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Intensive Survey Manual

Wisconsin State Historic Preservation Office

July 2022



Intensive Survey Manual

Introduction

This guide provides instructions for historic preservation professionals undertaking architecture and history surveys of Wisconsin buildings, structures, objects, historic districts, and designed landscapes. There are many reasons for undertaking surveys: discovering information about the past, obtaining data for community planning and historic preservation programs, or complying with federal legal mandates to identify properties eligible for listing in the National Register of Historic Places (NRHP).

This guide has two main purposes. First, it establishes requirements for professionals undertaking architecture and history surveys with grant funding from the State Historic Preservation Office (SHPO) and serves as an addendum to the grant agreement. Second, it provides standards for state and federal agencies undertaking surveys to comply with the National Historic Preservation Act mandate that they identify properties that are eligible for listing in the NRHP.

This guide is also relevant for groups undertaking surveys without SHPO involvement, who need to understand survey methodology and when hiring a professional consultant. For a broader perspective on surveys, consult National Register Bulletin 24: Guidelines for Local Surveys: A Basis for Preservation Planning: https://www.nps.gov/subjects/nationalregister/upload/NRB24-Complete_Part1t.pdf

Since 1966, the Wisconsin Historical Society has been collecting and organizing information about historic properties within the state. The SHPO is designated by state and federal law as the repository for historic property data and is responsible for collecting, managing, and archiving this information. The SHPO manages this data in the Wisconsin Historic Preservation Database (WHPD) which may also be referred to as the Wisconsin Inventory of Historic Places. WHPD is a database accessible through a web application which contains six interconnected databases: Architecture and History Inventory (AHI), Archaeological Sites Inventory (ASI), Archaeological Reports Inventory (ARI), Compliance, State and National Register of Historic Places (NR), and Tax Credits. The AHI, ASI, ARI, and NR databases are available online to qualified, paid subscribers including local, state, and federal agencies, historic preservation and archaeological consultants, and Tribal Historic Preservation Officers. Limited data and photographs from the AHI and the NR database are available to the public at wisconsinhistory.org.

Intensive Surveys

Wisconsin's intensive survey program began in 1980 to facilitate historic preservation planning for local governments in Wisconsin communities, and for state and federal agencies.

An intensive survey is the primary tool for identifying historically and architecturally significant properties and districts. The survey report provides an initial evaluation of each property's eligibility for the National and State Registers of Historic Places by examining them within their historic context. It then provides recommendations of eligibility for the National Register and the State Register and creates a blueprint for leveraging the economic and community-building benefits of historic places.

An intensive survey is more complex and time-consuming than a reconnaissance survey. See guidance from NPS regarding the professional qualifications required to undertake an intensive survey: <https://www.nps.gov/articles/sec-standards-prof-quals.htm> The intensive survey consists of the following steps:

- Conduct a reconnaissance survey or update an older survey
- Research potentially significant properties using primary sources
- Research the community's history
- Evaluate properties for National Register and State Register eligibility
- Identify historic districts and complete a historic district evaluation for each identified district
- Prepare a survey report that summarizes all the above and provides recommendations for future preservation planning

Primary Research for Intensive Surveys

For an intensive survey, construct a history of the community using research from primary sources. The community's history must be organized into the relevant historic themes in the Wisconsin Cultural Resource Management Plan (CRMP). <https://wisconsinhistory.org/Records/Article/CS16481>

Conduct site-specific research from primary sources for all properties that have the potential to be individually eligible for the NRHP or are identified as contributing to a proposed historic district. This research should document basic information about a property and its associations, including:

- the original and subsequent owners during the historic period
- date of original construction
- dates of construction of major additions
- architect and builder
- original and subsequent uses

Research sources should include, but not be limited to:

- historic and current newspapers
- tax rolls
- property abstracts
- local histories
- Sanborn Fire Insurance Maps

If research identifies a property's association with significant people or events, those histories should be pursued and reported as well.

Identifying Proposed Historic Districts

For an intensive survey, consultants will identify proposed historic districts that appear to meet the eligibility criteria for the NRHP. Proposed historic districts must be reviewed and confirmed by SHPO staff. Consultants will create an Architecture and History Inventory record for each property in the proposed district regardless of age or condition. The boundaries of proposed historic districts may extend beyond the survey area as originally conceived in the scope of work.

Products Required for Proposed Historic Districts

For each historic district identified during the survey, as part of the report, provide a historic district eligibility evaluation and include the following:

- A map of the proposed historic district shall include:
 - the name of the proposed historic district
 - an evaluation of each property as contributing or non-contributing
 - the boundaries of the proposed historic district
 - a north arrow
 - all street names
 - street address data for each parcel within the boundaries of the district; lot lines must be indicated

- An inventory of all properties in the district, arranged alphabetically by street then numerically by address shall include:
 - the address of each property in the proposed district
 - a determination for each property of whether it is contributing or non-contributing to the proposed district
 - the historic name of each property, if available
 - the construction date of each property, and dates of major additions
 - the AHI number for each property

Intensive Survey Report

An intensive survey report synthesizes the research compiled during the survey and summarizes the evaluations and recommendations fulfilling governmental responsibilities under state and federal laws. A survey report can be useful at the local level as a planning tool for city administrators and planners, or as a teaching tool for educators. Its historic context can be used for future evaluation of historic properties.

