



Manual for Completing Survey Forms

Site Identification Section

Statewide Survey & Inventory Program

Revised October, 2023



TEAM
KENTUCKY

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Cover Photo: Civil War Colored Soldiers Monument (FRF 50) located in Greenhill Cemetery (unassessed), Frankfort.

Introduction

The survey forms of the Kentucky Heritage Council/State Historic Preservation Office (KHC/SHPO) are designed with the purpose to document and capture specific information about above-ground structures, design features, group resources, linear resources, and cemeteries. Our agency uses three types of survey forms to address the specific and unique needs of different types of above-ground resources. The most often used survey form is the “Kentucky Historic Properties Survey Form 2017-1” but specialty survey forms are also used for historic districts, and Certified Local Government and Main Street projects.

The survey forms are in Word Doc format. The form is divided into numbered boxes. Many fields are fillable to provide appropriate responses while other fields contain dropdown menus and check boxes.

The survey forms cannot and should not be altered. Altered survey forms will be rejected and may cause delays in fulfilling requests and reviews.

This document will be updated and revised periodically to conform to changing circumstances and new obstacles that may arise and pose challenges in the field and to SHPO operations.

Please do not hesitate to reach out to Data Coordinator, Karen Stevens, at khc-sitedata@ky.gov or Site Identification Program Administrator, Nicole Roth, at nicole.roth@ky.gov.



Pikeville, Kentucky

Background Research: Site Checks and the E-Library

Background research typically consists of two components:

1. **Site Checks** are part of the process of identifying extant historic resources and previously surveyed and unsurveyed resources in a project area. Link to our current online GIS system is below:

<https://kyshpo.maps.arcgis.com/apps/webappviewer/index.html?id=9fd5d39240154199973b3bc723440a65>

2. Documents Search

consists of analyzing survey forms of previously surveyed properties from a site check and previously written Cultural-Historic Reports where properties may have been assessed from past projects. These reports are typically generated by cultural resource management (CRM) firms as part of Section 106 regulatory requirements.

When combined, the site checks and documents search offers useful

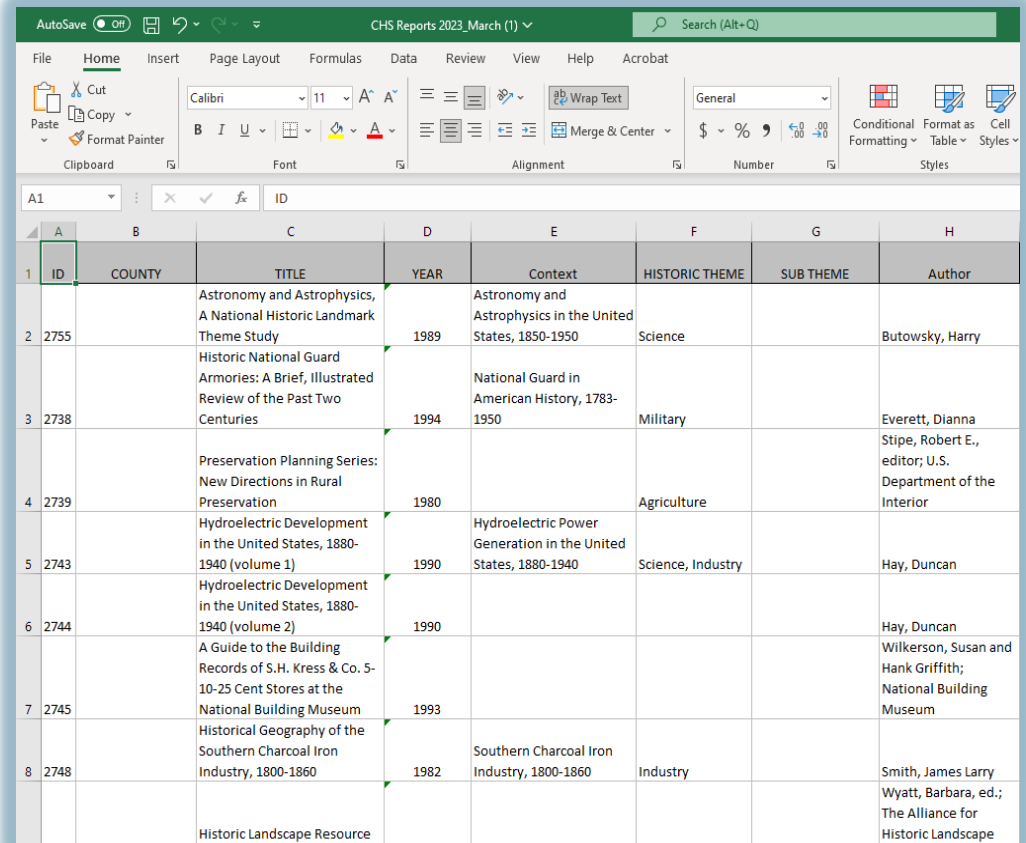
information in knowing what is there, what needs to be assessed, what has been previously written and where to survey. KHC keeps a catalog of reports that can be downloaded at:

https://heritage.ky.gov/layouts/download.aspx?SourceUrl=https://heritage.ky.gov/compliance/Documents/CHS%20Reports%202023_March.xlsx

Through the online document storage/sharing platform Box, the Kentucky Heritage Council's E-Library is available to the public through either a subscription service or for free by scheduling an appointment at the KHC's on-site kiosk. Make an appointment by clicking the link,

<https://outlook.office365.com/owa/calendar/ELibrary@KYMSOffice.onmicrosoft.com/bookings/>

The E-Library subscription is offered at three tier levels and can be obtained by visiting this link, <https://secure.kentucky.gov/formservices/KHC/SubscriptionPortal>



