

Survey Manual

South Carolina Statewide Survey of Historic Properties



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This manual was updated in June 2007. The update is intended to correspond with developments of the digital age, both in terms of the acceptance of digital photography as a documentation medium and in the availability of this manual in an online electronic format.

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I. Introduction

A historic resources survey is the process of systematically identifying historic properties within the boundaries of a specific geographical area, documenting their location and physical characteristics, and evaluating their importance within an appropriate historical context. In South Carolina, the State Historic Preservation Office (SHPO) has conducted surveys of aboveground historic resources since 1969, when it was established as a division of the South Carolina Department of Archives and History. Information generated by survey projects becomes part of the South Carolina Inventory of Historic Properties, which constitutes a continually evolving record of the state's architectural and historic resources. Local governments, historic preservation organizations, tourism and economic development groups, educators, interested citizens, and federal and state agencies use survey information to make decisions about the care of historic properties. The SHPO uses the information to determine if properties meet the criteria for listing in the National Register of Historic Places.

The South Carolina survey program has undergone considerable evolution over the past three-and-a-half decades. Early efforts focused on documenting buildings and sites associated with major events and prominent persons in South Carolina history and examples of high-style architecture. In the late 1970s, the SHPO broadened the scope of survey projects to include a wider range of historic resources, including examples of vernacular architecture and buildings and sites significant in industrial, African-American, military, agricultural, and engineering history. Today, the inventory includes information on a wide variety of property types—rural farmsteads, textile mills and mill villages, industrial plants, military bases, historic roads and bridges, designed landscapes, and public and institutional buildings—from all periods of South Carolina history. As of 2007, the inventory included documentation on over 65,000 historic buildings, structures, sites, objects, and landscapes. Nonetheless, a substantial number of the state's architecturally and historically significant resources have yet to be documented. Several survey projects are conducted each year. As a result, new properties are continually being added to the inventory, typically at an average of 1,000 sites annually. In addition, SHPO staff are always working to develop projects in areas that have not been comprehensively surveyed.

Information produced by survey projects is housed at the South Carolina Archives and History Center in Columbia. Original survey documents, including site forms, reports, and photographs, are maintained in the permanent archival collections of the South Carolina Department of Archives and History. SHPO is continually adding survey information to the South Carolina Department of Archives and History website, available at the following web address: <http://shpo.sc.gov/programs/Pages/Survey.aspx>. Although survey information available online is not yet comprehensive relative to the permanent archival collection, it is still a very useful and convenient research tool. Information on properties recorded by surveys is also included in the SHPO's GIS (Geographic Information System) database [ArchSite](#). In many cases, municipal and county government agencies and Councils of Governments also hold copies of survey reports. Most survey information is available for public use. The location of sensitive or endangered historic sites, however, may be restricted. Information on archaeological sites in the state is maintained by the South Carolina Institute of Archaeology and Anthropology.

The inventory includes properties from every county in South Carolina. Relatively few sites have been recorded in some counties, while thousands of sites have been documented in counties

where comprehensive surveys have been conducted. For information about the current survey inventory for a particular county, contact the SHPO Survey Coordinator.

This manual replaces the 2001 South Carolina Statewide Survey of Historic Places Manual. It sets forth current policies, procedures, and professional standards for historic resources surveys in South Carolina. Guidelines for conducting surveys and instructions for completing the South Carolina historic resources survey forms are presented herein. The basis for the survey program remains the National Register Bulletin *Guidelines for Local Surveys: A Basis for Preservation Planning* (Washington, D.C.: GPO, 1977; rev. 1985).

II. Survey Methodology: Purposes, Scope, and Objectives

Historic resources surveys in South Carolina are usually conducted for either of two purposes:

- for planning, to identify and evaluate historic properties within a specific geographic area as a basis for further preservation activity and integration of cultural and historic resources into comprehensive planning efforts, or
- for compliance with Section 106 of the National Historic Preservation Act and other applicable federal and state regulations, in cases that require an agency to determine if historic resources will be affected by a project.

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

Planning: the process that identifies the goals of the project and establishes criteria for determining what properties will be recorded by the survey.

Fieldwork: the identification and documentation of historic properties.

Development of Site Inventories: the process of entering key information about individual properties surveyed into a list for reference. Ongoing analysis of the inventory facilitates the development and revision of historic contexts for evaluation of survey data.

Research: the documentary investigations necessary before, during, and after fieldwork to establish a historical and architectural context for evaluation of historic resources within the survey area. Sources consulted may include primary documents such as property deeds, plats, historical photographs and maps, and census records.

Data Organization: the process of placing information generated through research and fieldwork into an accessible format for later use. The final products of a survey project will be useful only if recorded information is organized effectively as the survey proceeds.

Preparation of the Survey Report: the writing and preparation of a report summarizing the survey project.

IIa. Planning Surveys: Guidelines

Surveys conducted for planning purposes play a key role in the larger community planning process. Although a planning survey is a discrete project with specific goals and objectives, it also provides a starting point for further preservation and planning activities. The information compiled by a survey project serves many purposes.

Who uses survey information? Surveys identify individual properties and districts that are eligible to be added to the National Register of Historic Places and local landmarks registries. The information compiled is used by local and regional planners in developing comprehensive community plans and formulating land use policy. Preservation organizations use survey information in developing landmarks tours, promoting heritage tourism, and rehabilitating historic buildings and neighborhoods. Local chambers of commerce and state agencies refer to it in their efforts to promote economic development. The data generated by survey projects therefore serves many needs and plays an important role in the community planning process.

At the same time, the specific goals and objectives of individual planning surveys vary a great deal. It is essential to answer several basic questions before the project begins. Why is the survey being conducted? What information must result? Who will use the survey information? In many cases, communities want projects to focus on a unique set of local concerns. A neighborhood organization may wish to use survey data as the basis for creating a National Register district in a historic residential area. Downtown merchants interested in establishing a local historic district with design review guidelines may want the survey to pay particular attention to the town's central business district and main street. Local planners, concerned about the threat posed by development pressures, may need an accurate and comprehensive inventory of historic properties in rapidly changing areas. Before any work begins, advanced planning is necessary to ensure that the project will accommodate the full scope of local objectives and also meet the requirements of the SHPO.

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

Project Manager The project manager serves as the link between the consultant, the community, and the SHPO. The project manager should facilitate the exchange of information between the consultant and members of the community, publicize the survey, schedule and coordinate public meetings, and assist the consultant if unforeseen problems arise during fieldwork. Depending on how the project is organized, a project manager may need to coordinate the involvement of interested citizens, local government officials, and representatives from other agencies. Project managers should refer to the SHPO handout "Suggestions for Project Managers of Historic Resource Surveys" (see appendix F) for more specific guidelines about their responsibilities.

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

The SHPO The SHPO provides administrative oversight and technical assistance during the survey, assisting the project manager and the consultant as needed. The SHPO Survey Coordinator will supply the consultant with documentation on historic properties in the survey area from the SHPO's files, including copies of the nomination forms for all properties listed in the National Register and access to information from previous

surveys. If needed, the Survey Coordinator will provide general guidance and advice on documenting historic properties and basic materials, such as sample survey cards and reports, for the consultant's reference. SHPO staff will review all draft and final survey products for accuracy. SHPO staff will also work with the project coordinator to ensure that all phases of the project proceed smoothly and that interested members of the community have an opportunity to contribute information.

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

IIb. Review and Compliance Surveys: Guidelines

Federal agencies are required by law to consider the effects of their actions on historic properties. Any undertaking—an action, project, funding agreement, permit, license, or approval—requires the federal agency to comply with Section 106 of the National Historic Preservation Act, the regulations of the Advisory Council on Historic Preservation (ACHP) as set forth in 36 CFR Part 800, and other applicable state and federal legislation. The vast majority of federal undertakings have no effect on historic properties. In some cases, however, the federal agency must consult with the SHPO and the ACHP to determine if historic properties will be affected and how any adverse effects can be avoided, reduced, or mitigated through appropriate measures.

Surveys conducted to satisfy the regulatory responsibilities of a federal agency therefore seek to identify affected properties and to collect the information needed to evaluate their historic significance. The SHPO reviews survey information to determine if any affected properties meet the criteria for listing in the National Register.

The scope and scale of review and compliance surveys vary greatly. A survey conducted in preparation for widening a roadway in a rural, sparsely populated area, for example, may document only one, two, or perhaps a handful of sites at most. By contrast, hundreds of properties may need to be surveyed in preparation for construction of a new complex of federal office buildings in the center of a large city or before routing an interstate corridor through an urban area.

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

III. What Should Be Surveyed?

The criteria used to determine what properties are recorded vary from project to project. As part of the initial planning for a project, the SHPO and the project sponsor will develop clear and specific guidelines on properties eligible to be surveyed.

Survey guidelines tend to be general rather than specific since the information compiled by a survey project is intended to serve as a basis for further research. Consultants conducting surveys should be thoroughly familiar with the National Register criteria, which is discussed in *How to Apply the National Register Criteria for Evaluation* (Wash., D.C.: GPO, 1990; rev. ed., 1991) and related publications, and the National Park Service publication *Guidelines for Local Surveys: A Basis for Preservation Planning* (Wash., D.C.: GPO, 1977; rev. ed., 1985), esp. pp. 9-11.

Guidelines for Recording Properties

In general, the following types of properties should be recorded:

- Architectural resources representative of a particular style, form of craftsmanship, method of construction, or building type.
- Properties associated with the lives or activities of persons significant in local, state, or national history. For such properties, the historical relationship between the significant person and the property should be identified.
- Properties associated with significant events or broad patterns in history.
- Properties that convey evidence of the community's historical patterns of development. Common examples include:
 - Institutional buildings such as churches, schools, and government offices.
 - Commercial and industrial properties.
 - Transportation-related resources such as railroads, canals, and historic roadbeds.
 - Agricultural sites such as farmsteads and plantations.
- Historic cemeteries and burial grounds.
- Historic landscapes such as parks, gardens, agricultural fields.
- Properties that convey evidence of significant "recent past" history. Common examples include:
 - Properties associated with Civil Rights Movement history
 - Properties associated with the Cold War
 - Properties associated with the post-WWII tourist industry boom in South Carolina
 - Properties representative of "modern" architectural styles indicative of the mid-20th century
- Sites where ruins, foundations, or remnants of historically significant structures are present. Common examples include:

Grist mills, including mill races and damns.
Canal beds.
Abandoned roadways and railroad right-of-ways.
Abandoned mining and furnace sites.

