

Georgia Historic Resources Survey Manual **August 2017**

The Georgia Historic Resources Survey is an ongoing, statewide survey of buildings, sites, structures, and objects of historical, architectural, and cultural significance. The survey is designed to facilitate the collection of basic information needed statewide to support historic preservation activities. All preservation activities, from National Register of Historic Places nominations to municipal or county historic preservation ordinances to basic preservation advocacy, begin with knowing what historic resources exist. The Georgia Historic Resources Survey provides a base for preservation planning statewide.

Surveys are sponsored by local or regional organizations or government agencies, usually under contract with the Historic Preservation Division, and may utilize the services of both paid, trained surveyors (consultants) and volunteers. The survey program staff of the Historic Preservation Division reviews and approves survey project deliverables in coordination with the work of consultants conducting surveys, and provides account and data management services relative to Georgia's Natural, Archaeological, and Historic Resources Geographical Information Services (GNAHRGIS) database.

Limited funding for surveys in Certified Local Government communities is available annually through the Historic Preservation Division. HPD's [Certified Local Government Program webpage](#) provides additional information on this program.

Priority for funding is given to surveys in areas lacking a survey or underrepresented in existing surveys; surveys in areas where historic resources are threatened by heightened development pressure; surveys with direct links to district or multiple property National Register nominations, other preservation activities or to planning; and surveys that meet significant information needs, such as historical contexts, thematic studies, environmental review, or tax act activity.

Methods- How should I survey?

It is important to discuss any potential survey project with HPD's historic resources survey staff. Staff can recommend approaches for creating a survey that meets local and state historic resources survey program goals. Staff can also provide advice on what resources have been previously surveyed in the area you are interested in surveying, and how to conduct a resurvey if necessary, resulting in a more robust survey product and saving surveyors valuable time and effort when appropriate. We are here to help, so think of us as your best first resource!

Historic resources surveys collect and record information about extant resources during actual fieldwork. This information includes an architectural description of each resource and its age, setting, location, and any documented history and/or significance. The information is later entered online using Georgia's Natural, Archaeological, and Historic

Resources Geographical Information Services (GNAHRGIS) data entry program. An average of two digital photographs per resource would normally be required, depending on the resource's complexity and importance.

On a property that includes more than one building, if one or more buildings are clearly secondary in importance to the principal building, as in the case of a farmhouse and its outbuildings, a single survey entry may represent all buildings. If two or more buildings on the same property are roughly equivalent, however- for example, two churches or two schools of different dates of construction- each should have a separate survey form.

Historical research on each property is not required. However, the surveyor will take advantage of information provided by historical societies, local historians, property owners, tenants, county or city histories, and other readily available historical sourcebooks as needed to compile a developmental history of the survey area.

The fieldwork itself consists of systematic coverage of the project area. The manner in which this is done depends on the nature of the area and its resources and on the judgment of the surveyor. In a downtown, for example, examination of resources from the main right-of-way may be sufficient, while in rural areas, it may be necessary to access private properties in order to document the spatial grouping of the buildings making up a farmstead, the specific types of outbuildings, and any landscape features, such as walls, fences, terracing, or plantings.

The working survey form available on HPD's Survey Program webpage can be used in the field to document each resource. The form was created in MS Word format for ease of use. The survey form addendum that accompanies the form lists the choices available in GNAHRGIS for those questions that offer a finite, defined list of potential answers, such as resource types, building types and styles, and materials. Pages 5-11 of this guide offer additional guidance on the GNAHRGIS form.

Mapping

While conducting the survey, the surveyor should provide himself with a set of maps to use as field maps. In rural areas or less densely-developed survey areas, USGS topographical maps, 7.5 minute series, are suggested; in denser, urban areas, tax parcel maps will be more effective. This set can be given to the Historic Preservation Division or the local survey sponsor at the end of the survey.

In addition to the mapping of resources in GNAHRGIS, a final survey product shall include a hard copy map delineating surveyed parcels. The map must indicate the survey area boundary, any relevant local or National Register of Historic Places-listed historic district boundaries, addresses, legal parcels, and street names, and be at a scale of 1" = 200'. The map shall include a key explaining boundaries.