The report describes the project's objectives and the survey methodology, and includes historical context organized by themes and study units found in the Wisconsin Cultural Resource Management Plan (CRMP). For surveys conducted with grant funding from the SHPO, reports will follow this standardized format.

Standard Components of an Intensive Survey Report

Title Page

The title page will include:

- the title of the report
- the type and location of the survey
- the author(s) of the report
- the principal investigators
- A note that the survey was prepared in consultation with the Wisconsin State Historic Preservation Office
- the sponsoring institution, organization, municipality, or agency
- the date the report was finalized

Acknowledgment

For projects using grant funding from the SHPO, the following acknowledgment of federal assistance, in its entirety, will be included on or immediately after the title page:

This program receives Federal financial assistance for identification and protection of historic properties. Under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, the U.S. Department of the Interior prohibits discrimination on the basis of race, color, national origin, or disability or age in its federally assisted programs. If you believe you have been discriminated against in any program, activity, or facility as described above, or if you desire further information, please write to: Office of Equal Opportunity, National Park Service, 1849 C Street NW, Washington, DC 20240

The activity that is the subject of this [type of publication] has been financed [in part/entirely] with Federal Funds from the National Park Service, U.S. Department of the Interior, and administered by the Wisconsin Historical Society. However, the contents and opinions do not necessarily reflect the views or policies of the Dept. of the Interior or the Wisconsin Historical Society. Nor does the mention of trade names or commercial products constitute endorsement or recommendation by the Dept. of the Interior or the Wisconsin Historical Society.

Abstract

The abstract must include a summary of the project including: the purpose of the report, the general location of the survey, the phases of survey work, the products resulting from the project, and the disposition of the products after the project is complete.

The *Abstract* must also include the following data points:

1. The number of previously surveyed properties updated
2. The number of new properties added to the AHI
3. The total of 1 and 2 above as the total number of properties surveyed
4. The total number of potentially individually eligible properties
5. A listing of proposed historic districts and the number of contributing and noncontributing properties in each

Table of Contents

The table of contents will list all chapters, subdivisions, appendices, and attachments, and indicate page numbers for each.

Introduction

The introduction will summarize the objectives for conducting the intensive survey project, the scope of the project, the agencies and organizations involved, and a map showing the location of the project.

Survey Methodology

Explain the procedures used to execute the work program, including:

- who conducted the field work and how the work was organized and accomplished
- the phases of the survey (if applicable), including a description of geographic or political areas that influenced the phasing
- types of properties surveyed and the criteria for evaluation
- resources used to research properties and to develop the historic context, and resources not available or missing
- public engagement efforts conducted in conjunction with the project
- the role of any volunteer or advisory groups and a brief evaluation of their participation

Historical Overview

Write a chronological overview of the community's development relative to the types of properties surveyed, including:

- a discussion of the history of Native Nations in the area, preferably drawing on recent, professional reports
- a general description of cultural, political, economic, geological, and other factors that affected the community's early history
- a description of growth and development patterns, and how the community achieved its current physical form

Thematic Research and Bibliography

This is typically the most substantial section of the report and should include a synthesis of the research on each theme represented by properties in the survey area, with an accompanying bibliography. Statements of fact must be appropriately footnoted in a standard format. Thematic chapter summaries must be titled and organized, with subheadings, following the format of study units identified in the state CRMP.

At the conclusion of each thematic chapter, include a list of all related properties included in the survey, noting their addresses. Include a comprehensive bibliography of sources at the end of the report. Bibliographic references must indicate author, title, and publication date.

In addition to the relevant thematic research and CRMP themes, reports must include chapters on:

- **Designers, engineers, and builders**, including biographical information on architects, landscape architects, engineers, builders and contractors, and other designers whose work is represented in the survey area. The SHPO's files on architects who practiced in Wisconsin may be useful for developing this chapter. These files are located at the SHPO office and are available by appointment.
- **Notable people**, including biographical information on major figures in the community's history and references to buildings or sites associated with them.
- **Underrepresented communities**, including discussion of historic properties associated with communities that have been traditionally underrepresented in the National Register including African American, Asian American, American Indian, American Latino, LGBTQ, and women in the area. The chapter must include biographical information on prominent or influential members in the underrepresented community's history and references to surveyed properties associated with each community.

Survey Results

This section must include a comprehensive inventory of properties evaluated by the consultant to meet minimum criteria for age and integrity (as defined by the scope of work), and to illustrate the range of historic resources arranged alphabetically and numerically by street. It must also include the AHI number. List the properties that have been found to be individually potentially eligible. The section must clarify that the evaluation is the opinion of the consultant at the time the property was observed, and may be invalidated if the property is altered, or if further research calls eligibility into question. The SHPO recommends using the term "potentially eligible" for properties that appear to meet the criteria for NRHP eligibility and that are among the best examples of their type or style in the survey area. This chapter should also contain a brief discussion of each proposed historic district in the survey area. Include a Historic District evaluation and overview for each proposed district, along with its map and property inventory.

SHPO staff must approve the survey recommendations prior to the completion of the report and data entry into the Architecture and History Inventory.

Recommendations

The recommendations chapter must include the following:

1. Recommendations for Re-evaluation

Identify surveyed properties, sites, or districts that, because of their age, are not currently eligible for NRHP designation, but that are likely, because of their architecture or historical associations, to meet the eligibility criteria if they reach 50 years of age with high integrity.

