

Local Government Review

After the nomination and all necessary attachments have been completed, the applicant must send by certified mail a copy of the application to the clerk of the local government with land use authority over the resource. The local government is given 90 days to comment on the application before it may be sent to the Office of Historic Preservation (OHP) for review. In the cover letter to the local government, the applicant should indicate that the local government has 90 days in which to comment on the nomination and that comments should be returned to the applicant, who will then forward the application to the OHP. Comments from the local government must be submitted with the application when it comes to the OHP. If the local government fails to comment within the 90-day period, the applicant must include a copy of the certified mail receipt with the application when it is forwarded to the OHP. If the applicant is the local government, this requirement is of course waived as this is assumed to be a comment of support for the nomination.

Nomination Submission

After receiving comments from the local government or at the end of the 90-day waiting period, the original nomination may then be forwarded to the OHP at P.O. Box 942896, Sacramento, California, 94296-0001. At this time, a copy of the nomination should also be sent by the applicant to the appropriate Information Center in whose jurisdiction the property lies.

Office of Historic Preservation Review

Upon receipt of the nomination, the OHP will review the documents for completion. Within 30 days of receipt of the nomination, the OHP will inform the owner(s)--in the event the applicant is not the owner--of the nomination and will request any further information needed. After all additional information has been compiled, a hearing date will be set for the nomination to go before the State Historical Resources Commission (Commission). At least 60 days prior to the hearing date, the OHP will notify the applicant, owner(s), local government, interested parties, and the general public of the hearing date and location. Following the Commission's hearing and decision, notification letters will be sent within 45 days to the applicant, owner(s), and local government informing all parties of the Commission's decision.

NOMINATING SURVEYS

Historical resources evaluated as significant in an historical resource survey may be listed in the California Register if they meet the California Register's criteria (referenced at the end of this document) and if the survey itself meets the following (minimal) standards of resource recordation:

- Resources are documented using the DPR Form 523 recordation format (if recorded after November 1997, the DPR Form 523 dated January 1995 must be used);
- The survey is conducted within the framework of a research design or statement of objectives;
- Evaluation of the significance of survey resources uses criteria that are consistent with the California Register;
- Evaluation of significance applies the California Register criteria within historic contexts;
- Complete current ownership information is provided for historical resources included in the survey; and,
- Survey results are submitted to the clerk of the local government for a 90-day comment period with said comments included in the nomination materials.

If a survey is more than five years old or if the survey in question has already been submitted to the Office through the standard survey recordation process, please contact the Office to determine what additional information may be required for nomination to the California Register.

Survey Nomination Process

The nomination must be accompanied by a cover letter. Please refer to the "Cover Letter" section above for information regarding what the cover letter for nominated surveys must include.

After the nomination and all necessary attachments have been completed, the applicant must send by certified mail a copy of the application to the clerk of the local government with land use authority over the resource. Please refer to the "Local Government Review" section above for information about the local government review process.

The Office will review the survey documentation to ensure that it meets these standards of resource recordation. Survey evaluations will also be reviewed by the Office based upon the California Register criteria of significance. Surveys which are federally funded through National Historic Preservation Fund grants and completed under a contractual agreement with the Office will have exceeded the standards outlined above and no further review will be necessary.

If the survey used National Register criteria and was previously accepted by the Office, Categories 1 to 4 will not require further evaluation unless the survey was completed more than five years prior to nomination. Category 5 resources shall be evaluated by the Office using California Register criteria.

The Office will notify all resource owners of the nomination within 30 days of receipt of the nomination. If a majority of resource owners within the survey boundaries objects by notarized letter to the nomination, the survey cannot be listed in the California Register, but can still be formally determined eligible for listing by the State Historical Resources Commission.

Within 60 days of receipt of the nomination the Office will either schedule the survey for a hearing before the State Historical Resources Commission or will request further information needed to complete the nomination. When the nomination is complete, it will be scheduled for a hearing and notifications of the hearing date and place will be sent at least 60 days prior to the hearing to the applicant, local government, and all resource owners.

Within 45 days after the Commission makes its determination, notice of the decision will be sent to the applicant, local government, and resource owners.

NOMINATING LOCAL ORDINANCES

The Office of Historic Preservation allows for the nomination of municipal or county ordinances to the California Register. When an ordinance is nominated, all resources designated under that ordinance are automatically listed in the California Register. Applicants should understand, however, that all resources designated under a nominated ordinance must have proper documentation in the form of the DPR 523 forms on file with the Office of Historic Preservation in order to be listed in the California Register.

Resources designated under municipal or county ordinances that have the authority to restrict demolition or alteration of historical resources can be nominated to the California Register if, after review by the Office of Historic Preservation, it is determined that the ordinance meets the following criteria:

- The ordinance provides for owner notification of the nomination, stating that the resource is being nominated both for local designation and for listing in the California Register, and provides an opportunity for public comment.
- The criteria for municipal or county historical resource designation consider the historical and/or architectural significance and integrity of the resource and require a legal description of the resource.
- The designating authority issues findings or statements describing the basis of determination for designation.
- The designation provides some measure of protection from adverse actions that could threaten the historical integrity of the resource.

Ordinance Nomination Process

The nomination must be accompanied by a cover letter. Please refer to the “Cover Letter” section above for information regarding what the cover letter for nominated ordinances must include. Additionally, the nomination needs to include DPR 523 forms (Primary Record, appropriate evaluation form, and Location Map, if necessary) for each resource that has been designated under the nominated ordinance to date.

After the nomination and all necessary attachments have been completed, the applicant must send by certified mail a copy of the application to the clerk of the local government with land use authority over the resource. Please refer to the “Local Government Review” section above for information about the local government review process.

Upon receipt of a local ordinance nomination by the Office of Historic Preservation, the Office will ensure that the nomination is complete and will notify owners of all properties nominated under the ordinance within 30 days. If a majority of property owners of resources designated under the nominated ordinance objects, no resources designated under that ordinance can be listed, but they may still be determined eligible for the California Register.

After owner notification, a hearing before the State Historical Resources Commission will be set and notices will be sent to all resource owners, the applicant, and the designating governmental entity no later than 60 days prior to the hearing date.

Within 45 days after the State Historical Resources Commission votes on the nomination, a written decision will be sent to all owners, the applicant, and the designating governmental entity.

Once an ordinance is listed, resources designated under that ordinance in the future will be listed when DPR 523 forms for each resource are forwarded to the Office of Historic Preservation along with a copy of the ordinance and a cover letter that includes the criteria for listing, owner name and address, and a concise statement of significance.

APPEALS AND REMOVAL

Requests for an Appeal

A request for an appeal must be made to the Commission in writing within 30 days following notice of the Commission's decision. Only an error in the facts presented or an error in judgement by the Commission may be grounds for an appeal. Within 60 days of receipt of a request for an appeal, the Commission will advise the applicant if it will consider the request and, if so, the time and place where the hearing will take place. If the request for an appeal is denied, the Commission's original determination will be binding.

Removal from the California Register

The Commission may remove a resource from the California Register if the resource, through demolition, alteration or loss of integrity, has lost its historic qualities or potential to yield information or if new information or analysis shows that the resource was not eligible at the time of its listing. Requests for removal must be made to the Commission in writing and must include a detailed justification for removal, photographs, other documentation regarding the current condition of the resource, and complete ownership information. Requests for removal are subject to the same notification and Commission hearing process as those for nomination.

NOMINATION CHECKLISTS

Standard Nomination Check List

- Cover letter. Please refer to the “Cover Letter” section above.
- Comments from local government or copy of certified mail receipt showing nomination was sent to the local government. Please refer to the “Local Government Review” section above.
- Primary Record (DPR 523A). See pages 3-7 of *Instructions for Preparing Documentation . . .*
- Location Map (DPR 523J). See pages 7-8 of *Instructions for Preparing Documentation . . .* (Note: The Location Map is optional for buildings located on small parcels of land in urban areas when a street address is provided.)
- Appropriate evaluation form (DPR 523B, C or D). See pages 9-17 of *Instructions for Preparing Documentation . . .*
- Sketch Map(s) (DPR 523K), if applicable. See page 17 of *Instructions for Preparing Documentation . . .*
- Optional Forms (DPR 523E, F, G, H, I or L), if applicable. See pages 18-24 of *Instructions for Preparing Documentation . . .*
- Photographs. Photographs should show all elevations, views of the resource in its setting, and significant interior and exterior features. Photographs can be submitted loose or using the Photograph Record (DPR 523I). All photographs should be numbered, dated, and labeled with the resource name, the view (e.g., east side, photographer facing west, etc.), a brief description of what is shown, and the name of the photographer.
- 1 or more Color Slides. Please submit at least one color slide of the resource showing the full front elevation. Additional slides may also be submitted.
- Letters of support, if applicable.
- Supplementary materials. Additional materials may include newspaper articles, scholarly reports, additional graphics, and photocopied materials. (Staff may edit nomination packets to keep them to reasonable size before they are sent to the State Historical Resources Commission.)

Survey Nomination Check List

- Cover letter. Please refer to the “Cover Letter” section above.
- Comments from local government or copy of certified mail receipt showing nomination was sent to the local government. Please refer to the “Local Government Review” section above.
- Primary Record (DPR 523A) for each resource surveyed. See pages 3-7 of *Instructions for Preparing Documentation . . .*
- Location Map (DPR 523J). See pages 7-8 of *Instructions for Preparing Documentation . . .* (Note: The Location Map is optional for buildings located on small parcels of land in urban areas when a street address is provided.)
- Appropriate evaluation form (DPR 523B, C or D). See pages 9-17 of *Instructions for Preparing Documentation . . .*
- Sketch Map(s) (DPR 523K), if applicable. See page 17 of *Instructions for Preparing Documentation . . .*
- Optional Forms (DPR 523E, F, G, H, I or L), if applicable. See pages 18-24 of *Instructions for Preparing Documentation . . .*
- Research design or statement of objectives for the survey.
- 1 or more Color Slides. Please submit at least one color slide of the survey area. Submittal of additional slides of contributing resources is encouraged.
- Letters of support, if applicable.
- Supplementary materials. Additional materials may include newspaper articles, scholarly reports, additional graphics, and photocopied materials. (Staff may edit nomination packets to keep them to reasonable size before they are sent to the State Historical Resources Commission.)

Local Ordinance Nomination Check List

- Cover letter. Please refer to the “Cover Letter” section above.
- Comments from local government or copy of certified mail receipt showing nomination was sent to the local government. Please refer to the “Local Government Review” section above.
- Ordinance.
- Primary Record (DPR 523A) for each resource designated. See pages 3-7 of *Instructions for Preparing Documentation . . .*
- Location Map (DPR 523J). See pages 7-8 of *Instructions for Preparing Documentation . . .* (Note: The Location Map is optional for buildings located on small parcels of land in urban areas when a street address is provided.)
- Appropriate evaluation form (DPR 523B, C or D). See pages 9-17 of *Instructions for Preparing Documentation . . .*
- Sketch Map(s) (DPR 523K), if applicable. See page 17 of *Instructions for Preparing Documentation . . .*
- Optional Forms (DPR 523E, F, G, H, I or L), if applicable. See pages 18-24 of *Instructions for Preparing Documentation . . .*
- Photographs. In addition to the photograph required on the Primary Record, please provide photographs (color or black and white) of the resources and their surroundings. Photographs can be submitted loose or using the Photograph Record (DPR 523I). All photographs should be numbered, dated, and labeled with the resource name, the view (e.g., east side, photographer facing west, etc.), a brief description of what is shown, and the name of the photographer.
- 1 or more Color Slides. Please submit at least one color slide as a representative example of the resources designated under the ordinance. Submittal of additional slides of other resources is encouraged.
- Letters of support, if applicable.
- Supplementary materials. Additional materials may include newspaper articles, scholarly reports, additional graphics, and photocopied materials. (Staff may edit nomination packets to keep them to reasonable size before they are sent to the State Historical Resources Commission.)