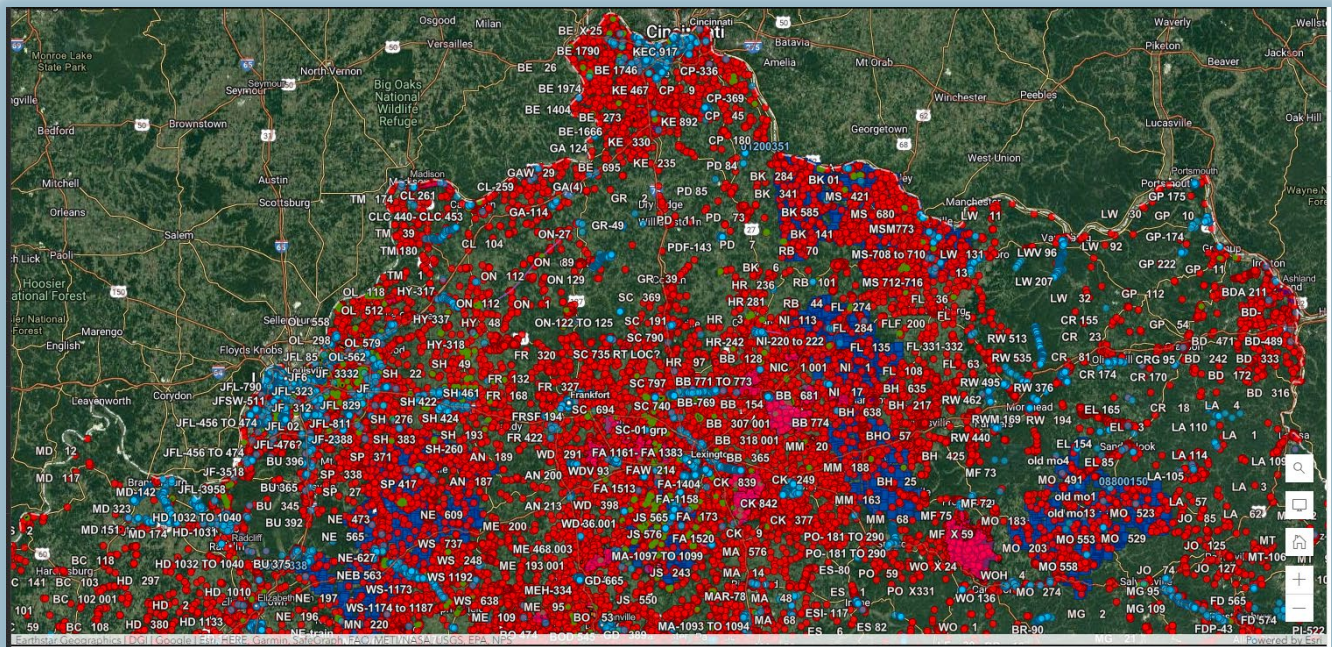
ID	COUNTY	TITLE	YEAR	Context	HISTORIC THEME	SUB THEME	Author
2755		Astronomy and Astrophysics, A National Historic Landmark Theme Study	1989	Astronomy and Astrophysics in the United States, 1850-1950	Science		Butowsky, Harry
2738		Historic National Guard Armories: A Brief, Illustrated Review of the Past Two Centuries	1994	National Guard in American History, 1783-1950	Military		Everett, Dianna
2739		Preservation Planning Series: New Directions in Rural Preservation	1980		Agriculture		Stipe, Robert E., editor; U.S. Department of the Interior
2743		Hydroelectric Development in the United States, 1880-1940 (volume 1)	1990	Hydroelectric Power Generation in the United States, 1880-1940	Science, Industry		Hay, Duncan
2744		Hydroelectric Development in the United States, 1880-1940 (volume 2)	1990				Hay, Duncan
2745		A Guide to the Building Records of S.H. Kress & Co. 5-10-25 Cent Stores at the National Building Museum	1993				Wilkerson, Susan and Hank Griffith; National Building Museum
2748		Historical Geography of the Southern Charcoal Iron Industry, 1800-1860	1982	Southern Charcoal Iron Industry, 1800-1860	Industry		Smith, James Larry
		Historic Landscape Resource					Wyatt, Barbara, ed.; The Alliance for Historic Landscape

Background Research & E-Library Information

Survey Forms

Survey forms are the backbone of the Heritage Council's survey/inventory program. They provide a general profile of any property that is assessed for historic significance. Survey forms are completed by professionals and non-professionals. They may be done as part of regulatory compliance or the preservation activist who wishes to see a resource documented.

KHC's GIS map indicating resources that have been surveyed.



Context Library

The Heritage Council also houses a modest and useful collection of maps, books, magazines, pamphlets and other publications. These items are not digitized and are available for viewing upon appointment. Some of these items have been catalogued with CRM reports discussed on page 2.



Procedure for Requesting KHC Resource Numbers for Unsurveyed Sites

As early as possible in your planning process, submit the KHC Survey Number Request Package to the khc-sitedata@ky.gov.

The KHC Survey Number Request Package should contain:

The **KHC Survey Number Request Form** should be completed in its entirety and can be downloaded from <https://heritage.ky.gov/historic-places/resources-survey/Pages/overview.aspx>. Locations without a clear address shall not be left blank but should contain latitude and longitude. The form should only contain resources that do not have a survey number. Do not include previously surveyed resources.

[illegible]

A site map in the form of a **KMZ or shape file** is required for projects with more than five locations. (Non-professionals are welcome to contact the survey coordinator for assistance). Resources should be clearly marked and labelled by their appropriate Field Site Number. The pin should be placed on the structure designated as the primary resource.

Note in your submission email if the project is within the **incorporated boundaries** of a town or city.

The **name(s) of the topographic maps** in your project area.

*Projects that overlap counties should complete a request form for each county.

*Supporting resources should not be included on this form. Listing resources that do not need survey numbers will delay in the fulfillment of survey number requests.

Failure to follow these instructions and to provide accurate information will result in the submission being sent back for clarification and may delay the fulfillment of your request. Please ensure the locations, addresses and coordinates are accurate and that the primary resource is clearly indicated.

Following Submission of Survey Number Request

We will review your request and may follow up with requests for additional information.

