



Survey Manual

South Carolina Statewide Survey of Historic Properties



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Introduction

The *South Carolina Statewide Survey of Historic Properties Survey Manual* (the Manual) provides guidance for the identification, evaluation, and documentation of above-ground historic and architectural resources. This version of the Manual replaces previous editions. It sets forth current policies, procedures, and professional standards for conducting above-ground historic and architectural resources surveys in South Carolina. The Manual's guidelines do not provide standards for archaeological surveys. Please see the [South Carolina Standards and Guidelines for Archaeological Investigations](#) for more information.

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

- ❖ Surveys for preservation planning purposes, such as the identification and evaluation of historic properties within a specific geographic area as a basis for further preservation activity and integration of cultural and historic resources into comprehensive planning efforts, or the preparation of nominations to the National Register of Historic Places.
- ❖ Surveys funded by the federal Historic Preservation Fund (HPF) and administered by the State Historic Preservation Office (SHPO).
- ❖ Surveys required for compliance with Section 106 of the National Historic Preservation Act and other applicable federal and state regulations that require an agency to determine if historic properties will be affected by a project.
- ❖ Surveys recommended by SHPO for due diligence purposes.

The SHPO has conducted surveys of above-ground historic and architectural resources since 1969, when it was established as a division of the South Carolina Department of Archives and History. The SHPO is responsible for implementing the statewide preservation program described in the [National Historic Preservation Act](#) (54 U.S.C. 300101 et seq.). The Code of Federal Regulations 36 CFR 61.4 outlines the SHPO's responsibilities in managing and administering this program.

Documentation generated by survey projects becomes part of the South Carolina Statewide Survey of Historic Properties, which constitutes a continually evolving record of the state's architectural and historic resources. Local governments, historic preservation organizations, tourism and economic development groups, educators, interested citizens, and federal and state agencies use survey documentation to make decisions about the stewardship of historic properties. The SHPO uses the information to determine if properties meet the criteria for listing in the National Register of Historic Places. In some cases, survey documentation survives as the only record of buildings and structures that have been destroyed since they were surveyed.

WHAT IS A HISTORIC RESOURCES SURVEY?

A historic resources survey is the process of systematically identifying historic properties within the boundaries of a specific geographical area, documenting their location and physical characteristics, and evaluating their importance within an appropriate historical context.

Completing a historic resources survey is a multi-part process that consists of designing the survey's goals and parameters, conducting research about the survey area, completing fieldwork, data entry and organization, and reporting the findings of the survey.

The terms historic property and historic resource are used interchangeably in this Manual.

WHY SURVEY?

Completed surveys can be used to:

- ❖ Identify buildings, structures, objects, sites, and districts for possible listing in the National Register of Historic Places
- ❖ Assist preservation efforts by South Carolina's [Certified Local Governments](#)
- ❖ Support local designations of buildings and districts
- ❖ Expedite compliance review by governmental agencies
- ❖ Identify properties for tax incentives programs for historic buildings
- ❖ Aid preservation and land-use planning
- ❖ Promote research of the state's history and architecture
- ❖ Increase awareness of, and interest in, a community's historic resources

THE STATEWIDE SURVEY OF HISTORIC PROPERTIES IN SOUTH CAROLINA

The South Carolina survey program has undergone considerable evolution over the past five decades. Early efforts focused on documenting buildings and sites associated with major events and prominent persons in South Carolina history and examples of high-style architecture. In the late 1970s, the SHPO broadened the scope of survey projects to include a wider range of historic resources, including examples of vernacular architecture and buildings and sites significant in industrial, African-American, military, agricultural, and engineering history.

Today, the inventory includes information on a wide variety of property types - rural farmsteads, textile mills and mill villages, industrial plants, military bases, historic roads and bridges, designed landscapes, and public and institutional buildings - from all periods of South Carolina history. The inventory includes documentation on over 82,000 historic buildings, structures, sites, objects, and landscapes. Nonetheless, a substantial number of the state's architecturally and historically significant resources have yet to be documented.

An average of 1,000 sites are added to the inventory annually. SHPO staff are always willing to assist in the development of surveys for areas that have not been comprehensively surveyed. For information about the current survey inventory for a particular county, contact the SHPO Survey Coordinator [Brad Sauls](#).

Original survey documents, including site forms, reports, and photographs, are part of the permanent archival collections of the South Carolina Department of Archives and History in Columbia.

- Survey information is continuously added to the archival collection's [Finding Aid](#).
- Hard copies of survey documentation are available by request through the [Research Room](#) at the Department of Archives and History.
- Information on properties recorded by surveys is included in the state's online cultural resources GIS (Geographic Information System) database [SC ArchSite](#).
- Survey documentation is gradually being added to the online [South Carolina Historic Properties Record](#) (SCHPR).

- [Historic Contexts/Survey Reports](#) include select countywide, municipal, and thematic survey reports.
- Local libraries, municipal and county government agencies, and Regional Councils of Governments may also have copies of survey reports. Most survey information is available for public use. The location of sensitive or endangered historic sites, however, may be restricted.

The South Carolina Institute of Archaeology and Anthropology (SCIAA) maintains information on archaeological sites in the state. The site files include data on more than 33,000 archaeological sites. Information about using the archaeological site files is available on the [SCIAA website](#).

FEDERAL STANDARDS AND GUIDELINES

The basis for the survey program remains National Register Bulletin 24: [Guidelines for Local Surveys: A Basis for Preservation Planning](#). It is recommended reading for all survey sponsors and consultants.

Consultants conducting surveys should be thoroughly familiar with the National Register Criteria for Evaluation and the Criteria Considerations, which are discussed in National Register Bulletin 15: [How to Apply the National Register Criteria for Evaluation](#), as well as Property Type Bulletins and related publications available on the [National Register's Publications website](#).

Surveys of historic properties funded through federal grants must meet the standards for identification and evaluation set by the National Park Service, U.S. Department of the Interior, outlined in [Archaeology and Historic Preservation: Secretary of the Interior's Standards and Guidelines](#).

PROFESSIONAL QUALIFICATION STANDARDS FOR PRINCIPAL INVESTIGATORS AND/OR CONSULTANTS

Principal Investigators and/or consultants who conduct architectural and historic resources surveys are required to meet the [Secretary of the Interior's Professional Qualification Standards](#), established by the National Park Service and published in the Code of Federal Regulations 36 CFR Part 61. The qualifications specify the minimum education and experience a person must have to perform identification, evaluation, registration, and treatment activities. Consultants must meet professional qualification standards in at least one of the following disciplines: Architectural History or History.

To assist in identifying appropriate professional consultants, the SHPO maintains [lists of consultants who meet the Secretary of the Interior's Professional Qualification Standards](#). You are not required to use consultants on the list. Inclusion on the list should not be a prerequisite to conduct a historic properties survey.

Survey Methodology and Guidelines

Although the goals and objectives of individual survey projects may differ, all seek to identify and document historic properties within a specific geographic area. Major tasks in all survey projects include:

- ❖ **Planning:** the process that identifies the goals of the project and establishes criteria for determining what properties will be recorded by the survey and how the data will be used. The objectives, methodology, survey area, and expected deliverables are specified. Assistance in identifying appropriate goals and objectives may be found in National Register Bulletin 24: [Guidelines for Local Surveys: A Basis for Preservation Planning](#).
- ❖ **Fieldwork:** the identification and documentation of historic properties. Surveyors will visit each resource identified to document the location of the resource as well as specific physical, architectural, or other significant features, and take photographs.
- ❖ **Development of Site Inventories:** the process of entering key information about individual properties surveyed into a list for reference. Ongoing analysis of the inventory facilitates the development and revision of historic contexts for evaluation of survey data.
- ❖ **Research:** the documentary investigations necessary before, during, and after fieldwork to establish (1) what information is already known about historic properties within the survey area, and (2) a historical and architectural context for evaluation of historic resources within the survey area. Refer to [Appendix E: Research Resources](#) for a description of sources commonly used in survey research. Sources consulted may include:
 - Primary documents such as property deeds, plats, historical photographs and maps, and census records.
 - Information compiled by local historical societies and similar organizations on historic properties in the survey area.
 - Brochures for historic district walking tours, guidebooks to local landmarks, and similar publications, which are useful for identifying sites considered to be historically significant by members of the community.
 - Information from previous surveys may also provide a useful starting point for further work, but it should be checked for accuracy and studied with a critical eye. Survey methods have changed considerably during the past several decades, and information compiled by earlier efforts may be dated and, in some cases, of limited utility.
- ❖ **Data Organization:** the process of placing information generated through research and fieldwork into an accessible format for later use. The final products of a survey project will be useful only if recorded information is organized effectively as the survey proceeds.
- ❖ **Preparation of the Survey Report:** the writing and preparation of a report summarizing the survey project. See [Survey Report Requirements](#).

LEVELS OF SURVEYS

The SHPO follows the [Secretary of the Interior's Standards and Guidelines for Identification and Evaluation](#) (Guidelines) which are published in the Code of Federal Regulations 36 CFR Part 61. The Standards are summarized as follows:

Standards for Identification

1. Identification of historic properties is undertaken to the degree required to make decisions.

2. Results of identification activities are integrated into the preservation planning process.
3. Identification activities include explicit procedures for record keeping and information distribution.

Standards for Evaluation

1. Evaluation of the significance of historic properties uses established criteria.
2. Evaluation of significance applies the criteria within historic contexts.
3. Evaluation results in a list or inventory of significant properties that is consulted in assigning registration and treatment priorities.
4. Evaluation results are made available to the public.

The Guidelines distinguish between two levels of survey, “reconnaissance” (also referred to as “windshield”) and “intensive,” noting that the variety of field survey techniques available, in combination with the varying levels of effort that may be assigned, give great flexibility to implementing field surveys. It is important that the selection of field survey techniques and level of effort be responsive to the management needs and preservation goals that direct the survey effort.

The terms “reconnaissance” and “intensive” are sometimes defined to mean particular survey techniques, generally with regard to archaeological sites. The use of the terms here is general and is not intended to redefine the terms as they are used elsewhere.

Reconnaissance and intensive survey are often conducted in sequence (i.e., phased investigation), with reconnaissance being used in planning intensive survey. They are also sometimes combined, with intensive survey directed at locations where background research indicates a likely high concentration of historic resources and reconnaissance directed at areas where fewer resources can be expected.

Intensive survey is the most common type of survey recommended by the SHPO and should be the default mode of survey unless otherwise agreed to in advance. See also [Guidelines for Representative Survey](#). Any questions regarding the appropriate type of survey for a project should be directed to SHPO staff.

GUIDELINES FOR PLANNING SURVEYS

Surveys conducted for planning purposes play a key role in the larger community planning process. Although a planning survey is a discrete project with specific goals and objectives, it also provides a starting point for further preservation and planning activities. The data generated by survey projects can serve many needs and plays an important role in the community planning process.

Planning surveys identify individual properties and districts that are eligible to be added to the National Register of Historic Places and local landmarks registries. The information compiled is used by local and regional planners in developing comprehensive community plans and formulating land use policy. Preservation organizations use survey information in developing landmarks tours, promoting heritage tourism, and rehabilitating historic buildings and neighborhoods. Local chambers of commerce and state agencies refer to it in their efforts to promote economic development.

It is essential to answer several basic questions before the project begins:

- ❖ Why is the survey being conducted?
- ❖ What information must result?
- ❖ Who will use the survey information?

In many cases, communities want projects to focus on a unique set of local concerns. A neighborhood organization may wish to use survey data as the basis for creating a National Register district in a historic residential area. Downtown merchants interested in establishing a local historic district with design review guidelines may want the survey to pay particular attention to the town's central business district. Local planners, concerned about the threat posed by development pressures, may need an accurate and comprehensive inventory of historic properties in rapidly changing areas. Before work begins, advanced planning is necessary to ensure that the project will accommodate the full scope of local objectives and also meet the SHPO requirements.

The success of a planning survey depends on several factors. In addition to establishing clear goals at the outset, it is important that each of the parties involved uphold the responsibilities assigned to them once the project is underway. In general, these are described as follows:

Project Manager: The project manager serves as the link between the consultant, the community, and the SHPO. The project manager should facilitate the exchange of information between the consultant and members of the community, publicize the survey, schedule and coordinate public meetings, and assist the consultant if unforeseen problems arise during fieldwork. Depending on how the project is organized, a project manager may need to coordinate the involvement of interested citizens, local government officials, and representatives from other agencies. Project managers should refer to the SHPO handout "Suggestions for Project Managers of Grant Funded Surveys" (See [Appendix C](#)).

Consultant: The consultant is responsible for conducting the survey project in a timely and professional manner, meeting deadlines established at the beginning of the project, and ensuring the survey data meets the needs of the community and SHPO requirements. All final survey products should be based on thorough fieldwork and documentary research.

The SHPO urges managers of survey projects to give careful consideration to a consultant's experience and record of accomplishment when reviewing project proposals. One of the best indicators of a consultant's ability to take on a new project is a demonstrated record of success with similar projects.

SHPO: The SHPO provides administrative oversight and technical assistance during the survey, assisting the project manager and the consultant as needed. The SHPO Survey Coordinator provides access to information from previous survey projects and to National Register listed properties. If needed, the Survey Coordinator will provide general guidance and advice on documenting historic properties and basic materials, such as sample survey forms and reports, for the consultant's reference. SHPO staff will review all draft and final survey products for accuracy. SHPO staff also work with the project manager to ensure

that all phases of the project proceed smoothly and that interested members of the community have an opportunity to contribute information.

All parties are responsible for staying in close contact throughout the project. If problems arise, all parties should be notified at once so that revisions to the project schedule and other decisions can be made. Communication is essential for the success of the project.

GUIDELINES FOR REVIEW AND COMPLIANCE SURVEYS

Federal agencies are required by law to consider the effects of their actions on historic properties. Any federal undertaking - an action, project, funding agreement, permit, license, or approval - requires the federal agency to comply with Section 106 of the National Historic Preservation Act, as set forth in the [regulations of the Advisory Council on Historic Preservation \(ACHP\) at 36 CFR Part 800](#).

Under Section 106, it is the responsibility of the federal agency or its designee to “make a reasonable and good faith effort to carry out appropriate identification efforts, which may include background research, consultation, oral history interviews, sample field investigations, and field survey” of historic properties within the Area of Potential Effects (APE).

This is accomplished through architectural, archaeological, or cultural resource and/or historic property identification and evaluation surveys prepared by agency officials and historic preservation professionals in consultation with the SHPO. Of particular importance is the concept that "identification of historic properties is undertaken to the degree required to make decisions." The SHPO reviews the results of the agency's historic property identification and evaluation efforts to determine if any properties (i.e., buildings, structures, objects, districts, and archaeological sites) meet the criteria for listing in the National Register of Historic Places.

Most federal undertakings have no effect on historic properties. However, if the federal agency determines that historic properties will be affected, they must continue to consult with the SHPO, the ACHP, and other required and/or interested consulting parties to determine how any adverse effects can be avoided, minimized, or mitigated.

