

GLOSSARY

ABBREVIATED REPORT:	a report consisting of a brief cover letter with appended survey forms which constitute a regulatory survey for projects of limited scope. It outlines the details of the project and assesses the project's effects on the elements within the Area of Potential Effect; used when a full report is not necessary because of the limited scope of a project. This term is used interchangeably with "Letter Report."
ACTION:	an act or decision by a governmental entity or organization.
ADVERSE EFFECT:	harm to historic properties, directly or indirectly caused by an action; adverse effects on historic properties include, but are not limited to: physical destruction, damage or alteration of all or part of the property; isolation of the property from or alteration of the character of the property's setting; introduction of visual, audible or atmospheric elements that are out of character with the property or that alter its setting; neglect of a property resulting in its deterioration or destruction; transfer, lease or sale of the property; see also Effect, Direct Effect and Indirect Effect.
ADVISORY COUNCIL ON HISTORIC PRESERVATION:	an independent federal agency that advises the President and Congress on preservation; the council reviews proposed federal undertakings, including funding or permits, in order to evaluate and mitigate potential effects on historic properties.
AREA OF POTENTIAL EFFECTS (APE):	the geographic area within which an undertaking may cause changes in the character of or use of historic properties, if any such properties exist.
BASE FORM:	the form used in all New Jersey surveys to record basic background and geographical data for all types of properties; the only form used in reconnaissance-level surveys; the initial form in documenting properties in intensive-level surveys.
BASE MAP:	a map that serves as the foundation for identifying and recording geographic information and for keying historic resource information collected as part of a reconnaissance-level or intensive-level survey.
BAY:	a vertical division of a building; marked not by walls but by fenestration (columns, buttresses, vaulting, window groupings, etc.).

BOUNDARIES:	lines which describe the geographical extent or area of an historic property or element.
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BRIDGE ATTACHMENT FORM:	the form used only at the intensive-level to document bridges and culverts; always used in conjunction with a Base Form.
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BUILDING:	a structure created to shelter any form of human activity; examples include a single construction, such as a house, barn, courthouse, city hall, social hall, library, factory, train depot, fort, hotel, theater, school, store, church or jail, as well as a small group of buildings consisting of a main building and subsidiary buildings that are functionally and historically related such as a courthouse and jail, house and barn, mansion and carriage house.
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BUILDING/ELEMENT ATTACHMENT FORM:	The form used only at the intensive - level to document buildings, structures (other than bridges and culverts), or objects; always used in conjunction with a Base Form.
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CLOSED THEMATIC SURVEY:	a thematic survey whose list of properties is established at the outset of the survey; see also Thematic Survey.
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CONDITION:	the physical state of an element or property, including its level of repair and ability to function, not the same as integrity or state of preservation; see also State of Preservation and Integrity.
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CONTRIBUTING ELEMENT:	building, site, structure or object that adds to the historic architectural qualities, historic associations or archaeological values for which an historic district is significant because: it was present during the period of significance and possesses historic integrity reflecting its character at that time or is capable of yielding important information about the period; or it independently meets the National Register criteria.
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DETERMINATION OF ELIGIBILITY (DOE):	a formal certification issued by the Keeper of the National Register, National Park Service, Department of the Interior that a district, site, building, structure or object meets the National Register criteria for evaluation although the property is not formally listed on the National Register; properties which receive DOE's may subsequently be listed on the National Register.
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DIRECT EFFECT:	effect caused by an undertaking and occurring at the same place and time; see also Effect.

EFFECT:	the result of an action which causes or may cause any change, whether beneficial or adverse, in the quality of the historical, architectural, archaeological or cultural characteristics that qualified an historic property to meet the criteria for evaluation for the New Jersey Register; for the purposes of determining effect, alteration of features of the property's location, setting or use may be considered relevant depending on the property's significant characteristics; see also Adverse Effect, Direct Effect and Indirect Effect.
ELEMENT:	a building, structure or object; individual elements are found on a property; an element may also be a site, depending on its surroundings; see also Property and Site.
ELEVATION:	1.) any side of a building other than the front side; or 2.) a drawing of a wall of a building; see also Facade.
ELIGIBILITY:	ability of a property to meet the criteria for registration at the federal level (the National Register) or the state level (New Jersey Register); criteria for both identical.
ENVIRONMENT:	the physical surroundings of a property or element; also known as "setting."
EVALUATION:	the assessment of a property's eligibility for listing on the New Jersey or National Register.
FACADE:	the front wall of a building; see also Elevation and Principal Elevation.
FARM ATTACHMENT FORM:	the form used at the intensive-level which manages the special documentation requirements of an agricultural property; this "umbrella" attachment may be used in conjunction with other attachments, as appropriate, to thoroughly document the agricultural property; always used in conjunction with the Base Form.
FIELD WORK:	on site survey activity involving visual and verbal documentation of properties and their settings in the survey area. See also Recording.
FUNCTION:	the current use of an historic property or element; see also Historic Function.

GEOGRAPHIC INFORMATION**SYSTEM (GIS):**

a computerized mapping system that can simultaneously manipulate both mapped geographic data and data associated with specific geographic areas.

GLOBAL POSITIONING**SYSTEM (GPS):**

a device which can register a resource's physical location using satellite communications.

HISTORIC CONTEXT:

a method of organizing the significance of a property in terms of chronological time frames, cultural themes (or topics) and geographical areas; see Section 1.8 of the Guidelines for a comprehensive list of the twelve statewide historic contexts within which New Jersey history can be analyzed.

HISTORIC DISTRICT:

a geographic area which possesses a significant concentration, linkage, or continuity of sites, buildings, structures, or objects connected historically or aesthetically by plan or physical development. A historic district conveys its importance as a unified entity even though it is often composed of a wide variety of resources. Examples of historic districts can include: one principal activity (such as a large industrial facility); a collection of related activities (such as a downtown commercial area); or a cohesive collection of several interrelated activities (such as an entire village or urban neighborhood).

HISTORIC DISTRICT**OVERLAY FORM:**

the form used only at the intensive-level which groups properties within the boundaries of an historic district and documents background and basic information on the district as a whole.

HISTORIC FUNCTION:

the use for which an historic property or element was built or for which it was used during its period of significance; see also Function.

HISTORIC PRESERVATION**FUND GRANT:**

a federally funded matching grant from the National Park Service administered by the State Historic Preservation Office.

HISTORIC PROPERTY:

any prehistoric or historic district, site, building, structure or object included in, or eligible for inclusion in, the New Jersey or National Register; constitutes a single entry in the New Jersey or National Register.

INDIRECT EFFECT: effect caused by an undertaking but farther removed in distance or later in time, but still reasonably foreseeable; examples include changes in the pattern of land use, population density or growth rate that may affect the quality of the historical, architectural, archaeological or cultural characteristics that qualify a property to be listed in the New Jersey or National Registers; see also Effect.

INDUSTRY ATTACHMENT FORM: the form used only at the intensive level which documents those characteristics which are specific to industrial buildings; may be used in conjunction with other attachments to document all the elements which contribute to the significance and eligibility of the industrial property; always used in conjunction with the Base Form.

INTEGRITY: the ability of a property or element to convey its historic significance; the retention of those essential characteristics and features that enable a property to effectively convey its significance.

INTENSIVE-LEVEL SURVEY: a thorough examination of the area being surveyed; designed to identify precisely and completely all historic elements in the area.

LANDSCAPE

ATTACHMENT FORM: the form used only at the intensive level which documents those characteristics which are specific to designed landscapes; an “umbrella” attachment which may be used in conjunction with other attachments to document all the elements which contribute to the significance and eligibility of the landscape; always used in conjunction with the Base Form.

LETTER REPORT: a report in the form of a brief cover letter for the forms which constitute a regulatory survey, it outlines the details of the project and assesses the project’s effects on the elements within the Area of Potential Effect; used when a full report is not necessary because of the limited scope of a project; used interchangeably with Abbreviated Report.

NATIONAL HISTORIC PRESERVATION

ACT OF 1966, AS AMENDED: pivotal preservation legislation with respect to current cultural resource protection; it established a broad policy of historic preservation, including the active encouragement of state and local efforts; three key components of the NHPA are the National Register of Historic Places, the State Historic Preservation Office and Section 106; see also National Register of Historic Places, Section 106, Section 110 and State Historic Preservation Office.

NATIONAL REGISTER**CRITERIA:**

criteria used for evaluating the eligibility of properties and elements for inclusion in the National Register of Historic Places; these include properties and elements that: are associated with events that have made a significant contribution to the broad patterns of our history; are associated with the lives of persons significant in our past; embody the distinctive characteristics of a type, period or method of construction, or that represent a significant and distinguishable entity whose components may lack individual distinction; have yielded or may be likely to yield information important to prehistory or history.

**NATIONAL REGISTER
OF HISTORIC PLACES:**

the list of buildings, sites, structures, objects and districts deemed worthy of preservation based on an analysis of their history and representation of property types important to our history; maintained by the Keeper of the National Register at the National Park Service, Department of the Interior, in Washington, D.C.

**NEW JERSEY REGISTER OF
HISTORIC PLACES:**

the official list of New Jersey's historic architectural and archaeological resources; it is patterned after the National Register of Historic Places and both share the same criteria for eligibility, nomination and review process; unlike the National Register, it accords a degree of protection from state, county or municipal undertakings to State Register properties; also, unlike the National Register, private owner objection does not prevent designation of properties and only properties actually listed are afforded protection.

NONCONTRIBUTING ELEMENT:

a building, site, structure or object that does not add to the historic architectural qualities, historic associations or archaeological values for which a property is significant because: it was not present during the period of significance; due to alterations, disturbances, additions or other changes it no longer possesses historic integrity reflecting its character at that time or is incapable of yielding important information about the period; it does not independently meet the National Register criteria.

OBJECT:

construction that is primarily artistic in nature or is relatively small in scale and simply constructed, as distinguished from a building or structure; although it may be movable by nature or design, an object is associated with a specific setting or environment such as statuary in a designed landscape; objects should be located in a setting appropriate to their significant historic use, role or character; examples include, but are not limited to, sculpture, monuments, mileposts, boundary markers, statuary, carriage steps, street lighting, and fountains.

OPEN THEMATIC SURVEY:	a thematic survey whose list of properties is developed through research conducted during the course of the project itself; see also Thematic Survey.
PROJECT:	a planned undertaking; see also Undertaking.
PROPERTY:	a site or district with its associated setting, which includes subsidiary buildings, site components, structures or other landscape features, which constitute the property's elements; a property may also be an element depending on its surroundings; see also Element and Site.
PROPERTY TYPE:	a generic kind of historic property which represents and is defined by an historic context; actual examples of the type may or may not survive.
RECONNAISSANCE- LEVEL SURVEY:	a cursory inspection of an area which is most useful for characterizing the area's elements in general and for developing a basis for deciding how to organize and orient more detailed survey efforts.
RECORDATION:	the systematic generation and synthesis of information about historic properties from the properties themselves, by documenting them on forms and in photographs, thus recording architectural elements and surroundings or recording archaeological testing and excavation. See also Field Work.
SECTION 106:	the section of the National Historic Preservation Act, as amended, which initiates a review process by considering the consequences to historic properties of a federally funded, licensed or permitted undertaking and then progressively narrows the focus until specific problems can be identified, understood and resolved through consultation with the HPO and ACHP.
SECTION 110:	the section of the National Historic Preservation Act, as amended, which places additional responsibility on those federal agencies that own or control historic resources; these responsibilities include, among other things: using historic properties to the maximum extent possible; surveying and nominating those resources that are eligible for the National Register of Historic Places; considering these resources in the planning process.
SIGNIFICANCE:	the historical importance or research value of a property to the history, architecture, archaeology, engineering or culture of a community, state or the nation; significance can be achieved in several ways: association with events, activities or patterns; association with important persons; distinctive physical characteristics of design, construction or form; the potential to yield important information; the area of history in which the property made

important contributions; the period of time when these contributions were made.

