Instructions for Completing the
Architectural/Historic Inventory Form

FORM PAGE 1

1. Survey Number: A survey number is assigned to each form for database and other purposes. It should consist of a two letter acronym for the county in which the survey is conducted, a code denoting the type of survey (AS), a number identifying the overall survey, and a number for the survey form. For example: AD-AS-001-0001. This number would be interpreted as AD (Adair county), AS (architectural survey) 001 (the first survey to be conducted in the county) - 0001 (the first survey form in the ADAS001 survey). See appendix 1 for a list of two letter county acronyms, and contact the SHPO for a county survey number. The forms should be organized by street alphabetically with numbered streets coming first, then addresses should be sorted in numerical order. For this reason the survey numbers should be added to the survey forms **after** they are organized. For example:

   - There are five inventory forms for an Adair County survey: 100 E 6th St., 100 W 6th St., 201 N Short Ave, 111 S. Short St., 459 Main St.
     - Numbered streets would come first and be organized by the smallest number to the largest. If there is a direction associated with the street name (North, South, East, West) it would be organized alphabetically **within** that street. For example 100 E 6th would come before 100 W 6th, likewise N Short Ave would come before S Short Ave.
     - Thus the final inventory numbers would be 100 E 6th (AD-AS-001-0001), 100 W. 6th St (AD-AS-001-0002), 459 Main St. (AD-AS-001-0003), 201 N Short Ave (AD-AS-001-0004), 111 S. Short St. (AD-AS-001-0005).
     - See below for instructions on labeling digital photos.
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2. Survey Name: The survey project should be given a name based on the geographic area or type of resources being surveyed. For example:

   - Thematic name example: Metal Truss Bridges of Stone County
   - Geographical name examples: Rural Historic Resources of Liberty Township, Stoddard County; or Moreau Heights Neighborhood Survey, Jefferson City

3. County: Enter name of county in which property is located. A list of counties can be found in Appendix 1.

4. Enter the name and number of the street or road where the property is located. If the property does not have a physical address, provide the location and distance from the nearest crossroads. For example, "1/4 mi. east of intersection of CR345 and MOEE, north side."

5. City: Enter the name of the city or town in which the property is located. If the property is outside the city limits, type the name of the nearest city or town and mark "X" in the box for "Vicinity."

6. Geographical Reference: Enter either Latitude/Longitudes (Lat/Long) **or** Universal Transverse Mercator (UTM) Coordinates (choose one or the other, do not enter both). Coordinates can be obtained in several ways including on-line mapping systems such as Google Earth, with hand held global positioning systems (GPS) units, or by determining points from a 7.5 minute topographic map with a coordinate counter. If access to these sources is unavailable, leave blank.

7. Township/Range/Section: Though less accurate for pinpointing exact geographic locations than a UTM or Lat/Long reference, a township/range/ section reading can also be helpful when researching buildings using historic maps or legal descriptions. USGS topographic maps indicate township, range and section as do county plat maps.

8. Historic Name: Enter the name that best reflects the property's historic importance. Names of persons, events, characteristics, functions or historic associations can be used. If undetermined, leave blank.

9. Present/Other name: Enter any other name commonly associated with the property. If undetermined, leave blank.

10. Ownership: Mark an "X" in the box indicating either public or private ownership. If undetermined, leave blank.

11. a. Historic Use (if known): Use the "National Register Data Categories for Functions and Uses" found on pp. 20-23 of the National Register Bulletin How to Complete the National Register Registration Form, to select a category and subcategory that most accurately describes the property's historic use or function.

11. b. Current use: See above.

HISTORICAL INFORMATON

12. Construction date: It is sometimes difficult to determine a construction date for a building. If known, enter the exact year of construction. Construction dates can sometimes be found or surmised by researching deed or tax assessment records, building permit records, comparing historic Sanborn Fire Insurance or other maps, and from annual construction summaries published in newspapers. Check with city or county governments to see what records might be available. If the construction date is unknown or cannot be found, use your judgment and knowledge of architecture or local history to provide an approximate year (circa date) of construction or mark "unknown".

