

Guidelines: Architectural Historic Resource Surveys

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Introduction

State and federal laws require the State Historic Preservation Division (SHPD) to implement a continuing and effective survey program that contributes to a well-maintained inventory of historic resources. This information allows researchers to have a complete picture of the historic built environment in Hawai'i, SHPD to more accurately review historic properties under state and federal law, Certified Local Governments to direct grant activity, and identify sites and districts that are potentially eligible for the State and National Register of Historic Places.

This reference guide details SHPD requirements for evaluation and documentation of historic resources through survey activity. The guide contains a standard set of procedures for the collection of information about Hawai'i's historic built environment. SHPD requires that these instructions be followed for all survey projects dealing with the built environment. This will ensure that the data collected will be integrated into the Hawai'i State Inventory of Historic Places.

These procedures are for use by SHPD staff, consultants, and volunteer surveyors.

Historic Resource Surveys

Mandated by the National Historic Preservation Act (NHPA) of 1966, historic resource surveys are conducted by state agencies, local governments, and historic preservation professionals, and supported and reviewed by SHPD. A survey is the process of collecting and recording information about historic resources and evaluating their historic significance or eligibility for the National Register of Historic Places through research, fieldwork, and reporting. Surveyed historic resources are included in the State Inventory of Historic Places (SIHP) maintained by the SHPD and in inventories administered by counties participating in the Certified Local Government (CLG) program. Completing a historic resource survey often is the first step in the preservation of historic resources important to Hawai'i's state and local heritage. Completing a historic resource survey is a multi-part process that consists of designing the survey, conducting research and fieldwork, and evaluating findings.

Professional Qualifications

Surveyors conducting historic resource surveys sponsored by SHPD or required for compliance activities must meet the *Secretary of the Interior's Standards for Archeology and Historic Preservation*, as maintained and enforced by the National Park Service (NPS). These standards define the minimum education and experience necessary to perform survey activities.

These qualifications, in general, are a graduate degree in architectural history or closely related field, or a bachelor's degree in the same fields, plus at least two years of full-time experience in architectural-history related work.

Surveyors who do not meet the professional qualifications may assist with certain parts of the survey, such as historic research, mapping, photography, data entry, and in some cases other fieldwork. SHPD encourages public involvement in surveys but any work must be performed with the very direct involvement of a qualified professional. Please contact SHPD if you plan on using surveyors who do not meet the Secretary of the Interior's Standards.



Types of Survey

There are three types of survey SHPD Architecture Branch generally requests for identification purposes: Preliminary Determination of Eligibility (PDOE), a Reconnaissance Level Survey (RLS), and an Intensive Level Survey (ILS).

A. Preliminary Determination of Eligibility

The PDOE is used to determine if a property has historic integrity. A Standard Form available on the SHPD website is used for this type of survey and is usually requested during the compliance process. The purpose of the survey is to collect character defining features and assess historic integrity.

B. Reconnaissance Level Survey and Selective Reconnaissance Level Survey

The RLS is designed as a “first-glance” at a broad group of historic resources and records. The RLS format is usually defined by a geographic boundary. Some surveys are also defined by a particular resource age or type. This is called a Selective Reconnaissance Survey. In both types of RLS, basic information is collected from the exterior of a building, object or site.

C. Intensive Level Survey

The ILS is a detailed look at a single resource and records in-depth information collected from a physical examination of a building’s exterior and interior. It should include the results of research about the building’s property and ownership history, and identify the resource’s potential eligibility for the National Register either individually or as a contributing resource to a historic district.

Survey Type and Submitting to SHPD

SHPD will request the appropriate type of survey based on the resource and proposed project. Prior to starting a survey consult with SHPD on the project objectives, boundary description and justification, project timeline, and geographic information.

All surveys will consist of an excel spreadsheet and report that meets the *Secretary of the Interior Standards and Guidelines for Identification*.

Submit all documents in word format to the SHPD intake system at DLNR.Intake.SHPD@hawaii.gov and to the architecture branch personnel.



Preliminary Determination of Eligibility

The PDOE is a basic type of survey used during the compliance process to identify resources, determine if they have historic significance, and determine any further work. The form requires basic historical research and the following data:

- General Property Information
- Photographs of the Resource
- Assessment (Resource Type, Integrity, and Eligibility)
- Map

A PDOE will be requested from SHPD during the 6E review process and may be used to mitigate affects to historic properties. The form is available under forms on the SHPD website. If the property is found to have historic significance, SHPD will request that an SIHP Request Excel Form be completed.

The PDOE Form should be submitted to the SHPD Intake system through the intake email at DLNR.Intake.SHPD@hawaii.gov and to the architecture branch reviewer. Include the SHPD log and doc number assigned to the project.

The Reconnaissance Level Survey

The RLS is the basic survey level to identify, document, and report historic resources. Specific physical information, eligibility evaluations for all resources within the survey area, preliminary historical background information, and recommendations for future work are included. The purpose of a RLS is to provide local governments, agencies, SHPD and the public with a baseline of data about historic and non-historic resources within a defined area.

