

REVIEW AND COMPLIANCE MANUAL

(Section 106 Process)



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I. Introduction

The National Historic Preservation Act of 1966, as amended (NHPA), established the National Register of Historic Places (NRHP) and extended the national historic preservation programs to properties of state and local significance. The NHPA provides that the State Historic Preservation Officer (SHPO) formally participates as a partner in many of the programs and activities established under the law. The SHPO follows the regulations, standards, and guidelines of the National Park Service (NPS) and the regulations and guidance of the Advisory Council on Historic Preservation (ACHP) as it carries out the federal historic preservation programs in Oklahoma, including review of federal undertakings under Section 106 of the NHPA.

Section 106 of the NHPA stipulates that federal agencies and their designees/authorized representatives must consider the effects of their federal undertakings on archeological and historic resources which are listed on or eligible for the NRHP. The ACHP's regulations (36 CFR Part 800) detail the steps and timeframes for the Section 106 process (including a federal agency's consultation with other agencies and the public). The *Review and Compliance Manual* (manual) contains basic guidance for federal agencies and their designees/authorized representatives to consult with the Oklahoma SHPO. Agencies are reminded that they are responsible for consultation with parties other than the SHPO, including tribal governments, Tribal Historic Preservation Officers (THPOs), local governments, and the public (<http://www.achp.gov>).

For logistical and budgetary reasons, the SHPO and the Oklahoma Archeological Survey (OAS) operate under a cooperative agreement (approved by the NPS) through which OAS formally participates in the Section 106 process. OAS maintains the site files for Oklahoma's archeological resources and provides professional expertise in prehistoric archeology to the SHPO. Therefore, federal agencies (or their designees/authorized representatives) shall submit their requests for comments on federal undertakings to both the SHPO and the OAS (addresses provided below). OAS reviews projects for possible impacts of ground-disturbing activities on prehistoric archeological resources. Both the SHPO and OAS issue letters to the requesting agency and the language of the letters is coordinated to ensure the agency has documentation of its Section 106 consultation with the SHPO.

For an overview of the Section 106 process, review *SHPO Fact Sheet #10: Frequently Asked Questions about Section 106 Review* (<http://www.okhistory.org/shpo/factsheets/fs10sec106.pdf>). In a question-and-answer format, it explains the timing and procedures for compliance, discusses the identification of properties listed in or eligible for the NRHP and what their presence in the Area of Potential Effect (APE) means, addresses the assessment of effects of federal undertakings on archeological and historic properties and resolution of adverse effects, and lists sources of additional information. If there are questions about the overall Section 106 process or about historic properties, contact:

State Historic Preservation Office
Oklahoma Historical Society
Oklahoma History Center
800 Nazih Zuhdi Drive
Oklahoma City, OK 73105-7917
(405) 521-6249
<http://www.okhistory.org/shpo/section106.htm>

For questions about Oklahoma's archeological resources, contact:

Oklahoma Archeological Survey
University of Oklahoma
111 East Chesapeake, Building #134
Norman, OK 73019-0575
(405) 325-7211
<http://www.ou.edu/cas/archsur>

II. Tips for Requesting SHPO Comments

The SHPO assists federal agencies and others to meet their responsibilities under Section 106 of the NHPA. Therefore, the SHPO responds to thousands of requests each year from those planning and executing federal undertakings. Timeframes for the review process are stipulated in the ACHP's regulations (36 CFR Part 800), and the SHPO must respond within thirty (30) days of receipt of a request for its comments. To ensure timely responses from the SHPO and to reduce the SHPO's need to request additional information, follow these tips.

- A. Address the request correctly. The SHPO's review period begins upon its receipt of the request through regular mail and not on the date of the request or its postmark. The SHPO's complete address is:

State Historic Preservation Office
Oklahoma Historical Society
Oklahoma History Center
800 Nazih Zuhdi Drive
Oklahoma City, OK 73105-7917
- B. Include your agency's complete return address in the cover letter detailing the request. Some agencies use a generic letterhead because they have multiple offices using it, and it may be necessary for you to insert a street address or post office box to ensure delivery of the SHPO's reply.
- C. Send requests to the SHPO through regular surface mail, Federal Express, UPS, or other surface delivery method. The SHPO does not accept e-mailed requests for its comments under Section 106 of the NHPA. Faxed submissions are discouraged, especially when they contain maps, photographs, and/or lengthy documents. Limit use of faxes to emergency situations and call the SHPO before sending the fax so they are aware of the emergency.
- D. Clearly identify the federal agency that is funding, licensing, or permitting the project when the request to the SHPO is from an authorized designee/authorized representative. Use the full name of the agency (such as U.S. Department of Agriculture, Rural Development) and not just an acronym.
- E. Designees/authorized representatives must indicate that the responsible federal agency has formally delegated authority to them to consult the SHPO. Federal agencies are required to notify the SHPO in writing of delegations of authority. In some instances, the delegation may be through a programmatic agreement or other streamlining mechanism or through statutes (such as for many programs of the Department of Housing and Urban Development).
- F. Specify the full title of the federal funding, licensing, or permitting program supporting/authorizing the undertaking, such as "Community Development Block Grant Program" (do not use only an acronym, such as CDBG).

- G. Provide a brief description of the project and confirm that it is subject to the SHPO's review under Section 106 of the NHPA.
- H. State the location of the project, including the street address (if applicable) or legal description (quarter section, township, and range); city or vicinity; and county (inclusion of county name is critical). *Note: A post office box number or a rural route and box number do not describe location. Including a color map and/or aerial photograph to depict the project area is strongly encouraged.*
- I. (1.) State that the area of potential effect (APE) contains either no standing structures (is vacant land) or only standing structures less than forty-five (45) years old. If there are standing structures within the APE which are less than forty-five (45) years old, simply list each one, its street address (if applicable) or legal description, and the year of construction. **IMPORTANT:** Do not submit the Historic Preservation Resource Identification Form and photographs for standing structures less than forty-five (45) years old. (2.) If there are standing structures within the APE which are forty-five (45) years old or older, state this fact in the request; attach or enclose the SHPO's Historic Preservation Resource Identification Form, photographs, and map for each structure as outlined in this manual; and provide an opinion about the NRHP eligibility of each structure. (Note: Do not send duplicates of the Historic Preservation Resource Identification Forms and photographs to the OAS.)
- J. Organize requests that include multiple project locations (such as a tribal housing agency's request for comments on rehabilitation of several houses located in more than one community) by county. Provide a separate cover letter for each county, regardless of the number of project locations in that county. List each project location for which SHPO comments are requested in the cover letter or in an attachment to the cover letter.
- K. Organize documentation (detailed in this manual) for properties that are forty-five (45) years old or older so that the photographs, maps, and other supplementary materials are stapled (not paper-clipped) to the respective Historic Preservation Resource Identification Form. Packages of uncollated forms may be returned to the agency with a request to organize them and resubmit to the SHPO, especially when materials are not labeled and when the SHPO cannot be certain which items should be attached to which form. Remember that the more time it takes the SHPO to organize the materials, the longer it will take the SHPO to issue its comments.
- L. When responding to a request for additional information or when submitting any supplemental materials about the project to the SHPO, include the SHPO's file number for the undertaking in a cover letter. SHPO file numbers can be found in reference line of SHPO's response to the agency's first request about the project. Do not submit materials to the SHPO without a cover letter.

