
West Virginia

National Register and Architecture/History Survey Manual

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West Virginia Division of Culture and History
State Historic Preservation Office

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Introduction

STATE HISTORIC PRESERVATION OFFICE

The mission of the West Virginia Division of Culture and History, State Historic Preservation Office (SHPO), is to encourage, inform, support, and participate in the efforts of the people of West Virginia to identify, recognize, preserve and protect West Virginia's prehistoric and historic structure, objects, sites and landscape.

The SHPO administers the State Historic Preservation Program, which provides for a number of activities. These include conducting comprehensive surveys of historic properties in cooperation with other public agencies, private organizations or individuals, maintaining an inventory of those properties, and nominating eligible properties to the National Register of Historic Places (National Register). The office is also responsible for preparing and implementing a comprehensive statewide historic preservation plan and providing the public with information, education, training and technical assistance, as well as cooperating and consulting with the Advisory Council on Historic Preservation, Federal agencies, state agencies, and interested persons in accordance with Section 106 of the National Historic Preservation Act. SHPO staff are available to give advice and assistance to local governments. They promote the development of the Certified Local Government (CLG) Program so that local governments may receive Federal historic preservation funds through their established historic landmarks commission. Finally, the office reviews and comments upon Federal and state tax credit applications for commercial and residential properties listed in the National Register.

The SHPO is obligated to follow standards and procedures set forth by the United States Department of the Interior. Most notably this guidance consists of the *Secretary of the Interior's Standards & Guidelines for Archeology and Historic Preservation*, which includes standards for conducting a variety of preservation-related activities as well as the *Secretary of the Interior's Standards for the Treatment of Historic Properties* (36 CFR 68) and the *Secretary of the Interior's Standards for Rehabilitation* (36 CFR 67). In general, these documents set minimum criteria that must be met by any individual, organization or agency that uses state or Federal funds to conduct a variety of historic preservation activities. For example, architecture/history survey projects conducted in compliance with the West Virginia State or the Federal Section 106 review process must meet identification and evaluation standards outlined by the Secretary of the Interior as well as state standards outlined in this manual. Rehabilitation of historic properties conducted using state development money or completed for the purpose of receiving a state or Federal tax credit must meet standards established for rehabilitation. Individuals who wish to conduct work in the historic preservation field should meet standards outlined in the *Secretary of the Interior's Professional Qualification Standards* (36 CFR 61), which are also part of the *Secretary of the Interior's Standards for Archaeology and Historic Preservation* (see Appendix A for qualifications). Copies of National Park Service standards and guidelines can be found online at the National Park Service website at www.cr.nps.gov.

WV NATIONAL REGISTER and ARCHITECTURE/HISTORY SURVEY MANUAL

Part 1 of this manual, *Architecture and History Surveys*, was developed to provide guidance to those conducting architectural and historical surveys that will become part of the West Virginia Historic Property Inventory (WV HPI). This section establishes requirements for consultants contracted through the SHPO grant program and serves as an addendum to grant agreements.

In addition to survey standards, this manual provides general information regarding fieldwork, photography, mapping, reporting, and cataloging. Consult *National Register Bulletin 24: Guidelines for Local Surveys, A Basis for Preservation Planning* for additional guidance. A WV HPI form is located in Appendix B.

Part 2 of this manual provides standards for state and Federal agencies undertaking surveys to comply with Section 106 of the National Historic Preservation Act and Title 82 of the West Virginia Code of State Rules which mandate that they identify properties potentially eligible for listing in the National Register. This manual establishes requirements for conducting survey projects to satisfy their obligations under Section 106 and Title 82. Much of the general information regarding architecture/history surveys found in Part 1 will also apply to review and compliance surveys. This includes items such as assigning numbers, photography, printing, and mapping. Consultants conducting archaeological surveys should consult the WV SHPO's *Guidelines for Phase I, II, and III Archaeological Investigations and Technical Reports* or contact the WV SHPO senior archaeologist.

Part 3 provides guidance in preparing National Register of Historic Places nominations in West Virginia. The information found in Part 3 is a supplement to the information found in *National Register Bulletin: How to Complete the National Register Registration Form*. This manual provides information specific to the nomination process in West Virginia and is not intended to replace the National Park Service publication, or any other National Register bulletin. For more complicated or unusual nominations, it may be necessary to consult additional bulletins. See appendix C for information on obtaining bulletins.

This manual provides necessary information to complete the National Register of Historic Places Registration Form (NPS Form 10-900). This manual may be also be used to document Determinations of Eligibility (DOE) under the Section 106 Review Process.

This manual was prepared using the *Secretary of the Interior's Standards, National Register Bulletin: How to Complete the National Register Registration Form*, 36 CFR 60, and 36 CFR 800.

CONTACT INFORMATION

Contact the West Virginia SHPO with any questions at 304.558.0240. Correspondence and reports can be mailed to the State Historic Preservation Office, Division of Culture and History, 1900 Kanawha Blvd., East, Charleston, WV 25305.

PART 1 – Architecture and History Surveys

The 1966 National Historic Preservation Act mandated that each state establish a historic preservation office and prepare comprehensive surveys of historic properties. In West Virginia, the State Historic Preservation Office (SHPO), part of the Division of Culture and History in Charleston, serves as a repository for the information collected in such surveys.

Since the 1970s architectural and history surveys have been conducted in West Virginia to help identify architectural and historic properties that currently exist in the State. The West Virginia Historic Property Inventory (WV HPI) records basic information such as building descriptions, brief histories, and locational information on buildings, structures, and objects.

Following are general guidelines regarding architecture and history surveys. Part 1.7 provides additional specific instructions relating to reconnaissance surveys, intensive surveys, and resurveys (update surveys) **for grant funded surveys**. Refer to Part 2.4 for specific instructions regarding surveys and reports prepared **for review and compliance activities**.

1.1 PREPARATION

Data collection

Before beginning a survey, contractors must schedule a file search at the SHPO to obtain copies of WV HPI forms or National Register of Historic Places nominations for properties that have already been documented in the survey area. **All previously surveyed properties must be accounted for in the survey report.**

Background research

The surveyor should become familiar with the history of the communities within the project area so that properties of historic significance can be identified prior to fieldwork. It is extremely important to evaluate potentially significant properties within the context of their own local history. The background research can be based on resources in facilities such as the West Virginia State Archives, local libraries, and local historical societies or historic landmark commissions. Many libraries have a local history collection. Notes should be taken and photocopies made at this time so the information can later be incorporated into the survey report with footnotes or endnotes. Historic photographs should be scanned for potential inclusion in the final survey report. Refer to the State Archives and History web site (www.wvculture.org) for a list of historical societies in your project area.

Sources that may be of interest include:

county histories
personal/family papers
historic postcards
church histories

historic photographs
periodicals/magazines
community histories
biographical sketches

census records
oral histories
estate records
insurance records
architectural plans
Sanborn maps
city records

city and telephone directories
deeds
gazetteers
dissertations and theses
plat maps
newspapers

Surveyors should also check the collections of the SHPO for the following items that may pertain to the survey area:

Existing survey files. The inventory files maintained by the WV SHPO contain a variety of information that has been accumulated on historic buildings and the communities within which they are situated. These files, arranged by county and community, contain WV HPI forms and may contain newspaper clippings, draft nominations, and other miscellaneous notes and correspondence.

National Register nominations. The National Register files contain all the nomination forms for properties listed in the State and National Registers with their associated photographs and maps. Many files also contain research materials. In the near future, all of the National Register nominations will be available electronically.

Starting survey number

For all surveys that will document more than 10 properties the surveyor must contact the SHPO before starting any survey to obtain a starting survey number.

Surveyed properties are numbered for entry into the architecture/history survey database. Survey numbers consist of two letters, corresponding to the county, followed by a four digit number unique to that property. For example, the survey number for the first property in Hancock County's database is HK-0001. Refer to the list below for county codes.

