

Georgia Historic Resources Survey Manual

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Georgia Historic Resources Survey Manual

Introduction

The Georgia Historic Resources Survey is an ongoing, statewide inventory of buildings, sites, structures, and objects of historical, architectural, and cultural significance. The inventory is designed to facilitate the collection of basic information needed statewide to support historic preservation activities. All preservation activities, from National Register of Historic Places nominations to municipal or county historic preservation ordinances to basic preservation advocacy, begin with knowing what historic resources exist. This inventory provides a base for preservation planning statewide.

The Historic Preservation Division of Georgia has overseen a survey program of historic resources since 1974 with over 500 surveys conducted. An inventory of these surveys is available via the [File-User's Guide to Georgia Historic Resources Surveys \(pdf\)](#) on HPD's [website](#). For more information on the survey program, contact the HPD Survey Coordinator at survey@dca.ga.gov.

What is a Historic Resources Survey?

Historic resources surveys collect and record information about extant historic resources within a pre-defined geographic boundary (informed by the goals of the survey), usually on a county-wide, community-wide, or neighborhood-wide basis. City or county governments generally undertake surveys for their communities as a first step in documenting historic resources for planning, development, and preservation purposes. These surveys capture and record information about extant resources during fieldwork. This information includes a description of each resource and its age, setting, location, any documented history and/or significance, and photographs. The information is later entered online using Georgia's Natural, Archaeological, and Historic Resources Geographical Information System (GNAHRGIS) data entry program. Each community or county survey typically also includes a final survey report analyzing the survey findings. Typical survey reports include an executive summary, project description, summary of previous preservation projects, developmental history, survey methodology and results, architectural analysis, an appendix listing all GNAHRGIS ID numbers associated with the survey, and maps.

Surveys are sponsored by local or regional organizations or government agencies, usually under contract with the Historic Preservation Division (HPD), and may utilize the services of both paid, trained surveyors (consultants) and volunteers. HPD's survey program staff review and approve survey project deliverables in coordination with the work of consultants conducting surveys and provides account and data management services relative to Georgia's Natural, Archaeological, and Historic Resources Geographical Information System (GNAHRGIS) database: www.gnahrgis.org.

Limited funding for surveys in Certified Local Government (CLG) communities is available annually through HPD. HPD's CLG program webpage provides additional information on this program:

<https://www.dca.ga.gov/georgia-historic-preservation-division/community-assistance/certified-local-governments>.

Priority for funding may be given to surveys in areas lacking previous survey activity or underrepresented in existing surveys; surveys in areas where historic resources are threatened by heightened development pressure; surveys with direct links to district or multiple property National Register nominations, other preservation activities, or preservation planning; and surveys that meet significant information needs, such as historical contexts, thematic studies, environmental review, or tax program-related activity.

Why conduct a historic resources survey?

Completed surveys can be used to:

- Identify buildings and districts for possible listing in the Georgia/ National Register of Historic Places
- Assist preservation efforts of Georgia's Certified Local Governments
- Support local designations of buildings and districts
- Expedite environmental review by governmental agencies
- Aid preservation and land-use planning
- Promote research of the state's history and architecture
- Increase awareness of, and interest in, a community's historic buildings

Federal Standards and Guidelines

The National Park Service oversees the National Register of Historic Places program and provides guidance for conducting historic resource surveys. [National Register Bulletin #24: "Guidelines for Local Surveys: A Basis for Preservation Planning"](#) is the standard for all historic resource surveys overseen by HPD.

All surveys funded by federal Historic Preservation funds from the National Park Service must adhere to the standards in National Register Bulletin #24 and the Secretary of the Interior's *Standards for Archaeology and Historic Preservation*, which include the *Standards for Evaluation, Identification, and Registration*. [National Register Bulletin #15: "How to Apply the National Register Criteria for Evaluation"](#) contains these guidelines.

The Secretary of the Interior also provides [Professional Qualification Standards](#) for municipalities or organizations to evaluate potential consultants to conduct survey work. HPD maintains a directory of consultants to assist in the survey process. HPD's Historic Preservation Consultants Directory is a self-nominating directory; the only requirement for inclusion is a consultant's submission of a completed information packet. And, the Historic Preservation Division cannot recommend the services of an individual or firm. More guidance and the Directory are available on HPD's [website](#).

Survey Methodology and Guidelines

How is a survey conducted?

The general steps of a survey project are as follows:

1. Survey area determination
2. Boundary delineation and resource number estimation

3. Background research
4. Fieldwork
5. Reporting and GNAHRGIS entry
6. Survey report creation and completion

It is important to discuss any potential survey project upfront with HPD’s historic resources survey staff. Staff can recommend approaches for creating a survey that meets local and state historic resources survey program goals. Staff can also provide advice on what resources have been previously surveyed in the area you are interested in surveying and how to conduct a resurvey, if necessary. This collaboration will result in a more robust survey product and save surveyors valuable time and effort. We are here to help, so think of us as your best first resource!

Mapping: Where Should I Survey?

Surveys are completed within a pre-defined geographic boundary informed by the goals of the survey, known as the survey area. Typically, this is county-wide, city-wide, or in some cases, neighborhood-wide. The boundaries of a survey area should be **contiguous and clear and should not omit streets, resources, neighborhoods, etc. without having defensible reason.** Survey area boundaries and the estimated number of resources can be determined using tax data, local zoning boundaries, local or national historic district boundaries, and previous survey data (if extant). Boundaries can also be informed by community history, i.e. the area is known to be an historic African American community, or a neighborhood was developed by a known regional architect. Care should be taken during the survey to not survey outside of these boundaries, as boundary changes may necessitate a contract amendment.

While conducting the survey, the surveyors should provide themselves with a set of maps to use as field maps. In rural areas or less densely developed survey areas, USGS topographical maps, 7.5 minute series, are suggested; in denser, urban areas, tax parcel maps will be more effective. Working field maps can be given to HPD or the local survey sponsor at the end of the survey.

In addition to the mapping of resources in GNAHRGIS, a final survey product should include a hard copy map delineating the surveyed area and parcels. The map should also show existing local historic districts, National Register-listed district boundaries, and the boundaries of identified potential new historic districts.

Methodology: How Should I Survey?

Research

Once a survey area has been defined, the process of survey can begin. Historical research on each property is not required. However, the surveyor should start by conducting background research to take advantage of information in HPD’s files, as well as information available from historical societies, local historians, property owners, tenants, county or city histories, and other readily available historical sources. This serves as both a developmental history of the survey area (which is a required element of a survey report) and informs the survey process and individual property analysis.

In conducting background and archival research, surveyors should consult the [File Users' Guide](#) on HPD's website to determine prior surveys conducted in the area. These surveys are available for research purposes. Please contact the Survey Coordinator to set up a research appointment at HPD's offices. If a survey is noted as being digitized in the File Users' Guide, that means resources from that survey has been published to the GNAHRGIS database. Surveys that date before 2006 are categorized in a pre-existing (before GNAHRGIS) survey in the system titled "GA Historic Resources Survey." To access those records, search by address or city in the basic search and choose "GA Historic Resources Survey" from the survey dropdown field or use the map search feature. Each resource includes the option to view or export the history of that resource (which includes what surveys it has been in). Please check with the city or county to see if there are any survey files in their records, too. Note in the report how to access those records if they are not on file with HPD.

HPD also publishes several historic contexts for Georgia's historic resources on its website. These contexts include specific building types as well as thematic resources. The [Statewide Historic Contexts](#) include African American Resources, Agriculture, Apartments, Community planning, Schools, Transportation, and Women's History.

HPD also encourages archival research of primary source material to provide a strong foundation for the developmental history in the survey report. HPD's National Register and Survey site has a [page on resources for historic preservation research](#).

