ARCHITECTURAL SURVEY MANUAL

Practical Advice for Recording Historic Resources

North Carolina Historic Preservation Office

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Preface

For more than four decades, the North Carolina Historic Preservation Office (HPO) in the Office of Archives and History has conducted North Carolina's statewide architectural survey program. The HPO has sponsored and co-sponsored, assisted and guided dozens of local and regional architectural surveys throughout the state—all part of a statewide program that identifies, records, and encourages the preservation of North Carolina's rich and varied historic and architectural heritage.

For each community and county, as for the state and nation as a whole, creating a photographic and written record of historic places is the first, crucial step in recognizing, valuing, and preserving the heritage of the past for the benefit of the present and the future. Each survey provides a local base of information about community history and architecture. Ideally the surveyor and the survey serve as a prism—gathering information from many different residents and many different places, then reflecting that knowledge back to the community in a way that offers residents and others new understanding of the whole and its parts.

As the bedrock of preservation planning and actions, a thorough local survey forms the basis for many preservation decisions. Survey reports, files, and maps are maintained as a permanent record that permits evaluation of properties for nomination to the National Register of Historic Places, consideration of impacts of government-funded or -licensed projects on historic properties, designation and protection of local districts and properties by local preservation commissions, and private investment in rehabilitation of historic buildings for new uses. Over the years, architectural surveys in town after town and county after county have provided the first step toward preservation success stories—directing new attention to familiar sights and encouraging citizens to rescue long neglected houses, rejuvenate traditional neighborhoods, and focus new investment in the economy and quality of life in historic town centers.

These strong local studies have enhanced knowledge of local and regional historical developments and their relationship to national and state currents. Local survey offers new understanding of the state's architectural traditions, illuminating both the familiar vernacular patterns of the rural landscape or the accomplishments of the architectural profession and building trades in growing towns and cities. These state and local studies, together with others conducted throughout the nation, are building a national body of fieldwork that is yielding new insights into American social and architectural history.

This manual is based on practices that have developed over the years—and doubtless will continue to develop—from lessons of experience in the field. The strength of the North Carolina survey program has always been in the energy, knowledge, commitment, and enthusiasm of the intrepid and talented surveyors who have explored its country roads and town streets. Each one has brought new insights and understanding to the state's architectural treasures, and all have given much to the communities and the state they have studied for a few months or for years on end. This manual draws from their experience and accomplishments.

Observations on Surveying

Conducting a field survey of historic properties requires the best of exceptional people with an exceptional range of skills and abilities. In varying degrees, the surveyor must be an architectural historian, oral historian, documentary historian, photographer, writer, geographer, cartographer, planner, folklorist, sociologist, psychologist, horticulturist, public relations expert, teacher, and politician. Architectural survey work requires an aggressive curiosity about people and places and the ability to approach and win the confidence of strangers. It requires patience, steady work habits, and the discipline to work alone. It requires an extraordinary ability to gather data in the field, to organize and evaluate the data, and to present it to the world in a clear and useful format. It requires internal standards of achievement. It requires the ability to plan a long undertaking and pace activities to reach a predetermined goal with the time and resources available. It often requires physical and mental stamina.

However difficult, survey work can be enormously satisfying, as well as great fun. Discovering a long-forgotten but important example of an early building type and recognizing it for what it is, tracing the evolution of a small town or urban commercial district or neighborhood, discerning survivals of earlier rural landscapes—all are creative activities that bring forgotten or ambiguous places into new focus and, in a sense, into a fresh existence. Perhaps most important, a successful survey stimulates the attention and interest of a community and its decision-makers and influences that community's future in positive ways.

The objective of every survey is simply this: to gather, organize, and present information about historic properties and environments in photographs, words, maps, and drawings in such a way as to enable other people who may never see the places themselves to understand them sufficiently to be able to make decisions about them. These "other people" may include local, state, and federal planners in various agencies, local preservationists and commission members, the interested public, property owners, political leaders of every stripe, the National Register Advisory Committee, Archives and History staff in Raleigh (and ultimately National Register staff in Washington), Preservation North Carolina Revolving Fund staff, academics engaged in specialized studies, and many others who need or want to know about a locality and historic places within it.

The surveyor must bring certain talents and skills to the project that he or she has acquired elsewhere: intellectual curiosity, sociability, basic knowledge of American architectural history, and basic photography, research, and writing skills. Other aspects of survey work are learned through experience. This manual provides a framework for developing that experience in conducting uniform historic property surveys in North Carolina. What are the tools (and the tricks) of the trade? How is a survey planned? What should be surveyed, and what is "sufficient" information about a place? How many pictures should be taken and how should they be organized? Where and how can the surveyor find historical information? How should the materials be organized? What do the final products of a survey look like? Some of these matters are simply clerical, others are more technical or substantive, but all are important to a successful and useful survey.

Architectural survey coordinator M. Ruth Little first prepared this manual in 1989. Catherine W. Bishir revised and expanded it in 1994 and Nancy Van Dolsen made additional revisions in 2001. The 2008 revised edition by Claudia R. Brown reflects developments in architectural survey methodology and procedures necessitated by the conversion to digital survey forms and digital

photography. Elizabeth C. King updated the manual in 2021 in anticipation of comprehensive surveys tied to the Emergency Supplemental Historic Preservation Fund for Hurricanes Florence and Michael. King again updated the manual in 2022 after the photograph naming conventions were streamlined, eliminating the distinction between urban and rural properties. Numerous veteran surveyors including Kelly (Lally) Molloy, Jennifer Martin, Dan Pezzoni, and Heather Fearnbach contributed to numerous editions. Surveyors and others who use this manual are encouraged to share their observations and suggestions for improvements for future editions.

Michael T. Southern, Supervisor, Survey and Planning Branch, 1987-1992 & 2003-2006
Claudia R. Brown, Supervisor, Survey and Planning Branch, 1992-2003 & 2006-2018
Elizabeth C. King, Architectural Survey Coordinator, Survey and National Register Branch, 2018-

1. STANDARD SURVEY PRODUCTS: A CHECKLIST

The following summarizes standard products of all surveys funded through or administered by the HPO. Specifics of survey methodology for comprehensive surveys of counties and towns are explained in more detail in subsequent portions of this manual.

Survey products are organized by survey site number, or SSN. Each surveyed site receives a unique alphanumeric code that becomes its primary identifier within the statewide survey record, e.g., WA0766. **The surveyor must obtain a range of SSNs from the File Room Manager at the outset of fieldwork.** Each survey product must be labeled with an SSN, and the SSN must be consistently applied to every component of the survey file.

The surveyor *may not exceed* the range of SSNs provided by the HPO without the express permission of the File Room Manager. If a surveyor needs additional SSNs, he or she must request them of the File Room Manager. If the surveyor does not use all the SSNs assigned to their project, he or she should notify the File Room Manager at the end of the survey.

Survey Files
A principal product of each survey is the collection of survey files. These are submitted to the HPO at the completion of the project and become part of the North Carolina statewide survey record.

When the files are submitted, they should be placed in order by SSN to simplify map-checking and indexing. (After the files are checked and indexed, they are filed thus: all rural properties together, placed numerically by SSN; all urban properties together by town; towns are in alphabetical order, and within towns, properties are placed alphabetically by street address.)

The contents of each file should be in neat, organized condition. Each file needs to present sufficient visual and written information to enable a person to understand and evaluate the significance of the property; to see the important features of construction, relationships of spaces and structures; and to understand its historical background and relationship to the community. Each file consists of the following items.

1. *Survey file envelope*. Standard envelope with white label (completed in standard format) in upper left corner. File labels are formatted according to the HPO guidelines presented in **Chapter 6: Preparation of Survey Files**. The HPO provides envelopes to the surveyor on a project basis. At the outset of the survey, the surveyor should request envelopes from the File Room Manager.

2. *Data entry form*. A survey form generated from the MS Access project database, completed according to HPO guidelines found in "How to Populate the North Carolina Historic Preservation Office's Historic Property Data Entry Form (Microsoft Access)."

3. *Photographs*. Every surveyed property must be clearly represented in at least one well-framed, well-lit photograph. For most individual properties, each elevation plus details and (as possible) interiors should be photographed. Photographs are printed and labeled according to the HPO guidelines presented in **Chapter 5: Photography**.

4. *Site plan and/or floor plan*. These are to be drawn neatly on a blank sheet of paper. If the county tax administration's online records feature clear tax maps and/or aerial photography, the site plan may be printed from the website and annotated. Both are to be identified with SSN, property name, and city/town (use vic. as needed). Include a north arrow and main roads.

5. *Historical information*. The file contains all notes from interviews and research, photocopies of historical information, etc., to undergird and expand on the narrative summary. These pages should be marked with the SSN, property name, and county or town. Photocopies of information from published or unpublished sources must have basic bibliographic information penciled in at the top of the photocopy, e.g., the title of a newspaper plus its date of publication and the relevant page number(s).

6. *Narrative summary*. This is a clear, concise, well-written narrative describing the property and summarizing its significance and history. Sources of historical information are noted briefly within or at the end of the summary.

Every item in each file must be identified by SSN, property name, and town. This is crucial in assuring that if a photo, floor plan, set of notes, etc., becomes separated, it can be returned to its proper survey file envelope. Otherwise, it becomes anonymous lost material.

CDs/DVDs
The MS Access project database and all digital photo files are submitted on CDs or DVDs. The database is populated according to HPO guidelines found in "[How to Populate the North Carolina Historic Preservation Office's Historic Property Data Entry Form (Microsoft Access)](#)," and digital photo files are labeled according to the HPO's photo labeling conventions.

Maps
If the surveyor elects to map-code historic properties during the scoping phase of the survey, the map-coded properties should be accurately marked and identified by a standard typology developed in coordination with the HPO on USGS quadrangle maps (quads).

National Register Evaluation Recommendations
In consultation with HPO staff, the surveyor evaluates and presents surveyed properties and districts potentially eligible for the National Register of Historic Places for the Study List. This includes a list of properties and their owners, standard property type evaluations, and a script and PowerPoint presentation for staff review. The surveyor presents the final version of this presentation at a National Register Advisory Committee meeting on the second Thursday of February, June, or October.

Final Report
The final report summarizes the methodology and findings of the survey. The outline of the final report is determined by the HPO. The final report contains a bibliography of sources; employs standard documentation through end notes or footnotes; and follows conventions in the most recent edition of *The Chicago Manual of Style* and the Office of Archives and History's "[Guide for Authors and Editors](#)" (revised November 2020).

The final report must be submitted as a pdf file created at 300 pixels per inch minimum and/or one hundred percent of the original document size, if the pdf has been converted, for example, from a

Microsoft Word document. Surveyors should verify with the HPO whether an acknowledgement of funding is needed at the beginning of the final report. For example, subgrants awarded to Certified Local Governments through the Historic Preservation Fund should acknowledge the funding source. Standard language will be provided by the HPO when a credit is needed.

All materials generated by the survey become part of the HPO statewide inventory of historic resources. If the survey is partially or fully funded by the NPS, the final report will be submitted to the NPS as a condition of the award.

2. NORTH CAROLINA SURVEY STANDARDS

North Carolina's statewide survey program follows the Secretary of the Interior's "Standards for Identification and Evaluation" (36 CFR 61.3 and 6 and 61.4[b]), which are reiterated below.

Standards for Identification

1. *Identification of historic properties is undertaken to the degree required to make decisions.*
North Carolina's methodology for recording historic buildings, which includes project planning; the identification of local, regional, and statewide historic contexts; the use of a survey database that generates standardized survey forms; minimum photographic standards; and an emphasis on both documentary research and oral history, provides sufficient information about historic properties to permit determinations of eligibility for the National Register of Historic Places and other planning decisions.

2. *Results of identification activities are integrated into the preservation planning process.*
Each survey includes a final report describing the results of the project. Subsequent survey and nomination work in North Carolina can utilize the new data and insights. At the local level, the identification process is the foundation for the work of local preservation commissions.

3. *Identification activities include explicit procedures for recordkeeping and information distribution.*
North Carolina's guidelines for surveys, developed and improved over many years, are presented in this manual, including standards for recordkeeping. Records of the North Carolina Architectural Survey Program are maintained in the survey file room of the HPO and in the Western Office of Archives and History. Photographic negatives (from surveys conducted prior to 2019) are maintained by the Division of Archives and Records of the Office of Archives and History. Digital photo files and recent negatives are maintained in the survey file room of the HPO. Many local sponsors also choose to retain copies of the survey report, components of the survey files, and digital photo files.

Standards for Evaluation

1. *Evaluation of the significance of historic properties uses established criteria.*
This standard refers primarily to the application of National Register criteria in the evaluation process, though it recognizes that other types of criteria may be developed for state and local inventories to standardize the evaluation of significance.

2. *Evaluation of significance applies the criteria within historic contexts.*
North Carolina has developed an outline of historic contexts and descriptions of several important statewide and regional contexts. In addition, local contexts are developed during each local survey. Final reports address state and local contexts as indicated in National Register Bulletin 16 (parts A and B), *Guidelines for Completing National Register of Historic Places Forms*. Evaluation of properties identified in the survey proceeds from these contexts.

3. *Evaluation results in a list or inventory of significant properties that is consulted in assigning registration and treatment priorities.*
Through the survey form evaluation and the process of review and placement on the Study List of properties that appear to be potentially eligible for the National Register of Historic Places, the North Carolina survey process provides for the identification of significant historic properties. All surveyed properties are entered into the log maintained by the File Room Manager.

4. *Evaluation Results Are Made Available to the Public.*
North Carolina has been unusually successful in disseminating the results of local surveys to the public through its encouragement of high-quality survey publications. These books are of professional quality and follow a generally consistent format, including an introductory essay on the history and architecture contexts of the area, followed by a catalog containing a photograph and analytical narrative on each significant property in the area. Publication of a survey book is a prime objective for many local partners. In addition, copies of survey records are often kept at libraries or planning departments for local reference use. The file room of the Survey and National Register Branch is a public research repository.

Personnel Standards for Principal Investigators

All surveys financed in part by federal grants administered by the NPS and State Historic Preservation Offices must follow federal guidelines for personnel and administration. The Principal Investigator who conducts the survey, referred to as the surveyor in this manual, must meet the following professional qualifications:

Code of Federal Regulations, 36 CFR Part 61: The minimum professional qualifications in Architectural History are a graduate degree in architectural history, art history, historic preservation, or closely related field* with course work in American architectural history; or a bachelor's degree in architectural history, art history, historic preservation, or closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or

2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

*The NPS defines "closely related field" as urban or regional planning, American studies, architecture, material culture, or folklore. Individuals with degrees in cultural geography, history, anthropology, and certain other fields may qualify as principal investigators under certain circumstances.

Standards for Accessioning Products from Privately Financed Surveys

Occasionally the HPO is asked to incorporate the products from an architectural survey that was privately financed into the statewide inventory of historic resources. If the products resulting from a privately financed architectural survey meet the program standards outlined in this manual, the HPO is willing to do so. Surveyors who are under contract with a local government or private party are encouraged to communicate the scope and intent of their survey to the Architectural Survey Coordinator as soon as possible. Because annual workplans are based around projects timed to the State and Federal fiscal years, it is challenging to integrate the timeline of a privately financed project into the Architectural Survey Program's schedule for reviewing, accepting, and processing survey products. As much advanced notice as possible on the part of the surveyor will maximize the HPO's ability to respond to privately financed surveys in a timely manner, thus sparing surveyors and their clients lengthy delays.

The HPO is unwilling to integrate survey products that have not been thoroughly reviewed by its staff into the statewide inventory. Surveyors must be aware of the requirement for review and be willing to make the changes requested by HPO staff to ensure survey products meet the standards outlined

in this manual for photographs (**Chapter 5**), survey files (**Chapter 6**), and final reports and Study List recommendations (**Chapter 7**). An overview of Standard Survey Products is provided in **Chapter 1**; detailed guidance is provided in the chapters devoted to each broad category of products.

The HPO will use guidelines presented in this manual to determine whether survey products are accurate and complete prior to accessioning them into the statewide inventory of historic resources. Surveyors will receive a review memo outlining any deficiencies that must be corrected prior to accessioning the results of the survey. If the surveyor is unwilling or unable to make the necessary edits, the HPO will not integrate the incomplete results of the survey into the paper files housed in the Archives and History Building in Raleigh or the Western Regional Archives in Asheville, nor will the project's Microsoft Access database file be merged into the statewide Architectural Survey Database, nor will the final report be published on the Office of Archives and History's websites, nor will individual sites and districts be mapped in HPOWEB. If the private sponsor funding the surveys wishes properties from the incomplete survey to be considered for the Study List at a regularly scheduled National Register Advisory Committee meeting, the sponsor must submit Study List applications through normal channels. In some cases, the survey site numbers assigned to the project may be revoked.

