

Oregon SHPO Documentation Standards

Mitigation for Adverse Effects under Section 106 of the National Historic Preservation Act or ORS 358.653

In cases where an action by a local, state or federal agency will adversely affect a listed or potentially-eligible National Register property, documentation may be required as part of the mitigation for the undertaking. Documentation is not necessarily adequate in all cases. Agencies should contact the Oregon State Historic Preservation Office (SHPO) before planning or completing any mitigation measures, including documentation.

State Level Documentation

The following items are required for all state level documentation.

- 1. Architectural description of the building** - *Description should be surface-by-surface, covering the entire exterior of the building, noting all important character-defining elements, fenestration types and patterns. Include descriptions of key interior areas, if accessible. Include discussion of all observed alterations, and provide dates for them. Descriptions should be not less than 500 words and use appropriate architectural terms.*
- 2. Building history** - *History of not less than 500 words discussing at least when the building was constructed and by whom, the building or structure's use over time, and any important persons or events associated with the resource. Be as accurate as possible. If the documentation is being conducted for mitigation purposes, give extra detail to those elements being impacted. Contact the Oregon SHPO for research suggestions.*
- 3. Bibliography** - *Include a bibliography of all resources used in the preparation of the document, including sources for appended archival materials described in item 8.*
- 4. Map** - *Digital image of the appropriate United States Geological Survey (USGS) Map with the location of the property marked. A portion of the entire map may be printed for free from a website such as topoquest.com and marked by hand.*
- 5. Scale site plan** – *Include subject building or structure and adjacent buildings and structures on the same tax lot. Drawing may be done by hand as long as it reasonably to scale. Include the name of the person completing the map, date the map was completed, map scale, and north arrow on the map. The name and/or use of each building, structure, object, and adjacent streets on the map should be labeled.*
- 6. Scale Floor plans** - *Include each floor of the subject building or structure. Drawing may be done by hand as long as it reasonable to scale. Include the name of the person completing the map, date the map was completed, map scale, and north arrow on the map. The name and/or use of each space should be labeled.*
- 7. Photographs** – *Include photos of the building or structure interior and exterior. Photos may be taken as 35mm black-and-white 4x6 images or as color digital images. Digital and print images and prints must meet all aspects of the Oregon SHPO Digital Photo Checklist available at the SHPO website: http://www.oregonheritage.org/OPRD/HCD/NATREG/nrhp_documents.shtml .*
- 8. Archival materials** - *If available, include original architectural drawings or maps, brochures, photos, newspaper clippings, or other archival items of interest relating to the history of the building or structure.*

Provide three complete hard-copy sets of documentation including printed photos, and one CD containing a digital copy of the complete submission to the Oregon SHPO. A fourth full set may be required in cases where there is a local repository that is interested in receiving the materials.

Historic American Building Survey (HABS) and Historic American Engineering Record (HAER) Documentation

In cases where HABS / HAER documentation is required, the provided materials must meet all standards set by the National Heritage Documentation Programs Office, including archiving at the Library of Congress. The level of documentation is negotiated on a case-by-case basis between the agency managing the project and the Oregon SHPO. Documentation standards may be found at: <http://www.nps.gov/hdp/>.