THE TENNESSEE
HISTORICAL AND ARCHITECTURAL
SURVEY MANUAL

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CHAPTER 1: INTRODUCTION

The mission of the Tennessee Historical Commission (THC) is to encourage the inclusive, diverse study of Tennessee's history for the benefit of future generations; to protect, preserve, interpret, operate, maintain, and administer historic sites; to mark important locations, persons, and events in Tennessee history; to assist in worthy publication projects; to review, comment on, and identify projects that will potentially impact state-owned and non-state owned historic properties; to locate, identify, record, and nominate to the NRHP all properties which meet NRHP criteria, and to implement other programs of the NHPA of 1966, as amended.

The Tennessee Historical Commission (THC), Tennessee's State Historic Preservation Office (SHPO) manages and leads preservation initiatives throughout the state. The THC, in part, administers the federal preservation program in Tennessee, a program which includes the National Register of Historic Places (National Register), Federal Historic Tax Credit Program, Section 106 Review and Compliance Program (Section 106), Certified Local Government Program (CLG) as well as the Tennessee Statewide Inventory. The duties of the THC are defined by the National Historic Preservation Act of 1966 (NHPA)[1]. The THC also manages and administers federally funded grant programs, and state programs including the State Historic Sites Program, the Tennessee Wars Commission, the Historical Markers Program, and the Cemetery Preservation Program. The *Tennessee Historical and Architectural Survey Manual* (Manual) is intended to be a reference for historic preservation professionals and non-professionals alike who undertake surveys which identify, evaluate, and prepare survey documentation for historic properties in the state, excluding archaeological properties. The Manual does *not* provide standards for archaeological surveys. For more information on archaeology standards and guidelines, contact the Tennessee Division of Archaeology (TDOA) at (615) 741-1588.

The Manual is designed to provide guidance for all types of above-ground historic and architectural survey projects, including:

1.   Surveys for preservation planning purposes, such as identification and evaluation of historic properties within a specific geographic area as a basis for further preservation activity.
2.   Surveys which include the integration of cultural and historic resources into comprehensive planning efforts, or for preparation of nominations to the National Register.
3.   Surveys funded by the federal Historic Preservation Fund (HPF) and administered by the SHPO.

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[1] National Historic Preservation Act, 16 U.S.C. §§ 470a *et seq.* (2016), Accessed on 15 July 2020, https://www.achp.gov/sites/default/files/2018-06/nhpa.pdf .

4. Surveys required for compliance with Section 106 of the National Historic Preservation Act and other applicable federal and state regulations that require an agency to determine if historic properties will be affected by a project.
5. Surveys recommended by the SHPO for CLG requirements.

SURVEY IN TENNESSEE

The Manual provides guidance for the identification, evaluation, and documentation of above-ground historic and architectural resources, as one part of the THC's mission. THC's preservation plan has always included survey as a priority even if topics and areas of survey have changed over the years (see the Tennessee Preservation Plan) This version of the Manual replaces previous editions. It sets forth current policies, procedures, and standards for conducting above-ground historic and architectural resources surveys in Tennessee.

The THC has had an on-going survey and inventory program since the late 1960s. While most of these initial surveys were limited in scope and format, the information gathered provides a basis from which current methodology has evolved and is especially important today as many of these originally surveyed resources are no longer extant. After over 50 years of active field survey, approximately 80 of Tennessee's 95 counties have received some type of comprehensive survey effort. These past surveys have recorded over 170,000 resources.

County-wide comprehensive architectural surveys began in Tennessee in 1975. Initial efforts were conducted by full-time staff of the THC. In 1978, contracts were established with several state universities to begin survey efforts statewide, using staff and students of the universities. The survey form itself has gone through several evolutions. Beginning with a simple one-page form, it evolved into a rectangular chad computer card then in 1992 to a 4-page coded paper form that was used up to 2018. A digital copy of the 4-page form was developed and now has become the Survey123 Data Collector Application (Survey123 App). An online Viewer takes the acquired data within a database and makes it available for public use. The THC Viewer was developed with the assistance of the Tennessee Department of Transportation (TDOT) and the Fullerton Geo-Spatial Laboratory at MTSU.

Ultimately, all counties in Tennessee will be surveyed to locate, identify, and evaluate cultural resources. The existing data will be continuously supplemented and updated as the resources grow older and change, and as later structures acquire significance with time.

USES OF THE SURVEY

Survey Uses in Relation to the Section 106 Process

The inventory is used extensively by the THC in administering the state and federal programs for historic preservation, particularly the environmental review process put into place by Section 106 of the NHPA, which requires the review of all undertakings on federally owned land, as well as federally funded, federally licensed, or federally permitted projects that have the potential to affect historic resources. The inventory is a resource that can help provide a context for the architecture of a particular area. By examining the inventory data, the THC staff can see whether any properties within the project area have been previously studied as a basis for the review process. **The digital survey form discussed in this manual should be completed for architectural surveys for Section 106 undertakings**. More information on the Section 106 requirements and process is available [here](#) and in Chapter 3 of this manual.

Survey Uses in Relation to National Register

The THC also uses the survey in the nomination process for the National Register. The survey form is designed to indicate which properties are likely to be eligible for the National Register (flagged through the surveyor's opinion and survey final report), and to provide information for the preparations of nominations. When National Register applications are prepared by owners or other interested citizens, the THC uses the survey data to evaluate the property's significance relative to others that have also been recorded in the inventory, and to check the completeness of the information provided. For more information regarding the National Register criteria see Appendix D.

Survey Uses in Relation to Local Preservation Planning

The survey data is used by the THC local government agencies and organizations involved in project planning and development to forewarn them if historic properties will be affected by their projects. The inventory and published summary reports also serve to boost private citizens' awareness of the cultural heritage present in their own communities.

Survey Uses in Relation to Research

Although not used for research as much as it has been in the past, the inventory materials provide a permanent historical record of a county's resources at a particular point in time. The results of the survey are then used to refine the historic contexts. Surveys are also subject to further refinement, as contexts identify where additional information is needed. The inventory materials are made a part of the THC's archival records, and microfilm copies are available at the Tennessee State Library and Archives.

CHAPTER 2: SURVEY OF HISTORIC PROPERTIES

2.1 INITIALIZING AND CONDUCTING THE SURVEY

In planning and coordinating a survey in Tennessee, it is very important in both the early planning stages and throughout the survey project, to work in close coordination with the THC. Many times, the survey is initiated by a grant from the HPF Grant Program which has scope of work already discussed and approved by the THC in contract form. Discussed in this chapter are recommended "best practices" instructions.

Survey Criteria
The survey criteria are basically any building, structure, object or site that is 50-years or older in construction. Resources that are 45-years and older can be included since surveys only occur every few years or more. This also allows for the acquisition of data on properties that may not be NR eligible now but could be in a few years. In addition, it allows for surveys not to be so immediately outdated if the younger buildings are included now.

So, for the sake of an example, the date is 2020. Anything that was built in 1970 or before needs to be surveyed. The surveyor should look for such things as buildings, outbuildings (such as barns, garages, etc.), sites, objects, bridges, markers, manmade landscape features, or anything that might meet the age requirement. For survey purposes, a property should not be excluded solely on the basis of its condition if its historic features remain in place.

Checking for National Register-eligibility is another part of the survey criteria. The surveyor should look for individual resources that meet the National Register criteria, as well as, look for grouping of properties that might meet the criteria for a National Register Historic District. See Appendix D for more information. Only a small percentage of the resources inventoried may be individually eligible for the National Register; the remainder will be recorded for the purpose of establishing an historic context for the geographic area.

In addition to the above, the survey criteria include the scope of work in the written contract or agreement between the THC and the grantee, consultant or company.

Initializing the Survey
It is recommended that before beginning the actual survey, the project manager contacts the THC Survey Coordinator(s) for a discussion regarding the scope of work and the survey criteria. This can be done in person by appointment, by virtual meeting, or by email.

Gathering Historic Data at THC
It is suggested that the project manager or surveyor gather information archived by the THC on

previously surveyed resources in their area. This can be done by accessing the THC Viewer for the database information in the form of a CSV and downloading early photographs of the previously surveyed properties (Note: Photographs have been scanned and are currently being uploaded to an archive and attached to the Survey ID in the THC Viewer. Check with the THC Survey Coordinators for photographs if not seen on the Viewer. (At the time of this manual update, it is a work-in-progress.) USGS Maps are also still a good primary source to have as it gives location data on resources and informs you of the construction dates of those resources.

Also, the project manager should check for National Register-listed properties, Formal Determination of Eligibility Files or other data within their survey area located in the Information Files Index and the National Register-listed property list located on the THC website under Federal Programs and Survey of Historic Resources.

Research within the Community
It is recommended that before field survey begins or early in the project, some preliminary research should be done. This will provide the surveyor with a basic orientation to the area's development. Early maps and historical accounts may reveal dates and transportation routes, economic evolution, and original town boundaries. Evaluation of this information will indicate area which might contain concentrations of historic sites and structures.

Additionally, research should be conducted utilizing public records, county histories, newspapers, personal interviews, and historic publications. Secondary sources such as recent histories of the area should also be consulted. Historic photographs should also be checked, and interviews should be conducted with local historians and long-term residents. Much of this information can be found at the city or county library or local historical society. The information which results from this preliminary research will be valuable in compiling an historical and architectural overview of the survey area, which is required as part of the survey project's final report.

As the survey progresses, it may be necessary to conduct additional research, to fill information gaps that are discovered as more is learned about the area, and to find additional information on individual resources. The data gathered can be used in the narratives that are prepared for the final survey reports on the historical and architectural developments of the survey area. Interviews with county historians and knowledgeable individuals with long associations to area can be very useful.

Public Participation
1. Local organizations such as historical societies, preservation organizations, planning departments, professional organizations, and neighborhood associations, should be contacted early in the survey project.
2. Comments from local organizations should be considered in planning and conducting

the survey and survey plan.

3. Local police and/or sheriffs' departments should also be made aware that surveyors will be in the area.

4. If the survey will be conducted by an organization based outside the survey location, it may be a good idea to have a local contact person, such as a local planning department. A local person with a base of operations can take phone calls, receive mail, assist surveyors with problems they may encounter, and possibly, contribute to the survey by providing historical information. However, this is not always available.

5. Notification should also be given through public notices on local governmental websites, in local newspapers and through public meetings prior to, during and at the conclusion of the survey.

Training of Surveyors

Surveyors should be experienced and/or have an educational background in historic preservation or a related field. Ideally, surveyors should meet the Department of the Interior's qualifications, as outlined in 36 CFR Part 61. For surveyors who do not meet the qualifications or have never surveyed in the state, they should/can contact the THC survey coordinators for Training.

Surveying

In both National Register Bulletin 24 and the Secretary of the Interior's Guidelines for Identification, the National Park Service distinguishes between two levels of surveys: reconnaissance and intensive surveys. Both levels require background research into the local history and architecture along with field work. They differ in the level of effort required in the survey and purpose the purpose of the survey, as described below.

Reconnaissance and intensive surveys are often conducted in sequence, with the reconnaissance survey helping to identify areas that require intensive survey. However, they can be conducted congruently if background research reveals a likelihood of a higher concentration of historic properties in one location of a larger reconnaissance survey.

