significance exhibited by the survey area, citing some specific resources as examples.
- V. **Inventory of Recorded Properties:** This is a brief description of each resource included in the final inventory and should include, if applicable, survey number, circa date of construction, brief architectural description, historical data, architect/builder, alterations, current condition, etc.
- VI. **National Register Eligible Resources:** Include a list of recommended National Register eligible individual properties and historic districts or district expansions. Include boundaries of all properties and historic districts.
- VII. **Recommendations:** A brief summary that recommends if additional survey or research should be undertaken in the survey area, needs for context development, and ways survey information can be used.
- VIII. **Bibliographic References:** List the major sources for compiled information used in the survey overview. General reference works on architecture, archaeology, etc. should not be included unless they provide specific information that was of assistance in evaluating the properties. Use a standard bibliographic style listing author, full title, date and location of publication, and publisher. For an article, list the magazine or journal from which it was taken, volume number, and date. For unpublished manuscripts, indicate where copies are available. List all oral interviews with the date of the interview.

## Alabama County Abbreviations

|            |    |            |    |
|------------|----|------------|----|
| Autauga    | Au | Macon      | Mc |
| Baldwin    | Ba | Madison    | Ma |
| Barbour    | Br | Marengo    | Mo |
| Bibb       | Bb | Marion     | Mr |
| Blount     | Bt | Marshall   | Ms |
| Bullock    | Bk | Mobile     | Mb |
| Butler     | Bu | Monroe     | Mn |
| Calhoun    | Ca | Montgomery | Mt |
| Chambers   | Ch | Morgan     | Mg |
| Cherokee   | Ce | Perry      | Pe |
| Chilton    | Cn | Pickens    | Pi |
| Choctaw    | Cw | Pike       | Pk |
| Clarke     | Ck | Randolph   | Ra |
| Clay       | Cy | Russell    | Ru |
| Cleburne   | Cb | Shelby     | Sh |
| Coffee     | Co | St. Clair  | Sc |
| Colbert    | Ct | Sumter     | Su |
| Conecuh    | Cc | Talladega  | Ta |
| Coosa      | Cs | Tallapoosa | Tp |
| Covington  | Cv | Tuscaloosa | Tu |
| Crenshaw   | Cr | Walker     | Wa |
| Cullman    | Cu | Washington | Wn |
| Dale       | Da | Wilcox     | Wx |
| Dallas     | Ds | Winston    | Wi |
| Dekalb     | Dk |            |    |
| Elmore     | Ee |            |    |
| Escambia   | Es |            |    |
| Etowah     | Et |            |    |
| Fayette    | Fa |            |    |
| Franklin   | Fr |            |    |
| Geneva     | Ge |            |    |
| Greene     | Gr |            |    |
| Hale       | Ha |            |    |
| Henry      | He |            |    |
| Houston    | Ho |            |    |
| Jackson    | Ja |            |    |
| Jefferson  | Je |            |    |
| Lamar      | Lr |            |    |
| Lauderdale | Lu |            |    |
| Lawrence   | La |            |    |
| Lee        | Le |            |    |
| Limestone  | Li |            |    |
| Lowndes    | Lo |            |    |