13. Significant date/period: If applicable, enter the date (year) or range of dates (i.e. c. 1900-1925) that denotes the time when the property was historically important. If the property is important because of its architectural design or is associated with a specific event (i.e. Civil War skirmish, treaty signing, etc.), type in the year of construction (for architecture) or year the event occurred. If the property is associated with an important person or broad pattern of events (i.e. education, local agriculture), type in the range of years for which the property was associated with that person or pattern of events. For more guidance, see pp. 42-43 of the National Register Bulletin How to Complete the National Register Registration Form.

14. Area(s) of significance: Enter 1-3 areas for which the property has significant historic association, if applicable. Use the guidance and terminology found on pp. 38-41 of the National Register Bulletin How to Complete the National Register Registration Form to select area(s) of significance.

15. Architect: Enter the name of the architect who designed the building or structure. If undetermined, leave blank.

16. Builder: Enter the name of the builder or contractor responsible for constructing the building. If undetermined, leave blank.

17. Original or significant owner: Enter the name of the original owner/inhabitant of the property or the person most closely associated with the history of the property. If undetermined, leave blank.

18. Previously surveyed? Has the property been identified in a previous survey of the community or area? For example, the property may have been identified in a survey conducted by MODOT or another agency in preparation for a project, or in the *Missouri Historic Sites Catalog,* published by the State Historical Society of Missouri in 1963. Many surveys are available on the SHPO's website at http://dnr.mo.gov/shpo/survey-eg.htm . Information on previous surveys can be found by contacting the SHPO. If known, mark an X in the box.

    Survey name: If applicable, provide the name of the survey in which the property was originally identified in box 22 (cont.) on page 3 of the form.

19. On the National Register? If already listed in the National Register of Historic Places, mark an "X" by the box noting if the property was individually listed (individual) or listed as a contributing resource in a historic district (district). A list of Missouri properties listed in the National Register of Historic Places can be found on the SHPO website at: http://www.dnr.mo.gov/shpo/MNRList.htm.

    Nomination: If applicable, enter the name of the nomination in box 22 (cont.) on page 3 of the form.

20. National Register Eligible? In your opinion, is the property eligible for listing in the National Register of Historic Places? If so, mark an X in the box for individually eligible if the property's design or historic associations would warrant individual listing. If the building does not appear to be individually eligible, but is in an area or neighborhood that seems to constitute a National Register-eligible historic district, type an X in the box for "district potential." Also note if the property would be contributing to the district (place an X by C) or non-contributing (mark an X by NC). The architectural description (#41) should include the reason why the property is considered non-contributing (i.e. loss of integrity due to replacement siding and windows or the property was built after the period of significance, etc.). If the building appears to be individually eligible *and* in a potential historic district, mark an X in both boxes. If uncomfortable making an evaluation of eligibility, leave blank or mark as "not determined."

21. History and significance on continuation page. If additional information is included in the memo portion of the survey or on a continuation page, mark an X in the box.

22. Sources of information on continuation page. If a bibliography or additional information on sources is included on the memo portion of the survey form or on a continuation page, mark an X in the box.

ARCHITECTURAL INFORMATION

23. Category of Property: Mark an "X" in the box next to the property category that best describes the surveyed property.
    - Building: A resource primarily created to shelter any form of human activity. Examples: house, barn, sheds, garage, factory, commercial buildings, church, etc.
    - Site: The location of a significant event or activity where the location itself possesses historic, cultural or archaeological value regardless of the value of any existing resources on the location. Examples: archaeological sites, battlefields, gardens, ruins of historic buildings, trails, cemeteries, designed landscapes, natural features, etc. Note: There is a separate inventory form and surveying process for cemeteries and archaeological sites. Please contact the SHPO for more information.
    - Structure: A resource constructed for purposes other than shelter. Examples: paved parking lots, bridges, tunnels, fire towers, canals, dams, windmills, grain elevators, mounds, earthworks, boats, railroad locomotives and cars, bandstands, etc.
    - Object: A resource primarily artistic in nature or small in scale. Examples: sculpture, monuments, fountains, boundary markers, etc.