Reconnaissance Survey is most useful for getting a general sense of the resources of an area or community and to help develop and organize an intensive survey. They often employ a windshield survey which is involves driving around a community and noting the general distribution of buildings, structures, neighborhoods, and architectural styles present. Closer inspections on foot are required of properties as needed. Information on individual properties may be limited, but more detailed information may be collected on the general community layout, general character of the building stock, representative buildings and structures, and the social, economic, and ethnic makeup of the area's residents to provide the general context of the area. Detailed inspections of samples of the reconnaissance survey area may be used as representative studies of the resources in the community as a whole. Background research for a reconnaissance survey should focus towards general trends, groups, and events in the

community's history and how they may have likely influenced the built environment. A reconnaissance survey should document:

1. The kinds of properties looked for;
2. The boundaries of the area surveyed;
3. The method of survey, including the extent of survey coverage;
4. The kinds of historic properties present in the survey area;
5. Specific properties that were identified, and the categories of information collected; and
6. Places examined that did not contain historic properties.[1]

Intensive Survey is a detailed look at an area being surveyed. It is used to identify precisely and completely all historic resources in the area of survey. Intensive surveys should result in all the information needed to evaluate resources for their potential to be listed in the National Register of Historic Places. These surveys require that all buildings, structures, sites, objects, and potential districts be investigated and documented. Background research for intensive surveys will focus more directly on specific histories of properties and groups of people as they relate to individual resources. Intensive survey should document:

1. The kinds of properties looked for;
2. The boundaries of the area surveyed;
3. The method of survey, including an estimate of the extent of survey coverage;
4. A record of the precise location of all properties identified; and
5. Information on the appearance, significance, integrity, and boundaries of each property sufficient to permit an evaluation of its significance.[2]

Ideally, most surveys completed by local communities will begin with a reconnaissance survey that is used to identify what is needed for the intense survey. Survey may look different as a part of the Section 106 process but the goal is the same: to identify historic resources within a specific area. THC surveys require every property be documented within the survey area through the use of our Tennessee Historical and Architectural Resources Inventory Form in the Survey123 App. See guidance in later sections within Chapter 2 on how to complete the Inventory Form and Survey Reports for THC surveys.

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[1] *National Register Bulletin 24 Guidelines for Local Surveys: A Basis for Preservation Planning*, 13.
[2] *National Register Bulletin 24 Guidelines for Local Surveys: A Basis for Preservation Planning*, 13.

2.2 COMPLETION AND FINAL PRODUCT

The survey materials must be completed and submitted to the THC by the deadline established in the agreement or grant contract. The THC staff will then review the materials for conformance with the survey standards set forth in this manual, and with the survey agreement or scope of work in a grant contract when appropriate. In most cases the final survey product will include the following materials:

If Using the Survey123 App

- Final Report (see below)
- Project Number given to the Survey123 App Survey Forms. (Forms will be submitted in accordance with the guidelines discussed in Chapter 2.3)

FINAL REPORT OUTLINE

The final report on the survey project must be submitted with the survey.

1. Title Page
   - Title and location of the survey, including incorporated municipality and county
   - Author(s) / Principal Investigator(s), including contributors, and organizational affiliation and qualifications.
   - Name of client, lead, or sponsoring agency or organization for whom report was prepared, including contract or permit numbers.
   - Report status (draft, final, etc.) and date of completion.
   - If the project was supported by a federal grant, the federally required statement acknowledging NPS and SHPO support and compliance with non-discriminatory policies.

2. Acknowledgements (optional)

3. Table of Contents (paginated)

4. List of Figures, Plates, and Tables (paginated)

5. Project Summary / Management Summary
   - Name of Survey
   - A summary of the project objectives and expected results of the project.
   - Precise boundaries of survey area including square miles covered, with justification if appropriate.
   - Number and type of properties surveyed.
   - Beginning and ending dates of survey project.
   - Location maps

6. Survey Methodology
   - Description of preliminary research and field methods employed, including mention of any problems encountered.
   - Discussion of criteria used in evaluation of the historical and architectural significance of properties in the survey area.
   - Summary of any methodological changes made during the survey.
   - Methods that were employed to assure that all resources were identified.

7. Historical Overview: Provide a narrative discussion of the historical and architectural development of the survey area, based on thorough research. The principal purpose is to establish a historical context for evaluating the significance and integrity of properties within the survey area. Cite all primary and secondary sources used in preparing the report in footnotes and in the bibliography.
   - Organize the overview around the major historical themes and events that shaped the development of the survey area. Focus on the properties recorded during the survey and identify associations between extant properties and significant persons, trends, and events in local history. Information uncovered through research about notable properties that are no longer extant should also be presented, followed by an explanation of the historical trends or factors that led to their destruction.

   - The historical overview does not need to convey all recorded history about the project area from the beginning of time to the present. Rather, discuss research findings and present informed analysis in an effort to understand the significant properties, building types, and architectural styles that define the historical character of the survey areas.

- The following is a list of potential topics to address, if applicable, to your survey area. Not all need to be addressed but at the least the foremost themes that have been encountered during the survey.
  - Geographical setting of survey area (location, topography, and environmental characteristics)
  - Early recorded history (Native Americans, early European settlers, origins of town and place names)
  - Early development (establishment and incorporation of towns, population growth, initial phases of community development)
  - Public infrastructure (construction of government and public buildings such as county courthouses, city halls, and jails)
  - Economy (development of agriculture, commerce, and industry)
  - Transportation (use of natural waterways and construction of roads, canals, and railroads)
  - Religion (founding of churches and construction of religious buildings)
  - Education (construction of schools and libraries)
  - Ethnic and minority history
  - Race relations and segregation
  - Social history (labor history, women's history, gender history, LGBTQ history)
  - Entertainment and recreation (theaters and fairgrounds)
  - Social activities (civic and fraternal organizations, festivals, and events)
  - Significant persons
  - Landscapes (parks, tree-lined streetscapes, designed landscapes)
  - Important builders and architects

8. Previously and Newly Recorded Properties Identified with the Survey Area
   - Properties listed in the National Register.
   - Properties determined eligible for listing in the National Register.
   - Properties determined not eligible for listing in the National Register.
   - Properties requiring additional research to determine National Register eligibility.

9. Evaluation of Survey Data
   - This section should contain evaluations and recommendations as to which surveyed resources are eligible for listing in the National Register of Historic Properties, accompanied by a statement as to why it does or does not meet the National Register criteria for listing. The statement of significance (or non-significance) should discuss the property within the appropriate historic and/or architectural context. Cite relevant criteria (A, B, C, D) and/or Criteria

Considerations (A through G), the area(s), period(s), and level of significance. (See Appendix D) Recommendations should consider both individual properties and the potential for historic districts.

10. Architectural Overview
   - Architectural styles and property types, particularly folk or vernacular properties associated with or indigenous to the area.
   - Unusual or outstanding structures or groups of structures that might form an historic district.
   - Reference to specific properties in the inventory, by site number, that are associated with the above items.
   - Mention of exceptionally important properties that are no longer extant

11. Conclusion: The conclusion may include recommendations of the surveyor on possible National Register-eligible properties and districts.

12. Bibliography: All primary and secondary sources used in preparing the historical overview should be listed in the bibliography along with were they can be found. The bibliography should be divided into two major sections: primary sources and secondary sources. In some cases, it may be advisable to further divide primary sources by type (e.g., books, articles, manuscripts, maps, and so forth). All citations should be in the format specified by the most recent edition of the Chicago Manual of Style.

2.3 COMPLETING THE TENNESSEE HISTORICAL AND ARCHTECTURAL RESOURCE FORM

Located on the THC website under Federal Programs and Survey of Historic Resources are two in-depth tutorials with directions on how to access and download the Survey123 App. Download the following Survey tutorials first:

Survey123 for ArcGIS_Getting Started
Survey123 for ArcGIS_Data Tutorial

Once the steps in the two manuals have been followed, continue with the following instructions on how to complete the Resource Form. Asterisk (*) shows a required field.

While the actual survey itself calls for survey of buildings, structures, objects and sites, the Survey123 App is set up mainly for residential buildings and most structures. For other resources and how and what to include on the Survey123 App, see Appendix C. Sites do not include archaeological locations or sites. Contact TDOA if some of these are within the project area.

It is strongly recommended but not required for the surveyor to attempt to contact the occupant and/or owner to collect additional information. Photographs and mapping along with the architectural data is captured by the Survey 123 app.

Important! The project coordinator will need to contact the THC if there are any changes in the plan, matters of scheduling, scope of the project, methodology, budget, or any other aspect of the project. Any changes must be approved in writing by the THC. This is vital when the survey is connected to a grant and/or on a set schedule. Changes may take time to be processed.

PROPERTY DETAILS

> *SURVEY DATE: Date you are examining the resource, should automatically put the current date.
>
> *SURVEYOR NAME: Enter the name of the surveyor.
>
> *SURVEYOR EMAIL: Enter surveyor email
>
> *SURVEYOR AFFILIATION: Organization surveyor is working for
>
> *PROJECT ID: Determine a name for project, use for all properties within the project survey. Ex: "2020 I-65 Project" or "Coffee County Survey"

*COUNTY: Each county will have a two-letter abbreviation. Example: Davidson – DV. See Appendix D for a list of all county abbreviations.

*FIELD NUMBER: This number is used as temporary identifier for a specific resource. Resources are numbered consecutively as they are recorded. Use HS-1, HS-2, HS-3, etc. for your survey project. THC Survey Coordinators will assign permanent Survey Id numbers after the information has been reviewed.

HISTORIC NAME: The historic name ordinarily reflects one or more of the following:
- Original owner,
- Significant persons or events associated with the property type,
- Original or later uses of the property, and/or
- Innovative or unusual characteristics of the property or historic name, such as "Rattle & Snap".

If no historic name can be determined, leave blank. Example: Johnson-Cole House, John Morgan Homestead.

COMMON NAME: This is the name of the current owner or the name by which the property is known today. Examples: Patsy Cline Home, the Round Barn, Madisonville Bridge, etc.

*STREET NUMBER, *STREET NAME, *CITY, *ZIPCODE: Current address of the property.

PRESENT OWNER NAME: The owner of record, including full name. This can be gotten from the Property Tax Information.

QUAD NUMBER: This is the number assigned to each 7-1/2-minute USGS quadrangle, and it is printed in the lower right corner. Example: 310 NE. All Quadrangle numbers should be noted prior to beginning the survey and can be acquired from the TN Survey Coordinators, if necessary.

OTHER MAPS: Use this space if maps other than USGS Quad maps are used to locate the resource. Insert the parcel number here especially if in a city or municipal area.

PROPERTY LOCATION: Using the mapping function, place the red pin on the on the main building for the property you are surveying, giving accurate latitude and longitude data.

YEAR OF CONSTRUCTION: Record the year in which the resource was constructed, within +/- 5 years. Do not give "circa" dates.

BUILDER: Give the name of the builder if known. This can also be the architect. Please note which it is or both. For example, William Strickland, Architect. If not known, leave blank.

PROPERTY STATUS

NR ELIGIBLE: Yes/No.

If, in the opinion of the surveyor, the property meets the requirements for listing on the National Register, choose "Yes". If not, choose "No". The general criteria for National Register eligibility are listed in Appendix D and should be used when trying to determine eligibility.

ELIGIBILTY DETERMINED BY:
- Surveyor: A determination from a consultant in field, not an official determination.
- Staff Opinion: National Register Coordinators at the THC have stated a property is/isn't eligible for the National Register but not proceed further in the process.
- Consensus: National Register Coordinators at the THC have agreed a property is/ isn't eligible based on a determination by another agency such as TDOT, etc.
- Formal: A formal Determination of Eligibility (DOE) by the National Register Keeper has been conducted but the property is not officially listed on the National Register.
- Listed: Officially listed already on the National Register (can be included in a district or individual nomination).

HISTORICAL COMMENTS: List any anecdotes, oral histories, proximity to / relation to other historical properties.

PROPERTY USE DETAILS

ETHNIC AFFILIATION: Choose one or as many ethnic affiliations as related with the property.
- African American
- Asian-American
- Hispanic
- Native American
- White, not Hispanic
- Other

ETHNIC AFFILIATION OTHER: If an ethnic affiliation is not listed above, type it into the text box.

INFORMANT: If different from present owner, note who gave information.

ORIGINAL USE DETAILS

ORIGINAL USE: Note the original use of the property. After selecting the use from the list, a secondary category will appear to note the type (with the exception of the "Not applicable", "Structure abandoned/unoccupied", and "Other structure" as there are no further types).

See options starting on next page.