Criteria- What should I survey

Because Georgia has a wide range of historic resources and because the survey data is intended as a broad information base for many different preservation activities, the criteria for deciding which properties to include in a survey project are necessarily broad. **Generally, all resources 40 years of age or older should be surveyed.** All properties that appear to meet National Register criteria should certainly be included. The specific elements that a survey project documents should be based on the goals of that particular survey project - for example, a survey may be designed to capture only a certain type of property, or, local needs may require that a survey document resources that are less than 40 years of age and empty city lots. The nature of each survey project will determine the scope and breadth of what it captures. However, **ONLY resources 40 years of age and older shall be included in GNAHRGIS and survey report information on resources less than 50 years of age, vacant lots, etcetera should be separated into tables and analysis that clearly indicates that these resources are not within the scope of a community's historic resources inventory. See the "Tips on Survey Report Formatting," below, for additional guidance.**

Surveyors should be aware of minority history and include related resources and a notation of such significance in the survey documentation, when appropriate. Sites, objects, structures, and landscape features should be recorded if they are of cultural or artistic importance. Examples include monuments, cemeteries, fountains, boats, street signs, and city planning elements. Archaeological sites are normally surveyed separately from historic properties. Include all National Register-listed properties.

The physical condition of a building is not a major consideration in deciding whether to include the building in a survey. Condition deals with a building's structural status or maintenance history and should not be confused with architectural integrity, which deals with the survival of materials, design features, or architectural character. Integrity is the ability of a resource to convey an accurate sense of the past.

The Survey Report

In addition to GNAHRGIS entries and the map discussed above, all final survey products should include a report that provides an overall account of the project and its findings.

As an example, Certified Local Government funding-supported survey projects in Georgia require survey reports that include, at a minimum:

1. **Executive summary**, which includes the total number of surveyed resources;
2. **Project description**, including how the survey was funded, who sponsored the survey, the name of the surveyor, and a general description of the survey area, including a clear statement and justification of the boundaries of the area surveyed, and the total number of surveyed resources;
3. **Summary of previous preservation projects**, including previous survey efforts, local designations, National Register listings, and other historic preservation planning efforts;
4. **Developmental history** (a brief written account of how the area developed over time and how it reflects distinctive aspects of Georgia's history);

5. **Survey methodology**, including the fieldwork techniques and research methods employed while conducting the survey, references to previous surveys and any re-survey completed as part of this project;
6. **Recommendations for future preservation activities**, including: potential National Register nominations for individual resources and/or historic districts with basic boundary justification(s) for any proposed historic districts, as applicable; potential updates and/or amendments to existing National Register historic district listings, as applicable; designation recommendations for potential local historic districts, as applicable; potential updates and/or amendments to existing locally-designated historic district listings, as applicable; and potential economic development, heritage tourism, and other preservation planning activities;
7. **Survey results and architectural analysis**, including the total number of surveyed resources divided into appropriate categories; a table listing the main building types and main architectural styles as identified in GNAHRGIS, as well as narrative defining these and photographs of examples of each; local architectural character; some general observations (such as integrity and condition of resources, character-defining features, and apparent developmental trends), and local landmarks and eccentricities;
8. **Appendix 1**: table listing all GNAHRGIS ID numbers associated with the survey, paired with the address of the resource that each GNAHRGIS ID number represents.
9. **Survey maps** delineating the survey area boundary, as well as addresses, legal parcels, and street names. The map shall include a key explaining boundaries, a date, and a north arrow.

Survey Report formatting tips

- Reports should be comprehensible by and useful to an audience that knows nothing about historic resources or preservation- avoid using acronyms and overly-technical language, and clearly define terms and ideas.
- In the architectural analysis: separate residential, commercial, and other types, and within each group, list building types in as close-to-chronological order as possible. The analysis should also inventory styles in as close-to-chronological order as possible.
- Survey reports must be crafted with the goals of each specific survey in mind. The inclusion and scope of elements such as a section discussing future preservation activity recommendations (potential National Register nominations, local district boundary expansions, design guidelines, etc.) or overall analysis of survey area integrity, for example, will depend on the goals of the survey and the needs of the area being surveyed.
- If the survey includes recommendations regarding National Register of Historic Places eligibility, this disclaimer must appear with those recommendations: “It should be noted that this historic resource survey report does not in any way change (municipality/county)’s existing individual property or historic district listings in the National Register of Historic Places. Any amendments to existing listings and/or the nomination of additional properties or districts, including those recommended herein, must be made

through the National Register of Historic Places process according to 36 CFR 60, as amended.”

