

# **Guide to the *Historical Structure Form***

## **Version 4.0**



**Florida Department of State  
Division of Historical Resources  
Bureau of Historic Preservation**

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## INTRODUCTION

This manual is designed to aid those documenting Florida's historical standing structures, buildings and objects using the *Historical Structure Form, Version 4.0*. If you wish to record an archaeological site, cemetery or bridge please use the corresponding Florida Master Site File form and not the Historical Structure Form. If you wish to record a district, landscape or extant linear resource (such as a rail, canal or road), use the Resource Group Form. Contact the Florida Master Site File for guidance on which form to use for a particular resource. Site File forms can be downloaded from the Florida Master Site File (FMSF) website or obtained directly from the Site File at the address below.

Florida Master Site File  
500 S. Bronough St.  
Tallahassee, FL 32399-0250  
Phone: 850.245.6440  
Fax: 850.245.6439  
e-mail: [SiteFile@dos.state.fl.us](mailto:SiteFile@dos.state.fl.us)  
website: [www.flheritage.com/preservation/sitefile](http://www.flheritage.com/preservation/sitefile)

### Shaded Areas: An Explanation

The shaded areas on the Historical Structure Form represent those fields which constitute the minimum level of documentation for accurately recording/updating a resource with the Florida Master Site File. These fields should always be completed or marked as 'unknown' where appropriate.

### Digital PDF Forms, an Alternative to Paper Forms

Those documenting historical structures are encouraged to use the fillable PDF version of the Site File Historical Structure Form instead of filling out a paper form. The PDF versions of Site File recording forms can be completed, saved and printed using free Adobe Reader software (version 8 or later). While the Site File's paper forms will continue to be accepted (except from large projects for which the use of electronic recording forms is required), we encourage use of digital forms for all projects. Electronic forms improve the processing of site forms by transcribing the information into the computer format of the Florida Master Site File. This saves time and money as information can be incorporated almost as soon as it is received without transcription error. However, use of the electronic site form does not excuse the recorder from sending the required photo and map attachments, which are discussed in the next section. Site File fillable PDF forms can be obtained from our website or by contacting the Site File at [SiteFile@dos.state.fl.us](mailto:SiteFile@dos.state.fl.us) or 850.245.6440.

## **REQUIRED ATTACHMENTS FOR THE *HISTORICAL STRUCTURE FORM***

### **General Requirements for Attachments**

Required attachments for a complete *Historical Structure Form* include maps and a photograph. All attachments should be labeled with the Florida Master Site File number and the date of the field work. This date is used to distinguish forms recording the same structure at different times. Appendix A shows examples of acceptable maps to be included with the *Historical Structure Form*.

### **USGS 1:24,000 Scale Topographic Maps (Required)**

To guarantee consistency in recording locations of our resources, we require that the location of the structure be marked as accurately as possible on a photocopied or printed portion of a 7.5 minute series, 1:24,000 scale USGS topographic map. Buildings appear as little more than pinpoints at this scale, so we ask you to make the location as obvious as possible by marking the location with a bulls-eye, line, callout box or other method that will reproduce on a black and white photocopy. The point should be prominently labeled with the Site File number of the structure. If the Site File number is not known, then the name of the building and its address may be used.

The USGS map must be labeled by name and publication date (e.g., “Cottondale, photorevised 1984”). This information will also be required on the *Historical Structure Form*.

If you are using GIS software to generate your map products and resource locations, you are encouraged to include the GIS data along with your form and hard copy version of the map. If submitting GIS data, please include metadata (datum and projection information at a minimum).

### **Street or Large Scale map (Required)**

As structures plotted on USGS maps are mere pinpoints and because USGS topographic maps are often decades out of date and show little detail in highly developed areas, we require confirmation of the recorded structure location through a map including one or two of the nearest street intersections with streets and nearby buildings labeled. Street-level maps help us accurately place the structure location in our GIS system. This requirement can be met using a variety of resources. Examples of acceptable street-level maps include: printouts from property appraiser websites, web mapping programs (such as Google Maps), aerial photography (such as Google maps), Sanborn insurance maps or sketch maps (including North arrow and scale). The map must be labeled with the Site File number, if known, or the historical name and address of the resource.

### Photographs (Required)

At least one photograph of the main façade of the structure, contemporary with the site form, is required for entry on the Florida Master Site File. Photos should be submitted in digital format (with a plain-paper, hardcopy print) or as an archival black and white print. Please note that digital images should be submitted as a separate file (JPEG or TIFF) and **not** embedded in a PDF file or appended to the PDF form file. Refer to Appendix C for additional details of the photo documentation standards for recording resources with the Site File.

Historical photographs, those taken decades before your survey, are of great interest in documenting the history of a structure, and the Site File encourages their inclusion in the record whenever possible. They should be appropriately labeled with the source and date of the photo.