Not Applicable
Residential Structure
Single family dwelling
Multiple family dwelling
Boarding house
Outbuilding- carriage house
Outbuilding- garage
Other residential
Multi-unit guest facility
Hotel/Motel
Motor court
Resort/Lodge
Other Multi-unit guest facility
Commercial building
General retail store
Specialty retail or shop
Market or grocery
Wholesale store
Warehouse/Storage
Showroom
Shopping center
Bank or exchange
Office
Newspaper building
Telephone building
Radio/Television building/tower
Tavern/Bar
Restaurant/Cafeteria
Laundromat
Other Commercial building
Religious structure
Church
Synagogue
Monastery/Convent
Church hall/Religious education facility
Grave house(s)/Related structures
Manse/Vicarage

Mosque
Shrine
Brush Arbor
Temple
Religious monument
Communal society
Other Religious structure
Government building
Town/City hall
Courthouse
Post office
Community building
Fire station
Police station
Penal facility
Legislative facility
Military facility (government)
Office building (government)
Water Treatment facility
Dam
Powerhouse
Maintenance facility
Other Government building
Educational facility
School- Public/Private
College/University
Research facility
Museum
Library
Radio/Television station (education)
Dormitory
Steam plant/Power plant (education)
Administration (education)
Classroom(s)
President's house
Archive
Art gallery

Other Educational facility

Social/Humanitarian facility

Clubhouse/Lodge

Welfare group facility

Hospital/Institution

Sanitarium

Shelter mission

Rest home

Childcare facility

Doctor's office

Rural/Regional health facility Other

Social/Humanitarian facility

Transportation structure

Service station

Service garage

Bus/Truck terminal

Railroad depot

Airport

Hanger

Livery

Car barns

Bridge

Other Transportation structure

Recreational facility

Hunting lodge

Boat dock/house

Sports arena/facility

Dance/skate hall

Pavilion

Theater

Camp

Park/Fair

Zoo

Arcade

Other Recreational facility

Industrial/Manufacturing structure

Gristmill

Sawmill

Cotton gin

Woolen mill/factory

Textile or clothing mill/factory

Roller mill

Stave mill

Furniture manufacturing facility

Other wood products manufacturing facility

Animal-powered mill/press

Food processing facility

Distillery/Brewery

Brick/ceramic manufacturing facility

Tannery

Blacksmith shop

Furnace/Forge

Mine/extractive industry

Ice plant

Machine manufacturing/repair

Plastics facility

Printing facility

Tool & Die

Chemical plant

Assembly plant

Glassworks

Other Industrial/Manufacturing structure

Agriculture

Barn/Crop storage

Barn/Animal shelter

Barn/Tobacco

Barn/Dairy

Crib

Smokehouse

Springhouse

Shop (agricultural)

Stable

Granary

Mill (non-commercial)

Other Agriculture

Military facility

Fort

Stand/Ordinary (military)

Armory

Barn (military)

Maintenance structure

Barracks

Mess

Brig/Stockade

Hangar (military)

PX

Quonset hut (military)

Hospital (military)

Tower (military)

Magazine

Administrative office (military)

Other Military facility

Science & Technology

Laboratory

Research & development facility

Wind tunnel

Observatory

Other Science & Technology

Structure abandoned/unoccupied

Other structure

ORIGINAL USE OTHER: If selecting "Other" in any category for Use or Type, describe in more detail here.

PRESENT USE DETAILS

PRESENT USE: Note the current use of the property. After selecting the use from the list, a secondary category will appear to note the type (with the acceptation of the "Not applicable", "Structure abandoned/unoccupied", and "Other structure" as there are no further types).

Not applicable

Residential Structure

Single family dwelling

Multiple family dwelling

Boarding house Outbuilding-carriage house Outbuilding-garage

Other residential

Multi-unit guest facility

Hotel/Motel

Motor court

Resort/Lodge

Other Multi-unit guest facility

Commercial building

General retail store

Specialty retail or shop

Market or grocery

Wholesale store

Warehouse/Storage

Showroom

Shopping center

Bank or exchange

Office

Newspaper building

Telephone building

Radio/Television building/tower

Tavern/Bar

Restaurant/Cafeteria

Laundromat

Other Commercial building

Religious structure

Church

Synagogue

Monastery/Convent

Church hall/Religious education facility

18

Grave house(s)/Related structures
Manse/Vicarage
Mosque
Shrine
Brush Arbor
Temple
Religious monument
Communal society
Other Religious structure
Government building
Town/City hall
Courthouse
Post office
Community building
Fire station
Police station
Penal facility
Legislative facility
Military facility (government)
Office building (government)
Water Treatment facility
Dam
Powerhouse
Maintenance facility
Other Government building
Educational facility
School- Public/Private
College/University
Research facility
Museum
Library
Radio/Television station (education)
Dormitory
Steam plant/Power plant (education)
Administration (education)
Classroom(s)
President's house
Archive
Art gallery
Other Educational facility

Social/Humanitarian facility
Clubhouse/Lodge
Welfare group facility
Hospital/Institution
Sanitarium
Shelter mission
Rest home
Childcare facility
Doctor's office
Rural/Regional health facility Other
Social/Humanitarian facility
Transportation structure
Service station
Service garage
Bus/Truck terminal
Railroad depot
Airport
Hanger
Livery
Car barns
Bridge
Other Transportation structure
Recreational facility
Hunting lodge
Boat dock/house
Sports arena/facility
Dance/skate hall
Pavilion
Theater
Camp
Park/Fair
Zoo
Arcade
Other Recreational facility
Industrial/Manufacturing structure
Gristmill
Sawmill
Cotton gin
Woolen mill/factory
Textile or clothing mill/factory

Roller mill
Stave mill
Furniture manufacturing facility
Other wood products manufacturing facility
Animal-powered mill/press
Food processing facility
Distillery/Brewery
Brick/ceramic manufacturing facility
Tannery
Blacksmith shop
Furnace/Forge
Mine/extractive industry
Ice plant
Machine manufacturing/repair
Plastics facility
Printing facility
Tool & Die
Chemical plant
Assembly plant
Glassworks
Other Industrial/Manufacturing structure

Agriculture
Barn/Crop storage
Barn/Animal shelter
Barn/Tobacco
Barn/Dairy
Crib
Smokehouse
Springhouse

Shop (agricultural)
Stable
Granary
Mill (non-commercial)
Other Agriculture

Military facility
Fort
Stand/Ordinary (military)
Armory
Barn (military)
Maintenance structure
Barracks
Mess
Brig/Stockade
Hangar (military)
PX
Quonset hut (military)
Hospital (military)
Tower (military)
Magazine
Administrative office (military)
Other Military facility

Science & Technology
Laboratory
Research & development facility
Wind tunnel
Observatory
Other Science & Technology

Structure abandoned/unoccupied

Other structure

PRESENT USE OTHER: If selecting "Other" in any category for Use or Type, describe in more detail here.

LOCATION: Is this structure in its original location?
- Original
- Moved: If the structure has been moved, once this option has been selected, a box asking for "Date Moved" will appear. Give the year moved.

ENDANGERED: Choose one or as many options that are endangering the property.

- None/Property stable
- Neglect/Deterioration
- Inappropriate, Non-Historic or Abusive Alterations
- Agriculture
- Private Development
- Industry
- Urban Encroachment

ENDANGERED OTHER: If a property is endangered for a reason not listed, describe it in detail here.

PHOTOS (See *Chapter 2.4: Photographs* for more details)

*DATE PHOTOS TAKEN: Date you are photographing the resource, should automatically put the current date.

*FAÇADE: At least one (1) photo is required.

- Camera icon: Should open the camera on your device, if applicable.
- Folder icon: Should open the stored photos on your device, if applicable.

View 2:

- Camera icon: Should open the camera on your device, if applicable.
- Folder icon: Should open the stored photos on your device, if applicable.

View 3

- Camera icon: Should open the camera on your device, if applicable.
- Folder icon: Should open the stored photos on your device, if applicable.

View 4

- Camera icon: Should open the camera on your device, if applicable.
- Folder icon: Should open the stored photos on your device, if applicable.

*OUTBUILDINGS/OTHER STRUCTURES:

Please note that outbuildings are not given their own Survey ID. It or they are included withing the Survey ID assigned to the primary building. Digital photographs should be taken of each property and associated outbuildings (see Chapter 2.4, Photographs).

YES or NO
If YES: After selecting "yes", a secondary section will appear to add photos of outbuildings.

Outbuilding 1 info: Insert information about this building, type, materials, details, etc. in Outbuilding Comments.

- Outbuilding 1:
  - Camera icon: Should open the camera on your device, if applicable.
  - Folder icon: Should open the stored photos on your device, if applicable.

Outbuilding 2 info: Insert information about this building, type, materials, details, etc. in Outbuilding Comments.

- Outbuilding 2:
  - Camera icon: Should open the camera on your device, if applicable.
  - Folder icon: Should open the stored photos on your device, if applicable.

Outbuilding 3 info: Insert information about this building, type, materials, details, etc. in Outbuilding Comments.

- Outbuilding 3:
  - Camera icon: Should open the camera on your device, if applicable.
  - Folder icon: Should open the stored photos on your device, if applicable.

Outbuilding 4 info: Insert information about this building, type, materials, details, etc. in Outbuilding Comments.

- Outbuilding 4:
  - Camera icon: Should open the camera on your device, if applicable.
  - Folder icon: Should open the stored photos on your device, if applicable.

Outbuilding Comments: Insert information about the outbuildings photographed above. Include information like type, materials, details, etc. For example, 1930 single bay, gable roof garage of concrete block. If multiple outbuildings, make sure to label the description to the photo.

MORE PHOTOS
MORE PHOTOS:

YES or NO
If YES: After selecting "yes", a secondary section will appear to add information and the additional photos.

Photo 1 info: Insert information about the photo in More Photos Comments
- Photo 1:
  - Camera icon: Should open the camera on your device, if applicable.
  - Folder icon: Should open the stored photos on your device, if applicable.

Photo 2 info: Insert information about the photo in More Photos Comments
- Photo 2:
  - Camera icon: Should open the camera on your device, if applicable.
  - Folder icon: Should open the stored photos on your device, if applicable.

Photo 3 info: Insert information about the photo in More Photos Comments
- Photo 3:
  - Camera icon: Should open the camera on your device, if applicable.
  - Folder icon: Should open the stored photos on your device, if applicable.

Photo 4 info: Insert information about the photo in More Photos Comments
- Photo 4:
  - Camera icon: Should open the camera on your device, if applicable.
  - Folder icon: Should open the stored photos on your device, if applicable.

ARCHITECTURAL DETAILS

PRIMARY AND SECONDARY ARCHITECTURAL STYLES:

- Not Applicable
- Neo-Mansard
- Mansard
- Deconstructivism
- Post Modern
- Brutalism
- New Formalism
- A-frame
- Organic
- Prefabricated (Modern)
- Kit House
- Earthen House
- Geodesic Dome
- Manufactured Housing- Single Wide
- Manufactured Housing- Double Wide
- Mobile Home
- Split-Level- Bi
- Split-Level- Tri
- Shingle Style
- Sullivanesque / Chicago Style
- Mediterranean
- Cape Cod
- Spanish Colonial Revival
- Classical Revival
- Georgian Revival
- Colonial Revival
- Renaissance Revival
- Egyptian Revival
- Four-Square
- Stick Style
- Queen Anne / Eastlake
- Storybook
- Asiatic
- Japanese
- Stack House
- Contemporary
- International
- Shed
- Raised Ranch
- Transitional Ranch
- Art Moderne
- Art Deco
- Prairie Style
- Craftsman
- Minimal Traditional
- Bungalow
- Tudor Revival
- English Cottage
- Dutch Colonial Revival
- 19th Century Commercial
- Shotgun
- 20th Century Commercial
- Romanesque
- Gothic / Carpenter Gothic
- I-House
- Second Empire
- Italianate
- Greek Revival
- Federal
- Unknown
- Other

STYLE OTHER: If selecting "Other" in the Primary or Secondary Architectural Style category, describe in more detail here.

NOTE: You don't have to have a style name for everything. If there is no style; then there needs to be a plan. You can have both a style and a plan.

CONSTRUCTION: Choose one or as many structural construction materials that are used for the building. Note: Construction may not be visible and is often different from the exterior siding.

- Frame
- Log
- Brick
- Stone
- Steel

- Concrete Block
- Concrete Panel
- Formed Concrete
- Post & Beam
- Other

CONSTRUCTION OTHER: If the construction type used is not listed, describe it in detail here.