2. Recommendations for Local Designation

Identify surveyed properties or districts that have historical or architectural importance to the community, that would likely be eligible for designation under the community's historic preservation ordinance. These are properties that may not meet the criteria for listing in the National Register but are certainly significant locally, and good candidates for local designation. This section should acknowledge that further research may reveal additional properties that are eligible for local landmark status for their association with persons and/or events significant in the history of the community.

3. Recommendations for NRHP Nomination

Using insights gained during survey work, identify surveyed properties or districts that could benefit from designation in the National Register. Consider those that could benefit from the honor of designation, or the economic investment of historic tax credits. Summarize the eligibility findings of the survey report here and suggest priorities for NRHP nomination. Emphasize the state and federal tax credit programs as an economic development tool and the next logical step for designated properties and districts.

4. Recommendations for Further Survey Work

Identify areas of the community where additional survey work would be beneficial for local planning processes. Include areas where the pace of development peaked at least 40 years ago, that are likely to contain concentrations of properties that are more than 40 years old, and that have not been surveyed in the past 25 years.

Identify areas of relatively undisturbed land where archaeological survey work would be beneficial for local planning processes.

Preservation Planning

Describe how the survey is related to larger community planning efforts and objectives. Include this chapter if the survey was done as part of with a larger planning effort such as the development of a Historic Preservation Plan or a Comprehensive Plan.

Appendix

Attach the criteria for NRHP evaluation and a description of the state and federal preservation programs that may assist the community.

Preparing the Final Version of the Intensive Survey Report

A digital copy of the complete survey report in PDF format must be submitted to the SHPO. The number of physical copies of the survey report will be determined in consultation with SHPO staff and the sponsoring community.

Paper and digital copies of the survey report should be deposited in local libraries, schools, municipal offices, and posted on official city websites.

Public Participation in an Intensive Survey Projects

Residents, groups, and organizations can contribute local knowledge to survey projects, and may help with some aspects of survey work. Long-time residents can provide oral history that is not available from other resources. Volunteers can assist with time-consuming tasks like online and archival research, photographing surveyed resources, or writing and designing content for publicity and public relations. In some cases, a community's project manager may want to intentionally partner with a local interest group. Consultants should coordinate with the community's project manager to develop a public engagement strategy that fits the needs and objectives of the community and the local government. To the extent possible, information obtained through oral history must be verified using additional published sources and should be considered part of the research that goes into a thorough survey project. All information obtained from interviews and used in the survey report must be footnoted and the interview should be referenced in the bibliography.

Volunteers may not serve as a historian or architectural historian for the project. The principal investigator is responsible for all research and products produced for the project and must develop procedures for verifying the work of volunteers. Consultants should expect additional time demands when working with volunteers and plan accordingly.

Every survey project must include opportunities for public participation. Informational meetings for the public are the most common way to meet the requirement. Depending on the community's objectives for engaging residents, community project managers may use other forms of outreach like surveys, or online forums. At a minimum, two informational meetings will be scheduled in conjunction with a survey project: one prior to the start of survey work and one after the survey report is completed. At the first meeting, SHPO staff is present to introduce the survey team and familiarize the community with the survey process, the survey area, the objectives of the survey project, and the implications of the survey's findings. At the second meeting the consultant team presents their findings and recommendations, highlighting significant properties and districts. SHPO staff will discuss the implications of the findings in

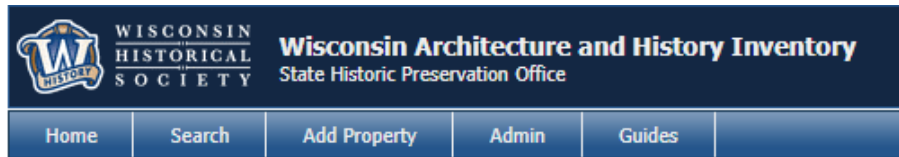
terms of the National Register program and the benefits for properties found potentially eligible in the survey. Public engagement is usually coordinated, arranged, and advertised by the community's project manager. Scheduling public engagement meetings in conjunction with a regular city council or historic preservation commission meeting can enhance participation.

Creating and Updating AHI Records

The Architecture and History Inventory (AHI) is accessible through the WHPD online database. Paid subscribers must request to have their WHPD account authorized to add or update AHI records. If you are not a paid subscriber, you can request temporary access to WHPD to create or update AHI records. More information about how to subscribe or access the database is available at <http://wisconsinhistory.org/whpd>.

We recommend that you gather all your data before you begin your data entry project. New records or changes to existing records are immediately saved to the database and an incomplete record will be visible to other users. After logging into WHPD, select AHI from the dropdown menu.

Create a Record



To create an AHI record, select *Add Property* on the banner near the top of the webpage. The blank *Primary Info* tab will appear. Fill in the boxes on the *Primary Info* tab with the information gathered during the survey and research. When finished, select *Save* at the bottom of the page to create the new record. *Street Address*, *County*, *Municipality* or *Civil Town* are required fields to create a record, though more fields must be completed. Newly created records are “live” right away so entries should be complete.


