

## Survey Plan Scope of Work

- Conduct thorough search of local and state sources to gather information on past survey efforts and designated properties, including OAHF file search.
- Review and evaluate existing survey data
- Conduct public meeting(s) to gather input from local stakeholders
- Conduct a limited reconnaissance survey to identify historic property types within project area
- Research and document the historic contexts associated with resources within the survey area
- Analyze gathered information and prepare prioritized recommendations for future survey efforts
- Prepare survey plan document (see outline below)
- Conduct public meeting(s) to present findings and next steps

## Survey Plan Outline

### INTRODUCTION

- Purpose
  - Discuss the purpose of the project and expected results.
- Participants
  - Document project participants and their roles.
  - Document the sponsoring entity's preservation-related powers and duties.
- Funding
  - Document how the project was funded.
- Project Area
  - Describe the project area and how the project boundary was determined.
  - Provide a map of the project area.
- Methodology
  - Document the methodology employed to develop the survey plan.
- Survey Basics
  - Discuss the purpose, types, use, and value of historic resource surveys. See National Register Bulletin 24: Guidelines for Local Surveys: A Basis for Preservation Planning.
  - When discussing evaluation and designation of resources, include discussion of National, State, and Local registers.

### RESULTS

- Evaluation of Existing Survey Data
  - Summarize past survey projects and evaluate existing data.  
Is the data outdated? Is it accurate? Was sufficient information collected to support current preservation planning efforts?
  - Provide maps documenting locations of previous survey efforts.

- Designated Resources
  - Document the site number, name, and location of all designated resources and districts within the project area (National, State and Local registers).
- Limited Reconnaissance Survey Results
  - Document and analyze the results of the limited reconnaissance survey. Identify the geographic distribution of historic resources, construction dates, general integrity level, concentrations of resources with high or good integrity, etc.
- Historic Contexts
  - Summarize the historic contexts (broad patterns of historical development) that are represented by resources within the project area.
  - Discuss areas where additional research is warranted.
- Property Types
  - Provide an overview of the property types discovered during project fieldwork.
  - Provide photographs of representative examples of each property type.
- Preservation Goals and Objectives
  - Discuss factors affecting the preservation of historic resources within the project area (threats, opportunities, programs, partnerships, initiatives, etc.).
  - Summarize public input received via outreach efforts.
  - Document community-wide preservation goals and objectives and the type(s) of survey data needed to support those efforts.

## **RECOMMENDATIONS**

- Survey Priorities
  - Document survey needs identified through analysis of past work, reconnaissance survey results, community preservation goals, and public outreach.
  - Define potential projects and prioritize them according to defined criteria based on existing needs and community preservation objectives. Provide maps identifying recommended project areas. Document recommended methodology for each project.
  - Provide the estimated cost for each project.
  - Discuss potential funding options for survey efforts.

## **BIBLIOGRAPHY**

- List primary and secondary sources consulted, including interviews and correspondence.
- In addition to archival research, conducting interviews with long-tenured residents, local history experts, etc. is recommended.

## **APPENDICES**

- Table of designated properties
- Table of previously surveyed properties
- Samples of existing survey documentation