

# Survey Manual

## INTRODUCTION

This guide provides help for those undertaking architectural and historical surveys of Wisconsin's buildings, structures and landscapes. There are many motives for undertaking surveys: discovering information about the past, obtaining data for community planning, historic preservation programs, or complying with federal legal mandates to identify properties eligible for listing in the [National Register of Historic Places](#).

This guide has two main purposes. First, it establishes requirements for those undertaking historic architecture surveys with [Division of Historic Preservation](#) (DHP) sub-grant funding 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 National Register. While this guide is primarily written with those two purposes in mind, it is also intended for groups undertaking surveys without DHP involvement, which need to understand what is involved in undertaking a survey at the time that they are hiring a professional survey consultant. For a broader perspective on surveys, you may consult the [National Register Bulletin 24: Guidelines for Local Surveys: A Basis for Preservation Planning](#).

For over 35 years, the Wisconsin Historical Society has been collecting and organizing information about historic structures within the state. The DHP is the official state clearinghouse and repository for records pertaining to these properties, and is by statute responsible for administering, managing, and preserving this information. Substantial amounts of materials and information have been collected about historic properties across the state, with over 125,000 properties recorded in the [Wisconsin Historic Preservation Database](#) (WHPD.) WHPD is a Web-based application, which allows surveyors to add new records and update existing records in the database.

## FREQUENTLY ASKED QUESTIONS

[Should we do a Reconnaissance Survey or an Intensive Survey?](#)

[What do I do if a building is impossible to photograph?](#)

[Is it okay to trespass in order to survey a property?](#)

[Do I have to survey every old building in the project area?](#)

[How do I answer questions from the public about eligibility?](#)

[How do I answer questions about Tax Credits or other benefits?](#)

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[How do I get a copy of the Cultural Resource Management Plan?](#)

## **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 architectural significance of a property is evaluated. Historical research is not conducted on properties nor is the historical significance of a property evaluated as part of a Reconnaissance Survey. An Intensive Survey picks up where a Reconnaissance Survey leaves off. Historically important resources are surveyed and site-specific research is conducted on properties that are individually eligible for listing in the National Register. All buildings in potentially eligible historic districts are also researched.

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

If possible, a surveyor should try to conduct their fieldwork in the spring or fall when the leaves are not on the trees. Conifers, or other obstructions, may make this impossible. In this instance, the surveyor can use the “Additional Comments” field of WHPD to describe the architectural characteristics not visible in the photo.



## **Is it okay to trespass in order to survey a property?**

No. A surveyor must stay in the public right of way when documenting a property. 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?**

Eligibility questions should not be addressed by the consultant because the final decision comes from the DHP. Eligibility questions should be directed to [Daina Penkiunas](#).

## **How do I answer questions about Tax Credits or other benefits?**

Due to the complexity of the Tax Credit program and other benefits programs, questions are best directed to the appropriate DHP staff member. Tax credit questions should be directed to [Jen Davel](#). Questions about benefit programs should be directed to [Rick Bernstein](#).

## **What are the differences between DOT and DHP subgrant surveys?**

Although there are many similarities between these types of surveys, National Register eligibility is recorded differently. Only surveyors working on DHP subgrant surveys complete the “National Register Information” tab of [WHPD](#). As a part of subgrant surveys, Daina Penkiunas of the DHP 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, however, the eligibility of properties is not ascertained until project review under Section 106 has been completed. The project staff may evaluate eligibility in their reports, but DHP staff will enter the National Register data into the WHPD application after consultation under Section 106 is completed.

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

Contact [Joe DeRose](#) to receive a copy of the CRMP on CD.

## **When do I need to prepare a new AHI record?**

An AHI record should be prepared for new properties and for resurveyed properties with altered appearances or updated photos. Find more specific details below.

1. New survey property
  - Create a record in WHPD
  
2. Resurveyed – appearance unchanged
  - WHPD record: update the surveydate field and add a note to the comments field that the appearance is unchanged
  
3. Resurveyed – altered appearance
  - WHPD record: update the comments field by noting alterations
  
4. Resurveyed – poor photo quality or visual obstructions in original photo
  - WHPD record: update with new photo
  
5. Resurveyed – previously missing photo
  - WHPD record: update with new photo
  
6. Not resurveyed – loss of integrity
  - WHPD record: update the comments field by noting alterations
  
7. Not resurveyed – lack of initial integrity
  - WHPD record: update the comments field by noting lack of initial integrity
  - Notify Joe DeRose to delete the record from WHPD
  
8. Not resurveyed – appearance unchanged but property does not meet current survey criteria
  - Inform Joe DeRose and provide update photo

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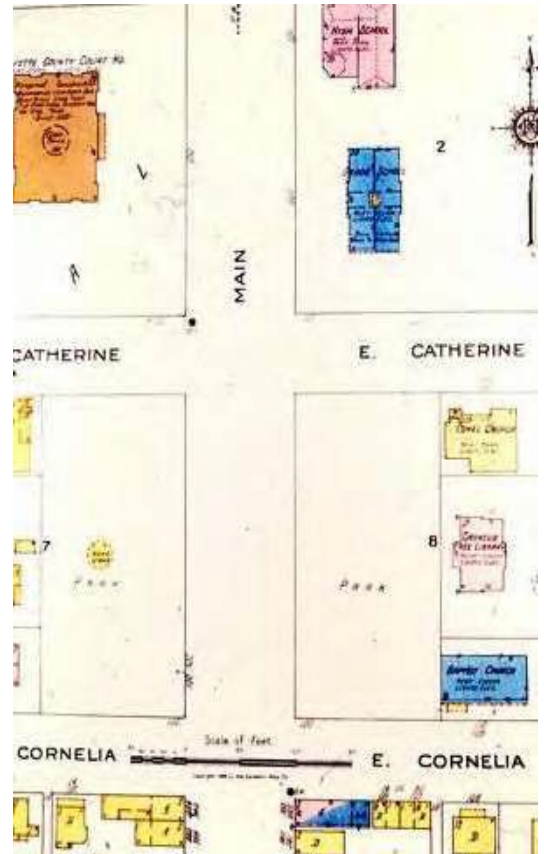
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## RECONNAISSANCE SURVEYS

A reconnaissance survey identifies properties of architectural and historical interest and updates existing information in WHPD. The reconnaissance survey documents properties with photographs, brief descriptions, and map location. Little historical research is undertaken. Typically, survey coverage focuses on properties that are at least 40 years old, but a survey is not intended to record every old building in a community.

Surveyors must document properties that help create a context for understanding those that are eligible for listing in the National Register. Historic districts may also be identified as part of the reconnaissance survey process. A reconnaissance survey can be undertaken in either a wide or limited geographic area. It is the first step in the preservation planning process. An intensive survey is always preceded by a reconnaissance survey, although sometimes the intensive survey only involves updating the existing reconnaissance inventory.

The products of a reconnaissance survey are:

- Information entered into WHPD
- District survey forms
- Survey report

## CONDUCTING THE FIELDWORK

### Professional Qualifications

Reconnaissance surveys must be undertaken by a principal investigator who meets the Secretary of Interior's "Professional Qualification Standards." Principal investigators should be trained architectural historians, researchers and experienced photographers. They should thoroughly understand both National Register and State Register criteria and benefits.

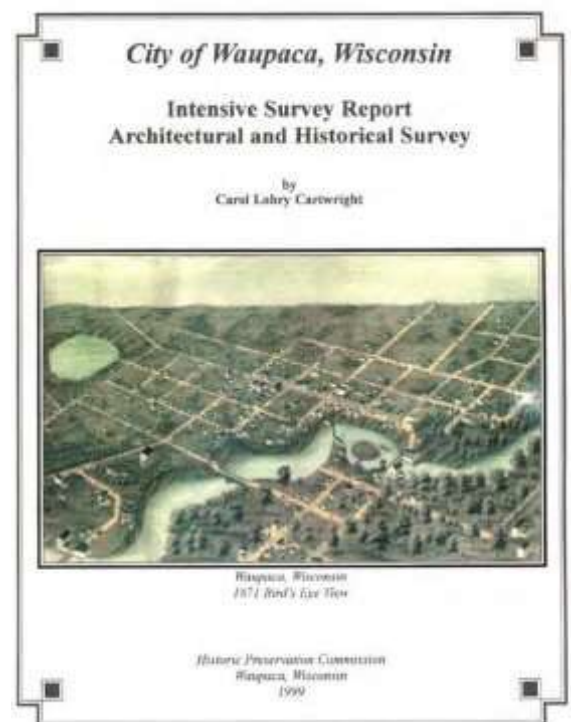
Qualifications for principal investigators in Historic Preservation Fund-assisted projects are stated in [36 CFR 61](#). In an intensive survey the DHP requires the participation of a qualified architectural historian and historian. An individual may be qualified in both of these professions.

### Background Research

The surveyor should become generally familiar with the history of the community so that properties of historical interest can be identified. The background research can be based on resources in the Wisconsin Historical Society library, [Area Research Centers](#) (ARC), or local libraries. Many libraries have a local history collection. Notes should be taken at this stage so the information can later be incorporated into the survey report with footnotes. Surveyors should also check the collections of the DHP for the following items that may pertain to the survey area:

- Cultural Resource Management in Wisconsin
- Previous Intensive survey reports
- National Register nominations
- Site files
- Compliance files
- Architects' files
- Community surveys
- Previously inventoried properties

In order to maintain the security of these files, these materials are available only by request. Advance notice to DHP staff is required.





## Publicizing the Survey

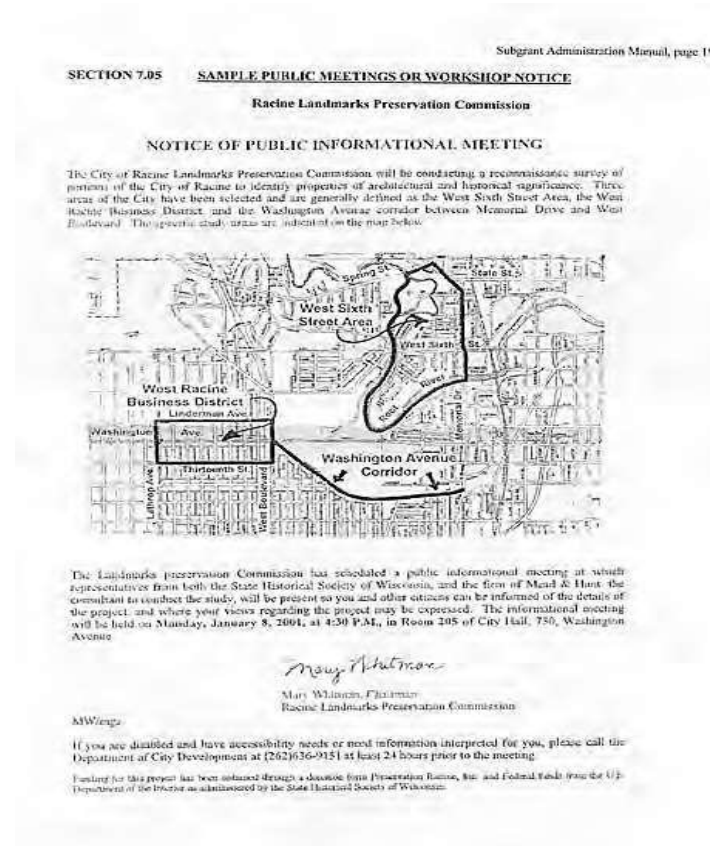
The surveyor should notify local officials, historical societies, preservation organizations, planning commissions, and preservation commissions well in advance of the start of the survey.

A letter should be sent far enough in advance to allow a response. If possible, the letter should specify the exact dates surveyors will be in the jurisdiction. The names of the surveyors and a contact and telephone number of the surveyor and the Division should also be included.

When surveyors arrive in an area to conduct the survey, they should contact local law enforcement to explain the nature of the survey activity and make them aware of their presence. Surveyors should also carry identification.

A public meeting, co-sponsored by a local organization, should be held near the start of the survey to introduce the surveyor to the community and to solicit the community's help with the survey.

Surveyors working on projects for the Department of Transportation (DOT) should also follow the requirements stated in "Special Considerations for WisDOT Compliance Surveys."



## What to Survey

Reconnaissance fieldwork involves the following steps:

- Identify properties to survey
- Photograph properties
- Record information
- Identifying historic districts

For each survey area, a standard for documentation is developed, based on the type, quality, and number of historic resources. A survey is not intended to document everything “old,” but to selectively and representatively document the architecture and history of the community.

Surveyors must be familiar with the [National Register criteria](#), which are the basis for determining what to include in the survey. It is important to know how the criteria are applied so that informed decisions can be made.

Surveyors should study the architecture theme in *Cultural Resource Management in Wisconsin: Volume 2*. This section of the plan provides general information about the state’s building stock. Particular attention should be paid to vernacular architecture, including agricultural outbuildings, and industrial and commercial buildings, for which there are few other published guidelines. Before beginning, all new surveyors must attend DHP survey training. Contact to schedule training.

Properties that do not individually meet the National Register criteria can also be included in the survey as context for those that do seem eligible. Surveyors should also include properties that are between 40 to 50 years old so the survey does not quickly become obsolete. Unusual, rare and clearly distinctive architecture that is less than 40 years old should also be included in the survey because of its potential future significance. Landscape features, such as parks, walls, monuments, structures, roads, etc., must also be surveyed if they have sufficient integrity. Two National Register bulletins are useful in evaluating these resources:

- [Number 18, “Howto Evaluate and Nominate Designed Historic Landscapes”](#)
- [Number 30, “Guidelines for Evaluating and Documenting Rural Historic Landscapes”](#)



Brown-Sewell House  
Stoughton, Dane County



Menomonee Falls,  
Waukesha County



Lake Park  
Milwaukee County

## Photographic Documentation

At least one photograph must be taken of each property surveyed. All photographs are considered an archival record and should demonstrate accurate, careful photographic practice.

Each surveyor is required to use a digital Single Lens Reflex (SLR) camera with a minimum capture size of eight mega pixels. Images must be shot at the highest photo resolution possible.

Images must be delivered as unaltered JPEG images on a CD. Each image must be a minimum of 2000 pixels on its longest side and 300 ppi (approximately 5" x 7"). File names must be the seven digit AHI number and detail, if necessary, such as #0003469-staircase. The basic organizational element of the survey is an individual photo. Other survey activities revolve around it and depend on it. Survey photography is documentary. Good pictures can be taken if the photographer keeps several things in mind beyond the normal photographic considerations. These factors include composition, clarity, lighting quality and direction, and perspective distortion.

**Composition** Generally, a 3/4-view of a building is preferred, to show as much building detail as possible in a single view. Since an inventory card is produced for each surveyed property, do not include adjacent buildings in the photo of the subject property. If necessary, more than one photo should be taken to document large or complicated buildings.

**Clarity** The major cause of blurry photos is camera movement during shutter action. The best way to avoid this is to place the camera on a firm support or tripod when the shutter is being released. If a tripod is not available, using a faster shutter speed and gently squeezing the shutter button can enhance image clarity.

**Lighting Quality and Direction** A building is modeled and described by sunlight, and the relationship of the sun to a property varies from case to case. A photo of a rusticated building, for example, might be enhanced by sun using direct light to bring out texture. A building with a broad overhang is sometimes best photographed in a hazy sun because deep shadows can obliterate detail. It is difficult, therefore, to generalize, except to say that the photographer should study the subject and make a determination based on a building's inherent characteristics.

Be careful about backlighting, or placing the sun directly behind the camera, because such flat lighting obscures the shadow lines, which give a building character and depth.



Good survey photo



Bad survey photo



Good survey photo

**Perspective Distortion** An otherwise well-thought-out picture of a building can be ruined by perspective distortion. The only way to get rid of it completely is to have the film plane of the camera exactly vertical when the shutter is tripped. Tipping the camera upward to get the top of the building is the most common cause of distortion, making the building appear to be falling over backwards. The best way to get rid of this type of distortion is by using a perspective-control (PC) lens. Those without access to such equipment, however, must use ingenuity to overcome this obstacle.



Building in perspective

The simplest way to eliminate perspective distortion is to back up far enough to include the entire building without tilting the camera upwards. "Backing up" can be accomplished either by moving away physically or by switching to a wide-angle lens. Caution should be used when employing wide-angle lenses, however, for they tend to exaggerate any tilting of the camera away from vertical.