Note: In some previous surveys all properties within a survey will have one universal four-digit survey group number followed by a four digit number unique to that property. For example, a property within a survey of a community in Kanawha County is numbered KA-0001-0022. All the properties within this survey begin with KA-0001.

Field survey numbers can be used, but the final product including maps must contain WV SHPO survey numbers. Please note that all cemeteries must be documented as part of any survey efforts in West Virginia and should be assigned a WV archaeological site number. Contact the WV SHPO cemetery survey coordinator to assign numbers to surveyed cemeteries.

County Codes:

BB	Barbour	MI	Mineral
BY	Berkeley	MO	Mingo
BO	Boone	MG	Monongalia
BX	Braxton	ME	Monroe
BR	Brooke	MN	Morgan
CB	Cabell	NI	Nicholas
CH	Calhoun	OH	Ohio
CY	Clay	PD	Pendleton
DO	Doddridge	PL	Pleasants
FA	Fayette	PH	Pocahontas
GL	Gilmer	PR	Preston
GT	Grant	PU	Putnam
GB	Greenbrier	RG	Raleigh
HM	Hampshire	RD	Randolph
HK	Hancock	RT	Ritchie
HY	Hardy	RO	Roane
HS	Harrison	SU	Summers
JA	Jackson	TA	Taylor
JF	Jefferson	TU	Tucker
KA	Kanawha	TY	Tyler
LE	Lewis	UP	Upshur
LC	Lincoln	WA	Wayne
LG	Logan	WB	Webster
MD	McDowell	WZ	Wetzel
MA	Marion	WI	Wirt
MR	Marshall	WD	Wood
MS	Mason	WM	Wyoming
MC	Mercer		

1.2 FIELD WORK (for grant funded activities)

Survey guidance

In order for surveyors to address West Virginia's geographic and architectural diversity, evaluation of resources must take into consideration factors such as sparse population, regional economy, agriculture, industry, and period of settlement. Although historic integrity is the basis for evaluation, keep in mind that resources identified in a specific county must be evaluated in comparison with similar resources within the same region. A property that is potentially eligible in the coal fields of McDowell County may not be eligible for the National Register if it were located in Berkeley County.

The National Park Service guidelines for survey apply to the WV HPI: a property should be at least fifty years old, be in its original location, and retain physical integrity. The National Register of Historic Places's aspects of integrity are used when determining which

properties should be included in the survey, keeping in mind that properties are evaluated within their own environment. *National Register Bulletin: How to Apply the National Register Criteria for Evaluation* describes the seven aspects of integrity: location, design, setting, materials, workmanship, feeling, and association. Properties that do not meet the criteria of integrity, historic association, or historic architectural qualities are not surveyed and are not entered into the WV HPI (**for review and compliance purposes, all properties over fifty years old must be surveyed regardless of integrity**).

In addition to contextual considerations, contractors should make decisions using professional judgement. Complex questions should be resolved in consultation with SHPO staff. Following are general guidelines to follow when conducting a reconnaissance survey:

Historic district policy

When a contractor recognizes that a potential historic district exists within a survey area, **ALL** resources within the area that are **at least fifty years old** must be documented regardless of integrity. Resources that have not met the age requirement must (at minimum) be documented in the report with an address, date, and brief description. Resources less than fifty years old should not be assigned a SHPO survey number. All resources must be included on the accompanying map.

Age

In general, surveyors should consider including properties that are at least fifty years old. Properties that are significant works but are not fifty years old may be included if professional judgment indicates that the property may be exceptionally significant, meeting Criteria Consideration G, or if the property may be considered significant in the future.

Surveyors may also survey properties that are between forty and fifty years old so that the survey does not immediately become obsolete. In general, however, the fifty-year age requirement is applicable. Properties that retain integrity and are within a few years of becoming fifty years old should be recorded during fieldwork. All properties less than fifty years old must retain a high degree of physical integrity and/or represent a rare or endangered property type.

Integrity

The following discussion provides general guidelines to assess integrity during fieldwork. Keep in mind that buildings are always evaluated on the basis of the National Register's seven aspects of integrity. While neglect or abandonment may determine the level of integrity, the lack of property maintenance will not automatically exclude a property from survey. For example, an unkept yard or the need for new paint does not adversely affect the physical integrity of a building.

Houses. Houses that have modern siding are not included in the WV HPI unless there are specific contextual reasons to survey the property or the house meets requirements of the siding policy enumerated below. Other alterations may include additions, window replacement, and enclosed porches. The SHPO does recognize that some changes are historic, such as additions constructed in the historic period, and older historic siding alterations. Surveyors should consider the age of

alterations, the size of additions, the number of changes to a property, and use professional judgement in determining what properties to survey. Note that all properties within a potential historic district are recorded regardless of integrity.

Commercial Buildings. Commercial buildings should be evaluated individually and as part of a potential historic district. In many commercial buildings the first-floor storefront has been altered. Surveyors should determine what to survey based on the configuration or feeling of the resource such as the setback from the road and recessed entrances.

Farmsteads and complexes. Complexes with integral resources are evaluated as one property. If the primary building does not retain integrity, the associated outbuildings are not surveyed. However, associated resources that are unique to the project area and retain excellent integrity should be surveyed.

Public Buildings. Buildings such as schools, city halls, and courthouses must meet the basic integrity requirements and be evaluated within the local context.

Religious Buildings. Although churches must contain excellent integrity to be listed in the National Register since they are primarily listed for their architecture, they should be evaluated for survey based on the general guidelines for survey listed above to assist in developing a context for the project area.

Cemeteries. All cemeteries should be surveyed and documented on the WV SHPO Cemetery Survey Form (see Appendix D) and be assigned a WV SHPO archaeological site number. Refer to *National Register Bulletin 41: Guidelines for Evaluating and Registering Cemeteries and Burial Places* for guidance in evaluating cemeteries for their National Register eligibility. General directions for completing this form are located in Appendix E.

Landscape features. Features such as walls, monuments, structures, roads, brick pavers, curbs, etc., must be surveyed if they have sufficient integrity.

Bridges. All bridges constructed over fifty years ago must be surveyed and documented. In the near future all bridges will be documented on the WV SHPO Bridge Survey Form. In the meantime, contractors should use the standard WV HPI form.

Siding policy

With the exception of the examples listed, most synthetic sidings, such as vinyl, steel, and aluminum, eliminate buildings from survey. However, several synthetic materials have recently become old enough to be considered historic. Properties with asphalt siding (creating the appearance of brick) or asbestos siding may be surveyed if the building does not have an obvious style and if the siding was applied within the historic period.

Buildings with distinctive styles such as Queen Anne or Italianate that are sided in these materials are not surveyed because their integrity has been compromised. Exceptions are made if, through preliminary research, the surveyor found the property to be significant for historic purposes.

Buildings sided in permastone or covered in stucco may be surveyed if it appears to be

original to the building. If the permastone or stucco is obviously not appropriate to the style of the house the house should not be surveyed.

Traditional Cultural Properties

The existence of Traditional Cultural Properties (TCP) should be explored when conducting surveys. *National Register Bulletin 38: Guidelines for Evaluating and Documenting Traditional Cultural Properties* states that TCPs are significant because of their “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.” The existence of TCPs may become evident while conducting background research on your survey area.

1.3 PHOTOGRAPHS

Equipment

- Cameras: surveyors may choose either a 35 mm camera or a digital camera for fieldwork.
- Lenses: the use of a perspective corrected (PC) lens is recommended for subjects such as buildings with three or more stories. Telephoto lenses are recommended for surveys in rural areas.
- Film: the conditions of the environment determine film speed for use with 35 mm cameras. Generally, 100 speed film is less grainy than higher film speeds.
- Binoculars: binoculars may be useful for rural surveys as **you are NOT PERMITTED to enter private property without permission from the property owner.**

Requirements

Photographs are the primary source of documentation for resources. Furthermore, good picture quality is required for SHPO staff to conduct an accurate review. Surveyors should take time to determine the best angle for photographing a building. Following are tips for improving picture quality.