SITE:

the location of a significant event, a prehistoric or historic occupation or activity, or a ruin, where the location itself maintains historic or archaeological value regardless of the value of any existing structure; examples include, but are not limited to, habitation sites, funerary sites, rock shelters, village sites, hunting and fishing sites, ceremonial sites, petroglyphs, rock carvings, battlefields, ruins of historic buildings and structures, campsites, ruins of industrial works, sites of treaty signings, trails, shipwrecks, cemeteries, designed landscape and natural features such as springs, rock formations and landscapes which have cultural significance; depending upon their relationship to their surroundings, site may be properties or elements; see also Element and Property.

**STATE HISTORIC
PRESERVATION
OFFICE (SHPO):**

the office in state or territorial government that administers the preservation programs under the National Historic Preservation Act; in New Jersey, the SHPO is the Historic Preservation Office (HPO), Division of Parks and Forests, Department of Environmental Protection. The acronym (SHPO) is also used to refer to the State Historic Preservation Officer, a gubernatorial appointee responsible for carrying out the requirements of the National Historic Preservation Act as revised; in New Jersey this is the Commissioner of the Department of Environmental Protection.

**STATE OF
PRESERVATION:**

the degree to which a property's original materials and workmanship have survived; used in the evaluation of integrity.

STATE PLANE COORDINATES:

coordinates used in GIS mapping for use in defining positions in terms of plane-rectangular coordinates; see also Geographic Information System.

**STATEMENT OF
SIGNIFICANCE:**

a concise, well-argued discussion about a property's eligibility for the New Jersey or National Register and the property's integrity; should consist of three parts: a summary paragraph about the property's significance, highlighting specific associations and characteristics through which the property has acquired significance, specific ways the property meets a certain criteria, and the role of important people or cultural affiliations; supporting paragraphs that discuss the history of the property, focusing on those historical associations that make the property eligible for the New Jersey or National Register, presenting the chronological and historical developments of the property; and, supporting paragraphs which discuss historic contexts and trends related to the property.

STORY:	a horizontal division of a building; the space between the top of a floor and the bottom of the next floor above it.
STRUCTURE:	a term used to distinguish from buildings those functional constructions made usually for purposes other than creating shelter; examples include, but are not limited to, bridges, tunnels, gold dredges, fire towers, canals, turbines, dams, power plants, corncribs, silos, highways, shot towers, windmills, grain elevators, kilns, mounds, cairns, palisade fortifications, earthworks, railroad grades, systems of roadways and paths, boats and ships, railroad locomotives and cars, observatories, carousels and aircraft.
THEMATIC SURVEY:	an architectural survey based on theme or property type; see also Closed Thematic Survey and Open Thematic Survey.
UNDERTAKING:	an action by the state, a county, municipality or an agency or instrumentality thereof, which has the potential to result in direct or indirect effects on any district, site, building, structure or object listed in the New Jersey Register; examples include acquisitions, sales, leases, transfers of deed, easements, an agreement or other form of permission allowing use of a registered property, cyclical maintenance and alteration or relocation of a registered property. The following are examples of actions that shall NOT be considered as undertakings: changes in local zoning ordinances; issuance of building or demolition permits to private individuals or corporations; granting of zoning variance to private individuals or corporations; housekeeping and routine maintenance; see also Direct Effect and Indirect Effect.



**APPENDIX B
MAP AND MAP
REPOSITORIES**



**UNPUBLISHED LIST COMPILED BY
ROBERT CRAIG AND RICHARD PORTER
1997**

MAPS AND THE MOST IMPORTANT REPOSITORIES

To be most effective, architectural surveys require the collation of information from historic period maps that cover the geographic area being surveyed. The major categories of maps that surveyors in New Jersey will find useful are as follows, arranged roughly in chronological order:

REVOLUTIONARY WAR	Hills, Erskine, Dunham, etc.
CA. 1800-1900	Turnpike, canal, and railroad maps
CA. 1810-20TH C.	Road return maps
PRE-1850	Local maps, both published and manuscript
CA. 1840-75	Published local wall maps (for much of the state) at large scale (often 1" = 300')
1860	County wall maps (which show locations of buildings and property owners) Map of Philadelphia, Trenton and Vicinity (1860) and Map of Philadelphia, Camden and Vicinity (1860) for south-western NJ (Hunterdon County and southward)
CA. 1860-PRESENT	Filed land subdivision maps
CA. 1868-77	County atlases, including the City of Newark
CA. 1870-	Local street maps in city directories
CA. 1870-1930	Bird's-eye views
CA. 1870-1940	City atlases
CA. 1885-PRESENT	Sanborn Company fire insurance maps (often 1"=50')
CA. 1888-	New Jersey Geological Survey atlas sheets
CA. 1890-	Other fire insurance (eg.Scarlett and Scarlett) and factory mutual insurance maps
1904-	Army Map Service/USGS topographical survey 7.5 minute quadrangles
1916-PRESENT	Municipal tax maps
CA. 1920-PRESENT	Aerial photographs
1930s	Index maps to road surveys (by county and by atlas sheet)

MAJOR REPOSITORIES AND PRINCIPAL PLACES TO LOOK FOR MAPS

The above maps can usually be found either locally or in one or more of the following major repositories. Local places to look include, but are not necessarily limited to, the local public library, historical society, and municipal or county engineer's office. Local insurance agencies of long duration sometimes have acquired useful maps not otherwise easy to find. Surveyors are expected to investigate and use local sources of maps, as well as the repositories listed below, when necessary. Use of county public libraries and historical societies should also be a regular element of map research.

To gain a better background understanding of New Jersey maps, surveyors should read John W. Snyder, *The Mapping of New Jersey* (New Brunswick: Rutgers University Press, 1973). For Revolutionary War maps, surveyors may also find further help from the specialized works of Peter J. Guthorn on Revolutionary War mapmakers, or from a 2-volume set of reproductions of the Berthier (French) maps compiled by Howard C. Rice and published by Princeton University Press. For bird's-eye views, surveyors may wish to consult John W. Reps, *Views and View Makers of Urban America* (Columbia, MO: University of Missouri Press, 1984), which contains a union list of such views.

NEW JERSEY STATE LIBRARY AND ARCHIVES, TRENTON:

Between the Library and the Archives, many of the important maps can be found. The Archives has some of the most important mid-19th-century county maps either in original form or as black-and-white photographic reproductions. The Archives also holds the State's collection of turnpike, canal, and railroad maps, and reproductions of the Department of Transportation road survey index maps, which occupy two sets of the New Jersey Atlas Sheets (surveyors should be sure to look at both sets). The library is a place to obtain many of the maps referred to above; it also contains all three sets of NJ Sanborn maps that have been published on microfilm.

SPECIAL COLLECTIONS & UNIVERSITY ARCHIVES DIVISION, ALEXANDER LIBRARY, RUTGERS UNIVERSITY, NEW BRUNSWICK:

"Rutgers Special Collections" contains an outstanding collection of local maps, manuscript and published, and a published index. It also holds reproductions of Hills and Erskine and other maps of the Revolutionary War. Agnes Grametbauer's index of published NJ maps, 1800-1949 is available here in hard copy. Probably more of the large-scale mid-19th-century wall maps of individual communities are here than anywhere else (and individual maps are being conserved and encapsulated on an on-going basis)

NEW JERSEY HISTORICAL SOCIETY, NEWARK:

The Library of the Society holds a large and extremely diverse collection of published and manuscript maps of New Jersey, with a card index (though the Society's holding are heavily weighted toward northern New Jersey). Grametbauer's index is also here.

NEWARK PUBLIC LIBRARY, NEWARK:

This library, which is known for its extremely large New Jerseyana collections, has extensive map holdings.

COUNTY CLERKS' OFFICES:

The County Clerk's Office in each county is the principal source of land subdivision maps that have been filed since the middle of the 19th century. In some counties, the road return records also include maps of the road returns.

FIRESTONE LIBRARY, PRINCETON UNIVERSITY:

The Halliburton Map Room contains a substantial collection of New Jersey maps. Among these are a hard-copy set of Sanborns from the Library of Congress. It is useful to consult these maps when the Sanborn Company color-coding of a particular feature must be known.

NEW JERSEY BUREAU OF TIDELANDS, DEPARTMENT OF ENVIRONMENTAL PROTECTION:

This bureau holds the most extensive collection of maps of tideland and coastal areas of New Jersey and the most extensive collection of aerial photographs. It is open to consultants by appointment only, and some types of searches require payment of a fee. Call Mike Ryan for details: (609) 292-2573

NEW JERSEY DEPARTMENT OF TRANSPORTATION, EWING TOWNSHIP:

This Department holds the state's archival holdings of highway right-of-way and "as-built" plans, and bridge designs.



APPENDIX C
SURVEY FORMS &
INSTRUCTIONS



FORM INSTRUCTION INTRODUCTION

The HPO survey forms are designed to collect and organize the information needed to assess the eligibility of historic properties for listing in the New Jersey and National Registers of Historic Places. None of the forms are as detailed as a National Register of Historic Places nomination. Each type of survey form has a set of instructions for its completion, organized according to its data fields. There are different forms available for documenting New Jersey's districts and properties. The system of forms consists of a **BASE FORM, ATTACHMENTS, THE HISTORIC DISTRICT OVERLAY**, and an **ELIGIBILITY WORKSHEET**. Attachments prompt the surveyor to provide information tailored to the evaluation of particular elements that make up a property. These forms also make the recorded information easily accessible and enable the user to group resources into subtypes thereby allowing the development of specific contexts for future evaluation. See Section 1.6 of the Architectural Survey Guidelines for additional information and examples of form usage. The following list provides a brief description of each form and how it should be used.

BASE FORM:

This form is used in all surveys to record basic background and geographical data for all types of properties. For reconnaissance-level surveys, this form is the only form used. For intensive-level surveys, this form is the first step in documenting the property.

HISTORIC DISTRICT OVERLAY:

This form is used only at the intensive level to record basic background and descriptive information about the historic district. It documents the district as a whole. Properties within the historic district are represented by Base Forms and Attachments, as appropriate.

ATTACHMENTS:

Attachments are used only at the intensive level to record specific information about specific elements that make up a property. Attachments will always refer to the property recorded on the Base Form. A property may have a variety of elements that relate to its significance, therefore, any number of Attachments may be completed for a particular property.

For planning surveys: Attachments will be completed for properties that were recommended for further research in the reconnaissance-level report, or properties that would be considered key-contributing properties in historic districts.

For regulatory surveys: Attachments will be completed for properties that are over fifty years of age and are subject to impacts of an undertaking.

BUILDING/ELEMENT ATTACHMENT:

This attachment is used only at the intensive level to document the buildings, structures or objects that make up a property. This attachment should always be used in conjunction with a Base Form, and other Attachments as appropriate.

BRIDGE ATTACHMENT:

This attachment is used only at the intensive level to document bridges and culverts. This attachment should always be used in conjunction with a Base Form, and other Attachments as appropriate.

LANDSCAPE ATTACHMENT:

This attachment is used only at the intensive level to document designed landscapes (versus cultural or traditional landscapes). Designed landscapes may be an element of a larger property (a kitchen garden on an estate), or may be the “major element” of the property (a large urban park), in which case the form serves to document the landscape as a whole. Additional elements within the landscape (bridges, buildings, etc.) should be documented on their own Attachments. (Cultural or traditional landscapes should be recorded using the Historic District Overlay.)