3. SURVEY METHODOLOGY: SCOPING PHASE

The following explanation of survey methodology addresses the comprehensive local surveys funded through and/or administered by the HPO. This methodology is highly recommended to privately financed surveys in which the project sponsor wishes the HPO to accession the products of the survey into the HPO's statewide inventory of historic resources.

Please note that the methodology outlined in chapters 3 and 4 is most adaptable to multi-year surveys taking place across an entire county or a very large city. Smaller municipal surveys, particularly those partially funded as subgrants to Certified Local Governments (CLGs), typically take place over six to nine months and rarely include a distinct scoping phase. In some cases, the local government and/or HPO staff may have scoped the project as part of preparing an application for an NPS grant, such as the Historic Preservation Fund available on a competitive basis each year to CLGs. Surveyors are asked to follow the spirit and intent of chapters 3 and 4 even if their project does not include a scoping phase that is distinct from the comprehensive survey.

Many large architectural surveys are divided into two or more phases: the scoping (or planning) phase and the comprehensive survey phase(s). The scoping phase is intended to ensure that by the time the comprehensive phase(s) begin, the surveyor has a clear idea of the overall character of the historic resources of the area and a work plan to ensure that these resources are recorded consistently and systematically within the project schedule. Before beginning the scoping phase, the surveyor should read and understand this entire survey manual.

Basic Components of the Scoping Phase

During the Scoping Phase, the surveyor will:

A. Assemble survey equipment and materials.

B. Gain orientation to the Architectural Survey Program and existing files on the survey area.

C. Become acquainted with the local contacts (provided by the HPO and/or local project partner) for history and architecture, as well as public administration and safety.

D. Conduct initial research to become acquainted with the primary and secondary written resources available for the area.

E. Conduct a windshield survey to determine the approximate number and types of historic resources in the survey area. The surveyor will drive all or nearly all public roads in the project area.

F. Determine a survey strategy, including what to survey and the appropriate intensity of survey for each property.

G. Prepare a schedule for accomplishing the comprehensive survey in manageable units. The "Time-Product-Payment Schedule" (TPPS) will specify deadlines for deliverables and payment of invoices for the comprehensive phase(s).

H. Update existing survey files by field-checking and noting changes that have occurred to historic properties since the time of last survey, including full or partial loss of the property. The survey update includes taking high-resolution digital photographs and populating survey update data in the MS Access project database. Photographic proof sheets, printed survey forms, and any other paper material collected during the update will be delivered to the HPO. (HPO staff will add the new information to existing paper survey files housed either in Raleigh or Asheville.) Surveyors will be asked to submit completed survey updates for five to ten properties soon after fieldwork so that HPO staff can provide additional training as needed before most survey files have been prepared.

I. Produce a Scoping Phase Report including a description of methodology and findings from the scoping phase, TPPS(s) for the comprehensive phase(s), and bibliography of primary and secondary sources to inform research during the comprehensive phase(s).

J. Present the methodology and findings of the scoping phase to the HPO as part of planning for the comprehensive phase(s). The surveyor may also be required to make one public presentation in the survey area if a local project partner or other local contact requests it. If such a request is made, the local entity will be responsible for arranging a venue and providing any needed technology at a day/time suitable to the surveyor.

Survey Equipment and Materials

Basic Equipment

Camera

A digital camera is required for all survey work. While the HPO does not specify particular brands, models, or minimum cost of an acceptable digital camera, a camera should have at minimum three megapixels with good optics (at least 3x optical zoom, preferably higher). The HPO strongly prefers six-megapixel or greater digital SLR cameras for survey work. Size in megapixels alone does not determine photo quality, which is also dependent on the lens, the size and type of the camera's sensor, and other factors. The HPO recommends the use of DSLR cameras because they offer the advantage of being able to use various lenses, including a perspective correction lens, which is desirable especially for urban surveys. (Wide-angle lenses should be used sparingly because of the inherent distortion.) A good quality flash with a tilt head for bouncing flash, which can be of great assistance in eliminating harsh shadows in interior shots, also may be used with a DSLR camera. While the use of a DSLR camera is not required, the HPO reserves the right to refuse photos that are not of acceptable quality. More information about minimum and preferred standards for photography is available in **Chapter 5: Photography**.

A small tripod is useful for taking high quality exterior photos and taking interior photos with available light. If you do not have a flash, a tripod is essential.

Tablet or smartphone
As an alternative to pen and paper, some surveyors choose to utilize a tablet or smartphone to assist with data collection in the field. While tablet-based applications are acceptable tools for fieldwork, surveyors must ensure that their data schema conforms to the schema found in the HPO's MS Access survey project database. The HPO's GIS Analyst will provide surveyors with a copy of the

schema as requested. (Project databases that do not conform to the HPO's data schema will be returned to the surveyor for standardization.)

Under certain circumstances, the cameras built into tablets and smartphones may be used to take survey photographs. Carefully review the requirements listed in **Chapter 5: Photography** if you intend to use a tablet or smartphone camera during fieldwork. The HPO reserves the right to refuse photos that are not of acceptable quality.

<u>Other Useful Equipment</u>

Flashlight; tape measure; binoculars; tape recorder; clipboard; compass; bug repellent; anti-dog spray; sunscreen; water bottle; lots of pencils and a pencil sharpener; a straight-edge or small ruler; boots for rural survey and a brightly colored (e.g., blaze orange) ball cap or safety vest (such as those worn by highway construction workers).

Maps
Paper maps are no longer a required component of survey; however, many surveyors use a paper map for daily work in the field. Surveyors are encouraged, but not required, to submit any paper maps annotated during a survey to the HPO for long-term storage.

Recommended Maps for Rural Survey
United States Geological Survey (USGS) maps, scale 1:24000, are the best base maps for rural survey. USGS maps may be [ordered online](#) from the Geological Survey, but the surveyor may also request from the HPO JPEG files resulting from the 2008-2009 scan of old survey field maps. Prior to the launch of HPOWEB in May 2011, USGS quad maps were a required deliverable of any survey. If the surveyor desires a set of paper maps to use during fieldwork, he or she may order prints from the JPEG files at an office supply or shipping store. Alternatively, the surveyor may work with the HPO's GIS Analyst to devise another system for fieldwork.

A typical county will be covered by some twelve to fifteen USGS quad maps or portions of maps. USGS quads do not coincide with county boundaries. It is useful to mark lines on a county highway map to show where the USGS quads lie. It is also helpful to mark the county boundaries on USGS quads, as the county lines can be difficult to see on some maps.

A county street map book is very helpful when used in conjunction with USGS maps. County street map books are usually available at local bookstores and can be found online. A highway map of the entire county or municipal area is useful as a supplementary map for showing Secondary Road numbers and overall road arrangement, but highway maps show less detail than the county street map books. County and municipal highway maps may be available locally or from the North Carolina Department of Transportation (NCDOT).

If you know the Secondary Road number of a road but not the name it was assigned in the 911 address system, or vice versa, a useful web site, [Secondary Roads Database](#), is provided by NCDOT.

Recommended Maps for Urban Survey
Large scale urban maps—ideally large-scale planimetric or other maps, drawn at a scale of 1 inch = 100 feet or 1 inch = 200 feet and showing property lines and/or buildings—serve as the best base

maps for urban surveys. These are usually available from the local planning department and often have either zoning information or tax parcel numbers. They should be used in coordination with an overall map of the town or city, such as a Champion Map, usually obtained from a local bank, realtor, or chamber of commerce. In some cases, the local fire department has bound copies of recent Sanborn Fire Insurance Maps, updated in the l960s or l970s, which may be adaptable for fieldwork. Consult with the local planning department to find the best maps for your survey.

Recommended Digital Resources
In addition to the analog maps discussed above, the HPO recommends several digital resources that will aid surveyors in preparing for fieldwork, as well as other map-based research.

- USGS Historical Topographic Map Explorer
- NCDOT Historical Aerial Imagery Index
- North Carolina County GIS Data
- Historic Aerials (independent website)
- Vintage Aerials (independent website)

Required standard materials, provided by the HPO

Microsoft Access project database
Use of an MS Access project database is required. The HPO will provide the surveyor with an Access database file (which requires Access 2000 or later) that includes records of previously surveyed individual properties and districts within the project area. Surveyors are required to field-check previously surveyed properties and update the existing survey forms as needed. Surveyors will create and fully populate survey forms for newly surveyed properties throughout the project.

HPOWEB 2.0
HPOWEB is the HPO's GIS web service, created as an aid to planning and research. Surveyors are not required to interact with this service; however, its use is highly recommended, especially during the scoping phase. HPO staff will add the data created or updated after each phase of the survey to HPOWEB.

The HPO's GIS Analyst has created a video tutorial explaining the various functionalities of HPOWEB 2.0.

Survey file envelopes (9 x 12 white "booklet" type)
Contact the File Room Manager to acquire survey file envelopes at the outset of the survey.

Standard materials purchased from private vendors as part of survey budget

Survey file labels (peel-and-stick adhesive type), white
For many years, the HPO required pink labels for survey files. White labels are now the standard.

Professional Identification
The surveyor should at minimum carry professional business cards that include his/her name and firm (if applicable), as well as contact information. The surveyor should be prepared to distribute business cards on all occasions where he/she may encounter the public. If the surveyor's employer

provides him or her with a badge or another wearable form of identification, this identification should be clearly displayed always.

Teleconferencing software
The surveyor should be prepared to utilize teleconferencing software to attend meetings with the HPO and local contacts. The State of North Carolina provides Microsoft Teams to State employees; however, the surveyor may also wish to use a platform such as Zoom, GoToMeeting, or Webex, among others. (Many teleconferencing platforms offer free versions that are typically sufficient for the surveyor's purpose.)

Orientation to the North Carolina HPO Survey Program

HPO staff will provide virtual orientation and training, plus a site visit to the survey area if feasible, early in the scoping phase. Orientation will include a "meet-and-greet" of HPO staff, surveyors, and any local project sponsors and address such topics as general workflow, use of the MS Access project database, the HPO digital photography policy, and other topics as requested.

Local Contacts and Resources

Vital to the success of an architectural survey is relationship building at the local level. In every community, there are people knowledgeable about local history and architecture, often including local historians, genealogists, librarians, planners, architects, agricultural and home extension agents, and a wide range of old-timers and other individuals who know the county or town as a whole, or a neighborhood within it.

Involving these people in the survey from the outset is important for many reasons: they can inform the surveyor where there are old buildings that may not be obvious from public roads; provide family histories on existing and lost buildings; point the surveyor toward knowledgeable individuals in various areas; supply introductions to a larger network of local people; and answer questions on many topics on the history of the area, such as agricultural methods, economic patterns, and social, educational, and religious institutions. Local partners also communicate the importance of the survey to the community, both during the survey and in years afterward.

Central to its mission, the HPO cultivates relationships with local partners in preservation. Numerous staff members have worked in the same general region for many years and can assist surveyors in building relationships with the local experts they know. Surveyors will be provided with a list of contact information for potential local partners. Introductions can be arranged through the HPO. If the survey has a local project partner such as a municipal or county government office, the surveyor is encouraged to request that the local project manager introduce them to knowledgeable and interested residents.

Initial Research and Sources

Initial research is conducted at the outset of the survey to begin to understand the economic, geographic, and social forces that shaped the settlement and development of the survey area, and to set up a research design that takes these patterns into account. Before doing the windshield survey, the surveyor should consult available secondary sources and archival records. To expedite

research, the Historical Research and Publications Office of the North Carolina Office of Archives and History has prepared an initial bibliography for the surveyor's use.

Early in the scoping phase, the surveyor must examine the digital surrogates created from existing survey files in Raleigh and/or Asheville to determine what has already been surveyed and the quality and completeness of any existing survey files. This initial step is also essential in becoming acquainted with the architectural and historical patterns in the survey area. The surveyor needs to become familiar with the full range of significant local properties, including those in the National Register (which in many cases are key examples of the locality's architecture).

The HPO has made pdfs of the nomination forms for listed National Register properties available on its website.

Reports produced from previous surveys are linked to the HPO's website. Surveyors should familiarize themselves with reports from their study area and its neighboring counties.

The HPO's Environmental Review branch maintains a list of Historic Structure Survey Reports submitted through the Section 106 review process. Individual reports are linked to the list as pdfs. The list is organized by county and is keyword searchable. New reports are added to the list on an ongoing basis.

It is also important for the surveyor to review published surveys of nearby towns and counties to establish a regional context, as well as general works on North Carolina history and architecture. William S. Powell's *North Carolina Through Four Centuries* (Chapel Hill: University of North Carolina Press, 1989) and *The Way We Lived in North Carolina* (Chapel Hill: University of North Carolina Press, 2003), edited by Joe A. Mobley, are the two most recently published general standards of North Carolina history.

The HPO highly recommends consulting the following works to establish a general framework for the built environment of North Carolina:

> Bishir, Catherine W. *North Carolina Architecture*. Chapel Hill: University of North Carolina Press, 1990. (A "portable edition" followed in 2005.)
>
> Bishir, Catherine W., Charlotte V. Brown, Carl R. Lounsbury, and Ernest H. Wood III. *Architects and Builders in North Carolina: A History of the Practice of Building*. Chapel Hill: University of North Carolina Press, 1990.
>
> Bishir, Catherine W., and Michael T. Southern. *A Guide to the Historic Architecture of Eastern North Carolina*. Chapel Hill: University of North Carolina Press, 1996.
>
> Bishir, Catherine W., Michael T. Southern, and Jennifer F. Martin. *A Guide to the Historic Architecture of Western North Carolina*. Chapel Hill: University of North Carolina Press, 1999.
>
> Bishir, Catherine W., and Michael T. Southern. *A Guide to the Historic Architecture of Piedmont North Carolina*. Chapel Hill: University of North Carolina Press, 2003.

The surveyor should consult with HPO staff to identify other architectural reference materials appropriate to the region in which their survey takes place. Staff at the Historical Research and Publications Office are also available to discuss sources and research strategies; this is especially important for surveyors conducting their first projects in North Carolina. As needed, contact Historical Research and Publications at 919-814-6623.

The surveyor is not expected in either the scoping or comprehensive survey research to prepare a full county or town history; rather, the purpose is to develop a historical overview that provides sufficient context for understanding the resources to be surveyed. Many county or town histories focus on the colonial and antebellum eras, giving short shrift to the late nineteenth century and the twentieth century. In most localities in North Carolina, however, the opposite is true of the architecture: surviving architecture from earlier eras may be scarce, while buildings from the late nineteenth and twentieth centuries are abundant and often dominate the landscape. In both the scoping phase report and the final report, it is important to compensate for local histories' bias toward the early periods and produce a balanced story that gives adequate understanding of recent eras. Fortunately, there are readily available primary sources to assist in research on the more recent past.

Primary Sources
These include archival records such as old maps, U.S. Census records (manuscript population and agricultural censuses from the nineteenth century are especially useful, as well as census summaries), incorporation records (which may depict the business and economic trends of a community), tax records, deeds, estate records, city directories, soil maps (indicating suitability to certain crops), Sanborn Fire Insurance Maps of towns and cities from 1885 to the 1970s, family papers, and many other records. Also valuable are oral histories, including those collected as part of New Deal programs.

Secondary Sources
These include published histories of the area, centennial issues of newspapers, family and church histories, local "heritage" books, and National Register nominations for properties and districts in the project area, as well as survey reports written about the study area or areas adjacent to it. Especially valuable general sources include Branson's statewide business directories of the nineteenth century; the North Carolina Year Book for the twentieth century; and Bill Sharpe's multivolume county-oriented series, *A New Geography of North Carolina*.

The *North Carolina Historical Review*, a quarterly publication of the North Carolina Office of Archives and History, is a definitive source for the study and understanding of North Carolina history. The *NCHR* publishes articles, book reviews, an annual bibliography of books pertaining to North Carolina subjects, and an annual list of theses and dissertations related to North Carolina subjects. The Historical Research and Publications Office maintains a list of articles published in *NCHR* from 1924 to the present. Articles published between 1924 and 1967 are available through the Office of Archives and History's North Carolina Digital Collections. Surveyors who have access to the digital libraries JSTOR or EBSCO may search for *NCHR* articles published between 1924 and (as of this writing) 2017. Surveyors without access to JSTOR may request of the HPO help in obtaining pdf copies of *NCHR* articles published between 1968 and 2017, *if* the surveyors provide full bibliographic information for the article(s) needed. (Access to JSTOR is available to North Carolina residents who hold a library card from the State Library's Government and Heritage Library.)