- Take three-quarter views when possible.
- Do not take photographs from your vehicle.
- Your vehicle should not be in the photograph if it can be moved.
- If there are trees in front of the building, find the best angle.
- Your coworker should not be in the photograph.
- Focus.
- Do not angle the camera to take a photo of a tall building.
- Use the proper speed film for the conditions.
- Frame the main resource.
- Photos of settings or complexes should be submitted as supplemental images.
- Do not cut off portions of buildings, unless supplied as supplemental images.
- Do not take photographs into the sun.
- Do not take photographs when there is not enough light.
- It may be appropriate to take more than one photo.

Photo views

A minimum of one view is required for each newly surveyed property if one photograph adequately represents the property. For most properties, three-quarter views may be necessary. Straight-on views misrepresent buildings with rear additions. For complexes, such as farmsteads, additional photographs may be necessary to show the setting and the spatial relationship of contributing resources. For many areas, such as commercial districts, streetscape views should also be submitted.

Processing Requirements

35 mm

Surveyors using a 35 mm camera must use black-and-white film. As with photographs printed for National Register nomination purposes, photographs should be printed on double or medium-weight paper and have a standard finish (matte, glossy, satin). Black and white papers currently available may be used. Fiber-based papers or resin-coated papers that have been processed in trays are recommended to ensure long-term durability, however, resin-coated papers processed automatically can be accepted if they do not contain evidence of residual chemicals, fading, or yellowing.

digital

Digital images can be accepted for properties being entered into the WV HPI if they meet the requirements of the National Park Service's March 2005 photo policy expansion. See Appendix F for a copy of these requirements.

In general, digital images must meet or exceed a 75-year permanence standard and must be printed in black-and-white on archival paper. The surveyor must also submit digital images as uncompressed .TIF files on CD-R media. Unlike the requirement of the National Register, digital images must be saved by the SHPO survey number.

Labeling

All black-and-white photographs submitted to the SHPO for a survey must be labeled with a pencil or felt-tipped pen and must be labeled, at minimum, with the WV SHPO survey number. For surveys containing less than ten properties in which a WV SHPO survey number was not assigned, labeling must include a survey name, county, address, property name, and field survey number.

Attaching photos

Photographs must be attached to the survey form or continuation sheet with one or two staples. HPI forms containing photographs attached with other means, including tape, glue, corner mounts, or photo sleeves will not be accepted. Photographs printed on the inventory form will only be accepted as copies.

Photograph size

Photographs submitted with a HPI form must be a minimum of 2 x 3 inches. Photographs that are 4 x 6 inches are preferred.

Photo logs

Photo logs should be submitted by contractors to record negative numbers, resource, site number, location, and view. Photo logs will be included in the final survey report. Logs should also include the name of the survey, month, year, county, and photographer.

Survey Name _____ Date of Survey _____
Photographer _____ Film _____ Speed _____
Roll Number _____

NEG #	SHPO #	ADDRESS	NAME	VIEW
1	KA-0001	1000 Main Street	Residence	NW
2	KA-0002	1010 Main Street	Church of Christ	W
3	KA-0003	1012 Main Street	Commercial Bldg.	NW
4	KA-0004	1014 Main Street	Kaufmann Bldg.	NE
5	KA-2346	865 Park Avenue	Tabb House	SW
6	KA-2347	900 Park Avenue	Randall House	NW

1.4 RECORDING INFORMATION

In the near future, the WV SHPO will require that all surveys are submitted in both hard copy format and electronically by entering information into the a database that will be integrated into the architecture/history database. Until that time, consultants are required to record information on the current West Virginia Historic Property Inventory Form (WV HPI).

The forms must be printed on archival paper (minimum of 25% cotton, 20 lb) or they will be returned. Continuation sheets should be stapled to the HPI form, not attached with a paper clip. Each form should only contain one property or complex (such as a farmstead or house with outbuildings). It is not acceptable to document an entire street on one HPI form.

A WV HPI form is located in Appendix B. Each section of the inventory form is to be completed as follows:

Street Address. Enter the street address for all properties. The West Virginia Statewide Addressing and Mapping Board (WVSAMB) has been working to assign city-style addresses for the State's rural properties. In areas that have not yet been assigned addresses, use the rural address. Refer to the WVSAMB website to determine if addresses have been assigned in your project area (www.wvaddressingproject.com). If the address of a commercial property is not evident, refer to the local phone book.

Common Name. The "common name" is the designation by which the property is most generally known in the locale. In some cases the names may be the same as the historic name.

Historic Name. A property's "historic name" is a formal designation and should reflect the event(s), or person(s), for family, from which it derives its historic significance.

Field Survey #. Enter survey number used by field surveyor if different from Site #.

Site #. Consultants should contact the SHPO for a starting site number before beginning a survey. Follow instructions in Part 1.1. This field should not be left blank.

Town or Community. Enter name of the closest town. If the property is located in a rural area, enter the name of the closest town followed by “vicinity” (for example, Charleston Vicinity).

County. Enter county location.

Negative No. Enter roll and negative number(s) (1-22, 24). For surveys with digital images, enter the file name used on the submitted CD-R media (KA-0001.tif).

NR Listed Date. If property is listed in the National Register enter date of listing.

Architect/Builder.

Architect: Enter the full name of the person(s) or firm responsible for the design of the resource. Enter the last name first. If the architect is not known, enter “unknown.” Enter (A) after name of architect.

Builder: Enter the full name of the person(s) or company responsible for the construction of the resource. Enter the last name first. If the builder is not known, enter “unknown.” Enter (B) after name of builder.

Date of Construction. Enter the construction date of the primary resource. If the exact date is unknown, use the following format: c.1900

Style. Enter the architectural style **or** type. Do not use *vernacular* or *no style*. For properties not described from the listed terms enter “other:” with the descriptive term. The new HPI form, currently under construction, will separate the two categories. Choose from the following lists:

- **Architectural Style**

- Adirondack
- Art-Deco
- Art Moderne
- Arts and Crafts
- Beaux-Arts
- Classical Revival
- Colonial Revival
- Colonial Revival – French
- Colonial Revival – Spanish
- Colonial Revival – Dutch
- Commercial/Chicago
- Craftsman
- Eastlake
- Eclectic
- Exotic Revival
- Federal
- Federal Revival
- Georgian

Georgian Revival
Greek Revival
Gothic – Revival
Gothic – Carpenter
Gothic – Collegiate
International
Italianate
Jacobethan
Mediterranean Revival
Mission
Mission Revival
Modern
Neo-Classical Revival
Other
Prairie
Renaissance Revival
Richardsonian Romanesque
Romanesque Revival
Queen Anne
Queen Anne Cottage
Second Empire
Shingle Style
Stick
Sullivanese
Tudor Revival
Victorian
Victorian – Folk

• **Building Type**

Bungalow – dormer front
Bungalow – gable front
Cape Cod
Commercial
Double-Pile
Double-Pen – Dog Trot
Double-Pen – Saddlebag
Early Central Chimney
Four-Square
Gable-Front
Gabled-Ell
Hall & Parlor
I-House
Pyramidal
Ranch
Side Hall
Single-Pile
Single-Pen
Rowhouse
Upright & Wing
Saltbox
Shotgun

Split-Level
Octagon

Exterior Siding/Materials. Choose from the following list of materials.

Asbestos
Asphalt – shingles
Asphalt – rolled
Brick
Ceramic Tile
Concrete
Cloth/Canvas
Earth
Glass
Metal – Iron
Metal – Copper
Metal – Bronze
Metal – Tin
Metal – Aluminum
Metal – Steel
Metal – Lead
Metal – Nickel
Metal – Cast Iron
Other
Stone – Granite
Stone – Sandstone
Stone – Limestone
Stone – Marble
Stone – Slate
Stucco
Synthetics – Fiberglass
Synthetics – Vinyl
Synthetics – Rubber
Synthetics – Plastic
Terra Cotta
Wood – Weatherboard
Wood – Shingle
Wood – Log
Wood – Plywood/particle board
Wood – Shake

Roofing Material. Choose from the following list of materials.