NUMBER OF STORIES: Select the number of stories the property has.

- 1 Story
- 1.5 Stories
- 2 Stories
- 2.5 Stories

- 3 Stories
- 4 Stories
- 5 Stories
- > 5 Stories

ROOF CONFIGURATION: Choose the roof configuration that the property has.

- Gable
- Gable with Parapet
- Hip
- Pyramid
- Gambrel
- Mansard
- Bellcast
- Flat
- Flat with Parapet

- Clipped Gable/Jerkinhead
- Salt Box
- Butterfly
- Slant
- Cross-Hipped
- Hip & Gable
- Built-up
- Other

ROOF CONFIGURATION OTHER: If the roof configuration type is not listed, select "Other" on question 44 and describe it in detail here.

ROOF MATERIAL: Choose one or as many roof materials that are used for the building.

- Asphalt shingles
- Metal
- Wooden Shakes
- Slate
- Tile

- Terra Cotta
- Porcelain Enamel
- Fiberglass
- Other

ROOF MATERIAL OTHER: If the roof material type is not listed, select "Other" on question 46 and describe it in detail here.

ROOF ORIGINAL:

- Yes
- No

WINDOWS ORIGINAL:

- Yes
- No

WINDOW MATERIAL:

- Wood
- Steel/Metal
- Aluminum
- Vinyl
- Other

WINDOW MATERIAL OTHER: If the window material type is not listed, select "Other" on question 50 and describe it in detail here.

WINDOW TYPE:
- Double-Hung
- Triple-Hung
- Stationary
- Casement
- Ribbon
- Horizontal
- Sliding Track
- Jalousie
- Picture
- Hopper
- Pivot
- Awning
- Other

WINDOW TYPE OTHER: If the window type is not listed, select "Other" on question 52 and describe it in detail here.

LIGHTS / PANES: Noted as 00/00.

PORCH CONFIGURATION:
- Full
- 3/4
- 1 Bay Central
- 1 Bay Other
- Wrap-around
- Other

PORCH CONFIGURATION OTHER: If the porch configuration is not listed, select "Other" on question 55 and describe it in detail here.

PORCH HEIGHT (STORIES):
- 1 Story
- 1.5 Stories
- 2 Stories
- 2.5 Stories
- 3 Stories
- 4 Stories
- 5 Stories
- > 5 Stories

PORCH INTEGRITY:
- Original
- Altered
- Removed / No Replacement
- Reconstruction
- New Construction
- Other

PORCH INTEGRITY OTHER: If the porch integrity description is not listed, select "Other" on question 58 and describe it in detail here.

WALLCOVERING / SIDING:

- Log
- Weatherboard
- Board & Batten
- Brick
- Brick Veneer
- Stone
- Stone Veneer
- Stucco
- Fiber Cement Siding
- Asbestos Shingle
- Masonite
- EFIS (Exterior Finish Insulation System)
- Shingle
- Vinyl Siding
- Aluminum Siding
- Simulated Masonry
- Glass Block
- Metal-Crimped or Corrugated
- Vertical Panels of Plywood/ Wood Particle Board (modern)
- Asbestos Cement
- Fiberboard
- Porcelain Enamel
- Blown Concrete
- Other

WALLCOVERING / SIDING: If the wallcovering/siding is not listed, select "Other" on question 60 and describe it in detail here.

CHIMNEY
YES or NO
Yes: After selecting "yes", a secondary section will appear to add information about chimney details.

NUMBER OF CHIMNEYS: When entering the number of chimneys, a new section will appear asking for information about each chimney.

LOCATION OF FIRST CHIMNEY
(this section will repeat determined by the number of chimneys entered above).

- Exterior End
- Interior End
- Exterior other than End
- Interior Central
- Other Interior
- Other

MATERIAL OF FIRST CHIMNEY

(this section will repeat determined by the number of chimneys entered above).

- Brick
- Stone
- Brick & Stone
- Wood (Mud Cat)
- Other

FOUNDATION MATERIAL: Choose one or as many foundation materials that are used for the building.

- Wood
- Stone
- Brick
- Cast Concrete
- Concrete Block
- Other

FOUNDATION MATERIAL OTHER: If the foundation material is not listed, select "Other" under Foundation Material and describe it in detail here.

FOUNDATION CONFIGURATION:

- Basement
- Continuous
- Pier
- Slab
- Other

FOUNDATION CONFIGURATION OTHER: If the foundation configuration is not listed, select "Other" on Foundation Configuration and describe it in detail here.

HISTORIC PLAN:

- One Room
- Double-Pen
- Dog-Trot
- Central Hall
- Hall & Parlor
- Rectangular
- Square
- Irregular
- Standard Commercial
- T-Shaped
- Gable Front
- Gable Front & Wing (Gabled Ell)
- Side Gable Massed Plan (Modern)
- Two-Story Massed Plan (Modern)
- Gable & Hip
- Other

HISTORIC PLAN OTHER: If the historic plan is not listed, select "Other" on Historic Plan and describe it in detail here.

PRIMARY WING(S) OR ADDITION(S):
- Rear Shed
- Rear L
- Rear T
- Side
- Prow
- Other Front
- Additional Stories
- Other

SECONDARY WING(S) OR ADDITION(S):
- Rear Shed
- Rear L
- Rear T
- Side
- Prow
- Other Front
- Additional Stories
- Other

OTHER WING(S) OR ADDITION(S): If the primary / secondary wing(s) or addition(s) are not listed, select "Other" on both Primary and Secondary Wings and describe it in detail here.

LANDSCAPE FEATURE(S) PRESENT:
YES or NO
If Yes: After selecting "yes", a secondary section will appear to add landscape feature types; choose one or as many options that apply.
- Formal Garden
- Cemetery
- Park
- Statuary
- Rural
- Farm
- Planned Community
- Other

LANDSCAPE FEATURE OTHER: If the landscape feature is not listed, select "Other" on Landscape Feature above and describe it in detail here.

SURVEYOR NOTES
ARCHITECTURAL COMMENTS: Record any information about the resource not covered in the preceding variables. Information regarding alterations, stylistic details and/or historic data may be recorded here. For example: knee brace brackets; chamfered corner, vergeboard in the gable field.

2.4 PHOTOGRAPHS

Photographs are one of the best records of properties. As part of the survey, photographs are valuable data which visually reproduce the written information contained on the completed survey form, and which allow the comparison of one property to another or the ability to compare the property over a period of time.

Photo requirements:
- Images shall be clear, in-focus, and show each elevation of the building, structure or object, as well as, all outbuildings, depending on permission to access the property. Four photos per building is ideal but 2 is suggested and at least 1 of the façade (front or main entry side) is required (this can be an oblique-see below).
- Outbuilding photographs can be grouped together in one photograph (if possible) or separate and usually only require one or two photographs.
- Minimal visual intrusions (e.g., cars, trees, signs) shall be present in photographs
- Pixel dimension on your camera should be at least 6-8 megapixels
- Photos should be submitted through the Survey123 App along with the survey form
- If photos are taken from a camera or have been downloaded on to a computer, click on the folder icon in the Survey123 App and it will take you to a browser that will allow you to locate the photo and then click to enter it into the Survey123 App.

A few pointers will make the photography easier and will result in better pictures:
- Do not take photographs facing into the sun.
- Taking photographs from an angle which shows two complete elevations or facades is called an "oblique". Each individual property should be photographed twice, ideally, from opposite corners or obliques of the building. If vegetation or other factors prohibit this, try to photograph the elevation or side of the building that shows the most architectural information.
- Whenever possible, avoid including elements such as people, cars, traffic signals, etc.
- Trees can obscure buildings, so find an angle which does not include any, whenever possible. Fall, winter, and early spring are the best seasons for photographing buildings.
- Take time to focus the camera, and carefully frame the shot; such efforts will enhance the quality of the resulting photo.
- Complicated buildings with many architectural features may require several shots. Do not be reluctant to take extra photographs. Remember, this may be the only time the resource is recorded.
- If not using the Survey123 App, photographs should be labeled with the temporary/Field ID in ascending order after a decimal point. For example: HS-1; HS-1.2, HS-3, etc. They can be saved on a flash drive or put on the THC FTP site. Contact the Survey Coordinator for how to access the FTP.

2.5 MAPPING AND MAPS

Maps are one of the most important aspects of a survey record. While street addresses may change over time, map locations are a permanent record showing the exact location of a property. Additionally, mapping allows users of survey data to examine the spatial layout and geographical distribution of historic properties, which can help identify potential historic districts. The maps are also useful in preparing publications, such as tour guides to historic sites and buildings.

The ability to see everything from space has changed the face of survey. Latitude and Longitude coordinates have replaced the UTM usually obtained through the measurements of the United States Geological Survey (USGS) 7.5 Minute Series topographical quadrangle maps. These USGS maps can still be used but the technology within the Survey123 App catches the location and records it at the push of a button. USGS quadrangles may still be used in a survey as it identifies other features besides location. They are helpful when out in the field to identify building dates of construction and knowing where you are going and where you have already been. USGS quadrangles are no longer required to be submitted with a survey.

While the ability to get the locational coordinates is now in the Survey123 App, the following must also be on the form to enable verification of the location:
1. Street number and Street Name
2. Parcel number (put in "other maps" section)
3. Latitude and Longitude coordinates (only if you are not using the App-if using the App, it will automatically record it when you hit the button to mark the location.) Make sure to place the pointer right on top of the roof of the primary building.

These three items allow for the triangulation of surveyed locations if the Survey123 App isn't being used or doesn't work. However, if WiFi isn't available, the surveyor can go back and mark the location when they get service back. Both the Street number and name along with the parcel number can all be gotten on the TN Property Tax Map Viewer. Latitude and longitude coordinates can be obtained on numerous and readily available mapping programs.

CHAPTER 3: SECTION 106 ARCHITECTURAL SURVEY REPORT STANDARDS AND GUIDELINES

3.1 SECTION 106 REGULATIONS (36 CFR 800)

The Section 106 process is codified in [36 CFR 800](#) of the National Historic Preservation Act of 1966. Section 106 requires Federal agencies to take into account the effects of their undertakings on historic properties (36 CFR 800.1). In doing so, Federal agencies must identify historic resources and assess effects to historic resources for their undertakings. This often requires an architectural survey report to identify historic resources and assess effects so that Federal agencies can fulfill their responsibilities under Section 106. This chapter lays out standards and guidance for architectural surveys completed for the identification and assessment effects steps of the Section 106 process.

3.2 PROFESSIONAL QUALIFICATION STANDARDS

Any person conducting architectural surveys for Section 106 architectural survey reports are required to meet the [Secretary of the Interior's Professional Qualification Standards for Architectural History](#) established by the National Park Service and published in the Code of Federal Regulations 36 CFR Part 61.

3.3 REQUIRED SECTION 106 ARCHITECTURAL SURVEY REPORT COMPONENTS

Methodology/Background Research

Section 106 architectural survey reports require background research. Our office's National Register files, Information files, and Survey files must be checked to complete proper identification efforts as required by 36 CFR 800.4 to identify historic properties within an undertaking's Area of Potential Effects (APE).

Previously surveyed resources and National Register points can be found on the Tennessee Historical Commission Viewer. Our survey staff (THC.Survey@tn.gov) should also be contacted and provided with a map that shows your project's APE to access survey files not on the Viewer and photographs of previously surveyed resources. Lists of National Register listed resources and of our Information Files, which contain previously determined eligible resources, can be found on our website. Contact our National Register staff (National.Register@tn.gov) for any files needed from the National Register or Information Files lists.

After checking our office's files, it may be necessary to check additional records such as historic maps, state or local archives, and/or online resources. Background research into the local history and architecture is required for all levels of survey (see National Register Bulletin 24 and Chapter 2 of this manual for more guidance on survey). Background research helps situate the resources into their appropriate contexts which is necessary to determine eligibility (see section 3.4 of this manual for more guidance on context).

The methodology section of the survey report should explain the background research conducted, and the efforts made to survey and identify potential historic properties within the undertaking's APE.

Project Description

Section 106 architectural survey reports must include a detailed project description for the undertaking that explains the specifics of an undertaking in enough detail to determine an appropriate Area of Potential Effects (APE).