Research Collections
The best place to begin research is often the local history collection in the library of the city or county where the survey is taking place; in many cases, the local history librarian will be an extremely valuable authority.

There are several statewide collections. The State Archives of North Carolina at 109 E. Jones Street in Raleigh has original and microfilmed county and municipal records as well as private manuscript collections. The Western Regional Archives in Asheville and the Outer Banks History Center in Manteo serve as satellite research centers specializing in their respective regions. The State Library, also at 109 E. Jones Street, has a large collection including vertical files on towns and counties.

The North Carolina Collection at the Wilson Library, University of North Carolina, Chapel Hill, has a vast collection of published materials on all aspects of the state, including many local publications such as early-twentieth-century booster brochures, as well as an extensive photograph collection. The university's Southern Historical Collection has private manuscript collections that may relate to the history of the survey area.

Regional records and manuscript collections are held at other colleges and universities; East Carolina University, Western Carolina University, and Appalachian State University are among those with especially strong regional holdings.

For a comprehensive survey, relevant archival collections for the county, town, and region should be explored. Most of these collections have finding systems organized by county and town, which will facilitate research on a given locality.

Online Research
All the universities listed above have digitized a portion of their collections for online use; exploring the websites of their respective libraries should return digital media of great value to surveyors. Because the universities are constantly adding new digital materials to their websites, surveyors are encouraged to examine these online digital collections on a project-by-project basis.

The North Carolina State University Libraries' Rare and Unique Digital Collections has an especially strong holding of records relating to the Built Environment, as well as to Agriculture, Forestry, and Extension. NC State also maintains North Carolina Architects & Builders: A Biographical Dictionary, which is browsable by county. Surveyors are encouraged to browse for architects and builders who were active within their study area.

Also worth special note is North Carolina Maps, a website containing digital surrogates of maps physically held in the North Carolina Collection at the University of North Carolina, Chapel Hill, in the State Archives of North Carolina, and in the Outer Banks History Center. This website is browsable by county and region. Sanborn Fire Insurance Maps produced through 1922 are available on this website. ProQuest provides the most complete set of North Carolina Sanborn maps available online, including maps produced through ca. 1950. This subscription-based service may be accessed for free in public libraries throughout North Carolina, as well as through NC LIVE, a service available to North Carolinians in possession of a local library card. Alternatively, the Library of Congress has made many Sanborn maps available through its website – and they are reproduced in color!

The State Library of North Carolina has many resources available online, including historic newspapers, the Ancestry library edition, and the Atlas of Historic County Boundaries, which may be important to surveyors who wish to understand the historic formation of their area of study. Some of the resources available through the State Library are free to all, some require use of NC LIVE (via a local library card or in person at a local library), and some are available to North Carolina residents who hold a Government and Heritage library card.

NCPedia, the online encyclopedia of North Carolina supported and staffed by librarians at the State Library, includes a collection of pages devoted to Geography, Environment & Places. Among other resources, this collection contains an online database that allows surveyors to browse content from William S. Powell's *The North Carolina Gazetteer*, both the first edition from 1968 and Michael Hill's 2010 second edition.

The North Carolina Digital Collections is an expansive and ever-growing online resource containing digital surrogates of archival materials held by the State Archives and State Library of North Carolina. Surveyors may browse by region, county, and large towns and cities.

NC Modernist, a 501(c)(3) organization, maintains a searchable website containing information about Modernist architects and their work in North Carolina. This website can be particularly useful for identifying resources that are worth surveying from the very recent past.

The New York Public Library Digital Collections offers the most complete set of *The Negro Motorist Green Book*, published between 1936 and 1966 as an aid to black travelers during the Jim Crow era. This resource can illuminate some of the spaces that were owned, occupied, and/or operated by black North Carolinians during these decades.

Finally, the Library of Congress hosts a wealth of digital resources, including, but not limited to, the HABS/HAER/HALS Collection and the ca. 1930 photographs of Francis Benjamin Johnston, as well as many other photographs and visual media.

Windshield Survey

During the windshield survey, the surveyor develops a plan that indicates which properties will probably be documented in the field. Defining the methodology includes arriving at a consensus with HPO staff as to which types of properties will be recorded, how members of each type will be selected, and the degree to which properties will be recorded. The methodology will consider the budget and time allotted to the project, the number and distribution of properties of various types, and the significance and integrity of properties of various types. A clear statement of the kinds of properties to be recorded and the criteria for determining the level of recordation, with the rationale for this methodology, is an important component of the scoping phase report; the final report also includes a restatement (and, as needed) any redefinition of the methodology that may have developed during the project. (See "Survey Documentation," **Chapter 4: Survey Methodology: Comprehensive Survey**.)

For both urban and rural surveys, the surveyor drives all, or nearly all public roads to determine (and note on field maps, if using) the historic resources that will potentially be surveyed (see below).

Seasoned surveyors recommend driving roads in both directions, as different viewpoints reveal different buildings and features.

For urban survey work, when estimating resources, divide the urban area into manageable survey units, which may reflect major thoroughfares, natural borders, or locally recognized neighborhood boundaries.

The windshield survey and map notations (when utilized) provide the basis for estimating the total number of resources to be recorded, using extrapolation from the number of resources marked. In an area where there has been considerable local interest in historic resources, the estimation process will be easier than in an area where little local work has been done. In areas with difficult access, such as mountainous counties or wetland areas where roads are poor, the job of estimation may be a combination of selective driving and examination of USGS maps that show a dot for every building visible from an aerial survey. Aerial photographs, often dating from the 1930s, are likewise helpful where available. Some old buildings, especially remote ones in wooded areas, may not show up on USGS maps; only local information will reveal their presence.

If the survey area was mapped by the Geological Service prior to any recent (non-historic) booms in development, a count of dots on an old USGS quad map can provide a rough approximation of numbers of buildings to be evaluated during the actual survey. Recent USGS maps show black dots for buildings on previous maps and purple dots for those added in the last mapping. County or municipal planning departments can typically provide a surveyor with a rough count of buildings constructed by decade. Be aware, however, these dates are gleaned from those on file with the local tax administration and are rarely accurate for houses constructed before the twentieth century. In many localities, dates assigned by tax assessors should be taken seriously only after the mid-twentieth century, so this method of estimating historic resources is only useful for the "youngest" historic buildings.

HPOWEB, the HPO's GIS webservice, allows the user to choose USGS topo as the Background View. Additionally, the HPO has created digital copies of the paper field maps required of surveyors prior to the implementation of HPOWEB. These digital files, available in JPEG format, can be shared with surveyors on request. The JPEG files include notations of sites surveyed before 2008, when the maps were scanned and digitized.

Consultation with local and neighborhood authorities is essential in this phase, particularly concerning areas not readily visible from a public thoroughfare: what is back in those woods?

In estimating the total number of resources, remember that the intensive survey always reveals historic buildings that were not seen during the windshield survey. Hence a certain margin of error—roughly 15 to 20 percent more than what is seen, depending on the thoroughness of the windshield survey—should be taken into account. Thus, if the surveyor estimated that a certain quad had fifty resources to be recorded, the intensive survey might yield a total of sixty-some resources.

Besides estimating numbers of resources to survey, the windshield survey is crucial in other ways to establish the research design. During this overview, the surveyor will begin to discern relationships among building types, distribution patterns, and the outlines of earlier settlement and transportation networks. Relationships of farmsteads and outbuilding types to soil types may also begin to appear. These should be described in the scoping phase report.

Planning the Time-Product-Payment Schedule (TPPS)

See the sample Time-Product-Payment Schedule (TPPS) in **Appendix A**. Once the surveyor has determined the approximate number of historic properties to be surveyed and their proposed level of documentation, the next step is to divide the survey area into suitable geographic units and estimate the amount of time to complete the survey of each unit. For a rural survey, these units are usually determined by USGS quad maps. The unit may range from a half of a thickly settled quad to a single quad to two small, partial, or sparsely settled quads. Neighborhoods or other units are appropriate in towns.

The TPPS becomes the guide for submitting work and receiving payment. Normally, a standard payment invoice form is used to request and authorize payment for each work unit. (If the HPO draws up the project contract, a templated payment invoice form will be provided to each surveyor/firm along with the contract documents.)

Planning a workable TPPS is essential to the success of the project and should reflect a careful analysis of the resources to be recorded. Once the TPPS is set, there is some flexibility if work takes longer or proceeds more quickly than anticipated, but any major changes must be addressed by a written amendment. Also, the order of delivery of components may be shifted if circumstances such as weather require. The important element is the product—it must be delivered in acceptable form before payment can be authorized.

Sequence of Work Components in the TPPS

Field Work and File Preparation
Generally, a surveyor surveys an area during a work period of one to two months, conducting the field work, naming digital photo files, and entering the survey data into the HPO's MS Access project database. The timing of the production of paper survey files for the documented properties (properly labeled survey file envelopes containing the print-out of the survey form generated from each record in the database, printed photo proof sheets, site maps, and any research material) is determined in consultation with HPO staff. For normal, first-time survey, the paper files on the properties documented in a particular period are submitted at the end of that period along with a CD/DVD containing the project database and digital photos. For survey updates, the paper files are not submitted until the final phase of the project; in some instances, this also is the best approach for first-time surveys.

Each product is submitted to the HPO staff person reviewing the project. A completed invoice form is routed to the Architectural Survey Coordinator. Upon receipt, the staff reviewer examines the material quickly to determine if all has been delivered as stated on the invoice and if so, authorizes payment. The HPO staff person then conducts a thorough review and returns the product to the surveyor along with a review memo. For the very final product, however, payment is not authorized until a thorough review has been conducted and all has been determined to be complete and correct. If earlier products are found to require extensive revisions, payment for subsequent products is not authorized until the products are thoroughly reviewed; this revised sequence continues as long as substantive deficiencies occur.

If survey files require substantive revisions, revised files are resubmitted with the subsequent batch of completed files and narrative summaries.

Scheduling National Register Evaluation and Final Report
Review of potential candidates for the Study List should be scheduled to precede the National Register Advisory Committee meetings by approximately one month. NRAC meetings are regularly scheduled for the second Thursday of February, June, and October.

The TPPS should be planned in a fashion to allow sufficient time for HPO review and the surveyor's revisions of the final report. The draft of the final report should be submitted six or more weeks before the time the final version of the report is due.

Estimating Time for Survey Work: Some Rules of Thumb

All estimations are necessarily rough, for there are many variables that will influence the time necessary for various tasks: the level of experience of the surveyor; the amount and kind of local assistance; the quality and quantity of available information and research materials; the terrain and distribution of resources to be recorded; and the nature of the research strategy and survey methodology.

Rural Survey
For an experienced surveyor, it usually takes an average of about an hour to do basic field recording of a rural property. A farm with a notable house and numerous outbuildings eligible for the National Register might take several hours, whereas a simple building with no auxiliary buildings might take as little as twenty minutes. Most surveyors, once they become acquainted with the MS Access project database and its requirements, can record an average of six to eight rural properties per day, which includes driving time between resources. Normally a team of two surveyors can record half again as many properties, perhaps eight to twelve per day. Relatively inexperienced surveyors should allow more time, especially at the outset, and tailor the TPPS accordingly.

Office Work
Most surveyors find that a day in the field generates one to one-and-one-half days in the office for clerical work, research, and data entry. With a team, however, office work will go twice as quickly as for one person.

Technical and clerical work is estimated at thirty minutes per individual property; working with your photographs is explained in **Chapter 5: Photography**, and basic clerical tasks are described in **Chapter 6: Preparation of Survey Files**.

Office work also includes research, completion of the data entry form for each property, and preparation or refinement of the sketch site map. In addition to oral history gathered in the field during fieldwork, the surveyor needs time to make telephone inquiries and conduct basic research about the history and ownership of properties. Some of this will be done in chunks of research time in local records and newspapers or in non-local research facilities; today, much of it can be done online. It is estimated that about an hour per property is needed for research and data entry, but this is an average based on considerably more time for some properties, less for others.

Based on these figures, one month of full-time survey work should produce complete survey files for about sixty to eighty properties, depending on the resources and the area. This is based on ten field days, at a rate of about six to eight properties per day, plus twelve to fourteen days for office work. In addition, the schedule needs to allow time for meetings with local partners, consultation with HPO staff, additional research, and local presentations.

Thus, a year-long project to record approximately five hundred properties might encompass approximately: one month for scoping, eight or nine months for fieldwork, and two to two-and-a-half months for meetings, Study List preparation and evaluation, additional research, writing and revision of the final report, and final preparation of maps and files.

Urban Survey

For most urban survey work, recording individual properties parallels the method in rural surveys, except that travel time between properties is greatly reduced.

In many urban areas, however, especially in neighborhoods made up of blocks of similar architecture, the district/neighborhood/area (D/N/A) data entry form may be used to record distinguishable, defensible historic entities such as platted neighborhoods or small commercial districts. The D/N/A form is appropriate for "Survey Only" neighborhoods, as well as those that appear to be potential candidates for the National Register Study List; however, the surveyor must record any potentially eligible districts, neighborhoods, and areas in sufficient detail to assess their eligibility under one or more of the Criteria for Significance. In many cases, it will be appropriate to photograph each building and structure covered by the D/N/A form. Use of the D/N/A form should be limited to properties that share a development history and/or physical characteristics and historic functions that distinguish them as a group of like resources. (The D/N/A form also may be used during rural survey, but the density of urban development lends itself more readily to the intention of this form.)

Research may go more rapidly than in rural areas, if such standard sources as city directories, Sanborn Fire Insurance Maps, and local newspapers are readily available and local tax and real estate records are available online. Thus, in a month with ten field days and ten to twelve office/research days, sixty to one hundred properties could be surveyed.

Scoping Phase Report

Examples of previous scoping phase reports are available for reference. The components of this report include:

1. A description of the proposed methodology, indicating the research design for the project and addressing how different types of resources will be recorded and why. The methodology description should also address such topics as anticipated survey problems, involvement of local partners, and possible further phases of work.

2. A brief overview of the survey area's basic geographical and natural character, historical development, and principal historic contexts, reflecting initial historical research and addressing mainly the periods from which resources survive.

3. A brief overview of the architectural resources of the survey area, indicating what types are most common, what trends and patterns have been observed, and any other important features.

4. The TPPS(s) for the comprehensive phase(s).

5. The bibliography of basic primary and secondary sources.

All reports should follow the most recent edition of *The Chicago Manual of Style* and the Office of Archives and History's "Guide for Authors and Editors" (revised November 2020).

The HPO *prefers*, but does not require, reports to be submitted as Microsoft Word documents. Submitting reports as Word documents allows HPO reviewers to utilize the "Track Changes" feature. This review method offers time-saving benefits to both reviewers and surveyors.

4. SURVEY METHODOLOGY:
COMPREHENSIVE SURVEY

The comprehensive survey, including fieldwork, research, and writing, follows the scoping phase. This is the meat of the project and takes the bulk of the time. Certain standard methods and products are required, but each surveyor brings his or her own strengths to the task, and with experience finds fieldwork and research methods that work best for themselves.

Survey Documentation

What to Survey?

The Basics: Historic Architectural Resources
The survey encompasses all resources of historic, architectural, or cultural significance that are roughly fifty years of age or older. Besides buildings, resources to be recorded include bridges and roads, important landscapes such as parks, and selected cemeteries that may have artistic or cultural significance or contain graves of important persons. In rural areas, surveys should encompass a full range of agricultural buildings and structures.

Younger Resources
In addition to properties at least fifty years old, the survey should include late-twentieth-century landmarks that are of exceptional significance—or that will clearly be of historic significance within a few years. Some of these may be eligible for the National Register of Historic Places even though they are not yet fifty years of age. For example, a church built in the 1970s might be of exceptional significance for its expression of high-style Modernism. Overall, the survey should be flexible about the general fifty-year guideline, to ensure that the survey findings are not outdated quickly after the project ends.

Archaeological Resources
Although documentation of archaeological sites requires an archaeologist, occasionally during an architectural survey the surveyor may encounter sites—such as earthen fortifications, a burial site, a ruin, or foundations of historic structures—that can be recognized readily. Brief notes, photographs that include an object to provide scale, and a clear location to record potential archaeological sites can provide valuable information to the Office of State Archaeology (OSA), archaeology@ncdcr.gov or 919-814-6550. Photographs should demonstrate the physical environment and topography of the site, as well as its condition and any above-ground or surface features and disturbances.