Guidelines for Evaluating Integrity

For a property to be eligible for documentation, it must retain some measure of its historic integrity. In many cases, integrity is a highly subjective issue, and it is often difficult to evaluate during a survey project because of the limited time available for research. Consultants must often make on-the-spot judgments when determining whether or not a property should be recorded.

A property that retains its historic appearance and character is considered to possess a high degree of integrity. Such a property conveys a strong feeling of the period in history during which it achieved significance. Integrity is the composite of seven qualities: location, design, setting, materials, workmanship, feeling, and association. To have a reasonable degree of integrity, a property must possess at least several of these qualities.

The principal question that must be answered when evaluating integrity is: Does the property still have the features, appearance, and qualities that made it significant and/or able to convey its historical association? Properties change over time, and most do not retain all of the characteristics that were present during the period in which the property became significant. For a property to have integrity, it must retain features that enable it to convey its historic identity and character.

Integrity must be evaluated in the context of the local area. For example, in a community with numerous examples of late nineteenth-century farmsteads, for example, it may be advisable to record only those properties that retain a high level of integrity. On the other hand, there are cases where rare or unusual properties should be recorded, even if their original appearance has been considerably altered. The only example of a Second Empire commercial building in a small town, for example, should be documented, even if it has lost a significant part of its original character.

Evaluating integrity requires experienced judgment. SHPO staff are always available to provide advice on integrity questions.

IV. Getting Started: Initial Steps in a Survey Project

Background Research

Background research, which is typically conducted at the outset of a survey project, is necessary to establish what information is already known about historic properties within the survey area.

The SHPO will provide surveyors with access to materials from any previous survey projects and copies of the nomination forms for all National Register listed properties in the survey area. Information from previous surveys may provide a useful starting point for further work, but it should also be checked for accuracy and studied with a critical eye. Survey methods have changed considerably during the past several decades, and information compiled by earlier efforts may be dated and, in some cases, of limited utility.

Consultants should also examine information compiled by local historical societies and similar organizations on historic properties in the survey area. Brochures for historic district walking tours, guidebooks to local landmarks, and similar publications are useful for identifying sites considered to be historically significant by members of the community. Such materials, which are generally available from local libraries, historical society offices, and tourism and visitors centers, may provide starting points for further research.

Refer to Appendix C for a discussion of sources commonly used in survey research and a list of the major research repositories in South Carolina.

Site Number Assignments

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

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

Consultants are responsible for contacting the SHPO Survey Coordinator for site numbers.

Survey Forms

Copies of the survey forms are available from the SHPO Survey Coordinator.

Survey Forms in Electronic Formats

The South Carolina Statewide Survey Forms are available in two electronic formats, a Microsoft Access database and as Microsoft Word documents. Using the forms in one of these computer-based formats has significant advantages over the older, paper-based forms. For consultants, the computer-based forms expedite fieldwork and preparation of survey reports. They also give hard copies of the survey forms a clean and professional appearance and facilitate the transfer of field data into the SHPO GIS. For these reasons, consultants are strongly encouraged to prepare

survey forms in one of the available electronic formats. Consultants who have never used one of these formats should contact the SHPO Survey Coordinator to schedule an introductory training session.

Survey Database in Microsoft Access format: The survey database is preferred for planning surveys and is also recommended for use by consulting firms that frequently conduct review and compliance surveys. Each of the three property documentation forms used by the SHPO are included in the database. Using a laptop computer, consultants can enter information into the database during fieldwork and then make revisions as needed at a later date. Hard copies of the survey forms can be produced by printing reports from the project database. The database also allows direct transfer of site data into the SHPO GIS.

Survey Forms in Microsoft Word format: Survey forms are available as two different types of Word files. The first is a standard Word document, often preferred by consultants who are familiar with word processing software but have limited experience with computer databases. Because it is a simple word processing document, the page layout changes as information is entered on the form, making final formatting revisions necessary. These can be time consuming and, therefore, the SHPO recommends that these forms be used only for surveys involving a limited number of properties.

Survey forms are also available as a Word form document with locked page formatting. These allow information to be entered without altering the layout of the survey form. Each completed form must be saved as a separate file. Some consultants prefer using the forms in this format, but others find it cumbersome to work with separate files for each site surveyed, especially for large projects.

V. The South Carolina Statewide Survey Forms

The South Carolina Statewide Survey Forms are the basic documents used to record descriptive and locational information about historic properties during survey projects. The SHPO, local planning offices and boards of architectural review, and other users of survey information refer to survey forms for information about individual properties.

Information about individual properties is recorded at two levels of documentation, reconnaissance and intensive. This is accomplished through the use of two different forms, a reconnaissance survey form and an intensive survey form. This system allows the SHPO to collect an appropriate level of information for every property surveyed.

The following guidelines describe how these forms are to be used.

Reconnaissance Survey Form: This form is used to record properties at a minimum level of documentation. In most survey projects, it will be used for the majority of properties identified. It should be used for properties that are fifty years or older but do not exhibit any significant architectural features and are not believed to be eligible for the National Register. In short, it should be selected unless there is reason to record more detailed information about a property.

Intensive Survey Form: This form should be used for historically or architecturally significant properties. It should be used for any property that appears to be eligible for the National Register. It should also be used whenever there is reason to believe that the SHPO will require more detailed information than provided by the reconnaissance form to evaluate the significance of a property.

Va. Guidelines for Preparation of Survey Forms

Property documentation forms are among the most important records produced by a survey project. Once a project is finished, the forms are certain to see heavy use. In working with the National Register program and reviewing federally funded projects for compliance with environmental and historic preservation legislation, SHPO staff refer to the forms for basic information about historic properties. Local and regional planners use the forms when reviewing zoning issues, preparing comprehensive plans, and developing community preservation goals. Members of the general public with an interest in preservation are also likely to refer to the forms from time to time.

For these reasons, it is essential that survey forms be able to withstand frequent handling and that all recorded information be neat and legible. Guidelines for submitting completed survey forms to the SHPO are as follows:

- Forms should be printed on white or light gray 110-lb. cardstock. Printed or typewritten copies are preferred. Electronic versions of the forms in Microsoft Word and Access 97 formats are available to facilitate data entry and printing. Handwritten forms will be accepted if all information is legible and written in ink.
- Photographs must be enclosed in 3-mil. Mylar sleeves and attached to survey forms with double-sided tape (¼” or ½” wide). The sleeves should be sealed on three sides, with one of the short sides open. Sleeves must be mounted on the survey form with the open side facing the top of the page.
- Do not use paper clips or staples on survey forms.

Vb. Instructions for Completing the South Carolina Statewide Survey Forms

Step-by-step instructions for completing the survey forms are as follows:

Reconnaissance Form

Control Number

- Status: Enter “U” (unrestricted) if information about the site can be made public; enter "R" (restricted) if information should be available only to official agencies.
- County No.: Enter the appropriate Federal Information Processing Standards List (FIPS) code from the list in Appendix A.
- Site No.: Enter the appropriate site number. The site number consists of the numerical code for the USGS quad on which the property is located plus a SHPO-assigned sequential site number. Refer to Appendix B for a list of codes for South Carolina topographic quads.
A group of several related buildings or a complex of associated resources may be identified by a single site number and a series of sequential

decimal numbers. In such cases, the main building is considered to be the primary resource and is assigned the whole site number, with associated resources assigned successive decimal numbers in sequence.

Example:

<u>Site No.</u>	<u>Historical Name</u>
339-0090	<i>Wampree Plantation, House</i>
339-0090.01	<i>Wampree Plantation, Kitchen</i>
339-0090.02	<i>Wampree Plantation, Summer Cottage</i>
339-0090.03	<i>Wampree Plantation, Barn</i>
339-0090.04	<i>Wampree Plantation, Cotton House</i>
339-0090.05	<i>Wampree Plantation, Mule Barn</i>
339-0090.06	<i>Wampree Plantation, Summer Cottage No. 2</i>
339-0090.07	<i>Wampree Plantation, Tenant House No. 1</i>
339-0090.08	<i>Wampree Plantation, Tenant House No. 2</i>

Tax Map No.: Enter the city or county tax map parcel number on which the property is located.

Identification

Historic Name: Enter the most common historic name associated with the property, last name first, then first name or initial, followed by the middle name or initial. If needed, a second or alternate historic name may be entered and should be separated from the first name with a semi-colon.

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

Incorrect: *Edward J. Brunson house*

For properties associated with more than one family name, the appropriate names should be hyphenated.

Example: *Miller-Jones-Smith house*

In most cases, the historic name is based on the original owner or builder of the structure or its historic use.

Examples: *Smith, John Watson, house*
Old Livery Stable

Common Name: The present name of the property, if different from its historical name.

Address/

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

North N Northeast NE

South	S	Southwest	SW
East	E	Southeast	SE
West	W	Extension	Ext
Northwest	NW		

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

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

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

Examples: *SC 325, 1 mi. S of its jct. w/ state secondary rd. 178*

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

County: Enter the name of the county in which the property is located.

Vicinity of: If the property is located outside of the limits of an incorporated municipality, enter the name of the nearest city or town.

Quadrangle Name: Enter the full name of the United States Geological Survey (USGS) quad (7.5 minute series) on which the property is located. Refer to Appendix B for a list of South Carolina USGS quad names.

Ownership: Enter one of the following:
 Private
 State
 Federal
 City
 Unknown/Other

Category: Enter one of the following:
 Building Site
 Structure Object

- Historical Use: Enter one of the following:
 Single dwelling
 Multi dwelling
 Commercial
 Other
- Current Use: Select the appropriate entry from the list for the “Historical Use” field (see above).
- Date: Enter the date of construction. If the exact date of construction is not known, an approximate date may be entered. If construction spanned several years, enter a hyphenated date.
 Examples: *1925*
c. 1895
1852-54

SHPO National Register Determination of Eligibility (DOE):
 This field should be completed only after the SHPO has issued a final list of properties that have been determined eligible for the National Register. There are seven possible entries, which are as follows:

- Eligible
- Not Eligible
- Contributes to Eligible District
- Contributes to Listed District
- Listed
- Removed from NR
- Determined Eligible/Owner Objection

Other Designation: If the property is a National Historic Landmark, is listed on a local landmarks registry, or possesses some other sort of historical designation, it should be noted here.

Notes: Enter any additional information that may affect or be pertinent to the eligibility of the property for listing in the National Register.