The SHPO also reviews projects and surveys subject to other federal, state, and local laws, including the National Environmental Policy Act (NEPA), the South Carolina Mining Act (through the SC Department of Health and Environmental Control-Mining), the South Carolina Coastal Zone Management Act (through the SC Department of Health and Environmental Control-Ocean and Coastal Resource Management), in addition to reviewing surveys conducted for due diligence purposes.

The scope and scale of review and compliance surveys vary greatly. A survey conducted in preparation for widening a roadway in a rural, sparsely populated area, for example, may document only a small number of properties. By contrast, hundreds of properties may need to be surveyed in preparation for construction of a new complex of federal office buildings in the center of a large city or before routing an interstate corridor across multiple counties.

Like surveys conducted for planning purposes, review and compliance survey projects frequently have special objectives and requirements. It is not uncommon, for example, for an area affected by a planned project to include both archaeological and above-ground architectural or historic resources. In such cases the surveyor must work in consultation with the SHPO and with the SCIAA, which maintains information on archaeological resources in the state.

For additional information on Section 106 and other reviews see the SHPO's [Review and Compliance website](#).

GUIDELINES FOR EVALUATING INTEGRITY

For a property to be eligible for National Register listing, it must retain its historic integrity. This is not to say that the property must be totally unaltered. Properties change over time, and most do not retain all of the characteristics that were present during the period in which the property became significant. The principal question that must be answered when evaluating integrity is: Does the property still have the features, appearance, and qualities that convey its significance? As such, the threshold of integrity will vary from property to property. Factors to consider when determining the threshold of significance for a property include (but are not limited to):

- ❖ A property will generally need to retain a high level of integrity to be eligible under Criterion C.
- ❖ The threshold of integrity is lower for properties contributing to a district.
- ❖ A greater degree of alteration is allowable for rare surviving examples of a property type.

Likewise, a property may have sufficient integrity to convey its significance under one criteria, but not another. For example, a textile mill built in 1910 with numerous large additions built between 1915 and 1985 may retain sufficient integrity to convey its significance under Criterion A for industry, but may be too altered to be significant under Criterion C for architecture.

Integrity is the composite of seven qualities, as defined in National Register Bulletin 15: [How to Apply the National Register Criteria for Evaluation - How to Evaluate the Integrity of a Property](#):

1. **Location:** the place where the historic property was constructed or the place where the historic event occurred
2. **Design:** the combination of elements that create the form, plan, space, structure, and style of a property
3. **Setting:** the physical environment of a historic property
4. **Materials:** the physical elements that were combined or deposited during a particular period of time and in a particular pattern or configuration to form a historic property
5. **Workmanship:** the physical evidence of the crafts of a particular culture or people during any given period in history or prehistory
6. **Feeling:** a property's expression of the aesthetic or historic sense of a particular period of time
7. **Association:** the direct link between an important historic event or person and a historic property

The physical condition of a building or structure is not a major consideration in deciding whether or not the building or structure is eligible for listing. Condition deals with structural status or maintenance history and should not be confused with historic integrity.

It is also important not to conflate integrity with significance. A property that retains its historic integrity is not automatically eligible for listing in the National Register. Rather, an assessment of the property's integrity is only one component in the overall evaluation of the property using the National Register criteria. However, because integrity is the ability of the property to convey its significance, a lack of integrity can disqualify a property from being determined eligible.

Evaluating integrity requires experienced judgment. SHPO staff are always available to provide advice on integrity questions. Additional guidance on evaluating integrity and in-depth explanations of the aspects of integrity are available in [National Register Bulletin 15](#).

HISTORIC DISTRICT SURVEY METHODOLOGY

Many survey projects are conducted to support the identification and designation of historic districts, often resulting in listing in the National Register of Historic Places, as well as local designation. The definition of a district laid out by the National Register is broad and covers a wide variety of resources. Per National Register Bulletin 15, "a district possesses a significant concentration, linkage, or continuity of sites, buildings, structures, or objects united historically or aesthetically by plan or physical development." A district may be located on a single property (such as a mill complex or a large farm) or be composed of multiple properties (such as a residential neighborhood or a commercial area). For further guidance on what constitutes a district, please see pages 5-6 in [National Register Bulletin 15](#).

District surveys should be conducted with the goal of generating sufficient information to demonstrate why the historic district is significant (or not) and why the district is eligible (or not) for listing in the National Register.

Surveys must determine if a previously or newly identified district listed in or eligible for listing in the National Register, or a district requiring additional evaluation to determine eligibility, is located within the survey area or an undertaking's Area of Potential Effect (APE). The district may also extend beyond the APE. In such cases, SHPO recommends considering the entire eligible property, identifying, evaluating, and recording potential districts to the fullest extent possible, selecting boundaries that define the limits of the eligible resources.

The type of district should be considered when determining boundaries. A district may be located in an urban or rural setting and may consist of multiple components or types of above-ground historic or architectural resources as well as archaeological resources.

Survey of a historic district will involve consideration of appropriate and defensible boundaries and an appropriate period of significance. See the following National Register Bulletins for guidance:

National Register Bulletin 16A: [How to Complete the National Register Registration Form](#)

National Register Bulletin 21: [Defining Boundaries for National Register Properties](#)

Clearly depicted, labeled, and keyed maps delineating potential district boundaries and the inventory of potential contributing and noncontributing resources to the district are required for review by SHPO.

A “Representative Survey” approach may also be employed.

Representative Survey

A Representative Survey may be conducted under the following circumstances:

- ❖ Surveys conducted pursuant to a Section 106 Programmatic Agreement that contains provisions for exempting and/or streamlining properties and/or activities from Section 106 review by SHPO.
- ❖ Surveys of post-World War II neighborhoods/subdivisions for review and compliance purposes. See the applicable Resource Types guidance in [Appendix F](#) for additional information.
- ❖ Due diligence surveys, or surveys conducted by the public or individuals/organizations who do not meet the [Secretary of the Interior’s Professional Qualification Standards](#).
- ❖ Planning and/or grant-funded surveys or other review and compliance surveys conducted with the agreement of SHPO to utilize the Representative Survey approach prior to beginning the survey.

See [Guidelines for Representative Survey](#) for additional information.

Updating Districts

Previously recorded districts and/or complexes, and/or “historic areas” (as noted in SC ArchSite), that have been determined eligible or not eligible for listing in the National Register, or that require additional research to determine eligibility, should be revisited and re-evaluated. See [Revisits](#) for additional information.

Districts that are listed in the National Register of Historic Places are best updated through National Register program processes, although a project specific survey may be utilized to assist in updating a listed district. Updating may consist of developing a comprehensive inventory of contributing and noncontributing resources that was not done at the time of nomination, changes to a district’s boundary, or changes to the district’s period of significance.

What to Survey

The criteria used to determine what properties are recorded vary from project to project and from planning surveys to review and compliance surveys.

For planning or grant-funded surveys, the SHPO and the project sponsor will develop clear and specific guidelines on properties eligible to be surveyed as part of the initial planning.

For review and compliance surveys, the type and level of survey documentation and definition of the survey area (or Area of Potential Effect) must be developed by the responsible federal agency or delegated authority in consultation with the SHPO. Also, certain federal agencies have developed specific procedures for conducting historic property surveys.

The South Carolina Statewide Survey of Historic Properties Survey Form collects information on a wide array of historic resource types, including buildings, structures, objects, districts, and (some) sites, as defined in National Register Bulletin 16A: [How to Complete the National Register Registration Form](#) (see page 15). In general, the following types of properties should be recorded:

- ❖ Properties associated with significant events or broad patterns in history.
- ❖ Properties that convey evidence of the community's historical patterns of development. Common examples include:
 - Institutional buildings such as churches, schools, universities, and government offices.
 - Commercial, industrial, and public works properties.
 - Transportation-related resources (such as roads, bridges, railroads, railroad depots, trestles, and canals).
 - Agricultural properties such as farmsteads, plantations, and associated resources and features (including, but not limited to barns, silos, smoke houses, corn cribs, tenant houses, privies, and wells).
- ❖ Properties that convey evidence of significant “recent past” history. Common examples include:
 - Properties associated with Civil Rights Movement history.
 - Properties associated with the Cold War.
 - Properties associated with the post-WWII tourist industry boom in South Carolina.
 - Properties representative of “modern” architectural styles of the mid-20th century.
 - Properties associated with popular culture of the mid and late 20th century, such as service stations, movie theaters, drive-ins, motels, prefabricated houses, shopping centers, and memorable signs.
- ❖ Properties associated with the lives or activities of persons significant in local, state, or national history. The historical relationship between the significant person and the property should be identified.
- ❖ Properties associated with ethnic or social groups.
- ❖ Architectural resources representative of a particular style, form of craftsmanship, method of construction, or building type, to include resources by significant architects or builders.
- ❖ Historic cemeteries and burial grounds.
- ❖ Historic landscapes, such as parks, gardens, agricultural fields, rice fields, earthworks, battlefields, and industrial or mining landscapes.
- ❖ Historic or art objects, such as statues, outdoor sculptures, monuments, road markers, fountains, light standards, or outdoor clocks.

- ❖ Districts: Resources and/or complexes constituting a geographically definable area that possess a significant concentration, linkage, or continuity of sites, buildings, structures, or objects united historically or aesthetically by plan or physical development; may also comprise individual elements separated geographically but linked by association or history.
- ❖ Remnants of historically significant structures. Common examples include:
 - Grist mills, including mill races and dams.
 - Canal beds.
 - Historic roadways and railroad right-of-ways.
 - Mining and furnace resources.

AGE CRITERIA

Surveys should record resources that are roughly 50 years of age or older, consistent with the general 50-year guideline of the National Register of Historic Places. Surveys (particularly planning or grant funded surveys) should also include properties that are between 40 to 50 years old so the survey does not quickly become obsolete. Unusual, rare and clearly distinctive architecture that is less than 50 years old should also be included in any survey because of its potential future significance. See also [Site Numbering: Primary vs. Secondary](#).

HOW SHOULD ARCHAEOLOGICAL SURVEYS AND ARCHITECTURAL SURVEYS BE COORDINATED?

In South Carolina, when both archaeological and architectural surveys are conducted primarily for review and compliance purposes, they are coordinated into a single, combined report submission to SHPO, not as separate submissions. Archaeological resource surveys should meet the *South Carolina Standards and Guidelines for Archaeological Investigations* and above-ground historic and architectural resource surveys should meet the standards and guidelines of this Manual.

The SHPO is responsible for the assignment of above-ground historic and architectural resource site numbers and for the review and compliance of archaeological and architectural surveys. SCIAA is responsible for the assignment of archaeological site numbers and for managing the state's archaeological site file information. SCIAA also advises the SHPO in its compliance responsibilities. Archaeological site numbers and site file information can be obtained by [contacting SCIAA](#).

The type of site number to be assigned is usually pretty clear--standing buildings or structures should be recorded as an architectural resource and archaeological sites should be recorded as an archaeological resource. However, questions do arise from time to time regarding how to record some resources.

Typically, any historic resources or features roughly 50 years of age or older that are in "ruin" (i.e., collapsed buildings, structures, foundations, piers, etc.) that are identified during archaeological resource surveys with artifacts associated are considered archaeological sites and should be recorded on an archaeological site form through SCIAA. If sites are not identified during an archaeological resource survey then these resources should be recorded as an above-ground historic and architectural resource. See also [Appendix F](#) for additional guidance regarding recording cemeteries and landscape resources.

In such situations documentary research and the evaluation of visible natural or cultural landscape features are often necessary to arrive at a site boundary regardless of what type of site number is assigned. Documentary sources such as historic and modern aerial photographs, historic maps, deed information, as well as LIDAR may be used in this endeavor. For many types of historic sites, especially residential sites and sites in urban areas, site boundaries may coincide with legal property boundaries.

Remember that a single property, resource, or site may have multiple components. The most important thing is to ensure the resource is recorded.

SHPO recommends that a survey project utilize the services of qualified individuals from the archaeology, history, and architectural history professions to ensure that all resources are recorded appropriately. If there are any questions then consult as needed with SHPO and/or SCIAA staff who assign site numbers.

RESOURCE TYPES

Please see [Appendix F](#) for additional survey guidance and instructions for completing survey documentation for the following resource types:

- ❖ Cemeteries
- ❖ Landscapes
- ❖ Linear
- ❖ Post-World War II Neighborhoods and Residences
- ❖ Other Miscellaneous

REVISITS

Revisits to previously recorded properties should be conducted under the following circumstances:

- ❖ When a property was previously recorded 15 or more years ago.
- ❖ When a property has undergone alterations or changes that would result in a change in eligibility status (listed or eligible to non-eligible, or vice versa).
- ❖ When a property is no longer extant.

Revisits will need to complete a new survey form and photograph(s) using the previously assigned site number(s). “Revisit” should be checked on the survey form, completing the form fields as much as is applicable based on the type of resource and the new information, adding language such as “No longer extant, Month/Year”, “Unable to relocate, Month/Year”, etc. to the Description/Significant Features section on the survey form, with supporting evidence included in the survey report. If the appearance remains unchanged, or if alterations have occurred, this should be provided in the Description/Significant Features section and Alterations section on the survey form.

When a revisit will result in a change of National Register eligibility status, provide a copy of the previous SHPO survey form(s) to illustrate the changes.

If a revisit is conducted for a previously recorded property that does not contain a site number, as confirmed in SHPO records and by SHPO staff, then a new site number will be assigned by SHPO.

Revisits to districts and/or complexes: SHPO may assign a new survey number to represent the district and/or complex for use in completing a new survey form, with “District” checked under the “Category” field on the form. SHPO may also assign new survey numbers to district and/or complex resources that were not previously recorded.

General guidance beyond the requirements of a planning survey or review and compliance survey project:

Resources change or disappear over time. We want to be notified of the status of previously recorded properties in the Statewide Survey of Historic Properties, regardless of who provides the information. If a previously recorded property has been altered or demolished please send an email to SHPO Survey Coordinator [Brad Sauls](#) with the resource’s survey number, current/former address, and new information regarding the current status of the resource so we can update our records. Links or attachments to supporting newspaper articles, photographs, or notes to explain the new information and current status are appreciated.

PROPERTY ACCESS

Is it acceptable to trespass in order to survey a property? No. A surveyor must stay in the public right of way when documenting a property. If a property is located well off the public right of way, a telephoto lens can be used to photograph the property.

If the surveyor must enter private property to record a building or group of buildings, the owner or resident must be informed of the surveyor’s intentions and permission must be granted before documentation begins. Most owners and residents will grant permission once the nature and importance of the survey is explained. Also, property owners and residents are often very helpful in providing information about a property’s or area’s history and the location of other potential historic, architectural, or archaeological resources. Many property owners and residents are proud of their historic buildings and are enthusiastic about having their properties documented if they understand the purpose of the survey.