The Survey Coordinator will respond as soon as possible with either an additional information request or fulfillment of KHC inventory number request. Typically, there is a same-day to 24-hour turn around but this may vary depending on work-load and the size of the survey number request.

At the close of the project, any **unused survey numbers** should be returned to the Data Coordinator/Survey Coordinator by emailing the Data Coordinator at khc-sitedata@ky.gov and copying the Survey Coordinator with a list of those unused survey numbers.

**All survey forms are subject to review for quality and accuracy and may be returned for requests for revisions.*

Previously Recorded Resources

New survey numbers shall not be used to document a previously surveyed resource.


Resources shall be resurveyed:

...if it has been at least five years since the resource's last assessment.

...if it has been less than five years and if changes have been made to the resource since its last survey.

...if it has been less than five years and if new information has become available that may strengthen the eligibility argument.

Current photos are required for all survey forms.

KENTUCKY HISTORIC PROPERTIES SURVEY FORM 2017-1	SHPO EVALUATION	COUNTY: Washington RESOURCE NUMBER: WS 887 EVALUATION: S / Ineligible CONDITION: G / Good - In good state of repair
1. NAME OF RESOURCE: House How Determined: 10 / Type of building (house, barn, etc.)	16. DIMENSIONS: Height: C / 2 story Acreage:	17. ARCHITECTURAL FORM/SHAPE: B / Asymmetrical/Irregular (many corners)
2. ADDRESS/LOCATION: 25 River Bend Lane, Springfield, KY 40069 OWNER CONTACT (if known): Jonathon L. Warner & Kaitlin J. Gribbins	18. ARCHITECTURAL TYPE (choose from applicable list(s)): Type: Choose One Other: U / Undetermined/not applicable	19. ARCHITECTURAL STYLE (choose from applicable list(s)): Style: Other: U / Undetermined/not applicable
3. GEOGRAPHIC DATA: Quad: Springfield, KY Date: 1965 Lat: 37.738402 Long: -85.186366	20. FOUNDATION WALLS: Type: 2 / Continuous Material: S / Stone	21. ROOFING Configuration: D / Cross gable Roof Covering: 7 / Standing seam metal
4. FIELD RECORDER/AFFILIATION: Rebecca H. Turner, MHP/AECOM	22. ARCHITECT/BUILDER (if known):	23. WINDOWS: <input type="checkbox"/> Original <input checked="" type="checkbox"/> Replacement Current Material: V / Vinyl Sash Operation: D / Double or Single Hung Glazing Pattern: S / Single Light
5. DATE RECORDED: November 2022	24. NUMBER OF SUPPORT RESOURCES: A / 1-5 (If yes, complete #27 and #28 below)	25. COMMENTS/HISTORICAL INFORMATION (Complete on Continuation Sheet)
6. SPONSOR/INITIATION: 3 / Environmental review Sponsor Name: FHWA	26. PHOTO (Place Additional Photos below under #26 cont'd)	
7. PREVIOUSLY RECORDED: 2 / KY Survey		
8. REPORT/NR REFERENCE: Phase I Cultural Historic Resources Report for the KY 555 Improvement Project, KYTC Item No. 4-164.1		
9. ORIGINAL PRIMARY FUNCTION: 01A: Single dwelling		
10. CURRENT PRIMARY FUNCTION: 01A: Single dwelling		
11. ORIGINAL CONSTRUCTION DATE: Estimated: 5 / 1875-1899 Documented:		
12. MAJOR ADDITIONS/MODIFICATION (specify): 0 / Undetermined		
13. MODIFICATION ASSESSMENT: 3 / Major unsympathetic alteration		
14. CONSTRUCTION METHOD AND MATERIAL: Original/Primary (if known): W3 / Frame construction, type unknown Subsequent/Secondary (if known): Other:		
15. EXTERIOR WALL CLADDING: Original (if known): Current: Y / Vinyl siding		

SHPO Review Date _____ SHPO Data Entry Date _____

Documenting Primary and Secondary Resources

Primary Resources

The KHC number shall be assigned to the primary resource.

The primary resource is the dominant structure of greatest historic age on a parcel.

A historic district is a primary resource where the group form may be used in coordination with the KHC agency contact, Data and Survey Coordinators. *See instructions on Group Forms on page 18.*

If multiple survey numbers have in error, in prior years been assigned to a previously surveyed resource, the lowest survey number should be designated as the assigned number. If this should happen, the consultant shall notify their KHC agency contact and the Data and Survey Coordinators.

*KHC Number Assignment for Parcels with Multiple Houses under One Address

Resource of the most historic age shall be designated the **primary resource**.

For resources where the age cannot be determined, all resources shall be assigned individual survey numbers. The group survey form may be used.

Supporting Resources

Supporting resources share a parcel with the primary resource and are usually composed of outbuildings, wells, fences, etc. These structures should be documented **regardless of their age**.

Examples include modern sheds, retaining walls, landscape features, swimming pools, garages, fruit cellars, chicken coops, etc.



Supporting Resources

Shall be assigned the KHC sub-number with an alphabetical or numeric suffix (ex. FR-112A; FR-112B, FR-112C...) (ex. FR-112.001, FR-112.002...).

SITE PLAN KEY	NAME OF RESOURCE	FUNCTION	CONSTRUCTION DATE	METHOD/MATERIAL
JF-482A	Office Building	02A: Business	1: 1975-2000	W3 / Frame, type unknown
JF-482B	Garage (converted cottage)	01C: Non-farm Res. outbuilding/dependency (garage, workshop, etc.)	1: 1975-2000	P1 / Concrete Block
JF-482C	Cottage	01A: Single dwelling	5: 1875-1899	W3 / Frame, type unknown
JF-482D	J. T. Ruby House	01A: Single dwelling	5: 1875-1899	W3 / Frame, type unknown
JF-482E	Gazebo	01I: Non-farm residential structure/object (swimming pool, fish pond etc.)	1: 1975-2000	W3 / Frame, type unknown

The sub-number of previously recorded secondary resources should use the previously assigned sub-numbers.

