DATA COORDINATION GUIDANCE

AND

SURVEY FORMS INSTRUCTIONS

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DATA COORDINATION GUIDANCE

Data coordination is the task of assembling the forms, photographs, and other information on the resources located during a survey, and obtaining and recording the various reference numbers on them that will integrate them into the Delaware State Historic Preservation Office (DE SHPO) inventory filing system. DE SHPO staff members are available to train surveyors and provide advice about this process, but will **not** complete the data coordination responsibilities for the Principal Investigator. Submitting survey forms can now be done during survey projects through the CHRIS system;[1] all forms need to be submitted before the final draft of the report is submitted. **It is the responsibility of the Principal Investigator to see that this work is done prior to submitting the survey report**, so that the report will cross-reference with the DE SHPO's files.

Survey Numbers

The CRS number is the vital link between all the pieces of a survey, because the forms, photos, and other information are filed and mapped by the CRS number. It is essential to check DE SHPO SPO and tax parcel maps prior to survey, to prevent assigning the same property two CRS numbers! And remember that CHRIS does not include every CRS number mapped yet!
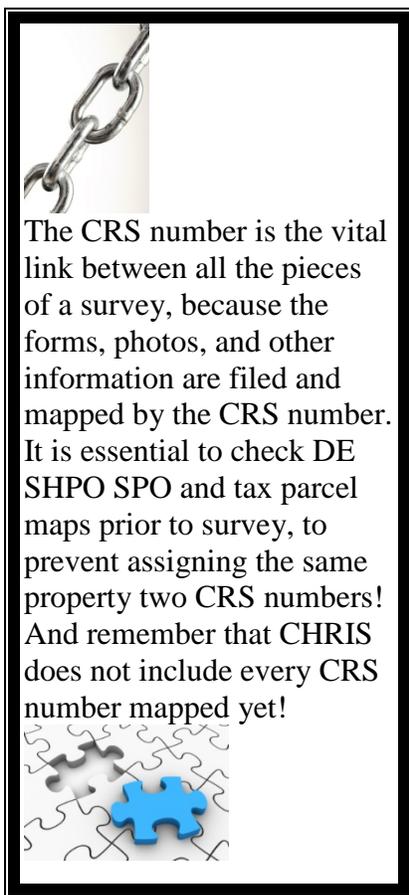
The DE SHPO's filing system developed over a number of years, with sometimes inconsistent decisions made by various users of the system. So it is not unusual to find inconsistencies in the numbering and mapping of historic properties quite apart from the usual errors of mapping or number transposition. As the mapping of our information into CHRIS proceeds, we are performing quality control checks and attempting to eliminate problems in numbering and filing.

The data coordination step in a survey project is therefore of critical importance. It moves the most basic information generated by a survey into Delaware's central repository of information on historic buildings and sites in a way that allows the DE SHPO to secure the survival of that information and to retrieve it in the future upon demand by future users. That future user could be you. Please ask for assistance or clarification if you have any questions about doing the data coordination for your survey.

The Cultural Resource Survey (CRS) number is connected to a **place**, not to a particular building or site. Sub-numbers can be used to designate individual resources within a single property and have to be used in a district. It is important that you research a place thoroughly in our system before assigning a new number, to prevent double numbering.

To get a CRS number, you need to make draft forms that include at least CRS-1 and CRS-9 for the property. Temporary numbers should be assigned in the field and later replaced with the CRS numbers. Map the point in CHRIS (you will need a password to do this), fill in the requested data

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[1] See http://history.delaware.gov/preservation/research/gis.shtml for links to CHRIS and CHRIS help documents.

fields, and attach the draft forms. The Research Center staff will review the mapped point and then e-mail the newly assigned CRS number to you or suggest that it belongs to an existing numbered property. Once you have prepared final forms based on this information, delete your draft forms from the point you mapped and attach the final ones. Make sure that you replace the temporary number with the CRS number on all related forms and photographic documentation.

CHRIS has the indexes needed to determine SPO map number, hundred, and USGS 7.5' topographic map name to enter on CRS-1 or CRS-10.

CRS numbers begin with a letter designation for the county in which the resource is located (Sussex County = S, Kent County = K and New Castle County = N) or, if the property spans counties, it starts with the state designation, D. They are then assigned sequentially the next available number from the internal database maintained by DE SHPO. Because of the database, hyphens are no longer used in the CRS number. The format for the number is X99999.999, where X is the county or state initial, followed by the main number with place-holding zeros as needed and, if there are sub-numbers for the property, a period and then the sub-number with place-holding zeros as needed.

When assigning CRS numbers, it is important to **remember the CRS number is assigned to the location of the property, and not the individual building.** Each building on a particular piece of property can be assigned a sub-number based on building hierarchy if needed. Then S08433.001 would be the main building on a piece of property in Sussex County. If this building should be moved, it would receive a new CRS number at its new location and the changes to its appearance, orientation, and/or function recorded on new survey forms, which would then be cross-referenced back to the original CRS number.

Archaeological site numbers use a modification of the Smithsonian Institute's trinomial system, beginning with a 7 (for Delaware) followed by the county initial, then inserting the block letter within the county in which the site is located (A-K), and then the next available sequential number in that block, from the internal database maintained by DE SHPO. The format for the site number is 7X-X-999, with place-holding zeros as needed. Be sure to check the block map, as the block lines are rather arbitrary. You may know the site number of a nearby site, but don't assume that your site will be in the same block. It could be just across the line!

Fig. 25. Map of blocks, used to sub-divide counties for archaeological site numbering, a system begun by the Archaeological Society of Delaware, c. 1940

Fig. 26. Part of the Wyoming Historic District, K06352.018-.021 (numbered from right to left)

When surveying an area where you think a district can be defined, survey the entire survey/project area first, assigning individual CRS numbers to each property. Due to project constraints, this may not include the entire proposed district. **After** the survey is complete, define the boundaries of the proposed district based on the National Register guidance. Then get a CRS number for the district through CHRIS, assigning that number and a sub-number for each individual resource surveyed within the district. Cross-reference these numbers to the individual CRS numbers assigned earlier.

Once you have received your CRS numbers for your project, delete any draft forms from your temporary mapped points in CHRIS and attach the final forms. When the Research Center staff person approves the point, it is removed from the temporary points and stored in the permanent historic property layer.

When the forms are complete and the mapped points approved, the final forms are downloaded by the Research Center staff for archival retention on DHCA's server. Digital photographs for the project, saved as uncompressed, unaltered TIFs with CRS-12 forms completed should be sent to the Research Center on CD-R gold or DVD-R gold as soon as possible after submitting your forms.

> Note that photographs, both film and digital, of excavations at archaeological sites are filed with the artifacts at DHCA's Delaware Archaeological Collections or other approved repository and **not** at the DE SHPO. You must submit them in the format and with naming conventions that meet the repository's standards.

INVENTORY FORMS INSTRUCTIONS

These instructions will help you complete Delaware's Cultural Resource Survey forms. The Secretary of the Interior's Standards for Identification[2] require that information be systematically collected and recorded. The Delaware State Historic Preservation Office (DE SHPO) provides the system for collecting and recording information about Delaware's historic properties. Using these forms helps provide complete information in a standard format, making it more useful for future researchers. It is important to complete all applicable forms, as each form is specifically designed for a particular type of resource.

- All forms, photographs, and additional documentation are now electronic. Forms can be downloaded from the DHCA web site.[3] The PDF forms are preferred.[4]
- Color maps and photographs are now accepted.
- Fill out all forms completely. Use N/A if an item is not applicable or zero if it is asking for a number and there are none.
- The Notes section expands to take any additional information you may need to add about the property.
- **Do not use abbreviations** in property names. Use abbreviations for cardinal directions and common road designations, such as street (St.), avenue (Ave.), and highway (Hwy.).
- Respect private property rights. Fill out forms from the street, unless you are invited onto the property by the owner and/or resident. If you cannot fill out part of the form because it is not visible from the street, just note "not visible" on the form.
- If you have questions on which forms to use, or how to fill them out, call the DE SHPO Research Center Manager at 302-736-7412 or Assistant at 302-736-7404.

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[2] See http://www.nps.gov/history/local-law/arch_stnds_2.htm
[3] See http://history.delaware.gov/preservation/surveys.shtml for forms and survey manuals.
[4] If you have the software to merge the forms, that is helpful but not required.

Property Identification Form (CRS-1)

Fig. 1. An agricultural complex near Frederica, K02792

Fig. 2. Part of the Dover Green Historic District, K00394

This form provides information on the property's location, associations with the state's planning contexts, and general notes. Fill this out for every newly identified property, including archaeological sites. Boundaries of building and structure properties usually conform to the tax parcel on which the property you are describing is found. However, the Delaware SHPO defines archaeological sites by natural boundaries such as streams, that may involve less than or more than a single tax parcel.

(upper right corner):

CRS #: The DE SHPO will assign the Cultural Resource Survey (CRS) number after the location is mapped in CHRIS and the draft forms are attached. Use a temporary field number to submit the draft forms until the permanent number can be obtained. The CRS number **must** be noted on all final forms and on all other documentation pertaining to the resource, including maps, floor plans or other drawings, photographs, and reports.