All photographs must be labeled. If submitting digital image files, please name the files using the Site File number. For archival purposes, the best labeling method for prints is a neatly printed dark graphite pencil label on the back of the print (e.g., Dixon film-marking pencils). The label must contain the Site File number, the historical name (if known), and the street address.

## FIELD DESCRIPTIONS FOR THE *HISTORICAL STRUCTURE FORM*

### GENERAL INFORMATION

#### Original / Update

If you have verified with Site File records that the structure has never before been recorded, then check *Original*. If it has been previously recorded, check *Update* and enter the correct State Site Number and site name on your form.

#### Site #8

This is the State Site Number (aka, Site File Number or Site Number). The State Site Number is assigned to a cultural resource by the staff of the Florida Master Site File. Surveyors may fax, e-mail, or call the Site File in order to get a number assigned before the form is submitted, and may subsequently reference the State Site Number in their survey reports.

The State Site Number follows the Smithsonian numbering system, with a prefix of "8" for Florida, alphabetically the eighth U.S. state (prior to Alaskan statehood), a two letter abbreviation for the county and a five digit number (with leading zeros as needed). For convenience the "8" is usually omitted at the Site File because all resources in our inventory are located in Florida. The numbers are assigned in the order the request is received. For example, the 220th cultural resource documented in Leon County would be "8LE00220" or "LE00220". Occasionally, larger complexes will be split into individual files with different suffixes, such as "LE00220A", "LE00220B", etc. Such properties are treated separately by the surveyor, who submits documentation on each one, and by the Florida Master Site File, which treats each submission as an independent record. If the property overlaps more than one county, consult with the Florida Master Site File. The property should be documented as a whole, but the resulting information will be duplicated, except for the site number, and entered once in each county.

#### Field Date

Record the date that field work started, e.g. 9/2/1988. This date will become the Form number in the Florida Master Site File database with the following format: yyyyymm, or using the previous date as an example, 199809.

#### Form Date

Use this field to record the date that the form was actually completed.

#### Recorder #

This optional field is for your convenience and represents your tracking number for the resource. While the Site File encourages assignment of State Site Numbers as early in the documenting



process as possible, in many cases it is convenient for the recorder to use a temporary tracking number as a preliminary organizational tool. If no such designation was used in preliminary work, leave the field blank.

### Site Name(s)

Please use the historic name for a cultural resource. If the historic name is not known, use the principal or best known name for the structure. Examples: Bryan Homestead, Lucas House, Cheap Jeep Autos. If no name for a structure is known, use its correct address, including street prefix or suffix direction. Example: 120 East Park Ave.

When listing site names you may include alternate names in parentheses where relevant. Examples include older/obsolete names, less used names or even erroneous names if commonly used.

### Multiple Listing # - for use by Site File staff only – leave blank

This field is for the Site File number for a multiple listing file (that is, a historic district complex usually documented on a Resource Group Form) that includes the current property. Most commonly, multiple listing numbers occur with those resources related to National Register nominations. For example, WL02350 is the "Seaside Historic District" which contains 48 structures and 2 archaeological sites, WL02300 - WL02349. Each individual structure or site form will have the district number WL02350 in the multiple listing field. The district form itself will *not* have a number in this field. This field is also used in cases where boundaries of the cultural resource cross county lines to tie the individual site numbers together.

### Survey Project Name

This field documents the name of the survey or other project which resulted in the reporting of the cultural resource. Example: CRAS of Piney Z Development, Leon County, Florida.

### FMSF Survey # - for use by Site File staff only – leave blank

This space is used for the survey or manuscript number assigned by the Site File to the survey report of fieldwork which identified or reexamined the cultural resource.

### National Register Category

Indicate the category of cultural resource for the property according to the system used by the National Register of Historic Places. In most cases, structures documented on the *Historical Structure Form* are categorized as "building". Refer to pages 4-5 of *National Register Bulletin No. 15* (U.S. Government Printing Office, revised 1995). Please check the appropriate box:

- Building
- Structure (such as a bridge)
- District (a group of buildings, structures, sites)
- Site (such as battlefield, park, archaeological)
- Object (large & moveable, like fountain, monument)

Completing a form for the Florida Master Site File, even if you suggest that the cultural resource is potentially eligible, does not imply nomination of the structure to the National Register. Nomination of a property to the National Register of Historic Places is a separate, often involved, process that usually requires the assistance of a professional consultant.

### Ownership

This field records the *current* ownership category for the property.

## LOCATION & MAPPING

### Address

This space is for the street address of the structure, including the number, compass direction, if relevant, and street name. This is a vitally important field for Site File recording, so surveyors should make extreme efforts to document complete and accurate addresses.