III. SHPO Processing of Agency Requests

When the SHPO receives a request for its comments under Section 106 of the NHPA:

- A. The request is stamped with the actual date received (thirty-day review period begins); a unique SHPO file number is assigned to the request; a record for the request is created in the SHPO's Review & Compliance (Section 106) database; and the file is routed to SHPO staff for review.
- B. Within thirty days of receipt of the request, the SHPO issues a written comment to the person who signed the request, unless another person is officially identified in the request to receive the SHPO's comments.
- C. The SHPO does not send copies of its written response to the agency's distribution list. It is the agency's responsibility to share the SHPO's comments with others.
- D. Requests are processed in the order received. If you are concerned that you have not received the SHPO's comments in a timely manner, call to check the status of the request. Some agencies send requests by certified mail so they know the exact date the SHPO's comment period begins. **Caution**, even though you will likely receive the SHPO's comments in less than thirty days, you must wait for the full thirty days to expire before initiating project work. Other consulting or interested parties, including ACHP, may also provide comments during this time. You are not just "waiting on the SHPO."

IV. Determining National Register of Historic Places Eligibility

Once an agency determines that its activity meets the ACHP's definition of "undertaking," The next step in the Section 106 process is to determine if archeological and historic resources are located in the project area and, if there are such resources present, to determine whether or not they are listed on or eligible for the NRHP.

As mentioned elsewhere in this manual, the OAS consults with agencies in the identification and evaluation of archeological resources through a cooperative agreement with the SHPO. OAS maintains the site files for Oklahoma's known prehistoric archeological resources. Additionally, OAS can provide a list of contractors who routinely carry out archeological survey projects in the state. For further details, contact OAS at (405) 325-7211.

The SHPO consults with agencies in the identification and evaluation of historic resources (standing structures) and historic archeological sites. This section of the manual includes the SHPO's Historic Preservation Resource Identification Form and instructions for completing it and producing the required photographs to accompany it. The agency must generate a Historic Preservation Resource Identification Form for each standing structure within the project area that is forty-five (45) years old or older and submit the documentation to the SHPO for its opinion on the property's or properties' eligibility for the NRHP. This is the minimum information needed for SHPO staff to quickly and accurately evaluate most resources.

Agencies should be aware that there may be instances when the SHPO must request additional documentation before an eligibility opinion can be issued. However, because the vast majority of eligibility decisions can be based on this limited information, the SHPO considers it far more efficient and cost effective for agencies to provide this basic information and in rare cases submit additional information than for them to supply far more detailed data on every property.

To determine if a particular property is already listed on the NRHP or is within the boundaries of a listed district, consult *Oklahoma's National Register Handbook*. It is available free of charge in hard copy from the SHPO (or found at <http://www.okhistory.org/shpo/nrhandbook.htm>) or contact the SHPO National Register coordinator at (405) 521-6249. Researchers are welcome to consult the Oklahoma Landmarks Inventory (OLI) files and other materials in the State Historic Preservation Office which may be quite useful to agencies in the identification and evaluation efforts of the Section 106 process.

If it is determined that archeological or historic resources eligible for or listed on the NRHP are within or near a project location, the agency will consult with the SHPO, OAS, and others as appropriate to assess the impacts of the undertaking on the historic properties and, if necessary, mitigate any adverse effects.

A. National Register Criteria for Evaluation

The following criteria are designed to guide states, federal agencies, and the Secretary of the Interior in evaluating entries for the National Register.

The quality of significance in American history, architecture, archeology, and culture is present in districts, sites, buildings, structures, and objects that possess integrity of location, design, setting, material, workmanship, feeling, and association, and:

- A. that are associated with events that have made a significant contribution to the broad patterns of our history; or
- B. that are associated with the lives of persons significant in our past; or
- C. that embody the distinctive characteristics of a type, period, or method of construction, or that represent a significant and distinguishable entity whose components may lack individual distinction; or
- D. that have yielded or may be likely to yield information important in prehistory or history.

Ordinarily, cemeteries, birthplaces, or graves of historical figures, properties owned by religious institutions or used for religious purposes, structures that have been moved from their original locations, reconstructed historic buildings, properties primarily commemorative in nature, and properties that have achieved significance within the last 50 years shall not be considered for the National Register. Such properties will qualify if they are integral parts of districts that meet the criteria or if they fall within the following categories:

- a. a religious property deriving primary significance from architectural or artistic distinction or historical importance; or
- b. a building or structure removed from its original location but which is significant primarily for architectural value, or which is the surviving structure most importantly associated with a historic person or event; or
- c. a birthplace or grave of a historical figure of outstanding importance if there is no other appropriate site or building directly associated with his productive life; or
- d. a cemetery that derives its primary significance from graves of persons of transcendent importance, from age, from distinctive design features, or from association with historic events; or
- e. a reconstructed building when accurately executed in a suitable environment and presented in a dignified manner as a part of a restoration master plan, and when no other building or structure with the same association has survived; or
- f. a property primarily commemorative in intent if design, age, tradition, or symbolic value has invested it with its own historical significance; or
- g. a property achieving significance within the past 50 years if it is of exceptional importance.

B. Documentation Requirements for Standing Structures 45 Years Old or Older

What are the requirements for documentation?

