

## Documentation Standards for Section 106 Architectural Review

Projects submitted to SHPO for Section 106 review that involve potential effects to the historic built environment should **provide supporting documentation** (e.g., photographs, engineering drawings, detailed scopes of work, etc.) that allows **SHPO to answer the following two questions:**

- Is the architectural resource a **historic property**?
  - o An architectural resource is considered a historic property if:
    - it is **individually listed** on the National Register of Historic Places (**NRHP**),
    - it is a contributing resource **in a historic district** listed on the NRHP, or
    - it has qualities that make it **eligible for listing** individually or as a part of a district, **even if it is not currently on the NRHP**.
- Will the proposed project have an **adverse effect on the historic character** of the architectural resource?
  - o This most commonly occurs when a feature or features that help define the character of the resource are:
    - **destroyed,**
    - **removed,**
    - **replaced,** or
    - **altered** in some way.

To help make a determination on whether an architectural resource is considered to be a **historic property**, we need sufficient information and documentation to determine whether or not it:

- o is already listed on the NRHP individually,
- o is within a listed National Register district,
- o is over 45 years old,
- o has been significantly altered, or
- o retains its original or historic elements and materials.

**Always please provide the original date of construction for the building and the dates of any alterations, if known.**

To help make a determination whether the project will have an **adverse effect**, we need to assess the impact of the project on the resource as a whole and on the architectural elements that define the character of the resource.

These **character-defining features** usually include:

- o Doors
- o Windows
- o Roofing/siding materials
- o Distinctive details such as moldings, brackets, soffits, eaves, porches, stairs, etc.

During Section 106 review, our primary concern is usually directed towards changes to the **exterior character/appearance** of the resource, especially its appearance when viewed **from the street**. However, elements on the side/back façades and on the interior may be significant as well.

It is important to provide as much **specificity** as possible in the documentation and description of the scope of the work **even if you think the building is not a historic property**. If our assessment is that the building is a historic property and we need to request more information, then this could significantly delay the review process.

## Documentation and Information Needed for Review

In addition to completing the Review and Compliance Information form in full, two key elements that allow us to efficiently process submissions are proper photographs and a description of the scope of work.

### Photographic Documentation

What should be included:

- Views of the **full building** facing each of its elevations (front, sides, back)
- **Details** of any parts of the building that will be affected by project activities. Particular attention should be paid to the character-defining features such as:
  - o **Doors**
  - o **Windows**
  - o **Roofing/siding** materials
  - o Other details such as moldings, brackets, soffits, eaves, porches, stairs, etc.
- Views of the **streetscape** around the subject property (up and down the street, across the street), showing the types of buildings in its environs and its general setting.
- A sketch **site plan** that indicates where each photograph was taken.

**All photographs should be labeled and have numbers that are keyed to the site plan.**

Photographs should:

- be current,
- be in color,
- be properly lit,
- clearly depict the building or feature/detail they are intended to show.

Photographs should not:

- be from online image servers (Google Earth, Google Maps, etc.),
- be photocopies,
- be taken into the sun,
- be taken from inside a car.

From the photographs of the elevations, it should be possible to determine the **building materials** of the **roof** (metal, asphalt shingle, slate, tile, etc.) and of the **siding** (wood clapboard, aluminum, vinyl, brick, stone, etc.). It should be possible to determine the **building materials of architectural features** (windows, doors, etc.) from any necessary detail photographs.

## Information on Project Work Scope

- **Be specific** about which elements are being repaired/replaced/removed/altered and provide photographs of these features.
- Describe the materials, form, and features of the element(s)
- Indicate, if known, whether the elements to be affected are original to the building and/or if they have been a part of the building for over 45 years.
- If a feature is to be **replaced**, describe and document:
  - o **why** this is necessary (deteriorated beyond repair, dangerous, etc.),
  - o **what** it is being replaced with (will the new element have the same form, same materials, same profile).
- If a feature is to be **repaired**
  - o what is the extent of the repair work,
  - o what materials will be used for the repair.

Project activities that only affect the internal systems of a building (HVAC, insulation, etc.) and do not damage, remove, or alter visible features of the building will likely not be the cause of an adverse effect in general, but they should still be mentioned in the scope of work.