

COLORADO CULTURAL RESOURCES SURVEY
Office of Archaeology and Historic Preservation

Instructions for Completing Form #1404: Historic Cultural Landscapes

The OAHF *Historic Cultural Landscapes Form*, which is modeled on the Historic American Landscapes Survey (HALS) Short Format History Template, should be completed for most cultural landscapes (sites and/or districts) documented during intensive level historical/architectural survey, and may also be used to document historic archaeological landscapes. Cultural landscapes associated with post-World War II residential subdivisions are an exception, and should be recorded on OAHF form #1403 b.

Additional documentation: each *major* building, structure, site, and object encompassed by the larger cultural landscape should also be documented separately on appropriate forms (1403 for buildings and structures; 1402 for objects and historic archaeological sites). Cross-reference OAHF assigned file numbers for any properties documented on multiple forms.

Survey forms should be corner-stapled (not bound or in notebooks), submitted in site number order, and accompanied by USGS maps showing property location (all properties) and boundaries (properties over 10 acres), sketch maps/site plans, and sufficient photographs to convey the character and extent of the cultural landscape.

Include the following information in the upper left hand corner (header) of all pages:

OAHF site number: #####

Contact OAHF staff (303-866-5216) to obtain site numbers for newly surveyed sites.

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

Include the following information in the lower right hand corner (footer) of all pages:

Page number: # of #

This form is designed to be filled out with the aid of a computer word processing or database program. Enter as much information as necessary in each non-Lexicon field, using as many lines and pages as required. 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.

SIDEBARS

Cultural Landscape Classification: indicate with **bold**, underline, or other graphic convention whether the cultural landscape being documented is a site or a district; and whether it is a Historic Designed, Historic Vernacular, or Ethnographic landscape.

Type of Landscape: check the box which most closely characterizes the property type represented by the cultural landscape; if none of the selections apply, check "other" and add in the property type.

IDENTIFICATION

Property name: Provide the historic, current, and/or other name(s) of the cultural landscape. Indicate the type of name by checking the appropriate label. More than one name may be entered.

Resource count: enumerate the total number of buildings, structures, objects, and sites encompassed by the landscape.

Ownership: select one or more boxes

Owner(s) contact info: if this information has been obtained during the survey, provide name, address, and phone/email for property owner(s). 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.

Previously recorded resources associated with property: If the landscape or resources located within the landscape have been previously surveyed, enter the existing official OAHF site number(s).

LOCATION

Street Address: Indicate exact street address(es), including zip code, of the landscape. In cases where there are multiple addresses, indicate which address belongs to which resource.

Municipality: Indicate the city, town, or unincorporated village; if rural, list the nearest such municipality and select the "vicinity" box.

USGS 7.5' quad: cultural landscapes should be located on 7.5 minute (1:24,000 scale) quadrangle (commonly referred to as quad) map. List the quad map name and map date. If the map has been photo-revised, include the photo-revised date.

Parcel number: provide local tax parcel number(s) for properties encompassed by the cultural landscape

Parcel information (OPTIONAL if parcel # provided above): provide addition/subdivision name and block/lot numbers for urban and suburban properties encompassed by the cultural landscape; usually not available for larger rural acreage properties; may be obtained from local planning or assessor's offices.

Acreage: provide actual or estimated acreage (indicate which) of property in acres. This may be calculated from maps or obtained from other sources such as parcel maps or assessor's records.

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.

Boundary description and justification: Describe the physical extent of the property surveyed. When appropriate include street names, property lines, and geographic features. Indicate whether the boundaries are historic boundaries, current legal boundaries, or other type of boundary. Explain and justify the chosen boundaries.

DESCRIPTION

This narrative/outline section should be concise yet complete, and as long as necessary to adequately describe the characteristic features of the cultural landscape. Systematically describe the landscape so that the following features (as applicable) are addressed. Indicate actual or estimated dates of features, including original features as well as later alterations/additions. Note that this is not an exhaustive list of features to consider, but a suggestion of potential or likely features to address in the narrative/outline.

Natural Features

Topography: rolling, flat, mountainous, karst, etc.

Vegetation: native/introduced/exotic, deciduous/evergreen, agricultural produce (pasturage, row crops, orchard trees), grasses, perennials, shrubs, trees, etc.

Water: spring, creek, canal, pond, lake, reservoir, etc.

Geology: soils, rock formations and stratigraphy, underground water, minerals, fossil fuels, etc.

Ecology: animals, insects, habitats, environmental hazards, etc.

Climate: annual precipitation (snow and/or rain); cold/heat range; growing season; plant zone, prevailing winds, etc.

Designed/Cultural Features

Land Use patterns: gardens, yards, fields, pastures, vineyards, timber lots, terraces, unstructured open spaces, recreational open spaces, sports courts/fields/courses, mines, open pits, tailing piles, etc.

Planting patterns: rows, grids, raised beds, lawns, ornamental/decorative, naturalistic/naturalized, xeriscape, etc.