Fieldwork

Historic resources surveys collect and record information about extant resources during actual fieldwork. The fieldwork itself consists of **systematic** coverage of the project area. The way this is done depends on the nature of the area and surveyor judgement but should be conducted in such a way that the survey area is covered in a systematic way, to ensure no resources are omitted in error. For example, a survey may be conducted from east to west, going up and down each street in turn. Method of resource access may also vary depending on area and survey needs. In a central business district, for example, examination of resources from the main right-of-way may be sufficient, while in rural areas, it may be necessary to access private properties to document the spatial grouping of the buildings making up a farmstead, the specific types of outbuildings, and any landscape features, such as walls, fences, terracing, or plantings.

The information captured during fieldwork includes a description of each resource and its age, setting, location, architectural features, any documented history and/or significance, and photographs. The information is later entered online using GNAHRGIS data entry program. A **minimum** of two digital photographs per resource is required.

On a property that includes more than one building, if one or more buildings are clearly secondary in importance to the principal building, as in the case of a farmhouse and its outbuildings, a single survey entry may represent all buildings. However, if two or more buildings on the same property are roughly equivalent, for example, a mill site with multiple buildings having different dates of construction, apartment complexes, or college campuses, each building should have a separate GNAHRGIS entry.

The [working survey form](#) available on HPD's Survey Program webpage can be used in the field to document each resource. The survey form addendum that accompanies the form lists the answer options available in GNAHRGIS for those questions that offer a finite, defined list of potential answers, such as resource types, building types and styles, and materials.

Criteria: What Should I Survey?

Because Georgia has a wide range of historic resources and because the survey data is intended as a broad information base for many different preservation activities, the criteria for deciding which properties to include in a survey project are necessarily broad. **ALL** resources 40 years of age or older, **regardless of their integrity or physical condition**, within a survey area should be surveyed. The specific elements that a survey project documents should be based on the goals of that particular survey project - for example, a survey may be designed to capture only a certain type of property, such as those associated with city-owned parks, or local needs may require that a survey document resources that are less than 40 years of age and empty city lots. The nature of each survey project will determine the scope and breadth of what it captures. However, **ONLY resources 40 years of age and older should be included in GNAHRGIS**. Survey report information on resources less than 40 years of age, vacant lots, etcetera, when captured, should be separated into tables and analysis that clearly indicates that these resources are not within the scope of a community's formal historic resources inventory.

HPD routinely requires that tax data be referenced to determine all resources 40 years of age or older located within the proposed survey area boundary, and the total number of resources that meet this age requirement constitutes the estimated number of resources to be surveyed during the project.

Surveyors should be aware of the history of minority communities and should include related resources and a notation of such significance in the survey documentation, when appropriate. In addition to buildings, sites, objects, structures, and landscape features should be recorded if they are of cultural or artistic importance. Examples of these resources include monuments, cemeteries, fountains, boats, street signs, and city planning elements. Archaeological sites are normally surveyed separately from historic properties and are recorded on the archeological portion of GNAHRGIS accessible to registered archeologists. Additionally, all National Register-listed properties should also be included in a survey regardless of recent entry.

Levels of Survey

According to National Register Bulletin #24, there are two levels of surveys: reconnaissance and intensive. Reconnaissance surveys are not as thorough as intensive surveys and may include activities like a "windshield survey" and study of aerial maps and photography. These activities often aid in the planning of more intensive surveys. Intensive surveys precisely identify all historic resources in the survey area.

Windshield surveys involve surveyors driving through the survey area and taking note of general characteristics of the built environment and landscapes. Records for individual resources are usually limited to a few attributes. The data gathered from a windshield survey can inform the determination of the survey area boundary for an intensive survey.

According to National Register Bulletin #24, an intensive survey documents all historic resources “in sufficient detail to permit their evaluation and registration in the National Register of Historic Places or local equivalent.” (pg. 37). In intensive surveys, surveyors inspect resources thoroughly, record all data fields of the resource in GNAHRGIS, and analyze and summarize the findings of the survey in a survey report. Typically, all surveys overseen by HPD will be intensive surveys.

General Property Types included in Historic Resource Surveys

The following is a list of historic resources that are included in historic resource surveys:

Buildings

Georgia's historic buildings include a wide variety of houses, stores and offices, factories and mills, outbuildings on farms and plantations, and community landmarks. The Historic Preservation Division (HPD) estimates that approximately 250,000 historic buildings exist in Georgia today. About one quarter of them are in the state's larger urban areas, about one quarter are in smaller cities and towns, another quarter are in the state's mid-20th century suburbs, and a quarter are dispersed across rural areas.

Just five percent of Georgia's historic buildings date from the antebellum period (pre-1861). Fewer than three percent date from the Reconstruction period (1865-1877). About one-third of the state's historic buildings date from the New South era (1877-1919) with its prosperous cotton agricultural and industrial economy. Another third date from the period between World Wars I and II (1917-1945), with the greatest number dating from the 1920s and fewer from the Great Depression years. The remainder of Georgia's historic buildings, approximately 25 percent, date from World War II to the 1960s -- but this number is expected to increase as more mid-20th century buildings are identified through ongoing field surveys.

- **Houses** are the most prevalent type of historic building in Georgia. They make up approximately 80% of all existing historic buildings. Houses range from large, high-style mansions to small, plain vernacular dwellings. The oldest well-documented house in Georgia continues to be the Rock House in McDuffie County, dating from 1786, although Wild Heron Plantation outside Savannah may predate it by three decades. The newest historic houses in Georgia are mid-20th century Ranch and Split-Level Houses like those in the Collier Heights National Register historic district on the west side of Atlanta. White-columned antebellum plantation houses are quite rare; the most common type of 19th-century house is the Georgian Cottage, and the most common types of historic houses in the state are early 20th century front-gabled Bungalows and 20th century Ranch Houses. Houses, with their landscaped yards and associated domestic archaeological resources, form a special category of historic property known as "Georgia's Living Places." In rural areas, historic houses serve as the centerpieces of farms and plantations. In communities, houses grouped together create historic neighborhoods.
- **Commercial buildings including stores, offices, and other places of business** are the second most numerous type of historic building in the state, but they comprise only about seven percent of Georgia's historic buildings. Most of them tend to be concentrated in communities, often forming cohesive business districts or "downtowns," although some like the country store are found in sparsely settled rural areas and others like the corner store are situated in residential neighborhoods. Common commercial buildings include one- to three-story small-town "storefront" buildings, larger city business blocks, and urban skyscrapers.

- **Industrial buildings** in Georgia are not numerous, constituting only two percent of all surveyed buildings, yet they represent some of the largest, most highly engineered, and most economically important historic buildings in the state. They include factories, textile mills, grist and sawmills, warehouses, cotton gins, ice and power plants, loft-type manufacturing buildings, and warehouses. In many smaller Georgia cities, a distinctive form of self-contained community, the mill village, is found around some industrial buildings, usually late 19th and early 20th century textile mills. Rural gristmills with their dams and millponds often are in isolated areas near sources of waterpower.
- **Community landmark buildings** are a small but diverse group of important historic buildings that housed community institutions such as local governments, religious groups, civic organizations, and schools or served important community functions such as railroad transportation. Common examples include courthouses, city halls, post offices, churches and other places of worship, lodges, clubhouses, theaters, auditoriums, gymnasiums, libraries, jails, hospitals, fire stations, depots, and community centers. Although they account for only five percent of all historic buildings, community landmark buildings are prominent due to their large size, architectural treatments, strategic locations, community functions, and historical associations. They are often focal points in their communities.
- **Agricultural buildings** are found in most areas of the state, usually grouped with other buildings, structures, and landscape features on farms or plantations. They typically include farmhouses, tenant farmhouses, barns and sheds, storage and processing buildings, detached kitchens, smokehouses, blacksmith shops, and offices. Historically, agriculture dominated land use in the state, and agricultural buildings were numerous across the entire state. Today, they are relatively rare and in more urbanized areas of the state have virtually disappeared.

Structures

Structures are defined by the [National Register of Historic Places](#) as "functional constructions made usually for purposes other than creating shelter." Common kinds of historic structures in Georgia include water towers, wells, and windmills, agricultural "outbuildings" such as corncribs or silos, and fortifications, bridges, icehouses, power plants, railroads, and roads. Other familiar structures include lighthouses, tunnels, dams, and bandstands. Less numerous historic "structures" include railroad locomotives and other rolling stock as well as ships, boats, and other watercraft.