Examples:    1839 NE Park St  
                  234 W 12<sup>th</sup> Blvd  
                  21 Bryan Dr

If adjacent structures share the same address but are distinct buildings with unique building materials and construction dates, then separate forms should be filled out for each individual structure. Note that outbuildings that were constructed in the same style and at the same time as the main structure may be noted in the *Ancillary Features/Outbuildings* field and do not require a separate form. Conversely, if structures have different addresses (for example, single buildings on city blocks often have a range of addresses) but are connected by shared walls, style, significance, construction dates, history, etc., then one form is sufficient. Consult the Site File if you are unsure how to record a particular resource.

### Cross Streets

Please report the closest cross streets to the structure being recorded. If the resource is located on Sam Street between Park Drive and Easy Street, then enter “between Park Dr. and Easy St.”

### USGS 7.5' Map Name & Date

The name of the United States Geological Survey (USGS) 7.5 minute series topographic map on which the cultural resource is located. For every cultural resource, the Florida Master Site File *requires* that the location be plotted against a background of the 7.5 minute series, 1:24,000 scale topographic maps published by the USGS. If you have access to the paper version of the USGS map, the publication date will appear in the lower right-hand corner of the map sheet. If the map has been photorevised you may list the date of the photorevision as the map date. If you are using the electronic version of the Historical Structure Form select the map name from the dropdown list.

### Plat or other map

This area is for the name and public access location of any special or historical map used in compiling site data. For example, "Jones-Layton Map of 1843, Peebles Memorial Collection, University of Greater Florida."

### City/Town

Record the name of the town within which the structure lies or nearest town to the structure. If the structure is fairly near but not within the city limits (less than 4 miles), add "GV" for "general vicinity" after the town. If the structure is not within 4 miles of any named town you may leave this field blank.

### In City Limits?

Is the structure within the legal boundaries of the city named in the previous field? Please note that this information is *important*, well worth your consulting an updated local map. It assists municipalities in learning of cultural resources that they may have an interest in protecting.

### County

Please indicate the full county name with no abbreviations.

### Township, Range & Section

Townships, ranges, and sections are shown on the required 7.5 minute series USGS topographic map, and were derived from the original public lands surveys of American Florida (Knetsch and Smith 1992). Each 36 square mile combination of township and range is divided into 36 sections, each one mile square, and is part of the "legal description" of a parcel of land.

In landgrants and other unsurveyed lands, especially impenetrable wetlands, Township, Range and Section may not be decipherable. Some county property appraisers have extrapolated the grid into these areas and may use designations not shown on the USGS maps. Please contact Site File staff if you need assistance in determining the proper Township, Range and Section information for a particular resource.

### Township

Record the Township(s), or north-south coordinates for the structure. These are six-mile blocks numbered North and South. For example, townships in Florida run northward of the Tallahassee base line from 01 North to 07 North and southward from 01 South to 67 South. Each township is two digits with an initial zero if necessary, followed by the north or south direction written as a single letter. Examples: 11S, 01N.

### Range

Record the Range(s), or east-west map coordinate(s), for the structure. These are six-mile blocks numbered east and west. For example, Ranges in Florida run West of Tallahassee's prime meridian from 01 West to 34 West and East from 01 East to 43 East. Each range is two digits

with an initial zero if necessary, followed by the east or west direction, written as a single letter. Examples: 23E, 03W.

### Section

The section is usually a one mile square portion of a given township and range. The section is usually a number from 1 to 36, derived from numbering rows of a township-range block alternately west to east and east to west. If the section is an irregular subdivision of a land-grant, its number may be higher than 36, up to three digits long. Sometimes such sections have non-numeric labels like "East Bay 2," and their section names should be recorded in the space marked *Irregular-name*. If you need to record multiple sections within the same Township and Range, you may use a comma separated list (i.e., 3 , 4 , 5) or a range of numbers (i.e., 7-10).

### ¼ Section

The ¼ section field indicates which quadrant within the one square mile section the structure occurs. If the section is square, use NE, NW, SE or SW (checking all that apply). If the section is not one of the regular sections numbered 1-36, then indicate the irregular section name or number (but do not select a quarter-section).

### Tax Parcel #'s

This is the number used by a local government to track land parcels. The basic content of a parcel identification number will vary from county to county. Most Florida property appraisers provide parcel information in searchable format on their websites. For further information on parcel identification numbers, please contact the county property appraiser's office and/or city planning department.

### Landgrant

Landgrants are Florida lands not formally surveyed under the standard public lands system. If the resource is located within a landgrant, enter the landgrant name in this line.

Landgrants were often very large tracts of land originally recorded by Spanish and British governments in Florida, but later recognized and used in legal descriptions under American Administrations. Land in pre-existing landgrants was normally not surveyed under the Public Lands Survey System using townships, ranges, and sections.

### Subdivision Name

Record the subdivision within which the structure is located, as shown in the subdivision plat map or in the legal description. If the structure is not on subdivided land or the subdivision is unknown, leave blank.

### Block

This is for the number of the block in which the structure is found, as indicated on plat map or in the legal description. If the structure is not on subdivided land, leave blank.