Boundary demarcations: fences, walls, ditches, hedges, buildings, topographic features (mountain ridges, creeks, drainage patterns)

Spatial organization/layout: formal, informal, functional, etc.

Circulation networks: railroad lines, paths, trails, streets, roads, navigable waterways, aerial trams, etc.

Views and vistas: borrowed, on-site, natural setting, designed, forced perspective, etc.

Water features (functional and ornamental): cisterns, wells, springs, creeks, rivers, ponds, lakes, ditches, acequias, pools, waterfalls, fountains, etc.

Buildings, Structures, and Objects: sheds, privies, stables, silos, missile silos, houses, barns, fences, walls, mills, bridges, bridge abutments, tunnels, mausoleums, monuments, bandstands, major sculptures, mining structures, rolling stock, gondolas, etc. **(NOTE: for major buildings, structures, and objects, also complete *Architectural Inventory Form #1403* or other appropriate OAHF form; consult with OAHF staff for additional guidance).** Provide each associated building, structure, and object with an identifying number and name (for example: 1- detached garage, 2- shed, 3- fountain), and include the resource-specific OAHF site # if applicable. Use the same identification number(s) when labeling photographs and the sketch map.

Small-scale elements: lighting, seating, signage, arbors, grave markers, equipment, abandoned vehicles, minor religious shrines, etc.

Other: as applicable to specific landscape under consideration

DEVELOPMENTAL HISTORY

Location: Indicate whether the landscape is in its original/historic location or whether it or any of its major components have been moved. If applicable, note the date of the move.

Development date(s): Give the construction/development date and indicate if the date is estimated or actual. 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).

Designer(s) / builder(s): Give the full name or firm name of any architect, landscape architect, designer, builder, developer or contractor associated with the resources of the landscape or the overall landscape, and indicate if the name(s) are attributed or documented. Provide the sources of such information. If no architect, landscape architect, designer, or builder has been identified during the research process, then Unknown may be entered.

Developmental history and evolution: Provide a chronological description of the landscape's development, including original occupation and construction as well as later alterations, demolitions, and additions. Provide dates, actual or estimates, for changes. Identify and date changes

(expansions, reductions) to historic boundaries. Provide the sources for obtaining developmental history (could include historic photographs, oral history interviews, assessor's records, Sanborn maps, building permits, and surveyor observations based on physical examination of the landscape and its resources).

HISTORICAL ASSOCIATIONS

Original/historic use(s): Indicate the original building use(s). Use only terms from the OAHF Lexicon Tables.

Current use(s): Indicate the current use(s) 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.

Historical Background/Overview: Provide historical information about the landscape, identifying individuals, events, and trends associated with its development, occupation, and/or use. This section should indicate who lived at or used the property, and must place these individuals and groups in proper historical contexts. 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.

Note all source(s) used for this property-specific historical overview. Primary sources may include census records, city directories, oral histories, business histories, and old photographs. Secondary sources may include local histories, period newspaper accounts, biographies and monographs

HISTORIC CONTEXT EVALUATION

Evaluate the Landscape within one or more Historic Contexts; for each, identify the following significance and integrity factors:

Name of Historic Context: Provide the name of the Historic Context used to evaluate the Landscape (from an associated MPDF or other context document, if applicable).

Area(s) of Significance: Indicate the Area(s) of Significance associated with the Landscape. Base selection of the Area(s) of Significance on information presented in Developmental History and/or Historical Association sections. Use only terms from the OAHF Lexicon Tables.

Significant Person(s): Indicate any persons associated with the Landscape for whom potential significance has been identified in the Developmental History and/or Historical Associations sections.

Period of Significance: Indicate the date range or single year of historical significance that the landscape represents, as documented in the Developmental History and/or Historical Associations sections. A property may have multiple Periods of Significance if it has several Areas of Significance. When Architecture or Landscape Architecture is an Area of Significance, the Period of Significance is generally the year of construction or first use.

Significant Date(s): Indicate specific important dates of events for which potential significance has been identified in the Developmental History and/or Historical Associations sections.

Level of Significance: Indicate the geographic context within which the resource is being evaluated (national, state, or local).

Discuss presence or absence of character-defining features needed to convey significance within this context: In a brief narrative, describe how the Landscape, as an associated property type, is able to convey significance through the presence of character-defining features. If the property does not have sufficient character-defining features to adequately convey such significance, please explain. This narrative is written without consideration of integrity or condition of the resource.

Landscape retains Integrity of: select all aspects of Integrity that the property retains, based upon the Historic Context (area, period, and level of significance) which the Landscape represents. If the property represents multiple Historic Contexts, Integrity should be evaluated separately for each.

Discuss presence or absence of integrity within this context: In a brief narrative, discuss whether or not the Landscape retains sufficient integrity to convey significance in the applicable context.