- If the survey includes recommendations regarding National Register of Historic Places or local historic district designation eligibility, the terms “contributing” and “noncontributing” should be used cautiously, if at all. The report should clarify that these terms refer to proposals and suggestions, not current designations and that they are preliminary (there has been no concurrence by HPD).
- If the survey includes information on resources that are not yet 40+ years of age, or information on vacant lots, the report should clearly indicate that these resources are not within the scope of the community’s historic resources inventory. The report should include this information in the form of separate tables and narrative clearly conveying that these are non-historic resources captured as an addition to the surveyed historic resources, and that they are therefore not included in GNAHRGIS.

The GNAHRGIS Data Entry Form

All survey data will be entered online using the GNAHRGIS website. The mechanics of entering the data should be self-explanatory – a training webinar on entering resources is offered via the training link at the top of [GNAHRGIS webpage](#), and quick tips designed to expand upon this webinar are available at [HPD’s survey program webpage](#): www.georgiashpo.org/register/survey. A working survey form, in MS Word format, incorporating all questions that appear in each GNAHRGIS entry for each surveyed property, is also available on HPD’s Survey Program webpage. The form includes an addendum that lists the drop-down menu selections available for each question that offers a finite, defined list of potential answers, such as resource types, building types and styles, and materials.

Suggestions are offered below for interpreting some of the more complicated GNAHRGIS questions and choices offered – refer to the GNAHRGIS form for the complete list of questions asked for each survey entry. Some of the conventions used for selecting the architectural choices and some of the architectural terminology are also explained. The number associated with each topic, as found on the Working Survey form, is included in parentheses.

- ◆ **Resource Category (#1)**: Enter the resource category. For definitions of resource categories, refer to the National Park Service’s National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation, available at: www.nps.gov/nr/publications/.
- ◆ **Basic Resource Information (#2)**: The historic resource name, if known, should be entered here. Generally, this is the name of the original occupant, a name given to the property by an early occupant, or the name of the most significant person or event associated with the resource. Hyphenated names can be used if there are two or more families. Many surveyed resources will not have names- this space should be left blank is a historic names is not known or commonly used for the property.

Enter the address, with number and street. If the street number is not known,

enter a phrase describing the location, such as, "N side Main St btwn 2nd and 3rd streets," or for rural resources, "N side Kelsey Road, ½ mile W of US 50." Highway numbers are preferred to rural road names, but both may be listed if the name of the road is used more frequently than the number. The abbreviations to be used for federal, state, and county roads are US, GA, and CO.

If a resource houses or falls under multiple addresses, list the address associated with tax records in the first address form box, and list additional addresses in the "Additional Address" form box.

If re-surveying a property that has been demolished since the previous survey, please document it as "demolished" under this data group. However, do not create a new entry in GNAHRGIS for any previously un-surveyed properties that has been demolished.

- ◆ **Registration Status and Government Preservation Activity (#3):** When applicable, enter whether the resource is listed in, has been nominated for, or has been determined eligible for the National or Georgia Registers of Historic Places. Enter any known ongoing or previous government preservation programs applicable to the resource.
- ◆ **Use (#4):** Enter the most appropriate original, current and subsequent uses for the resource. If you don't see the precise use in the list, select the closest one and include a comment regarding a more precise use in the box for question #26, "History of the Resource." More than one use may be entered.
- ◆ **Date of Construction (#5):** Enter the year of construction, and check the "known" box if this date can be verified. If the date must be estimated, enter a single year and leave the "known" box unchecked.
- ◆ **Architectural Style (#6):** Choose the architectural style offered in GNAHRGIS that most accurately classifies the resource. Definitions for each of the style choices in GNAHRGIS can be found in generally recommended architectural texts, and in Georgia-specific contexts including Georgia's Living Places: Historic Houses in their Landscaped Settings, and The Ranch House in Georgia: Guidelines for Evaluation, among others. These are largely available on HPD's website, and can be made available by HPD staff.

If the building does not display enough overt, identifiable characteristics of a recognized style to classify the building generally as that style, enter "no academic style." Most of Georgia's vernacular architecture – buildings influenced more by tradition than by stylistic trends – falls into this category. Remember that a resource could be a representative example of a style, or could simply have "elements" of a style. If a resource only has elements of a defined style, or has elements of multiple styles, enter "No academic style" and note the elements it exhibits in the box for question #25, "Description of the Resource." If a resource's style is unclear, is it preferable to choose "No academic style" and explain with notes in the box for question #25, "Description of the Resource" than to guess a style.