## Lot #

Record the lot number on which the structure is built, from the subdivision plat map or in the legal description. If the structure is not on subdivided land, leave blank.

## UTM Coordinates

This area is used to record the Universal Transverse Mercator (UTM) coordinates for the resource. These coordinates may be derived from the USGS 1:24,000 paper maps, various mapping websites, GIS software or GPS devices. Prior to the widespread use of handheld GPS devices, UTM coordinates derived from paper quad maps were the typical way to record site coordinates. Those doing much work with USGS maps and coordinates may be interested in further information. The National Park Service offers a publication, "Using the UTM Grid System to Record Historic Sites," (Cole 1980). Forestry and survey supply distributors offer transparent overlays for 1:24,000 maps which facilitate linear and acreage measurements.

### UTM: Zone

For Florida, most of the panhandle counties are in Zone 16, while the rest of the state is in Zone 17. The dividing line is close to the Leon County-Jefferson County boundary.

### UTM: Easting

This area is for the east-west UTM coordinate for the center of the structure, a six digit number measured in meters eastward from the zone origin. If deriving the number from paper maps, the coordinates should always be rounded to the nearest 10 meters, since greater accuracy is not possible with 1:24,000 USGS maps. The approximate statewide minimum value for easting in Zone 16 is 440000 meters (USGS Dogwood Creek 1:24,000 map), while the approximate maximum is 788000 meters (USGS Miccosukee NE). For Zone 17, the approximate minimum value is 213000 meters (USGS Metcalf), while the maximum is roughly 596000 meters (Palm Beach).

### UTM: Northing

Please record the north-south UTM coordinate, a number of seven digits recording the distance north of the equator in meters, ranging from an approximate minimum of 2714000 (e.g., on the USGS 1:24,000 Marquesas Keys West sheet) to an approximate maximum of 3431000 meters (e.g., USGS Cottonwood).

## Other Coordinates

The *Other Coordinates* section is intended to record Latitude(Y) and Longitude(X) location information such as coordinates obtained from a GPS unit. Alternate Coordinate system values such as State Plane or Albers may also be recorded in these fields. Please be sure to indicate the coordinate system used, the datum (i.e., NAD27, NAD83, WGS84), and the units (i.e., feet, meters) where applicable. For Latitude/Longitude coordinates please indicate whether the coordinates given are Degrees-Minutes-Seconds, Degrees-Decimal Minutes or Decimal Degrees.

## Name of Public Tract

This field is to record a publicly owned tract with a formal name, within which the structure is located, including a city park, a college campus or a national or state park or forest. Prefix the name with the government owning or an abbreviation for it. Examples: US: Ocala National Forest (for federal), FLA: Ft Pickens State Aquatic Preserve (for state); Leon Co: Public Landfill (the public landfill owned by Leon County); City of Miami: Ponce De Leon Park (a park owned by the city of Miami).

## HISTORY

### Construction Year

Use the field to record the year of construction for the structure, as documented or estimated. If construction extended over more than one year, use the year it began. If the year is not definitely known, select the appropriate qualifier box along with the year (*approximately, year listed or earlier or year listed or later*).

#### Construction Year Qualifier Box Examples

- ❖ 1933 -- accurate year of construction indicated by a cornerstone
- ❖ 1933 approximately -- an estimate based on the architecture or other evidence
- ❖ 1933 or later -- because the only information is evidence of a different structure standing at the same location during 1933
- ❖ 1933 or earlier -- because the structure is referenced in a 1933 newspaper article and you have no other evidence

### Original Use, Current Use and Other Use

Indicate the uses of the structure and year each use started and ended, as documented or estimated. Note that the labels of *Original Use* and *Current Use* are intended only to encourage the noting of changing uses over time and that filling in the years the uses were active is important. If a structure has had only one use, only *one* use line need be filled out (with a *From year* of the construction date). Please select a use from one of the choices in the dropdown list on the PDF form or choose from the list of uses in Appendix B (if filling out a paper form by hand). If you need to enter a use that is not in the dropdown list you may type it into the *Other Use* field.

### Moves

If the structure was moved from its original construction location check the yes box, enter the date the move occurred and record the original address or location.

### Alterations

Was the structure altered in any way (were major elements replaced, for example)? If so, check the yes box and enter the date and nature of the change.

## Additions

Were there any additions to the original structure? If so, check the yes box and write in the date and the nature of the additions.

## Architect

Enter the name (last name first) of the architect, designer, builder, landscape architect, or artist responsible for the actual design of the building, structure, or object being documented. If the principal architect of a firm was responsible for the design, enter her/his name. If an architectural firm bearing the name of an individual architect (Addison Mizner) was responsible for the design but you have no evidence that the principal necessarily was responsible, enter the name and add "and Company"; for example, "Addison Mizner and Company." If the architecture/design firm does not include the name of an architect/designer, enter the name of the firm. If a design derives from stock plans of a company or government agency and is not credited to a specific individual, enter the name of the company or agency responsible; e.g. "U.S. Army Corps of Engineers." If the origin of a design is traced to a published pattern book or book of plans, cite the plan name and the full reference; e.g., "The Marigold, Aladdin Homes, The Aladdin Company, Catalog No. 42, Bay City, Michigan, 1929, p. 29."