CALIFORNIA REGISTER CRITERIA

For further information on applying and interpreting these criteria, please refer to *Technical Assistance Series #6: California Register and National Register: A Comparison* and *National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation*. Both can be found on the internet at <http://ohp.parks.ca.gov> and http://www.cr.nps.gov/nr/bulletins/nr15_toc.html, respectively.

Eligibility Criteria

An historical resource must be significant at the local, state, or national level, under one or more of the following four criteria:

1. It is associated with events that have made a significant contribution to the broad patterns of local or regional history, or the cultural heritage of California or the United States; or
2. It is associated with the lives of persons important to local, California, or national history; or
3. It embodies the distinctive characteristics of a type, period, region, or method or construction, or represents the work of a master, or possesses high artistic values; or
4. It has yielded, or has the potential to yield, information important to the prehistory or history of the local area, California, or the nation.

Integrity

Integrity is the authenticity of an historical resource's physical identity evidenced by the survival of characteristics that existed during the resource's period of significance. Historical resources eligible for listing in the California Register must meet one of the criteria of significance described above and retain enough of their historic character or appearance to be recognizable as historical resources and to convey the reasons for their significance. Historical resources that have been rehabilitated or restored may be evaluated for listing.

Integrity is evaluated with regard to the retention of location, design, setting, materials, workmanship, feeling, and association. It must also be judged with reference to the particular criteria under which a resource is proposed for eligibility. Alterations over time to a resource or historic changes in its use may themselves have historical, cultural, or architectural significance.

It is possible that historical resources may not retain sufficient integrity to meet the criteria for listing in the National Register, but they may still be eligible for listing in the California Register. A resource that has lost its historic character or appearance may still have sufficient integrity for the California Register if it maintains the potential to yield significant scientific or historical information or specific data.

Special Considerations

Moved buildings, structures, or objects The State Historical Resources Commission encourages the retention of historical resources on site and discourages the non-historic grouping of historic buildings into parks or districts. However, it is recognized that moving an historic building, structure, or object is sometimes necessary to prevent its destruction. Therefore, a moved building, structure, or object that is otherwise eligible may be listed in the California Register if it was moved to prevent its demolition at its former location and if the new location is compatible with the original character and use of the historical resource. An historical resource should retain its historic features and compatibility in orientation, setting, and general environment.

Historical resources achieving significance within the past fifty years In order to understand the historic importance of a resource, sufficient time must have passed to obtain a scholarly perspective on the events or individuals associated with the resource. A resource less than fifty years old may be considered for listing in the California Register if it can be demonstrated that sufficient time has passed to understand its historical importance.

Reconstructed buildings Reconstructed buildings are those buildings not listed in the California Register under the criteria stated above. A reconstructed building less than fifty years old may be eligible if it embodies traditional building methods and techniques that play an important role in a community's historically rooted beliefs, customs, and practices; e.g., a Native American roundhouse.

Appendix

INSTRUCTIONS FOR PREPARING DOCUMENTATION FOR NOMINATING HISTORICAL RESOURCES TO THE CALIFORNIA REGISTER OF HISTORICAL RESOURCES

Office of Historic Preservation

P.O. Box 942896

Sacramento, CA 94296-0001

AUGUST 1997
(Revised July 2001)

PREFACE

This manual is to be used in conjunction with the booklet entitled *How to Nominate a Resource to the California Register of Historical Resources* (#7 in the Technical Assistance Series), which details the process of nominating a resource for listing in the California Register. The process discussed therein is based on the implementing regulations for the California Register program, codified in California Code of Regulations, Section 4850 et seq.

Direct any questions or comments about this manual to the Office of Historic Preservation at:

P. O. Box 942896
Sacramento, CA 94296-0001
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CALIFORNIA REGISTER CRITERIA

An historical resource must be significant at the local, state, or national level, under one or more of the following four criteria:

1. It is associated with events that have made a significant contribution to the broad patterns of local or regional history, or the cultural heritage of California or the United States;
2. It is associated with the lives of persons important to local, California, or national history;
3. It embodies the distinctive characteristics of a type, period, region, or method or construction, or represents the work of a master, or possesses high artistic values; or
4. It has yielded, or has the potential to yield, information important to the prehistory or history of the local area, California, or the nation.

In addition to having significance, resources must have integrity. Integrity is the authenticity of an historical resource's physical identity as evidenced by the survival of characteristics or historic fabric that existed during the resource's period of significance. To be eligible for listing, resources must retain enough of their character or appearance to be recognizable as historical resources and convey the reasons for their significance. Historical resources that have been rehabilitated or restored may be evaluated for listing.

Integrity is evaluated with regard to the retention of location, design, setting, materials, workmanship, feeling, and association. It is also judged with reference to the particular criteria under which a resource is proposed for eligibility. Alterations over time to a resource or historic changes in its use may themselves have historical, cultural, or architectural significance. It is possible that historical resources may not retain sufficient integrity to meet the criteria for listing in the National Register, but they may still be eligible for listing in the California Register. A resource that has lost its historic character or appearance may still have sufficient integrity for

the California Register if it maintains the potential to yield significant scientific or historical information or specific data.

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I. INTRODUCTION

In this manual, you will find the instructions for preparing the DPR523 forms used for nominating historical resources to the California Register of Historical Resources, henceforth the California Register. The California Register is an authoritative guide to those historical resources which deserve to be preserved. However, before a resource can be listed on the California Register, it is necessary to record enough information about it to know where the resource is located, its current physical condition, and what attributes make it significant.

The State Historical Resources Commission, henceforth the Commission, has determined the Historical Resources Inventory Form (DPR Form 523 A through L) series, henceforth DPR Form 523, provides the best means for recording the necessary level of information. Using the DPR Form 523 series will also facilitate the inclusion of the resource into the California Historical Resources Information System if the resource has not been previously included.

Depending on the nature and complexity of the resource, it may be necessary to use several of the forms included in this manual. For every resource, the Primary Record and the appropriate evaluative and/or descriptive form (Building, Structure, and Object Record; Archeological Site Record; or District Record) will be the minimum level of information required to nominate an historical resource to the California Register.

A. CLASSIFYING HISTORICAL RESOURCES

When nominating an historical resource to the California Register, it is useful to classify it. Categories of historical resources eligible for nomination are as follows:

Building: A resource, such as a house, barn, church, factory, hotel, or similar structure, created principally to shelter or assist in carrying out any form of human activity. "Building" may also be used to refer to a historically and functionally related unit, such as a courthouse and jail or a house and barn;

Structure: The term "structure" is used to describe a construction made for a functional purpose rather than creating human shelter. Examples of structures include mines, bridges, and tunnels;

Object: The term "object" is used to distinguish those constructions that are primarily artistic in nature or are relatively small in scale and simply constructed, as opposed to a building or structure. Although it may be movable by nature or design, an object is associated with a specific setting or environment. Objects should be in a setting appropriate to their significant historic use, role, or character. Objects relocated to a museum are not eligible for listing on the California Register. Examples of objects include fountains, monuments, maritime resources, sculptures, and boundary markers.

Site: A site is the location of a significant event, a prehistoric or historic occupation or activity, or a building or structure, whether standing, ruined, or vanished, where the location itself possesses historic, cultural, or archeological value regardless of the value of any existing building, structure, or object. A site need not be marked by physical remains if it is the location of a prehistoric or historic event and if no buildings, structures, or objects marked it at that time.

Examples of such sites are trails, designed landscapes, battlefields, habitation sites, Native American ceremonial areas, petroglyphs, and pictographs;

Historic District: Historic districts are unified geographic entities which contain a concentration of historic buildings, structures, or sites united historically, culturally, or architecturally. Historic districts are defined by precise geographic boundaries. Therefore, districts with unusual boundaries require a description of what lies outside the area, in order to define the edge of the district and to explain the exclusion of adjoining areas. The district must meet at least one of the criteria for significance discussed in Section 4852 (b) (1)-(4) of the regulations.

II. DOCUMENTATION REQUIRED TO NOMINATE A RESOURCE TO THE CALIFORNIA REGISTER

The **Primary Record** (DPR 523A) and **Location Map** (DPR 523J) provide the minimum level of information needed to locate and describe a resource for nomination to the California Register. The Location Map is optional for buildings located on small parcels of land in urban areas when an address is provided. This minimum level of documentation is designed to provide an initial record of all types of historical resources including buildings, structures, objects, sites, and districts, as well as cultural landscapes (sites) and traditional cultural properties (many of which are classified as sites).

Small, simple groupings of resources such as an historic building constructed on top of an archeological site or a house with an associated garage or barn are most appropriately documented together as an individual historical resource using a single Primary Record to index all of the values present and detailed recording forms, as appropriate, to present more detailed information about each component.

More detailed descriptive information and evaluations should be documented on the **Building, Structure, and Object (BSO) Record** (DPR 523B), henceforth the BSO Record; **Archeological Site Record** (DPR 523C); and **District Record** (DPR 523D). A **Sketch Map** (DPR 523K) should also be prepared to accompany most detailed records.

Several optional records have also been designed for use in conjunction with any of the aforementioned records. They include a **Linear Feature Record** (DPR 523E), **Milling Station Record** (DPR 523F), **Rock Art Record** (DPR 523G), **Artifact Record** (DPR 523H), **Photograph Record** (DPR 523I), and **Continuation Sheet** (DPR 523L). Use of the optional forms is entirely discretionary and may be combined with other detailed recordation forms as appropriate. In keeping with the flexible nature of this recordation approach, nominators may opt to provide additional information as desired on a Continuation Sheet.

A. HOW TO PREPARE A PRIMARY RECORD (DPR 523A)

The following are step-by-step instructions for completing the Primary Record. Please note that **required information is indicated with a sidebar, asterisk, and bold type** in the instructions that follow. All records must be typewritten or computer-generated. Fields marked with a sidebar, asterisk, and boldface type in this manual must be completed. Please make every effort to produce clear and easily readable maps, photographs, and drawings when they are required.

The use of computers is encouraged in the production all of the records described in this manual. Every required data field must be included on computer-generated forms with header blocks presented as they appear on the sample forms. For records documenting buildings, structures, and objects, it is preferable to format computer-generated records, the same as those reproduced in Appendix 1, with continued text placed on a Continuation Sheet. It is particularly helpful to keep the photograph (required for buildings, structures, and objects in Field P5a. on the Primary Record) on the first page of a record. When a photograph is not required, this space may be utilized for continuous text entry.

For records nominating sites, the text of computer-generated data fields should usually be entered as a continuous block with paragraphs used to break the text up as appropriate. Lengthy entries should generally be introduced with a paragraph that summarizes the data in that field. District Records may be produced with either continuous text or the use of a Continuation Sheet.

Header Block: Information provided in the shaded header block at the top of the form will be used to track resource records and the decisions made about a nominated resource. Enter the appropriate information in the spaces provided for Primary Number, Site Trinomial/Historic Resources Inventory Number, henceforth HRI Number, Other Listings, and National Register of Historic Places (NHRP) Status Code when known. The space provided for Review Code, Date, and Reviewer will be completed by the Office of Historic Preservation, henceforth the Office, and **should always be left blank.**

Primary Number: Enter a number only if one has already been assigned by a Regional Information Center.

Trinomial and/or HRI Number: Enter the appropriate number only if a number has already been assigned by the Office or an Information Center.

NRHP Status Code: Enter a 7 in this field for "not evaluated" (unless nominating a survey, see page 27).

Other Listings: Enter any national, state, and/or local designation program in which the resource is listed. Provide a reference number if applicable. Enter only those designations which have already been approved at the time of nomination. Use the following abbreviations: HABS (Historic American Building Survey), HAER (Historic American Engineering Record), NHL (National Historic Landmark), SHL (State Historical Landmark), or CPHI (California Point of Historical Interest) or provide the name of the local register where applicable.

