

History Colorado - Office of Archaeology and Historic Preservation
 COLORADO CULTURAL RESOURCE SURVEY

Form #1403: Architectural Inventory Form Instructions

An *Architectural Inventory Form* must be completed for buildings and structures recorded as part of an intensive level historical & architectural survey. In most cases, sheds, privies, carriage houses, statues, and other associated buildings or objects do not merit individual forms; however, they should be recorded in Field 24.

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. However, 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:

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. Site 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 site number: List any temporary numbers assigned in the field.
3. County: Indicate county in which site is located.
4. City: Indicate the nearest municipality.
5. Historic resource name: Give the historic name(s) of the primary resource. Some houses have well-known historic names, usually related to the original owner (Jones House) or a string of prominent owners (Jones-Smith-Rodriguez House). For commercial

establishments the historic building name is usually the name of the first business located in the property. If you do not know the historic name, Unknown is an appropriate response. If the property does not have an historic name, then N/A may be entered.

6. Current resource name: Give the name by which the primary resource is currently known. For properties which have remained in the same ownership for a substantial period of time, this may be the current owner's name (the Franklin House) for domestic buildings or the current business name (Scrub-a-lot Laundry) for commercial establishments. In cases of rental properties or buildings which have changed ownership frequently, the response N/A may be entered.
7. Resource address: Indicate exact street address and zip code of the primary resource. In cases where the resources on the site have different addresses be sure to indicate which address belongs to which building.
8. Owner name and address: Indicate complete owner name and address. Keep in mind the owner may be a private individual, organization, or a specific federal, state, or local agency. Be aware also the property and owner address are not always the same. This is particularly true when recording either seasonal/ rental homes or chain stores and other commercial establishments owned by large, out-of-state corporations.

II. GEOGRAPHIC INFORMATION

9. 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 it may be available from the local tax assessors or planning office.
10. UTM reference: If the area of the resource is less than 10 acres, only one Universal Transverse Mercator (UTM) reference for a point centered on the site must be completed. If the resource includes 10 or more acres, the area must be enclosed by a three-or-more sided figure with a UTM reference for each corner. Points may be given in clockwise or counterclockwise order. This information can be computed using a map and template, handheld GPS unit in the field, or websites such as Topozone.com. Be sure to state whether the UTM's are given in NAD27 or NAD83; OAHF prefers the use of NAD27. Please do not provide a separate UTM for each building or structure within the site.
11. USGS quad name: Historical & architectural 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.
12. Lot, Block, and Addition: Include this information for buildings or structures recorded in cities or towns. The information can be obtained from local planning or assessor offices. Rural properties may not have this information.
13. Boundary description and justification: Describe the physical extent of the property surveyed. When appropriate include street names, property lines, and geographic features. Explain why these boundaries were chosen.

III. ARCHITECTURAL/ ENGINEERING DESCRIPTION

14. Resource plan (footprint, shape): Identify the plan or footprint of the building or structure. Use only terms from the OAHP Lexicon Tables.
15. Dimensions: Provide the overall dimensions of the building in feet. Indicate if these figures are actual or estimates.
16. Number of stories: Give the number of stories of the building or structure. Do not count the basement as a story but be sure to mention it in the General architectural description (Field 21). It is possible to have partial stories, for example 1-1/2 stories. Make sure this information is consistent with data provided elsewhere on the survey form.
17. Primary external wall material(s): Indicate no more than two materials. Use only terms from the OAHP Lexicon Tables. Materials must be not only visible-- a brick wall covered with stucco should be indicated as stucco-- but also prominent or the most prevalent. If no subcategory applies, indicate the general category. For example, indicate Granite if it is known to be the type of stone; however, if the specific type of stone is not listed or is unknown, indicate Stone only. Make sure this information is consistent with data provided elsewhere on the survey form.
18. Roof configuration: Indicate no more than one configuration. Use only terms from the OAHP Lexicon Tables. Make sure this information is consistent with data provided elsewhere on the survey form.
19. Primary external roof material: Indicate no more than one material. Use only terms from the OAHP Lexicon Tables. If no subcategory applies, indicate the general category. Make sure this information is consistent with data provided elsewhere on the survey form.
20. Special features: Indicate all that apply using only terms from the OAHP Lexicon Tables. The list of special features is not all-inclusive but represents features most often used for database searches.
21. General architectural description: This narrative section should be as long as necessary to adequately describe the building or structure. You may elaborate on Lexicon terms given above to include secondary materials, unusual roof configurations, and distinctive architectural features. It is best to describe the building from ground to roof and elevation by elevation (side by side). Be sure to indicate which portion of the description applies to the façade (the front of the building or structure).

