Historic Review User's Guide

2009-2010

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Federal [Section 106] Historic Review

The *National Historic Preservation Act* [16 USC 470] requires that federal agencies assume responsibility for the preservation of all historic properties under their jurisdiction. Under section 106 of the act, all federally assisted undertakings must take into account their effect on historic properties included in, or eligible for, the National Register of Historic Places and, prior to approval of an undertaking, to allow the National Advisory Council on Historic Preservation an opportunity to comment. [36 CFR § 800.1 (a)].

Process of Section 106 Historic Review: Consultation occurs to understand the impact of developments on cultural resources.

> ** The best way to reduce the time needed for Section 106 review is for recipients to plan their developments to avoid adverse effects on historic properties. This can be done if the recipient identifies all historic properties or important archaeological sites at the **beginning** of project planning, uses *The Secretary of the Interior's Standards for the Treatment of Historic Properties* as a guide to designing projects that will affect historic properties, and begins consultation with ***before*** reaching any final decisions on project design.

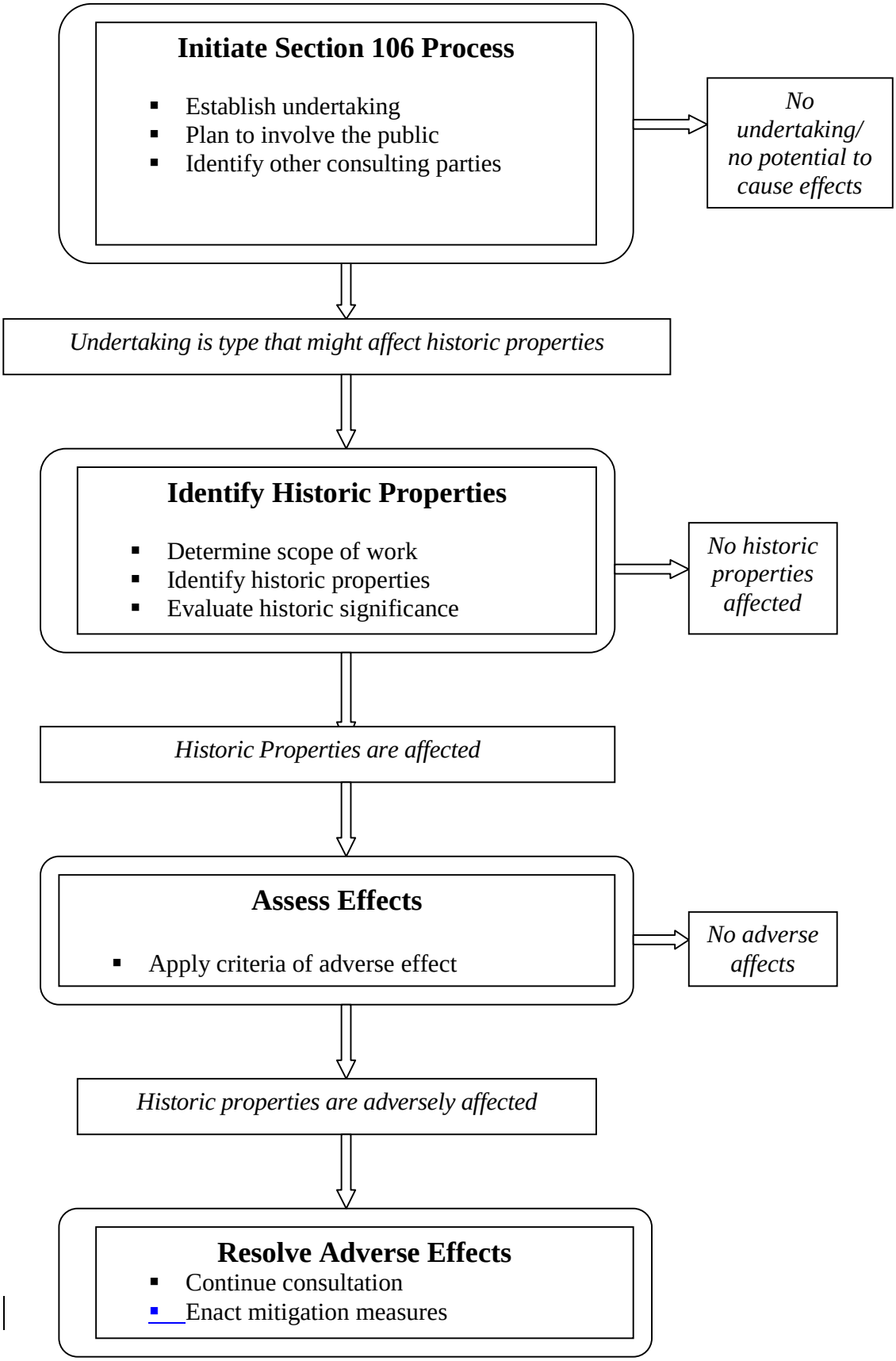
For single site undertakings, the applicant must have submitted their Section 106 Review Packet to the Community Development Coordinator or the Environmental Officer on or before the date of application. In addition, prior to publishing for Request for Release of Funds, the recipient must receive written correspondence stating that the Section 106 requirements have been fully met and concurred with.

For scattered site undertakings, the Section 106 Review does not need to be completed prior to the Request for Release of Funds, but **must** be conducted once project sites are identified. It is not necessary for the recipient to request comment regarding the program as a whole as a part of the Release of Funds process. However, once specific sites are identified, the recipient **must** request comment for each property prior to executing contracts or beginning construction on the individual units.

The recipient is responsible for completing the Section 106 Historic Review Process <u>BEFORE</u>:

1. Executing contracts or entering into any other commitments of HOME, CDBG, or other funds *and*,

2. Initiating demolition, rehabilitation, or construction activities (regardless of the funding source for the activity), this includes all site preparations and ground disturbing activities; infrastructure, grading, etc.