Review Code/Reviewer/Date: To be completed by Office staff.

***Resource Name or #:** Use this field to provide an identifier assigned by a recorder that can be used to link all the pages of the nomination. The identifier can be an historic or common name, parcel number, or any other designator which will consistently refer to the resource.

P1. Other Identifier: This space may be used to provide an identifier that relates to a project name, agency designation, or other unique identifier that pertains to the resource.

***P2. Location:** First, indicate whether or not the location of the resource should be kept confidential. Then provide the following information:

***P2a. County:** Give the name of the county or counties in which the resource is located. If it is located in more than one county, list first that county containing the majority of the resource. Include the appropriate county and state for resources whose boundaries extend outside of California.

***P2b. USGS 7.5' Quadrangle, Township, Range, and Section:** Provide the name of the United States Geological Survey 7.5' quadrangle(s) that cover(s) the area in which the resource is located and describe its legal location to the nearest quarter section where possible. For large

or linear resources spanning an extensive geographic area, it may be helpful to provide several legal descriptions. Indicate the township, range, and base meridian for each legal description.

P2c. Address: Enter the complete address, if one exists, for the parcel on which the resource is located. Include the street or highway number and name, town or city, and zip code. For numbered highways, use "State Route" or "County Road" followed by a number.

***P2d. UTM:** Universal Transverse Mercator, henceforth (UTM), coordinates are required for sites and should also be used for other resources that either do not have a street address or cannot be accurately located by the address due to the size of the parcel. For example, linear structures rarely have addresses and many rural buildings are located on large parcels. In such cases, UTMs should be provided to more accurately pinpoint the location of the resource.

Begin by entering the name of the United States Geological Survey quadrangle(s). Note the date the map was published or photorevised. For resources less than 10 acres, enter the UTM coordinate for the point corresponding to the center of the resource. Four UTM coordinates are required when identifying the corners of larger resources. UTM coordinates should be provided for both ends of linear structures and sites (or for the recorded segment of that resource). When more than one UTM coordinate is given, each reference point should be depicted on a Location Map. Refer to Appendix 2 for further information about how to calculate UTMs.

P2e. Other Locational Data: While no further locational data is required, it may be helpful to supply additional information such as a parcel number; lot, block, and subdivision; and/or directions to a resource. Parcel numbers may be particularly useful to local governments that make decisions affecting historical resources. For resources that are particularly difficult to find, it may even be necessary to supplement the Location Map with an Access Map showing how to locate the resource from an easily identifiable landmark.

***P3a. Description:** Provide a concise, well-organized description of the resource. Describe its physical characteristics and appearance and summarize any features that are associated with it. Where possible, note all aspects of the resource that are observed, even if some of these elements are not recorded in detail.

Descriptions of buildings, structures, and objects should identify construction details, materials, workmanship, and alterations. Buildings should be described in terms of overall shape, number of stories, siding type, roof shape and materials, dormer shape, window location and pattern, door location, porch type, and ornamentation. Information on the nature and extent of any alterations should also be included. Boundary descriptions may be brief and refer solely to the resource's parcel where appropriate. Describe the area outside the boundaries, mentioning landscape, use, architecture, and other aspects related to the setting of the resource, as appropriate.

Descriptions of linear structures and linear sites should include an overview of the entire resource when possible, even in cases where only a segment of that resource is nominated. The overview should attempt to describe the type of resource, when it was constructed, how long it is, its shape, origin and destination, how it was constructed (e.g., materials, workmanship, special engineering accomplishments, etc.), setting and physical condition, and, to a limited degree, its function. When only a portion of a linear resource is nominated, that segment should be identified on a Location Map (DPR 523J).

Descriptions of sites should summarize observed physical characteristics and major cultural and natural features (e.g., midden, lithic scatter, shell mound, housepits, rock art, bedrock milling features, etc.). While interpretive comments may also be included, the principal goal of this section is to describe the site in as much detail as possible.

When nominating traditional cultural places (TCPs), the description should be based on information provided by members of that community which is historically associated with the resource. Refer to National Register Bulletin 38 (National Park Service 1990a) for further information about recording TCPs.

Descriptions of districts should briefly summarize overall characteristics, setting, and the numbers and types of contributing **and** non-contributing resource elements. Discuss the characteristics that link the elements of the district to form a distinctive resource in and of itself. Mention natural and cultural features as appropriate. If you are describing an element of a district, provide the Primary Number and/or the resource identifier of the district, when known.

***P3b. Resource Attributes:** From the list of Resource Attributes in Appendix 3, enter those attributes which best define and describe the resource. Provide the code and a brief description for each attribute identified. For example, a complex resource may contain several attributes, such as "(HP2) single family property," "(AH2) building foundation," and "(AP4) bedrock milling feature." The codes provided in this data field will enable attribute-based record searches which, when combined with other variables, will facilitate contextual research.

***P4. Resources Present:** Using Appendix 4 for reference, check the category or categories that best describe the resource that is being documented. When nominating a resource with superimposed elements, such as a building located on top of an archeological site, check all categories that apply. If the resource is part of a district, check the box for "Element of District" in addition to the appropriate box (or boxes) that best describe the resource. If the record is being prepared to document a district, check the district box.

***P5. Photographs, Slides, and/or Drawings and Descriptions:** At least one clear and descriptive 3-1/2"x5" black and white or glossy color photograph is required for all records documenting buildings, structures, or objects, and may also be supplied when documenting sites. Describe the subject, view, date the photograph was taken, and the number of the photograph (roll and frame number) in Field P5b. Place the print in a clear polyethylene or polypropylene envelope and affix the envelope to the record in the space provided (P5a.) using transparent tape, preferably an archivally-stable brand. Scanned halftone images **may** be an acceptable substitute for original photographs; however, you should consult with Office staff before submitting records with such graphics. A slide should also be provided for presentation to the Commission.

Photographs of buildings, structures, and objects should provide an overview of the resource in its setting or a detailed view of the resource itself where appropriate. One contemporary photograph showing the front and one side of the resource is usually sufficient. For some resources, however, it may be useful to provide additional views, supplementary historical pictures, photographs of details, and photographs of ancillary structures placed on Continuation Sheets (DPR 523L). This space may also be used for a drawing, plan, map of minor resources and isolated archeological finds, or for supplementary text where a photograph or other graphics are not required.

***P6. Date Constructed/Age and Sources:** Indicate whether the resource is prehistoric, historic, or both; list the construction date or period of use; and briefly describe how that date or period was determined. Indicate whether the date or period of use is factual or estimated. The term "historic" applies to all historical resources associated with non-indigenous peoples, as well as those used by Native Americans after direct contact with non-indigenous peoples. The term "prehistoric" applies to all historical resources used by Native Americans prior to direct contact with non-indigenous peoples. Cite any references used to determine the age of the resource.

***P7. Owner and Address:** Give the name and address of the resource's current owner(s). If the owner is a government agency, clearly identify the agency by name (not simply "the State of California" or "the federal government"). The name and address of the managing unit may also be provided.

***P8. Recorded By:** Enter the name of the person who prepared the nomination, indicating their agency or organizational affiliation, if appropriate, and provide a complete address for that agency or organization.

***P9. Date Recorded:** Indicate the date the nomination was prepared.

***P10. Survey Type:** Enter "California Register nomination" in the space provided.

***P11. Report Citation:** Provide a complete citation for any report or publication, if one has been completed or is under preparation, documenting the discovery of the resource. If no report or publication exists or is planned, enter "none." List the name of the author, date of the report or publication, title, and the name of the government agency, private firm, university department, publisher, etc. for whom the report was prepared or published.

***Attachments:** Check any forms that are attached to the Primary Record and list any other attachments, if appropriate. Circle the word "None" if there are no attachments.

B. HOW TO PREPARE A LOCATION MAP (DPR 523J)

The purpose of the Location Map is to accurately depict the location of the resource on a United States Geological Survey (USGS) topographic quadrangle or other government map. The Location Map differs from a Sketch Map in that it generally does not depict the internal arrangement of a resource. The only exceptions to this rule are the Location Maps created for linear resources and districts, which may depict component features and/or elements.

The Location Map is optional for buildings located on small parcels of land in urban areas when an address is provided. It is required for sites as well as other resources that do not have a street address. Location Maps are also recommended for resources that are located on large parcels where an address may not satisfactorily pinpoint the location of the resource within the parcel.

Header Block: Enter the Primary Number, HRI Number, and/or site Trinomial Number, if known. Leave these fields blank if the numbers are unknown.

Enter the same Resource Name or Number used in this field on the Primary Record (DPR 523A). The identifier can be an historic or common name, parcel number, or any other

designator which will consistently refer to the resource and link the pages of the nomination together.

Provide the name, scale, and publication date of the map(s) used to depict the location of the historical resource in the space provided and include a copy of the appropriate portion(s) of that map or maps on the Location Map record. If the map has been photorevised, place the date of the revision in parentheses following the original date the map was published. The Office recommends using maps published by the government, particularly United States Geological Survey topographic quadrangles (for rural areas) and Assessor's regional index maps (for urban areas). Because privately published maps are subject to copyright restrictions, it is important to check with the Office before submitting such materials.

All Location Maps should include a bar scale and north arrow. Accurately plot the shape and location of the resource on an appropriate map. Very tiny resources may be depicted with a dot, while the exact configuration of larger resources should be drawn to scale using a heavy black line to indicate the perimeter of the resource. When possible, show the entire alignment of a linear resource, even if only a segment is nominated. Do not obscure map details by solidly filling in the areas covered by large historical resources.

III. DETAILED DESCRIPTION AND EVALUATION REQUIRED TO NOMINATE A RESOURCE TO THE CALIFORNIA REGISTER

Three recording forms can be used for detailed description and evaluation of all types of historical resources. Those forms consist of the Building, Structure, and Object (BSO) Record (DPR 523B); Archeological Site Record (DPR 523C); and District Record (DPR 523D). Each detailed record builds on the basic information gathered on the Primary Record and, therefore, must be accompanied by that form and a Location Map when required.

Evaluation is a required field on the BSO Record and District Record, however, it is optional on the Archeological Site Record. Completing an evaluation involves assessing whether an historical resource meets defined criteria of significance, specifically the California Register criteria provided for reference in Appendix 6.

The significance of an historical resource is best understood and judged in relation to an historic context. An historic context consists of a theme, pattern, or research topic; geographic area; and chronological period. The theme, pattern, or research topic provides a basis for evaluating the significance of a resource when it is defined in relation to established criteria. An historical resource is considered significant and, hence, eligible for the California Register if it is associated with an important historic context and it retains the integrity of those characteristics necessary to convey its significance. When considering the integrity of an historical resource, it is appropriate to take into account factors such as location, setting, design, materials, workmanship, feeling, and association.

Evaluation involves three basic steps: (1) identification of a significant historic context associated with the resource; (2) identification of the types of resources important in illuminating that context and the physical characteristics those resources must possess to reflect the significance of the historic context; and (3) an assessment of whether the resource being evaluated has those required physical characteristics. The amount of descriptive and historical information needed to establish whether or not a resource has the required physical traits necessary to convey its significance will depend on the complexity and type of resource being nominated.

A. PREPARING THE BUILDING, STRUCTURE, AND OBJECT (BSO) RECORD (DPR 523B)

The BSO Record can be used to evaluate and present detailed information about buildings, structures, and objects. The Linear Feature Record (DPR 523E) may also be used as a supplement to the BSO Record when documenting and evaluating linear structures such as roads, canals, and railroad grades. Detailed instructions for preparing the BSO Record are provided below. **Required information is indicated with a sidebar, an asterisk, and bold type.**

Header Block: Enter the Primary Number, and HRI Number, and/or site Trinomial Number, if known. Leave these fields blank if the numbers are unknown.