Information featured in the general description will depend on your access to the property. Key items to record include: 1) the direction the building or structure faces if it is not evident in the sketch map; 2) the basement and foundation materials; 3) the type of structural support system (such as trusses); 4) the presence of towers, dormers, and balconies; 5) details about the decorative features; 6) the location of chimneys in relation to the building; 7) window location and types (for example: four original double-hung windows on the east elevation); 8) door location, material, and style; and 9) porch location, support system, roof type, and materials. If possible, provide information concerning the design and condition of the interior. Any other information relevant to the architectural description may also be noted.

Care should be taken to make the general description as clear and concise as possible. Avoid the use of jargon or over-technical architectural terms. Thorough, precise general descriptions are not only easier to enter into the SiteFiles database but also more beneficial to local communities for use in walking tours or other follow-on activities.

22. Architectural style/ building type: Indicate the building's architectural style and/ or building type. Use only terms from the OAHP Lexicon Tables. If no subcategory applies, indicate the general category. If the style either falls outside the standard categories or has local origins, please discuss it briefly as part of the narrative General architectural description in Field 21 and at length in the survey report.

For information concerning architectural styles, refer to standard architectural style guidance such as information available in *A Field Guide to Colorado's Historic Architecture & Engineering* (<http://www.historycolorado.org/oahp/colorados-historic-architecture-engineering-field-guide>) or *A Field Guide to American Houses* by Virginia and Lee McAlester.

23. Landscaping or special setting features: Describe the setting of the building. If the building or structure is in a rural environment include information concerning both natural features (streams, mountains) and human made features (agricultural fields, orchards, ditches). If the building is located in an urban environment include such features as gardens and landscaping.
24. Associated buildings or objects: Associated buildings are also known as outbuildings. An outbuilding is subsidiary to, but separate from, a main house or building. Examples of frequently encountered outbuildings include detached garages, carriage houses, sheds, and privies. Frequently encountered objects near surveyed buildings include statues, fountains, and monuments. Every effort should be made to describe each associated building or object. If associated buildings or objects are known to exist but cannot be surveyed, this fact should be noted on the form.

Complete descriptions should include plan, primary external wall materials, roof configuration, primary external roof materials, special features, architectural style or type (if applicable), and date of construction. To a certain extent, the relative size and quality of the associated building or object will determine the amount of information recorded. For example, more detail should be provided for significant resources such as substantial carriage houses or large barns than for a simple shed.

Provide each associated building or object with a number and name (for example: 1- detached garage, 2- shed, 3- fountain). These same labels should be used to identify the associated buildings and objects on the photographs and the sketch map.

IV. ARCHITECTURAL HISTORY

25. Date of construction: Give the construction date and indicate if the date is actual or an estimate. A circa date or a date range may be given as an estimate. Construction dates may be estimated using photographs, oral histories, Sanborn maps, and/or an analysis of the resource itself. Indicate the source(s) of the given date.

In some cases it is appropriate to include multiple dates of construction. When a property has been extensively remodeled or completely restored, both the original construction date and the date of the change should be given and clearly identified. For example: 1886 (original) and 2005 (restoration). All of the details about how the building evolved from its earliest date to its current appearance should be provided in Field 29- Construction history.