Another kind of historic structure, less commonly recognized, is the structured environment: the large-scale, two-dimensional plans or patterns that underlie historic development. Historic structured environments include city plans, courthouse squares, agricultural field patterns, land-lot lines, suburban subdivisions, and the layout of parks, gardens, cemeteries, and yards.

Objects

Objects are similar to, but smaller than [structures](#). For historic preservation purposes, the term "object" applies to works that are primarily artistic or utilitarian in nature and are relatively small and simply constructed. Although it may be by nature or design movable, an object is usually associated with a specific setting or a type of environment. Outdoor sculpture, monuments, boundary markers, statuary, and fountains are examples of historic objects.

Archaeological Sites

A site is defined as "the location of a significant event, a prehistoric or historic occupation or activity, or a building or structure, whether standing, ruined, or vanished, where the location itself possesses historic, cultural, or archaeological value, and there are several different types of sites in Georgia.

Archaeological sites, both historic and prehistoric, are the most numerous if not the most familiar type of historic property in Georgia. A wide variety of archaeological sites exist in Georgia. Some are complex "stratified" sites, with various layers representing different periods of occupation and use. Other complex sites are the "multi-component" locations of prehistoric villages and towns with distinct civic, religious, residential, and even industrial areas. Less complex sites may represent a single activity or use, such as hunting or fishing, manufacturing or quarrying, agriculture, or camping. Major river valleys, ridgelines, and the Fall Line have yielded the greatest numbers of archaeological sites. Less-well-known sites are being found underwater, on river bottoms, in coastal marshes, and off the coast on the continental shelf.

Prehistoric archaeological sites in Georgia include monumental earthen mounds and platforms separated by broad open plazas, low shell middens in the form of piles and rings, rock quarries, fishing weirs, rock piles, scattered stone chips and concentrations of broken pottery, house sites, and entire village sites. Historic archaeological sites include Revolutionary and Civil War earthworks, industrial sites, refuse dumps, "dead" towns, Spanish mission sites along the coast, agricultural sites including antebellum plantations and Depression-era tenant farms, and the subsurface evidence of former buildings, structures, and landscape features. Underwater archaeological sites include prehistoric fish weirs, American Indian dugout canoes, colonial wharf complexes along major rivers, ferry landings, and shipwrecks. Cemeteries and individual graves also can be considered as archaeological sites, although state and federal laws protecting burial sites severely restrict their archaeological investigation.

Historic Sites

A site is defined as "the location of a significant event, a prehistoric or historic occupation or activity, or a building or structure, whether standing, ruined, or vanished, where the location itself possesses historic, cultural, or archaeological value, and there are several different types of sites in Georgia.

Historic sites are places where an event or activity took place but where there were no buildings or structures associated with the event or activity, or where the associated buildings or structures no longer exist. Historic sites are important primarily for the events or activities that took place there, although significant archaeological resources also may be present. Historic sites may have distinctive natural features, such as a mountain or cave or tree, or they may simply be the place where something important happened, such as an open field where a military engagement took place. The most commonly recognized type of historic site in Georgia is the battlefield.

Traditional Cultural Properties

Traditional cultural properties are sites that have pronounced historic value to a specific racial, ethnic, or cultural group and that continue to play a vital role in contemporary cultural life. Such sites may be distinctive natural places (such as a mountain top) or historic environments (such as an ethnic neighborhood), or they may be simply a revered spatial location, a special place. Their value is

evidenced through tradition, oral history, continuing traditional uses or practices, or common cultural knowledge.

An important difference between traditional cultural properties and other types of historic properties is that the traditional cultural property derives its primary significance not from its physical, structural, or archaeological features but rather from its direct and continuing associations with important historic cultural beliefs, customs, or practices of a living community. Relatively few traditional cultural properties have been documented in Georgia--they include the Ocmulgee Old Fields in Macon and New Echota in Calhoun County--although it is likely that many exist.

Historic Landscapes

Georgia's historic landscapes range from small formal gardens to vast expanses of agricultural countryside. Examples include courthouse squares (often the largest public landscape space in a community), city parks, streetscapes in neighborhoods with their street trees and sidewalks, cemeteries (ranging from the formal and park-like to the vernacular), landscaping at institutions like college campuses and vacation resorts, and state parks. A well-documented type of historic landscape is the yard; fifteen major forms of historic "domestic" landscapes dating from the 18th century to the mid-20th century have been identified through the "Georgia's Living Places" project.

Farmsteads with their field systems, woodlands, orchards and groves, hedgerows, fences, field terraces, and dirt roadways are another important form of historic landscaping in Georgia. Many of the largest historic landscapes in the state are found in state parks and public and private conservation areas that were developed to reclaim worn-out agricultural and timberlands while providing opportunities for outdoor recreation.

Historic Districts

Historic districts are combinations of buildings, structures, sites, objects, landscapes, and structured environments where the overall grouping, the ensemble, takes on an identity and significance apart from its individual components. The most common type of historic district in Georgia is the residential neighborhood. Another common type is the downtown central business district. The Waynesboro Historic District in Burke County – Georgia's 2,000th listing in the National Register of Historic Places – comprises an entire historic community. Other equally important but less numerous types of historic districts include industrial and warehousing areas, school campuses, military installations, parks, and waterfronts. Farms with their houses, outbuildings, and field systems also comprise historic districts.

Georgia has several vast archaeological districts, such as the Etowah Valley, and several large rural historic districts containing multiple farms, rural communities, and historic rural landscapes, such as the Sautee-Nacoochee Valleys in White County and the Johnstonville-Goggins historic district in Lamar and Monroe Counties. The largest historic district in Georgia in terms of acreage is McLemore Cove in Walker County (50,141 acres); the largest historic districts in terms of numbers of contributing historic resources are Kirkwood (1,788) in DeKalb County and Collier Heights (1,757 contributing resources) in Fulton County. The smallest historic district in Georgia is a row of three shotgun houses along a street, all that remains of a once-extensive historic African American neighborhood.

African-American Historic Properties

Historic properties associated with African Americans form an important subset of the state's historic properties. A large population of African Americans has lived in Georgia, making important contributions to the state's history and culture. Overall, the pattern of historic properties associated with African Americans in Georgia is similar to the statewide profile in terms of types of buildings and periods of development. However, significant differences distinguish African American historic properties in at least five ways:

- First and foremost, there are proportionally far fewer extant historic properties associated with African Americans. Although African Americans historically made up approximately one-third of the state's population, fewer than ten percent of the state's historic properties are known to be directly associated with African Americans. Part of this disproportion is because many historic properties associated with African American history have been lost through demolition, neglect, or replacement. Another reason is that until recently African -American associations with extant historic properties have not been well documented; with continuing advances in historical research, more historic properties associated with Georgia's African American population are being documented.
- Second, there are differences in the relative numbers of the different types of extant historic buildings associated with African Americans. Houses constitute a smaller percentage, while community landmark buildings make up a much larger percentage. Two-thirds of African American community landmark buildings are churches, compared with one-half statewide. Another large percentage are schools. Very few historic African American owned-and-operated farms have been documented, although a number are represented in National Register listings and Centennial Farm designations; conversely, many farms and plantations in the Piedmont, Coastal Plain, and Coastal regions were worked and even managed by enslaved African Americans prior to the Civil War and by African American tenant farmers during the late 19th and early 20th centuries, but relatively few associated buildings and structures remain.
- Third, the environmental setting of Georgia's African American historic properties differs from the statewide profile. Greater percentages are in urban areas including smaller cities and towns. Correspondingly smaller percentages are in rural areas. Far fewer are in suburban areas; the city of Atlanta is an exception, with its extraordinary collection of 20th-century African American suburbs stretching westward from the Atlanta University Center to Collier Heights. Another difference in the environmental setting is due to racially segregated settlement patterns. In many communities, all African American historic properties are situated in the same relatively small area. As a result, large and small houses, community landmarks and places of work, industries and recreational facilities, all are juxtaposed in a distinctive community amalgam that is different from white-occupied historic areas where "zoning," whether by ordinance or practice, tended to separate disparate land uses and building types. In rural areas, many African American houses are clustered in distinctive hamlets, sometimes with a small country store and occasionally a church and school.
- Fourth, there are significant differences in the architectural characteristics of houses associated with African Americans. The percentage of vernacular (or "no academic style") houses is much

higher, and there is a greater prevalence of smaller house types and forms such as shotguns, hall-parlor houses, double pens, and saddlebag-type houses.