Asbestos
Asphalt – shingles
Asphalt – rolled
Built-up (tar paper, gravel)
Tile – Ceramic
Tile – Clay
Cloth/Canvas
Earth
Metal – corrugated

Metal – standing seam
Metal – pressed
Other
Slate
Slate – patterned
Synthetic
Unknown
Wood – Shingles

Foundation. Choose from the following list of materials.

Brick
Concrete – Block
Concrete – Poured
Other
Stone – Granite
Stone – Sandstone
Stone – Limestone
Stone – Ashlar
Stone – Rusticated Stone
Stone – Rubble
Stone – Coursed Rubble
Stone – Rock Faced
Stucco covered

Property Use or Function. Select the appropriate use or function. For Domestic properties select “Residence.” For properties used for commerce/trade select “Commercial.” If “Other” is selected, enter use/function from the following list.

Agriculture/Subsistence
Defense
Education
Funerary
Government
Health Care
Industry/Processing/Extraction
Landscape
Recreation and Culture
Religion
Social
Transportation
Unknown
Work in Progress

Survey Organization & Date. Enter name of group or individual sponsoring the survey (Kanawha County Historic Landmarks Commission). For review and compliance projects enter the Federal or State agency. Enter the month and year resource was visited in field in the following format: December 2004.

UTM #. Enter the Zone, Easting, and Northing for the property. For properties containing more than 10 acres enter multiple UTM coordinates and map as a polygon.

Quadrangle Name. Enter name of USGS 7.5' Quadrangle.

Part of What Survey / FR #. Enter name of survey if one has been assigned. If the survey is associated with the State or Federal review process enter the assigned FR number.

Photograph. Black-and-white archival photographs should be labeled appropriately (see Part 1.3) and be attached to the bottom of the survey form or in the appropriate box. Photographs should be attached with a staple. If photos are attached to the bottom of the form, maps can be attached to the submission if printed on archival paper.

Sketch Map of Property / Attach Copy of USGS Map. Sketch maps of properties with several outbuildings should be submitted (such as farmsteads). For grant funded surveys, all resources must be mapped on an original USGS map. If the resource was documented in a large survey, one map depicting all surveyed properties can be submitted. See Part 1.5 for mapping requirements. For purposes of review and compliance surveys, copies of USGS maps printed from electronic format must be printed in black and white on archival paper and must be labeled with the survey and quad name.

Present Owners and Phone #. Enter name and phone number of property owners when available.

Owners Mailing Address. Enter mailing address of property owner when available.

Describe Setting. Describe setting as Rural, Suburb, Urban – Commercial, or Urban – Residential. Also include a description of the property's setting describing trees, rack faces, and/or landscape features that are present.

Acres. Enter the number of acres within property.

Archaeological Artifacts Present. Indicate if known archaeological artifacts are present and describe current features.

Description of Buildings or Site (Original and Present).

Stories: Enter the number of stories, using ½ if appropriate.

Bays: Enter the number of bays along the main facade of the building.

Use this section to describe important features or characteristics not already described on the form. Use a continuation sheet as needed. Additional features to describe could include:

Feature	Example
Basement	The house has a basement.
Foundation type	basement, pier, full
Roof type	gable, sawtooth, hipped
window type	1 / 1 double-hung sash, casement, stained glass, fixed

Window openings	Pointed arch window openings with stone sills
Facade symmetry	Symmetrical facade
Door surrounds	Pedimented door with multi-light transom and sidelights
Dormers	Two gabled wall dormers on main elevation
Chimneys	Interior chimney on north elevation
Porch details	Full-width, shed roof porch with turned posts and decorative brackets
Other significant architectural features	Cornice returns, vergeboard, balustrades
Significant interior features if known	Staircases, fireplaces, built-ins

Alterations. Enter the type of alterations such as enclosed porches, enclosed openings, moved property, synthetic siding, replacement windows and doors.

Additions. Describe any additions to the resource. This should include what facade the addition is located (north, south, east, west), the height of the addition (number or stories), and any other features such as siding and fenestration. Enter a construction date if known.

Describe all Outbuildings. Enter a brief description of each outbuilding or additional resource associated with the property. This should include resources such as garages, barns, sheds, and stone walls.

Statement of Significance. Enter any known history of the property including previous owners' names, significant events, and dates. Qualified professionals should also provide a statement on the property's significance including an eligibility recommendation and area(s) of significance. Use a continuation sheet as needed.

Bibliographical References. Provide all resource materials used in obtaining information entered on the HPI form.

Form Prepared By. Enter name of surveyor (not the name of the individual typing the form).

Name/Organization and Address. Enter name, address, and phone number of the cultural resource management firm that conducted the survey.

1.5 MAPPING

In addition to labeling property locations with the WV SHPO survey number, all maps must be labeled with survey name, county, and date of survey. This includes USGS maps, plot maps, area maps, and enlarged, attached maps.

For example: Teays District Survey
 Putnam County
 FY 1989

Rural mapping

Rural properties must be mapped on original USGS maps by site number. If there is a concentration of properties, outline the area on the original USGS map and write “see attached map.” Attach an enlarged USGS map of the area. This map should be archival and labeled with individual site numbers and key.

Urban mapping

Urban properties should be mapped on plat maps or other similar community maps and be printed in black and white.

Urban resources must also be labeled on USGS maps. These are not required to be original USGS maps, but the surveyed resources must be clearly labeled and the quad name must appear on the map.

1.6 REPORTS (for grant-funded activities)

Draft reports

Draft reports are to be submitted to the survey coordinator for review and comment. The WV SHPO has 30 days to review draft reports, provide comments, and request edits unless otherwise specified through a contract or in agreement with the SHPO.

Final reports

Reports are only considered final after approval from SHPO staff. Contractors are required to make requested changes. The SHPO strongly recommends that grant recipients do not forward payment to contractors without approval from the SHPO. See the *Historic Preservation Fund Grants Manual*.

1.7 SURVEYS (for grant-funded activities)

Both reconnaissance and intensive surveys involve background documentary research into the community’s history and architecture, as well as field work, but they are different in terms of the level of effort involved. For example, an intensive surveys may require that all resources within a survey area are documented regardless of integrity. Furthermore, an intensive survey may require in-depth research and additional photography.

A resurvey (or update) is conducted in areas were properties have already been documented in an architecture/history survey. Sometimes individual properties have been

documented and may fall within the survey boundaries. These properties should always be re-evaluated.

Following are instructions for completing surveys contracted through the WV SHPO grant program. For review and compliance surveys see Part 2.4: Review Surveys.

Reconnaissance Surveys*

The purpose of a reconnaissance survey is to identify properties of architectural and historical interest. The survey determines the presence or absence of expected property types, defines specific property types, and estimates the distribution of historic properties in an area. The collected data should estimate the necessity and type for further identification work and set priorities for individual tasks involved.

This survey documents properties on the WV HPI form and also includes photographs, brief descriptions, and a map location. Historic research that is conducted consists of basic preliminary contextual research into the history of the communities or areas included in the survey. Surveyors are required to document properties that have National Register eligibility and properties of lesser significance that help create a context for those that are eligible. Historic districts are also identified as part of the reconnaissance survey process. A reconnaissance survey can be undertaken in either a wide or limited geographic area.

