

NEVADA ARCHITECTURAL SURVEY AND INVENTORY GUIDELINES

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EXECUTIVE SUMMARY

These guidelines were developed to assist architectural survey activities in the state of Nevada.

These guidelines are primarily for surveys, inventories and reports completed with federal funds from Historic Preservation Fund Grants (HPF) through Certified Local Government (CLG)'s, trust agencies, etc.

For the purpose of these guidelines, a cultural resource survey is defined as the process of documenting the physical evidence of the past that expresses and contributes to the history and identity of a region. In the case of an architectural survey, the physical evidence is embodied in buildings, objects, structures, sites, and districts. The survey process includes field survey—the physical search for and recording of historic resources—as well as planning and background research before fieldwork begins, the organization and presentation of survey data in the survey report, and the development of inventories.

Information about architectural resources that have been identified through cultural resource surveys, along with nominations to the National Register of Historic Places (NRHP) and the Nevada State Register of Historic Places, are kept in an inventory held by the State Historic Preservation Office (SHPO).

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INTRODUCTION

As of 2012, Nevada has more than 70,000 recorded archaeological sites that span 12,000 years of human occupation, and more than 10,000 architectural resources (buildings, structures, objects, districts and sites) from the historic period identified through more than 37,000 surveys. Many more prehistoric and historic resources remain undocumented. In addition, there are currently over 300 resources listed in the National Register of Historic Places for Nevada.

Historic properties give communities a sense of identity and stability, adding richly to the quality of life. These historic places—the houses, stores, hotels, courthouses, train stations, ranches, waystations, irrigation systems, landscapes, and bridges—are woven into the fabric of our daily lives. They help shape the unique character and spirit of each Nevada community. Together, they define this place called Nevada, and us as Nevadans.

Identifying and preserving these resources greatly contributes to the vitality of our cities, towns, and rural communities and ensures that reminders of our heritage will remain for future generations. Information about the types of resources, their condition and distribution, and the forces that threaten them, allows for sound decision-making and directs appropriate actions to preserve our cultural heritage.

It is the goal of SHPO to promote stewardship of cultural resources, and it strives to provide guidance to achieve that goal through these guidelines. Those requiring additional information on the identification of cultural resources are encouraged to contact SHPO staff at 774-684-3448, or by mail at 901 South Stewart Street, Suite 5004, Carson City, NV 89701.

SHPO would like to thank the Washington Department of Archaeology and Historic Preservation, the Nevada Department of Transportation (NDOT) and the South Carolina State Historic Preservation Office for inspiration in revising these guidelines and the Architectural Resource Assessment (ARA) forms.

Basic Principles

These guidelines were developed to assist with architectural surveys, inventories, and reports completed with federal funds from Historic Preservation Fund Sub-Grants (HPF) through Certified Local Government (CLG)'s or that are used by trust agencies. Documents (surveys, inventories, reports, National Register nominations) completed using these funds must meet the standards of the state inventory: to take its place in the inventory, a survey must meet the Secretary of the Interior's Standards.

Historic Contexts

Properties are significant within the context of their history. A historic context is information about historic trends and properties grouped by an important theme in the prehistory or history of a community, region, state, or the nation, during a particular period of time.

Because historic contexts are organized by theme, place, and time, they link historic properties to important historic trends. In this way, they provide a framework for determining the significance of a property and its eligibility to the National Register of Historic Places (NRHP). Knowledge of historic contexts allows researchers to understand a historic property as a product of its time and as an illustration of an aspect of heritage that may be unique, representative, or pivotal. Contexts also help to indicate the frequency of particular resources found in Nevada.

Themes often relate to the historic development of a community, such as commercial or industrial themes. They may relate to the rise of an architectural movement, the work of a master architect, specific events or activities, or a pattern of physical development that influenced the character of a place at a particular time in history. It is within the larger picture of a community's history that the type of significance (local, regional, national, etc.) becomes apparent. Similarly, state and national significance become clear when the property is seen in relation to trends and patterns of history statewide or nationally.

SHPO has a revised December 2011 version of *The Nevada Comprehensive Preservation Plan* (Plan) available at <http://www.nvshpo.org>. This Plan was developed to serve several purposes, including the identification of Nevada's historic resources, and their state of preservation, and to assist the development of historic contexts by identifying themes in Nevada's history. The following list of study units (or themes and sub-themes) are taken from the Plan's table of contents and are offered to suggest areas of study appropriate to Nevada, for inclusion in a National Register statement of significance.

See Appendix D for "Nevada Comprehensive Preservation Plan Themes Table".

Purpose of an Architectural Survey and Inventory

Architectural surveys can assist home or business owners with rehabilitation efforts, the development of walking tours, or reconstructing area history. Inventories developed from surveys allow for informed city management and planning decisions. Surveys can provide background preparation for nominations to the National or State Registers of Historic Places. A carefully planned survey is most effective when community planning needs, legal obligations, and the nature of the historic resources, citizen participation, SHPO recommendations and available funding are taken into consideration.

Architectural Surveys versus Inventories

When dealing with archaeological resources, the terms “survey” and “inventory” are interchangeable. However, for Architectural Historians and the National Park Service (NPS) they have very distinct meanings. For an appropriate distinction between intensive-level and reconnaissance surveys please look at the Secretary of Interior Standards and Guidelines for Archaeology and Historic Preservation: http://www.nps.gov/history/local-law/arch_stnds_2.htm.

Architectural surveys are defined as the documentation of physical evidence of the past history of a region. Surveys also collect and analyze information concerning the cultural resource, including but not limited to its location, research, recordation of features and historical context of the resource. Physical evidence of architectural history is embodied in buildings, objects, structures, sites, and districts and is the basis for evaluation, planning and management decisions. Architectural surveys includes field recordation of resources, planning and background research, organization and presentation of survey data and the development of inventories.

Architectural inventories are one component of an Architectural survey. Architectural inventories are compilations of properties evaluated as significant, but can also list properties encountered within certain date ranges or other criterion of the National Register of Historic Places.

Before embarking on a survey or inventory, please contact SHPO. Prior coordination with SHPO will provide survey organizers with previously identified survey information and allow for continual updates to the state’s cultural properties database. SHPO consultation should include specific survey parameters, resource types to be documented, and criteria for identifying contributing and non- contributing elements.

Survey Planning

Professional Qualifications

To be in compliance with federal regulations, Architectural Surveys should only be conducted by trained professionals who meet the *Secretary of Interior’s Historic Preservation Professional Qualification Standards* (36CFR61, Appendix A [1983])

http://www.nps.gov/history/local-law/arch_stnds_9.htm. Non-professionals may assist with certain aspects of the survey, but all work must be under the supervision of a qualified professional. The skills necessary to oversee an architectural survey in Nevada include:

- Demonstrated expertise in historic resource surveying;
- A working knowledge of architectural styles and local adaptations, building types, methods of construction, and settlement patterns
- Good research and organizational skills.

Survey Boundaries

Since most architectural surveys in Nevada are done for compliance with Section 106 of the National Historic Preservation Act or state and local historic preservation laws, survey boundaries are generally determined by the nature of the project under consideration. In other cases, survey boundaries may be based on areas slated for future development or those with recognized development potential.

Acreage— The area inside of the project boundary calculated by drawing a line around the

entire survey area and then counting the number of acres encompassed.

Background Research

Before a survey is undertaken, the researcher should develop a basic understanding of the area's history, identifying properties with documented histories, and identify themes and contexts relevant to the study area. This information will provide the basis for resource interpretation and creating National Register evaluations of significance. The identification of themes and contexts will help define and characterize the important background of the area. The survey process will identify buildings, structures, objects, sites, and districts associated with the themes and contexts. SHPO prepared the *Nevada Comprehensive Preservation Plan* (updated December 2011) to guide researchers in the development of themes and contexts and to assist with the evaluation of significance:

<http://nvshpo.org/dmdocuments/HPPlan03.pdf>.

Additional information is available in other context documents and recent survey reports. Information gathered during the background research may suggest new themes that may eventually become new contexts. These contexts will be used to evaluate resources and help determine eligibility along with identifying special relationships existing among individual resources or groups of resources. An appropriate historic context, specific to the area covered by an architectural survey, must be included in all Architectural Survey reports.

Other sources of information include:

- Earlier survey reports obtained through file searches at the SHPO
- Chamber of Commerce reports and brochures
- General histories of the town or county
- People living in the area
- Local historical societies, Certified Local Governments, and other local agencies
- Historic newspapers
- Historic Maps
- County Assessor Files

File Searches

Background research is not complete until the SHPO's records have been checked. All projects and resources reviewed by the SHPO are filed and kept in a database. In reviewing past activities, a more thorough and accurate context may be defined. Since much of the literature on historic properties is generated by the SHPO review process, the SHPO files may present the most reliable way to find historic contexts relevant to a project area.

