HOW TO COMPLETE THE RECONNAISSANCE: ANCILLARY (OAHP #1417b) FORM

Please type or print and fill in the form as completely as possible. If you have more information than will fit on the form, print and attach a continuation sheet (8½" x 11").

The *Reconnaissance: Ancillary* form is designed to be used as an attachment to the *Reconnaissance* (OAHP #1417) form. When a historic resource has associated historic buildings, structures, or objects present on the same property, the *Reconnaissance: Ancillary* form should be used to record each single additional resource (one resource per form). Examples may include: sheds, garages, and agricultural buildings. The *Reconnaissance: Ancillary* form requests much of the same information as that of the *Reconnaissance* form, but eliminates the need to repeat location data and landscape features already recorded on the *Reconnaissance* form. If an ancillary form is used, the primary form should include location information noting the boundary for the entire site. Likewise, the primary form should note landscape features present on the entire property, rather than limit landscape features to those in closest proximity to the primary resource.

Please do not leave any fields on the survey form blank. All of the required information has been requested for specific reasons and, therefore, is important.

Certain fields should optimally use the OAHP lexicon as guidance. The terms have been carefully selected to facilitate computer database searches and should be used to the greatest extent possible. When appropriate lexicon terms are not available to describe a material or feature, surveyors can expand beyond the identified terms. The lexicon table is available at http://www.historycolorado.org/sites/default/files/files/OAHP/crforms_edumat/pdfs/1403LexTable.pdf.

This form is designed to be primarily filled out in the field, but OAHP requests that surveyors type field notes into a digital version of the form and submit a printed and word-processed version of the form for archiving. Word processing will assure that no valuable information is lost due to illegible handwriting or smudged ink.

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). Accompanying materials, such as photo sleeves, should be corner-stapled to the forms. Forms should be submitted in site number order.

Front of Form

OAHP site # - Please put the official OAHP site number (Smithsonian Trinomial number) here. The number includes a state number for Colorado (5), a two-letter county code, and an individual numerical code for the survey file. If the site has been previously surveyed, enter the existing OAHP site number. Contact OAHP staff (303-866-5216) to obtain site numbers for newly surveyed sites.

IDENTIFICATION
1. Property name: This field refers to the name of the entire site, so the entry should be a duplication of information provided in this field on the primary *Reconnaissance* form.

2. Resource classification: This field refers to the individual resource being recorded on the *Reconnaissance: Ancillary* form. Indicate the type of resource recorded on the form. This form should be used for a single building, structure, object, or site. Use a new *Reconnaissance: Ancillary* form for each

building, structure, object, or site on a single property (Note: a single OAHP resource number may apply to multiple survey forms).

3. Ancillary Identification: This field should be used to provide a unique identifier to the ancillary resource recorded on the form. The entry in this field can be a name (shed, garage, etc), or you may choose to number the resources (Ancillary Resource 1, Ancillary Resource 2, etc). Please be sure that this ancillary identification is also used as a label for this resource on photographs or maps as applicable.

DESCRIPTION
4. Construction features (forms, materials, details) – using architectural terms from the OAHP lexicon identify characteristics for each of the following categories: stories, style/type, foundation, walls, windows, roof, chimney, and porch. For example, a modest ranch type house might contain the following entries: [stories] one story; [style/type] Ranch type; [foundation] poured concrete foundation; [walls] brick; [windows] single-hung, aluminum, 6 over 6 false grid; [roof] side-gabled, asphalt; [chimney] rear, brick; [porch] 3/4 front porch, square posts, shed roof.

Optional additional description **for Construction Features–** list any other architectural features of note, including plan/footprint, overall dimensions or square footage, character-defining and decorative elements, interior features, major alterations, major additions.

HISTORICAL ASSOCIATIONS
5. Historic function/use and Current function/use: List the building's historic use(s) and present use(s).

6. Date of Construction: List the date that the building was constructed and note whether the date is an estimate or the actual date of construction. Most users of this form will need to estimate the construction date. If the actual construction date is known (perhaps visibly displayed on a building, or readily available some other way), please indicate the information source.

7. Other Significant Dates, if any: List any actual or estimated significant dates associated with the resource. The majority of entries in this field will likely be dates associated with major alterations or additions, but surveyors are encouraged to enter other significant dates. Examples might be a significant change in use or ownership, or the date of a significant involving the resource.

8. Associated NR Areas of Significance: Check one or more areas of significance with which the surveyed resource is, or may be, associated. For example, a commercial building is likely associated with Commerce, but may also be a good example of the Italianate style and thus could also be associated with Architecture.

9. Associated Historic Contexts, if known: List titles of any historic context reports, Multiple Property Documentation Forms, and other associated survey reports that may provide context to aid in understanding and evaluating this property's significance or integrity.

10. Retains Integrity of: Check any aspects of integrity that the property may retain. Is it in its original location? Is its setting similar to that of its historic period? Does it retain historic building materials? Etc.

11. Notes: Use this space to note any historical facts or background about the property that might be helpful in understanding whether or not it is significant or retains integrity. Questions to consider: has the building been moved? Was the building designed by an architect? Does the property appear in historic maps, photos, or other documents? Is there City Directory information on occupants?

12. Sources: List the information sources and references used in the preparation of this form. List individuals interviewed, newspapers (with dates), and books consulted or the source of historic photographs and other materials used. If this information is a duplication of information provided on the primary *Reconnaissance* form, you may enter "See primary form."

FIELD ELIGIBILITY RECOMMENDATION
This field should be completed by the surveyor. In most cases, the surveyor will indicate "Needs Data" as this form does not request enough information to thoroughly evaluate eligibility for either the State or National Register. However, in some cases, a surveyor may have enough information to suggest a property is eligible for its architecture or engineering. Or, with proper contextual information, this form could provide enough information to determine a resource as contributing to a potential historic district. OAHP Staff will review consultant recommendations and any eligible properties will be noted as such on the front of the form and in the COMPASS database.

Back of Form

RECORDING INFORMATION
Survey date: Provide date(s) of field documentation.

Surveyed by: Provide the name person who completed the form, and any relevant contact information.

Project Sponsor: Indicate project sponsor organization.

Photograph Log: Provide a photo log that lists all attached photos of the property and the photographer.

PHOTOGRAPHS
See the Photographic Documentation Guidelines handout for details on taking and processing photos that will be submitted with the survey form. Ancillary resources should be documented with at least one photograph. If the surveyor provides a single photo, it should be taken from an angle depicting two sides of the resource and, if possible, show the resource's relationship to other resources on the site. Any additional images are encouraged, but not required. Images must be submitted as archival black and white prints in archival sleeves. Photo sleeves should be 8 ½ x 11 and stapled to the paper form in the upper left corner.

Return the completed evaluation form to:

> Office of Archaeology & Historic Preservation
> History Colorado
> 1200 Broadway
> Denver, CO 80203

Contact the Office of Archaeology and Historic Preservation at History Colorado if you have any questions. The phone number is 303-866-3392.

HISTORY *Colorado*
OFFICE *of* ARCHAEOLOGY
and HISTORIC PRESERVATION