FARM ATTACHMENT:

This attachment is used only at the intensive level to document agricultural complexes. An agricultural complex generally contains many elements that need to be recorded in order to fully document the property, therefore, this attachment serves to describe the complex as a whole. Additional elements within the agricultural complex (buildings, barns, bridges etc.) should be documented on their own Attachments. This Attachment should always be used in conjunction with a Base Form, and other Attachments as appropriate.

INDUSTRY ATTACHMENT:

This attachment is used only at the intensive-level to document industrial buildings. Each significant industrial building of the property should be documented on an Industry Attachment. Additional elements within the industrial complex (non-industrial buildings, bridges, structures, etc.) and should be documented on their own Attachments. This Attachment should always be used in conjunction with a Base Form, and other Attachments as appropriate.

ELIGIBILITY WORKSHEET:

This form should be used only at the intensive level to assess eligibility for historic districts or individual properties.

For planning surveys: The Worksheet will be completed for historic districts as recorded on the Historic District Overlay, and individual properties that were recommended for further research in the reconnaissance level report.

For regulatory surveys: The Worksheet will be completed for individual properties that are over fifty years of age and are subject to impacts of an undertaking, or historic districts as recorded on the Historic District Overlay.

CONTINUATION SHEET:

This form should be used at the reconnaissance or intensive level to attach additional text, photographs or other illustrations to continue or amplify any survey form or attachment.

BASE FORM INSTRUCTIONS

GENERAL INSTRUCTIONS: This form should be used to record basic background and geographical data for surveys. For reconnaissance-level survey, this form is the only one used to document a property. For intensive-level survey, this form is the first step in documenting the property, and Attachments should be completed for specific elements (i.e. buildings, bridges, landscapes). Any and all questions about completing the forms should be directed to the HPO. There are some fields for which data lists are provided. In such cases, please choose the most appropriate word from the supplied list. For information that is not known, write “unknown” in the appropriate blank. For fields which are not applicable to the property in question, write “N/A” in the appropriate blank. Continuation sheets may be used for additional text, photographs, and other graphics. Multiple responses for a field should be logged on the continuation sheet.

HISTORIC SITES #: This field is for HPO use only. This number is an alphanumeric code used to uniquely identify all surveyed properties. This number will be assigned by the HPO once the form is received. For intensive-level surveys, this number will be the same for all attachments.

SURVEYOR INFORMATION: At the bottom of all pages, note the name of the survey, and include the name(s) of the person(s) completing the form. If two or more people were involved in the research and writing, include all names. Include the name(s) of the surveyor, preparer and sponsor, if different. Also include the date on which the form was completed.

PROPERTY NAME: Give the common or most descriptive name of the property.

STREET ADDRESS: **STREET ADDRESS:** Please provide the legal address of the property being surveyed. In the near future, addresses will be used to locate surveyed properties in the HPO’s GIS system, and these fields are designed to ensure consistency in specifying this information. Whenever possible, use the official name of the roadway, rather than its numeric designation (e.g., use the name “Main” rather than “Route 36”). For example, an address such as: “501 East State Street” would be recorded as: LowNumber = 501, Prefix = E, Name = State, and Type = ST.

LOW NUMBER: Provide the street number of the property. If there is a single number for this property, place it in this field. If there is a range of numbers for the property (e.g., 69-73), place the lowest number in this field, and the highest number in the HighNumber field. This field is restricted to numeric entries.

HIGH NUMBER: If there is a range of numbers for the property (e.g., 69-73), place the highest number in this field. This field is restricted to numeric entries.

LOW APARTMENT: If applicable, provide the apartment number of the property. If there is a single number or letter indicating an apartment or unit place it in this field (“1” or “A” or “1A” are all valid entries). If there is a range of apartment or unit numbers or letters (e.g., 1 through 4 or A through D), place the lowest number or letter in this field, and the highest number or letter in the HighApartment field.

HIGH APARTMENT: If there is a range of apartment or unit numbers or letters (e.g., 1 through 4 or A through D), place the highest number or letter in this field.

PREFIX: This is a restricted data field. If applicable, indicate the prefix associated with the roadway name: N, S, E, W, NW, NE, SW, SE.

NAME: Provide the full name of the roadway without any prefixes, suffixes, or type designations. For example, enter “Main” in this field. Do NOT enter “S Main St” in this field. The “S” is a prefix and should be entered in the prefix field. The “St.” is a type and should be entered in the TYPE field. For federal, state or county highways, that do not have official names, please use the following conventions:

For federal highways, write out the name as follows: US Hwy 95

For state highways, write out the name as follows: State Hwy 18

For county highways, write out the name as follows: County Hwy 351

SUFFIX: This is a restricted data field. If applicable, indicate the suffix associated with the roadway name: N, S, E, W, NW, NE, SW, SE, EXT.

TYPE: This is a restricted data field. From the list provided, indicate the type of roadway:

Avenue	AVE	Lane	LN	Street	ST
Boulevard	BLVD	Parkway	PKWY	Terrace	TER
Circle	CIR	Place	PL	Thoroughfare	THFR
Court	CT	Ramp	RAM	Turnpike	TPKE
Drive	DR	Road	RD	Way	WAY
Freeway	FWY	Route	RTE		

In a few cases, addresses may be entirely absent. For these unusual cases, please indicate the nearest intersection of two streets. Fill out the following fields for each of the intersecting streets:

For the first intersecting street:

Prefix1: Defined as above.
 Name1: Defined as above.
 Suffix1: Defined as above.
 Type1: Defined as above.

For the second intersecting street:

Prefix2: Defined as above.
 Name2: Defined as above.
 Suffix2: Defined as above.
 Type2: Defined as above.

MUNICIPALITY:	These are restricted data fields. Give the full name of the county and incorporated municipality in which the property is located. If located in multiple municipalities (or counties), list all those that apply. The allowable data can be found in the New Jersey Local Place Names list available from the HPO.
ZIP CODE:	Give the postal zip code for the area in which the property is located.
LOCAL PLACE NAME:	When applicable, give the local place name in which the property is located (i.e. Ocean Grove which is in Neptune Township). A list of local place names is available from the HPO.
BLOCK:	Municipal tax identification number, available from the local tax maps or tax assessor's office. List all that apply
LOT:	Municipal tax identification number, available from the local tax maps or tax assessor's office. List all that apply
OWNERSHIP:	This is a restricted data field. Indicate whether the property is owned by a Public, Private, or Non-profit entity.
USGS QUAD:	This is a restricted data field. From the following list, note the full name(s) of the United States Geological Survey (USGS) quad on which the property appears. List all that apply.

Adelphia	Bushkill	Flemington
Allentown	Caldwell	Forked River
Alloway	Califon	Fortescue
Arthur Kill	Camden	Frankford
Asbury Park	Canton	Franklin
Atlantic City	Cape Henlopen	Freehold
Atsion	Cape May	Frenchtown
Avalon	Cassville	Gladstone
Bangor	Cedarville	Green Bank
Barneгат Light	Central Park	Greenwood Lake
Beach Haven	Chatham	Hackensack
Belvidere	Chatsworth	Hackettstown
Ben Davis Point	Chester	Hamburg
Bernardsville	Clementon	Hammonton
Beverly	Columbus	Heislerville
Blairstown	Coney Island	High Bridge
Bloomsbury	Culvers Gap	Hightstown
Bombay Hook	Delaware City	Hopewell
Boonton	Dividing Creek	Indian Mills
Bound Brook	Dorothy	Jamesburg
Branchville	Dover	Jenkins
Bridgeport	Easton	Jersey City
Bridgeton(NJ)	Egg Harbor City	Keswick Grove
Brigantine Inlet	Elizabeth	Keyport
Bristol	Elmer	Lake Messkenozha
Brookville	Farmingdale	Lakehurst
Browns Mills	Five Points	Lakewood
Buena	Flatbrookville	Lambertville

Long Beach	Pennington	Ship Bottom
Long Branch	Penns Grove	Sloatsburg
Lumberville	Perth Amboy	South Amboy
Marcus Hook	Philadelphia	Stanhope
Marlboro	Pine Island	Stockton
Marmora	Pitman East	Stone Harbor
Mays Landing	Pitman West	Stroudsburg
Medford Lakes	Pittstown	Taylor's Bridge
Mendham	Plainfield	The Narrows
Milford	Pleasantville	Toms River
Millville	Point Pleasant	Tranquility
Monmouth Junction	Prompton Plains	Trenton East
Moorestown	Port Elizabeth	Trenton West
Morristown	Port Jervis South	Tuckahoe
Mt. Holly	Port Norris	Tuckerton
New Brunswick	Portland	Unionville
New Egypt	Princeton	Wanaque
New Gretna	Ramsey	Washington
Newfield	Raritan	Wawayanda
Newfoundland	Riegelsville	Weehawken
Newton East	Rio Grande	West Creek
Newton West	Rocky Hill	Whiting
Newtownville	Roosevelt	Wildwood
Nyack	Roselle	Williamstown
Ocean City	Runnemeade	Wilmington South
Oceanville	Salem	Woodbine
Orange	Sandy Hook	Woodbury
Oswego Lake	Sea Isle City	Woodmansie
Park Ridge	Seaside Park	Woodstown
Paterson	Shiloh	Yonkers
Pemberton		

DESCRIPTION:

This section should be used to give the reader a clear mental image of the nature and type of property being surveyed. It should note the basic form and style of the property as well as any character-defining features. References to materials, construction, and compositional techniques should be used whenever possible. This narrative should also elaborate upon significant exterior materials and designs, and discuss major alterations and their dates. On-site inspection and/or comparison with other properties may lead to theories on construction, styles, dates, alterations, etc. If, in the course of a reconnaissance-level survey, a potential historic district is observed, include that information in the description (i.e., "surrounding commercial downtown area has historic district potential").

REGISTRATION AND STATUS DATES:

Provide dates for when all or part of the property was listed on the New Jersey or National Registers of Historic Places. Also indicate Yes or No if all or part of the property is a National Historic Landmark (NHL). Provide dates if the property has a Determination of Eligibility (DOE) from the Keeper of the National Register, a SHPO Opinion, or if the property has been designated historic through a formal local process. Under "Other", note the date of when all or part of the property was recognized in another way (i.e. listed as historic in a county-wide survey, municipal master plan, etc.) Dates should be entered in a completely numerical format (i.e.: 04/14/82 not April 14, 1982).

PHOTOGRAPH:	A 35mm 35" x 5" black-and-white or color photograph that gives the most informative view of the property should be attached directly to the form. Generally, with a free-standing resource, a front and side view filling 75% of the print is recommended. The image can be either portrait or landscape orientation in the photograph; however, the photograph must be mounted as indicated on the form (attach portrait oriented photographs with the top to the left). Additional photographs may be mounted to continuation sheets.
LOCATION MAP:	Include a 2" x 3" map which shows the location of the property being surveyed. The map should be a digital ortho-photo quarter quad, available from NJDEP map scales or a variety of world wide web sites. USGS topographic maps are acceptable and municipal maps are also acceptable, provided they show enough context to identify the location on other map sources. Include a north arrow and bar scale.
SITE MAP:	This map should be included for intensive-level surveys only. This map is necessary when there is more than one element per property, and should be used to show the relationship of the elements to each other (i.e. a house with significant outbuildings as recorded on the Base Form, and Building/Element Attachments. The map should be a municipal tax map or digital ortho-photo quarter quad. Include a north arrow and bar scale.
BIBLIOGRAPHY/SOURCES:	Include citations of research sources consulted regarding the property.
ADDITIONAL INFORMATION:	Provide any additional information relevant to the property.

FOR RECONNAISSANCE-LEVEL SURVEY ONLY

MORE RESEARCH NEEDED:	Indicate Yes or No to note whether this property warrants further research at the intensive level based on the initial survey findings.
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FOR INTENSIVE-LEVEL SURVEY ONLY

ATTACHMENTS INCLUDED:	Indicate the number of additional forms attached to this Base Form.
HISTORIC DISTRICTS:	Indicate Yes or No to note whether this property is incouded within the boundaries of an existngor potential historic district.
NAME:	Indicate the name of the existing or potential historic district that encompasses this property.