Reconnaissance level survey fieldwork involves the following steps:

- Identifying properties to survey
- Photographing the properties and logging the photographs
- Recording information in the WV HPI
- Mapping location of resources
- Identifying potential historic districts, eligible properties, and themes

A reconnaissance survey report documents:

- Brief history of the survey area to evaluate the surveyed properties in context (narrative must be cited with use of parenthetical citations, footnotes, or endnotes and include a bibliography).
- Types of property looked for in the survey area
- Boundaries of the survey area
- Survey methodology (and extent of survey coverage)
- Types of historic properties present in the survey area
- Specific properties that were identified, and the categories of information collected
- Areas examined that did not contain historic properties
- A record of the location of all identified properties
- Recommendations of eligibility for individual properties and historic districts including National Register Criteria. Boundaries for historic districts should also be determined (a map should be submitted)

In addition to the final survey report, final products submitted to SHPO include:

- One copy of final survey report
- WV HPI forms with labeled photographs attached and one set of copies
- USGS and community maps (and one copy of all submitted maps)

- Negatives (or CD with .TIF image files)
- Photo logs

Intensive Surveys*

An intensive survey is most useful when it is necessary to know precisely what historic properties exist in a given area or when information sufficient for later evaluation and treatment decisions is needed on individual historic properties.

An intensive survey is a detailed look at specific property types in a geographical area. Intensive surveys provide the means for identifying significant properties and districts and develop site-specific architectural and historic information. The survey report presents in depth historical contexts for evaluation purposes and survey findings. It includes doing detailed background research and gathering accurate information on the precise locations of all properties identified in the survey area.

General requirements for reconnaissance level survey (such as site number assignment, mapping, and evaluation) also apply to intensive surveys. However, there are often additional requirements outlined in RFQs for intensive survey work in regards to supplemental photography, research, and written information. For example, intensive surveys may require that all resources belonging to a certain property type be surveyed regardless of integrity or that a considerable amount of research be conducted on individual properties.

An intensive survey may consist of the following steps:

- Conducting or updating reconnaissance surveys
- Identifying potential historic districts
- Evaluating properties for significance
- Researching potentially significant properties
- Researching aspects of the community's history
- Developing National Register of Historic Places nominations.

An intensive survey report should document:

- Types of properties looked for in the survey area
- Boundaries of the survey area
- Survey methodology including the extent of survey coverage
- A record of the precise location of all properties identified
- Information on the appearance, significance, integrity, and boundaries of each property sufficient to permit an evaluation of its significance
- Recommendations of eligibility for individual properties and historic districts including National Register Criteria. Boundaries for historic districts should also be determined (a map should be submitted)

In addition to the final survey report, final products submitted to the SHPO include:

- One copy of survey report
- Original WV HPI forms with labeled photographs attached and one set of copies

- USGS and community maps (and one copy of all submitted maps)
- Negatives (or CD with .TIF image files)
- Photo logs

*Information taken from the *Secretary of the Interior's Standards for Identification*.

Resurvey (survey update)

Why resurvey?

Surveying an area that has been previously surveyed is important for several reasons. Some surveys were conducted many years ago and excluded what was then a modern property but is now over fifty years old. In addition, some early survey work may have excluded the documentation of outbuildings such as garages and barns that may be eligible for financial assistance. Conducting a resurvey is also important to update the integrity of properties within the survey area. For example, some historic districts exclude properties due to the application of synthetic siding. If the siding has since been removed and the building's integrity is restored, it may now qualify for listing in the National Register. In other instances, some resources may have been modified and are no longer contributing to the district.

Updating information on properties previously surveyed

Prior to beginning any survey, research must be conducted in the WV SHPO's files. All properties within your project area that have been previously surveyed must be accounted for in the new survey. On the final WV HPI form previously surveyed properties will be labeled "resurveyed" with documentation of the current condition. This must also be addressed in the survey report. The report should also reflect if previously surveyed properties could not be located or if the resource is nonexistant.

PART 2 – Review and Compliance

Contractors and agencies should use this manual in addition to regulations outlined in 36 CFR part 800: Protection of Historic Properties and West Virginia Code §29-1-8(a). The actual regulations are located in Appendix G and H. A flow chart outlining the basic steps in the review and compliance process is located in Appendix I.

The Review and Compliance process is an attempt to accommodate historic preservation concerns with the needs of Federal and State agencies. Agency officials or their consultants should attempt to begin the process early in the project planning so that a broad range of alternatives may be considered. The steps of the review process can be coordinated with the other necessary reviews and in some cases information developed for other reviews under Federal or State law can be utilized to meet the requirements of preservation law.

2.1 SECTION 106 REVIEW

The National Historic Preservation Act of 1966 is our national policy of historic preservation. Section 106 of the National Historic Preservation Act requires Federal agencies to consider the effects of their undertakings on historic properties. Property owners can be referred to the Advisory Council on Historic Preservation's (ACHP) *Protecting Historic Properties: A Citizen's Guide to Section 106 Review* for an explanation of the review process and their rights. See Appendix J (This information can also be viewed online at the Advisory Council's web page: <http://www.achp.gov/usersguide.html>)

Federal agencies responsible for the protection of historic resources are required to ensure that all actions taken by employees or contractors of the agency shall meet professional standards under regulations developed by the Secretary of the Interior (see Appendix A for minimum qualifications).

2.2 STATE REVIEW

West Virginia Code §29-1-8(a) as explained in Title 82 Legislative Rule Division of Culture and History Series 2: Standards and Procedures for administering State Historic Preservation Programs requires the Division of Culture and History, State Historic Preservation Office (SHPO), to review all undertakings permitted, funded, licensed or otherwise assisted by the State to assess their affects on historic properties.

2.3 REVIEW PROCESS STEPS: Initiation of the Section 106 or State review process

The agency official is required to determine whether the proposed Federal or State action is an undertaking and if so, whether it is a type of activity that has the potential to cause effects on historic properties.

Undertaking determination

(16 U.S.C. 470w(7) and 36 CFR 800.16)

In the Federal regulations an undertaking is defined as a project, activity, or program funded in whole or part under the direct or indirect jurisdiction of a Federal agency including:

- (a) those carried out by or on behalf of the agency
- (b) those carried out with Federal financial assistance
- (c) those requiring a Federal permit, license, or approval
- (d) those subject to State or local regulation administered pursuant to a delegation or approval by a Federal agency

“Undertaking” is defined in a similar manner in the State review process.

If there is no undertaking then there is no need to continue unless you wish to receive a formal notice from the SHPO regarding your potential project. It should be noted that while a project may not initially be an undertaking, subsequent planning and financing may cause a project to become an undertaking at a later date.

Public participation

36 CFR 800.2

The agency official shall seek and consider the views of the public. Public participation can include representatives of local government, applicants for a Federal or State permit, license or other approval, and/or individuals and organizations with a demonstrated interest in the potential project. The agency official is required to offer the public an opportunity to review the undertaking and issue comments. Members of the public can also participate on their own if they wish to express their views outside of a public notice or public meeting.

Determine area of potential effects (APE)

36 CFR 800.16

As defined by the Section 106 regulations, the area of potential effects (APE) is the geographic area or areas within which an undertaking may directly or indirectly cause alterations in the character or use of historic properties, if any such properties exist. The APE is influenced by the scale and nature of an undertaking and may be different for different kinds of effects caused by the undertaking.

The APE is NOT necessarily the project boundaries, construction footprint, or boundaries of a parcel. Consider all potential effects to property. Identify historic properties within the APE after the APE is determined. The APE includes all areas where the undertaking has the potential to affect historic properties if they exist. The APE is likely to differ regarding the potential impacts to archaeological resources and architectural resources.

Identify historic properties

36 CFR 800.4

The term “historic properties” means any prehistoric or historic district, site, building, structure, or object included in, or eligible to be included in the National Register of Historic Places. The National Register is an honorary listing of properties important to our culture maintained by the Secretary of the Interior. This term includes artifacts, records, and remains that are related to and located within such properties. The term includes properties of traditional religious and cultural importance to an Indian tribe and that meet the National Register criteria.

Review existing information on historic properties within the APE, including any data concerning possible historic properties not yet identified.