Add Property

Primary Info							National Register	Other Info	Map	Images	Documents
Basic Information											
Historic Name	<input type="text"/>										
Other Name	<input type="text"/>										
THPO	<input type="checkbox"/>										
Location Information											
County	<input type="text"/>										
Municipality	<input type="text"/>										
Civil Town	<input type="text"/>										
Unincorporated Community	<input type="text"/>										
Property Address	<input type="text"/>										
Parcel	<input type="text"/>										
Public Land Survey System	Township	Range	Direction	Section	QSection	QQSection					
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>					
Property Characteristics											
Style	<input type="text"/>										
Wall Material	<input type="text"/>										
Historic Use	<input type="text"/>										
Structural System	<input type="text"/>										
Year Built	<input type="text"/>	<input type="checkbox"/> Circa									
Is Demolished	<input type="checkbox"/>						Year Demolished	<input type="text"/>			
More Buildings On Site	<input type="text"/>										
<input type="button" value="Save"/>							<input type="button" value="Cancel"/>				

Update a Record

To edit an existing record, select the *edit* icon next to the field you need to update. Then you will save your work by clicking on the green check mark to the right of the box. Please see the terminology section below for more detailed instructions for entering data into an AHI record. Please reach out to the AHI Coordinator for further clarification.

Primary Info Tab

Primary Info		National Register	Other Info	Map	Images	Documents	Print
	[#68943] Historic Name: Pix Theatre		Created By: Created On: 10/14/2011 Updated By: Drake White-Bergey Updated On: 11/30/2021				
	Other Name: Waukesha Civic Theatre						
Tribal Land							
Restricted	No						
Location Information							
County	Waukesha						
Municipality	Waukesha						
Civil Town							
Unincorporated Community							
Property Address	264 W MAIN ST						
Parcel							
Public Land Survey System	Township	Range	Direction	Section	QSection	QQSection	
Property Characteristics							
Style	Art Deco						
Wall Material	Stucco						
Historic Use	theater						
Structural System							
Year Built	1940						
Is Demolished	No		Year Demolished				
More Buildings On Site							
Additions	Year	Circa					
	<input type="text"/>	<input type="checkbox"/>					
Architect	<input type="text"/>						
	Albert Keymar						

Historic Name

For commercial, religious, municipal, and other non-residential buildings, the *Historic Name* should be the original name for the business or building. Please note the specific building type in the historic names field. For Example: Pix Theatre, Ackley Block, or Soren Jenson Farmstead Granary.

For residences, the *Historic Name* should be the name of the original owner(s) such as the Jens and Ingeborg Cold House.

If the historic name is not found, please leave this space blank. Do not enter "House."

Other Name

For commercial, religious, municipal, and other non-residential buildings, the *Other Name* should be other names by which the building has been known. For example, Hyer Hall is the current name of the building historically named Old Main on UW- Whitewater's Campus. Ideally, a search in the *Other Name* field for "Hyer Hall" or the *Historic Name* field for "Old Main" would return the same AHI record.

For residences, the *Other Name* field should only be updated to include a name of a place such as a Bed and Breakfast, a Farmstead or Farm, or another name such as "Wycroft." Do not enter the names of current owners anywhere on the AHI record.

Please note the specific building type in the other names field to aid in searching the AHI. For instance, John Miller Farmstead Barn or Betsy Dederling Guest House.

Location Information

First enter the "County" from the menu. Then enter information for City, Civil Town or Unincorporated. For incorporated cities or villages, select the municipality from the City or Village menu. For rural properties, select from the civil town menu. For unincorporated communities, in addition to selecting the civil town, type the community's name. The location information should reflect the physical location of the property, and not its mailing address.

Property Address

The address must be entered with standard capitalization and without punctuation. For example, 101 Main Street must be entered as 101 Main St. Always use the local street name (as opposed to the state or county highway name). For instance, when Hwy 74 enters Sussex, its name changes to Main Street and must be recorded as Main St. As Wisconsin communities increasingly adopt GIS, precise addresses and parcel ID numbers are critical to relate your survey data to other available geographic data. Therefore, Parcel ID numbers are required when available. Information on parcel ID numbers is frequently available from the local unit of government or regional planning commission.

WHPD follows these address standards

Location	WHPD Standard
101 Main Street	101 Main St
101 East Main Street	101 E Main St
101 Bay Avenue Southwest	101 Bay Ave SW
212 Sixth Street	212 6 th St
N6443 STH 67	N6443 State Highway 67
1738 CTH G	1738 County Highway G
W232 HWY 164	W232 Highway 164

Town-Range-Section

The Town-Range-Section-Direction fields must be completed for all properties documented in rural and unincorporated areas. They refer to the congressional township numbering system by which most of Wisconsin was surveyed. Using this system, a property can be located accurately within each section.

Range is an east-to-west measurement of townships relating to the Fourth Principal Meridian, which is at the border of Grant and Iowa counties in Wisconsin. If the range measurement is west of the meridian, the “W” radio button must be selected in WHPD.

Town is a south-to-north township numbering system beginning with T-1-N at the Illinois border and continuing to T-53-N at Devil’s Island, Ashland County. Because all towns in Wisconsin are north of T-1-N, the “N” need not be entered. Each congressional township, defined by town and range numbers, is composed of 36 sections.

A section is a square mile; therefore, a congressional township is 36 square miles in area. Each section in a township is assigned a number from 1 to 36 according to the standard numbering system shown in the illustration. Section numbers are identified on USGS topographic quadrangles, as well as community and county road maps.

For more detailed instructions on the Public Land Survey System see the following links:
<https://dnr.wisconsin.gov/sites/default/files/topic/ForestManagement/PLSSTutorial.pdf> and
<https://www.sco.wisc.edu/2020/10/27/explore-our-new-public-land-survey-system-locator-app/>

THPO

Properties located on Tribal land are restricted from view in WHPD and are only visible to SHPO and THPO staff. To indicate that a property is located on Tribal land, check the THPO box just underneath the names of the property. This action restricts the record from researchers and requires them to consult with the tribes when doing research. Checking this box will immediately make the record restricted.