***NRHP Status Code**: Enter a 7 in this field for "not evaluated."

***Resource Name or #:** Enter the same name or number used in this field on the Primary Record (DPR523A). The identifier can be an historic or common name, parcel number, or any other designator which will consistently refer to the resource and link the pages of the nomination together.

B1. Historic Name: Enter the historic name of the resource, if known. An historic name may be either the formal name used for the resource during its period of significance or a name closely associated with its significance. The historic name may refer to the builder, designer, or historic owner(s); significant persons or events connected with the resource; original or later uses of the resource; or accepted professional, scientific, technical, or traditional names for the resource.

B2. Common Name: Enter the resource's common or presently used name. If documenting a single family dwelling, use the current owner's name **only** if local residents strongly associate the house with that owner. If historic and common names are identical, enter "same." If the resource has no common name, enter "none."

B3. Original Use: Enter the original use(s) of the building, structure, or object.

B4. Present Use: Identify the present use(s) of the building, structure, or object. Other past uses may be described in Field B10 (Significance).

***B5. Architectural Style:** Use standard architectural terminology to describe the style or construction type of the building when applicable. If necessary, combine terms to describe the style (e.g., "Classical Revival with Craftsman elements"). See National Register Bulletin 16A (National Park Service 1991), Blumenson (1981), McAlester and McAlester (1984), City of Oakland (1978), and Whiffen (1969) for suggested stylistic terminology. See Sources of Additional Information for complete citations of these publications.

***B6. Construction History:** List alterations to the resource which substantially affect its architectural integrity. Be as specific as possible. For example, put "aluminum sliders" rather than merely "windows." Add the date(s) of the alterations, if known.

***B7. Moved?:** Check whether or not the resource has been moved and give the date of the move, if known. Include any available information regarding the original location of the resource.

***B8. Related Features:** List other important features of the resource. Such features might include barns, carriage houses, garages, outhouses, sheds, windmills, water towers, hitching posts, fences, walls, unusual curbs or sidewalks, formal gardens, prominent or unusual trees, and expansive lawns. Do not include other major historical resources that merit separate documentation.

B9a. Architect: If appropriate, enter the name of the architect, architectural firm, engineer, artist, landscape architect, or planner responsible for designing the building, structure, or object. If the resource was not professionally designed, as in the case of a house constructed by an owner/builder, put "none." If no information about the designer is known, enter "unknown."

B9b. Builder: In the space provided for "Builder," enter the name of the person or firm actually responsible for the construction of the resource. Do not put the name of someone who merely commissioned the work. If no information is known, enter "unknown."

***B10. Significance:** Resources are generally evaluated using an historic context--an organizational format which groups information about related historical resources based on theme, geographic limits, and chronological period. The information provided in the following fields should describe why the resource is significant within a relevant historic context.

Begin by identifying the historic "theme"--the subject or topic of historical study important to the resource. Examples include "Commercial Development," "Citrus Industry," "River Transportation," "Residential Architecture," etc. For "area," list the locale in which the events of the theme occurred. Usually the area is the city or town in which the resource is located; however, there may be exceptions where contemporary boundaries do not coincide with historical boundaries. The area also might be a county, a part of a town, or a place defined by a topographical feature.

"Period of significance" refers to a chronological period as it relates to the historic context and is defined as a year or range of years [e.g., Commercial Development (theme) in Bakersfield (area), 1896-1941 (period of significance)]. For "property type," enter the specific type of resource that is being evaluated within the historic context. For example, the context "Commercial Development in Bakersfield, 1896-1941" may include retail stores and office buildings as associated property types. Therefore, a form documenting the Woolworth Building in downtown Bakersfield would list "retail store" for the property type.

In the space marked "applicable criteria," enter the criterion or criteria upon which the resource is being evaluated.

The statement of significance should explain why the resource is important in relation to its historic context(s). Make the strongest possible case using historical and/or architectural analysis as appropriate. Compare the resource with others that belong to the same property type and relate to the same historic context. Include an analysis of the integrity of the resource. Additional information about the resource may be included, even if it is not specifically related to the context identified, to the extent that it will help establish the significance of the resource

B11. Additional Resource Attributes: The historic attributes of the resource refer to its characteristics at the time it gained significance. Choose up to six numbers from the list of Resource Attribute Codes in Appendix 3. Enter each number, two dashes, and a brief description, e.g., "(HP3)--Duplex" or "(HP14)--Library." If more than one number is needed, the description may follow the numbers, e.g., "(HP12), (HP44)--YWCA."

***B12. References:** List any documents and style books used to obtain information about the resource. Include page numbers and dates of publication. Also, list oral interviews, including the name of the person interviewed and the date of the interview. You may abbreviate citations if necessary, but do not merely cite a general bibliography available elsewhere.

B13. Remarks: Include information about zoning, threats to the resource, previous surveys, and other relevant information in this data field as appropriate.

***B14. Evaluator and Date of Evaluation:** Enter the name of the person responsible for evaluating the significance of the resource and indicate the date the evaluation was completed.

***Sketch Map:** In the space provided, draw or paste in a sketch map of the resource and any associated features discussed in Field B8 (Related Features). This sketch map is required

regardless of whether or not a Location Map (DPR523J) is also needed. The sketch map need not be drawn to scale, but must include a north arrow. Name or otherwise identify important features associated with the resource. In urban areas and where possible in rural areas, identify the nearest intersection. Otherwise, show roads (with names), buildings, rivers, railroad tracks, and other features that may help others locate the resource. If the resource's boundaries are other than parcel boundaries, indicate as such.

Space Reserved for Official Comments: Leave this space blank. Provide comparable space on computer-generated forms.

B. PREPARING THE ARCHEOLOGICAL SITE RECORD (DPR 523C)

The Archeological Site Record can be used to record detailed descriptive information about most historical resources classified by the California Register as "sites." The Archeological Site Record was specifically developed to accommodate the documentation of both prehistoric and historic sites. As such, it includes a number of data fields essential for recording certain types of sites, but is irrelevant for the documentation of others. The Archeological Site Record must be accompanied by a detailed Sketch Map (DPR 523K).

Several specialized recording forms have been developed as optional attachments to the Archeological Site Record. They include the Linear Feature Record (DPR 523E), Milling Station Record (DPR 523F), Rock Art Record (DPR 523G), and Artifact Record (DPR 523H). Instructions for preparing those optional attachments are provided later in this manual. Detailed instructions for preparing the Archeological Site Record are given below. **Required information is indicated with a sidebar, asterisk, and bold type.**

A detailed Sketch Map (DPR 523K) must accompany every Archeological Site Record. The Sketch Map should accurately depict the details of the site in its immediate environmental setting thereby providing sufficient detail to allow a person unfamiliar with the resource to identify it on site. The Sketch Map should be drawn to scale. It must include a datum point or points; site boundary; north arrow (labeled either "magnetic" or "true"); bar scale; the plotted location of features, collected specimens, units, and other materials (if present); and a legend. The datum and methods used to map the site should be described in Field A1 on the Archeological Site Record.

The site datum should be a relatively permanent natural or cultural feature. All features should be plotted accurately in correct relation to each other and the datum. Relevant information about the natural and cultural setting of the site should also be depicted. It is acceptable to estimate the locations of such natural features.

Header Block: Enter the Primary Number and/or site Trinomial Number, if known. Leave these fields blank if the numbers are unknown.

***Resource Name or #:** Enter the same name or number used in this field on the Primary Record (DPR 523A). The identifier can be an historic or common name, parcel number, or any other designator which will consistently refer to the resource and link the pages of your nomination together.

***A1. Dimensions:** Enter the **length** and **width** of the site, describe the units of measurement, and indicate how the dimensions were determined (i.e., describe methods used to map the site).

All sites with prehistoric components must be measured in meters. The use of other appropriate units of measurement is acceptable for sites with historic components. The overall dimensions of multi-component sites should be measured in meters with other units of measurement used to supplement the description of historic features where appropriate. State the orientation of the measurements in the space between parentheses using one of the four basic compass lines. Describe the datum in sufficient detail that it can be relocated by subsequent investigators. Also provide the following information regarding how these limits were defined:

Method of Measurement: Check the box that defines how length and width measurements were made and describe any other methods used.

Method of Determination: Check all factors employed to determine the site boundary, including the distribution of artifacts and features; diminishing densities of cultural materials; changes in soil color or type; distinctive vegetation or topography; cultural materials visible in cut banks, animal burrows, or as the result of test excavation; or the recognition of a historic property boundary. Provide a brief explanation of any other means used to determine the site boundaries. While it may not be possible to define absolute boundaries for a resource based on surface inspection, a clear justification should be offered for how the site's boundaries were defined.

Reliability of Determination: Estimate how reliable the boundary determination is and check the appropriate box. Explain as necessary.

Limitations: Check any factors that hindered accurate determination of the extent of the site and explain any additional limitations that were noted.

***A2. Depth:** Enter the depth of any archeological deposit(s) which are present at the site. An estimate of depth is acceptable as long as the rationale for that approximation is explained. Leave the space after "depth" blank and check "unknown" if there is uncertainty about the site's depth. Enter "surface" on the line following "depth," check "none" if there is no depth to the deposit, and indicate how this was determined.

***A3. Human Remains:** Record the presence or absence of any human remains observed on the site by marking the appropriate box. Indicate the quantity, condition, and location of any observed remains in the space provided after "explain." The location of observed human remains should be depicted on an attached Sketch Map (DPR 523K). If any osteological material has been removed from the site, identify where it is curated or to whom it was transferred for reinternment or analysis.

***A4. Features:** Assign a number to every feature present on a site, show its location on an attached Sketch Map (DPR 523K), and describe the feature and any cultural constituents associated with it. If no features were observed, enter "none" or "none observed."

The description of each feature should identify, where possible, the type of feature; its age, function, size, and condition; the nature of any associated archeological deposits and cultural constituents; and any other pertinent details. Cultural constituents that are associated with or found near a feature should be described **as an aspect of that feature**, rather than in the general list of constituents entered in Field A5 (Cultural Constituents). List, briefly describe, and discuss the chronological implications of all cultural constituents associated with each feature or a meaningful sample of them.

Information about the numbers and types of bedrock milling features and rock art features should be briefly summarized in this field. Such features also may be recorded in greater detail on a Milling Station Record (DPR 523F) or Rock Art Record (DPR 523G) if appropriate.

***A5. Cultural Constituents:** List, briefly describe, and discuss the chronological implications of all cultural constituents not associated with features of the site. Constituents that are associated with features of the site should be described in Field A4 (Features). Cultural constituents encompass all artifacts, ecofacts, and other residues of human activities. Provide a complete inventory of observed constituents when they occur in small quantities. For sites with large amounts of cultural material, describe the types of materials present and estimate their relative abundance, taking care to identify any temporally diagnostic remains.

***A6. Were Specimens Collected?:** Check whether or not any specimens were collected during the field visit that led to the preparation of the Archeological Site Record (DPR 523C).

If any materials were collected, attach an Artifact Record (DPR 523H) **or** a catalog containing comparable information and show the locations where the specimens were collected as specific points or collection units on an attached Sketch Map (DPR 523K). Be sure to indicate on the Artifact Record where the specimens are curated. Please note that **specimens should only be collected under the auspices of a legitimate scientific study and with the permission of the landowner.**

***A7. Site Condition:** Indicate the relative condition of the site as a whole by checking "good," "fair," or "poor" and describe existing alterations and/or disturbances of the resource, its major features, and its setting. Indicate the degree of disturbance and the agents that caused that disturbance. Consider whether the site retains integrity of setting, feeling, association, workmanship, design, materials, and location.

***A8. Nearest Water:** Enter the name, or type of water (if not specified in the name), seasonal availability, distance, and direction (from the site datum or site boundary closest to water source) to the nearest natural fresh water source or probable former source (for prehistoric sites) or historic source (for historic sites occupied after that source was created). If the nearest water cannot be determined, enter "unknown."

