RECONNAISSANCE LEVEL SURVEY
Standard Operating Procedures

UTAH STATE HISTORIC PRESERVATION OFFICE
(Revised May 2012)

A. INTRODUCTION

1. **Definition of Reconnaissance Survey.** Reconnaissance level survey is the most basic approach for systematically documenting and evaluating historic buildings in Utah. It is designed for dealing with large groups of buildings rather than for single sites. Most reconnaissance surveys include all or a large portion of the buildings in a community. The primary purpose is to provide a "first cut" of buildings in a given area that appear to be eligible for listing in the National Register of Historic Places. Reconnaissance survey involves only a visual evaluation of properties, not an assessment of associated historical events or individuals. That information can only be obtained through historical research conducted as part of an "intensive level survey," the next level of survey.

2. **Evaluation Criteria.** Properties identified as "eligible" in a reconnaissance survey must meet National Register age and integrity requirements (outlined in federal regulations 36 CFR 60 and National Register Bulletin 15). This means they should retain most of their original appearance and be at least 50 years old. In order to extend the "life" of the survey, however, it may be advisable to include buildings that will turn 50 in the next several years as eligible properties.

3. **Surveyor Requirements.** In order to ensure accuracy, it is necessary that surveys be conducted only by trained professionals. "Professionals" must meet the architectural historian qualifications outlined by the federal government in 36 CFR 61, Appendix A. These qualifications, in general, are a graduate degree in architectural history or a closely related field, or a bachelor's degree in the same fields plus at least two years of full-time experience in architectural history-related work. Non-professionals may assist with certain parts of the survey, but a professional must direct all aspects of the work. The State Historic Preservation Office (SHPO) periodically holds training workshops.

B. SURVEY PREPARATION

1. **Selection of the survey boundaries.** The dominant factors in selecting a survey area are budget, time, and the location of known historic resources. If a town is being surveyed the survey boundaries are usually set so that all areas which contain historic properties are included. Sections of exclusively out-of-period buildings are not included in the boundaries. Survey boundaries are usually determined by local officials in conjunction with State Historic Preservation Office (SHPO) staff and the consultant. It is advisable to drive proposed survey areas in advance to confirm the boundaries.

   Some cities may be too large to survey with one year's budget, so it is necessary to conduct the survey in phases. It may be appropriate in some cities to designate areas for both "standard" and "selective" surveys (see Section D). Areas with a concentration of historic buildings would receive "standard" survey coverage, while

areas with a very low percentage of historic buildings would be surveyed on a "selective" basis. **All selective surveys need SHPO approval in advance.**

2. **Create a new survey in the Preservation Pro online database for the survey area.** Although many areas have not been previously surveyed, most populated areas in the state have been to some degree. The consultant will be required to “create” a new survey in Preservation Pro. This will include searching the database for already existing data in the proposed survey area. The consultant is responsible for updating the existing data as well as inputting data for new buildings recorded. This will then be submitted to the SHPO for review and acceptance before uploading to the Preservation Pro database. If you do not already have access to Preservation Pro, please contact SHPO.

3. **Research Design.** A Research Design for the project must be written before the fieldwork is started. The Research Design outlines what is currently known about the survey area and identifies what types of resources are expected to be found. The Research Design consists of the following five sections:

   a. A statement of the project objective. This is usually a simple statement such as "To identify the historic properties in the community that are potentially eligible for nomination to the National Register of Historic Places." One of the main purposes for this statement is to make clear to others who may read the report what the purpose of the survey was.

   b. An explanation and justification of the boundaries of the survey area.

   c. An outline history of the community derived from the available secondary sources. This should be in chronological order and include significant events, developments, and the principal means of livelihood in the community. To the extent possible, this information should be organized within "historic contexts," or chronological periods of development (e.g., Settlement 1852-1967, Growth of the Livestock Industry 1885-1910, Post-Railroad Industrial Growth 1875-1893, etc.).

   d. A list and brief discussion of the types of buildings that are expected to be found in the survey area. This list will be based on the surveyor's knowledge of the survey area from "windshield" observations and from the research conducted as part of the Research Design. The list of expected resources should identify expected building types, materials, dates, and so forth. **To the extent possible the expected resources should be organized under the historic contexts identified in "c".**

   e. A bibliography of the research sources pertaining to the community. All known sources of information and their location should be given; these will serve as a starting point for more detailed future documentation of the community. Repositories that should be checked include the local library, the State Historical Society library, college and university libraries, etc.