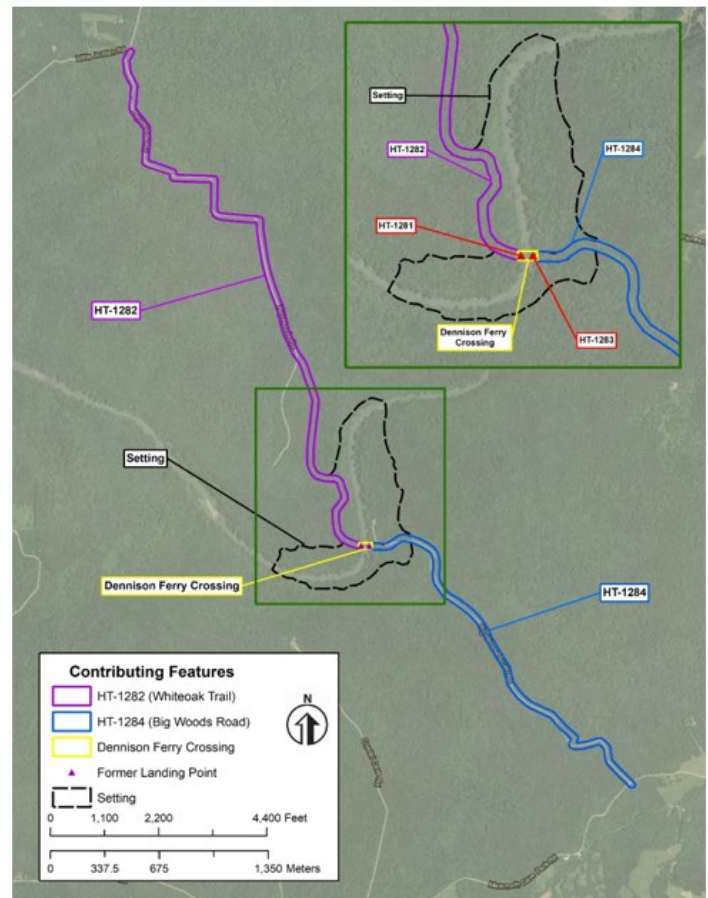
Documenting Linear Resources

A few examples of linear resources are roads, canals, railroads or routes associated with a historical event. The site plan should indicate the boundaries of the resource, the length and width. The description of linear resources should include its terminal points (lat/long) and approximate length and width of its area with justification. The description should address its historic use, period of significance and association, its current use and condition as well as a description of the setting and any extant historic materials. Feel free to consult with the Survey Coordinator when documenting linear resources.

COUNTY: Hart
RESOURCE NUMBER: HT-02

KENTUCKY HISTORIC PROPERTIES SURVEY
CONTINUATION SHEET (2017-2)
PAGE 3

24. SITE PLAN [Scan or attach copy of map showing exact location of resources]:




Evaluation

Eligibility

An eligibility recommendation should be made in consideration of National Register Criteria using the drop-down menu in the upper right-hand corner of the survey form.

A comment on significance and integrity shall be made in the "Historic Comments" Section (Section #25 of Survey Form). Please see page 13 below.

KENTUCKY HISTORIC PROPERTIES SURVEY FORM 2017-1		SHPO EVALUATION	COUNTY: Washington RESOURCE NUMBER: WS 887 EVALUATION: S / Ineligible CONDITION: G / Good - In good state of repair
1. NAME OF RESOURCE: House How Determined: 10 / Type of building (house, barn, etc.)	16. DIMENSIONS: Height: C / 2 story Acreage:		
2. ADDRESS/LOCATION: 25 River Bend Lane, Springfield, KY 40069	17. ARCHITECTURAL FORM/SHAPE: B / Asymmetrical/Irregular (many corners)		
OWNER CONTACT (if known): Jonathon L. Warner & Kaitlin J. Gribbins	18. ARCHITECTURAL TYPE (choose from applicable list(s)): Type: Choose One Other: U / Undetermined/not applicable		
3. GEOGRAPHIC DATA: Quad: Springfield, KY Date: 1965 Lat: 37.738402 Long: -85.186366	19. ARCHITECTURAL STYLE (choose from applicable list(s)): Style: Other: U / Undetermined/not applicable		
4. FIELD RECORDER/AFFILIATION: Rebecca H. Turner, MHP/AECOM	20. FOUNDATION WALLS: Type: 2 / Continuous Material: S / Stone		
5. DATE RECORDED: November 2022	21. ROOFING: Configuration: D / Cross gable Roof Covering: 7 / Standing seam metal		
6. SPONSOR/INITIATION: 3 / Environmental review Sponsor Name: FHWA	22. ARCHITECT/BUILDER (if known):		
7. PREVIOUSLY RECORDED: 2 / KY Survey	23. WINDOWS: <input type="checkbox"/> Original <input checked="" type="checkbox"/> Replacement Current Material: V / Vinyl Sash Operation: D / Double or Single Hung Glazing Pattern: S / Single Light		
8. REPORT/NR REFERENCE: Phase I Cultural Historic Resources Report for the KY 555 Improvement Project, KYTC Item No. 4-164.1	24. NUMBER OF SUPPORT RESOURCES: A / 1-5 (If yes, complete #27 and #28 below)		
9. ORIGINAL PRIMARY FUNCTION: 01A: Single dwelling	25. COMMENTS/HISTORICAL INFORMATION (Complete on Continuation Sheet)		
10. CURRENT PRIMARY FUNCTION: 01A: Single dwelling	26. PHOTO (Place Additional Photos below under 26 cont'd)		
11. ORIGINAL CONSTRUCTION DATE: Estimated: 5 / 1875-1899 Documented:			
12. MAJOR ADDITIONS/MODIFICATION (specify): 0 / Undetermined			
13. MODIFICATION ASSESSMENT: 3 / Major unsympathetic alteration			
14. CONSTRUCTION METHOD AND MATERIAL: Original/Primary (if known): W3 / Frame construction, type unknown Subsequent/Secondary (if known): Other:			
15. EXTERIOR WALL CLADDING: Original (if known): Current: Y / Vinyl siding			
SHPO Review Date _____		SHPO Data Entry Date _____	