Completing Surveys for Submission to SHPO

SITE NUMBER ASSIGNMENTS

The SHPO Survey Coordinator assigns site numbers. *For planning surveys*, site numbers are generally assigned in large blocks of sequential numbers before fieldwork begins. This allows the consultant to assign final site numbers as properties are recorded.

Site numbers *for review and compliance surveys* are generally assigned after fieldwork, when the consultant has determined the total number of properties that will be recorded by the project. Consultants generally use self-assigned temporary control numbers to keep track of properties during fieldwork.

Consultants are responsible for contacting the SHPO Survey Coordinator [Brad Sauls](#) for site numbers. The SHPO Project Review Coordinator [John Sylvest](#) may be contacted as a back-up for review and compliance surveys.

****Any unused numbers should be returned to the Survey Coordinator at the conclusion of the project.****

SITE NUMBERING - PRIMARY VS. SECONDARY NUMBERS

All resources on a property are to be recorded with a SHPO site number. For example:

- ❖ a farmstead with a collection of buildings may contain a residence, a barn, and several other outbuildings such as a corncrib, a poultry house, and a well;
- ❖ a residence may contain a garage;
- ❖ a rural tract may contain a collection of vacant agricultural buildings, structures, or landscape features;
- ❖ a textile mill may contain a number of supporting ancillary buildings or structures.

Primary Resources: The primary resource is the most significant, but not necessarily the largest, building, structure, object, or site on a property. In most cases, a residence, church, school, commercial building, or industrial building will be the primary resource (e.g. SHPO site number 1234) and a garage, outbuilding, barn, shed, cemetery, or other associated building(s), structure(s), object(s) or site(s) will be considered a secondary resource (e.g., SHPO site number 1234.01, 1234.02, and so on). A primary number must always be assigned, even if the most significant resource within a collection of resources is in question.

Secondary Resources: Secondary resources on a property must be recorded and photographed on their own survey form (e.g., SHPO site number 1234.01, 1234.02, and so on) and documented in the survey report. Secondary resources that are known to be less than fifty years of age (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.

Districts/Complexes: Districts and/or complexes should be recorded and generally described on a survey form and in the survey report using a primary number (e.g. SHPO site number 1234), with all associated contributing or non-contributing buildings, structures, objects, or sites recorded using a secondary number (e.g., SHPO site number 1234.01, 1234.02, and so on). In this circumstance, the primary resource should be recorded with the first sequential secondary number (e.g., SHPO site number 1234.01). The survey form should be completed as described for districts under the [Instructions](#) below, with "District" checked under the "Category" field on the form.

ELECTRONIC SUBMISSION REQUIREMENTS

The SHPO accepts all architectural or above-ground survey deliverables in electronic format for our review and eventual accessioning into the Statewide Survey of Historic Properties archival collection. We no longer expect printed copies of the survey forms, photographs, and maps. Instead, these should be provided to us electronically via a FTP, DVD-RW, or on a thumb or external hard drive. The electronic files should be named according to the file naming conventions spelled out below. Final reports will still need to be submitted in hard copy format in most cases in addition to a PDF copy.

NOTE: Surveys completed prior to promulgation of these Electronic Submission Requirements, or surveys completed using our former Intensive Survey Forms and/or Reconnaissance Survey Forms or a version other than our November 2017 Master Survey database version do not need to be completely redone to meet these electronic survey requirements. Consult with SHPO staff for guidance in how to complete and submit these surveys.

Survey Form Requirements

Survey forms will be generated from a completed Master Survey Database or from the fillable PDF version of our individual survey form. If more than twenty-five (25) properties are to be recorded we recommend utilizing the Survey Database. Please submit all survey forms as individual PDFs for each site number recorded, not as a batched PDF. PDF documents should be submitted without any content editing restrictions. Photographs and maps do not need to be imbedded on survey forms. These should be submitted as separate files as noted below under Photograph Requirements and File Naming Convention for Photographs.

File Naming Convention for Survey Forms

File names must follow an 8 digit system for PDFs of each survey form. Do not omit any zeroes.

5 - the first five numbers are for the SHPO survey site number. For example, if the survey form is for site number 7806, the first five digits are 07806; if the site number is 0102 the first five digits are 00102.

3 - the last three numbers are a trailing identifier we use for site forms associated with each property recorded. So, a PDF of the survey form for site number 7806 is named 07806000.pdf, a PDF for site number 7806.01 is named 07806001, and a PDF for site number 7806.09 or 7806.10 is named 07806009 or 07806010, respectively, and so on.

Photograph Requirements

Please submit photographs as TIFF images, at a minimum of 300 DPI. JPEG images will be an allowable substitute if TIFF images are unavailable.

File Naming Convention for Photographs

File names must follow an 8 digit system. Do not omit any zeroes.

5 - the first five numbers are for the SHPO survey site number. For example, if the photograph references site number 3998, the first five digits are 03998.

3 - the last three numbers are a trailing identifier we use for photographs associated with each property recorded. If you take three photographs of the property, you will use: 001, 002, 003.

Below is an example of how to name three digital photographs associated with site number 3998.

03998001.TIFF

03998002.TIFF

03998003.TIFF

In the survey Access database, you will find a field for entering a list of digital photo IDs associated with each property.

Statewide Survey of Historic Resources -- Survey Form

State Historic Preservation Office
South Carolina Department of Archives and History
8301 Parklane Road
Columbia, SC 29223-4905 (803) 896-6100

Identification National Register Information Property Description Historical Information/Program Management

Historical Information: Source(s) of Information:

Digital Photo ID(s)

Digital Photo ID 01: View 01: Digital Photo ID 02: View 02: Digital Photo ID 03: View 03: Digital Photo ID 04: View 04: Digital Photo ID 05: View 05: Digital Photo ID 06: View 06: Digital Photo ID 07: View 07: Digital Photo ID 08: View 08: Digital Photo ID 09: View 09: Digital Photo ID 10: View 10:

Program Management

Recorded by: Organization: Date Recorded:

Record: 1 of 1 Unfiltered Search

This field is where to enter file name information. It is a text field, and you write the file names as follows:

03998001.TIFF

03998002.TIFF

03998003.TIFF

03998004.TIFF

If you use sub numbers for any of your recorded properties, do NOT reflect that in the first 5 digit portion of the digital photograph file number for those images associated with the properties recorded with sub numbers. Instead, continue the numbers with where they left off from the original property. For example, if site number 3998 has two sub numbers as well, creating 3998, 3998.01, and 3998.02, and there are 3 photographs associated with each site, they are numbered as follows:

For #3998:
03998001.TIFF
03998002.TIFF
03998003.TIFF

For #3998.01:
03998004.TIFF
03998005.TIFF
03998006.TIFF

For #3998.02:
03998007.TIFF
03998008.TIFF
03998009.TIFF

Survey Report Requirements

File names for survey reports do not use the above naming conventions. Please name the report with an abbreviated, yet discernable, name associated with the applicable survey and/or review and compliance project name.

Special Considerations for Planning Surveys

Draft and Final survey deliverables for planning surveys will be stipulated in the scope of work. Hard and electronic copies of Final reports are anticipated for the foreseeable future.

Special considerations for review and compliance surveys conducted pursuant to Section 106 or 110 of the National Historic Preservation Act, state laws, or for due diligence purposes:

1. **Architectural Surveys:** The Draft and Final survey deliverables (reports, forms, and photographs) for architectural surveys that only record architectural or above-ground properties on a SHPO survey form should be submitted electronically to the SHPO for review (Draft) and to complete the consultation process (Final). These deliverables should be submitted as individual PDFs or TIFFs, not batched. Final reports will still need to be submitted in hard copy format in addition to a PDF copy.
2. **Archaeological surveys:** Draft survey reports that only include archaeological investigation surveys, or in which no architectural or above-ground properties are recorded on a SHPO survey form, should be submitted electronically to the SHPO for review. Final report copies should be submitted in accordance with the *SC Standards and Guidelines for Archaeological Investigations*.

3. **Combined Archaeological and Architectural surveys:** Draft survey reports that investigate both archaeological and architectural or above-ground properties that are recorded on a SHPO survey form should be submitted electronically to the SHPO for review (Draft) and to complete the consultation process (Final). Final report copies should be submitted in accordance with the *SC Standards and Guidelines for Archaeological Investigations*.

NOTE: Undertakings or projects with any supporting project review documentation (i.e., our Section 106 Project Review Form and/or a cover letter with equivalent description and findings, and photographs, maps, drawings, etc. of the project area/Area of Potential Effect) should still be submitted separately in mailed hard copy per existing SHPO review and compliance and records retention policies. We recommend including separate correspondence for both the electronic and hard copy submittals, if applicable, referencing whether or not SHPO will receive supporting project review and/or survey documentation deliverables. Please ensure that both the electronic and hard copy submittals are provided as closely at the same time as possible. Visit our website for more information regarding [review and compliance consultation](#) with our office.

SHPO reserves the right to request hard copies of any report. Hard and electronic copies of Final reports are anticipated for the foreseeable future.

How to Submit

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.

GIS Data

GIS shapefiles for above-ground properties and survey areas should be submitted along with final copies of the above survey deliverables. [Please see Appendix G: GIS Data Submission Requirements](#) for additional information.

SURVEY FORM

Please note our former “Intensive Survey Form” and “Reconnaissance Survey Form” have been discontinued. Our current Survey Form is to be used for all surveys.

The South Carolina Statewide Survey Form is available in two electronic formats, a Microsoft Access database and as a fillable PDF document. Using the form in one of these computer-based formats has significant advantages over the older, paper-based forms. The survey database is

preferred for planning surveys and is also recommended for use by federal agencies and/or consulting firms that frequently conduct review and compliance surveys.

The SHPO Survey Form is available for download from our [Survey webpage](#). The Microsoft Access database file is available by making a request to the Survey Coordinator [Brad Sauls](#).

Guidelines for Preparation of Survey Forms Using the Microsoft Access Database

The Microsoft Access database file is intended to facilitate creation of survey forms for larger projects where the total number of properties recorded is anywhere from a couple dozen to several hundred. Property information is entered in the database using either form (recommended) or table view. Once all data has been entered, the survey forms are automatically created in the database as a report. The report can be exported as a PDF file that contains all of the survey forms for the project. This PDF file can then be separated into individual PDF files for each survey form.

Instructions for Completing the South Carolina Statewide Survey Form

Site No.: Enter the appropriate SHPO assigned sequential site number, or previously recorded site number. See also [Site Numbering: Primary vs. Secondary](#).

Status: Select “U” (unrestricted) if information about the site can be made public; select “R” (restricted) if information should only be available to official agencies.

Revisit: Check this box if a revisit to a previously recorded resource. See also [Revisits](#).

Quadrangle Name: Select the full name of the [United States Geological Survey \(USGS\) quad](#) on which the property is located.

Tax Map No.: Enter the primary county tax map parcel number on which the property is located. Add any additional numbers for multiple parcels in the Description/Significant Features field.

Identification

Historic Name: **The Historic Name field must be completed.** Enter the most common historic name associated with the property, if known. In most cases, the historic name is based on the original owner or builder of the structure or its historic use. If needed, a second or alternate historic name may be entered and should be separated from the first name with a semi-colon.
For districts, enter the name of the potential or proposed district, which is typically the name of the City/Town, section of a City/Town, neighborhood/subdivision, plantation, or resource name.

Examples: *Edward J. Brunson House*
Thompson House
Wilfred M. Mattson house; Mattson-Smith House
Miller-Jones-Smith House

Burke Textile Mill
Old Livery Stable
Sweet Cemetery
Victoria Farm
Thomas Auditorium; Thomas-Joseph Memorial Auditorium
Daniel Middle School
Evelyn Presbyterian Church
Aiken to Columbia Railroad
Pleasantville Historic District
Kathleen Subdivision
Patrick Plantation
Winston Farmstead

If no historic name is known or cannot be determined, then enter a general property type. Do not enter “Unidentified House”, “Unknown Barn”, etc.

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
Park
Culvert
Remnant/Ruin
Landscape Feature Type (e.g., Park, Mill Pond, Agriculture or Rice Field Feature Type, Mining, etc.)
Linear Feature Type (e.g., Road, Bridge, Canal, Railroads, Culvert, etc.)

A Historic Name and one or more general property type(s) can also be entered.

Examples: *Thompson House; Outbuilding*
Elliot Canal; Culvert
Molly Mill; Remnant/Ruin
Warehouse/Storage Building; Store/Commercial Building

Common Name: **The Common Name field does not have to be completed.** Enter only the name of the property associated with its current use, if applicable. Do not repeat the Historic Name in the Common Name field. Leave the Common Name field blank if not applicable. Do not enter “Unidentified House”, “Unknown Barn”, etc.

Examples: *General Dry Cleaners*

Small Town Bank
Electric Power Supply Company
Redfish Restaurant
HY Auto Sales

Address/
 Location:

If the property has a legal street address, enter the street number and name. If the street is named by direction (i.e., “North Main Street,” “West Fourth Street”), enter the prefix or suffix associated with the road way name from the following list:

North	N	South	S
East	E	West	W
Northwest	NW	Northeast	NE
Southwest	SW	Southeast	SE
Extension	Ext		

Common abbreviations should also be used in locational descriptions. The following abbreviations should be used where appropriate:

Avenue	Ave	Boulevard	Blvd
Circle	Cir	Court	Ct
Drive	Dr	Freeway	Fwy
Lane	Ln	Parkway	Pkwy
Place	Pl	Road	Rd
Route	Rte	Street	St
Terrace	Ter	Turnpike	Tpke
Junction	Jct	mile(s)	mi
with	w/	Highway	Hwy

If the property does not have a street address, enter the number of the nearest federal or state road. If the property is not located on a federal or state road, enter the name of the nearest road followed by “vic.,” the abbreviation for “vicinity of.” Concise directions to the property should follow.

Examples: *SC 325, 1 mi. S of its jct. w/state secondary rd. 178*
SW corner of intersection of Smith Lane and Jones Rd.

For districts, give either the inclusive street address numbers for all primary buildings and structures, for example: 1-151 Main Street, or a rough description of the boundaries (for example: bounded by Carolina Creek, South St, Lowcountry Ave, and Hwy 61).

City:

If the property is located within the limits of an incorporated municipality, enter the name of the city or town.

- Vicinity of: If the property is located outside of the limits of an incorporated municipality, enter the name of the nearest city or town under City and check this box.
- County: Select the name of the county in which the property is located.
- Ownership: Select one of the following:
- Private
 - Corporate
 - City
 - County
 - State
 - Federal
 - Unknown/Other
- Category: Enter one of the following. See National Register Bulletin 15: [How to Apply the National Register Criteria for Evaluation - How to Define Categories of Historic Properties](#).
- Building
 - Site
 - Structure
 - Object
 - District
- Historical Use: Select the appropriate entry from one of the following. See National Register Bulletin 16a: [How to Complete the National Register Registration Form – Function or Use](#) for guidelines in selecting an appropriate general use.
- Domestic
 - Commercial
 - Social
 - Government
 - Education
 - Religion
 - Funerary
 - Recreation/Culture
 - Agriculture/Subsistence
 - Industry
 - Health Care
 - Defense
 - Landscape
 - Transportation
 - Work In Progress
 - Unknown

Other: Select Other and enter in the “Other” field uses that do not appear in the above listed options.