- Finally, regarding historic landscapes, African American associations are not well documented in existing surveys. Distinctive landscape traditions dating from the antebellum period through the mid-20th century, characterized by strong cultural associations and symbolic meanings rather than visual aesthetics, have been recognized in the past few years. In other cases, documented African American landscapes such as the swept yard have virtually disappeared.

Resurvey

In most surveys, survey of previously-surveyed resources is required. In Georgia, most localities were surveyed in the past using paper forms, and these were later entered into GNAHRGIS. This means the surveyor will need to identify previously-surveyed points in GNAHRGIS and link new survey data (or resurveyed resources) to the previous entry to avoid duplicate entries for the same resource.

The surveyor will need to find the previous point or GNAHRGIS ID number via an address search, by locating the resource geographically using the GNAHRGIS map, or by exporting survey data from the GNAHRGIS Public website and filtering the points to identify those within the current survey area boundary.

The address search method for locating previously surveyed resources will likely be the most helpful within municipalities or when a resource's address is clearly defined. In more rural areas of the county, where an exact address may not be immediately apparent, the method of geographically locating the resources using the GNAHRGIS map will likely be more effective.

The Parts of a Survey

There are three primary deliverables of a historic resources survey: survey data entry into GNAHRGIS, a survey report, and a survey map. The specific contents of the survey report will vary from project to project, depending on the needs of the survey sponsor, the goals of a project, and the area being surveyed, but generally reports will follow a similar outline (see page 21 of this guide for more information). The survey data collection and entry into GNAHRGIS will always follow the same survey format.

GNAHRGIS Entries and Survey Forms

All survey data must be entered online using the GNAHRGIS website. A working survey form incorporating all questions that appear in each GNAHRGIS entry for each surveyed property is also available on HPDs' Survey Program webpage for use in the field. Also available is an addendum that lists the drop-down menu selections available for each question that offers a finite, defined list of potential answers.

Unless otherwise stated within this guide, all fields of entry listed here must be infilled. Self-explanatory fields such as location, survey associated, and name of surveyor must also be completed. Otherwise, if a data field does not appear on this list, it does not necessarily need to be filled out in GNAHRGIS. However, if the data is known, it is always helpful to add. Some examples of fields that are

optional but are not expected are: Architect/Engineer/Designer/Builder, settings, and grounds information, etc.

Suggestions are offered below for interpreting some of the more complicated GNAHRGIS questions and answer options offered. Refer to GNAHRGIS entries for the complete list of questions asked for each survey entry. Some of the conventions used for selecting the architectural choices and some of the architectural terminology are also explained. The number associated with each topic, as found on the working survey form, is included in parentheses.

For additional GNAHRGIS guidance, a surveyor guide is accessible under the “Help” tab in the web site.

- ❖ **Resource Category (#1):** Enter the resource category. For definitions of resource categories, refer to the National Park Service’s National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation (pages 4-6), available at: <https://www.nps.gov/subjects/nationalregister/publications.htm>

- ❖ **Basic Resource Information (#2):** The historic resource name, if known, should be entered here. Generally, this is the name of the original occupant, a name given to the property by an early occupant, or the name of the most significant person or event associated with the resource. Hyphenated names can be used if there are two or more families. Many surveyed resources will not have names. **This space should be left blank if a historic name is not known or commonly used for the property.**

Enter the address, with number and street. If re-surveying a resource with a vague location noted instead of a proper address, please note the street address taken from tax data. Highway numbers are preferred to rural road names, but both may be listed if the name of the road is used more frequently than the number. The abbreviations to be used for federal, state, and county roads are US, GA, and CO.

If a resource houses or falls under multiple addresses (e.g. “101-103 Main St), list the address associated with tax records in the first address form box, and list additional addresses in the “Additional Address” form box. Only enter a single address in the first address box, which allows the system to geolocate the coordinates.

- **NOTING DEMOLISHED/NO LONGER EXTANT RESOURCESS:** If re-surveying a property that has been demolished or lost since a previous survey, please document it as “demolished” under this data group. However, do not create a new entry in GNAHRGIS for any previously un-surveyed properties that has been demolished. To re-survey a previously recorded, now demolished resource: Click the “Alterations/Demolition” tab and choose “no” for “Extant?” fill in the year it was demolished (approximate, if necessary), and provide a short description. You should then also add a sentence indicating that the resource has been demolished or lost

under the “Additional Physical Description” and “History of the Resource” data groups (numbers 25 and 26).

- **NOTING ALTERATIONS:** Known alterations (additions, storefront modifications, etc.) to a resource will also be recorded on the “Alterations/Demolition” tab. Add additional alterations and fill in the type of alteration, the year it was made, and a short description if appropriate.

- ❖ **Use (Original, Current) (#4a, #4c):** Enter the most appropriate original and current uses for the resource. If you don't see the precise use in the list, select the closest one and include a comment regarding a more precise use in the box for question #26, “History of the Resource.” More than one use may be entered.

- ❖ **Date of Construction (#5):** Enter the year of construction and check the “known” box if this date can be verified. If the date must be estimated, enter a single year, and leave the “known” box unchecked.

- ❖ **Architectural Style (#6):** Choose the architectural style offered in GNAHRGIS that most accurately classifies the resource. Definitions for each of the style choices in GNAHRGIS can be found in generally recommended architectural texts, and in Georgia-specific contexts including *Georgia’s Living Places: Historic Houses in their Landscaped Settings*, *The Ranch House in Georgia: Guidelines for Evaluation*, and HPD’s Historic Resources Style definitions page, among others. These are largely available from the “Historic Resources” tab on the homepage of HPD’s website and can be made available by HPD staff.

If the building does not display enough overt, identifiable characteristics of a recognized style to classify the building clearly as that style, enter “no academic style.” Most of Georgia's vernacular architecture – buildings influenced more by tradition than by stylistic trends – falls into this category. Remember that a resource could be a representative example of a style or could simply have “elements” of a style. If a resource only has elements of a defined style, or has elements of multiple styles, enter “No academic style” and note the elements it exhibits in the box for question #25, “Description of the Resource.” **If a resource’s style is unclear, is it preferable to choose “No academic style” and explain with notes in the box for question #25, “Description of the Resource,” than it is to guess a style.**

- ❖ **Building Type, Original (#7):** Architectural types are generally defined by a building’s floor plan and its height. Building types should not be confused with architectural styles, the uses of buildings, or construction materials. “Building type” refers to the overall form, the outline or "envelope" of the main or original part of the building, as well as the general layout of the interior rooms. Definitions for type choices in GNAHRGIS can be found in general recommended architectural texts, and in Georgia-specific contexts including *Georgia’s Living*

Places: Historic Houses in their Landscaped Settings (specifically for house types), and *The Ranch House in Georgia: Guidelines for Evaluation*, among others.

These are largely available from the “Historic Resources” tab on the homepage of HPD’s website and can be made available by HPD staff.

A building type within a particular use category of buildings cannot apply to other uses of buildings. For example, house types cannot apply to barns, and school types cannot apply to churches.

When determining the type, consider only the historic core or main part of the building and exclude side wings, porches, rear service ells, later additions, and attached outbuildings. A prominent front-gable porch, for instance, should not prevent the surveyor from recognizing a side-gable bungalow. Additions may be important, however, if they change one house type into another. For example, if a single-pen house type was expanded by adding a second room on the opposite side of the chimney, the resulting house would be a saddlebag type. When this can be discerned, the original type should be entered here and notes on evolution into another type should be included in the box for question #25, “Description of the Resource.”