File searches are available on request. Most file searches will be conducted electronically and will include a review of the National and State Register of Historic Places.

Occasionally, records may be reviewed in person by appointment only. To obtain further information on how to conduct an architectural file search, please contact the Nevada Cultural Resource Information System (NVCRIS) Data Manager, Annie Hershey, at 775-684-3441 or ahershey@shpo.nv.gov.

Reports submitted to SHPO should provide evidence of the SHPO file search. Such evidence can be attached in an appendix and should include a copy of the email or like

correspondence with appropriate SHPO staff. Evidence of correspondence should include time and date the request was made and the time and date the request was fulfilled.

SHPO Resource Numbers

SHPO uses SHPO Resource Numbers to organize all recorded resources in the state. As of 2012, there were over 10,000 recorded resources. File searches may reveal a previously recorded resource and its corresponding resource number. These numbers are permanent and will be re-used when revisiting a resource. These numbers will look like “B11007” or “S750” or “O32” or “D71”. The prefix is defined by the resource type according to National Register categories for historic resources (see **Property and Resource Types** section for full description).

Newly recorded resources must have a SHPO Resource Number prior to SHPO review. When submitting finalized reports, the SHPO Resource Number must be referenced throughout the report for resource(s) discussed. To reduce errors and duplicates, SHPO requires a USGS 7.5 minute map or Geographical Information System (GIS) shapefiles and the completed first page of the ARA form for SHPO Resource Number assignments. To obtain new SHPO Resource Numbers, contact Annie Hershey at 775-684-3441 or ahershey@shpo.nv.gov.

Research Designs

A research design is a statement of proposed identification, documentation, investigation or other treatment that identifies the project’s goals, methods, techniques, expected results and the relationship of the expected results to other proposed activities or treatments. A research design must be prepared before an actual survey is conducted. The research design should clearly define the area to be surveyed, stating the amount and kinds of information to be gathered about the properties in the survey area. A discussion of the types of archival research materials to be used, their nature and limitations should be included. Expectations about the kind, number, location, character, and condition of historic properties should be clearly outlined. Please also consider the following when creating a research design:

- Description of Regional topography/environment;
- Dates of early land surveys, land acquisitions, and settlements;
- Transportation routes;
- Commercial and industrial development;
- Important cultural groups and individuals;
- Residential settlement and growth, annexations, subdivisions;
- Types and changes in land use.

Survey Methods

Survey methods should be defined early in the project, and should reflect the most efficient way to accomplish the purpose of the survey. Clearly identify how resources will be located, identified, and recorded. Resource recordation includes basic procedures and the types of forms, maps, and photographs that will result. Become familiar with SHPO’s *Architectural Resource Assessment Forms (ARA)*, as a completed ARA for each resource is a *minimum requirement for all surveys where resources are present*.

Permission from Land Owners

Many architectural surveys can be conducted from the street, but if access to private property

is necessary, be sure to secure property access permission from the current owner prior to conducting the survey. Ownership information is available at the office of the county recorder or the county assessor.

Property and Resource Types

All principal resources as listed by the National Park Service http://www.nps.gov/nr/publications/bulletins/nrb15/nrb15_4.htm (please see list below) are to be documented on individual ARAs. ARA documentation is no longer determined by parcel association alone. One parcel may have several principal resources, and in such cases, individual ARAs are to be submitted for each principal resource, regardless of parcel association. *Please note that SHPO reserves the right to request, at anytime, an ARA for a given resource. An Architectural ARA should be used when researchers encounter historic resources listed below.* Accessory (associated) resources are defined as a resource that would not exist were it not for the presence of the principal resource. If accessory resources are present, record them using the Accessory Structures Form.

Historic resources are classified as follows:

- **Building**—a resource, such as a house, barn, store, hotel, factory, or warehouse that shelters some form of human activity;
- **Structure**—a functional resource constructed for purposes other than to provide shelter, such as a bridge, windmill, or silo;
- **Object**—a construction artistic in nature, or technologically significant, relatively small in scale, and simply constructed, such as a statue, train engine, or milepost;
- **Site**—the location of a significant event, a prehistoric or historic occupation or activity, or a building or structure, whether standing, ruined, or vanished, where the location itself possesses historic, cultural, or archaeological value regardless of the value of any existing structure.
- **District**—a significant concentration, linkage, or continuity of sites, buildings, structures, or objects united historically or aesthetically by plan or physical development.

FIELD WORK

Complete and accurate recordation of cultural resources is essential for any successful project. Information gathered in the field is ultimately integrated into SHPO's statewide inventory. This inventory is used by consultants, federal agencies and academics. National Register of Historic Places eligibility evaluations are based on the information contained in reports found in the inventory. The quality of recordation affects the management and protection of historic resources long after the survey is completed.

During the survey-planning phase conducted with SHPO, resource types needing recordation are established. These can include landscapes, streetscapes, principal buildings and outbuildings, structures, and objects. If you believe you have a landscape, please contact SHPO for clarification on handling this resource.

Be prepared for discoveries in the field. While research designs and pre-field research prepare one for the field, surprises and discoveries do occur.

Resource Recordation—the *Architectural Resource Assessment Form* (ARA) requires

detailed descriptive information. A final version of the form should be completed for the report for each individual resource. The ARA forms and instructions can be found on the SHPO website at <http://nvshpo.org> and in appendix C of this document. All ARAs must include locational information such as UTM's and TRS for properties inventoried. *Bring blank copies of the form into the field and pencil them in at the scene....*

Revisits—if previously recorded resources are revisited (*regardless of time between visits*), please pay particular attention to any changes in condition, or threats to the property. If any changes have occurred, please update the ARA Short form accordingly.

Accessory Structures—Accessory (associated) resources are defined as a structure, such as an outhouse or stable that is related but subordinate to the principal resource. Accessory resources would not exist were it not for the principal resource. Accessory structures need to be labeled on the Resource Plan map as such. Labels should correspond to the structure number on the accessory structure form. The principal resource should be listed as "Principal".

Setting—Make sure to note the surroundings for a possible historic landscape component while out in the field. Observe the relationship of the environment to the man-made resource for clues to appropriate historic contexts as this information **must** be included in the final report.

Mapping— Three maps are required in all architectural submissions: a General Location Map, an Area of Potential Effect (APE) Map, and a Resource Overview Map. The following are a minimum requirement:

- General Location Map – An outline map of the state of Nevada with a dot representing the location of the project. This can be on its own page or can be a inset map on the APE or project map.
- APE or Project Map - The Area of Potential Effect (APE) map shows the boundaries of the APE. A project map shows the boundaries of the project area. The APE and the project area are not always the same boundary. If you are unsure which map to use, contact NVSHPO. This map should be printed in a scale necessary to fit the entire APE/Project Area on one page. The page size should not exceed 11" X 17". No resources should be identified on this map.
- Resource Overview Map(s) -The third map needed for review is a resource overview map with individual resources clearly labeled with the SHPO Resource Number. This map should use a USGS 1:24K quad background but can be of an appropriate scale whereby the resources are easily distinguished from each other. The scale may need to be enlarged to ensure that the individual resource locations are identifiable and clearly labeled. This may result in the need for multiple Resource Overview maps. The page size should not exceed 11" X 17". Digital orthophotos, satellite images, street maps, and plat maps may be included in the submission as additional information but are not acceptable substitutes for the Resource Overview Map(s).

Photography—Photographic recording during a survey documents both individual resources and the survey area. Each ARA contained in the final report should contain a

minimum of three digital photographs at a minimum of 3' x 5'. These three photos should include front view, a side view and context/street view of the resource. Black and white images will be accepted, however color is preferred. Please fill in Façade, Facing, Photographer and Date boxes as appropriate. Additional views or architectural information are encouraged but are not required.

POST-FIELD WORK

Researching Resources Identified During Survey

Once SHPO file search and fieldwork is completed, more detailed information on each property for which there is no previous documentation must be conducted. Other sources of information used to document historic properties are tax files typically located at the County Assessor's Office where the Assessor's Parcel Number (APN) and the legal description, name(s) and address of the current owner(s) can be found. Also available at the County Assessor's Office is title information. This information includes chain of title for the property, owner(s) names, purchase prices or mortgage amounts and transaction dates. The Nevada Historical Society and the Library of Congress maintain copies of Sanborn Fire Insurance Maps while county building departments can provide researchers with building permit information. State and University libraries along with historical societies are typical repositories for old newspapers (with over 800 different newspapers having been published in Nevada since 1854). The Nevada Comprehensive Preservation Plan, located at SHPO or <http://nvshpo.org>, is also a great resource for architects, builders and Engineers.

Biographical Information on owners of historic properties can be found in many locations. City directories and census records can be found at state, university and county libraries along with historical societies. Family histories and the Territorial Enterprise newspaper index can be located at the Nevada Historical Society with other newspaper indexes being located at the Nevada State Library and Archives. These are just some of the institutions that are valuable resources when searching for biographical and owner information.