Area of Potential Effects (APE)

Establishing an APE is required for every undertaking in accordance with 36 CFR 800.4(A)(1). APE is defined in 36 CFR 800.16(d) as the "geographic area or areas within which an undertaking may directly or indirectly cause alterations in the character or use of historic properties, if any such

properties exist. [It] is influenced by the scale and nature of an undertaking and may be different for different kinds of effects caused by the undertaking."

Every Section 106 architectural survey report should contain both a written justification for the APE based on the scope and scale of the undertaking along with a map that delineates the APE.

<u>Survey Information</u>

Survey refers to the process of identifying, collecting, and recording data on historic resources. Section 106 architectural survey reports should contain survey information on all properties within your Area of Potential Effects (APE) that are 50+ years or older. Our office also recommends surveying resources 45+ years or older for planning purposes or in case the undertakings may require years to complete. Surveyors should also consider the possibility that a resource less than 50 years old may meet the requirements for listing under exceptional significance (Criterion G).

Our office considers there two different levels for Section 106 architectural surveys: Level 1 and Level 2 Surveys. Survey includes both field work and background research (for historic contexts for a local area and on individual resources). Your Section 106 report can contain both types of survey levels.

<u>Level 1 Surveys</u>

Level 1 surveys are used to investigate whether a Level 2 survey is warranted. For Section 106 purposes, Level 1 surveyed properties will only include resources determined not eligible. Resources that are surveyed at this level will include those that initial background research and field work indicates no possibility of significance under any criteria or those that have substantial integrity issues that warrant no further investigation for eligibility under any criteria.

Please note that "common type" is not an acceptable argument for a resource not to be eligible. A "common" property type must still be evaluated. "Common" property types have been listed in the past both for their historical significance or for their architecture if they are representative of a type, style, period, or method of construction. Evaluating a "common" property type requires understanding the property within its historic and architectural context, just like any other resource.

Our office prefers that Level 1 surveys not be put into a chart format unless the photographs are large, clear, and easy to see.

Level 1 surveyed resources should contain the following information in a Section 106 architectural survey report:

- Temporary survey number or TN SHPO survey number if the property has a survey number from our office.
- Historic Name/Common Name if applicable.
- Address or approximate address/location.
- Construction date or approximate construction date (this includes dates for any known additions/alterations).
- Survey Forms for each surveyed resource (see requirements below).
- At least two photographs of the resource, preferably one façade and one oblique (see requirements below).
- Maps (see requirements below).
- Table (see requirements below).
- Brief architectural description that includes an assessment of integrity.
- Any known information on the history of the resource based off initial background research and field work (what it was built as/used for, etc.).
- Information on any associated outbuildings, including everything noted above.
- A definitive statement that based on background research and field survey, the resource is not eligible under Criteria A, B, or C with reasons explained.
- See Appendix E for guidance on evaluating different property types.

Level 2 Surveys

For Section 106 architectural report purposes, Level 2 surveyed resources are resources that warranted further investigation after initial background research and field work. Further investigation may be warranted because the property's history was connected to an established area of significance under Criterion A; the property was associated with a significant person or event; or the property is representative of an architectural style, type, method of construction, or the work of a master. If a resource appears to have any possibility for eligibility under any of the National Register criteria, then a Level 2 survey is needed. Level 2 surveys are more in-depth and require more research and investigation than Level 1 surveys. Level 2 surveys identify and thoroughly document potential historic resources in the context of the National Register Criteria.

Level 2 surveyed resources should contain the following information in a Section 106 architectural survey report:

- Temporary survey number or TN SHPO survey number if the property has a survey number from our office.
- Historic Name/Common Name if applicable.
- Address or approximate address/location.

- Construction date or approximate construction date (this includes dates for any additions).
- Survey Forms for each surveyed resource (see requirements below).
- Photographs of all elevations of the resource (see requirements below).
- If available, historic images.
- Maps (see requirements below).
- Table (see requirements below).
- Detailed architectural description. This should include any alterations/additions and their approximate dates along with known original materials.
- History of the resource and historic contexts (geographic and thematic).
- Information about any associated outbuildings, including everything noted above.
- An evaluation of the eligibility of the resource in accordance with National Register guidelines that considers eligibility under all National Register Criteria (see guidance below). This should also include proposed National Register boundaries for any resources determined eligible.
- Effects Assessment in accordance with 36 CFR 800.5 for any resources listed in the National Register, previously determined eligible for the National Register, or determined eligible for the National Register through the current survey (see guidance below).
- See Appendix E for guidance on evaluating different property types.

Survey Forms

Architectural survey reports submitted to fulfill Section 106 or Section 110 responsibilities must use the Tennessee Historical Commission's Survey123 application to complete digital survey forms to accompany the reports. Instructions for using the Survery123 application can be found in Chapter 2. The digital survey forms should be submitted prior to submitting the report, and a confirmation of completion statement should be provided in the report. Chapter 2 should be referenced when filling out the survey forms to ensure compliance with the data dictionary and to minimize the need for corrections. Our staff will quality check the submissions and fix any minor mistakes. If there are substantial issues with the digital survey forms, they will be sent back for correction, and a Section 106 response letter will not be issued until the forms are corrected, resubmitted, and accepted.

THC.Survey@tn.gov should be contacted with any questions on the Survey 123 application.

Photographs

All Section 106 architectural survey reports should contain photographs that meet the following requirements:

- Photographs of surveyed resources should be clear and high resolution. Your pixel dimension on your camera should be at least 10 megapixels, and the photograph should not become grainy upon zooming in on the image.
- The surveyed resources should be the focus within the frame of the photograph and not obscured by vegetation. If the resource is obscured, a detailed architectural description should accompany the photograph to provide detail not seen in the photograph.
- Reports should include at least two photographs (preferably façade and oblique angles) of all Level 1 surveyed resources unless access was restricted. Note any access restrictions in the report.
- Reports should include photographs of every elevation of a Level 2 surveyed resource unless access was restricted. Note any access restrictions in the report.
- Photographs of details on the exterior of the building may be needed if they cannot clearly be seen from photographs of the elevations.
- Reports that contain surveyed resources with associated outbuildings should contain at least one photograph of every outbuilding unless access was restricted. Note any access restrictions in the report.
- Photographs of the interior of resources may be needed to evaluate a resource's potential for eligibility under Criterion C unless access was restricted. Note any access restrictions in the report.
- Google Street images are not acceptable unless 1. Access was restricted and this is the only available image to accompany your architectural description or 2. You are trying to show change over time and are using the Google Street image as one of many images.
- Past survey photographs should be included in the report if you are trying to argue a resource is not eligible due to loss of integrity, and the past survey photographs demonstrate that there have been changes over time OR if the past survey photograph shows an elevation or detail of the resource that was not accessible during the current survey.
- For effects assessments, it is helpful to include photographs from the historic resource towards the project location.
- All photographs should be labeled with a clear caption describing the photo.
- See Appendix F for acceptable examples.

Maps

All Section 106 architectural survey reports should contain:

- An aerial map that delineates the Area of Potential Effects (APE) for the project, all surveyed resources within the APE (including previous and newly surveyed resources), all listed or previously determined eligible resources within the APE, and the location of the project.
- A USGS topographical map that delineates the APE for the project, all surveyed resources within the APE (including previous and newly surveyed resources), all listed or previously

determined eligible resources within the APE, and the location of the project.

- A screenshot from our office's [Tennessee Historical Commission Viewer](#) that delineates the project location and APE and shows all available data points from the viewer within the APE. Currently these data points show previously surveyed and National Register listed resources. Please read the disclaimer on the website to help interpret the data.
- If you have a large APE with a high number of potential historic resources within your APE, you may need to provide multiple maps so the resources may be distinguished between one another.
- If the report determines a resource eligible, a map is required that shows the proposed National Register boundary for the resource and all contributing and noncontributing resources within the boundary.
- If a resource is listed, previously determined eligible, or determined eligible through the survey report, our office requests the effects assessment include an aerial map for each of those resources with their listed National Register or recommended National Register boundary that clearly shows the relationship between the historic property and the undertaking.
- All maps should contain legends or detailed descriptions in the caption explaining aspects of the map.
- Please see Appendix F for acceptable examples.

Tables

All Section 106 architectural survey reports should include at least one table that compiles basic information and the eligibility determination for all surveyed resources. The report can include one table that encompasses all surveyed resources or a table each for Level 1 and Level 2 surveyed resources. The table(s) should include the following information:

- Temporary survey number or TN SHPO survey number if the property has a survey number from our office.
- Historic Name/Common Name if applicable.
- Address or approximate address/location.
- Construction date or approximate construction date (this includes dates for any additions).
- Eligibility determination.
- Please see Appendix F for an acceptable example.

3.4 GUIDANCE FOR SECTION 106 ARCHITECTURE SURVEY REPORTS

Identification of Historic Properties (36 CFR 800.4)

Under 36 CFR 800.4(b)(1), it is the responsibility of the federal agency to "make a reasonable and good faith effort to carry out appropriate identification efforts, which may include background research, consultation, oral history interviews, sample field investigations, and field survey" in order to identify historic properties within the Area of Potential Effects (APE).

Potential historic resources identified should be evaluated in accordance with the National Register of Historic Places Criteria for Evaluation, found in National Register Bulletin 15. See Appendix E for guidance on evaluating different property types.

How to Evaluate Significance

For a property to be eligible for listing in the National Register, it must meet one or more of the National Register criteria for significance:

- Criterion A: Associated with events that have made a significant contribution to the broad patterns of our history.
- Criterion B: Association with the lives of persons significant in our past.
- Criterion C: Embody the distinctive characteristics of a type, period, or method of construction, or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction.
- Criterion D: Ability to yield, or have yielded, information important in prehistory or history.

Some properties may need to meet additional requirements known as Criteria Considerations:

- Criteria Consideration A: Religious Properties
- Criteria Consideration B: Moved Properties
- Criteria Consideration C: Birthplaces or Graves
- Criteria Consideration D: Cemeteries
- Criteria Consideration E: Reconstructed Properties
- Criteria Consideration F: Commemorative Properties
- Criteria Consideration G: Properties that have achieved significance within the last fifty years

A property type affected by criteria consideration requirements must still meet the normal National

Register criteria for significance and integrity. The criteria consideration simply means that the property type must meet extra requirements to be eligible, as further explained in National Register Bulletin 15.

How to Evaluate Integrity

For a property to be eligible for listing in the National Register, it must retain its historic integrity. This does not mean a property must remain completely unaltered as properties change over time. The question to ask when evaluating integrity is: Does the resource still have the aspects of integrity that convey its significance?

The seven aspects of integrity are location, design, setting, materials, workmanship, feeling, and association. A property does not necessarily need to retain every aspect of integrity to be eligible. Whether a property retains enough integrity will be determined by its significance and what features and aspects of integrity are necessary to convey that significance. For example, a property eligible under Criterion C will typically need to retain a high degree of integrity for design, materials, and workmanship whereas a property eligible under Criterion A may be physically altered but retain a high degree of integrity in location, setting, feeling, and association. A historic property could retain enough integrity to be eligible under one Criterion and not another. Guidelines for evaluating integrity of a property can also be found in National Register Bulletin 15.

Keep in mind that historic alterations may now be considered historic in and of themselves if they occurred during a property's Period of Significance. Also keep in mind that condition does not equate to integrity. A property could be in poor condition but maintain a high degree of integrity.

An integrity assessment for an individual property is different than that of a district. A district is an entity comprised of multiple resources which collectively should maintain integrity on the exterior, primarily on the visible facades and overall form. Interior alterations or changes on non-visible elevations do not typically affect integrity of a historic district. The physical layout and features of the district as a whole are also important to consider when evaluating integrity. These may include spatial relationships, street patterns, or landscape features.

Individual property evaluations should consider interior and exterior features, where possible. If interior access is restricted, see if information can be obtained through the internet such as real estate listing websites. Buildings owned by public entities, non-profits, or churches often have interior photos on their websites or social media. If no information about the interior can be obtained, THC recommends assuming the interior is intact for purposes of a Section 106 evaluation.

