

INSTRUCTIONS ON HOW TO FILL OUT INDIVIDUAL PROPERTIES DOCUMENTATION FORM

OREGON INVENTORY OF HISTORIC PROPERTIES SECTION 106 DOCUMENTATION FORM Individual Properties

This form is intended for use by historic preservation professionals. If you are not a trained professional, please consider using the simplified SHPO Clearance Form, available at the Oregon State Historic Preservation website. The Section 106 Documentation Form is intended to be a dual-purpose document, suitable for reporting and evaluating historic properties for eligibility for listing in the National Register of Historic Places, as well as evaluating the effect a project will have on the subject resource. The form is intended to provide sufficient flexibility to be used for reporting from the lowest level of investigation (the Reconnaissance Level Survey) through to a detailed, in-depth evaluation based on extensive research and professional insight. In a regulatory environment, the level of effort necessary for an evaluation is based on the nature of the resource, the likelihood of adverse effects arising from the project, and the requirements of the lead federal agency. Please coordinate with the project's lead federal agency to determine the level of effort required. Use this form when any project element calls for alteration or demolition of historically or architecturally significant property (normally 50 years or older), or a property contributing to the integrity of a cohesive older neighborhood or historic district. **If you are submitting this form to SHPO independent of a report, include a cover letter with your contact information with the submission.**

In the event there is a grouping of resources (generally more than two, such as a farmstead with several outbuildings) that are clearly connected by geography, use, and ownership and/or share the same address, the form should address the entire grouping, with the descriptive fields (such as architectural classification and window type) based on the primary resource in the grouping, and the narrative sections addressing the overall grouping first, followed by the individual elements that compose it. This applies to both the descriptive and evaluative sections. If an individual resource within an otherwise non-eligible grouping is found to be individually eligible, this should be clearly reflected in the form.

IMPORTANT NOTES REGARDING THE FORM:

1. This form is in Adobe PDF format, with fillable fields. The form can be completed using free software from Adobe, such as Reader, or using premium software, such as Acrobat. Because the software does not allow the form to be saved in the midst of preparation, it is highly advised that the narrative text be prepared in a separate document, such as Microsoft Word, and cut/pasted into the fields of the fillable PDF.
2. The fields provided are limited to the visible space. Use continuation sheets as necessary. Please indicate the field with which the supplemental text corresponds.
3. When inserting photos, be sure to insert photos in JPEG (.jpg) format. Also note that software limitations do not allow the photos to be anchored to any location other than the upper left corner of the image field. This may cause the photo to appear off-center. Also note that the photo size will be automatically adjusted to fit into the box, with the proportions of the photo preserved, which may result in the photo not filling the entire image field.
4. Image Fields (including those for inserting photos and maps) only support the following file types: **JPG, GIF, BMP, PNG, and TIF**. Due to software limitation, you cannot insert a PDF into an image field.

FIELD DEFINITIONS:

Property Name: Indicate the historic name, if known. If unknown, indicate a common or current name. This field will automatically populate on all pages in the form.

Street Address: Must be specific address, i.e. street and house number. If the address is estimated, indicate with a "?" in front of the address. If the resource has no address, be as specific as possible, using directions and names of streets at nearest intersection. This field also automatically populates on all pages.

City, County (header): Indicate city where street address is included for post office purposes. If the property is rural, indicate the primary post office city or nearest city; add the term "vicinity." Indicate the County in which the resource is located. This field also automatically populates on all pages.

Project Name: Indicate the name or type of project.

Agency: Indicate the lead federal agency for the project.

Agency project #: If the lead federal agency has assigned a project tracking number for the project, indicate that number here.

SHPO Case #: SHPO Case #'s are assigned by the SHPO when consultation begins. The number is generally a prefix reflecting the last two digits of the year consultation was initiated with the SHPO, followed by a four digit number (e.g. 12-0765). If no SHPO Case # has been assigned prior to submission, leave this field blank.

Location Coordinates: Indicate decimal coordinates of the resource to a minimum of five decimal places.

Is the property listed in the National Register of Historic Places? Indicate the CURRENT status of the resource, whether it is listed in the National Register individually, as a contributing element to a listed historic district, or if it is NOT currently listed.

Primary Photo: Click in this box to open a photo into the image field. In the field below the image field, indicate the subject of the photo and the direction of the photo.

Surveyor: Indicate the name of the individual preparing the form, and their organization (company, agency, etc.), and the date that the resource was recorded.

National Register Findings: Indicate the findings of the investigation regarding eligibility of non-eligibility, and check boxes that apply. These findings should be addressed explicitly on page 2, in the narrative section "Determination of Eligibility Justification, and Sources."

Finding of Effect: Indicate the finding of the investigation regarding the effect of the project on the resource. This finding should be addressed explicitly on page 3, in the narrative section "Finding of Effect and justification."

Original Use: Select the original use of the resource from the drop-down menu.