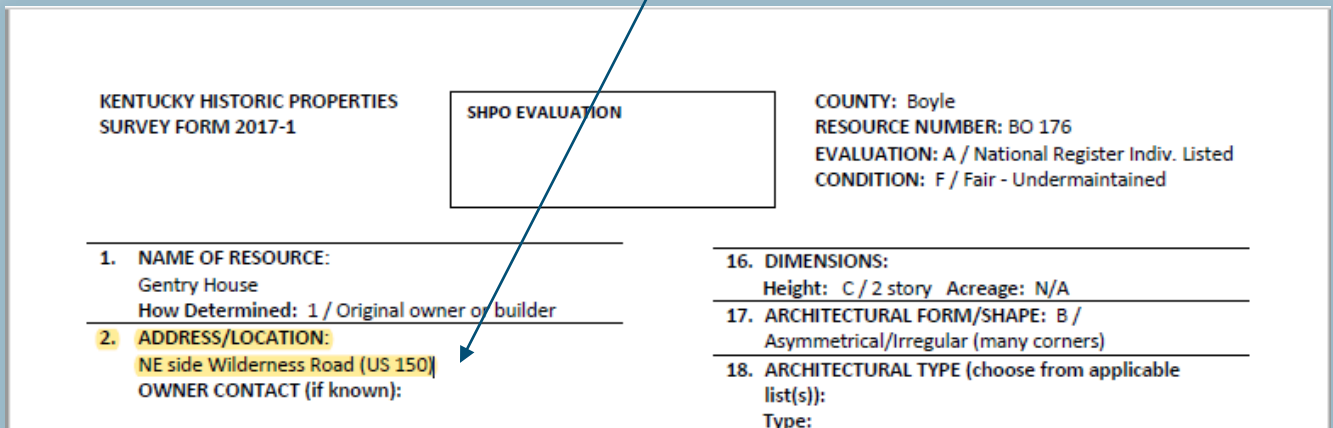
Survey Form-Main Body

The main body of the survey form contains general information about the resource. All fields should be filled out in their entirety using typed responses or the drop-down menus as applicable. The guidance contained herein will not address each portion of the survey form but will touch on areas of survey that may be unclear. Always feel free to reach out to the Survey Coordinator for guidance.

Box #2: Address Location

For resources with conflicting Address Information and Rural Locations a geographic description shall be provided in the following format:

Name of the road capturing the route number and indicating if it is a federal, state or county road and cardinal direction of the primary resource from road.



KENTUCKY HISTORIC PROPERTIES SURVEY FORM 2017-1		SHPO EVALUATION	COUNTY: Boyle RESOURCE NUMBER: BO 176 EVALUATION: A / National Register Indiv. Listed CONDITION: F / Fair - Undermaintained
1. NAME OF RESOURCE: Gentry House How Determined: 1 / Original owner or builder			
2. ADDRESS/LOCATION: NE side Wilderness Road (US 150) OWNER CONTACT (if known):		16. DIMENSIONS: Height: C / 2 story Acreage: N/A	
		17. ARCHITECTURAL FORM/SHAPE: B / Asymmetrical/Irregular (many corners)	
		18. ARCHITECTURAL TYPE (choose from applicable list(s)): Type:	

Box #3: Geographic Data

Record the USGS quadrangle name and the date of its publication. USGS topo maps and map information can be found and downloaded for free at: <https://store.usgs.gov/map-locator> The USGS store website is searchable by address or by topographic map name.

Latitude and longitude coordinates may be obtained from Google Earth, ArcGIS, or a similar free online mapping program.

The coordinates are required to be provided as decimal coordinates in WGS/NAD datum.

Each point shall be in decimal degrees extending to at least six decimal points (*e.g, Lat: 38.198880, Long: -84.874038*).

KENTUCKY HISTORIC PROPERTIES SURVEY FORM 2017-1		SHPO EVALUATION	COUNTY: Washington RESOURCE NUMBER: WS 887 EVALUATION: S / Ineligible CONDITION: G / Good - In good state of repair
1. NAME OF RESOURCE: House How Determined: 10 / Type of building (house, barn, etc.)			
2. ADDRESS/LOCATION: 25 River Bend Lane, Springfield, KY 40069 OWNER CONTACT (if known): Jonathon L. Warner & Kaitlin J. Gribbins			
3. GEOGRAPHIC DATA: Quad: Springfield, KY Date: 1965 Lat: 37.738402 Long: -85.186366			
16. DIMENSIONS: Height: C / 2 story Acreage:			
17. ARCHITECTURAL FORM/SHAPE: B / Asymmetrical/Irregular (many corners)			
18. ARCHITECTURAL TYPE (choose from applicable list(s)): Type: Choose One Other: U / Undetermined/not applicable			
19. ARCHITECTURAL STYLE (choose from applicable list(s)): Style: Other: U / Undetermined/not applicable			
20. FOUNDATION WALLS:			

Box #8. REPORT REFERENCE/NR REFERENCE For any project which results in a cultural historic survey report or a National Register of Historic Places (NRHP) nomination, enter the report title or name of nomination here. If neither applies and the survey form is a personal undertaking, you may list it as “Personal Project” within the drop-down menu.

Box #12: Major Additions/Modifications

Major additions are defined as alterations to the building’s massing, size, scale, and architectural features that may impact the historic integrity of the property and its environment.

These additions may be within or outside the property’s proposed period of significance.