SPO Map: This number notes on which of the DE SHPO's base maps the property is located. (These maps were based on aerials flown in 1961 and were acquired from the State Planning Office. DelDOT now has the original Mylar maps. The number can be obtained from the index on CHRIS.[5])

Hundred: The name of the hundred in which the resource is located. (See CHRIS.)

Quad: The name of the USGS 7.5' topographic quadrangle map on which the resource is located. (See CHRIS.)

Other: Use this space to record tax parcel number if known, or any other map reference you may want to record. Delaware's counties all have tax parcel mapping systems available on-line now.

1. **HISTORIC NAME/FUNCTION:** Record the historic name of the property, if known. The name can include the main function or structural form of the property. The historic name is the one given to the property historically or is the name of the original builder of the property or of a significant individual associated with the property found through documentary research. If more than one name is found, they can be hyphenated. The historic name can be taken from Beers' Atlas of Delaware or a similar atlas. The source, such as Beers, should be noted on the form. In naming properties, the current

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[5] DE SHPO's electronic mapping and research system, https://chris-users.delaware.gov.

landowner's name is **not** used except in the case of archaeological sites where no historic name exists. For Native American sites, use the landowner's name or a descriptive geographical term; for historic period sites, use an associated historic owner's name from such sources as Beers, another appropriate map, or a deed.

> **Examples, Historic Name**: The Maples (Beers); H. Jenkins Dwelling (Ray and Price); St. Anthony's Roman Catholic Church; Bridge 405; Burton's Hardware Store; H. Wilson House Site
> **Examples, Native American Archaeological Site Name:** Thompson's Island Site; Barnes Woods Archeological District; Townsend Area A; Dill Farm Site

If no historic name is known, a built property is known by its function.
> **Examples, Function:** dwelling; agricultural complex; store

2. **ADDRESS/ LOCATION:** Provide the street address of the property. Indicate which side of the road or intersection using cardinal directions. (Delaware is covered by a 911 emergency system; all places should now have named roads with house numbers.) For an archaeological site or abandoned building unassociated with an address, describe the location with approximate distances from and direction to nearby roads and/or named tributaries.

3. **TOWN/NEAREST TOWN:** Provide the name of the town or named crossroad that the resource is located in, or that it is nearest to. Put a check in the "vicinity?" box if **not** within the incorporated limits of the town or immediately at a named unincorporated place.

4. **MAIN TYPE OF RESOURCE:** Check the most appropriate type using the National Register definitions. (For definitions of these terms, see NR Bulletin 16, p. 15; for landscape, see NR Bulletin 30, p.3.[6])

5. **MAIN FUNCTION OF THE PROPERTY:** Give the main or most visible purpose of the entire resource.
> **Example**: dwelling; farm; mill; domestic site; procurement site

6. **PROJECT TITLE/REASON FOR SURVEY (if applicable):** Give the project title, if one exists, and/or the reason that the survey is being done.
> **Example:** Rehoboth Beach Architectural Survey (HPF Grant)
> **Example:** Oak Orchard Sanitary Sewer District Project (Section 106)

7. **ADDITIONAL FORMS USED:** Give the number of forms completed for each additional form type. Put zero (0) for any form type not used. List by property type each building, structure, site, and/or object.
> **Example:**

#:	Form:	List property types:
2	CRS 2 Main Building Form	dwelling, grist mill

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[6] See http://www.nps.gov/nr/publications/

2	CRS 3 Secondary Building Form	barn, shed
0	CRS 4 Archaeological Site Form	
0	CRS 5 Structure (Building-Like) Form	
3	CRS 6 Structure (Land Feature) Form	mill pond, dam, water control structure
0	CRS 7 Object Form	
0	CRS 8 Landscape Elements Form	
1	CRS 9 Map Form	N/A
0	CRS 14 Proposed District Form	
0	CRS 15 Structure (Bridge) Form	

8. **SURVEYOR INFORMATION:** Enter the names of both the surveyor and the principal investigator (PI). In addition, the PI must digitally **sign** the form. By doing this, the PI is certifying the accuracy of the information provided. Give the name of the organization that you work for, along with the date the form was filled out.

9. **OTHER NOTES OR OBSERVATIONS:** Record any observations and additional data from field survey, including oral history. This may include important individuals, such as former residents or patrons associated with the property and/or individual resources on the property. Note any additional or local names for the property. Include the relationship of the resource to its setting, noteworthy features of the property, threats to the property, and any additional documentation known. Cite sources for the information.

    Examples: owner has historic photos; 1926 USGS map shows houses lining street in vicinity of present-day empty lots; fully-paneled interiors, winder stairs from basement to attic; demolition permit 6/25/91; HABS, 1932; locally known as the Westwood Terrace House.

10. **STATE COMPREHENSIVE PLANNING:** Check all applicable time period(s), geographical zone, and theme(s).

Main Building Form (CRS-2)

Fig. 3. house in Bethel Historic District, S00195.073

Fig. 4. Bridgeville Fire House, S00809

Fig. 5. Bancroft and Sons Cotton Mills, N03646

The purpose of this form is to record construction information about a standing building, such as a dwelling, church, mill, etc., that defines one of the main uses of the overall property. This form records materials, plan, decorative elements, and construction technology. There can be more than one Main Building Form; for example, if the property contains a miller's house and grist mill, both the house and the mill are described on Main Building Forms.

If access to the interior of the building is available, describe the interior details, including a sketch plan of the first floor, with property name, address, and CRS number noted at the top. You can scan or create the sketch as a JPG and submit it with the form if you do not have the software to combine documents into a single PDF.

Note for industrial buildings: Use the Main Building Form and any other appropriate forms. When surveying industrial buildings, take note of the areas for workers, office/management, power source, and materials storage, and how these are separated.

(upper right corner):

CRS #: Same as on Property Identification Form.

1.   **ADDRESS/LOCATION:** Same as Property Identification Form, line 2.

2.   **FUNCTION:** Record both historic and current function(s). (See Appendix 1.)
            Examples: single-family dwelling; store; physician's office; woolen mill

3.   **YEAR BUILT:** Give the year the building was constructed. If the exact year is unknown, approximate the year based on stylistic features, massing, construction materials, and/or other visual clues. If estimated within a decade, use the middle year, such as c. 1915 (built in the 1910s); if within 10 years, use the middle year, such as c. 1920 (built between 1910 and 1930). Check the circa box if the year is an approximation.

ARCHITECT/BUILDER: Provide the name of individual, firm, or company who built or designed the building, if known and can be documented.
> **Examples**: Sears and Roebuck Catalog House; William Strickland.

4. **STYLE OR FLOOR PLAN**: Note main style and any hints of national styles that may be on Delaware vernacular buildings. Stylistic details that have been added to an older building should also be cited. If there is no style, describe the floor plan of main block.
> **Example:** Queen Anne with Classical Revival detailing.
> **Example:** 3-bay, center-passage, single pile, with Colonial Revival details.

5. **INTEGRITY:** Check the appropriate box to note whether the building is on its original site or has been moved. Supply year(s) and original or earlier location(s) if known and cross-reference any CRS numbers for the original or earlier location(s) if already assigned. Record major alterations with years of construction. Talk to owners if possible.

6. **CURRENT CONDITION:** Check the applicable condition, using these definitions:

Excellent	recently repaired and fully functional
Good	basically sound and functional with some maintenance needed
Fair	deterioration evident and not fully functional
Poor	advanced deterioration evident, with compromised function, even to the loss of major elements, and major reconstruction required

7. **DESCRIPTION:** Fill out the form as completely as possible with the information available. Use N, S, E, and W directions throughout the description. Provide photographs of unusual features, or a thumbnail sketch scanned as a JPG if a photograph is inadequate. Leave no blank spaces. Use N/A (not applicable) for items on the form that are not present. If a feature is not accessible or not visible, like a brush-covered foundation or an interior, spell out the phrase.
a) Overall shape: Describe the outline of the plan of the building. If there are later additions, describe both the historic shape and the current shape.
> **Examples:** T-shape; L-shape; square; rectangular

stories: Record the number of full-height, floor-to-ceiling levels between the foundation and the attic. The attic counts as a half-story if it has some exterior feature that distinguishes it as another level, such as wall dormers or turrets.

additions: Give the number of stories and location of additions to the main block.

b) Structural system: Record the construction technique and primary material used to construct the principal weight-bearing walls.
> **Examples**: braced frame; balloon frame; stone- veneered platform frame; brick-bearing; concrete block; structural steel with curtain walls.

c) Foundation:
materials: Record the materials used in the foundation of the main block and any additions.
> **Examples**: parged brick; concrete block; brick pier.

basement: Check the appropriate box.

d) Exterior walls: List the original, if known, and any subsequent siding changes. For each elevation, specify material, and describe details specific to that type.
> **Examples:** cast-concrete pattern block; clapboard with corner boards; brick – 7-course common bond; asphalt shingle with brick pattern.

e) Roof:
shape: Use common architectural terminology.
> **Examples:** gable; hip; gambrel; mansard with cross gable.

materials: Note the roof covering.
> **Examples:** asphalt shingles; slate shingles; wood shingles; standing seam metal.

cornice: Describe the eave treatment of the main block and additions(s), noting decorative features.
> **Examples:** exposed rafter ends and knee braces; decorative bargeboard; box.

dormers: Describe location, roof shape, materials, decorative treatment, and whether or not they are original.

chimney: location(s): Describe details of construction, exterior or interior, placement, and any other decorative treatment.
> **Example:** interior, end brick chimney with terracotta chimney pot; exterior stove chimney on rear wing.