24. Vernacular or property type: Some resource types do not conform to popular architectural styles. Instead, they may be adaptations of building types associated with ethnic or cultural traditions. For example, Missouri's towns and rural areas contain numerous "I-Houses," two story frame or brick houses that are two rooms wide and one room deep and generally have side gable roofs. Architectural ornamentation from a wide range of architectural styles can be applied to the exterior of these houses, but their basic form stays the same. These traditional building types are best identified by their "type" rather than their style. This box can also be used for other resource types such as battlefields, bridges, and objects. Note: Do not use "vernacular" as a style or type.

25. Architectural Style: Use the "National Register Data Categories for Architectural Classification" found on pp. 25-26 of the National Register Bulletin How to Complete the National Register Registration Form, to select an architectural movement or style that most accurately describes the property's physical characteristics. If unknown, leave blank. Note: Do not use "vernacular" as a style or type.

26. Plan shape: Plan shape refers to the footprint of the building or structure. See below for examples. If none applies, mark N/A or leave blank.

SQUARE	RECTANGULAR	RECTANGULAR	L	U	T	H	CIRCULAR	POLYGONAL	CENTRE SPACE

PAVILLION	IRREGULAR	CRUCIFORM	APSIDAL	APSE AND TRANSEPT	APSE AND NARTHEX	NARTHEX AND TRANSEPT

27. No. of stories: For buildings, enter the number of stories. For sites or structures such as bridges, mark N/A. See below for examples of how to count the number of stories.

1 STORY	1 1/2 STORY	1 SPLIT	1 FRONT, 2	2 STORIES	2 STORIES, OVERSAIL	2 1/2	2 SPLIT	3 STORIES

4 STORIES	5 STORIES	MULTI	IRREGULAR
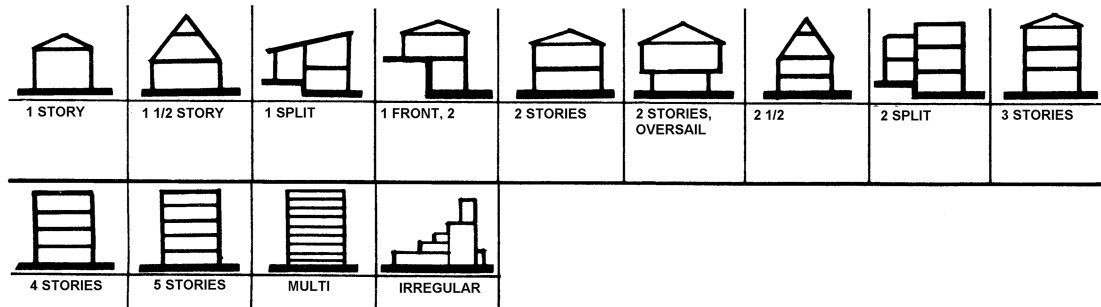
28. No. of bays (first floor): In architectural terminology, a bay (not to be confused with bay windows) is simply one of several external divisions of a building marked by fenestration, buttresses, columns, piers, or the like. For example, a simple facade that consists of a central door with a window to each side is said to have three bays or to be three bays wide. Enter in the blank the number of bays on the first floor of the building or structure.

29. Roof type: Roof type refers to the shape of the roof. See below for examples.

LOW GABLE	MEDIUM GABLE	HIGH GABLE	CENTRE GABLE	CROSS GABLE	HIPPED GABLE	HIPPED, CROSS GABLE	BELLCAST HIPPED GABLE	BELLCAST HIPPED GABLE	LOW HIP
MEDIUM HIP	HIGH HIP	TRUNCATED HIP	HIP WITH CENTRE GABLE	BELLCAST HIP	GABLE HIP OR GABLET	GAMBREL	HIPPED GAMBRE	BELLCAST GAMBREL	BELLCAST HIPPED GAMBREL
MANSARD	GABLED MANSARD	BELLCAST MANSARD	HALIFAX	SHED	SALTBOX	BOOMTOWN	FLAT	SAWTOOTH	MONITOR
DOME	PYRAMIDAL	CONICAL	VAULT						

MATERIALS: wood, tile, metal, slate, glass, concrete, tar and gravel, asbestos shingle, asphalt shingle, cedar shake shingle, other.