Districts

After a survey has been completed and individual resources recorded, the resources and their geographical distribution should be assessed for district potential. Resources within a district have related characteristics—visual, geographical, or historical—linking them as related resources. Districts may be downtown commercial areas, residential neighborhoods, rural agricultural areas, whole towns, or groupings of archaeological sites.

The ARA District Form allows for the documentation of individual resources within a district and directs the researcher to prepare a District Summary Form to describe the district boundaries and the contributing and non-contributing elements contained within it.

When evaluating district potential within a surveyed area, approximate boundaries must be established. Boundaries may be refined as information is collected through research of individual resources and the development of the district itself. District boundaries may be based on a variety of considerations including historic, visual edges and political or ownership borders. Examples of historic considerations include resources associated with the development of a tourism-related property. Examples of visual edge considerations include resources associated with railroad corridors. Examples of political/ownership borders include resources associated with historic ranches.

Contributing and Non-contributing Elements—Individual resources within the potential district must be examined to determine if they are contributing or non-contributing elements of the district. The nature of non-contributing elements should be identified before the survey is conducted through consultation with the federal agency and SHPO.

Consideration needs to be given to the relative number, size, scale, design, and location of the elements that do not contribute to the district's significance.

- **Contributing elements**—individual elements, such as a building, site, structure, or object adding to the historic significance of a property or district.
- **Non-contributing elements**—a building, site, structure, or object that does not add to the historic significance of the property or district. This includes elements that have been substantially altered and/or do not represent the period of historic use.

EVALUATING THE RESOURCES

The evaluation of cultural resources includes defining their significance, typically 50 years of age or older, and assessing their integrity, and evaluating their National Register eligibility according to 36CFR 60.4 <http://www.nps.gov/nr/regulations.htm#604>.

Significance and Integrity both must be evaluated in order to make an informed judgment regarding a resource's ability to convey its history. For more information on how to apply National Register Criteria for evaluation, please see [NPS Bulletin 15](#). For more information on completing a National Register Nomination, please see [NPS Bulletin 16A](#). The consultant's role is to make eligibility recommendations as part of the architectural survey report.

National Register Criteria for Evaluation

The significance in American history, architecture, archaeology, engineering, and culture is present in districts, sites, buildings, structures, and objects that possess integrity of location, design, setting, materials, workmanship, feeling, and association; and that meet one or more of the following criteria:

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

Criteria Considerations (Exceptions)

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

- **Criteria Consideration A**—a religious property deriving primary significance from architectural or artistic distinction, or historical importance;
- **Criteria Consideration B**—a building or structure removed from its original location but

which is significant primarily for architectural value, or which is the surviving structure most importantly associated with a historic person or event;

- **Criteria Consideration C**—a birthplace or grave of a historical figure of outstanding importance if there is no other appropriate site or building directly associated with his or her productive life;
- **Criteria Consideration D**—a cemetery that derives its primary significance from graves of persons of transcendent importance, from distinctive design features, or from association with historic events;
- **Criteria Consideration E**—a reconstructed building when accurately executed in a suitable environment and presented in a dignified manner as part of a restoration master plan, and when no other building or structure with the same association has survived;
- **Criteria Consideration F**—a property primarily commemorative in intent if design, age, tradition, or symbolic value has invested it with its own historical significance;
- **Criteria Consideration G**—a property achieving significance within the past 50 years if it is of exceptional importance.

Integrity

Integrity is the ability of a resource or a group of resources to convey a sense of the past as it relates to one or more areas of significance. If significance has been established, it is necessary to determine if the resource retains the integrity for which it is significant. The evaluation of integrity is often subjective, but it must be grounded in an understanding of a resource's physical features and how they relate to its significance. Resources that have been substantially altered may not retain sufficient integrity to reflect their original character. Integrity may be diminished by a single major change or a cumulative effect of numerous minor changes. There are seven aspects or qualities that in various combinations define integrity. A resource that retains its integrity will possess several, and usually most, of the following aspects:

- **Location**—refers to the particular place where the historic resource was constructed or the specific place where the historic event took place. It involves relationships between the resource and place.
- **Setting**—refers to the general physical environment of a historic property. It refers to the character of the place in which the resource played its historical role.
- **Design**—refers to the combination of elements that create the form, plan, space, structure, and style of a property.
- **Materials**—refer to the physical elements that were combined or deposited during a particular period of time and in a particular pattern or configuration to form a historic property.
- **Workmanship**—refers to the physical evidence of craftsmen's labor and skill in constructing or altering a building, structure, object, or site.
- **Feeling**—refers to the quality a historic resource has in evoking the aesthetic or historic sense of a past period of time.
- **Association**—refers to the direct link between a property and an important historic event or person.

Cultural Resources Survey Coversheet

A completed SHPO coversheet (please see appendix C for coversheet and instructions) must be attached to all reports. A downloadable version can be found at <http://nvshpo.org>.

Architectural Survey Report Contents

All completed architectural survey reports are to be submitted unbound and unstapled with the following:

- A binder clip containing the report and paper clips separating each individual ARA;
- At least two rubber bands securing the entire document; and
- A CD containing the completed report, and survey and resource shapefiles.
- Also include all of the components listed below:

I. Title Page

- Report Title and Date
- Principal Investigator, author and organization
- Contracting Sponsor, permit number, contract number
- Federal or State lead governmental agency

II. Introduction

- Executive or Administrative Summary or Abstract
- Credits and Acknowledgements
- Table of Contents
- List of Figures and Tables
- Project background
 - Report the location and size (in acres) of the survey area.
 - Identify the project proponent, property owners, or what the survey is addressing.
 - Acknowledge survey personnel. Indicate project personnel meeting Secretary of the Interior's Professional Qualifications Standards, and what tasks they performed on the project <http://www2.cr.nps.gov/laws/ProfQual83.htm>.
 - Acknowledge other individuals and/or organizations involved in initiating the survey process.
 - If applicable, describe noteworthy circumstances or chain of events that occurred to instigate the survey.
 - If applicable, indicate where copies of the inventory forms and report are located (for example: SHPO, university, library, planning agency, etc.).

III. Research Design

- Objectives
 - Relate survey project objectives and how resulting data will be utilized.
 - When appropriate, survey project objectives should reference and relate to goals and objectives of the State Historic Preservation Plan.
- Survey Methodology
 - Describe how the APE was established. (Please note, if an undertaking has numerous alternatives, please relate each APE to each alternative).
 - Describe and assess archival research materials available including both primary and secondary sources.
 - Describe specific survey method used.
 - Describe field techniques used.

- Discuss the use of eligibility and integrity in relation to this project.
- Identify maps used in the survey process.
- Describe the extent of public participation and project publicity such as public meetings, media coverage, etc.
- Expectations
 - Discuss expected results from the survey. Expectations should be related in terms of the number, type, and distribution of cultural resources.
 - Delineate Area Surveyed
 - Describe the geographic/jurisdictional/thematic/temporal boundaries of the survey project.
 - Include a map(s) of the survey area with all surveyed properties clearly marked.
 - Describe how the survey boundaries were established.
 - Summarize earlier survey efforts in the vicinity of the survey area noting a sample of properties already listed in national/state/local registers of historic places.
- Integration with Planning Processes
 - When and where appropriate, describe how results or information derived from the survey will be incorporated into appropriate planning processes (for example: SHPO historic preservation planning, local comprehensive planning, property management planning, and project planning).

IV. Historic Context

- Historical Development
 - Please provide an historic context that relates to the discussed resources periods of significance.
 - Describe the natural setting. Include natural resources that impacted historical community development. Examples: rivers, fords, passes, minerals, timber, etc.
 - Provide a brief description of local history and pre-history including a summary of Native American habitation and/or use.
 - Relate important events and persons that have shaped the course of community development. When appropriate, mention or list architects, engineers, builders, craftsmen, or other designers who had an impact on the community.
 - Address past economic trends and resulting population fluctuations and cultural resource impacts.
 - Mention important sites or structures in community life. Example: public buildings, parks, industrial sites, etc.
 - Discuss how transportation routes affected past and present settlement and land use patterns.
 - Do not overlook key 20th century events such as building booms, the Depression, impact of wars, post-war growth, etc.
- Survey Results
 - Summarize the survey experience by conveying general impressions of the community's cultural resources.
 - Identify noteworthy properties documented as a result of the survey. Reference or include location maps of these properties in the report.
 - Describe the extent to which the survey findings adhere to, or diverge from, initial expectations.
- Development Trends

- In broad terms, describe emerging local development trends including population growth or decline and planning efforts designed to address related issues.
- Discuss perceived and/or real threats to historic properties. Examples include development; deterioration, alteration or vandalism of historic properties; neglect; economic fluctuations; zoning; threats from natural causes; or any other events or circumstances which could have a future impact upon the community's cultural resources.
- Discussions of development trends may reference major threats or events in the past such as urban renewal, fires, earthquakes, etc.