8. **DESCRIPTION OF ELEVATIONS:** The elevation is any part of the building that is visible when looking directly at that side. Make a note if sections of the elevation are not in the same plane. Give cardinal direction for each elevation. Note if any elevation is not visible or is inaccessible. Note any blocked or cut in elements. An elevation sketch can be scanned as a JPG and included to provide detailed information about a specific feature or view of a building.

    a-d) Façade/Side/Rear: Note cardinal direction.
    > **1) bays**: Note the number of bays. A bay is a vertical division of an elevation of a building. Usually the doors and windows across the first floor define the bays.

    > **2) Windows:** Record all features of windows.

fenestration: Count the number of windows in each story of the elevation and describe their distribution pattern. The term regular means identical-width windows in each bay and on each floor; if not regular, describe the arrangement.
> **Examples:** regular w/3 windows per floor; large plate-glass window across both E & central bays on 1st floor, w/a smaller window in both the E & central bays of the 2nd floor, w/ the W bay filled in.

type: Note type and overall shape of window. Record the number of lights.
> **Examples:** 6/6 sash; diamond and lozenge over 1 double hung sash; Chicago window with 1/1 double hung sash flanking a larger fixed pane.

trim: Note all decorative elements or distinctive features.
> **Examples:** marble lug sills; plain board surrounds; sawn brackets.

shutters: Note material, type, and hardware, and if historic or not.
> **Example:** operable louvered shutters with shutter dogs; fixed vinyl shutters.

3) Door:
location: Describe location of door(s).

type: Record shape of opening and type of door.
> **Example:** batten; double paneled doors; top half: raised horizontal panel over one light, bottom half: three square raised panels over two horizontal raised panels.

trim: Describe treatment of door surround.
> **Examples:** 4-light flat transom; shouldered surround; fanlight with wrought iron sun-burst.

4) Porch(es): Note size and position of porches, stoops, and porte-cocheres. Items to include as applicable: number of stories, roof shape, materials, supports, and trim.
> **Examples:** Full width porch with central entrance, simple square wood columns, screen enclosed, flat roof with modern picket balustrade above, concrete block foundation and stoop with poured concrete deck.

9. **INTERIOR:** Ask the owner or occupant about any significant interior features. Draw an interior plan when it is accessible. Note details such as fireplaces, staircases, and built-in cabinetry. Draw a separate sketch for each level. Scan any sketches as JPGs, with name, address, and CRS number of the property noted at the top.

10. **LANDSCAPING:** Describe the relationship between the building and its immediate surroundings. If there is a larger landscape that the building relates to, complete the Landscape Elements Form (CRS-8).

> **Examples:** planting beds; specimen trees; Colonial Revival garden; agricultural field to the door.

11. **OTHER COMMENTS:** Record any details that do not easily fall into another category.

Secondary Building Form (CRS-3)

Fig. 6. Smokehouse at the Gov. William H. Ross House, S00197

Fig. 7. Bank barn at the Dayett Miller's House in the Cooch's Bridge Historic District, N00190.068

Fig. 8. Oil storage shed at the Reedy Island Range Rear Light, N05120

Fig. 9. Swine house at Buena Vista, N00219.011

The purpose of this form is to record information about any secondary building or outbuilding related to a main building identified on a Main Building Form (CRS-2). All secondary buildings, even those less than fifty years old, should be surveyed.

(upper right corner):

CRS #: Same as on Property Identification Form.

1.   **ADDRESS/LOCATION:** Same as Property Identification Form, line 2.

2.   **FUNCTION:** Record both historic and current functions. (See Appendix 1.)
        Example: corn crib; dairy barn; garage; manager's office; storage shed.

3.   **YEAR BUILT:** Give the year the building was constructed. If the exact year is unknown, approximate the year based on stylistic features, massing, construction materials, and/or other visual clues. If estimated within a decade, use the middle year, such as c. 1915 (built in the 1910s); if within 10 years, use the middle year, such as c. 1920 (built between 1910 and 1930). Check the circa box if the year is an approximation.

        ARCHITECT/BUILDER: Provide name of designer or builder if known.

4.   **STYLE/FLOOR PLAN:** Record type of floor plan and/or any stylistic features associated with local or national trends.

5.   **INTEGRITY:** Check the appropriate box to note whether the building is on its original site or has been moved. Supply year(s) and original/earlier location(s) if known and cross-reference any CRS numbers for the original location(s) if already assigned. Record major alterations with years of construction. Talk to owners if possible.

6.   **CURRENT CONDITION:** Check the applicable condition, using these definitions:

Excellent	recently repaired and fully functional

Good	basically sound and functional with some maintenance needed
Fair	deterioration evident and not fully functional
Poor	advanced deterioration evident, with compromised function, even to the loss of major elements, and major reconstruction required

7.   **DESCRIPTION:** Document the historic and current features. Use N, S, E, and W directions throughout.

    a) Structural system: Note construction technique and materials.
        Examples: balloon frame; load-bearing brick

    b) Number of stories: Record the number of full-height, floor-to-ceiling levels between the foundation and the attic. The attic counts as a half-story if it has some exterior feature that distinguishes it as another level, such as wall dormers or gables.

    c) Wall coverings: Note the original exterior wall surface (if accessible) and subsequent siding changes.
        Examples: asphalt shingle over clapboard; vertical board siding

    d) Foundation: Note the materials and type of foundation.
        Examples: brick piers; poured concrete slab

    e) Roof:
    structural system: Describe the shape, cornice treatment, and construction techniques, if accessible.
        Example: gable w/exposed rafter ends & butt joints nailed w/ wire nails

    coverings: Note materials, both historic (if visible) and current.
        Example: rolled asphalt over wood shingle

    openings: Describe locations, materials, and decorative treatment of roof openings.
        Example: central chimney flue; metal ventilator with cow weather vane

8.   **DESCRIPTION OF ELEVATIONS:** The elevation is any part of the building that is visible when looking directly at that side. Make a note if sections of the elevation are not in the same plane. Give cardinal direction for each elevation. Note if any elevation is not visible or is inaccessible. Note any blocked or cut in elements. An elevation sketch can be scanned as a JPG to provide detailed information about a specific feature or view of a building.

    a-d) Façade/Side/Rear: Note cardinal direction.
        1) bays: Note the number of bays. A bay is a vertical division of an elevation of a building. Usually the doors and windows across the first floor define the bays.

        2) windows: Describe the type, trim, and spacing pattern for the window. Note "none" if there are no windows.

Example: 6/6 double-hung sash window with simple wood surround; none.

     3) doors: Describe the type, trim, and spacing pattern for any doors.
       Example: single door centered w/simple board trim surround; none.

     4) other: Describe the type, spacing, and any other details for any other openings.
       Example: diamond-shaped, louvered attic vent.

9.   **INTERIOR:** Draw an interior plan when it is accessible. Draw a separate sketch for each level. Scan any sketches as JPGs, with name, address, and CRS number of the property noted at the top.
a) Floor plan: Describe overall shape, noting later additions and location of interior stairs, ramps, etc.
     Example: rectangular w/ladder access to loft

b) Partitions/walls: Record the number of bays and the materials used to subdivide the interior space. Illustrate these divisions of space on the sketch map.
     Example: 3 bays, w/ central drive bay, ½-high horizontal board partitions, bins on E wall, 3 horse stalls on W wall

c) Finishes: Note treatment of surfaces.
     Example: whitewash; covered with plywood 1/3 way up on E wall.

d) Furnishings/machinery: Describe built-in furnishings.
     Example: iron stanchions; wood pulleys

Archaeological Site Form (CRS-4)

Fig. 10. The Thompson's Loss and Gain Site, S00769/7S-G-060

Fig. 11. The Thompson's Loss and Gain Site, pattern of earthfast house after excavation, S00769/7S-G-060

The purpose of this form is to record the physical description and basic cultural information for archaeological sites.

(upper right corner):

CRS #: Same as on Property Identification Form.

Site #: The site number is obtained from the DE SHPO at the same time as the CRS number. (See Data Coordination Guidance for more information on site numbers.)