**KEY CONTRIBUTING/CONTRIBUTING/
NON CONTRIBUTING:**

Indicate how this property relates to the existing or potential historic district by checking one of these categories.

**ASSOCIATED ARCHAEOLOGICAL
SITE/DEPOSITS:**

Indicate if there are any known prehistoric or historic archaeological sites or deposits associated with the property. If any are known or there is the potential for an associated site or deposit, please describe.

BASE SURVEY FORM

Historic Sites #: _____

Property Name: _____

Street Address: Street #: _____ (Low) _____ (High) Apartment #: _____ (Low) _____ (High)

Prefix: _____ Street Name: _____ Suffix: _____ Type: _____

County(s): _____ Zip Code: _____

Municipality(s): _____

Local Place Name(s): _____ Block(s): _____ Lot(s): _____

Ownership: _____ USGS Quad: _____

Description:

Registration and Status Dates:

National Historic Landmark: _____

SHPO Opinion: / /

National Register: / /

Local Designation: / /

New Jersey Register: / /

Other Designation: _____

Determination of Eligibility: / /

Other Designation Date: / /

Photograph:

5" x 3.5" - Please mount photos as indicated.
For portrait oriented photos, mount with the top to the left.

Survey Name: _____

Date: _____

Surveyor: _____

Organization: _____

BASE SURVEY FORM

Historic Sites #: _____

Location Map:

2.5" x 3.5"
(Include North Arrow and Bar Scale)

Site Map:

INTENSIVE-LEVEL USE ONLY
2.5" x 3.5"
(Include North Arrow and Bar Scale)

Bibliography/Sources:

Additional Information:

More Research Needed? Yes No

INTENSIVE-LEVEL USE ONLY:

Attachments Included: _____ Building/Element _____ Landscape _____ Farm
_____ Bridge _____ Industry

Historic District: Yes No Historic District Name: _____

Status: _____ Key Contributing _____ Contributing _____ Non Contributing

Associated Archaeological Site/Deposits? Yes No

(Known or potential sites - If yes, please describe briefly)

Survey Name: _____
Surveyor: _____
Organization: _____

Date: _____

BUILDING/ELEMENT ATTACHMENT FORM INSTRUCTIONS

GENERAL INSTRUCTIONS:	<p>This attachment should be used to document individual buildings, structures, and objects for all intensive-level surveys. The type of element being documented should be indicated by checking the appropriate box at the top of the form. Only one building, structure or object should be documented on each attachment form. Additional attachments should be completed for other significant elements that make up the property. (Questions about completing the forms should be directed to the HPO.) There are some fields for which data lists are provided. In such cases, please choose the most appropriate word from the supplied list. For information that is not known, write “unknown” in the appropriate blank. Some fields on the Building/Element Attachment apply only to buildings or structures, indicated by “B” (Building) or “S” (Structure) following the field name. Continuation sheets may be used for additional text, photographs, and other graphics. Multiple responses for a field should be listed on the continuation sheet.</p> <hr/>
BUILDING/ STRUCTURE/OBJECT:	<p>Check only one box at the top of the attachment to indicated what type of element is being surveyed. See Sections 2.1.3 or 3.1.3 of the Architectural Survey Guidelines for definitions of these categories.</p> <hr/>
HISTORIC SITES #:	<p>This field is for HPO use only. This number is an alphanumeric code used to uniquely identify all surveyed properties. This number will be assigned by the HPO once the form is received. This number will be the same as assigned on the base form.</p> <hr/>
SURVEYOR INFORMATION:	<p>At the bottom of all pages, note the name of the survey, and include the name(s) of the person(s) completing the form. If two or more people were involved in the research and writing, include all names. Include the name(s) of the surveyor, preparer and sponsor, if different. Also include the date on which the form was completed.</p> <hr/>
COMMON NAME:	<p>A descriptive name, name of the current owner or occupant, or street address, or combination thereof may be listed under common name. Some elements are known by compound names and should be so identified.</p> <hr/>
HISTORIC NAME:	<p>The historic name could be the earliest known name, the name of the original owner, the name of the most significant occupant, or the element’s most significant use. If several historic names are known, use the one most closely associated with the most salient aspects of its history.</p>

PRESENT USE:

This is a restricted data field. Indicate the primary present use of the element by choosing the most appropriate activity from the list that follows. The list provided corresponds to the “Land Use Activity Classification” of the American Planning Association’s draft Land Based Classification Standards. Examples are provided in parentheses for clarification only, and should not be entered on the form.

➤ **RESIDENTIAL ACTIVITY**

Permanent
(single family, multi family etc.)
Transient, nonfamily
(hotels, motels, etc.)
Transient, institutional
(dorms, rehabs, etc.)

➤ **COMMERCIAL ACTIVITY**

Shopping (retail)
Standalone (Single store)
Malls and shopping centers
Personal Services
Eating, Drinking
Office activity - private business
Office activity - public, governmental

➤ **INDUSTRIAL ACTIVITY**

Research and development
Light industrial
Heavy industrial
Heavy goods handling and processing

➤ **TRANSPORTATION AND
MOVEMENT ACTIVITY**

Pedestrian movement
Vehicular movement
Vehicular parking
Passenger assembly

➤ **MASS ASSEMBLY**

Sports
Movies
Concerts, fairs, etc.

➤ **INSTITUTIONAL ACTIVITIES**

Educational activity (schools)
Government Services
Public Safety activities (fire, EMS, etc.)
Public utility services
(landfills, waterworks, etc.)
Prison and jail
Religious activity (non residential)

➤ **RECREATIONAL AND
ENTERTAINMENT ACTIVITY**

Active recreation - outdoor
(ball fields, etc.)
Active recreation - indoor
(health clubs, gyms, etc.)
Passive recreation - outdoor (parks)
Passive recreation - indoor (casinos)

➤ **NO ACTIVITY**

➤ **UNCLASSIFIABLE ACTIVITIES**

HISTORIC USE:

This is a restricted data field. Indicate the primary historic use of the element by choosing the most appropriate activity from the list above. The list provided corresponds to the “Land Use Activity Classification” of the American Planning Association’s draft Land Based Classification Standards. Examples are provided in parentheses for clarification only, and need not be entered on the form.

**CONSTRUCTION DATE
AND SOURCE:**

If known, please indicate the exact date of construction (i.e. 1943 or 1842-43). If the exact date is not known, give the construction date by circa date. Source of date (i.e. 1859 and 1876 maps, stylistic evidence, cornerstone) should be cited.

**ALTERATION DATE(S) AND
SOURCE:**

If known, please indicate the exact date of all significant alterations (i.e. 1943 or 1842-43). If the exact date is not known, give the alteration date by circa date. Source of date (i.e. 1859 and 1876 maps, stylistic evidence, corner-stone) should be cited.

DESIGNER:

Give the name of the primary individual or firm (architect, engineer, artist, etc..)responsible for designing the element.

BUILDER:

When appropriate, also indicate the name of the primary individual or company responsible for constructing the building or structure.

STYLE:

This is a restricted data field. If applicable, choose one of the following architectural styles which most closely describes the element. If the element embodies more than one style, choose the most predominant and include the others in the exterior description. For definitions of the following terms, consult the suggested readings in Section 4 of the Architectural Survey Guidelines. If the element is a vernacular adaptation of a popular style, enter the name of the style followed by the word “vernacular” (i.e. Federal, vernacular).

Adirondack Rustic	Egyptian Revival	Post-Modern
American Renaissance	Federal	Prairie
Art Moderne	French Eclectic	Queen Anne
Art Deco	Georgian	Renaissance Revival
Beaux Arts	Georgian Revival	Richardsonian Romanesque
Brutalism	Gothic Revival	Romanesque Revival
Chateausque	Greek Revival	Second Empire
Colonial	Italian Renaissance	Shingle
Colonial Revival	Italianate	Spanish Colonial Revival
Craftsman	Modernistic	Stick
Deconstructivist	New Formalism	Sullivan-esque
Dutch Colonial Revival	None	Tudor Revival
Dutch Colonial	Octagon	Wrightian
Eastlake	Post-Medieval English	Other

PHYSICAL CONDITION:

This is a restricted data field. Based on an inspection of the exterior, this refers solely to the physical condition of the element, not its architectural integrity or extent of alterations.

EXCELLENT:	No visible repair work needed
GOOD:	Need for general maintenance
FAIR:	In need of more than routine maintenance
POOR:	In need of major repairs

REMAINING HISTORIC**FABRIC:**

This is a restricted data field. Using the three choices, indicate whether the building or structure retains a High, Medium, or Low amount of its original historic fabric. This estimate, based on visual observation and/or archival research, includes materials, finishes, details, and any character-defining features.

FORM:

This is a restricted data field. If applicable, choose one of the following building forms which most closely describes the building. If the building embodies more than one form, choose the most predominant and include the others in the exterior description. For definitions of the following terms, consult the suggested readings in Section 4 of the Architectural Survey Guidelines.

2/3 Georgian	East Jersey Cottage	Ranch
Apartment	Four Square	Row
Big Box Retail	Four-over-Four	Saltbox
Bungalow	Gable Front	Semi-Detached
Cape Cod	Gable Ell	Shotgun
Center Hall	H-plan	Side Hall
Commercial	Hipped Ell	Single Pen
Deep East Jersey Cottage	I-House	Skyscraper
Double Pile	Irregular	Split Level
Double Pen	Octagon	U-Plan
Duplex	Pyramidal	Other
E-Plan	Quonset Hut	

TYPE:

This is a restricted data field. Referring primarily to outbuildings or other secondary buildings, choose one of the following building types which most closely describes the building. If the building or structure embodies more than one type, choose the most predominant and include others in the exterior description.

Berry Drier	Greenhouse	Shed
Carriage House	Hay Barrack	Silo
Cistern	Hog House	Smokehouse
Corncrib	Milk House	Springhouse
Dutch Barn	Octagonal/Polygonal Barn	Three Gable Barn
English/Three Bay Barn	Poultry House/ Chicken Coop	Transverse Frame Barn
Erie Shore Barn	Power House	Windmill
Garage	Privy	Wisconsin Dairy Barn
Gazebo	Root Cellar	Worker Housing
German/Pennsylvania Barn	Round Barn	Other
Granary		

STORIES:

If applicable, indicate the number of stories (vertical levels) in the building.

BAYS :

If applicable, indicate the number of bays (horizontal fenestration on the facade) in the building.

EXTERIOR FINISH

MATERIALS:

This is a restricted data field. If applicable, choose one of the following materials to indicate the most prominent exterior finish. If the building has more than one type of exterior material, choose the most important or most represented on the primary facade, and include the others in the exterior description.

Aluminum Siding	Glass, Curtain Wall	Terra Cotta
Asbestos Siding	Glass, Block	Vinyl Siding
Asphalt Shingle	Homasote	Wood, Other
Brick, Header Bond	Insulbrick	Wood, Clapboard
Brick, Running Bond	Permastone	Wood, Shiplap
Brick, Flemish Bond	Porcelain-Enameled Steel	Wood, Plywood
Brick, English Bond	Pressed Metal	Wood, Bead Board
Brick, Common Bond	Sheet Aluminum	Wood, Log
Cast Iron	Stainless Steel	Wood, Plank
Cast Stone	Stone, Rubble	Wood, Half Timbered
Concrete	Stone, Coursed Rubble	Wood, Shaped Shingles
Concrete Block, Rusticated	Stone, Ashlar	Wood, Board and Batten
Concrete Block, Modern	Stone, Random Ashlar	Wood, Flush
Corrugated Steel	Stone, Vermiculated	Wood, Shingles
Fiberglass	Stone, Cobblestone	Other
Glass, Carrara	Stucco	

ROOF FINISH

MATERIALS:

This is a restricted data field. If applicable, choose one of the following materials to indicate the most prominent roof finish. If the building has more than one type of roofing material, choose the most predominant one and include the others in the description.