30. Roof material: Enter the type of material that covers the roof. See above for examples.

31. Chimney placement: Note where chimneys are located in the building and roof slope. See below for examples. If there is no chimney, mark N/A. Note material type in description (box 41 cont.).

CENTRE	OFFSET LEFT	OFFSET RIGHT	SIDE, LEFT	SIDE, RIGHT	CLUSTER

STRADDLE RIDGE	FRONT SLOPE	REAR SLOPE	SIDE SLOPE	EXTERIOR
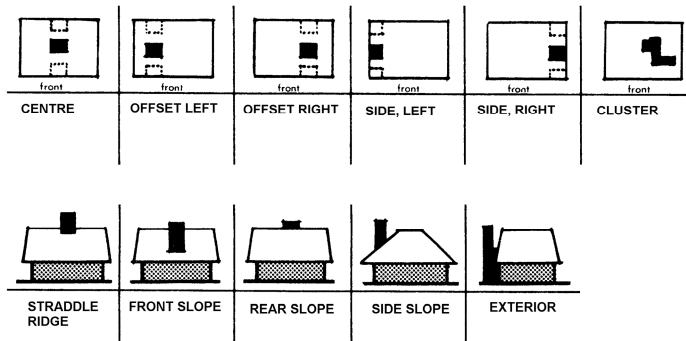
32. Structural System: Are the walls constructed from logs, brick, stone, wood frame, concrete blocks, poured or reinforced concrete or something else? Care should be taken here because many older structures have had their walls covered with wood or aluminum siding, shingles, or some other type of sheathing which hides the actual wall construction. The owner may know if he or a previous owner has covered the building in this way. In addition, the original walls of a sheathed structure may be visible in some part of the building, such as the attic or basement. If unknown, leave blank.

33. Exterior wall cladding: Enter the type(s) of material covering the exterior walls of the building or structure. If more than one material is used as wall cladding or siding, enter the material that covers the majority of the wall space. If two types of siding cover equal amounts of wall space (i.e. brick first floor, stucco second floor), enter both materials.

34. Foundation material: Enter the type of material used to construct the foundation or piers or mark "unknown" if not visible.

35. Basement type: If possible to determine from visual inspection or discussions with the property owner or resident, note the type of basement. See below for examples. If not easy to determine, enter "unknown."

NONE	CRAWL SPACE	PARTIAL	FULL
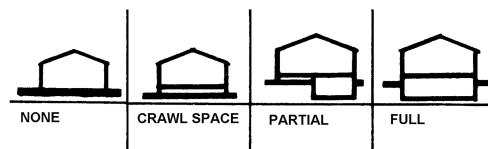
36. Front porch type/placement: Enter the type of porch currently extant on the front of the building. Note if the porch is full or partial width, wraparound, centered, or to one side or another. Also note if the porch is one or more stories in height. If there is no porch, enter N/A.

PLATFORM OR STOOP	UMBRAGE RECESSED	OPEN PORCH	CLOSED	PORTICO	VERANDAH OR GALLERY
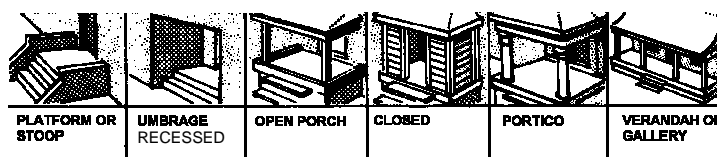
Other (not illustrated): hood, loggia, piazza, deck

37. Windows: Note if the windows are original or replacement (mark an X by the appropriate box). Also note the type (i.e. sash, casement, etc.) and pane arrangement (i.e. 1/1, 2/2, 3/1, etc.).