A. Types of Reconnaissance Level Surveys

There are two types of Reconnaissance Level Surveys:

1. *Standard Reconnaissance Level Survey*

Examines every resource within a survey project area, regardless of the age of the resource. Use a Standard RLS if:

- The level of information needed for each resource is minimal.
- Only preliminary eligibility evaluation of each resource for the National Register is needed.
- Only two photos of each resource are needed.

2. *Selective Reconnaissance Level Survey*

Examines resources within the survey project area 35 years old or older. Use a Selective RLS if:

- The survey project area contains more than ten resources.
- The survey project area contains a majority of resources less than 30 years old.
- A minimal level of historical background information is needed for the survey area.
- A minimal level of information is needed for each resource.

- There is a very specific resource type or age that is threatened within a small geographic area.
- Only a preliminary eligibility evaluation of each resource for the National Register is needed.
- Only one photo of each resource is needed.

B. Doing your Reconnaissance Level Survey

1. Determine the survey area

The area studied in an RLS can be defined by several factors. When review and compliance is the catalyst for a survey a project's area of potential effect often defines its boundaries. Community driven surveys are often bound to a particular neighborhood, area, development or political jurisdiction.

Establish a survey area in consultation with SHPD or a qualified professional to ensure that all potentially eligible historic resources are included.

2. Background research

Complete background research prior to collecting data. This research will provide the necessary context for surveyors to understand the resources they encounter in the field and form the basis of the report's narrative history section. Potential background sources include newspapers, photo archives, tax records, and secondary sources like books and journal articles. As with any history project, the sources will be defined by the subject matter.

3. Creating a property list

Prior to doing fieldwork, create a list of properties to be surveyed. The list should include addresses, tax map key (TMK) numbers and construction dates for every property within the project boundary.

4. Fieldwork

Data must be collected in a rigorous and systematic way. Surveyors should go into the field with a plan to ensure that no resources are missed. For each

resource surveyed, specific information is collected and at least one photograph must be taken. RLS fieldwork should be limited to public right-of-ways. This data can be collected directly into the survey spreadsheet or by using a data collection application such as ArcGIS Online, RuskinARC or Fulcrum using a laptop or tablet device. Alternatively, data can be collected by hand and entered into the survey spreadsheet after fieldwork.

5. Photographs

- A digital photograph of every resource within the survey project area is required.
- Include photographs of outbuildings when feasible.
- Take photos with a resolution of at least 1600 x 1200 pixels
- Not all survey photos will be submitted as only 2 photos per resource will be entered into the SIHP. If there are multiple resources on the property, such as a house and outbuilding, more photos can be attached.
- Photos should be named to correspond with each resource's project ID (see *Completing the Survey Spreadsheet* for more information). For example:
2013_Kahuku_Plantation_Photo_1

6. Final reporting

The final report provides a brief historical overview of the survey project area, a summary of the survey data as well as recommendations for Intensive Level Surveys, possible State and National Register nominations, potential historic districts and other preservation activities.

This information is followed by a series of data sheets with data collected, year built and a preliminary determination of eligibility for each resource surveyed. The exact formats of these data sheets are at the discretion of whoever prepares the report.

The final report must be delivered to SHPD for review. SHPD can either accept the report as is or ask for specific changes and corrections.

The final RLS report must have the following sections:

- *Project Name:*
Provide the project name, the names of those who participated in the project, their qualifications and the name of any sponsoring organization.
- *Statement of project objectives:*
Clearly define the purpose of the survey, and cite to current knowledge about the history of the area and property types based on background research.
- *Methodology:*
Provide a description of field methods, including any problems or obstacles encountered during fieldwork, and if or how the methodology changed during the survey process, noting any inconsistencies or omissions. Decisions to change methodology should not be taken lightly as they can invalidate previous research. It is best to consult SHPD before making major changes in the middle of a project.
- *Boundary explanation and justification:*
This section can be re-stated from the survey proposal if the boundary has not been changed. If the boundary was altered during fieldwork, say to include similar resources nearby, please provide a thorough explanation of the circumstances that required the change.
- *Setting:*
Describe the natural and built environment, addressing the urban or rural character of the survey project area.
- *Historical overview:*
Provide brief background research and history for the survey project area. This should be at least a couple of paragraphs in length. Enough information should be provided to give later researchers and SHPD staff a complete picture of your background research.
- *Data summary:*
Describe the results of the survey, including the types of resources identified during the survey. Note specific, representative resources where appropriate, as well as common types of alterations/additions,

common plan types, etc. SHPD recommends that this section include both a narrative section and statistical sections with charts and graphs.

- *Recommendations:*

Provide recommendations for future survey and preservation work, such as identifying specific resources for Intensive Level Surveys, potential individual, historic district, or multiple properties eligible for a State or National Register, good candidates for rehabilitation, possible public education opportunities, etc.

- *Bibliography:*

Include full citations for all primary and secondary materials referenced, including books, maps, archival documentation, oral histories, etc. Citations and bibliographies must be in the *Chicago Manual of Style* format.