Property Characteristics

Because choices in the dropdown menus for Style, Wall Material, Historic Use, and Structural System are subject to change, it is important to familiarize yourself with the options available before you begin your fieldwork.

Style

Select the style of the building from the dropdown menu. If more than one stylistic influence is present, choose the predominant style.

Wall Material

Select the wall material of the building from the dropdown menu. If more than wall material is present, choose the predominant material.

Historic Use

Select the historic use of the building from the dropdown menu. Usually, this refers to the original use of the building. Though, it may refer to another historic use of the building during a later period or significance.

Year Built

Please enter only the year the building was completed, and not a date range. Check the circa box when (fairly) exact date is unknown.

Is Demolished

Check this box if the entire building has been demolished. Do not check this box if the building has been only partially demolished. Please note any partial demolition in the *Additional Comments* field in the Other Info tab.

More Buildings on Site

Select “yes” or “no” to indicate whether there are more buildings on site.

Additions

At this time, if you need to enter the dates of additions to an AHI record, you must first save your new AHI record and then edit it to add the information to this additions field. To edit the additions field, you must enter the year of an addition (if any) and then select the green plus symbol to the right of the year. You can add several dates of the additions to this field. You can also select the “Circa” box if the date of the addition is unclear.

Architect

At this time, to add an architect's firm or name on an AHI record, you must first save your new AHI record and then edit it to add the information to the field. To edit the architect field, you must enter the information and then select the green plus symbol to the right of the text box. You can add several architects to this field.

Naming conventions for architects should follow the name of the firm as recorded at time of design, or most commonly used name for firm or individual:

	WHPD Standard
Firm Name	Ferry and Clas, Eschweiler and Eschweiler
Individual	Frank Lloyd Wright, Alexander Eschweiler
Individual who shares a common family name	John C. Steinmann, John W. Steinmann

Note: Do not use ampersand (&) as it is not searchable.

If questions arise regarding data entry, please contact the AHI Coordinator.

National Register Tab

Primary Info	National Register	Other Info	Map	Images	Documents	Print
	[#8834] Historic Name: Arthur A. and Olga Berger House  Other Name: 	Created By: Created On: 10/14/2011 Updated By: Traci Schnell Updated On: 01/12/2022				
National Register Information Add						
Other Eligibility Evaluation Edit						
Individual Eligibility Evaluation						
Proposed Historic District	South Lakeshore Historic District					
Contributing	Contributing					
Evaluation Date	7/1/2011					
Eligibility Comments	Contributing to the proposed South Lakeshore Historic District in the 2011 Shorewood Architecture Survey.					

National Register Tab

Consultants must confirm National Register eligibility determinations and boundaries of proposed historic districts with SHPO staff. After the determinations have been approved, consultants will be granted access to edit the *National Register* tab of the AHI records.

Individual Eligibility Evaluation

After confirming individually eligible properties with SHPO staff, add eligibility data to each individually potentially eligible property in the fields under the National Register tab. Use the drop-down menu for *Individual Eligibility Evaluation* to select “potentially eligible.” If a property is not found to be individually potentially eligible, leave the space blank.

Proposed Historic District

If a proposed historic district has been identified and confirmed by SHPO staff, enter the chosen name of the new historic district into the *Proposed Historic District* field in each AHI record for the properties within the boundaries of the district. Also, use the *Contributing* drop-down to identify which properties are contributing and noncontributing to the proposed district. Do not select potentially eligible from the *Individual Eligibility Evaluation* field unless the property has also been found to be individually potentially eligible.

Evaluation Date







The *Evaluation Date* is the date the consultant and SHPO staff review and confirm properties for eligibility.

Eligibility Comments

Please enter the criterion or criteria for eligibility and a brief description of why the property is significant under that criterion. For example, "10/22/2021: Potentially eligible under Criterion C as an excellent example of Contemporary architecture by a master architect."

If a building/property has been found to be no longer eligible and SHPO staff agrees, please update the NR tab fields to note the change.

Other Info Tab

Primary Info	National Register	Other Info	Map	Images	Documents	Print
	[#8834] Historic Name: Arthur A. and Olga Berger House  Other Name: 	Created By: Created On: 10/14/2011 Updated By: Traci Schnell Updated On: 01/12/2022				
Other Information						
Survey Year	<input type="text"/> 1980 2011	  				
Tax Credit Case Number (legacy)						
Tax Credit Project Number						
WHS Project Number	<input type="text"/> 09-0093	 				
Bibliographic Reference	SHOREWOOD BUILDING PERMIT FILES; LOCAL HISTORY. Plans on file at the Wisconsin Architectural Archive, Milwaukee Public (Central) Library. Historic name from plans and confirmed in 1923 Milwaukee city directory. 					
Additional Comments	A 'site file' titled "Menlo Park Historic District" exists for this property. It contains additional information such as correspondence, newspaper clippings, or historical information. It is a public record and may be viewed in person at the Wisconsin Historical Society, State Historic Preservation Office. ROUND ARCHED WINDOWS AND ENTRIES. Arthur Berger was a branch manager of William Berger & Co., wholesale furniture. 					

Survey Year

Reconnaissance and Intensive Surveys are both recorded in this field. Enter the year the survey was completed and select the green plus symbol to add the date.