38. Acreage (rural): For rural properties such as farms or country estates, enter the overall acreage of the property. For properties located within towns or cities, leave blank unless the size of the property exceeds 1 acre.

    Visible from public road? Mark an X in the box if the property can be seen from the public right of way.

39. Changes: This is an important item because a historic property, especially a building, can have its character changed from its original condition by alteration. If not noted from the outset, erroneous judgments about the building's style, date, etc., may be drawn by researchers using the survey forms. Mark an X in the boxes next to any or all changes that may have occurred to the building (addition(s), altered, moved, other). Use your judgment or knowledge of the property to provide an approximate date for when those changes occurred. If date of changes is unknown, leave the date line blank. Describe known or apparent exterior changes in box 41 (cont.) on page 3 the form and/or on a continuation page.

    Endangered by: Is the continued existence of the historic location threatened? It could be endangered by neglect, vandalism, disinterest on the part of the owner, an urban renewal project, etc. If the property does not appear to be endangered, leave blank.

40. No. of outbuildings: Note the number of outbuildings or structures associated with the surveyed property. In box 40 (cont.) on the back of the form or on a continuation page, list and describe the outbuildings or structures. Note in the description of outbuildings if they are contributing or non-contributing. If non-contributing, note why (i.e. loss of integrity due to siding replacement, modern construction, etc.). Small, non-historic, outbuildings such as dog houses or temporary sheds do not need to be noted.

41. Further description of buildings and associated resources on continuation page. If further architectural information is provided in box 41 cont. and/or on a continuation page, mark an X in the box.

OTHER:

42. Current owner/address: Enter the name and address of the current owner.

43. Form prepared by (name and organization): Enter the name of the individual that surveyed the property and completed the form, the name of their company or organization, and the contact information for that person (address, phone, e-mail address).

44. Enter the date the survey was conducted.

45. Date of revisions: Usually this will be left blank. The SHPO will inform the preparer if this field must be completed.

FOR SHPO USE: This section of the form will be completed by SHPO staff.

FORM PAGE 2

Location Map: Insert a map showing the location of the property. Make sure the map shows the streets and roads surrounding the property. Also include a north arrow.

Site Map/plan: Make a simple sketch of the plan of the historic property noting any associated outbuildings, natural features, bordering streets/roads, etc. Include a north arrow. If the property is large or complex, provide a site map/plan on a continuation page.

Photograph: In the boxes provided, enter the name of the photographer, date of photograph, and a brief description of the photograph (i.e. East elevation, facing northwest.). Insert digital image in large box provided (if available, color preferable).

ADDITIONAL INFORMATION

The boxes provided below "Additional information" are for the narrative portion of the survey and should expand on information provided on the front page of the form. These are flexible boxes, and it is acceptable if they expand onto additional pages.

21. (cont.) History and significance: Summarize the history and historical or architectural importance of the property. If a property is individually eligible note why in this section (or section 41 if architecturally significant). For an intensive level survey, provide a history of the property. For example, all of the known businesses and associated dates of a commercial property.

22. (cont.) Sources of information: Include bibliographic references for sources used in gathering historic data and construction history on the property. If information was obtained from oral interviews, include the name of the person interviewed, the interviewer, and the date and location of the interview. If notes or recordings were made of the interview, cite the location where the sources are kept.

40. (cont.) Description of environment and outbuildings: Provide a general description of the setting and additional information and descriptions on any outbuildings or structures associated with the property. Include approximate dates of construction for all outbuildings or structures. For each outbuilding, note if it is contributing or noncontributing to a district. If it is noncontributing, explain why it does not contribute. Small scale structures such as modern dog houses do not need to be described. However, small outbuildings, objects or structures (i.e. historic fences, arbors, cisterns/pumps) that are historic or important to the historic function of the property should be noted and described.