Current Use: Select the appropriate entry from the list for the “Historical Use” field (see above).

National Register of Historic Places Information

SHPO National Register Determination of Eligibility:

For planning surveys, this field should be completed after the SHPO issues a final list of properties that have been determined eligible for the National Register. *For review and compliance surveys*, enter the recommendation of the agency / delegated authority / consultant responsible for the undertaking.

There are seven possible entries:

Eligible
Not Eligible
Contributes to Eligible District
Contributes to Listed District
Requires Additional Research
Listed
Determined Eligible/Owner Objection
Removed from NR

Property Description

Construction

Date: Enter the date of construction. If the exact date is not known, a circa date may be entered. For districts and individual properties constructed over a period of years, enter the beginning and ending dates of the period of construction.

Examples: 1925
c. 1890
1866-68
1911-1962

Construction: Select the method of construction from the following list:

Masonry
Frame
Log
Steel
Other: Select Other and enter in the “Other” field methods that do not appear in the above listed options

Historic Core
Shape:

Select the shape of the original core of the building or of the property from the following:

Rectangular

Square

L

T

U

H

Octagonal

Irregular

Other: Select Other and enter in the “Other” field shapes that do not appear in the above listed options

Exterior Walls:

Select the exterior wall material from the following list:

Weatherboard

Shiplap

Wood shingle

Tabby

Brick veneer

Cast stone

Asphalt roll

Asbestos shingle

German or Novelty siding

Beaded weatherboard

Flushboard

Stucco

Brick

Stone veneer

Marble

Synthetic siding

Pigmented structural glass

Other: Select Other and enter in the “Other” field wall materials that do not appear in the above listed options

Foundation:

Select the type of foundation from the following list:

Not visible

Brick pier with fill

Stuccoed masonry

Stone

Slab construction

Raised basement

Brick pier

Brick

Stone pier

Concrete block

Basement

Other: Select Other and enter in the “Other” field foundation types that do not appear in the above listed options

Commercial
Form:

Surveyors should refer to Richard W. Longstreth, *The Buildings of Main Street: A Guide to Commercial Architecture* (Washington, D.C.: Preservation Press, 1987), for a typology of commercial building forms.

Select the appropriate entry from the following list:

2-part commercial block	Enframed window wall
1-part commercial block	Stacked vertical block
2-part vertical block	
3-part vertical block	
Temple front	
Vault	
Enframed block	
Central block with wings	
Arcaded block	
Other: Select Other and enter in the “Other” field forms that do not appear in the above listed options	

Roof Features

Shape:

Select the shape of the roof from the following list:

Gable, end to front	Gable, lateral
Cross gable	Hip
Pyramidal	Flat
Truncated hip	Gambrel
Mansard	Salt box
Jerkinhead	Gable-on-hip
Uniform pitch	Not visible
Missing	
Other: Select Other and enter in the “Other” field shapes that do not appear in the above listed options	

Material:

Select the roof material from the following list:

Composition shingle	Pressed metal shingle
Wood shingle	Slate
Raised seam metal	Other metal
Rolled roofing	Tile
Not visible	
Other: Select Other and enter in the “Other” field materials that do not appear in the above listed options	

Porch Features

Width:

Select the width and form of the porch from the following list:

Entrance bay only	Over 1 bay but less than full façade
Full façade	Façade and left elevation
Façade and right elevation	Façade and both elevations

Other: Select Other and enter in the “Other” field forms that do not appear in the above listed options

Shape: Select the porch roof shape from the following list:

Shed	Hip
Gable	Pedimented gable
Flat	Engaged
Partially engaged	Gable-on-hip

Engaged porte cochere

Other: Select Other and enter in the “Other” field shapes that do not appear in the above listed options

Stories: Select the number of stories from the following list:

1 story	1½ stories
2 stories	2½ stories
3 stories	

Other: Select Other and enter in the “Other” field the number of stories that do not appear in the above listed options

Description/
Significant
Features:

Describe the resource or property and its significant features.

Describe the character-defining architectural, design, or construction features of the property. Information about only the most significant architectural, design, or construction elements should be entered, not exhaustive descriptive detail.

If the property is clearly representative of an academic style, describe the most important, character-defining elements.

Vernacular buildings or structures, by definition, do not have a formal style. In some cases, however, stylistic influences are evident, most commonly in the form of ornamental details on the porch, windows, cornice, or storefront. In such cases, describe these features and identify the stylistic influences reflected in the design of the building or structure.

Examples of above noted significant features or character-defining elements could include: windows (type, configuration, material), entrances/doors/door surrounds, chimneys, dormers, attached carports or garages, exposed rafter tails, brackets, half-timbering, storefronts, and historic signage.

For districts, use this field to generally describe the type and number of resources that comprise the district. Enter the total number of resources as well as the number of contributing vs noncontributing resources that comprise the property. Approximate numbers are acceptable.

For resource types, use this field to describe resource types such as cemeteries, landscapes, or linear resources that cannot be described using the other fields on the survey form. See [Appendix F: Guidance and Instructions for Recording Specific Resource Types](#).

This field's character limit is 255 characters in the Access database version and 668 characters in the fillable PDF version.

Alterations
(include date(s)
if known):

Describe any significant alterations made to the property since construction and, if known, the date(s) they were made. Entries should be as concise as possible.

Examples: *early twentieth-century addition on rear*
Victorian porch added c. 1890
vinyl siding

If the resource was moved from another location, it should be noted here.

For districts, enter the date(s) for any change that affected a major portion of the district, such as construction of a housing development, or a fire that razed a substantial part of the district.

This field's character limit is 255 characters in the Access database version and 447 characters in the fillable PDF version.

Architect(s)/
Builder(s):

Enter the name of the architect, engineer, or builder responsible for the design and/or construction of the resource. When possible, enter a complete name, with the last name first. If only the name of a firm is known, enter it as it commonly appeared with the location of the firm's main office.

Examples: *Milburn, Frank Pierce*
Carter and Pringle, Columbia, S.C.
Williams Construction Company, Greenwood, S.C.

Historical
Information:

Explain the historical role, function, and significance of the property. Information should seek to answer questions regarding the eligibility of the property for listing in the National Register of Historic Places. Identify any significant events or persons associated with the property. Include the dates of important events and the period in which the property achieved significance.

Surveyors should refer to pages 37 and 47-49 of National Register Bulletin 16A: [How to Complete the National Register Registration Form](#) for guidelines on applying the National Register criteria and for evaluating and stating significance.

Historical information should be written in clear, concise prose.

This field's character limit is 255 characters in the Access database version and 668 characters in the fillable PDF version.

Source(s) of
Information:

Enter the name of the person(s) or sources consulted in compiling historical information about the property. Provide sufficient information to identify the source. For printed sources, enter the author, title, and date of publication. For information obtained through interviews, enter the name of the informant, their place of residence (name of city or town only), and the date of the interview. Enter the name of the Cultural Resource Survey report title, author, and date that is associated with the property recorded on the survey form.

This field's character limit is 255 characters in the Access database version and 338 characters in the fillable PDF version.

Digital Photo
ID(s):

Enter the File Name as directed by the [File Naming Convention for Photographs in Electronic Submission Requirements](#).

Select the View direction that the camera is facing or enter in the "Other" field the view that does not appear in the listed options or best describes the View.

Examples: *Right oblique, streetscape, description of a captured group of buildings or structures, captured details, etc.*

Program Management

Recorded by: Enter the full name of the person who recorded information on the form. If the recorder is associated with a consulting firm, the person's initials followed by the name of the firm may be entered.

Examples: *Tom Morgan*
WTS, Preservation Associates, Inc.

Date Recorded: Enter or select the date the information was recorded.

GUIDELINES FOR PHOTOGRAPHIC COVERAGE

Photographs are a crucial part of the documentary record compiled by a survey project. They provide the SHPO and other users of survey information with the visual information needed to make decisions about the architectural and historical significance of a resource and its integrity. Survey photographs are accessioned into the permanent archival collections of the Department of Archives and History upon the completion of a survey project and therefore become an enduring record of South Carolina's architectural history.

Individual properties and districts and/or complexes believed to be eligible for the National Register should be thoroughly recorded and photographed in order to provide SHPO staff with sufficient information to make a determination of eligibility.

Individual properties should be recorded by at least one photograph of the main facade plus oblique (45 degree angle) views and photographs of other elevations to show as much detail as possible in a single view. Additional photographs should be taken if the property has significant design or structural features or to document large or complicated properties.

Include views of outbuildings, ancillary buildings or structures, landscape features, or distinctive and/or unusual features if they contribute to the significance of the property (when accessible). Each resource in a district and/or complex of related resources should be photographed, in addition to at least one overview to depict the overall district and/or complex.

Photographs for urban or rural districts or landscape settings should utilize streetscape or landscape setting photographs. Streetscape or landscape setting photographs must show the visual character of the buildings, structures, objects, sites, or landscape features along a street or road taking into account setting and viewsheds. Usually streetscapes are taken from each end of a block, on both sides of the street. To photograph streetscapes or landscape settings, it is important to take care in selecting the proper angle.

Photographs should be current, clear, well-composed, and provide an accurate visual representation of the property and its significant features. They must illustrate the qualities discussed in the report and survey form description. Photographs should show historically significant features and also any alterations that have affected the property's historic integrity. They should be composed so that trees, telephone poles, parked cars, rearview mirrors, overpasses, and other objects do not obscure the property. Do not include adjacent buildings in the photo of individually recorded properties.

If possible, a surveyor should try to conduct their fieldwork when the leaves are not on the trees. Conifers, or other obstructions, may make photographing some resources impossible. In this instance, the surveyor should use the "Description/Significant Features" field on the Survey Form to describe the architectural characteristics or other features that are not visible in the photograph.

Out-of-focus or poorly composed photographs will not be accepted. The use of photo editing software is only acceptable to achieve optimum image quality and size.

Historical photographs are of great interest in documenting the history of a resource, and their inclusion in the report record is encouraged whenever possible. They should be appropriately labeled with the source and date of the photo.

By submitting a photograph as official documentation, photographers grant permission to the SC SHPO to use the photograph for print and electronic publication and other purposes, including but not limited to duplication, display, distribution, study, publicity, and audiovisual presentations.

GUIDELINES FOR MAPS

Maps are a key part of the survey project documentation. They allow users of survey data to examine the spatial layout and geographical distribution of historic properties. Accurate maps are essential since all data recorded by a survey project is included in ArchSite, the state's online cultural resources GIS.

See [Appendix G: GIS Data Submission Requirements](#).

Previously, SCDAH manually digitized surveyed properties and survey boundaries based on submitted United States Geological Survey 7.5 minute series topographic quads that had sites surveyed plotted on each map and labeled with corresponding SHPO-assigned site numbers. Now, GIS shapefiles of any and all survey areas and/or surveyed above-ground resources, districts, and/or complexes, etc. are to be submitted to our office along with the final copies of survey reports.

The Survey Form no longer contains an associated sketch or mapping area. All survey reports should still include maps and other visual aids to understand surveyed properties.

The boundaries of the survey area - clearly depicted, labeled, and keyed to indicate the results of the survey identification and evaluation efforts, and any areas excluded from the survey - must be illustrated.

The boundaries of any National Register listed or eligible properties should be clearly depicted, labeled, and keyed. Both contributing and non-contributing resources should be clearly depicted, labelled, and keyed as well.

All maps, including reproductions of historic maps, must include a directional indicator or north arrow and a legend, title, bar scale, and year of publication.

Detail maps and tax maps should be provided for urban areas or in cases where the density of resources is too high to be accurately plotted on USGS topographical quad maps. Aerial maps or photography can be submitted in addition to topographic maps, but not in lieu of topographic maps.

All maps should be highly legible.

Be aware that the structures printed on the USGS topographic maps were accurate only on the date the map was published.

For planning surveys, specific map requirements will be established at the outset of each project through consultation between the project sponsors, the SHPO, and the consultant.

GUIDELINES FOR SURVEY REPORTS

The survey report is the major document produced by a survey project. It summarizes the goals and objectives of the project, identifies the area surveyed, and explains how and when the survey was conducted. It also provides a historical context for evaluating the properties recorded within the survey area.

The report should be based on thorough historical research. Research should be conducted during the initial phases of the project and also as fieldwork progresses. Preliminary research should seek to determine what is already known about historic resources in the survey area and to develop survey objectives, strategies for fieldwork, and goals for more extensive archival research. Upon the completion of fieldwork, additional research may be needed to answer questions about specific properties, to gather details about significant events and persons, and to understand historical patterns of land use and physical development.

The survey report should include graphics to supplement the narrative history of the survey area. These may include maps, photographs, and architectural elevations and floorplans. All illustrations should be integrated into the text, not appended, and of high quality. Maps and site plans should include a scale and indication of directional orientation.

The report format outlined below represents a means for organizing data in reports. The standardization is not intended to inhibit particular analytical approaches or the creativity of individual authors. Instead, the format represents the minimum level of acceptable documentation. It should be modified as needed to accommodate the special needs of particular projects. Review and compliance surveys that include archaeological resource survey should also follow the [South Carolina Standards and Guidelines for Archaeological Investigations](#).

Report Outline

1. Title Page
 - a. Title and location of the survey, including incorporated municipality and county.
 - b. Author(s)/Principal Investigator(s), including contributors, and organizational affiliation.
 - c. Name of client, lead or sponsoring agency, or organization for whom report was prepared, including contract or permit numbers.
 - d. Report status (Draft, Final, etc.) and date of completion.
 - e. If the project was supported by a federal grant, the federally required statement acknowledging NPS and SHPO support and compliance with non-discriminatory policies. See SHPO Federal Grant Manual for Project Managers for exact wording.
2. Acknowledgements (optional)
3. Table of Contents (paginated)
4. List of Figures, Plates, and Tables (paginated)
5. Project Summary / Management Summary
 - a. Name of survey.
 - b. A summary of the project objectives and expected results of the project.
 - c. Precise boundaries of survey area, with justification if appropriate.
 - c. Number and type of properties surveyed.