***A9. Elevation:** Enter the elevation or range of elevations for the site in meters or feet and describe how those measurements were determined (e.g., altimeter, interpreted from map, etc.).

A10. Environmental Setting: Briefly describe the present vegetation zone, plants, animals, soils, geology, landforms, slope, aspect, exposure, and other environmental characteristics of the site and its vicinity to the extent that such conditions are relevant to understanding the site and its importance.

A11. Historical Information: Briefly summarize information gathered from reports, publications, historic documents, and oral interviews. In cases where historic materials are present, but no documentary or testimonial evidence was found, state that the historic use is unknown. Indicate what sources were examined for information about the resource, even if the results were negative. Use a Continuation Sheet (DPR 523L) to attach historic maps and/or photographs if appropriate.

***A12. Age:** Check any categories that apply to the site and explain the evidence used to determine the period(s) during which it was occupied. If occupation of the site extended over multiple periods, check all that apply. For prehistoric sites, describe any evidence that can be used to infer the site's position in a regional prehistoric chronological sequence where possible.

The protohistoric check box should be marked if a site was occupied by Native Americans during the historic period, as determined from historic accounts and/or the presence of materials introduced by non-native peoples. Specific dates of occupation or site use should be identified for other types of historic archeological sites when these dates are known.

A13. Interpretations: Provide information concerning any interpretations made for the site and discuss the evidence used to substantiate these interpretations. Possible interpretive categories include site function, demographic observations, cultural ecology, research or scientific value, and ethnographic/cultural affiliations. While the observations discussed here may or may not be sufficiently detailed to constitute an evaluation, they should provide data helpful for planning the evaluation and treatment of the site. This field may be used to present a full historic context statement and evaluation of a site, if desired.

A14. Remarks: This field may be used to note additional information that does not readily fit elsewhere on this form. It may be useful to discuss the history of previous studies at a site, threats to the resource, or other data.

A15. References: List persons interviewed and documents used to discover information about the resource. Enter "none" if no information was sought. Provide a complete citation for each document, sufficient so that others may locate the source. Identify persons interviewed by their full name, address (if permitted by the interviewee), and the date of the interview.

A16. Photographs: This field should be used to record any photographs or other recorded images taken during the documentation of the site. A Photograph Record (DPR 523I) can be attached to the Archeological Site Record as an alternative to completing this field. If no images were taken, enter "none." Photographic documentation is strongly recommended for every site. Photographs should be placed on a Continuation Sheet (DPR 523L) and labeled.

***A17. Form Prepared By, Date, and Affiliation and Address:** Provide this information only if it differs from that given in Fields P8 and P9 on the Primary Record (DPR 523A).

C. PREPARING THE DISTRICT RECORD (DPR 523D)

Districts consist of a significant concentration or continuity of associated historical resources. The District Record provides a vehicle for documenting the linkages among individual resources in such a situation. The District Record will be used to evaluate the significance of the resource within the framework of an historic context.

A Primary Record (DPR 523A), Location Map (DPR 523J), and District Record (DPR 523D) are all needed to document the district as a whole. Every component or element of the district is then documented separately on its own Primary Record. In some cases, it may be appropriate to prepare additional documentation on a district component when it appears to be individually significant as well, and worthy of nomination on its own merit.

Minor features such as landscaping, fences, curbing, prospect pits, and widely dispersed archeological materials need not be separately recorded if they are adequately described in Field D3 (Detailed Description) on the District Record. Detailed instructions are provided below for completing the District Record. **Required data fields are indicated with a sidebar, asterisk, and boldface type.**

Header Block: Enter the Primary Number, HRI Number, and/or site Trinomial Number if known. Leave these fields blank if they are unknown.

***NRHP Status Code:** Enter a 7 in this field for "not evaluated" (unless nominating a survey, see page 27).

***Resource Name or #:** Enter the same name or number used in this field on the Primary Record (DPR 523A). The identifier can be an historic or common name, parcel number, or any other designator which will consistently refer to the resource and link the pages of the nomination together.

D1. Historic Name: If applicable enter the historic name of the district. An historic name may be either the formal name for the resource during its period of significance or a name closely associated with its significance. The historic name might also refer to accepted professional, scientific, technical, or traditional names for the district.

D2. Common Name: Enter the common or presently used name for the district. If historic and common names are identical, enter "same." If the resource has no common name, enter "none" or a brief description, such as "500-700 block of Maple Street."

***D3. Detailed Description:** Provide a detailed description of the district, including those characteristics that give coherence to the area. Describe the nature and severity of any intrusions and disturbances. Mention design features, vegetation, and other relevant factors. List every resource which has been documented separately as an element of the district, and indicate whether or not that element contributes to the significance of the district. This information may be included in this field or as a separate entry on a Continuation Sheet (DPR 523L). Addresses should be given for all buildings and structures in a district if applicable. Other types of identified resources may be listed by Primary Number, Trinomial Number, HRI Number, and/or a resource identifier such as a historic name or temporary designation. Minor features of a district such as plantings, mining prospect pits, fences, and curbing need not be separately recorded on individual recording forms if they are adequately discussed in the text of the Detailed Description.

At least two 5"x7" black and white or color photographs of representative streetscapes or other overall views must be included with the District Record. Describe the subject, view, and date the photograph was taken on a label and affix it to the back of the print. Place the print in a clear polyethylene or polypropylene envelope and affix the envelope to a Continuation Sheet using archivally stable transparent tape. A representative slide should also be provided with the nomination.

***D4. Boundary Description:** District boundaries may be described either in a narrative fashion or by entering the measurements of the maximum length and width of the resource. Narrative entries may use street names, property lines, geographical features, or other lines of convenience. When dimensions are given, indicate the units of measurement and describe the method used to obtain those measurements (e.g., taped, paced, extrapolated from map, etc.).

The boundaries of the district and the district elements should be clearly depicted on a Location Map (DPR 523J) and/or a Sketch Map (DPR 523K).

***D5. Boundary Justification:** Provide a concise explanation as to how the boundaries of the district were determined, taking into account the property's significant elements, setting, integrity, and historical importance. Boundaries should encompass, but not exceed, the extent of the significant resources and land area that contribute to the importance of the district.

***D6. Significance:** The statement of significance should summarize the importance of the district in terms of its historic context, as defined by theme, period of significance, and geographic scope. The importance of each individual element of the district shall be addressed in the separate Primary Records (DPR 523A) prepared for each contributing resource. Only those resources that convey the significance of the district shall be considered as contributors. Ancillary features of contributing elements need only be described as related features on the individual records. Minor features and non-contributing elements of the district may either be recorded with a Primary Record and Location Map, if necessary, or simply described in Field D3 of the District Record.

Begin by identifying the historic "theme"--the subject or topic of study. Examples include "Commercial Development," "Railroad Logging," "Water Conveyance Systems," "Prehistoric Obsidian Quarry Exploitation," "Historic Mining Camps," etc. Next, identify the geographic scope in the "area" field. The geographic scope is the locale in which the events of the theme occurred. The scope could be a city, county, or region; scope could also encompass an entire state or the nation. The "period of significance," which refers to the chronological period identified in the historic context and is defined by a year or range of years [e.g., Railroad Logging (theme) in Sierra Nevada Region (area), 1890-1940 (period of significance)]. In the space marked "applicable criteria," enter the criterion or criteria upon which the district is being evaluated. In the large blank portion of this section (Significance) explain why the resource is important in relation to its historic context(s). Make the strongest possible case using historical, architectural, archeological, and/or other analyses as appropriate. Compare the district with others that encompass the same property type(s) and relate to the same historic theme. Include an analysis of the integrity of the district, taking into consideration whether or not it retains integrity of location, design, materials, workmanship, feeling, association, and setting. Also indicate whether the district and its elements remain in use or have been abandoned. Additional information about the district may be included, even if it is not specifically related to the context identified, to the extent that it will help establish the significance of the resource.

***D7. References:** List the documents that were used to obtain information about the district. Include oral interviews, noting the name of persons interviewed, the date of the interview, and the address of the interviewee when possible. Provide a complete citation for each document. The report citation should list the name of the author, date of the report or publication, title, and the name of the government agency, private firm, university department, publisher, etc. for whom the report was prepared or published.

***D8. Evaluator/Date/Affiliation and Address:** Give the name, address, and organizational affiliation of the person responsible for evaluating the significance of the district and enter the date the evaluation was completed.

Sketch Map: A detailed Sketch Map (DPR 523K) is required when the layout and details of the district cannot be clearly conveyed on a Location Map (DPR 523J) due to the compactness of its elements. Sketch Maps should be drawn to scale and must include the boundaries of the

district, a north arrow, a bar scale, the plotted locations of all features and/or elements, and a legend. Include information about the environmental setting of the district. For urban building surveys, a parcel map may be used to create the Sketch Map. The parcel map should include all of the items mentioned above and clearly indicate the names of all streets included within the district.

IV. PREPARING OPTIONAL ATTACHMENTS REQUIRED TO NOMINATE A RESOURCE TO THE CALIFORNIA REGISTER

Six additional forms have been included as attachments for the Department record forms previously discussed. These additional forms include a Linear Feature Record (DPR 523E), Milling Station Record (DPR 523F), Rock Art Record (DPR 523G), Artifact Record (DPR 523H), Photograph Record (DPR 523I), and Continuation Sheet (DPR 523L). The following instructions are provided to facilitate filling out each form.

A. LINEAR FEATURE RECORD (DPR 523E)

The Linear Feature Record (DPR 523E) may be used to supplement both minimal or detailed recordation of prehistoric and historic linear structures and sites. Linear features include most long, narrow constructed works classified as structures, as well as trails, and the ruins of linear structures which are classified as sites. The Linear Feature Record may be used for documenting linear features in their entirety, segments of such resources, or observations made at a particular point along a linear feature.

When nominating a linear feature or a segment of a linear feature, the nature of the entire resource should be described on the Primary Record (DPR 523A) in Field P3a (Description). Refer to the instructions for Field P3a for the kinds of information that should be included in the overall description of a linear feature. Detailed instructions are provided below for completing the Linear Feature Record. The Linear Feature Record can be used to gather descriptive information about a linear resource or it can serve as a supplement to formal evaluative documentation (e.g. BSO Record, District Record, etc.).

Header Block: Enter the Primary Number, HRI Number, and/or site Trinomial Number if known. Leave these fields blank if they are unknown.

L1. Historic and/or Common Name: Enter the historic and/or common name of the resource. An historic name may be either the formal name for the resource during its period of significance or a name closely associated with its significance. The historic name may refer to the builder, designer, or historic owner(s); significant persons or events connected with the resource; original or subsequent uses of the resource; or accepted professional, scientific, technical, or traditional names for the resource. In addition, a common or presently used name for the resource may also be provided if known. If the resource has no historic or common name, enter "none."

L2a. Portion Described: Check whether the record is for an entire linear feature, a segment of the resource, or a point observation on a linear feature. When recording a segment or point along a linear feature, provide a field designation for that portion or point and depict its location on an attached Location Map (DPR 523J).

L2b. Location of Point or Segment: To prepare a Linear Feature Record for a segment of a linear feature or a point on a linear feature, provide UTM coordinates, and any other locational information that will help identify the specific location that is being documented.

L3. Description: Provide information about the construction materials and techniques used and describe any features, artifacts, and/or archeological sites/deposits that may be associated with the linear feature. Provide plans, sections, or other drawings, as appropriate, on attached continuation sheets (DPR 523L). The observations made in this section should not duplicate information provided in Field P3a (Description) on the Primary Record. If a Linear Feature Record (DPR 523A) is prepared for an entire linear feature, this field may be used to supplement information provided on the Primary Record. When this record is used to describe a particular segment or point along a linear feature, this field should be used to define the specific details observed at that location.