Tax Credit fields

The fields related to tax credits: *Tax Credit Case Number (legacy)* and *Tax Credit Project Number* are for SHPO staff only. A Tax Credit Number means that a property owner submitted a tax credit project for review, but consultants do not have direct access to those records in WHPD. The Part 1 documents submitted for a tax credit project may contain research on properties in a consultant's survey area. If you would like to access this information, please contact the AHI Coordinator or Tax Credit Reviewers. The SHPO must keep tax credit application documents for five years after the project has been completed. At that time, Part 1 assessments for eligibility become part of the site file.

WHS Project Number

This field indicates an AHI records connection to a Compliance review. Though mostly for staff use, consultants may find helpful research in the SHPO's compliance files. Please ask SHPO staff if you would like to view a compliance record. The Compliance staff maintains these records for a period of four years after the project has been completed.

Bibliographic Reference

Enter all known bibliographic references on the history of a property in Chicago/Turabian citation format.


Additional Comments

This field is visible to the public on the Wisconsin Historical Society website. Do NOT enter statements about integrity or eligibility into the *Additional Comments* field. There may be a statement about a publicly accessible "site file" in this field. New survey information must be entered below the site file statement. In this field, include information about the builder, additions or demolitions, changes to historic materials, history of ownership etc. For privacy, do not enter current owners' information.

Example of appropriate information for this field: 2021: New addition added to the north façade, windows replaced since the last survey. Henry and Wilma Smith were the original owners. The Smith's came to West Bend from Vermont in 1870..."

Map Tab

Primary Info
National Register
Other Info
Map
Images
Documents
Print



[#8834]

Historic Name:
Arthur A. and Olga Berger House

Other Name:

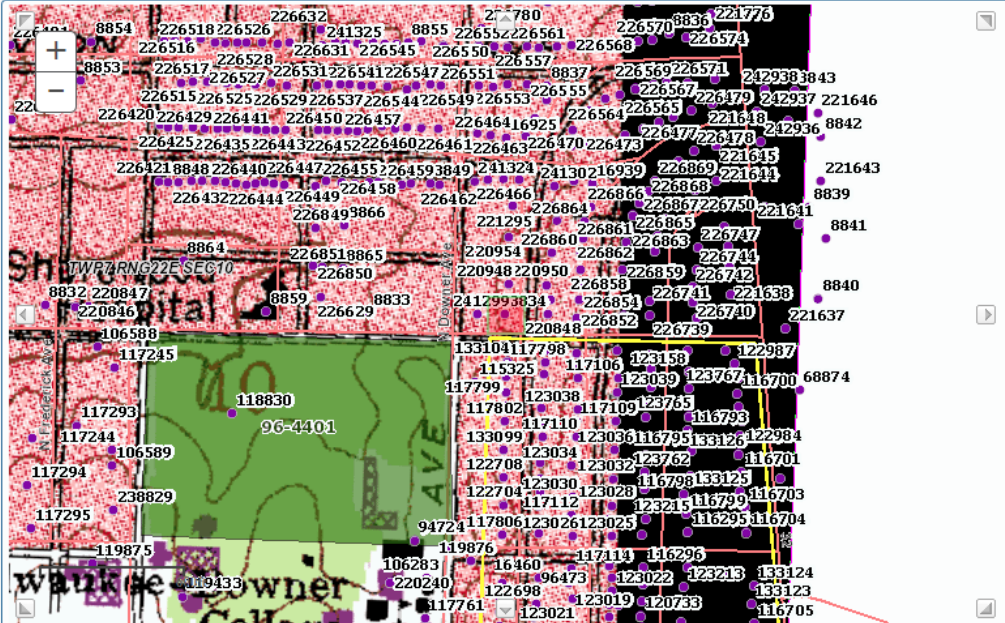
Created By:

Created On: 10/14/2011

Updated By: Traci Schnell

Updated On: 07/16/2022

- AHI
- Historic Districts
- Arch Districts
- ASI
- Burial Site
- ARI
- Cataloged Burials
- Major Roads
- Roads
- Roads - labeled
- Tribal Land (no THPO)
- Tribal Land (THPO)
- Open Water
- Counties Boundaries
- Cities
- Township/Range
- Sections
- Counties
- img24topo



The *Map* tab is where users can access mapped locations of AHI records. On the map, AHI records are marked with purple dots and the AHI record number. Accessing the map can help consultants identify nearby resources, archaeological sites, burial sites, and other information such as where restricted THPO land is located. In the column on the left, select data layers that you need.

Do not rely exclusively on the maps in WHPD to identify all known resources in a survey area. They are not always up to date. SHPO staff map the locations of resources after Reconnaissance and Intensive Surveys are submitted to our office. **It is important to search the AHI and ASI for all resources utilizing different querying techniques so that you do not miss resources that may not be mapped yet.**


Images Tab

Primary Info National Register Other Info Map **Images** Documents Print

[#8834]
Created By:
Created On: 10/14/2011
Updated By: Traci Schnell
Updated On: 01/12/2022