1.   **INFORMANT:** If applicable, give the name of the person who provided the site information with his/her relationship to the property.
            Examples: collector; land owner

2.   **SURFACE CONDITION:** describe the surface condition(s) of the site, marking all applicable setting types. Use "other" for a more detailed description of sites that do not fall into one of the other categories. Describe the apparent integrity.
            Example: partially built on; severely deflated; appears intact

3.   **SOIL TYPE:** Use the designation(s) from the USDA Natural Resources Conservation Service Web Soil Survey.[7]

4.   **DESCRIPTION OF FIELD WORK:** check all applicable types of survey and/or excavation methods used. If surface collection is marked, include the percentage of visible surface.

5.   **COLLECTIONS:**
        a-d)   Repository: Note name of repository. If not in Delaware, note state.

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[7] See http://websoilsurvey.nrcs.usda.gov. The DE SHPO still has the earlier soil maps from the Soil Conservation Service, so designations from these maps are acceptable, but note the source.

Accession #: Obtain this number from DHCA Curator of Archaeology for the Delaware Archaeological Collections repository or from other repository, after obtaining the site number.

Collector/consultant: Note the individual or organization obtaining the artifacts.

Date: Give the date of field work.

Surface: Check if a surface collection is included.

Excavation: Check if an excavated collection is included.

6.   **ARTIFACTS:** Describe the general artifact types and/or classes of materials found.
     Example: jasper side scraper; rhyolite Fox Creek point; olive bottle glass; brick.

7.   **FEATURES:** List the types of major features found on the site. (Do not give detailed descriptions of individual features.)
     Example: foundation; trash pits; burials; fence lines.

8.   **DOCUMENTATION:**
     Publication/report title and year: Note any published or unpublished reports on file in a repository or at DE SHPO, and give the year of publication.

     Supporting documentation: Check the appropriate boxes if that information is on file with the artifacts at the repository noted above.

     Other: Describe any other supporting documentation included.

Structure (Building-Like) Form (CRS-5)

Fig. 12. Silo at Buena Vista, N00219.008

Fig. 13. Lime kilns, in the Eastburn-Jeanes Lime Kilns Historic District, N00194

This form is for recording those structures that are more building-like in nature. Examples are structures such as silos, water towers, gazebos, bandstands, grain elevators, kilns, and windmills. Surveys for specific property types can develop specific forms as needed in consultation with the DE SHPO. If you are documenting a structure that doesn't fit into any of the standard forms, or if you have questions about which structure form to use, please contact the Research Center at 302-736-7412 or 302-736-7404.

(upper right corner):

CRS #: Same as on Property Identification Form.

1.   **ADDRESS/LOCATION:** Same as Property Identification Form, line 2.

2.   **FUNCTION:** Record historic function. (See Appendix 1.) Check the box if still in use.
             Examples: water tower for Town of Townsend

3.   **YEAR BUILT:** Give the year the structure was constructed. If the exact year is unknown, approximate the year based on stylistic features, massing, construction materials, and/or other visual clues. If estimated within a decade, use the middle year, such as c. 1915 (built in the 1910s); if within 10 years, use the middle year, such as c. 1920 (built between 1910 and 1930). Check the circa box if the year is an approximation.

         ARCHITECT/BUILDER: If known, provide the name of the architect, engineer, builder, and/or contractor.

4.   **STYLE/PLAN:** Describe the style, type, or defining features and/or describe the general plan.

5.   **INTEGRITY:** Indicate if the structure is on its original site or if it has been moved. If known, provide the date of the move, and note its original location. List major alterations and years if known.

6.   **CURRENT CONDITION:** Check the applicable condition.

Excellent	recently repaired and fully functional
Good	basically sound and functional with some maintenance needed
Fair	deterioration evident and not fully functional
Poor	advanced deterioration evident, with compromised function, even to the loss of major elements, and major reconstruction required

7. **DESCRIPTION:** An interior plan and/or elevation sketch can be used to provide detailed information about the plan, a specific feature, or view of a structure. Scan any sketches as JPGs, with name, address, and CRS number of the property noted at the top.

a) Overall shape: Describe the form of the structure.
   height, length, width: Give dimensions.

b) Structural system: Note construction technique and materials.
   Examples: steel girder; timber frame

c) Foundation: Note the type and material.

d) Exterior covering: Note the type and material and where each type is located.

e) Openings: Describe any openings, such as doors, windows, vents, or access ways. Indicate relative size, location, and material.

f) Other features: Note any other features.

Structure (Land Feature) Form (CRS-6)

Fig. 14. Rockland Mills race, N00343.070

Fig. 15. Seawall around Pea Patch Island, from the top of Fort Delaware, N00145

This form is for recording those structures that are man-made alterations to the landscape. Examples are: canals, dams, earthworks, water control systems, irrigation systems, drainage ditches, marsh dikes, and breakwaters. If you have a question about which structure form to use, please contact the Research Center at 302-736-7412 or 302-736-7404.

(upper right corner):

CRS #: Same as on Property Identification Form.

1. **ADDRESS/LOCATION:** Same as on Property Identification Form, line number 2.

2. **FUNCTION:** Record historic function. (See Appendix 1.) Note whether still in use.
    Example: road bridge for Rt. 13; dam for grist mill (demolished)

3. **YEAR BUILT:** Give the year the structure was constructed. If the exact year is unknown, approximate the year based on visual clues or maps. If estimated within a decade, use the middle year, such as c. 1915 (built in the 1910s); if within 10 years, use the middle year, such as c. 1920 (built between 1910 and 1930). Check the circa box if the year is an approximation.

4. **INTEGRITY:** List all changes that have occurred and year if known.

5. **CURRENT CONDITION:** Check the applicable condition.

Excellent	recently repaired and fully functional
Good	basically sound and functional with some maintenance needed
Fair	deterioration evident and not fully functional
Poor	advanced deterioration evident, with compromised function, even to the loss of major elements, and major reconstruction required

6. **DESCRIPTION:**
    a) Circulation system: Describe any type of road or paths related to the structure. Note surface materials.

b) Spatial subdivisions: Describe visually or functionally distinct sub-areas.

c) Retaining wall/lining material(s): Describe materials if the resource is lined or has some type of exterior support. If not, put N/A.

d) Other: Include any information that does not fit in any category above.

Object Form (CRS-7)

Fig. 16. The 1937 monument at Fort Christina State Park, N00338

Fig. 17. Mason – Dixon boundary marker, D00101

Fig. 18. The Highball Signal, S00191

The purpose of this form is to describe the physical appearance of objects, including materials, technology, artistic character, and setting.

(upper right corner):

CRS #: Same as on Property Identification Form.

1.   **ADDRESS/LOCATION:** Same as Property Identification Form, line number 2.

2.   **TYPE/FUNCTION/TITLE:** Note these items as applicable. Use title for named pieces of artwork.
>   **Example:** Ellendale Veterans Memorial; fountain; Railroad train signal

3.   **YEAR: Construction:** Note year the object was created, if known. **Installation:** Note year the object was installed, if known. **Previous location(s):** Note any, if known.
>   **Example:** Construction: 1880; Installation: 1900; Previous location(s): Albany, NY.

4.   **DESIGNER/FOUNDER/SCULPTOR:** Abbreviations or full name may appear on an attached plaque, on the side or back of a sculpture, on a plate on a wrought iron fence, or elsewhere. Record all information found.

5.   **SPONSOR/OWNER:** Record name of historic owner or individual/company that sponsored the creation of the object.

6.   **STYLE:** Where possible, indicate stylistic tradition into which object would best fit.
>   **Examples:** Egyptian Revival (tombstone); Art Nouveau (lamppost)

7.   **CURRENT CONDITION:** Check the applicable condition, using these definitions:

Excellent	recently repaired and fully functional

Good	basically sound and functional with some maintenance needed
Fair	deterioration evident and not fully functional
Poor	advanced deterioration evident, with compromised function, even to the loss of major elements, and major reconstruction required

8.   **DESCRIPTION:** An elevation sketch can be used to provide detailed information about a specific feature or view of an object. Scan any sketches as JPGs, with name, address, and CRS number of the property noted at the top.

a-b) Object/Base:

> **form:** Note overall shape and mass.
> > **Examples:** octagonal, elongated (lamppost); geometric cube (public sculpture); Venus de Milo replica (garden sculpture); obelisk (boundary marker); post-and-rail (fence).

> **technology and material:** Describe method of design or construction and materials.
> > **Examples:** lost wax cast bronze; wrought iron; split rails with earthfast posts; cast concrete.

> **surface finish:** Note presence of paint and its color, and describe texture of surface.
> > **Examples:** polished; rough hewn; hammered; sawn and whitewashed.

> **decoration:** Describe applied, carved, molded, or painted decoration.

> **dimensions:** Give approximate dimensions of the object or base, separate from each other.

> **alterations or changes:** Note any missing parts, added pieces, or other apparent changes to the original form.

c) Inscriptions:

> **location:** Describe position on object or base where foundry/sculptor marks and/or inscription is located.

> **lettering:** Note style of lettering.
> > **Example:** block; script.

> **text:** Transcribe and photograph text.

d) Other: Note any other descriptive information that does not fit in any other category.