The minimum-level requirements are:

1. A complete and accurate Historic Preservation Resource Identification Form (See Instructions). The form must be typed and all entries must be typed in all capitals. DO NOT USE ABBREVIATIONS.
2. At least one 3" x 5" color print, properly labeled. (See Standards for Photo Documentation.) POLAROIDs, PHOTOCOPIES AND POOR-QUALITY IMAGES ARE NOT ACCEPTABLE.

How important is accuracy?

Incomplete or inaccurate documentation can delay your project. Incomplete forms may be returned to the applicant. In particular, SHPO staff cannot review a form that does not include:

1. Year the property was built. This date must be accurate within five (5) years. Oftentimes an estimated date may be obtained from the map series prepared by the Sanborn Fire Insurance Company, available at the Western History Collections, University of Oklahoma. (See Determining Date of Construction.)
2. Placement on map. If you provide a standard street or plat map or portions of such maps, the street names must be legible.

FORMS WITHOUT COMPLETE AND ACCURATE INFORMATION ARE NOT ACCEPTABLE. FORMS MUST BE TYPED TO BE ACCEPTABLE.

How do I determine the architectural style?

Most buildings do have an identifiable architectural style. Do not type "no style" or "other" simply because you have not identified the style. The best guide to residential architecture is provided by:

Virginia Savage McAlester, A Field Guide to American Houses, New York: Alfred A. Knopf, 2013.

It may be obtained by special order from your local book store. A brief guide to common styles is included in this manual.

Under what circumstances will I be asked to provide additional information?

In some cases, it is necessary to know whether other resources of the same type or style are present in the area to assess the eligibility of a given resource. For this reason, the SHPO sometimes asks for identification forms and photographs on comparable properties. You should look for properties of the same type, style, age, and integrity.

In other cases, it is necessary to determine whether a property lies within a potentially eligible historic district. To make this determination, the SHPO must have more information about the street or neighborhood and may ask for streetscape photographs of the surrounding area, documentation on all the properties in a limited area, or a complete intensive-level survey of a potential district that was previously identified.

What do you mean by streetscape photographs?

Streetscape photographs must show the visual character of the buildings along a street (not the street itself). Usually streetscapes are taken from each end of a block, on both sides of the street. To photograph a streetscape, it is important to take care in selecting the proper angle. It is equally important to capture the buildings, not the foliage. (Also see Standards for Photo Documentation.)



C. Documentation Submittals: Standards for Photo Documentation

To meet the documentation requirements for the various programs of the Oklahoma State Historic Preservation Office, the following recommendations shall be considered The Standards for photographs included in such submittals. SUBMITTALS NOT MEETING THESE REQUIREMENTS ARE NOT ACCEPTABLE.

PHOTOGRAPH REQUIREMENTS

PHOTOGRAPH FORMAT: Must be no less than three-by-five inches (3" x 5") and no larger than eight-by-ten inches (8" x 10").

PHOTOGRAPH TYPE: The preferred photograph type is high-quality digital images printed in color. POLAROIDs, SLIDES, PHOTOCOPIES, AND POOR-QUALITY DIGITAL IMAGES ARE NOT ACCEPTABLE.

FILM: Photographs can be taken with a digital camera or 35 mm film.

PHOTOGRAPHIC QUALITY: Photographic quality must be clear and in focus, taken in good light, and taken under good climatic conditions.

LABELING OF PHOTOGRAPHS: All photographs must have the following information clearly typewritten on a self-adhesive label (such as a blank address label) adhered to the back of each photograph or printed via computer printer on the front of the photograph. Do not write on the back of the photograph in ink. Do not mount the photograph onto sheets of paper or cardboard. Do not apply a label with glue or tape. ANY PHOTOGRAPHS NOT HAVING THE FOLLOWING INFORMATION WILL NOT BE ACCEPTABLE:

- Name of property;
- Location (county, city, state, and street address or legal description);
- Name of photographer;
- Date of photograph;
- Location of digital image or photographic negative (if applicable);
- Indication of direction camera is pointing;
- Number of the photograph in series.

PHOTOGRAPH CONTENT: Please provide at least one good, clear-quality view of every structure surveyed. Two are recommended. The photographs must be current, documenting the current appearance. At least one of the photographs must show the entire front elevation of the resource, and photographs of the side and rear elevations are suggested.

Additional photographs of various portions of historic resources may be required to document historic materials and construction. The following guide to the composition of historic resources should serve as a general guide for photo documentation.

Elements, features, or details described as important or significant to the resource should be properly photo-documented.

ELEVATIONS: Elevations of the building must show the entire length and/or width of the building. Elevations are used to identify the style of building and type of construction. Front, side, and corner views are typical of elevations.

BUILDING ELEMENTS: Elements are large portions of the building, such as walls and roofs, that contain repeated features, such as doors, windows, and large decorative details. These patterns are important and should be evident in the photographs.

FEATURES OF BUILDING ELEMENTS: Features including porches, entryways, and large significant decorative aspects of the building should be shown.

DETAILS OF THE FEATURES: Close-up photographs of windows, doors, and repeated designs and motifs may be provided. Also views of typical work methods and materials such as mortar joints, cornice details and finishes. Photographs of these details may be especially important when requesting an opinion of effect for an eligible or listed resource.

SPECIAL DECORATIVE DETAILS: Any special limited use details or materials that add to the significance of the resource should be properly illustrated, particularly when requesting an opinion of effect for an eligible or listed resource.

DETAILS OF CONDITION: If you believe that severe deterioration makes a property ineligible for the National Register, be sure to include clear photographic documentation of the condition of the property.