ELIGIBILITY ASSESSMENT

Existing designation?: Indicate whether the resource is individually designated or located within a designated historic district, and the name of the property or district as designated. Also indicate the name of the designating authority or authorities, the date(s) of designation, and – if the property falls within a designated district – whether it is a contributing or noncontributing resource.

Individual site: If the Landscape is being assessed as an individual site, indicate whether it is eligible, not eligible, or needs data. This appraisal should be consistent with the Historic Context-based evaluations of significance and integrity factors. Indicate applicable NR Criteria, Criteria Considerations, and SR Criteria. Provide a summary statement of why the property is or is not recommended as eligible. Indicate contributing or non-contributing status of primary and secondary resources within the property's boundaries.

Potential district: If the Landscape is being assessed for district potential, indicate whether it is eligible, not eligible, or needs data. This appraisal should be consistent with the Historic Context-based evaluations of significance and integrity factors. Indicate applicable NR Criteria, Criteria Considerations, and SR Criteria. Provide a summary statement of why the resource is or is not recommended as eligible. If recommending the district as eligible, justify proposed boundaries, and provide annotated list or table indicating contributing or non-contributing status of each resource within the boundaries.

RECORDING INFORMATION

Survey date: Enter the date resource was recorded in the field.

Associated Report: Provide the name of the survey report submitted in conjunction with the documentation of the Historic Cultural Landscape. If a report is not completed, indicate N/A.

Photo log: List the photos and/or digital images submitted as attachments to the form (see next page for photo documentation guidance). The photo log is a list of images with identifying and directional information, and must also reference the location of original images (digital: copies of CD/DVD located at OAHP and XYZ Planning & Zoning Office; prints: negatives located at XYZ Museum).

Be consistent when identifying images and photos. For traditional prints from 35 mm film, include negative numbers as assigned by OAHP staff and identify the frame number for each image.

For digital images assign a logical file name which includes the site number, image number, and description (if applicable). For streamlined merging into the OAHP database, please use the following convention when naming digital files: 5XX_####-d_image#_description.tif .

For example:

All photos of *Property Name (OAHP site number)* by *Photographer*, taken *Month/Year*.

5DV_1000-d_1_fountain_W.tif for Fountain, view to West

5LR_2175-d_9_bunkhousefront_S.tif for Bunkhouse, front elevation view to South

5PE_2955-d_2_caretaker_S.tif for Caretaker's House, general view from North

Surveyed by: Enter the name of the surveyor(s), along with contact information (affiliation, company or organization name, phone, mailing address, email).

Project Sponsor: Enter the name of the organization, agency, or company for whom the project is being undertaken, along with contact information (contact person, phone, mailing address, email).

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ADDITIONAL REQUIRED MATERIALS:

The three items below should be submitted with the completed *Historic Cultural Landscape* Form.

Sketch Map

Provide a sketch map of the documented landscape, including the immediate environs. The purpose of this map is to graphically depict the property/district through an image that illustrates the boundaries of the landscape; the location, extent, and nature of the landscape's major features; the relationship of cultural and natural components to one another, and the relative scale of each. The map may be manually drafted or created through a computerized program. The map needs to be readily reproducible (use letter, legal, and tabloid size papers if possible) and legible through multiple print generations (use simple graphic conventions such as black/white, grayscale, and basic infill patterns; maps that rely heavily on colors and lower-resolution photos typically lose significant detail with photocopying). Include all associated buildings, structures, sites, and objects.

The map must include a key/legend with the site/district name, address, site number, exact or approximate scale, a north arrow, and useful interpretive codes or figures. Label property features on the map legibly (words, letters, or numerals); coordinate labels with the organizing system used in describing the resources in the survey form. Codes or graphic figures, linked to the key, can provide additional information about the resources shown on the map (for instance, contributing or non-contributing status).

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

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 on the topo map in a way that does not obscure the location. The preferred method for marking surveyed properties on the map is to circle the site with a thin-tipped marker in a bright color (red, green). For sites and districts of ten (10) acres or more, the complete boundary should be drawn on the USGS map so that the entire site or district is encompassed. On the map, link the circle or boundary outline to text that clearly stipulates the OAHF site number.

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

Photographs

Photos and/or digital images of the Landscape and its associated resources (buildings, structures, sites, objects) must accompany this form. Each major feature of the Landscape, and general views showing multiple features in relationship to each other and to the overall setting, 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 different views of the Landscape as possible.

Photos must be submitted as 3"x5" or 4"x6" black and white prints on photographic paper, and may be generated from either traditional 35 mm film negatives or from digital images. For more information about the processing standards for photographs accompanying survey forms, see <http://www.historycolorado.org/crforms/pdf/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 OAH (303-866-4822) 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, resource depicted, direction of view in photo, and (if applicable) the negative/frame number and the CLG or SHF project number.

Photographs must be attached to the survey form in archival sleeves. 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 pictures can be used to illustrate the information discussed in the Developmental History and Historical Associations sections. 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.