Levels of Documentation

A. Standard Survey Documentation
This is the basic survey documentation level that generates survey files and is the basis for further evaluation. Standard full documentation of a property produces a completed survey file including a printed copy of the MS Access project database data entry form (often referred to as the survey form) with an analytical narrative summary, properly labeled photographs printed nine to a page, a site sketch map, and any notes and other materials gathered while recording and researching the property. See below for further explanation of standard survey documentation methods.

B. Selective Intensive Documentation
The time allowed by survey budgets coupled with the numbers of properties recorded does not allow for detailed measured drawings and intensive photographic records of the bulk of the properties surveyed. However, the surveyor should select a few outstanding properties as well as a few highly representative examples of common property types as candidates for intensive documentation. (Often these will be properties that are also evaluated as candidates for the Study List.)

C. Map Coding Documentation
Traditionally, map coding of certain properties has been a component of a comprehensive architectural survey, but with the advent of HPOWEB, map coding is less and less likely to be part of the project.

Map coding may be employed when the quantity of historic resources in the survey area greatly exceeds the time available for the survey. This is especially likely in a county with a full range of pre-1900 resources and many hundreds of early- to mid-twentieth-century resources as well: full documentation of every historic resource might take two or three years or longer. Even if the number of historic resources is more manageable, it may be appropriate to record certain kinds of extremely common types of properties (generally houses) from the twentieth century with codes on the field maps rather than fully documenting them.

If map coding is part of the survey, a priority system should be established so that the most significant and intact resources of every type are fully documented and those of lesser significance and lower integrity are map coded. During the scoping phase, the surveyor will develop this priority system in consultation with the HPO. The survey methodology description—both in the scoping phase report and the final report—should explain the balance between full recording and map coding. This is extremely important for future users of the survey to understand the basis upon which decisions were made about surveying and map coding specific properties. See **Appendix B** for guidelines on map coding certain common building types.

Guidelines for Standard Survey Documentation

Standard survey documentation will vary in thoroughness from site to site, depending on each site's significance, complexity, condition, and accessibility. The main point is to record the property in such a way that the contents of the file present enough visual and written information to enable a person to understand and evaluate the significance of the property; to see the important features of construction, relationships of spaces and structures; and to understand its historical background and relationship to the community—all from the record in the file, without visiting the site again. As noted earlier, the basic elements are these:

Survey Site Number (SSN)
Obtain a range of SSNs from the File Room Manager before beginning fieldwork. Every recorded resource must have its own, unique SSN, which has a county prefix (AL) and a number (e.g., AL0044). SSNs are required to create and sort records in the MS Access project database, they are used to label photographs, and they are included in the labels affixed to survey file envelopes. This is also the number used to map the property in HPOWEB.

Survey Form
The survey form is the Historic Property Data Entry Form within the MS Access project database. A key component of the data entry form is the narrative summary (see below).

There is also a district/neighborhood/area data entry form that is used to create a record of an area incorporating multiple properties or buildings that relate to one another in a distinguishable and defensible way. (Prior to 2008, the HPO employed the green "multiple structures survey form" for this purpose. The district report covers all the same types of places as the "green form" but is not used as a "blockface" form to cover single blocks or series of blocks within districts. Since a separate record is populated for every property within a district, blockface forms are no longer necessary.)

A separate set of instructions, "How to Populate the North Carolina Historic Preservation Office's Historic Property Data Entry Form (Microsoft Access)," covers data entry and generation of survey forms. See also **Naming Surveyed Properties** and **Locational Information** in **Chapter 6: Preparation of Survey Files**.

Surveyors are advised to fill out a paper "field form" at the survey site rather than waiting until they return to the office. Surveyors may wish to use a printed copy of the field form created by the HPO (see **Appendix C**). Jotting down data on a field form when on-site will ensure accuracy and completeness when you are entering the data into the database back in the office. Alternatively, some cultural resource firms have developed tablet-based applications for use in the field. While these applications are acceptable tools for survey, the values provided in these apps must conform to the HPO's database schema. Field collection that does not conform to the HPO's database schema will be returned to the surveyor for standardization. The HPO's GIS Analyst will assist anyone who needs help ensuring their app conforms to the HPO's set of values.

Photographs
Every property surveyed should be represented in at least one clear, well-composed, well-lit, and properly exposed overall photograph. For most individual properties, photographs should also record all four sides plus details and (as accessible) interiors. These are labeled according to instructions below (see "Identification"). Documentary photographs should be scanned where possible. Printed copies should be included in the survey file, and digital images should be included with the current photographs of the site.

Site Plan and/or Floor Plan
A site plan and/or floor plan is to be drawn neatly on a blank sheet of paper or graph paper and identified with SSN, property name, and city/town (use vic. as needed). North must be indicated by a north arrow. The purpose of the plan is to show relationships among buildings within a site or rooms within a building in a clear and orderly fashion. For hand-drawn plans, a straight-edge or a firm hand is required, and the drawing should be executed in clean, right-angled rectilinear fashion (where applicable) so that lines reflect the actual shape of the footprint of the buildings. The plan should be drawn to scale, or, if not to scale, with a sense of proportion.

For complexes, a site plan that shows all significant buildings, structures, and features in relation to one another and to the setting is required. Measure general dimensions of principal buildings. If the county tax administration's online records feature clear tax maps and/or aerial photography, the visuals may be printed from the website and annotated to serve as site plans.

For individually significant buildings and for the main house and any especially significant buildings within a complex, a floor plan also is required if it is necessary to understand the resource (e.g., if the plan itself is important or if it aids in identifying the location of important features). Label floor plans by rooms and indicate relevant elements of finish and detail.

Narrative Summary
The narrative summary is clear, concise, well-written text summarizing the property's significance and briefly describing and evaluating its architecture and relating its history. The narrative summary provides future users of the file with a quick understanding and evaluation of the property. The narrative summary is also designed for use in the catalog section of any future publication of the survey. Although it is seldom possible within the limits of a survey to conduct intensive research on each property, the general goal is to find out who built the property, their role in the local society and economy, and significant later owners and residents—where this information is available through family history, local tradition, and readily accessible documentation. The amount of research and oral history on properties will vary greatly depending on the significance of the property, access to knowledgeable individuals, and the quantity of existing historical information, as well as the time available for research. In urban areas, it is normal for the narrative summaries to be quite brief, but they should still cover the basics of the overall design and any history that has been gleaned. Remember that the narrative summary is the place on the survey form to note significant data that is not recorded elsewhere on the survey form. See **Writing Narrative Summaries** in **Chapter 6: Preparation of Survey Files** and the narrative summary field of the sample survey form in **Appendix D**.

Supportive Information
The file should contain notes obtained from interviews and basic research, photocopies of historical information, etc.—with sources clearly identified—to undergird and expand on the narrative. Label every piece of paper for each file with the SSN, property name, and county or town.

GUIDELINES FOR UPDATING EXISTING SURVEY FILES

Considering that North Carolina's first formal architectural survey overseen by the office that was to become the HPO began in 1967, any comprehensive survey undertaken today almost certainly is going to entail examination of properties for which the HPO already has survey files. In the course of the new survey, the previously recorded properties will be re-visited and re-recorded, and data including content from the paper file as well as new observations will be entered into the HPO's MS Access project database.

During fieldwork, the surveyor will observe whether previously recorded buildings have undergone significant changes such as replacement of window sash, application of vinyl siding, removal or replacement of a porch, or construction of a sizeable addition. Other types of changes may merit recordation as well. The surveyor should compare the content in the existing file to the present appearance of the building. The surveyor may make field notes on the field form geared to the HPO's project database (see **Appendix C**).

Updating survey documentation for properties previously recorded on a multiple structures form ("green form") involves the creation of a record for each individual property included in the green form. Each property will be assigned its own SSN and an individual record will be populated in the database. Survey files that utilized the green multiple structures form were assigned a single SSN

for the entire file, rather than a number for each property covered by that file. Consequently, the updating of the file involves creating an individual record for each property, each assigned its own, new SSN and represented in the file with new survey photos and a survey form generated from the database. If a pre-existing multiple structures file for a particular area such as a single blockface does not cover every single property in the area, the surveyor also would record those "missing" properties for the first time and add them to the file if the survey is for preparation of a district nomination and most likely would do the same for a project that is strictly survey.

Additional information on updating survey files appears in **Chapter 5: Photography** and **Chapter 6: Preparation of Survey Files**.

Public Relations

Establishing Local Connections

Good public relations are essential to the survey. Getting the word out about the project will smooth the way and generate interest. Working closely from the outset with local history and/or preservation partners is a good beginning. In addition, the HPO will put together press releases for the local media describing the project, identifying the surveyor, and giving an idea of where and when fieldwork will occur.

The surveyor should carry a letter of introduction from the HPO, on letterhead. Preserve the original letter in a plastic sleeve and make copies to hand out as needed. Business cards to distribute are strongly recommended, as well as wearable identification (as applicable). These, as well as public relations work by local preservation partners within each survey area, can help acquaint community residents with the project.

Another aid in conducting fieldwork is to notify the local sheriff's department (for rural area) or police department (for urban area) about the survey; get acquainted and give the department the make and tag number of your car. This will prevent your being stopped and questioned about why you are driving slowly and will enable local law enforcement to allay the concerns of citizens who may report what they believe is your suspicious behavior. The HPO will contact the county sheriff's office prior to the onset of fieldwork; the surveyor should follow up on this contact when fieldwork begins.

In counties with regional or neighborhood community centers, try to notify each community. These centers often have monthly meetings and can announce the survey and generate local interest and help. Local partners can suggest other civic groups that can serve as sources and conduits of information.

In many cases, before the surveyor starts fieldwork in a given area, the surveyor may wish to send out postcards to all residents advising them of the upcoming work, so they can expect the surveyor to be in the neighborhood, perhaps visiting their homes.

A useful technique is to prepare a handout sheet to leave with the resident or at the doorstep of houses where no one is home. (It is illegal to leave it in a mailbox.) The handout should provide information on the survey, your name and office phone number, and the Architectural Survey Coordinator's name and phone number, as well as questions about the history of the building you

seek to have answered. This will explain why you are taking photographs, allow you to avoid lengthy explanations, and generate historical information from residents. Be sure to mark each sheet with the SSN, to enable you to identify which property an individual is calling you about.

Fieldwork Etiquette

Crucial to the success of a survey is productive and harmonious interaction with property owners, tenants, and neighbors. When recording in rural areas, first knock on the door or ring the doorbell. Relate in plain, simple, courteous, uncomplicated terms the purpose of your project. Give the person time to become comfortable with you and your mission before you ask permission to take photographs. Basic courtesy is important. Do not just drive up, hop out, and start snapping photos. This is not only rude; it can be dangerous!

It is legal to take a photograph from the public right-of-way even without permission, but if you are standing on private property without permission, you are trespassing. Avoid trespassing in vacant buildings unless you are with a "local" who is sure it is all right to be there. In rural areas, often it is impossible to shoot even an overall view from the right-of-way without a powerful telephoto lens. Always knock on the door to request permission to photograph anything not in clear view from the right-of-way. If it is certain that no one is home to grant permission, surveyors have been known to take a few photos as they depart, but they do so at their own risk.

If you are seeking to record the interior of a house, it is not usually effective to ask flat-out to go inside. Rather, explain briefly and pleasantly what you are doing and offer your letter of introduction. Begin by asking questions about the history of the place, then turn to questions about what the house is like. This may encourage the resident to invite you in. You may want to mention other people in the area you have visited, and that you are interested in old woodwork, mantels, etc. This too may evoke an invitation. If not, and if it is important, ask if you might make an appointment to come back and see the interior. If they are leery of having photographs taken, it might help to say that you just want to see the features without photographing them. If none of these approaches works and it is really important, ask a local partner to try to make an appointment. The point is, always be courteous and interested, be patient about establishing a trust level, and do not pressure the resident.

You also need to use time with people in a cost-effective way. If someone is at home, and you are invited in, offered some refreshment, and treated to a chatty visit, you may end up trading a large portion of your precious fieldwork time for an uncertain amount of "oral history." It is essential (and sometimes difficult) to deal cordially but briefly with the public while keeping to your schedule, to avoid getting sidetracked and losing valuable hours. At the same time, always remember the supreme importance of interviews with community residents who have valuable information about the historic resources that you are studying. A chance remark by a property owner, or by a local person interested in history, might put a whole group of historic buildings into perspective. Balancing interview time with fieldwork is a skill that develops with experience.

See "Fieldwork tips" below for further suggestions on fieldwork patter.

Handy Contacts

Surveyors are often asked about various historical programs of the Office of Archives and History.

For counties in the eastern and western regions, the initial contact should be with the HPO's regional offices.

Eastern Office
117 W. Fifth St.
Greenville, NC 27858
Telephone: 252-830-6580

Western Office
176 Riceville Rd.
Asheville, NC 28805
Telephone: 828-250-3100

Here are a few basic Raleigh office contacts for the most requested topics:

State Archives, 919-814-6840, for donating or evaluating family papers, county records, church records, etc.

Museum of History, 919-814-7000, concerning historical artifacts (furniture, textiles, toys, guns, coins, etc.)

Historic Sites, 919-814-7150, concerning state-owned historic properties

Architectural Survey Coordinator, HPO, 919-814-6580, concerning questions about the survey that rise to an administrative level

Environmental Review Coordinator, HPO, 919-814-6579, concerning state or federally funded development and transportation projects affecting historic properties

Grants Administrator, HPO, 919-814-6582, concerning matching funds for preservation activities *Please note that there are neither federal nor state grants available for restorations of privately owned properties.*

Preservation Commission Services, HPO, 919-814-6576, concerning local historic districts, landmark commissions, and the Certified Local Government program

Restoration Branch, HPO, 919-814-6588, concerning advice on restoration or rehabilitation of historic properties, and tax credit projects. A limited amount of staff time is available for site visits to advise owners of historic properties on restoration and rehabilitation techniques and on tax credits for rehabilitation.

Survey and National Register Branch, HPO, 919-814-6573, concerning the statewide architectural survey and the National Register of Historic Places

Other organizations:

[Preservation North Carolina](#) **(PNC)**, 919-832-3652 (the Historic Preservation Foundation of North Carolina) is the statewide, private, non-profit preservation organization. It offers a variety of preservation services and educational programs.

Especially important for the surveyor is PNC's preservation revolving fund, which has successfully undertaken the rescue of dozens of endangered properties in North Carolina, through options or purchase and resale with covenants for preservation. In cases where the surveyor encounters endangered, significant properties that are good candidates for this program, contact PNC at the phone number listed above or at info@presnc.org. Surveyors are encouraged to join PNC and attend the annual meeting, which takes place in the fall.

The [Special Collections Research Center](#), **NCSU Library**, Raleigh, 919-515-2273, accepts and curates collections of architectural drawings and other records if offered by private homeowners, architectural offices, contracting firms, etc.

Health and Safety in Surveying

The safety of the surveyor is the top priority. Be careful!

Ticks
North Carolina has ticks, both the little black ticks that cause Rocky Mountain spotted fever and the tiny tan deer ticks that communicate Lyme Disease. Surveyors in rural areas (or in verdant towns) usually attract ticks. Obtain up-to-date information from the local health department on both kinds of ticks and "tick fever" and believe what they say! Early symptoms are not always obvious, and these are serious illnesses—sometimes fatal—if not detected early. Any fever or persistent malaise, especially if accompanied by a rash or aching joints, should be considered as a possible symptom. See your doctor and explain that you are outdoors a lot and want to be checked for tick-borne diseases.

Heat
On hot summer days, take heat seriously. Wear a hat, breathable fabrics, and sunglasses. Carry a water bottle and drink a lot of it, and replenish salts and potassium. (Bananas are great.) If you are outside a lot, learn the signs of heat exhaustion and pay attention.

Feet
Especially for rural work, wearing heavy shoes or boots at all seasons can protect against nails as well as snakes.

Get your tetanus shot updated—about every ten years—in case you encounter a nail personally or have any other puncture wound. This is especially important for surveyors in rural areas, because tetanus remains for many years in the soil, especially where horses have ever been. Tetanus (lockjaw) can be fatal.

Dogs
When stopping at a rural property, slam the car door loudly to see if a dog emerges. If a dog acts vicious, talk calmly to the dog and very slowly back into your car while maintaining eye contact, and leave. Do not turn your back on the dog and give it a chance to nip at you.

General Safety

The safety of the surveyor is the top priority. Survey in teams of two as often as possible. Do not go down roads that make you nervous. If you are in a situation that suddenly gives you bad vibes, get out. No survey file is worth a single hair of a surveyor's head. Always carry a cell phone with you. Make the sheriff's office your friend.