Initiate Section 106 Process
Establish undertaking
Plan to involve the public
Identify other consulting parties
No undertaking/ no potential to cause effects
Undertaking is type that might affect historic properties
Identify Historic Properties
Determine scope of work
Identify historic properties
Evaluate historic significance
No historic properties affected
Historic Properties are affected
Assess Effects
Apply criteria of adverse effect
No adverse affects
Historic properties are adversely affected
Resolve Adverse Effects
Continue consultation
Enact mitigation measures

Federal Process – All Applicants

Step 1 Identify project: including the **precise** development area (street address, city/town/township, and county) and the **complete** scope of work

Step 2 Identification

A. On a legible map, clearly outline and label:
   - Precise location of the development area
   - Area of Potential Effects (APE)
   - Any potentially historic properties within the APE

   * * Maps should be readable, with names of nearby landmarks (e.g. major streets, roads, highways, railroads, rivers and lakes) and cardinal directions labeled

B. Gather and organize documentation on the history and possible significance of buildings, structures, and objects within the area of potential effects including the following:

   - Clear and labeled photographs of all areas that may be affected by the project. (**No photocopies!** Digital photos on cd or dvd are acceptable)
   - Known or approximate dates of original construction
   - Description of any known modifications to individual buildings, structures, objects, sites and districts
   - Associations with significant events or persons
   - Any other historical information known about the properties within the APE

   ** Be sure to reference the National Register of Historic Places for listed properties and the County Interim Report (if available) for potentially eligible sites. Any listed or surveyed sites within the APE should be identified. Surveyed sites should be assessed for their potential to be included in the National Register, by applying the National Register Criteria for Evaluation.

   *** If a property is noted in the interim report, this does not automatically indicate eligibility as an historic property. Likewise, if the property is *not* noted in the interim report it may still be eligible. The interim reports are just a starting point for identifying possible historic resources. The only true determining factor for identifying resources is by applying the National Register Criteria.

C. Assess Effects
   If no listed or potentially eligible sites have been identified within the APE the determination would be that there are "no historic properties affected";

   If there *are* historic properties within the APE, the project must be assessed on whether or not the identified property will be adversely affected.

Step 3 Involve the Public

- Publish your information for public knowledge/comment (Public Notice Boilerplate-Exhibit A)

Step 4 Send (Exhibits A and B) and supporting documentation to:

Environmental Officer
Indiana Housing and Community Development Authority
30 S. Meridian, Suite 1000
Indianapolis, IN 46204

***** Determinations of Effect will be valid for a period of up to three years provided the project remains the same. If any factors of the project change (scope of work, source of funds, etc.) a new review will be necessary.**

[Exhibit A- Public Notice Boilerplate]

(Applicant) Public Notice
Proposed (Rehabilitation or New Construction)

TO ALL INTERESTED AGENCIES, GROUPS, AND PERSONS:
Organization intends to apply to the Indiana Housing and Community Development Authority for an allocation of HOME Investment Partnership funds for the **(rehabilitation/new construction)** of **(NAME OF DEVELOPMENT AND # OF UNITS)**.
[OPTIONAL]: The proposed development is located at **(address, city, state, zip).**

Name and Address of the legal applicant of HOME funds.

(Recipient) Public Notice
Proposed Rehabilitation/New Construction

TO ALL INTERESTED AGENCIES, GROUPS, AND PERSONS:
As a recipient of HOME Investment Partnership funds from Indiana Housing and Community Development Authority, **Organization** intends to use these funds for the **(rehabilitation/new construction)** of ***(*NAME OF DEVELOPMENT AND # OF UNITS*).***
[OPTIONAL]: The proposed development is located at **(address, city, state, zip)**

Name and Address of the legal applicant of HOME funds.

[Exhibit B- Initiating Consultation: Cover Letter for Documentation]

Date

Environmental Officer
Indiana Housing and Community Development Authority
30 S. Meridian, Suite 1000
Indianapolis, IN 46204

Re: Section 106 Historic Review: **Award Number (if available), Address, City, Township, and County of development site**

To Whom It May Concern:

Organization plans to use **Funding Program** dollars given to **Organization** from Indiana Housing and Community Development Authority to conduct **(new construction/ rehabilitation)** at **Address**.

- Federal involvement**: Insert what funding program(s) is/are being used and Award # (if available).**
- Description of the undertaking**: Insert location and complete scope of work:** *detail all work items and provide drawings, product information, etc. as applicable*
- Steps used to identify historic properties and information pursuant to Sec. 800.4(b): **Insert what resources have been used, what historic properties have been identified; why they are considered historic**
- Determination of effect (36 CFR 800.5): **Insert how historic properties will/will not be affected**

We have enclosed the following documents to support this finding.

- Map with area of potential effect and development site clearly identified
- Clear photographs of all areas that will be affected by the project
- Copy of Public Notice

Please send all responses and direct any inquiries to:

Name
Organization
Address
Phone Number
Email Address

Sincerely,

Name, Title
Organization

Federal Process- Local Units of Government (LUG)

Responsibility: under HUD regulations [24 CFR 58] the local unit of government (LUG) becomes the responsible entity for environmental reviews; therefore the LUG assumes the role of the Federal agency in the 106 process. Grant writers or other professional consultants may participate on behalf of the LUG, with authorization (exhibit C); however, the final determination of effect must be issued by the LUG.

