

## August 2019 ERRATA to December 2018 Survey Manual

--Revised URLs:

p. 5, National Register's Publications website is now at  
<https://www.nps.gov/subjects/nationalregister/publications.htm>

p. 56, General Guidelines for Identifying and Evaluating Historic Landscapes (CALDOT) is now at  
[https://scdah.sc.gov/sites/default/files/Documents/Historic%20Preservation%20\(SHPO\)/Survey/CALDOT-landscapes-guide.pdf](https://scdah.sc.gov/sites/default/files/Documents/Historic%20Preservation%20(SHPO)/Survey/CALDOT-landscapes-guide.pdf)

p. 63, Post-World War II Residential Architecture in Maine, A Guide for Surveyors is now at  
<https://www.maine.gov/mhpc/sites/maine.gov/mhpc/files/inline-files/Post%20WW2%20Guide.pdf>

--p. 4, the survey inventory figure was updated from "over 77,000" to "over 81,000".

--p. 17, edit the Secondary Resources paragraph with the following language (in red):

Secondary resources on a property must be recorded and photographed on a **their own** survey form (e.g., SHPO site number 1234.01, 1234.02, and so on) and documented in the survey report. ~~including those that are roughly fifty years of age or older that may be considered either contributing or non-contributing, as well as those that are less than fifty years of age that may be considered contributing.~~ Secondary resources that are **known to be** less than fifty years of age ~~and that may be considered non-contributing~~ (in particular, recent outbuildings such as sheds, carports, garages, barns, etc.) should be: one, **described in the primary resource's, or districts and/or complexes, survey form Description/Significant Features field;** two, **captured in the photographs provided for the recorded resource's;** and three, **included in and identified as such in the survey report and the survey form description and photographs,** but do not need to be individually recorded as a resource. If secondary resources include previously or newly recorded archaeological sites and/or landscapes or landscape features, or previously or newly recorded above-ground architectural or historic resources, these must be included in the survey report and survey form description and photographs, where applicable.

p. 21, How to Submit, add the following language (in red):

The choice of medium by which to electronically submit survey deliverables will depend on the size of the files to be provided. Files should be sent directly to your SHPO project reviewer, based on assigned agency responsibilities. **All Draft and Final survey deliverables (including GIS shapefiles) should be sent to the SHPO at the same time using the same medium to assist in project tracking.**

We recommend using a File Transfer Protocol (FTP) to submit all file sizes. WeTransfer.com is a free FTP website that our office uses for file sizes up to 2 GB. Other online services such as Dropbox or Hightail may also be used. File sizes over 2 GB can be sent using a thumb or external hard drive, DVD-RW, or FTP.

--p. 23, Survey Form, change and add (in red) the following language to the potential Historic Name general property type examples:

*House*

*Barn*

*Outbuilding Type (e.g., Garage, Shed, Barn, Silo, etc.)*

*Warehouse/Storage Building*

*Farm*

*Apartment Building*

*Mill*

*Cemetery*

*Church*

*Store/Commercial Building*

*Theater*

*Remnant/Ruin*

*Landscape Feature Type (e.g., Park, Mill Pond, Agricultural or Rice Field Feature Type, Mining, etc.)*

*Linear Feature Type (e.g., Road, Bridge, Canal, Railroads, Culvert, etc.)*

--p. 23, Survey Form, add the following language to Common Name after the first sentence:

“Do not repeat the Historic Name in the Common Name field. Leave the Common Name field blank if not applicable.”

--p. 30, Survey Form, add the following language to Sources of Information:

“Enter the name of the Cultural Resource Survey report title, author, and date that is associated with the property recorded on the survey form.”

--p. 38, within the Evaluation of Survey Data section, edit (in red) the following paragraph to read:

“*For review and compliance surveys, this section includes properties recommended eligible or not eligible for listing in the National Register, as well as properties recommended as requiring additional research to determine their eligibility, by the federal agency responsible for the undertaking or by the consultant conducting the survey pursuant to federal or state agency involvement or for due diligence purposes. Describe, photo document, and evaluate every recorded property, including previously recorded properties that were revisited <link> with an assessment regarding their continued or change in eligibility status.* Identify each property by its SHPO-assigned survey site number, address, and its historical or common name, if known. List and discuss the National Register Criteria for Evaluation and/or Criteria Considerations for each property, including proposed area(s), period(s), and level of significance in the statement of significance. Be certain to define the property’s character defining features that are to be considered in the development of an undertaking’s or project’s design in order to adequately assess project effects.”

--p. 38, under "Compiled Inventory", add the following language after the first sentence:  
"Note: completed survey forms do not need to be included in or appended to reports."

--p. 40, add a corresponding report outline (#14) heading for "SHPO Comments/Determinations of Eligibility Letter" and the following language:  
"SHPO comments letter(s) and/or determinations of eligibility letter(s) on agency letterhead should be appended to all final survey reports for planning surveys as well as for review and compliance surveys."

--p. 40, Guidelines for Representative Survey, add the following language **in red**:

c. Photograph and record on a survey form **at minimum** one or two examples of each type of property in the potential district. **A sufficient sampling of representative properties should be recorded and provided in order to allow for a determination of eligibility by SHPO.**

e. Photograph and include in the survey report or project review documentation additional representative views of property types and community resources, streetscapes, landscape features, and vacant land, **particularly for potential districts with large numbers of resources**, if applicable.

Also, add a new f. stating that "For review and compliance surveys, the undertaking's and/or project's Area of Potential Effect (APE) should be appropriately identified and sufficiently documented in the survey report or in project review documentation. Depending on the magnitude and nature of the undertaking, each property within the APE that is not recorded on a survey form may need to be identified and photographed."

Renumber f. and g. to g. and h. accordingly.

--p. 55, Cemeteries, under Description/Significant Features add the following language at the end:  
"Provide the archaeological site number assigned by SCIAA as a cross reference."

-- p. 62, the "Historic District Methodology – Representative Surveys" internal link should go to the "Guidelines for Representative Survey" section on p. 40.