Asbestos Shingle	Glass	Tile, Concrete
Asphalt Shingle	Metal	Tile, Spanish
Built-up Tar	Rolled Asphalt	Tin
Cold Membrane	Rubber Membrane	Unknown
Copper	Slate	Wood, Shake
Crushed Aggregate	Standing Seam Metal	Wood, Shingle
Flat Seam Metal	Tile, Roman	Other

EXTERIOR

DESCRIPTION:

This section should be used to give the reader a clear mental image of the nature and type of element being surveyed. It should note the basic form and style of the element as well as any character-defining features. References to materials, construction, and compositional techniques should be used whenever possible. This should also elaborate upon all significant exterior materials and designs, and discuss major alterations and their dates. On-site inspection and/or comparison with other elements may lead to theories on construction, styles, dates, alterations, etc. Do not repeat here if the description is the same as that outlined on the Base Form.

INTERIOR DESCRIPTION:

Interior descriptions should be provided for significant and accessible interiors of publicly-owned, and when appropriate, privately-owned buildings or structures. This section should also be used to give the reader a clear mental image of the nature and type of interior being surveyed. It should discuss the building's interior features including finishes and decor. This narrative should also elaborate upon significant interior materials and designs, and discuss major alterations and their dates. References to materials, construction, and compositional techniques should be used whenever possible. On-site inspection and/or comparison with other buildings may lead to theories on construction, styles, dates, alterations, etc.

SETTING:

Setting is the location and environment of the element and its relationship to its surroundings (both natural and manmade). Indicate the approximate size and nature of the element and the location of related elements. Explain the relationships between the element and related transportation routes and surrounding landscape.

BUILDING/ELEMENT ATTACHMENT

BUILDING STRUCTURE OBJECT

Historic Sites #: _____

Common Name: _____

Historic Name: _____

Present Use: _____

Historic Use: _____

Construction Date: _____ **Source:** _____

Alteration Date(s): _____ **Source:** _____

Designer: _____

Physical Condition: _____

Builder: _____

Remaining Historic Fabric: _____

Style: _____

Form (B): _____

Stories (B): _____

Type (B, S): _____

Bays (B): _____

Roof Finish Materials (B, S): _____

Exterior Finish Materials: _____

Exterior Description:

Interior Description:

Setting:

Survey Name: _____

Date: _____

Surveyor: _____

Organization: _____

BRIDGE ATTACHMENT FORM INSTRUCTIONS

GENERAL INSTRUCTIONS: This attachment should be used to document bridges for all intensive-level surveys. (Questions about completing the forms should be directed to the HPO.) There are some fields for which data lists are provided. In such cases, please choose the most appropriate word from the supplied list. For information that is not known, write “unknown” in the appropriate blank. Continuation sheets may be used for additional text, photographs, and other graphics. Multiple responses for a field should be listed on the continuation sheet.

HISTORIC SITES #: This field is for HPO use only. This number is an alphanumeric code used to uniquely identify all surveyed properties. This number will be assigned by the HPO once the form is received. For intensive-level surveys, this number will be the same as assigned on the base form.

SURVEYOR INFORMATION: At the bottom of all pages, note the name of the survey, and include the name(s) of the person(s) completing the form. If two or more people were involved in the research and writing, include all names. Include the name(s) of the surveyor, preparer and sponsor, if different. Also include the date on which the form was completed.

COMMON NAME: Provide the common name of the bridge.

HISTORIC NAME: If applicable, provide the historic name of the bridge.

FEATURE CARRIED: Give the name of the feature that the bridge carries (i.e. “New Jersey Transit Morristown Line” or “Route 526”)

FEATURE CROSSED: Give name of the feature that the bridge intersects or spans (i.e. “Delaware River”)

MILEPOST: This number usually only applies to railroad bridges. Give the milepost number of the bridge.

OWNER/OPERATOR: This is a restricted data field. Choose one of the following owner/operators:

Conrail	Port Authority
County	Private
Municipal	Unknown
NJ Transit	Other
NJDOT	

SI&A STRUCTURE NUMBER: This number applies only to bridges on the Federal Inspection Plan. Provide the seven-digit Federal Structure Inventory and Appraisal Number.

CONSTRUCTION DATE**AND SOURCE:**

If known, please indicate the exact date of construction (i.e. 1943 or 1842-43). If the exact date is not known, give the construction date by circa date. Source of date (i.e. 1859 and 1876 maps, stylistic evidence, data plate) should be cited.

ALTERATION DATE(S):

If known, please indicate the exact date of all significant alterations (i.e. 1943 or 1842-43). If the exact date is not known, give the alteration date by circa date. Source of date (i.e. 1859 and 1876 maps, stylistic evidence, data plate) should be cited.

ENGINEER:

Give the name of the primary individual or firm responsible for designing the bridge.

BUILDER:

When appropriate, give the name of the primary individual or company responsible for constructing the bridge.

TYPE:

This is a restricted data field. Choose one of the following bridge types which most accurately describes the bridge being surveyed. If one or more types apply, choose the most predominant and discuss the others in the description.

Arch
Cable-Stayed
Deck Truss
Girder, Deck
Girder, Continuous
Girder, Through

Moveable, Bascule
Moveable, Swing
Moveable, Vertical Lift
Pontoon
Rigid Frame
Slab

Stringer
Suspension
T-Beam
Truss, Through
Truss, Pony
Other

DESIGN:

This is a restricted data field. Choose one of the following bridge designs which most accurately describes the bridge being surveyed. If one or more of the designs apply, choose the most predominant and discuss the others in the description.

IF	THEN CHOOSE
arch bridge	parabolic, round, or segmental
swing bridge	center-bearing or rim-bearing
bascule bridge	Strauss Heel Trunnion, Overhead Strauss, Strauss Underneath, Scherzer Rolling Lift, or Rall Rolling Lift
vertical lift bridge	Waddell or Strauss
any type of truss bridge	Pratt, Baltimore, Warren, Pratt Half-Hip, Pennsylvania, Lenticular, Double-Intersection Warren, Double-Intersection Pratt, Parker, Howe, or Other

MATERIAL:

This is a restricted data field. Choose one of the following materials to indicate the most prominent material. If the bridge has more than

one type of material, choose the most predominant one and include the others in the description.

Brick	Steel
Cast Iron	Wood
Concrete	Wrought Iron
Steel	

PHYSICAL CONDITION:

This is a restricted data field. Based on an inspection of the structure, this refers solely to the physical condition of the bridge, not its architectural integrity or extent of alterations.

EXCELLENT:	No visible repair work needed
GOOD:	Need for general maintenance
FAIR:	In need of more than routine maintenance
POOR:	In need of major repairs

REMAINING HISTORIC FABRIC:

This is a restricted data field. Using the three choices, indicate whether the bridge retains a High, Medium, or Low amount of its original historic fabric. This estimate, based on visual observation and/or archival research, includes materials, finishes, details, and any character-defining features.

SPANS:

Give the total number of spans which comprise the bridge. A span is the distance between the supports of the bridge.

LENGTH:

Give the length of the bridge, in feet, from abutment to abutment.

WIDTH:

Give the width of the bridge, in feet (A measure of width perpendicular to the span noted above).

**PATENT HOLDER AND
DATE OF ISSUE:**

If applicable, give the original U.S. or International patent number for the bridge and the date of issue.

DESCRIPTION:

This section should be used to give the reader a clear mental image of the nature and type of bridge being surveyed. It should note the basic type and design of the bridge as well as any character-defining features. References to materials, construction, and compositional techniques should be used whenever possible. This narrative should also elaborate upon all significant materials and designs, and discuss major alterations and their dates. On-site inspection and/or comparison with other bridges may lead to theories on construction, styles, dates, alterations, etc.

SETTING:

Setting is the location and environment of the bridge and its relationship to its surroundings (both natural and manmade). Indicate the approximate size and nature of the bridge and the location of related elements. Explain the relationships between the bridge and related structures, transportation routes, and surrounding landscape.

BRIDGE ATTACHMENT

Historic Sites #: _____

Common Name: _____

Historic Name: _____

Feature Carried: _____

Feature Crossed: _____ **Milepost:** _____

Owner/Operator: _____ **SI&A Structure Number:**

--	--	--	--	--	--	--	--	--	--

Construction Date: _____ **Source:** _____

Alteration Date(s): _____ **Source:** _____

Engineer: _____ **Physical Condition:** _____

Bullder: _____ **Remaining Historic**

Type: _____ **Fabric:** _____

Design: _____ **Spans:** _____

Material: _____ **Length:** _____

Patent Holder: _____ **Width:** _____

Patent Date: _____

Description:

Setting:

Survey Name: _____

Date: _____

Surveyor: _____

Organization: _____

LANDSCAPE ATTACHMENT FORM INSTRUCTIONS

GENERAL INSTRUCTIONS:	This attachment should be used to document designed landscapes (versus cultural or natural landscapes) for all intensive-level surveys. Landscapes may be an element of a larger property (kitchen garden of an estate) or may be the “major element” of the property (large urban park). Additional attachments should be included for other significant elements that make up the property. (Questions about completing the forms should be directed to the HPO.) There are some fields for which data lists are provided. In such cases, please choose the most appropriate word from the supplied list. For information that is not known, write “unknown” in the appropriate blank. Continuation sheets may be used for additional text, photographs, and other graphics. Multiple responses for a field should be listed on the continuation sheet.
HISTORIC SITES #:	This field is for HPO use only. This number is an alphanumeric code used to uniquely identify all surveyed properties. This number will be assigned by the HPO once the form is received. This number will be the same as assigned on the base form.
SURVEYOR INFORMATION:	At the bottom of all pages, note the name of the survey, and include the name(s) of the person(s) completing the form. If two or more people were involved in the research and writing, include all names. Include the name(s) of the surveyor, preparer and sponsor, if different. Also include the date on which the form was completed.
COMMON NAME:	A descriptive name, name of the current owner, or street address, or combination thereof, may be listed under common name. Some landscapes are known by compound names and should be so identified.
HISTORIC NAME:	The historic name could be the earliest known name, the name of the original owner, or the property’s most significant use. If several historic names are known, use the one most closely associated with the most salient aspects of its history.
PRESENT USE:	This is a restricted data field. Indicate the primary present use of the landscape by choosing the most appropriate activity from the list that follows. The list provided corresponds to the “Land Use Activity Classification” of the American Planning Association’s draft Land Based Classification Standards. Examples are provided in parentheses for clarification only, and need not be entered on the form.

➤ **RESIDENTIAL ACTIVITY**

Permanent (single family, multi family etc.)
 Transient, nonfamily (hotels, motels, etc.)
 Transient, institutional (dorms, rehabs, etc.)

➤ **COMMERCIAL ACTIVITY**

Shopping (retail)
 Standalone (Single store)
 Malls and shopping centers
 Personal Services
 Eating, Drinking
 Office activity - private business
 Office activity - public, governmental

➤ **INDUSTRIAL ACTIVITY**

Research and development
 Light industrial
 Heavy industrial
 Heavy goods handling and processing

➤ **TRANSPORTATION AND
 MOVEMENT ACTIVITY**

Pedestrian movement
 Vehicular movement
 Vehicular parking
 Passenger assembly

➤ **MASS ASSEMBLY**

Sports
 Movies
 Concerts, fairs, etc.