Step 1 Identify project: including the **precise** development area (street address, city/town/township, and county) and the **complete** scope of work

Step 2 Submit consultant authorization letter *if applicable* (LUG Boilerplate-Exhibit C) - send to Indiana Housing and Community Development Authority

Step 3 Identification

A. On a legible map, clearly outline and label:
   - Precise location of the development area
   - Area of Potential Effects (APE)
   - Any potentially historic properties within the APE

   * * Maps should be readable, with names of nearby landmarks (e.g. major streets, roads, highways, railroads, rivers and lakes) and cardinal directions labeled

B. Gather and organize documentation on the history and possible significance of buildings, structures, and objects within the area of potential effects including the following:

   - Clear and labeled photographs of all areas that may be affected by the project. (**No photocopies!** Digital photos on cd or dvd are acceptable)
   - Known or approximate dates of original construction
   - Description of any known modifications to individual buildings, structures, objects, sites and districts
   - Associations with significant events or persons
   - Any other historical information known about the properties w/in the APE

   ** Be sure to reference the National Register of Historic Places for listed properties and the County Interim Report (if available) for potentially eligible sites. Any listed or surveyed sites within the APE should be identified. Surveyed sites should be assessed for their potential to be included in the National Register, by applying the National Register Criteria for Evaluation.

   *** If a property is noted in the interim report, this does not automatically indicate eligibility as an historic property. Likewise, if the property is *not* noted in the interim report it may still be eligible. The interim reports are just a starting point for identifying possible historic resources. The only true determining factor for identifying resources is by applying the National Register Criteria.

C. Assess Effects

If no listed or potentially eligible sites have been identified within the APE the determination would be that there are "no historic properties affected"

If there are historic properties within the APE, the project must be assessed on whether or not the identified property will be adversely affected.

Step 4 Involve the Public

- Publish your information for public knowledge/comment. Public Notice Boilerplate-Exhibit D

Step 5 Send (Exhibit E) and supporting documentation to:

Environmental Officer
Indiana Housing and Community Development Authority
30 South Meridian Street, Suite 1000
Indianapolis, Indiana 46204

** The finding/determination of effect **must** come from the **L**ocal **U**nit of **G**overnment.

*** **Concurrence to Determinations of Effect will be valid for a period of up to three years provided the project remains the same. If any factors of the project change (scope of work, source of funds, etc.) a new review will be necessary.**

[Exhibit C- LUG Consultant Authorization Letter]

Date

Environmental Officer
Indiana Housing and Community Development Authority
30 South Meridian Street, Suite 1000
Indianapolis, Indiana 46204

To Whom It May Concern:

Local Unit of Government is initiating contact for Section 106 Historic Review for our **program description** at **project address, city, township, county.**

Due to the Federal Regulations governing the environmental review requirements, **Local Unit of Government** is authorizing the following party to consult with the on behalf of the **LUG** for the above referenced project: **Name, Organization, Address, City, State.**

Sincerely,

Name, Title
Organization

[Exhibit D- Local Unit of Government Public Notice Boilerplate]

(Applicant) Public Notice
Proposed (Rehabilitation or New Construction)

TO ALL INTERESTED AGENCIES, GROUPS, AND PERSONS:
Local Unit of Government intends to apply to the Indiana Housing and Community Development Authority for an allocation of Community Development Block Grant (CDBG) funds **or** HOME Investment Partnership funds for the **(rehabilitation/new construction)** of **(NAME OF DEVELOPMENT AND # OF UNITS)**. **[OPTIONAL]:** The proposed development is located at **(address, city, state, zip).**

Name and Address of the legal applicant of CDBG funds.

(Recipient) Public Notice
Proposed Rehabilitation/New Construction

TO ALL INTERESTED AGENCIES, GROUPS, AND PERSONS:
As a recipient of Community Development Block Grant (CDBG) funds **or** HOME Investment Partnership funds from Indiana Housing and Community Development Authority, **Local Unit of Government** intends to use these funds for the **(rehabilitation/new construction)** of ***(*NAME OF DEVELOPMENT AND # OF UNITS*).*** **[OPTIONAL]:** The proposed development is located at **(address, city, state, zip)**

Name and Address of the legal applicant of CDBG funds.

[Exhibit E- Initiating Consultation: Local Unit of Government Letter for Documentation and Finding of Effect]

Date

Environmental Officer
Indiana Housing and Community Development Authority
30 South Meridian Street, Suite 1000
Indianapolis, Indiana 46204

Re: Section 106 Historic Review: ***Award Number, Address, City, Township, County***

To Whom It May Concern:

Local Unit of Government plans to use **Funding Program** funds given to **LUG** from Indiana Housing and Community Development Authority to conduct **(new construction/ rehabilitation)** at **Address**.

- Federal involvement**:** ***Insert what funding program is being used and Award # (if available).***
- Description of the undertaking**:** ***Insert location and complete scope of work,*** *detail all work items and provide drawings, product information, etc. as applicable*
- Steps used to identify historic properties and information pursuant to Sec. 800.4(b): ***Insert what resources have been used, what historic properties have been identified; why they are considered historic***
- Determination of effect (36 CFR 800.5): ***Insert how historic properties will/will not be affected***

We have enclosed the following documents to support this finding.

- Map with area of potential effect and development site clearly identified
- Clear photographs of all areas that will be affected by the project

Please send all responses and direct any inquiries to:

Name
Local Unit of Government
Address
Phone Number

Sincerely,

Name, title
Organization

State Historic Review

For all projects funded in whole or in part by State funds (e.g. Affordable Housing and Community Development Fund) a similar review (or parallel review; if jointly funded with Federal funds) is triggered by Indiana Code [IC 14-21-1-18] which requires that any *historic site or historic structure owned by the state; or historic site or historic structure listed on the state or national register; may not be altered, demolished, or removed by a project funded, in whole or in part, by the state unless the review board has granted a certificate of approval*.

Process for projects funded *only* by State Funds; Applicants must submit documentation to the Environmental Officer to determine if listed properties will be altered, demolished or removed by the proposed project. If it is determined that historic resources listed on the state or national registers will be ***adversely impacted***, the applicant will need to apply for a *Certificate of Approval* from the State Historic Review Board.

Process for projects funded by State *and* Federal funds; Applicants must submit documentation to the Environmental Officer to determine the impact of developments on historic resources. If it is determined that any sites or structures listed on the state or national registers will be adversely impacted and the project will require a Certificate of Approval from the State Historic Review Board. The application for a Certificate of Approval **may not** be submitted until the Federal review process is **completed**.