It is also important to evaluate the integrity of any supporting resources when surveying individual properties. Examples of supporting resources include outbuildings, barns, garages, shops, bridges,

etc. These resources are important for evaluating both a property's significance and its integrity. For example, a survey may identify a locally important seed distribution business. Located on the property is a storefront, warehouse, two seed sorting buildings, and a garage. Evaluating only the storefront is inadequate, as the business could not have operated without its supporting buildings. A survey must include information on the supporting resources and evaluate their integrity and how they contribute to the significance of the property.

Context

Properties must be evaluated within appropriate geographic, thematic, and temporal historic contexts. Historic contexts are the "patterns or trends in history by which a specific occurrence, property, or site is understood and its meaning (and ultimately its significance) within history or prehistory is made clear."[3] The specific circumstance of each property determines the appropriate context(s). For example, a school should be evaluated within the context of local education history and architectural trends, particularly as applied to institutional buildings. An evaluation of a building for representing a particular style should consider that style's general character-defining features but also how that style is generally expressed in the local architectural context. In some cases, it may be appropriate to consider a state or national level context, but all properties should at least consider local contexts.

Evaluating within a context sometimes requires a comparative analysis of similar properties in that same context. THC does not expect exhaustive surveys or comparative analysis for Section 106 reports, but the report should contain enough information to understand a property's role within its appropriate contexts, and, if applicable, in comparison to similar properties. National Register Bulletin 15 and Bulletin 16A contain detailed explanations of how to evaluate a property within its context.

Please note that NR does not only recognize 'best' properties within a particular context. NR recognizes any property that is significant and retains age and integrity. In some cases, multiple properties with similar significance(s) in the same context can be listed, such as those nominated under a Multiple Property Submission.

Assessment of Adverse Effects (36 CFR 800.5)

Under 36 CFR 800.5(a), it is the responsibility of the federal agency to "apply the criteria of adverse effect to historic properties within the Area of Potential Effects (APE)" to determine if their undertaking will adversely affect any historic properties.

According to 36 CFR 800.5(a)(1), "an adverse effect is found when an undertaking may alter, directly

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[3] *National Register Bulletin 15 How to Apply the National Register Criteria for Evaluation*, 7

or indirectly, any of the characteristics of a historic property that qualify the property for inclusion in the National Register in a manner that would diminish the integrity of the property's location, design, setting, materials, workmanship, feeling, or association." When applying the criteria of adverse effects, "consideration must be given to all characteristics of a historic property, including those that may have been identified subsequent to the original evaluation of the property's eligibility for the National Register." When assessing adverse effects, an evaluation should determine the aspects of integrity integral to the historic property's National Register significance, and then an assessment of effects should be completed to determine if the undertaking will adversely affect those aspects of integrity/characteristics.

Keep in mind that in accordance with 36 CFR 800.5 (a)(1) adverse effects may also include "reasonably foreseeable effects cause by the undertaking that may occur later in time, be farther removed in distance, or be cumulative."

When assessing the effects of preservation, rehabilitation, or restorations, refer to the Secretary of the Interior's Standards for Preservation, Rehabilitation, or Restoration to ensure the undertaking meets the appropriate Standards for that treatment.

<u>Establishing National Register Boundaries for Evaluations in Section 106 Reports</u>

Boundaries for National Register eligible or listed resources encompass the resources that contribute to a property's significance. When assessing effects to a historic property under Section 106, the entire National Register boundary must be considered. If a resource's boundary extends well beyond the Area of Potential Effects (APE), it may be appropriate in consultation with the SHPO to estimate the boundary or provide a partial boundary that encompasses resources within the APE. However enough information should still be provided to assess the significance of the resource and determine the defining characteristics and aspects of integrity that may be affected by the undertaking. Refer to National Register Bulletin 21 for more guidance on defining boundaries for National Register Properties.

Properties listed in the National Register prior to 1980 may have undefined boundaries. Surveyors should suggest a reasonable boundary that encompasses all resources or landscape features noted in the National Register nomination. Additional research may reveal that a larger boundary is warranted. For example, the THC's office at Clover Bottom Mansion was listed in 1975 under Criterion C with an undefined boundary of nine acres. Research revealed additional significances under Criterion A, C, and D, which justified expanding the boundary to fifty-three acres.
In some cases, a smaller boundary may be justified if the property has experienced changes, but the surveyor must justify the new boundary using National Register criteria.

APPENDICES

List of Appendices

Appendix A: Suggested Reading for Additional Information
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Appendix D: "National Register Eligibility" Criteria
Appendix E: Guidance for Evaluating Eligibility for Different Property Types
Appendix F: Acceptable Examples of Photographs, Maps, and Tables for Section 106
Architectural Survey Reports

APPENDIX A: Suggested Reading for Architectural Identification and Description

Blumenson, John J. G. *Identifying American Architecture: A Pictorial Guide to Styles and Terms, 1600-1945*. Walnut Creek, CA: AltaMira Press, 1995.

Burden, Ernest. *Illustrated Dictionary of Architecture*. New York: McGraw-Hill, 2002.

Ching, Francis D. K. *A Visual Dictionary of Architecture*. New York: Van Nostrand Reinhold, 1997.

Cloues, Richard, Ph.D. *The Ranch House Initiative, Mid-20th Century Ranch Houses in Georgia.* Georgia Department of Natural Resources, Historic Preservation Division, 2010. https://gadnr.org/sites/default/files/hpd/pdf/RanchHouseInitiative.pdf.

Cromley, Elizabeth C. and Thomas Carter. *Invitation to Vernacular Architecture: A Guide to the Study of Ordinary Buildings and Landscapes*. Knoxville: University of Tennessee Press, 2005.

Curtis, William J. R. *Modern Architecture Since 1900*. New York: Phaidon Press, 2012.

Foster, Gerald. *American Houses: A Field Guide to the Architecture of the Home*. New York: Houghton Mifflin, 2004.

Glassie, Henry. *Vernacular Architecture*. Bloomington, IN: Indiana University Press, 2000.

Gottfried, Herbert and Jan Jennings. *American Vernacular Design 1870-1940: An Illustrated Glossary*. New York: Van Nostrand Reinhold, 1985.

Harris, Cyril M. *American Architecture: An Illustrated Encyclopedia*. New York: W. W. Norton & Company, 1998.

—, ed. *Illustrated Dictionary of Historic Architecture*. New York: McGraw-Hill, 1977.

Hitchcock, Henry-Russell and Philip Johnson. *The International Style*. New York: W. W. Norton & Company, 1995.

Howard, Hugh. *Dr. Kimball and Mr. Jefferson: Rediscovering the Founding Fathers of American Architecture*. New York: Bloomsbury, 2006.

Howe, Barbara J., Dolores A. Fleming, Emory L. Kemp, and Ruth Ann Overbeck. *Houses and Homes: Exploring Their History*. Edited by David E. Kyvig and Myron A. Marty. Lanham, MD: AltaMira Press, 1997.

Kieckhefer, Richard. *Theology in Stone: Church Architecture From Byzantium to Berkeley*. New York: Oxford University Press, 2004.

Kreyling, Christine, Wesley Paine, Charles W. Warterfield, Jr., and Susan Ford Wiltshire. *Classical Nashville: Athens of the South*. Nashville: Vanderbilt University Press, 1996.

Longstreth, Richard. *The Buildings of Main Street: A Guide to American Commercial Architecture*. Walnut Creek, CA: AltaMira Press, 2000.

McAlester, Virginia Savage. *A Field Guide to American Houses: The Definitive Guide to Identifying and Understanding America's Domestic Architecture*. New York: Random House, 2013.

Murtagh, William J. *Keeping Time: The History and Theory Preservation in America*. New Jersey: John Wiley & Sons, Inc., 2006.

National Cooperative Highway Research Program. *A Model for Identifying and Evaluating the Historic Significance of Post-WWII Housing.* Various Editors and Contributors. https://www.nap.edu/catalog/22709/a-model-for-identifying-and-evaluating-the-historic-significance-of-post-world-war-ii-housing.

Patrick, James. *Architecture in Tennessee: 1768-1897*. Knoxville: University of Tennessee Press, 1981.

Rifkind, Carole. *A Field Guide to American Architecture*. New York: Plume, 1980.

Roth, Leland M. *American Architecture: A History*. Cambridge, MA: Westview, 2001.

Tyler, Norman, Ted J. Ligibel, and Ilene R. Tyler. *Historic Preservation: An Introduction to Its History, Principles, and Practice*. New York: W. W. Norton & Company, 2009.

Upton, Dell and John Michael Vlach, eds. *Common Places: Readings in American Vernacular Architecture*. Athens, GA: University of Georgia Press, 1986.

Walker, Lester. *American Homes: The Landmark Illustrated Encyclopedia of Domestic Architecture*. New York: Black Dog & Leventhal, 2014.

West, Carroll Van West, ed. *The Tennessee Encyclopedia of History and Culture, version 3.0*. https://tennesseeencyclopedia.net/.

White, Anthony and Bruce Robertson. *Architecture & Ornament: A Visual Guide*. New York: McGraw-Hill, 1990.

Wright, Gwendolyn. *USA: Modern Architecture in History*. London: Reaktion Books, 2008.

APPENDIX B: OTHER HISTORICAL AND ARCHITECTURAL RESOURCES

The survey includes not only buildings but structures, objects and sites. The Survey123 is set up mainly for buildings and most structures. Three commonly surveyed resources that don't fit very well are commercial buildings, cemeteries and bridges. If there are survey resources that do not fit into most of the questions on the form, make sure to fill out the questions in the following categories if possible:

- Property Details
- Property Status
- Property Use (includes Original Use and Present Use)
- Photos
- Architectural Details (fill any detail that applies)
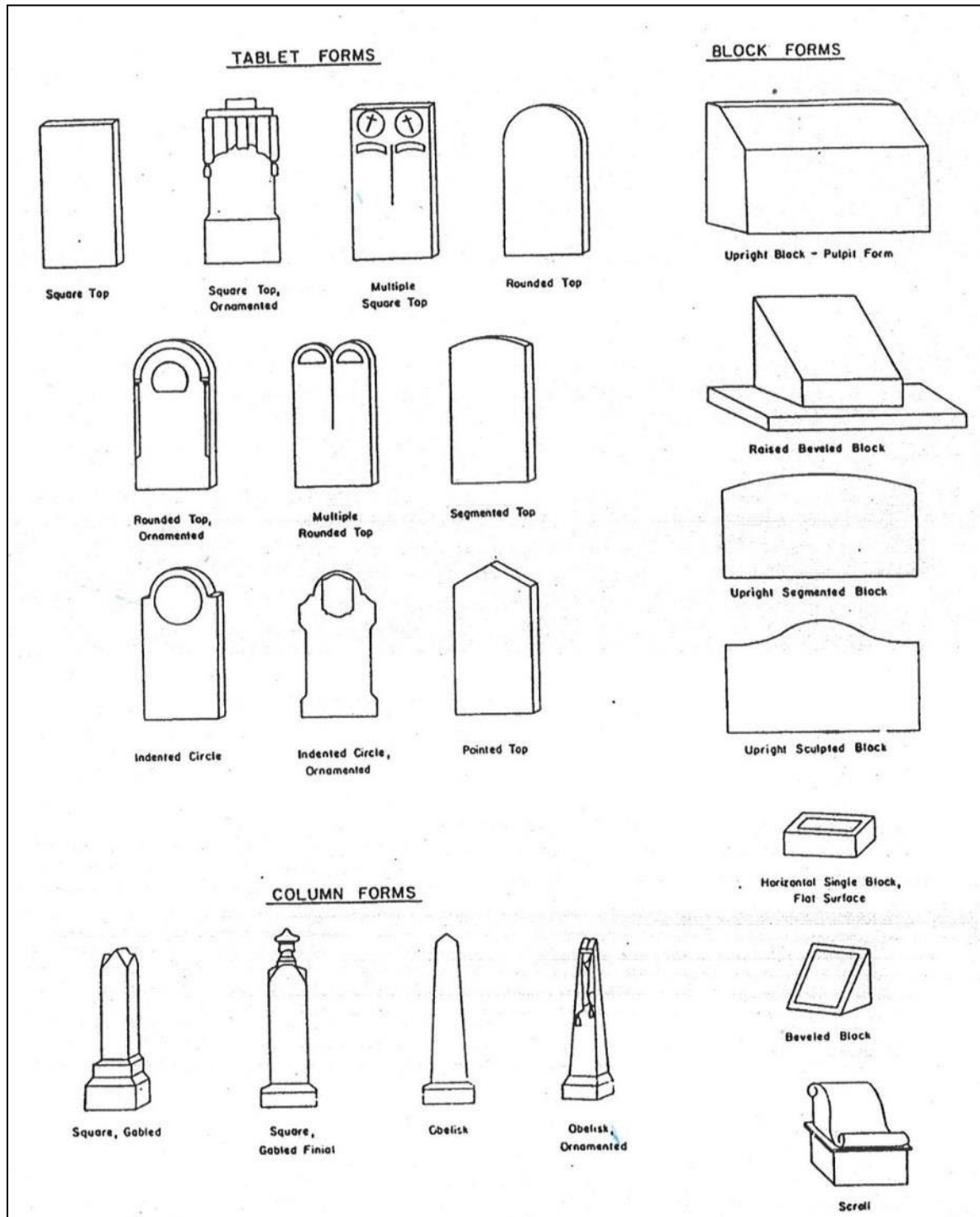- Surveyor Notes (Architectural Comments-describe the resource)

NOTE: The Architectural Comments section has a character limit so you may need to keep it short Not everything on the list will fit but that is ok. Fit what you can.