If a building has changed uses, it should still be classified by its historic type. For example, a house that now functions as a restaurant should still be defined, for the purposes of “Building Type,” as a house.

- ❖ **Floor Plan, Original (#8):** The information sought here is a description of the original ground-floor plan of the principal building. Rear ells, lateral wings, connected subsidiary buildings, and additions should not be described in this space, even if they are an original part of the floor plan.

In most cases an interior inspection is not required, because a trained architectural observer can usually deduce the floor plan from the exterior based on an understanding of the development of American architecture and knowledge of common building types. If you cannot determine plan from the outside, choose “unknown”.

The first entry category describes the plan across the front of the building, while the second category refers to the depth. If a plan has a central hallway, enter "two rooms with central hallway," not "two equal rooms". For example, gabled wing cottages would be described as having either a “two rooms with central hallway” or “two unequal rooms” across the front, depending on the situation, but as a convention, they should be referred to as “two rooms” deep, not one. Another convention simplifies most bungalow floor plans to “two unequal rooms” across the front, and “two rooms” or “more than two rooms” deep.

- ❖ **Plan Shape (#9):** Enter the shape of the perimeter outline or footprint of the main section of the building. Do not include rear ells, wings, or non-historic additions. Simplify the plan shape where necessary, recording the basic overall shape of the core of the house: a pyramidal-roofed house with projecting gables is called "square," an I-house with projecting gables and a rear ell is termed "rectangular," and a hall-parlor house with an ell and an end addition would be recorded as "rectangular." Although squares are in fact rectangles, enter "square" if the plan shape approximates a square. A gabled wing cottage or house may be either L- or T-shaped, depending on whether there is a room projecting in the rear of the building.
- ❖ **Stories, Number of (#10):** Do not mistake half stories for full stories. A half story has an external wall less than full height but above the roofline of the floor below. An attic is the space within the slope of the roof and should not be counted as a half story, even if dormers light the attic space. Do not count basements, even if the basement is raised.
- ❖ **Façade Symmetry and Front Door (#11):** Enter the symmetry of the front of the structure. Note that double doors do not count as two front doors. This functions as a single door.
- ❖ **Roof Type and Material (#12):** The overarching roof type is the configuration of the main roof of the principal building of the resource, discounting dormers and minor projections. Avoid confusing steeply pitched hipped roofs and pyramidal roofs. To be pyramidal, the roof must come to a point; all roofs topped with a ridge rather than a point should be called hipped. Use "complex" only if the roof cannot be simplified to one of the other roof types in GNAHRGIS. You can add additional roof types after saving each selection.
- ❖ **Chimney Location and Material (#13):** Enter both placement and materials of all chimneys present in the building, without omitting the other. Please note any decorative features (e.g., decorative brickwork) found on chimneys in the "Additional description" field.
- ❖ **Foundation Type and Material (#15):** Enter the foundation type of the building and the material used to the best of your ability. If the foundation has been obscured to the point that you cannot see what was used, choose "unknown/obscured".
- ❖ **Exterior material (#16):** Enter the primary material used in the walls of the principal building first. You can add additional materials after saving each selection, if necessary. Please take care to be accurate with the type of exterior material you choose. Types of siding like shiplap, drop siding, and weatherboard are all distinct types of siding and are not synonyms of one-another.
- ❖ **Windows (#17):** Enter descriptions of the primary types of windows on the principal building (not just those on the primary façade). Use the terms "segmental," "round," or "pointed" if those shapes are present above the window, regardless of whether the actual window glass fills

the shapes. You can add additional window types after saving each selection, but you do not need to list each window on the building- only the primary types.

- ❖ **Porch (#18):** *If present*, enter the type or configuration of porches on the primary façade first. You can add additional porch types after saving each selection. If a porch does not represent one of the specific types identified, leave the “type” blank.
- ❖ **Port-Cochere (#19):** *If present*, note the location, type, and height of the port-cochere. Please note that a port-cochere differs from a carport in that the former is intended to be a passage for vehicles and therefore is open at both ends. The latter is intended to be a place for parked vehicles and has only one entrance and exit.
- ❖ **Carport and/or Garage, Attached/Integral (#20):** *If present*, note the location, type, and size of the carport/garage. If there are multiple carports and/or garages on the property, use “additional description” to describe them. If they are not attached or integral, note them in “other notes on outbuildings”
- ❖ **Outbuildings/Secondary-Auxiliary Buildings (#22):** Indicate whether **historic** outbuildings were observed. Select the type of outbuildings observed. Using the “Other notes on outbuildings” space on the survey entry, identify by type and briefly describe each historic outbuilding on the property, both domestic and agricultural. Pay special attention to barn types and historic uses of the outbuildings. **Non-historic outbuildings should not be noted.**

If one or more buildings are clearly secondary in importance to the principal structure, as in the case of a farmhouse and clearly subservient outbuildings, a single survey form may represent all buildings. However, if two or more buildings on the same property are roughly equivalent, for example two churches or two schools of different dates of construction, each building should have a separate survey form and GNAHRGIS entry. Separate entries should also be used to record each substantial building in complexes of buildings, such as university campuses or mill complexes. **To record multiple properties at a single address, choose “Yes” for “Multiple Resources at Same Address” on the “Basic Info” tab and add identifying information in “Address Sublocation” to distinguish resources.**

When conducting a resurvey, examine previous survey information to note any previously recorded outbuildings and note the GNAHRGIS ID number from that previous survey. In the field, note whether they remain extant.

- ❖ **Description of the Resource (#25):** Provide a clear narrative idea of the nature and character of the resource. Clarify elements not visible in the photos or insufficiently described elsewhere on the form. Include both general impressions and specific, detailed architectural observations.

Where applicable, one may enter the following information:

- Orientation of the facade to the street
- Further explanation of the major changes
- Overall impressions of the surveyor not captured in other data fields

In most cases, this item may be adequately completed in several sentences. For more complex or especially significant resources, however, this item may contain extensive information. Additional photos of significant details may reduce the amount of description required. When re-surveying a previously recorded resource that has been demolished, include a sentence here that indicates that the resource was demolished and provides an approximate date of the demolition.

- ❖ **History of the Resource/Reason Historic (#26):** *If known*, enter any historical information pertaining to the resource or events associated with it. Note sources of information, especially when citing a specific date, architect, builder, or significant person or event. When available, scans of historical information can be attached as supporting documents under the “Supporting Document” section at the end of each survey form.

When re-surveying a previously recorded resource that has been demolished, include a sentence here that indicates that the resource was demolished and provides an approximate date of the demolition.

- ❖ **Area of Significance (Historical Theme) (#28):** *If the property appears eligible* for the National Register of Historic Places, select the relevant area of significance, an appropriate National Register Level of Significance, and enter any known significant dates and any additional relevant information. **If the resource is not known to possess any particular significance, leave this item blank.**

For additional information on the National Register of Historic Places Areas of Significance, refer to the National Park Service’s National Register Bulletin 16A: How to Complete the National Register Registration Form, available at:

<https://www.nps.gov/subjects/nationalregister/publications.htm>.

- ❖ **National/Georgia Register Criteria (#30):** *If the property appears eligible* for the National Register of Historic Places, enter the National Register Criterion for Evaluation under which it appears eligible. Enter any relevant National Register Criteria Consideration(s). For additional information on the National Register of Historic Places Criteria for Evaluation, refer to the National Park Service’s National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation, available at: <https://www.nps.gov/subjects/nationalregister/publications.htm>.

- ❖ **Supporting Document:** Upload *at least two and no more than eight* digital photographs, per surveyed resource. Photos must be date to within six months of the survey date, be in JPEG format, and be at least 2 megapixels (1200x1600). Take digital photographs of important views, preferably showing the primary elevation and at least one side, or three-fourths angle views, of the building/resource. Photos should be clear and unimpeded by trees, cars, or other obstructions to the best of the surveyor’s ability. Photos should not be blurry, tilted, and free of lighting flares to the best of the surveyor’s ability. HPD recommends that photographs should not be taken from a vehicle - this can cause issues with photo clarity, view, and obstruction.