V. Report Recommendations

- National Register of Historic Places Eligibility
 - List all resources (using SHPO Resource Number) identified during the survey, and recommend their NRHP eligibility status.
- Preservation Planning Issues, if applicable.
 - Address the need for future survey work.
 - Note the presence of potential National Register and State Register eligible properties or districts.
 - Comment on the status of local historic preservation activity manifested through various interest groups, a downtown revitalization program, historic preservation commission, etc.
 - Comment upon how results of the survey relate to or impact the state's historic preservation planning goals and objectives.
 - Comment on how results of the survey relate to or impact local planning goals and objectives.
 - Discuss or list any research questions that surfaced during the survey process. This should include topics that would help in understanding or evaluating historic properties in the community.
- Community Historic Preservation Concerns, if applicable.
 - Comment on the opportunity for public education and awareness efforts.
 - Assess local comprehensive planning and how it addresses cultural resource protection.
 - Suggest ways in which historic preservation goals may affect, and/or be affected by, other local planning goals, objectives, procedures, regulations, etc.
 - Feel free to raise other issues that should be addressed in light of the survey experience.

VI. Appendices

- Bibliography
 - Provide a full citation of all published sources including author, title, place, publisher, and date.
 - Indicate all unpublished sources including names and location.
 - Names and addresses of local informants plus names and dates of oral interviews.
- Maps
 - A resource overview map indicating all inventoried resources recorded as a result of the survey process *must* accompany all SHPO supported survey projects. All maps should be no larger than 11x17 for scanning purposes.

- Include the General Location map, APE/Project map and any other maps that are of value in understanding results of the survey project or illustrate points raised in the report.
- Relevant Correspondence
 - Attach hard copies of emails and/or letters from SHPO regarding file searches, APE discussions, etc.
- Inventory Forms
 - Attach hard copies of historic property inventory forms. Enclose a CD containing a copy of the report, all ARAs, photos and survey and resource shapefiles.

In conclusion, each survey project is unique in reflecting the historic resource(s) (and its context) which the inventory forms aim to illustrate. As a result, authors of the survey project report are encouraged to tailor the document to reflect the unique character of the survey area. ***Please remember that the Architectural Survey Report must stand alone.*** Survey projects that cover a county or region with multiple jurisdictions may result in a more complex survey report which also must stand alone. In such a situation, the historical overview portion of the report may specifically address important communities within the county or region. However, other sections of the survey report should treat the entire survey area in general terms using specific examples where appropriate.

ALL NECESSARY FORMS CAN BE FOUND AT shpo.nv.gov

APPENDIX A

IDENTIFYING CULTURAL RESOURCES: A THEORETICAL GROUNDING

Before presenting technical aspects of cultural resource survey work and completing inventory forms, it is useful to provide a brief discussion on underlying principles guiding cultural resource identification efforts. These principles have been developed by Heritage Preservation Services staff at the NPS in order to set minimum standards for state historic preservation agencies to apply toward identification efforts within their respective jurisdictions. Therefore, this theoretical foundation is intended to explain how Nevada SHPO arrives at guidelines deemed necessary for successful implementation of a statewide survey and inventory program meeting NPS standards.

To begin, cultural resource identification activities (i.e. all the steps needed to survey cultural resources in the field and record resulting data onto inventory forms) are fundamental to historic preservation decision-making processes. Essentially, identification, or “survey” is undertaken for the purpose of locating and compiling information about cultural resources within a defined geographic area. Survey work is comprised of a number of activities, including, but not limited to, research design, archival research, informant interviews, field survey, and analysis.

Though straightforward in concept, implementation of survey and inventory work can rapidly become a complex process as the project scope increases in size. Logistics need to be planned out well in advance; complicating issues need to be anticipated; and seemingly petty details must be addressed in order to successfully gather data and satisfactorily complete inventory records.

To assist historic preservation practitioners, the NPS (as the federal government’s chief steward of the nation’s heritage) has articulated four principles that form a theoretical basis for the design and implementation of survey projects. These four principles with supporting narrative are as follows:

Secretary of the Interior's Standards for Identification

Identification activities are undertaken to gather information about historic properties in an area. The scope of these activities will depend on: existing knowledge about properties; goals for survey activities developed in the planning process; and current management needs.

Standard I. Identification of Historic Properties Is Undertaken to the Degree Required To Make Decisions

Archival research and survey activities should be designed to gather the information necessary to achieve defined preservation goals. The objectives, chosen methods and techniques, and expected results of the identification activities are specified in a research

design. These activities may include archival research and other techniques to develop historic contexts, sampling an area to gain a broad understanding of the kinds of properties it contains, or examining every property in an area as a basis for property specific decisions. Where possible, use of quantitative methods is important because it can produce an estimate, whose reliability may be assessed, of the kinds of historic properties that may be present in the studied area. Identification activities should use a search procedure consistent with the management needs for information and the character of the area to be investigated. Careful selection of methods, techniques and level of detail is necessary so that the gathered information will provide a sound basis for making decisions.

Standard II. Results of Identification Activities Are Integrated Into the Preservation Planning Process

Results of identification activities are reviewed for their effects on previous planning data. Archival research or field survey may refine the understanding of one or more historic contexts and may alter the need for additional survey or study of particular property types. Incorporation of the results of these activities into the planning process is necessary to ensure that the planning process is always based on the best available information.

Standard III. Identification Activities Include Explicit Procedures for Record-Keeping and Information Distribution

Information gathered in identification activities is useful in other preservation planning activities only when it is systematically gathered and recorded, and made available to those responsible for preservation planning. The results of identification activities should be reported in a format that summarizes the design and methods of the survey, provides a basis for others to review the results, and states where information on identified properties is maintained. However, sensitive information, like the location of fragile resources, must be safeguarded from general public distribution.

The guidelines contained within this publication are intended to translate the four identification principles as set forth above into specific technical guidance. Keep in mind that the SHPO has tailored this guidance to meet the special considerations and practices of the NVCRIS system and its associated databases.

APPENDIX B

Glossary

Accessory structure—a structure, such as an outhouse or stable that is related but subordinate to the principal building. Accessory resources would not exist were it not for the principal resource.

Accompanying documentation—USGS map, Assessor's parcel map, photographs, and sketch maps, resource plan maps, etc that accompany a completed registration form.

Acreage— The area inside of the project boundary calculated by drawing a line around the entire survey area and then counting the number of acres encompassed.

Advisory Council on Historic Preservation (ACHP) <http://www.achp.gov/>—an independent U.S. federal agency create by the National Historic Preservation Act of 1966 that advises the president and Congress and assists other federal agencies in reviewing the effects of their actions and decisions on properties of historical, architectural, archaeological and cultural significance and defining a consultation process that all federal agencies must follow in order to be within compliance for Section 106.

ARA — Architectural Resource Assessment Form. There are 6 forms including:

- Accessory Architectural Resource Assessment Form
- Building Architectural Resource Assessment Form
- District Resource Assessment Form
- Object Architectural Resource Assessment Form
- Structure Architectural Resource Assessment Form
- Short Architectural Resource Assessment Form

Architectural significance—importance of a property based on physical aspects of its design, materials, form, style, or workmanship, and is recognized by National Register criterion C.

Area of Potential Effects (APE)—For the Section 106 process as “the geographic area or areas within which an undertaking may directly or indirectly cause changes in the character or use of historic properties, if any such properties exist. The area of potential effects is influenced by the scale and nature of an undertaking and may be different for different kinds of effects cause by the undertaking.” 36 CFR Part 800.16(d)

Area of significance—the aspect of history a property represents that makes it eligible for listing in the National Register of Historic Places, such as agriculture, industry, architecture, or engineering. A property may meet the criteria under more than one area of significance.

Association—link of a historic property with a historic event, activity, or person. Also, the quality of integrity through which a historic property is linked to a particular past time or place.

Boundaries—lines delineating the geographic extent or area of a historic property.

Boundary description—a precise description of the lines that bound a historic property.

Boundary justification—an explanation of the reasons for selecting the boundaries of an historic property.

Building—a resource, such as a house, barn, store, hotel, factory, or warehouse that shelters some form of human activity.

Contributing resource—a building, site, structure, or object that adds to the historic significance of a property or district.

Criteria—standards set by the National Park Service by which it determines the eligibility of a resource for the National Register of Historic Places. The Board of Museums and History have adopted similar standards to evaluate properties for listing in the State Register of Historic Places.

Criteria Considerations—additional eligibility standards set for certain kinds of properties, such as cemeteries, reconstructed or relocated buildings or structures, or properties less than 50 years old. For further information please see 36 CFR 60.4.