Number and Type of Associated Resources in Grouping or Ensemble: If the resource is a part of a grouping or ensemble of historic resources, indicate the total number and types of associated resources in the grouping.

Architectural Classification/Resource Type: Select the architectural style and resource type from the drop-down menus.

Owner: Check the one type of ownership that is most applicable.

Window Type and Material: Describe the window type (based on operation and sash type) and materials used. Examples are "3-over-1 wood sash," or "fixed aluminum."

Roof Type and Material: Describe type (gabled, hipped, flat, etc.) and indicate roofing material (asphalt shingle, wood shake, standing-seam steel, etc.)

Exterior Surface Materials: Select the primary, secondary, and decorative materials from the drop-down menu.

Integrity: Indicate the overall integrity of the resource. A detailed discussion of integrity, including an analysis of each of the seven aspects of integrity may be appropriate, depending on the resource, and should be discussed in the narrative section "Determination of Eligibility, Justification, and Sources" on page 2. If an assertion of non-eligibility is being made based on integrity, the discussion should be relatively detailed.

Construction Date: Give the year the resource was constructed. If uncertain of the construction date, estimate the construction date as narrowly as possible, and mark "circa" to indicate the construction date is an estimate.

Architect, Builder, or Designer: Indicate the architect, builder or designer of the resource. If more than one of these are known, indicate which role each individual played in the creation of this resource.

Description of Property (including previous alterations & approximate dates): Provide a physical description of the resource, including all pertinent descriptive information external to the resource, such as setting. The physical description should be as detailed as the intensity of the investigation and the complexity of the resource justify. Include specific elements that contribute to creating the overall resource's physical presence, such as form, materials, number of stories, fenestration patterns and window types, stylistic decorations, etc. Make sure to note perceived alterations to the resource, such as materials changes, additions, replacement of building elements, etc. Wherever appropriate, include photos that illustrate the design details or alterations noted. If the resource is a grouping composed of more than one building, include a description of each building to the extent appropriate.

Determination of Eligibility, Justification, and Sources: Provide a narrative of the history of the resource, followed by an analysis of its historical significance. Be sure to address the individual National Register Criteria for Eligibility (A-D) to the extent necessary to establish eligibility, and include an analysis of the integrity of the resource, detailed as appropriate to reflect the extent to which the integrity was a factor in the determination of eligibility. Be sure to indicate sources of historical information in the form of a brief bibliography, indicating sources consulted in determining significance. If the resource is a grouping composed of more than one building, evaluate each building as either contributing to or not contributing to the overall resource. Wherever appropriate, include an analysis of any buildings that may be individually eligible for listing in the National Register of Historic Places, such as barns or farm houses. NOTE: it is not enough to simply assert that a resource is not eligible under Criterion B (for example). Such an assertion should be accompanied by an indication of what research was conducted to arrive at that conclusion.

Description of the project scope, and nature and extent of impacts: Provide a narrative description of the scope of the project, including what the project is intended to achieve, what will be demolished, altered, or constructed to achieve the project intent, and how (if at all) the project will affect this resource. Characterize effects as direct or indirect, and indicate the intensity of the impact. If only a portion or element of the resource will be affected by the project, indicate the portion that will be impacted.

Finding of Effect and justification: Provide a narrative analysis of the overall impact of the project on this resource. The analysis should be as broad or narrow as appropriate, based on the kind and extent of the impact, and on an understanding of Criteria of Adverse Effect, described in 36 CFR 800.5(a)(1-2). To the extent necessary, justify the assertion of the finding of effect, including all considerations necessary.

Additional Photos: Include enough photographs necessary to characterize the resource in general, illustrate specific areas of discussion or analysis, and provide evidence for determinations of eligibility. To some extent this is based on the depth of analysis (whether a Reconnaissance Level Survey, or a more detailed investigation), however, a general guideline should be to include a minimum of 3-4 photos of each individual building. If the resource being evaluated is a grouping, include overview photos to characterize the overall resource. In the "View" box, indicate what is being illustrated in the photo, and in which direction the photo is taken.

Maps: Include a map (typically a portion of a USGS quad map) clearly indicating the location of the resource, with the name and publishing date of the map, and scale. If appropriate to indicate the relationship between the subject resource and other environmental elements, such as rivers, creeks, roads, etc., or especially when the resource is a grouping composed of two or more individual buildings, include an aerial image with all environmental and resource elements clearly indicated and identified. For example, if the resource is a farm, indicate each building with the name or use/function of the building.

Continuation Sheets: Use as needed for photos (use the supplemental photos sheet) and additional information (use the supplemental text sheet). Continuation sheets are available separately from the Section 106 Documentation Form. Once saved into a final PDF, the form and sheets can be merged into single PDF using Adobe Acrobat.

If you have any questions about this form, or are having difficulty using the form, please contact the Oregon State Historic Preservation Office Review and Compliance Program staff:

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