If the resource is particularly large or complex, additional photographs of details, materials, or additional elevations may be necessary. An effort should be made to photographically document the features discussed in item #25. Significant outbuildings or secondary buildings, as well as important structures and landscape features, should also be photographed.

Additional supporting documents, including historical documentation, can also be uploaded here. Do not upload video files, audio files, .GIF files, or .HEIC files.

- ❖ **Field Survey Evaluation (#31):** Indicate whether the resource appears individually eligible for the National Register of Historic Places. **This is not an official determination of eligibility but rather, the surveyor's opinion of eligibility.** This entry may be changed by the state historic preservation office. If the resource has previously been determined eligible by HPD, choose “Yes” for “SHPO concurrence.”
- ❖ **For entering districts and sites into GNAHRGIS to display as areas rather than a single point, please contact HPD staff for additional guidance and training.**

The Survey Report

In addition to GNAHRGIS entries and the map discussed above, all final survey products should include a report that provides an overall account of the project and its findings. Not all survey reports are the same, because there are different goals for every project.

Minimum Requirements for the Survey Report:

As an example, Certified Local Government funding-supported survey projects in Georgia require survey reports that include, at a minimum:

- ❖ **Executive summary,** which includes the total number of surveyed resources
- ❖ **Project description,** including
 - 1) how the survey was funded,
 - 2) who sponsored the survey,
 - 3) the name of the surveyor,
 - 4) a general description of the survey area, including a clear statement and justification of the boundaries of the area surveyed, and

- 5) the total number of surveyed resources
- ❖ **Summary of previous preservation projects**, including
 - 1) previous survey efforts,
 - 2) local designations,
 - 3) National Register listings, and
 - 4) other historic preservation planning efforts
- ❖ **Developmental history**, including a brief, original written account of how the area developed over time and how it reflects distinctive aspects of Georgia's history
- ❖ **Survey methodology**, including
 - 1) the fieldwork techniques and research methods employed while conducting the survey,
 - 2) references to previous surveys and
 - 3) any re-survey completed as part of this project
- ❖ **Survey results and architectural analysis**, including
 - 1) the total number of surveyed resources divided into appropriate categories
 - 2) a table listing every documented building type and every documented architectural style as identified in GNAHRGIS,
 - 3) as well as narrative defining these and photographs of examples of each
 - 4) local architectural character
 - 5) some general observations (such as integrity and condition of resources, character-defining features, and apparent developmental trends), and
 - 6) local landmarks and eccentricities
- ❖ **Recommendations for future preservation activities**, including:
 - 1) potential National Register nominations for individual resources and/or historic districts with basic boundary justification(s) for any proposed historic districts, as applicable
 - 2) potential updates and/or amendments to existing National Register historic district listings, as applicable
 - 3) designation recommendations for potential local historic districts, as applicable
 - 4) potential updates and/or amendments to existing locally-designated historic district listings, as applicable; and
 - 5) potential economic development, heritage tourism, and other preservation planning activities
- ❖ **Appendix 1:** A table listing all GNAHRGIS ID numbers associated with the survey, paired with the address of the resource that each GNAHRGIS ID number represents.
- ❖ **Survey maps**, A survey map that
 - 1) delineates the survey area
 - 2) existing local historic district and National Register-listed district boundaries and
 - 3) potential updates and/or amendments to these existing district boundaries
 - 4) the boundaries of identified potential new historic districts
- ❖ **Survey Reference Map** A survey area map delineating surveyed parcels. The map will indicate the survey area boundary, any relevant local or National Register of Historic Places-listed historic district boundaries, ALL addresses, legal parcels, ALL street names, and be at a scale of

1" = 200'. The map will include a key explaining boundaries, and contain GNAHRGIS IDs if possible.

General Guidelines for the Survey Report:

Executive summary:

This section should function as an abstract of the report. The executive summary should include the total number of resources surveyed, a brief summary of the project description (including name and location of survey, surveying organization, and client name), survey methodology, survey results, and recommendations for future preservation activities. It should be no longer than one typed page.

Project description:

The project description should include the title and location of the survey, including municipality name and county name, author(s)' and other contributors' names and organization affiliations, and name of client. The description should also include a summary of the project objectives and expected results of the project, delineated boundaries of survey area, with justification, number and type of properties surveyed, number of square miles or parcels surveyed, and beginning and ending dates of the survey project.

In describing the survey's funding, if the survey was funded with funds from the National Park Service, the following disclaimer needs to be included:

"This (material or preservation project) has been financed with assistance from the Historic Preservation Fund, administered by the National Park Service, U. S. Department of Interior, through the Historic Preservation Division of the Georgia Department of Community Affairs. Any opinions, findings, conclusions or recommendations expressed in this [project/product] are those of the author(s) and do not necessarily reflect the views or policies of the Department of the Interior or the Georgia Department of Community Affairs, nor does the mention of trade names, commercial products or consultants constitute endorsement or recommendation by these agencies. This program receives Federal financial assistance for identification and protection of historic properties. Under Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, the U.S. Department of the Interior prohibits discrimination on the basis of race, color, national origin, age, gender or disability in its federally-assisted programs. If you believe you have been discriminated against in any program, activity, or facility as described above, or if you desire further information, please write to: Office for Equal Opportunity, National Park Service, 1849 C Street, N. W., Washington, D.C. 20240."

Summary of previous preservation projects

Preservation activities can include surveys, National Register nominations and listings, participation in the CLG program, creation of Historic Preservation ordinances and commissions.

Researching Prior Surveys:

In conducting background and archival research, please consult the File Users' Guide on HPD's website (<https://www.dca.ga.gov/node/7085>) to determine prior surveys conducted in the area. These surveys are available for research purposes. Please contact the Survey Coordinator to set up a research

appointment at HPD's offices. If a survey is noted as being digitized in the File Users' Guide, that means resources from that survey has been published to the GNAHRGIS database. Surveys that date before 2006 are categorized in a pre-existing (before GNAHRGIS) survey in the system. To access those records, search by address or city in the basic search or use the map search feature. Each resource includes the option to export the history of that resource (which includes what surveys it has been in).

Please check with the city or county to see if there are any survey files in their records, too. Note in the report how to access those records if they are not on file with HPD.

Developmental history:

The developmental history should be thoroughly researched, and it should correctly cite appropriate primary and secondary resources. Please see Appendix [X] for preferred citations for HPD's resources. The citation style should be consistent throughout the report.

Potential topics to address in the developmental history (as applicable):

- 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 history (immigrants and African Americans)
- race relations and segregation
- social history (labor history, women's history, gender history, LGBTQ history, etc.)
- 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

Survey methodology

This section should include a narrative description of research, fieldwork, data entry, and any resurvey conducted. There should also be a description of criteria used to evaluate resources for historical and architectural significance.

Survey results and architectural analysis

Please refer to the resources provided by HPD in making determination of architectural types and styles in the survey:

- House Types: <https://www.dca.ga.gov/sites/default/files/housetypes.pdf>
- Residential Styles: https://www.dca.ga.gov/sites/default/files/residentialarchitecturalstyles_0.pdf
- American Small House: <https://www.dca.ga.gov/sites/default/files/americansmallhouse.pdf>

- Ranch Houses in Georgia: https://issuu.com/georgiashpo/docs/ranch_house_guidelines?backgroundColor=%23222222
- Historic Resources in general: <https://www.dca.ga.gov/georgia-historic-preservation-division/historic-resources>
- Commercial Types: <https://www.dca.ga.gov/georgia-historic-preservation-division/historic-resources/historic-commercial-resources>
- Courthouses: <https://www.dca.ga.gov/georgia-historic-preservation-division/historic-resources/historic-courthouses>
- Religious: <https://www.dca.ga.gov/georgia-historic-preservation-division/historic-resources/religious-resources>
- Schools: <https://www.dca.ga.gov/georgia-historic-preservation-division/historic-resources/historic-schools>
- Community buildings: <https://www.dca.ga.gov/georgia-historic-preservation-division/historic-resources/historic-resources-buildings>
- Statewide Historic Contexts (Including African American Resources, Agriculture, Apartments, Community planning, Schools, Transportation, and Women’s History): <https://www.dca.ga.gov/georgia-historic-preservation-division/national-register-research-survey/research-documentation-1>

Pay special attention to the numbers in this section. Take care to make sure resource counts are correct, and that styles and types have been appropriately accounted for in the definitions.