Photographs

For each photograph taken of the property, enter the film roll number, the negative number, and a brief description of the view of the property shown. Refer to the photo log compiled during fieldwork when entering this information.

Program Management

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

Examples: *James Edwards*
WTS, Preservation Associates, Inc.

Date Recorded: Enter the date the information was recorded.

Intensive Survey Form

Control Number

Status: Enter "U" (unrestricted) if information about the site can be made public; enter "R" (restricted) if information should only be available to official agencies.

County No.: Enter the appropriate Federal Information Processing Standards List (FIPS) code from the list in Appendix A.

Site No.: Enter the appropriate site number. The site number consists of the numerical code for the USGS quad on which the property is located plus a SHPO-assigned sequential site number. Refer to Appendix B for a list of codes for South Carolina topographic quads.

Tax Map No.: Enter the city or county tax map parcel number on which the property is located.

Identification

Historic Name: Enter the most common historic name associated with the property, last name first, then first name or initial, followed by the middle name or initial. If needed, a second or alternate historic name may be entered and should be separated from the first name with a semi-colon.

Examples: *Brunson, Edward J., house*
Thompson house
Mattson, Wilfred M., house; Mattson-Smith house

Incorrect: *Edward J. Brunson house*

For properties associated with more than one family name, the appropriate names should be hyphenated.

Examples: *Miller-Jones-Smith house*

In most cases, the historic name is based on the original owner or builder of the structure or its historic use.

Examples: *John Watson Smith house*
Old Livery Stable

Common Name: The present name of the property, if different from its historical name.

Address/

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

North N South S

East	E	West	W
Northwest	NW	Northeast	NE
Southwest	SW	Southeast	SE
Extension	Ext		

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

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

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

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

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

County: Enter the name of the county in which the property is located.

Vicinity of: If the property is located outside of the limits of an incorporated municipality, enter the name of the nearest city or town.

Quadrangle Name: Enter the full name of the United States Geological Survey (USGS) quad on which the property is located. Refer to Appendix B for a list of South Carolina USGS quad names.

Ownership: Enter one of the following:
Private
State
Federal
City
Unknown/Other

Category: Enter one of the following:

Building Structure Site Object

Historical Use: Enter one of the following:
Domestic
Commerce/Trade
Social
Government
Education
Religion
Funerary
Recreation/Culture
Agriculture/Subsistence
Industry/Processing/Extraction
Health Care
Defense
Landscape
Transportation
Work In Progress
Unknown
Vacant/Not In Use
Other

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

National Register of Historic Places Information

SHPO National Register Determination of Eligibility:

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

There are seven possible entries:

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

Other

designation: If the property is a National Historic Landmark, is listed on a local landmarks registry, or possesses some other sort of historical designation, it should be noted here.

Property Description

Construction Date: Enter the date of construction. If the exact date is not known, a circa date may be entered. If construction spanned several years, enter a hyphenated date.

Examples: 1925
c. 1890
1866-68

Alteration Date: Enter the date(s) of any alterations.

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

- Select the appropriate entry from the following list:
- 2-part commercial block enframed window wall
 - 1-part commercial block stacked vertical block
 - 2-part vertical block
 - 3-part vertical block
 - temple front
 - vault
 - enframed block
 - central block with wings
 - arcaded block
 - other

Historic Core

Shape: Select the shape of the original core of the building from the following:

- rectangular L
- square T
- octagonal U
- irregular H
- other

Roof Features

Shape: Enter the shape of the roof from the following list:

- gable, end to front gable, lateral
- cross gable hip
- pyramidal flat
- truncated hip gambrel
- mansard salt box
- jerkinhead gable on hip

uniform pitch not visible
other

Material: Enter the roof material from the following list:
composition shingle pressed metal shingle
wood shingle slate
raised seam metal other metal
rolled roofing tile
not visible other

Porch Features

Width: Enter the width and form of the porch from the following list:
entrance bay only over 1 bay but less than full façade
full façade façade and left elevation
façade and right elevation façade and both elevations
other

Shape: Enter the porch roof shape from the following list:
shed hip
gable pedimented gable
flat engaged
partially engaged gable-on-hip or shed
engaged porte cochere other

Stories: Enter the number of stories from the following list:
1 story 1½ stories
2 stories 2½ stories
3 stories other

Construction

Method: Enter the method of construction from the following list:
masonry frame
brick veneer log
steel other

Exterior Walls: Enter the exterior wall material from the following list:
weatherboard beaded weatherboard
shiplap flushboard
wood shingle stucco
tabby brick
brick veneer stone veneer
cast stone marble
asphalt roll synthetic siding
asbestos shingle pigmented structural glass
other

Foundation: Enter the type of foundation from the following list:

not visible	brick pier
brick pier with fill	brick
stuccoed masonry	stone pier
stone	concrete block
slab construction	basement
raised basement	other

Significant
Architectural
Features:

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

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

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

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

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

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

Architect(s)/
Builder(s):

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

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

Historical
Information:

Explain the historical role, function, and significance of the property. Information should seek to answer questions regarding the eligibility of the property for listing in the National Register of Historic Places.

Identify any significant events or persons associated with the property. Include the dates of important events and the period in which the property achieved significance.

Surveyors should refer to pages 37 and 47-49 of the National Register bulletin, *How to Complete the National Register Registration Form* (rev. ed., 1997), for guidelines on applying the National Register criteria and evaluating significance.

Historical information should be written in clear, concise prose.

Source of Information: Enter the name of the person(s) or sources consulted in compiling historical information about the property. Provide sufficient information to identify the source. For printed sources, enter the author, title, and date of publication. For information obtained through interviews, enter the name of the informant, their place of residence (name of city or town only), and the date of the interview.

Photographs: If using 35 millimeter black-and-white photography for resource documentation, then for each photograph of the property, enter the film roll number, the negative number, and a brief description of the view of the property shown. Refer to the photo log compiled during fieldwork when entering this information. If using digital photography, leave this section blank.

Sketch Grid: A site plan should be drawn if it is necessary to understand the layout of the property. A site plan is often useful for depicting the locations of individual structures in a multi-building complex.

Program Management

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

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

Date Recorded: Enter the date the information was recorded.

Statewide Survey of Historic Resources

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

Control Number: _____ / _____ / _____

Status County No. Site No.

Tax Number: _____

Intensive Survey Form

Identification

Historic Name: _____

Common Name: _____

Address/Location: _____

City: _____

County: _____

Vicinity of: _____

Quadrangle Name: _____

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

Category: 1 Building
2 Site
3 Structure
4 Object

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

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

SHPO National Register Determination of Eligibility:

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

Other Designation: _____

Property Description

Construction Date: _____

Stories:

Construction Method:

Alteration Date: _____

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

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

Commercial Form: _____

Historic Core Shape:

Exterior Walls:

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

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

Roof Features

Foundation:

Shape: _____

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

Materials: _____

Porch Features

Width: _____

Shape: _____

Significant Architectural Features: _____

South Carolina Statewide Survey of Historic Resources
Intensive Survey Form

Site No.: _____

Alterations: _____

Architect(s)/Builder(s): _____

Historical Information

Historical Information: _____

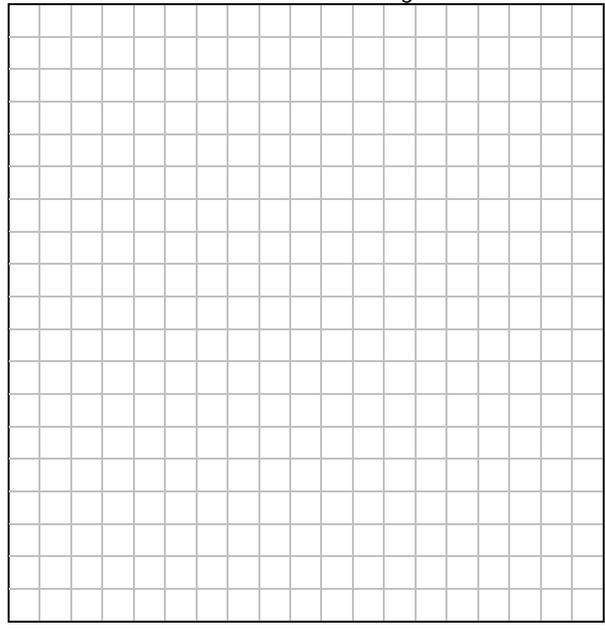
Source of Information: _____

Photographs

Roll No. Neg. No. View of

Roll No.	Neg. No.	View of
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Use Grid for Sketching



Attach Photographs Here

Program Management

Recorded by: _____

Date Recorded: _____

VI. Photographs: Guidelines for Prints, Negatives, and Slides

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

Photographs should capture the significant features of a property. Individual properties should be recorded by at least one photograph of the main facade with oblique views and photographs of other elevations if necessary. Additional photographs should be taken if the property has significant design or structural features. Each structure in a complex of related buildings should be photographed.

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

SHPO accepts both black-and-white 35mm film and digital prints for photographic documentation. Acceptable print sizes are 3½"x5" and 4"x6". Guidelines for acceptable digital images and prints follow this section (see Section Va. "Digital Photo Policy For Statewide Survey of Historic Properties").

Photographs must be sharp and properly exposed. They should be composed so that trees, telephone poles, and other objects do not obscure the property. Out-of-focus, improperly exposed, or poorly composed photographs will not be accepted.

Labeling

Photographs

The back of each photograph should be labeled in the upper left corner with an indelible ink photo-labeling pen. The following information should be included:

- county
- name of survey project
- date
- site number of property shown in photograph

Negatives

Surveyors should maintain a photo log during fieldwork to record the film roll and frame number of each photograph taken. The sample log sheet provided in Appendix E or any similar means of recording this information should be used. Consultants using the survey database may generate photo logs directly from the data entered during fieldwork.

Negatives must be submitted in archival storage sleeves. Each sleeve should be labeled in indelible ink with the name of the survey project, the name of the surveyor or consulting firm, and the date of the survey.

For digital photographs, please submit the image files (in .jpg or .tif format) on a CD.