41. (cont.) Description of Primary Resource: . Describe the primary façade of the property. At a minimum start with the number of stories, roof type, and wall cladding. Then bay by bay describe each story, include the placement and type of fenestration. Use this section to elaborate on items noted in survey form numbers13-24. Take special note of characteristics and features not covered by form data sets. If a property is not eligible, note why this is the case. If a property has characteristics specific to a style or type note what they are. The idea behind this section is to accurately describe the property if the photo is lost.

Other: Copies of additional information such as historic photographs, biographies of past owners, etc. can also be included on continuation pages.

PHOTOGRAPHS: Unless otherwise directed by SHPO, all survey forms must be accompanied by at least one photograph showing the front façade of the building. Oblique views which show the front and one side are acceptable. If there is more than one resource on the property that cannot be completely captured in the same photo as the primary property, additional photographs documenting these outbuildings, structures or objects should also be included.

All images must be 1600 x 1200 pixels at minimum and saved in color in JPEG format. For any final photos, label the photos as "MO_County_Survey Name_001". The number at the end of the label should correspond to the associated survey form number. If there is more than one photo per form add a letter at the end of the label (MO_County_Survey Name_001A, MO_County_Survey Name_001B, etc.).

Generally, the best time to take photographs is late fall, winter or early spring. Photographs should be taken from the public right of way (street, sidewalk, alley, etc.). If the view of the property or associated outbuilding is obscured from the public right of way, contact the property owner and/or neighbors to request permission to photograph the property from private land. If permission is not granted, provide a detailed description and explanation on the survey form.

Appendix 1: County Abbreviations

County	Abbr.	County	Abbr.	County	Abbr.
Adair	AD	Lafayette	LF	Taney	TA
Andrew	AN	Lawrence	LA	Texas	TE
Atchison	AT	Lewis	LE	Vernon	VE
Audrain	AU	Lincoln	LN	Warren	WN
Barry	BY	Linn	LI	Washington	WA
Barton	BA	Livingston	LS	Wayne	WE
Bates	BT	Macon	MC	Webster	WB
Benton	BE	Madison	MO	Worth	WO
Bollinger	BR	Maries	MS	Wright	WR
Boone	BO	Marion	MA		
Buchanan	BN	MacDonald	MD		
Butler	BU	Mercer	ME		
Caldwell	CW	Miller	ML		
Callaway	CY	Mississippi	MI		
Camden	CM	Moniteau	MU		
Cape Girardeau	CG	Monroe	MN		
Carroll	CA	Montgomery	MT		
Carter	CT	Morgan	MG		
Cass	CS	New Madrid	NM		
Cedar	CE	Newton	NE		
Chariton	CH	Nodaway	NO		
Christian	CN	Oregon	OR		
Clark	CK	Osage	OS		
Clay	CL	Ozark	OZ		
Clinton	CI	Pemiscot	PM		
Cole	CO	Perry	PY		
Cooper	CP	Pettis	PE		
Crawford	CR	Phelps	PH		
Dade	DA	Pike	PI		
Dallas	DL	Platte	PL		
Daviess	DV	Polk	PO		
Dekalb	DK	Pulaski	PU		
Dent	DE	Putnam	PT		
Douglas	DG	Ralls	RA		
Dunklin	DU	Randolph	RN		
Franklin	FR	Ray	RY		
Gasconade	GA	Reynolds	RE		
Gentry	GE	Ripley	RI		
Greene	GR	Saline	SA		
Grundy	GY	Schuyler	SK		
Harrison	HA	Scotland	SD		
Henry	HE	Scott	ST		
Hickory	HI	Shannon	SH		
Holt	HO	Shelby	SY		
Howard	HD	St. Charles	SC		
Howell	HL	St. Clair	SR		
Iron	IR	St. Francois	SF		
Jackson	JA	St. Louis	SL		
Jasper	JP	St. Louis City	SLC		
Jefferson	JE	Ste. Genevieve	SG		
Johnson	JO	Stoddard	SO		
Knox	KN	Stone	SN		
Laclede	LC	Sullivan	SU		