Major modifications are the introduction of non-historic materials to a significant portion of the property

Boxes #17, #18 & #19 Architectural Form, Type and Style

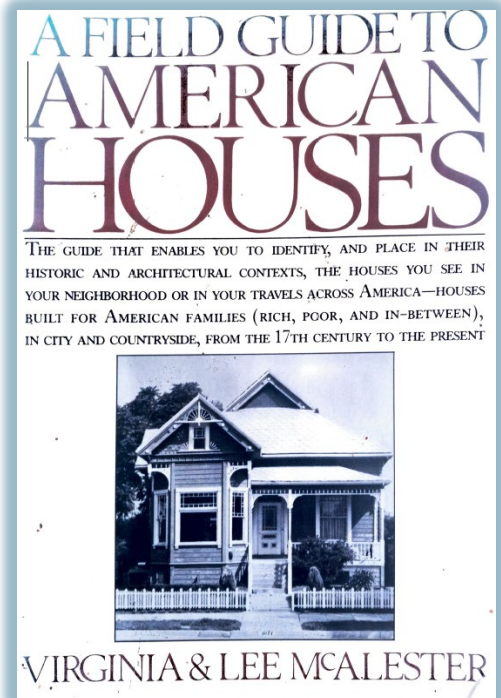
KENTUCKY HISTORIC PROPERTIES SURVEY FORM 2017-1		SHPO EVALUATION	COUNTY: Owen RESOURCE NUMBER: ON 138 EVALUATION: S / Ineligible CONDITION: G / Good - In good state of repair
1. NAME OF RESOURCE: House How Determined: 10 / Type of building (house, barn, etc.)		16. DIMENSIONS: Height: B / 1.5 story Acreage: 86.72	
2. ADDRESS/LOCATION: 3235 KY 22 E Owenton, Kentucky 40359 OWNER CONTACT (if known): Ricky Jacobs 2605 KY 22 E, Owenton, Kentucky 40359		17. ARCHITECTURAL FORM/SHAPE: A / Square or rectangular	
3. GEOGRAPHIC DATA: Quad: Owenton, KY Date: 1950 (PR 1987)		18. ARCHITECTURAL TYPE (choose from applicable list(s)): Type: Q / Bungalow Other:	
		19. ARCHITECTURAL STYLE (choose from applicable list(s)): Style: 00 / No discernable style Other:	

Architectural “Form/Shape”, “Type” and “Style”: What’s the Difference? (As they pertain to the Kentucky Survey Form)

Form/Shape: Is determined by viewing the house from directly above. Viewing from above can also indicate the plan type (see McAlester for more details on *form/shape* and *plans*).

Type: Often refers to the floorplan. While the type can sometimes be identified by viewing the exterior coupled with the form/shape (I-Houses, Hall & Parlor, etc.), the *type* can sometimes be obscured by non-sympathetic additions causing challenges and may require an interior assessment.

Style: Refers to the influence of shapes, materials and fashionable detailing (columns, arches, bracketing, quoins, dentils, etc.) on a structure. Knowledge of periods of popularity for architectural styles can often be used to estimate a construction date.



Box #22: Architect/Builder

If the architect/builder is unknown, the space shall not be left blank. "Unknown" should be entered.

Box #25: Comments/Historical Information shall include the following:

Feel free to include as much description of the setting as necessary but a brief description can usually be accomplished in a sentence or two.

A physical description of the primary resource capturing the building material from the foundation to the roof; features such as porches, railings, cladding, fenestration, artistic detailing, chimneys etc. When assessing, it may be easier to partition the structure into "sections" ie. Bottom-Middle-Top. If a visual can't be obtained of an elevation, please note this with justification ie. "private property-restricted", etc.

A detailed physical description of supporting resources should also be included.

Please document any known history of the property even if it is being recommended ineligible.

Significance and Integrity Statements

- A *significance* and *integrity* statement should be included for the primary resource supporting the eligibility or ineligibility recommendation.
- For properties being recommended eligible, a period of significance should be included with justification.
- For properties being recommended eligible, the contribution status of supporting resources should be included. They should be noted as "Contributing", "Non-contributing" or "Insufficient Information".
- References to the lead/sponsoring agency/firm and the project should be omitted from this section.

Photographs



Box #26: Featured Photograph

Featured photographs appear on the first page of the survey form. It serves as an identification photo and offers future researchers an authentic representation of how the resource appeared at the time of the survey. Images from previous surveys, Google Street View, Google Earth or similar resources will not be accepted.

The featured photo, taking field-conditions into consideration, should be taken from a three-quarters angle, be a tight and well-lit visual that captures the resource's façade and building material.

The visual shall be free of obstruction from shadow and vegetation.

For resources with unavoidable physical obstructions, a visual that captures

as much of the façade as possible should be taken.

Photographs taken from additional angles can be included with supplemental photographs.



Awareness should be taken to respect boundaries of private property. When access can't be obtained, photographs should be taken from the public right-of-way.

In the event a visual of the resource cannot be obtained, your KHC agency contact and/or Survey Coordinator should be notified.

Supplemental Photographs

Should give an honest depiction of a surveyed property's historic integrity, capturing historic and non-historic features. At least two photos of the primary resource from different angles and at least one photo of each supporting resource should be included in the survey form.

Photos should illustrate the qualities used to determine eligibility and should be free of obstruction. Images from previous surveys, Google Street View, Google Earth or similar resources will not be accepted.

Distant shots from the public right-of-way are acceptable when access is limited.



Box 27: Support Resources

All supporting resources but not the primary should be documented within this table.

The “Site Plan Key” shall contain the supporting resource’s number which contains the county prefix identifier, the survey number associated with the primary resource and an alphabetical or numeric suffix. (Ex. KE-123A or KE-123.001)

SITE PLAN KEY	NAME OF RESOURCE	FUNCTION	CONSTRUCTION DATE	METHOD/MATERIAL
JF-482A	Office Building	02A: Business	1: 1975-2000	W3 / Frame, type unknown
JF-482B	Garage (converted cottage)	01C: Non-farm Res. outbuilding/dependency (garage, workshop, etc.)	1: 1975-2000	P1 / Concrete Block
JF-482C	Cottage	01A: Single dwelling	5: 1875-1899	W3 / Frame, type unknown
JF-482D	J. T. Ruby House	01A: Single dwelling	5: 1875-1899	W3 / Frame, type unknown
JF-482E	Gazebo	01I: Non-farm residential structure/object (swimming pool, fish pond, etc.)	1: 1975-2000	W3 / Frame, type unknown

A Site Plan shall be included. A hand or computer drawn sketch or aerial image is acceptable for the site plan, should include landscape features and a north arrow. Hand or computer-generated site plans should be to scale and reflect the actual spatial relationships and orientations of the resources documented.