Via. Digital Photo Policy For Statewide Survey of Historic Properties

Photographs submitted as official documentation for the South Carolina Statewide Survey of Historic Resources have followed the standards established by the National Park Service for the National Register of Historic Places and National Historic Landmark programs. Photographs are expected to last 75 years or longer before showing significant signs of fading, deterioration, or discoloration. Black-and-white prints are required because of their superior permanence. This policy significantly expands the range of photographic media that may be submitted for the South Carolina Statewide Survey program. **While we continue to accept conventional black and white photographs, digital images produced by methods demonstrated to meet the 75-year permanence standard are also now acceptable.**

Photographic Standard: A 75-year-permanence standard is intended to ensure the longevity of NR-NHL documentation and applies to all forms of photo documentation, including those types of photographs currently available and any introduced in the future. Black-and-white images printed on silver-emulsion fiber-based papers and black-and-white images printed on silver-emulsion resin-coated (RC) papers have been acceptable for some time. The South Carolina State Historic Preservation Office (SC SHPO) does not endorse any particular commercial product or process. A non-comprehensive list of photographic ink and paper combinations that have been demonstrated to meet the 75-year permanence standard may be found under the Digital Photographs section as guidance for implementing this policy expansion. No photos processed with chromogenic processing (C-41) or printed on chromogenic papers currently meet the established standard and are, therefore, not acceptable; however, this may change with future innovations.

Basic Requirements: Photographs must be

- unmounted (do not affix photographs to archival paper or any other material using staples, paper clips, glue, or other means).
- secured in Mylar sleeves attached to the survey card (sleeves attached to card with double-sided tape)
- at least 3½ x 5 inches.
- properly processed and thoroughly washed.
- labeled in pencil or archival photo-labeling pen.

Photographs with adhesive labels will not be accepted. The labels will eventually deteriorate and detach from the photograph, and their acidity may cause damage. Photographs that are improperly processed or incorrectly labeled will be returned

Labeling Photographs: Two methods of labeling photographs are acceptable. Labeling may be done by printing in pencil (soft lead works best) or with an archival photo-labeling pen on the back of each photograph. The following information must be included:

1. County
2. Name of survey project
3. Date

4. Site number of property shown in photograph

Use of Statewide Survey Photographs: By allowing a photograph to be submitted as official documentation, photographers grant permission to the SC SHPO to use the photograph for print and electronic publication and other purposes, including but not limited to duplication, display, distribution, study, publicity, and audiovisual presentations.

Guidelines for Photographic Coverage: Photographs submitted to the SC SHPO as official documentation should be clear, well-composed, and provide an accurate visual representation of the property and its significant features. They must illustrate the qualities discussed in the description and statement of significance. Photographs should show historically significant features and also any alterations that have affected the property's historic integrity. Include views of interiors, outbuildings, landscaping, or unusual features if they contribute to the significance of the property.

Digital Photographs: Several options are available for photographic prints produced from digital images. Consult a photo lab in your area that offers professional services. A number of commercial processing methods produce high-quality prints from digital images that meet these standards.

Another option is to produce prints in-house with an inkjet or dye-sublimation photo printer that can use special archival inks and photo papers. While most photo printers made for the consumer market are designed to produce color prints that last only a few years before fading, a number of manufacturers now offer models which, with the correct inks and papers, can produce prints with an expected lifespan comparable to or better than traditional black-and-white prints on RC paper. These printers can be obtained at reasonable cost. Producing photographic prints in-house may result in long-term cost savings and also offers the advantage of providing control over the imaging process.

Acceptable Ink and Paper Combinations For Digital Images: The non-comprehensive list below includes products that meet the permanence standard. Specific printers are not identified, as the longevity of a print is dependent on the ink and paper combinations used to produce it, rather than on the printer. **If the surveyor proposes inks and/or papers not included on this list, the surveyor must provide documentation that the ink or paper proposed meets the 75-year permanence standard.**

Epson UltraChrome pigmented inks

Epson Premium Glossy Paper

Epson Premium Semigloss Photo Paper

Epson Premium Luster Photo Paper

Epson Premium Semimatte Photo Paper

Epson UltraSmooth Fine Art Paper

Somerset Velvet for Epson

Epson Velvet Fine Art Paper

Epson Textured Fine Art Paper

Epson Enhanced Matte Paper

Epson Picture Mate inks

Epson PictureMate Photo Paper

Hewlett-Packard (HP) 84/85 dye-based inkset

HP Premium Plus Photo and Proofing Gloss

HP Premium Plus High Gloss Photo Paper

HP Premium Plus Soft Gloss Photo Paper

HP Premium Photo Paper, Gloss

HP Premium Photo Paper, Soft Gloss

Hewlett-Packard 59 gray photo cartridge

HP Premium Plus and HP Premium Photo Papers (high gloss, glossy, and soft gloss)

Hewlett-Packard 100 gray photo cartridge

HP Premium Plus and HP Premium Photo Papers (high gloss, glossy, and soft gloss)

Hewlett-Packard Vivera inks (95 and 97 tri-color cartridges)

HP Premium Plus and HP Premium Photo Papers (high gloss, glossy, and soft gloss)

VII. Maps

Maps are a key part of the documentation produced by a survey project. They allow users of survey data to examine the spatial layout and geographical distribution of historic properties. Accurate maps are essential since all data recorded by a survey project is eventually transferred into the SHPO GIS.

United States Geological Survey 7.5 minute series topographic quads are required for all surveys. Sites surveyed should be plotted on each map and labeled with corresponding SHPO-assigned site numbers. The boundaries of the survey area and any areas excluded from the survey must be clearly shown.

Detail maps should be provided for urban areas or in cases where the density of sites is too high to be accurately plotted on USGS quads. Maps that will see heavy use, such as those produced by city-wide surveys, should be printed on mylar. Specific requirements will be established at the outset of each project through consultation between the project sponsors, the SHPO, and the consultant.

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

Labeling

All maps produced by a survey project must be clearly labeled with the following information. The placement of the label must be consistent on all maps (i.e., lower right-hand corner).

Name of project

Location of survey

Name of consultant or consulting firm

Date(s) of project

Example:

Colleton County Historical and Architectural Inventory

Colleton County, South Carolina

The Jaeger Company

1992-95

VIII. Survey Reports: Guidelines for Research and Preparation

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

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

The survey report should include graphics to supplement the narrative history of the survey area. These may include maps, photographs, and architectural elevations and floorplans. All illustrations should be integrated into the text, not appended, and of high quality. Digitally scanned images are acceptable as long as they are clear and sufficiently detailed. Maps and siteplans should include a scale and indication of directional orientation.

Reports for planning surveys should be organized in the following sections. This format is also recommended for review and compliance surveys submitted to the SHPO for review. Review and compliance surveys that include archaeological resources should also follow the *South Carolina Standards and Guidelines for Archaeological Investigations*.

1. Title Page
 - a. title and location of the survey, including incorporated municipality and county.
 - b. author(s), including contributors.
 - c. name of client or sponsoring agency or organization.
 - d. date of project completion.
 - e. if the project was supported by a federal grant, the federally required statement acknowledging NPS and SHPO support and compliance with non-discriminatory policies. See SHPO Federal Grant Manual for Project Managers for exact wording.
2. Acknowledgements (optional)
3. Table of Contents (paginated)
4. List of Figures, Plates, and Tables (paginated)
5. Project Summary
 - a. name of survey.
 - b. precise boundaries of survey area, with justification if appropriate.

- c. number of properties surveyed.
- d. number of square miles surveyed.
- e. names and affiliations of surveyors.
- f. beginning and ending dates of project.

6. Project Objectives

A summary of the objectives and expected results of the project.

7. Survey Methodology

- a. description of field methods employed, including mention of any problems encountered.
- b. discussion of criteria used in evaluating the historical and architectural significance of properties in the survey area.
- c. summary of any methodological changes made during the survey.

8. Historical Overview

9. Bibliography

- a. primary sources.
- b. secondary sources.

10. Properties Listed in the National Register within the Survey Area

11. Evaluation of Survey Data

12. Data Gaps

13. Recommendations

14. Compiled Inventory

Guidelines for preparing the major sections of the report are as follows:

Historical Overview For planning surveys, this section of the report should take the form of a narrative discussion of the historical and architectural development of the survey area. Its principal purpose is to establish a historical context for evaluating the significance and integrity of properties within the survey area. It should be based on thorough archival research, and all primary and secondary sources used in preparing the report should be cited in footnotes and in a compiled bibliography.

The historical overview should be organized around the major historical themes and events that shaped the development of the survey area. In particular, it should focus on the properties recorded during the survey and should be sufficiently detailed to identify associations between extant properties and significant persons, trends, and events in local history. Information uncovered through research about notable properties that are no longer extant should also be

presented, followed by an explanation of the historical trends or factors that led to their destruction.

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

Topics that may be addressed in this section include:

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

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

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

Planning and Grant-Funded Surveys The bibliography should be divided into two major sections: primary sources and secondary sources. In some cases, it may be advisable to further divide primary sources by type (i.e., books, articles, manuscripts, maps, and so forth). All citations are required to be in the format specified by the *Chicago Manual of Style*, 14th edition.

For Review and Compliance Surveys If the project area includes archaeological resources, it is acceptable for bibliographical references to be in the format specified by the *American Antiquity* style guide.

Refer to Appendix D for examples of footnote and biographical form.

Properties Listed in the National Register within the Survey Area At the beginning of the project, the SHPO will issue a complete list of properties in the survey area that are listed in the National Register with corresponding site numbers. This list should be included in the report in tabular format. For each property, the following information should be given:

Name of Property

Address/Location

Date Listed (for districts, include dates of boundary expansions, if applicable)

National Register Information System (NRIS) Number

SHPO-Assigned Survey Site Number

Evaluation of Survey Data For planning surveys, this section consists of a SHPO-issued list of properties and districts that have been determined eligible for the National Register of Historic Places or worthy of further investigation. This list is developed by the consultant and based on information gathered through fieldwork and research. During the final phases of the project, the consultant is responsible for submitting a tentative list of eligible properties to the SHPO. SHPO staff will review the consultant's recommendations and make final determinations of eligibility.

For review and compliance surveys, this section should include the list of properties recommended eligible for the National Register by the agency responsible for the undertaking.

The list of properties eligible for the National Register should be arranged by property type in the following order:

Individually Eligible Properties

Complexes of Historically or Physically Related Properties

Multiple Property Submissions

Districts

Each property should be identified by its SHPO-assigned survey site number and its historical or common name. The National Register Criteria for Evaluation under which each property is eligible should also be listed.

Properties worthy of further investigation should be identified by survey site number and historical or common name. For each, a brief notation summarizing the reasons for which the property may be eligible and what additional information is necessary to make an accurate determination of eligibility should be listed.