Describe in detail each cultural feature associated with the linear resource. Number or otherwise designate each feature and plot its location on an attached Location Map (DPR 523J) and/or a detailed Sketch Map (DPR 523K). Also indicate if no features are observed. The features of a linear resource generally consist of components integral to the operation and proper functioning of that resource, as opposed to those resource elements such as a ditch tender's camp or railroad depot which would require separate documentation as major resource elements [see Field L5 (Associated Resources)]. Some examples of features of linear resources include:

<u>Resource</u>	<u>Features</u>
Roads	retaining walls, culverts, and tunnels
Ditches	siphons, flumes, spillgates, and gate valves
Trails	blazes, cairns, and paving
Railroad grades	through cuts, sidings, retaining walls, and trestles

The description of a feature should include information about its construction details, dimensions, and any artifacts found near the feature. Plans, cross-sections, and elevations may be attached to the record using Continuation Sheets (DPR 523L) when dealing with machinery. Feature descriptions should include information about the brand names and patent numbers recorded on the equipment.

L4. Dimensions: Enter the dimensions of the linear feature at the specific observation point, segment, or along the entire resource, or indicate the range of variations in those dimensions. When only a portion of a resource is recorded provide a scaled cross-sectional sketch in Field L4e and define the length of the segment you are recording. For historic resources, all dimensions should be in feet, for prehistoric features, all dimensions should be in metric units. Indicate how that dimension was determined (e.g., taped, estimated, etc.).

L4a. Top Width: Enter the width of the linear feature at its highest point and indicate the unit of measurement. For water delivery systems such as ditches and canals, the top width should be measured at the crest of the berm(s) or wall(s). Record more than one width or a range of widths, if appropriate. For example, a single water delivery system may be composed of a flume, earthen ditch, and concrete canal that each have different top widths which should all be listed in this field.

L4b. Bottom Width: Provide a width for the base of the feature or provide a range of widths, if appropriate.

L4c. Height or Depth: Enter the maximum depth or height of the resource, if applicable, or indicate the variation in that dimension along the length of the linear feature or segment thereof. If the depth/height of a linear feature has been modified (e.g., siltation of ditch), that fact should be noted in this field.

L4d. Segment Length: Enter the overall length of the segment of the resource being recorded and indicate the unit of measurement. If known, the length of the entire resource should be given in Field P3a on the Primary Record, (DPR 523A) and should also be repeated here if recording an entire linear resource. Define where dimensions were measured from (e.g., "from intake structure at dam to junction with Columbia Ditch") and note whether observation, extrapolation from maps, or direct measurement led to the determination of these dimensions.

L4e. Sketch of Cross-Section: Use the space provided to draw a representative scaled cross-section of the linear feature and indicate what direction the drawing faces.

L5. Associated Resources: List previously recorded resources that are historically associated with the use of the linear resource and if known provide a Primary Number, Trinomial Number, and/or HRI Number for each resource. Refer to a resource identifier, such as an historic name, if a Primary Number is unknown or remains to be assigned. Associated resources which have not yet been recorded may also be mentioned.

L6. Setting: This field may be used to provide a general description of the natural or physical environment of the linear feature where that setting contributes to the significance or appreciation of the resource. Information listed in this category may include descriptions of natural features, landscape characteristics, slope, vegetation, and so forth. For example, it may be important to describe the flora associated with a trail that connects a series of meadows in a forested region or the geology and terrain of a flume hung from the wall of a canyon.

L7. Integrity Considerations: Describe any existing alterations to the resource, focusing on whether or not it retains historic integrity in terms of setting, feeling, association, workmanship, design, materials, and location. Indicate whether the resource remains in use or has been abandoned. Where possible provide an estimate of the proportion of the resource that has been destroyed or modified.

L8a. Photograph, Map, or Drawing: This space may be used for additional graphic documentation of the linear resource at the discretion of the recorder.

L8b. Description of Photo, Map, or Drawing: Enter view, scale, or other descriptive data.

L9. Remarks: This field may be used to present further historical information about the resource, discuss previous efforts to document it, and offer other information that does not fit elsewhere on this form.

L10. Form Prepared By: Provide this information only if it differs from that given in Field P8 on the Primary Record (DPR 523A).

L11. Date: Enter the date this record was prepared.

Mapping Linear Resources: A Location Map (DPR 523J) may be used to depict the portion of a linear resource that has been documented, its features, and those areas depicted through attached cross-section drawings, photographs, or other graphic documentation. For particularly complex linear resources, however, a detailed Sketch Map (DPR 523K) is recommended. Sketch Maps should be drawn to scale and must include a north arrow and bar scale.

B. MILLING STATION RECORD (DPR 523F)

The Milling Station Record may be used to provide a detailed record of one or more bedrock milling stations and any associated artifacts. A bedrock milling station is defined as a non-portable bedrock outcrop or boulder with surfaces and/or depressions ground into it for purposes of milling. The Milling Station Record is an optional form. It is designed to supplement the information in an Archeological Site Record (DPR 523C), not to replace it. Nominators should prepare a Primary Record, Location Map, and Archeological Site Record when a site with a milling station(s) is submitted for nomination. Additional information may then be collected on a Milling Station Record.

Identify each separate bedrock outcrop with evidence of milling activities (milling station) as a numbered feature of a site. The location of each outcrop (milling feature) should be depicted on the Sketch Map of the site, with the total number of milling surfaces at that feature listed by type in Field A4 (Features) on the Archeological Site Record. The dimensions, rock type, and overall condition of each milling station should be provided in the upper portion of the Milling Station Record, along with the resource name or number listed in the Primary Record and the name of the person who prepared the record.

Give the dimensions of each milling station in metric units. Each dimension should be the maximum extent of the bedrock outcrop or boulder on which milling activities occurred. The height should be measured as the maximum distance from the ground to the highest point on the bedrock outcrop. Outcrops partially covered with archeological deposits should not be excavated to obtain measurements unless that excavation is part of a professional archeological testing program.

Appropriate information should then be entered in the lower portion of the Milling Station Record for each of the individual milling surfaces observed on a culturally modified bedrock outcrop. Spaces are provided for the feature number (milling station number), milling surface number (element of an individual milling station), type, dimensions, contents, and remarks. Use the keys provided at the bottom of the record for abbreviations of the types of features and their contents.

Dimensions for the individual milling surfaces present on a milling station should be measured with a tape in centimeters and recorded as the maximum length, width, and depth of the culturally modified (e.g., pecked and/or ground) bedrock. Use a straight edge laid across the rim of each milling surface to measure its maximum depth. The "Remarks" column may be used to record information such as wear patterns, surface residues, shape, configuration and condition of the culturally modified surfaces, and the presence of any associated artifacts on the outcrop/milling station.

Prepare a plan for each milling station on a Continuation Sheet (DPR 523L) showing the size and shape of the bedrock outcrop and the relative locations of the individual milling surfaces. The plan should include a north arrow (marked true or magnetic), distances between the individual milling surfaces on the outcrop, and a bearing and distance to a site datum. It is often helpful to include other details on the plan such as vegetation, height above ground, and associated artifacts. If a milling station plan is drawn to scale and includes a bar scale, it is not necessary to indicate distance between the individual surfaces on the outcrop.

C. ROCK ART RECORD (DPR 523G)

The Rock Art Record may be used to record detailed information about individual rock art features. Rock Art is defined as any non-portable bedrock outcrop, boulder, cave wall, or other rock surface intentionally modified by pecking, scraping, grinding, and/or the application of pigment to form a graphic design/image. The Rock Art Record is an optional form. It is designed to supplement the information in an Archeological Site Record, not to replace it. Nominators should generally prepare a Primary Record (DPR 523A), Location Map (DPR 523J), and Archeological Site Record (DPR 523C) when a site with a rock art feature(s) is submitted for nomination. Additional information may then be collected on a Rock Art Record if desirable.

Identify each separate bedrock outcrop or boulder with rock art on it and assign a number to the rock art panel that corresponds with its designation as a feature of a site. The location of each rock art panel (feature) should be depicted on the sketch map of the site and briefly described in Field A4 (Features) on the Archeological Site Record. Use the following instructions to complete the Rock Art Record.

Header Block: Enter the Primary and/or site Trinomial Numbers if known. Leave both fields blank if they are unknown.

Resource Name or #: Enter the same name or number used in this field on the Primary Record (DPR 523A). The identifier can be a historic or common name, parcel number, or any other designator which will consistently refer to the resource and link the pages of the nomination together.

R1. Feature/Panel #: Identify the number assigned to the feature and indicate how many total rock art panels are present at the site after the word "of."

R2. Feature/Panel Location: Enter the distance and azimuth from a site datum to a designated position on the rock art panel or feature as shown on a plan. If the site datum is a point within the rock art, so indicate. Also check whether the rock art was found on a cliff face, boulder, bedrock outcrop, cave/rockshelter surface, or other location and describe any other kinds of locations.

R3. Host Surface: Describe the type of rock or other host surface on which the rock art panel or feature appears and identify the color of that surface rock outcrop and rock art images.

R4. Host Background: Check any characteristics that pertain to the background surface of the host rock or ground surface including patination, painting, glacial polish, smoke blackening, lack of natural alteration ("natural"), and other surface conditions. Provide an explanation if you check "other."

R5. Detailed Description of Feature/Panel: Check whether the feature consists of petroglyphs, pictographs, a geoglyph, or a combination of such elements and then describe the size of the feature and host rock outcrop or ground surface, number and types of elements or stylistic motifs, method of production, color of motif, and other relevant descriptive details. All measurements should be taped in metric units.

R6. Feature/Panel Integrity and Natural/Cultural Deterioration: Check whether the rock art feature or panel is in good, fair, or poor condition and note any natural and cultural modification or deterioration by checking any items that apply. Use the space provided to explain in greater detail whether the feature/panel retains integrity of setting, feeling, association, workmanship, design, material, and location.

R7. Style(s) and Suspected Cultural Affiliation: Identify the rock art style(s) and cultural affiliation of the group(s) known or believed to have created the images in the rock art panel. Offer reasons supporting any statements about the stylistic and cultural affiliations of the rock art.

R8. Elements Superimposed?: Check whether or not any elements are superimposed and describe superimposed elements by style, position, and relative age if known. Be sure to clearly depict superimposed elements on the plan showing the rock art panel.

R9. Feature/Panel Visibility: Check whether the rock art feature or panel is visible, semi-visible, or hidden from public view. Take into account the remoteness and accessibility of the site and how obtrusive the rock art is to an untrained observer.

R10. Associated/Nearby Cultural Materials: Describe any artifacts, ecofacts, or other cultural residues found in close proximity to the rock art panel. If no materials are observed near the panel, enter "none."

R11. Conservation Recommendations: Describe any conservation recommendations that may help preserve the rock art panel.

R12. Form Prepared By and Date: Supply the name of the recorder and the date this record was prepared only if it differs from the information supplied in Field P8 on the Primary Record (DPR 523A).

Sketch of Rock Art Panel/Feature: Sketch the panel on a Continuation Sheet (DPR 523L) showing the size and shape of the bedrock outcrop and the relative locations of the individual elements/motifs on that outcrop. The sketch should be drawn to scale, including a north arrow (marked true or magnetic), bar scale, and a bearing and distance to a site datum. Include other details, such as vegetation, height above ground, associated artifacts and distance to a road or trail if relevant. A photograph of the rock art panel is also recommended, attached on a Continuation Sheet.

D. ARTIFACT RECORD (DPR 523H)

The Artifact Record may be used to record information about any specimens observed and/or collected at an archeological site. Information comparable to that requested on the Artifact Record is required when any specimens are collected from a site. The Artifact Record is also useful for listing any diagnostic materials that are noted, but not collected. When used as supporting documentation, the Artifact Record may provide details that require only summary description in Field A4 (Features) or Field A5 (Cultural Constituents) on the Archeological Site Record (DPR 523C).