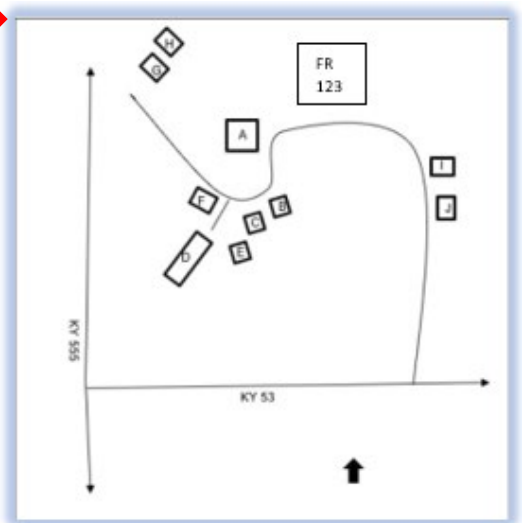


The site plan visual should be **centered and tight**; clearly indicating the location and spatial relationships of the primary and supporting resource(s).

Label each resource on the site plan using the assigned survey number and sub-number(s).

For aerial images where resource locations are obscured, building footprints on an aerial map are acceptable and a contrasting color should be used to indicate the resource locations.

For sites being recommended eligible for National Register listing or currently listed sites, the recommended/current National Register boundary should be included. If it is an expansive area such as a large farm, feel free to include the site plan as an attached supplemental document.



Box #29: Maps

Aerial Map



Topographic Map



A topographic or aerial map shall be used.

The map shall be a wide visual indicating the resource's location within the vicinity. It shall be wide enough to capture other geographic features such as roads, bodies of water, etc.

Sometimes maps are provided indicating the locations of other surveyed resources with survey numbers. This is acceptable but the primary resource should be indicated and labelled in a distinguishing way to set it apart from others.

The resource's location shall be centered in the frame.

Historic maps shall not be accepted to fulfill the map requirements but are welcome and encouraged as an attachment to the form as supplemental and historical information. We strongly request that archival maps be included when available.

Group Numbers

Group numbers shall be assigned on a case-by-case basis in coordination with the Survey Coordinator. Groups are individual historic resources composed of multiple sites, linked resources, and resources which are of the same type and are high in number within a small geographic area. Survey numbers assigned to “groups” should contain a zero in front of the number.

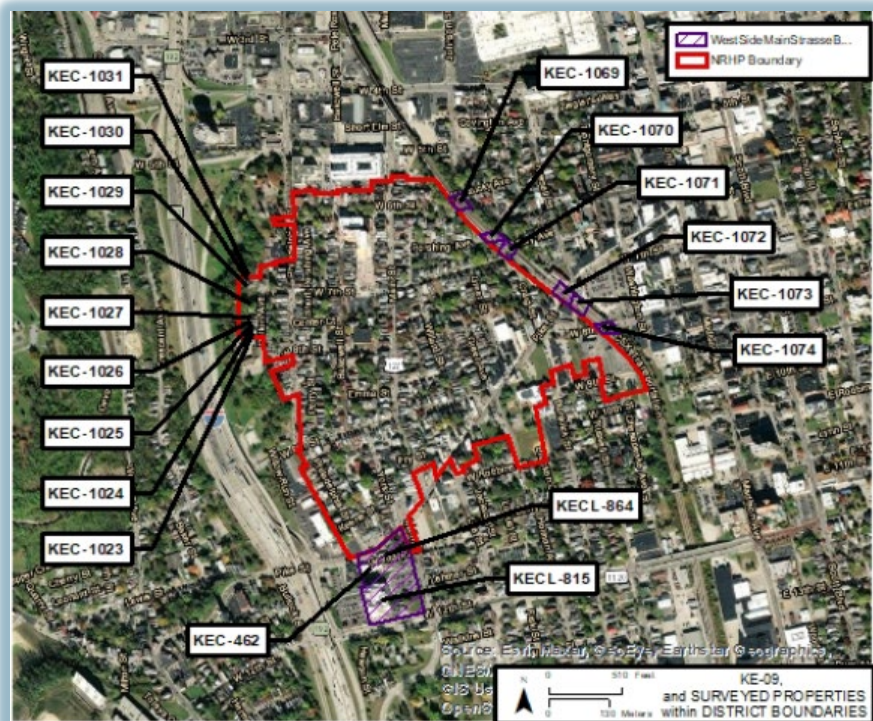
KENTUCKY HISTORIC PROPERTIES GROUP SURVEY FORM SURVEY FORM 2017-2		SHPO EVALUATION	COUNTY: Kenton GROUP NUMBER: KE-09 EVALUATION: G / Eligible Group CONDITION: G / Good - In good state of repair
1. NAME OF GROUP: West Side/Main Strasse Historic District How Determined: 8 / Location		15. ARCHITECTURAL STYLE (choose from applicable list(s)): Style 1: 33 / Italianate Style 2: 4V / Vernacular Victorian Other: 0 / Other (specify) Queen Anne, Second Empire	
2. ADDRESS/LOCATION: Covington, KY			

*Please note that historic districts and subdivisions are individual resources composed of multiple sites and should be identified as mandated by Section 106 of the National Historic Preservation Act.

Environmental Reviews: Proposed Historic Districts, Subdivisions and Mobile Home Parks

For Environmental Review projects, proposed historic districts, subdivisions and mobile home parks may be documented using the group form. The group form is designed similarly to the individual form but either form can be used to document groups depending on the circumstances and KHC should be consulted. **Box #20** should list the KHC Survey numbers, resource names (if known), and addresses of all the individual historic resources associated with the group. Include a photo and brief description of the resource as well. Additional rows may be added to include all associated individual resources.