Recommendations For planning surveys, this section should recommend steps to be taken to ensure the preservation of significant historic properties in the survey area. Existing or potential threats to historic resources should be identified. A list of properties that should receive priority for listing in the National Register may be included. Other issues to be discussed include opportunities for undertaking further preservation planning projects, strengthening local preservation programs, and establishing heritage tourism attractions.

For Review and Compliance Surveys: This section should outline the probable impacts of a proposed project on any historic properties within the area of potential effect. Suggestions for alternative methods for fulfilling the goals of the project with lessened effects on historic resources are encouraged.

Compiled Inventory The compiled inventory should consist of a list of sites recorded during the survey. For surveys of urban areas, the following information should be provided for each site listed:

- Site Number
- Address/Location
- Historic or Common Name of Property
- Historic Use
- Date of Construction
- Eligibility (for National Register or local designation)

Example:

Site Number	Address	Historic Name	Historic Use	Date	Eligibility
1001	703 N. Main St.	DuPree House	single dwelling	1901	National Register
1002	705 N. Main St.	James Wilson House	single dwelling	1910 c.	local designation
1003	707 N. Main St.	Bennett House	single dwelling	1910 c.	
1004	710 N. Main St.	Comer's Grocery	commercial	1919	National Register
1005	210 Wilson Ave.	Matheson's Fabrics	commercial	1925 c.	
1006	211 Wilson Ave.	First National Bank	commercial	1914	National Register
1007	101 Depot St.	S.A.L. Railroad Depot	transportation	1903	National Register
1008	200 Depot St.	Easton Flour Mill	commercial	1940 c.	
1009	610 Edwards Ave.		single dwelling	1895 c.	local designation
1010	611 Edwards Ave.		single dwelling	1900 c.	local designation
1011	612 Edwards Ave.	Simms-Jones House	single dwelling	1900 c.	
1012	614 Edwards Ave.		single dwelling	1910 c.	

For surveys of rural areas, sites should be grouped by USGS quad name and then by site number.

Example:

Cordesville Quadrangle (no. 110)

Site Number	Historic Name	Historic Use	Date	Eligibility	Address
0001.00	Lewisfield Plt., House	single dwelling	1774 c.	National Register	ssr 791, E side, 2.5 mi S of US52
0001.01	Lewisfield Plt., cottage #1	single dwelling	1920 c.	National Register	ssr 791, E side, 2.5 mi S of US52
0001.02	Lewisfield Plt., cemetery	funerary	1774 c.	National Register	ssr 791, E side, 2.5 mi S of US52
0001.03	Lewisfield Plt., black cemetery	funerary	19th c.	National Register	ssr 791, E side, 2.5 mi S of US52
0001.04	Lewisfield Plt., cottage #2	single dwelling	1930 c.	National Register	ssr 791, E Side, 2.5 mi S of US52
0001.05	Lewisfield Plt., gate lodge	single dwelling	1930 c.	National Register	ssr 791, E side, 2.5 mi S of US52
0002	Bill Augustine house	single dwelling	1920 c.		SC402, W side, 0.2 mi SE of ssr376
0003	Augustine's Store	commercial	1925 c.		SC402, W side, 0.3 mi SE of ssr376
0004	unidentified house	single dwelling	1925 c.		SC402, E side, 0.3 mi SE of ssr376

0005	Baxley's Store	commercial	1920 c.	local designation	SC402, E side, 0.2 mi SE of ssr376
0006	unidentified house	single dwelling	1930 c.		SC402, E side, 0.2 mi SE of ssr376
0007	gas station, unidentified	commercial	1940 c.		SC402, W side, 0.2 mi SE of ssr376
0008	Cordesville School	educational	1925 c.	National Register	SC402, NW corner of its int. w/ssr376
0009	Oney Mitchum house	single dwelling	1920 c.	local designation	SC402 vic., E side, 0.1 mi S of ssr448
0010	Bartholomew Gaillard house	single dwelling	1835 c.	National Register	SC402 vic., E side, 0.1 mi S of ssr448
0011	Buck Hall Plt., summer house	single dwelling	1825 c.	National Register	SC402 vic., NW corner of int. w/ssr359
0012	unidentified house	single dwelling	1915 c.		ssr359, S side, 0.3 mi W of SC402
0013	Moses Foster house	single dwelling	1910 c.	local designation	ssr359 vic., N side, 1.7 mi W of SC402

Berthera Quadrangle (no. 032)

0014	unidentified house	single dwelling	1920 c.		ssr42 vic., N side, 0.3 mi E of Isop Rd.
0015	Wilson Faulk house	single dwelling	1925 c.		ssr48 vic., W side, 0.7 mi E of ssr125
0016	G.B. Davis house	single dwelling	1905 c.	local designation	ssr48 vic., E side, 0.7 mi E of ssr125
0017	Pritchard Hall	single dwelling	1912	National Register	ssr48 vic., W side, 0.5 mi E of ssr125
0018	Richard Mast house	single dwelling	1910 c.		ssr125, E side, 0.1 mi S of ssr48
0019	Murphy house	single dwelling	1910 c.		ssr125, E side, 0.2 mi S of ssr48

Shulerville Quadrangle (no. 475)

0017	Clayton Lewis House	single dwelling	1927	National Register	ssr49, W side, 0.4 mi N of int. w/ssr707
0018.00	New Hope Church	religious	1943		ssr49, W side, 0.4 mi S of int. w/ssr707
0018.01	New Hope Meth. Cemetery	funerary	1875 c.		ssr49, W side, 0.4 mi S of int. w/ssr707
0019	Palmerville Post Office	gov't./public	1900 c.	National Register	ssr49 vic., W side, 0.2 mi S of SC45

IX. Professional Standards and Qualifications for Consultants

The SHPO follows the Secretary of the Interior's Professional Qualification Standards, which are used by the National Park Service and published in the Code of Federal Regulations, 36 CFR Part 61. The qualifications specify the minimum education and experience a person must have to perform identification, evaluation, registration, and treatment activities. Consultants who conduct architectural and historic resources surveys are required to meet the professional qualification standards in at least one of the following disciplines:

History: The minimum professional qualifications in history are a graduate degree in history or a closely related field; or a bachelor's degree in history or closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historical organization or agency, museum, or other professional institution; or
2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

Architectural History: The minimum professional qualifications in architectural history are a graduate degree in architectural history, art history, historic preservation, or closely related field, with coursework in American architectural history; or a bachelor's degree in architectural history, art history, historic preservation, or closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or
2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

The SHPO maintains a list of consultants who work in South Carolina and meet the Secretary's Professional Qualification Standards. This list is updated every six months and is available upon request, or online at: <http://shpo.sc.gov/pubs/Pages/Proflists.aspx>.

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

X. Federal Legislation and Regulations

The following federal legislation provides legal mandate for the work of the South Carolina SHPO: the National Historic Preservation Act of 1966 (as amended); Executive Order 11593; the National Environmental Policy Act of 1966; and the regulations promulgated by the Department of the Interior (36 CFR 60, 36 CFR 63, and 36 CFR 66) and the Advisory Council on Historic Preservation (36 CFR 800). The South Carolina SHPO was created in 1969 to implement the statewide preservation program described in Section 101 of the National Historic Preservation Act. 36 CFR 61.2 outlines the SHPO's responsibilities in managing and administering this program.

XI. Federal Standards

Surveys of historic properties funded through federal grants must meet the standards for identification and evaluation set by the National Park Service, U.S. Department of the Interior. These standards are outlined in *Archaeology and Historic Preservation: Secretary of the Interior's Standards and Guidelines* Published in the Federal Register, Vol. 48, No. 190, September 29, 1983. Guidance for conducting surveys is found in *Guidelines for Local Surveys: A Basis for Preservation Planning* (National Register Bulletin 24; rev. ed., 1985). It is recommended reading for all survey sponsors and consultants, available online at: <http://www.cr.nps.gov/nr/publications/bulletins/nrb24>.

Appendix A: Federal Information Processing Standards (FIPS) Codes for South Carolina Counties

Abbeville	01
Aiken	03
Allendale	05
Anderson	07
Bamberg	09
Barnwell	11
Beaufort	13
Berkeley	15
Calhoun	17
Charleston	19
Cherokee	21
Chester	23
Chesterfield	25
Clarendon	27
Colleton	29
Darlington	31
Dillon	33
Dorchester	35
Edgefield	37
Fairfield	39
Florence	41
Georgetown	43
Greenville	45
Greenwood	47
Hampton	49
Horry	51
Jasper	53
Kershaw	55
Lancaster	57
Laurens	59
Lee	61
Lexington	63
McCormick	65
Marion	67
Marlboro	69
Newberry	71
Oconee	73
Orangeburg	75
Pickens	77
Richland	79
Saluda	81
Spartanburg	83
Sumter	85

Union	87
Williamsburg	89
York	91

Appendix B: South Carolina USGS Topographic Quad Sheet Codes

Abbeville East	001	Calfpen Bay	068
Abbeville West	002	Calhoun Creek	069
Adams Run	003	Calhoun Falls	070
Adrian	004	Camden North	071
Aiken	005	Camden South	072
Aiken NW	006	Cameron	073
Allendale	007	Campobello	074
Anderson North	008	Cape Romain	075
Anderson South	009	Capers Inlet	076
Andrews	010	Carlisle	077
Angelus	011	Carlisle SE	078
Antioch	012	Carvers Bay	079
Antreville	013	Cash	080
Armenia	014	Cashiers	081
Augusta East	015	Cassatt	082
Avalon	016	Catawba	083
Awendaw	017	Catawba NE	084
Bamberg	018	Cedar Creek	085
Barnwell	019	Centenary	086
Barr Lake	020	Chapin	087
Barton	021	Chappells	088
Batesburg	022	Charleston	089
Baton Rouge	023	Chennault	090
Bayboro	024	Cheraw	091
Beaufort	025	Chesnee	092
Belmont	026	Chester	093
Belton East	027	Chesterfield	094
Belton West	028	Chicora	095
Bennetts Point	029	Clarks Hill	096
Bennettsville North	030	Clear Pond	097
Bennettsville South	031	Clemson	098
Bethera	032	Cleveland	099
Bethune	033	Clinton	100
Bethune NW	034	Clio	101
Bingham	035	Clover	102
Bishopville	036	Clubhouse Crossroads	103
Bishopville West	037	Cokesbury	104
Black Creek	038	Colliers	105
Blacksburg North	039	Columbia North	106
Blacksburg South	040	Congaree	107
Blackstock	041	Conway	108
Blackville	042	Coosawhatchie	109
Blair	043	Cordesville	110
Blakely	044	Cordova	111
Blue Springs Landing	045	Cottageville	112
Bluffton	046	Cowpens	113
Blythewood	047	Crocketville	114
Boiling Spgs South	048	Cross	115
Bonneau	049	Cross Anchor	116
Bowman	050	Cross Hill	117
Bradley	051	Cummings	118
Branchville North	052	Dacusville	119
Branchville South	053	Dale	120
Brevard	054	Dalzell	121
Brier Creek Landing	055	Darlington East	122
Brighton	056	Darlington West	123
Britton Neck	057	Delmar	124
Brogdon	058	Denmark	125
Brookgreen	059	Denny	126
Bucksville	060	Diggs	127
Bull Island	061	Dillon East	128
Bull Pond	062	Dillon West	129
Burtons Ferry Ldg	063	Dongola	130
Bush River	064	Dovesville	131
Butlers Bay	065	Drake	132
Cainhoy	066	Due West	133
Calabash	067	Duford	134