The natural tendency of a telephoto lens to flatten the subject can be used to reduce distortion. Just as the wide-angle lens exaggerates the distortion, a telephoto lens subdues it. When employing a telephoto lens in this fashion, however, the photographer should remember that such lenses exaggerate camera motion. One should employ a tripod or increase shutter speed.

Another way to reduce distortion is for the photographer to move to a higher place, so that the camera need not be tilted upward. This can be accomplished by standing on a rise in the ground, on top of your own car or truck, by using a step-ladder or fence, or going upstairs to a vantage point in an adjacent building.

Needless to say, all the possibilities mentioned above are less than ideal when compared to the use of a PC lens. When all else fails, perspective distortion must be accepted, but it should be minimized or disguised as much as possible.

#### **Related Resources**

For further information see [National Register Bulletin 23 "How to Improve the Quality of Photos for National Register Nominations.](#)

## Field Survey Form

This is an example of what a field form can look like; many surveyors create their own. These forms are for the use of the surveyor and are not turned in at the completion of the project. A field form is used to record information in the field. Recording photo numbers, property address and other details that might not be apparent from the photographs will keep the surveyor organized and facilitate data entry into WHPD.

SAMPLE FIELD SURVEY FORM				
County:	<input type="checkbox"/> City or Village: <input type="checkbox"/> Civil Town: <input type="checkbox"/> Unincorporated Community:			Date:
Film Roll:	<input type="checkbox"/> DOT Map: <input type="checkbox"/> USGS Map:			Surveyor:
Photo Code:	_____ k, _____ k, Sec. _____, T _____, R _____		Location:	
	Common Name:		Historic Name/source:	
	Construction Date/source:		Architect or Builder/source:	
Map Code#:	Style or Form	Building Type:	Wall Material:	Trim Material:
	Foundation Material:	Roof Material:	Plan Configuration:	Number of Stories:
Orientation:	Roof Shape:	Related Buildings:	<input type="checkbox"/> NRHP District: <input type="checkbox"/> Potential District:	
Photo Code:	_____ k, _____ k, Sec. _____, T _____, R _____		Location:	
	Common Name:		Historic Name/source:	
	Construction Date/source:		Architect or Builder/source:	
Map Code:	Style or Form:	Building Type:	Wall Material:	Trim Material:
	Foundation Material:	Roof Material:	Plan Configuration:	Number of Stories:
Orientation:	Roof Shape:	Related Buildings:	<input type="checkbox"/> NRHP District: <input type="checkbox"/> Potential District:	
Photo Code:	_____ k, _____ k, Sec. _____, T _____, R _____		Location:	
	Common Name:		Historic Name/source:	
	Construction Date/source:		Architect or Builder/source:	
Map Code:	Style or Form:	Building Type:	Wall Material:	Trim Material:
	Foundation Material:	Roof Material:	Plan Configuration:	Number of Stories:
Orientation:	Roof Shape:	Related Buildings:	<input type="checkbox"/> NRHP District: <input type="checkbox"/> Potential District:	

## BASIC WHPD COMMANDS

### Recording Survey Data in WHPD

WHPD stands for the Wisconsin Historic Preservation Database. WHPD consists of four related databases: Archeological Sites Inventory (ASI), [Architectural History Inventory](#) (AHI), [Burial Sites Inventory](#) (BSI), and the Bibliography of Archeological Reports (BAR). Architectural History survey data is entered into [WHPD](#) by the surveyor.

When using WHPD it is important to keep in mind several aspects of the database. Data is organized in four main “tabs.” These are titled “Primary Info,” “National Register Information,” “Other Info” and “Map.” When adding or updating information, the “Edit” button must first be clicked in the appropriate field. When you are finished adding information you must click the “Update” button. For the changes to be saved, you must click on the “click here” link on the following screen. Some fields such as, “Date Built/Additions,” “Architect/Builder,” “Tax Credit,” and “Compliance Number” allow multiple entries. To enter more than one item in these fields, you must save the information after each item and re-edit the field to add an additional item.

### Historic and Current Name

The “Historic Name” is the original name of the building or the name of the original property owners. For properties individually listed on the National Register, the complete listing name must always be used. For residential properties, include the name of the spouse whenever known. Under “Current Name” the surveyor should indicate the current name of the building.

### Location Information

Location is found on the “Primary Info” tab. It is required for each property surveyed. 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, type the community name.

**Property Address** is required for all records. The address must be entered in all CAPITAL LETTERS and without punctuation. For example, 101 Main Street must be entered as 101 MAIN ST. (See the [Address Memo](#) appendix) **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 employ computerized mapping systems (Geographic Information System or G.I.S.), precise addresses are critical to relate your survey to other information. Therefore Parcel ID numbers are required when available. Information on parcel ID numbers is frequently housed at the local unit of government or regional planning commission.

### **The Town-Range-Section-Direction**

fields must be completed for all sites documented in RURAL 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.

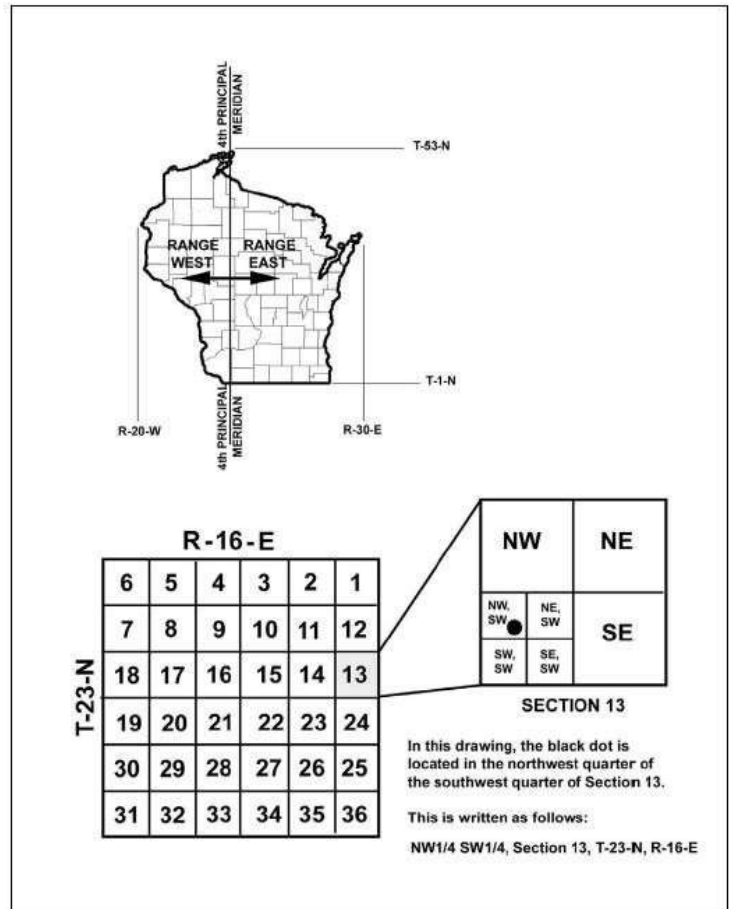
**Town** is a south-to-north township numbering system beginning with T-1-N at the Illinois border and continuing to T-53-N at Devil’s Island, Ashland County. Because all towns in Wisconsin are north of T-1-N, the “N” need not be entered. Each congressional township, defined by town and range numbers,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

### **Property Characteristics**

Characteristics are found on the “Primary Info” tab. The first field is “Date Built/Additions” and is used to document when the building was constructed and when alterations occurred. In the “Accuracy” field are two radio buttons. If you know the exact year of construction, click “Choose None.” If you need to circa date the property click “C.” Complete the “Date Demolished” field if the property has been removed since it was last surveyed. If you know the exact year of the demolition enter that date or “0” if you don’t know the exact year. If the designer or contractor of the building is known complete the “Architect/Builder” field using the complete name of the firm, or a last name, first name format for an individual. If they were responsible for an alteration or addition put the year of that event after their name in the “Architect/Builder” field. The fields “Structural Info,” “More Structural Info” and “Cultural Affiliation” all have drop-down menus that need to be completed as appropriate.

NOTE: Bridges and other objects or structures require different descriptive information than buildings. For bridges, refer to the table for “Style or Form” in the database to record the general characteristics of the bridge such as “overhead truss” and “Structural System” to record the specific bridge type such as “Camelback.” In the “additional comments” section, note whether the bridge is pinned, riveted, or bolted. If in doubt, photograph a major joint. For a bridge that spans a stream, river or road, include this name in the address, “Sock Rd., over Bitternut Creek.” When photographing a bridge, try to get to the side so that the truss design is visible. For other structures, landscapes and objects: provide information about use, appearance, materials, and construction techniques in the “Additional Comments” field.



## **National Register Information**

This is found on the “National Register Information” tab. The following fields on this tab are **only** completed by DHP staff when a property is formally listed in the National Register: “National Register Information System Reference #,” “National Register/State Register Listing Name,” National Register Listing Date,” “State Register Listing Date,” and “Multiple Property Name.” The other fields must be entered by consultants doing subgrant surveys. *Do not enter information in this tab for compliance surveys.*

## **Proposed Historic District**

For properties that are located within potentially eligible historic districts, the name of the district must be indicated in the blank. Potential historic districts must be approved by Jim Draeger of the DHP. *Do not complete this field for compliance surveys.* The [Field Survey Form](#) is used to document possible historic districts. All of the information requested on the form must be provided. The Surveyor is required to provide a district map on a separate sheet of paper to be attached to the District Survey Form. The map must include street names, show lot lines, district boundaries, and compass orientation. Each building in the district should be outlined on the map or a dot can indicate its locations. The proposed name of the district, community, county, and map scale should also be indicated.

## **Survey Classification**

The “Contributing” or “Non-Contributing” status of each resource in a proposed historic district must be identified. *Do not complete this field for compliance surveys.*

## **Survey Evaluation**

When a survey is funded by a subgrant from the DHP, the potential eligibility of each individual property must be evaluated. Jim Draeger of the DHP must approve these evaluations before data entry and the completion of the final report. The consultant is required to note if the property is potentially eligible for listing in the National Register on its own, individual, merit or not. Therefore, only the “Potentially Eligible” or “Not Eligible” radio buttons will be used by the consultant. The other options, “Determined Eligible” and “Listed” are only to be used by staff of the DHP. “Determined eligible” properties have been formally reviewed by the DHP as part of either a Section 106 project review, historic preservation tax certification project or nominated to the National Register, but not listed due to owner objection. “Listed” properties have been formally entered into either the State or National Register of Historic Places. *Do not complete this field for compliance surveys.*

## **Other Information**

This is found on the “Other Info” tab. The “Survey Year” field is the only mandatory field. For WisDOT projects, enter the map code.

## **Survey Year**

The year a property is initially surveyed is recorded in this field. Whenever a property is resurveyed, the year is changed to reflect this. Add a note to the “Additional Comments” when a property has been previously surveyed.

## **Tax Credit /Compliance Number**

These fields are only completed by DHP staff.

## **Local Designation**

This field is only completed if the property is an officially designated local landmark in a community that has achieved [Certified Local Government](#) status.



## **Map Code**

Each surveyed property must be identified with its AHI number on the survey map submitted for WisDOT surveys. This number is entered as the **Map Code**. See [WisDOT Attachment I – Information to Include with Supplemental Maps](#) for more information.

## **Bibliographic References**

Every source used in researching the history of a property must be recorded in this field. The data in this field is cumulative so it is vital that consultant's do not delete previous information in this field.

## **Additional Comments**

This field is used to document both the history of the property and details that may not be apparent in either the survey photo or data fields. Character-defining elements, such as a distinctive window, corbelling, returned eaves, etc., should be noted in "additional comments." Information noted on DOT's "Architecture/History Survey Worksheet B, 1. Survey Results" form must be added to the WHPD record. The "Description" must go in the "Additional Comments" field while the "Statement of Significance" information must go into the "Eligibility Comments" field of the "National Register" tab. A description of the property's landscape features and setting should also be included in "additional comments."

The information in this field is cumulative, so a consultant should date the comment and add it at the top of the field. Note that WHPD data is automatically posted on the WHS Web site as part of the AHI database. Information that could be considered disparaging, discriminatory or offensive is strictly prohibited.

## RECONNAISSANCE AND INTENSIVE SURVEYS

### Wisconsin's Cultural Resource Management Plan (CRMP)

In 1986, the DHP published the three-volume *Cultural Resource Management in Wisconsin*. This document provides recommendations for preservation activities undertaken by the state, including survey needs, threats to resources, historic contexts to help evaluate significance, and a list of National Register nominations for similar properties.

The CRMP presents concise overviews of Wisconsin history arranged according to theme. Each major theme is divided into “study units” that provide historical background, geographical data, resource types related to the theme, and bibliographical information. The CRMP provides a statewide perspective useful to understand how a local historic property compares to others of its type. Intensive survey reports are organized using a similar thematic format. A survey report includes a discussion of each theme and study unit that pertains to the survey area.

### Reconnaissance Surveys

If the area to be surveyed at the intensive level has not been previously surveyed at the reconnaissance level, the surveyor begins with a thorough reconnaissance survey based upon the procedure outlined earlier. If a reconnaissance survey has already been undertaken in the area, the surveyor must obtain a copy of all surveyed properties in the AHI so that the information on previously surveyed properties can be updated or corrected. The surveyor must note address corrections, demolitions, and other information not previously recorded. If a property has been altered since the original photograph was taken, a new photograph must be taken. Any previously recorded property without a photograph must be photographed.



### Reconnaissance Survey Reports

Once the survey fieldwork and data entry for a particular village, town, or city has been completed, a brief report must be prepared. The Reconnaissance Survey Report is an opportunity to record both general and specific observations and information that will help put the local survey into perspective. Be sure to state the name of the community, the county, the surveyor, and the date on the cover of the report. A survey report must contain the following elements:

## Preparing the Reconnaissance Survey Report

A final survey report is required to provide information on the parameters and methodology of the survey, provide background material and historical context, and to describe findings. The following guidelines should be followed in its preparation.

### Components of the Reconnaissance Survey Report

**Acknowledgment** For projects funded by grants from the Historic Preservation Fund, the following acknowledgment of federal assistance is required on the title page or on the page immediately following the title page. The following acknowledgment must be used in its entirety:

“This programs 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.”

**Methodology** Highlight important aspects of the survey and describe the methodology used to conduct the survey. Explain what was surveyed and why.

**Historical Context** A brief historical sketch of the development of the community should focus on settlement patters, immigrant groups, important industries, and dominant architectural traditions.

**Local Contacts** It is important to provide the names and addresses or telephone numbers of local contacts who were especially knowledgeable or helpful; groups or organizations supportive of historic preservation might also be included.

**Preservation Issues and Threats** In considering the local preservation situation, the surveyor should note any imminent threats to buildings in the area and the nature of the threats.

**Bibliography** References consulted should be listed in the bibliography.

**Survey Findings** The presence, location and type of possible historic districts should be noted and briefly described. Priorities for National Register nominations or outstanding buildings might be mentioned. If the reconnaissance survey is part of an intensive survey project, a reconnaissance survey is not required. The information usually contained in a reconnaissance survey report will be part of the intensive survey report.

## Intensive Surveys

Wisconsin's intensive survey program began about 1980 as a means of helping communities' and other governmental entities to incorporate historic preservation in their planning process. Intensive surveys provide the means for identifying significant properties and districts. The survey report evaluates the National Register and State Register eligibility of historic properties by examining them within their historic context. The conclusion of an intensive survey provides recommendations for National Register and State Register eligibility and creates a blueprint for local preservation efforts.