Landscape Elements Form (CRS-8)

Fig. 19. Arbor in garden at Garrett Mills Superintendent's House, N00329

Fig. 20. Cemetery at Barratt's Chapel, K00103

The purpose of this form is to document landscape features which are not easily recorded on other forms, such as cemeteries and gardens. Use this form for any historic elements that contribute to the setting of a historic property or that constitute a historic site in themselves. For example, record the overall form and elements of historic subdivisions, parks, cemeteries, estates, and gardens on this form. Also use this form for additional information on agricultural properties where the setting retains a high degree of integrity. For industrial and commercial properties with a working yard, describe the historic elements which do not fit on other forms, such as railroad sidings and docks, fenced compounds, wharves and piers, and those elements between the buildings and structures that contribute to a better understanding of the use of the site.

If necessary, use multiple Landscape Elements forms to describe the sub-areas of a resource.

(upper right corner):

CRS #: Same as on Property Identification Form.

1.	**ADDRESS/LOCATION:** Same as Property Identification Form, line number 2.

2.	**TYPE/FUNCTION/NAME:** Note these items as applicable.
	Examples: Oddfellows Cemetery; orchard; rose garden; Brandywine Park

3.	**YEAR BUILT:** Note the year the landscape was created or designed. Use exact year or circa to indicate approximate range of 5 years before or after year given.

	alteration(s): Note approximate year and type of major changes. These include changes in land forms, demolition of buildings/structures, construction of new facilities, or complete replacement/loss of major plantings.

4.	**DESIGNER:** Give name of the person(s) or company(s) responsible for the original or later planning and/or design of the landscape. Include names of landscape architect, designer, and/or planner, if known.

5.	**STYLE:** Describe, if any, the stylistic tradition or influence that best describes the landscape.
	Examples: Colonial Revival (garden)

6. **CURRENT CONDITION:** Check the applicable condition, using these definitions:

Excellent	recently repaired and fully functional
Good	basically sound and functional with some maintenance needed
Fair	deterioration evident and not fully functional
Poor	advanced deterioration evident, with compromised function, even to the loss of major elements, and major reconstruction required

7. **RELATIONSHIP TO OTHER PROPERTIES:** Note properties that have historical ties to this landscape.
  Examples: Sundial Garden at Winterthur (for Gibraltar gardens designed by Marian Coffin); Rockford Park (for Brandywine Park)

8. **DESCRIPTION:**
a) Scenic views/vistas: Describe any viewsheds presently discernable. Give direction and describe focal point. Note any alterations or intrusions.

b) Circulation system: Describe street pattern, path system, trails, waterways, or other rights-of-way providing access to and within the landscape.

c) Spatial subdivisions: Describe functional sub-areas that do not merit an individual Landscape Element Form.
  Examples: playground; farm fields; loading area.

d) Paving material(s): Describe paving materials for roads, sidewalks, and trails. Note whether or not historic fabric is present.

e) Utilities: Describe historic utility features not noted on an individual Object Form.
  Examples: historic light fixtures; sprinkler system; drain system.

f) Water elements: Describe water features not part of circulation system, and not described on an individual Structure (Land Feature) or Object form.
  Examples: reflecting pool; stream; farm pond.

g) Vegetation: Describe plant material to the best of your knowledge.
  Examples: allee of deciduous trees; scattered specimen trees; Osage orange hedgerow; herb garden; flower border.

h) Other: Describe any detail worth noting that does not fit within the above categories.

Map Form (CRS-9)

This form is to allow adequate space for a location map as well as a site plan of all elements.

(upper right corner):

CRS #: Same as on Property Identification Form.

1. **ADDRESS/LOCATION:** Same as Property Identification Form, line number 2.

2. **NOT FOR PUBLICATION: Check this box if archaeological resources are present**, if the property is a traditional cultural property with religious significance, or if the property contains other sensitive information that needs to have the location information restricted. **Note reason for restriction**.

3. **LOCATION MAP:** The purpose of this map is to show the location of the property in relation to major features such as roads, streams, and nearby population centers. This can be a sketch map, or you can attach or insert part of the USGS 7.5' topographic map[8] or aerial photograph with the location clearly marked on it and at appropriate scale to show surrounding roads and streams. You may need to add labels to the photograph to identify nearby roads.

    If drawing a sketch map, locate the property by showing the approximate distance to the nearest intersection, street, or road. For archaeological sites, this should include an approximate distance to water. **Note street names and/or numbers**, record other historic properties in the vicinity, and **provide a north arrow**. Indicate the property by drawing a circle around the entire property location if not immediately obvious from the map. Scan the sketches as a JPG, and insert the JPG into the form.

4. **SITE PLAN:** A **Site Plan** must be included for all surveyed properties, except archaeological sites. It should show any buildings, structures, objects, and significant landscape features. If an archaeological site contains visible ruins or significant landscape features, then include a site plan. If already drawn for a report, the image can be inserted here. The plan can be taken from an aerial photograph with sufficient resolution to show all parts of the property clearly and with labels to identify each feature.

    If drawn, the site plan is shown as a bird's eye view. **Include north arrow.** For buildings, show the relationship of the main block or core building to the wings, additions, and porches, along with other buildings, structures, and objects on the property. Different periods of construction should be noted. Note window, door, chimney, and ridge of roof locations. Include landscape features such as circulation systems, major plantings, and water features. The map can also include annotations with approximate dimensions, number of stories, and function of space(s) or landscape sub-

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[8] See http://historicalmaps.arcgis.com/usgs/ for digital versions of the USGS maps. This site allows you to overlay maps of different ages and to download maps.

areas. Architectural drawing conventions should be observed. Scan the sketch as a JPG and insert into the form.

Survey Update Form (CRS-10)

Fig. 21. Hearn and Rawlins Mill, after the dam washed out, S00213

Fig. 22. Buildings in the Dover Green Historic District, now demolished, K00394.054-.055

The purpose of this form is to provide updated management and planning information for properties previously surveyed that are being re-examined or where drastic changes have been observed since prior survey. **Use this form rather than doing a new CRS-1**; if you can merge your forms into a single document, make this the first one. If the earlier forms are not adequate, fill out all current appropriate forms as well. Always take photographs!

(upper right corner):

CRS #: Same as on Property Identification Form.

1.   **HISTORIC NAME/FUNCTION:** Give name as shown on earlier forms. Add any additional historic names now known. See instructions for the Property Identification Form (CRS1) on naming properties.

2.   **ADDRESS/LOCATION:** Provide the street address for the property. If no street address is available, describe the location using the distance and cardinal direction to the nearest intersection. Also give cardinal direction for the side of the road.

3.   **CURRENT CONDITION:** Check the applicable condition, using these definitions:

Excellent	recently repaired and fully functional
Good	basically sound and functional with some maintenance needed
Fair	deterioration evident and not fully functional
Poor	advanced deterioration evident, with compromised function, even to the loss of major elements, and major reconstruction required

4.   **INTEGRITY:** Describe changes to the historic fabric of the property.
           Examples: vinyl siding added; enclosed front porch; east wing removed

5.   **SETTING INTEGRITY:** Describe changes to the setting of the property.
           Examples: former agricultural fields now subdivided, w/houses under construction; rowhouse to east demolished, now vacant lot

6. **FORMS ADDED:** Give the number of forms completed for each additional form type. Put zero (0) for forms not used. List by function each building, structure, and/or site type. (See example for CRS-1.)

7. **SURVEYOR INFORMATION:** Fill out information requested. The Principal Investigator must digitally sign to certify the completeness and accuracy of the information.

8. **OTHER NOTES OR OBSERVATIONS:** Include any other information of interest.

9. **STATE HISTORIC CONTEXT FRAMEWORK:** Check all appropriate boxes. Use the context framework in the various state plans.

Cultural Resource Survey Property Inventory (CRS-11)

This form provides an index to the CRS numbers assigned for your project, but is **not required**. Use it if it helps organize your survey information for you. The DE SHPO is using its internal database to track numbers now and is not maintaining the paper index books any longer.

If you are recording new sub-numbers for a district or complex property, you can make a separate index using this form, noting the district or property name at the top.

Photographic Inventory – Digital Images (CRS-12)

This form identifies and cross-references the uncompressed, unaltered TIF images provided on a CD-R or DVD-R gold disk or disks as the archival images[9] for a project. This form is not used for archaeological properties; those images are handled under the Delaware Archaeological Collections Curation Policy.

Disk #: This is the filing number assigned to the disk by the DE SHPO; use a temporary number if you have more than one disk.

Project: Note the name of the project.

Surveyor: Note the name of the surveyor/photographer.

Date: Note the month and year that the photographs were taken.

File name: List the file name sequentially; all file names must start with the CRS number, in this format: A99999_999, where A is the county initial (or D for Delaware if the property spans multiple counties). Use place-holding zeros as needed; do not use a hyphen. Only include the sub-number if part of a district or large complicated property. Include property name and a sequential number to identify file; you may include spaces in the filename.