## Builder

Enter the name (last name first) of the builder, contractor, or firm responsible for the construction of the resource.

## Ownership History

For owners, especially the first owner and/or historically significant ones, list the following information if it is available: full name, dates ownership began and ended, profession and any significant historical associations.

## Is the Resource Affected by Local Preservation Ordinance?

Please indicate if the resource is affected by a local preservation ordinance such as being designated on a local register or subject to local historic preservation related restrictions.

## DESCRIPTION

### Style

Choose the architectural style or period which best describes the structure. A general assumption is that the majority of buildings can be summarized stylistically by a single description. For buildings where two or more styles dominate, "Mixed" should be used, followed by the names of the styles in the *Distinguishing Architectural Features* field. If you would like to discuss the style in greater detail you may do so in a separate text file or supplement page.

In cases where the style outlasted a single period, it may be repeated (e.g., Gothic Revival, Moorish Revival). Some styles are defined by time period while others (usually vernacular

styles that span a wide time range) are defined by the fabric and function of the structure. Some styles will be listed multiple times using a primary style name and various synonyms. See Appendix B for a list of styles and time periods. For additional information on architectural styles and elements consider consulting *A Field Guide to American Houses* by Virginia and Lee McAlester.

### Exterior Plan

This field documents the general exterior plan or footprint of the structure. See Appendix B for a list of options for this field.

### Number of Stories

Record the number of stories, including half-stories, for the structure. A story is a floor which contains habitable space. A half-story is a floor with habitable space, but usually with a relatively low ceiling height reflecting its position in an attic. Half-stories may be recorded using decimals (i.e., 1.5). Do not include basements in the story count.

### Exterior Fabrics

Record the major exterior fabrics (e.g., brick, stucco, siding) used on the structure. Choose from the dropdown list or refer to Appendix B for options if filling out a paper form by hand. If using the electronic form, *Exterior Fabric* line 3 may be used to type in a fabric type that does not appear in the dropdown list.

### Roof Types

Select the roof types (e.g., gable, hip, shed) present on the structure. Choose from the dropdown list or refer to Appendix B for options if filling out a paper form by hand. If using the electronic form, *Roof Type* line 3 may be used to type in a roof type that does not appear in the dropdown list.

### Roof Materials

Record the roof surface materials (e.g., shingles, tile, sheet metal) of the structure in this field. Choose from the dropdown list or refer to Appendix B for options if filling out a paper form by hand. If using the electronic form, *Roof Materials* line 3 may be used to type in a roof material that does not appear in the dropdown list.

### Roof Secondary Structures

List the secondary roof structures (e.g., dormers, towers, cupolas) present on the building. Choose from the dropdown list or refer to Appendix B for options if filling out a paper form by hand. If using the electronic form, *Roof Secondary Structures* line 2 may be used to type in a secondary structure that does not appear in the dropdown list.



## Windows

Describe all window types occurring on the structure using the standard format detailed below. Descriptions consist of several parts; *Standard Information* (sash type, material, window configuration) and *Optional Information* (pane configuration, additional information). For each window type list all description parts separated by a comma or semicolon.

### *Standard Information*

Sash Type	SHS (single-hung sash) DHS (double-hung sash) THS (triple-hung sash) casement, French, awning, hopper, jalousie, horizontal sliding, fixed, pivot, pediment, etc.
Materials	wood, metal
Window Configuration	bay (indicate shape), bow, paired, grouped (for more than two, indicate number), ribbon, paladian, bullseye, lancet, rectangular, round, etc.

### *Optional Information*

Pane Configuration	# of panes over # of panes (written as #/# or for example 9/9), diamond, etc.
Additional Information	exterior shutters, blinds(louvered), etc.

Example: DHS , wood , paired , 6 / 6 , blinds

## Distinguishing Architectural Features

Use this space to describe decorative details of structural or non-structural elements that help define the architectural style or date of the structure. For example, a common ornamental detail of the Bungalow style is exposed rafter tails.

## Ancillary Features/Outbuildings

Ancillary features are objects or structures associated with the main structure and may include outbuildings and landscape features. For example, when documenting an old plantation house, the ancillary features may include a water tower, a spring house, a green house or a detached kitchen. A more contemporary example of an ancillary feature would be a free-standing garage or utility shed.

Keep in mind that if outbuildings were constructed at a different time, using different materials and in a different style than the main structure, they may need to be recorded separately on their own form.

## Chimney No.

Record the number of chimneys present on the main structure.

## Chimney Materials

Record the types of materials used in the construction of the chimneys for the structure. Choose from the dropdown list or refer to Appendix B for options if filling out a paper form by hand. If using the electronic form, *Chimney Materials* line 2 may be used to type in chimney materials that do not appear in the dropdown list.