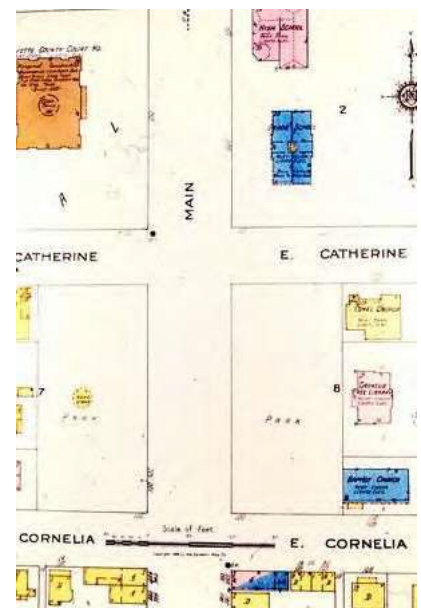
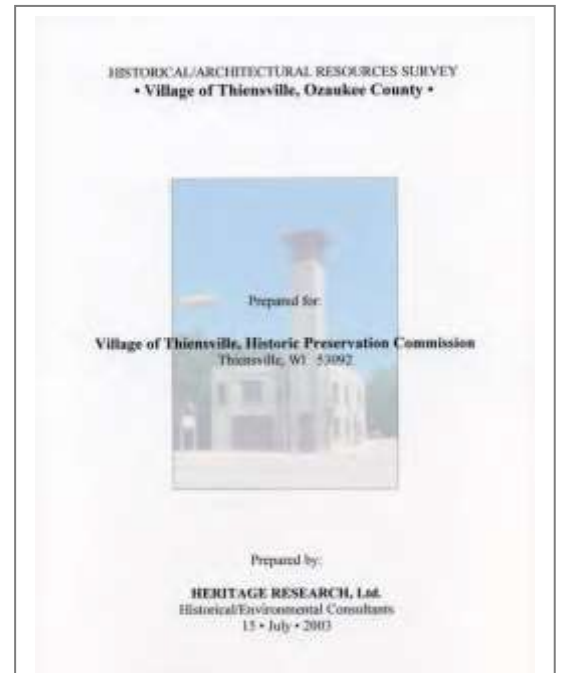
An intensive survey is more complex and time consuming than a reconnaissance survey. The DHP requires the participation of a qualified architectural historian and historian. An individual may be qualified in both of these professions. The intensive survey consists of the following steps:

- Conducting a reconnaissance survey or updating an older survey
- Researching potentially significant properties using primary sources
- Researching the community's history and writing the survey report
- Evaluating properties for National Register and State Register significance
- Identifying historic districts and completing district survey forms
- Provide recommendations for future preservation activities

## Primary Research for Intensive Surveys

In an intensive survey, primary research is required to assemble a community history organized into historic themes as outlined in the CRMP.

In addition, site specific primary research is required for all properties that have the potential to be individually eligible or are identified as contributing to a potentially eligible historic district. This research is intended to document basic information about a property and its associations in order to evaluate its significance. The information that should be researched includes the original and subsequent owners, date of construction, architect and builder, and original and subsequent uses. Sources consulted should include, but not be limited to, historic newspapers, tax rolls, property abstracts, local histories, and [Sanborn Fire Insurance Maps](#). This research often results in the identification of significant people and events associated with properties.



## Identifying Potential Historic Districts

An important aspect of the intensive survey is the identification of potentially eligible historic districts. DHP staff must review and approve all potential districts as part of the survey project. A survey record is required for each property in the proposed district regardless of age or condition. In some cases, district boundaries will extend beyond the survey area as originally conceived in the scope of work. When this happens, the survey boundaries should be expanded to encompass the entire district. Please see WisDOT [Attachment E - Historic District Survey Methodology](#) for further information on identifying and documenting potential historic districts.



## Products Required for Potential Historic Districts

- A district survey form, fully completed
- A **district map** including the district name and community, an evaluation of each property as contributing or non-contributing, district boundaries, a north arrow, map scale, and all street names, and street numbers. Lot lines must be indicated. The district map must be included in the findings portion of the survey report.
- A **building list**: The principal investigator must prepare a list that identifies each building in a potential district by address and classify it as contributing or non-contributing. If applicable, historic names and building dates should be included. The list should be arranged alphabetically and numerically by street name and number and must be attached to the district survey form and included in the survey report.



## **Intensive Survey Report**

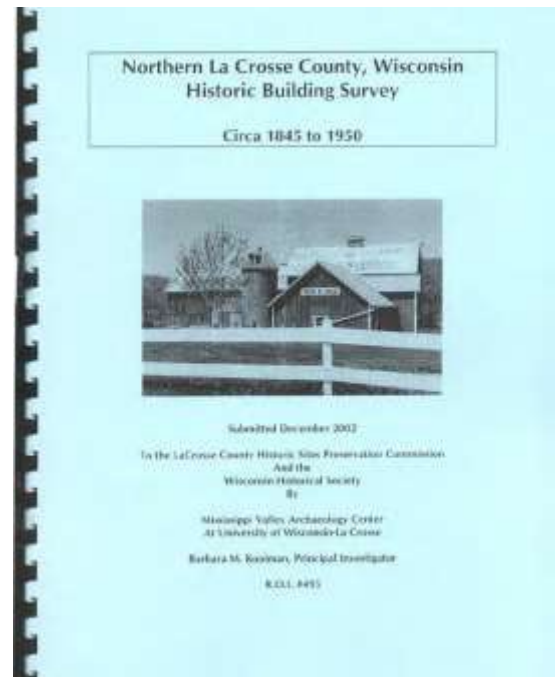
An intensive survey report is a synthesis of the research that has been compiled for the project, a summary of the evaluations that have resulted from the survey, and recommendations for the local historic preservation program. A standard format is required for survey reports prepared with survey and planning subgrant funds. This format facilitates use of the reports and insures that each survey report is comprehensive.

A survey report can also be useful at the local level. Besides providing context for evaluating historic properties, the historical research in a report can be used by elementary and secondary teachers and for adult education programs. City administrators and planners can use this information for comprehensive and historic preservation planning purposes. Often, this information contributes to the development of National Register nominations and educational brochures.

Copies of the survey report should be deposited in each public library and school, and should be available at municipal offices. Some communities print enough copies of the report for sale to the general public or make it available on their Web site. An intensive survey report describes project objectives and methodology, and includes historical context organized according to the appropriate themes and study units found in the state CRMP.

## **Preparing the Intensive Survey Report**

A master copy of the survey report, printed on archival paper and unbounded is required. An electronic copy of the entire report on cd or diskette is also required. Additional copies of the report must be bound in plastic spiral bindings. All reports must have card stock (or heavier) covers that include most of the information on the title page. All reports must be double-sided. Single-sided reports will not be accepted.



## Components of the Intensive Survey Report

**Title Page** The title page must include the title of the project, describe the nature and location of the survey, the author of the report, the principal investigators, the project director, the sponsoring institution, association, or agency, and the date the report was prepared.

**Acknowledgment** For projects funded by grants from the Historic Preservation Fund, the following acknowledgment of federal assistance is required on the title page or on the page immediately following the title page. The following acknowledgment must be used in its entirety:

“This programs 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 project elements, a description of the purpose, location, and products of the project, and the repository for the products.

**Table of Contents** The table of contents must list report chapters and all subdivisions, including study unit subdivisions. Pagination must be shown in the table of contents.

**Introduction** The introduction must summarize the objectives for conducting the intensive survey project, the scope of the project, and the agencies involved. A map showing the location of the project must be included.

**Survey Methodology** An explanation of the procedures used to execute the work program must be included in this section. Describe who surveyed the area and how the survey was conducted; phases of the survey, including a description of geographic or political areas that contributed to the phasing; types of properties surveyed and the criteria for coverage; resources that contributed to the research effort; public education efforts conducted in conjunction with the project, and the role of any volunteer or advisory groups and the success of their participation.

**Historical Overview** An overview of the community’s development presented chronologically. Information on Native American occupation, preferably drawing on recent, professionally-prepared reports, and early settlement should be followed by a general description of the factors that affected the community’s development. A description of how the community achieved its physical form must be included.

**Thematic Research and Annotated Bibliography** This is the most important section of the report. The thematic research synthesis and the bibliography prepared during the research phase must be



Frances Willard School  
Janesville, Rock County

included in this section. The statements of fact must be appropriately footnoted, in a standard format. Thematic chapters summaries must be named and organized, with subheadings, following the format of study units identified in the state CRMP. Some themes and study units will not pertain to all survey areas; only those that are relevant need be addressed. A “note on sources” must follow each thematic summary, briefly discussing in narrative form the most important sources used in compiling the summary. At the conclusion of each thematic chapter, include a list of all related properties included in the survey, noting their addresses, and the study units to which they pertain. A comprehensive bibliography of sources should be included at the end of the thematic research section of the report. Bibliographic references must indicate author, title and date of publication. The following chapters must also be included in this section:

**Designers, Engineers, and Builders** including biographical information on architects, landscape architects, engineers, builders and contractors, and other designers who practiced in the survey area. The DHP’s “Architects File” is a useful tool for obtaining information for this chapter.

**Notable People** including biographical information on major figures in the community’s history and reference to buildings or sites associated with them.

**Underrepresented communities** including biographical information on major figures in the community’s history and reference to buildings or sites associated with the underrepresented community. Underrepresented communities may include, but are not limited to, African Americans, Latinos, Asian Americans, and LGBT Americans.

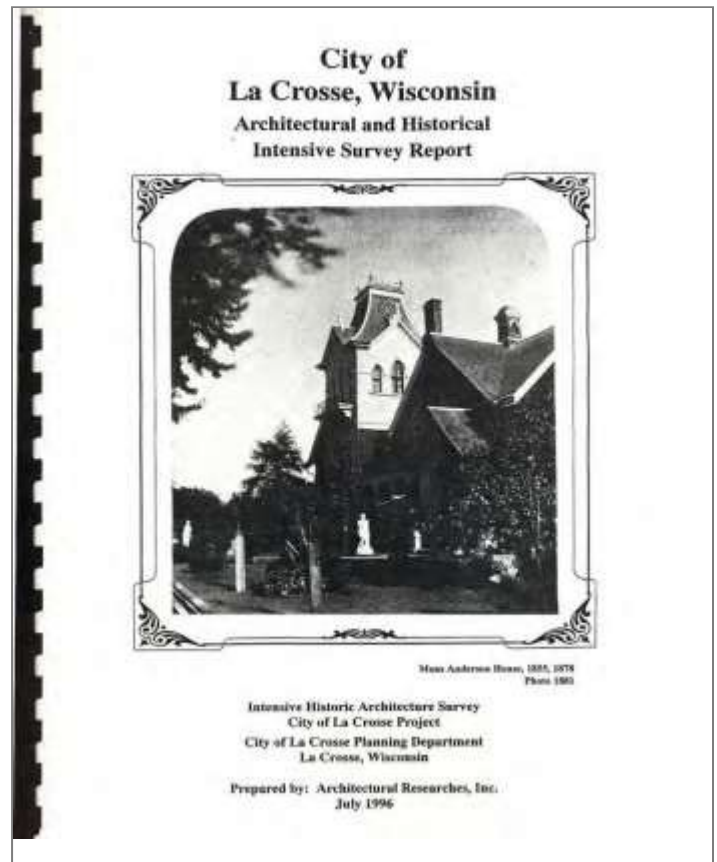
**Survey Results** A comprehensive list of all potentially eligible, arranged alphabetically and numerically by street must be included in this chapter. The list must imply National Register eligibility in guarded terms since the evaluation is only an opinion and may be invalid if the property is altered or further research calls eligibility into question. The DHP recommends the term “potentially eligible.” This chapter should also contain the district survey forms, building lists and district maps with a brief discussion of each potential district identified. The survey results must be approved by the DHP prior to the completion of the report.

**Recommendations/Future Survey and Research Needs**

The recommendations chapter must be divided into two major areas: “Recommendations for the Registration and Protection of Resources” and “Community Strategies for Historic Preservation.” Future survey and research needs should include a description of research questions not answered during the survey

and recommendations for other areas of a city or region that should be a high priority for survey. The section also must include a description of surveys that should be undertaken in order to evaluate properties in a regional or state context)

**Threats to Resource** A description of the activities or conditions that pose threats to significant properties or districts or to historic resources in general.





**National Register Priorities** A list in priority order, recommending future nominations with a brief rationale for each. This section should be prepared in consultation with the survey sponsor and the DHP.

**Community Strategies for Historic Preservation** This section should contain recommendations to further local preservation efforts. It should begin with a description of the current state of preservation efforts in the community. Additional steps to strengthen local preservation efforts should be described that may include public education, establishment or amendment of local ordinances, creation or revision of smart growth plans, or increased nomination efforts. Possible educational uses of the survey materials should be suggested, particularly uses directed to government officials and agencies, historical societies, and school groups.

**Preservation Planning** This chapter is required if a preservation planning element was included in the subgrant work program. The goals and objectives of the plan and the necessary actions required to implement the plan must be described. If a separate planning document was prepared, it must be summarized and its accessibility must be explained.

**Appendix** This section must include a copy of the subgrant work program, the National Register criteria for evaluation, and a description of the state and federal programs described in the DHP brochure “Wisconsin Preservation Information” and other publications of the Wisconsin Historical Society and the Department of the Interior. This section should also include any information of local interest that pertains to the intensive survey. Refer to WisDOT [Attachment B – Recording Properties of Local Interest](#) for guidance.

### **Public Participation in an Intensive Survey Project**

The extent of public participation depends on both the interests of local citizens and organizations and the survey budget. Too much interaction can take valuable time away from the survey work. Carefully planned and organized public participation can bring additional value to the project by engaging citizens in local history and expanding the constituency for preservation. It can connect the surveyor with interested and knowledgeable individuals who can contribute to the surveyor’s understanding of the community. The surveyor can obtain useful information, and new resources may come to his or her attention. In some cases, the project director wants the involvement of a local interest group so that it is considered a partner in the project. Interviews with local residents are an appropriate research tool in the survey, but they must be scheduled judiciously as they can be quite time consuming. All information obtained from interviews must be footnoted, and the interview should be referenced in the bibliography. To the extent possible, oral history must be verified. Volunteers may help with primary research, including researching construction dates, historic owners, studying historic newspapers, and studying archival collections. In addition to research, volunteers have helped with survey photography, written articles for the local newspaper and provided writing and graphic skills for the production of publications. In general, members of the community can be invaluable in publicizing and promoting the survey and the community’s history. The DHP will not approve an unqualified volunteer as the project historian or architectural historian. The principal investigator is responsible for all research produced in the project, so he or she must develop a procedure for checking the work of the volunteers. If training and monitoring volunteers becomes too time consuming, the surveyor should discuss the situation with the project director so the situation can be remedied.

## **Conducting a Public Information Meeting**

Public meetings provide an excellent opportunity to promote historic preservation in the community. Each intensive survey project includes the requirement for public meetings. A meeting is usually held at the beginning of the survey to introduce the survey team, familiarize the community with the survey process, and describe areas of history that will be researched while highlighting the community's history and architecture. DHP staff will discuss Wisconsin's survey program. Before the conclusion of the survey, a second public meeting is held so that the surveyors can describe the results of the project highlighting significant properties and districts. At this meeting staff of the DHP will discuss the National Register and its benefits. Schedule the meeting as an agenda item in an existing city council or local historical society meeting to enhance participation. The project director usually arranges meeting details such as finding a meeting place, providing audio-visual equipment and advertising the meeting. Meetings should be advertised in a local newspaper one week prior to the meeting. You may consider mailing memos to owners of significant properties or using radio announcements.

### **Materials for a public information meeting include:**

- audio-visual equipment (if necessary)
- maps of proposed districts and the survey area
- the survey report, if complete.

# SPECIAL CONSIDERATIONS FOR WISDOT COMPLIANCE SURVEYS

## Introduction

This section focuses on information specific to Wisconsin Department of Transportation (WisDOT) compliance surveys. A compliance survey is a reconnaissance-level survey of the project area. See more information in these sections of the document:

- [Reconnaissance Survey](#)
- [What to Survey](#)
- [Attachment A: Architecture History Survey Glossary of Terms](#)

Because properties surveyed for compliance projects are protected by state law, please use professional judgment to determine if a property should be surveyed (i.e. meets survey criteria and warrants inclusion in WHPD/AHI).

Although WisDOT reconnaissance surveys follow most of the same guidelines as DHP/PH surveys, the consultant should give special consideration to the multiple uses of a compliance survey as a planning tool. Refer to Chapter 26 of the Facilities Development Manual (FDM) for the steps WisDOT projects follow in complying with Section 106 of the National Historic Preservation Act.

The [Facilities Development Manual](#) (FDM) is available on WisDOT's Roadway Standards website. The architecture and history consultant is encouraged to become familiar with the WisDOT Facilities Development process in order to assist the project manager in moving the project expeditiously through the steps in the Section 106 process.

For WisDOT compliance projects, the Bureau of Technical Services, Cultural Resources (BTS CR) is always the first point of contact for any questions regarding the need for a Survey or Determination of Eligibility (DOE), National Register eligibility, and potential effects. The State Historic Preservation Office (SHPO) requests that consultants work through BTS CR on all WisDOT compliance projects.