- *Data Sheets:*

This is a list of resources surveyed with, at the very minimum, each property detailed with its estimated year of construction and a preliminary determination of eligibility. For smaller surveys which include fewer resources, SHPD may request an individual page for each surveyed resource, with a photo for of the resource and all information collected.

- *Maps:*

Survey maps must include building footprints, preliminary eligibility determinations, a north arrow, and a key. SHPD suggests using the digital map that is required with all survey project submissions as the basis for the final report map. It may be necessary to include several smaller detail maps to completely communicate the data collected by surveyors in the field.

- *Other materials:*

Include other materials, such as historic maps, photos, or historical documentation.



Intensive Level Survey

The ILS is designed to provide a high level of documentation for specific historic resources. This documentation includes research into the history, events, and people associated with the resource, looking primarily at such facts as dates, building development, builders or architects, and biographical data of previous owners and tenants. It also includes more specific information about the condition and physical aspects of a historic place. Information gathered through an ILS is recorded in the SIHP.

Intensive Level Surveys are often conducted on historic resources identified through an RLS. The purpose of an ILS is to provide governments, agencies, SHPD and the public with detailed and verifiable information about specific historic resources. In addition, information collected through an ILS provides a solid basis for individual, historic district, and Multiple Property, State, and National Register nominations.

I. Determine resources to survey

Identify resources to survey based on the survey project goals and the recommendations of previous RLS, other documentation, or prior knowledge. An ILS is appropriate for:

- *Further documentation:*
To document the history of a resource and definitively assess its eligibility for the State and National Registers.
- *Potential individual designation:*
To document the history of a resource and assess definitively its eligibility for the State and National Register.
- *Potential historic district designation:*
To document the history of several resources within the proposed historic district boundary to add specific building, event and occupant histories representative of the historic district. Choose resources that best represent the reasons for which the historic district is important using the *National Register Criteria for Significance*.
- *Potential multiple property designation:*

To document the history of several resources within the proposed multiple property boundary to add specific building, event, and occupant histories representative of the multiple property theme. Choose resources that best represent the reasons for which the multiple properties are important using the *National Register Criteria of Significance*.

- *Compliance-driven documentation:*

To document the history of a resource and assess definitively its eligibility for the State and National Register within the project area or collect data on properties as mitigation for an adverse effect to an associated property.

II. Fieldwork

Surveyors will document the resource in detail, take several photographs, and prepare floor and/or site plans.

A. Survey spreadsheet

The survey spreadsheet must be completed in its entirety (*Completing the Survey Spreadsheet*).

B. Collecting physical and architectural information

An Intensive Level Survey provides a permanent record about a resource and acts as an aid in evaluating its historical integrity and eligibility for registration. Visit each resource identified for an intensive survey to document specific location, physical, and architectural features. Surveyors must examine the building in more detail and make observations about such features as its exterior and interior spatial relationships, layout, building materials, and construction methods. These observations will inform the resource's historic integrity and history.

C. Photographs

- At least four photos of the resource are required for an Intensive Level Survey. Photos should include at the *very least* a photo of each elevation of the property.

- Take as many photos of the resource as needed to identify materials, style, etc., and make an eligibility evaluation. Take additional photos of any outbuildings on the property.
- Take photos with a resolution of at least 1600 x 1200 pixels
- Attach all photos to the survey spreadsheet following the name conventions described in the section *completing the Survey Spreadsheet*. For example: 2013_Tripler_ILS_Photo1.jpeg

D. Measured drawings

Measured drawings provide another way to understand a historic resource better. The act of drawing a resource is one of the best ways to become intimately aware of resource's smallest details. Two common kinds of measured drawings are: 1) site plans, which show a resource in relation to its immediate surroundings, and 2) floor plans, which illustrate the spatial arrangement and physical dimensions of a resource. As built drawings are an acceptable type of documentation if available.

- *Site Plan:*

A site plan shows the layout of an entire property. It is especially useful in rural settings where there may be many outbuildings, fences, ditches, etc, associated with a historic resource. It is not necessary to measure the entire property to draw a site plan. The drawing does not need to be to scale. Use a large piece of graph paper to help make mapping easier and more accurate. First, sketch the resource, outbuildings, and any notable features such as large trees, gardens, or fences, trying to be as accurate as possible in positioning the resources. Next, add positions and approximate overall measurements for each resource and feature. Lastly, ensure the site plan has a north arrow, surveyor name, date, and scale.

- *Floor Plan:*

A floor plan shows the spatial relationships and physical dimensions of a resource. A floor plan should show room arrangement, locations of windows and doors, and wall thickness, if possible. Use a large piece of graph paper to help make mapping easier and more accurate.

First, record a preliminary overall measurement of the width and depth of the resource to help proportion rooms, doors, windows, and other features so that the field sketch is reasonably to scale. Next, take “running” measurements, which run continuously from start to finish, of the resource. Measure the exterior of the resource first, then the interior. Also, take overall measurements of the depth and width of all rooms. Lastly, ensure the floor plan has a north arrow, surveyor name, date, and scale.

Copies of the site and floor plan should be included in the final report. The files should be detailed in the survey spreadsheet and named appropriately. For example: *2013_Tripler_ILS_Site_Plan_1*.