Description of view: Note what is in the view, using N, S, E, & W to indicate direction. Do not give the name of the property or district here; the CRS number in the file name is a sufficient identifier.

> **Example:** [filename] S07002 store 003 [description] ¾ view of façade and E side

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[9] JPG is a 'losey' format; that is, it loses resolution every time it is copied. TIF maintains the original image resolution and is recommended by Delaware Public Archives for archiving images; see http://archives.delaware.gov/govsvcs/pdfs/Records%20Policies/SuitableMediaAndFormats_20130312.pdf.

Digital Photographs Form (CRS-13)

This form provides the digital photographs in a smaller JPG format of the TIF images that accompany the survey. It is **not necessary to include every image** taken of the property, but you should include at least one view of each building or structure surveyed and an overall view of the property. (This form is not used for archaeological properties; those images are handled under the Delaware Archaeological Collections Curation Policy.)

CRS #: Same as on Property Identification Form.

Date: Note the month and year that the photographs were taken.

Surveyor: Note the name of the surveyor/photographer.

Insert JPGs of each photograph and label with the file name and description of the view as noted on CRS-12. Do not give the name of the property or district here; the CRS number is a sufficient identifier. You can insert up to 4 images in each PDF form; include as many CRS-13 forms as you need to illustrate the property.

Example: [filename] S07002 store 003 [description] ¾ view of façade and E side

Proposed District Form (CRS-14)

Fig. 23. Properties in the Felton Historic District, originally surveyed as K04102 and K04103; district numbers K05305.168, .170, .189 (water tower)

This form is used **after** a survey is complete to record a proposed district in the survey area. Districts do not have to be completely evaluated or be eligible for the National Register to be recognized as a historical unit.

(upper right corner):

CRS #: Same as on Property Identification Form.

1.   **NAME OF DISTRICT:** Note the historic or descriptive name of the district.
    Example: Dover Green Historic District; Milford Neck Archaeological District; Harlan and Hollingsworth Shipbuilders Historic District

2.   **BOUNDARY:** Describe the proposed boundary for the district, using street or road lines and/or water courses and other topographic features as much as possible.

3   **FUNCTION:** Check the appropriate boxes to indicate general functions represented in the district. If you have a function that is not indicated in the list, check the box for **other** and describe the function.

4   **REASON FOR SURVEY:** Note the project and/or grant name that resulted in this survey.

5.   **DOCUMENTATION:**
    a) **Report title:** Give the title of the survey report that includes the study of this district.

    b) **Map showing boundary:** Insert a map clearly outlining the proposed boundaries for this district, with a north arrow.

    c) **Cross-reference list of individual CRS#s:** in the space provided, list individual CRS numbers for properties included in this district and note their district sub-numbers. If both numbers are sequential, you can use a range.
    Example: S00405: .001; S03467-S03491: .002-.026

6. **SURVEYOR INFORMATION:** The names of both the surveyor and the principal investigator (PI) need to be entered in the appropriate boxes. Give the name of the organization that you work for, along with the date the form was filled out.

Structure (Bridge) Form (CRS-15)
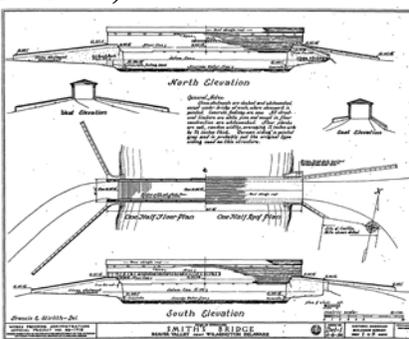
Fig. 24 K07321 Bridge 2-158A
Fig. 25 N00438, Smiths Bridge
HAER drawing

The purpose of this form is to describe bridge structures.

(upper right corner):

CRS #: Same as on Property Identification Form.

1.   **BRIDGE NUMBER:** the identifying number of the bridge assigned by the owner.
         OWNER: agency or organization owning the bridge.

2.   **LOCATION:** describe location.
         ROAD NUMBER: enter road number.[10]
         MILEPOST: enter distance from established point.
         FACILITY CARRIED: enter road, railroad, or other feature carried by bridge.
         NAME OF FEATURE INTERSECTED: enter road, railroad, stream, or other feature intersecting bridge.

3.   **TYPE:** enter generally accepted term for overall type.
         DESIGN: enter description.
         MATERIAL: enter major construction material.
         # OF SPANS: enter number.
         LENGTH: enter number and unit of measure.
         WIDTH: enter number and unit of measure.

4.   **YEAR OF CONSTRUCTION:** enter year built.
         ALTERATION: enter year of major change.
         SOURCE: enter source documenting years of construction and alteration.
         DESIGNER/BUILDER: enter name of designer and/or organization responsible for construction.

5.   **SETTING:** describe the general setting and any threats to the setting.

6.   **CURRENT NR STATUS:** check the box for **Listed** or **Not Listed**.

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[10] See http://www.deldot.gov/information/pubs_forms/func_maps/pdf/functional_classification.pdf for links to county road maps that give road name and number.

NR RECOMMENDATION: check the box for **Eligible** or **Not Eligible**.
SUMMARY: list reasons for recommendation, addressing NR integrity and significance criteria.

7.   **REVIEWED BY:** enter name of qualified reviewer or Principal Investigator.
    DATE: enter date of form.

8.   **PHYSICAL DESCRIPTION:** enter physical description, including condition.

9.   **SUMMARY OF ALTERATIONS OR MODIFICATIONS:** Note major changes made to bridge, matching them to Year of Alteration entered above.

10.   **HISTORICAL AND TECHNOLOGICAL SIGNIFICANCE:** note any associated historical events, persons, communities, or organizations and discuss their significance; note any technological significance.

11.   **SOURCES:** enter the sources for information, using standard bibliographical format.

Appendix C:

CATALOG OF PROPERTY TYPES

1. AGRICULTURE

PRODUCTS

- **CORN, GRAINS & HAY**
  - CORN CRIBS
  - CORN HOUSES
  - GRANARIES
  - SILOS
  - GRAIN ELEVATORS
  - HAY BARRACKS
  - HAY BARNS
  - HAY STACKS

- **FRUITS & VEGETABLES**
  - FIELDS
  - PATCHES
  - BOGS
  - ORCHARDS
  - VINEYARDS
  - CIDER/GRAPE PRESSES
  - CIDER MILLS/WINERIES
  - APIARIES
  - GERMINATION SHEDS
  - GREENHOUSES

- **DAIRY**
  - DAIRIES
  - BARNS
  - STABLES
  - SPRING HOUSES
  - PASTURES
  - MILK HOUSES

- **MEAT & POULTRY**
  - MEAT & SMOKE HOUSES
  - BARNS
  - STABLES
  - POULTRY HOUSES AND INCUBATORS
  - SPRING HOUSES
  - EGG GRADING SHEDS
  - PASTURES

- **TEXTILES**
  - FIELDS
  - FENCED PASTURES
  - BARNS

- **HORSE FARMS**
  - PADDOCKS
  - STABLES
  - HORSE BARNS
  - FEED STALLS
  - CORRALS
  - RUNS
  - TRACKS

METHODS

- **ENCLOSURES**
  - BOGS
  - FENCES
  - WALLS
  - HEDGEROWS
  - TREE STANDS

- **PLANTING SYSTEMS**
  - SQUARES
  - ROWS
  - CROP ROTATION

- **DRAINAGE & IRRIGATION**
  - WINDMILLS
  - DRAINAGE DITCHES
  - DAMS
  - HEADGATES
  - CANALS

- **IMPLEMENTS**
  - STORAGE BUILDINGS
  - WAGON & TRACTOR SHEDS
  - BARNS
  - STABLES
  - STORE HOUSES
  - TOOL HOUSES
  - CARRIAGE HOUSES

- **LABOR**
  - SLAVE QUARTERS
  - TENANT HOUSES
  - MIGRANT WORKER CAMPS

MARKETS
- IRREGULAR (SELF-SUFFICIENT)
- LOCAL
- EXPORT
- REFORMED
- SPECIALIZATION
- DIVERSIFICATION
- ESTATE/PLANTATION

OTHER

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2. FORESTRY

FORESTS
SAWMILLS
CHARCOAL FURNACES
DAMS
LOGGING CARWAYS
LUMBERYARDS
TURNING MILLS
OTHER

3. TRAPPING AND HUNTING

SHEDS
HUNTING BLINDS
OTHER

4. MINING AND QUARRYING

MINES
IRON
ZINC
ARGILLITE
COPPER
COKE
GEM
TALC
GRAPHITE
OTHER

QUARRIES
CEMENT ROCK
TRAP ROCK
LIMESTONE
WHITE MARBLE
SANDSTONE
GRANITE-GNEISS
BLACK AND BROWNSTONE
SHALE
VERDE-ANTIQUE MARBLE
SLATE
SOAPSTONE
TALCOSE
GYPSUM
OTHER