Consultants are reminded that compliance reports must stand on their own. BTS CR staff does not have access to WHPD records or survey reports on file at SHPO.

## Qualifications

WisDOT requires that all work be conducted by qualified professionals. Qualifications are outlined in [FDM Procedure 26-30-5](#). WisDOT architecture and history survey reports submitted by unqualified principal investigators will not be accepted.

## Area of Potential Effects (APE)

The APE is a tool, not a rule. The APE is the area in or surrounding a project where historic properties may be affected. The APE is different for every project.

The scope of work for the project determines the APE, and includes activities beyond basic roadwork. The architecture and history consultant should work with the project manager so both parties have a clear understanding of the extent of the work proposed.

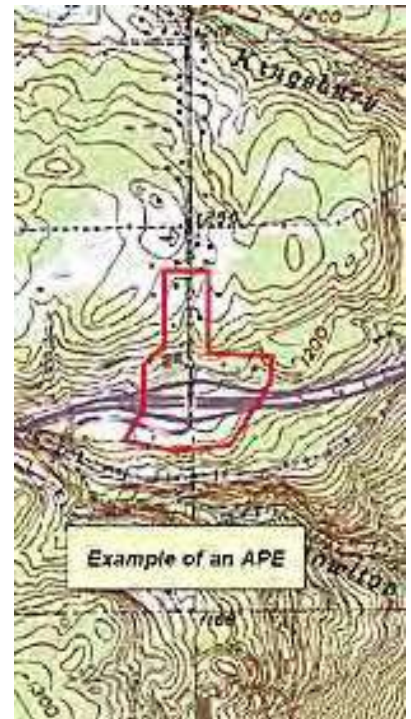
Road widening is a straightforward example of work that can affect historic properties. However, changes in traffic patterns, increases in traffic volume, visual intrusions, reduction of a terrace, installation of curbing, or tree removal are smaller components of a road construction project that may also impact historic properties.

The size of the APE can be smaller, larger, or the same size as the project area and may vary within the project corridor. Generally, if a property may be affected in any way by a project, it should be included in the APE.

It is advisable to get as much information as possible about the project before beginning field work in order to determine the APE. If project specifics are still being determined, discuss the various alternatives with the project manager. Define a reasonable APE that takes into account the largest scope of work in order to avoid additional survey work later. The APE can be refined in the field, when considerations such as deep setbacks, viewsheds, topography, and the overall setting are taken into account. Factors such as terrace width need to be taken into account when determining the APE.

## Screening List

The Screening List process is outlined in FDM Procedure 26-5-1. Consult with BTS CR) staff for clarification on this process.



Example Area of Potential Effect



Factors such as terrace width need to be taken into account when determining the APE.

Photo by Mead & Hunt, Inc.

## Notification Procedures

Section 106 regulations and the National Environmental Policy Act (NEPA) require broad public involvement. The architecture and history consultant should work with the project manager to insure that both sets of requirements are met without unnecessary duplication. Care should be taken to document that an appropriate opportunity for comments or concerns was offered during the planning process. Architecture and history consultants may be asked to assist in notifying interested parties, which include:

- Property owners
- [Local Historical Societies](#)
- Local Preservation Commissions
- [Certified Local Governments](#) (CLGs)
- Native American Tribes
- Any others who may have an interest in historic properties

Contact information is available from different sources. Most likely the project manager will have the addresses for property owners along the project corridor, but this information is also available from city assessor's offices or town clerks. Some counties even offer this information online. Information about local preservation commissions or CLGs can be located through city or county web sites. BTS CR can provide a current contact list for Native American Tribes, which also includes the WisDOT Region(s) in which each tribe is interested. Letters are the most common type of notification, though e-mail communication with local historical societies is acceptable. The letter should outline the project area, describe proposed work, and request input specific to historic properties. Communication to Native American Tribes must be on WisDOT District letterhead and signed by the District project manager.

Telephone calls are another effective way to notify interested parties of a project. A memo should be drafted detailing the content of the conversation.

[Attachment Q - History & Highways Brochure](#) is a useful tool to use in the field or distribute at public meetings to explain why architecture and history surveys are conducted for projects. Note that space is provided on the back of the brochure to include consultant and project manager contact information, as well as the project ID number. Consultants should direct any [property owner questions](#) regarding the project to the project manager.

## Pre-Fieldwork Activities

The methodology for reconnaissance surveys includes background research. Complete the following prior to fieldwork:

- Identify previously surveyed properties in the survey area**, National Register-listed and previously determined eligible properties. The WHPD, AHL, and National Register database must be reviewed. Each database is available online or in person at the Wisconsin Historical Society.
- Print photos from WHPD (if available)** to take into the field. Having photos for previously surveyed properties will help you determine if changes have occurred since the previous survey.
- Review site files** for any listed, eligible, or previously surveyed properties in the APE.
- Review any previous DHP/PH** community surveys completed in the survey area for important historic themes and eligibility recommendations.

## Considerations During Fieldwork

Consider the following when conducting fieldwork:

- Develop a survey approach** by getting a sense of the project area, the types of properties located in the APE, and surrounding properties for comparison.
- Consider the proposed project actions** and the impacts to the setting of historic resources.
- **Identify properties of local interest.** Refer to [Attachment B – Recording Properties of Local Interest](#) memo from WisDOT BTS CR and SHPO for guidance.
- **For rural surveys,** refer to [Attachment C – Farmstead Survey Methodology](#) during fieldwork to determine if a farmstead should be included as a surveyed property.
- **For farmsteads,** see [Attachment D – New Survey and Determination of Eligibility Requirements for Farmsteads](#) regarding survey and Determination of Eligibility requirements regarding farmstead.
- Prepare an individual sketch map** for each surveyed farmstead if the complex contains more than a small collection of outbuildings that cannot be captured in an overview photograph.
- Identify what landscape features may contribute** to the significance of potentially eligible properties (if any).
- For surveyed public buildings,** including but not limited to banks, city halls, meeting halls, schools, churches, fire stations, theaters, etc., obtain information about the interior features and spaces to determine whether they are intact. Contact the owner or access the interior in order to convey the integrity of the interior as much as possible. Provide documentation (can be in-text or a separate memo) for what information was and was not available. Any photographs of the interior should highlight the character-defining features and architectural details associated with the specific property type.

## Identifying Potential Historic Districts

During reconnaissance-level fieldwork, consultants must determine if a National Register-listed, eligible, or potentially eligible historic district is located within the APE. The district may also extend beyond the APE. If a potential historic district is identified, it is mandatory to coordinate with BTS CR in order to identify district boundaries and determine potential eligibility. BTS CR requires a sketch maps(s) of the potential district boundaries; representative photographs keyed to the map; and an approximate count of contributing/noncontributing resources for review. Survey information for the district should be included in Section 3: “Listed, Eligible, or Potentially Eligible Historic District(s) Identified” on Worksheet B. Districts that have been previously identified and recommended eligible as part of a compliance project or DHP survey must be reviewed with BTS CR. Eligibility recommendations are made in consultation with BTS CR and/or SHPO and are not subject to change without agency review.

Please see [Attachment E – Historic District Survey Methodology](#) for further information on identifying and documenting potential historic districts, and the minimum level of information BTS CR requires to complete preliminary review.

# ARCHITECTURE/HISTORY COVER SHEET AND WORKSHEETS A & B

The Architecture/History Survey Report (AHSR) for WisDOT compliance reconnaissance surveys consists of:

1. Cover Sheet (Attachment F - DOT Form DT 1446)
2. Worksheets A and B

You must attach the Cover Sheet (Attachment F) to ALL architecture/history survey reports. Worksheets A and B (Attachments G and H) serve as the architecture/history survey report. Together, the Cover Sheet and Worksheets A and B are the WisDOT equivalent to SHPO's reconnaissance survey report.

Detailed instructions for completing the Cover Sheet and Worksheets A and B are included below.

## Cover Sheet

[Attachment F – Architecture History Survey Report \(AHSR\) Cover Sheet \(Form DT 1446\)](#)

Complete the AHSR Cover Sheet for ALL WisDOT compliance survey findings, including letter reports.

**Section 1 - Project Information**

Complete all fields within the table. Contact the WisDOT project manager if you need additional information.

• **Section 2 – Recommendations**

This section allows the consultant to inform the client about what was identified and if further research is needed. The goal is to inform the project manager about properties that need to be taken into account as part of the Section 106 process. Check the appropriate box/boxes and list ALL National Register-listed, previously determined eligible, and potentially eligible properties and districts under the heading that corresponds to the recommendation. In some cases, potentially eligible properties may be identified within the APE, but due to the extremely limited nature of adjacent project activities, no DOE is needed for the historic property. In these cases, proposed activities **do not include** right-of-way acquisition, **do not include** horizontal movement of adjacent road-related features (curb and gutter, shoulder, edge of pavement, driveways, etc...) or setting-related features (terraces, sidewalks, trees, etc...), and **do not include** the introduction of new features into the setting of the property. Justification for not completing a DOE must be provided and tied to the resource and adjacent project activities. Please note that if project activities change the need for a DOE must be reevaluated.

**Section 3 - Attachment Check List**

Check all boxes as appropriate. Photos of all historic resources mentioned in the AHSR are required unless the property lacked integrity at the time of initial survey. See the [Photos and WHPD Records](#) section for further information.

## Architecture/History Survey Worksheet A

### [Attachment G – Architecture History Survey Report \(AHSR\) Worksheet A](#)

**Section 1 - Project Description and Area of Potential Effects (APE)**

Briefly describe project activities and define the APE for the project. The APE is unique to every project based on proposed activities. An example of an APE description is: “The Area of Potential Effects for this reconstruction project includes all properties immediately adjacent to proposed project activities.”

**Section 2 - Previously Identified/Surveyed Properties and Previous Surveys within the Area of Potential Effects (APE)**

ALL locally designated sites/landmarks and previously identified/surveyed properties in the APE must be listed in this section. Please indicate whether each previously identified /surveyed property was resurveyed or not resurveyed (due to a loss of integrity, lack of initial integrity, or nonexant status). The WHPD records must be updated. *Previously identified/surveyed* resources are included in WHPD and consultants **must** reevaluate the current eligibility of these resources within the project APE.

Below is an example listing for this section:

**Properties included in the Wisconsin Inventory of Historic Places**

AHI #1234	305 Main Street	House	Resurveyed – appearance unchanged
AHI #25421	985 Elm Street	House	Not resurveyed – loss of integrity update photo
AHI #1057	208 5 <sup>th</sup> Street	House	Not resurveyed – lack of initial integrity
AHI #2538	135 Main Street	House	Not resurveyed – nonexant

**Section 3 - Historic Context for Project Area**

Provide a brief but substantive historic context that **explains development within the project area** and **relates to the existing built environment within the project area**. For example, a historic context for a downtown commercial area would not include information about dairy farming throughout the county. In addition, the context must **relate to the period of significance** for surveyed properties. A lengthy discussion of mid-nineteenth century dairy farming would not be appropriate for farms that date to the 1930s. *Cultural Resource Management in Wisconsin (CRM)* should be consulted since it provides a statewide context for many subjects, including agriculture, architecture, commerce, ethnic groups, and industry.

\*Please note the difference between the terms *project area* and *survey area*. The *project area* is generally much broader than the *survey area* and may include nearby communities and rural areas that provide a context for understanding development within the more closely defined survey area. The *survey area* is generally limited to the project corridor and those areas where project activities will take place.

**Section 4 - Physical Setting:** Briefly describe the overall physical setting of surveyed properties. It is not necessary to provide a separate description for each surveyed property.

- **Section 5 – Methodology:** Briefly describe the steps taken to identify and evaluate historic properties within the APE, including a summary of research efforts and a discussion of how a threshold for survey was developed.

- **Section 6 – Bibliography:** List the sources that were used to develop the context and evaluate properties. CRM must be listed in the bibliography even if it is not directly cited in the historic context.



## Architecture/History Survey Worksheet B

### [Attachment H – Architecture History Survey Form \(AHSF\) Worksheet B](#)

#### **Section 1 - Survey Results**

Complete the formatted heading for each newly surveyed and resurveyed property in the APE. If necessary, copy and paste the formatted heading in Worksheet B. For each surveyed property, provide a brief architectural description, relevant property-specific history, statement of significance that addresses National Register Criteria A, B, and C and integrity, and National Register eligibility recommendation (either “Not Eligible” or “Potentially Eligible”). Previously surveyed properties that are resurveyed as part of the project **must** be included in Section 1 of Worksheet B and reevaluated for National Register eligibility. Enter the map code that was assigned to each newly surveyed or resurveyed property during field work; map codes should be the AHI number.

Address	AHI #	NRHP Recommendation
124 Main Street	2840	Not Eligible

Township-Range-Section (Rural Properties Only)

**Description:** Include brief architectural description and relevant property-specific history. The architectural description must include a brief but substantive description and any details not visible in submitted photos and should identify the character-defining features of the style or property type and any exterior alterations. The description must include a construction date or circa date. If the property is a public building, or former public building, include a brief description of the interior and highlight the character-defining features and architectural details associated with the specific property type. Remember to consider the integrity of the interior when developing the statement of significance and recommendation. Please note if you were unable to access the interior during fieldwork and/or unable to contact the owner for interior information.

**Statement of Significance:** Include National Register evaluation that addresses criteria and integrity. The statement of significance must indicate that the property was evaluated under each of the National Register Criteria and state which criteria are applicable to the particular property. Justification for why a property is potentially eligible or not eligible must be clearly stated in one or two sentences with a concise and clear supporting argument. Integrity issues must be addressed when discussing a property’s eligibility. For potentially eligible properties, state whether a (DOE) is recommended or not recommended and provide justification for your recommendation.

**Considerations for farmsteads:** When surveying farmsteads, primary outbuildings **MUST** be included in the architectural description, including the function, construction date, and materials, if known. The statement “there are outbuildings” is not acceptable and the report will be returned for a more complete property description. WHPD/AHI records and color prints must be prepared for primary outbuildings that retain integrity. A sketch map that identifies the buildings is required to document the layout of the property. Refer to [Attachment C – Farmstead Survey Methodology](#) for guidance.

- **Section 2 - No Listed, Eligible, or Potentially Eligible Historic District(s) Identified**  
Check the box if there were no listed, eligible, or potentially eligible historic districts identified during field survey. If you check this box, **do not** complete Section 3 of Worksheet B.
  
- **Section 3 - Listed, Eligible, or Potentially Eligible Historic District(s) Identified**  
Complete this section if a listed, previously determined eligible, or potentially eligible historic district was identified during field survey. For all newly and previously identified historic districts, please coordinate findings with BTS CR and complete Sections B-F. **DO NOT CONTACT SHPO REGARDING THE POTENTIAL DISTRICT.** All communication with BTS CR regarding the district(s) should be attached to the final architecture/history survey report submittal. The following supplemental materials must also be submitted for a newly surveyed or previously surveyed historic district:
  - **Historic district sketch map** with approximate boundaries labeled.
  - **Photos keyed to the sketch map** sufficient to evaluate the integrity of the district.
  - **Correspondence with BTS CR** – Phone memos, meeting minutes, e-mail, and/or letters.
  - **Color prints for contributing resources** within the APE (these properties should also be included in Section 1 “Survey Results” on Worksheet B).

### **Summary Information**

1. Architectural Description – include a brief description of the district, including the overall setting, architectural styles that are represented, and range of property dates. More specific information may be included for larger or more significant buildings within the district.
  
2. Significance – evaluate the district using each of the National Register Criteria and provide justification for why the district is potentially eligible.
  
3. Project APE and Historic District Boundary – include a brief discussion of the project APE in relation to the potential historic district. Proposed project activities within the potential district boundaries must be identified. Since the district boundaries will not be formally evaluated until a Determination of Eligibility (DOE) is completed, an estimated count of contributing and noncontributing resources and the number of properties located in the APE must be included.

## Architecture/History Survey Supplemental Materials

The following items must be submitted with the Architecture/History Survey Cover Sheet (Form DT1446) and Worksheets A and B:

1. **Survey map** – United States Geological Survey (USGS) map, city map, or project plans with surveyed properties clearly identified by map code. To be suitable for use as a survey map, project plans for urban areas must show parcel lines. The map code should correspond with the AHI number on Worksheet B.