Completing RLS and ILS Survey Spreadsheet

The survey spreadsheet is the primary way you will transmit survey data to SHPD. You must fill out the spreadsheet correctly and completely. This will ensure that survey data meets the Secretary of the Interiors Standards; it will also allow SHPD to easily add your data to the Hawai'i Statewide Inventory of Historic Places. You are free to collect the data in whatever way you find most efficient, but you *must* complete the spreadsheet correctly before submitting it to SHPD.

Choose a name for your survey

Choose a long form and a short form name for the project; both are required. Be consistent. Use the same name in all documents. The short form name you choose will determine the filename conventions for all photos and other such data that you submit. See the instructions below, for Column 1.

Decide what level of survey you will do

To complete a Reconnaissance Level Survey, you must only fill in the first 21 columns of the survey spreadsheet. If you plan an Intensive Level Survey, you must do more research and you must fill in all 30 columns in the survey spreadsheet.

The first 21 columns: required for both Reconnaissance and Intensive Level surveys

1. Project ID

Name each individual resource surveyed with a unique project id that begins with the year followed by the project's short name and followed by a number. For example:

2013_KahukuPlan_1

If a number of resources are closely related, such as farm buildings that all share one TMK, you may add a letter to the number to create a group. For example

2013_KahukuPlan_1a
2013_KahukuPlan_1b
2013_kahukuPlan_1c

2. Photos

Name photos using the Project ID and a photo number. Write down the entire filename, for example:

2013_KahukuPlan_1_photo1.jpeg

3. TMK

Input the entire Nine-digit tax-map-key (TMK) number. The first digit should be the county number. A properly-formed TMK number looks like this:

12100315

If you encounter 8 digit TMKs, they will usually be lacking the country number. You can add that yourself, to the beginning of the TMK. The county numbers are:

City and County of Honolulu: 1
County of Maui: 2
County of Hawaii: 3
County of Kauai: 4

4. Address

Enter the street address. You must include the nearest Census Designated Place .You should not enter the name of the state. Do not include Hawaiian diacritical marks or commas. For example, you would type:

2323 Wilder Street Kapaa

5. Year built

The four digit year of construction. You can find this date in the county property tax information databases.

6. Number of stories

The number of stories in the surveyed building. You can note half-stories as well as full stories. A half-story is defined as a habitable space that is defined by the building’s roof shape. A whole story is typically a finished and orthogonal space. Half stories should be denoted with a “.5” after the number of full stories. For example, the numbers of stories might be given as 1.5.

7. Condition

Classify the general condition of the building as excellent, good, fair, or poor using these one-letter codes:

- Excellent: E
- Good: G
- Fair: F
- Poor: P

Contact SHPD for a matrix that provides standard definitions to these terms.

8. Foundation type

Describe the foundation type using standard terms provided by SHPD. Note that your descriptions must be perfectly consistent, down to the letters and spacing. This is the only way to ensure that the data will integrate with the state’s larger database of historic resources.

9. Primary cladding

Describe the exterior cladding using standard terms provided by SHPD.

10. Secondary cladding

Describe any secondary exterior cladding visible on the resource. Again, be sure to use standard terms provided by SHPD.

11. Framing

Describe the framing of the building. Use standard terms such as single wall, double wall, etc.

12. Roof style

Describe the primary roof style, using standard terms.

13. Roof material

Describe the roof material. Use standard terms.

14. Primary window type

Many buildings have several types of windows. Describe the most prominent window type in this column. If there is no visually dominant window type, describe the most common window type. Specify only *one* type.

15. Secondary window type

This column is optional. If there is a predominant secondary window type, describe it here, using standard terms. Specify only *one* type.

16. Building features

Describe salient features physically attached to or part of the building that are not mentioned elsewhere. Examples: attached carport, lava-rock detail, integrated garage, cresting, decorative rafter tail, etc. If there is more than one feature that merits description you may insert up to two more columns for *Building features*. Describe only *one* item per column.

17. Site/Landscape features

Describe salient features that are not physically attached to the building and not noted elsewhere in the spreadsheet. Examples: lava-rock walls, sheds, sculptures, plazas, etc. If there is more than one feature that merits description you may insert up to two more columns for *Site/Landscape features*. Describe only *one* item per column.

18. Integrity

Describe the historic integrity of the resources as excellent, good, fair, or poor. Use the letter codes given below:

Excellent: E

Good: G

Fair: F

Poor: P

For more information on how to assess a building's integrity, see Chapter VIII of *How to Apply the National Register Criteria for Evaluation*, published by the National Park Service.

19. Eligibility

Make a preliminary determination of the resource's eligibility for the State or National Registers of Historic Places. Use the following codes:

ES (Eligible/Significant)

Record "ES" when a resource appears to be eligible for the State or National Register of Historic Places (individually, not as contributing resource to a district).

EC (Eligible/Contributing)

Record "EC" when a resource appears to be eligible as a contributing resource to an actual or potential State or National Historic District. If a resource is described as eligible/contributing, the corresponding district must be described in the paper report. The report must include a brief statement explaining the significance; it must also describe the district

boundaries. This existing or potential district must also be described in the Grouping/District column (Column 21).