All architectural types and styles should be listed in chronological order.

All type and style definitions should have individual citations. Please see Appendix [X] for HPD’s preferred citations of these resources. Other scholarly secondary sources may be cited in addition to the resources above in this section.

All photographs should have a caption containing the GNAHRGIS resource ID number, address, and resource name (if available).

Recommendations for future preservation activities

Include map elements and tables as appropriate to summarize and highlight recommendations.

Surveys and surveyors cannot make calls on eligibility; they can only suggest that resources/areas have the potential to be eligible. The survey should include the disclaimer below to make this clear:

“This survey does not change the existing National Register nomination or listing in any way, including but not limited to: contributing/noncontributing status of properties, period of significance, boundaries, and/or additional documentation. Any amendments, additional information, increase or decrease of boundaries must be made through the formal National Register process outlined in 36 CFR 60, as amended.”

Appendix 1: Resource index

The index should have the following pieces of data for each resource:

- GNAHRGIS ID
- Type (Building, Site, Object, etc.)

- Address
- Name of resource if available
- Construction date
- Building Type
- Architectural Style

The index can also include the following:

- Parcel number
- Current use
- Field survey evaluation

Survey maps (both in-text and the 1"=200' scale map)

Maps should be readable to the naked eye. The survey boundary should be clear and readable and match the contracted survey area. For surveys with large survey areas, surveyors have discretion to adjust the scale of maps. Maps should include all street names, GNAHRGIS numbers or addresses, and all boundaries separately delineated.

Additionally, keep the following things in mind:

- Does the formatting of this document look correct? Is formatting consistent throughout the document?
- Are there survey area maps within the report? Are these legible? Do they accurately reflect the survey area?

Completing Surveys for Submission

HPD Review Process for HPF Grant-Funded Surveys

Most surveys that are managed by the Survey Program are funded by Historic Preservation Fund (HPF) grants to Certified Local Governments, or CLGs. From the National Parks Service website:

The National Park Service provides both technical assistance and financial assistance to communities across the country. Formal technical assistance with preservation issues, like for preservation planning, is offered to states via each state's State Historic Preservation Office (SHPO), to tribes with a partnership agreement via Tribal Historic Preservation Offices (THPO), and to local communities through the Certified Local Government (CLG) program.

As our statutory partners, SHPOs, THPOs, and CLGs work every day to carry out the spirit and vision of the National Historic Preservation Act. To assist them with this work, they are eligible for grants from the Historic Preservation Fund.

Once grants are awarded to CLGs for the application year, CLGs will make a Request for Proposals for the survey. Potential consultants submit bids for the project. Once the CLG has chosen a consultant's bid and necessary contracts have been signed, survey research and fieldwork begin. GNAHRGIS entries, the survey report, and a survey map are the final deliverables from the consultant. HPD's staff reviews each of these deliverables throughout the survey process.

GNAHRGIS Data Entry Review

The first reviews in a survey process will be the GNAHRGIS data reviews. There are three GNAHRGIS data review points: when 25% of data is uploaded, when 75% of data is uploaded, and when 100% is uploaded.

The 25% GNAHRGIS review will typically be the most intensive review done unless there are consistent issues regarding survey data. The 75% and 100% review is less intensive than 25%, provided there are no continuing issues with the data. With each review, surveyors should implement any edits to the data that the HPD reviewer noted.

For all GNAHRGIS reviews, the consultant or surveyor will submit a spreadsheet of all points uploaded during that period. This can be downloaded from GNAHRGIS by exporting the survey to Excel. The consultant/surveyor will receive feedback in the forms of a detailed review commentary page of overarching comments and specific comments to GNAHRGIS points.

Survey Report Draft Review

Surveyors should submit all drafts in PDF form. The first draft of a survey is the most in-depth review of the survey process. Surveyors will receive a copy of the PDF report back with PDF comments for edits in addition to a detailed review commentary page of overarching comments.

The second draft review is briefer than the first draft review, and the consultant/surveyor will receive the same form of feedback as the first draft review. Typically, there won't be any need to have a third or fourth survey draft. However, this depends on the quality of the previous drafts. There may be an occasional need to ask for further drafts if there are serious concerns with the quality of a report or the quality of its survey data.

If additional drafts are needed, project timeline changes should be discussed with the HPD Grants Coordinator.

The final draft of the report serves as a final check-off before hard copies are printed and sent to HPD and other relevant entities. Once confirming the draft is good to go or needs only minor edits, it is ready to be finalized.

Submission Requirements

All drafts of the report and GNAHRGIS submissions should be submitted digitally through HPD's grant management software. Questions and concerns during the review process should be directed to the Grants Coordinator. Only the final copy of the report should be submitted as a hard copy. HPD no longer accepts paper copies of the survey forms or photographs.

Photographs submitted for each GNAHRGIS entry should have the address of the resource in the file name.

Physical maps submitted to HPD should not exceed 36"x 48."

Please Note: By submitting materials with respect to state or federal historic preservation programs administered by the Historic Preservation Division (HPD), you grant to HPD the rights to:

- use the materials for education and promotional purposes;
- release the materials at our discretion to members of the public for use for educational and promotional purposes;
- publish the materials on HPD's website (interior photographs of private property will not be made available online); and
- make the materials available to members of the public according to the Georgia Open Records Act.

HPD Review Process for Other Surveys (non-HPF Grant Funded)

HPD review other types of surveys that are not funded by HPF grants. These follow a similar review process, but they are managed through close coordination by the HPD outreach team and the local entity sponsoring the survey.

Section 106/Section 110 mitigation surveys are managed by HPD's Environmental Review program. All inquiries about Section 106/Section 110 mitigation surveys should be directed to er@dca.ga.gov.

Appendix 1: HPD-Preferred Citation Styles

As noted in National Register Bulletin 16A, either the [Chicago Manual of Style](#) or [A Manual for Writers by Kate Turabian](#) is the preferred guide for citations in a survey report. Either footnotes (Notes/Bibliography style) or parenthetical citations (Author/Date style) are acceptable, but the style chosen should complement the formatting of the survey report and be consistent throughout the report.

How to Cite Sources for a Bibliography

Properly cited sources of information for a bibliography help ensure that National Register and survey documentation standards have been met and facilitate verification of facts and follow-up research.

You may also refer to the *Chicago Manual of Style Quick Guide* which is available online at www.chicagomanualofstyle.org. Sources of information should be arranged in alphabetical order according to the author's or editor's last name or, if these names are unknown, by the book or article title.

For miscellaneous material such as diaries, manuscript papers, unpublished materials, etc. be sure to identify the author, descriptive name, date, and the location of the material.

Many digital primary sources have a preferred citation; feel free to use whatever the institution holding the source prefers.

HOW TO CITE SOURCES USING FOOTNOTES (NOTES-BIBLIOGRAPHY STYLE)

In the examples below, the footnote format is listed first followed by the bibliographic entry. Note that footnotes have the first line indented and that bibliographic entries have a hanging indent.

Book

One author:

1. First and Last Name, *Title of Book* (City: Publisher, Year), page range.

Last Name, First name. *Title of Book*. City: Publisher, year.

Two authors:

1. First Author and Second Author, *Title of Book*. (City: Publisher) Year), page range.

Last Name, First Name and First Last. *Title of Book*. City: Publisher, Year.

For four or more authors list all of the authors in the bibliography; in the note list only the first author followed by *et al.*

Editor, translator, or compiler instead of author:

1. Name of Editor, trans./ed./comp., *Title of work* (City: Publisher, Year), page range.

Last Name, First Name, trans./ed./comp., *Title of work*. City: Publisher, Year).

