

Instructions: Form 1403b - Post-World War II Residential Suburban Subdivision (1945-1975)

This form should be used to record and assess the potential eligibility of post-World War II residential subdivisions. If a single post-World War II building, rather than an entire subdivision, is being recorded, this site can be recorded on #1403- *Architectural Inventory Form*.

Care should be taken not to leave any fields on the survey form blank. All of the required information has been requested for specific reasons and, therefore, is important. The directions for specific fields below offer suggestions for appropriate alternatives to leaving a field blank.

Certain fields require the use of terms from the OAHP Lexicon Tables (available at http://www.historycolorado.org/sites/default/files/files/OAHP/crforms_edumat/pdfs/1403LexTable.pdf). These terms are used to facilitate computer database searches. You may use the narrative fields to elaborate on or to modify Lexicon terms.

This form is designed to be filled out via computer word processing or database. You may enter as much information as necessary in each non-Lexicon field, using as many lines and pages as required. For this reason, the space provided for a response on the form is not indicative of the expected amount of text required to adequately address each field prompt. Do not break narrative sections by placing part of the information on continuation sheets.

To ease encoding of the survey information into the SiteFiles database, care should be taken to clearly distinguish the information provided from the prompts on the form. Underlining and bolding represent two methods for making this distinction.

Please include the following information in the upper right hand corner of page 2 and all subsequent pages of the survey form:

Site number: #####

Page number: # of #

It is also acceptable to include the CLG or SHF grant number in the header.

Survey forms should be corner-stapled (not bound or in notebooks) and submitted in site number order.

I. IDENTIFICATION

1. Resource number: Please put the official OAHP site number here. If the site has been previously surveyed, enter the existing official OAHP site number. Contact OAHP staff (303-866-5216) to obtain site numbers for newly surveyed sites.
2. Temporary resource number: List any temporary numbers assigned in the field.
3. County: Indicate county in which subdivision is located.
4. City: Indicate the nearest municipality.
5. Subdivision name: Enter the name of the subdivision surveyed.
6. Addition(s) or Filing(s) within surveyed subdivision: Indicate the name(s) and year(s) for any additions or filings within the subdivision boundaries. This information is usually available from assessor office records.
7. Main streets/ features which form boundaries of subdivision: Describe the physical extent of the subdivision surveyed. Include street names, property lines, and geographic features. Explain why these boundaries were chosen. This same information should be illustrated on a USGS map at 1:24,000 scale showing the outline of this survey area.

II. GEOGRAPHIC INFORMATION

8. Public Land Survey System (PLSS): Fill in all blanks with the Principal Meridian, Township, Range, Section, and four quarter sections. This information can be computed from the USGS quadrangle map or may be available from the local assessor or planning office. Given the large size of postwar subdivisions, there is a strong probability surveyors will need additional lines on the form to record applicable quarter sections. Additional lines as needed should be added underneath those provided on the survey form.
9. UTM reference: To determine the Universal Transverse Mercator (UTM) coordinates for the subdivision survey area, enclose them with a three or more sided figure with a UTM reference for each corner. Points may be given in clockwise or counterclockwise order. Be sure to tick the appropriate box, indicating whether the UTM's are given in NAD27 or NAD83; OAHP prefers the use of NAD27. Please do not provide a separate UTM for each building or structure within the site. Additional lines as needed should be added underneath those provided on the survey form.
10. USGS quad name: Survey projects require the use of a 7.5 minute scale quadrangle (commonly referred to as a quad) map. List the quad map name and map date. If the map has been photo-revised, include the photo-revised date. As noted, attach a photocopy of the appropriate map section.
11. Total acreage of surveyed subdivision: Enter the appropriate figure.

III. ARCHITECTURAL DESCRIPTION

12. Sample models: Complete the chart provided for identified models within the subdivision survey area. Add additional lines as needed to record additional house models. NOTE: This chart also should be used to record non-residential buildings or structures such as strip malls, schools or other resources within the surveyed subdivision boundaries.