NC (Not Eligible/Not Contributing)

Record "NC" when a resource does not possess the integrity to be eligible for the State or National Register of Historic Places. This code is appropriate only for structures that have lost integrity.

NP (Not Eligible Out of Period)

Record "NP" when a resource is not yet 35 years old or older and when it does not have great significance as described in Criteria Consideration G in Section VII of *How to Apply the National Register Criteria for Evaluation*

UN (Undetermined)

Record "UN" only when the resource could not be located, was obscured by vegetation, or was too distant to evaluate from the public right-of-way. All resources marked "UN" must be accompanied by a detailed explanation as to why a determination could not be made. Describing resources as "UN" should be done sparingly. SHPD may choose not accept reports in which too many resources are marked as undetermined.

XD (Demolished)

Record "XD" only when a resource that was previously surveyed is no longer present at the site. All notations of "XD" must be accompanied by supporting documentation illustrating that the resource has indeed been destroyed.

20. Criteria of significance

If you believe that a resource is eligible, name the criteria that led you to make this determination. Use the National Register criteria, as described in *How to Apply the National Register Criteria for Evaluation*, published by the National Park Service. Enter only the letter for the criterion (A, B,

C or D). If more than one criterion apply, list the applicable letters. Put a comma and space between letters. For example: A, C.

21. Grouping or district

If the resource is included in a State or National Register District or Multiple Property Nomination, put the name of the resource group or district in this column. If you believe that the resource should be included in a potential district or potential multiple property grouping, enter the name you have assigned to this district. The final report you submit to SHPD must contain a separate document with a brief description of the potential district and a justification for your claim of significance.

22. Style

Use SHPDs standard terminology. SOI qualified architectural historians should be familiar with most of the nomenclature in SHPDs standard terms. Contact the office for clarification if needed. You define more specific classifications for buildings but be consistent and use standard terms that can be cited elsewhere. Any style classifications new style classifications proposed must come with brief definition in the paper report. Please consult with SHPD when proposing new style classifications and descriptions. "Other" is an acceptable entry but should be used sparingly. Simply describing resources as vernacular is not acceptable.

The last 8 columns, required only for the Intensive Level survey

23. Current name

Enter the name of the property. If the resource does not have an official name, a combination of the owner name and resource type will suffice.

24. Historic name

Enter the name the property bore when it was first constructed or when it was historically significant. For example, the Kekuanaoa Building on Oahu was formerly known as the Territorial Office Building. "Territorial Office Building" would be entered in the historic name column. The final

report should include references clearly establishing that this was indeed the name used for this property.

25. Current owner

Enter the name of the current owner of the property. You can find this information on the property tax database websites for each county.

26. Historic owner

Enter the name(s) of the owner or owners during the property's period of significance. The paper final report should include references clearly establishing that the property was owned by the named person or persons.

27. Architect/Builder

Enter the architect, builder, or developer of the resource. The paper final report should include references clearly establishing the names of the responsible person(s) or entities.

28. Site plan filename

The filename for site plans should follow the same format as the photos and include the extension. For example:
2013_Tripler_ILS_SitePlan.PDF. Multi-page site plans should be saved as a single PDF.

29. Drawing filename

The filename for drawings should follow the same format as that used to name photos. Include the file extension. For example:
2013_Tripler_ILS_Drawings.PDF. Multi-page drawings should be saved as a single PDF.

30. Research material filename

If a surveyor wishes to submit historic photos, drawings or other archival materials please combine them into a single PDF. The name of this PDF should follow the same conventions as used for other files. For example: *2013_Tripler_ILS_Research.pdf*.

Research

For the Intensive Level Survey, historical research is needed to uncover the facts of a resource's historically associated people and events. Histories of a resource, its uses and occupants should follow a chronological format, listing such details as the names of occupants, dates of events, and other information found through historical research. Each resource has its own research needs and different sources will need to be consulted depending on those needs. Sources that may be available to consult are listed below. The list is hardly exhaustive and surveyors are encouraged to be creative.

A. SHPD records

SHPD maintains a record for every project it reviews. These files are stored by TMK in the division's Kapolei Office and provide a SHPD preliminary determination of eligibility and a record of alterations made to the project. SHPD also maintains a library of legal documents and past reports that may be useful for your project.

B. Tax records

Tax records can reveal important information about a resource such as a description of structures, dates, and the evolution of a property over time. Portions of these records are available online for each county.

City and County of Honolulu
<http://honolulupropertytax.com>
County of Maui
<http://mauipropertytax.com>
County of Kaua'i
<http://kauaipropertytax.com>
County of Hawai'i
<http://hawaiipropertytax.com>

C. Bureau of Conveyances

The Bureau of Conveyances is located in the Kalanimoku buildings at 1161 Punchbowl Street in Honolulu. This office holds records of all land exchanges beginning with the Great Mahele of 1848. The information held in this office will reveal the owners of a given property through time.

D. City directories

These annual listings provide the names, addresses, and occupations of almost everyone in the county. They can be arranged alphabetically or by both name and address. Directories are useful in verifying when a house was built and whether the building was owner-occupied or rented. The headquarters of the State Library in Honolulu has the most complete set.