➤ **INSTITUTIONAL ACTIVITIES**

Educational activity (schools)
 Government Services
 Public Safety activities (fire, EMS, etc.)
 Public utility services
 (landfills, waterworks, etc.)
 Prison and jail
 Religious activity (non residential)

➤ **RECREATIONAL AND
 ENTERTAINMENT ACTIVITY**

Active recreation - outdoor (ball fields, etc.)
 Active recreation - indoor
 (health clubs, gyms, etc.)
 Passive recreation - outdoor (parks)
 Passive recreation - indoor (casinos)

➤ **NO ACTIVITY**

➤ **UNCLASSIFIABLE ACTIVITIES**

HISTORIC USE:

This is a restricted data field. Indicate the primary historic use of the landscape by choosing the most appropriate activity from the list above. The list provided corresponds to the “Land Use Activity Classification” of the American Planning Association’s draft Land Based Classification Standards. Examples are provided in parentheses for clarification only, and need not be entered on the form.

**CONSTRUCTION DATE
 AND SOURCE:**

If known, please indicate the exact date of the landscape’s construction (i.e. 1943 or 1842-43). If the exact date is not known, give the construction date by circa date. Source of date (i.e. 1859 and 1876 maps, stylistic evidence, other documentation) should be cited.

**ALTERATION DATE(S)
 AND SOURCE:**

If known, please indicate the exact date of all significant alterations to the landscape (i.e. 1943 or 1842-43). If the exact date is not known, give the alteration date by circa date. Source of date (i.e. 1859 and 1876 maps, stylistic evidence, other documentation) should be cited.

PRIMARY LANDSCAPE

ARCHITECT OR DESIGNER:

Give the name of the primary individual or firm responsible for designing the landscape.

TYPE:

This is a restricted data field. Choose one of the following types which most closely describes the landscape. If it embodies more than one type, choose the most predominant and include the others in the description. The list of allowable data is based on National Register Bulletin 18, How to Evaluate and Nominate Designed Historic Landscapes, copies of which are available from the HPO and should be consulted for further information.

Small residential grounds Estate or plantation grounds Arboreta, botanical, and display gardens Zoological gardens and parks Church yards and cemeteries Monuments and memorial grounds Plaza/square/green/mall or other public spaces Campus and institutional grounds City planning or civic design Subdivisions and planned communities/resorts	Commercial and industrial grounds and parks Parks and camp grounds Battlefield parks and other commemorative parkd Grounds designed for outdoor recreation and/or sports activities Fair and exhibit grounds parkways, drives and trails Bodies of water and fountains Other
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STYLE:

This is a restricted data field. Using the following list, indicate the style of the landscape being surveyed. If it embodies more than one style, choose the most predominant and include the others in the description.

City Beautiful/Beaux Arts Classical, English Classical, French Colonial Revival Contemporary	English Cottage Italianate Japanese Olmstedian	Picturesque Rural/Rustic Topiary Urban Park Other
--	---	--

ACREAGE:

Give the total number of acres the landscape currently covers.

PHYSICAL CONDITION:

This is a restricted data field. Based on an inspection of the landscape, this refers solely to its physical condition, not the integrity or extent of alterations.

- EXCELLENT:** No visible repair work needed
- GOOD:** Need for general maintenance
- FAIR:** In need of more than routine maintenance
- POOR:** In need of major repairs

REMAINING HISTORIC FABRIC: This is a restricted data field. Using the three choices, indicate whether the landscape retains a High, Medium, or Low amount of its original historic fabric. This estimate, based on visual observation and/or archival research, includes materials, details, and any character-defining features.

HARDSCAPE: This is a restricted data field. Choose from the following materials to indicate the most prominent type of hardscape within the landscape. If it has more than one type of hardscape material, choose the most predominant one and include the others in the description.

Driveways, Gravel
Driveways, Earth
Driveways, Asphalt
Driveways, Poured Concrete
Driveways, Stone

Driveways, Brick
Walkways, Stone
Walkways, Earth
Walkways, Asphalt
Walkways, Cast Concrete

Walkways, Poured Concrete
Walkways, Brick
Walkways, Gravel
Other

PLANTINGS: This is a restricted data field. Choose from the following types of plantings to indicate the most prominent type within the landscape. If it has more than one type of planting material, choose the most predominant one and include the others in the description.

Fruit Trees
Mature Hardwoods

Planted Beds
Shrubbery

Other

OTHER FEATURES: This is a restricted data field. Choose from the following types of features to indicate the most prominent type within the landscape. If it has more than one type of feature, choose the most predominant one and include the others in the description.

Benches
Fences, Stone
Fences, Iron
Fences, Steel
Fences, Brick

Fences, Wood
Fountain
Gazebo
Pergola
Ponds

Retaining Walls
Sculpture
Waterfall
Other

DESCRIPTION: Surveyors should refer to National Register Bulletin 18, How to Evaluate and Nominate Designed Historic Landscapes, U.S. Department of the Interior, National Park Service, Interagency Resources Division. This bulletin outlines research and documentation requirements for evaluating designed landscapes. Generally, the following categories of information should be included: property boundaries; all structures on the property; fences, walls, and elements of enclosure; walks, driveways, and all other pavement; posts, bollards, poles; plants and vegetation; all other specific features such as remnants of old foundations, manmade riprapping, arbors, trellises, curbing; site observations; views and vistas, within and outside of the boundaries; utilities; all natural features.

SETTING:

Setting is the location and environment of the landscape and its relationship to its surrounding areas. Indicate the approximate size and nature of the landscape and the locations of all related elements. Explain the relationships between the landscape and related transportation routes and surrounding areas.

LANDSCAPE ATTACHMENT

Historic Sites #: _____

Common Name: _____

Historic Name: _____

Present Use: _____

Historic Use: _____

Construction Date: _____ **Source:** _____

Alteration Date(s): _____ **Source:** _____

Primary Landscape Architect/Designer: _____

Type: _____

Physical Condition: _____

Style: _____

Remaining Historic Fabric: _____

Acreage: _____

Hardscape: _____

Plantings: _____

Other Features: _____

Description:

Setting:

Survey Name: _____

Date: _____

Surveyor: _____

Organization: _____

FARM ATTACHMENT FORM INSTRUCTIONS

GENERAL INSTRUCTIONS:	This attachment should be used to document farm complexes for all intensive-level surveys. Please note that this attachment considers the farm as a whole, and should refer to the entire historic property as described on the Base Form. Additional attachments should be included for other significant elements (farmhouse, barns, etc.) that make up the property (Questions about completing the forms should be directed to the HPO.) There are some fields for which data lists are provided. In such cases, please choose the most appropriate word from the supplied list. For information that is not known, write “unknown” in the appropriate blank. Continuation sheets may be used for additional text, photographs, and other graphics. Multiple responses for a field should be listed on the continuation sheet.
HISTORIC SITES #:	This field is for HPO use only. This number is an alphanumeric code used to uniquely identify all surveyed properties. This number will be assigned by the HPO once the form is received. For intensive-level surveys, this number will be the same as assigned on the base form.
SURVEYOR INFORMATION:	At the bottom of all pages, note the name of the survey, and include the name(s) of the person(s) completing the form. If two or more people were involved in the research and writing, include all names. Include the name(s) of the surveyor, preparer and sponsor, if different. Also include the date on which the form was completed.
COMMON NAME:	A descriptive name, name of the current owner, or street address may be listed under common name. Some agricultural complexes are known by compound names and should be so identified.
HISTORIC NAME:	The historic name could be the earliest known name, the name of the original owner, the name of the most significant occupant, or the complex’s most significant use. If several historic names are known, use the one most closely associated with the most salient aspects of its history.
PERIOD OF AGRICULTURAL USE AND SOURCE:	If known, please give the period of time for which the complex has been used for agricultural purposes. Source of information (i.e. personal interview with owner or local historian) must be cited.

AGRICULTURE TYPE:

This is a restricted data field. Using the following list, indicate what type of agricultural complex is being surveyed. If the complex embodies more than one type, choose the most predominant and include the others in the description. The list of allowable data is adapted from the 1997 North American Industry Classification System (NAICS).

Oilseed and grain farming
Vegetable and
melon farming
Fruit and tree nut farming
Greenhouse, nursery
& floriculture production

Other crop farming
Cattle ranching and farming
Hog and Pig farming
Poultry and egg production
Sheep and goat farming
Animal aquaculture

Other animal production
Forestry and logging
Fishing, hunting
and trapping

PHYSICAL CONDITION:

Based on a general inspection of the complex, this refers solely to the overall physical condition of all its features, not their architectural integrity or extent of alterations.

EXCELLENT: No visible repair work needed
GOOD: Need for general maintenance
FAIR: In need of more than routine maintenance
POOR: In need of major repairs

REMAINING HISTORIC FABRIC: Indicate whether the complex retains a High, Medium, or Low amount of its original historic fabric. This estimate, based on visual observation and/or archival research, includes architectural or engineering elements, landscapes, and any character defining features.

ACREAGE:

Give the total number of acres the farm currently covers.

DESCRIPTION:

This section should be used to give the reader a clear mental image of the nature and type of agricultural complex being surveyed. It should note its basic type and layout as well as any character-defining features. References to materials, construction, and compositional techniques should be used whenever possible. This narrative should also elaborate upon all significant exterior materials and designs, and discuss major alterations and their dates. On-site inspection and/or comparison with other complexes may lead to theories on construction, styles, dates, alterations, etc.

SETTING:

Setting is the location and environment of the complex and its relationship to its surroundings (both natural and manmade). Indicate the approximate size and nature of the complex and the location of related structures. Explain the relationships between the complex and related transportation routes and surrounding landscape. Identify and provide a rationale for all boundaries.

FARM ATTACHMENT

Historic Sites #: _____

Common Name: _____

Historic Name: _____

Period of Agricultural Use: _____ **To** _____ **Source:** _____

Agriculture Type: _____ **Physical Condition:** _____

Remaining Historic Fabric: _____

Acreage: _____

Description:

Setting:

Survey Name: _____

Date: _____

Surveyor: _____

Organization: _____

INDUSTRY ATTACHMENT FORM INSTRUCTIONS

GENERAL INSTRUCTIONS:	This attachment should be used to document industrial buildings for all intensive-level surveys. This attachment focuses on the specific buildings within the industrial property. Additional attachments should be included for other significant elements (structures, bridges, etc.) that make up the property (Questions about completing the forms should be directed to the HPO.) There are some fields for which data lists are provided. In such cases, please choose the most appropriate word from the supplied list. For information that is not known, write “unknown” in the appropriate blank. Continuation sheets may be used for additional text, photographs, and other graphics. Multiple responses for a field should be listed on the continuation sheet.
HISTORIC SITES #:	This field is for HPO use only. This number is an alphanumeric code used to uniquely identify all surveyed properties. This number will be assigned by the HPO once the form is received. This number will be the same as assigned on the base form.
SURVEYOR INFORMATION:	At the bottom of all pages, note the name of the survey, and include the name(s) of the person(s) completing the form. If two or more people were involved in the research and writing, include all names. Include the name(s) of the surveyor, preparer and sponsor, if different. Also include the date on which the form was completed.
COMMON NAME:	A descriptive name, name of the current owner or occupant, or street address, or combination thereof, may be listed under common name. Some industrial properties are known by compound names and should be so identified.
HISTORIC NAME:	The historic name could be the earliest known name, the name of the original owner, the name of the most significant occupant, or the property’s most significant use. If several historic names are known, use the one most closely associated with the most salient aspects of its history.
PRESENT USE:	This is a restricted data field. If the industrial building <i>does not</i> retain an industrial use, indicate the primary present use of the industrial building by choosing the most appropriate activity from the list that follows. The list provided corresponds to the “Land Use Activity Classification” of the American Planning Association’s draft Land Based Classification Standards. Examples are provided in parentheses for clarification only, and need not be entered on the form. If the building <i>does</i> retain an industrial use, refer to the list that follows Historic Industry, which is adapted from “Engineering and Industrial Structures Classification” by HAER, copies of which are available from the HPO and can be consulted for further information.