## Structural Systems

Indicate the major structural systems employed in the construction of the structure. Choose from the dropdown list or refer to Appendix B for options if filling out a paper form by hand. If using the electronic form, *Structural Systems* line 3 may be used to type in a structural system that does not appear in the dropdown list.

## Foundation Types

Record the type of foundation support employed in the Structure. Choices from the dropdown list include 'Continuous', 'Piers' and 'Slab'. If using the electronic form, *Foundation Type* line 2 may be used to type in a foundation type that does not appear in the dropdown list.

## Foundation Materials

Choose the materials used in the construction of the foundation from the dropdown list. Refer to Appendix B for a list of options if filling out a paper form by hand. If using the electronic form, *Foundation Materials* line 2 may be used to type in a foundation material that does not appear in the dropdown list.

## Main Entrance

Describe the main entrance to the structure, including the approach (walkway, vegetation, etc...). Include stylistic details that are significant or unique.

## Porch Descriptions

Use this field to document all porches present on the structure including number, locations and types. Location should be recorded using direction and description (N, S, E, W, NE, etc. For example: N/ENTRANCE). Porch type will usually be described as open, closed or incised (a brief explanation of each type is below). Please include the roof type of each porch in the description.

**Open:** a roofed structure which is open to the air at the front and sides (includes screened)

**Closed:** a roofed structure which is closed at the front and sides (walled, or glass enclosed)

**Incised:** porch roof is part of the main building roof (*not* a projecting porch)

## Condition

Select the choice that most closely describes the general physical condition of the structure. As a rule of thumb, a ruinous structure would be uninhabitable while an excellent structure would be nearly completely historically intact or perhaps newly restored.

### Narrative Description of Resource

Give a general description of the physical features, condition or history of the resource in as much detail as desired, using a separate sheet, if necessary. Include any information that may not be adequately recorded by other fields on the form.

### Archaeological Remains

If there are archaeological deposits or artifacts associated with this structure, describe them here. If they are recorded as an archaeological site at the Site File, give the Site Number.

### Check if Archaeological Form Completed

Check this box if a Florida Master Site File Archaeological Site Form was also filled out as a part of the project that recorded this resource.

## RESEARCH METHODS

### Research Methods

Indicate the methods used to research the resource. Please check all boxes that apply. If a method was used to research the structure that is not listed on the form (windshield survey, for example) describe it on the *other methods* line. Please consider using these sources of information if they have not already been utilized in your research.

### Bibliographic References

References should include any sources used in background research. Use continuation sheet, if needed, and give FMSF Manuscript # if relevant.

Example of reference format:

Tesar, Louis D. 1995. *Post-Hurricane Opal Shoreline Erosion Archaeological Site Inspection Trip, St. Joseph Peninsula, Gulf County*. FMSF Manuscript No. 4039.

## OPINION OF RESOURCE SIGNIFICANCE

Your opinion of the significance of the resource and its eligibility for the National Register of Historic Places is important information and a critical part of the form. The National Register of Historic Places uses the following criteria to determine eligibility for listing of cultural resources:

*Criterion A* - The property or structure is associated with events that have made a significant contribution to the broad patterns of our history.

*Criterion B* - The property is associated with the lives of persons significant in our past.

*Criterion C* - The property embodies the distinctive characteristics of a type, period, or method of construction or represents the work of a master, or possesses high artistic values, or represents a significant and distinguishable entity whose components lack individual distinction.

*Criterion D* - The property has yielded, or is likely to yield, information important in prehistory or history.

Further information on National Register criteria may be obtained from (1) National Register of Historic Places, National Park Service, P. O. Box 37127, Washington, D.C. 20013-7127; (2) *National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation*; or (3) Survey and Registration Section, Division of Historical Resources, Gray Building, 500 South Bronough Street, Tallahassee, Florida 32399-0250 (850.245.6333).

Please note that the National Register of Historic Places is referenced here because it sets de facto national standards for evaluating cultural resources. Completing a form for the Florida Master Site File, even if you argue the site is eligible for listing, does NOT start the process of nominating the resource for the National Register of Historic Places. Such a proposal is the responsibility of the surveyor, although the Florida Division of Historical Resources is charged with assisting persons with the task. Nomination of a cultural resource to the National Register is a somewhat complex and time-consuming process. If you believe your cultural resource might qualify and you are interested in the nomination process, contact the Survey and Registration Section of the Division of Historical Resources.

#### **Appears to meet the criteria for National Register listing individually?**

Surveyor's opinion of the resource's eligibility for the National Register of Historic Places when the resource is considered as an independent entity -- not as a component or contributing property to a potential historic district. Select *yes* for eligible or *no* for not eligible. Professionals completing surveys mandated or funded by the state normally must make this evaluation. If you do not feel qualified to make such a judgment, please leave blank. Evaluations should be briefly justified in every case, positive or negative, using the *Explanation of Evaluation* field. Extended justifications can be made on a continuation sheet if needed.