E. Newspapers

The State Library maintains an index of Hawai'i's two major newspapers. This index is organized by subject and is a good way to research past owners and major land transactions. Libraries in each county maintain a microfilm collection of these papers with complete articles. The Library of Congress maintains a database of newspapers from every state up to the 1920s. This database can be queried by keyword and is a powerful tool for researching older resources. This database is located at: <http://chroniclingamerica.loc.gov/>

F. Sanborn maps

These maps show each building on principal residential and commercial blocks and are coded to indicate construction materials. By comparing maps from different years, surveyors can establish an approximate date of construction and determine when and what types of changes have been made to the building and surrounding property. Incomplete sets of Sanborn maps are located at the Bishop Museum, The State Library of Hawai'i and at the University of Hawai'i at Mānoa's Hamilton Library.

G. Census/Manuscript census

Census schedules list each member of the household, dates of birth and marriage, occupations, etc. Census schedules are arranged by county and city and are available for each decade from 1850 to 1940. The easiest way to search this information is through subscription genealogy sites such as <http://ancestry.com>



Creating a Bibliography

An accurate bibliography is required for all surveys submitted to SHPD. Property citing sources will ensure that future researchers will be able to find previously located sources. While researching, it is important to keep detailed notes about the location of sources. Make sure to include full publication information, such as the author's name, publisher, date, and page numbers. For archival collections, make sure to include the collection's name, box number, folder number, and other useful information. SHPD requires that one of the standard reference formats described in *The Chicago Manual of Style* or *A Manual for Writers of Research Papers, Theses, and Dissertations* be used for all of its reports.

Register Nominations and Heritage Documentation

Additional types of surveys that require SIHP numbers include Hawai'i Register of Historic Places Nomination Form, National Register of Historic Places Nomination Form, Historic American Building Survey, Historic American Engineering Survey, and Historic American Landscape Survey.

Hawai'i and National register of Historic Places

Hawai'i and National Register Nominations utilize the current the National Register Nomination forms available from the National Park Service. National Register Bulletin 16A provides the guidelines for completing the form. More information about the Hawai'i Register Program can be found on the SHPD website. A complete nomination with a SIHP request excel form must be submitted to SHPD intake system at DLNR.Intake.SHPD@hawaii.gov and to architecture branch personnel.

Heritage Documentation Program

The National Park Service (NPS) Heritage Documentation Program includes Historic American Building Survey(HABS), Historic American Engineering Survey (HAER), and Historic American Landscape Survey (HALS). SHPD will request HABS, HAER, or HALS for mitigation in consultation with NPS. Guidance on completing heritage documentation can be found on the NPS website. A copy of the completed documentation with a SIHP request excel form must be submitted to SHPD intake system at DLNR.Intake.SHPD@hawaii.gov and to architecture branch personnel.

Architectural Resources SIHP Number Request

The SIHP Number Request Excel Form is the primary way for sites to be integrated into the Sites Database and GIS database. SHPD will request a SIHP Number Request form when a resource has been determined eligible or has historic significance. The form can be found on the SHPD website. The SIHP Request Form must be submitted directly to architecture branch staff. A complete Architecture Resources SIHP Request packet will include a completed SIHP Request Form, a survey or report, and maps.

Survey or Report

All SIHP Request Forms for architectural resources must be accompanied by one of the following survey forms or reports:

1. Preliminary Determination of eligibility (PDOE)
2. Reconnaissance Level Survey (RLS)
3. Intensive Level Survey (ILS)
4. Hawai'i or National Register of Historic Places Nomination Form (Nomination Form)
5. Heritage Documentation (HABS, HAER, HALS)

If one of the listed surveys or reports has not been submitted to SHPD for the site, a Preliminary Site Information Form must be completed.

Maps

All SIHP request Forms must be accompanied by the following digital maps:

1. USGS Map indicating the location of the site
2. TMK Boundary map indicating location of the site
3. Site Plan

The following instructions correspond to the SIHP Request Form columns for architectural resources

A. SIHP Number

SHPD GIS Staff will assign the SIHP Number upon receiving a complete SIHP Request Packet accepted by the Architecture Branch.

B. Temporary ID

Enter the temporary number or name that the resources is referred to in the survey or report

C. Library Number/Reference

Currently Architectural Surveys and reports are not included in the SHPD Library

D. Type of Report

Enter the type of survey or report this request is accompanying, such as PDOE, RLS, ILS, Nomination, HABS, HAER, or HALS

E. Date Assigned

For SHPD Use

F. Resource Name

Enter the name of the site

G. Site Description

Briefly describe the site which is being entered into the SIHP

H. Consultant

Consulting Firm or Nominator completing the survey or report

I. TMK

Input the entire Nine-digit tax-map-key (TMK) number. The first digit should be the county number . The entry should like this:

(1) 2-3-004:005

J. Island

Enter the island that the site is located on

K. District

Enter the district that the site is located in. District information can be found in the Office of Hawaiian Affairs's (OHA) Kipuka database.