C. CONDUCTING THE STANDARD SURVEY

This section pertains only to the "standard" survey, which involves recording every building within the survey area. See Section D for instructions on conducting a "selective" survey in areas with very low percentages of historic buildings. The standard survey process involves recording each site on the survey map, photographing each site, and recording each site on the survey form.

1. **General Instructions.** Surveys are conducted along streets in a systematic house-by-house fashion. Surveys should cover first one side of the street then the other, rather than mixing the two. Only in sparsely settled rural areas would a both-sides-at-once approach be appropriate. Surveys must be conducted in a logical manner, beginning at one end of town and surveying in sequence to the other, or beginning at the middle point (Main or Center) and working out in each direction. For example, 100 South street could be surveyed from one end of town to the other, or, beginning at Main Street, surveyed to the East then to the West.

2. **Mapping.** This involves selecting a survey map and recording individual sites on it. It also includes marking the survey boundaries on a separate "overview" map (USGS quad map).

   a. Selecting a Survey Map. Maps of most cities can be obtained from the city office or the County Recorder for a nominal fee. Maps drawn by the surveyor may also be used. Maps need not be drawn exactly to scale, though they should be approximately correct. If you use GIS or CAD software, you may use maps provided by the local planning offices and update using the software. In certain instances, such as in sparsely settled survey areas, online mapping sites, such as Google Maps or Bing Maps, or a 7.5' USGS map may be used as the survey map. Survey maps must be sharp and "clean" enough that legible photocopies or blueprints can be made from them.

   b. Recording Sites on the Map. At the most basic, this involves drawing a square for each building, indicating with a simple graphic each building's eligibility, and recording the address. Maps used in the fieldwork stage of the survey are never adequate for the final report, so the information must be transferred to a legible and properly labeled map before it is acceptable.

      (1) Marking Sites. Each principal building should be identified by a square placed in the approximate location of the building along the street. Again, if using CAD or GIS software, you may outline the building footprint as the indicator. Outbuildings are not drawn on the map unless they are substantial buildings and potentially eligible in their own right. Complexes containing several buildings, such as a house and an eligible barn and granary, should be circled to indicate their relationship to one another.

      (2) Indicating Evaluations. All buildings evaluated as "eligible" (Significant and Contributing) should be identified by shading in the site square. We recommend cross-hatching "ineligible" buildings to differentiate them from "out-of-period" buildings. Color coding of sites is not acceptable since color cannot be easily duplicated.

      (3) Recording Addresses. The address of each building must be recorded. If it is not visible on the house it should be extrapolated from surrounding addresses. "Estimated" addresses should be proceeded by a question mark (?) to indicate that they are not necessarily correct. In estimating addresses, care must be given to whether it should be an odd or even number. Site numbers should not be used except in very unusual situations (e.g., extremely remote sites) and only with SHPO approval.

   c. Marking the USGS Map. The general survey boundaries must be drawn on a 7.5' USGS quad map. This makes the information consistent with the statewide inventory of historic and archaeological surveys. Photocopies of USGS maps are acceptable (and even preferred over originals) if the quad name and scale are shown on the photocopy.

3. **Photographic Documentation.** Photographs are accepted in two formats: digital images and standard black & white film. Photographs are required for every building evaluated; this includes principal buildings as well as major outbuildings.