Refer to [Attachment I – Information to Include with Supplemental Maps](#) for guidance on survey maps.

2. **Photos of surveyed properties** – Photos should be submitted according to the following standards:
  - Use digital SLR camera.
  - Rename photos using AHI number.
  - Do not upload photos to WHPD.
  - 1 set of labeled color prints and 1 CD of image files in an envelope for SHPO.
  - 1 set of labeled color prints in an envelope for BTS CR.

### Letter Reports

A letter report may be appropriate when no historic properties, or only one or two properties, are identified. The letter must outline the area that was surveyed, the survey methodology that was applied, the types of properties in the area (i.e. modern or significantly altered historic buildings), general background research that was conducted, and why the letter format is appropriate. Photographs, project plans, and other exhibits should be included as necessary.

With prior approval from BTS CR, letter reports may also be used in cases where a survey area is small or recently surveyed. Letter reports are not appropriate when more than a few surveyed properties are identified or a historic context is needed to evaluate the significance of properties in the APE.

## Photos and WHPD Records

Consultants must provide current photographs for all resources included in the survey report except for those previously surveyed properties that lacked integrity at the time of initial survey. Providing current images for all historic resources mentioned in the survey report will expedite review of eligibility recommendations. All images must be provided in hard-copy format and labeled with the WisDOT project I.D., resource name, address, county, and AHI number.

Please refer to the Table below for guidance on WHPD data entry and the need for photographic documentation.

<b>Survey situation</b>	<b>WHPD data entry</b>	<b>New photograph needed?</b>
Newly surveyed property	Create new record in WHPD	Yes
Resurveyed – appearance unchanged	Note survey date and appearance unchanged in comments field	Yes
Resurveyed – altered appearance	Update WHPD record, note alterations in comments field	Yes
Resurveyed – poor previous photo quality or visual obstructions	Update WHPD record	Yes
Resurveyed – record is missing photo	Update WHPD record	Yes
Not resurveyed – loss of integrity	Update WHPD record, note alterations in comments field	Yes
Not resurveyed – lack of initial integrity	Update WHPD record, note lack of initial integrity in comments field	No
Not resurveyed – appearance unchanged but property does not meet current WisDOT survey criteria	Inform Joe DeRose	Yes

## **Determination of Eligibility (DOE)**

[Attachment J – Determination of Eligibility Form](#) is used to document an individual property that has been identified as potentially eligible during a compliance survey. Site specific research is conducted in order to determine if the property is eligible for the National Register. Special instructions for sections of the DOE include:

### ***Historic Boundary***

Delineate the historic boundary. Historic boundaries must be accurate and useful in a manner that would enable the lay person to go to the property and identify where the boundary is located. Refer to [Attachment K – Guidance Delineating Historic Property Boundaries](#) and [Attachment L – Verbal Boundary Description and Boundary Justification](#) for general guidance on defining boundaries and writing the verbal boundary description and boundary justification.

### ***Methodology***

This section must describe the steps taken to identify the property, including the research, literature search, any consultation with BTS CR, and previous eligibility recommendations made for the property.

### ***Narrative Description***

This section is more detailed than the brief description on AHSR Worksheet B and must include descriptions of any outbuildings or associated resources, even if they are noncontributing resources.

### ***Narrative Statement of Significance***

This section begins with a summary paragraph outlining whether the property is eligible under each of the National Register Criteria. In addition to a brief history of the property, it must provide the historic context(s) in which the significance of the property was evaluated. Refer to [Attachment M – Guidance for Writing a WisDOT DOE Statement of Significance](#) for direction. Contact BTS CR if you question the need for a DOE or require guidance on the eligibility recommendation and/or historic boundary.

## **DOE for Bridges**

Contact BTS CR before completing a bridge DOE for any newly surveyed or previously surveyed bridges that are potentially eligible. BTS CR will determine whether a DOE is necessary. If a DOE is necessary use the [Attachment N – Bridge Determination of Eligibility](#) to document the significance of the bridge unless a full DOE is requested by BTS CR.

Please have the following information before contacting BTS CR to help expedite review:

- Bridge number
- Location information, including clearly labeled map
- Photograph of elevation and character defining features, including bridge plaque, if present.

## **DOE for Historic Districts**

The [Attachment O – Historic District Determination of Eligibility](#) is used to document a historic district that has been identified as potentially eligible during a compliance survey. BTS CR will then initiate the historic district review process. Special instructions for the historic district DOE include:

### ***Narrative Description***

This section should include an overall description of the district that includes information on the setting, architectural styles, and range of construction dates. Individual buildings do not need to be discussed, unless the district is small and the information may be included within two pages. For larger districts, more specific information may be included for pivotal properties. Commercial districts may be described block by block rather than individual building descriptions.

### ***Properties within the District***

This table must include each property within the district boundaries.

### ***DOE for Farmsteads***

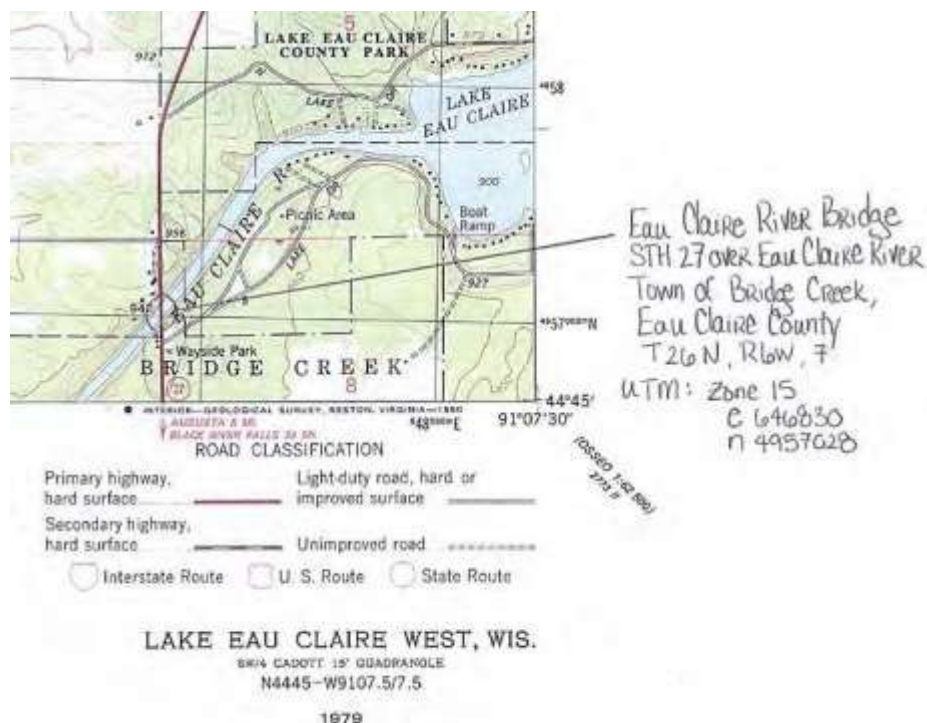
See [Attachment P – Guidelines for Evaluating the Eligibility of Farmsteads](#) for guidance on application of the National Register Criteria to farmsteads, assessing integrity, and determining appropriate boundaries.

## DOE Supplemental Materials

The following items must be submitted for each DOE:

- **Two sets of color photos** labeled according to National Register standards. Do **not** mount photos onto sheets of paper or cards. Submit each set of photos in a labeled envelope. Attach one set to the SHPO copy and one set to the BTS CR copy. Also provide a CD of image files in jpeg format for SHPO.
- **A photo for each building for historic districts or large complexes.** In addition to a photograph for each building, streetscape images are also necessary to convey the setting and context. For larger historic districts, more than one property may be represented in a single photograph if the primary elevations are clearly visible.
- **Historic boundary map** that includes contributing and noncontributing status, a north arrow, clearly labeled boundary, and other locational information, such as dimensions and distances from visual landmarks. Because the map must stand alone, it should also include relevant project details, such as existing and proposed road characteristics. The map label should include the WisDOT Project ID, property name and address and a key. See [WisDOT Attachment I – Information to Include with Supplemental Maps](#) for guidelines on what must be included on the map.
- **USGS map with the historic property or district boundary clearly identified.** The map should be labeled to include the historic property name, location (address or T-R-S), county name, UTM coordinates, and USGS Quadrangle name. The USGS map may be:
  1. **The original USGS Quad** folded to fit the packet.
  2. **A high-quality photocopy** of the appropriate area around the historic property.
  3. **A print from an electronic file copy** of the USGS Quad showing the appropriate area around the historic property.

\* If submitting a copy, be sure the USGS Quad name is noted on the map. Please see below for an example of a properly labeled USGS map.



## Submitting the 106 Packet

Once the required architecture and history documentation is complete, the following documents are submitted by the architecture and history consultant to the project manager:

1. **AHSR Cover Sheet**
2. **Worksheets A and B** (or Letter Report if applicable)
3. **Survey map** with project limits clearly labeled, north arrow, and map codes/AHI number of surveyed properties.
4. **Color prints** labeled with address and AHI number, separated into two clearly labeled envelopes (one for SHPO and one for BTS CR).
5. **CD** with images of surveyed properties for SHPO.
6. **DOE** (if applicable) and supplemental materials.
7. **Three copies of the archaeology report**, if applicable (two for the SHPO submittal and one for BTS CR).
8. **One copy of each Notification Letter** (i.e. if a different form letter was used to notify property owners, local historical societies and Native American Tribes, etc.) and mailing list showing all recipients– if prepared by consultant.

Project managers are responsible for assembling the Section 106 packet, which in addition to the above list includes the Section 106 Form (DT1635) and a full set of project plans. Occasionally architecture and history consultants may be asked to complete part of the Section 106 Form. In these cases, copies of the Section 106 Form should also be sent to the project manager.

Consult with the project manager to determine how many copies are required. BTS CR transmits the original forms, CD, and photographs to SHPO as part of the review process. BTS CR and the Region each receive copies of the complete Section 106 documentation as well.

## Review Process

Submittals to BTS CR must include both the archaeology and history reports. They are reviewed by BTS CR staff. If any components are missing, the project manager will be contacted by a BTS CR staff member. After BTS CR approval, the Section 106 form is signed by the WisDOT Historic Preservation Officer an original copy is sent to SHPO for review. Once SHPO concurs, the Section 106 form is signed by the State Historic Preservation Officer and returned to BTS CR, which passes it along to the project manager.

BTS CR review times vary depending on the complexity of a project and the number of other submittals in the office. SHPO is allowed 30 days from receipt for review.

If historic properties will be affected by a project, further work is required. Consult the FDM 26-10 Reporting and contact the WisDOT Historian for information on assessing effects and beginning the consultation process.

## Tips for Expediting Submittal Review

While project reviews take time, some delays can be avoided. An organized Section 106 submittal packet allows for faster review. Avoid extraneous packaging, such as binding. Keep archaeology and history survey reports separated, even if the same consultant prepares both reports.



## FREQUENTLY ASKED QUESTIONS ABOUT WISDOT SURVEYS

### **How do I identify the Area of Potential Effects (APE)?**

The APE is different for every project. It is determined by the type of work that will be conducted.

Project plans will assist in determining where a project may affect historic properties. Work such as road widening, terrace reduction, or tree removal has the potential to affect a property. For more information on this topic see the [APE section](#) of this manual.

### **What if a submittal does not meet BTS CR standards?**

This depends on the situation. The standards were developed in consultation with SHPO and FHWA and are intended to comply with Section 106. Therefore, submittals must contain the required documents; the AHSR and/or DOE must be well-written with minimal errors and must include all required supplemental materials; and information regarding the eligibility of each surveyed property must be clear. If revisions are required, the Section 106 packet will be returned to the project manager with a brief letter or revision checklist explaining the reasons for return. Reasons why a Section 106 submittal may be returned include, but are not limited to, the following:

- The consultant does not meet the professional qualifications (see FDM 26-30).
- Eligibility and/or effect recommendations are inadequate or require reevaluation.
- The Section 106 packet is incomplete.
- Historic boundary delineation, mapping, and or justification are insufficient.

### **Does BTS CR staff review draft history documentation (AHSRs, DOEs, DNAEs, etc...)?**

No. However, for more complicated projects or unusual property types, BTS CR staff will be glad to review photos, exhibits, and a brief description or explanation provided by the project team to confirm preliminary recommendations.

### **Where can I get WisDOT forms?**

WisDOT forms are available through links in the survey manual, the [WisDOT forms library](#), or by contacting the CRT.

### **What do I say if a property owner asks me questions about a WisDOT project?**

Before conducting fieldwork talk to the project manager to identify whether property owners have been notified of the proposed project. This can help identify property owners who have concerns about the project or historic resources. Be open about the need for the project sponsor (i.e. city, county, or state) to gather information about historic properties in the project area. The survey data will be used in making an informed decision. However, refer the property owner to the project manager for information about the scope of work and explain that he or she will be better able to address questions about project details. This would also be a good opportunity to give the property owner a copy of the History & Highways brochure ([Attachment Q](#)).

### **Why does it seem like the WisDOT compliance process is always changing?**

WisDOT survey requirements have evolved due to improvements in technology, agency reorganization, and the increasing number of projects that require review. The changes are intended to provide reviewing agencies with complete and accurate information and expedite the review process. Survey requirements will continue to evolve with available technology and agency organization. Having the survey manual in electronic form allows us to provide you with the latest updates. Please go online periodically to review the most recent updates.

**Where do I get more training?**

Each May, WisDOT offers a one-day workshop for architecture/history professionals that focuses on the compliance process. Although anyone is welcome to attend, this workshop does not provide certification or the qualifications necessary for completing compliance surveys and related documentation. Contact BTS CR for registration information. University coursework, the National Preservation Institute (<http://www.npi.org/>), and various national conferences may provide additional information and training related to Section 106 compliance work.

# APPENDIX

**Address Memo:** Address Standards for WHPD

May 14, 2004

TO: Historic Preservation Consultants  
FROM: Joe DeRose  
RE: Address Standards for WHPD

As we migrate to a GIS platform, it is important that the addresses entered into WHPD have a consistent format. Please use the following standards when entering/updating records in the database. Note that entries are now in all capital letters, without punctuation, and follow the standards of the United States Postal Service. As always, feel free to contact me with any questions about this at either [joe.derose@wisconsinhistory.org](mailto:joe.derose@wisconsinhistory.org) or 608-264-6512. Thanks for your attention to this detail.

<b>Location</b>	<b>WHPD Standard</b>
101 Main Street	101 MAIN ST
101 East Main Street	101 E MAIN ST
101 Bay AvenueSouthwest	101 BAY AVE SW
212 Sixth Street	212 6 <sup>TH</sup> ST
N 6443 STH 67	N 6443 STATE HIGHWAY 67
1738 CTH G	1738 COUNTY HIGHWAY G
W232 Hwy 164	W232 HIGHWAY 164

**Architecture/History Survey  
Glossary of Terms**

**Area of Potential Effects (APE)** – The geographic area or areas within which an undertaking may directly or indirectly cause changes in the character or use of historic properties, if such properties exist. The APE is influenced by the scale and nature of the undertaking and may also be referred to as the *survey area*.

**Condition** – The existing physical state of a building. Condition is different than integrity. A property can be in poor condition but retain integrity in terms of its design and materials, for example. A resource could be in poor condition but retain sufficient integrity to be eligible for listing in the National Register.

**Determined eligible** – A property that has been formally evaluated as eligible in a Determination of Eligibility (DOE) and approved by SHPO or the Keeper of the National Register of Historic Places.

**Integrity** – The ability of a property to convey its significance. The National Park Service recognizes seven aspects or qualities that, in various combinations, define integrity. These seven aspects include location, design, setting, materials, workmanship, feeling, and association. Integrity is different than condition. A property can retain integrity but be in poor condition due to deterioration, for example.

**Lack of initial integrity** – Refers to a previously surveyed property that did not retain sufficient integrity at the time of the initial survey to warrant inclusion in the Wisconsin Historic Preservation Database; properties with a lack of initial integrity should not be resurveyed.

**Loss of integrity** – Refers to a resource that no longer conveys its historic or architectural significance through its physical features. This loss of integrity may result from relocation, modern additions, or alterations to original historic and architectural features of the resource. If a property has undergone a loss of historic or architectural integrity then it may not be eligible for listing in the National Register.

**Potentially eligible** – Historic resources that are at least 40 years old and appear to meet one or more of the National Register criteria for evaluation.