L. Ahupua'a

Enter the Ahupua'a that the site is located in, which can be found in OHA's Kipuka database.

M. Address

Enter the resource's address or nearest crossroads. Enter more than one address if more than one property is being entered into the SIHP as a district or multiple property entry.

N. City, County, Zip

Enter the City, County, and Zip for the property

O. Formal Site Type, Category of Property

Enter Building, Site, District, Structure, or Object

P. Site Function or Use

Enter one or more of the following: Domestic, Commercial/Trade, Social, Government, Education, Religion, Funerary, Recreation and Culture, Agriculture/Subsistence, Industry/Processing/Extraction, Healthcare, defense, Landscape, Transportation, Work in Progress, Unknown, Vacant/Not in Use, Other.

Q. Number of Features

Number of features contributing to the site

R. Year Built

Year or period in which the site was constructed

S. Site Period/Period of Significance

Period of significance for the site

T. Condition

Enter excellent, good, fair, or poor

U. Integrity

Enter excellent, good, fair, or poor

V. Eligibility

Enter One of the following: ES (Eligible/Significant), EC (Eligible/Contributing), NC (Not Eligible/Not Contributing), NP (Not Eligible Out of Period), UN (Undetermined), XD (Demolished)

W. Criteria of Significance

Enter one or more of the following: A, B, C, D, or E

X. District/Multiple Property

Enter the name of the district or multiple property nomination the property is contributing to. If the site is not part of a district or multiple property, leave this column blank.

Y. Burials Present?

If there are known burials on the site enter yes here.

Z. USGS Quad Name/ Number

Enter the Quad name and number

AA. UTM Datum/Zone

Enter the UTM Datum and Zone

AB. Easting

Part of the GIS data point

AC. Northing

Part of the GIS data point

AD. GPS Point Location Description

Describe the location of where the GPS point was taken ie from the lanai, or from the front steps etc.

AE: Comments

Relevant Comments

AF: Preservation Status

Nominated, Altered, Demolished Intact, Preserved, etc

Recommended Reading

A. Pertinent National Register Bulletins

Ames, David L., and Linda Flint McClelland. 2002. Historic residential suburbs: guidelines for evaluation and documentation for the National Register of Historic Places. [Washington, D.C.]: U.S. Dept. of the Interior, National Park Service, National Register of Historic Places.

National Register of Historic Places. 1997. How to apply the National Register criteria for evaluation. Washington, D.C.: U.S. Dept. of the Interior, National Park Service, Cultural Resources].

National Register of Historic Places. 1999. How to complete the National Register multiple property documentation form. [Washington, D.C.]: National Park Service. <http://purl.access.gpo.gov/GPO/LPS47004>.

How to Complete the National Register Registration Form. US Department of the Interior, National Park Service, National Register of Historic Places, rev. 1997.

O'Donnell, Eleanor. 1991. Researching a historic property. [Washington, D.C.]: U.S. Dept. of the Interior, National Park Service, Interagency Resources Division.

B. Citation Resources

The Chicago Manual of Style. 16th ed. Chicago: The University of Chicago Press, 2010

Appendix A

Please contact the SHPD for an excel version of the following Terminology Spreadsheet

Condition

- Excellent
- Good
- Fair
- Poor

Integrity

- Excellent
- Good
- Fair
- Poor

Criteria

- A
- B
- C
- D

Eligibility

- ES = Eligible Individually
- EC = Eligible as a Contributing Resource
- NC = Non Contributing/Not Eligible Individually
- NP = Not Eligible/Out of Period
- UN = Undetermined
- XD = Demolished

Foundation

- None
- Piles
- Slab on grade
- Stone Cast Stone

- Concrete Block
- Tofu Block
- Concrete Square
- Rock Pier
- Piles
- Other

Framing

- Steel
- Balloon
- Concrete
- Curtain Wall
- Masonry
- Single Wall
- Timber-Frame
- Platform
- Tilt-up Concrete
- Concrete Frame
- Concrete Block
- Concrete Shell
- Other

- Horizontal Slider
- Industrial Sash
- Jalousie
- Lancet
- Leaded
- None
- Palladian
- Picture
- Single Hung
- Stained Glass
- Store Front
- Canted
- Vinyl
- Pivot
- Other

Windows

- Awning
- Casement
- Double Hung
- Fixed
- Glass Block
- Hopper

Cladding

- Adobe
- Aluminum
- Board and batten
- Brick
- Brick Veneer
- Cast Iron
- Cast Stone
- Ceramic Tile
- Clinker Brick
- Concrete Block
- Concrete Panels
- Coral
- Glazed Brick
- Glazed Terra-Cotta
- Granite
- Hollow Clay Tile
- Horizontal Board
- Lava Rock
- Limestone
- Marble
- Masonite
- None
- Pigmented Structural Glass
- Poured Concrete
- Roman Brick
- Rug Faced Brick
- Sandstone
- Shake
- Shingle
- Slate
- Standard Brick
- Steel
- Stone
- Structural Glass
- Stucco
- Synthetic Stone
- Synthetic Wood Siding
- T-111
- Terra Cotta
- Vertical Board
- Vinyl Siding
- Composition Shingle
- Metal Screen
- Other