Model Name or Label - Identification of models can be based upon either historical research or visual inspection of current conditions. Those models uncovered through research in newspapers, architectural drawings, oral history interviews or other means are more likely to have a proper name. For example, we know Hutchinson Homes constructed three Century model ranch homes—the Century 970, Century 1142, and Century 1255. Those models determined based upon visual reconnaissance survey should be labeled with letters of the alphabet.

Architectural Style/ Building Type - Use only terms from the OAHP Lexicon Tables.

Description - Note footprint; roof type; exterior materials; typical architectural features such as carports, wide eave overhangs, picture windows; use types; and typical modifications for each identified model. Use only terms from the OAHP Lexicon Tables for footprint, roof type, exterior materials, and use types. Information should be entered as bullet points rather than narrative text.

Addresses Within Surveyed Subdivision – List all addresses within the surveyed subdivision which represent examples of the identified model(s).

Sample Photographs – Either embed a thumbnail-size digital image or enter the appropriate photo number/ label information. Only one image is required for each style. However, surveyors are welcome to include additional photos to indicate the range of conditions of such models. For example, consider including an image of an intact example and one showing typical alterations to that house type.

13. Landscaping, streetscape, and setting features for subdivision: Describe items such as medians, mature plantings, berms, signage, playgrounds, laundry lines, and other notable features of the surveyed subdivision.

IV. ARCHITECTURAL HISTORY

14. Date(s) of construction/subdivision development: Give the construction date(s) for the surveyed subdivision. This figure should encompass not only the subdivision development but also the actual building of houses and other resources within the subdivision. If there are multiple additions/ filings(s), then multiple dates of construction may be appropriate. Indicate the source(s) of the given date(s).
15. Architect(s): Give the full name of the architect(s) involved with either subdivision planning or individual model/ house designs; please specify whether the named architect(s) are involved with the subdivision as a whole or only individual properties. In cases where there are multiple additions/ filings, there may be multiple architects to note on the survey form. Some subdivisions may not have architect involvement. In such cases N/A represents an appropriate response. If the name of the architect was not discovered during the research process, then Unknown may be entered.
16. Builder(s)/ Contractor(s): Give the name of the builder(s)/ contractor(s) involved in either subdivision development or building construction. Provide the source of this information. In cases where there are multiple additions/ filings, there may be multiple builders/ contractors to note on the survey form. If the name of the builder or contractor was not discovered during the research process, then Unknown may be entered.
17. Landscape architect(s): Give the full name of the landscape architect(s) for the surveyed subdivision and indicate the source of this information. Some subdivisions may not have a landscape architect. In such cases N/A represents an appropriate response. If the name of the landscape architect was not discovered during the research process, then Unknown may be entered.

V. HISTORIC CONTEXT

18. Demographics of original owners: Use research sources such as U.S. Census results, city directories, phone directories, oral history interviews, neighborhood association records, newspapers, and photographs to determine the types of individuals who originally lived in the surveyed subdivision. The narrative should not be about owners of individual homes within the subdivision, but instead should describe trends and patterns for the entire area. Key items to note about original owners within the subdivisions include ages, occupations, places of employment, educational level, marital status, and ethnicity.
19. Development context for subdivision platting: Use research sources such as materials from city archives, Sanborn maps, manuscript collections, oral history interviews, newspapers (especially advertisements), photographs, and other relevant materials to write a narrative description of pre-construction planning, marketing, and infrastructure for the surveyed subdivision.
20. Construction history: Use research sources such as manuscript collections, oral history interviews, Sanborn maps, newspapers, photographs (particularly aerial), and other relevant materials to write a narrative description of not only the original construction of the subdivision but also any major additions, alterations or demolitions within the area boundaries. The information provided should not be about individual homes within the subdivision, but instead should describe trends and patterns for the entire subdivision and focus on broad patterns of development.

21. Typical modifications to buildings, landscape, and streetscape: Indicate changes which are prevalent throughout the subdivision. Examples might include changes to roofing materials, addition of more stories to homes or enclosure of carports.
22. Sources: Provide full bibliographic entries for all sources used to develop or support the information provided in Fields 18 through 21 on the survey form.

VI. CURRENT STATUS

23. Known threats to the subdivision: List any conditions which may adversely affect the surveyed subdivision.
24. Total number of resources in surveyed subdivision: Indicate the total number of buildings, structures, and objects within the boundaries of the surveyed subdivision.