- d. Number of square miles surveyed.
 - e. Beginning and ending dates of survey project.
 - f. *For review and compliance surveys*, include also the description of the undertaking and/or project, its Area of Potential Effect (APE) and how it was defined, the purpose of the report, applicable legislation or regulations governing the work, and a summary of findings, evaluations, and management recommendations.
 - g. Location maps
- 6. Survey Methodology
 - a. Description of background research and field methods employed, including mention of any problems encountered.
 - b. Discussion of criteria used in evaluating the historical and architectural significance of properties in the survey area.
 - c. Summary of any methodological changes made during the survey.
 - 7. Historical Overview
 - 8. Bibliography
 - a. primary sources.
 - b. secondary sources.
 - 9. Previously and Newly Recorded Properties Identified within the Survey Area
 - a. Properties listed in the National Register of Historic Places.
 - b. Properties determined eligible for listing in the National Register.
 - c. Properties determined not eligible for listing in the National Register.
 - d. Properties requiring additional research to determine National Register eligibility.
 - 10. Evaluation of Survey Data
 - 11. Data Gaps
 - 12. Recommendations
 - 13. Compiled Inventory
 - 14. SHPO Comments/Determinations of Eligibility Letter

Historical Overview

For planning surveys and review and compliance surveys, provide a narrative discussion of the historical and architectural development of the survey area, based on thorough research. The principal purpose is to establish a historical context for evaluating the significance and integrity of properties within the survey area. Cite all primary and secondary sources used in preparing the report in footnotes and in the bibliography.

Organize the overview around the major historical themes and events that shaped the development of the survey area. Focus on the properties recorded during the survey and identify associations between extant properties and significant persons, trends, and events in local history. Information uncovered through research about notable properties that are no longer extant should also be presented, followed by an explanation of the historical trends or factors that led to their destruction.

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

Topics to address in the overview (as applicable):

- ❖ geographical setting of survey area (location, topography, and environmental characteristics)
- ❖ early recorded history (Native Americans, early European settlers, origins of town and place names)
- ❖ early development (establishment and incorporation of towns, population growth, initial phases of community development)
- ❖ public infrastructure (construction of government and public buildings such as county courthouses, city halls, and jails)
- ❖ economy (development of agriculture, commerce, and industry)
- ❖ transportation (use of natural waterways and construction of roads, canals, and railroads)
- ❖ religion (founding of churches and construction of religious buildings)
- ❖ education (construction of schools and libraries)
- ❖ ethnic and minority history (immigrants and African Americans)
- ❖ race relations and segregation
- ❖ social history (labor history, women's history, gender history, LGBTQ history, etc.)
- ❖ entertainment and recreation (theaters and fairgrounds)
- ❖ social activities (civic and fraternal organizations, festivals and events)
- ❖ significant persons
- ❖ landscapes (parks, tree-lined streetscapes, designed landscapes)
- ❖ important builders and architects

For review and compliance surveys: If no National Register-eligible properties were identified in the survey area, the historical overview should briefly summarize the development of the area and explain why significant properties are no longer extant.

Bibliography

All primary and secondary sources used in preparing the historical overview should be listed in the bibliography.

For planning surveys, the bibliography should be divided into two major sections: primary sources and secondary sources. In some cases, it may be advisable to further divide primary sources by type (i.e., books, articles, manuscripts, maps, and so forth). All citations should be in the format specified by the most recent edition of the Chicago Manual of Style.

For review and compliance surveys, if the project area includes archaeological resources, it is acceptable for bibliographical references to be in the format specified by the most recent edition of the Society for American Archaeology Style Guide.

Previously and Newly Recorded Properties Identified within the Survey Area

For planning surveys, property identification requirements will be established at the outset of each project through consultation between the project sponsors, the SHPO, and the consultant.

For review and compliance surveys, list in tabular format:

- ❖ Properties listed in the National Register of Historic Places
- ❖ Properties determined eligible for listing in the National Register
- ❖ Properties determined not eligible for listing in the National Register
- ❖ Properties requiring additional research to determine National Register eligibility

Newly recorded properties should be separated from previously recorded properties.

Include the following information, as applicable, in these tabular lists:

- ❖ Name of Property: Name of Listed Property, and/or Historic or Common Name, and/or Resource Name as reflected in ArchSite
- ❖ Address/Location
- ❖ Date Listed (for districts, include dates of boundary expansions, if applicable)
- ❖ Site Number
- ❖ Date of Construction
- ❖ SHPO National Register Determination of Eligibility

Evaluation of Survey Data

This section should contain evaluations and recommendations as to which surveyed resources are eligible for listing in the National Register of Historic Places, accompanied by a statement as to why it does or does not meet the National Register criteria for listing. The statement of significance (or non-significance) should discuss the property within the appropriate historic and/or architectural context. Cite relevant criteria (A, B, C, or D) and/or Criteria Considerations (A through G), the area(s), period(s), and level of significance. Recommendations should look both at individual properties and the potential for historic districts. Documentation for individual properties should include a boundary map, written boundary description, acreage of the property, and a statement justifying the boundary.

For an eligible historic district, provide justification for its eligibility and use coded maps to document the boundary limits of the proposed district as well as the contributing/noncontributing status of each resource. Include a written boundary description, acreage of the property, and a statement justifying the boundary. Supply additional photographs illustrating street or landscape views, as well as non-historic or non-contributing resources.

This section should also use coded base map(s) to illustrate the locations of previously and newly recorded historic properties and of properties and areas that appear not to contain any historic properties.

The list of properties eligible for the National Register should be arranged as follows:

- Individually Eligible Properties
- Districts and/or Complexes
- Multiple Property Submissions

In some cases it may be appropriate to evaluate properties as part of a recommended National Register Multiple Property Submission. A multiple property submission consists of a cover document in the form of a Multiple Property Documentation Form (MPDF). The MPDF is not a nomination, but it establishes the historic context and registration requirements for thematically-related properties. Individual properties or districts may then be nominated (using the National Register Registration Form) under the historical framework established in the MPDF. Taken together, the MPDF and the individual nominations under it form a multiple property submission.

Properties that require additional research should be identified by their survey site number and historical or common name. For each property, briefly summarize the reasons the property may be eligible and what additional information is necessary to make an accurate determination of eligibility.

For planning surveys, a preliminary list is developed by the consultant based on information gathered through fieldwork, research, and consultation with SHPO. The list should include proposed National Register eligibility criteria and area(s), period(s), and level of significance. During the final phases of the project, the consultant will submit the preliminary list of properties to the SHPO. SHPO staff will review the consultant's recommendations and make final determinations of eligibility.

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](#) 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.

Recommendations

For planning surveys, this includes recommended steps to ensure the preservation of significant historic properties in the survey area. Identify existing or potential threats to historic resources. A

list of properties that should receive priority for listing in the National Register may be included. Other issues to be discussed include opportunities for undertaking further preservation planning projects, strengthening local preservation programs, and establishing heritage tourism attractions.

For review and compliance surveys, this section outlines the potential effects of a proposed project or undertaking on any historic properties within the project area and/or Area of Potential Effect (APE). Suggestions for alternative methods for fulfilling the goals of the project with minimized effects on historic properties are encouraged.

Compiled Inventory

The compiled inventory is a list of properties recorded during the survey, organized in numerical order by their assigned SHPO site number. Note: completed survey forms do not need to be included in or appended to reports.

For surveys of urban areas, provide the following information for each site:

Site Number
Address/Location
Historic or Common Name of Property
Date of Construction
SHPO National Register Determination of Eligibility

Example:

Site Number	Address/Location	Historic Name	Date	SHPO National Register Determination of Eligibility
1001	703 N. Main St.	DuPree House	1901	Contributes to Eligible District
1002	705 N. Main St.	James Wilson House	c. 1910	Contributes to Eligible District
1003	707 N. Main St.	Bennett House	c. 1910	Contributes to Eligible District
1004	710 N. Main St.	Comer's Grocery	1919	Not Eligible
1005	210 Wilson Ave.	Matheson's Fabrics	c. 1925	Not Eligible
1006	211 Wilson Ave.	First National Bank	1914	Requires Additional Research
1007	101 Depot St.	S.A.L. Railroad Depot	1903	Eligible
1008	200 Depot St.	Easton Flour Mill	c. 1940	Not Eligible
1009	610 Edwards Ave.	House	c. 1895	Not Eligible
1010	611 Edwards Ave.	Apartment Building	c. 1900	Not Eligible
1011	612 Edwards Ave.	Simms-Jones House	c. 1900	Not Eligible
1012	614 Edwards Ave.	House	1910	Not Eligible

For countywide surveys or surveys of rural areas, add an additional "Vicinity of" locational column.

Example:

Site Number	Address/Location	Vicinity of	Historic Name	Date	SHPO National Register Determination of Eligibility
0001	ssr 791, E side, 2.5 mi S of US52	Cordesville	Lewisfield Plantation, House	c. 1774	Not Eligible

0001.01	ssr 791, E side, 2.5 mi S of US52	Cordesville	Lewisfield Plantation, cottage #1	c. 1920	Not Eligible
0001.02	ssr 791, E side, 2.5 mi S of US52	Cordesville	Lewisfield Plantation, cemetery	c. 1774	Not Eligible
0001.03	ssr 791, E Side, 2.5 mi S of US52	Cordesville	Lewisfield Plantation, cottage #2	c. 1930	Not Eligible
0002	SC402, W side, 0.2 mi SE of ssr376	Huger	Bill Augustine House	1920	Not Eligible
0003	SC402, W side, 0.3 mi SE of ssr376	Huger	Augustine's Store	1925	Not Eligible
0004	SC402, E side, 0.3 mi SE of ssr376	Huger	House	c. 1925	Not Eligible
0005	SC402, E side, 0.5 mi SE of ssr376	Huger	Baxley's Store	1920	Not Eligible
0006	SC402, E side, 0.5 mi SE of ssr376	Huger	House	1930	Not Eligible
0007	SC402, W side, 0.5 mi SE of ssr376	Huger	Gas Station	c. 1940	Not Eligible

SHPO Comments/Determinations of Eligibility Letter

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.

GUIDELINES FOR REPRESENTATIVE SURVEY

A Representative Survey should provide sufficient information to allow for a determination of eligibility by SHPO. SHPO will accept an abbreviated survey report containing the below documentation conducted either as a stand alone representative survey project, or in conjunction with archaeological survey or additional, intensive above-ground historic and architectural resources survey, which should meet the *South Carolina Standards and Guidelines for Archaeological Investigations* and the standards and guidelines of this Manual. A Representative Survey submitted for review should include:

- a. Provide a brief developmental history of the potential district:
 - i. Conduct background and map research to determine the approximate date(s) and period(s) of significance of the area/neighborhood/subdivision constituting the potential district, including the date(s) of construction of the buildings, structures, objects, or sites within the potential district as well as when streets were laid out and developed;
 - ii. Research should also include what were the driving forces behind the development of the area/neighborhood/subdivision and is the development or design significant or precedent setting in community planning and development;
 - iii. Determine the typology of buildings (typically residences), structures, objects, or sites in the area/neighborhood/subdivision, and record the number of each type;
 - iv. Note any builders, developers, or significant individuals or firms working in the potential district;
 - v. Note the total number of properties in the potential district, and a description of existing conditions.

- b. Record the potential district on a survey form following applicable [Site Numbering](#) guidance and [Instructions for Completing the Survey Form](#) for “District.”
- 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.
- d. Photograph and record on a survey form all historic community resources in the potential district (such as commercial, religious, and institutional properties as well as parks, cemeteries, or other historically notable properties).
- 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.
- f. 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.
- g. Provide a map of the potential district’s boundaries as part of the survey report. Survey maps should include street names, show lot lines, and compass orientation. Each resource in the district should be outlined on the map or a dot can indicate their locations. The proposed name of the district should also be indicated.
- h. Provide a determination of National Register eligibility and a statement of significance.

Appendices

APPENDIX A: SOUTH CAROLINA USGS TOPOGRAPHIC QUAD SHEET CODES

Note: Retained here as reference for interpreting “Legacy” survey data which incorporated the quad code numbers into the SHPO Site Survey Number.

Abbeville East	001	Brogdon	058
Abbeville West	002	Brookgreen	059
Adams Run	003	Bucksville	060
Adrian	004	Bull Island	061
Aiken	005	Bull Pond	062
Aiken NW	006	Burtens Ferry Ldg	063
Allendale	007	Bush River	064
Anderson North	008	Butlers Bay	065
Anderson South	009	Cainhoy	066
Andrews	010	Calabash	067
Angelus	011	Calfpen Bay	068
Antioch	012	Calhoun Creek	069
Antreville	013	Calhoun Falls	070
Armenia	014	Camden North	071
Augusta East	015	Camden South	072
Avalon	016	Cameron	073
Awendaw	017	Campobello	074
Bamberg	018	Cape Romain	075
Barnwell	019	Capers Inlet	076
Barr Lake	020	Carlisle	077
Barton	021	Carlisle SE	078
Batesburg	022	Carvers Bay	079
Baton Rouge	023	Cash	080
Bayboro	024	Cashiers	081
Beaufort	025	Cassatt	082
Belmont	026	Catawba	083
Belton East	027	Catawba NE	084
Belton West	028	Cedar Creek	085
Bennetts Point	029	Centenary	086
Bennettsville North	030	Chapin	087
Bennettsville South	031	Chappells	088
Bethera	032	Charleston	089
Bethune	033	Chennault	090
Bethune NW	034	Cheraw	091
Bingham	035	Chesnee	092
Bishopville	036	Chester	093
Bishopville West	037	Chesterfield	094
Black Creek	038	Chicora	095
Blacksburg North	039	Clarks Hill	096
Blacksburg South	040	Clear Pond	097
Blackstock	041	Clemson	098
Blackville	042	Cleveland	099
Blair	043	Clinton	100
Blakely	044	Clio	101
Blue Springs		Clover	102
Landing	045	Clubhouse Crossroads	103
Bluffton	046	Cokesbury	104
Blythewood	047	Colliers	105
Boiling Springs		Columbia North	106
South	048	Congaree	107
Bonneau	049	Conway	108
Bowman	050	Coosawhatchie	109
Bradley	051	Cordesville	110
Branchville North	052	Cordova	111
Branchville South	053	Cottageville	112
Brevard	054	Cowpens	113
Brier Creek Landing	055	Crocketville	114
Brighton	056	Cross	115
Britton Neck	057	Cross Anchor	116