BORROW PITS
CLAY
SAND
GRAVEL
SAND-LIME
LIME
GREENSAND MARL
PEAT BOGS
GROUND FELDSPAR
OTHER

5. FISHING AND OYSTERING

EQUIPMENT
HOMES USED FOR NETMAKING
NET-DRYING RACKS
BOATS
SHIPS
DOCKS
WHARVES
PIERS
OTHER

PROCESSING
SHEDS
SHUCKING HOUSES
HATCHERIES
SHELLFISH CULTIVATION SHEDS
ICE PLANTS
ICE HOUSES
REFRIGERATION UNITS
CANNERIES
OTHER

5. MANUFACTURING

FOOD PROCESSING
- GRIST MILLS
- FANNING MILLS
- CANNERIES (VEGETABLE, FRUIT, SEAFOOD)
- STOCKYARDS
- FOOD PROCESSING PLANTS (VEGETABLE, FRUIT, SEAFOOD)
- ICE HOUSES
- BREWERIES AND SOFT DRINK PROCESSING PLANTS

TOBACCO PROCESSING
- CIGAR ROLLING PLANTS

TEXTILE, APPAREL, AND LEATHER PRODUCTION
- HOME MANUFACTURE - LOOMS
- COTTON MILLS
- FULLING MILLS
- WOOLEN MILLS
- INDIGO/WOAD MILLS
- TANNERIES

WOOD PROCESSING
- HOME MANUFACTURE - BASKET MAKING, FURNITURE
- COOPERAGES
- CARPENTRY SHOPS

PAPER PRODUCTION, PRINTING, AND PUBLISHING
- BARK MILLS
- PAPER MILLS
- PAPER PLANTS
- PRINTING PRESSES
- NEWSPAPER/ BOOK PUBLISHING HOUSES

CHEMICAL PRODUCTION AND PETROLEUM PROCESSING
- CEMENT PLANTS
- PAINT MANUFACTURING PLANTS
- PLASTER MILLS
- LINSEED MILLS
- SOAP FACTORIES
- FUEL BRIQUET FACTORIES
- OIL REFINERIES
- CHEMICAL PROCESSING PLANTS
- FILM PROCESSING PLANTS
- PLASTIC PRODUCTS MANUFACTORIES

GLASS, STONE, AND CLAY PRODUCTION
- GLASSWORKS
- POTTERY, TILE, AND BRICKWORKS

MACHINERY PRODUCTION AND METAL PROCESSING AND MANUFACTURE
- HOME MANUFACTURES
  - BUTTON MAKING
  - TRAPPING TOOLS
  - AGRICULTURE ELEMENTS
- IRON FORGES
- SMITHS AND METAL WORKING SHOPS
- IRON MILLS
  - TILT HAMMER
  - SQUEEZER HAMMER
  - STAMPING
  - ROLLING
  - SLITTING
- STEEL MILLS
- NAIL MILLS
- WOOD SCREW MILLS
- IRON ROPE/CABLE FACTORIES
- IRON RAIL MANUFACTORIES
- TOOL AND DIE FACTORIES
- MACHINE MANUFACTORIES
  - AGRICULTURAL IMPLEMENTS
- BUTTON MILLS
- HOME APPLIANCE MANUFACTORIES

TRANSPORTATION EQUIPMENT PRODUCTION
- WAGON AND CARRIAGE MANUFACTORIES
  - WAGONWRIGHT SHOPS
  - WHEELWRIGHT SHOPS
- RAILROAD MANUFACTORIES
  - ROLLING STOCK FACTORIES
  - COMPONENT MANUFACTORIES
- RUBBER COMPONENT PLANTS
- BICYCLE ASSEMBLY PLANTS
- AUTOMOBILE ASSEMBLY PLANTS
- SHIPYARDS
  - BOAT HOUSES
  - DRY DOCKS
  - SAIL LOFTS
  - ROPE WALKS
- SCIENTIFIC INSTRUMENT ASSEMBLY FACILITIES
  - RESEARCH FACILITIES AND LABORATORIES
  - CLOCK AND WATCH MANUFACTORIES

OTHER

7. RETAILING AND WHOLESALING

STORES
SHOPPING ARCADES
FARMER'S MARKETS
CHANDLERIES
SHIPPING DEPOTS
WAREHOUSES
OFFICES AND OFFICE BUILDINGS
TRADING SITES
REPAIR SHOPS
RESTAURANTS
LAUNDRIES
BARBER SHOPS AND BEAUTY SALONS
ENTERTAINMENT AND RESORTS ——— SPAS
                                SPRINGHOUSES
                                BEACH HOUSES
                                BATH HOUSES
                                HOTELS
                                ARCADES, AMUSEMENT PARKS, AND PIERS
                                CONVENTION CENTERS
                                CABINS AND MOTELS
                                HORSE RACETRACKS
                                AUTO RACETRACKS
                                POOL HALLS
                                HOUSES OF ILL REPUTE
                                TAVERNS, INNS, AND ORDINARIES
                                MOVIE THEATERS
OTHER

8. FINANCE

BANKS
SAVINGS AND LOAN OFFICES
STOCK EXCHANGE BUILDINGS
BROKERS' OFFICES
PAWNSHOPS
BOOKMAKERS OFFICES
OFF-TRACK BETTING OFFICES
OTHER

9. PROFESSIONAL SERVICES

DOCTORS' OFFICES AND CLINICS
DENTISTS' OFFICES
LAWYERS' OFFICES
ARCHITECTS' STUDIOS
INSURANCE AGENTS' OFFICES
ENGINEERS' OFFICES
UNDERTAKERS' OFFICES
FUNERAL PARLORS
OTHER

10. TRANSPORTATION AND COMMUNICATION

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                                        LANDINGS
                                        PORTS
                                        FERRIES
                                        CANALS
                        WATER           PORTAGES
                                        BRIDGES
                                        BOATS AND SHIPS (SAIL AND STEAM)
                                        LIGHTHOUSES, LIGHTBOATS, AND BUOYS

                                        TRAILS                              TRAFFIC SIGNS AND SIGNALS
                                        PATHS, LANES, AND STREETS           TRAFFIC KIOSKS
                                                                            PARKING GARAGES AND LOTS

                                                                            MILESTONES AND SIGNS
                                                                            TRAFFIC SIGNALS
                                                                            GATES
                                        ROADS TOLL, ROADS, AND              TOLLHOUSES AND TOLLBOOTHS
                                        HIGHWAYS                            SERVICE STATIONS
                                                                            DINERS AND TRUCK STOPS
                                                                            MOTEL AND CABINS
                                                                            REST STOPS AND PICNIC AREAS
TRANSPORTATION ROUTES                                                       STAGE COACHES, WAGONS, AND CARRIAGES
                        LAND                                                TRUCKS AND CARS


                                        BRIDGES
                                        TROLLEYS, CABLE CARS, AND           STATIONS, DEPOTS, AND TERMINALS
                                        BUSES                               SHELTERS AND BENCHES

                                                                            TRACKS AND RIGHT-OF-WAYS
                                                                            STATIONS, DEPOTS, AND RAIL YARDS
                                        RAILROADS                           TRESTLES, BRIDGES, AND CUTS
                                                                            SIGNALS
                                                                            CROSSINGS
                                                                            ROLLING STOCK


                                        AIRPORTS, HELIPORTS, AND            RUNWAYS AND TAXIWAYS
                                        LANDING STRIPS                      TRAFFIC AND SAFETY SIGNALS AND DEVICES
                                                                            CONTROL TOWERS
                        AIR                                                 HANGARS
                                                                            TERMINALS
                                        AIRCRAFT                            AIRPLANES
                                                                            BALLOONS, DIRIGIBLES, AND BLIMPS


COMMUNICATION NETWORKS                  TELEGRAPH AND TELEPHONE EXCHANGES
                                        TELEGRAPH AND TELEPHONE POLES AND LINES
                                        RADIO STATIONS AND TRANSMISSION FACILITIES

OTHER
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11. SETTLEMENT PATTERNS AND DEMOGRAPHIC CHANGE

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                                    CROSS ROADS
                                    LINE TOWNS            INDUSTRIAL COMPANY TOWNS
                      FORM ─────────PORTS                 GRID
                                    PLANS ─────────────── CIRCLE


URBAN SITES ──────                                        TRACT HOUSING
                      SUBURBS ───────────────────────── COMMUTER SUBURBS

                                    BUSINESS DISTRICTS ── SQUARES
                                                          MARKETS

              DISTRICTS─────── MANUFACTURING DISTRICTS ── FACTORIES

                                                          SINGLE
                                    RESIDENTIAL DISTRICTS MULTI-UNIT DETACHED
                                                          ROWHOUSES
                                                          APARTMENTS
                                                          BOARDING HOUSES
                                    MIXED FUNCTION DISTRICTS  TENEMENT HOUSES


FORT/PATROL SITES ─────── FERRIES, WHARVES, AND LANDINGS
                          TRADING POSTS


PLANTATION AND
RURAL FARM SITES ──────── MANSION HOUSES
                          SLAVE QUARTERS
                          PRIVIES
                          DAIRIES
                          SMOKEHOUSES
                          KITCHENS
                          STORAGE SHEDS
                          WASH HOUSES
                          CARRIAGE HOUSES
                          WELLS AND WELL HOUSES