<http://www.nps.gov/nr/regulations.htm#604>

Criteria for Evaluation for National Register of Historic Places (NRHP)—the quality of significance in American history, architecture, archaeology, engineering, and culture is present in districts, sites, buildings, structures, and objects that possess integrity of location, design, setting, materials, workmanship, feeling, and association, and :

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

Cultural affiliation—archaeological or ethnographic culture to which a collection of sites, resources, or artifacts belong.

Cultural resource—structures, buildings, features (roads, ditches, bridges, etc), and historic and prehistoric archaeological sites.

Design— the combination of elements that create the form, plan, space, structure, and style of a property.

Determination of Eligibility—an action through which the eligibility of a property for National Register listing is confirmed without actual listing in the National Register.

District—a significant concentration, linkage, or continuity of sites, buildings, structures, or objects united historically or aesthetically by plan or physical development.

Documentation Standards—requirements for describing, locating, and stating the significance of a property for listing in the National Register.

Eligibility— The ability of a property to meet National register Criteria. In most situations, a resource must be 50 years or older before eligibility is considered. Exceptions may include, a resource achieving significance in less than 50 years.

Evaluation—process by which the significance and integrity of a historic property are judged and eligibility for the National Register is determined.

Event—an occasion, circumstance, or activity that occurred within a particular period of time, or continued over an extended period of time.

Expected Results—Expectations about the kind, number, location, character and condition of historic properties are generally based on a combination of background research, proposed hypotheses, and analogy to the kinds of properties known to exist in areas of similar environment or history.

Fabric—the physical material of a building, structure, or object in its completed form. See also Materials.

Feeling—the property’s expression of the aesthetic or historic sense of a particular period of time.

Function—purpose for which a building, site, structure, object, or district is used.

Historic—related to the known or recorded past.

Historic Context—a compilation of information about historic properties that share a common theme, geographic area, and time period. The development of this information serves as a foundation for decisions about planning, identification, evaluation, registration, and treatment of historic properties.

District—a significant concentration or continuity of sites, buildings, structures, and or objects united historically or aesthetically by plan or physical development.

Historic Function—use of a district, site, building, structure, or object at the time it attained historic significance.

Historic Property—any prehistoric or historic district, building, site, structure, or object listed in or eligible for listing in the National or State Registers of Historic Places.

Historic Significance—Importance for which a property has been evaluated and found to meet the National Register criteria.

Identification—process through which information about historic properties is gathered.

Important person—an individual who has made significant contributions in American history, architecture, archaeology, engineering, and/or culture.

Information Potential—ability of a property to provide important information about history or pre-history through composition and physical remains; importance recognized by criterion D.

Integrity—the ability of a property to convey its significance. The National Register identifies seven aspects of Integrity: Location, Design, Setting, Materials, Workmanship, Feeling, and Association.

Intensive Survey—identification and description of specific historic properties in an area. Should include: kinds of properties looked for, boundaries of surveyed area(s), method of survey and estimate of coverage, recording precise locations of all resources identified and information on appearance, significance, integrity and boundaries of each property sufficient to permit an evaluation of its significance.

Inventory—One of the components of a survey. Typically it is a compilation of information on properties that are evaluated as significant. Can also be used with properties encountered within a certain date range or other sets of criteria.

Level of significance—geographic magnitude or scope of a property's historical significance: national, state, or local.

Listing—the formal entry of a property in the National Register of Historic Places or the Nevada Register of Historic Places.

Local significance—importance of a property to the history of its community, such as a town, city, or county.

Location—the place where the historic property was constructed or the place where the historic event occurred.

Materials—the substance of which something is composed or constructed; the physical elements that were combined or deposited during a particular period of time and in a particular pattern or configuration to form a historic property. See also Fabric.

Methods—how information is obtained for a research design. The use of archival research or survey methods should be carefully explained so that others using the gathered information can understand how the information was obtained and the possible limitations or biases. The methods should be compatible with the past and present environmental character of the geographical area under study and the kinds of properties most likely to be present in the area.

National Historic Preservation Act of 1966, as amended (NHPA)—U.S. federal legislation establishing the Advisory Council on Historic Preservation, expanding the National Register of Historic Places, and extending the National Historic Preservation Programs to properties of State significance and local significance.

National Register Historic District—a group of historically-related resources meeting the established criteria for eligibility and significant at the national, state, or local level. A public

hearing is always held prior to the nomination of a historic district. A district may contain both contributing and noncontributing resources. Individual properties may be excluded within the boundaries of the historic district, but a majority of owners objecting to listing may prevent the listing of a district in the Register. Nevada has 25 National Register Historic Districts, such as Genoa, Austin, Eureka, and others.

National Register of Historic Places—the official federal list of districts, sites, buildings, structures, and objects significant in American history, architecture, archaeology, engineering, and culture. This federal program is administered by the National Park Service and coordinated in Nevada by the State Historic Preservation Office.

National Significance—importance of a property to the history of the United States as a nation.

Noncontributing Resource—a building, site, structure, or object that does not add to the historic significance of a property or district.

Nevada Cultural Resources Information System (NVCRIS)—archaeological website maintained by SHPO.

Not Eligible— a resource that has been recorded and formally evaluated by a federal agency and does not meet any of the criteria for listing in the National Register of Historic Places.

Object—a construction artistic in nature, or technologically significant, relatively small in scale, and simply constructed, such as a statue, train engine, or milepost.

Objective— identification activities as part of the research design. The statement of objectives should refer to current knowledge about the historic contexts or property types, based on background research or assessments of previous research. It should clearly define the physical extent of the area to be investigated and the amount and kinds of information to be gathered about properties in the area.

Ownership—legal status in which an owner holds fee simple title to a property, or a portion of it.

Period of significance—the span of time during which a property attained the significance that makes it eligible for the National Register of Historic Places or the State Register of Historic Places.

Physical characteristics—visible and tangible attributes of a historic property or group of historic properties.

PLSS-- a surveying measurement method used by the Public Land Survey System (PLSS) as a way of subdividing public land into a survey township. Using a rectangular grid system derived from a base line that runs east-west and a Principal Meridian that runs north-south within each survey area, the PLSS creates a series of 6-square-mile townships. See also **Township, Range and Section**.

Potential to yield information—likelihood of a property to provide information about an important aspect of history or prehistory through its physical composition and remains.

Prehistoric—related to the period before recorded history.

Principal Building—the main or most important building on a site, as opposed to an accessory building or outbuilding..

Property—area of land containing a single historic resource or a group of resources, and constituting a single entry in the National Register of Historic Places.

Property type—a grouping of properties defined by common physical and associative attributes.

Reconnaissance Survey—See also windshield survey. Should include: kinds of properties looked for, boundaries of surveyed area(s), method of survey and estimate of coverage, types of resources present in the survey area, resources identified and any information collected.

Registration—process by which a historic property is documented and nominated for listing in the National Register of Historic Places and/or the Nevada Register of Historic Places.

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

Resource type—the general category of property—building, structure, site, district, or object—that may be listed in the National Register of Historic Places.

Research design—a statement of objectives that should be prepared before work is performed. The research design stipulates the logical integration of historic context(s) and field and laboratory methodology. Also provides a focus for the integration of interdisciplinary information and that all activities address the defined research questions. Identification activities should be guided by the research design. Research designs should include Objectives, Methods, and Expected Results.

Ruin(s)—the partial remain(s) of a building or structure that was once habitable or functional.

Rural—pertaining to any resources found in an area outside of cities and towns.

Setting—the physical environment of a historic property.

Secretary of the Interior's Standards for the Treatment of Historic Properties—

<http://www.nps.gov/hps/tps/standguide/>

SHPO— State Historic Preservation Office

SHPO Resource Number— a unique identification number assigned by the SHPO's office to architectural resources within the state and includes Building numbers, Structure numbers, Object numbers, Complex numbers and District Numbers.

Significance—see area of significance, level of significance, period of significance.

Significant date—date of an event or activity related to the importance for which a property meets the National Register criteria.

Site—location of a significant event, a prehistoric or historic occupation or activity, or building or structure, whether standing, ruined, or vanished, where the location itself possesses significance independent of the value of any existing structure at that location.

State significance—importance of a property to the history of the state where it is located.

Statement of significance—section of the nomination form that states and explains the reasons a property meets the criteria for listing in the National Register or the State Register.

Structure—a functional resource constructed for purposes other than to provide shelter, such as a bridge, windmill, or silo.

Survey—the collection of data relative to a study area; typically includes both field investigation and research of documents; may be used to compile and inventory with types including historic district survey, sample survey and windshield survey. Generally used as a basis for evaluation, planning, and management.

Theme—a trend or pattern in history or prehistory relating to a particular aspect of cultural development, such as mining, ranching, or gaming.