HISTORIC PRESERVATION RESOURCE IDENTIFICATION FORM

PLEASE TYPE ALL DATA IN UPPERCASE

1. PROPERTY NAME: _____

2. RESOURCE NAME: _____

3. ADDRESS: _____

4. CITY: _____ 5. VICINITY: _____

6. COUNTY NAME: _____

7. LOT: _____ 8. BLOCK: _____ 9. PLAT NAME: _____

10. SECTION: _____ 11. TOWNSHIP: _____ 12. RANGE: _____

13. LATITUDE (NORTH): (ENTER AS: "dd.ddddd") _____

14. LONGITUDE (WEST): (ENTER AS: "-dd.ddddd") _____

15. UTM ZONE: _____ 16. NORTHINGS: _____ 17. EASTINGS: _____

18. RESOURCE TYPE: _____

19. HISTORIC FUNCTION: _____

20. CURRENT FUNCTION: _____

21. AREA OF SIGNIFICANCE, PRIMARY: _____

22. AREA OF SIGNIFICANCE, SECONDARY: _____

23. DESCRIPTION OF SIGNIFICANCE:

24. DOCUMENTATION RESOURCE:

25. NAME OF PREPARER: _____

59. SURVEY PROJECT YES ☐ NO ☐ 26. PROJECT NAME: _____

27. DATE OF PREPARATION: _____ 28. PHOTOGRAPHS _____

29. YEAR: _____

30. ARCHITECT/BUILDER: _____

31. YEAR BUILT: _____

32. ORIGINAL SITE: _____

33. DATE MOVED: _____

34. FROM WHERE: _____

35. ACCESSIBLE: _____

36. ARCHITECTURAL STYLE: _____

37. OTHER ARCHITECTURAL STYLE: _____

38. FOUNDATION MATERIAL: _____

39. ROOF TYPE: _____

40. ROOF MATERIAL: _____

41. WALL MATERIAL, PRIMARY: _____

42. WALL MATERIAL, SECONDARY: _____

43. WINDOW TYPE: _____

44. WINDOW MATERIAL: _____

45. DOOR TYPE: _____

46. DOOR MATERIAL: _____

47. EXTERIOR FEATURES: _____

48. INTERIOR FEATURES: _____

49. DECORATIVE DETAILS: _____

50. CONDITION OF RESOURCE: _____

51. DESCRIPTION OF RESOURCE:

52. COMMENTS:

53. ATTACH LOCATION MAP

54. LISTED ON NATIONAL REGISTER: YES ☐ NO ☐

55. NATIONAL REGISTER ENTRY: _____

56. CONTINUATION

HISTORIC PRESERVATION RESOURCE IDENTIFICATION FORM

PLEASE TYPE ALL DATA IN UPPERCASE

1. PROPERTY NAME:	HOUSE		
2. RESOURCE NAME:	SINGLE FAMILY RESIDENCE		
3. ADDRESS:	44878 COUNTY ROAD N274		
4. CITY:	MENO	5. VICINITY:	V
6. COUNTY NAME:	MAJOR		
7. LOT:	8. BLOCK:	9. PLAT NAME:	
10. SECTION:	36	11. TOWNSHIP:	T23N
		12. RANGE:	R9W
13. LATITUDE (NORTH):	(ENTER AS: "dd.ddddd") 36.428562		
14. LONGITUDE (WEST):	(ENTER AS: "-dd.ddddd") -98.12208894		
15. UTM ZONE:	16. NORTHINGS:	17. EASTINGS:	
18. RESOURCE TYPE:	BUILDING		
19. HISTORIC FUNCTION:	SINGLE DWELLING		
20. CURRENT FUNCTION:	SINGLE DWELLING		
21. AREA OF SIGNIFICANCE, PRIMARY:	AGRICULTURE		
22. AREA OF SIGNIFICANCE, SECONDARY:	AGRICULTURE		
23. DESCRIPTION OF SIGNIFICANCE:	NOT INDIVIDUALLY ELIGIBLE		
24. DOCUMENTATION RESOURCE:	MAJOR COUNTY ASSESSOR RECORDS		
25. NAME OF PREPARER:	ALLISON MARSHAUS		
59. SURVEY PROJECT	YES	<input type="checkbox"/> NO <input checked="" type="checkbox"/>	26. PROJECT NAME: N/A
27. DATE OF PREPARATION:	JULY 2010	28. PHOTOGRAPHS	Y
29. YEAR:	2010		

30. ARCHITECT/BUILDER: UNKNOWN

31. YEAR BUILT: C. 1930

32. ORIGINAL SITE: Y

33. DATE MOVED: N/A

34. FROM WHERE: N/A

35. ACCESSIBLE: YES

36. ARCHITECTURAL STYLE: NATIONAL FOLK

37. OTHER ARCHITECTURAL STYLE:

38. FOUNDATION MATERIAL: UNCOLLECTED

39. ROOF TYPE: CROSS GABLE

40. ROOF MATERIAL: SANDSTONE

41. WALL MATERIAL, PRIMARY: WEATHERBOARD

42. WALL MATERIAL, SECONDARY:

43. WINDOW TYPE: 1-OVER-1 HUNG

44. WINDOW MATERIAL: WOOD

45. DOOR TYPE: GLAZED PANEL

46. DOOR MATERIAL: WOOD

47. EXTERIOR FEATURES: FRONT GABLE PORCH

48. INTERIOR FEATURES:

49. DECORATIVE DETAILS:

50. CONDITION OF RESOURCE: GOOD (VERY WELL MAINTAINED)

51. DESCRIPTION OF RESOURCE: TWO STORY HOUSE WITH CENTRAL ENTRY FLANKED BY SINGLE WINDOWS ON SECOND STORY; LARGE ADDITION TO THE REAR OF THE HOUSE