➤ **RESIDENTIAL ACTIVITY**

Permanent (single family, multi family etc.)
 Transient, nonfamily (hotels, motels, etc.)
 Transient, institutional (dorms, rehabs, etc.)

➤ **COMMERCIAL ACTIVITY**

Shopping (retail)
 Standalone (Single store)
 Malls and shopping centers
 Personal Services
 Eating, Drinking
 Office activity - private business
 Office activity - public, governmental

➤ **INDUSTRIAL ACTIVITY**

(refer to the list that follows Historic Industry)

➤ **TRANSPORTATION AND MOVEMENT ACTIVITY**

Pedestrian movement
 Vehicular movement
 Vehicular parking
 Passenger assembly

➤ **MASS ASSEMBLY**

Sports
 Movies
 Concerts, fairs, etc.

➤ **INSTITUTIONAL ACTIVITIES**

Educational activity (schools)
 Government Services
 Public Safety activities (fire, EMS, etc.)
 Public utility services
 (landfills, waterworks, etc.)
 Prison and jail

➤ **RECREATIONAL AND ENTERTAINMENT ACTIVITY**

Active recreation - outdoor (ball fields, etc.)
 Active recreation - indoor
 (health clubs, gyms, etc.)
 Passive recreation - outdoor (parks)
 Passive recreation - indoor (casinos)

➤ **NO ACTIVITY**

➤ **UNCLASSIFIABLE ACTIVITIES**

HISTORIC INDUSTRY:

This is a restricted data field. From the list that follows, provide the historic (original) industrial use of the element. The list of allowable data is adapted from "Engineering and Industrial Structures Classification" by HAER. Copies of which are available from the HPO and can be consulted for further information. Examples are provided in parentheses for clarification only, and should not be entered on the form.

Iron Mining
 Non-Metallic Mineral Extraction
 (Stone, Gravel, Minerals)
 Non-Ferrous Ore Extraction
 (Copper, Zinc, Lead)
 Other Extraction

 Brick & Structural Clay Works
 Pottery & Ceramic Works
 Glass Works
 Cement Plants
 Charcoal Kilns
 Lime Kilns
 Other Thermally Produced Products

 Plastics & Synthetics
 Pharmaceuticals
 Soaps, Detergents,
 & Animal Products
 Paints and Varnishes

Petroleum Products
 Other Chemical Industry

 Meat, Fish, &
 Poultry Processing
 Dairies and Bakeries
 Grain and Cereal Processing
 Sugar Refining
 Breweries, Distilleries, & Bottling Plants
 Food Preservation
 (refrigeration and canning)

 Iron Furnaces
 Non-ferrous Metal Smelters & Refineries
 Foundries and Casting Works
 Rolling, Drawing, and Extruding Works

 Textiles, Spinning or Weaving
 Textiles, Finishing (printing or dyeing, etc.)
 Twine, Cordage, Netting, and Bagging

Other Textile Industry	Leather and Other Animal Skin Products Manufacture
Logging	Ordnance, Munitions, and Explosives Manufacture
Millwork, Veneer, Plywood & other Wood Products	Finished Wooden Product Manufacture (furniture, spools, barrels, baskets, etc.)
Paper Making	Other General Manufacturing
Sawmills and/or Planing Mills	
Machine Manufacture (All types)	Municipal Water Supply Utilities
Fabricated Metal Products Manufacture	Sanitation Utilities
Transportation Equipment Manufacture	Gas Utilities
	Electrical Utilities
Instrument Manufacture (Professional, scientific, and precision)	Telephone and Telegraph Communications
Publishing and Allied Industries	Radio and Television Communications
Rubber Products Manufacture	

BUILDING ID:

This field should be completed when the industrial building being surveyed has an identification number or letter to distinguish individual buildings and structures within the complex. If applicable, indicate the number or letter of the building being documented.

**CONSTRUCTION DATE
AND SOURCE:**

If known, please indicate the exact date of the industrial building construction (i.e. 1943 or 1842-43). If the exact date is not known, give the construction date by circa date. Source of date (i.e. 1859 and 1876 maps, stylistic evidence, cornerstone) should be cited.

**ALTERATION DATE(S)
AND SOURCE:**

If known, please indicate the exact date of all significant alterations to the industrial building (i.e. 1943 or 1842-43). If the exact date is not known, give the alteration date by circa date. Source of date (i.e. 1859 and 1876 maps, stylistic evidence, cornerstone) should be cited.

ARCHITECT:

Give the name of the primary individual or firm responsible for designing the industrial building.

BUILDER:

When appropriate, also indicate the name of the primary individual or company responsible for constructing the industrial building.

STYLE:

This is a restricted data field. If applicable, choose one of the following architectural styles which most closely describes the industrial building. If the building embodies more than one style, choose the most predominant and include the others in the exterior description. For definitions of the following terms, consult the suggested readings in Section 4 of the Architectural Survey Guidelines. If the property is a vernacular adaptation of a popular style, enter the name of the style followed by the word "vernacular" (i.e. Federal, vernacular).

Adirondack Rustic
 American Renaissance
 Art Moderne
 Art Deco
 Beaux Arts
 Brutalism
 Chateausque
 Colonial Revival
 Craftsman
 Deconstructivist
 Dutch Colonial
 Dutch Colonial Revival
 Eastlake
 Egyptian Revival
 Federal
 French Eclectic
 Georgian
 Georgian Revival
 Gothic Revival
 Greek Revival
 International

Italian Renaissance
 Italianate
 Modernistic
 New Formalism
 None
 Octagon
 Post-Medieval English
 Post-Modern
 Prairie
 Queen Anne
 Renaissance Revival
 Richardsonian Romanesque
 Romanesque Revival
 Second Empire
 Shingle
 Spanish Colonial Revival
 Stick
 Sullivanesque
 Tudor Revival
 Wrightian
 Other

PHYSICAL CONDITION:

This is a restricted data field. Based on an inspection of the exterior, this refers solely to the physical condition of the industrial building, not its architectural integrity or extent of alterations.

EXCELLENT: No visible repair work needed
GOOD: Need for general maintenance
FAIR: In need of more than routine maintenance
POOR: In need of major repairs

REMAINING HISTORIC FABRIC:

This is a restricted data field. Using the three choices, indicate whether the building retains a High, Medium, or Low amount of its original historic fabric. This includes materials, finishes, details, and any character-defining features.

LENGTH AND WIDTH:

Give the length and width of the industrial building, in feet, from outer wall to outer wall.

STORIES:

If applicable, indicate the number of stories (vertical levels) in the industrial building.

BAYS:

If applicable, indicate the number of bays (horizontal fenestration on the facade) in the industrial building.

EXTERIOR FINISH MATERIALS:

This is a restricted data field. Choose one of the following materials to indicate the most prominent exterior finish. If the industrial building has more than one type of exterior material, choose the most predominant one and include the others in the exterior description.

Aluminum Siding Asbestos Siding Asphalt Shingle Brick, Header Bond Brick, Running Bond Brick, Flemish Bond Brick, English Bond Brick, Common Bond Cast Iron Cast Stone Concrete Concrete Block, Rusticated Concrete Block, Modern Corrugated Steel Fiberglass Glass, Carrara Glass, Curtain Wall Glass, Block Homasote Insulbrick Permastone Porcelain-Enameled Steel Pressed Metal	Sheet Aluminum Stainless Steel Stone, Rubble Stone, Coursed Rubble Stone, Ashlar Stone, Random Ashlar Stone, Vermiculated Stone, Cobblestone Stucco Terra Cotta Vinyl Siding Wood, Other Wood, Clapboard Wood, Shiplap Wood, Plywood Wood, Bead Board Wood, Log Wood, Plank Wood, Half Timbered Wood, Shaped Shingles Wood, Board and Batten Wood, Flush
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FOUNDATION MATERIALS:

This is a restricted data field. Choose one of the following materials to indicate the most prominent foundation material. If the industrial building has more than one type of foundation material, choose the most predominant one and include the others in the exterior description.

Brick, Common Bond Brick, English Bond Brick, Flemish Bond Brick, Header Bond Brick, Running Bond Cast Stone Concrete Block, Rusticated Concrete Block	Modern Concrete Stone, Cobblestone Stone, Vermiculated Stone, Random Ashlar Stone, Ashlar Stone, Coursed Rubble Stone, Rubble Other
---	--

STRUCTURAL SYSTEM:

Indicate the type of structural system (i.e. load-bearing walls) used in the industrial building.

ROOF SYSTEM:

Indicate the type of roofing system (i.e. metal truss) is used in the industrial building.

ROOF FINISH MATERIALS:

This is a restricted data field. Choose one of the following materials to indicate the most prominent roof finish. If the industrial building has more than one type of roofing material, choose the most predominant one and include the others in the description.

Asbestos Shingle
 Asphalt Shingle
 Built-up Tar
 Cold Membrane
 Copper
 Crushed Aggregate
 Flat Seam Metal
 Glass
 Metal
 Rolled Asphalt
 Rubber Membrane

Slate
 Standing Seam
 Tile, Roman
 Tile, Concrete
 Tile, Spanish
 Tin
 Wood, Shake
 Wood, Shingle
 Other
 Unknown

EQUIPMENT/MACHINERY:

Indicate the presence of significant equipment and/or machinery used in the industrial building and note predominant types or characteristics. Include power sources if known, as well as processes and other equipment.

TRANSPORTATION LINKS:

This is a restricted data field. Choose one or more of the following transportation links which service(d) the industrial property.

Airstrip
 Dock
 Loading Dock

Rail Siding
 Slip
 Other

DESCRIPTION:

This section should be used to give the reader a clear mental image of the nature and type of industrial building being surveyed. It should note its basic form and style as well as any character-defining features, such as roof shape, door and window types, and fenestration patterns. References to materials, construction, and compositional techniques should be used whenever possible. This narrative should also elaborate upon all significant materials and designs, and discuss major alterations and their dates. On-site inspection and/or comparison with other buildings may lead to theories on construction, styles, dates, alterations, etc. When possible and applicable, include a description of the interior space and the type of machinery used within the building.

SETTING:

Setting is the location and environment of the building and its relationship to its surroundings (both natural and manmade). Indicate the approximate size and nature of the building and the location of related elements. Explain the relationships between the industrial building and related structures, transportation routes, and surrounding landscape.

INDUSTRY ATTACHMENT

Historic Sites #: _____

Common Name: _____

Historic Name: _____

Present Use: _____

Historic Industry: _____ **Building ID:** _____

Construction Date: _____ **Source:** _____

Alteration Date(s): _____ **Source:** _____

Architect: _____ **Physical Condition:** _____

Builder: _____ **Remaining Historic Fabric:** _____

Style: _____ **Length:** _____ **Stories:** _____

Width: _____ **Bays:** _____

Exterior Finish Materials: _____

Foundation Materials: _____

Structural System: _____ **Roof System:** _____

Roof Finish Materials: _____

Equipment/Machinery: _____

Transportation Links: _____

Exterior Description:

Interior Description:

Setting:

Survey Name: _____

Date: _____

Surveyor: _____

Organization: _____

HISTORIC DISTRICT OVERLAY FORM INSTRUCTIONS

GENERAL INSTRUCTIONS: This attachment should be used to document historic districts for all intensive-level surveys. For Planning Surveys, Base Forms and their Attachments should be included for each individually eligible or key contributing property within the district boundaries. For regulatory surveys, Base Forms and their attachments should be included for all properties within that portion of the historic district that is within the APE. (Questions about completing the forms should be directed to the HPO.) There are some fields for which data lists are provided. In such cases, please choose the most appropriate word from the supplied list. For information that is not known, write “unknown” in the appropriate blank. Continuation sheets may be used for additional text, photographs, and other graphics. Multiple responses for a field should be listed on the continuation sheet.