Township, Range and Section (TRS)—a measuring system used by PLSS. Townships are normally divided into 36 1-square-mile sections that are assigned a sequential number value. These are identified by a township number and direction indicator (N or S) relative to the base line and range number and directional indicator (E or W) relative to the principal Meridian. A standard TRS for Nevada would follow this formula:

T13N R18E S17

Traditional Cultural Property (TCP)—a property that is eligible for inclusion in the National Register because of its association with cultural practices or beliefs of a living community that are rooted in that community's history and are important in maintaining the continuing cultural identity of the community.

Unevaluated-- a resource that has not been formally recorded and evaluated by a federal agency for listing in the National Register of Historic Places

Urban—areas characterized by higher population density and vast human features in comparison to areas surrounding it, typically considered cities or towns.

UTM reference—a set of coordinates (easting and northing) that indicates a unique location according to the Universal Transverse Mercator Grid appearing on maps of the United States Geological Survey.

Windshield Survey—a walk over survey with the possible limited use of sub-surface survey. See also Reconnaissance Survey.

Workmanship—the physical evidence of the crafts of a particular culture or people during any given period of history or prehistory.

APPENDIX C

Nevada State Historic Preservation Office Cultural Resources Survey Coversheet

**Architectural Resource Assessment Form (ARA)—
Building**
**Architectural Resource Assessment Form (ARA)—
Structure**
**Architectural Resource Assessment Form (ARA)—
Object**
**Architectural Resource Assessment Form (ARA)—
District**
**Architectural Resource Assessment Form (ARA)—
Accessory Structures**
**Architectural Resource Assessment Form (ARA)—
Update**

ARA Instructions—Building
ARA Instructions—Structure
ARA Instructions—Object
ARA Instructions—District
ARA Instructions—Accessory Structures
ARA Instructions—Update

INSERT COPIES OF REVISED FORMS HERE

How to properly complete a **Building** Architectural Resource Assessment Form (ARA)

Section 1: Numbering

Fill out:

- SHPO Resource Number
- Other ID Number (Can be internal numbering system, agency number, Smithsonian trinomial, etc.)

Section 2: Photo

- Insert photo of Building (1st of 3 for photo requirement)

Section 3: Property Overview

Fill out:

- Check if property is in an Urban or Rural Location
- Property Address
- Property City and Zip Code
- Assessor's Parcel Number
- Construction Date of the **Building**
- Date(s) property was surveyed
- Are Accessory Structures present? How Many? Check Yes or No
- Are IMACS forms accompanying this ARA? Check Yes or No
- Is **Building** part of a District? If yes, please fill in SHPO District Number
- Is **Building** a contributing element to the district? Check Yes or No

Section 4: Written Descriptions

Written Descriptions discuss the physical description of the **Building**. Please discuss:

- Fenestration
- Foundation
- Architectural style
- Character defining features
- Materials
- Workmanship
- Massing
- Setting/landscape
- Feeling/Association

Section 5: Integrity and Condition

Integrity: Please indicate the integrity of the **Building** by checking all that apply of the following categories:

- Original
- Intact
- Altered
- Moved (If moved, please list date moved).

Condition: Please indicate the Condition of the **Building** by checking one of the following categories:

- Excellent
- Good
- Fair

- Poor
- Other. If other, please describe (such as destroyed, not relocated, etc.)

Section 6: Property Information

Fill out:

- Historic **Building** Name
- Current/Common **Building** Name
- Name of **Building's** Original Owner
- Name and mailing address of current **building** owner
- Fill in the name of the Architect, Engineer or **Building** Designer
- Fill in the name of the **Building** Contractor

Section 7: Architectural Information

Fill out:

- Architectural Period of the **Building**
- Architectural Style of the **Building**
- Architectural Sub-Style of the **Building**

Section 8: Current Access

Check one:

- Permitted-Local Public Resource
- Permitted-Local State Resource
- Permitted-Local Federal Resource
- By Owner Permission
- Restricted
- Other

Section 9: UTM Location/Reference(s)

Fill out:

- Datum
- Easting reference of the resource
- Northing reference of the resource

Section 10: Township/Range/Section/Map

Fill out:

- Township
- Range
- Section
- USGS Map/Date

Section 11: Threats to Resource

- Discuss possible threats to the resource

Section 12: National Register Eligibility

- Is the property listed? If so, please provide date of listing.
- Is property Eligible?
- If so under:
 - **Criterion A**—properties that are associated with events that have made a

- o significant contribution to the broad patterns of our history
- o **Criterion B**—properties that are associated with the lives of persons significant in our past
- o **Criterion C**—properties that embody the distinctive characteristics of a type, period or method of construction, or that represent a significant and distinguishable entity whose components may lack individual distinction
- o **Criterion D**—properties that have yielded, or may be likely to yield, information important in prehistory or history.
- Ineligible
- Unevaluated
- List historic themes associated with Building

Section 13: Eligibility Justification

Please discuss the eligibility of the resource. Make sure to include as many of the 7 aspects of integrity as possible:

- **Location**—refers to the particular place where the historic resource was constructed or the specific place where the historic event took place. It involves relationships between the resource and place. **Setting**—refers to the general physical environment of a historic property. It refers to the character of the place in which the resource played its historical role.
- **Design**—refers to the combination of elements that create the form, plan, space, structure, and style of a property.
- **Materials**—refer to the physical elements that were combined or deposited during a particular period of time and in a particular pattern or configuration to form a historic property.
- **Workmanship**—refers to the physical evidence of craftsmen’s labor and skill in constructing or altering a building, structure, object, or site.
- **Feeling**—refers to the quality a historic resource has in evoking the aesthetic or historic sense of a past period of time.
- **Association**—refers to the direct link between a property and an important historic event or person.
- **Setting**—refers to the general physical environment of a historic property. It refers to the character of the place in which the resource played its historical role.

Section 14: Resource Overview Maps and Resource Plan and Boundary Map

- Resource Overview Map - This map should use a USGS 1:24K quad background but will be of an appropriate scale whereby the resources can be easily distinguished from each other. The page size should not exceed 11” X 17”. The resources will be clearly labeled with the SHPO Resource Number. The resource that the ARA form is being completed for will be identified either by its SHPO Resource Number included in the ARA form header, called out on the map itself or, preferably, both.
- Resource Plan and Boundary map - This is a resource specific map where the primary resource and all accessory resources are identified and labeled. This can also be a parcel layer map, an orthophoto, or a hand drawn map with the buildings, structures, street location (if applicable), and property boundary clearly marked.
- For accessory structures, please label the principal building with “principal” and label accessory structures with structure 1, 2 3 etc.

Section 15: Photographs

- Each ARA must have a minimum of three digital photographs (front, side and context/street view).
- Each photograph must be a minimum of 3' x 5'.
- Preferably Color but Black and white images will be accepted
- Please fill in Façade, Facing, Photographer and Date boxes as appropriate.

Additional views or architectural information are encouraged but not required.

How to properly complete a **Structure** Architectural Resource Assessment Form (ARA)

Section 1: Numbering

Fill out:

- SHPO Resource Number
- Other ID Number (Can be internal numbering system, agency number, Smithsonian trinomial, Etc.)

Section 2: Photo

- Insert photo of Structure (1st of 3 for photo requirement)

Section 3: Property Overview

Fill out:

- Check if property is in an Urban or Rural Location
- Property Address
- Property City and Zip Code
- Assessor's Parcel Number
- Construction Date of the **Structure**
- Date(s) property was surveyed
- Are Accessory **Structures** present? How Many? Check Yes or No
- Are IMACS forms accompanying this ARA? Check Yes or No
- Is **Structure** part of a District? If yes, please fill in SHPO District Number
- Is **Structure** a contributing element to the district? Check Yes or No

Section 4: Written Descriptions

Written Descriptions discuss the physical description of the **Structure**. Please discuss:

- Fenestration
- Foundation
- Architectural style
- Character defining features
- Materials
- Workmanship
- Massing
- Setting/landscape

Section 5: Integrity and Condition

Integrity: Please indicate the integrity of the **Structure** by checking all that apply of the following categories:

- Original
- Intact
- Altered
- Moved. (If moved, please list date moved).

Condition: Please indicate the Condition of the **Structure** by checking one of the following categories:

- Excellent
- Good
- Fair
- Poor

- Other. If other, please describe (such as destroyed, not relocated, etc.)

Section 6: Property Information

Fill out:

- Historic Structure Name
- Current/Common Structure Name
- Name of Structure's Original Owner
- Name and mailing address of current structure owner
- Fill in the name of the Architect, Engineer or Structure Designer
- Fill in the name of the Structure Contractor

Section 7: Bridge Description

Fill out:

- Span
- Form
- Material
- Balustrade Description
- Number of Piers
- Length
- Width/Travel Lanes

Section 8: Current Access

Check one:

- Permitted-Local Public Resource
- Permitted-Local State Resource
- Permitted-Local Federal Resource
- By Owner Permission
- Restricted
- Other

Section 9: UTM Location/Reference(s)

Fill out:

- Datum
- Easting reference of the resource
- Northing reference of the resource

Section 10: Township/Range/Section/Map

Fill out:

- Township
- Range
- Section
- USGS Map/Date

Section 11: Threats to Resource

- Discuss possible threats to the resource

Section 12: National Register Eligibility

- Is the property listed? If so, please provide date of listing.