Details for Cemeteries:

As of 2020, the THC has created a new state program called the Cemetery Preservation Program. This program includes the inventory and survey of cemeteries located in the State of Tennessee both public and private. Data from the Survey Program will be shared with this new program. Descriptive information of the cemetery is always helpful along with photographs for identification but most important is locational data for the cemeteries. If the surveyor would like to add more than locational data, below is a list of optional items that the surveyor may include in the Historical and Architectural Comments on the Survey123 App. Asterisks denote required information.

- Name of Cemetery*
- Location*
- Active or Not Active
- Fraternal Organizations Represented
- Veterans Represented
- Wars Represented
- Approximate Number of Markers
- Types of Markers
- Stone Arrangement
- Marker Materials
- Stone Arrangements
- Landscape Features

TABLET FORMS

Square Top

Square Top, Ornamented

Multiple Square Top

Rounded Top

Rounded Top, Ornamented

Multiple Rounded Top

Segmented Top

Indented Circle

Indented Circle, Ornamented

Pointed Top

COLUMN FORMS

Square, Gabled

Square, Gabled Finial

Obelisk

Obelisk Ornamented

BLOCK FORMS

Upright Block – Pulpit Form

Raised Beveled Block

Upright Segmented Block

Upright Sculpted Block

Horizontal Single Block, Flat Surface

Beveled Block

Scroll

Courtesy of: The Indiana Historic Sites and Structures Inventory, Survey Manual for Architectural and Historic Resources, Division of Historic Preservation and Archaeology and Department of Natural Resources 2008. Adapted from Nutty (1984). Updated by Amy Walker.

Architectural Details for Commercial Buildings:

Commercial buildings are another commonly surveyed building type. Important to note when surveying commercial buildings: Commercial buildings are surveyed by the building and *not* the storefront. A commercial building can have numerous storefronts with different addresses, but it can be the same building. This can often be determined by the roofline or by the size and detailing of the building. For example, if a building at 202-208 Main Street has four storefronts but is one building, this would be recorded as one building on one survey form. Do not separate each storefront into its own survey form.

Descriptions of some of the features indicated below can go in the Architectural Comments and in Architectural Details such as windows, roof, doors, window, etc.
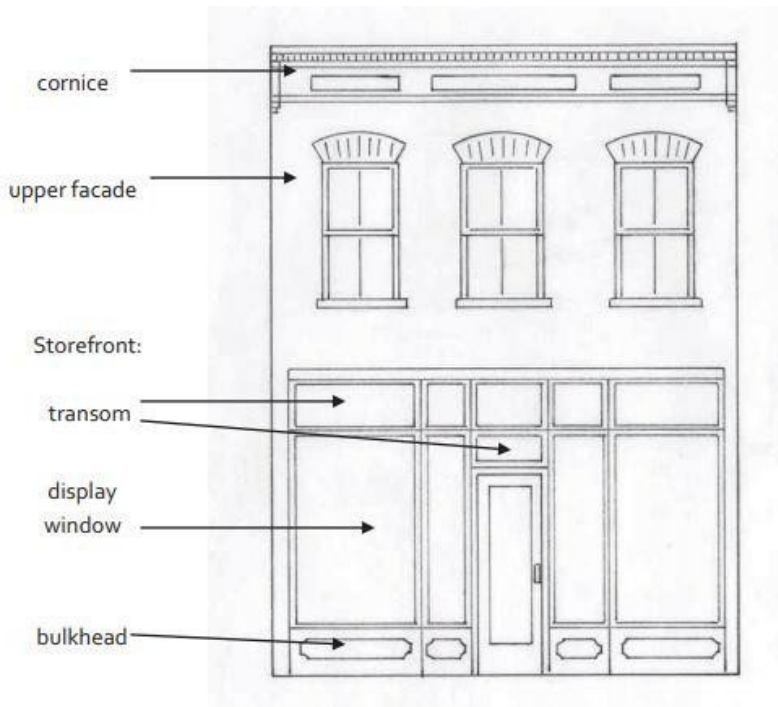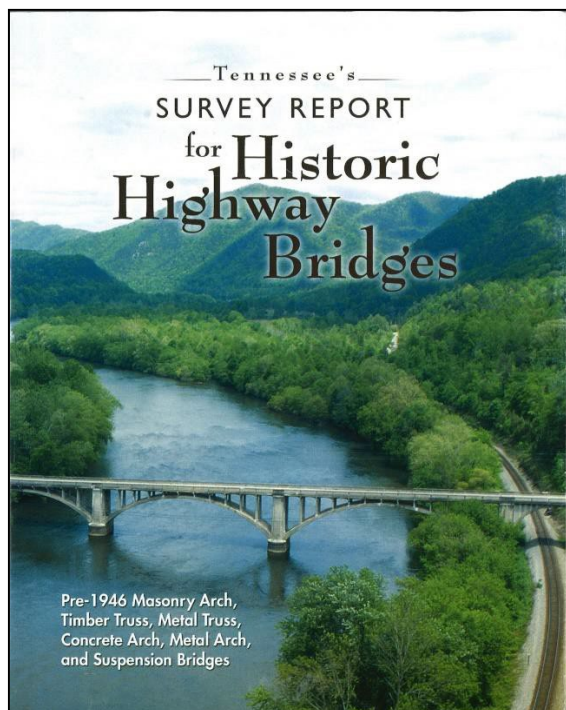

Image courtesy of Phil Thomason

Details for Bridges

Bridges are structures that can be surveyed. Below is a list of details for bridges. The most common bridges include highway or local and state road bridges and railroad bridges. TDOT has extensively documented the road bridges in Tennessee and there is a reference book (pictured below) that they have published that includes their findings. Chapters 4 and 5 in the TDOT bridge book include detailed images of several types of bridges. The book is also available on-line at the link shown below the image. Bridges tend to be constructed of stone, metal or concrete. Railroads crisscrossed the state at one time and there are many bridges that still remain that have not been

surveyed. Some of these smaller railroads would have been part of the early logging and mining operations in the state or still may be in use. Many of these used metal as their material for bridges. A poster was developed that includes images of all types of truss metal bridges. The poster can be accessed on-line at website noted below the poster image below.

Descriptions of some of the features indicated below can go in the Historical Comments, Architectural Comments and in Architectural Details on the Survey123 App.

- *Location – water source it is over and on what road-even a nearest address would be helpful
- *Owner information such as the name of the railroad, state or county or local government
- *Type of Bridge – Stone, Masonry, Metal, Concrete
- Bridge Name/Number Plate, if available
- Builder Plaque
- Truss Type
- Abutments and Piers
- Decking
- Railing and Balustrade

https://www.tn.gov/content/tn/tdot/structures-/historic-bridges/historic-highway-bridge-report.html

For larger and clearer image: https://www.nps.gov/hdp/samples/HAER/truss.htm

APPENDIX C: County Abbreviations for Tennessee

AN: Anderson
BD: Bedford
BN: Benton
BE: Bledsoe
BT: Blount
BY: Bradley
CP: Campbell
CN: Cannon
CL: Carroll
CR: Carter
CH: Cheatham
CS: Chester
CE: Claiborne
CY: Clay
CK: Cocke
CF: Coffee
CT: Crockett
CU: Cumberland
DV: Davidson
DR: Decatur
DK: DeKalb
DS: Dickson
DY: Dyer
FY: Fayette
FN: Fentress
FR: Franklin
GB: Gibson
GL: Giles
GR: Grainger
GN: Greene
GY: Grundy
HB: Hamblen

HN: Hamilton
HK: Hancock
HM: Hardeman
HR: Hardin
HW: Hawkins
HD: Haywood
HE: Henderson
HY: Henry
HI: Hickman
HO: Houston
HS: Humphreys
JK: Jackson
JE: Jefferson
JN: Johnson
KN: Knox
LK: Lake
LA: Lauderdale
LR: Lawrence
LS: Lewis
LN: Lincoln
LD: Loudon
MC: Macon
MD: Madison
MI: Marion
ML: Marshall
MU: Maury
MN: McMinn
MY: McNairy
MG: Meigs
MR: Monroe
MT: Montgomery
ME: Moore

MO: Morgan
OB: Obion
OV: Overton
PY: Perry
PT: Pickett
PK: Polk
PM: Putnam
RH: Rhea
RE: Roane
RB: Robertson
RD: Rutherford
ST: Scott
SQ: Sequatchie
SV: Sevier
SY: Shelby
SH: Smith
SW: Steward
SL: Sullivan
SU: Sumner
TP: Tipton
TR: Trousdale
UC: Unicoi
UN: Union
VB: Van Buren
WR: Warren
WG: Washington
WY: Wayne
WK: Weakley
WH: White
WM: Williamson
WI: Wilson

APPENDIX D: National Register Eligibility Criteria

<u>The National Register Criteria</u>[2]
To be considered eligible, a property must meet the National Register Criteria for Evaluation. This involves examining the property's significance, age, and integrity.

> *Significance*: Is the property associated with events, activities, or developments that were important in the past? With the lives of people who were important in the past? With significant architectural history, landscape history, or engineering achievements? Does is have potential to yield information about our past through archeological investigation?

> *Age and Integrity*: Is the property old enough to be considered historic (generally at least 50 years old) and does it still look much the way it did in the past?

Criteria for Evaluation: The quality of significance in American history, architecture, archaeology, engineering, and culture is present in districts, sites, buildings, structures, and objects that possess integrity of location, design, setting, materials, workmanship, feeling, and association, and:
   a. That are associated with events that have made a significant contribution to the broad patterns of our history; or
   b. That are associated with the lives of persons significant in our past; or
   c. That embody the distinctive characteristics of a type, period, or method of construction, or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; or
   d. That have yielded or may be likely to yield information important in history or prehistory.

Criteria Considerations: Ordinarily cemeteries, birthplaces, graves of historical figures, properties owned by religious institutions or used for religious purposes, structures that have been moved from their original locations, reconstructed historic buildings, properties primarily commemorative in nature, and properties that have achieved significance within the past 50 years shall *not* be considered eligible for the National Register. However, such properties will qualify if they are integral parts of districts that do meet the criteria or if they fall within the following categories:

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[2] Adopted from the National Park Service, National Register of Historic Places website:
     https://www.nps.gov/subjects/nationalregister/index.htm

a. A religious property deriving primary significance from architectural or artistic distinction or historical importance; or

b. A building or structure removed from its original location, but which is primarily significant for architectural value, or which is the surviving structure most importantly associated with a historic person or event; or

c. A birthplace or grave of a historical figure of outstanding importance if there is no appropriate site or building associated with his or her productive life; or

d. A cemetery that derives its primary importance from graves of persons of transcendent importance, from age, from distinctive design features, or from association with historic events; or

e. A reconstructed building when accurately executed in a suitable environment and presented in a dignified manner as part of restoration master plan, and when no other building or structure with the same association has survived; or

f. A property primarily commemorative in intent if design, age, tradition, or symbolic value has invested it with its own exceptional significance; or

g. A property achieving significance within the past 50 years if it is of exceptional importance.