Cross Hill	117	Galivants Ferry	187
Cummings	118	Gaston	188
Dacusville	119	Gastonia South	189
Dale	120	Georgetown North	190
Dalzell	121	Georgetown South	191
Darlington East	122	Ghio	192
Darlington West	123	Gibson	193
Delmar	124	Gifford	194
Denmark	125	Gilbert	195
Denny	126	Girard	196
Diggs	127	Girard NE	197
Dillon East	128	Girard NW	198
Dillon West	129	Glenn Springs	199
Dongola	130	Good Hope	200
Dovesville	131	Goretown	201
Drake	132	Graniteville	202
Due West	133	Grays	203
Duford	134	Great Falls	204
Dyson	135	Greeleyville	205
Eadytown	136	Green Pond	206
Easley	137	Greenville	207
Eastatoe Gap	138	Greenwood	208
Eastover	139	Greer	209
Edgefield	140	Gresham	210
Edgemore	141	Grover	211
Edisto Beach	142	Hammond	213
Edisto Island	143	Hampton	214
Effingham	144	Hand	215
Ehrhardt	145	Hardeeville	216
Elgin	146	Hardeeville NW	217
Elliott	147	Harleys Millpond	218
Elloree	148	Harleyville	219
Emory	149	Hartsville North	220
Enoree	150	Hartsville South	221
Eutawville	151	Hartwell Dam	222
Evans	152	Hartwell NE	223
Evergreen	153	Heardmont	224
Fair Bluff	154	Heath Springs	225
Fair Play	155	Hebron Crossroads	226
Fairfax	156	Hendersonville	227
Fairview Crossroads	157	Henry	228
Felderville	158	Hickory Grove	229
Fenwick	159	Hickory Tavern	230
Filbert	160	Hilton Head	231
Fingerville East	161	Hollow Creek	232
Fingerville West	162	Holly Hill	233
Five Forks	163	Holly Springs	234
Flint Hill	164	Honea Path	235
Florence East	165	Honey Hill	236
Florence West	166	Hornsboro	237
Foreston	167	Horry	238
Fork	168	Huger	239
Fork Shoals	169	Indian Camp Branch	240
Fort Jackson North	170	Indiantown	241
Fort Jackson South	171	Inman	242
Fort Lawn	172	Irmo	243
Fort Mill	173	Irmo NE	244
Fort Motte	174	Islandton	245
Fort Moultrie	175	Iva	246
Fort Pulaski	176	Jackson	247
Fountain Inn	177	Jacksonboro	248
Fowler	178	James Island	249
Foxtown	179	Jamestown	250
Friendship	180	Jasper	251
Fripps Inlet	181	Jefferson	252
Frogmore	182	Jefferson NE	253
Furman	183	Jenkinsville	254
Gaddysville	184	Joanna	255
Gadsden	185	Johns	256
Gaffney	186	Johns Island	257

Johnsonville	258	McCormick	328
Johnston	259	McPhersonville	329
Jonesville	260	Mechanic Hill	330
Jordan	261	Messers Pond	332
Kellehan Crossroads	267	Middendorf	333
Kellytown	263	Midway	334
Kelton	264	Millet	335
Kershaw	265	Mills Bay	336
Kiawah Island	266	Minim Island	337
Kildare, GA	267	Minturn	338
Kilsock Bay	268	Moncks Corner	339
Kings Creek	269	Monetta	340
Kings Mountain	270	Mont Clare	341
Kingstree	271	Moore	342
Kirksey	272	Morven East	343
Kitchings Mill	273	Morven West	344
Kittredge	274	Mount Crogan	345
La France	275	Mount Holly	346
Ladson	276	Mount Pisgah	347
Lake City East	277	Mullins	348
Lake City West	278	Myrtle Beach	349
Lake Murray East	279	New Ellenton	350
Lake Murray West	280	New Ellenton SE	351
Lake Robinson	281	New Ellenton SW	352
Lake View	282	Newberry East	353
Lake Wylie	283	Newberry NW	354
Lamar	284	Newberry West	355
Lancaster	285	Neyles	356
Lancaster SE	286	Nichols	357
Landrum	287	Ninety Six	358
Latimer	288	Nixonville	359
Latta	289	North	360
Laurel Bay	290	North Augusta	361
Laurens North	291	North Charleston	362
Laurens South	292	North Island	363
Lavonia	293	Norway East	364
Lebanon	294	Norway West	365
Leeds	295	Oak Grove	366
Leesburg	296	Oakway	367
Legareville	297	Oakwood	368
Lexington	298	Ocean Bay	369
Liberty	299	Ocean Forest	370
Liberty Hill	300	Olanta	371
Limehouse	301	Olar	372
Limestone	302	Old Pickens	373
Lincolnton	303	Olin	374
Little Mountain	304	Ora	375
Little River	305	Orangeburg North	376
Lockhart	306	Orangeburg South	377
Lodge	307	Osborn	378
Lone Star	308	Oswego	379
Long Branch	309	Outland	380
Longs	310	Owdoms	381
Longtown	311	Pacolet	382
Loris	312	Pacolet Mills	383
Lowndesville	313	Pageland	384
Lowrys	314	Pamplico North	385
Lucknow	315	Pamplico South	386
Lugoff	316	Paris Mountain	387
Lynchburg	317	Parksville	388
Magnolia Beach	318	Parris Island	389
Manning	319	Patrick	390
Maple Cane Swamp	320	Paxville	391
Marion	321	Peedee	392
Martin	322	Pelham	393
Martinez	323	Pelion East	394
Mauldin	324	Pelzer	395
Mayesville	325	Philson Crossroads	397
McClellanville	326	Pickens	398
McColl	327	Piercetown	399

Pineland	400	Scranton	464
Pineville	401	Sedalia	465
Pinewood	402	Seivern	466
Pireway	403	Seneca	467
Plantersville	404	Sewee Bay	468
Plum Branch	405	Sharon	469
Poinsett State Park11	406	Sheldon	470
Pomaria	407	Shell	471
Pond Branch	408	Shellbluff Landing	472
Port Wentworth	409	Shirley	473
Pringletown	410	Shoals Junction	474
Pritchardville	411	Shulerville	475
Privateer	412	Silverstreet	476
Prospect Crossroads	413	Simpsonville	477
Prosperity	414	Six Mile	478
Rabon Crossroads	415	Slater	479
Rainy Mountain	416	Snelling	480
Ravenel	417	Sniders Crossroads	481
Red Hill	418	Snow Island	482
Reed Creek	419	Society Hill	483
Reevesville	420	Solomons Crossroads	484
Reid	421	Spartanburg	485
Reidville	422	Spring Hill	486
Rembert	423	Spring Island	487
Rhems	424	Springfield	488
Richburg	425	St. Stephens	489
Richtex	426	Staley Crossroads	490
Ridge Spring	427	Stallsville	491
Ridgeland	428	Standingstone Mtn.	492
Ridgeville	429	Steedman	493
Ridgeway	430	Stover	494
Rincon	431	Summerton	495
Rion	432	Summerville	496
Rock Hill East	433	Summerville NW	497
Rock Hill West	434	Sumter East	498
Rockville	435	Sumter West	499
Ropers Crossroads	436	Sunset	500
RoundO	437	Surfside Beach	501
Rowland	438	SW Columbia	502
Ruby	439	Swansea	503
Saint George	440	Sycamore	504
Saint George		Table Rock	505
SW	441	Tabor City East	506
Saint Helena		Tabor City West	507
Sound	442	Tamassee	508
Saint Matthews	443	Taxahaw	509
Saint Paul	444	Taylors	510
Saint Phillips		Tearcoat Branch	511
Island	445	Tigerville	512
Salem (lower state)	447	Tillman	513
Salem (upper state)	446	Timmonsville	514
Salem Crossroads	448	Tirzah	515
Salley	449	Toccoa	516
Salters	450	Tony Hill Bay	517
Saluda	451	Tradesville	518
Saluda North	452	Trenton	519
Saluda South	453	Trio	520
Sandridge	454	Tugaloo Lake	521
Santee	455	Turbeville	522
Santee Point	456	Tybee Island North	523
Sardinia	457	Union East	524
Sardis	458	Union West	525
Satolah	459	Unity	526
Savannah	460	Valley Falls	527
Savannah Beach		Van Wyck	528
North	461	Vance	529
Saylors Crossroads	462	Verdery	530
Saylors Lake	463	Wadboo Swamp	531
		Wadmalaw Island	532
		Walhalla	534

Wallace	535	Whitmire South	554
Walterboro	536	Wiggins	555
Wampee	537	Wilkinsville	556
Ware Shoals East	538	Williams	557
Ware Shoals West	539	Willington	558
Warsaw	540	Williston	559
Wateree	541	Windsor	560
Waterloo	542	Winnsboro	561
Waverly Mills	543	Winnsboro Mills	562
Wedboo Creek	544	Winterseat	563
Weddington	545	Witherspoon Island	564
Wedgefield	546	Woleton	565
Wellford	547	Woodruff	566
Westminster	548	Workman	567
Westville	549	Yauhannah	568
Whetstone	550	Yemassee	569
Whitehall	551	Zirconia	570
Whiteoak Creek	552		
Whitmire North	553		

APPENDIX B: SHPO "LEGACY" RECONNAISSANCE AND INTENSIVE SURVEY FORMS
DISCONTINUED AS OF NOVEMBER 2017 - Retained here as reference for interpreting "Legacy" survey data

Statewide Survey of Historic Resources

State Historic Preservation Office
South Carolina Department of Archives and History
8301 Parklane Road
Columbia, SC 29223-4905 (803) 896-6100

Control Number: _____ / _____ / _____

Status County No. Site No.

Tax Number: _____

Reconnaissance Survey Form

Identification

Historic Name: _____

Common Name: _____

Address/Location: _____

City: _____

County: _____

Vicinity of: _____

Quadrangle Name: _____

Ownership: 1 Private 5 State
2 Corporate 6 Federal
3 City 0 Unknown/Other
4 County

Category: 1 Building
2 Site
3 Structure
4 Object

Historical Use: 1 single dwelling
2 multi dwelling
3 commercial
4 other

Current Use: 1 single dwelling
2 multi dwelling
3 commercial
4 other

Date: _____

SHPO National Register Determination of Eligibility:

Other Designation: _____

1 Eligible
2 Not Eligible
3 Contributes to Eligible District
4 Contributes to Listed District
5 Listed
6 Determined Eligible/Owner Objection
7 Removed from NR

Notes: _____

Photographs

Roll No. Neg. No. View of

Attach Photographs Here

Program Management

Recorded by: _____

Date Recorded: _____

Statewide Survey of Historic Resources

State Historic Preservation Office
South Carolina Department of Archives and History
8301 Parklane Road
Columbia, SC 29223-4905 (803) 896-6100

Control Number: _____ / _____ / _____

Status _____ County No. _____ Site No. _____

Tax Number: _____

Intensive Survey Form

Identification

Historic Name: _____

Common Name: _____

Address/Location: _____

City: _____

County: _____

Vicinity of: _____

Quadrangle Name: _____

Ownership: 1 Private 5 State
2 Corporate 6 Federal
3 City 0 Unknown/Other
4 County

Category: 1 Building
2 Site
3 Structure
4 Object

Historical Use: 1 single dwelling 3 commercial
2 multi dwelling 4 other

Current Use: 1 single dwelling 3 commercial
2 multi dwelling 4 other

SHPO National Register Determination of Eligibility:

1 Eligible 5 Listed
2 Not Eligible
3 Contributes to Eligible District 6 Determined Eligible/Owner Objection
4 Contributes to Listed District 7 Removed from NR

Other Designation: _____

Property Description

Construction Date: _____

Stories:

Construction Method:

Alteration Date: _____

1 1 Story
2 1 ½ Stories
3 2 Stories
4 2 ½ Stories
5 3 Stories
0 Other: _____

1 Masonry
2 Frame
3 Log
4 Steel
0 Other: _____

Commercial Form: _____

Historic Core Shape:

1 Rectangular 6 H
2 Square 7 Octagonal
3 L 8 Irregular
4 T 0 Other: _____
5 U

Exterior Walls:

1 Weatherboard 7 Tabby 13 Asphalt roll
2 Beaded Weatherboard 8 Brick 14 Synthetic siding
3 Shiplap 9 Brick Veneer 15 Asbestos shingle
4 Flushboard 10 Stone Veneer 16 Pigmented Structural Glass
5 Wood Shingle 11 Cast-Stone 17 Other: _____
6 Stucco 12 Marble

Roof Features

Shape: _____

Foundation:

1 Not Visible 5 Stuccoed Masonry 9 Slab Construction
2 Brick Pier 6 Stone Pier 10 Basement
3 Brick Pier with Fill 7 Stone 11 Raised Basement
4 Brick 8 Concrete Block 12 Other: _____

Materials: _____

Porch Features

Width: _____

Shape: _____

Significant Architectural Features: _____

South Carolina Statewide Survey of Historic Resources

Intensive Survey Form

Site No.: _____

Alterations: _____

Architect(s)/Builder(s): _____

Historical Information

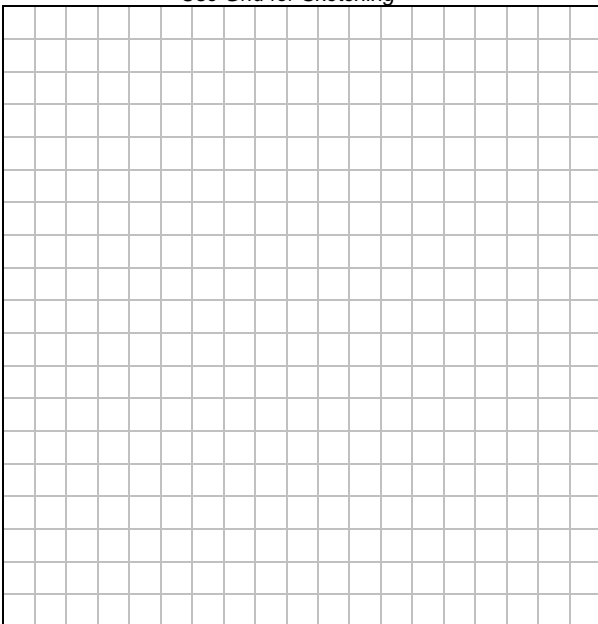
Historical Information: _____

Source of Information: _____

Photographs

Roll No. Neg. No. View of

Use Grid for Sketching



Attach Photographs Here

Program Management

Recorded by: _____

Date Recorded: _____

APPENDIX C: SUGGESTIONS FOR PROJECT MANAGERS OF GRANT FUNDED SURVEYS

The State Historic Preservation Office (SHPO) of the South Carolina Department of Archives and History has been involved in conducting surveys of historic properties in communities throughout South Carolina for more than four decades. Experience has shown that successful projects depend on clear goals and effective communication among all parties involved. It is also essential that all parties understand their specific roles and responsibilities. The key partners involved are the project manager, the consultant, and the SHPO. The project manager and members of the organization sponsoring the survey provide a link to the community for the consultant and the SHPO. The project manager, in addition to maintaining records on project activities and expenses, coordinates communications among the project partners and with the local public and media. The project manager, working with other members of the community, should seek to raise public awareness of the project and facilitate contact between the consultant and citizens with knowledge about the history of the survey area. As the community contact for the survey, the project manager may assist in the following ways:

- ❖ Identify knowledgeable people in the community to advise the consultant on important properties in the survey area and to participate in reviewing final survey products. The consultant may need assistance gaining access to properties. A letter or call to a property owner from the project manager explaining the purpose of the survey is often helpful in such cases.
- ❖ Notify local organizations not already involved in the project that may be interested in participating. It is particularly important that city and county planning agencies be involved since survey information will be incorporated into comprehensive community planning documents. Historical and genealogical societies and organizations such as the Chamber of Commerce and the Board of Realtors may also wish to participate. Solicit their support, ask how the resulting data will be useful to them, and suggest ways for them to become involved.
- ❖ Inform the local sheriff and police of the purpose of the survey. Provide them with the names of project personnel and a description of the consultant's vehicle.
- ❖ Provide a general letter of introduction for the consultant to carry during fieldwork. The letter should identify the consultant, explain the purpose of the survey, and include a phone number (preferably the project manager's) to call for further information. This should alleviate concerns among residents about a stranger in the neighborhood photographing houses.
- ❖ Establish contact information (local phone number, website, email, social media) for persons with information about properties in the survey area or questions about the project to contact. This information should be included in the letter of introduction discussed above.
- ❖ Recognize that for a variety of reasons, not all property owners will support the survey. Some citizens may oppose the project, and their concerns should be taken seriously. Make an effort to understand their concerns and be prepared to answer their questions. The consultant should be informed of any opposition to the project.
- ❖ Identify meeting sites, schedule public meetings, and promote attendance from local citizens. The project manager should also develop meeting agendas and identify persons to serve as chair at meetings. Promotion of these meetings

is critical to the success of the project. Attendees often provide valuable information to the consultant, and such meetings provide an opportunity for residents of the survey area to ask questions about the project and its objectives. Consequently, local concerns about the project can be addressed. Announcements on local radio stations and flyers displayed in post offices and other public places can be effective in promoting such meetings.