Roof Style

- Barrel Truss
- Clipped Gable
- Complex
- Conical
- Cross Gable
- Cross Hipped
- Dome
- Flat
- Front Gable
- Gable-on-hip
- Gambrel
- Half-Hipped
- Hipped
- Hip w/upturned Eaves
- Mansard
- Parallel Gable
- Parallel Hipped
- Shed
- Shikoro-yane
- Side Gable
- Other

Roof Materials

- Asphalt
- Board
- Cementious
- Ceramic Tile
- Concrete Tile
- Copper
- Corrugated
- Earth
- Fiberglass
- Rubber
- Wood Shake
- Shingle
- Slate
- Standing Seam
- Tar
- Terne
- Rubber Shake
- Tar Pitch
- Torchdown
- Other

Function*Domestic*

- Single Dwelling
- Multiple Dwelling
- Secondary Structure
- Hotel
- Institutional Housing
- Camp
- Village Site

Commerce/Trade

- Business
- Professional
- Organizational
- Financial Institution
- Specialty Store
- Department Store
- Restaurant
- Warehouse
- Trade (Archaeology)

Social

- Meeting Hall
- Clubhouse
- Civic

Government

- Capitol
- City Hall
- Correctional Facility
- Fire Station
- Government Office
- Diplomatic Building
- Custom House

- Post Office
- Public Works
- Courthouse

Education

- School
- College
- Library
- Research Facility
- Educational Related Housing

Religion

- Religious Structure
- Ceremonial Site
- Church School
- Church Related Residence

Funerary

- Cemetery
- Graves/Burials
- Mortuary

Recreation

- Theater
- Auditorium
- Museum
- Music Facility
- Sport Facility
- Outdoor Recreation
- Fair
- Monument/Marker
- Work of Art

Agriculture/Subsistence

- Processing

- Storage/Outbuildings
- Field
- Animal Facility
- Fishing Facility or Site
- Horticultural Facility
- Irrigation Facility

Industry/Processing Extraction

- Manufacturing Facility
- Extractive Facility
- Water Works
- Energy Facility
- Communication Facility
- Processing Site

Health Care

- Hospital
- Clinic
- Sanatorium
- Medical Business/Office
- Resort

Defense

- Arms Storage
- Fortification
- Military Facility
- Battle Site
- Coast Guard Facility
- Naval Facility
- Air Facility

Landscape

- Parking Lot
- Park
- Plaza
- Garden
- Forest
- Unoccupied Land
- Underwater
- Natural Feature
- Street Furniture/Object
- Conservation Area
- Street Furniture/Structure
- Conservation

Transportation

- Rail-Related
- Air-Related
- Water-Related
- Road-Related
- Pedestrian-Related

Work in Progress

Unknown

Vacant/Not in Use

Other

Style

- Art Deco
- Arts & Crafts
- Beaux Arts
- Brutalism
- Chicago School
- Classical Revival
- Colonial Revival
- Contemporary
- Craftsman
- English Cottage
- Exotic Revival
- Federal
- French Second Empire
- Googie
- Gothic Revival
- International
- Italianate
- Mediterranean Revival
- Mid-Century Modern
- Minimal Traditional
- Modern Commercial
- Moderne
- Neo-Colonial
- Neo-Expressionist
- Neo- French
- Neo-Plantation
- Neo-Spanish/Mediterranean
- Neo-Territorial
- Neo-Tudor/English
- Neo-Victorian
- New Formalism
- Regional Modern
- Plantation Camp
- Plantation Style
- Post –Modern
- Queen Anne
- Renaissance Revival
- Romanesque
- Rustic
- Shingle Style
- Spanish Revival
- Stick
- Territorial Style
- Traditional Japanese
- Tudor Revival
- Utilitarian
- Other

Form

- 1-Part Block
- 2-Part Block
- 2-Part Vertical Block
- 3-Part Block
- 3-Part Vertical Block
- A-Frame
- Amphitheater
- Animal Pen
- Arcaded Block
- Barn
- Bungalow
- Quonset Hut
- Cape Cod
- Central Block w/Projecting Bays
- Central Block w/Wings
- Central Passage
- Commercial Court
- Commercial/Industrial Block
- Cottage Hui
- Courtyard Apartment
- Crosswing
- Crosswing – Center
- Crosswing – Double
- Crosswing – Half
- Dam
- Double Cell
- Double Pile
- Double-Loaded Corridor
- Drive-In Restaurant
- Drive-In Theater
- Dugout
- Duplex
- Enframed Block
- Enframed Window Wall
- Factory
- Foursquare (Box)
- Garage
- Hall-Parlor
- Linear
- Mobile Home
- McMansard
- Pair House
- Pond
- Projecting Gable Roof
- Ranch
- Rectangular Block
- Rounded Corner
- Salt Box
- Service Bay/Business
- Service Station
- Shed
- Shotgun
- Side Passage/Entry
- Single Cell
- Split Level
- Strip Mall
- Supermarket
- Temple Form
- Temple-Front Commercial
- Theater
- Walkup

- Warehouse
- Other