

Instructions for Completing the Michigan SHPO Survey Inventory Forms



The Michigan SHPO provides four different Identification Forms to cover the variety of historic properties identified during above-ground survey efforts — Architectural Properties Identification Form, Architectural District/Complex Form, Cultural Landscapes Identification Form, and the new Infrastructure Identification Form. All forms should be filled out in their entirety, but the level of information required varies based on the level of survey articulated below.

MICHIGAN SHPO ARCHITECTURAL PROPERTIES IDENTIFICATION FORM

This form is for use with buildings, structures, and objects identified during above-ground survey efforts.

For **Reconnaissance-Level** Surveys the following information is required:

- **Property Overview and Location**
- **Property type**
- **Architectural Information**
- **Photograph** of the property
- **Eligibility** – eligibility recommendations are required for every historic property. When available, the period of significance and area of significance must be included but this is not required at the reconnaissance-level; the integrity of the property must be assessed; and any information on the architect, builder/contractor, or designer must be included
- **Narrative Architectural Description** – a brief but thorough description of the property must be included.
- **History of the Resource** – any commonly known history should be provided. No primary source research is required at this level of survey.
- **Statement of Significance** – this is required for all properties. Provide an explanation of the property's eligibility for the National Register under criterion C, Architecture. This statement must also indicate whether the property is contributing/non-contributing to an eligible district or is individually eligible. The statement will indicate whether this property is recommended for further study as well.
- **References** – include all sources consulted including prior survey work, assessing cards, etc.

For **Intensive-Level** Surveys, the information included above is required along with the following:

- **Narrative Architectural Description** – a lengthy description of the property and its setting must be included.
- **History of the Resource** – primary source research into the individual history of the property must be undertaken and recorded here.
- **Statement of Significance** – this is required for all properties. Provide a detailed explanation of the property's eligibility for the National Register, including which criteria are met and how. All four criteria should be considered when assessing the potential eligibility of a property. This section must also indicate whether the property is part of an eligible historic district or individually eligible.

MICHIGAN SHPO ARCHITECTURAL DISTRICT/COMPLEX IDENTIFICATION FORM

This form is for use with historic districts and complexes like farmsteads. One Architectural District/Complex Identification Form must be completed for each historic district identified during survey work. Individual Architectural Properties Identification Forms must be completed for each individual component within the district or complex.

For **Reconnaissance-Level** Surveys the following information is required:

- **Locational information** – including roughly bounded by streets (if applicable), city/township, county, zip code, and acreage.
- **District/Complex type**

District/Complex Identification Form, Reconnaissance-Level, Continued:

- **District/Complex information**
- **Aerial photograph** with the boundaries **or map** showing the boundaries of the district
- **Eligibility** – eligibility recommendations are required for every district/complex. When available, the period of significance and area of significance must be included but this is not required at the reconnaissance-level, the integrity of the district/complex must be assessed, as well as any information on threats to the resource.
- **Narrative District/Complex Description** – This description will summarize the general characteristics and components of the district/compound.
- **History of the District/Complex** – any commonly known history should be provided. No primary source research is required at this level of survey.
- **Statement of Significance** – this is required for all properties. Provide an explanation of the district/complex's eligibility for the National Register under criterion C, Architecture. The statement will indicate whether this property is recommended for further study as well.
- **References** – include any sources consulted including prior survey work, assessing cards, etc.
- **List the addresses, city/township, county, year built and contributing/non-contributing status** for each property in the district.

For **Intensive-Level** Surveys, the information included above is required along with the following:

- **Narrative Architectural Description** – a lengthy description of the property and its setting will be included.
- **History of the District/Complex** – primary source research on the history of the district/complex should be undertaken and recorded here.
- **Statement of Significance** – this is required for all districts/complexes. Provide a detailed explanation of the district/complex's eligibility for the National Register, including assessment of eligibility using all four criteria.

MICHIGAN SHPO CULTURAL LANDSCAPE IDENTIFICATION FORM

This form is for use with cultural landscapes such as parks, cemeteries, campuses and more. Based on the nature and complexity of Cultural Landscapes, the Michigan SHPO requires them to be surveyed at the intensive level.

For **all Surveys**, the following information is required:

- **Landscape Overview and Location**
- **Landscape Classification and Type**
- **Aerial photograph** with boundaries **or map** with boundaries
- **National Register Eligibility**
- **Landscape Description**
- **History of the Cultural Landscape** – primary source research on the cultural landscape should be undertaken and recorded
- **Statement of Significance**
- **Detailed Site Plan/Map**
- **Site Photographs**
- **GIS/Locational Information** – provide a GIS shapefile when available.

MICHIGAN SHPO INFRASTRUCTURE IDENTIFICATION FORM

This form is for use with infrastructure-type projects such as bridges, highways, railroads, dams, and other infrastructure type resources, landscapes and complexes.

For Reconnaissance-Level Surveys the following information is required:

- **Overview and Location** – The identification number should come from the State or Federal Agency who operates or owns the resource. MDOT, DNR and FHWA all have individual unique identifiers for bridges, dams, and other structure types, please indicate which agency the number comes from on the form. If the resource crosses or abuts a water body or road please indicate the name. The Latitude and Longitude is required for all resources.
- **Property type**
- **Structural Information** – as applicable to the resource
- **Photograph** of the resource, should be the primary view with additional views being included on the last page. There is no set limit of photographs but show as many to thoroughly document the resource.
- **Eligibility** – eligibility recommendations are required for every historic resource. When available, the period of significance and area of significance must be included but this is not required at the reconnaissance-level; the integrity of the resource must be assessed; and any information on the architect, builder/contractor, or designer must be included. If there is an associated archaeological site or component, indicate that with the checkboxes and include the trinomial. If a new trinomial (also known as an archaeological site number) is needed, please contact SHPO Senior Archaeologist Sarah Surface-Evans (SurfaceEvansS1@michigan.gov).
- **Narrative Architectural Description** – a brief but thorough description of the resource must be included. This should include a description of related landscape features such as embankments, impoundments, culverts, etc that are related or spatially associated with the resource.
- **History of the Resource** – any commonly known history should be provided. No primary source research is required at this level of survey. This includes information on repairs, alterations and changes in use or purpose that have occurred in the resource's history.
- **Statement of Significance** – this is required for all resources. Provide an explanation of the resource's eligibility for the National Register under criterion C, Architecture. This statement must also indicate whether the resource is contributing/non-contributing to an eligible district or is individually eligible. The statement will indicate whether this resource is recommended for further study as well.
- **References** – include all sources consulted including prior survey work, assessing cards, etc.

For Intensive-Level Surveys, the information included above is required along with the following:

- **Narrative Architectural Description** – a lengthy description of the resource and its setting must be included.
- **History of the Resource** – primary source research into the individual history of the resource must be undertaken and recorded here. This includes information on repairs, alterations and changes in use or purpose that have occurred in the resource's history.
- **Statement of Significance** – this is required for all resources. Provide a detailed explanation of the resource's eligibility for the National Register, including which criteria are met and how. All four criteria should be considered when assessing the potential eligibility of a resource. This section must also indicate whether the resource is part of an eligible historic district or individually eligible.