- ◆ **Building Type, Original (#7):** Architectural types are generally defined by a building's floor plan and its height. Building types should not be confused with architectural styles, the uses of buildings, or construction materials. "Building type" refers to the overall form, the outline or "envelope" of the main or original part of the building, as well as the general layout of the interior rooms. Definitions for type choices in GNAHRGIS can be found in general recommended architectural texts, and in Georgia-specific contexts including Georgia's Living Places: Historic Houses in their Landscaped Settings (specifically for house types and styles), and The Ranch House in Georgia: Guidelines for Evaluation, among others.

These are largely available from the "Historic Resources" tab on the homepage of HPD's website, and can be made available by HPD staff.

A building type within a particular use category of buildings cannot apply to other uses of buildings. For example, house types cannot apply to barns, and school types cannot apply to churches.

When determining the type, consider only the historic core or main part of the building and exclude side wings, porches, rear service ells, later additions, and attached outbuildings. A prominent front-gable porch, for instance, should not prevent the surveyor from recognizing a side-gable bungalow. Additions may be important, however, if they change one house type into another. For example, if a single-pen house was expanded by adding a second room on the opposite side of the chimney, the resulting house would be a saddlebag type. When this can be discerned, the original type should be entered here and notes on evolution into another type should be included in the box for question #25, "Description of the Resource."

Classify a building that has changed uses as its historic type (for example, a house that now functions as a restaurant should still be defined for the purposes of "Building type" as a house).

- ◆ **Floor Plan, Original (#8):** The information sought here is a description of the original ground-floor plan of the principal building. Rear ells, lateral wings, connected subsidiary buildings, and additions should not be described in this space, even if they are an original part of the floor plan.

In most cases an interior inspection is not required, because a trained architectural observer can usually deduce the floor plan from the exterior based on an understanding of the development of American architecture and knowledge of common building types. Occasionally, however, an interior inspection will be required, if, for example, the interior might reveal information helpful in dating the building, the significance of the resource warrants it, or informants have indicated that the interior is particularly significant, unique, or intact. In many cases local informants can provide information about the floor plan.

The first entry category describes the plan across the front of the building, while the second category refers to the depth. If a plan has a central hallway,

enter "central hallway," not "two equal rooms," and if a plan has a side hallway, enter "side hallway" rather than "two unequal rooms."

Gabled wing cottages would be described as having either a central hallway or two unequal rooms across the front, depending on the situation, but as a convention, they should be referred to as two rooms deep, not one. Another convention simplifies most bungalow floor plans: two unequal rooms across the front, and two rooms or more than two rooms deep.

- ◆ **Plan Shape (#9):** Enter the shape of the perimeter outline or footprint of the main section of the building. Do not include rear ells, wings, or post-1950 additions. Simplify the plan shape where necessary, recording the basic overall shape of the core of the house: a pyramidal-roofed house with projecting gables is called "square," an I-house with projecting gables and a rear ell is termed "rectangular," and a hall-parlor house with an ell and an end addition would be recorded as "rectangular." Although squares are in fact rectangles, enter "square" if the plan shape approximates a square. A gabled wing cottage or house may be either L- or T-shaped, depending on whether there is a room projecting in the rear of the building.
- ◆ **Number of Stories (#10):** Do not mistake half stories for full stories. A half story has an external wall less than full height but above the roofline of the floor below. An attic is the space within the slope of the roof and should not be counted as a half story, even if dormers light the attic space. Do not count basements, even if the basement is raised.
- ◆ **Roof Type & Material (#12):** The overarching roof type is the configuration of the main roof of the principal building of the resource, discounting dormers and minor projections. Avoid confusing steeply pitched hipped roofs and pyramidal roofs: to be pyramidal, the roof must come to a point; all roofs topped with a ridge rather than a point should be called hipped. Use "complex" only if the roof cannot be simplified to one of the other roof types in GNAHRGIS. You can add additional roof types after saving each selection.
- ◆ **Construction System/Technology (#14):** Enter the structural system or systems used in the principal building of the resource. More than one choice may be entered. Making an educated guess is preferred to entering "unknown."
- ◆ **Exterior Materials (#16):** Enter the primary material used in the walls of the principal building first. You can add additional materials after saving each selection.
- ◆ **Windows (#17):** Enter descriptions of the various windows of the principal building (not just the front windows). Use the terms "segmental," "round," or "pointed" if those shapes are present above the window, regardless of whether the actual window glass fills the shapes. You can add additional window types after saving each selection.
- ◆ **Porches (#18):** Enter the type or configuration of porches on the primary façade first. You can add additional window types after saving each selection.