For **digital images** a contact print mockup should implemented when printing the photographs. The SHPO has a copy of an MS Word document that has a table set up for 12 photos and captions per page. You may request a copy of this from the SHPO. (It is recommended that you use an image file compressor when importing images into the contact document, otherwise the file size can get quite large and unmanageable.) These should be printed out on glossy, high-quality photo paper in either color or B&W. An archival **Gold** CD/DVD-ROM with all the images (in color) should be submitted along with the photo sheets. The size of each image must be at least 3000x2000 pixels at 300 ppi (pixels per inch) or larger. It is recommended that digital images be saved in 8-bit (or larger) color format, which provides maximum detail. TIF images are preferable, but JPEG images are acceptable.

For **standard film** a 35mm black-and-white contact print and negative sheets are required. Contact prints must be arranged in order on proof sheets no larger than 8 1/2" x 11" (larger sheets do not fit in the files; no stapled appendages please). A sheet this size will accommodate 35 photographs--7 rows of 5 each. Proof sheets must be labeled with the name and date of the survey and addresses for the individual sites. Estimated addresses should be indicated by a question mark in front of the building number. Sites must be identified on the proof sheet by marking "ES," "EC," "NC," or "OP" in the corner of each photo. Negatives must also be labeled the same way. In fact, labeling the negative sleeves with a photographic marker will produce proof sheets that are already labeled. (The requirement for labeling negatives can be waived if the negative sheets are numbered to correspond with the fully labeled proof sheets. In this case, proof sheets must be labeled individually.)

If film is used, **Color slides** of some or all eligible sites are encouraged for use in public and other presentations. Check with the city or agency having the survey conducted to see what their needs are.

4. **Recording Sites on the Form & in the Database.** Sites must be recorded on the Reconnaissance Survey Form using the appropriate terminology.[1] Be sure to use a new form for each street; do not combine sites from different streets on one form. If handwritten, all writing must be legible, and give special attention to crossing zeros and “Z”s (to distinguish them from the letter "O" and number “2”).

Helpful hints: Make a "master" form by filling in city/county codes, surveyor name, and survey date. Photocopy this master form and take copies into the field for recording at least the basic information (address, evaluation, construction date, height, outbuildings, and comments). It can be especially helpful to make notes on the form about materials or other features while in the field.

Entering Data. When you begin survey you will need to “create” a new survey in Preservation Pro, the online database (you will need pre-approval SHPO to do so). Once you have completed the survey, update existing data and enter new data from the forms into the survey. The data will then be reviewed by USHPO staff before uploading into the main database. (See B.2 above).

D. CONDUCTING THE SELECTIVE SURVEY

[1] Preservation Pro uses drop-down menus, so codes are no longer used. However, you may continue to use codes on the field sheets to save notation time and space on the sheets.

Areas with very low percentages of older buildings may be surveyed on a selective basis. The selective survey, unlike the standard survey, does not require that every building in the area be recorded. Rather, it allows for recording only the buildings constructed during the "historic period." This includes both "eligible" and "ineligible" buildings from the historic period. **Permission from the SHPO is required in advance to conduct a selective reconnaissance survey.**

The guidelines and requirements for a selective survey are as follows.

1. **Determining Selective Survey Boundaries.** Selective surveys are usually conducted in conjunction with a standard survey or as a later phase of one. Standard surveys cover the core area of a community where there is a concentration of older buildings, while selective surveys usually cover fringe or outlying areas. Examples of areas that might be surveyed on a selective basis include relatively new communities with very few older buildings, areas that were formerly on the fringes of towns but are now part of new subdivision developments, rural areas outside of a traditional town setting with only a few older buildings intermingled with new houses, mobile homes, etc.

   Areas not eligible for selective survey are isolated sections in the historic core of a community, even if they no longer contain a concentration of older buildings. These must be surveyed at the standard level along with their neighboring buildings. "Islands" of selective survey areas within a standard survey area are not allowed.

2. **Preparing the Research Design.** The procedure is essentially the same as that for standard surveys (see Section B).

3. **Mapping.** Selective survey mapping differs from standard survey mapping in only two ways. First, only buildings constructed within the defined historic period are marked on the map; out-of-period buildings are not shown. All in-period buildings must be shown, even the ineligible ones that have lost their integrity. Just as in the standard survey, squares for eligible buildings are darkened, squares for ineligible buildings are cross-hatched, and in-period buildings are left blank. Second, sections or blocks within the selective survey area must be labeled with the approximate date of their development.