**Previously identified/surveyed property** – Historic resources that were previously surveyed; these properties are included in the AHI and must be reevaluated for inclusion in the survey and for National Register eligibility.

**Primary outbuildings** – Outbuildings that served a significant role in the function of the farmstead, building complex, or other grouping of buildings.

**Project area** – The area in and around the APE. The project area is generally broader than the APE and may include nearby communities and rural areas that provide a context for understanding development within the defined APE.

**Resurvey** – To reevaluate a previously surveyed property and include it on Worksheet B of the Architecture/History Survey Report. In order to be resurveyed, a previously surveyed property must be at least 40 years old and retain a degree of integrity. The process of resurveying also includes confirmation of previous eligibility recommendations.

**Survey** – The process of surveying includes taking photographs and field notes but to “survey” a resource means that the resource is at least 40 years old, retains sufficient integrity, and is included in the AHI inventory and on Worksheet B of the Architecture/History Survey Report. Please note that not all properties photographed during fieldwork will be included in the Architecture/History Survey Report if after further evaluation they are found to lack integrity or are located outside the APE. The result of a survey is an inventory of all resources within the APE that are extant and meet survey criteria. This inventory is included on Worksheet B of the Architecture/History Survey Report.

## Attachment B – Recording Properties of Local Interest

**CORRESPONDENCE/MEMORANDUM -----State of Wisconsin**  
*Bureau of Equity and Environmental Services/Division of Transportation Infrastructure Development*

**Date:** June 7, 2006

**To:** Consultant Historians under contract on WisDOT and/or FHWA projects

**From:** Robert S. Newbery                      James R. Draeger  
WisDOT/DTSD/BEES                      Deputy SHPO  
Rm. 451 HFSTB                              Division of Historic Preservation and Local History  
Wisconsin Historical Society

**Re:** Recording Properties of Local Interest

This memo is a follow-up to the discussion at the end of the Consultant Historians Training Session, Thursday, May 11, 2006. You will remember that the issue raised was what to do when local parties express an opinion on the historical significance of a property that is at odds with your professional judgment. Concern was raised that a property of local importance should be documented in some fashion. The issue seemed particularly troublesome where local opinion seems uninformed by the criteria of historic integrity as set forth in law, regulation, and practice.

There is no simple answer that applies to all cases. Two absolutes we can state are:

1. Never simply ignore the comments made by such persons or groups. Public involvement is an important part of the 106 process, so make sure that their concerns are included in your project documentation and become part of the record.
2. Never let their passion or obstinacy substitute for your judgment. Your professional obligation is to provide a product that adheres to the standards set forth in the Survey Manual and Chapter 26. Remember, in our line of work the word "survey" has a special definition and specific legal consequences. We have focused on what to survey at several of the past training sessions, because surveyed properties included in the AHi trigger project review under state law. Inclusion of a property in the AHi encumbers other state agencies and requires consultation with the Wisconsin Historical Society. Thus, surveying a property is not just taking a picture to be discarded later, nor is it appropriate as a symbolic action to mollify a local constituency.

The Section 106 Review Process depends on your professional judgment. You simply do not have the luxury of letting political expediency substitute for it.

This is our recommendation:

Include mention of the property in Section 6. Area Surveyed and Researched of the A/HSF as a discussion of "other properties brought to your attention." Reporting the local interest in a particular property (or group of properties) may seem like a stretch for "historical context," but it is an appropriate way to handle the issue. In that discussion, be sure to evaluate any claims for historic significance on their merits. Document why the property lacks sufficient integrity or interest to include in the survey. The depth of this discussion can be relative to the passion and standing of the person or group making the claim. Including this discussion in the A/HSF will be documentation that you (and we) considered the property(s) in question. Properly written, the discussion in Section 6 will provide solid justification for your decision, for the WisDOT determination, and for SHPO comments.

This solution may not apply to all cases. If you encounter a special circumstance, contact Bob Newbery for further guidance.

**WisDOT Farmstead Survey Methodology**

<p>1. Individually, does the farmhouse have potential historic or architectural significance? Does it retain integrity?</p>	
<p><b>No</b> Farmhouse lacks potential significance and displays diminished integrity, low quality, is modern or nonextant.  Go to Question 2.</p>	<p><b>Yes</b> Include farmstead in survey report*  Assign AHI #s to house, barn, and primary outbuildings, photograph property, and prepare sketch map.**</p>
<p>2. Is there a collection of intact farm outbuildings from the historic period?***</p>	
<p><b>No</b>  Go to Question 3.</p>	<p><b>Yes</b> Include house, barn, and all primary outbuildings in survey report.*  Assign AHI #s to house, barn, and primary outbuildings, photograph property, and prepare sketch map.**</p>
<p>3. Is the barn or other major primary outbuilding distinctive? Is it octagonal, round, stone, stunning, ethnic, or specialized?</p>	
<p><b>No</b>  No need to survey this property.</p>	<p><b>Yes</b> Include barn or primary outbuilding in survey report.*  Only photograph and assign AHI # to barn or primary outbuilding.</p>

\*When surveying farmsteads, include outbuilding types with circa dates on Worksheet B of the Architecture/History Survey Report.

\*\*If you think that the farmstead may be eligible for the National Register, photograph all buildings on the property (contributing and noncontributing) if possible since all buildings/structures on eligible farmsteads must be assigned an AHI number (as of May 6, 2010).

\*\*\*Consider the historic context of the farm and the types of buildings/structures on other farms in the region. A typical concentration of building types is based on the type of agriculture practices and may include a barn, granary, silo, secondary barns, machine shed, chicken coop, corn cribs, and sometimes more ancillary structures like pump houses and windmills.

**NEXT STEP:** Evaluate National Register eligibility of farmsteads included in the Architecture/History Survey Report. See the Wisconsin Historical Society's *Guidelines for Evaluating the Eligibility of Farmsteads* (2010) for information regarding application of the National Register Criteria to farmsteads.

**CORRESPONDENCE/MEMORANDUM** ----- **State of Wisconsin**  
*Bureau of Equity and Environmental Services/Division of Transportation Systems Development*

**Date:** May 6, 2010

**To:** Architecture/History Consultants

**From:** Robert S. Newbery  
Bureau of Equity and Environmental Services (ENVIRONMENTAL SERVICES)  
Rm. 451 HFSTB

**Subject:** New Survey and Determination of Eligibility Requirements for Farmsteads

Effective May 6, 2010, the Wisconsin Department of Transportation (WisDOT) Bureau of Equity and Environmental Services (BEES) and the State Historic Preservation Office (SHPO) will require that all Architecture/History Survey Reports include an **individual sketch map for each surveyed farmstead**. If the farmstead includes only a house and barn and all resources are clearly visible in a single photo, then a sketch map may not be necessary. The map is intended to provide information regarding the layout and concentration of resources on the farmstead. At a minimum, the maps must include the following information:

1. North arrow
2. WisDOT I.D. project number
3. Resource name
4. Architecture/History Inventory (AHI) number(s)
5. House, barn, significant outbuildings/structures, and significant landscape features labeled to enable reviewers to easily assess the concentration of resources.
6. Adjacent roadway

When preparing Determinations of Eligibility (DOEs) for farmsteads, assign an AHI number to each contributing and noncontributing building/structure and prepare the appropriate photo documentation. Treat farmsteads the same as historic districts when assigning AHI numbers and preparing AHI cards. The resource name entered into the Wisconsin Historic Preservation Database (WHPD) should correspond with the individual resource rather than the entire farmstead, e.g. the resource name for a barn on the Anderson Farmstead must be entered as “barn” rather than “Anderson Farmstead.”

The WisDOT Survey Manual will soon be updated with these changes. However, these requirements are in effect as of May 6, 2010.



## WisDOT Historic District Survey Methodology

1. Is the district listed in the National Register and/or State Register?	
<b>Yes</b> Proceed directly to Step 4: Assess Effects.	<b>No</b> Go to Question 2.
2. Has the district been previously identified?	
<b>Yes</b> Go to Question 4.	<b>No</b> Go to Question 3.
3. Is there a concentration of resources from the historic period that retain sufficient integrity to warrant survey?	
<p style="text-align: center;"><b>Yes</b></p> Contact WisDOT ESS with supplemental information to determine next step.*	<p style="text-align: center;"><b>No</b></p> In Section 5 of the AHSF, describe the methodology you used to consider the possibility of a district and provide a clear argument demonstrating why there is no district.  Individual properties within the APE that retain sufficient integrity to be surveyed must be included in Section 9 of the AHSF.
4. Does the previously identified district retain integrity?	
<b>Yes</b> Go to Question 5.	<p style="text-align: center;"><b>No</b></p> District displays diminished integrity since previous survey. Contact WisDOT ESS with supplemental information to determine how to proceed.*
5. Is the information provided by the previous survey thorough, providing adequate documentation for WisDOT ESS to evaluate the district's eligibility?	
<p style="text-align: center;"><b>Yes</b></p> Proceed as if the district is eligible. Complete Section 10 of the AHSF and include appropriate attachments.	<p style="text-align: center;"><b>No</b></p> The previous survey does not include thorough documentation. Contact WisDOT ESS with supplemental information to determine how to proceed.*

\* When contacting WisDOT Environmental Services Section (ESS), provide supplemental materials listed on the back of this page.

**Question 3 – when contacting ESS regarding a newly surveyed district, provide the following:**

- Outline of methodology used to identify district
- District statement of significance
- Sketch map that indicates approximate boundaries and contributing and noncontributing buildings within the APE
- Representative photos of the buildings and streetscapes sufficient to evaluate district integrity

**Question 4 – when contacting ESS regarding a previously surveyed district that has lost integrity:**

- Outline of methodology used to review district status
- Sketch map that indicates changes in status
- Photos of individual buildings indicating exterior alterations and changes in status
- Photocopies of previous AHI cards to illustrate alterations

**Question 5 – when contacting ESS regarding a previously surveyed district without thorough documentation, provide the following:**

- Previous survey information, including recommendations and district statement of significance
- Sketch map that indicates approximate boundaries and contributing and noncontributing buildings
- Representative photos of the buildings and streetscapes sufficient to evaluate district integrity

**ARCHITECTURE/HISTORY SURVEY COVER SHEET**

Wisconsin Department of Transportation  
DT1446 3/2013

**Instructions:** Please complete this cover sheet and Worksheets A and B for all Wisconsin Department of Transportation (WisDOT) architecture/history surveys. Directions for completing the worksheets are included in the [Survey Manual](#). If a letter report is appropriate, the cover sheet **must** be completed, but Worksheets A and B are not required.

**1. PROJECT INFORMATION**

WisDOT Project ID	County
Highway/Street	City/Town/Village
Project Termini	
USGS Topographic Map/Survey Map	
Prepared By	Survey Date (m/d/yy)

**2. RECOMMENDATIONS** Based on the work described on Worksheets A and B, the following steps are recommended to complete the Section 106 Review:

- No listed, eligible, or potentially eligible buildings/structures are identified – No further work recommended.
- Listed, eligible, or potentially eligible buildings/structures are identified – Check all that apply:
  - Listed or previously determined eligible properties – List each property below:
  - Potentially eligible properties (DOE recommended) List each property and applicable National Register criteria below:
  - Potentially eligible properties (DOE **NOT** recommended) List each property and applicable National Register criteria and explain why a DOE is not recommended:

**3. ATTACHMENT CHECK LIST**

- Architecture/History Survey Worksheet A
- Architecture/History Survey Worksheet B
- Letter report (if applicable) with supplemental information
- Map with surveyed properties clearly labeled
- Digital survey images on CD or DVD
- 1 set of labeled color prints for WisDOT
- 1 set of labeled color prints for SHPO

**ARCHITECTURE/HISTORY SURVEY  
WORKSHEET A**

**1. Project Description and Area of Potential Effects (APE)**

Briefly describe project activities and the APE for buildings/structures.

**2. Previously Identified/Surveyed Properties and Previous Surveys within the Area of Potential Effects**

**(APE)** - Indicate if any properties within the APE are included in the following categories (enter *None* if there are no properties in the category):

---

Locally designated historic sites/landmarks

---

Properties included in the Wisconsin Inventory of Historic Places

---

Previous surveys within the project area

**3. Historic Context for Project Area** - Provide a brief historic context that explains development within the project area and relates to the existing built environment in the APE (use footnotes to cite sources).

**4. Physical Setting** - Briefly describe the overall physical setting of surveyed properties. The description should include a discussion of the following issues as they relate to the findings of the survey: existing and historical land uses, density of development, settlement patterns and general types of properties identified in the APE.

**5. Methodology** – Briefly describe the steps taken to identify and evaluate historic properties within the APE, including a brief summary of research efforts and an explanation for how you developed a threshold for survey based on the physical context of the survey area.

**6. Bibliography** - List sources consulted.

**ARCHITECTURE/HISTORY SURVEY  
WORKSHEET B**

**1. Survey Results** – For each surveyed property in the APE, provide a brief description, relevant property-specific history, a statement of significance that addresses both the applicable National Register Criteria and integrity, and a National Register eligibility recommendation. Complete the formatted heading for each surveyed property. Copy and paste the formatted heading if you have additional properties.

<b>Address</b>	<b>AHI #/Map Code</b>	<b>NRHP Evaluation</b>
<b>Township-Range-Section (Rural Properties Only)</b>		
<b>Description</b>		
<b>Statement of Significance</b>		

<b>Address</b>	<b>AHI #/Map Code</b>	<b>NRHP Evaluation</b>
<b>Township-Range-Section (Rural Properties Only)</b>		
<b>Description</b>		
<b>Statement of Significance</b>		

<b>Address</b>	<b>AHI #/Map Code</b>	<b>NRHP Evaluation</b>
<b>Township-Range-Section (Rural Properties Only)</b>		
<b>Description</b>		
<b>Statement of Significance</b>		

**2.  No Listed, Eligible, or Potentially Eligible Historic District(s) Identified** – Check the box at left if there is no historic district present. Do not check this box if a historic district was identified during survey activities.

**3. Listed, Eligible, or Potentially Eligible Historic District(s) Identified** – After reviewing the *WisDOT Survey Manual* and *WisDOT Historic District Survey Methodology*, complete the following for each historic district.

**A. Historic District Status**

- 1. Listed or previously determined eligible historic district – Complete Section 2 on WisDOT Form DT1446 (Cover Sheet). **Do not** complete B-F below.
- 2. Previously identified historic district(s) present – For each district, complete B-F below.
- 3. Potential historic district(s) identified during fieldwork – For each district, complete B-F below.

**B. Location**

Historic District Name	
City or Town	County
Location – General Street Boundaries	

**C. Identification Process**

- 1. Newly identified historic district
  - Coordinated findings with WisDOT Environmental Services – Correspondence attached.
- 2. Previously identified historic district – Check all that apply
  - a. Intensive survey – Include report author, title, and date: \_
  - b. WisDOT survey – Include project ID, name, and date: \_
  - c. Other – Explain: \_

**D. Recommendation – Determination of Eligibility (DOE)**

- 1. DOE recommended – Attach documentation explaining recommendation
- 2. DOE not recommended; Project will have no effect on potential district – Attach documentation
- 3. DOE not recommended; Historic district is not eligible – Attach documentation

**E. Attachments**

- Historic district sketch map labeled with proposed historic boundary and contributing/noncontributing resources within the APE.
- Photos sufficient to evaluate integrity
- Correspondence with WisDOT – Memos, E-mail, and/or letters
- Architecture and History Inventory (AHI) cards for contributing resources within APE

**F. Summary**

1. **Architectural Description** – 1-2 paragraphs describing the general setting, architectural styles, and range of property dates within the historic district.
2. **Significance** – 1-2 paragraphs describing significance of district and application of National Register criteria.
3. **Project APE and Historic District Boundary** – 1-2 paragraphs describing the relationship of the project to the district.