VILLAGE AND TOWN SITES


EARLY INDUSTRIAL AND
COMMERCIAL SITES


PLANNED UTOPIAN AND
SECTARIAN COMMUNITIES     INDIAN VILLAGES
                          TEMPORARY INDIAN CAMPS
                          BURIAL GROUNDS
CONTACT ABORIGINAL SITES─ INDIAN RESERVATIONS
                          RESOURCE PROCUREMENT SITES
                          RESOURCE PROCESSING SITES


OTHER
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12. ARCHITECTURE, ENGINEERING, AND DECORATIVE ARTS

ARCHITECTURE AND BUILDING

PLAN

CUSTOMARY PLANS
- HALL
- HALL - PARLOR
- DOUBLE - PARLOR
- CROSS - PASSAGE
- ADDITIVE
- SHOTGUN
- DOUBLE - CELL

PHASE I STAIR HALL PLANS
- CENTER PASSAGE/DOUBLE PILE
- CENTER PASSAGE/SINGLE PILE
- SIDE PASSAGE/SINGLE PILE
- SIDE PASSAGE/DOUBLE PILE
- CORNER PASSAGE/DOUBLE PILE

SERVICE WINGS
- ATTACHED KITCHEN
- ATTACHED KITCHEN - DINING ROOM

CONSOLIDATED PLANS
- VILLAS
- BUNGALOWS

OTHER

STYLE

COLONIAL
- POSTMEDIEVAL ENGLISH
- DUTCH
- SWEDISH AND FINNISH
- GERMAN
- SCOTCH - IRISH
- FRENCH
- SPANISH
- ANGLO - AMERICAN
- GEORGIAN

EARLY REPUBLIC
- EARLY CLASSICAL REVIVAL
- FEDERAL

MID-NINETEENTH CENTURY
- GREEK REVIVAL
- GOTHIC REVIVAL
- EXOTIC REVIVAL — MOORISH REVIVAL / EGYPTIAN REVIVAL
- TUSCAN OR ITALIAN VILLA
- OCTAGON MODE

LATE VICTORIAN
- GOTHIC
- ITALIANATE
- ECLECTIC
- SECOND EMPIRE
- QUEEN ANNE
- STICK STYLE
- SHINGLE STYLE
- ROMANESQUE
- RENAISSANCE — ITALIAN RENAISSANCE / FRENCH RENAISSANCE

- BEAUX ARTS
- COLONIAL REVIVAL — DUTCH / ENGLISH

LATE NINETEENTH AND EARLY TWENTIETH CENTURY REVIVALS
- SPANISH AND MISSION COLONIAL REVIVAL
- CLASSICAL REVIVAL
- TUDOR REVIVAL
- LATE GOTHIC REVIVAL
- HALF - TIMBERED
- RUSTIC
- ITALIAN RENAISSANCE
- FRENCH RENAISSANCE
- PUEBLO

LATE NINETEENTH AND EARLY TWENTIETH CENTURY MOVEMENTS
- BUNGALOW/CRAFTSMAN
- PRAIRIE SCHOOL
- COMMERICAL STYLE
- CHICAGO
- SKYSCRAPER

MODERN MOVEMENTS
- MODERNE
- ART DECO
- INTERNATIONAL STYLE

OTHER
- RANCH

12. ARCHITECTURE, ENGINEERING, AND DECORATIVE ARTS

MILITARY AND HISTORICAL —————— MONUMENTS
                                              MEMORIALS

OUTDOOR SCULPTURE AND ART ——— GATES
                               STREET LAMPS AND LIGHTS
                               FOUNTAINS
                               WEATHERVANES   BILLBOARDS
                               SIGNBOARDS ————————————————————— TAVERN SIGNS
                               STREET CLOCKS   TRADE SIGNS
                               HITCHING POSTS   SCULPTURE
                               YARD ART ——————————————————————— CARVINGS
                                                                STATUES
                                                                MURALS
                                                                ROCK ART

                               BOARDWALKS AND PIERS
                               PARKS AND GREENS ——————————————— PARK BENCHES
                               PLAYGROUNDS
LANDSCAPE ARCHITECTURE ——————— PAVILIONS
                               PUBLIC GARDENS
                               BANDSTANDS AND GAZEBOS   OBSERVATION
                               TOWERS ————————————————————————— MEMORIAL
                               FENCES AND WALLS
                               MAN-MADE PONDS AND LAKES

13. GOVERNMENT

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OFFICES ———————  FEDERAL
                 STATE
                 COUNTY ——————————— COURT HOUSES
                 LOCAL ———————————— MUNICIPAL BUILDINGS

SERVICES ——————  POLICE STATIONS
                 FIRE STATIONS
                 POST STATIONS
                 LIBRARIES
                 HEALTH FACILITIES ———————— HOSPITALS AND MEDICAL CENTERS
                 REHABILITATION INSTITUTIONS  MENTAL HOSPITALS
                                              SANITARIUMS
                                              NURSING HOMES AND REST HOMES
                                              RESEARCH FACILITIES

                 PENAL INSTITUTIONS ————————  PRISONS
                                              JAILS
                                              WORKHOUSES
                                              REFORMATORIES

                                     WATER ——————— GENERATING AND PUMPING FACILITIES
                                                   RESERVOIRS
                                                   WATER TOWERS
                                                   WATER LINES

                 PUBLIC UTILITIES ——  SOLID WASTE AND ——— SEWER LINES
                                      SEWAGE DISPOSAL      SEWAGE TREATMENT FACILITIES
                                                           SANITARY LANDFILLS

                                      ENERGY —————— GENERATING STATIONS AND POWER PLANTS
                                                    STORAGE FACILITIES
                                                    POWER LINES

MILITARY        BASES, POSTS, AND CAMPS ————  HEADQUARTERS
INSTITUTIONS ——                               FORTIFICATIONS
                                              BARRACKS
                RESERVE LANDS                 MILITARY PRISONS
                                              ARMORIES AND MAGAZINES
                                              PARADE GROUNDS
                COAST GUARD STATIONS          PORT FACILITIES
                BATTLEFIELDS                  AIRFIELDS AND FACILITIES

OTHER
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14. RELIGION

PLACES OF WORSHIP ————
- CEREMONIAL SITES
- MISSIONS
- MEETINGS HOUSES
- CHURCHES
- CATHEDRALS
- CHAPELS
- SYNAGOGUES AND TEMPLES

PARISH HALLS

RELATED FACILITIES ————
- CEMETERIES
- SEMINARIES
- SCHOOLS
- CAMP MEETING GROUNDS
- CONVENTS
- MONASTERIES
- PARSONAGES
- MANSES
- RECTORIES
- PARISH HALLS

OTHER

15. EDUCATION

PRIVATE SCHOOLS ————
- HOME SCHOOLS
- DAME SCHOOLS
- PAROCHIAL
- TOWNSHIP AND SUBSCRIPTION
- ACADEMIES

PUBLIC AND COMMON SCHOOLS ————
- FREE ———— COMMUNITY / CENTRALIZED
- LANCASTERIAN
- RURAL
- INDUSTRIAL
- NEGRO

SPECIALIZED SCHOOLS ————
- KINDERGARTENS AND PRE-SCHOOLS
- VOCATIONAL AND TECHNICAL
- HANDICAPPED
- REFORM

INSTITUTIONS OF HIGHER LEARNING ————
- JUNIOR COLLEGES
- COLLEGES
- UNIVERSITIES

OTHER

16. COMMUNITY ORGANIZATIONS

RECREATIONAL AND CULTURAL—

FAIRGROUNDS
THEATRES
AUDITORIUMS
MUSIC HALLS
OPERA HOUSES
SYMPHONY HALLS
MUSEUMS
HISTORICAL SOCIETY LIBRARIES
BOTANICAL GARDENS
CONSERVATORIES
ARBORETUMS
ZOOLOGICAL GARDENS
AQUARIUMS
PLANETARIUMS
ATHLETIC FIELDS
STADIUMS
GYMNASIUMS
ARENAS
TENNIS COURTS
GOLF COURSES
LAWN BOWLING GREENS
SHUFFLEBOARD COURTS
MUNICIPAL SWIMMING POOLS

VOLUNTEER AND
CHARITABLE—

ORPHANAGES
RESCUE MISSIONS
SOUP KITCHENS
DISASTER RELIEF HEADQUARTERS

PRIVATE —

SOCIAL CLUB BUILDINGS
LITERARY CLUB BUILDINGS
GARDEN CLUB BUILDINGS
SPORTS CLUB BUILDINGS
LODGE HALLS

OTHER

17. OCCUPATIONAL ORGANIZATIONS

GRANGES
UNION HALLS
CHAMBER OF COMMERCE BUILDINGS
PROFESSIONAL ASSOCIATIONS
OFFICES AND MEETING HALLS
OTHER

18.   MAJOR FAMILIES, INDIVIDUALS, AND EVENTS