Always work with a colleague, an assistant, or a local volunteer. Companionship is essential, not only to avoid lone encounters with questionable strangers but also because of such possible hazards as falling in an abandoned well or through a floor, encounters with hostile animals, and so forth. We haven't lost any surveyors yet, and we don't want to. Also, with a companion, you can survey more thoroughly and comfortably than otherwise.

During any hunting season, in rural areas it is advisable to wear a brightly colored (e.g., blaze orange) ball cap or safety vest, such as the vests worn by highway construction workers.

Never leave your car unlocked and unattended. Never leave your pocketbook or camera in an unlocked, unattended car, even for a moment. (One veteran surveyor had her purse stolen when she and others left the car unattended "just for a minute.") And never leave your keys in your car unattended.

Fieldwork Tips

Here are a few "tips of the trade" offered by staff members and veteran surveyors in North Carolina:

"Drive every road in both directions: you'll see a lot of old buildings from one angle that you'll miss coming the other way."

"Recheck your summer fieldwork areas in winter to see what the trees made you miss."

"Review existing survey files and National Register nominations early in the project to get a sense of what's already been recorded."

"I devised a sheet—I could do it on computer now, of course—to let me track where I was in terms of completing each site file. I kept these sheets in a notebook and they became the basis of my fieldwork system and later the source for compiling the . . . Study List, mapping, and other administrative matters."

Scheduling
"The order in which a county should be surveyed should become evident from the windshield survey. I always encourage PIs to start in the most 'resource rich' area and work toward the more sparse regions. My reasoning: record as many good properties as early as possible before all of the

administrative work starts piling up—this way you don't get overwhelmed (at least not as overwhelmed) at the end of fieldwork and shortchange resources."

"Plan your fieldwork to synchronize with the seasons, if possible. Try to schedule rural survey work during late fall, winter, and early spring. The summer survey enemies—hot weather, insects, snakes, overgrown fields, and trees in full leaf that conceal buildings—will be avoided if you survey in the winter. Leaves are off the trees in most areas from early November through early April, though this varies with the area and the year. If your survey includes urban areas, schedule fieldwork there for summer. Research and writing may be done in air-conditioned comfort in the summertime."

"Anything that can be done to conserve field time (especially during short days in winter) should be encouraged. For example, if an owner lets you survey a property but refers you to his brother or sister who lives next door for the full history low-down, call the relative that night rather than during daylight hours."

Maps
"I cut my field maps in half and put them in a three-ring binder. It makes it much easier to keep them in order and use while driving."

"Don't trust USGS completely. Open dots often represent abandoned or even occupied but poorly maintained houses (as well as secondary buildings). Some isolated, abandoned, and (often) important buildings aren't shown on USGS maps, especially where pine forest cover concealed them from aerial detection."

Filling out forms
"When visiting a site, be sure to write down as much of the data required for the database record as you can in the field, while you are looking at the site itself. Sometimes a surveyor will simply fill out location, put it on the map, and take the photos, then move on to another site, planning to fill in the rest of the form later from photographs. This is not wise. Many features are often not visible in photographs, such as whether an overgrown foundation is brick or stone, whether the siding is wood or vinyl, what material the roof shingles are made of, what the front door looks like, what type of brick bond is in the chimney, where the outbuildings are located, etc. Also, it is difficult to interpret a building without spending a sufficient amount of time studying it at close range. Take as many notes as you can on-site. Experienced surveyors say, 'Don't rely on photographs to fill in the survey form!'"

"Even if you're using a tablet PC loaded with the database and the LCD screen can be read outdoors in sunlight, it is likely that you're going to enter much of the data back in the office. At the minimum, you will review the data you entered out in the field and refine it. I use a paper form I created based on the database form for jotting down data out in the field for entry into the database later."

"It is sometimes difficult to determine a property's 911 or street address while in the field. If no house number is evident, record the address of the closest contiguous parcel. It is then usually possible to use online GIS records to find the surveyed property's address."

The Pause that Refreshes
Stop occasionally to have a cold drink in a country store where community residents gather to chat and ask about historic buildings in the community. This can be an extremely useful and quick way of gathering a lot of local information.

Approaching Residents: Effective Fieldwork Patter
"This is my introductory statement when I meet a property owner: 'Hello, my name is ___ and I am doing a study [survey sometimes makes people think you are building a road through their living room] of old houses in ____ County for the ____ planning department or historical society [don't give a long title]. I wonder if you could tell me about the history of your house/farm/store.' Typical response: 'Well, I don't know much about history....' Return volley: 'Do you know anything about/ have you ever heard anything about who built this house?' 'Is there anyone in the area/family/anywhere who knows the history of this place?' This usually gets things going gradually."

"Another etiquette tip: I usually have my camera in full view when I meet residents, so that they know I am taking pictures, but I do not actually ask them if I can photograph their property until we have talked for a while and developed trust. Typical line to extract myself from a too-long site visit: 'Ma'am, I'd love to stay longer/have some tea/marry your eldest son/daughter, but I have to do five more houses this afternoon.' This helps emphasize you are working, not visiting."

"I always found it beneficial to have the names of local landowners and members of the survey committee which I could use in my introduction to the property owner/occupant. Once you're successful in getting into one house in a community, the other houses are not nearly as difficult."
"When you are talking with someone who seems skeptical, mention others in the community with whom you've already talked: 'Mr. Jones down on Smith Creek told me this place was built by one of his cousins. I was wondering if you'd heard anything about who that might have been, or when that was?'"

Focus on open-ended rather than yes-no kinds of questions to evoke fuller answers.

"Keep asking who in the community 'knows the history' or is 'an old-timer.' Ideally members of the survey committee will steer you to—or include—this person, but sometimes there is someone they don't know about. And that person will have the key to everything."

"I always like having a get-together of old-timers and interested people when I'm finishing up fieldwork in a neighborhood or township or community. I show them the maps and pictures and ask them if they know any history, and they all get going with recollections. Some will spark another. And a lot of mysteries can get cleared up."

"To be sure your information is as 'pure' as possible, don't suggest answers in your questions. Thus, 'Do you know who the carpenter was who built this house?' 'Have you ever heard who built this house?' is less 'leading' than 'Do you know whether Adam Franklin built your house?'"

Balance local and family tradition with research in documentary sources. Each has its own unique potential and pitfalls.

5. PHOTOGRAPHY

Taking Photographs

Equipment

A digital camera is necessary for survey. Over the past decade, film photography has become prohibitively expensive for large surveys producing thousands of images. Surveyors who wish to incorporate film photography into their projects must consult with the HPO Photographer from the outset of the survey for guidance on minimum and preferred standards.

While the HPO does not specify particular brands, models, or minimum cost of an acceptable digital camera, a camera should have at minimum three megapixels with good optics (at least 3x optical zoom, preferably higher). The HPO strongly prefers six-megapixel or greater digital SLR cameras for survey work. Size in megapixels alone does not determine photo quality, which is also dependent on the lens, the size and type of the camera's sensor, and other factors. The HPO recommends the use of DSLR cameras because they offer the advantage of being able to use various lenses, including a perspective correction lens, which is desirable especially for urban surveys. (Wide-angle lenses should be used sparingly because of the inherent distortion.) A good quality flash with a tilt head for bouncing flash, which can be of great assistance in eliminating harsh shadows in interior shots, also may be used with a DSLR camera. While the use of a DSLR camera is not required, the HPO reserves the right to refuse photos that do not meet the minimum standards outlined in this document.

In 2018, in response to technological advances, the NPS began accepting photographs taken with camera phones. Likewise, the HPO will accept photographs generated from camera phones, if said photographs meet the minimum standards outlined in this document. As of 2022, smartphone cameras such as those built into the iPhone and the Samsung Galaxy exceed ten megapixels; however, surveyors having older or more budget-friendly cell phone models should confirm the specifications of their particular brand and model, including the model's generation, at the risk of having to retake photographs that are of insufficient quality.

While camera phones are naturally adaptable to photographic mediums such as portraiture, the exclusive use of camera phones during an architectural survey, particularly a survey that includes rural properties, is highly discouraged. Camera phones have a limited depth of field control and a short-range flash. Using digital zoom on a camera phone will decrease megapixels and degrade the image quality. Depending on the smartphone's storage capacity (e.g., 8GB, 16GB, 32GB, etc.) and its remaining balance, the surveyor may fill the available storage quickly. Battery life will also be limited when the camera is in constant use.

Camera phone photos must be taken in JPEG format. No other file format will be accepted.

Minimum Image Size
The minimum image dimensions acceptable for survey photographs are **1350 pixels x 1950 pixels**. Such an image would make a print of **4.5" x 6.5" at a resolution of 300 dpi** (a 5" x 7" print with margins). A **three-megapixel** camera should create an image of about 1400 x 2100 pixels, and therefore it is the minimum for survey work. We will not quibble over minor variations in pixel dimensions.

Preferred Image Size
The preferred image dimensions are **2000 pixels x 3000 pixels** or larger, which will yield an archival 8" x 10" print at a resolution of **300 dpi**. A **six-megapixel or greater** camera will yield the preferred image dimensions.

If the surveyor wishes to confirm minimum and preferred image size relative to their own photographs, he or she may right click on an open photograph and select File Info from the dropdown menu that appears.

While the NPS prefers TIF or RAW format photographs, the number of photographs taken during an average survey often makes the use of these large file formats unwieldy for the surveyor and the HPO. JPEG is an acceptable file format for architectural survey. The NPS photo policy allows JPEG conversion to TIF, should the need for computer conversion arise after the conclusion of fieldwork.

What to shoot? How many photographs?

Record Photographs
For individual properties, you will usually need at least three or four photographs of the principal building, and probably more if there are significant details and if you record the interior. In addition, for significant outbuildings, you need at least one decent shot of each one, plus selected details. For a complex you also need at least one overview to depict the arrangement of the entire complex.

For very significant properties, you will necessarily photograph more intensively.

If you are updating an existing survey file, you may need to take only a few photographs to document current appearance, including at least one overall view and shots of features of the property that have changed since the last time it was recorded (such as a replacement porch or a significant addition). If there are very few photos in the existing file or if changes to the property are extensive, you will increase the number of photos accordingly so that the photographic record is thorough. It is rarely necessary to re-shoot every photograph that was made during the original survey.

The most important rules of thumb are: 1) digital photo files are cheaper than time, and 2) focus on making a useful record of the property. You may never have another opportunity to photograph a particular historic property. Because the photos you can shoot with a digital camera are virtually cost-free and their number is limited only by the size of your memory card, take as many photos as you can within reason, knowing that you can later cull the poor photos and duplicates. If your camera permits manual settings, you should "bracket" the primary overall shot (i.e., shoot with two or three different exposures), especially when the subject is backlit or the lighting is less than ideal, to be sure to get one good overall photograph of the building.

In addition to photos of individual properties, you also need to take the following types of photos to use mainly for public presentations and National Register evaluation purposes:

- Overall scenic views of the communities and the county, showing the landscape, waterways, and typical farmsteads, neighborhoods, and so forth

- Views that catch the essence and provide attractive as well as revealing views of districts and areas, especially those to be considered for National Register evaluation

- Shots of interesting features that capture the flavor of the community or county's past and present, such as agricultural crops, posters, public sculpture, road signs, railroads, revealing billboards, fences, walls, street paving and furniture, and live scenes including public events, people, even animals

- Images of modern buildings and facilities valuable for presentations on the county or community's development, to depict what is happening now: this may be tourist development in the mountains, new subdivisions, or mega-farming or meat or poultry processing operations in the east

- Historic properties that are not part of your survey because they have been recently recorded as part of another project (e.g., listed in the National Register individually or as part of a district)

If conditions are not good for taking "presentation" images at your principal visit to a site, schedule a follow-up visit for a second shoot on a slightly overcast day. In downtowns especially, an overcast Sunday is often the best time to take streetscape photos and retake any record photos of individual buildings as traffic will be light and vehicles are less likely to be blocking views. If your camera permits manual settings, bracketing your exposures (one f-stop over, one normal, one under) is recommended for situations in which optimal results are needed.

Documentary Photographs
Whenever possible, obtain old photographs of properties, communities, etc. The recommended method, assuring the best quality work, is to borrow the photograph and have it copied at the HPO Photo Lab. Assure the owner it will be hand carried at every stage, and the owner will receive a courtesy print of the copy. **These irreplaceable old photographs must be hand carried to and from the lab.**

If the owner is unwilling to lend the photograph for copying, it is possible to photograph the photograph on site if good light—in the shade, outside—is available. A better alternative is a free mobile app like Microsoft Lens that allows high-quality image capture from a smartphone. This type of app is ideal for quickly scanning text on precious old documents that the owner does not wish to part with and can also be used as a quick method of scanning historic photographs. Politely ask owners if they are willing to take framed documents and photos down from the wall long enough to scan them on your smartphone.

Photography Tips

Getting Started
At the beginning of a survey, or when breaking in a new camera, immediately take and examine numerous photos at various settings, recording your camera settings for each shot. There may be a setting on your camera that you are not familiar with, and you will lose valuable survey time if you have to re-photograph properties.

Composition

When planning a good overall photograph of the building, consider composition carefully. Be sure your camera is level. Study the right distance for your shot. If you stand too far away from the building, there will be too much sky and street in your photograph. If you stand too close, part of the roof or chimney or foundation may be left out of the picture.

Sometimes the best view of a building is a straight frontal shot, sometimes a "three-quarter" or oblique view is best, in which both the front and a side elevation are visible. Taking both is a good idea. Always keep in mind: how will the picture in my viewfinder look in a presentation or publication?

In recording a building, be sure that all four sides are photographed, either through straight-on or angled shots. The rear of the building is important, too! Closer shots of details need to show important features such as the front entrance, a typical window, and significant decorative or structural details. When in doubt, take a picture.

Lighting

Lighting is the trickiest issue. There is little or no chance of getting a good picture if you shoot into the sun. Obviously, fieldwork proceeds throughout the day and cannot always tie to the right time of day or year. A bad photograph is better than none, but not much. If you must aim at the sun because of the time of day and the position of the building, try to block the sun's rays by standing behind a telephone pole or a tree, or in the shade of another building. To help compensate for bad lighting, get the light reading at the building, then keep that reading and move back for the photograph itself. Bracket the shot.

Keep a list of properties that need to be reshot (especially the overall shot) at a specific time of day and schedule a photo sweep in a given area for morning and afternoon light as appropriate.

When recording interiors, you will need either a flash or a tripod. Many interiors are dark, and to get a decent record of woodwork, mantels, hardware, and overall views of rooms, a handheld camera without flash is seldom adequate. Using a tripod generally gives superior results over a flash, though it is less convenient. Flashes do little good in large spaces and may wash out the detail.

Keeping Track of Your Photographs

To label your photo files and proofs efficiently and match them to the correct survey forms, it is important that you keep track of your photographs as you take them. Perhaps the surest strategy is to keep a day-by-day log of which sites you survey and in what order. For urban areas, before shooting properties on one side of a block or series of blocks, you might take a photo of a sheet of paper or an erasable board on which you have written the name of the street and the street number of the first property you will shoot.

Working with Your Photographs Back in the Office

Selecting Survey Photographs

The surveyor is responsible for selecting images to be included in the survey file. Most people have the tendency to take many digital photos, because it is so easy and "free." *Duplicate images and images of poor quality should be deleted*, if not from the surveyor's copies of his or her original images straight from the camera, then from the images selected for the survey file, printed on proof sheets, and burned to a CD.

Naming Survey Image Files

The surveyor is responsible for naming the image files. It is permissible to abbreviate property name and address as long as the abbreviated name and address are readily understood.

An Important Reminder: *You must obtain SSNs from the File Room Manager before naming your photographs.*

Conventions for Naming Photographs:

Name Survey Photographs using the following naming convention for all survey photographs:

> SSN_911Address_month-year_photographerinitials-01.jpg
>
> > AX0041_29WMainSt_08-21_aet-01.jpg

If an address does not have a 911 address, use the resource's name, which may be proper or generic, e.g., "bridge," "tobacco barn," etc.:

> SSN_ResourceName_month-year_photographerinitials-01.jpg
>
> > BF1285_Bridge_01-12_eck-01.jpg

For streetscapes:

> SSN_TownorCity_DistrictNeighborhoodAreaName_month-year_photographerinitials-01.jpg
>
> > WR0703_Warrenton_Hazelwood_04-19_swd-01.jpg

Using -01, -02, etc., instead of -1, -2, etc. will keep your renamed photos in the order in which you named them in an alphabetical list. Otherwise, they will be listed as -1, -10, -11, -12, ...-2, -20, -21, and so forth. Do not use letters instead of numbers to distinguish the individual photographs.