- Is property Eligible?
- If so under:
 - **Criterion A**—properties that are associated with events that have made a significant contribution to the broad patterns of our history
 - **Criterion B**—properties that are associated with the lives of persons significant in our past
 - **Criterion C**—properties that embody the distinctive characteristics of a type, period or method of construction, or that represent a significant and distinguishable entity whose components may lack individual distinction
 - **Criterion D**—properties that have yielded, or may be likely to yield, information important in prehistory or history.
- Ineligible
- Unevaluated
- List historic themes associated with Building

Section 13: Eligibility Justification

Please discuss the eligibility of the resource. Make sure to include as many of the 7 aspects of integrity as possible:

- **Location**—refers to the particular place where the historic resource was constructed or the specific place where the historic event took place. It involves relationships between the resource and place. **Setting**—refers to the general physical environment of a historic property. It refers to the character of the place in which the resource played its historical role.
- **Design**—refers to the combination of elements that create the form, plan, space, structure, and style of a property.
- **Materials**—refer to the physical elements that were combined or deposited during a particular period of time and in a particular pattern or configuration to form a historic property.
- **Workmanship**—refers to the physical evidence of craftsmen’s labor and skill in constructing or altering a building, structure, object, or site.
- **Feeling**—refers to the quality a historic resource has in evoking the aesthetic or historic sense of a past period of time.
- **Association**—refers to the direct link between a property and an important historic event or person.
- **Setting**—refers to the general physical environment of a historic property. It refers to the character of the place in which the resource played its historical role.

Section 14: Resource Overview Maps and Resource Plan and Boundary Map

- Resource Overview Map - This map should use a USGS 1:24K quad background but will be of an appropriate scale whereby the resources can be easily distinguished from each other. The page size should not exceed 11” X 17”. The resources will be clearly labeled with the SHPO Resource Number. The resource that the ARA form is being completed for will be identified either by its SHPO Resource Number included in the ARA form header, called out on the map itself or, preferably, both.
- Resource Plan and Boundary map - This is a resource specific map where the primary resource and all accessory resources are identified and labeled. This can also be a parcel layer map, an orthophoto, or a hand drawn map with the buildings, structures, street location (if applicable), and property boundary clearly marked.

- For accessory structures, please label the principal building with “principal” and label accessory structures with structure 1, 2 3 etc.

Section 15: Photographs

- Each ARA must have a minimum of three digital photographs (front, side and context/street view).
- Each photograph must be a minimum of 3' x 5'.
- Preferably Color but Black and white images will be accepted
- Please fill in Façade, Facing, Photographer and Date boxes as appropriate.

Additional views or architectural information are encouraged but not required.

How to properly complete an **Object** Architectural Resource Assessment Form (ARA)

Section 1: Numbering

Fill out:

- SHPO Resource Number
- Other ID Number (Can be internal numbering system, agency number, Smithsonian trinomial, Etc.)

Section 2: Photo

- Insert photo of Structure (1st of 3 for photo requirement)

Section 3: Property Overview

Fill out:

- Current Address
- Property City and Zip Code
- Installation Date
- County
- Dates of Significance
- Object Relocated? Check Yes or No
- Survey Date
- Accessory Parts? Check Yes or No
- Historic Use of Object
- Current Use of Object
- Is **Object** part of a District? If yes, please fill in SHPO District Number
- Is **Object** a contributing element to the district? Check Yes or No

Section 4: Written Descriptions

Written Descriptions discuss the physical description of the **Object**. Please discuss:

- Fenestration
- Foundation
- Architectural style
- Character defining features
- Materials
- Workmanship
- Massing
- Setting/landscape

Section 5: Integrity and Condition

Integrity: Please indicate the integrity of the **Object** by checking all that apply of the following categories:

- Original
- Intact
- Altered
- Moved. (If moved, please list date moved).

Condition: Please indicate the Condition of the **Object** by checking one of the following categories:

- Excellent
- Good

- Fair
- Poor
- Other. If other, please describe (such as destroyed, not relocated, etc.)

Section 6: Object Information

Fill out:

- Historic Name
- Historic Owner & Address
- Current Name
- Current Owner & Address
- Architect/Engineer/Designer/Artist
- Building/Contractor/Manufacture
- Construction Materials
- Thematic Influence(s)

Section 7: Object Dimensions

Fill out:

- Height
- Width
- Length
- Depth

Section 8: Current Access

Check one:

- Permitted-Local Public Resource
- Permitted-Local State Resource
- Permitted-Local Federal Resource
- By Owner Permission
- Restricted
- Other

Section 9: UTM Location/Reference(s)

Fill out:

- Datum
- Easting reference of the resource
- Northing reference of the resource

Section 10: Township/Range/Section/Map

Fill out:

- Township
- Range
- Section
- USGS Map/Date

Section 11: Threats to Resource

- Discuss possible threats to the resource

Section 12: National Register Eligibility

- Is the property listed? If so, please provide date of listing.
- Is property Eligible?
- If so under:
 - **Criterion A**—properties that are associated with events that have made a significant contribution to the broad patterns of our history
 - **Criterion B**—properties that are associated with the lives of persons significant in our past
 - **Criterion C**—properties that embody the distinctive characteristics of a type, period or method of construction, or that represent a significant and distinguishable entity whose components may lack individual distinction
 - **Criterion D**—properties that have yielded, or may be likely to yield, information important in prehistory or history.
- Ineligible
- Unevaluated
- List historic themes associated with Building

Section 13: Eligibility Justification

Please discuss the eligibility of the resource. Make sure to include as many of the 7 aspects of integrity as possible:

- **Location**—refers to the particular place where the historic resource was constructed or the specific place where the historic event took place. It involves relationships between the resource and place. **Setting**—refers to the general physical environment of a historic property. It refers to the character of the place in which the resource played its historical role.
- **Design**—refers to the combination of elements that create the form, plan, space, structure, and style of a property.
- **Materials**—refer to the physical elements that were combined or deposited during a particular period of time and in a particular pattern or configuration to form a historic property.
- **Workmanship**—refers to the physical evidence of craftsmen’s labor and skill in constructing or altering a building, structure, object, or site.
- **Feeling**—refers to the quality a historic resource has in evoking the aesthetic or historic sense of a past period of time.
- **Association**—refers to the direct link between a property and an important historic event or person.
- **Setting**—refers to the general physical environment of a historic property. It refers to the character of the place in which the resource played its historical role.

Section 14: Resource Overview Maps and Resource Plan and Boundary Map

- Resource Overview Map - This map should use a USGS 1:24K quad background but will be of an appropriate scale whereby the resources can be easily distinguished from each other. The page size should not exceed 11" X 17". The resources will be clearly labeled with the SHPO Resource Number. The resource that the ARA form is being completed for will be identified either by its SHPO Resource Number included in the ARA form header, called out on the map itself or, preferably, both.
- Resource Plan and Boundary map - This is a resource specific map where the primary resource and all accessory resources are identified and labeled. This can

also be a parcel layer map, an orthophoto, or a hand drawn map with the buildings, structures, street location (if applicable), and property boundary clearly marked.

- For accessory structures, please label the principal building with “principal” and label accessory structures with structure 1, 2 3 etc.

Section 15: Photographs

- Each ARA must have a minimum of three digital photographs (front, side and context/street view).
- Each photograph must be a minimum of 3' x 5'.
- Preferably Color but Black and white images will be accepted
- Please fill in Façade, Facing, Photographer and Date boxes as appropriate.

Additional views or architectural information are encouraged but not required.

How to properly complete a **District** Architectural Resource Assessment Form (ARA)

Section 1: Numbering

Fill out:

- SHPO Resource Number
- Other ID Number (Can be internal numbering system, agency number, Smithsonian trinomial, Etc.)