Begin by listing the Primary Number and Site Trinomial Number if known. Then repeat the resource name or number listed on the Primary Record. Describe where any collected specimens are curated, giving the name of the institution and its address. Provide the artifact/specimen number (field designation or accession number), type, condition, description (form, material, etc.), dimensions, and provenience. The location of the specimen may be a collection unit or azimuth and distance from site datum. Show each location on a Sketch Map (DPR 523K), indicate whether the specimen was drawn or photographed, and if it was collected.

E. PHOTOGRAPH RECORD (DPR 523I)

The Photograph Record may be used to record information about any type of photographic images prepared as a record of an historical resource. It may be used in conjunction with any of the other records described in this manual. It is designed to identify images taken as still photographs, filmed or taped movies, aerial photographs, slides, etc. and to provide technical details relating to the capture of those images.

Begin by providing the name of the project. List the resource name or number for each resource in the "Subject/Description" column for individual exposures. Spaces are provided for camera format, lens focal length, film type and speed, year, media repository, date, time, exposure/frame number, subject, view toward, and accession number (if any). It also may be helpful to identify the places where photographs are taken on an accompanying Sketch Map (DPR 523K).

F. CONTINUATION SHEET (DPR 523L)

The Continuation Sheet is a general form that can be used for a variety of purposes including the presentation of: (1) continued text, (2) feature and artifact illustrations, (3) photographic prints, (4) historic maps, and (5) updating the information from a prior survey effort. Every Continuation Sheet must provide the resource name or number as it appears on the corresponding Primary Record (DPR 523A) for the resource, the name of the recorder, and the date the record was prepared. Continued information should be clearly referenced with the number and name of the data field it relates to. Graphics should be labeled to indicate their subjects, view, scale, and sources as appropriate. The source of all historic photographs, maps, or drawing should be identified.

NOMINATING A SURVEY

Historical resources evaluated as significant in an historical resource survey may be listed in the California Register if they meet the California Register's criteria and if the survey itself meets the following (minimal) standards of resource recordation:

- Resources are documented using the DPR Form 523 recordation format (if recorded after November 1997, the DPR Form 523 dated January 1995 must be used);
- The survey is conducted within the framework of a research design or statement of objectives;
- Evaluation of the significance of survey resources uses criteria that are consistent with the California Register;
- Evaluation of significance applies the California Register criteria within historic contexts;
- Complete current ownership information is provided for historical resources included in the survey;
- Survey results are submitted to the local government entity for a 90-day comment period with said comments included in the nomination materials.

The Office will review the survey documentation to ensure that it meets these standards of resource recordation. Survey evaluations will also be reviewed by the Office based upon the California Register criteria of significance.

Surveys which are federally funded through National Historic Preservation Fund grants and completed under a contractual agreement with the Office will have exceeded these standards and no further review will be necessary.

If the survey used National Register criteria and was previously accepted by the Office, Categories 1 to 4 will not require further evaluation unless the survey was completed more than five years prior to nomination. Category 5 resources shall be evaluated by the Office using California Register criteria.

If a survey is more than five years old, please contact the Office to determine what additional information may be required for nomination to the California Register.

SOURCES OF ADDITIONAL INFORMATION

Advisory Council on Historic Preservation

1980 Treatment of Archaeological Properties: A Handbook. Washington, D.C.

Blumenson, John J. G.

1981 Identifying American Architecture. American Association for State and Local History, Nashville.

Gebhard, David, Eric Sandeweiss, and Robert Winter

1985 The Guide to Architecture in San Francisco and Northern California. Gibbs M. Smith, Inc./Peregrine Smith Books, Layton.

Gebhard, David, and Robert Winter

1977 A Guide to Architecture in Los Angeles and Southern California. Peregrine Smith, Inc., Santa Barbara and Salt Lake City.

McAlester, Virginia, and Lee McAlester

1984 A Field Guide to American Houses. Alfred A. Knopf, New York.

National Park Service

1983 Archaeology and Historic Preservation: Secretary of the Interior's Standards and Guidelines. Washington, D.C.

1985 Guidelines for Local Surveys: A Basis for Preservation Planning. National Register Bulletin 24. Washington, D.C.

1990a Guidelines for Evaluating and Documenting Traditional Cultural Properties. National Register Bulletin 38. Washington, D.C.

1991 How to Complete the National Register Form. National Register Bulletin 16A. Washington, D.C.

Oakland, City of

1978 Rehab Right. Planning Department, City of Oakland.

Office of Historic Preservation

1986 California Historic Resources Inventory Survey Workbook. Sacramento.

1988 Five Views: An Ethnic Sites Survey for California. Sacramento.

1989a Archeological Resource Management Reports (ARMR): Recommended Contents and Format. Preservation Planning Bulletin 4(a). Sacramento.

1989b California Archeological Inventory Handbook for Completing an Archeological Site Record, DPR 422 A-I. Sacramento.

1989c Instructions for Completing the Historic Resources Inventory Form. Sacramento.

- 1991a Evaluation of the Survey and Inventory Program Area, National Historic Preservation Program. Sacramento.
- 1991b Guidelines for Archaeological Research Designs. Preservation Planning Bulletin 5. Sacramento.

Whiffen, Marcus

- 1969 American Architecture Since 1780: A Guide to the Styles. M.I.T. Press, Cambridge.

www.ohp.parks.ca.gov

The Office of Historic Preservation maintains a website with information on registration and other historic preservation programs administered by the State of California. Also available on the website is contact information for Regional Information Centers.

APPENDIX 1: BLANK NOMINATION FORMS

This appendix contains examples of all of the nomination forms described in this manual. Those forms consist of:

Primary Record (DPR 523A)
Building, Structure, and Object Record (DPR 523B)
Archeological Site Record (DPR 523C)
District Record (DPR 523D)
Linear Feature Record (DPR 523E)
Milling Station Record (DPR 523F)
Rock Art Record (DPR 523G)
Artifact Record (DPR 523H)
Photograph Record (DPR 523I)
Location Map (DPR 523J)
Sketch Map (DPR 523K)
Continuation Sheet (DPR 523L)

[The nomination forms are not available in the electronic version of this document; they are available in Adobe Acrobat format on the Office of Historic Preservation website at <http://www.ohp.parks.ca.gov/publications/manuals.htm>]

APPENDIX 2: CALCULATING UTM COORDINATES

(For use in Fields P2d and L2b)

The Universal Transverse Mercator (UTM) Grid System provides a simple and accurate method for recording the geographic location of a historic property. The UTM Grid System has a number of advantages over the Geographic Coordinate System of latitude and longitude, particularly speed, precision, and the use of linear, metric units of measure. Determining UTM coordinates involves no complicated geometric constructions and, in its simplest application, requires only a straightedge, a coordinate counter, and a sharp pencil as working tools. (The coordinate counter, a plastic measuring tool, may be obtained from J & J Reproduction and Drafting Supplies, Inc., 9017-F Mendenhall Court, Columbia, MD 21045.)

In the UTM system, the Earth is divided into 60 zones, running north and south, each six degrees wide. Each zone is numbered (most of the US is included in zones 10 through 19), beginning at the 180-degree meridian near the International Date Line. The zones are flattened and gridded into squares measuring one kilometer on each side. UTM grid references are printed around the margins of many United States Geological Survey quadrangles published since 1950, and all published since 1959 with blue grid ticks spaced at 1000-meter (one kilometer) intervals. Any point in the zone may be referenced by citing its zone number, its distance in meters from a north-south reference line ("easting"), and its distance in meters from the Equator ("northing"). These three figures -- the zone number, easting, and northing -- make up the complete UTM grid reference for any point and distinguish it from any other point on Earth.

The simplest method of determining a UTM coordinate is based on drawing part of the UTM grid on the map and measuring from the grid lines to the point. It requires the following:

- a flat work surface on which the map may be spread out in full;
- a straightedge (ordinary rulers may not be accurate enough) long enough to reach completely across the map -- generally 28" to 36";
- a very sharp pencil;
- an ink pen for recording references; and
- a UTM coordinate counter.

To measure each point, follow these steps:

1. Draw a line from the top of the map to the bottom (north to south), connecting the UTM ticks of the same value directly west of the point, that is the ticks with the highest easting value west of the point.
2. Draw a line from the left to the right side of the map (west to east), connecting the UTM ticks of the same value directly south of the point, that is the ticks with the highest northing value south of the point. This line will intersect the north-south line somewhere to the southwest of the point.
3. Record the zone number on a worksheet. This number appears in the lower left corner of the map.

4. Record on a worksheet the numbers given by the map ticks through which the lines have been drawn. These are the first three digits of the easting value and the first four digits of the northing value.
5. Locate the scale on the coordinate counter matching that of the map, e.g., 1:24,000. Align the counter on the map so that:
 - a. The side of the scale that reads from right to left lies along the east-west line.
 - b. The side of the scale that reads from left to right passes directly through the point. Check the alignment to be sure that it is precise.
6. Read the coordinate counter scales, right to left for the easting and upward for the northing, to get a measured value in three decimal places. In each case, enter the measured value on the worksheet after the number recorded in step 4.
7. Check the readings for plausibility -- are all figures in the correct decimal place? The easting will have six digits and the northing seven.
8. Check the figures for accuracy by remeasuring.
9. Be sure that the correct order is observed: zone number, easting, northing (Z,E,N).

If the resource is less than 10 acres, enter the UTM coordinate for the point in the middle of that resource. UTM coordinates should be provided for the beginning and termination of linear structures and sites or recorded segments of such resources. If a resource is 10 or more acres, the area must be enclosed in a quadrangle and a UTM coordinate should be given for each corner. Where multiple UTM coordinates are provided, each reference point should be depicted on the Location Map prepared for the resource.

APPENDIX 3: RESOURCE ATTRIBUTE CODES

(for use in Fields P3b and B11)

The following codes should be used to define the attributes of historical resources in Fields P3b and B11 on the Primary Record and Building, Structure, and Object Record respectively. The codes are first summarized below and then defined in greater detail in the following pages of this appendix.

Attributes of Historic Resources:

HP1. Unknown	HP24. Lighthouse
HP2. Single family property	HP25. Amusement park
HP3. Multiple family property	HP26. Monument/mural/gravestone
HP4. Ancillary building	HP27. Folk art
HP5. Hotel/motel	HP28. Street furniture
HP6. 1-3 story commercial building	HP29. Landscape architecture
HP7. 3+ story commercial building	HP30. Trees/vegetation
HP8. Industrial building	HP31. Urban open space
HP9. Public utility building	HP32. Rural open space
HP10. Theater	HP33. Farm/ranch
HP11. Engineering structure	HP34. Military property
HP12. Civic auditorium	HP35. CCC/WPA property
HP13. Community center/social hall	HP36. Ethnic minority property (list group)
HP14. Government building	HP37. Highway/trail
HP15. Educational building	HP38. Women's property
HP16. Religious building	HP39. Other
HP17. Railroad depot	HP40. Cemetery
HP18. Train	HP41. Hospital
HP19. Bridge	HP42. Stadium/sports arena
HP20. Canal/aqueduct	HP43. Mine structure/building
HP21. Dam	HP44. Adobe building/structure
HP22. Lake/river/reservoir	HP45. Unreinforced masonry building
HP23. Ship	HP46. Walls/gates/fences

Attributes of Historic Archeological Sites:

AH1. Unknown	AH9. Mines/quarries/tailings
AH2. Foundations/structure pads	AH10. Machinery
AH3. Landscaping/orchard	AH11. Walls/fences
AH4. Privies/dumps/trash scatters	AH12. Graves/cemetery
AH5. Wells/cisterns	AH13. Wharfs
AH6. Water conveyance system	AH14. Ships/barges
AH7. Roads/trails/railroad grades	AH15. Standing structures
AH8. Dams	AH16. Other

Attributes of Prehistoric Archeological Sites and Ethnographic Sites:

AP1. Unknown	AP9. Burials
AP2. Lithic scatter	AP10. Caches
AP3. Ceramic scatter	AP11. Hearths/pits
AP4. Bedrock milling feature	AP12. Quarry
AP5. Petroglyphs	AP13. Trails/linear earthworks
AP6. Pictographs	AP14. Rock shelter/cave
AP7. Architectural feature	AP15. Habitation debris
AP8. Cairns/rock features	AP16. Other

Historic Resource Attribute Definitions:

- HP1. Unknown: No reasonable guess can be made about the historic use or function of the resource.
- HP2. Single Family Property: A building constructed to house one family.
- HP3. Multiple Family Property: Any building providing longer than temporary lodging for more than one person or household, e.g., duplexes, apartment buildings, dormitories, bunkhouses, etc.
- HP4. Ancillary Building: Barns, outhouses, detached garages, carriage houses, sheds, etc.
- HP5. Hotel/Motel: Any building or group of buildings providing temporary lodging for travelers.
- HP6. Commercial Building, 3 stories and under: Any type of building dealing with management, retail sales, or marketed services, e.g., stores, banks, gas stations, office buildings, etc. Do not include basement in height count.
- HP7. Commercial Building, over 3 stories: Do not include basement in height count.
- HP8. Industrial Building: Any building where the manufacture or distribution of products occurs, e.g., canneries, mills, foundries, warehouses, etc.
- HP9. Public Utility Building: Any building that houses services available to the public at large, e.g., firehouses, power houses, electrical substations, etc.
- HP10. Theater: Any place where plays, variety shows, motion pictures, etc., are presented. Includes amphitheaters.
- HP11. Engineering Structure: A structure not covered in any other category, e.g., docks, runways, water towers, etc.
- HP12. Civic Auditorium: Publicly owned buildings for concerts, speeches, etc.
- HP13. Community Center/Social Hall: Any building designed to hold meetings of social groups, e.g., fraternal halls, women's clubs, boy scout cabins, etc.

- HP14. Government Buildings: Any building designed to house government administration or transactions, e.g., post offices, city halls, county courthouses, etc.
- HP15. Educational Building: Any building with an educational purpose, e.g., schools, libraries, museums, etc.
- HP16. Religious Building: Any building holding religious ceremonies or connected the operations of religious organizations, e.g., churches, seminaries, parsonages, etc.
- HP17. Railroad Depot: Stations and other buildings connected to the operation of railroads and streetcars, e.g., sheds, roundhouses, etc.
- HP18. Train: Engines, streetcars, and rolling stock.
- HP19. Bridge: Any overpass for automobiles, trains, pedestrians, etc.
- HP20. Canal/Aqueduct: Any artificial waterway for transportation or irrigation. Includes large pipes, conduits, drainage ditches, and bridge-like structures for carrying water.
- HP21. Dam: Any barrier constructed to hold back water.
- HP22. Lake/River/Reservoir: Any inland body of water, natural stream of water, or place where water is collected and stored.
- HP23. Ship: Any vessel able to navigate inland or ocean waters.
- HP24. Lighthouse: Any building or structure from which ships are guided by sight or sound.
- HP25. Amusement Park: An outdoor place with various amusement buildings, structures, or devices. Includes zoological parks.
- HP26. Monument/Mural/Gravestone: 1) Any object with a commemorative or artistic purpose, e.g., statue, obelisk, sculpture, etc.; 2) Any painting, photograph, etc. on a wall or ceiling.
- HP27. Folk Art: Any object that expresses the artistic capacities of a people without being the product of formal training.
- HP28. Street Furniture: Any object that is permanently placed near a street, e.g., fire hydrants, streetlights, benches, curbstones, hitching posts, etc.
- HP29. Landscape Architecture: Any place in which trees, bushes, lawns, fountains, walls, etc. have been arranged for aesthetic effect.
- HP30. Trees/Vegetation: Any plant, whether planted or growing naturally, not part of a landscape plan.
- HP31. Urban Open Space: Any area that has experienced little building or other development within in a city limits, e.g., parks, grounds, or large open lots.
- HP32. Rural Open Space: Any area that has experienced little building or other development outside city limits.

- HP33. Farm/Ranch: Any place where crops or animals are raised.
- HP34. Military Property: Any property owned by one of the US armed services, including the National Guard.
- HP35. New Deal Public Works Project: Any property built under one of the public works programs of the New Deal. Includes properties aided by funds or personnel from the Works Progress Administration (WPA) and successors, Public Works Administration (PWA), Civilian Conservation Corps (CCC), etc.
- HP36. Ethnic Minority Property: Any property closely associated with events, individuals, groups, or social patterns important in the history of an ethnic group. Includes properties designed by important ethnic group members. Add further information by including the name of the ethnic group involved. The Office has abbreviations for five groups, so put these two letters in front of the name: AA African Americans, CH Chinese, JA Japanese, LA Latino, NA Native Americans. The Office will adopt other abbreviations as properties associated with other ethnic groups are identified.
- HP37. Highways/Trail: Any roadway, from freeway to footpath.
- HP38. Women's Property: Any property closely associated with events, individuals, groups, or social patterns important in the history of women. Includes work of women designers, as well as buildings such as YWCAs and women's clubs.
- HP39. Other: If no other code applies, enter HP39.
- HP40. Cemetery: Burial ground with monuments (except archeological sites).
- HP41. Hospital: Any facility for treatment of the sick.
- HP42. Stadium/Sports Arena: Any structure or building that provides a place in which sporting events are viewed.
- HP43. Mine: Any structure or building connected with mining, e.g., mine shafts, head frames, stamp mills, shops, etc.
- HP44. Adobe Building/Structure.
- HP45. Unreinforced Masonry Building.
- HP46. Walls/Gates/Fences.

Historic Archeological Site Attribute Definitions:

- AH1. Unknown: No characteristics listed on the site record.
- AH2. Foundations: Structural footings or lineal alignments made from wood, brick, or rock to support a structure, e.g., slabs of concrete, leveled earth pads, pilings, walls, stairs, etc.
- AH3. Landscaping: Evidence of modification through contouring of the land or planting vegetation, e.g., hedgerow, orchards, terraces, and ponds.

- AH4. Privy Pits/Trash Scatters/Dumps: Any refuse deposits, outhouse pits, or other accumulation of debris, e.g., trash pits, trash scatters, outhouse pits, and dumps.
- AH5. Well/Cistern: A hole or receptacle designed to hold or provide access to water which may or may not be lined.
- AH6. Water Conveyance System: Any device constructed to transport water over a distance, e.g., flumes, pipes, ditches, canals, and tunnels.
- AH7. Road/Trail/Railroad Bed: A lineal construction, either depressed, elevated, or on ground level, designed to facilitate the transportation of people or vehicles, e.g., bridge, railroad grade, tunnel, trail, wagon road, etc.
- AH8. Dam: A barrier constructed to contain a body of water.
- AH9. Mine: An excavation and associated structures built into the earth to extract natural resources (ore, precious metals, or raw lithic materials). This category includes quarries. Examples include shafts, elevators, mining tunnels, quarry, glory holes, tailings.
- AH10. Machinery: A mechanical device, e.g., mills, farm equipment, steam donkeys, windmills, etc.
- AH11. Wall/Fence: Any wall or fence including post holes or posts placed at regular intervals, retaining walls, post-cairns, walls, fences, jetties, and breakwaters.
- AH12. Grave/Cemetery: Any single or multiple burial location.
- AH13. Wharf: A structure or remains of a structure built at the shore of a harbor or river for the docking of ships or boats, pier, dock.
- AH14. Ships/Barges: Floating vessels designed for transporting people or goods across water.
- AH15. Standing Structure: Any historic building that is still standing, e.g., outhouse, shed, house, cabin, office building, barn, etc.
- AH16. Other: Check if there is no other category in which the site description could be placed.

Prehistoric Archeological Site Attribute Definitions:

- AP1. Unknown: No characteristics listed on the site record.
- AP2. Lithic Scatter: A major characteristic of the site is a scatter of chipped or flaked stone resulting from human manipulation, e.g., obsidian flakes and few or no other artifacts.
- AP3. Ceramic Scatter: A major characteristic of the site is a scatter of pot sherds. If the site contains both lithics and ceramics, check both.
- AP4. BRM/Milling Feature: Site contains one or more bedrock mortars, milling surfaces, or cupules which indicate material processing activity.

- AP5. Petroglyphs: Site contains a stone surface which has been scored by humans in a patterned manner for a purpose other than material processing. This category includes intaglios.
- AP6. Pictographs: Site includes any design painted on a rock surface.
- AP7. Architectural Feature: Site contains any feature which indicates the presence of human construction activity, e.g., post holes, house pits, dance house, sweat lodge, hunting blinds, fish traps, etc.
- AP8. Stone Feature: Site contains a patterned arrangement of rocks purposefully constructed or modified, e.g., rock alignments, cairns, rock rings of unknown function, etc.
- AP9. Burial: The site contains human bone.
- AP10. Cache: The site contains a natural or constructed feature used for storing food or goods.
- AP11. Hearths/Pits: Site contains any feature which indicates cooking activity, such as roasting pits, association of cracked or burnt rock, discolored soil, ash, and carbonized wood or plants.
- AP12. Quarry: Site contains a source of lithic material with evidence of human usage.
- AP13. Lineal Feature: Site contains natural or constructed features indicating human use, such as trails, earth works, windrows or stone fences.
- AP14. Rock Shelter/Cave: A concavity within a rock surface evidencing human use.
- AP15. Habitation Debris: Site contains a deposit characterized by a wide range of artifacts, materials, or features which represent a variety of human activities.
- AP16. Other: Check here if there is no other category in which the site description can be placed.

APPENDIX 4: HOW TO CATEGORIZE HISTORICAL RESOURCES

Category	Examples	Suggested Records Used for Nomination
Building	houses, barns, stables, sheds, garages, courthouses, city halls, social halls, commercial buildings, libraries, mills, factories, stationary mobile homes, train depots, hotels, theaters, schools, stores, and churches	523A and 523B, plus 523J (when appropriate)
Structure	bridges, tunnels, dredges, firetowers, turbines, dams, corncribs, power plants, silos, shot towers, grain elevators, windmills, kilns, mounds, earthworks, cairns, palisade fortifications, railroad locomotives and cars, boats and ships, telescopes, carousels, bandstands, gazebos, mines, and aircraft canals, ditches, flumes, pipelines, roads, utility lines, fences, rock walls, railroad grades, and historic footpaths	523A and 523B, plus 523J (when appropriate) 523A, 523B, 523E and 523J
Object	sculpture, monuments, boundary markers, statuary, fountains, and maritime resources	523A and 523B, plus 523J (when appropriate)
Site	habitation and village sites; rock shelters; hunting and fishing sites; petroglyphs and rock carvings; grounds and gardens; battlefields; campsites; shipwrecks; cemeteries and funerary sites; ruins of historic buildings and structures; treaty signing sites; and natural features such as springs, rock formations, Native American ceremonial areas and pictographs, and other land areas having cultural significance designed landscape trails, and the ruins of canals, ditches, flumes, pipelines, roads, utility lines, fences, rock walls, and railroad grades	523A, 523C, 523J, and 523K (with optional attachments as appropriate) 523A, 523B, or 523C, 523J, and 523K 523A, 523C, 523E and 523J
Historic District	college campuses, central business districts, residential neighborhoods, commercial areas, large forts, industrial complexes, civic centers, rural villages, complex canal or irrigation systems, groups of habitations and associated activity areas, large ranches/estates/plantations, transportation networks, and large landscaped parks	523A, 523D and 523J (for the District) plus 523A for each contributor

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**Instructions for Preparing Documentation for Nominating Historical
Resources to the California Register of Historical Resources**

August 1997

If you believe you have been discriminated against in any program, activity, or facility as described above, or if you desire further information, please write to Office for Equal Opportunity, U.S. Department of the Interior, National Park Service, Box 37127, Washington DC 20013-7127.