52. COMMENTS:

53. ATTACH LOCATION MAP

54. LISTED ON NATIONAL REGISTER: YES ☐ NO ☒

55. NATIONAL REGISTER ENTRY:

56. CONTINUATION

F. Instructions for Completing the Historic Preservation Resource Identification Form

TYPE ALL ENTRIES

1. **PROPERTY NAME:** This field should include the name of the Survey being conducted.
2. **RESOURCE NAME:** This is the name of an individual building, structure, object or site within a multiple resource property such as a district or complex.
3. **RESOURCE ADDRESS:** The street address of the resource or if an address is not available directional information should be included here.
4. **CITY:** Nearest city or town
5. **VICINITY:** If the resource is located within the city limits, leave blank; if resource is not located within the city limits, type a V in the field.
6. **COUNTY:** List county name.
7. **LOT:** The lot(s) on which the resource is located.
8. **BLOCK:** The block in which the lot(s) are located.
9. **PLAT NAME:** This is the legally recorded name of the subdivision that is in the official plat book.
10. **SECTION:** Section number and nearest quarter division.
11. **TOWNSHIP:** Township number.
12. **RANGE:** Range number.
13. **LATITUDE (NORTH):** Enter the Latitude of the property. Lat/Long coordinates in decimal degree to 6 decimal places are preferred but UTM is also acceptable.
14. **LONGITUDE (WEST):** Enter the Longitude for the property in decimal degrees to 6 decimal places.
15. **UTM ZONE:** Select the UTM Zone (13, 14 or 15). If you have entered the Lat/Long you may leave the UTM fields blank.
16. **NORTHINGS:** Enter UTM northings for the property.
17. **EASTINGS:** Enter the UTM eastings for the property.
18. **RESOURCE TYPE:** Select from district, building, site, object, or structure.
19. **HISTORIC FUNCTION:** Select the use of the resource during its period of significance.
20. **CURRENT FUNCTION:** Select the current use of the resource from the dropdown menu.
21. **AREA OF SIGNIFICANCE, PRIMARY:** This is the most important area of significance.
22. **AREA OF SIGNIFICANCE, SECONDARY:** This is the next most important area of significance if one exists; if not, leave blank.
23. **DESCRIPTION OF SIGNIFICANCE:** Enter the statement of significance and eligibility assessment of the resource. If the property is within an identified historic district, state whether it is contributing or noncontributing to the district and the name of the district.
24. **DOCUMENT RESOURCE:** List the sources of information used for documenting this resource and its significance. If using an oral interview, provide the name and date of the person interviewed.
25. **NAME OF PREPARER:** Who did research and completed the form?
59. **SURVEY PROJECT:** Is this a survey project? Select YES/NO
26. **PROJECT NAME:** Include project name here, i.e. ODOT Project #...
27. **DATE OF PREPARATION:** Month and year the form was completed.
28. **PHOTOGRAPHS:** Are photographs included with form? Select YES/NO. **NOTE:** Form is incomplete without photographs.

29. **YEAR:** Enter the year the photographs were taken.
30. **ARCHITECT/ BUILDER:** This is the name of the designer and/or craftsman responsible for resource's design and/or execution. If you do not know, enter unknown.
31. **YEAR BUILT:** What is the year of construction of resource? This date should be obtained from tax records, plat registration documents, or Sanborn Fire Insurance Company maps.
NOTE: Form is incomplete without date.
32. **ORIGINAL SITE:** Is the resource located where originally built or where historic significance occurred? Select YES/NO.
33. **DATE MOVED:** If NO was selected for #32, enter the date the move occurred.
34. **FROM WHERE:** If NO was selected for #32, enter where the resource was previously located.
35. **ACCESSIBLE:** Is resource viewable from a public thoroughfare?
36. **ARCHITECTURAL STYLE:** See the list of terms for guidance. Use only the designations from the dropdown menu. If the resource is a style that is not listed in the dropdown menu, use OTHER.
37. **OTHER ARCHITECTURAL STYLE:** Use this field to enter alternative styles if the style was not available in the dropdown menu for #36.
38. **FOUNDATION MATERIAL:** Select the primary foundation material from the dropdown menu. Include any additional materials in the DESCRIPTION OF RESOURCE #51. If the foundation is not visible, enter: UNCOLLECTED
39. **ROOF TYPE:** Enter the roof type.
40. **ROOFING MATERIAL:** Select the present roofing material. If the material is not visible on a flat roof, enter: UNCOLLECTED.
41. **WALL MATERIAL, PRIMARY:** Select the primary wall material.
42. **WALL MATERIAL, SECONDARY:** Select an additional wall material if is present on the resource.
43. **WINDOW TYPE:** Style and configuration. See reference sheets for types of windows. If the window is boarded and cannot be seen, enter: UNCOLLECTED.
44. **WINDOW MATERIAL:** Select the material of the window sash, not the applied storm windows. If the window is boarded and cannot be seen, enter: UNCOLLECTED.
45. **DOOR TYPES:** Style and configuration. Most doors may be described as "paneled" "glazed paneled," "slab," or "glazed slab." If the door is boarded and cannot be seen, enter: UNCOLLECTED.
46. **DOOR MATERIAL:** Select the material of the door. If the door is boarded and cannot be seen, enter: UNCOLLECTED.
47. **EXTERIOR FEATURES:** Indicate large defining features of the resource. Example: Large wrap-around porch, balconies, end chimneys, and window dormers.
48. **INTERIOR FEATURES:** Describe character defining features of the interior of the resource. Example: Wooden mantels over fireplaces; staircase; decorative woodwork; vaulted ceilings. If you have not seen the interior, leave this blank.
49. **DECORATIVE DETAILS:** Describe any special or unique decorations and trims that were historically on the resource and that are still present. If there are none, leave this blank.
50. **CONDITION OF RESOURCE:** Select from the following: 01 Excellent is perfectly maintained; 02 Good is very well maintained; 03 Fair is somewhat in need of maintenance; 04 Poor is badly in need of maintenance, 05 Ruins means most or all of the resource is destroyed or missing.

51. **DESCRIPTION OF RESOURCE:** Overall description of resource's historic appearance and alterations that have occurred since original construction. Include dates of alterations, if known.
52. **COMMENTS:** Include any general comments about the resource.
53. **PLACEMENT ON MAP:** Sketch map should be drawn legibly and large enough to be clear. It need not be to scale, but reference points must be present on generally available sources such as city or county maps. Clearly label (A) Nearby major and adjacent reference roads and streets, (B) property location in relation to reference points. If resource is located on city block, indicate location in reference to corner or other landmarks. Form is **incomplete** without a map. However, if survey maps indicating the address of each property will be submitted, you may enter: See survey map.
54. **LISTED ON NATIONAL REGISTER:** Select from YES, NO, or ELIGIBLE.
55. **NATIONAL REGISTER ENTRY:** If the resource has been previously listed on the National Register of Historic Places include the NR ID number which can be found at http://nr_shpo.okstate.edu/allsites.htm.
56. **CONTINUATION:** Continuation of any numbered item or information that may not be covered by numbered items.