Section 2: Property Name

Fill out:

- District Name
- Current/Common Name

Section 3: District Location

Fill out:

- City
- County

Section 4: District Summary

- List Total Contributing Resources to the District
- List Total Non-Contributing Resources to the District
- List Total Acres in District

Section 5: Threats to Resource

- Discuss possible threats to the resource

Section 6: National Register Eligibility

- Is the property listed? If so, please provide date of listing.
- Is property Eligible?
 - If so under:
 - **Criterion A**—properties that are associated with events that have made a significant contribution to the broad patterns of our history
 - **Criterion B**—properties that are associated with the lives of persons significant in our past
 - **Criterion C**—properties that embody the distinctive characteristics of a type, period or method of construction, or that represent a significant and distinguishable entity whose components may lack individual distinction
 - **Criterion D**—properties that have yielded, or may be likely to yield, information important in prehistory or history.
 - Ineligible
 - Unevaluated
 - List historic themes associated with resource

Section 7: Written Descriptions

Written Descriptions discuss the physical description of the resource. Please discuss:

- Fenestration
- Foundation
- Architectural style
- Character defining features

- Materials
- Workmanship
- Massing
- Setting/landscape

Section 8: District Summary

Fill out:

- SHPO Resource Number or Smithsonian Trinomial
- Accessory Structure Number for listed SHPO Resource Number or Smithsonian Trinomial
- Is this Resource Contributing or Non-Contributing? Please check one.

Section 9: Eligibility Justification

Please discuss the eligibility of the resource. Make sure to include as many of the 7 aspects of integrity as possible:

- **Location**—refers to the particular place where the historic resource was constructed or the specific place where the historic event took place. It involves relationships between the resource and place. **Setting**—refers to the general physical environment of a historic property. It refers to the character of the place in which the resource played its historical role.
- **Design**—refers to the combination of elements that create the form, plan, space, structure, and style of a property.
- **Materials**—refer to the physical elements that were combined or deposited during a particular period of time and in a particular pattern or configuration to form a historic property.
- **Workmanship**—refers to the physical evidence of craftsmen’s labor and skill in constructing or altering a building, structure, object, or site.
- **Feeling**—refers to the quality a historic resource has in evoking the aesthetic or historic sense of a past period of time.
- **Association**—refers to the direct link between a property and an important historic event or person.
- **Setting**—refers to the general physical environment of a historic property. It refers to the character of the place in which the resource played its historical role.

Section 10: Resource Overview Maps and Resource Plan and Boundary Map

- Resource Overview Map - This map should use a USGS 1:24K quad background but will be of an appropriate scale whereby the resources can be easily distinguished from each other. The page size should not exceed 11” X 17”. The resources will be clearly labeled with the SHPO Resource Number. The resource that the ARA form is being completed for will be identified either by its SHPO Resource Number included in the ARA form header, called out on the map itself or, preferably, both.
- Resource Plan and Boundary map - This is a resource specific map where the primary resource and all accessory resources are identified and labeled. This can also be a parcel layer map, an orthophoto, or a hand drawn map with the buildings, structures, street location (if applicable), and property boundary clearly marked.
- For accessory structures, please label the principal building with “principal” and label accessory structures with structure 1, 2 3 etc.

How to properly complete an **Accessory Resource** Architectural Resource Assessment Form (ARA)

Section 1: Numbering

Fill out:

- SHPO Resource Number
- Other ID Number (Can be internal numbering system, agency number, Smithsonian trinomial, Etc.)

Section 2: District Summary

- Fill in SHPO District Number
- List Total Contributing Resources to the District
- List Total Non-Contributing Resources to the District
- List Total Acres in District

Section 3: Photo for Resource 1

- Insert photo for accessory resource 1

Section 4: Resource 1

Fill out:

- Resource Name
- Resource Type
- Describe the Subordinate Nature of the Resource
- Construction Date
- Is this Resource a Contributing or Non-Contributing element
- **Integrity:** Please indicate the integrity of the Resource by checking all that apply of the following categories:
 - Original
 - Intact
 - Altered
 - Moved. (If moved, please list date moved).
- **Condition:** Please indicate the Condition of the Resource by checking one of the following categories:
 - Excellent
 - Good
 - Fair
 - Poor
 - Other. If other, please describe (such as destroyed, not relocated, etc.)

Section 5: Photo for Resource 2

- Insert photo for accessory resource 2

Section 6: Resource 2

Fill out:

- Resource Name
- Resource Type
- Describe the Subordinate Nature of the Resource
- Construction Date
- Is this Resource a Contributing or Non-Contributing element

- **Integrity:** Please indicate the integrity of the Resource by checking all that apply of the following categories:
 - Original
 - Intact
 - Altered
 - Moved. (If moved, please list date moved).
- **Condition:** Please indicate the Condition of the Resource by checking one of the following categories:
 - Excellent
 - Good
 - Fair
 - Poor
 - Other. If other, please describe (such as destroyed, not relocated, etc.)

How to properly complete a **Short** Historic Resource Inventory Form (ARA)

Section 1: Numbering

Fill out:

- SHPO Resource Number
- Other ID Number (Can be internal numbering system, agency number, Smithsonian trinomial, Etc.)

Section 2: Photo

- Insert photo of Resource (1st of 3 for photo requirement)

Section 3: Property Overview

Fill out:

- Check if property is in an Urban or Rural Location
- Property Address
- Property City and Zip Code
- Assessor's Parcel Number
- Construction Date of the **resource**
- Date(s) property was surveyed
- Is **Resource** part of a District? If yes, please fill in SHPO District Number
- Is **Resource** a contributing element to the district? Check Yes or No
- National Register Eligibility.
 - Is the **resource** listed? Check yes or no. If listed, provide date of listing.
 - If not listed, please recommend National Register eligibility for the **resource**.
- Integrity. Please check all that apply.
- Condition. Please check one.

Section 4: Written Descriptions

Written Descriptions—describe any changes to the physical description of the **Resource** since the last survey. Please describe changes that apply to:

- Fenestration
- Foundation
- Architectural style
- Character defining features
- Materials
- Workmanship
- Massing
- Setting/landscape

Section 5: Current Access

Check one:

- Permitted-Local Public Resource
- Permitted-Local State Resource
- Permitted-Local Federal Resource
- By Owner Permission
- Restricted
- Other

Section 6: UTM Location/Reference(s)

Fill out:

- Datum
- Easting reference of the resource
- Northing reference of the resource

Section 7: Township/Range/Section/Map

Fill out:

- Township
- Range
- Section
- USGS Map/Date

Section 8: Threats/Anticipated Changes to Resource

- Discuss possible threats or anticipated changes to the resource

Section 8: Resource Overview Maps and Resource Plan and Boundary Map

- Resource Overview Map - This map should use a USGS 1:24K quad background but will be of an appropriate scale whereby the resources can be easily distinguished from each other. The page size should not exceed 11" X 17". The resources will be clearly labeled with the SHPO Resource Number. The resource that the ARA form is being completed for will be identified either by its SHPO Resource Number included in the ARA form header, called out on the map itself or, preferably, both.
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- For accessory structures, please label the principal building with "principal" and label accessory structures with structure 1, 2 3 etc.

Section 9: Photographs

- Each ARA must have a minimum of three digital photographs (front, side and context/street view).
- Each photograph must be a minimum of 3' x 5'.
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- Please fill in Façade, Facing, Photographer and Date boxes as appropriate.

Additional views or architectural information are encouraged but not required.

APPENDIX D
Nevada Comprehensive Preservation Plan Themes Table

Themes	Subthemes	Subunit
Land Usage	Ranching and Farming	
	Reclamation and Irrigation	
	Townsite Development/City Planning	
	Historic Landscapes	
	The Public Domain	
Transportation and Communication	Exploration and Early Settlement	
	Commercial Overland	
	Railroads	
	Aviation	
	Automobile	
Commerce and Industry	Maritime	
	Mining	Nineteenth Century
		Twentieth Century
	Recreation	Parks
		Gaming
		Tourism
	Others	Divorce and Marriage
		Prostitution
		Breweries and Saloons
		Banks
		Mercantile Establishments
		Foundries
		Lumber
Government and Politics	Federal Government	Military
		Nuclear testing
		Depression-era Relief Programs
		Post Offices
	State and Local Government	Education
		Municipalities
		State and County
The People	African Americans	
	Catholics	
	Jews	
	Mormons	
	Protestants	
	Basques	
	British and Irish	
	Chinese and Japanese	
	Germans	
	Greeks	
	Italians	
	Hispanics and Speakers of Spanish	
	Native Americans	
	Portuguese	
Scandinavians		
Yugoslavs		
Social organizations and Movements	Fraternal Movements, Organizations, Societies	
	Women's Movements, Organizations, Societies	
	Labor Unions	
	Utopian Societies	
Literature, Arts, and Journalism	Literature	
	Journalism	
	Visual Arts	
	Performing Arts	
	Recreation	

APPENDIX E:

When to use an ARA*

Building ARA

- School Building
- Libraries
- Commercial Properties
- Theaters
- State Buildings
- Federal Buildings
- Religious Buildings
- Houses
- Barns
- Sheds
- Garages
- Standing Privies

Structure ARA

- Railroads with engineered features
- Transmission lines with engineered features (such as a steel tower)
- Roads with engineered features
- Waterworks
- Water Systems
- Bridges
- Mills
- Flumes
- Dams
- Canals
- Tanks

*While this list is not all inclusive, it is merely a guide to assist in determining which form to complete.