

July 10, 2024

MDOT LAP  
WORK SPECIFICATIONS FOR  
SURVEY OF ABOVE-GROUND CULTURAL RESOURCES

The Michigan Department of Transportation (MDOT) Local Agency Program (LAP) survey of above-ground cultural resources specifications is intended to both discover potentially historic buildings, structures, sites, objects, and districts within a project study area, and assess the potential eligibility of those individual properties and districts for the National Register of Historic Places. It combines elements of both the reconnaissance level survey and intensive level survey as defined by the U.S. Department of the Interior, National Park Service.

The project work shall be conducted by a person meeting the professional qualifications set forth in 36 CFR 61 - Appendix A for Historian or Architectural Historian.

The project consists of the following six steps:

Step I. Collect National Register Quality Historic Information.

- A. Research the historic materials available from the State Historic Preservation Office (SHPO) and from other sources such as educational institutions, museums, historical societies, libraries, archives, and knowledgeable local residents. Conduct a literature search of such materials as books, personal records, deed and title books, censuses, historical narratives, journals, vital records, personal records, newspapers, tax records, ethnographies, folk life documentation, biographies, oral histories, etc. Review available graphics such as historical maps, atlases, "birds-eye" views, and photographs. Copies of maps and atlases should be included in the report.
- B. The archival research shall be used to document the chronological development of the survey area and the historic contexts within that area. Historic contexts describe the historic development of the area and identify the significant broad patterns associated with history, architectural history, historic engineering, or culture that may be represented by individual properties and districts within the project area.

Step II. Field Work.

- A. Review the "Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation;" focus attention on the sections entitled, "Guidelines

for Identification - Performing identification" and "Guidelines for Evaluation - The Evaluation Process." Next, review National Register Bulletin No. 24: "Guidelines for Local Survey: A Basis for Preservation Planning." Finally, review Section 2 on "Historic Context as the Basis for Evaluating Significance" in National Register Bulletin 16, "Guidelines for Completing National Register of Historic Places Forms" and the "Michigan Above-Ground Survey Manual."

- B. Acquire one or more maps which clearly and accurately show all the roads and highways within the project area and which facilitate the accurate recording of the locations of all individual properties and all properties within historic districts identified and photographed during the survey field work. The maps should be accurately scaled representations of the survey area.
  
- C. If survey materials exist from earlier field work efforts, they need not be prepared again if the physical appearance of the properties has not changed. The reuse of earlier field work materials, however, shall not eliminate the need to conduct the historical research described in Step I. Be certain to note in the report the existence and present location of any earlier survey materials whether they are reused or not.
  
- D. Photograph individual properties within the project area.
  - 1. Define individual properties as being all buildings, structures, sites, and objects that stand outside of any districts but within the project study area.
  
  - 2. Complete photographs for all individual properties that appear to be 40 years old or older, and any resources younger than 40 years if they appear to contribute to the significance of the area or meet Criteria Consideration G.
  
  - 3. Photos should include a three-quarter view of the structure showing two sides at once. The photos should show the landscaping around the building. Depending upon the circumstances, it may be necessary to acquire a streetscape photo illustrating the type of landscaping present around the structure or structures. It is also important to provide photographs showing landscaping or other landscape features (fences, pillars, lights, etc.) at the roadside if it is historically significant or contributes to the overall character of the property. All photos must be taken without snow covering and/or obscuring buildings, landscaping, and other features.
  
- E. Photograph all districts within the project area. One of the purposes of the survey is to assess whether or not the project area or areas within the project area form all or parts of one or more potential historic districts. This will require the researcher

to look outside the boundaries of the project to determine if the project area or part of it is located within a larger potential historic district.

1. Define properties within a district as being all buildings, structures, sites, and objects in that district. It is also important to document landscaping (like tree lines) or other landscape features (fences, pillars, lights, etc.) that are historically significant or contribute to the overall character of the district.
2. Delineate boundaries of any district that includes properties in the study area following the instruction provided in National Register Bulletin 15, "How to Apply the National Register Criteria for Evaluation." The boundaries must be delineated for the entire district even if it includes areas along roads not within the project boundaries.
3. When boundaries have been delineated, complete photo documentation for all properties along the roadways that lay within the part of a potential historic district within the project area boundaries regardless of the age of the properties. The consultant is not required to provide photos of each individual property outside of the project area (i.e. not on the project route) within the possible historic district. However, enough photos need to be provided of the potential historic district to give MDOT and the SHPO evidence of the historic district's existence and to justify the boundaries. Provide streetscape photos keyed to a district sketch map that are geographically representative of all parts of the district and that are representative of the building types and styles indicative of the district.