G. County List

ADAIR
ALFALFA
ATOKA
BEAVER
BECKHAM
BLAINE
BRYAN
CADDO
CANADIAN
CARTER
CHEROKEE
CHOCTAW
CIMARRON
CLEVELAND
COAL
COMANCHE
COTTON
CRAIG
CREEK
CUSTER
DELAWARE
DEWEY
ELLIS
GARFIELD
GARVIN
GRADY
GRANT
GREER
HARMON
HARPER
HASKELL
HUGHES
JACKSON
JEFFERSON
JOHNSTON
KAY
KINGFISHER
KIOWA
LATIMER

LEFLORE
LINCOLN
LOGAN
LOVE
McCLAIN
McCURTAIN
McINTOSH
MAJOR
MARSHALL
MAYES
MURRAY
MUSKOGEE
NOBLE
NOWATA
OKFUSKEE
OKLAHOMA
OKMULGEE
OSAGE
OTTAWA
PAWNEE
PAYNE
PITTSBURG
PONTOTOC
POTTAWATOMIE
PUSHMATAHA
ROGER MILLS
ROGERS
SEMINOLE
SEQUOYAH
STEPHENS
TEXAS
TILLMAN
TULSA
WAGONER
WASHINGTON
WASHITA
WOODS
WOODWARD

H. Historic Preservation Resource Identification Terms

RESOURCE TYPES

DISTRICT
BUILDING
SITE
OBJECT
STRUCTURE

FUNCTION TYPES

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 (ARCHEOLOGY)
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 (SCULPTURE, CARVING, ROCK ART)

FUNCTION TYPES (CONTINUED)

AGRICULTURE/SUBSISTENCE

- PROCESSING
- STORAGE
- AGRICULTURAL FIELD
- ANIMAL FACILITY
- FISHING FACILITY OR SITE
- AGRICULTURAL OUTBUILDINGS
- HORTICULTURE FACILITY
- IRRIGATION FACILITY

INDUSTRY/PROCESSING EXTRACTION

- MANUFACTURING FACILITY
- EXTRACTIVE FACILITY
- WATER WORKS
- ENERGY FACILITY
- COMMUNICATION FACILITY
- PROCESSING SITE

HEALTH CARE

- HOSPITAL
- CLINIC
- SANITORIUM
- 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

AREA OF SIGNIFICANCE

AGRICULTURE
ARCHEOLOGY
 PREHISTORIC ARCHEOLOGY
 HISTORIC – ABORIGINAL
 HISTORIC – NON-ABORIGINAL
ARCHITECTURE
ART
COMMERCE
COMMUNICATIONS
COMMUNITY PLANNING AND DEVELOPMENT
CONSERVATION
ECONOMICS
EDUCATION
ENGINEERING
ENTERTAINMENT/RECREATION
ETHNIC HERITAGE
 ASIAN
 BLACK
 EUROPEAN
 HISPANIC
 NATIVE AMERICAN
 OTHER
EXPLORATION/SETTLEMENT
HEALTH/MEDICINE
INDUSTRY
INVENTION
LANDSCAPE ARCHITECTURE
LAW
LITERATURE
MARITIME HISTORY
MILITARY
PERFORMING ARTS
PHILOSOPHY
POLITICS/GOVERNMENT
RELIGION
SCIENCE
SOCIAL HISTORY
TRANSPORTATION
OTHER

ARCHITECTURAL STYLE

NO DISTINCTIVE STYLE

COLONIAL

EARLY REPUBLIC

FEDERAL

MID 19TH CENTURY

GREEK REVIVAL

GOTHIC REVIVAL

ITALIAN REVIVAL

EXOTIC REVIVAL

OCTAGON MODE

LATE VICTORIAN

GOTHIC

ITALIANATE

SECOND EMPIRE

STICK/EASTLAKE

QUEEN ANNE

SHINGLE STYLE

ROMANESQUE

RENAISSANCE

LATE 19TH AND EARLY 20TH CENTURY

REVIVALS

COLONIAL REVIVAL

CLASSICAL REVIVAL

TUDOR REVIVAL

LATE GOTHIC REVIVAL

MISSION/SPANISH COLONIAL REVIVAL

BEAUX ARTS

PUEBLO

SECOND RENAISSANCE REVIVAL

LATE 19TH AND EARLY 20TH CENTURY

AMERICAN MOVEMENTS

PRAIRIE SCHOOL

COMMERCIAL STYLE

CHICAGO

SKYSCRAPER

BUNGALOW/CRAFTSMAN

MODERN MOVEMENT

MODERNE

INTERNATIONAL STYLE

ART DECO

NATIONAL FOLK

SHOTGUN

FOLK VICTORIAN

MIXED (More Than Two Styles From Different Periods)

OTHER (PROVIDE NAME OF STYLE BELOW)

MINIMAL TRADITIONAL

RANCH

SPLIT-LEVEL

CONTEMPORARY

SHED

ORGANIC

A-FRAME

NEW FORMALISM

BRUTALISM

POST MODERN

MANSARD

STYLIZED RANCH

NEO-COLONIAL

MATERIAL TYPES

NONE LISTED
EARTH
WOOD
WEATHERBOARD
SHINGLE
LOG
PLYWOOD/PARTICLE BOARD
SHAKE
BRICK
STONE
GRANITE
SANDSTONE
LIMESTONE
MARBLE
SLATE
METAL
IRON
COPPER
BRONZE
TIN
ALUMINUM

STEEL
LEAD
NICKEL
CAST IRON
STUCCO
TERRA COTTA
ASPHALT
ASBESTOS
CONCRETE
ADOBE
CERAMIC TILE
GLASS
CLOTH/CANVAS
SYNTHETICS
FIBERGLASS
VINYL
RUBBER
PLASTIC
OTHER
INAPPLICABLE
UNCOLLECTED

CONDITION

EXCELLENT (PERFECTLY MAINTAINED)
GOOD (VERY WELL MAINTAINED)
FAIR (SOMEWHAT IN NEED OF MAINTENANCE)
POOR (BADLY IN NEED OF MAINTENANCE)
RUINS (MOST OR ALL OF RESOURCE IS DESTROYED OR MISSING)

I. Determining Date of Construction

Because resources are normally eligible for the National Register only if they are at least fifty (50) years old, it is extremely important to provide an accurate date of construction on the Historic Preservation Resource Identification Form. This date should be accurate within five (5) years of the actual date of construction.

There are a number of fairly quick methods to estimate the date:

Sanborn Fire Insurance Maps. The Sanborn Fire Insurance Company mapped most incorporated towns in Oklahoma periodically between 1890 and the 1940s. Within the mapped area (which may not include the entire town), a plan view of each building was drawn. It is possible to interpolate the date of construction between the map on which the building first appears and the previous map (if that map showed a vacant lot or a different building). The Sanborn maps are available at the Western History Collections, University of Oklahoma, or through the Oklahoma City Metro Library System. Photocopies of the entire map series for a given community may be purchased.