> ** The State Historic Review Board meets quarterly (January, April, July and October) to hear and approve Certificates of Approval. All applications for a Certificate of Approval must be received no later than forty (40) days prior to the review board meeting.
>
> [Review board dates can be found at: http://www.in.gov/dnr/historic/2785.htm]

The recipient is responsible for completing the State Review Process and obtaining a Certificate of Approval (if necessary) BEFORE:

1. Executing contracts or entering into any other commitments of the Development Fund, or other funds *and;*

2. Initiating demolition, rehabilitation, or construction activities; this includes all site preparations and ground disturbing activities; infrastructure, grading, etc.

[State Review Process]

The applicant should consult with the Environmental Officer to confirm whether or not state or nationally listed properties will be adversely impacted by the project before applying formally for a certificate of approval. Depending on the nature of the project and the properties it could impact, additional information may need to be provided, such as the report of an archaeological investigation of an undisturbed parcel of land, a structural report on a structure proposed for demolition, or photographs of work areas and detailed plans and specifications of proposed rehabilitation work.

To begin consultation to determine whether or not state or nationally listed properties will be altered by the proposed project the following information should be submitted to Indiana Housing and Community Development Authority's Environmental Review Officer:

Initial documentation:

1. Identify the applicant for state funds

2. Identify funding program

3. Identify the project: including the **precise** development area (street address, city/town/township, and county) and the **complete** scope of work

4. On a legible map, clearly outline and label the precise location of the development area

5. Clear and labeled recent photographs of all areas that may be affected by the project. (**No photocopies!** Digital photos on cd or dvd are acceptable)

6. Reference the state and national registers to determine the proximity of listed properties to the project site.

If it is determined that an historic site or structure will be altered, demolished, or removed; *and* that a certificate of approval will have to be obtained, the following form must be completed and submitted for review board approval.

[Exhibit F: Certificate of Approval Application Form]

Please provide the information requested in the numbered items below, or explain why it is inapplicable:

1) Identify the state agency that will be spending or providing the funds and the entity (local government, not-for-profit organization, etc.), if any, that is applying for or that has received the state funds. _____

2) Provide the name, mailing address, telephone number, and other pertinent information (e.g., facsimile number and e-mail address) of the principal contact person for this application. The principal contact person may be an official or an employee of the state agency, of the applicant for funding, or of the state agency's or the applicant's consultant or other agent. _____

3) Provide the address, if any, and the nearest city or town, township, and county of the proposed project area. _____

4) Provide a detailed description of all construction, demolition, landscaping, earthmoving, rehabilitation, and installation activities (i.e., scope of work). _____

5) Provide a detailed explanation of how, and to what extent, land, buildings, structures, or objects, in or adjacent to the project area, could be physically altered or visually modified or obscured. _____

6) Describe the current and past land uses within the project area. In particular, state whether or not the ground is known to have been disturbed by construction, excavation, grading, or filling, and, if so, indicate the part or parts of the project area that have been disturbed and the nature of the disturbance. Be aware that agricultural tilling generally does not have a serious enough impact on archaeological sites to constitute a disturbance of the ground for this purpose. _____

7) State the known or approximate dates of construction of structures (including buildings, bridges, monuments, picnic shelters, historic districts, etc.) and any other historical information known about the land and structures within the project area. It may be necessary to consult a local history text, the interim report of a local historic sites and structures inventory, the county historian, or a local historical or historic preservation organization for this information. _____

8) State whether or not any other structures could be sold, leased, altered, demolished, or removed as a result of the acquisition or construction of a new facility, and, if so, provide the information in 5) and 6), above, for those structures. _____

9) Attach a map, or a good quality photocopy of a map, identifying the location of the project, and showing the relevant portion of the city or town, county, or U.S. Geological

Survey quadrangle. Be sure that streets, roads, highways, railroads, rivers, lakes, etc., are clearly identified and that the boundaries of the project area and of any property to be sold leased, altered, demolished, or removed are clearly outlined in a dark ink (highlighter and pencil marks do not photocopy well).

If there are other properties within or adjacent to the project area that are or may be at least 50 years of age, then they should be identified on the map and keyed to written descriptions in the letter and to any photographs included with the letter and map. _____

10) Attach recent photographs (exterior and, if possible, interior) of any structures that may be 50 years old or older and that could be impacted in any way (such as by demolition, rehabilitation, expansion, sale, taking of right-of-way, or visual modification or obscuration) by the project. _____

11) Provide a site plan for projects that will involve new construction, additions to existing buildings, changes in right-of-way or earthmoving activities, showing the footprint of existing and/or proposed buildings or structures with the location of all construction, changes in right-of-way or earthmoving activities on a particular lot or lots depicted as precisely as possible. _____

12) For projects involving the addition to, or the rehabilitation or restoration of, an historic structure, provide copies of architectural or engineering plans or specifications. Provide only those sheets that help to depict character defining features of the historic structure and how they will be altered. Reduce any plan or elevation sheets to no larger than 11" x 17". If pertinent notes on the sheets are too small to read in reduced form, then they should be reproduced elsewhere in the application in larger print. Similarly, if the applicant believes it would be useful to provide copies of specifications for the treatment of historically or architecturally significant features, please reproduce only the most relevant pages from the specifications. _____

13) If an historic site or historic structure will be altered, demolished, or removed as part of the project, then identify any alternatives that were, or reasonably could be, considered that would not have as great an impact on the historic site or structure. Discuss the advantages and disadvantages of those alternatives and their feasibility. If there are no feasible alternatives, please explain. _____

[Appendix I – Definitions]

Area of Potential Effects (APE): "The area of potential effects is the geographic area or areas within which an undertaking may directly or indirectly cause changes in the character or use of historic properties, if any such properties exist. The area of potential effects is influenced by the scale and nature of an undertaking and may be different for different kinds of effects caused by the undertaking." [36 C.F.R. § 800.16(d)]

The APE should take the scope of work into account to determine what areas surrounding the project may be directly or indirectly affected by the undertaking. The APE should always include those areas that are at least within visual range, but may be larger depending upon the scope of work

** There is *always* an APE, on *every* project.

Certificate of Approval (CofA): approval by the state historic review board for state funds to be used to alter, demolish, or remove an historic site or historic structure that is owned by the state or is listed in either the Indiana Register of Historic Sites and Structures or the National Register of Historic Places.