- ◆ **Interior Materials (#21):** In narrative format, provide any known additional information on the interior, including layout, material, integrity, etc., of a resource.
- ◆ **Description of Outbuildings (#22):** Indicate whether outbuildings were observed, and whether they appear to be historic. Select the type of outbuildings observed. Using the “Other notes on outbuildings” space on the survey entry, identify by type and briefly describe each historic outbuilding on the property, both domestic and agricultural. Pay special attention to barn types and historic uses of the outbuildings. Because the type of barn depends on the spatial configuration, an interior inspection may be required in instances where this information is necessary.

If one or more buildings are clearly secondary in importance to the principal structure, as in the case of a farmhouse and its outbuildings, a single survey form may represent all buildings. If two or more buildings on the same property are roughly equivalent, however, for example two churches or two schools of different dates of construction, each should have a separate survey form. A separate survey form should be used to record each substantial building in complexes of buildings, such as university campuses or mill complexes.

When conducting a resurvey, examine previous survey information to note any previously-recorded outbuildings and note the GNAHRGIS number of that previous survey. In the field, note whether they remain extant.

- ◆ **Additional Physical Description (#25):** Provide a clear idea of the nature and character of the resource. Clarify elements not visible in the photos or insufficiently described elsewhere on the form. Include both general impressions and specific, detailed architectural observations.

Include any important architectural information that is not already mentioned in the form. Where applicable, enter the following information:

- a. Orientation of the facade to the street
- b. Window and door arrangement of the façade
- c. Further explanation of the major changes
- d. Overall impressions of the surveyor

In most cases, this item may be adequately completed in a short paragraph or several sentences. For more complex or especially significant resources, however, this item may contain extensive information. Additional photos of significant details may reduce the amount of description required.

- ◆ **History of the Resource (#26):** Enter any known historical information pertaining to the resource or events associated with it. Note sources of information, especially when citing a specific date, architect, builder, or significant person or event.

When available, scans of historical information can be attached as supporting documents under the “Supporting Document” section at the end of each survey form.

- ◆ **Area of Significance, Historical Theme (#28):** If the resource is apparently significant under any one of the National Register Areas of Significance (listed in GNAHRGIS), select the relevant area of significance, an appropriate National Register Level of Significance, and enter any known significant dates and any additional relevant information. If the resource is not known to possess any particular significance, leave this item blank.

For additional information on the National Register of Historic Places Areas of Significance, refer to the National Park Service’s National Register Bulletin 16A: [How to Complete the National Register Registration Form](http://www.nps.gov/nr/publications/), available at: <http://www.nps.gov/nr/publications/>.

- ◆ **National/Georgia Register Criteria (#29):** If the property appears eligible for the National Register of Historic Places, enter the National Register Criterion for Evaluation under which it appears eligible. Enter any relevant National Register Criteria Consideration(s).

For additional information on the National Register of Historic Places Criteria for Evaluation, refer to the National Park Service’s National Register Bulletin 15: [How to Apply the National Register Criteria for Evaluation](http://www.nps.gov/nr/publications/), available at: <http://www.nps.gov/nr/publications/>.

- ◆ **Field Survey Evaluation (#30):** Indicate whether the resource appears individually eligible for the National Register of Historic Places. This is not an official determination of eligibility but rather, the surveyor's opinion of eligibility. This entry may be changed by the state historic preservation office. If the resource has previously been determined eligible by HPD, check the box indicating “SHPO concurrence.”
- ◆ **Supporting Document (#31):** Upload at least two digital photographs, dating to within six (6) months of the survey date, per surveyed resource. Photos must be in JPG format, and at least 2 megapixels (1200x1600). Take digital photographs of important views, preferably showing the primary elevation and one side, or three-fourths angle views, of the building. If the building is particularly large or complex, additional photographs of details, materials, or additional elevations may be necessary. An effort should be made to photographically document the features discussed in item 25. Significant outbuildings or secondary buildings as well as important structures and landscape features should also be photographed.

Additional supporting documents, including historical documentation, can also be uploaded here.

Jewett Center for Historic Preservation
2610 GA HWY 155 SW | Stockbridge, Ga. 30281
770.389.7844 | Fax: 770.389.7878 | www.georgiashpo.org