City Directories. Beginning about 1920, the city directories for many of the larger communities in Oklahoma included a “criss-cross directory” which listed owners in the order of the street address. One can generally interpolate the date of construction between the year of the directory in which a building is first listed and the previous directory. City directories are often available at local libraries or historical societies.

Plat Maps. If all the buildings within a platted addition appear to be approximately the same age, one can often assume that the buildings were constructed within 5 years of the date of the plat. Make sure that the addition was not re-platted at a later date. Plat maps are available at county courthouses.

Tax Assessor Records. This method should be used with caution, since the tax assessor records for older properties are often inaccurate.

J. COMMON ARCHITECTURAL STYLES



Features of the Classical Revival Style

- Full height porch
- Classical columns with Ionic or Corinthian capitals
- Façades with symmetrically balanced windows and central door



Features of the Colonial Revival Style

- Accentuated front door with decorative pediment
- Pilasters/columns supporting entry porch
- Entry doors with fanlights or sidelights
- Symmetrically balanced windows with central door
- Adjacent double hung windows with multi-pane glazing



Features of the Craftsman Style

- Low-pitched, gabled roof
- Exposed roof rafters
- Full- or partial-width porches with tapered columns or piers
- Commonly one or one and one-half stories high

COMMON ARCHITECTURAL STYLES

(Continued)



Features of the Mission Spanish Colonial Revival Style

- Mission-shaped dormer or roof parapet
- Red tile roof covering
- Wall surfaces typically stucco
- Façade typically asymmetrical
- Prominent arches placed on porch, door and/or windows



Features of the Prairie School Style

- Low-pitched roof, usually hipped
- Two stories with one-story wing porches and porte cocheres
- Details emphasize the horizontal lines
- Massive, square porch supports



Features of the Queen Anne Style

- Steeply pitched roof of irregular shape
- Patterned shingles, cutaway bay windows and other devices used to avoid a smooth-walled appearance
- Asymmetrical façade with a partial- or full-width porch which is usually one story high and extends along one or both side walls.



COMMON ARCHITECTURAL STYLES

(Continued)



Features of the Tudor Style

- Steeply pitched roof, usually side-gabled
- Façade is dominated by one or more front-facing gables
- Tall, narrow, multi-pane windows
- Massive chimneys
- Decorative half-timbering present on roughly one-third of examples

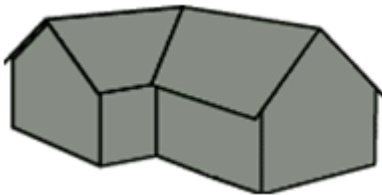
K. ROOF TYPES



FRONT GABLE

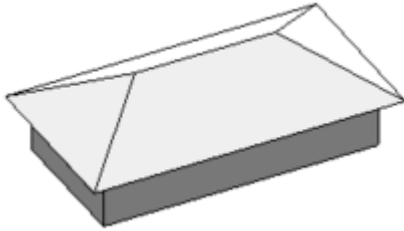


SIDE GABLE

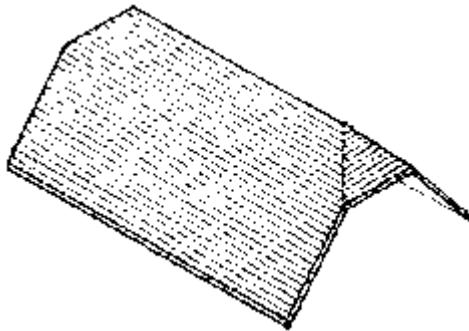


CROSS GABLE

ROOF TYPES
(Continued)

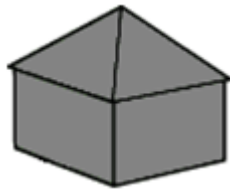


HIPPED

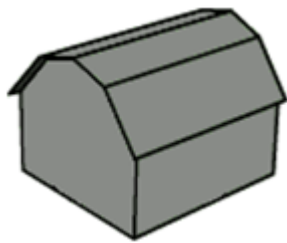


HIPPED GABLE

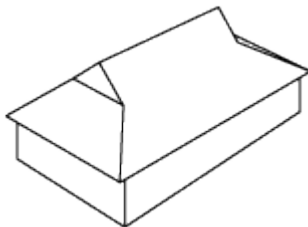
ROOF TYPES
(Continued)



PYRAMID

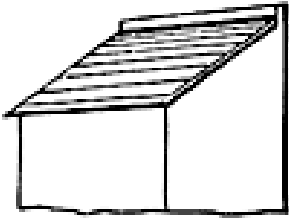


GAMBREL

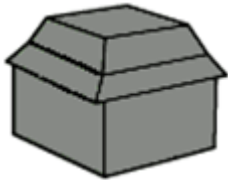


HIP WITH GABLET

ROOF TYPES
(Continued)



SHED

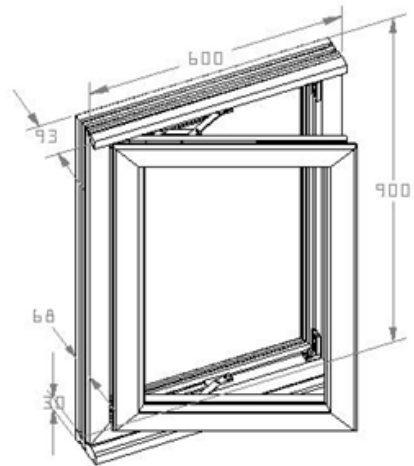


MANSARD



FLAT

L. WINDOW TYPES



CASEMENT



FIXED

WINDOW TYPES

(Continued)



SLIDE



AWNING

WINDOW TYPES

(Continued)



HOPPER



HUNG

M. Bibliography

Blumenson, John J.G. Identifying American Architecture. 2nd ed. Nashville: American Association for State and Local History, 1981.

NOTE: This is one of the best sources for general commercial and residential buildings.

Harris, Cyril, ed. Historic Architecture Sourcebook. New York: McGraw-Hill Book Company, 1977.

McAlester, Virginia Savage, A Field Guide to American Houses. New York: Alfred A. Knopf, 2013.

NOTE: This is the number one recommended reference text for completion of identification forms for residential buildings.

McKee, Harley J. Recording Historic Buildings. Washington, D.C.: U.S. Government Printing Office, 1970.

