

Survey Review Procedure

1. Overview

The Arkansas Historic Preservation Program (AHPP) has developed this procedure to ensure that Arkansas Architectural Resources Forms completed by communities, contractors or individuals in pursuit of a National Register Historic District will be reviewed in a consistent and timely manner.

Historic districts can include sites, structures or objects as well as buildings within their boundaries. The Arkansas Architectural Resources Form is used to determine which properties do and do not contribute to the district's historic integrity. A **contributing** building, site, structure, or object adds to the historic associations and architectural qualities for which a district is significant because:

- ◆ It was present during the period of significance, relates to the documented significance of the district and possesses historic integrity; or
- ◆ it independently meets the National Register criteria.

A **non-contributing** building, site, structure, or object does not add to the historic architectural qualities or historic associations of a district because:

- ◆ It was not present during the period of significance or does not relate to the documented significance of the property; or
- ◆ due to alterations, disturbances, additions, or other changes, it no longer possesses enough historic integrity or is capable of yielding important information about the period.

A historic district would ideally be composed entirely of contributing resources; however most contain a combination of contributing and non-contributing. At least 51% of the resources must be considered contributing in order for a district to be eligible for listing on the National Register. The AHPP uses the resource forms to determine the ratio of contributing to non-contributing resources within the area and to determine a defensible boundary for a historic district. This means that not every building in the survey area may be included in the final National Register Historic District boundary. We will consider the following factors as instructed by the National Park Service when determining boundaries:

1. Visual barriers that mark a change in the historic character of the area or that break the continuity of the district, such as new construction, highways, or development of a different character.

2. Visual changes in the character of the area due to different architectural styles, types or periods, or to a decline in the concentration of contributing resources.
3. Boundaries at a specific time in history, such as the original city limits or the legally recorded boundaries of a housing subdivision, estate, or ranch.
4. Clearly differentiated patterns of historical development, such as commercial versus residential or industrial.

A historic district may contain **discontiguous** elements only under the following circumstances:

1. When visual continuity is not a factor of historic significance, when resources are geographically separate, and when the intervening space lacks significance: for example, a cemetery located outside a rural village.
2. When man-made resources are interconnected by natural features that are excluded from the National Register listing: for example, a canal system that incorporates natural waterways.
3. When a portion of a district has been separated by intervening development or highway construction and when the separated portion has sufficient significance and integrity to meet the National Register criteria.

2. Surveyor Requirements

1. **Survey Training**

If a contractor or constituent has not received survey training from the AHPP, he or she is required to attend a survey training session. The session lasts less than half of a day and will give the attendee the training needed to properly complete the Arkansas Architectural Resources Form. The training is administered by the Survey Historian. Training will be given at a time and place agreed upon between the person needing training and the Survey Historian.

2. **Getting Started**

After completing survey training, the surveyor is ready to begin with the first round of surveys. The surveyor must first complete ten “probationary surveys” for review by the Survey Historian. This is done to ensure procedures are being followed and surveys are being correctly completed.

3. Completing the Survey

After approval of the first ten surveys, additional resource numbers will be assigned for every property within the survey area. The resource number is basically an identification number. The AHPP database and archives are catalogued according to the resource number. It is crucial that the correct resource number is written on all documentation associated with each resource. In the event that material becomes separated it can easily be properly identified using its resource number. After the surveyor has completed resource forms, including photographs and slides, for all resources within the survey area, he or she will submit the documentation to the Survey Historian.

4. Additional Information

Along with completed resource forms, the surveyor will be required to submit a list of all properties surveyed along with corresponding resource numbers. Two maps of the survey area with each property included in the survey marked by resource number on the map. One copy will be kept for AHPP use and the other will be returned to you upon completion of the survey evaluation.

3. AHPP Review Procedure

1. Time Frame

Surveys will be reviewed in the order in which they are received. The AHPP provides an estimate of the amount of time it will take to review the survey forms; however, the actual response time will be determined by the National Register/Survey Coordinator and the Survey Historian. Response time will be determined taking into account the size of the survey, the size and number of other districts under review and staff time constraints. AHPP review will be done in the most timely manner possible taking the before mentioned factors into account.

2. Order of Review

After the completed survey has been received and approved by the Survey Historian, the forms will be prepared to be circulated amongst the National Register review staff. The review process shall begin with the National Register/Survey Coordinator and end with the Survey Historian. The Survey Historian will then review staff comments and properly code each form. Upon completion of the survey review, the Survey

Historian will provide the surveyor with a list of contributing and noncontributing resources.

3. Mapping

After the survey has been properly coded, we will return one of the maps that you provided us with. The map will show the locations of contributing and non-contributing properties. We will draw a defensible boundary that contains a ratio of at least 51% contributing resources. This will be your official boundary and map for the National Register Historic District.

4. Registrar

After the staff has completed review and the district boundary has been mapped, the forms will be given to the Registrar to be entered into the AHPP database. Records will be entered by a deadline determined by the National Register/Survey Coordinator, Survey Historian, and Registrar. This will be done in the timeliest manner possible. At this point the survey is complete.