26. Architect/ Designer: Give the full name of the architect or designer and indicate the source of this information. Some buildings or structures may not have an architect or designer. In such cases N/A represents an appropriate response. If the name of the architect or designer was not discovered during the research process, then Unknown may be entered.
27. Builder/ Contractor: Give the name of the builder and indicate the source of the information. Do not put the name of the original owner unless there is evidence the original owner actually constructed the building or structure. The builder may also be the name of the construction firm. Provide the source of this information. If the name of the builder or contractor was not discovered during the research process, then Unknown may be entered.
28. Original owner: Give the name of the first owner of the property. Provide the source of this information. If the name of the original owner was not discovered during the research process, then Unknown may be entered.
29. Construction history: Provide a complete description of all alterations, demolitions, and additions. Include details about interior modifications if known. Provide dates, actual or estimates, for changes. Sources for researching construction history include historic photographs, oral history interviews, assessor's records, Sanborn maps, building permits, and surveyor observations from a physical examination of the building or structure.
30. Original location: Indicate whether the resource is on its original site or has been moved. If applicable, note the date of the move.

V. HISTORICAL ASSOCIATIONS

31. Original use(s): Indicate the original building use or uses. Use only terms from the OAHF Lexicon Tables.
32. Intermediate use(s): Complete only if building or structure has had more than two (2) uses in its history. Use only terms from the OAHF Lexicon Tables.
33. Current use(s): Indicate the current use or uses of the building. If the current use is the same as the original use, indicate that use in both sections. Use only terms from the OAHF Lexicon Tables.
34. Site type(s): Indicate the site type corresponding to the past and current uses. For example, if the building use is Domestic-Single Dwelling, then the site type might be Suburban Home. This is a free text field; you are not restricted by a set lexicon.
35. Historical background: Provide historical information regarding associated individuals, the importance of the building in the community, and relevant historic events. This section should not only indicate who lived at the property but also place these individuals in proper

historical context by explaining who they were in terms of ethnicity, occupation, and family relations. Whenever possible include information about the individuals and events associated with the property up to the present day. It is usually easier to gather this more recent information now rather than waiting until the records are less accessible. Recording a complete property history not only keeps forms current for longer (less need for resurvey) but also allows for the collection of information now which may gain greater significance over time. Sources for researching the Historical background include census records, city directories, and oral histories.

36. Sources of information: Note the source(s) used for the Historical background.

VI. SIGNIFICANCE

37. Local landmark designation: Indicate whether the resource is a designated local landmark. If the property is locally designated, provide the date of designation and the name of the designating authority (county or municipality).
38. Applicable National Register criteria: Check as many criteria as applicable or check that none of the criteria apply. This assessment should be based upon significance only/exclusive of integrity considerations.
39. Areas of Significance: Indicate the Areas of Significance associated with the building or structure. Use only terms from the OAHLP Lexicon Tables. Include at least one Area of Significance for each of the applicable criteria checked in Field 38. If the resource does not meet any of the National Register criteria, then N/A may be entered in this field.
40. 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 Field 39. 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. If the resource does not meet any of the National Register criteria, then N/A may be entered in this field.
41. 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.
42. Statement of Significance: Explain the reason(s) why the resource is important. The text can include details from the Historical background (Field 35), but the majority of the narrative should be an analysis of resource importance. The Statement of Significance should address the chosen National Register eligibility criteria (Field 38) and justify their applicability. Care should be taken to avoid negative Statements of Significance, passages which highlight what a property is not (lacks both associations with past persons or events and distinguishing architectural characteristics or style). The Statement of Significance refers to only the surveyed resource, not any potential district. This narrative is written without consideration of integrity.

43. Assessment of historic physical integrity related to significance: Assess the impact of any alterations to the location, setting, design, materials, workmanship, feeling, and association of the building based on its significance. Write a clear, definitive statement as to whether the property possesses sufficient integrity to convey its significance. The Assessment of Integrity refers to only the surveyed resource, not any potential district. Make sure this information is consistent with data provided elsewhere on the survey form.

VII. NATIONAL REGISTER ELIGIBILITY ASSESSMENT

44. National Register Eligibility Field Assessment: Indicate whether the resource is eligible, not eligible, or needs data. This appraisal should be consistent with both the Statement of Significance (Field 42) and Assessment of Integrity (Field 43).
45. National Register eligible district: 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.
46. Existing National Register District designation: Indicate whether the resource is located within a designated National Register historic district. Also note if the building is contributing or noncontributing to that district.