HISTORIC SITES #: This field is for HPO use only. This number is an alphanumeric code used to uniquely identify all surveyed districts or properties. This number will be assigned by the HPO once the form is received. This number will be different than those assigned on attached Base Forms.

SURVEYOR INFORMATION: At the bottom of all pages, note the name of the survey, and include the name(s) of the person(s) completing the form. If two or more people were involved in the research and writing, include all names. Include the name(s) of the surveyor, preparer and sponsor, if different. Also include the date on which the form was completed.

DISTRICT NAME: This name of the district could be the historic name or common name. The name may reflect its earliest known name, a local place name, natural feature, geographical location, or local landmark.

DISTRICT TYPE: This is a restricted data field. Choose one or more of the following types of historic districts to describe the area being surveyed:

Agricultural	Residential
Commercial	Transportation
Industrial	Other

COUNTY AND MUNICIPALITY: These are restricted data fields. Give the full name of the county and incorporated municipality in which the property is located. If located in multiple municipalities (or counties), list all those that apply. The allowable data can be found in the New Jersey Local Place Names list available from the HPO.

LOCAL PLACE NAME: When applicable, give the local place name in which the property is located (i.e. Ocean Grove which is in Neptune Township). A list of local place names is available from the HPO.

USGS QUAD:

This is a restricted data field. Using the following list, note the full name(s) of the United States Geological Survey (USGS) quad on which the site appears. List all that apply.

Adelphia	Culvers Gap	Marcus Hook
Allentown	Delaware City	Marlboro
Alloway	Dividing Creek	Marmora
Arthur Kill	Dorothy	Mays Landing
Asbury Park	Dover	Medford Lakes
Atlantic City	Easton	Mendham
Atsion	Egg Harbor City	Milford
Avalon	Elizabeth	Millville
Bangor	Elmer	Monument Junction
Barnegat Light	Farmingdale	Moorestown
Beach Haven	Fistbrookville	Morristown
Belvidere	Flatbrookville	Mt. Holly
Ben Davis Point	Five Points	New Egypt
Bernardsville	Flemington	New Brunswick
Beverly	Forked River	New Gretna
Blairstown	Fortescue	Newfield
Bloomsbury	Frankford	Newfoundland
Bombay Hook	Franklin	Newtown West
Boonton	Freehold	Newtown East
Bound Brook	Frenchtown	Newtownville
Branchville	Gladstone	Nyack
Bridgeport	Green Bank	Ocean City
Bridgeton(NJ)	Greenwood Lake	Oceanville
Brigantine Inlet	Hackensack	Orange
Bristol	Hackettstown	Oswego Lake
Brooklyn	Hamburg	Park Ridge
Brookville	Hammonton	Patterson
Browns Mills	Hatboro	Pemberton
Buckingham	Heislerville	Pennington
Buena	High Bridge	Penns Grove
Bushkill	Hightstown	Perth Amboy
Caldwell	Hopewell	Philadelphia
Califon	Indian Mills	Pine Island
Camden	Jamesburg	Pitman West
Canton	Jenkins	Pitman East
Cape Henlopen	Jersey City	Pittstown
Cape May	Keswick Grove	Plainfield
Cassville	Keyport	Pleasantville
Cedarville	LakeMesskenozha	Point Pleasant
Central Park	Lakehurst	PomptonPlains
Chatham	Lakewood	Port Norris
Chatsworth	Lambertville	Port Jervis South
Chester	Langhorne	Port Elizabeth
Clementon	Long Beach	Portland
Columbus	Long Branch	Princeton
Coney Island	Lumberville	Ramsey

Raritan	South Amboy	Wanaque
Riegelsville	Stanhope	Washington
Rio Grande	Stockton	Wawayanda
Rocky Hill	Stone Harbor	Weehawken
Roosevelt	Stroudsburg	West Creek
Roselle	Taylor Bridge	Whiting
Runnemeade	The Narrows	Wildwood
Salem	Toms River	Williamstown
Sandy Hook	Tranquility	Wilmington So.
Sea Isle City	Trenton East	Woodbine
Seaside Park	Trenton West	Woodbury
Shiloh	Tuckahoe	Woodmansie
Ship Bottom	Tuckerton	Woodstown
Sloatsburg	Unionville	Yonkers

**DEVELOPMENT PERIOD
AND SOURCE:**

Provide the main period(s) of development of the historic district by decade. Source of date(s) (i.e. 1859 and 1876 maps, stylistic evidence) should be cited.

PHYSICAL CONDITION:

This is a restricted data field. Based on an general inspection, this refers solely to the physical condition of the properties in the district as a whole, not their integrity or extent of alterations.

EXCELLENT:	No visible repair work needed
GOOD:	Need for general maintenance
FAIR:	In need of more than routine maintenance
POOR:	In need of major repairs

**REMAINING HISTORIC
FABRIC:**

This is a restricted data field. Using the three choices indicate whether the district retains a High, Medium, or Low amount of its original historic fabric. This estimate, based on visual observation and/or archival research, includes materials, finishes, details, and any character-defining features.

**REGISTRATION AND
STATUS DATES:**

Provide dates for when all or part of the historic district was listed on the New Jersey or National Registers of Historic Places. Also indicate Yes or No if all or part of the district is a National Historic Landmark (NHL). Provide dates if the district has a Determination of Eligibility (DOE) from the Keeper of the National Register, a SHPO Opinion, or if the district has been designated historic through a formal local process. Under "Other", note the date of when all or part of the property was recognized in another way (i.e. listed as historic in a county-wide survey, municipal master plan, etc.) Dates should be entered in a completely numerical format (i.e.: 04/14/82 not April 14, 1982).

DESCRIPTION:

Give a general physical description of the district, including major streets and overall setting. Include a detailed discussion of the surrounding environment. Describe general building types and architectural styles represented and comment upon the essential character, scale, materials, variety, or homogeneity within the district. Comment upon original, as well as present, appearance, if known. Indicate both outstanding structures and intrusions. Significant objects or structures which contribute the overall character of the district (i.e. street furniture, signage, tree canopies) should be included.

SETTING:

Setting is the location and environment of the district and its relationship to its surroundings (both natural and manmade). Indicate the approximate size and nature of the district. Explain the relationships between the district as a whole and related transportation routes and surrounding landscape.

HISTORIC DISTRICT OVERLAY

Historic Sites #: _____

District Name: _____

County(s): _____

District Type: _____

Municipality(s): _____

USGS Quad(s): _____

Local Place Name(s): _____

Development Period: _____ To _____ Source: _____

Physical Condition: _____

Remaining Historic Fabric: _____

**Registration
and Status
Dates:**

National Historic Landmark: _____

SHPO Opinion: / /

National Register: / /

Local Designation: / /

New Jersey Register: / /

Other Designation: _____

Determination of Eligibility: / /

Other Designation Date: / /

Description:

Setting:

Survey Name: _____

Date: _____

Surveyor: _____

Organization: _____

ELIGIBILITY WORKSHEET FORM INSTRUCTIONS

GENERAL INSTRUCTIONS:	This attachment should be used to assess eligibility for historic districts or individual properties for all intensive-level surveys. The worksheet should be attached to the Base Form or to the Historic District Overlay for the property or district in question. (Questions about completing the forms should be directed to the HPO.) There are some fields for which data lists are provided. In such cases, please choose the most appropriate word from the supplied list. For information that is not known, write “unknown” in the appropriate blank. Continuation sheets may be used for additional text, photographs, and other graphics. Multiple responses for a field should be listed on the continuation sheet.
HISTORIC SITES #:	This number is an alphanumeric code used to uniquely identify all surveyed historic districts or properties. This number will be assigned by the HPO once the form is received.
SURVEYOR INFORMATION:	At the bottom of all pages, note the name of the survey, and include the name(s) of the person(s) completing the form. If two or more people were involved in the research and writing, include all names. Include the name(s) of the surveyor, preparer and sponsor, if different. Also include the date on which the form was completed.
HISTORY:	Provide a concise factual history of the district or property being surveyed. The history should relate directly to the district or property; do not include an elaborate history of the area unrelated to the surviving built environment. The narrative should offer not only the history of the district or property, but also any historic contexts into which the district or property fits. A list of historic contexts available from the HPO can be found in Section 1.8 of the Architectural Survey Guidelines.
STATEMENT OF SIGNIFICANCE:	This field should be completed to aid in determining eligibility for the New Jersey and national Registers. Significance is placing the historical facts of the district or property into an historic context and determining whether the district or property is a physical representation of an important aspect of the past. Generally, the discussion should focus on the historical, architectural, archaeological, or environmental reasons for including it in the inventory. Indicate whether the district or property is rare or representative of the region.
ELIGIBILITY FOR NEW JERSEY AND NATIONAL REGISTERS:	Using your judgment and based on available information, indicate your opinion as to the eligibility of the district or property.

**NATIONAL REGISTER
CRITERIA:**

If the district or property is evaluated as eligible, indicate under which of the National Register Criteria or Criteria Considerations it would fall. National Register Criteria and Criteria Considerations can be found in National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation, U.S. Department of the Interior, National Park Service, Interagency Resources Division.

LEVEL OF SIGNIFICANCE:

Indicate if the district or property is significant at the Local, State, and/or National levels.

FOR INDIVIDUAL PROPERTIES ONLY

**JUSTIFICATION OF
ELIGIBILITY/INELIGIBILITY:**

Briefly state why the district or property should or should not be considered eligible for the New Jersey or National Registers (i.e. Rare or representative example or loss of integrity).

FOR HISTORIC DISTRICTS ONLY

PROPERTY COUNT:

Indicate numerically how many key-contributing and non-contributing properties are located within the boundaries of the property or historic district. *See National Register Bulletin 14: Guidelines for Counting Contributing and Non-Contributing Resources for National Register Documentation* for additional information regarding counting resources.

**NARRATIVE
BOUNDARY DESCRIPTION:**

Provide a complete description of the boundaries of the property or historic district. Include all relevant landmarks and features, and provide justification for the boundaries.

FOR INDIVIDUAL PROPERTIES ONLY

LIST OF ATTACHMENTS:

In the space provided, list the completed attachments that relate to the significance of the property being documented. Attachments should be listed by the name of the element documented on the attachment.

ELIGIBILITY WORKSHEET

Historic Sites #: _____

History:

Statement of Significance:

Eligibility for New Jersey and National Registers: Yes No National Register Criteria: A B C D

Level of Significance: Local State National

Justification of Eligibility/Ineligibility:

For Historic Districts Only:

Property Count: Key Contributing: _____ Contributing: _____ Non Contributing: _____

For Individual Properties Only:

List the completed Attachments related to the property's significance:

Narrative Boundary Description:

Survey Name: _____
Surveyor: _____
Organization: _____

Date: _____

CONTINUATION SHEET FORM INSTRUCTIONS

- GENERAL INSTRUCTIONS:** This form should be used to attach additional text, photographs, or other illustrations to continue or amplify any survey form for all intensive-level regulatory and planning (HPF or other) surveys. Please indicate the form and field to which the additional information refers.
-
- HISTORIC SITES #:** This number is an alphanumeric code used to uniquely identify all surveyed historic districts or properties. This number will be assigned by the HPO once the form is received.
-
- SURVEYOR INFORMATION:** At the bottom of all pages, note the name of the survey, and include the name(s) of the person(s) completing the form. If two or more people were involved in the research and writing, include all names. Include the name(s) of the surveyor, preparer and sponsor, if different. Also include the date on which the form was completed.

CONTINUATION SHEET

Historic Sites #: _____

Survey Name: _____

Date: _____

Surveyor: _____

Organization: _____

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