Seek information, as appropriate, from consulting parties, and other individuals and organizations likely to have knowledge of, or concerns with, historic properties in the area, and identify issues relating to the undertaking's potential effects on historic properties, including traditional cultural properties (see Section 1.2: Traditional Cultural Properties).

The agency official shall make a reasonable and good faith effort to carry out appropriate identification efforts, which may include background research, consultation, oral history interviews, sample field investigation, and field survey. The agency official shall take into account past planning, research and studies, the magnitude and nature of the undertaking and the degree of State or Federal involvement, the nature and extent of potential effects on historic properties, and the likely nature and location of historic properties within the area of potential effects. The *Secretary's Standards and Guidelines for Identification* provide guidance on this subject. The agency official should also consider other applicable professional, State, tribal, and local laws, standards, and guidelines.

All survey efforts should comply with the *Secretary of the Interior's Standards and Guidelines* as well as the WV SHPO's survey guidelines outlined in Part 1 of this manual.

Evaluate historic significance

36 CFR 800.4

Following the identification process, agency officials must evaluate historic significance by applying the *National Register Criteria for Evaluation* and determine whether a property is eligible for the National Register. Time and changing perceptions of significance or incomplete prior evaluations may require the agency official to re-evaluate properties previously determined eligible or ineligible.

If the agency official determines any of the National Register criteria are met and the SHPO agrees, the property shall be considered eligible for the National Register for the Section 106 process. If the agency official determines the criteria are not met and the SHPO agrees, the property shall be considered not eligible. If the agency official and the SHPO do not agree, or if the Advisory Council on Historic Preservation (ACHP) or the Secretary of the Interior so request, the agency official shall obtain a determination of eligibility from the Secretary of the Interior pursuant to 36 CFR part 63.

Assessing Effects

35 CFR 800.4, 36 CFR 800.5, 36 CFR 800.11

The agency official must determine all potential effects including physical, visual, auditory, land use, social, and economic effects.

No properties/No effect to historic properties

If there are no historic properties present or if historic properties are present but the undertaking will have no effect upon them, the agency official should provide the SHPO with documentation and notify all consulting parties and the public. The documentation

standard for findings of effect is found in 36 CFR 800.11. A finding of no effect to historic properties should include:

- description of the undertaking
- description of the efforts to identify historic properties
- description of the basis for determining that no historic properties are present

If the SHPO does not object within 30 days of receipt of the documentation provided then the official's responsibilities are fulfilled and consultation will cease. If the SHPO does object within 30 days the agency official can either continue consultation with the SHPO to resolve the disagreement or forward the finding and documentation to the ACHP requesting a formal review of effects. Disagreements about effects for State review projects require the SHPO to provide final comments to the agency and document the properties prior to initiation of the undertaking.

Historic properties may be affected

If historic properties are within the APE and may be affected by an undertaking then the agency must proceed to the assessment of potential adverse effects. The agency should notify all consulting parties and invite their views.

An adverse effect is found when an undertaking may alter, directly or indirectly, any of the characteristics of a historic property that qualify the property for inclusion in the National Register in a manner that would diminish the integrity of the property's location, design, setting, materials, workmanship, feeling, or association. Consideration shall be given to all qualifying characteristics of a historic property, including those that may have been identified subsequent to the original evaluation of the property's eligibility for the National Register. Adverse effects may include reasonably foreseeable effects caused by the undertaking that may occur later in time, be farther removed in distance, or be cumulative.

Examples of adverse effects include, but are not limited to, demolition of historic properties; work done to historic properties that is not in keeping with the *Secretary of the Interior's Standards for the Treatment of Historic Properties* (see Appendix Q); relocation of a building; damage to below-ground archaeological sites; visual, atmospheric, or audible changes that would effect a property's setting; neglect resulting from moving out of an historic property without a management plan; or transfer, lease or sale of property without adequate covenants or protections.

Historic properties will not be adversely affected

If, after applying the criteria noted above, it is found that the undertaking will have no adverse effect to historic properties then the agency shall document this finding as noted below and seek concurrence from the SHPO and other consulting parties. If the SHPO concurs, then the agency shall maintain a record of this finding and provide the information to the public upon request. The review and compliance process is complete. However, if the original undertaking changes from that which was reviewed the agency official should reopen the review and compliance process to find if the altered project constitutes an adverse effect.

Historic properties will be adversely affected

If, after applying the criteria noted above, it is found that the undertaking will have an adverse effect to historic properties than the agency shall document this finding as noted below and seek concurrence from the SHPO and other consulting parties. The procedure follows the same as described above and allows the SHPO 30 days to comment upon the finding. Federal agencies must notify the ACHP of the adverse effect finding by providing the documentation specified below. The agency may also wish to invite the ACHP to participate at this time. Federal agencies must request the Council's participation if the property that will be adversely effected is a National Historic Landmark, or if the parties wish to initiate a programmatic agreement.

The documentation standard for findings of effect is found in 36 CFR 800.11. A determination of adverse effect or no adverse effect should include:

- description of the undertaking
- description of the efforts to identify historic properties
- description of affected historic properties
- description of the undertaking's effects
- application of the criteria of adverse effect
- views of consulting parties and public

Resolution of adverse effects

36 CFR 800.6

The agency official shall consult with the SHPO and other consulting parties to seek ways to avoid, minimize, or mitigate the adverse effects. The agency official shall use standard treatments outlined in 36 CFR 800.14 as a basis for a memorandum of agreement (MOA) if the ACHP has not yet been invited to participate. Typically an unsigned draft of the MOA will be sent to the ACHP once a tentative agreement has been forged between the agency official, the SHPO and any consulting parties. In this way the agency official will inform the ACHP of the adverse effect determination and discover if the ACHP wishes to participate. The ACHP has 15 days in which to respond. If the ACHP does not wish to participate the parties to the MOA may move forward. A final signed copy of the MOA with all participants should be sent by the agency to fulfil the section 106 requirements. State review projects that cannot avoid or reduce the effects to historic properties shall execute an MOA to document the actions to be taken as noted in 82 CSR 2: 5.4.d.1. In both section 106 and State review a signed MOA will complete the review process, but individual stipulations of the MOA may still require completion prior to beginning the undertaking.

Some measures to mitigate adverse effects may include:

- avoidance
- creation of alternative plans
- archival photo documentation (copies to SHPO, State archives, local museums, historical societies)
- donation of resource to person(s) who will preserve historic property and/or provide funding for moving resource
- development of educational tools about property type including:

- web sites
- kiosks
- brochures
- curriculum
- archival documentation (National Register nomination, Historic American Buildings Survey documentation, Historic American Engineering Record documentation)

Measures to mitigate effects should be determined on a case-by-case basis. A project that includes the demolition of a building eligible for the National Register may require different mitigation measures than one in which a cell tower will be erected.

Failure to resolve adverse effects

If any party wishes to terminate consultation they must inform all the consulting parties and provide them the reasons for terminating the process in writing and follow the procedures outlined in 36 CFR 800.7. Disagreements about effects for State review projects require the SHPO to provide final comments to the agency and document the properties prior to initiation of the undertaking.

New Information

Occasionally new information may arise once a project has been previously reviewed. If the scale of the project is such that this seems likely, the agency may wish to develop a programmatic agreement to govern the actions that will be taken if and when historic properties are discovered. If no prior agreement is in place and historic properties are discovered or unanticipated effects are found the agency official should attempt to make reasonable efforts to avoid, minimize or mitigate any adverse effects. Procedures for Federal post-review discoveries are discussed in 36 CFR 800.13. State projects should notify the SHPO so that amendments can be made to the original review.

2.4 PROGRAMMATIC AGREEMENTS

In an effort to streamline the review and compliance process an agency may develop alternate procedures to fulfill the section 106 or State review process. These agreements should involve review by interested parties and/or the ACHP. Prototype programmatic agreements for certain agencies or undertaking do exist. The SHPO is happy to work with agencies to exempt certain activities if the effects are foreseeable and likely to be minimal or not adverse. Federal programmatic agreements should follow the guidelines within 36 CFR 800.14. State agencies may do so within the parameters described in 82 CSR 2: 5.6. Consultants and agencies should consult with the SHPO to ascertain if any pre-existing programmatic agreements or national programmatic agreements apply to an undertaking.