VII. SIGNIFICANCE AND ELIGIBILITY ASSESSMENT

25. Local landmark designation: Indicate whether the subdivision is a designated local landmark historic district. If it is locally designated, provide the date of designation and the name of the designating authority (county or municipality).
26. Individual Resources – Field Eligible: Complete the chart provided for individual buildings, structures or objects determined field eligible to the National Register. Keep in mind most postwar subdivisions are far more likely to be eligible as historic districts rather than to contain a high number of individually eligible resources. Add additional lines as needed to record all individual resources.

Resource Address – Enter full address of resource.

Designation Program – Indicate whether the identified resource is eligible for the National Register, State Register or as a local landmark.

Eligibility Criteria – Indicate the applicable eligibility criteria. For National Register the choices are A-D.

Area of Significance – For resources determined field eligible to the National Register, indicate the applicable Area(s) of Significance. Use only terms from the OAHF Lexicon.

Period of Significance - Indicate the single year or date range during which the resource attained its importance. One Period of Significance should be provided for each Area of Significance listed in the adjacent column. When using Architecture as an Area of Significance, the Period of Significance is generally a single year: the year the building was constructed or first occupied. A second Period of Significance may be appropriate if an addition is architecturally significant in its own right.

Geographic Level of Significance - Indicate the geographic context in which the resource is significant (local, state or national). This field should not be confused with eligibility as a local landmark or a State or National Register property. Remember local landmark properties are not just buildings important in local community history or architecture. These properties could also be significant in a statewide or even national context. Similarly, resources listed in the National Register are not necessarily of national importance.

Integrity - Assess the impact of any alterations to the location, setting, design, materials, workmanship, feeling, and association of the building based on its significance. It is acceptable to use bullet points rather than develop a narrative statement.

Surveyors interested in identifying individual resources field eligible to the State Register or as local landmarks are welcome to add this information to this survey form as Field 26a and 26b as appropriate. All items required for Field 26 should be included.

27. National Register Historic District – Field Eligible: Indicate whether a potential National Register historic district exists. At the ‘Discuss’ prompt state why the potential district is important, referring to specific Areas and Periods of Significance and the proposed boundaries for the district. Also attach a map, showing the proposed district boundaries, indicating all resources within the boundary identified by address and shaded to illustrate contributing/noncontributing status within the proposed historic district.

Complete the chart provided for a field eligible National Register Historic District. Add additional lines as needed to record all resources within the proposed district boundaries. The information in the chart on this portion of the form should agree with the data on the attached map.

Eligibility Criteria – Indicate in this column the applicable criteria, A-D.

Resource Address – Enter full address for all resources within proposed historic district boundary.

Model Name or Label – Referring back to the information in the chart prepared for Field 12, indicate the appropriate model name or label. Enter N/A for resources which are not examples of the identified models/labels.

Contributing/ Noncontributing – Indicate whether each resource is contributing or noncontributing to the field eligible historic district. This assessment should be consistent with the information regarding significance after the ‘Discuss’ prompt and take an assessment of integrity into consideration.

Photograph - Either embed a thumbnail-size digital image or enter the appropriate photo number/ label information.

Surveyors interested in identifying Local Landmark Historic Districts are welcome to add this information to this survey form as Field 27a. All items required for Field 27 also should be included for Field 27a. If both a National Register and Local Landmark Historic District is identified, the attached maps should be clearly labeled to distinguish between the two.

VIII. RECORDING INFORMATION

28. Photograph numbers: A single digital image of each building, structure, and object within the surveyed subdivision needs to be labeled according to the naming convention for the OAHF Digital Archive:

5 followed by two-letter county code_number portion of site number-d-sequential number starting with 001_description with "_" between words_date image was taken with "_" between numbers in date. photo format.

Here are two examples showing the correct naming convention for digital images:

Example 1: 5MN_123-d_001_facing_west_exterior_entrance_02_18_2005.tif

Example 2: 5DV_10909-d_023_facing_north_facade_01_05_2010.tif

All digital image names should be noted on this portion of the form. It is acceptable to list these numbers both in an abbreviated fashion and as a range.