4. **Photography.** The same photographic requirements apply, though, of course, only the buildings that are documented and mapped are photographed.

5. **Recording the Sites on the Form & in the Database.** Follow standard survey procedures for these steps. Be sure to use a new form for each street; do not combine sites from different streets on one form.

E. FINAL REPORT

After the fieldwork has been completed, a Final Report must be written. This report summarizes the results of the survey. The Final Report is essentially an updated version of the Research Design. Items 1 - 4 are the same in the Final Report as in the Research Design. They must be included in the Final Report; merely stating "see research design" is **not** acceptable. The final report must contain the following information:

1. **A statement of the survey objectives.**

2. **Boundaries**. Explanation and justification of the boundaries of the survey area.

3. **A brief outline history** of the community derived from the available secondary resources.

4. **A bibliography** of the research sources used to compile the outline history.

5. **A "survey results" section.** This is essentially an updated version of the "expected resource" section that was prepared for the Research Design. This version outlines the types of properties that were actually identified in the survey. The types of properties (along with a few specific examples) should be organized under the historic contexts written in the Research Design. This will be a starting point for future National Register nominations. A complete listing of all eligible sites is not necessary; this can be generated by the computer at a later date.

6. **Recommendations.** This section will serve as a preservation plan for the community for the next few years, so considerable attention should be given to providing recommendations that are both professionally sound and practical. The consultant should receive input from the SHPO and the local historic preservation commission before completing this section. Recommendations should include activities from each of the three basic areas of preservation--survey, designation, and treatment (see "General Preservation Plan for Local Governments").

   For example, recommendations might include priorities for intensive level survey, a suggestion to establish a local register or designate sites or districts to the National Register, and earmarking of any significant buildings that are in need of architectural analysis and rehabilitation or building materials that are common in the community and in need of attention (e.g. deteriorating soft-fired brick).

7. **An explanation of fieldwork techniques.** Since each survey area is different, minor variations from the standard procedures are often necessary. Any variations must be approved by the SHPO and must be thoroughly explained in written form in the final report.

Instructions for Completing the
RECONNAISSANCE LEVEL SURVEY FORM

Utah Historic Computer System (UHCS)
(Updated March 2012)

The Field Forms will eventually be updated

Survey Form Headings: Street, City, County, Survey Date, Page Number

A new sheet must be started whenever the street changes. Street names are recorded from left to right leaving a blank space between words. Numbered streets should be recorded with numbers rather than spelled out (e.g. 100 South instead of First South).

Examples: 4 0 0 S O U T H — Street; J E F F E R S O N A V E — Street

The city and county blanks should be filled in freehand, and the corresponding code boxes filled in using the appropriate codes obtained from the SHPO.

Example: City Ogden County Weber

The month and year of the survey must be recorded in the boxes provided. Note: the months are numbered not letter abbreviations.

Example: Survey Date 0 2 1 2 (Feb 2012)

Number each survey sheet as you proceed through the survey.

Shot # (Photographs)

To aid in labeling photographs, each roll of film should be numbered and indicated on the on the survey form. at the beginning of each roll. (Numbering the film canisters can also avoid confusion when getting the film processed.) The frame or shot number should be noted on the line provided. Some properties may require more than one photo and should be numbered as such.

House No. (Address)

House numbers should be justified to the right when entered. If the address is an estimate, a question mark (?) should be recorded in the first box. The direction (from the center of town) should be recorded in the "Dir" box.

Examples: 1 1 2 6 S — 1126 S.; ? 9 3 5 E — approx. 935 E.

Eval. (Evaluation)

Evaluations are based primarily on age (50+ years old) and integrity (see section A.2 of the Standard Operating Procedures). There are four choices:

ES - Eligible/Significant: built within the historic period and retains integrity; excellent example of a style or type; unaltered or only minor alterations or additions; individually eligible for National Register under criterion "C"; also, buildings of known historical significance (briefly explain in Comments section).