- ❖ Coordinate press releases. The project manager should distribute press releases at the beginning and end of the survey and may seek assistance from the Department of Archives and History if necessary. The project manager should be aware that the media may wish to highlight findings of particular interest or interview the consultant during the project. In addition to local newspapers, the project manager should use other public forums, such as neighborhood meetings, social media, and radio talk shows, to generate interest in the survey. Copies of printed announcements and meeting agendas should be retained and sent to the SHPO as part of the documentation for the project.
- ❖ Review survey products (survey cards, maps, historical overview) promptly. The project manager may also wish to have interested citizens participate in the review process. The review process provides a valuable opportunity to clarify expectations of the consultant and to invoke the expertise of knowledgeable residents. SHPO staff will complete a technical review of survey products and will confer with the project manager before sending official comments to the consultant.
- ❖ Stay abreast of deadlines and avoid penalties for late work. If an extension

becomes necessary, it must be requested by the project manager, not the consultant. Deadline extensions are given only when absolutely necessary. Requests must be submitted in writing to the SHPO. The consultant should notify the grant recipient as soon as they realize that an extension is necessary so that the SHPO has sufficient time to review the request. Penalties may be avoided if the deadline extension is approved. The SHPO will send a modified funding agreement or an amendment to the original agreement for the appropriate signature. Late grant products will result in a 5 percent reduction in the original grant award, and an additional penalty of 5 percent will be applied every seven days thereafter until the product is submitted. A reduction in the grant award does not reduce the scope of work. If a penalty is assessed, the Director of the Department of Archives and History is the only person with the authority to waive it. It is therefore important to stay in contact with the consultant in case difficulties meeting the project deadlines arise.

- ❖ Communicate regularly. In many cases, survey projects can take as long as a year to complete. Designate a time every month to review progress with the consultant. Contact the SHPO immediately if concerns about the progress of the project or unforeseen problems arise.

APPENDIX D: SHPO STATEMENT ON THE USE OF THE TERM POTENTIALLY ELIGIBLE

Background:

The National Register of Historic Places (NRHP) is the official list of the Nation's historic places. Authorized under the National Historic Preservation Act of 1966, it is part of a national program to coordinate and support public and private efforts to identify, evaluate, and protect our historic and archeological resources. Properties listed in the NRHP include districts, sites, buildings, structures, and objects that are significant in American history, architecture, archeology, engineering, and culture.

Under the National Historic Preservation Act, the State Historic Preservation Office (SHPO) is tasked with several duties, including nominating properties to the NRHP, conducting and maintaining an ongoing list of historic properties as part of a statewide survey, and participating as a consulting party under Section 106 of the Act. Federal agencies are responsible for determining the NRHP eligibility of properties in the Section 106 process through consultation with the SHPO and other interested parties. Only those properties that are eligible for listing in the NRHP are afforded additional consideration under Section 106. In situations where the agency and the SHPO disagree on eligibility or the agency wishes to have additional guidance, the Keeper of the National Register may be consulted for a Formal Determination of Eligibility. The Keeper is the final authority on eligibility for the NRHP.

In the past, the term *potentially eligible* was used mostly for large-scale projects where eligibility determinations were not made for each property and additional research into the historic significance and integrity of the property was needed. In some situations, properties referred to as *potentially eligible* were treated as if they were eligible. While this practice expedited the survey process at the time, it requires a reevaluation of eligibility for future projects. Increasingly, the term *potentially eligible* has been used less precisely and for all types of projects and situations.

Section 106 review requires sites to be determined as eligible or not eligible for the NRHP. Therefore, properties determined *potentially eligible* will need additional investigation and research if they may be affected by a federal project. For projects reviewed by the South Carolina Department of Health and Environmental Control – Ocean and Coastal Resource Management, only properties previously determined to be eligible for the NRHP by the S.C. Institute of Archaeology and Anthropology or the SHPO are afforded a measure of protection with the opportunity for professional examination and/or excavation, or preservation. When a property has been determined *potentially eligible*, the property is treated as not eligible unless there is enough information for the SHPO to determine that it meets the criteria for listing on the NRHP.

SHPO Statement:

The South Carolina SHPO recommends eliminating the term *potentially eligible* from all cultural resource survey reports and documents. The term *potentially eligible*, while having a specific meaning to the archaeological community, may not have the same meaning to the larger client/compliance/preservation planning community. Our office suggests that agencies and consultants use more specific language such as “requires additional testing or research for eligibility” or “unevaluated, requires testing or research for eligibility” regarding these sites. This

language should be applied until additional research and/or field evaluation can be completed to adequately assess eligibility as either “eligible” or “not eligible.” It is important for SHPO staff to have a solid assessment of eligibility as well as the documentation supporting that determination. Any above-ground and archaeological survey reports should provide specific eligibility recommendations and justifications that include detailed discussion of why the property could be significant within its historic context, which criteria it might meet, what types of questions may be asked, and what additional work needs to be conducted.

June 2011

APPENDIX E: RESEARCH RESOURCES

See: [“Useful Sources for Researching Historic Properties”](#)

APPENDIX F: GUIDANCE AND INSTRUCTIONS FOR RECORDING SPECIFIC RESOURCE TYPES

[Cemeteries](#)

[Landscapes](#)

[Linear Resources](#)

[Post-World War II Neighborhoods and Residences](#)

[Other Miscellaneous](#)

Cemeteries

SHPO and SCIAA recommend recording cemeteries on both a SHPO survey form and a SCIAA archaeological site form. Archaeological site forms and numbers can be obtained by contacting [SCIAA](#).

Cemeteries that are unmarked (no markers visible) or prehistoric should be recorded only on a SCIAA archaeological site form.

Historic cemeteries with 1 or more grave markers should be recorded on a SHPO survey form, in addition to a SCIAA archaeological site form. This includes cemeteries that are partially marked and markers with no writing (for example, a field stone).

Instructions for Completing the Survey Form for Cemeteries

The survey form should be filled out as completely as possible according to the instructions in the Survey Manual, with the below supplemental guidance.

When a cemetery is associated with an adjacent church, the cemetery should be recorded as a secondary site number of the church.

Survey reports should describe and illustrate the location, size, and shape of cemeteries beyond what the survey form fields are able to provide.

Identification

Category: Enter Site

Historical Use: Enter Funerary

Current Use: Enter Funerary

Property Description

Construction Date: Enter the date range for the earliest and most recent marked graves observed in the cemetery, or based on researched evidence. If the exact date is not known, a circa date may be entered.

Examples: 1866-1925

c. 1890-1955

Description/
Significant
Features:

Describe the character-defining features of the property.

Examples:

- Enclosures or boundaries such as walls, fences, coping/curbing, or vegetative, and their materials.
- Types of grave markers present (such as headstone, footstone, slab/ledger, cradle, tomb, plaque, pedestal/base with a sculptural form on top, etc.) and their materials.
- Mausoleums, gatehouses, and other associated buildings or structures.
- Distinctive funerary designs.
- Circulation roads and pathways.
- Natural features and historical vegetation.

Provide an estimated number of burials, marked and unmarked. Note any unmarked graves in the cemetery, taking into account that unmarked graves may extend beyond any perceived accurate boundary, and describe the evidence supporting their presence.

Examples:

- Oblong depressions with no headstones.
- Grave markers that have no inscriptions.
- Graves indicated by field stones or plants.
- Early map indicating graves which are no longer apparent at the cemetery.
- Genealogical reference that lists the people buried, but some do not have grave markers inscribed with their names.

Describe the type of cemetery (for example, public/community, family, religious/church denomination, fraternal/organization, etc.).

Describe any cultural or ethnic affiliation (for example, Native American, African American, German American, etc.) and any grave articles.

Provide the archaeological site number assigned by SCIAA as a cross reference.

Architect(s)/
Builder(s):

Enter the name of any architect, landscape architect, builder, stone carver, or monument manufacturer associated with the design and/or construction of the cemetery.

Historical
Information:

Information should seek to answer questions regarding the eligibility of the property for listing in the National Register of Historic Places under each of the National Register criterion as well as Criteria Consideration D. Identify any significant persons associated with the property.

Include any prominent family names in the cemetery.

Surveyors should refer to National Register Bulletin 15: [How to Apply the National Register Criteria for Evaluation](#) and to pages 37 and 47-49 of National Register Bulletin 16A: [How to Complete the National Register Registration Form](#) for guidelines on applying the National Register criteria and for evaluating and stating significance.

Consult the following publications for additional guidance:

[South Carolina's Historic Cemeteries: A Preservation Handbook](#) - Historical overview of eighteenth to twentieth century cemeteries (South Carolina SHPO)

[Cemetery Preservation](#) (South Carolina SHPO)

National Register Bulletin 41: [Guidelines for Evaluating and Registering Cemeteries and Burial Places](#)

Landscapes

Designed historic landscapes

SHPO recommends consulting National Register Bulletin 18: [How to Evaluate and Nominate Designed Historic Landscapes](#) for a definition and description of the types of designed historic landscapes to record (pages 2-3), as well as discussion of evaluating significance under the National Register criteria, evaluating integrity, and determining a period of significance and boundaries.

Rural historic landscapes

SHPO recommends consulting National Register Bulletin 30: [Guidelines for Evaluating and Documenting Rural Historic Landscapes](#) for a definition and description of the types of rural historic landscapes to record (pages 2-3), characteristics to document (pages 15-18), as well as discussion of applying the National Register criteria, assessing integrity, and selecting boundaries.

Mines are a specific type of rural historic landscape which need to be considered within the context of their historic usage. National Register Bulletin 42: [Guidelines for Identifying, Evaluating, and Registering Historic Mining Properties](#) offers guidance for assessing these types of resources.

Additional publications not in the National Register Bulletins:

[Tilling the Earth, Georgia's Historic Agricultural Heritage, A Context](#) (Georgia SHPO)

[General Guidelines for Identifying and Evaluating Historic Landscapes](#) (CALDOT)

American Gardens of the Nineteenth Century: "For Comfort and Affluence", by Ann Leighton.

An Illustrated Glossary of Early Southern Architecture and Landscape, edited by Carl R. Lounsbury and Vanessa E. Patrick.

Carolina's Historical Landscapes: Archaeological Perspectives, by Linda F. Stine, Martha Zierden, Lesley M. Drucker, and Christopher Judge.

Charleston Gardens and the Landscape Legacy of Loutrel Briggs, by James R. Cothran.

Gardens and Historic Plants of the Antebellum South, by James R. Cothran.

Gardens of Historic Charleston, by James R. Cothran.

Grave Landscapes: The Nineteenth-Century Rural Cemetery Movement, by Erica Danylchak and James R. Cothran.

Battlefields

Battlefields may contain above-ground historic and architectural resources which by themselves or as part of a multi-component property (site(s), structure(s), and/or district) may be recorded on a SHPO survey form. Battlefields and/or battlefield features with associated artifacts can also be recorded as archaeological sites on SCIAA archaeological site forms.

See National Register Bulletin 40: [Guidelines for Identifying, Evaluating, and Registering America's Historic Battlefields](#)

[Battlefield Survey Manual, American Battlefield Protection Program, National Park Service](#)

Rice Fields

Consult our publication [Rice Fields and Section 106: SHPO Guidance for Federal Agencies and Applicants](#). See Appendix A: Rice Field System Evaluation Criteria.

[Inland Swamp Rice Field Context, c. 1690-1783 \(Berkeley, Charleston, Dorchester Counties\)](#)

Traditional Cultural Properties (TCP's)

See National Register Bulletin 38: [Guidelines for Evaluating and Documenting Traditional Cultural Properties](#)

[Traditional Cultural Properties in South Carolina, Identification and Evaluation for Section 106](#)

Instructions for Completing the Survey Form for Landscapes

The survey form should be filled out as completely as possible according to the instructions in the Survey Manual, with the below supplemental guidance.

Landscapes may include a collection of resources such as topographic features, vegetation, water features, buildings, structures, objects, and sites. As such, landscapes may be categorized on a survey form (under Identification) as a District, and be assigned a primary site number, with each resource within the encompassing landscape to complete a survey form using a secondary site number.

Landscapes and/or landscape features may also be categorized on a survey form as a Site or Structure, depending on the type of resource, and be assigned a primary or secondary site number, depending on what other resources may be present.

See also [Site Numbering - Primary vs. Secondary Numbers](#).

Survey reports should more fully describe and illustrate the features, location, size, and boundary of the landscape or landscape feature beyond what the survey form fields are able to provide.

Property Description

Description/

Significant

Features:

Use this field to describe the type of landscape and/or landscape feature and its character-defining elements. Consult the above noted National Park Service bulletin guidelines as well as the additional guidance links.

Landscapes should also be described in terms of larger organizational elements, such as spatial organization, land use patterns, boundary demarcations, and cultural affiliations, followed by individual natural or cultural features, such as topography, vegetation, circulation, water features, structures, buildings, and objects that may contribute to a landscape's historic character. The arrangement and interrelationship of these character-defining features should be described.

Linear Resources

Linear resources can be a special type of rural historic landscape, but are treated as a separate type for organizational purposes in this guidance section of the Manual. Linear resources include roads, bridges, railroads, canals, ditches, irrigation systems, culverts, trails, tramlines, etc.

Linear resources that continue to serve their historic function, or could conceivably still function for its intended purpose should typically be recorded on a SHPO survey form. The survey form, as well as the survey report, can be used to describe either the entire resource or a portion of it.

Linear resources that have been significantly breached or lie only in ruins or disconnected segments that are identified during archaeological resource surveys with artifacts associated are considered archaeological sites and should be recorded on an archaeological site form through SCIAA. If sites are not identified during an archaeological resource survey then these resources should be recorded as an above-ground historic and architectural resource.

Instructions for Completing the Survey Form for Linear resources

The survey form should be filled out as completely as possible according to the instructions in the Survey Manual, with the below supplemental guidance.