## Information to include on supplemental maps WisDOT Compliance Projects

### **Survey maps (AHSF)**

- WisDOT Project ID
- Location information (City, County, Township, etc.)
- North arrow
- Clearly labeled map codes
- Property addresses, if urban area
- Project termini
- Street names
- Any additional details that will assist the reviewer

### **Determination of Eligibility (DOE) Historic Boundary Maps**

- WisDOT Project ID
- Location information (City, County, Township, etc.)
- Property name
- Property address
- North arrow
- Street names
- Contributing and noncontributing components
- Historic boundary
- Historic boundary measurements tied to buildings and the project
- Measurements for distance between project activities and historic boundary
- Scale

### **Finding of Effect Report Plan Sheets**

- WisDOT Project ID
- Location information (City, County, Township, etc.)
- Property name (for each eligible property)
- Property address (for each eligible property)
- North arrow
- Street names
- Contributing and noncontributing components (for each eligible property)
- Historic Boundary measurements (for each eligible property)
- Measurements for distance between project and boundary (for each eligible property)
- Clearly labeled project activities (for each eligible property)
- Scale

To clearly identify project activities, include the following (if applicable) and any other information that will help the reviewer determine the effect:

- Historic Boundary in relation to project activities
- Current and proposed right-of-way
- Proposed acquisition
- Current and proposed sidewalk
- Current and proposed terrace
- Proposed lane widening
- Proposed tree and/or property removal

**Wisconsin Historical Society  
Determination of Eligibility Form**

(Revised Nov. 2015)

WisDOT Project ID #: \_\_\_\_\_

WHS #: \_\_\_\_\_

Property Name(s): \_\_\_\_\_

Address/Location: \_\_\_\_\_

City & County: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Town: \_\_\_\_\_ Range: \_\_\_\_\_ Section: \_\_\_\_\_

Date of Construction: \_\_\_\_\_

**WisDOT Certification**

As the designated authority under the National Historic Preservation Act, as amended, I hereby certify that this request for Determination of Eligibility:

Meets the National Register of Historic Places criteria.

Does not meet the National Register of Historic Places criteria.

WisDOT Historic Preservation Officer

Date

**State Historic Preservation Office**

In my opinion, the property:

Meets the National Register of Historic Places criteria.

Does not meet the National Register of Historic Places criteria.

State Historic Preservation Officer

Date

Comments (FOR AGENCY USE ONLY):

Division of Historic Preservation  
Wisconsin Historical Society  
816 State Street  
Madison, WI 53706



**Classification:**

Ownership	Type of Property:		# of Contributing	# of Non-Contributing
<input type="checkbox"/> private	<input type="checkbox"/> building(s)	-->	_____	_____
<input type="checkbox"/> public	<input type="checkbox"/> site	-->	_____	_____
If public, specify:	<input type="checkbox"/> structure	-->	_____	_____
	<input type="checkbox"/> object	-->	_____	_____
	<input type="checkbox"/> district	Total:	_____	_____

**Function/Use:**

Historic Function(s): \_\_\_\_\_

Current Function(s): \_\_\_\_\_

**Architectural Style(s):** \_\_\_\_\_

**Criteria:**

- A (history)
- B (important persons)
- C (architecture/eng.)
- D (archaeology)

- Areas of Significance:** \_\_\_\_\_
- Period of Significance:** \_\_\_\_\_
- Significant Dates:** \_\_\_\_\_
- Significant Person:** \_\_\_\_\_
- Cultural Affiliation:** \_\_\_\_\_
- Architect/Builder:** \_\_\_\_\_

**Criteria Considerations:**

- |   |   |
|---|---|
| <input type="checkbox"/> A (owned by religious institution) | <input type="checkbox"/> E (reconstruction) |
| <input type="checkbox"/> B (moved)                          | <input type="checkbox"/> F (commemorative)  |
| <input type="checkbox"/> C (birthplace/grave)               | <input type="checkbox"/> G (<50 years old)  |
| <input type="checkbox"/> D (cemetery)                       |   |

**ATTACHMENT CHECKLIST**

- Historic boundary map
- Labeled, professionally printed color photographs
- USGS map with UTM coordinates

Name and location: \_\_\_\_\_

**Property Info:**

Acreage of Property: \_\_\_\_\_

UTM Reference: \_\_\_\_\_

Zone

Easting

Northing

**Verbal Boundary Description:**

**Boundary Justification:**

Name and location: \_\_\_\_\_

**Methodology:**

(Describe the steps taken to identify and evaluate the historic property, including research, consultation with WisDOT Environmental Services, and previous eligibility recommendations)

**Narrative Description:**

(Describe the property in two pages or less.)

CRM Context Chapters: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Narrative Statement of Significance:**

(Describe the context in which you have evaluated the property and give a summary statement of significance, preferably in no more than two pages.)

**Bibliography:**

**Determination of Eligibility Prepared By:**

Name & Company: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email: \_\_\_\_\_ Date: \_\_\_\_\_

Sub-contracting to: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email: \_\_\_\_\_ Date: \_\_\_\_\_

# Attachment K – Guidance Delineating Historic Property Boundaries

DELINEATING HISTORIC PROPERTY BOUNDARIES  
Architecture/History Consultant May Workshop  
May 6, 2010

This outline is adapted from *A Guide to Delineating Edges of Historic Districts*.<sup>1</sup> These are factors to consider when delineating historic property boundaries for compliance projects.

## I. HISTORIC FACTORS

### A. Boundaries of a settlement or planned community

- a. These are edges determined through historical research of early town plans, subdivision records, ownership, or settlement patterns.
- b. These edges can be seen through a change in land use, building scale, materials, setback, different architectural periods, and changes in street patterns and widths. For example, a planned development or platted neighborhood could have smaller parcels than the surrounding area, or include houses constructed by a single developer.
- c. In a planned community with a defined boundary, verify integrity within the boundary to confirm the limits.

### B. Concentrations of buildings and sites

- a. Edges of this type are determined by thorough and reliable historical research and documentation.
- b. For historic districts, choose the most cohesive concentration of a property type that a city or area has to offer.
- c. The boundary can encompass a neighborhood that displays a variety of styles or periods. This type of boundary will graphically document an area's evolution, growth, and continuous historic use.

## II. VISUAL FACTORS

### A. Edges should be determined or influenced by architectural survey

- a. If an original parcel has diminished integrity, part of the original parcel can be excluded, and the boundary drawn to encompass the remaining intact historic resource(s).

### B. Edges related to other changes in the visual character of an area

- a. These edges are commonly seen where development has occurred across a long period of time.
- b. The most obvious changes are those in materials, forms, setbacks, land use, and design features of individual buildings/structures and/or properties within or outside a historic district.
- c. A landscape may be defined by its surroundings – a fence line, tree line, limits of a mowed area, modern development, or a local road can contribute to the definition of a historic boundary.
- d. A modern structure can be drawn out of the historic boundary when it is historically and/or visually distinct from the rest of the property.
- e. The boundary can encompass a concentration of significant properties, but exclude major intrusions such as parking lots and modern buildings. Avoid delineating boundaries that create “doughnut holes.”

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<sup>1</sup> *A Guide to Delineating Edges of Historic Districts*, (Washington, D.C.: The Preservation Press, 1976).

C. Edges based on topographical considerations

- a. These edges are most valid when much of the character or visual importance of an individual property or district is derived from its geographic location.
- b. An individual property or district can use the contour lines of ridges, hills, or moraines as a boundary.

D. Edges drawn to include bollards, entrances, and gateways

- a. Implemented as a conscious attempt to control the experience of entering or being in a unique area, this type of boundary can include entrance gates or other demarcating features, such as bollards.
- b. This edge is most beneficial when trying to create a sense of place and visual identity.
- c. The historic boundary should include a reasonable buffer around bollards, gates, and other contributing features.

III. PHYSICAL FACTORS

A. Railroads, expressways, and major highways

- a. A boundary is formed psychologically, visually, and physically by a highway or a railroad.
- b. For the historic boundary, the right-of-way can often be used if there are no other visual markers on the landscape.
- c. For districts and complexes, the boundary should encompass cohesive concentrations of historic buildings, but may exclude single buildings on the opposite side of the street if they have no significant association with the other buildings.
- d. Two properties that are separated by a roadway cannot be placed in a single boundary if there is not a significant historic association between them.
- e. In a large district or complex, such as a hospital or institution, driveways or streets can be used to define the extent of the district or complex.

B. Major open spaces

- a. Open spaces can include parks, village greens, urban squares, and cemeteries, and can form one or more edges of a boundary.
- b. The organization of buildings around an open space may define the district.

C. Rivers, marshlands, and other natural features

- a. A lake or river can define one or more edges of a boundary.

D. Major changes in land use

- a. An individual property or district can be bordered by the use of another property type such as a residential district bordered by a commercial district, mall, new housing, or industrial park.

E. Walls, embankments, fence lines

- a. In cases such as prisons and institutions, a wall may define the property boundary.

- b. Tree and fence lines may define the limits of the domestic space, but are not permanent and may not coincide with property lines.
- c. Boundaries must encompass all significant historic associations with a property, i.e. playgrounds or schoolyards with schools.

F. Outbuildings or other associated buildings located across the road

- a. If contributing resource that has a significant association with the property is located across the road, the historic boundary should be extended to include this resource.

G. Limits of a settled area

- a. This edge is determined by settlement patterns and is most valid when the entire community can be included within the district as the settlement patterns dictate.
- b. The developed portion of a community is often an easily identifiable edge.

IV. SURVEYED LINES AND LINES OF CONVENIENCE

A. Legally established boundary lines

- a. This type of boundary may affect the visual continuity and architectural or historical significance within a contiguous area.
- b. When dual ownership of a historic property occurs, the boundary is based on the historic association of the property.

B. Streets and other local right-of-ways

- a. When visual features demarcate a boundary, the right-of-way along roads and at intersections can be used as long as historically significant resources are not excluded and there is an appropriate setting provided based on the property type.
- b. Often, the right-of-way coincides or is parallel with other sight lines such as tree lines and drainage ditches.

C. Property lines

- a. For an urban property, the appropriate historic boundary usually corresponds to the legal lot lines.
- b. The right-of-way, a legal boundary, cannot be used as a boundary when it goes through a building or structure.
- c. The use of rear property lines as an edge in a historic district can be effective whenever lots are of a reasonable and fairly constant depth.

D. Other lines of convenience (i.e. connecting two lines determined by other edge factors – may be based on geometry)

- a. With rural properties, often the front of the property can be defined by the edge of the existing pavement, the right-of-way, or a tree or fence line, but the sides and rear are not visually defined and the legal limits would be extraneous. A rectangular or polygonal shape should be drawn to encompass the buildings and farm yard but exclude additional acreage lacking historic significance.
- b. The boundary should include sufficient land area to give a sense of the site and setting of the resource(s).
- c. The boundary should provide a buffer that is appropriate to the resource and tied to a visual marker or landscape feature.

- d. If no visual or physical markers are available for determining the historic boundary, then the historic boundary should be drawn to include all contributing resources and provide a reasonable buffer based on the resource type.
- e. Experiential factors should be used in determining the historic boundary instead of arbitrary lines of convenience.
- f. If a contributing element extends beyond the lot line or right-of-way, the historic boundary must be extended out to the next visual marker or identifiable line on the landscape.
- g. The historic boundary should be defined with the long-term preservation of the resource in mind.

# Attachment L – Verbal Boundary Description and Boundary Justification

## Verbal Boundary Description

The historic boundary for the \_\_\_\_\_ is a \_\_\_\_\_ with a long center axis that is \_\_\_\_\_ to \_\_\_\_\_. The historic boundary is shown as the \_\_\_\_\_ on the enclosed historic boundary map. Beginning at a point that corresponds to \_\_\_\_\_, the boundary extends \_\_\_\_\_ for approximately \_\_\_\_\_ feet. The boundary then proceeds \_\_\_\_\_ for approximately \_\_\_\_\_ feet to \_\_\_\_\_. From this point, the boundary turns \_\_\_\_\_ and runs approximately \_\_\_\_\_ feet, and then runs \_\_\_\_\_ for approximately \_\_\_\_\_ feet and returns to the point of origin.

## Verbal Boundary Justification

The historic boundary for the \_\_\_\_\_ was delineated to encompass the \_\_\_\_\_, the \_\_\_\_\_, and \_\_\_\_\_,

\_\_\_\_\_ and provide an appropriate setting. The boundary corresponds

to \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

The boundary was defined to

include/exclude \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.



### Verbal Boundary Description

The historic boundary for the Wallace Brothers Grain Elevator is a rectangle with a long center axis that is perpendicular to County Trunk Highway (CTH) A. The historic boundary is shown as the dotted line on the enclosed historic boundary map. Beginning at a point that corresponds to the northeast corner of the legal parcel, the boundary extends south along the property line for approximately 100 feet. The boundary then turns and proceeds west for approximately 102 feet to a point located approximately 20 feet beyond the western lot line. The boundary then turns north for approximately 100 feet and runs parallel with the western lot line to the existing edge of pavement along CTH A. The boundary then proceeds east for approximately 102 feet co-terminus with the edge of pavement to the point of origin.

### Verbal Boundary Justification

The historic boundary for the Wallace Brothers Grain Elevator was delineated to encompass the Grain Elevator, two contributing sheds that cross the western lot line, and a 20-foot buffer for the contributing sheds. The boundary corresponds to the legal lot line on its north and east sides. The south boundary line was drawn to exclude four noncontributing modern pole buildings located on the parcel and south of the Grain Elevator. The southern boundary was also extended 20 feet beyond the western lot line to include two contributing sheds and provide a 20-foot buffer around all contributing resources.

## **Guidance for Writing a WisDOT DOE Statement of Significance**

### **Key points to address in Statement of Significance**

- Property name and brief description.
- Applicable National Register Criteria/Criterion A, B, and/or C (discuss each in separate paragraphs).
- For Criterion C only, indicate if eligibility is based on the type, period, method of construction, or if the property represents the work of a master.
- Justification for National Register eligibility.
- Period of Significance.
- Justification for Period of Significance.
- Brief mention of why other National Register Criteria are not applicable.

### **Outline for Statement of Significance:**

The \_\_\_\_\_ is/is not recommended as eligible under National Register  
(Property Name)

\_\_\_\_\_ as a \_\_\_\_\_. The property represents/is associated  
(Criterion/Criteria) (Reason)

with \_\_\_\_\_. The period of significance for the property is from  
(Brief overview of resource(s) and justification for eligibility)

\_\_\_\_\_ to \_\_\_\_\_, which encompasses \_\_\_\_\_. Based on  
(Year) (Year) (Justification for period of significance)

\_\_\_\_\_, the property is/is not eligible under \_\_\_\_\_.  
(Brief overview of research) (in applicable National Register Criteria)

### **Statement of Significance Sample 1 - Eligible**

#### ***Criterion A: Event and Criterion C: Architecture***

The Tyler Farmstead is recommended as eligible under *Criterion A: Agriculture* for its contribution to Wisconsin's livestock and dairy industries. The property has been in the Tyler family as a livestock farm for over 50 years and consists of a c.1910 farmhouse, c.1910 gambrel barn, and 10 other agricultural outbuildings built between c.1915 and c.1945. Cattle raised on the farm in the early 1900s became the established breeding stock for Wisconsin cattle. Experiments on this livestock farm also enabled the breeding of cows with the highest milkfat content in Wisconsin, which led to advances in Wisconsin's dairy and cheese-making industries. The Tyler Farmstead continued to function as a livestock farm until it was sold in 1946. The buildings and associated land has not been used for agricultural purposes since that time.

The Tyler Farmstead is also recommended as eligible under *Criterion C: Architecture* as a property type. The farmstead contains a typical farmhouse and intact collection of agricultural outbuildings that represent an early twentieth-century livestock farm in South-Central Wisconsin. Although the farmhouse, the center of domestic activity on the farm, has undergone some alterations, it is a contributing resource and does not detract from the intact collection of buildings on the farmstead. The period of significance for the Tyler Farmstead is c.1910 to 1946, encompassing the construction dates of the house and contributing outbuildings and ending when farming activities on the property ceased in 1946.

Based on interviews with the Tyler family and local historical society research, the property is not eligible under *Criterion B: Significant Person*.

### **Statement of Significance Sample 2 – Eligible**

#### ***Criterion C: Architecture***

The Doug and Clotilda Buttweiller House is eligible for the National Register under *Criterion C: Architecture* as an intact example of a Lustron house. Constructed in 1949, the house retains key Lustron elements, such as the steel frame covered with blue enamel exterior wall panels, steel shingles, recessed front porch, and four large picture windows. In addition, the interior of the Buttweiller House retains the radiant heat ceiling panels and built-in vanity, cabinets, bookshelves, and closets. Other examples of the Lustron in Oshkosh have been significantly altered by replacement siding and large additions. Based on interviews with the Buttweiller Family and local historical society research, the property is not eligible under *Criterion A: History* or *Criterion B: Significant Person*. The period of significance coincides with the 1949 construction date.

