Instructions for Completion of the
West Virginia Historic Property Inventory (HPI) Form

Resource Name: Enter the name of the property. This name may reflect the historic use, occupants, or events that define the property's significance. This name may also reflect modern use, community reference, or recent occupants. *For example: Capitol Theatre or the Woodson House.*

Site # (SHPO Only): Leave blank unless the SHPO Site number has been provided to you. Professional historic preservation consultants need to request site numbers from SHPO staff prior to completing HPI forms.

Street Address: Provide the street address (101 Main Street) or the County or State Route number for a rural address (Route 1, Box 25). If the address is unknown, provide other locational information and include a map.

Town/City: Include the name of the closest town, city, or community. Include "vicinity of" as necessary.

County: The name of the county where the property is located.

Quadrangle Name: Enter the name of the United States Geological Survey (USGS) Topographical Quadrangle Map where the property is located. This information can also be obtained by using our publicly accessible Geospatial Information System (GIS) web application. The URL for the web app is: https://mapwv.gov/shpo/viewer/index.html.
To view the Quadrangle Name: Find the property's location on the GIS map and zoom out. Grid lines will appear, and in the center of each square (or quad) is the Quadrangle Name.

UTM Coordinates: Enter the Universal Transverse Mercator (UTM) coordinates. These can be determined by locating your property on the GIS web application. The UTM Easting and Northing numbers will be displayed in the bottom left corner after you click the property location on the map.
If your property is located in Jefferson County or eastern Berkeley County, check the 18N zone box. If your property is anywhere else in West Virginia, check the 17N zone box.

Exterior Siding Materials: Enter the exterior siding (stone, log, brick, clapboard, aluminum, vinyl, etc.). If the property is not a building, enter the main material of construction.

Roofing Materials: Enter roof material (wood, asphalt, rubber membrane, slate, clay, etc.). For bridges, enter deck material.

Foundation Materials: Enter foundation material (stone, concrete block, glazed tile block, poured concrete, lumber posts, etc.). For bridges, enter pier material.

Window Materials: Enter window material (wood, vinyl, metal, aluminum, etc.). If space permits, you may note the type of windows (single hung, double hung, casement, fixed, glass block, etc.)

Architectural Style: Use the drop-down list to select the architectural style of the property. If the style is something not on the list, fill out the "Other" box to the right.

Architect/Builder: Enter the name of the person responsible for the design of the building, if known. And/or enter the name of the builder. Please indicate "architect" with an (A) or "builder" with a (B).

Date of Construction: Enter date property was constructed. If this is an approximate date, include "circa" before the year.

Building Form: Use the drop-down list to select the building's form or type. If yours is not on the list, or the answer is N/A, fill out the "Other" box to the right.

Resource Type: Check whether the property is a building, a structure, a site, or an object. A **building** is something constructed to house any form of human activity, such as a house, church, store, jail, school, etc. A **site** is the location of an event, such as a battlefield, cemetery, designed landscape, park, etc. **Structures** are resources built for purposes other than human shelter, such as bridges, tunnels, dams, etc. **Objects** are small or artistic things that may be movable, such as statues, memorials, fountains, etc.

Acres: Provide the approximate acreage of the property.

Stories: If the property is a building, provide the number of stories. Leave blank if not a building.

Historic Use: Use the drop-down list to select the *original* use/function of the property (education, religion, domestic, etc.) If the use was something not on the list, fill out the "Other" box to the right.

Current Use: Use the drop-down list to select the *current* use/function of the property If the use is something not on the list, fill out the "Other" box to the right.

Archaeological Artifacts Present?: Check whether any archaeological sites or artifacts are known to exist on the property.

Place Photo Here: Insert or copy/paste <u>one</u> clear, current, representative photo of the resource in this box. Blurry photos or Google Street View screenshots will not be accepted.

NR Eligibility Recommendations: Briefly explain whether you believe the resource is eligible for the National Register and why/why not. If you believe it to be eligible, note what Criteria and Area(s) of Significance it may be eligible under. This box is *not* where you write the history of the resource.

Form Prepared By: Enter the name of the person completing the HPI form.

Organization: If you are a historic preservation consultant, enter the name of your company/employer for whom you are preparing this form. If you are a volunteer/staff for an organization such as a historical society or a historic landmarks commission, enter the name of that entity. If you are a government employee, enter the name of your agency/department. If you are the property owner and/or a private citizen, leave blank.

Date: Enter the date you completed this HPI form.

Part of What Survey: If this HPI form is being prepared as part of a survey project, enter the name of the project. Leave blank if this documentation is not associated with a larger project.

FR#: If this HPI form is being prepared as part of a Section 106 project, enter the File Reference (FR) number if known. If this is not part of a Section 106 project, leave blank.

Describe Setting: Provide a description of the property's setting (city lot, suburban neighborhood, rural farm, hillside, river front, etc.). Describe trees, rock faces, roads, or any significant natural or manmade landscape features that are present.

Physical Description of Resource: Describe the current and historic physical appearance of the building(s), structure, or site. The description should be concise and as specific as possible. Use continuation sheet(s) as necessary.

Describe Any Additions or Alterations: If known, please describe the type and materials of any alterations or additions (installation of vinyl windows, enclosure of front porch, construction of side wing, etc.) and an estimate date for when they occurred. Use continuation sheets as necessary for additional information.

Describe All Outbuildings: Describe each outbuilding and/or ancillary resource located within the historic property boundary. Include current and historic functions of all outbuildings included with the property. Describe all outbuildings with date, siding, roof and foundation. Examples include garages, barns, and sheds. Use continuation sheet as necessary. **If no outbuildings are present on the property, please state this on the form.**

Describe History of Resource: Provide a history of the property and state how and why it is significant. Use continuation sheets as necessary.

Bibliographical References: List all resource materials used in obtaining the information contained on the form (newspaper articles, books, interviews, property records, etc.). Use a Continuation Sheet as necessary.

Continuation Sheets: You can add as many continuation sheets as necessary to the HPI form. Please use continuation sheets to include the following:

- Map(s) indicating the property's location. You can use a USGS map, Google Maps, satellite view, hand drawn, etc. The map(s) must be legible and must clearly show where the property is located in relation to its surroundings. Any roads, streams, etc. depicted should be labeled.
- Photos – An HPI form must include *at least* two current photos (including the one on the front page). The second and any additional photos can either be inserted/pasted onto continuation sheets or attached to the end of the document. You may include as many photos as necessary to depict the size, design, materials, integrity, and condition of the resource. Photos must be clear, easy to view, and current. Historic photos may also be included for comparison.
- Any additional information on the resource's history, description, materials, bibliographical references, etc. that could not fit onto the previous boxes may be included in continuation sheets.