Example: 5AH_4068-d_001-175. tif.

This naming convention information also should appear below each image printed on archival paper and attached to the survey form— **See Additional Required Materials section below for full photographic specifications.**

29. Report title: Provide the name of the survey report with which the subdivision is associated. If a report is not completed, indicate N/A.
30. Date(s): Enter the dates the subdivision was recorded in the field. Month and year is sufficient.
31. Recorder(s): Enter the full name of the recorder(s).

32. Organization: Enter the name of the organization, agency or company with whom the recorder is affiliated (be specific).
33. Address: Enter the address of the organization, agency or company conducting the survey.
34. Phone Number(s)/Email: Give the phone number and email address of the company/agency with whom the recorder is affiliated.

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ADDITIONAL REQUIRED MATERIALS:

The three items below should be stapled to the pages of the completed *Post-World War II Residential Suburban Subdivision Form*.

1. Sketch Map

The purpose of this map is to graphically depict the surveyed subdivision, the relationship of cultural and natural components to one another, the location of site features, the boundaries of the resource, and the relative scale of the components. The map may be manually drafted or created through a computerized program. Surveyors may consider using an original subdivision plat map as a base map.

A sketch map for a postwar subdivision survey should include: building addresses, survey area boundary, and major topographical or natural features in the vicinity. Each sketch map should have a detailed key and a north arrow. The map should be drawn to scale, if possible.

If the subdivision survey identified a potential historic district, the boundaries should appear on the sketch map. This map also should indicate contributing and noncontributing resources. These details should match the information which appears in the chart in Field 27 (and/ or Field 27a). If both a National Register and local landmark historic district is identified, the map should be clearly labeled to distinguish between the two. In such cases, surveyors may consider attaching multiple sketch maps as appropriate.

2. USGS Map Location

Attach a 1:24,000 photocopy (not reduced or enlarged) portion of a United States Geographical Survey (USGS) quad map to the form. The boundaries of the recorded subdivision should be marked. The preferred method is to use a thin-tipped marker in a bright color (red, green).

Standard quadrangle maps are available from the U.S. Geological Survey Map Center or online (<http://www.usgs.gov/pubprod/maps.html>). Quad maps also are available at some sporting goods and maps stores.

3. Photographs

Surveyors should use digital photographs to record all of the buildings, structures, and objects within the surveyed subdivision. In addition, images of the streetscape and landscape elements are strongly encouraged. The captured images should be saved in Tag Image File format (TIFF) or RAW format. It is also acceptable to submit JPEGs converted to TIFFs by a computer conversion process. Keep in mind, JPEGs must not be altered in any way prior to conversion. Setting the camera to the maximum or largest pixel dimension the camera allows is recommended. Acceptable images may range from six to two megapixels and should be stored at 300 dpi.

For postwar subdivision surveys only, you do NOT need to process the photos and place them in archival clear plastic sheets. Instead they may be printed out using a standard computer printer. The images must be printed in black and white onto 8.5 x 11 archival paper. Such paper is available at most office supply stores. Images should be printed at approximately 3 x 5, allowing for two images and the appropriate label information to appear on a single sheet. Images should appear on only a

single side of the paper (not back-to-back) in order to avoid bleed through. All images printed on archival paper should be corner-stapled to the survey form behind the required maps.

In addition to the images printed on archival paper, a CD or DVD containing all TIFF images must be submitted. Acceptable disk types include CD-R Archival Gold or DVD-R Archival Gold; do not submit images on CD-RW or DVD-RW (rewriteable) disks. The disk with the electronic images should be placed in a special pocket in the survey report. The disk must be hand-labeled using a CD/DVD-safe marker. Such markers are available at most office supply stores. The label information should appear in the inner ring of the disk. Required label information includes all relevant site numbers and date (month, year) photos were taken.

ADDITIONAL OPTIONAL MATERIALS:

Attached photocopies of historic images can enhance the completed survey form. Such views are often available from postcards, walking tour guides, and local history archives. Always indicate the source and date, actual or estimate, for any historic images.

Certain optional materials are not appropriate to attach to a survey form. Do **not** include photocopies of deeds, property transfers, personal documents (birth, death, marriage certificates) or handwritten field notes.