#### **Appears to meet the criteria for National Register listing as part of a district?**

Surveyor's opinion of the resource's eligibility for the National Register of Historic places as a component or contributing property to a district or thematic nomination. Select *yes* for eligible or *no* for not eligible. Professionals completing surveys mandated or funded by the state normally must make this evaluation. If you do not feel qualified to make such a judgment, please leave blank. Evaluations should be briefly justified in every case, positive or negative, using the *Explanation of Evaluation* field. Extended justifications can be made on a continuation sheet if needed.

#### **Explanation of Evaluation**

Use this space to record a justification for the evaluations made in the previous two questions concerning National Register eligibility, referencing National Register criteria if possible. Even

a brief explanation of the surveyor's opinion of eligibility is important because it can influence agency recommendations on projects potentially impacting the resource. Use a continuation sheet if needed.

### Areas of Historical Significance

Indicate the broad themes or topics of historical significance relevant to the resource. The Florida list is based on but not identical to those listed on page 8 of *National Register Bulletin 15*. Choose from the dropdown list on the electronic form or refer to Appendix B for a list of options.

## DOCUMENTATION

### Accessible Documentation Not Filed with the Site File

Use these fields to document field notes, photos, plans or other important documents related to the resource that are permanently accessible. For each separately maintained collection, record the *Document types*, *Maintaining organization*, *Document description* and *File or accession numbers*. *Maintaining organization* is used to indicate the archive, museum or other entity that has custody of the documentation. *File or accession number* refers to the identification number given to documents in the maintaining organization's filing system.

## RECORDER INFORMATION

### Recorder Name

List the name of the person or persons involved in recording the structure (filling out this form).

### Recorder Affiliation

Indicate the organization or institution that the primary recorder is affiliated with or employed by. Choose from the dropdown list or type in a response.

### Recorder Contact Information

If the recorder has an affiliation with an organization, institution or Florida Anthropological Society chapter, give that organization's contact information. If the recorder is an unaffiliated private individual give the individual's contact information.

## TIPS FOR SURVEY PROJECTS THAT PRODUCE STRUCTURE FORMS

In the interest of preventing errors and inefficiencies by both surveyors and the Site File, we offer the following suggested sequence of steps for architectural surveyors conducting a project in Florida.

### Planning and Preparation

- In the earliest planning phases **consider using Site File electronic recording forms** for both creating the forms and submitting them to the Site File. Use of electronic forms is required for larger grant-funded projects.
- The *Historical Structure Form*, version 4.0, is the most current form, and it is available for download on our website. Earlier versions of the *Historical Structure Form* will be accepted, but some fields have been changed significantly and **we encourage use of the current, legal, form.**
- Most local **city or county governments have useful information for your project area** in the form of Geographic Information System data or general computer databases, often online. If available, please include tax identification numbers (or *STRAP* numbers) or other cross-references to local databases in your forms. Sometimes local databases may contain ownership history, general historical information, large scale maps, building footprints or photographs.
- **Identify and examine reports of past surveys in the project area** whose findings and methods may affect planning of your project. Contact the Site File for assistance in identifying previous surveys in your project area.
- **Identify previously recorded cultural resources in the project area.** This step is important because State Site numbers cannot be assigned until it is established that the resource is not already recorded. Normally, searches for previously recorded resources can be conducted through legal description of the project location (township, range, and section) or addresses for individual cases. Also, GIS and database information are available for all previously recorded structures, and may be obtained by contacting the Site File.

### Preliminary and Survey-Level Records

- As soon as you have a list of unrecorded properties for which new forms will be prepared, contact the Site File to **request State Site Numbers for the new resources.** Numbers may be requested using the *Number Assignment Request/Confirmation Form* available from the Site File website. For large projects numbers may be pre-assigned in blocks. Before requesting new site numbers please check Site File records to ensure that each resource does not already have a State Site Number.
- **If this form is being submitted as part of a field survey project, please complete the Site File's Survey Log Sheet for the survey manuscript.** This form has one required attachment, a portion of the 1:24,000 (7.5 minute) USGS topographic map with the survey project area clearly marked. To assist future researchers and aid the Site File in processing survey projects please adhere to the following guidelines:
  - In the survey report, use the State Site Number for historic properties which are referred to in text or tabulated. The report should include a table of all properties

correlating Site File numbers with name, address, and other important information.

- On the *Survey Log Sheet*, please list all site numbers of resources for which you are submitting forms.
- Separate forms for newly recorded properties (“originals”) from forms for previously recorded properties (“updates”).