Editor, translator, or compiler in addition to an author:

1. Name of Author, *Title of Work*, trans./ed./comp. Name of Editor (City: Publisher, Year), page range.

Last Name, First Name. *Title of Work*. Translated/Edited? Compiled by Name of Editor. City: Publisher, Year.

Chapter or other part of a book:

1. Name of Author, "Chapter or Section Title" In *Title of Book*, trans.\ed.\comp. by Name of Editor (City: Publisher, Year).

Last name, First Name. "Chapter or Section Title" In *Title of Book*, trans.\ed.\comp. by Name of Editor, page range of the chapter or section. City: Publisher, Year.

Electronic Book

1. Author's Name, *Title of Book* (City: Publisher, Year), accessed Date, URL.

Last Name, First name, *Title of Book*. City: Publisher, Year. Accessed Date. URL.

Journal Article

Article in a print Journal

1. Author's Name, "Title," *Name of Journal Issue* (Year): Page number.

Last Name, First name. "Title," *Name of Journal Issue* (Year): Page number.

Article in a newspaper or popular magazine:

1. Author's Name, "Title," *Newspaper\Magazine title*, Month Day, Year of publication, page.

Last Name, First Name. "Title," *Newspaper/Magazine title*, Month Day, Year of publication.

Article from an online journal:

1. Author's Name, "Title," *Name of Journal Volume* (Year): Page Number, accessed Date of Access, DOI: doi number if present.

Last Name, First Name. "Title," *Name of Journal Volume* (Year): Page Number, accessed Date of Access, DOI: doi number if present.

Website:

1. "Title of Page," last modified Date of Modification, URL.

Name of Website. "Title of Page," Last modified Date of Modification, URL.

Blog entry or comment:

Blog entries and comments should only be cited in notes, not in a bibliography (if only cited once). If the content of a blog is cited repeatedly you should include an entry in your bibliography.

Entry

1. Author's Name, "Blog Title," *Name of Blog* (blog), Date of Publication (time of publication), URL *Comment*.

2. Commenter's Name, Date of Comment (time), comment on Name of Blog Author, "Blog Title," *Name of Blog* (blog), Date of Publication (time of publication), URL.

Historic Marker or Museum Exhibit:

1. Author First and Last Name or organization name, "Title of Marker, Sign, or Exhibit," Date created, Institution, Location.

Author Last Name, First Name (if known). "Title of Marker, Sign, or Exhibit." Date created. Institution, Location.

Bibliography Example: "Berry Schools' Old Mill." 2002. Georgia Historical Society and Berry College, Mt. Berry, Georgia.

Primary Sources:

Manuscript items from a Manuscript Collection or Archival Collection (letters, memos, meeting minutes, etc.)

1. First and Last Name, "Title or description of item," type of document, Place of Publication, Year of publication, in *Collection Title*, Collection Location [Library or Institution], City, State.

Collection Title. Collection Location [Library or Institution]. City, State.

Item in a commercial database:

1. First and Last Name, "Title or description of item," type of document, Place of Publication, Year of publication, in *Database Title*, URL or DOI.

Last name, First name. "Title" type of document, Place of Publication, Year of publication. Database used (identifying information).

Correspondence

1. Letter Author First and Last Name, Letter [or other form of communication] to Recipient's First and Last Name, Date, in *Collection/Database* [see above for ending information].

Collection Title. Collection Location [Library or Institution]. City, State.

Interview

1. Interviewee's First and Last Name, Interview with the author, Location of Interview, Date of Interview.

Interviewee's Last Name, First Name. Interview with the author. Location of Interview. Date of Interview.

Photograph

1. Creator's First and Last Name, "Title of the Photograph," Date. Archive, Location of Archive, URL.

Creator's Last Name, First Name (if known). "Title of Photograph." Date. Archive, Location of Archive. URL.

Bibliography Example: "Photograph of Atlanta Hall, Mount Berry, Georgia, 19XX." 19XX. *Berry College Digital Archive*, Berry College Memorial Library, Mt. Berry, Georgia.

<https://digitalarchives.berry.edu/islandora/object/berry%3A5619>.

Periodical in Manuscript Collection (Article from Journals, Newspaper, Magazines, etc. of the time)

1. Author's First and Last Name (if known), "Title of Article," *Title of Periodical*, Volume Number, Issue Number (Date): page number.

Author's Last Name, First Name (if known). "Title of Article." *Title of Periodical*. Volume Number, Issue Number (Date). *Name of Collection, Database, or Archive*, Location of Archive. URL.

Bibliography Example: "Farm Work at the Berry School." *Southern Highlander*. Volume 10, Issue 2 (April 1917). *Berry College Digital Archive*, Berry College Memorial Library, Mt. Berry, Georgia.
<https://digitalarchives.berry.edu/islandora/object/berry%3A1664#page/5/mode/1up>.

HOW TO CITE SOURCES PARENTHETICALLY (AUTHOR-DATE STYLE)

Properly cited sources of information help ensure that National Register documentation standards have been met, facilitates verification of facts, and enables follow-up research. The following models should be followed when using facts and quotations for a National Register form. You may also refer to the *Chicago Manual of Style Quick Guide* which is available online at www.chicagomanualofstyle.org. Or Kate L. Turabian, *A Manual for Writers*, chapters 18 & 19.

Within the text, sources of information should be placed in parenthesis right after a direct "quotation" or, for a non-quoted fact, before the punctuation at the end of the sentence. Full source information goes in the bibliography. The information in the parenthesis should make it easy for the reader to find the full source in the bibliography. Parenthetical format follows the pattern of name – year, page number (if applicable). Please refrain from using *Ibid.*

Parenthetical citation examples corresponding to the bibliography format below:

BOOK:	(Clarke 1973, 123)
MAGAZINE /JOURNAL ARTICLE:	(Wodehouse 1973, 289-303)
NEWSPAPER ARTICLE:	(Salter 1981)
INTERVIEW:	(Mitchell 2009)
NATIONAL REGISTER FORM:	(Smith 2007)
COURTHOUSE MATERIAL:	(Thomas County 1881-1883, 302)
INTERNET:	(Cloues 2011)
GEORGIA'S LIVING PLACES:	(GA DNR 1991)

Bibliography entry for parenthetical citations

BOOK:

Clarke, Caroline M. 1973. *The Story of Decatur 1823-1899*. Atlanta: Higgins-McArthur.

MAGAZINE /JOURNAL ARTICLE:

Wodehouse, Lawrence. 1973. "Frank Pierce Milburn, A Major Southern Architect." *North Carolina Historical Review*.

NEWSPAPER ARTICLE:

Salter, Sallye. 1981. "Old Mansions To Be Houses Divided." *The Atlanta (GA) Constitution*. December 3.

INTERVIEW:

Mitchell, Robert. 2009. Interview by Carolyn Smith. Atlanta, Georgia. July 4.

NATIONAL REGISTER FORM:

Smith, John. 2007. "Bethel Church and Cemetery." *National Register of Historic Places Registration Form*. On file Historic Preservation Division, Department of Community Affairs, Atlanta, Georgia.

COURTHOUSE MATERIAL:

Thomas County, Georgia. 1881-1883. *Deed Book R*. Superior Court.

INTERNET:

Cloues, Richard. 2011. "House Types." New Georgia Encyclopedia.
<http://www.georgiaencyclopedia.org/nge/Article.jsp?id=h-2663> (Accessed June 29, 2012).

GEORGIA'S LIVING PLACES:

Georgia Department of Natural Resources. 1991. Historic Preservation Division. *Georgia's Living Places: Historic Houses in Their Landscaped Settings*. Atlanta, GA.

GENERAL TIPS FOR BIBLIOGRAPHIES:

- Entries should be single-spaced, but there should be a space between entries. Do this through the formatting options under "Line Spacing Options."
- Hanging Indents for every entry: Highlight whole entry. Click on the line spacing button. Choose "Line Spacing Options." Under "Special," choose hanging.
- Sort entries alphabetically. Highlight all entries. Click the AZ down arrow button. Sort by paragraph ascending.
- Use page numbers at the bottom of the page or top right corner.
- Title in Chicago style should be "Bibliography."