A list of nationwide programmatic agreements is located in Appendix K.

2.5 REVIEW SURVEYS

In West Virginia, surveys undertaken as part of the Federal or State review process must document all resources over fifty years old regardless of integrity. Properties that are significant works but are not fifty years old may be included if professional judgment

indicates the property may be exceptionally significant or if the property may be considered significant in the future. Properties that are within a few years of becoming fifty years old should be recorded during fieldwork. Contractors should make decisions using professional judgement. Questionable decisions should be made in consultation with SHPO staff.

Contact the SHPO review and compliance historian for questions regarding survey guidelines for specific projects.

See below (Part 2.6) for information on submitting reports and completing WV HPI forms. Refer to Part 1 for general guidance regarding survey preparation (1.1), photograph requirements (1.3), recording information (1.4), and mapping (1.5).

2.6 WV SHPO SUBMISSION REQUIREMENTS

Transmittal

Projects should be submitted using a WV SHPO review and compliance transmittal form. An example of this transmittal is located in Appendix L. Your submission must include project maps depicting the project area and the area of potential effects.

All projects must be submitted with copies of notification to property owners, historical societies, and Native American Tribes (if required).

Reports

Submissions include one original report (with detached original WV Historic Property Inventory forms – WV HPI) and one copy. Architecture/history reports and archaeology reports should not be bound within the same report.

HPI forms

Information on WV HPI forms may vary depending on the type of review. Contact the SHPO review and compliance historian for questions regarding survey guidelines and minimum WV HPI requirements for specific projects. Information that does not fit within the fields of the HPI form should be continued on archival continuation sheets.

Refer to Part 1 for general guidance regarding survey preparation (1.1), photograph requirements (1.3), recording information (1.4), and mapping (1.5).

WV HPI forms must be submitted on archival paper and photographs must be archival or your they will be returned. Do not bind original, archival WV HPI forms with reports. Copies of forms can be included in bound reports.

Review period

The SHPO has 30 days to review all projects from the day your report was received. The SHPO reserves the right to request additional information if necessary.

PART 3 – State Historic Register and National Register of Historic Places

3.1 NATIONAL REGISTER of HISTORIC PLACES

The National Register of Historic Places (National Register) is the official list of the Nation's cultural resources worthy of preservation. Authorized under the National Historic Preservation Act of 1966, the National Register is part of a national program to coordinate and support public and private efforts to identify, evaluate, and protect our historic and archaeological resources.

The National Register is administered by the National Park Service under the Secretary of the Interior. Properties listed in the National Register include districts, sites, buildings, structures and objects that are significant in American history, architecture, archaeology, engineering and culture. These resources contribute to an understanding of the historical and cultural foundation of the Nation.

See Appendix M for a list of what the National Register does and does not do for listed resources.

3.2 STATE HISTORIC REGISTER

In West Virginia, all properties listed in the National Register are automatically listed in the State Register of Historic Places. Properties that are eligible for the State Register must also be eligible for the National Register.

3.3 GENERAL INSTRUCTIONS

This manual is for professional consultants, researchers, writers, and other members of the public. The WV State Historic Preservation Office (SHPO) strongly recommends that non-professionals secure the services of an experienced preparer.

Nomination forms that are not fully completed according to the instructions in this manual and *National Register Bulletin: How to Complete the National Register Registration Form* will be returned. It is the responsibility of the preparer of a nomination form to assure alleged facts are correct and adequately documented and to make any revisions or corrections necessary after the form has been reviewed. It is also the responsibility of the preparer to make any corrections requested by the SHPO, WV Archives and History Commission, or the National Park Service.

All nomination materials including the form, photos, negatives, slides, and maps become property of the West Virginia Division of Culture and History and the National Register, National Park Service.

3.4 PROCESS to NOMINATE

The first step is to complete a WV Historic Property Inventory Form and return it to the SHPO for evaluation. If a site is considered eligible for the National Register, a nomination form is supplied and is filled out by the owner, consultant, or local contact for the property.

Nominations should be submitted to the SHPO where the staff reviews it for completeness and accuracy within 60 days of the receipt of the nomination. A nomination requiring additional information will be returned to the form preparer with comments explaining the areas in need of revision. Nominations are only considered final after approval from SHPO staff. Contractors are required to make requested changes.

Once a nomination is complete, the property owner(s), appropriate local officials, and other interested parties are allowed an opportunity to comment on the proposed nomination. In accordance with 36 CFR 60, property owner(s) and the appropriate local officials shall be notified of the intent to nominate a property to the National Register at least 30 days, but no more than 75 days before consideration by the board.

Before a property or district within the jurisdiction of a Certified Local Government (CLG) may be nominated, the SHPO will notify the applicable historic preservation commission at least 60, but no more than 120 days prior to board consideration and ask for comments. If the CLG sponsored the nomination and provided comments with the submission to the SHPO, a 60-day notification letter is not required.

In the case of a historic district where more than fifty property owners are involved, a public notice and news release are published in the local newspaper and a public hearing may be held to assure that every owner has a chance to comment on or object to the nomination.

For complete information regarding the listing process, refer to 36 CFR 60 (see Appendix N).

Archives and History Commission Meeting

The commission is a panel of individuals appointed by the Governor to advise the State Historic Preservation Officer. During one of three commission meetings per year, the commission reviews nominations to determine if they meet National Register criteria for evaluation. Following approval, the SHPO forwards the nomination within 90 days to the National Register of Historic Places Office in Washington, D.C. where it is reviewed by staff within 45 days. The final decision on National Register listing is made by the U.S. Department of Interior's National Park Service. Refer to 36 CFR 60 or Appendix N for complete information regarding the listing process.

Consultants should not guarantee to their clients that a nomination will be presented at certain meetings. Nominations are only considered final after listing or a determination of eligibility from the Keeper of the National Register.

Consultants are required to present their nominations to the Archives and History Commission. It is the preparer's responsibility for making changes to nominations requested by the Archives and History Commission.

Deadlines

The following schedule lists deadlines for submitting first drafts in order to be included in the list of potential nominations to be presented at a particular meeting.

Meeting a first draft deadline does not guarantee that your nomination will be scheduled for a particular Commission meeting. Your nomination will be included on a list of potential nominations. In a few instances, unforeseen circumstances, such as new information, could preclude your nomination from inclusion on the meeting agenda.

Draft deadline	six months (prior to meeting date)
Final draft deadline	three months
CLG, owner, and jurisdiction notice	60 days
Nomination mailed to A&H Commission	21 days
SHPO send nomination to National Register	within 90 days after meeting
National Register approves nomination	within 45 days of receipt

3.5 FORMS and INSTRUCTIONS:

The *National Register Bulletin: How to Complete the National Register Registration Form (National Register Bulletin)* offers step-by-step instructions on how to complete the National Register of Historic Places Registration Form (NPS FORM 10-900 Oct. 1990). Refer to the *National Register Bulletin* for guidance in completing each section of the nomination. In sections of the registration form that require specific entries, enter terms directly from data categories provided in the *National Register Bulletin*. The registration form and additional materials must be completed according to instructions in the bulletin and this manual. Refer to Appendix O for a March 25, 2001 memo from the Keeper of the National Register concerning technical and regulatory requirements.

Following are additional requirements and guidelines of the WV SHPO regarding Sections 7 and 8 of the nomination form as well as additional documentation.