Dyson	135	Greeleyville	205
Eadytown	136	Green Pond	206
Easley	137	Greenville	207
Eastatoe Gap	138	Greenwood	208
Eastover	139	Greer	209
Edgefield	140	Gresham	210
Edgemore	141	Grover	211
Edisto Beach	142	Hammond	213
Edisto Island	143	Hampton	214
Effingham	144	Hand	215
Ehrhardt	145	Hardeeville	216
Elgin	146	Hardeeville NW	217
Elliott	147	Harleys Millpond	218
Elloree	148	Harleyville	219
Emory	149	Hartsville North	220
Enoree	150	Hartsville South	221
Eutawville	151	Hartwell Dam	222
Evans	152	Hartwell NE	223
Evergreen	153	Heardmont	224
Fair Bluff	154	Heath Springs	225
Fair Play	155	Hebron Crossroads	226
Fairfax	156	Hendersonville	227
Fairview Crossroads	157	Henry	228
Felderville	158	Hickory Grove	229
Fenwick	159	Hickory Tavern	230
Filbert	160	Hilton Head	231
Fingerville East	161	Hollow Creek	232
Fingerville West	162	Holly Hill	233
Five Forks	163	Holly Springs	234
Flint Hill	164	Honea Path	235
Florence East	165	Honey Hill	236
Florence West	166	Hornsboro	237
Foreston	167	Horry	238
Fork	168	Huger	239
Fork Shoals	169	Indian Camp Branch	240
Fort Jackson North	170	Indiantown	241
Fort Jackson South	171	Inman	242
Fort Lawn	172	Irmo	243
Fort Mill	173	Irmo NE	244
Fort Motte	174	Islandton	245
Fort Moultrie	175	Iva	246
Fort Pulaski	176	Jackson	247
Fountain Inn	177	Jacksonboro	248
Fowler	178	James Island	249
Foxtown	179	Jamestown	250
Friendship	180	Jasper	251
Fripps Inlet	181	Jefferson	252
Frogmore	182	Jefferson NE	253
Furman	183	Jenkinsville	254
Gaddysville	184	Joanna	255
Gadsden	185	Johns	256
Gaffney	186	Johns Island	257
Galivants Ferry	187	Johnsonville	258
Gaston	188	Johnston	259
Gastonia South	189	Jonesville	260
Georgetown North	190	Jordan	261
Georgetown South	191	Kellehan Crossroads	267
Ghio	192	Kellytown	263
Gibson	193	Kelton	264
Gifford	194	Kershaw	265
Gilbert	195	Kiawah Island	266
Girard	196	Kildare, GA	267
Girard NE	197	Kilsock Bay	268
Girard NW	198	Kings Creek	269
Glenn Springs	199	Kings Mountain	270
Good Hope	200	Kingstree	271
Goretown	201	Kirksey	272
Graniteville	202	Kitchings Mill	273
Grays	203	Kittredge	274
Great Falls	204	La France	275

Ladson	276	Mount Pisgah	347
Lake City East	277	Mullins	348
Lake City West	278	Myrtle Beach	349
Lake Murray East	279	New Ellenton	350
Lake Murray West	280	New Ellenton SE	351
Lake Robinson	281	New Ellenton SW	352
Lake View	282	Newberry East	353
Lake Wylie	283	Newberry NW	354
Lamar	284	Newberry West	355
Lancaster	285	Neyles	356
Lancaster SE	286	Nichols	357
Landrum	287	Ninety Six	358
Latimer	288	Nixonville	359
Latta	289	North	360
Laurel Bay	290	North Augusta	361
Laurens North	291	North Charleston	362
Laurens South	292	North Island	363
Lavonia	293	Norway East	364
Lebanon	294	Norway West	365
Leeds	295	Oak Grove	366
Leesburg	296	Oakway	367
Legareville	297	Oakwood	368
Lexington	298	Ocean Bay	369
Liberty	299	Ocean Forest	370
Liberty Hill	300	Olanta	371
Limehouse	301	Olar	372
Limestone	302	Old Pickens	373
Lincolnton	303	Olin	374
Little Mountain	304	Ora	375
Little River	305	Orangeburg North	376
Lockhart	306	Orangeburg South	377
Lodge	307	Osborn	378
Lone Star	308	Oswego	379
Long Branch	309	Outland	380
Longs	310	Owdoms	381
Longtown	311	Pacolet	382
Loris	312	Pacolet Mills	383
Lowndesville	313	Pageland	384
Lowrys	314	Pamplico North	385
Lucknow	315	Pamplico South	386
Lugoff	316	Paris Mountain	387
Lynchburg	317	Parksville	388
Magnolia Beach	318	Parris Island	389
Manning	319	Patrick	390
Maple Cane Swamp	320	Paxville	391
Marion	321	Peedee	392
Martin	322	Pelham	393
Martinez	323	Pelion East	394
Mauldin	324	Pelzer	395
Mayesville	325	Philson Crossroads	397
McClellanville	326	Pickens	398
McColl	327	Piercetown	399
McCormick	328	Pineland	400
McPhersonville	329	Pineville	401
Mechanic Hill	330	Pinewood	402
Messers Pond	332	Pireway	403
Middendorf	333	Plantersville	404
Midway	334	Plum Branch	405
Millet	335	Poinsett State Park11	406
Mills Bay	336	Pomaria	407
Minim Island	337	Pond Branch	408
Minturn	338	Port Wentworth	409
Moncks Corner	339	Pringletown	410
Monetta	340	Pritchardville	411
Mont Clare	341	Privateer	412
Moore	342	Prospect Crossroads	413
Morven East	343	Prosperity	414
Morven West	344	Rabon Crossroads	415
Mount Crogan	345	Rainy Mountain	416
Mount Holly	346	Ravenel	417

Red Hill	418	Springfield	488
Reed Creek	419	St. Stephens	489
Reevesville	420	Staley Crossroads	490
Reid	421	Stallsville	491
Reidville	422	Standingstone Mtn.	492
Rembert	423	Steedman	493
Rhems	424	Stover	494
Richburg	425	Summertown	495
Richtex	426	Summerville	496
Ridge Spring	427	Summerville NW	497
Ridgeland	428	Sumter East	498
Ridgeville	429	Sumter West	499
Ridgeway	430	Sunset	500
Rincon	431	Surfside Beach	501
Rion	432	SW Columbia	502
Rock Hill East	433	Swansea	503
Rock Hill West	434	Sycamore	504
Rockville	435	Table Rock	505
Ropers Crossroads	436	Tabor City East	506
Round O	437	Tabor City West	507
Rowland	438	Tamassee	508
Ruby	439	Taxahaw	509
Saint George	440	Taylors	510
Saint George SW	441	Tearcoat Branch	511
Saint Helena Sound	442	Tigerville	512
Saint Matthews	443	Tillman	513
Saint Paul	444	Timmonsville	514
Saint Phillips Island	445	Tirzah	515
Salem (lower state)	447	Toccoa	516
Salem (upper state)	446	Tony Hill Bay	517
Salem Crossroads	448	Tradesville	518
Salley	449	Trenton	519
Salters	450	Trio	520
Saluda	451	Tugaloo Lake	521
Saluda North	452	Turbeville	522
Saluda South	453	Tybee Island North	523
Sandridge	454	Union East	524
Santee	455	Union West	525
Santee Point	456	Unity	526
Sardinia	457	Valley Falls	527
Sardis	458	Van Wyck	528
Satolah	459	Vance	529
Savannah	460	Verdery	530
Savannah Beach North	461	Wadboo Swamp	531
Saylors Crossroads	462	Wadmalaw Island	532
Saylors Lake	463	Walhalla	534
Scranton	464	Wallace	535
Sedalia	465	Walterboro	536
Seivern	466	Wampee	537
Seneca	467	Ware Shoals East	538
Sewee Bay	468	Ware Shoals West	539
Sharon	469	Warsaw	540
Sheldon	470	Wateree	541
Shell	471	Waterloo	542
Shellbluff Landing	472	Waverly Mills	543
Shirley	473	Wedboo Creek	544
Shoals Junction	474	Weddington	545
Shulerville	475	Wedgefield	546
Silverstreet	476	Wellford	547
Simpsonville	477	Westminster	548
Six Mile	478	Westville	549
Slater	479	Whetstone	550
Snelling	480	Whitehall	551
Sniders Crossroads	481	Whiteoak Creek	552
Snow Island	482	Whitmire North	553
Society Hill	483	Whitmire South	554
Solomons Crossroads	484	Wiggins	555
Spartanburg	485	Wilkinsville	556
Spring Hill	486	Williams	557
Spring Island	487	Willington	558

Williston	559	Woodruff	566
Windsor	560	Workman	567
Winnsboro	561	Yauhannah	568
Winnsboro Mills	562	Yemassee	569
Winterseat	563	Zirconia	570
Witherspoon Island	564		
Woleton	565		

Appendix C: Research Resources

I. General Sources for Survey Research

The availability of research material will vary greatly depending on the area covered by a survey project. In general, published local histories are more likely to exist for larger communities. For research on rural areas and small towns, it may be necessary to rely on primary sources and oral history.

Knowledgeable local citizens are often aware of the most useful sources of information. Consultants should therefore seek their advice when developing research strategies. A number of basic sources, however, will prove useful in almost every survey. These are described in the following summaries.