National Park Service. Preservation Briefs #17: Architectural Character: Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving Their Character.

National Park Service. National Register Bulletin #24: Guidelines for Local Surveys: A Basis for Preservation Planning.

Phillips, Steven J. Old-House Dictionary: An Illustrated Guide to American Domestic Architecture, 1600 to 1940. Lakewood, Colo.: American Source Books, 1989.

NOTE: This is the best dictionary for domestic architecture.

Poppeliers, John, S.A. Chambers and N.B. Schwartz. What Style Is It? Washington, D.C.: National Trust, 1977.

Rifkind, Carole. A Field Guide to American Architecture. New York: New American Library, 1980.

Whiffen, Marcus. American Architecture Since 1780: A Guide to the Styles. Cambridge: MIT Press, 1969.

Whiffen, Marcus and Frederick Koeper. American Architecture 1607-1976. Routledge & Kegan Paul Ltd., London, 1981: MIT Press, Cambridge, MA, 1981.

V. Determining Effects

A. Overview of the Process

If properties listed on or eligible for the NRHP are located within a federal undertaking's APE, the agency must continue consultation with the SHPO in accordance with 36 CFR Part 800 to determine whether or not the project will affect the historic property (or properties) and whether an effect is adverse. The SHPO has thirty (30) days from the receipt of adequate project documentation to comment on the agency's finding of effect. The better the project information submitted to the SHPO, the quicker the SHPO can complete its review.

It is understood that fully developed architectural plans and specifications will not be available for every project; however, a project must be sufficiently detailed in the submission to allow SHPO staff to understand exactly what work will be performed and how. See Guidance for Descriptions of Work in this manual for the kinds of project documentation that the SHPO will need to complete its review. When rehabilitation of a historic building constitutes the undertaking, the SHPO uses the Secretary of the Interior's *Standards for Rehabilitation* and *Guidelines for Rehabilitating Historic Buildings* as the basis for its review.

Archeological sites may exist within an APE. The SHPO and OAS follow the ACHP's "Preserving America's Heritage: Section 106 Archeology Guidance" during consultation on federal undertakings that involve ground disturbance.

When the agency determines there is potential for an adverse effect to historic properties, it may consult further with the SHPO and others to eliminate the adverse effect. However, elimination of the adverse effect may not be feasible. If not, the agency notifies the ACHP and invites their participation in the consultation. ACHP will only enter a consultation if the situation meets their criteria outlined in 36 CFR Part 800. The ACHP does not enter consultation in the majority of cases and notifies the agency about whether or not it will participate.

Regardless of ACHP's participation, the agency will continue the consultation process to develop a Memorandum of Agreement (MOA) to describe how the adverse effects will be minimized or mitigated. If the ACHP declines to participate, the federal agency and the SHPO, with any other consulting parties that may be involved, will execute the MOA. The agency files a copy of the MOA with the ACHP and proceeds with the undertaking.

B. Guidance for Descriptions of Work

For the SHPO to accurately assess the effect of a project on a historic resource in a timely manner, a complete description of the proposed work is required. This documentation may consist of some or all of the following information (depending on the complexity of the project): architectural plans, elevations, sections, details, photographs, written specifications, and historic structure reports. For some projects only written specifications (sometimes informally done as work "write-ups") are provided. In conjunction with the completed Historic Preservation Resource Identification Form and survey photographs, a written specification may be sufficient. The minimum documentation necessary to describe a project varies with the historic resource in question and with the scope of

work for the proposed undertaking. However, all construction documentation should clearly describe the complete project in detail.

The following items are provided to facilitate the applicant's documentation of the proposed work and the assessment of effects on the historic property. These are the standards for all work proposals, detailed work plans, work write-ups, and construction documents submitted to the SHPO for comment.

1. ARCHITECTURAL PLAN, ELEVATION, AND SECTION REQUIREMENTS:

Drawings must be to scale, legible, and large enough to allow the accurate rendering of the thickness of walls. New construction elements, historic construction elements, and existing but not historic construction elements should be drafted on one plan, but separate plans may be substituted if demolition and new work descriptions are extensive or complicated.

2. ARCHITECTURAL DETAIL REQUIREMENTS:

Details must be to scale and legible, and they must depict the relationship of the new construction to the pertinent components of the historic construction. Dimensions must be included as well as descriptions of both new and historic materials' finish, color, and other information appropriate to a detail drawing (such as the exact location of the detail within the project).

3. PHOTOGRAPH REQUIREMENTS FOR DESCRIPTION OF WORK:

Undertakings which propose to remove and replace a historic component (such as a window) with new work, or which propose to overlay a historic construction with a non-historic one (such as the installation of new wood siding over historic wood siding), shall provide sufficient photographic documentation to depict, in clear detail, the particular construction problems to be remedied by the undertaking.

4. CONTRACT SPECIFICATION REQUIREMENTS:

The conditions to the contract should describe the general scope of work as subject to historic preservation considerations and the Secretary of the Interior's *Standards for Rehabilitation* and *Guidelines for Rehabilitating Historic Buildings*. Each specification division, or set of work items, should specify the acceptable qualities of job materials. Also, the exact methods of execution should be addressed for each work item.

VI. Regulations, Standards, and Guidance Cited

A. Advisory Council on Historic Preservation:

1. *Section 106 Applicant Toolkit*

<http://www.achp.gov/apptoolkit.html>

2. 36 CFR Part 800 (Revised December 12, 2000, Amended August 5, 2004)

<http://www.okhistory.org/shpo/36CFRPart800.pdf>

3. Model Two-Party Memorandum of Agreement (MOA)

<http://www.okhistory.org/shpo/106/ModelMOA.doc>

4. *Preserving America's Heritage: Section 106 Archeology Guidance*

<http://www.achp.gov/archguide>

B. National Park Service:

1. *The Secretary of the Interior's Standards for Rehabilitation*

<http://www.nps.gov/tps/standards/rehabilitation/rehab/stand.htm>

2. *The Secretary of the Interior's Guidelines for Rehabilitating Historic Buildings*

<http://www.nps.gov/tps/standards/rehabilitation/rehab/guide.htm>

3. *Illustrated Guidelines on Sustainability for Rehabilitating Historic Buildings*

<http://www.nps.gov/tps/standards/rehabilitation/guidelines/index.htm>