Historic Name:
Arthur A. and Olga Berger House ⓘ
Other Name:
ⓘ

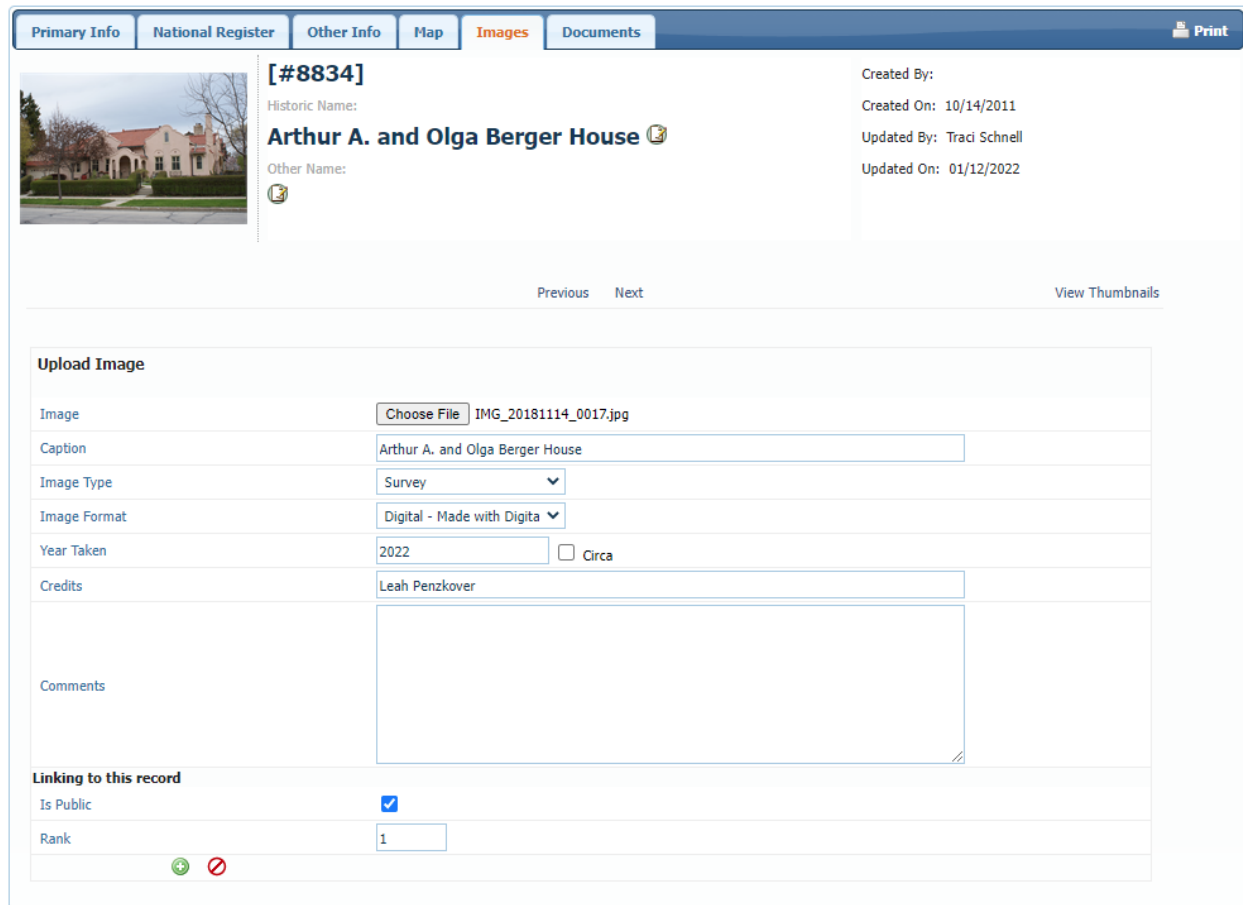
Filter: ▼
View: ▼ Add Image
1 - 3 of 3 images



The *Images* tab is where users can find and upload photos of the resource.

To view existing images for a property, select the *Images* tab. Most AHI records have at least one image. Some have none, and some have several. Click on an image to view its metadata. Metadata can include the photographer, the date of the photo, the type of project it was submitted with etc. Select *View Full Size Image* to see the largest jpeg file of the image. Image files are downloadable from this tab. Unless labeled private, or specifically noted in the metadata of the image, the images in the AHI are not copyrighted.

Upload Images



The screenshot shows the 'Images' tab of a record page for '#8834' (Arthur A. and Olga Berger House). The form includes fields for image selection, caption, type, format, year taken, credits, and comments. It also has a 'Linking to this record' section with 'Is Public' checked and 'Rank' set to 1. A green plus icon and a red minus icon are visible at the bottom of the form.

Field	Value
Image	Choose File IMG_20181114_0017.jpg
Caption	Arthur A. and Olga Berger House
Image Type	Survey
Image Format	Digital - Made with Digi...
Year Taken	2022 <input type="checkbox"/> Circa
Credits	Leah Penzkover
Comments	
Is Public	<input checked="" type="checkbox"/>
Rank	1

To upload an image to the AHJ, go to the *Images* tab. Then select *Add Image*. The next page will let you select an image and enter the metadata. As of 2022, the metadata is not displayed on our public website. The metadata includes the caption, image type (for intensive surveys select *Survey*), image format (usually digital), year taken, credits for the photo, and any comments about the photo (for instance “foliage covering most of photo” or “barn left and house right”). Some photos may not be suitable for viewing on our public website. If the photo should not be visible publicly (if it includes identifiable people or children, interiors, or non-street-facing facades) **uncheck the box next to *Is Public*** before you save your work. If the photo is made private, make a note in the Comments field citing the reason it was made private. Use the *Rank* box to determine the order in which the photos will appear on the *Images* page. For an intensive survey, consultants should rank new photos starting with “1” so that the most current photos are displayed first, and the new photo will become the thumbnail for the record. When your photo is selected and the metadata is entered, select the green plus symbol at the bottom of the page to upload the image.