EC - Eligible: built within the historic period and retains integrity; good example of a style or type, but not as well-preserved or well-executed as "ES" buildings; more substantial alterations or additions than "ES" buildings, though overall integrity is retained; eligible for National Register as part of a potential historic district or primarily for historical, rather than architectural, reasons (which cannot be determined at this point).

NC - Ineligible: built during the historic period but has had major alterations or additions; no longer retains integrity.

OP - Out-of-period: constructed outside the historic period.

Constr. Date

Enter the estimated year the building was constructed.

Example: | 1 | 8 | 9 | 0 | building constructed in 1890

Ht. (Height)

Enter the actual number of stories. For structures with half stories, enter 5 in the block to the right. Otherwise, leave that block blank.

Examples: | | 3 | 3 stories | | 1 5 | 1 1/2 story

Mat. #1 & #2 (Materials)

Record up to two primary material types for the building as provided in Preservation Pro:

Style #1 & #2

Record up to two architectural styles as provided in Preservation Pro:
[Note: See Utah's Historic Architecture (Carter and Goss, 1992), or http://history.utah.gov/architecture/index.html, for more details]

Type (Plan)

Record the primary building type as provided in Preservation Pro:
[Note: See Utah's Historic Architecture or http://history.utah.gov/architecture/index.html, for more details]

Orig. Use (Original Use)

Encode the original use of the property as provided in Preservation Pro:
[Note: See "National Register Bulletin 16A" pp. 18-23 for more details]

#Non #Con (Number of Non-contributing outbuildings; Number of contributing outbuildings)

Enter the number of non-contributing outbuildings associated with the site and the number of outbuildings that contribute to the significance of the site. Contributing outbuildings should date from the historic period and retain their integrity.

Examples:

2 0	3 1	0 4
2 non-contributing outbuildings	3 non-contributing outbuildings, 1 contributing outbuilding	4 contributing outbuildings

Comments

The "Comments" field allows for additional relevant site information to be entered on the form, often to further explain an evaluation. Examples: "large rear addition" or "picture windows added" to explain an "ineligible/non-contributing" rating; "converted into apts." or "currently law office" to clarify a building's use.

The property name, if you know it (such as Monroe City Hall, Dairy Freeze, Chevron, etc.), can be written freehand **below the encoding line rather than in the Comments section**.

COVER SHEET
Reconnaissance Level Survey

City Surveyed:_____ _____Complete _____Partial

Survey Conducted For:

By: _____ Date:

Type of Survey: ____Standard Recon. ____Selective Recon. ____Combination of Both

____Update of Previous Survey (date _____)

Number of Properties Surveyed: _____ Number of Eligible Properties:

Estimated Acreage Surveyed:

Name of USGS Quad Map on Which Surveyed Area is Located:

To Be Completed By SHPO Staff

Evaluation: ____Approved ____Conditionally Approved (see Comments) ____ Returned for Corrections (see Comments)

Evaluated By: _____ Date:

Checklist of Required Items

1. __ Research Design Completed Prior to Survey
2. __ Properly Marked Survey Map (original and 1 copy)
3. __ Copy of USGS Map Showing Location of Surveyed Area
4. __ Completed Survey Forms
5. __ Properly Labeled Black-and-White Prints and Negatives or Digital Contact Sheets & CD-ROM
6. __ Final Report, including outline of historic contexts and recommendations for future action
7. __ Completed "Cover Sheet" Accompanying Final Report and Survey Materials
8. __ Duplicates of everything (except negatives); the originals for the SHPO and one copy for the contracting community or agency.

Comments:

Page No._____

RECONNAISSANCE SURVEY FORM ☐ *Utah State Historic Preservation Office*

STREET _____ City: County: Survey Date ☐☐☐☐ MONTH YEAR

SHOT #	?	HOUSE NO.	DIR.	EVAL.	CONSTR. DATE	HT.	(.5)	MAT.#1	MAT.#2	STYLE#1	STYLE#2	TYPE	ORIG. USE	#NON	#CON	COMMENTS

SURVEYOR(S)_____ (Updated May 2012)