Linear resources may be categorized on a survey form (under Identification) as a Site, Structure, or District, depending on the type of resource, and be assigned a primary or secondary site number, depending on what other resources may be present.

Survey reports should more fully describe and illustrate the features, location, size, and boundary of linear resources (entire length and segment) beyond what the survey form fields are able to provide.

Property Description

Description/ Significant

Features: Use this field to describe the type of linear resource and its character-defining features. Describe the general alignment of the resource within and beyond the survey area.

Consult the following publications for additional guidance:

[Guidance for Recording and Evaluating Linear Cultural Resources](#) (Oregon SHPO)

[Researchers Guide for Documenting and Evaluating Railroads](#) (Pennsylvania SHPO)

Post-World War II Neighborhoods and Residences

Background

The end of World War II marked the beginning of a housing boom throughout the United States. Many returning soldiers became first time home owners with the help of government acts, including the National Housing Acts and the 1944 Serviceman's Readjustment Act, known as the GI Bill. According to the U.S. Census Bureau, home ownership growth in South Carolina remained stagnant from 1900 up until 1940. But between 1940 and 1950, ownership climbed 15 percent (30.6 to 45.1%). By 1960 the number of home owners in the state reached 57.3 percent. Automobile ownership also drastically increased in the post-war period. The construction of improved freeways and the interstate highway system led to citizens having easy, quick commutes to work, allowing housing developments to flourish outside cities and downtowns.

The proliferation of residential construction led to the expansion of planned communities and the suburbanization of many American cities. Some of these communities were planned *subdivisions*, with a land developer, one or two builders, and planned streets and public facilities. Other communities grew more slowly as *neighborhoods* developed. Neighborhoods are more likely to feature a mix of architectural styles and lot divisions. Post-war architectural trends also carried over to the country where rural residents constructed the new styles.

Styles & Characteristics

New residential architectural styles emerged after the war, including the split-level, while others that appeared earlier gained popularity, such as the Minimal Traditional and Ranch. These two styles are further discussed below because of their commonality throughout South Carolina. Residential architectural styles after World War II also include various Ranch styles, including the Transitional Ranch, A-frame, Cape Cod, bi-level, contemporary, neo-Mansard, and other revival forms. In addition, prefabricated houses became more popular. For descriptions and characteristics of these styles, please see the NCHRP Transportation Research Board's publication *A Model for Identifying and Evaluating the Historic Significance of Post-World War II Housing* in the additional guidance section below.

The high demand for housing also created the need for a new, more affordable type of construction. Small housing styles, such as the Minimal Traditional, began popping up all over because their small, minimal design was quick and cheap to construct. Simplifying construction by mass producing materials and having construction teams consist of semi-skilled workers was also part of the answer. Materials such as plywood wall panels, sheet rock, asphalt shingles, and concrete-slab became common because of their low cost and quick installation. Although concrete gained popularity as a construction material, brick veneer construction and brick chimneys are characteristics of post-war houses as well. Siding materials varied with wood or asbestos shingles, brick veneers, clapboard, aluminum, and simulated products (Permastone, fiberboards, etc.). Aluminum windows became more typical, but wood windows are also still common. The design of windows also changed from earlier housing. Before or during the war, houses typically had smaller window panes; while post-war houses feature larger window panes with decorative designs.

Significant Style Characteristics (may vary in appearance and use)

Single-Family Ranch

- ❖ One-story
- ❖ Low horizontal form
- ❖ Rectilinear or “L” plan
- ❖ Concrete slab foundation or crawl spaces
- ❖ Low-pitch gable, hip, or modified hip roof, broadside to the street
- ❖ Roof materials predominantly asphalt shingle
- ❖ Carport or garage
- ❖ Exterior walls primarily a combination of siding materials or brick
- ❖ Rectangular or square window or door openings
- ❖ Steel casement and aluminum horizontal slider windows
- ❖ Decorative windows: large single-pane picture windows, window walls, clerestories, bay windows, corner windows, diamond panes
- ❖ Wide or prominent chimney

Minimal Traditional

- ❖ One or one-and-a-half stories
- ❖ Simple, lacks decorative detailing
- ❖ Rectilinear or “L” plan
- ❖ Typically no attached garage or carport
- ❖ Low or intermediate roof pitch
- ❖ Eaves and rakes close building
- ❖ Gable roof, often with a cross gable
- ❖ Chimney
- ❖ Relatively small windows with divided lights, wood or steel frame
- ❖ Exterior walls typically wood siding, although aluminum is common on later examples

Subdivision Development Characteristics

- ❖ Landscaping features, including uniform building setbacks, lakes, streams, trees, and other park-like features
- ❖ Street plans and names, especially cul-de-sacs and themed street names in the neighborhood
- ❖ Signage

- ❖ Schools, churches, and other community buildings highlighted or featured in the development

Evaluation

To determine the historic context for a post-war subdivision or neighborhood, it is critical to conduct documentary research to determine the age of the neighborhood/subdivision and the buildings within the community. Some post-war neighborhoods may be for the African American community, as residential segregation was the norm in the 1940s and 1950s. Other neighborhoods may reflect “white flight” from the inner cities. The growth of local industries or military bases may contribute to the development of new subdivisions as well. The local tax assessor’s office or county’s tax GIS website may have information on building ages. Also examining local histories, historic topographic maps, street maps, and aerials may show the presence of the new neighborhood or subdivision. It is often difficult to tell the age of a post-war residence and neighborhood/subdivision boundaries in the field, so this documentary research is essential to determining the development of the neighborhood and its significance to the community.

National Register of Historic Places

Most significant post-war residences and neighborhoods will be evaluated under National Register Criterion A or C. It is also possible for a residence to fall under Criterion B for association with the lives of significant persons of our past.

Criterion A relates to resources “associated with events that have made a significant contribution to the broad patterns of our history.” This criterion is usually applicable for neighborhoods and subdivisions. Areas of significance for post-war neighborhoods and subdivisions may include community planning and development, social history of the area, transportation, or government. For example, the resources might relate to racial integration or segregation of suburban neighborhoods, wartime industries, is the first of its type for the area, or the neighborhood or subdivision influenced other property developments in the region.

Criterion C relates to resources “that embody the distinctive characteristics of a type, period, or method of construction, or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction.” Areas of significance under Criterion C include architecture, community planning and development, along with landscape architecture. Criterion C community planning and development area of significance differs from Criterion A’s in that C’s focuses on the physical features of the resource instead of trends.

Assessing Historic Integrity

Individual Residences--

Because of the abundance of post-war residences, these resources must retain a high degree of integrity. For Minimal Traditional houses it is especially important that they maintain their original materials and design since this style is very plain with little architectural characteristics. Post-war residences considered individually eligible for the National Register, especially under Criterion C, should retain:

- ❖ Garage or carports originally attached to the building and not enclosed
- ❖ Original windows and front door
- ❖ Original siding/wall materials
- ❖ Original metal porch posts or carport posts

- ❖ Original chimney
- ❖ No large scale additions, especially to the residence's front or side

Not all building alterations compromise integrity for individual residences. Small scale additions (especially in the rear of the building), replacement garage doors, reversible limited alterations (i.e. shutters), and changes to the landscape, such as trees, should not affect the resource's integrity. If multiple changes have been made to the residence, then integrity can be affected. Major alterations to a residence also compromise integrity. These include changes to the roof line, front entrance, introduction of new design elements, and large scale additions that alter the original form.

In addition, an intact interior could add to the significance of the building's design. Since most surveyors do not have interior access, it is not always necessary to know if the inside has been altered or not. Some exterior alterations may allude to interior changes. For example, a closed-off (i.e. covered by construction material) window may indicate a new purpose for the room. While an addition may alter the floor plan, it also can change the flow of the house. When a house retains its original floor plan and interior design elements, sometimes a stronger case can be made for inclusion on the National Register.

Neighborhoods/Subdivisions--

Neighborhoods/subdivisions comprising post-war houses should retain integrity as a group or district. Many houses constructed after World War II were built with the expectation that future owners would make changes to their houses as families expanded and needs changed. Neighborhoods/subdivisions considered eligible for the listing in National Register of Historic Places as districts should retain:

- ❖ Repetition of house type or style (many builders re-used similar plans throughout the neighborhood)
- ❖ Community buildings (churches, schools, recreation centers, shopping areas) if part of the original plan/design
- ❖ Majority of residences retain historic materials and design
- ❖ Setting (lot size, building setback, streetscapes, parks, and landscape design)

Like individual properties, certain changes do not affect a historic district's National Register eligibility. For example, alterations to a small number of resources, loss of original landscape design elements in the neighborhood/subdivision or a small amount of resources with a lack of integrity do not affect a historic district's overall integrity. Some alterations that decrease the integrity of a district consist of a change in housing lot sizes, alteration in transportation patterns, loss of considerable areas of the neighborhood, or a large number of noncontributing resources with major changes/alterations.

Conducting Section 106 Identification Surveys

Individual Residences

All survey eligible resources that are roughly 50 years of age or older should be photographed and recorded on a survey form. These resources may represent rural houses, infill in older areas, or possibly the only survivors of ever increasing modern development.

Neighborhoods/Subdivisions

Post-war neighborhoods/subdivisions within the undertaking's and/or project's Area of Potential Effect (APE), or a portion of which is within the APE, should provide survey documentation in

accordance with the “Representative Survey” process outlined in the Survey Manual under [Guidelines for Representative Survey](#).

Mixed Neighborhoods

Older historic neighborhoods with infill of post-war housing (for example, neighborhoods with a mixture of 1930s, 1940s, and post-war housing such as Ranch houses which may contribute to the significance of the neighborhood) should provide intensive survey documentation. All survey eligible resources that are roughly 50 years of age or older should be photographed and recorded on a survey form. Maps included in the survey report should illustrate property types by periods and types identified. A Representative Survey approach may be utilized with prior agreement from SHPO before completing the survey for mixed neighborhoods that clearly do not retain sufficient integrity or significance for meeting the criteria for listing in the National Register.

Consult the following publications for additional guidance:

[A Model for Identifying and Evaluating the Historic Significance of Post-World War II Housing](#) (NCHRP, Transportation Research Board)

[Historic Residential Suburbs: Guidelines for Evaluation and Documentation for the National Register of Historic Places](#) (National Park Service)

[Post-war Subdivisions and the Ranch House](#) (Louisiana SHPO)

[Post-World War II Residential Architecture in Maine, A Guide for Surveyors](#) (Maine SHPO)

[Postwar Modern Housing and Subdivisions](#) (Scottsdale, Arizona)

[Preservation Hotline #13, Researching a Mid-Century/Modern Property](#) (South Carolina SHPO)

[The Ranch House in Georgia](#) (Georgia SHPO)

[Researchers Guide for Developing a Context for Evaluating Post World War II Suburbs for National Register Eligibility](#) (Pennsylvania SHPO)

[Selected Post-World War II Residential Architectural Styles and Building Types](#) (Colorado SHPO)

[Why Are We Looking at That? Mid-Century and Modern Architecture in South Carolina](#) (South Carolina SHPO)

[Mid-Century Modern Commercial Resources](#) (Illinois SHPO)

Other Miscellaneous

See our [Historic Contexts/Survey Reports webpage](#) for additional guidance on specific resource types, including but not limited to:

- ❖ Apartment Complexes
- ❖ Country Stores

- ❖ Mills
- ❖ Mining: Gold, Phosphates
- ❖ Schools: Rosenwald, Equalization, Other Public
- ❖ Tobacco Buildings
- ❖ Water Towers

APPENDIX G: GIS DATA SUBMISSION REQUIREMENTS

Previously, SCDAH manually digitized property and survey boundaries for ArchSite, the state's cultural resources GIS. We now request that GIS shapefiles of any and all survey areas and/or surveyed above-ground properties, districts and/or complexes, etc. be submitted to our office along with the final copies of survey reports.

Survey reports should still include maps and other visual aids as described in the SC Standards and Guidelines for Archaeological Investigations (2013) and the SC Statewide Survey of Historic Properties Survey Manual (2018).

GIS shapefiles for above-ground properties and surveys should be prepared and submitted using the protocols indicated below. Archaeological site boundaries should still be submitted directly to SCIAA.

To aid in the integration of new datasets with our existing GIS database, we have created a set of shapefile templates for the most commonly used data types (survey lines, survey polygons, historic property points, and historic property polygons). These templates can be requested from the e-mail link at the bottom of the following webpage <https://scdah.sc.gov/historic-preservation/historic-properties-research/archsitegis>. GIS shapefiles can be submitted to SHPO via the same e-mail link as well.

- ❖ Per SCIAA policy, ArchSite uses the projected coordinate system NAD 1927 UTM Zone 17N. Prior to submitting the shapefiles, please ensure that they are in this projection.
- ❖ For above-ground properties, the ESRI shapefile file should consist of a point(s) showing the location of the properties.
- ❖ For areas or districts, the ESRI shapefile should consist of a closed polygon showing the boundaries of the historic area or district.
- ❖ The data fields included in the templates match the data fields incorporated into ArchSite (for additional information on how to complete the fields, see below). Do not delete fields for which your project has no data; simply leave those blank.
- ❖ Please RENAME your shapefiles with a name relevant to the project.
- ❖ Shapefiles should be compatible with ESRI ArcGIS (.shp file format). SHPO recommends using a free File Transfer Protocol website (such as www.WeTransfer.com) to send large files. However, submitting the files on a CD, flash drive, or over email is also acceptable. (Please note our email system does not accept emails larger than 35 MB.)

If you have a polygon to submit but do not have access to ESRI products or compatible open-source platforms such as QGIS, please use Google Earth Pro (<https://www.google.com/earth/desktop/>) to draw a polygon, save it as a .kmz or .kml file, and submit it to SHPO via email. For more information on how to do this, see <https://www.google.com/earth/outreach/learn/packaging-content-in-a-kmz-file/>.

Attribute/field guidelines for survey templates (areas or lines):

Survey_Name	Title of survey report
Date	Year of survey
Agency	Name of federal or state agency (for Section 106 or state surveys) or Due diligence (if applicable)

Consultant	Name of consulting firm
Authors	Authors of report
County	County where survey is located
Arch_Sites	Number of new archaeological sites located during survey
AG_Sites	Number of new above-ground properties located during survey

Attribute/field guidelines for historic property templates (points or polygons):

Site_Number	SHPO site number, if applicable
Resource_Name	Historic name of property. Leave blank if unknown
NR_Eligibility	Choose one: Listed, Eligible, Not Eligible, Unevaluated, Contributes to Listed District, Contributes to Eligible District (based on SHPO's determination after review)
Date	Date of construction (for individual structure) or period of significance
Address	Street number & name, or general description of location if no street number available (e.g. "Hwy 21, 0.5 mi W of Main St")
City	City where property is located, or nearest city/town (e.g. "vicinity of Batesburg-Leesville")
County	County where property is located
Report_Title	Title of associated survey report, if applicable

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