### **Statement of Significance Sample 3 – Not Eligible**

#### ***Criterion A: Agriculture and Criterion C: Architecture***

Sunny Glen Orchard, including a farmhouse, barn, roadside stand, three outbuildings, and fruit orchard dating from the late nineteenth to the mid-twentieth century, was evaluated for National Register eligibility under *Criterion A: Agriculture* for its role in fruit farming in southern Wisconsin. Although the Glen family converted several acres of their dairy farm to fruit crops in the 1910s during a surge in commercial fruit production, the property did not play a significant role in important events in the development of fruit farming or apple horticulture in Wisconsin. The Glens entered the apple business after the initial development of commercial apple horticulture began around 1890, and commercial apple production in Wisconsin was already well established. The family was in the fruit business for nearly eighty years, but no significant innovations in fruit production are known to have occurred on the farm. Therefore, Sunny Glen Orchard is recommended not eligible under *Criterion A: Agriculture*.

The property was also evaluated under *Criterion C: Architecture* as an example of a fruit farm. Although it features resources typical of a farm that adopted fruit cultivation to supplement other agricultural practices during a period of rapid expansion in commercial fruit farming, it does not retain the historic integrity needed to be a good representative example of a commercial fruit farm. The orchard is overgrown and has not been cultivated for twenty years. The farmhouse and outbuildings are vernacular forms with minimal architectural details and do not possess distinctive characteristics or sufficient historic integrity to make them individually eligible. Therefore, Sunny Glen Orchard is recommended not eligible under *Criterion C: Architecture*.

No evidence was found to suggest that the property is eligible under *Criterion B: Significant Person*.

Wisconsin Department of Transportation  
Determination of Eligibility Short Form for Bridges

(Revised Nov. 2015)

Property Name(s): \_\_\_\_\_

Address/Location: \_\_\_\_\_

City & County: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Town: \_\_\_\_\_ Range: \_\_\_\_\_ Section: \_\_\_\_\_

Date of Construction: \_\_\_\_\_

**WisDOT Certification**

As the designated authority under the National Historic Preservation Act, as amended, I hereby certify that this request for Determination of Eligibility:

Meets the National Register of Historic Places criteria.

Does not meet the National Register of Historic Places criteria.

**WisDOT Historic Preservation Officer**

**Date**

**State Historic Preservation Office**

In my opinion, the property:

Meets the National Register of Historic Places criteria.

Does not meet the National Register of Historic Places criteria.

**State Historic Preservation Officer**

**Date**

**Comments (FOR AGENCY USE ONLY):**

Division of Historic Preservation  
State Historical Society of Wisconsin  
816 State Street  
Madison, WI 53706

**Public Owner:** \_\_\_\_\_

**Criteria:**

\_\_\_\_\_ A (history)

\_\_\_\_\_ B (important persons)

\_\_\_\_\_ C (architecture/eng.)

\_\_\_\_\_ D (archeology)

**Areas of Significance:** \_\_\_\_\_

**Period of Significance:** \_\_\_\_\_

**Significant Date:** \_\_\_\_\_

**Significant Person:** \_\_\_\_\_

**Cultural Affiliation:** \_\_\_\_\_

**Architect/Builder:** \_\_\_\_\_

**Classification:**

# of Contributing Structures \_\_\_\_\_

# of Noncontributing Structures \_\_\_\_\_

**UTM Reference:**

\_\_\_\_\_ Zone

\_\_\_\_\_ Easting

\_\_\_\_\_ Northing

**Statement of Significance:**

**Wisconsin Department of Transportation** (Revised Nov. 2015)  
**Determination of Eligibility Form for Historic Districts**

**Agency #:** \_\_\_\_\_

**WHS #:** \_\_\_\_\_

**District Name:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**City & County:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Town:** \_\_\_\_\_ **Range:** \_\_\_\_\_ **Section:** \_\_\_\_\_

**Dates of Construction:** \_\_\_\_\_

**WisDOT Certification**

As the designated authority under the National Historic Preservation Act, as amended, I hereby certify that this request for Determination of Eligibility:

\_\_\_ Meets the National Register of Historic Places criteria.

\_\_\_ Does not meet the National Register of Historic Places criteria.

**WisDOT Historic Preservation Officer**

**Date**

**State Historic Preservation Office**

In my opinion, the property:

\_\_\_ Meets the National Register of Historic Places criteria.

\_\_\_ Does not meet the National Register of Historic Places criteria.

**State Historic Preservation Officer**

**Date**

**Comments (FOR AGENCY USE ONLY):**

District name and location: \_\_\_\_\_

**Classification:**

Ownership	Type of Property:		# of Contributing	# of Non-Contributing
_____ private	_____ building(s)	-->	_____	_____
_____ public	_____ site	-->	_____	_____
If public, specify:	_____ structure	-->	_____	_____
	_____ object	-->	_____	_____
	<b>X</b> _____ district	Total:	_____	_____

**Function/Use:**

Historic Function(s): \_\_\_\_\_

Current Function(s): \_\_\_\_\_

**Architectural Style(s):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Criteria:**

- \_\_\_\_\_ A (history)
- \_\_\_\_\_ B (important persons)
- \_\_\_\_\_ C (architecture/eng.)
- \_\_\_\_\_ D (archaeology)

**Areas of Significance:**

\_\_\_\_\_

**Period of Significance:**

\_\_\_\_\_

**Significant Dates:**

\_\_\_\_\_

**Significant Person(s):**

\_\_\_\_\_

**Cultural Affiliation:**

\_\_\_\_\_

**Architect/Builder(s):**

\_\_\_\_\_

**Criteria Considerations:**

- \_\_\_\_\_ A (owned by religious institution)
- \_\_\_\_\_ B (moved)
- \_\_\_\_\_ C (birthplace/grave)
- \_\_\_\_\_ D (cemetery)
- \_\_\_\_\_ E (reconstruction)
- \_\_\_\_\_ F (commemorative)
- \_\_\_\_\_ G (<50 years old)

**ATTACHMENT CHECKLIST**

- Historic boundary map
- Labeled, professionally printed color photographs
- USGS map with UTM coordinates

District name and location: \_\_\_\_\_

**Property Info:**

Acreage of Property: \_\_\_\_\_

UTM Reference:

\_\_\_\_\_

_____	_____	_____	(Add others for districts)
Zone	Easting	Northing	

**Verbal Boundary Description:**

**Boundary Justification:**

**Methodology:**

*(Describe the steps taken to identify this district, including research, literature search, consultation with BEES, and documentation compiled)*



District name and location:

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**Narrative Description:**

*(Please provide a description of the district in two pages or less. Do not describe each individual building within the district.)*



District name and location:

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**Narrative Statement of Significance:**

*(Describe the context in which you have evaluated the district and give a summary statement of significance, preferably in no more than two pages.)*

CRM Context Chapters:

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The **Name** Historic District is eligible for the National Register under *Criterion X* as a significant example of **expand upon significance**.

**Include historic context below**

District name and location:

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**Bibliography:**

District name and location:

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**Determination of Eligibility Prepared By:**

Name & Company: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email: \_\_\_\_\_ Date: \_\_\_\_\_

Sub-contracting to: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email: \_\_\_\_\_ Date: \_\_\_\_\_



## **Guidelines for Evaluating the Eligibility of Farmsteads (May 2010)**

### **Criterion C: as a property type**

- A farmstead is significant as an example of a property type when it contains a significant concentration of historic period farm structures sufficient to show a characteristic Wisconsin farm grouping of that region. A typical concentration of building types may include a house, barn, granary, secondary barns, machine shed, chicken coop, corn cribs, and sometimes hold other more ancillary structures like pump houses, corncribs, or windmills.
- A farmstead may represent a single generation of development (e.g. an intact 1920s farmstead) or may demonstrate the evolution of farming practices and the completion of the farm landscape (e.g. farmstead with buildings spanning 1850s to 1930s).
- Farmstead remnants that may include a house, a barn and an additional outbuilding, but do not represent a fully formed farm complex, are not eligible as a farmstead. In this case, a building would need to qualify on its own for individual significance.

### **Criteria A or B: historic agricultural associations**

- In addition to significance as a property type, farmsteads may be eligible for historic associations or for significance related to a person. A farmstead may tell the story of a particular farming practice, such as tobacco farming in southeastern Wisconsin, or of an individual's contribution to animal husbandry or plant development. Farmsteads also may be eligible for ethnic associations, either for farmstead layout or for specific farming practices among an ethnic group in the region.

### **Archeological components**

- Farmsteads may have associated historical archaeological features, such as the remains of barns, silos and wells, which should be documented and included in the evaluation. Archeological features such as ruins or foundations may contribute to an otherwise intact and eligible farmstead. Having archaeological features does not mean that a farmstead is eligible for Criterion D.

### **Assessing integrity:**

The level of integrity should be compared to other farmsteads in the vicinity. Different regions of the state have differing farming practices, resulting in varying farmstead groupings and differences in the number and types of buildings present.

A farmstead property type should have a level of integrity consistent with a district; that is, resources may have some modifications, but should be recognizable in their form and function. A farmstead in which most of the buildings have been modified would not be eligible.

- Together with the barn, the farmhouse is one of the most important resources in a farmstead. An eligible property type farmstead requires a contributing historic period farmhouse; the house may have minor alterations or additions if the other buildings retain a high degree of integrity, but it needs to retain sufficient integrity to be contributing. The house may have alterations within the period of significance reflecting the development of the farmstead. (For example, a porch may have been enclosed; a rear addition may have been added.)

### **Determining appropriate boundaries:**

- Farmsteads should have boundaries appropriate to their area of significance.
- Boundaries for a property significant under criterion C as a property type: As a collection of buildings forming an architectural farmstead, the boundary is typically the area surrounding the farm buildings and clearly defined from the agricultural lands by mown lawn, fences, or other features distinctive to the farm yard. It could sometimes include small amounts of agricultural land like orchards, family garden plots or a wood lot.
- Boundaries for a property significant under criterion A: If a farmstead is eligible for the type of farming that took place there or for historical associations, these elements should be considered and the boundary should be drawn to encompass all the property associated with the significance that retains integrity to the period and the area of significance. In the case of a historically important farming operation, it may be appropriate to include farmland acreage directly associated with the property's significance, such as land where seed corn was grown, or contour plowed fields associated with Depression era soil conservation programs.
- All farmstead DOEs must include boundary maps showing the relationship of the buildings and the boundaries.
- All farmstead DOEs require AHI records for all buildings and structures (C and NC) for eligible farmsteads.

Suggested sources to consult in assessing the types and sizes of farms in a geographical area:

Aerial photos of farms

Agricultural census records

Agricultural periodicals

County plat books

Cultural Resource Management in Wisconsin

Government records and publications

Tax rolls

UW-Madison Extension Bulletins

Wisconsin Land Economic Inventory 1929-1947 (WHS archives)

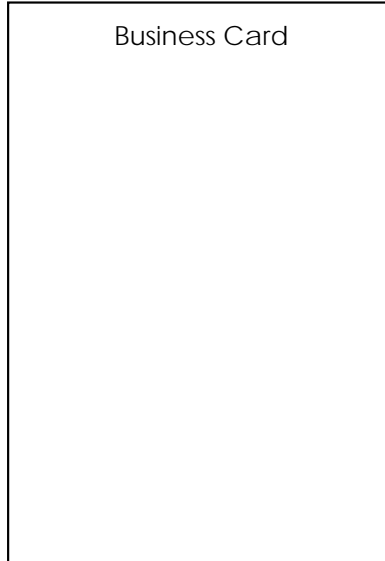
Wisconsin pioneers and century farms. (Century farm records in WHS archives)



This brochure is intended to be a brief introduction to highways and historic resources. If you want more information about a proposed improvement, or wish to become an interested group or individual, please contact the person whose business card is copied or inserted on the back of this brochure. If you want more information about the historic preservation process, please contact the WisDOT Cultural Resources Team or the compliance historian at the Wisconsin Historical Society. Their contact information is also on the back of this brochure.



**FOR MORE INFORMATION,  
PLEASE CONTACT:**



Jason Kennedy, Cultural Resources Team  
Wisconsin Department of Transportation  
P.O. Box 7965 / Hill Farms Room 451  
Madison, WI 53707 (608) 267-6693  
Wisconsin Historical Society preservation staff  
(608) 264-6505 or <http://www.wisconsinhistory.org/hp>  
Federal Highway Administration (608) 829-7500

**WisDOT Region Offices**

**North Central Region**

- 1681 Second Ave. So., Wis. Rapids (715) 421-8300
- 510 N. Hanson Lake Rd., Rhinelander (715) 365-3490

**Northeast Region**

- 944 Vanderperren Way, Green Bay (920) 492-5643

**Northwest Region**

- 718 W. Clairemont Ave., Eau Claire (715) 836-2891
- 1701 N. 4th Street, Superior (715) 392-7925

**Southeast Region**

- 141 NW Barstow, Waukesha (414) 548-5902

**Southwest Region**

- 2101 Wright Street, Madison (608) 246-3800
- 3550 Mormon Coulee Rd., La Crosse (608) 785-9022



**The Wisconsin Department  
of Transportation  
and  
Historic Preservation**

Wisconsin is home to a variety of historic resources, many of which have existed for years along the state's roads and highways. These structures can be imperiled as our highways are maintained and prepared for the future.

The Wisconsin Department of Transportation (WisDOT) works to balance the need to preserve our significant historic resources with the need to meet the transportation requirements of the 21st century.

## **MANY TYPES OF STRUCTURES CAN HAVE HISTORIC SIGNIFICANCE**

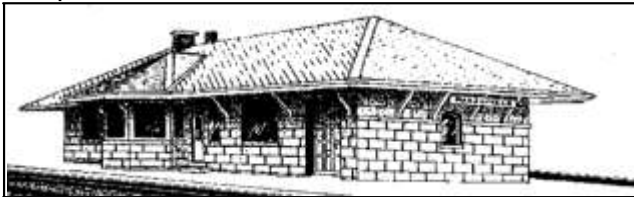
Houses may depict certain architectural styles while mills and factories may be associated with the origins and growth of a community. Similarly, barns may embody certain ethnic building techniques, and bridges may be examples of technological innovations. These are a few examples of the building types that might be historically significant, and therefore, **eligible for the National Register of Historic Places.**

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## **SIGNIFICANT BUILDINGS MUST BE IDENTIFIED AND EVALUATED**

WisDOT retains the services of professional historians and architectural historians who identify resources in a project area that are listed, or may have potential for listing, on the National Register. Those structures with potential are evaluated for National Register eligibility based on the historical and architectural information known about them. These evaluations are made in consultation with both the State Historic Preservation Office (SHPO) at the Wisconsin Historical Society and the Federal Highway Administration (FHWA).

You are encouraged to offer comments during this process.



## **WisDOT CONSIDERS THE IMPACT THAT A PROJECT MIGHT HAVE ON SIGNIFICANT RESOURCES**

According to federal law, WisDOT must “take into account” the effects a project may have on significant properties – if those resources are found within a project’s Area of Potential Effect (APE). The APE is the area a project may affect a property, either directly, through construction, or indirectly, by altering a structure’s setting or use.



If a historically significant property is in the APE, WisDOT, in consultation with the SHPO, applies the criteria of effect. If there is an adverse effect on the historic characteristics of a historic property, SHPO, WisDOT, the owner, and others as appropriate, consult on ways to **avoid** the

adverse effect. Should such impacts be unavoidable, efforts are made to **minimize** and/or **mitigate** them.

Minimizing adverse effects usually involves minor changes to the project’s design. Mitigating adverse effects can include a variety of activities, such as creating archival documentation, web content, museum displays, and walking tours or other brochures.

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## **YOUR ROLE IN THIS PROCESS**

The identification and evaluation of historic resources, and the consideration of possible effects highway projects may have on them, involves a combination of professionals, agencies and local landowners, as well as interested groups and individuals. Public information meetings are held to present the information compiled by these groups – and to keep you informed.

You are encouraged to contact the project team as soon as possible. If sufficient interest is shown, special meetings and focus groups can be organized to discuss issues associated with historic resources. And if you, or a group to which you belong, are particularly interested in significant properties, you may become officially recognized as an **interested group or individual**. Such designations acknowledge your concern for the historical environment and allow you or your organization to participate in the consultation/negotiation process at key points.