Certain photo management programs do not automatically insert the hyphen. In place of the hyphen, an underscore or a blank space is permissible.

Do not include information in the image file name about the view depicted in the photo.

Using Software for Batch Renaming Multiple Photos at One Time
Free batch renaming software is available to download online. The North Carolina Department of Information Technology allows HPO employees to use IrfanView on state-owned computers for this purpose. Even without batch renaming software, you can use the computer's memory to copy and paste the image file name except for the final photo number for each image. This is often the quickest way to rename a small number of photos for a single property.

Editing Survey Photographs

Editing survey photographs is generally discouraged. The NPS specifies that digital photographs should not be altered, except for converting JPEGs to TIFs and other conversions that are limited to image properties such as dimensions, dpi, etc. The surveyor may rotate, crop, and enhance brightness and contrast for photographs used as part of public presentations or in final reports; however, the surveyor *must* retain an unaltered version of the photograph to be submitted to the HPO for long-term storage as part of the survey file.

Proof Sheets for Survey Files

Photographs for survey files must be printed as "projected proofs" on 8½ x 11 sheets of paper (to fit in the survey file envelopes) in which each image is no smaller than three inches on its longest side. This format has several advantages for its purpose. The most obvious is that the enlarged proofs make the photographs large enough to see the subject and some details. In contrast, smaller images, such as the actual-size proofs of photographs taken with 35 mm film, are not acceptable for survey files because they are too small to see the building and its details. On the other hand, larger proofs printed one per sheet are expensive to print, plus they take up too much room in the survey file envelopes. When multiple enlarged proofs are placed on a single sheet of paper, clerical work is reduced: instead of having individual photographs, each of which must be identified separately and completely, certain basic information may be printed or written on each sheet—property name, county, town, name of photographer and date of photograph. In this format, only specific additional information needs to be indicated for each photograph—the identification of the particular shot, such as "mantel in west room," "rear porch," "smokehouse," etc.

The surveyor has two options for proof sheets:

1. Print the proof sheets yourself on a home or office printer.

2. Place an order with the HPO photo lab to have the proof sheets printed.

Printing Proof Sheets at Home
Proofs may be printed on a typical home printer, whether laser or inkjet, and may be in color or black and white on a premium quality, bright white paper 24 lb. weight or higher. *Do not convert images from color to grayscale.* Proof sheets should contain a maximum of nine images per 8½ x 11 sheet, and no image should be smaller than three inches on its longest side. See the sample proof sheet in **Appendix D**.

Using the HPO Photo Lab to Print Proof Sheets
Submit a CD or DVD to the HPO for printing of proof sheets for a fee. This process is like submitting film for proof sheets and comes with equivalent turn-around time and costs. The HPO photography services fee schedule and photographic requisition form are found in **Appendix E**. Before submitting a CD or DVD to the HPO, the surveyor must properly label each photo using the appropriate convention. All the photos for a particular property must be organized in their own folders.

The surveyor sends a CD or DVD containing the photo files accompanied by an HPO photographic requisition form to the File Room Manager. The printed proof sheets and CD/DVD are sent to the surveyor with an invoice.

If the surveyor wishes to use the services of the HPO photo lab, the billing procedure is set up with the File Room Manager at the beginning of the project. All photo bills must be paid before the HPO remits final payment.

Labeling Proof Sheets
Proofs sheets must be labeled with the following information:

- SSN
- property name
- location
    - For *urban* properties**,** the town must be indicated*.* If an urban property has only a generic name such as "commercial building," rather than an historic name, the street address must also be indicated.
    - For *rural* properties identified only by a generic name, the road number or 911 address must be indicated. If a rural property has a family name, no location information is needed; however, the 911 address may be included if the surveyor believes the location information is helpful for using and organizing their digital photographs.
- photographer (initials are acceptable)
- date (month and year)
- identification of views: For an overall view, no description is necessary. For outbuildings or other items photographed, indicate what they are, such as "smokehouse," "gate in rear fence," etc. For details, indicate the subject matter, such as "dining room (NE room) mantel," "rear porch post," or "strap hinge on smokehouse door." For side views, indicate "north side," "west side," etc., if possible.

Software such as IrfanView allows surveyors to print proof sheets with the file name under each image and a title line for the entire sheet (i.e., the block of information traditionally written on the back of black and white proof sheets; see sample in **Appendix D**). When the right software is used, the only thing the surveyor needs to write on the proof sheets is photo-specific information about views or other content.

Proof sheet labeling may be done by hand in the traditional way with one label per proof sheet written on the front or back of the sheet. Views may be identified either on the front below the image or on the back, lined up with the image. Use a pencil or a ballpoint pen. An ink stamp for repetitive information, such as name of photographer and survey location, is acceptable if each sheet is allowed to dry before stacking the photographs to prevent transfer or smudging.

If your proof sheets are printed by the HPO photo lab, the photo file name appears under each image. The surveyor must identify views and other photo-specific content.

Burning CDs of Survey Photographs for Product Submittal to the HPO

Use a CD-R, not a CD-RW. The photographs of multiple properties may be burned to a CD or DVD—as many as it will hold. *Do not make a separate CD for each individual property.* Create a folder for each property labeled with the SSN. Label each CD with county, project name, photographer, and date created. Use a CD/DVD safe marker or a Sharpie. Protect CDs in a plastic case or heavy paper sleeve.

Please note, when photographs are submitted to the HPO as official documentation of a survey, photographers grant permission to the HPO to use the photograph for print and electronic publication, as well as for duplication, display, distribution, study, publicity, and audiovisual presentations.

6. PREPARATION OF SURVEY FILES

The basic tasks in creating a survey file are as follows:

— Populate MS Access data entry form and write narrative summary; print form from database
— Create and print survey file label
— Organize and label photos and print contact sheet(s)
— Create clean copy of floor plans/site plans as needed
— Assemble file

The Survey Form

Naming Surveyed Properties
Give careful consideration to the "name" of a property and be sure to use the same name consistently from survey form to digital image files, proof sheets, and file label. If you learn a new and more accurate name for a property during research, you must change it on every component of the survey file.

If a property bears the name of two or more owners, use a hyphen between names, e.g., "Hasell-Nash House." Do not call things "old" as part of the title. Thus, the "Old Fannie Wells House" should be listed as "Fannie Wells House." An exception is made when "Old" is part of the name: e.g., "Old Town Plantation." If a building is no longer used for the purpose the title suggests, use "former" (not "old") in parenthesis at the beginning of the name, e.g., "(former) Orange Road School," in which case the property is alphabetized under "Orange."

Avoid stringing too many family names together to create a property name, such as "Appleby-Brighton-Compton-Dandridge House." Generally, the name of the original owner(s) is sufficient. Additional names are appropriate when the property is widely associated with a longtime later owner or family, or in cases where a later family made significant changes to the place, a later family occupied the place for a substantial length of time, a later owner or family has special historical significance, or the property needs to be distinguished from others of the same name.

For buildings that have more than one well-known common name, select one and use it consistently. The second name can be listed in the "other name" field of the data entry form.

If a house, barn, church, school, store, or other type of property is not identified by name during the survey, it should be identified by a generic category such as "House," "Barn," "Church," "School," "Store." Do not concoct descriptive names, such as "Big Stone House" or "Abandoned Barn."

Locational Information
A precise location is vital for each property. Traditionally, rural locations referred to the Secondary Road number, rather than to the local road name, but in the years since the establishment of the 911 address system in 1989, the address of virtually every property with a house, store, church, school, factory, or other "primary" property type (as opposed to a support building such as a barn), unless it is long abandoned, has a street name and number. Consequently, the MS Access data entry form has fields for both the 911 address and the location description traditionally used for rural properties (e.g., E side SR 1204, 0.7 mi. N of NC 87). Local road names do not appear on USGS maps, but

they may be found using NCDOT's [Secondary Roads Database](#), while complete 911 addresses can be found using the county tax administration's GIS records.

If you find it impossible to determine a property's street number, for rural properties you may provide a location description only; for urban properties, the local description will incorporate the street name (as opposed to an SR number—e.g., "N side Sailor St. at E corner of Main St.").

Be sure to be consistent in using the same locational information in the data entry form, file label, and photo proof sheets, e.g., avoid such inconsistencies as: 301 Adams St., 301 E. Adams St., 301 Adams within one file.

Updating Existing Survey Forms
If your project is identified as a survey update, use the Survey Update section of the data entry form to enter the date the property was visited for the update and check as many of a series of boxes summarizing what you found (e.g., no change; substantial alteration; demolished) as apply to the individual property.

Writing Narrative Summaries

The narrative summary gives a concise statement of significance that describes the physical and architectural character of the property, evaluates the property in a local or broader context, and relates pertinent historical information. This is a required component of each survey file. For all future users of the file, the narrative summary provides a basic understanding of the property and its significance within the community or county. These summaries plus the final survey report constitute the basis for a future survey publication or National Register Historic District inventory. Thus, the summaries are a vital element of the survey and should be written in a clear, smooth style suitable for possible publication. See the sample survey form in **Appendix D** for an example of a well written summary.

Writing summaries may seem a formidable task at the outset of the survey. Surveyors find that certain types of buildings recur in the survey area and soon develop a repertoire of phrases with which to describe and evaluate them. One of the most important functions of the narrative summary is to provide an evaluation of the significance of this resource in comparison to other resources of its type in the survey area (or, in some cases, in the state or region, if that is possible). It is useful to state whether the building is typical, unusual, unique, rare, "one of the best examples of its type," an unusually large example of its type, a rare survivor of a once common building form, one of the most recent examples of something, and so on. Remember: the surveyor is the expert on the historic resources of the survey area, and an important part of the surveyor's role is to make judgments of what is significant within that area and communicate effectively why it is significant. The length of the summaries will vary with the nature of the property and the information available. Summaries might typically range from two or three sentences for a simple, representative bungalow, to a full paragraph or two for a significant early twentieth-century farmhouse, to a page or more for a multi-component farm eligible for the National Register.

The narrative summary should open with a sentence that communicates the principal significance of the property; in other words, what about the property made it worth surveying—and worth preserving? This statement is particularly important if the property is to be recommended for

the Study List (see **Chapter 7: The Last Steps: Report, Study List, and Submittal of Final Materials**).

Vary the phrasing of the first sentences (keeping the reader of the future publication in mind) and avoid starting too many narratives with "This house." There is no need to restate the name of the property repeatedly within the summary, as presumably that is what the whole narrative is about unless otherwise indicated.

The narrative should follow a logical order of presentation that is easy to follow. Generally, it should explain the basic architectural character and features of the property, usually starting with the general and moving to the specific, treating form, plan, and basic style and materials first and then noting particular architectural features. You might work from the top down, starting with important roof features, cornice, windows, and porch, as appropriate, or you might start with the main façade and then move around the building as appropriate and on up to the roof. Either way is fine as long as you are consistent. Normally the basic original building comes before any alterations, unless the alterations are dominant. For a complex, treat the overall complex first, then its components beginning with the most important or oldest components. Even though the related table of outbuildings and landscape features associated with the property prints as part of the data entry form, these elements also should be addressed in the narrative.

Emphasize what is significant about the building before noting any problems of alterations and condition. Avoid starting out with negatives such as "This dilapidated barn...."

In the architectural description, avoid overusing "There are..." or "The building has..." plus a long list of individual features. A list of architectural components does not constitute a useful description or help the reader understand the property and its value. Integrate the relevant features of the property into thoughtful sentences that enable the reader to understand relationships that make up the whole.

In some narratives it makes sense to deal with the history first, then the architectural description; in others the architectural description comes first. In still others the two may be interwoven: often this is the most effective. The relationship between architecture and history should be as organic as possible. Don't get bogged down in unimportant details. Above all, make sure the narrative communicates to the expert and lay reader what matters about the property, preferably in an interesting way.

As with any documentary writing, **any information derived from sources other than your own observation and analysis should be credited to those sources**—both written sources and interviews. This can be done either by notes at the end of the summary or through references incorporated into the text. If the narrative gives a specific date of construction, the source of this information should be referenced. This source might be an interview with the property owner, a published history book, or might be the result of research in Sanborn Fire Insurance Maps or City Directories. Interviews should be noted as follows: Susanna Lasurveyor, Interview with Harriet Householder Smith (optional but helpful ID: b. 1906, daughter of Fred and Mary Householder), Aug. 10, 1992. In any case, the reader of the narrative summary should not be left wondering, "How did the writer know that?"

The amount of research and oral history collected for properties will vary greatly depending on the significance of the property, access to knowledgeable individuals, and quantity of existing historical

information, as well as the time available for research. Although it is seldom possible within the limits of a survey to conduct intensive research on each property, the general goal is to find out who built the property, their role in the local society and economy, and significant later owners and residents—where this information is available through family history, local tradition, and readily accessible documentation. For nineteenth-century properties where family or local tradition supplies a name to connect with the property, the manuscript U.S. Censuses provide valuable documentation and additional information. The U.S. Census population schedule gives specifics on each household, while the agriculture schedule offers information on each farm and its products. At least a sampling of this information for key farmsteads is valuable. For urban survey work, basic sources are city directories and Sanborn maps, which are generally available from the late nineteenth century onward in most cities and many towns, and especially strong information is available in the early twentieth century.

For neighborhoods such as mill villages composed of many examples of a limited number of house types or designs, it is appropriate and efficient to prepare a sheet describing each type and labeling it (e.g., "Type A" or "Type I"). When this key is included in the Narrative Summary field of each data entry form, the individual narrative summaries may consist of simply a reference to the appropriate type in the key plus a description of any variations from the standard type and any later alterations (e.g., Type A with underpinned brief pier foundation and replacement metal porch posts; or Type C with wood shake exterior).

If a file with a traditional paper survey form already exists for a property, the narrative summary should incorporate the previously recorded data (which may appear only as notes if the file is quite old or may be a proper narrative), making corrections and updating the description and history as needed. If the older narrative is correct and thorough, it may simply be copied with a note identifying the preparer and date and additional comments on substantive changes noted in the current survey or the observation that the property remains intact from that earlier survey. Alternate acceptable, and often easier, approaches are adapting the existing narrative or writing a new one from scratch, including data about the property that may be important but no longer readily apparent (e.g., "aluminum siding now covers original beaded weatherboards" [knowledge of the weatherboards based on earlier survey]).

Some surveyors prefer to write their narrative summaries in Microsoft Word and then copy and paste the text into the respective Narrative Summary fields of the data entry form. If this approach is taken, the narrative summaries may be submitted to the HPO alongside the populated MS Access file, the plan being that the HPO reviewer will utilize the "Track Changes" feature in MS Word as a time-saving mechanism for both reviewer and surveyor. The surveyor must copy-and-paste the edited narratives from Word to Access before the HPO accepts the final Access file.

File Labels

Each survey file must have a typed label, affixed at the upper left-hand corner of the survey file envelope. The location always includes the town or nearest community. For rural properties, for which there is both a 911 address and a location description, the survey file label should include only the 911 address. For neighborhoods or historic districts, an additional line denotes the name of the neighborhood or historic district.

The following are examples of label texts:

A rural property:

> Wake County
> Apex vic.
> 2533 Tingen Rd.
> A. B. Hunter House

A rural property for which the 911 address cannot be determined:

> Wake County
> Apex vic.
> N side SR 1153, 0.2 mi. W of SR 1117
> Hunter-Prince House

An urban property:

> Wake County
> Holly Springs
> 202 Church St.
> Holly Springs Methodist Church

An urban property with no identified name:

> Wake County
> Fuquay-Varina
> 102 N. Main St.
> House

> Wake County
> Raleigh
> Hayes Barton [a district or neighborhood]
> 209 Harvey St.
> House

Use one format consistently for the labels for the entire district. If the district is a National Register District, use the following convention:

> Warren County
> Warrenton
> Warrenton HD
> 448 S. Main St.
> Spruill-King House

Simpson County
            Johnsville vic.
            Albion Crossroads Plantation HD
            5300 Rooster Rd.
            Brown Family Farm

If there is insufficient vertical space on the label for lines for both the city and the district or neighborhood name, you may treat it this way:

        Wake County
            Raleigh: Hayes Barton
            209 Harvey St.
            Albert Johnson House

Organizing and Labeling Photos

See instructions under **Working with Your Photographs Back in the Office** in **Chapter 5: Photography**.