Individual resources within the group will receive individual survey numbers as seen in this site plan. →



Group Numbers Continued

Culverts

A provision for culverts has been included given their frequency in environmental reviews. When at least seven culverts are present within the vicinity of each other, a group number and an individual survey form (2017-1) may be used and shall adhere to the standards in this document. Culverts being documented with group numbers shall receive their own individual survey numbers. Culverts eligible for or those that are NR listed shall have individual survey forms completed. Prior approval for group numbers should be obtained by the Survey Coordinator.

The use of group numbers and group survey forms for environmental review and National Register projects should be coordinated with your KHC agency contact, the Survey Coordinator and Data Coordinator as early in your project as possible. Consultation on the application of group forms and numbers will be coordinated on a case-by-case basis. Group numbers and forms can't be used for CLG and Main Street surveys.

Using group numbers when appropriate may potentially reduce the number of required completed survey forms. Please see these survey form examples for subdivisions by clicking on the links below:

[Buechel Terrace Subdivision Group Form Example](#)

[Shady Lawn Group Form Example](#)

Main Street (MS) and Certified Local Government Survey Form (CLG)

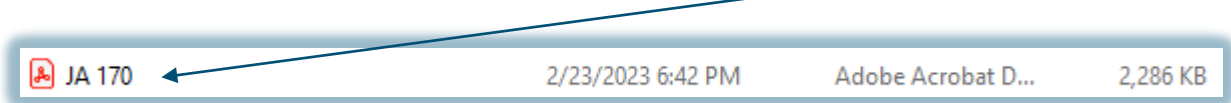
The KHC has developed a specialized form for Main Street (MS) and Certified Local Government (CLG) survey purposes. The MS/CLG form is identical to the standard individual survey form but includes a special section for MS/CLG data collection and can be downloaded at:

<https://heritage.ky.gov/layouts/download.aspx?SourceUrl=https://heritage.ky.gov/historic-places/resources-survey/Documents/2020%20Main%20Street%20Survey-CLG%20Form.docx>

<p>COUNTY: _____ RESOURCE NUMBER: _____</p>	<p>KENTUCKY HISTORIC PROPERTIES SURVEY CONTINUATION SHEET (2019-1) PAGE 3</p>
<p>30. LOCATED IN A LOCAL HISTORIC DISTRICT SUBJECT TO DESIGN REVIEW: Yes <input type="checkbox"/> Name of district: _____ No <input type="checkbox"/></p>	<p>37. FOR SALE OR RENT If for sale, what is current sale price? _____ If for rent, what portion is available? _____ Approx. rental price _____ <input type="checkbox"/> Basement <input type="checkbox"/> Ground floor <input type="checkbox"/> Upper floors</p>
<p>31. LOCAL ZONING CATEGORY: _____</p>	<p>38. PROPOSED USE, IF VACANT _____</p>
<p>32. IF MORE THAN ONE OCCUPANT, LIST BELOW: _____</p>	<p>39. BUILDING RENOVATION Last 10 years <input type="checkbox"/> Other: _____ Historic preservation tax incentive used <input type="checkbox"/> Other rehabilitation incentives used _____</p>
<p>33. TOTAL COMMERCIAL SQUARE FOOTAGE _____ sq ft <input type="checkbox"/> Basement _____ sq ft <input type="checkbox"/> Ground floor _____ sq ft <input type="checkbox"/> Upper floors _____ sq ft</p>	<p>40. CURRENT CONDITION Roof _____ Gutters _____ Exterior walls _____ Storefront _____ Windows _____ Doors _____ Interior walls _____ Interior finish (baseboards, etc.) _____ Plumbing _____ Electrical systems _____ HVAC system _____</p>
<p>34. TOTAL RESIDENTIAL SQUARE FOOTAGE _____ sq ft <input type="checkbox"/> Basement _____ sq ft <input type="checkbox"/> Ground floor _____ sq ft <input type="checkbox"/> Upper floors _____ sq ft</p>	
<p>35. PVA ASSESSMENT Date of last assessment _____ Dollar Amount of assessment _____</p>	
<p>36. NUMBER OF ON-SITE PARKING SPACES _____</p>	

Submission of Final Survey Forms

Survey forms that have gone through review, have been updated with revisions and are ready for final submission should be saved in PDF format. The **File Naming Convention (FNC)** should carry the resource inventory number with a space (no dash) as seen below.



Additional Resources

For the NPS GIS guidance reference and mapping please see below:

https://www.nps.gov/subjects/nationalregister/upload/GIS_Guidance_2013_05_15_508.pdf

The USGS topographic map site: <https://ngmdb.usgs.gov/topoview/viewer/>

For a detailed description of vernacular architecture, outbuildings and barns, please refer to the following sources:

Rachel M. Kennedy and William Macintire. *Agricultural and Domestic Outbuildings in Central and Western Kentucky, 1800-1865*. Frankfort: Kentucky Heritage Council, 1999. Online at: <https://heritage.ky.gov/Documents/Outbuildings.pdf>

Virginia & Lee McAlester, *A Field Guide to American Houses*, New York, Alfred A. Knopf, Inc., 1984.

John Milnes Baker, *American House Styles: A Concise Guide*, New York, The Country Man Press, 1994.

William Macintire with Janie-Rice Brother, Rachel Kennedy, Danae Peckler, and Jennifer Ryall. *A Survey of Historic Sites in Rural Marion and Washington Counties, Kentucky*. Kentucky Heritage Council, 2009. Online at: <https://heritage.ky.gov/Documents/RHDIImaster.pdf>

Allen G. Noble and Richard K. Cleek. *The Old Barn Book*. New Brunswick, NJ: Rutgers University Press, 1995

Carolyn Murray-Wooley, *Early Stone Houses of Kentucky*, University Press of Kentucky, 2008.

For tips on architectural photography documentation, see John Burns (ed.), *Recording Historic Structures*, and Gabriel Lanier & Bernard L. Herman, *Everyday Architecture of the Mid-Atlantic*, 335-341.