Consulting Party: "Individuals and organizations with a demonstrated interest in the project due to the nature of their legal and economic relation to the undertaking or affected properties, or their concern with the undertaking's effect on historic properties" [36 CFR § 800.2] Consulting parties generally include: applicants, professional consultants, and government agencies with jurisdiction over the project.

County Interim Reports: Published surveys of potential resources within the counties. Interims include maps, site information, identification of possible historic districts and cataloging of potentially eligible properties and ratings of their qualities that may make them eligible: Non-Contributing, Contributing, Notable and Outstanding. A list of counties with interim reports can be found at http://www.in.gov/dnr/historic/2821.htm

Development Site: where work will occur; street address, City or Town, Township and County of the project area;

Findings/ Determination of Effect: the outcome of proposed project; what *effect* the project will have on historic properties:

> *No Historic Properties Affected*- No resources can be found within the area of potential effect.

No Adverse Effect- used if there are historic properties within the APE boundaries that will not be altered in such a manner that it will diminish the integrity of the properties' characteristics qualifying it for inclusion in the National Register

Adverse Effect- used if there are historic properties in the APE that will be altered in such a manner that it will diminish the integrity of the properties' characteristics qualifying it for inclusion in the National Register

** Adverse effects may include: physical destruction of, or damage to a property, alterations that are not consistent with the Secretary of the Interior's Standards for the Treatment of Historic Properties, removal of the property from it's historic location, change in the use or character of physical features or setting, introduction of visual, atmospheric or audible elements, neglect which causes deterioration.

Historic Property: Any prehistoric or historic district, site, building, structure, or object *included in, or eligible for inclusion in*, the National Register of Historic Places. This term includes artifacts, records, and remains that are related to and located within such properties. The National Register criteria should be applied to determine the eligibility of a property. For purposes of the State review historic property also refers to those resources that are listed on the Indiana Register of Historic Sites and Structures.

Memorandum of Agreement (MoA): Legal contract outlining mitigation measures to be carried out. On the occasion where the project will result in an Adverse Effect, a Memorandum of Agreement will be drawn to minimize or mitigate those adverse effects.

SHPO: **S**tate **H**istoric **P**reservation **O**ffice. In Indiana the State Historic Preservation Office is the Department of Natural Resources (DNR), Division of Historic Preservation and Archaeology (DHPA)

[Appendix II - Resources for Historic Reviews]

Below is a list of several sources that can be used in evaluating historic resources:

a. The National Park Service (NPS) maintains a database list of all properties that are currently listed in the National Register of Historic Places. The information is available through the NPS web site, www.cr.nps.gov/nr/.

b. The Indiana State Historic Preservation Office (DNR-DHPA) also maintains a database of all properties that are currently listed on the State *and* National Registers of Historic Places. The information is available through the DHPA website, http://www.in.gov/dnr/historic/2823.htm

c. The NPS's National Register Criteria for Evaluation are used for considering whether a property is eligible for inclusion in the National Register. The criteria found in the publication entitled *National Register Bulletin 15*, which may be obtained by writing the National Register of Historic Places, National Park Service, US Department of Interior, Post Office Box 37127, Washington D.C. 20013-7121, or through the NPS website, http://www.nps.gov/history/nr/publications/bulletins/nrb15/nrb15_2.htm

d. Many counties in Indiana have been surveyed to identify potential historic buildings, structures, objects, and districts. The results of these surveys have been published in *Interim Reports*. Most *Interim Reports* are available for purchase from the Historic Landmarks Foundation of Indiana at (317) 639-4534; however, some *Interim Reports* are out of circulation. All *Interim Reports* are available at the Indiana State Library, and many are available at local libraries and historical organizations. You may also schedule time with the State Historic Preservation Office to research surveyed counties by contacting the Records Check Coordinator at (317) 232-1646. A few of the interims have been scanned are available online through IUPUI; http://indiamond6.ulib.iupui.edu/cdm4/browse.php?CISOROOT=%2FIHSSI

e. Historic preservation organizations and county historians may also have historical information on a particular resource or area. For a list of contact names, addresses, and telephone numbers, please check the Indiana Historical Society website at www.indianahistory.org/.

f. Other sources that might be useful for identifying potential historic or archaeological resources include: Sanborn maps (available for reference at the main library of Ball State University or the Geography Library at Indiana University), U.S. Geological Survey maps, old atlases, census information, local, county, or regional histories and prehistories, and other records indicating previous land use.

g. Additional information regarding the State Review and Certificate of Approval process may be found through the State Historic Preservation Office website at http://www.in.gov/dnr/historic/2829.htm

[Appendix III; the Secretary of the Interior's Standards for the Treatment of Historic Properties, 1995]

The Secretary of the Interior has standards for several levels of treatment to historic resources (preservation, rehabilitation, restoration, and reconstruction). Most often applicable are the rehabilitation standards.

Rehabilitation acknowledges the need to alter or add to a historic property to meet continuing or changing uses while retaining the property's historic character.

Rehabilitation is defined as *the act or process of making possible a compatible use for a property through repair, alterations, and additions, while preserving those portions or features which convey its historical, cultural, or architectural values*.

Standards for Rehabilitation

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.

2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.

3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.

4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.

5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.

6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.

7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.

8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials,

features, size, scale and proportion, and massing to protect the integrity of the property and its environment.

10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

The Secretary of the Interior's Standards for the Treatment of Historic Properties*; with Guidelines for Rehabilitation of Historic Buildings* is published by the National Park Service and can be found through their website http://www.nps.gov/history/hps/tps/standguide/. The *Guidelines* provide specific examples of treatment activities; what is encouraged and what is not recommended.

