

Tennessee State Historic Preservation Office (SHPO) Documentation Standards for Mitigation

Overview

Documentation standards for historic properties will vary as undertakings, property types, and significance levels for historic properties vary. The level of documentation will be decided through consultation.

For most mitigation documentation, the Tennessee SHPO will request one of two levels of documentation depending on the scope and nature of the undertaking, property type, and property significance. These are the Level 1 and Level 2 Documentation explained in this document. HABS/HAER/HALS Documentation is also a documentation option listed in this document, but it is often reserved for properties with State and/or National levels of significance. The Tennessee SHPO, in consultation with the federal agency/state agency and other consulting parties, will determine the level of documentation required. In all instances, documentation for mitigation must be submitted and accepted by the Tennessee SHPO before any work occurs on the site of the historic resource. The final documentation will be retained in the digital files of the Tennessee SHPO and other appropriate archives as determined through consultation.

Levels of Documentation

Level 1 Documentation

All Level 1 Documentation must be completed and accepted by the Tennessee SHPO before any work begins on a historic property. This documentation must be submitted digitally to the Tennessee SHPO and shall include:

1. Completed Survey 123 Form if one was not already completed through the Section 106 review process. Guidance on how to fill out the Survey 123 form can be found on our [survey webpage](#).
2. Report that includes:
 - Historic and common name of Property (if applicable).
 - Property address.
 - Date or approximate date of construction (justified through documented sources).
 - Any known dates and descriptions for known alterations/additions/expansions.
 - Any known information on the architect/builder/planner.
3. Maps
 - USGS topographical map with the location of the property marked. (Show the National Register boundary if one has been determined).
 - Aerial map with the location of the property marked. (Show the National Register

- boundary if one has been determined).
4. Photographs: See photograph requirements at the end of this document.
 - All photographs should be keyed to a site map and/or floor plan of the resource.
 - Photographs of each elevation of the resource if it is individually eligible,
 - Photographs of significant interior spaces if the resource is individually eligible. This includes public spaces, corridors, representative rooms, stairs, etc.
 - Photographs of important architectural details on the exterior (and interior if the resource is individually eligible).
 - Photographs of the setting (surrounding area, adjacent buildings, etc.).
 - For resources within a historic district or if documenting a historic district, one photograph per resource within the historic district will be acceptable unless otherwise specified.

Level 2 Documentation

All Level 2 Documentation must be completed and accepted by the Tennessee SHPO before any work begins on a historic property. This documentation must be submitted digitally to the Tennessee SHPO and shall include:

1. Completed Survey 123 Form if one was not already completed through the Section 106 review process. Guidance on how to fill out the Survey 123 form can be found on our [survey webpage](#).
2. Report that includes:
 - Basic property information such as historic or common name and address.
 - Architectural Context that includes:
 - Date or approximate date of construction (justified through documented sources).
 - Architectural description of the resource (including dates and descriptions of any known alterations/additions/expansions).
 - Context for the architectural style/type/plan of the resource.
 - Name and biographical information on the architect/building/planner.
 - If available, historic photographs of the resource, including past photographs from the Tennessee SHPO's survey files.
 - Historic Context that includes:
 - Original, past, and current functions.
 - Ownership/occupancy history.
 - Contextual information on the history of the resource (both specific to the property and a broader historical context).
3. Maps
 - USGS topographical map with the location of the property marked. (Show the National Register boundary if one has been determined).
 - Aerial map with the location of the property marked. (Show the National Register boundary if one has been determined).
 - Site plan showing the footprint of the resource and surrounding associated buildings (if applicable).
 - If available, historic aerials and/or topographical maps that demonstrate changes to the historic resource.

4. Floorplans
 - Floor plans of each floor of the resource that shows existing condition of the resource.
 - If available, historic floor plans.
5. Photographs: See photograph requirements at the end of this document.
 - All photographs should be keyed to a site map and/or floor plan of the resource.
 - Photographs of each elevation of the resource if it is individually eligible.
 - Detailed photographs of significant exterior character-defining features such as windows, doors, eaves, porches, balconies, decorative elements, etc.
 - General views of interior spaces for individually eligible resources (or for resources within a historic district if specified). This includes public spaces, corridors, representative rooms, etc.
 - Detailed photographs of character-defining interior elements for individually eligible resources (or for resources within a historic district if specified). This includes fireplaces, decorative trim, staircases, etc.
 - Photographs of surrounding outbuildings, landscape features, or any associated buildings, structures, objects, or sites.
 - For historic districts, one photograph per resource within the district will be acceptable unless otherwise specified.
6. Measured drawings if requested.

HABS/HAER Documentation

The Historic American Buildings Survey/Historic American Engineering Record/Historic American Landscapes Survey (HABS/HAER/HALS) is the highest level of documentation. This level of documentation is often reserved for properties that are significant at the State and/or National level of significance. HABS/HAER/HALS documentation is coordinated with the National Park Service Southeast Regional Office and the Tennessee SHPO and is submitted to the Library of Congress. The requirements for HABS/HAER/HALS documentation can be found on the National Park Service [website for HABS/HAER/HALS](#).

Photograph Requirements for All Levels of Documentation

1. All photographs must be clear and high resolution images. The pixel dimension should be at least 10 megapixels, and the photograph should not become grainy upon zooming in on the image. A modern smartphone will take sufficient photos.
2. The resource or element should be the focus within the frame of the photograph and should not be obscured by vegetation or other objects.
3. Photographs may be in the reports, but they should also be sent as separate JPEG or TIFF files.
4. All photographs should be labeled with the following information:
 - Number being used to key the photograph to a site plan and/or floor plan.
 - Property name or address.
 - View of photograph/description (e.g. North Elevation, Fireplace in Front Parlor, View from Property Looking East, etc.).
 - Date photograph was taken.