

## HOW TO COMPLETE THE RECONNAISSANCE (OAHP #1417) 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").

A *Reconnaissance* form must be completed for buildings and structures recorded as part of a reconnaissance survey. Sheds, garages, agricultural buildings, and any other buildings associated with the primary resource should be recorded on an ancillary form (OAHP #1417b) and will have the same site number as the primary recorded resource. If an ancillary form is used, the primary form should include location information noting the boundary for the entire site. Surveyors may choose to use a new #1417 form for each individual building on a site, but note that the ancillary form was designed to keep surveyors from having to repeat identification and location data for buildings that may share that information.

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. The directions for specific fields below offer suggestions for appropriate alternatives to leaving a field blank.

Certain fields should 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](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, though some of the required information in the Identification and Location sections of the form will require office work to finalize. Although the forms are designed to be filled out in the field, OAHP requests that surveyors type field notes into a digital version of the form and submit the printed 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.

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### 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:** If known, provide name(s) of building; indicate whether name is historic/original; current; or other. Historic name could be that of original or prominent owners or occupants, original or prominent businesses, original institutional occupant (e.g., Rocky Ford City Administration Building). If the building is popularly known by a current or other name, please provide it as well and clarify that it is not a historic name.

**2. Resource classification:** 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 form or attach a *Reconnaissance: Ancillary* form (#1417b) for each building, structure, object, or site on a single property (Note: a single OAHP resource number may apply to multiple survey forms).

**3. Ownership:** Indicate the type of ownership, if known.

### LOCATION

**4. Street address:** List current physical location of property (no PO boxes); include number, street name, and ZIP code.

**5. City/Town:** List the municipality in which the property is located. For rural properties, indicate nearest municipality and indicate "vicinity."

**6. County:** List the county in which the property is located.

**7. USGS Quad:** Provide name and date of United States Geographical Survey (USGS) topographical quadrangle map where the property is located; attach a photocopied or printed portion of the map to the form upon submittal to OAHF, with a circle indicating the building's location.

**8. Parcel number** - Provide a tax parcel number for properties in communities with such assignments.

**9. Parcel information- Lot(s), block, addition/subdivision (year of addition/subdivision):** Provide parcel information as available in the local tax assessor's or planning offices. Note that rural addresses rarely have such information.

**10. Acreage:** Indicate size of property/parcel (may be available from assessor's office, plat map, or land survey, or other source); indicate whether number is estimated or actual.

**11. PLSS information (Principal Meridian, Township, Range, and Section):** Fill in all blanks with the Principal Meridian, Township, Range, Section, and four Quarter Sections. This information can be obtained from the USGS quadrangle map, or could be available at the local tax assessor or planning office as part of the property record files.

**12. Location Coordinates:** Please enter either the UTM or Latitude/Longitude coordinates. Guidance in determining Latitude/Longitude is available in the National Park Service's Draft GIS Map Guidance and can be downloaded here: <http://www.nps.gov/nr/publications/policy.htm>

#### DESCRIPTION

**13. Construction features (forms, materials, details)** – using architectural terms from the OAHF 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.

**14. Landscape:** Indicate any notable landscape elements with the checkboxes. Use the other field to note any additional features (other examples may include: decorative and utilitarian water features, lighting, playground equipment, ditches, etc.)

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Back of Form

#### HISTORICAL ASSOCIATIONS

**15. Historic function/use and Current function/use:** List the building's historic use(s) and present use(s).

**16. 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.

**17. 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.

**18. 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.

**19. 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.

**20. 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.

**21. 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?

**22. 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.

### **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.

### **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.

**Sketch Plan:** Provide a simple sketch plan of the surveyed property. Indicate the building footprint, the approximate property boundaries, location of associated resources on the property, major landscape features, and adjacent roads and alleys. Label resources according to property type and identify names of roads or streets depicted on map. Note that North arrow is provided and orient sketch plan properly to reflect north.

### **PHOTOGRAPHS**

See the Photographic Documentation Guidelines handout for details on taking and processing photos that will be submitted with the survey form. Surveyors are encouraged to take two exterior photos that show all sides of the resource, and one general view that documents the setting and any other associated resources. Any additional images are encouraged, but not required. Images must be submitted 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.