Documents Tab

The Documents Tab is used by SHPO staff to upload important documents related to the resource such as Determinations of Eligibility (DOEs), easements, etc.

It is important to note that though some documents might be uploaded to the Documents Tab, entire site files will not be uploaded to the documents tab. Site files will remain accessible by request. Please continue to request to view site files if you do not find something you need under the documents tab.

Mass Updates to the AHI

A consultant may request to use the large survey process for projects that will identify or re-survey more than 100 properties. The consultant will contact the Architecture and History Inventory (AHI) Coordinator to request a large survey with details of the project's geographic area and the type of project. If the project is approved for the large survey process, SHPO staff will provide a formatted Excel spreadsheet with previously identified AHI records in the project area. The consultant may also request GIS data for previously identified records that can be used with the consultant's GIS software.

To update records, the consultant will enter the data into the formatted spreadsheet and will highlight cells where changes are made so that SHPO staff can review for quality control. To add a new record, the consultant will add the data to the spreadsheet following WHPD data standards. The consultant will contact the AHI Coordinator with the total number of new AHI records for the project and will receive assigned AHI numbers that can be entered into the spreadsheet. When data entry is complete, the consultant will return the AHI Excel spreadsheet and GIS data to the AHI Coordinator for quality control. Once the data is reviewed and approved, it will be imported into the database and accessible in WHPD. After the data is imported, the AHI Coordinator will provide access to the consultant to upload photos to the records as well as architect/builder and date of additions. If eligibility determinations need to be added, consultant must have the data approved by the SHPO before they can request permission to edit those fields.

Frequently Asked Questions

Should we do a Reconnaissance Survey or an Intensive Survey?

A Reconnaissance Survey is recommended when only a visual record of historic resources is required. Only the appearance and relative architectural significance is evaluated. A reconnaissance survey does not include historical research, or evaluations of historical significance.

An Intensive Survey picks up where a Reconnaissance Survey leaves off. Site-specific research is conducted on properties that have strong integrity and appear to have architectural or historical significance relative to other properties in the survey area. All buildings in potentially eligible historic districts are also researched.

What do I do if a building is impossible to photograph?

If possible, consultants should try to conduct their fieldwork in the spring or fall when tree foliage is minimal, and elements are not obscured by snow. However, the building's architectural characteristics should also be described in the *Additional Comments* field of the AHI record.

Is it okay to trespass to survey a property?

No. Consultants must stay in the public right of way when documenting properties. If a property is located well off the public right of way, a telephoto lens can be used to photograph the property.

Do I have to survey every old building in the project area?

No. Only survey buildings that have enough architectural integrity to help develop an architectural context for the project area.

How do I answer questions from the public about eligibility? Tax Credits?

Encourage them to visit our website and contact SHPO staff with their specific questions.

What are the differences between DOT and SHPO subgrant surveys?

Although there are many similarities between these types of surveys, National Register eligibility is recorded differently. Only surveyors working on SHPO subgrant surveys complete the “National Register Information” tab of WHPD. As a part of subgrant surveys, SHPO staff meets with the surveyor to review all eligibility findings. They agree upon which properties are potentially individually eligible for listing in the National Register and define the boundaries of potential historic districts. These findings are then recorded in the WHPD application. For DOT projects, questions of eligibility are answered through the consultation process depending on the Area of Potential Effect and the extent of the project activities. The project staff may evaluate eligibility in their reports, but SHPO staff will enter the National Register data into the WHPD application after consultation under Section 106 is completed and after internal review of recommendations.

When do I need to prepare a new AHI record?

A new AHI record should be created for newly surveyed properties. Existing AHI records should be edited to provide updated information such as altered appearances and uploading updated photos. Find more specific details below.

- New surveyed property

Create a record in the AHI. In the primary info tab, record all information that you have gathered such as address, architectural style, etc. In the other info tab, update the survey year and add details to the additional comments field preceded by the year of your update. For example: “2022: Cream brick craftsman with original windows...” Do NOT make comments about integrity in the additional comments field. This field is visible to the public on the Wisconsin Historical Society website. In the images tab, upload the photo(s) of the building and set the best one to rank 1.

- Resurveyed – appearance unchanged

Edit AHI record: in the other info tab, update the survey date field and add a note to the additional comments field that the appearance is unchanged. Upload photo(s) in images tab.

Resurveyed – altered appearance, or poor photo quality or visual obstructions in original photo, or previously missing photo

Edit AHI record: in the primary info tab, update any new or changed information you have found such as wall material, dates of additions, etc. In the other info tab, update the survey date field and additional comments field by noting alterations preceded by the survey year. For example: “2021: Vinyl siding added and windows replaced since last survey”. Upload photo in the images tab.

- Not resurveyed – loss of integrity, lack of initial integrity, or appearance unchanged but property does not meet current survey criteria

Edit AHI record: If a photo was taken, upload photo to the images tab. In cases of lack of initial integrity, note that the property was not resurveyed in the report and notify the AHI coordinator who may then remove the AHI record if appropriate.

How do I get a copy of the Cultural Resource Management Plan?

The Cultural Resource Management Plan is available on the Wisconsin Historical Society's website:
<https://wihist.org/CRMP>