Abbreviations:

South Carolina Department of Archives and History (SCDAH)

South Caroliniana Library, University of South Carolina (SCL)

Thomas Cooper Library, University of South Carolina (TCL)

Historic Maps

Historic maps are an excellent way to begin tracing the development of a community. By comparing a series of maps in chronological order, it is often possible to chart the growth of road and railway networks, to determine when new towns were founded, and to see patterns of development in urban areas. Fire insurance maps produced by the Sanborn Map Company are especially useful for obtaining information about buildings in urban settings and the historic centers of small towns (see next entry). A standard reference for early maps of the state is Robert Mills, Atlas of the State of South Carolina (1825 and various reprint editions).

Location: SCL, TCL, SCDAH, local libraries.

Sanborn Maps

Originally conceived in the late 18th Century, fire insurance maps provided structural and urban environmental information necessary for insurance underwriters. Founded in 1867 in the United States, the Sanborn National Insurance Diagram Bureau systematically produced ascetically appealing, but also efficient, maps nationwide. This New York firm expanded and grew immensely, finally emerging as the Sanborn Map Company in 1902. Eighteen years later the company effectively monopolized the insurance map industry. By World War II surveys of 13,000 towns produced over 700,000 sheets now stored in the Library of Congress. Today, these maps are utilized extensively by architectural historians, environmentalists, genealogists, historians, historic preservationists, and urban historical geographers. (*Description from University of South Carolina Libraries Digital Collections website*)

Location: Online at <http://www.sc.edu/library/digital/collections/sanborn.html>.

Plats, Deeds, and Land Records

Plats and land records are useful sources for detailed information on significant properties and neighborhoods. It is generally not feasible to conduct extensive deed research within the scope of a survey project. For landmark properties, however, a deed search may yield information

about ownership and historical development that should be included in the survey report. Plats can be especially useful for documenting suburban development and the historical evolution of significant properties.

Location: Plats and deeds can be examined at the county register of deeds office (called the Register of Mesne Conveyances in some places).

City Directories

Publication of city directories for major cities in South Carolina began in the mid-nineteenth century, and directories for smaller communities appeared in later decades. City directories listed residents and businesses by address. The occupation of residents was also identified. As a result, careful analysis of city directories can provide a wealth of information about the historical development of a community, probable dates of construction for individual buildings, and the lives of local residents.

Location: SCL, local libraries.

Local Histories

Local histories are an excellent starting point for survey research. They generally provide basic factual information about a community and an overview of important events in its development. A good local history will make clear the key factors that shaped the growth of a community and identify questions that should be addressed through further research.

Local histories come in many different forms, including published monographs, short booklets, and tourist pamphlets. No matter what the format, such documents vary widely in quality, depth, and the accuracy of information included. It is therefore important to double check facts and consult other sources to gain a complete understanding of a community's history.

Critical analysis of local histories is also important. The information included in such documents is often highly subjective. Authors may have omitted significant events, inadvertently or intentionally, or have simply overlooked information that may tell something meaningful about a community's history. When viewed with a critical eye, a local history may offer insights into what citizens consider important about their history and what they do not.

Location: local libraries, SCL

Tax Assessor's Files

For some communities, basic information about building construction and alteration dates can be obtained from records in the local tax assessor's office. Because the accuracy of such information varies greatly, it should be used with caution and corroborated by fieldwork if possible. It can, however, be useful in some cases, and in others it may serve as a starting point for further research. Tax assessment files tend to be fairly accurate for twentieth-century neighborhoods and districts and should be consulted during surveys covering such areas.

Location: county tax assessor's office.

Other Sources

Many local libraries maintain a local history collection. Such collections often include materials that may be useful in survey research, particularly historical photographs. Most buildings have undergone a surprising number of changes since construction. Owners often replace roofs and windows, remove or add porches, and remodel to follow changing tastes. Some changes significantly alter the character and appearance of a building; others do not. For this reason, it is important to seek out historical photographs, which provide an invaluable means of determining how the community and individual buildings looked at a given point in time. Photographic histories have been published for many communities, but for others, it will be necessary to rely on collections available to the public at local libraries and museums. Private citizens may also have photographic collections they may be willing to make available to consultants.

Libraries with long-established local history collections may also have biographical and newspaper clipping files available. These files can be an invaluable means of quickly gathering information on events, people, and buildings that played a significant role in local history.

Local newspapers can also be useful for research on significant events in local history and the construction of particularly important buildings. It is generally not possible to conduct extensive newspaper research during a survey project. Because few newspapers have been indexed, research is often a tedious, time-consuming process. Searching selected dates, however, may yield valuable information. Newspapers are usually available on microfilm at local libraries; the SCL also has a large collection of newspapers on microfilm from communities throughout the state. A good but somewhat dated guide to the availability of historic newspapers is John Hammond Moore, ed. and comp., South Carolina Newspapers (Columbia: University of South Carolina Press, 1988).

The SHPO's website also includes numerous research resources, available at: <http://shpo.sc.gov/research/Pages/default.aspx>.

II. Select Bibliography

The following bibliography lists sources that are commonly used in survey research. These include basic sources on architectural styles and standard surveys of South Carolina history. This bibliography is not exhaustive, and researchers should seek out other sources when working on specific projects.

IIa. Architecture

Carley, Rachel. The Visual Dictionary of American Architecture. New York: Henry Holt, 1994.

Gottfried, Herbert, and Jan Jennings. American Vernacular Design, 1870-1940. Reprint, Ames: Iowa State University Press, 1985.

Lane, Mills. Architecture of the Old South: South Carolina. Rev. ed. Savannah: Beehive Press, 1997.

McAlester, Virginia, and Lee McAlester. A Field Guide to American Houses. New York: Alfred A. Knopf, 1989.

Rifkind, Carole. A Field Guide to American Architecture. New York: Bonanza Books, 1980.

Severens, Kenneth. Charleston Antebellum Architecture and Civic Destiny. Knoxville: University of Tennessee Press, 1988.

Wells, John E., and Robert E. Dalton. The South Carolina Architects, 1885-1935. Richmond: New South Architectural Press, 1992.

IIIb. History

Edgar, Walter B. South Carolina: A History. Columbia: University of South Carolina Press, 1998.

-----, South Carolina in the Modern Age. Columbia: University of South Carolina Press, 1992.

Jones, Lewis P. South Carolina; A Synoptic History for Laymen. Rev. ed., Orangeburg, S.C.: Sandlapper Press, 1978.

Kovacik, Charles F., and John J. Winberry. South Carolina: A Geography. Columbia: University of South Carolina Press, 1989.

Lander, Ernest M. A History of South Carolina, 1865-1960. Chapel Hill: University of North Carolina Press, 1960.

Wallace, David Duncan. The History of South Carolina. 4 vols. New York: American Historical Society, Inc., 1934.

Writers' Program of the Works Progress Administration. South Carolina: The WPA Guide to the Palmetto State. Columbia: University of South Carolina Press, 1988.

III. Major Research Repositories in South Carolina

Avery Research Center for African American History

College of Charleston

125 Bull Street

Charleston, SC 29424

(843) 953-7609

www.cofc.edu/avery

Collections consist of items related to the history and culture of African Americans in the South Carolina lowcountry.

Camden Archives and Museum

1314 Broad Street
Camden, SC 29020-3535
(803) 425-6050

<http://cityofcamden.org/archivesmuseum.aspx>

Collections include manuscripts, published materials, photographs, and maps related to the history of Camden and Kershaw County.

Clemson University Libraries

Campus Box 34-3001
Clemson, SC 29634-3001
(864) 656-3027

<http://www.lib.clemson.edu>

The Robert Muldrow Cooper Library is the main library at Clemson University. Its collections include extensive holdings of books, periodicals, microforms, and government documents. Special Collections, a branch of the library system located in the Strom Thurmond Institute Building, maintains the university's archives, manuscript collections relating to a broad range of subjects in South Carolina history, and collections of rare books. The Gunnin Architectural Library, located in Lee Hall, has extensive collections of books and periodicals on architectural, community planning, and related subjects.

Thomas Cooper Library

University of South Carolina
Columbia, SC 29208
(803) 777-3145

<http://www.sc.edu/library/tcl.html>

Thomas Cooper Library is the main library at the University of South Carolina. Its collections include published materials, newspapers, maps, serials, and government documents.

Darlington County Archives

204 Hewitt Street
Darlington, SC 29532
(843) 398-4710

Collections include pre-1900 county records, items related to businesses and social organizations, and genealogical materials.

Greenville County Library

25 Heritage Green Place (Hughes Main Branch)
Greenville, SC 29601
(864) 242-5000

<http://www.greenvillelibrary.org>

The Stow South Carolina Historical Room at the Greenville County Library maintains an extensive collection of local history materials. The collection includes historic newspapers, photographs, manuscripts, and other items pertaining to the history of Greenville and upstate South Carolina.

Historical Center of York County

York County Culture and Heritage Commission

212 East Jefferson Street

York, SC 29745-1814

(803) 684-7262

<http://www.chmuseums.org/history-hc/>

Collections include York County court records, manuscripts pertaining to the history of the Carolina Piedmont, and newspapers and serials.

South Carolina Historical Society

100 Meeting Street

Charleston, SC 29401

(843) 723-3225

<http://www.schistory.org>

The South Carolina Historical Society maintains one of the largest collections of archival materials in the Southeast. Its holdings include manuscripts, maps, architectural drawings, and photographs.

South Caroliniana Library

University of South Carolina

Columbia, SC 29208

(803) 777-3131

<http://www.sc.edu/library/socar/index.html>

The South Caroliniana Library is one of the leading research repositories of its kind in the South. Its collections are comprised of published and unpublished materials related to the history and culture of South Carolina. They include extensive holdings of books, newspapers, manuscripts, pamphlets, serials, maps, and visual images.

USC Aiken Library

471 University Parkway

Aiken, SC 29801

(803) 641-3465

<http://library.usca.edu/Main/HomePage>

Collections include books, serials, maps, and government documents. Of particular interest is the Gregg-Graniteville Collection of documents and memorabilia related to the Graniteville Company, which was among the largest textile-manufacturing firms in the antebellum South.

Winthrop University

Dacus Library

Rock Hill, SC 29733

(803) 323-2131

<http://www.winthrop.edu/dacus>

Basic collections include books, newspapers, serials, and government documents. The holdings of the Department of Archives and Special Collections include manuscripts related to South Carolina history, with particular emphasis on the Catawba region, women and women's organizations, and persons associated with Winthrop University.