[Appendix IV; National Register of Historic Places Criteria for Evaluation]

Criteria for Evaluation

The quality of significance in American history, architecture, archeology, engineering, and culture is present in districts, sites, buildings, structures, and objects that possess integrity of location, design, setting, materials, 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 significant persons in or past; or

C. That embody the distinctive characteristics of a type, period, or method of construction, or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; or

D. That has yielded or may be likely to yield, information important in history or prehistory.

Criteria Considerations

Ordinarily cemeteries, birthplaces, 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 past 50 years shall not be considered eligible for the National Register. However, such properties *will qualify* if they are integral parts of districts that do 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;

b. A building or structure removed from its original location but which is primarily significant for architectural value, or which is the surviving structure most importantly associated with a historic person or event;

c. A birthplace or grave of a historical figure of outstanding importance if there is no appropriate site or building associated with his or her productive life;

d. A cemetery that derives its primary importance from graves of persons of transcendent importance, from age, from distinctive design features, or from association with historic events;

e. A reconstructed building when accurately executed in a suitable environment and presented in a dignified manner as part of a restoration master plan, and when no other building or structure with the same association has survived;

f. A property primarily commemorative in intent if design, age, tradition, or symbolic value has invested it with its own exceptional significance;

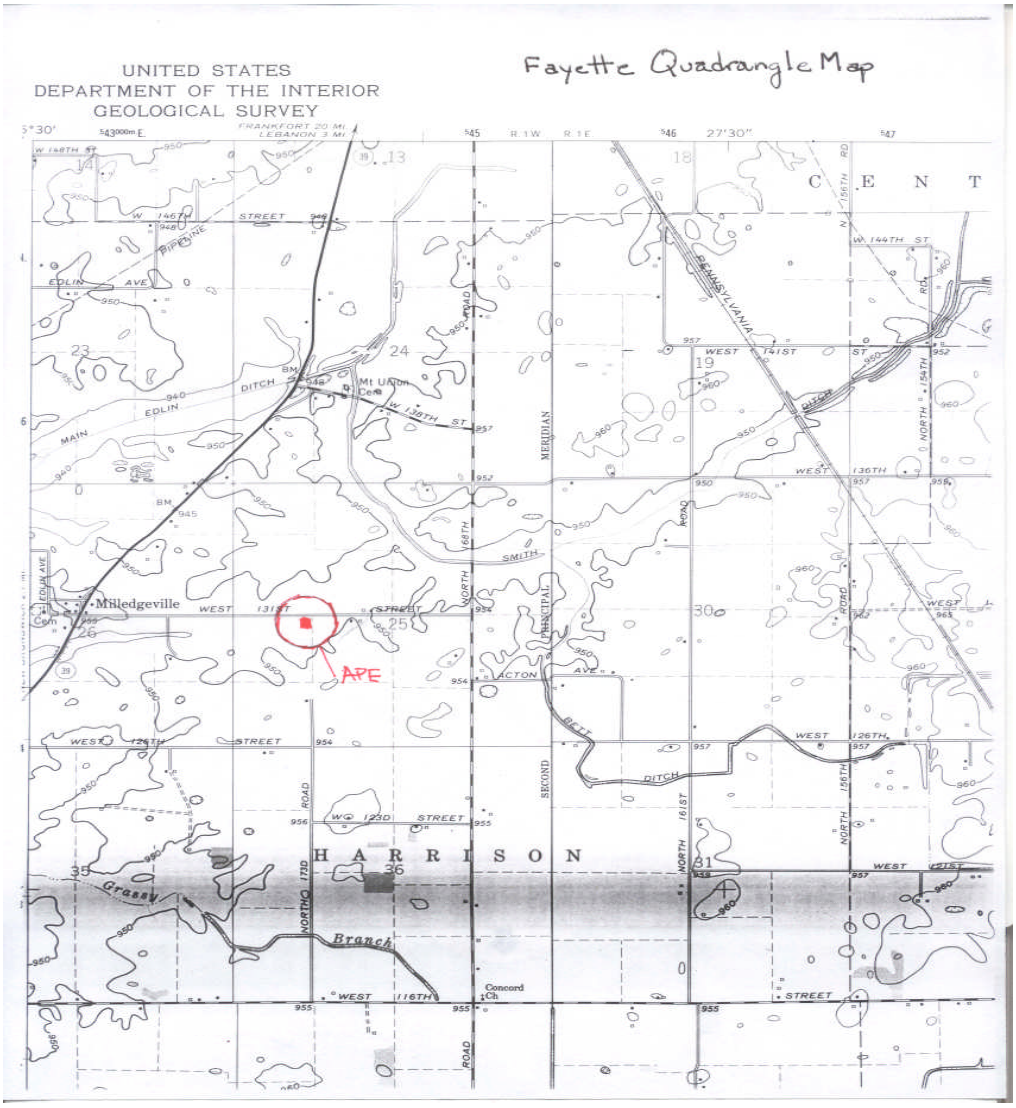
g. A property achieving significance within the past 50 years if it is of exceptional importance.

Further information on National Register eligibility and evaluation can be found in the National Park Service Bulletin #15 *How to apply the National Register Criteria for Evaluation* http://www.nps.gov/history/nr/publications/bulletins/nrb15/

[Appendix V; Example Maps]

Any legible current map may be used to identify the project site and the Area of Potential Effects; however, these areas must be identified clearly on *all* maps provided. The following are examples of map resources and of how they should be utilized.

For rural sites USGS quadrangle maps are especially helpful. Identify both the project area and the Area of Potential Effects on all maps provided. When defining the APE be sure to take the map scale into effect; the size of the APE should be applicable to the project activities and all resources within that area must be identified.