Assembling the Survey File

When the data entry form has been populated and the survey form and associated photographs have been printed, it is time to assemble the survey file. The record of each property—including the survey form, photographs, and any associated materials such as field notes and historical material—is stored in a **survey file envelope**. Survey file envelopes are white 9 x 12-inch booklet envelopes with the flap on a long side. These envelopes are supplied by the HPO and come in boxes of two hundred and fifty envelopes each. When the survey files for each quad or other work unit are complete and ready to submit to the HPO, these boxes are a convenient container.

While the HPO now requires a unique SSN and data entry form for each individual property regardless of setting, the survey forms, photographs, and related materials for groupings of buildings, particularly in urban areas, should be placed in a single survey file envelope. Reasonable judgment should be used in deciding how many properties to include in a single envelope. In a neighborhood, the usual pattern is to include all the houses in a given block, such as the E. side of the 400 block of Adams St., and normally units of one hundred correspond with intersecting streets. In certain situations, such as when there are only a very few houses in certain blocks, you could include both sides of the block (E and W sides of the 400 block); you could encompass a street of only two blocks into one envelope; you could take in the whole 400 block of a street even though it is intersected by several side streets, etc. The point is to cover a reasonable quantity of properties in an efficient, logical, and easily discernible manner.

If a multiple structures file consisting of a single green multiple structures form is being updated, individual forms must be created for each property covered by the file, and all the new forms should be inserted in the existing survey file envelope. If the file being updated covers so many properties that the new forms do not easily fit into the old envelope, it may be necessary to move the content to an expanding folder or break the existing file into multiple files (e.g., if the old file covered three blocks, divide it into three files each containing one block) with new labels.

For multiple structures files, do not print the photos for each property on a separate sheet. Instead, label the photos so that they print sequentially by street address (see the directions in **Chapter 5: Photography** for labeling and printing proof sheets) and place the proof sheets all together in the survey file envelope. (Do *not* cut them up into individual properties, as the old film contact sheets were once cut.)

For files covering block faces or otherwise containing multiple survey forms, the range of SSNs is written on the left side of the survey file envelope below the printed file label. Do not mark out or erase the pre-existing SSN for the multiple structures form/file.

If the survey entails updating existing survey files (the originals of which are to remain at the HPO during the project), the new survey form, photographic proof sheets, and any other associated materials collected during the project are placed in the pre-existing survey file envelope at the very end of the project, either by the surveyor or HPO staff.

7. THE LAST STEPS: REPORT, STUDY LIST, AND FINAL SUBMITTAL OF MATERIALS

Contents of Final Submission

As noted in **Chapter 1: Standard Survey Products**, the end products of a survey consist of the following components, which permit the findings of the survey to be utilized in comprehensive planning for the protection of the historic resources.

A.   Survey files
B.   MS Access database file and digital photographs
C.   National Register Study List recommendations
D.   Final report

Survey files
All files should be double-checked for completeness before final submission, and they should be **submitted in site-number order**.

Survey files should not be sent through the regular mail. Instead, they should be hand delivered to one of the three offices of the HPO (Raleigh, Greenville, Asheville) or, if this is impossible, sent insured via U.S. Postal Service or by a private package delivery service such as UPS or FedEx.

Microsoft Access database file and digital photographs
These digital files should be submitted on CD or DVD.

National Register Study List recommendations
Near the conclusion of the survey, the surveyor compiles a Study List of all surveyed resources that appear to be eligible for the National Register; these include both individual properties and districts. Inclusion in the Study List has no legal effect on a property but does ensure that the property is considered in comprehensive planning for preservation, including environmental review for federal undertakings. It is also useful in establishing priorities for later National Register activity in the survey area.

The surveyor works in consultation with HPO staff to evaluate properties and prepare a Study List presentation on surveyed properties and districts potentially eligible for the National Register of Historic Places. (*The surveyor does not prepare a formal Study List application for each recommended property*.) The Study List presentation is accompanied by a list of properties and their owners and the text of the oral presentations to be made by the surveyor for staff review and for the National Register Advisory Committee meeting. After the NRAC presentation, the surveyor submits digital and hard copies of the presentation text and the visual aids (usually in the form of a PowerPoint presentation) via email to the HPO.

Preliminary Evaluation
Preliminary evaluation of properties' potential National Register eligibility is done informally throughout the course of the project by the surveyor as he or she records properties and HPO staff as they review and comment on survey files as the files are submitted. A fuller evaluation near the

end of the project involves consultation including examination of photographs by a team consisting of the surveyor, the HPO Architectural Survey Coordinator and field office staff overseeing the project (as applicable), and the HPO National Register Coordinator. This fuller evaluation usually includes field inspection of proposed districts as well as individual properties whose potential National Register eligibility is questioned by any members of the team during the review of photographs.

Timing

Evaluation for the Study List should be scheduled toward the end of the survey and approximately one month in advance of a National Register Advisory Committee meeting (regularly scheduled for the second Thursdays in February, June, and October).

HPO Staff Consultation

The surveyor first presents to a small staff committee his or her initial findings on all properties possibly eligible for National Register listing, through an informal presentation of projected images either in the Archives & History Building or via teleconferencing software. These presentations are normally organized by general property type and chronologically within each grouping. HPO staff will provide guidance on general property types to employ. Following this presentation, a field visit is scheduled as necessary to evaluate properties in their local context. HPO staff usually reviews a draft of the written presentation to advise the preparer on length and content.

The surveyor then presents the vetted material at a regularly scheduled Staff Review meeting, which takes place on a Thursday morning two weeks prior to each NRAC meeting. All members of the HPO's Survey and National Register branch attend Staff Review, and many colleagues from other branches of the HPO as well as architectural historians from NCDOT. Following Staff Review, the surveyor will continue to work with the Architectural Survey Coordinator as needed to refine the presentation script and PowerPoint until the presentation is ready for NRAC.

Study List Presentation

Once HPO staff evaluation is completed, the surveyor presents recommendations for the Study List to the North Carolina National Register Advisory Committee (NRAC) for approval at one of the meetings of the committee.

The surveyor begins the presentation with a brief overview of the survey area. For each property or district, the surveyor gives a concise statement of its significance, drawing upon the narrative summary prepared for the property. Normally the presentation is organized in a thematic (property type) and chronological order to facilitate understanding of the properties' relationship to the totality of the survey area. In the preliminary presentation to HPO staff, the surveyor shows several representative photographs of each individual property and a representative sampling of each district to allow for thorough consideration. A more concise selection of photographs is used in the surveyor's formal presentation to the NRAC. For districts, the presentation includes an image of a map with approximate boundaries indicated. Annotated aerial images are often particularly valuable for understanding districts. Images of overall county maps also are desirable for the presentation.

Study List Data

In advance of the presentation, the surveyor provides the National Register Coordinator with a list of all proposed properties for the NRAC agenda, organized to parallel the oral presentation—generally by property type and within property type in generally chronological fashion. The list includes general locations. Examples may be obtained upon request.

The surveyor also provides the National Register Coordinator with a duplicate list of Study List properties expanded to include names and addresses of owners of all individually listed properties; for districts, only the name and address of the responsible local official (typically the mayor) is needed. This information is used for standard notification letters that are sent by the HPO to all property owners informing them that their historic properties have been added to the Study List for the National Register. For districts, individual property owners are not notified, but a letter is sent to the local elected official of the municipality or county.

Local Public Information on the Study List
The survey is cited in the HPO's standard Study List notification letter. If the surveyor or a local partner wants any special amendments to the standard notification letter, he or she should advise the National Register Coordinator in advance.

To ensure thorough and accurate local understanding of the National Register program and Study List, the surveyor and/or local partner should do suitable preliminary groundwork to explain the National Register and Study List to local officials and property owners well in advance of receipt of Study List notification letters. Assistance may be obtained from the Architectural Survey Coordinator if desired.

Final Report

The final report summarizes the methodology and findings of the survey. The format of the final report may be developed by the surveyor and the HPO. The final report contains a bibliography of sources used and has standard documentation through end notes or footnotes. For conventions of grammar, citations, bibliography, punctuation, etc., all materials should follow the most recent edition of *The Chicago Manual of Style* and the Office of Archives and History's "Guide for Authors and Editors" (revised November 2020).

The final report is a concise, comprehensive analysis of the history and architectural history of the survey area. It permits the surveyor to present in lasting, comprehensible, and useful fashion the findings of the survey, the patterns discerned in local history and architectural development, and the significance of the heritage of the area studied to the locality, the state, and the nation. The final report is also organized and written in a manner suitable to conversion to a survey publication.
If desired, the surveyor may embed images of their own making, including photographs from the survey and maps produced by the surveyor, in the final report. If the surveyor wishes to use historic photographs or other archival materials as embedded images, he or she must obtain permission from the rights-holder and reference this permission in a Figure label. Regardless of origin, all embedded images should be labeled Fig. 1, Fig. 2, etc. and identified with a caption. When applicable, credit lines should begin, "Courtesy of [e.g., the North Carolina Historic Preservation Office]."

Each report must be submitted as a pdf file created at 300 pixels per inch minimum and/or one hundred percent of the original document size, if the pdf has been converted, for example, from a Microsoft Word document. Surveyors should verify with the HPO whether an acknowledgement of funding is needed at the beginning of the final report. For example, subgrants awarded to Certified Local Governments through the Historic Preservation Fund should acknowledge the funding source. Standard language will be provided by the HPO when a credit is needed.

Format

The final report organizes information in two main categories—historic and architectural contexts. See **Appendix F** for a sample outline.

Before embarking on the final report, the surveyor may wish to obtain from the HPO samples of recent and applicable reports as guidance and to discuss how best to approach the organization of particular survey findings.

Approach

The surveyor should write the report in straightforward, concrete, vivid, active language. The purpose is to communicate the story and the importance of the history and architecture of the survey area in a lively, expressive, and non-bureaucratic way in order to attract and increase local interest. The surveyor is also advised to consult the classic work, Strunk and White's *The Elements of Style*, for grace and clarity in writing. The surveyor should approach the story in a holistic, organic fashion that weaves the architecture and history together as seamlessly as possible. HPO staff will review the report in depth both for writing and content to assure that it is as readable, accurate, and complete as possible.

The purpose of the report is to provide an understanding of the architectural character and development of the surveyed area, whether it is a town, a neighborhood, or a county. The historical overview is meant to serve as a background and context for this purpose, and its length, level of detail, and the depth of research should be planned accordingly. It is not meant as a full-scale historical study of the area.

The surveyor should provide in the initial submission of the final report as thorough and well-written and engaging a draft as possible: this should not be a "first draft," but at least a second draft, with grammar, spelling, and organization in good shape. It is expected that review will require revisions for the final version: this is normal and necessary in any serious writing project. The surveyor should allow time and energy for careful revisions in writing and content, to assure the best possible product.

Surveyors are encouraged, but not required, to submit the draft final report as a Microsoft Word document. This will allow the HPO to utilize the "Track Changes" feature, a time-saving measure for both reviewers and surveyors.

The final report contains a bibliography of sources used; employs standard documentation through end notes or footnotes; and follows conventions in the most recent edition of *The Chicago Manual of Style* and the Office of Archives and History's "Guide for Authors and Editors" (revised November 2020).

Methodology

Briefly state the accomplishments of the project, including the total number of properties surveyed (and map-coded, if applicable). Explain the origins of the project and acknowledge the funding and the people involved (including the surveyor and his or her qualifications). Explain in a manner that will be clear to future users of the survey what research design and methodology was followed, and explain in some detail the basis for deciding which types of properties were surveyed (and which were map-coded, if applicable), giving general figures for the quantity of key types in both cases. Report any significant problems encountered and special accomplishments. Present an overview of

general findings and recommendations. In a publication, this methodology section will be revised and usually will appear first in the book.

Organization of Historic Contexts
The meat of the report is presented in the "Historic Contexts," which are defined as units that can serve as chapters in a survey publication. For comprehensive surveys in North Carolina, historic contexts are usually organized by time periods. Normally these are fairly long chronological units selected to reflect the principal development patterns of the survey area and to focus on the surviving architecture (e.g., "From Early Settlement to the Turnpike, 1740-1840"; "Agricultural and Industrial Expansion, 1840-1890"; "Urban and Resort Development, 1890-1950"). The particulars will depend on the county or city studied. Within each chronological chapter or context, such major themes as settlement, agriculture, industrialization, architecture, etc., are discussed, using subheads for each main theme.

In conducting research for the report, the surveyor will begin with the bibliography and any other specific research guidance provided by the Historical Research and Publications Office of the Office of Archives and History. Documentary resources, like local history itself, vary from place to place. Primary sources such as manuscript censuses, city directories, old newspapers, and other documents are valuable as well as secondary sources such as local, church, and family histories. Research strategies should be discussed with HPO staff.

The historical overview should give a clear, moderately detailed sense of the historic context of the town or county and should weave in broader national and state developments as relevant to establish a larger framework. Tie in specific properties and individuals that can link the historical patterns and the architectural trends and surveyed properties. Avoid getting bogged down in detailed recitations of facts about local events, people, businesses, schools, etc. Be sure to maintain a sense of overall direction and purpose, using strong topic sentences to show the direction of the narrative and analysis, and restricting the presentation of facts to those that are relevant to the larger story.

The historical overview is not meant to be the definitive county or town history. It is meant to be a readable summary of important historical developments and trends, organized and focused to relate to and provide a basis for understanding the architectural development. Emphasis will be on social, economic, cultural, and agricultural history as well as key political developments.

Architectural Analysis
The architectural character and development of the survey area represent the principal focus of the survey. An understanding of these should lead the discussion and analysis.

Architecture may be treated as one substantial section within a chronological context or chapter. Or, the historical overview may come first and cover the entire chronology, and then the entire architectural overview follows, treated as a separate "context." The first method is usually the simplest and most effective. The surveyor should review other relevant survey reports to gain a sense of different approaches and to discern what will work best for the area under study. The approach should be determined by the surveyor in consultation with HPO staff.

However it is organized, the architectural analysis should be roughly the same length as or slightly longer than the general historical discussion. It should address all significant types, forms, and

styles of architecture found in the survey area. The discussion analyzes the principal architectural trends and patterns found for each major period in the survey area and links these developments with broader historical patterns in the economy and society. The discussion also ties the architectural development of the area to a larger state or national framework. The analysis should be supported by specific examples, but it should not get bogged down in presentation of one building description after another. Individual property summaries in the catalog provide space for that. General discussion and examples should encompass both the newly surveyed properties and any previously surveyed and National Register properties in the survey area. Additional readings on regional, state, and national trends should be consulted to develop a larger context for understanding the forms, styles, and types found in the survey area. No town or county, however remote, is an island, and in each community the architectural trends were part of a bigger picture.

8. PLANNING AND FUNDING SURVEY PUBLICATIONS

Central to the North Carolina architectural survey program is encouragement of publication of architectural surveys. A high proportion of town and county surveys have resulted in publications; these are produced locally with guidance and assistance from the HPO. Surveys are ideally published in an attractive, widely available volume explaining, picturing, and promoting the county and towns' architectural legacy. Publication of architectural surveys effectively promotes local preservation.

To support survey publications, funds have been provided through the HPO on a limited, matching basis to support manuscript preparation, including additional research, selection of properties to include from the survey, editing of the manuscript, preparation of drawings, and compilation of necessary photographs suitable for publication. Normally, the local project sponsors employ the surveyor to expand the material and illustrations for the survey publication, though in some cases another editor may be employed. A pre-publication, manuscript preparation and research project may be treated as Certified Local Government grant.

Because of grant funding limitations and the excellent potential for alternative funding sources, the HPO has not traditionally provided grants for actual cost of publication (layout, printing, and binding). Experience with many survey publications has shown that with the pre-publication work accomplished, the local sponsoring organization can approach local contributors successfully with a work that is ready to go to press. Sufficient funds to underwrite publication costs are normally found by recruiting local sponsors and contributions, combined with pre-publication sales. Experience has also shown that sales of well-produced local survey publications will typically pay back publication costs within a short period of time.

For all publications resulting from surveys funded by the HPO, the manuscript must be reviewed by HPO staff prior to publication, both for content and design.

Survey publication sponsors are also eligible to apply for an interest-free publication loan from the Federation of North Carolina Historical Societies. To obtain information on interest-free publication loans, contact the Federation of North Carolina Historical Societies, care of the Office of Archives and History, 4610 Mail Service Center, Raleigh, NC 27699-4610; 919-814-6641.