Provide a written explanation in addition to the photographs to explain the rationale behind the chosen boundaries. Why is this district a cohesive area? What is the general significance? Describe the overall character in relationship to the boundaries.

- F. In the event that the project area includes a park and/or cemetery take photos showing general views from the street. Take individual photos of significant man-made features such as gates, walls, ornamental fencing, buildings such as chapels, public mausolea, sexton's lodges or offices, important family mausolea and monuments.

Step III. Conduct post-field work research and National Register eligibility evaluations.

- A. Undertake any additional research necessary to document which of the National Register selection criteria and criteria considerations which of the historic context(s) each specified individual property and district addresses. (See National Register Bulletin 16: Guidelines for Completing National Register of Historic Places Forms.) Efforts should be made to acquire information on the date of

construction, the architect and/or builder of the property, its original owners or other historically significant owners and appropriate contexts in order to support recommendations for National Register eligibility.

- B. For a proposed individual property located outside a district, there should now be information available on its locally defined context, its historical and/or architectural significance, its physical description, and its level of physical integrity.

For a proposed district, there should now be information available on its locally defined contexts, the historical and/or architectural significance of the key buildings, structures, sites, objects, features, and open spaces reflecting its themes, its physical description, and its level of physical integrity.

- C. Conduct rigorous evaluations of individual properties and districts for their National Register eligibility. Individual properties and district properties that are unimportant examples of property types, have only weak associations with the people, events, and patterns, or display a poor level of physical integrity will likely require no further research, but will need an explanation in each respective form to support the ineligible determination.

Individual properties and district properties which appear to be eligible for the National Register will require more detailed historic and eligibility analysis. For each individual property and district property selected as eligible, thoroughly justify in writing its history and how it meets the National Register criteria. In the case of an individual property, this completes the evaluation process. In the case of a district, an additional decision will have to be made as to whether or not enough properties representing an important theme or themes exist to justify the district. Are there key properties or a concentration of typical properties that clearly reflect the people, events, and patterns, etc. developed in each theme's narrative? Are there additional properties that, while not key or typical within the narrative, are supportive of the theme? Do all the properties together give the district a high enough level of physical integrity? If several themes were found, do they make sense coexisting in the same district?

- D. For each specified individual property and each district, the Michigan SHPO Architectural Properties Identification, Architectural District or Complex Identification, and Cultural Landscape Identification forms will be completed as appropriate. The forms will include a summary paragraph (at the least) of physical description, history, and a significance that will summarize the results of all the field work and research. At least one view of the property should accompany the summary paragraphs.

In the summary paragraph for description, describe the property or district, note its major physical attributes, assess its physical integrity, and describe its

environment. Also, for eligible properties, describe the specific historic property boundaries (e.g. the platted lot only, the existing legal property and beyond to the edge of the road/shoulder/curb, a farmstead with adjoining fields, etc.).

In the summary paragraph for significance, cite the applicable National Register selection criteria and explain why the resource is significant in terms of the applicable National Register areas of significance. In doing so, demonstrate why an individual property or district is a good representative of one or more of the historic contexts defined earlier as being important in the historic development of the area.

For a district, provide information beyond the physical description summary paragraph if necessary to support conclusions. Following the summary paragraph for significance, however, be certain to provide historical and architectural overview statements for pivotal properties that reflect the National Register selection criteria, the areas of significance, and the historic contexts represented by the district.

#### Step IV. Maps.

Maps must clearly and accurately show all roads and highways and other significant natural and cultural features within the project area. Maps should facilitate the accurate recording of all property locations and district boundaries. Include copies of historic maps in the report if possible.

Boundary lines for any district shall be provided on the appropriate map. If a district falls both within and outside the project study area, delineate boundaries within and outside the project area. All maps shall include a scale bar (that will retain meaning even if the map is enlarged or reduced), a north arrow, a date of production, and a title incorporating the survey's name, project area, municipal unit if different from the project area, county, and state.

Step V. Develop a draft report. The hard copies of draft report will be printed using line numbers to enable faster and easier review and commenting. Include the following.