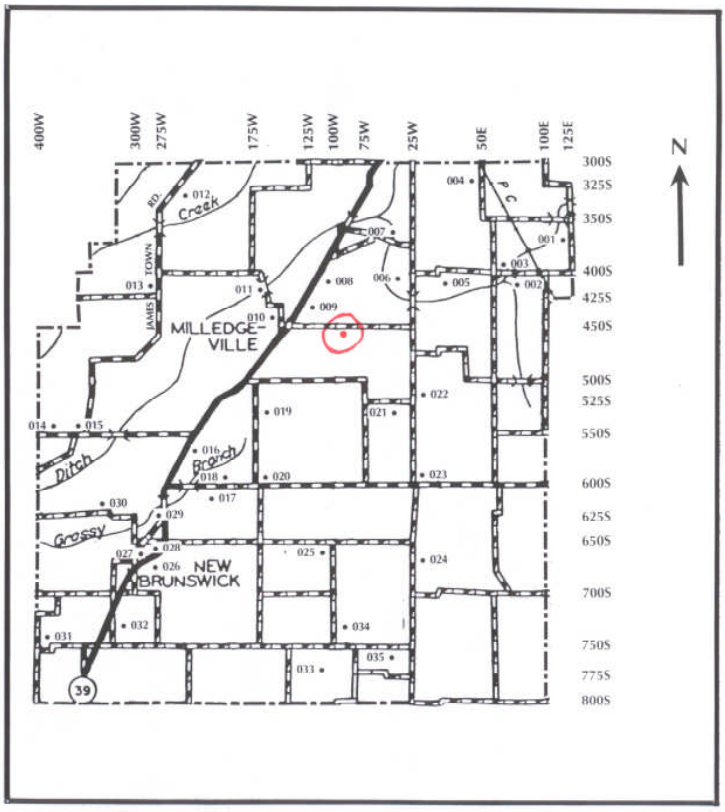


Township maps from interim reports may also be used for identifying the project area and APE. It should be taken into account though, that the interim maps are rarely to scale and therefore may not be the best maps for rural sites where roads and other landmarks may be far apart; making it difficult to accurately define an APE.

HARRISON TOWNSHIP (50001-035)

Boone County Interim

No.	Rtg.	Description
001	C	**Farm,** 125 E; Federal/Carpenter-Builder, c.1840/c.1880; Architecture (205)
002	C	**Farm,** 400 S; Carpenter-Builder/Eastlake, c.1890; Architecture (205)
003	C	**Harrison Township School No. 9,** 400 S; Indeterminate, 1893/1945; Architecture, Education (205)
004	C	**Farm,** 50 E; Carpenter-Builder/Eastlake, c.1880; Architecture (205)
005	C	**Farm,** 400 S; American Four-Square, 1920; Architecture (205)
006	C	**Farm,** 25 W; Federal/Carpenter-Builder, c.1850/c.1870; Architecture (205)
007	C	**Mt. Union Cemetery,** 375 S; c.1845; Environs/Neighborhoods (205)
008	C	**Barn,** State Road 39; Carpenter-Builder, c.1895; Architecture (205)
009	C	**Farm,** State Road 39; American Four-Square, c.1920; Architecture (205)
010	C	**Church & Cemetery,** Edlin Avenue; Free Classic, c.1910; Architecture, Religion (205)
011	C	**Bridge,** Edlin Avenue; Warren Pony Truss, c.1910; Engineering, Transportation (365)
012	C	**Jett Farm,** Jamestown Road; Greek Revival, c.1850/c.1870; Architecture (365)