APPENDICES A - G

Appendix A: Sample Time-Product-Payment Schedule

Time-Product-Payment Schedule
Mayberry, NC Architectural Survey

Due Date	Product	Payment
1. Sept. 15, 2006	Survey 80 properties	$ 1,500.00
2. Nov. 15, 2006	Survey 75 properties Prepare survey files for product 1 and submit to HPO	$ 2,000.00
3. Jan. 15, 2007	Survey 75 properties Prepare survey files for product 2 and submit to HPO	$ 2,000.00
4. March 15, 2007	Survey 75 properties Prepare survey files for product 3 and submit to HPO	$ 2,000.00
5. April 30, 2007	Prepare survey files for product 4 and submit to HPO Draft final report and submit for review Prepare Study List presentation	$ 3,000.00
6. June 15, 2007	Respond to review of draft report from HPO Make Study List presentation at June NRAC meeting	$ 1,000.00
7. July 31, 2007	Complete and submit all final products (revised survey files, MS Access database & photographs on CD)	$ 3,500.00
Total		**$15,000.00**

Appendix B: Guidelines for Map Coding

Map coding, once a requirement of the HPO's Architectural Survey Program, is now an optional tool meant to assist the surveyor in scoping a survey. If the surveyor chooses to employ map coding, the HPO suggests the following methodology, which may be adapted as needed in consultation with the Architectural Survey Coordinator.

Guidelines for Map Coding

1. Write legibly on the field map in pencil. Copy your field map coding in black ink onto a clean final map for submission with the survey files.

2. At the conclusion of the survey, provide a count of each major building type map-coded, so that there is a record of these resources. These statistics, with some analysis, should be part of the final survey report.

3. Outstanding and selected representative examples of each common house type should be fully recorded on the appropriate survey forms, with photographs.

4. Churches, schools, commercial buildings, and industrial buildings are not usually map coded. Such buildings, which are generally local landmarks that help define the historic character of the community, should be surveyed. The exception are map notations explaining landmarks such as churches that are not surveyed, particularly where there was a historic church on the site, but it has been replaced or so severely altered that it was not surveyed.

5. Do not stack up too many letters; give only enough to note clearly what the property is.

6. If necessary, you may create a notation for a type of building especially common in your survey area; be sure to define this clearly on each survey map and in your report.

Map Coding Typology for Common Twentieth-Century Houses

Material
Fr: Frame (or, assumed unless otherwise denoted)
CB: concrete or cinder block
Br: brick

Stories
1: 1 story
2: 2 story

Roof
(sg): side gable (assumed unless otherwise noted)
(fg): front gable
(h): hip
(p): pyramidal

<u>Building Type/Form</u>
I: I house (2 story, single pile, two rooms + wide)
B: Bungalow
T: T plan
L: L plan
SG: Shotgun
FS: Foursquare
PC: Period revival cottage
MT: Minimal traditional
RH: Ranch house

<u>Floor Plan</u>
CP: central passage
HP: hall/parlor
SP: single pen (for log)
DP: double pen (for log)

<u>Bays</u>
Subscript numerals denote number of bays

<u>Status</u>
Alt: altered
Ruin: ruinous

<u>Other Common Building Types/Forms</u>
TB: Tobacco barn (material in parentheses—log or fr)
GS: Gas station (material in parentheses)
OB: Miscellaneous outbuildings

North Carolina Historic Preservation Office
HISTORIC PROPERTY FIELD DATA FORM

SSN: _____ **Quad**: _____ **Surveyor**: _____ **Date**: _____

Property Name: _____

911 Address: _____

Town: _____ Vicinity **Ownership**: federal | state | local | private | non-profit | ?

District/Neighborhood/Area: _____ **C | NC | NA**

*For Survey Update***:** No change | Alt. | Deter. | Improved | Removed | Not found | No access | File missing

Newly surveyed | Outbldg. loss _____ | Notes: _____

Study List | DOE eligible | not eligible **Criteria**: A B C D **Area of Sig.**: _____

Integrity: High | Med. | Low | Gone **Condition**: Good | Fair | Det. | Ruin | Gone **Location**: Orig. | Moved | ?

Construction Date: ca. _____ **Alt. Date(s)**: ca. _____

Major Style Group Trad/Vern : Postmedieval : Georgian : Georgian-Federal : Federal : Federal-Greek Rev.

Greek Rev. : Italianate : Gothic Rev. : Exotic Rev. : Second Empire : Stick/Eastlake : Queen Anne

Shingle : Sullivanesque : Romanesque : Renaissance : Chateauesque : Beaux Arts : Classical Rev. : Col. Rev.

Queen A.-Col. Rev. : Georgian Rev. : Tudor Rev. : French Eclectic : Collegiate Gothic : Mission/Span. Col. Rev.

Craftsman : Craftsman-Col. Rev. : Prairie : Period Rev. Cottage : Rustic Rev. : Art Deco : Moderne

International Style : Min. Trad. : Misc. Modernist : Ranch : Contemporary : Shed : New Formalism

Brutalism : Late 20th c. : 21st c. : Stand. Commercial : Stand. Institutional : Industrial : Hist. style unknown

---

Construction Timber frame : Mixed frame : Light frame : Loadbearing Masonry : Masonry Veneer : Log

Steel Frame : Unknown : **Notes**: _____ **Height** _____ story/stories

---

Ext. Material (Orig. and Later) Weatherboard plain : beaded : molded : novelty : type unknown

Board and batten : Wood shingles : Asbestos : Asphalt : Exposed logs : Brick : Stone : Concrete masonry units

Glazed tile/structural glass : Simulated masonry : Stucco : Pebbledash : Aluminum : Vinyl : Metal

Plywood/OSB : Wood composite : Waney-edge : Curtain wall : Concrete : EIFS : Other : Unknown

---

Roof Side gable : Front gable : Cross gable : Gambrel : Shed : Parallel gable : Clipped gable : Hip

Pyramidal : Cross hip : Mansard : Deck : Dutch gable : Gable on hip : Hip on gable : Flat : Parapet : Dome

Conical : Paraboloid : Butterfly : Barrel : Bow : Sawtooth

Plan No int. access : One room : Hall-parlor : Quaker : Center passage : Georgian : Side passage : Shotgun

Transverse passage : Meetinghouse : Aisled nave : Cruciform : Auditorium : Akron : Not applicable

---

Domestic Type/Form Single pile : I-house : Coastal cottage : Dogtrot : Saddlebag : Double pile : Tripartite

Octagon : Temple form : Gable-front-and-wing : T-shape : Shotgun : Foursquare : Bungalow : Min. Trad.

Ranch : Split-level : Split-foyer : Contemporary : Shed : Geodesic dome : A-frame : Prefabricated

Appendix C

Architect, Builder, or Design Source: _____ Attrib.

Historic Function, Historic Themes, Group Association, and/or Religious Affiliation:

_____

Outbuildings and other features: (Note type, construction, condition, and ca. date)

Use the remainder of this sheet for field notes, site plans, and sketches. Include contact information for any property owners or other locals you meet. Be sure to note any features that should be fully described in the project database's Narrative Summary field.

Appendix D: Sample Survey File

(Survey Form, Photo Proof Sheets, and Site Map)

Columbus County   **CB0310**

Whiteville
225 W. Walter St
St. James AME Church

County: **Columbus**

SSN: **CB0310**   Blockface#:

Quad: Whiteville
PIN: 0280.02-88-4657
X: **Y:**

DOT Project #:
OSA#:

Update Mo: **05**   Yr: **2017**

☐No Alt ☐Alt ☑Det ☐Imprv

☐**Removed**   ☐Outbldg Loss

☐No Acc. ☐Not Fnd ☐FileMsg

☐Newly ID'd   ☐ Needs Resch.

Property Name: **St. James AME Church**

Street or 911 Address: **225 W. Walter Street**

Location Description:

Town/vicinity: **Whiteville**

District: **None ()**

District Dates: NRdate: SLdate: DOEdate:

Local District:

☑ Recommended for SL   ☑ StudyList   SLDate: **2/8/2018**   ☐ NR   NRDate: NR # **None**
☐ DOE   DOEDate:

DOE Type: Local Status: **None**   Ownership: **Non-profit**

Principal Resource   Material Integrity: **High**   Condition: **Fair**   Location Integrity: **Original**

Architectural Data: Date: **1944**   Major Style Group: **Gothic Revival**
Construction: **Masonry Veneer**
Ext. Material: **Concrete masonry units**   Later Covering: **None**

Height: **1-story**   Roof: **Front gable**   Plan: Form/Type (Domestic):
Arch., Builder, or Design Source: **Not specified**

Major Theme **Religion**   Sec Theme:
 Group Association: **Black**   Religious Affiliation: **AME**
Historic Function: **Religion - religious facility**

Narrative Summary:

2017: The congregation at St. James AME Church was organized in 1915 and originally met in a small building on West Main Street near the Atlantic Coastline Railroad. In July of 1944 the congregation occupied the present church building. The church consists of two subtly different bell towers flanking a broad front-gable sanctuary. The building is constructed of structural clay tile or a mixture of structural clay tile and concrete block, all of which was historically painted.

The sanctuary contains stained glass windows; in other spaces the windows are wood one-over-one or two-over-two sash windows. The sanctuary retains original or in-kind replacement materials and furnishings and its original plan, as evidenced by historic photographs from the Leslie Baldwin collection. (The Whiteville 'News Reporter' owns the Baldwin images, copies of which are included in the survey file.)

The church flooded in 1999 after Hurricane Floyd and is currently recovering from damage sustained during Hurricane Matthew.

Outbuildings/Features

Actions

Year	Month	Surveyor	Action/Report
2017	05	HPO Staff	Whiteville Comprehensive Architectural Survey

Monday, May 3, 2021

CB0310_Whiteville_225WWalterSt_5-17_eck_001.jpg

CB0310_Whiteville_225WWalterSt_5-17_eck_002.jpg

CB0310_Whiteville_225WWalterSt_5-17_eck_003.jpg

CB0310_Whiteville_225WWalterSt_5-17_eck_004.jpg

CB0310_Whiteville_225WWalterSt_5-17_eck_005.jpg

CB0310_Whiteville_225WWalterSt_5-17_eck_006.jpg

CB0310_Whiteville_225WWalterSt_5-17_eck_007.jpg

CB0310_Whiteville_225WWalterSt_5-17_eck_008.jpg

CB0310_Whiteville_225WWalterSt_5-17_eck_009.jpg

CB0310_Whiteville_225WWalterSt_5-17_eck_010.jpg

CB0310_Whiteville_225WWalterSt_5-17_eck_011.jpg

CB0310_Whiteville_225WWalterSt_5-17_eck_012.jpg

CB0310_Whiteville_225WWalterSt_5-17_eck_013.jpg

CB0310_Whiteville_225WWalterSt_5-17_eck_014.jpg

CB0310_Whiteville_225WalterSt_BaldColl_001.jpg

CB0310_Whiteville_225WalterSt_BaldColl_002.jpg

St. James AME Church, Whiteville

W. Walter St.

CB0310

US 701 BYP

N

Appendix E: Photography Services Fee Schedule and Photographic Requisition Form

State Historic Preservation Office
Photography Services Fee Schedule

Effective January 1, 2015

BLACK & WHITE FILM SERVICES

Developing only (no proofs)	$ 2.25
Developing and Contact Sheets (scanned/digitally printed):	
36 exposure roll	$11.25
24 exposure roll	$ 9.00

BLACK & WHITE or DIGITAL PRINT SERVICES

2x3 print (enlarged contact)	$ 3.25
3x5 print	$ 3.25
5x7 print	$ 4.30
8x10 print	$ 5.35
11x14 print	$ 8.50

OTHER DIGITAL SERVICES

Digital scan from negative, slide, or original print	$ 1.25
Digital proofs, per sheet	$ 2.25
Publication scan/High Res (5x7)	$ 2.25
CD & Case (e.g. for NPS tiffs)	$ 2.25

Note: A shipping and handling fee of $2.25 is added to each photography services order. *All invoices will include NC state sales tax as required*.

Photographic Requisition

Requested by: _____

NC DEPT. OF NATURAL & CULTURAL RESOURCES
SURVEY AND NATIONAL REGISTER BRANCH, HPO
Mail to: 4617 Mail Service Center, Raleigh, NC 27699-4617
919-814-6593

To: _____

Section: _____ Phone: _____

Charge # _____

Date Ordered: _____ Due: _____

Distribution: ☐ PICKUP ☐ MAIL SEND VIA (CHOOSE ONE) **PROJECT NAME:** _____ ☐ Grant Project

P.O. # _____ ☐ NORMAL SERVICE ☐ RUSH ☐ BILL ☐ PREPAID ☐ NO CHARGE

Phone: (___) _____

Accession or Frame Number	Description	Digital Proofs	CD or DVD	Scan to Hi-Res Digital	Scan to Low-Res Digital	Slides Scan	Digital Prints 5x7	Digital Prints 8x10

Special Instructions

Total

Notice: This material may be protected by copyright law (**Title 17 US Code**). The user must obtain the proper release forms prior to reproducing this material.
Credit Line: Material from the N.C. State Historic Preservation Office used for reproduction or illustrative purposes must be accompanied by the following credit line. "**Courtesy of the North Carolina State Historic Preservation Office** ".

Name: (Please print)

When paying by credit card: the Name must be as it appears on the Credit Card Call with credit card information

Appendix F: Sample Final Report Outline

(*Note: Chronology and themes for historic contexts and particulars of property types will vary with the development of the survey area.*)

Historic and Architectural Resources of Dobbs County

Introduction
A. Topography and Overview of County
B. Historic Contexts
   1. Early Development through 1849
     Settlement
     Agriculture
     Religion and Education
     Architecture
   2. The Railroad Era, 1850-1879
     Growth, War, and Recovery
     Transportation (Arrival of Railroad)
     Agriculture
     Commerce and Industry
     Religion and Education
     Architecture
   3. Timber and Tourism, 1880-1919
     Agriculture
     Transportation
     Industry and Commerce (Impact of Lumbering)
     Urbanization
     Resort Development
     Religion and Education
     Architecture
   4. Urbanization and Industrial Expansion, 1920-1946
     Agriculture
     Commerce
     Industry (Impact of World War II)
     Urbanization and Suburbanization
     Health and Medicine: (Impact of regional hospital)
     Architecture
   5. Dobbs County Since 1946: A Synopsis

C. Property Types:
   1. Residential: Houses, Domestic Outbuildings, Landscapes
     a. Eighteenth-early nineteenth century
     b. Mid nineteenth c.
     c. Late nineteenth c.
     d. Early twentieth c.
   2. Farm Complexes and Agricultural Buildings
   3. Cemeteries
   4. Transportation, Industrial, Commercial Structures
   5. Institutional Buildings: Churches, Schools, Government

Appendix G: List of County Abbreviations used to assign Survey Site Numbers

AM	Alamance	GS	Gaston	PD	Pender
AX	Alexander	GA	Gates	PQ	Perquimans
AL	Alleghany	GH	Graham	PR	Person
AN	Anson	GV	Granville	PT	Pitt
AH	Ashe	GR	Greene	PL	Polk
AV	Avery	GF	Guilford	RD	Randolph
BF	Beaufort	HX	Halifax	RH	Richmond
BR	Bertie	HT	Harnett	RB	Robeson
BL	Bladen	HW	Haywood	RK	Rockingham
BW	Brunswick	HN	Henderson	RW	Rowan
BN	Buncombe	HF	Hertford	RF	Rutherford
BK	Burke	HK	Hoke	SP	Sampson
CA	Cabarrus	HY	Hyde	SC	Scotland
CW	Caldwell	ID	Iredell	ST	Stanly
CM	Camden	JK	Jackson	SK	Stokes
CR	Carteret	JT	Johnston	SR	Surry
CS	Caswell	JN	Jones	SW	Swain
CT	Catawba	LE	Lee	TV	Transylvania
CH	Chatham	LR	Lenoir	TY	Tyrrell
CE	Cherokee	LN	Lincoln	UN	Union
CO	Chowan	MC	McDowell	VN	Vance
CY	Clay	MA	Macon	WA	Wake
CL	Cleveland	MD	Madison	WR	Warren
CB	Columbus	MT	Martin	WH	Washington
CV	Craven	MK	Mecklenburg	WT	Watauga
CD	Cumberland	ML	Mitchell	WY	Wayne
CK	Currituck	MG	Montgomery	WK	Wilkes
DR	Dare	MR	Moore	WL	Wilson
DV	Davidson	NS	Nash	YD	Yadkin
DE	Davie	NH	New Hanover	YC	Yancey
DP	Duplin	NP	Northampton		
DH	Durham	ON	Onslow		
ED	Edgecombe	OR	Orange		
FY	Forsyth	PM	Pamlico		
FK	Franklin	PK	Pasquotank		