Narrative description (NR form Section 7)
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All resources, contributing and noncontributing, must be described in Section 7. In addition to guidelines outlined on pages 24-34 of the *National Register Bulletin*, the WV SHPO requires preparers to use the following formats (see next page):

For individual listings with several outbuildings use the following format for Section 7:

(NPS Form 10-900)		
United States Department of the Interior National Park Service		
NATIONAL REGISTER OF HISTORIC PLACES CONTINUATION SHEET		
<u>Holiday House</u> Name of Property		<u>Kanawha County, WV</u> County/State
Section number <u> 7 </u>		Page <u> 1 </u>
<hr/>		
Location and Setting The Holiday House is located in the Kanawha River Valley approximately three miles west of Charleston on State Route 60...		
Description		
Holiday House	c.1860	contributing building
<i>Exterior</i> The Holiday House is a two-story, brick dwelling executed in the Italianate style. It has a hipped roof and is supported by a sandstone foundation. The main elevation...		
<i>Interior</i> The interior of the Holiday House...		
Barn	c.1860	contributing building
A large, double-pen, log barn is situated to the rear, or north elevation of the Holiday House. The barn was constructed of...		
Modern garage	c.1980	noncontributing building
A modern garage is situated to the side, or east elevation of the house. It is constructed of concrete block and has a hipped roof. It is two bays wide and has vinyl, roll-up doors.		

For historic districts, use the following format for Section 7 of the nomination:

(NPS Form 10-900)		
United States Department of the Interior National Park Service		
NATIONAL REGISTER OF HISTORIC PLACES CONTINUATION SHEET		
<u>Holiday Historic District</u> Name of Property	<u>Kanawha County, WV</u> County/State	
Section number <u> 7 </u>	Page <u> 1 </u>	
<hr/>		
Location and Setting The Holiday Historic District is located...		
KA-0020 123 Main Street Holiday Building	c.1880	contributing building
The Holiday Building is a two-story, Italianate, brick commercial building. The first story retains the original storefront with display windows and centered, recessed entrance. The second story features three segmental arch, one-over-one, double-hung sash windows. The building is topped with a decorative, bracketed cornice.		
KA-0021 125 Main Street Exxon	c.1980	noncontributing building
Modern, one-story filling station with two service bays and canopy.		

When describing groups of buildings and historic districts begin by describing the general character of the group or district including characteristics such as common types, pivotal buildings, styles, relationship between buildings, integrity, and open spaces. Refer to page 33 of the *National Register Bulletin* for further guidelines in describing historic districts.

Statement of Significance (NR form Section 8)

The narrative portion of Section 8 should begin with an introductory paragraph that states what criteria the property is eligible under as well as the area(s), level(s) and period of significance. This statement of significance should also include brief facts that explain how the property meets the criteria, how it contributes to the areas of significance listed, and the ways it was important to the State, nation, or community during the significant period.

Using the introductory paragraph as an outline, justify significance in subsequent paragraphs providing history to the extent that it relates to the property. Refer to pages 45-51 of the bulletin for more guidance on completing the narrative portion of Section 8.

Photographs

The National Register registration form must be submitted with two sets of black-and-white archival photographs. A grant recipient may require a third set of photographs. Photos should preferably be 8 x 10 inches. The WV SHPO requires a minimum of 5 x 7 inches unless otherwise specified by staff.

Printing photographs

Surveyors using a 35 mm camera must use black-and-white film. Photographs should be printed on double or medium-weight paper and have a standard finish (matte, glossy, satin). Black and white papers currently available may be used. Fiber-based papers or resin-coated papers that have been processed in trays are recommended to ensure long-term durability, however, resin-coated papers processed automatically can be accepted if they do not contain evidence of residual chemicals, fading, or yellowing. Refer to pages 63-64 of the *National Register Bulletin* for additional photograph guidelines.

Digital images can be submitted with the National Register registration form if they meet the requirements of the National Park Service's March 2005 photo policy expansion. See Appendix F for a copy of these requirements. In general, digital images must meet or exceed a 75-year permanence standard and must be printed in black-and-white on archival paper. Digital images must also be submitted as uncompressed .TIF files on CD-R media. Two CDs are required.

At this time, Fujicolor Crystal Archive paper can not be accepted.

Photographs views

Photographs should include representative images of the resource, representative images of the overall property (including additional resources), and images of significant interior and exterior architectural features. Historic district photographs should include streetscape views, images of any significant resources, and images of representative resources. Photographs should give an honest visual representation of the historic integrity and significant features of the property. Refer to Part 1.3 for tips to improve photo quality.

Labeling photographs

The WV SHPO prefers use of the National Register's alternative method of labeling outlined on page 64 of the *National Register Bulletin*. Photographs are labeled with property name, city and State, and photograph number (Photo 1 of 10). Remaining information is provided on continuation sheets (see example below).

(NPS Form 10-900)

United States Department of the Interior
National Park Service

NATIONAL REGISTER OF HISTORIC PLACES
CONTINUATION SHEET

Holiday House
Name of Property

Kanawha County, WV
County/State

Section number Photos

Page 20

Photographer: Jane Doe, property owner
Date: April 2004
Negatives: WV SHPO, Charleston, WV

Photo 1 of 12 South and west elevations of Holiday House
Camera facing northeast

Photo 2 of 12 North and east elevations of main house
Camera facing southwest

Slides or digital images

The National Register registration must be submitted with slides of the property for presentation to the Archives and History Commission. Labeled slides MUST be submitted with the nomination. The SHPO will arrange them in a slide carousel for your presentation to the review board. Slides should be labeled with county, property name, and slide number.

Digital images arranged in a power-point presentation on a CD-Rom may also be accepted for the presentation. Please note that archival black-and-white photographs are still required.

Submit representative images similar to the submitted black-and-white images.

Slides or digital images must be submitted with the final version of the nomination package or it can not be considered complete.

Floor Plans

The WV Archives and History Commission requires floor plans to be submitted with the National Register registration form for individually listed resources. Plans should be submitted for all significant floors for all significant buildings within the historic boundary. The plans must include vantage points of any interior photographs submitted with the registration form. The plans must also include a north arrow, the name of the property, county, and State. The floor plans may be hand drawn, but must include "not to scale." Floor plans should be copied on to 8 ½ x11 inch or 11x17 inch archival paper. Floor plans are not required for Historic Districts.

USGS maps

As noted in the National Register bulletin (page 63) a United States Geological Survey topographical map must be submitted with the nomination. Do not send fragments of maps. Label the map according to the directions in the bulletin. USGS maps can be obtained by calling the West Virginia Geological and Economic Survey at 1-800-984-3656

USGS Maps should be folded to a maximum of 8 ½ x11 inches. The location of the property and the labeled column must be visible on outside of the folded map.

Sketch map or site plan

A sketch map should be included with all National Register registration submissions. The sketch map must include building footprint(s), general features of the surrounding landscape (eg. rivers and roads), exterior photograph vantage points, and a clearly delineated boundary. The map may be hand drawn but must include “not to scale.” The plans must also include a north arrow, the name of the property, county, and State. Sketch maps must be copied on to 8 ½ x11 inch or 11x17 inch archival paper.

For historic districts, the map must depict contributing and noncontributing resources.

All maps must be printed in black and white on archival paper.

Notification information

It is the preparer’s responsibility to provide the SHPO with the current names and current address for the following:

- Property owners:* Provide property owners’ names and addresses. Tax rolls must be researched for current information.
- Local governments:* Include names and addresses of mayor or county commissions and Certified Local Governments.
- Senator and Delegate:* Provide current names and contact information for State Senators and Delegates in region.
- Interested parties:* Provide names and addresses of other interested parties (a historical society that has expressed interest in the project, etc.).

Final version

The final version must be provided in hard copy and electronic version to the SHPO in either Microsoft Word or Corel WordPerfect.

Cover letters

Submit all drafts of the nomination to the SHPO with a cover letter outlining the contents of the submission. For example:

Draft submission includes

- Draft registration form
- Photocopies of photographs

Draft submission does not include

- Floor plans
- USGS map
- Slides
- Sketch Map
- Original photographs