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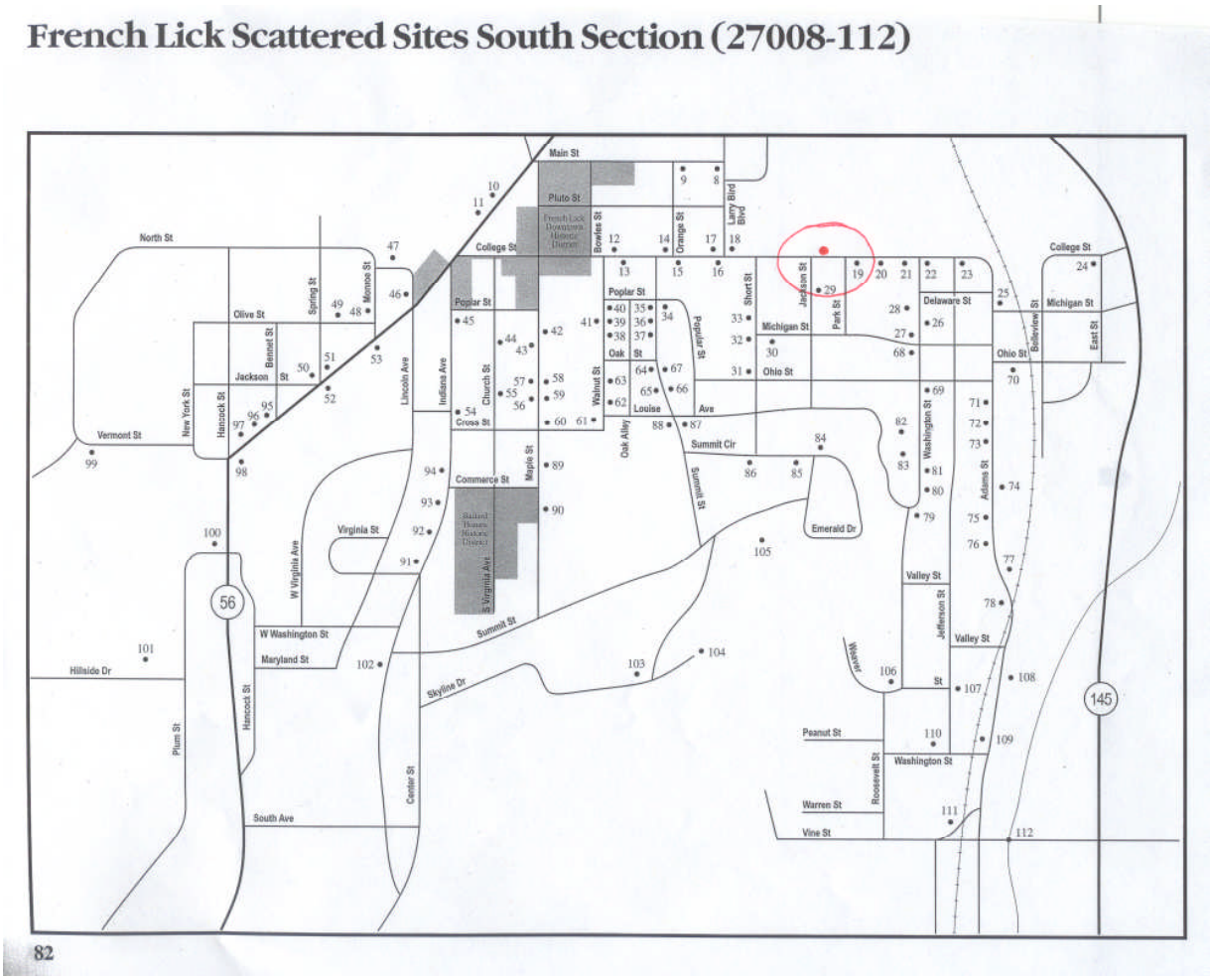
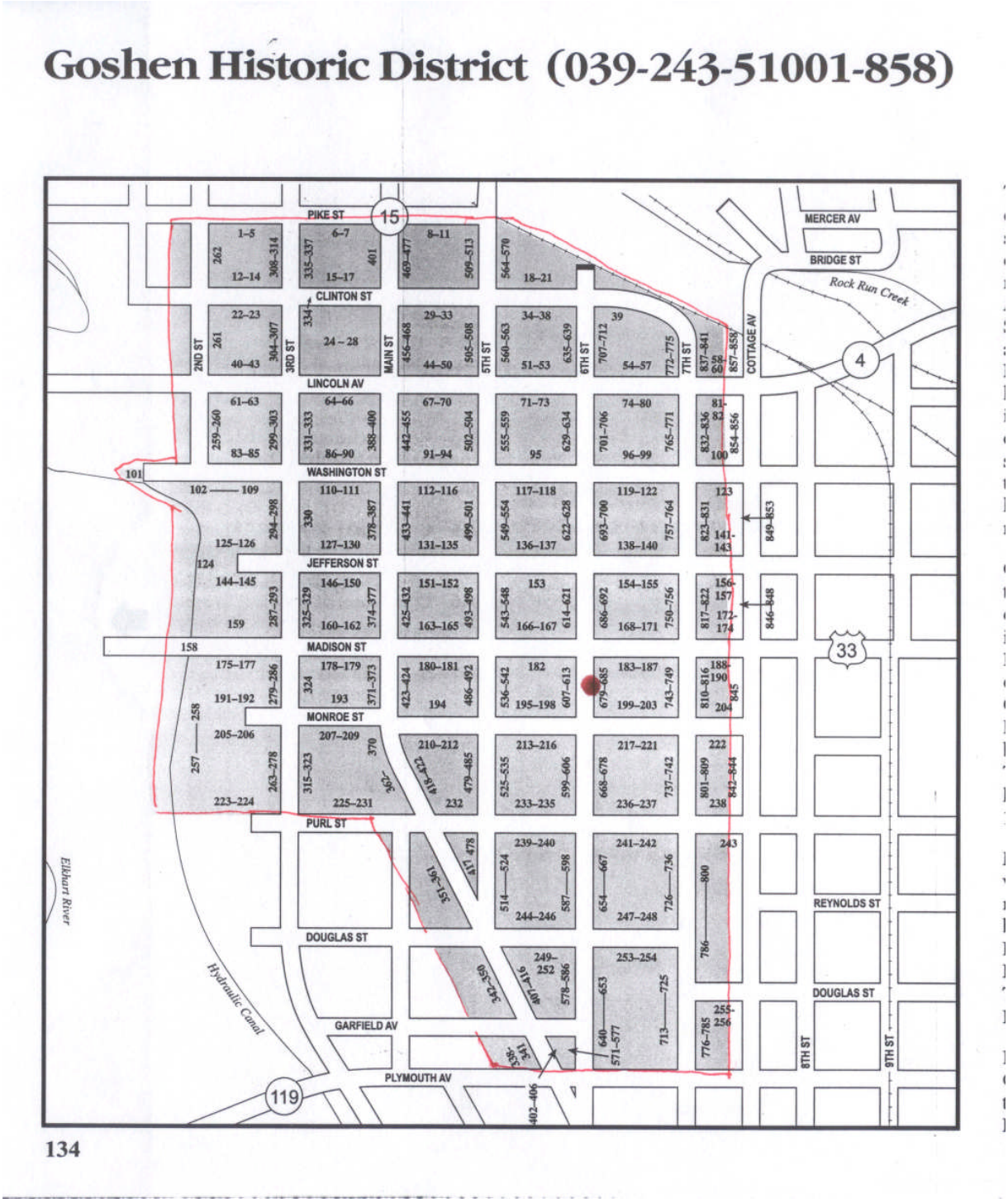
Within a town or city the Scattered Site maps from interim reports are easy to use for identification of the project site and resources within the APE. This example shows that the there are two surveyed resources within the project's APE. All surveyed sites within the APE should be noted and evaluated for eligibility for inclusion in the National Register. Most maps will also show where historic districts are located within a city and their boundaries. If a project is located within or near a surveyed historic district, that district map should be referenced.



Considerations for projects located within a surveyed historic district: 1. If a district is identified in an interim report it is most likely eligible for the National Register (if not already listed) 2. Historic districts are considered to be a single resource; therefore if a project site is located within the boundaries of a district (whether or not the site itself is contributing to the district), the entire district should be considered as part of the area of potential effects.