Appendix D: Preferred Format for Footnotes and Biographical References

Planning and Grant-Funded Surveys The bibliography should be divided into two major sections: primary sources and secondary sources. In some cases, it may be advisable to further divide primary sources by type (i.e., books, articles, manuscripts, maps, and so forth). All citations are required to be in the format specified by the *Chicago Manual of Style*, 14th edition.

For Review and Compliance Surveys If the project area includes archaeological resources, it is acceptable for bibliographical references to be in the format specified by the 1988 *American Antiquity* style guide.

Sample Entries

Book

bibliography:

Edgar, Walter. *South Carolina: A History*. Columbia: University of South Carolina Press, 1998.

footnote:

Walter Edgar, *South Carolina: A History* (Columbia: University of South Carolina Press, 1998), pp. 23-24.

Journal or Magazine Article

bibliography:

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Appendix E: Photo Log

Photographer _____

County _____

Date _____

Roll # _____

Frame	Site #	Elevation	Identification
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
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17			
18			

Photographer _____

County _____

Date _____

Roll # _____

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Appendix F: Suggestions for Project Managers of Historic Resources Surveys

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

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

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

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

technical review of survey products and will confer with the project manager before sending official comments to the consultant.

- ❖ Stay abreast of deadlines and avoid penalties for late work. If an extension becomes necessary, the project manager, not the consultant, must request it. Deadline extensions are given only when absolutely necessary. Requests must be submitted in writing to the SHPO. The consultant should notify the grant recipient as soon as they realize that an extension is necessary so that the SHPO has sufficient time to review the request. Penalties may be avoided if the deadline extension is approved. The SHPO will send a modified funding agreement or an amendment to the original agreement for the appropriate signature. Late grant products will result in a 5 percent reduction in the original grant award, and an additional penalty of 5 percent will be applied every seven days thereafter until the product is submitted. A reduction in the grant award does not reduce the scope of work. If a penalty is assessed, the Director of the Department of Archives and History is the only person with the authority to waive it. It is therefore important to stay in contact with the consultant in case difficulties meeting the project deadlines arise.
- ❖ Communicate regularly. In many cases, survey projects can take as long as a year to complete. Designate a time every month to review progress with the consultant. Contact the SHPO immediately if concerns about the progress of the project or unforeseen problems arise.

For further information, contact Brad Sauls, Survey Coordinator, at (803) 896-6172 or by e-mail at: sauls@scdah.state.sc.us

Appendix G: Guidelines for Surveying Post-World War II Neighborhoods and Residences

Background

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

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

Styles & Characteristics

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

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

Significant Style Characteristics (may vary in appearance and use)

Single-Family Ranch

- One-story

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

Minimal Traditional

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

Subdivision Development Characteristics

- Landscaping features, including uniform building setbacks, lakes, streams, trees, and other park-like features
- Street plans and names, especially cul-de-sacs and themed street names in the neighborhood
- Signage
- Schools, churches, and other community buildings highlighted or featured in the development

Evaluation

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

National Register of Historic Places (NRHP)

There are four eligibility criteria for the listing in the NRHP, three of which are relevant to post-war residences and neighborhoods. Most significant post-war residences and neighborhoods will be evaluated under the NRHP Criterion A or C. It is also possible for a residence to fall under Criterion B for association with the lives of significant persons of our past. For detailed information on post-war resource criterion and examples, see [A Model for Identifying and Evaluating the Historic Significance of Post-World War II Housing](#) (PDF).

Criterion A

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

Criterion C

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

Assessing Historic Integrity

According to the National Register Criteria, there are seven aspects that define integrity. Since South Carolina currently has an abundance of post-war residences and neighborhoods, several or most of these aspects must be met in order for a post-war residence or neighborhood/subdivision (district) to have integrity. The seven aspects are:

- Design – resource maintains the original design elements such as form, style, and size. No major additions or alterations to the building have been made.
- Materials – resource has original construction materials such as windows, doors, siding, and porch posts.
- Workmanship – resource exhibits original labor and craftsmanship skills. Although workmanship is not commonly seen in post-war houses, some may show workmanship through use of materials to create a setting.
- Location – resource is in original construction location and subdivision or neighborhood boundaries are intact.
- Setting – the physical environment around the resource has not been altered.
- Feeling – resource conveys an aesthetic or historic sense of the post-war period.
- Association – resource is directly associated to a significant historic person or event.

Individual Residences

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

- Garage or carports originally attached to the building and not enclosed
- Original windows and front door
- Original siding/wall materials
- Original metal porch posts or carport posts
- Original chimney
- No large scale additions, especially to the residence's front or side

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

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

Neighborhoods/Subdivisions

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

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

Like individual properties, certain changes do not affect a historic district's National Register of Historic Places eligibility. For example, alterations to a small number of resources, loss of original landscape design elements in the neighborhood/subdivision or a small amount of resources with a lack of integrity do not affect a historic district's overall integrity. Some alterations that decrease

the integrity of a district consist of a change in housing lot sizes, alteration in transportation patterns, loss of considerable areas of the neighborhood, or a large number of noncontributing resources with major changes/alterations.

Conducting Section 106 Identification Surveys

Because of the ubiquitous nature of post-war housing at this time, the SHPO does not require completed survey cards for all post-war neighborhoods and residences for review and compliance survey purposes. An abbreviated survey process should be done when assessing post-war neighborhoods/subdivisions.

Individual Residences

Isolated post-war residences and those in groups of 5 or less (in a linear grouping along a road) generally do not need to be surveyed or photographed. These resources may represent rural houses, infill in older areas, or possibly the only survivors of ever increasing modern development. Properties that have been heavily modified, possess little integrity, or do not have character defining features may be excluded from the survey. If the residence appears to be a pristine, excellent example of its type, the surveyor should use his/her discretion when determining if the house should be photographed or recorded on a reconnaissance survey card.

Neighborhoods/Subdivisions

For post-war neighborhoods/subdivisions within the project's Area of Potential Effect (APE) or a portion of which is within the APE:

- a. Discuss survey requirements with your SHPO reviewer prior to beginning survey.
- b. Conduct background and map research to determine the date of the neighborhood/subdivision and the date of the residences and buildings within the neighborhood; any builders, developers, or significant individuals or firms working in the neighborhood; when streets were laid out and developed. Research should also include what were the driving forces behind the development of the neighborhood/subdivision and is the development or design significant or precedent setting in community planning and development.
- c. Determine the typology of houses in the neighborhood (i.e. single-family ranch; split-level; A-frame, etc.). Record the number of each type of house in the neighborhood.
- d. Photograph and record on Reconnaissance Survey Form one or two examples of each type of residence in the neighborhood to include in the survey report.
- e. Photograph and record on Reconnaissance Survey Form all historic community buildings in the neighborhood, such as churches and schools. Photograph significant landscape features, such as lakes, ponds, streams, parks, and significant trees. Include photographs of these buildings and landscape design in the survey report.
- f. Provide a map of the neighborhood's boundaries as part of the survey report.

The SHPO may request additional survey forms for significant residences or properties within the neighborhood after the review of the survey report. The SHPO is always available for consultation when planning a survey of an APE that may include post-war residences.

Mixed Neighborhoods

Older historic neighborhoods with infill of post-war housing should be selectively surveyed. For example, in neighborhoods with a mixture of 1930s, 1940s, and post-war housing, Ranch houses

may contribute to the significance of the neighborhood, and should not be overlooked. The survey requirements for these neighborhoods are:

- a. All buildings should be reconnaissance surveyed in the neighborhood
- b. Houses constructed prior to 1945 should be photographed and recorded on a survey form
- c. Post-World War II houses should follow steps c. through f. of the Neighborhoods/Subdivision guidelines outlined previously
- d. Create a map/site plan illustrating the post-war infill in the neighborhood for the survey report

Resources

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

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

[North Carolina Post World War II Survey](#)

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

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

[Post World War II Subdivisions](#) (Scottsdale, Arizona)

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

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

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

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

Revised May 2013

Appendix H: SHPO Statement on the Use of the Term *Potentially Eligible*

Background:

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

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

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

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

SHPO Statement:

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

have a solid assessment of eligibility as well as the documentation supporting that determination. Any above-ground and archaeological survey reports should provide specific eligibility recommendations and justifications that include detailed discussion of why the property could be significant within its historic context, which criteria it might meet, what types of questions may be asked, and what additional work needs to be conducted.

June 2011

Appendix I: Guidelines for Recording Historic Cemeteries

Introduction

Historic cemeteries with 1 or more grave markers should be recorded on South Carolina Statewide Intensive Survey Forms. This includes cemeteries that are partially marked and markers with no writing (for example, a field stone). Cemeteries that are unmarked (no markers visible) or prehistoric should be recorded on a South Carolina Archaeological Site Form. This form is available through the [South Carolina Institute of Archaeology and Anthropology \(SCIAA\)](#).

Before filling out an Intensive Survey Form, please read the Survey Manual: Statewide Survey of Historic Properties section Va. *Guidelines for Preparation of Survey Forms*. When a cemetery is related to a church, the cemetery should be recorded as a sub-number of the church.

For a historical overview of eighteenth to twentieth century cemeteries, see the [South Carolina's Historic Cemeteries: A Preservation Handbook](#) (pdf).

Instructions for Completing the South Carolina Statewide Survey Forms for Cemeteries

The Intensive Survey Form should be filled out according to the instructions in the Survey Manual: Statewide Survey of Historic Properties under section Vb., with the exception of the following:

Identification

Category: Site

Historical Use: Funerary

Current Use: Funerary

Property Description

Construction Date: Enter the date range for the cemetery. The date range can be the earliest and most recent marked graves observed. If the exact date is not known, a circa date may be entered.

Examples: 1866-1925
c. 1890-1955

Significant
Architectural
Features:

Describe the character-defining architectural features of the property. For example, describe any fences and their materials or if trees line the boundary.

Describe the type of headstones/footstones and their materials present. Provide an estimated number of burials.

Historical
Information:

Explain the historical role, function, and significance of the property. Information should seek to answer questions regarding the eligibility of the property for listing in the National Register of Historic Places. Identify any

significant events or persons associated with the property. Include any prominent family names in the cemetery.

Surveyors should refer to pages 37 and 47-49 of the National Register bulletin, *How to Complete the National Register Registration Form* (rev. ed., 1997), for guidelines on applying the National Register criteria and evaluating significance.

Historical information should be written in clear, concise prose.

August 2013