VIII. RECORDING INFORMATION

47. Photograph numbers: For traditional 35 mm prints give the roll and negative number(s) for the photos of the primary resource, associated buildings, or objects. For digital prints give each image a logical file name which includes the site number, image number, and description (if applicable). Sample file names for digital images might follow one of these formats: 5DV1000_1.tif, 5LR2175_1farmhouse.tif, or 5PE2955_1front.tif. Each building or structure-- including associated buildings and objects-- should be photographed. The photographs should show as many elevations (sides) as possible. However, good judgment should be used; for example, with an eight-sided grain bin it is not necessary to photograph each elevation if all eight are identical. Photographs of important architectural details are also useful. Indicate the location of the negatives for traditional prints or the CD with digital images.
48. Report title: Provide the name of the survey report with which the building or structure is associated. If a report is not completed, indicate N/A.
49. Date(s): Enter the date resource was recorded in the field.
50. Recorder(s): Enter the full name of the recorder(s).
51. Organization: Enter the name of the organization, agency, or company with whom the recorder is affiliated (be specific).
52. Address: Enter the address of the organization, agency, or company conducting the survey.

53. Phone Number: Give the phone number 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 *Architectural Inventory Form*.

1. Sketch Map

Please provide a sketch map of the building or structure and the surrounding area. Be sure to include all associated buildings or objects and label them according to the numbers assigned in Field 24 on the survey form.

The purpose of this map is to graphically depict the resource, 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.

A sketch map for an historical & architectural survey should include: building address and site number, site boundary, and major topographical or natural features in the vicinity (especially applicable for rural sites). Each sketch map should have a detailed key and a north arrow. The map should be drawn to scale, if possible. If the sketch map shows more than one property (common for urban settings), indicate the recorded resource with a circle, arrow, or other logical marking.

Sample sketch maps appear in the *Colorado Cultural Resource Survey Manual* (<http://www.historycolorado.org/oahp/survey-manual>).

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 recorded site should be marked in a way that does not obscure the location. The preferred methods for marking surveyed properties on the map are to circle the building(s) with a thin-tipped marker in a bright color (red, green) or to indicate the location with a small-headed arrow.

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

Map Center, U.S. Geological Survey
Box 25286
Denver Federal Center, Building 810
Denver, CO 80225
303-202-4700

3. Photographs

Each building or structure, including associated buildings and objects, should be photographed. If access to the property is denied or restricted, then a complete photographic record of the site cannot be obtained. The photographs should show as many elevations (sides) as possible. However, good judgment should be used; for example, with an eight-sided grain bin it is not

necessary to photograph each elevation if all eight are identical. Photographs of important architectural details are also useful. Photos must be in black and white, either traditional 35 mm or digital prints. For more information about the processing standards for photographs accompanying intensive level historical & architectural survey forms, see http://www.historycolorado.org/sites/default/files/files/OAHP/crforms_edumat/pdfs/1527photo.pdf.

Labeling photographs on the back with a blunt, very soft lead (#6 or higher) or grease pencil is the only truly archival technique. For survey projects involving more than a handful of properties, pencil labeling is generally time prohibitive. In those cases, acid-free “archival” labels, available from an archival product supplier, may be used on survey photographs. The best type is foil-backed, as these will prevent ink migration. Do not use mailing labels from an office supply store, as these are not archival quality. Contact OAHP (303-866-3395) if you have difficulty finding appropriate labels. The back of each photograph should be labeled with the site number, street address and city/town/ vicinity, date the photograph was taken and, if applicable, both the film roll and exposure number and the CLG or SHF project number. If the site includes associated buildings or objects the labels for these photographs should also include the number and description assigned in Field 24 on the survey form.

Photographs should be placed in archival sleeves and attached to the survey form. Archival photo sleeves are often available from local stationery, drug, or discount stores. Sleeves may also be ordered from archival material suppliers’ websites. Be sure to get archival quality pages (polypropylene). Do not use PVC or “sticky back” album pages. Sleeves that hold multiple photographs per page are best. Photographs should be placed one to a pocket, not back to back.

ADDITIONAL OPTIONAL MATERIALS:

Attached photocopies of historic images can enhance the completed survey forms. Such views are often available from postcards, walking tour guides, and local history archives. References to these images should be included on the form so this material is not overlooked. The best place to include references is usually in Fields 29 and 43. The pictures can be used to illustrate building changes which feature in the Construction history and to support Assessments of Integrity. 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.