Appendix E: Guidance for Evaluating Eligibility for Different Property Types

Evaluating Underrepresented Community Resources

Resources associated with underrepresented communities (non-white populations, American Indians, LGBTQ+, etc.) are often the only, or one of few, resources associated with that community in an area. When evaluating resources associated with underrepresented communities, it is important to note that the significance and rarity of the site as representative of an underrepresented community may allow for the resource to experience more changes and still be eligible for listing in the National Register of Historic Places.

Evaluating Historic Districts

Per National Register Bulletin 15, a district "possesses a significant concentration, linkage, or continuity of sites, buildings, structures, or objects united historically or aesthetically by plan or physical development." A historic district may be located on one property (such as a farm) or consist of several properties (a residential neighborhood). A historic district may contain resources related to one function (a mill or factory complex) but may also include resources that encompass several interrelated activities (an area that includes industrial, residential, and/or commercial resources).

A historic district evaluation must consider the individual components as well as how those components relate to each other. Considerations should include spatial layout, land use patterns, transportation systems (roads, paths, sidewalks, etc.), associated infrastructure (culverts, street furniture, historic lighting), and other built environment resources such as buildings or structures. Keep in mind that open land can be an important characteristic of a district, particularly in rural historic districts.

When evaluating potential historic districts, survey reports should provide a historic context, description of components of the potential district, a proposed boundary for the district (written and on a map), and photographs of representative resources within the district along with photographs of streetscapes within the district. The photographs submitted should be keyed to a map of the district. If a potential historic district's boundary extends beyond the undertaking's Area of Potential Effects (APE), the survey report should still provide sufficient historical context to evaluate the district as a whole and to understand its significance to adequately evaluate the effects of the undertaking to the historic district as a whole.

Evaluating Farms

In addition to the guidelines noted above for districts, farm evaluations require some additional information. Information should be provided on the age, historic use, and alterations of the farmhouse and all outbuildings, where possible. A photo of the farmhouse, every outbuilding, and landscape features should be included, where possible. The location of these resources should also be shown on a property map with photos keyed. The property history and context should include information on past and current agricultural production, land use, and acreage. Note any non-extant buildings where known. Additional guidelines on evaluating and documenting rural historic landscapes may be found in National Register Bulletin 30.

Evaluating Cemeteries

[National Register Bulletin 15](#) defines cemeteries as "a collection of graves that is marked by stones or other artifacts or that is unmarked but recognizable by features such as fencing or depressions, or through maps, or by means of testing." Cemeteries can be eligible individually, as a contributing resource to a larger property (such as with an associated church or within a farmstead), or within a historic district. Cemeteries must meet Criteria Consideration D to be eligible individually. They do not need to meet Criterion Consideration D if they are they are eligible in association with a church and the church is the focus; they are eligible under Criterion D for information potential; or they are eligible as part of a historic district but are not the focal point of the historic district. To meet Criteria Consideration D, cemeteries must be eligible for one of the following reasons: persons of transcendent importance, the basis of age, its design, association with events, and/or information potential. Read [National Register Bulletin 15](#) and [National Register Bulletin 41](#) for more guidance on evaluating cemeteries and applying Criteria Consideration D.

To adequately survey a cemetery for a Section 106 architectural survey report, the report should include:

- Photographs of the cemetery and its features
- An aerial map with the cemetery marked
- An approximate percentage of historic graves (50+ years old) vs. newer graves (less than 50 years old)
- Any notable funerary art or, whether any vegetation or landscape features appear to be associated with graves
- Information as to whether the cemetery was formally planned or follows known characteristics of any cemetery topologies, such as the Rural Cemetery movement or memorial gardens design
- Information on the physical distribution of graves, particularly whether the historic graves are clustered in one area or spread throughout the cemetery. If graves are clustered in recognizable sections, please indicate that on an aerial map.
- Information on whether the cemetery is associated with early settlement of an area, an important event, or persons of transcendent importance, or whether the cemetery is associated or was historically associated with a church or community.

Please note that many cemeteries in Tennessee include unmarked graves, particularly early cemeteries and those historically associated with African American communities. A lack of grave markers does not always negatively affect integrity as their absence often reflects different cultural marking traditions, historic socio-economic inequality related to wealth disparities or racial segregation that may have limited access to markers, or simply a lack of maintenance where markers have deteriorated, fallen, or sunken. Surveyors should carefully examine the cemetery for evidence of alternative marking techniques, such as vegetation or fieldstones, or the presence of grave depressions or fences that may indicate possible burials. Historic maps, written documentation, or community members may be able to provide additional information.

Evaluating Infrastructure/Utilitarian Resources

Historic infrastructure represents important but broad resource types that have historically been underrecognized within the National Register of Historic Places. Historic utilitarian resources often formed the foundation on which modern American life has been built. They include, but are not limited to, resources related to the creation or transmission of power; transportation systems for people and goods; water and sewer systems; and/or the maintenance of such systems. Utilitarian resources must be given serious consideration for National Register eligibility, just like any other resource.

Because of their unique designs and historic roles, utilitarian resources sometimes require different evaluation methods. Many are linear resources that typically have replacement materials. Common examples include railroads, roads, or pipelines. Replacement materials on these types of resources are considered normal maintenance so an eligibility determination should focus on other aspects of integrity, notably location (alignment), design (type, width), setting, association, and feeling.

Appendix F: Acceptable Examples of Photographs, Maps, and Tables for Section 106 Architectural Survey Reports.

***Any examples provided in this Appendix do not necessarily have accurate or complete information about Clover Bottom Farm. Clover Bottom Farm was used to provide examples of photographs, maps, and tables for Section 106 reports that meet the guidelines and requirements for Section 106 reports discussed in Chapter 3 of this Survey Manual. A fake undertaking, Project X, was devised to provide these examples. Therefore, the information below is not necessarily accurate or complete about Clover Bottom Farm or other properties used as examples. The materials you include in your Section 106 architectural survey report may vary from what is seen here, as all undertakings are different and may require different approaches.

Example of Good Photographs for Section 106 Reports.

***Please note, these photographs are to provide examples that meet the photograph guidelines from Chapter 3 of the survey manual. Photographs for your report may be different. Clover Bottom Farm was used to collect these example photographs, however, the entire historic property is not represented in these photographs. Please note that to evaluate resources for Criterion C, interior photographs may be needed.

Photographs for Evaluating Resources:

The photographs below are sufficient examples of **Level 1** survey photographs for Section 106 architecture survey reports as it contains at least two photographs that show multiple views of the building including the façade, side, and rear through oblique images. Because of the location off the road and the time of day, it was hard to get a direct photograph of the façade, so an extra photograph was provided. The photographs are clear and high resolution with the building the main focus. The photographs are accompanied with clear captions.

HS-5, 100 Clover Bottom Ave.; Façade/North and East Elevations.

HS-5, 100 Clover Bottom Ave.; Façade/North Elevation.

HS-5, 100 Clover Bottom Ave.; East and South Elevations.

The photos below are acceptable examples of photographs for a **Level 2** survey because they are clear and high resolution, contain photos of every elevation of the main dwelling, and there is at least one photograph of every outbuilding, often more if the outbuilding was historically a residence or more detailed. There are photographs that show individual resources, but there are also photographs that show the general setting. The photographs are labeled with clear captions. Please note that to evaluate resources for Criterion C, interior photographs may be needed.

Clover Bottom Mansion; Façade/East Elevation.

Clover Bottom Mansion; Detailed photo of Façade.

Clover Bottom Mansion; Oblique view of Façade and North Elevation.

Clover Bottom Mansion; North Elevation.

Clover Bottom Mansion; South Elevation.

Clover Bottom Mansion; Rear/West Elevation.

Outbuilding 1; Façade/East Elevation.

Outbuilding 1; South Elevation.

Outbuilding 1; Rear/West Elevation.

Outbuilding 1; North Elevation.

Outbuilding 2; Oblique of Façade/East Elevation and North Elevation.

Outbuilding2; South Elevation.

Outbuilding 2; Rear/West Elevation.

Outbuilding 2; Façade/East elevation.

Outbuilding 3; Oblique view of Façade/East Elevation and North Elevation.

Outbuilding 4; South Elevation.

Outbuilding 4; Oblique view of South and West Elevations.

Outbuilding 5; South Elevation.

Outbuilding 5; Oblique view of East and South Elevations.

Outbuilding 6; Oblique view of East and South Elevations.

Outbuilding 6; Oblique view of North and East Elevations.

Outbuilding 6; West Elevation.

Outbuilding 7; Oblique view of South and West Elevations.

General Setting looking West towards Façade of Clover Bottom Mansion.

General Setting looking Northeast towards Outbuildings 4, 5, and 6.

General Setting looking Southeast towards Outbuildings 1, 2, and 3.

General Setting looking West from Clover Bottom Mansion.

 Photographs for Assessing Effects:
The second set of photographs show example photographs taken from different areas within the historic property boundary towards the project location.

From Clover Bottom Mansion, Northeast towards Project Area.
From entrance to parking lot behind Clover Bottom Mansion, Northeast towards Project Area.

From Outbuilding 7 (resources closest to project area) Northeast towards Project Area.

Photo showing portions of Outbuildings 5 and 6 towards Project Area.

Example of Good Maps for Section 106 Reports.

***Please note these maps were created as visual learning tools to show examples of maps that meet Section 106 report requirements. They do not necessarily depict actual historic resources or accurate boundaries or information for historic resources.

Map for Assessing Effects
Map #1 is an acceptable example of an all-encompassing map for a Section 106 report because it shows all required elements: Project Area, Area of Potential Effects, all surveyed resources within the APE, and all National Register listed resources within the APE. Further, the map is labeled and includes a legend explaining characteristics of the map. The map also shows surrounding street names to better locate the project. The APE was determined to be a circular 0.25 mile radius due to the nature of Project X. APEs depend on the nature of the project and vary greatly depending on the undertaking. Your APE should encompass all areas where your undertaking has the potential to affect historic resources, including visual, audible, and cumulative effects.

The USGS topographical map required for Section 106 reports should provide the same information, but the background map should be a topographical map instead of an aerial map.

Please note that it is also required to submit a screenshot of the THC viewer map with project location, APE, and all data points in the THC viewer.

Map #1

<u>Map for Evaluating a Resource</u>

Map #2 is an example of how to map a listed property that was resurveyed, or a historic resource determined eligible through the Section 106 survey. It is a good map because it shows the proposed National Register boundary, contributing, and noncontributing resources. It also has labels and a legend explaining the map characteristics.

***Please note this is not an accurate map of Clover Bottom Farm, nor are all the contributing and noncontributing points accurate. This map was made to serve as an example of a map that meets the

Section 106 report requirements. Maps for your reports may require different elements.

Map #2

Example of a Good Table for Section 106 Reports.

This table includes all required fields as discussed in Chapter 3 of the Survey Manual.

***Please note that information in the table is not necessarily accurate. This was compiled as an example based off the Example Project used for the photographs and maps.

Survey #	Resource Name	Address	Construction Date	Eligibility
DV-2022	No Name	3022 Lebanon Road	1935	Not Eligible
DV-2024	No Name	3012 Lebanon Road	c. 1925	Not Eligible
DV-2026	No Name	3012 Lebanon Road	1940	Not Eligible
DV-2028	No Name	Corner of Lebanon Road and Disspayne Dr.	1935	Not Eligible
HS-1	Donelson YMCA	3001 Lebanon Pike	1974	Not Eligible
HS-2	Haley's Park Apartments	3015 Lebanon Pike	c. 1965	Not Eligible
HS-3	Tennessee Law Enforcement Academy	3025 Lebanon Pike	c. 1963	Eligible
NR Reference # 75001747 Boundary Increase # BC100003900	Clover Bottom Farm	2941 Lebanon Pike	1853/1859	Listed