- A. Introductory material should include:
  1. Title.
  2. Abstract. The Abstract should include the acreage of the area surveyed, and a summary of what was identified (how many historic structures were assessed and how many were determined to be eligible and or contributing resources).

4. Name the author or authors of the report and all the people who assisted with the project.
  5. Project history and methodology.
    - a. Give a brief history of the survey project itself. State when it was awarded and when the work took place.
    - b. Describe the methodology used in the survey. Tell what types of information were gathered and from where.
  6. Describe previous research conducted in the project area; note the existence and location of any survey materials that may have come from earlier survey efforts.
- B. The body of the report should:
1. Describe the project area and its general environmental setting including its exact location. Illustrate the project area on a map. Note any areas within the project area that were not surveyed at all and explain why.
  2. Based on all the research data collected during the project, provide an overview of the project area's historical and architectural significance. Prepare a historical narrative that sets forth the area's history from the beginning of permanent settlement to the 1980s **and** places the significant events in their proper context in relation to the broad historic themes -- such as settlement, industry, commerce, or architecture -- to which they relate in local, state or national history. There should be a basic chronological introduction to the project area's history that introduces each of the documented themes. If applicable, the narrative and context should also identify the presence of any underrepresented groups within the project area and document that history as well.

The narrative should primarily concern itself with the project area, but must relate the project area's history to the general history of the larger community or area around it of which it is a part. The narrative must identify the buildings, structures, objects, districts, and/or sites in the project area that relate to the significant events and historical patterns noted in the narrative.

The narrative must be followed by separate lists (1) of the historic themes for the project area discussed in the narrative and (2) the property types represented by the project area's resources. Property types normally will be based on function, such as residential, commercial, industrial, or religious, and may be further subdivided as appropriate to the best

understanding of the project area's historic resources. The discussion of the property types should not include a separate list of architectural styles because all architectural style information will be contained within the summary paragraphs of physical description.

3. Using the summary paragraphs and any other materials written to support the conclusions drawn in the paragraphs, assess the eligibility of the specified individual properties and districts for the National Register of Historic Places using The Criteria For National Register Evaluation (Department of Interior, National Park Service 36 CFR 60.4, National Register of Historic Places, Criteria for Evaluation). Prepare a brief significance statement for each property deemed to meet the National Register criteria that explains the property's significance in terms of its property type and the historic contexts it represents. It should also explain how it meets the physical integrity requirements set for its property type.
4. Note which groups of properties fell within the districts. Add the written justification for each district and its boundaries, and a map of each district with clearly delineated boundaries and contributing and non-contributing buildings identified along each route within the project area.
5. The report should have a clearly understood and well-organized system for all surveyed properties. The information on the surveyed properties should be organized in a logical sequence by street name and in ascending address order within each street. Street inventories should be listed in some logical way, either in alphabetical order or in the order in which they are located on the ground, from one end of the project area to the other, with north-south streets before east-west, or vice versa. If possible, the views for each property should be paired with the descriptive and historical information on the property.

C. End materials should include:

1. List all the properties evaluated for National Register significance, organized by route and municipal unit.
2. Provide a complete bibliography of resources used for the historic research. For books, list the author, full title, place of publication, name of publisher, and publication date. For an article, list the author, the title of the article, the name of the magazine, journal, or newspaper from which it was taken, the publication date, and, if available, the volume and page numbers. For unpublished manuscripts, list the author, full title, date, and where copies are available. Names and addresses of persons interviewed should be included in the bibliography (use the latest edition of The Chicago Manual of Style for bibliographic format).

3. Submit an electronic copy of the draft report to MDOT. Attach to the draft report copies of all the survey materials produced: Research materials, notes and maps. Provide an electronic copies of all photographs of the properties evaluated for eligibility as supplementary materials.

Submit the report and materials only to MDOT.

Step VI. Complete final report upon receipt of comments from MDOT and SHPO. All comments must be addressed and all National Register eligibility determinations finalized prior to the final report submission (a second draft or an interim Final Report may be necessary to ensure all comments have been sufficiently addressed). Once all comments have been addressed and approved, submit two hard copies to the MDOT LAP Historian. Additionally, an electronic copy of the Final Report along with all survey forms as separate individual PDF's, and any supplementary materials (e.g. GIS data) must be uploaded to the ProjectWise Cultural Resources folder, and an additional electronic copy must be provided which must be either in a format/size/location that can easily be forwarded to and/or accessed by the SHPO or on a CD/DVD.