### Historical Structure Forms

- **Complete the fields of each *Historical Structure Form* as fully as possible**, especially the shaded fields discussed on page 5 of this manual. If you cannot complete a field because you do not have the information needed or the field is not relevant to the resource you are recording you may leave the field blank.
- **Double-check the accuracy of information used to identify and to locate properties**, particularly the site name field, address field, Township/Range/Section fields, USGS 1:24,000 topographic maps and the large-scale maps showing adjacent streets and buildings.

### Packaging Structure Forms

- Clip *Continuation/Supplement Pages*, photograph(s), marked USGS and large scale maps, supplementary sheets, and other material documenting individual resources to the completed *Historical Structure Form*. Ensure that all materials are labeled with the State Site Number.
- Arrange submitted forms in State Site Number order.
- If you are using GIS software to generate your map products and resource locations you may also (but not in place of the hard copy version) send the GIS data along with your forms. If submitting GIS data, please include metadata (datum and projection information at a minimum).
- If you are using Site File electronic forms, please include a disk with your file submissions. Unless otherwise instructed, all submitted files (PDF forms, image files, and any supplementary information) should be named with the State Site Number. **Do not embed image and map files** within the PDF form. All attachments should be separate files.

### Transmitting Project Results

- Consultants often have to transmit at least two sets of project documentation, one to the client and one to SHPO. When transmitting project results, especially if your product passes through other hands before reaching us, take reasonable steps to ensure that the Site File receives a comprehensive set of documents.
- For compliance projects, transmit only *one* package of all documentation to the Compliance Review Section in Tallahassee. When their review process is completed, they will pass all materials on to the Site File.
- For projects funded by the State of Florida’s historic preservation grant in-aid program, follow instructions in your grant award agreement, confirmed by your grant administrator (Grants and Community Education Section, Division of Historic Resources, 850-245-6333). While multiple copies of the survey report are required, only one complete set of *Historic Structure Forms* is normally submitted. Transmit all products to the Grants office and they will pass the materials on to the Site File.

## FREQUENTLY ASKED QUESTIONS

### What is an historical structure?

In this manual, we use *historical structure* as shorthand for a partly or wholly standing, historical building, engineering structure, or artistic object, in the sense of *National Register Bulletin 16A* (National Register of Historic Places 1991), page 15. The *Historical Structure Form* is geared mainly toward recording buildings, that is, structures with enclosed habitable spaces.

### What structures are eligible to be entered on the Florida Master Site File?

For the purposes of the Florida Master Site File, “historical” means at least 50 years old, regardless of historical significance (or lack thereof) or current condition. At the discretion of the Supervisor, structures or sites of special significance may be recorded on the Florida Master Site File even though they do not meet the half-century rule.

### What forms are available for recording historical resources that are related to buildings?

The Florida Master Site File currently has the following forms: *Archaeological Site Form*, *Archaeological Short Form* (for non-professionals only), *Historical Bridge Form*, *Historical Cemetery Form*, *Resource Group Form* and *Historical Structure Form*. If you are unsure which form to use for a particular resource, contact the Site File for guidance. These forms are all available on the Site File website or by contacting the Site File.

### Do I record significant destroyed historical structures?

Yes! The Florida Master Site File will accept satisfactory documentation on properties that have been destroyed. Such resources should be marked prominently as “destroyed” on maps and reports submitted to the FMSF. A certain degree of historical, architectural, or scientific significance is normally expected. The documentation must include accurate former location, and should include a photograph, contemporary drawing, or design plan.

### How do I handle historic districts and multiple property listings?

Occasionally, a group of historical structures, sometimes in combination with archaeological sites or other resources, needs to be recorded as a historic district or as a multiple property listing in order to meet documentation standards for the National Register of Historic Places. In this case, the individual contributing structures should be documented using the appropriate forms for each resource and the group or district recorded using the *Resource Group Form*. When documenting properties for National Register purposes please consult with the Survey and Registration Section, Bureau of Historic Preservation (850.245.6333).

### Why should I update Site File records on historical structures that are already recorded?

Because the condition of a cultural resource can vary greatly through time, obtaining current information is important. For example, if a hurricane hits an area in which a resource is located, an updated form might be needed (and required for Compliance and grant-funded projects) to



document changes due to hurricane damage or improvements made for hurricane protection. Additionally, existing documentation may be poor in quality or lacking key information.

#### How do I identify previously recorded resources and surveys in my project area?

The staff of the Florida Master Site File will be able to supply you with a list of previously recorded resources and field surveys in your project area. Simply request a search for particular Sections, Townships and Ranges or include a project area map with your request. Keep in mind that the map will need to be of sufficient detail to translate into the Site File's electronic mapping software.

#### May I record more than one building on the same form?

No. The paper and electronic forms of the FMSF are only appropriate for recording a single structure at a time. If the buildings are tied together as a complex, then they should each have a separate *Historical Structure Form*, and then a *Resource Group Form* may be filled out to link them. The only exceptions are outbuildings that are of the same character and style as the main building, but not significant on their own. Use the *Ancillary Features/Outbuildings* line to record these structures.

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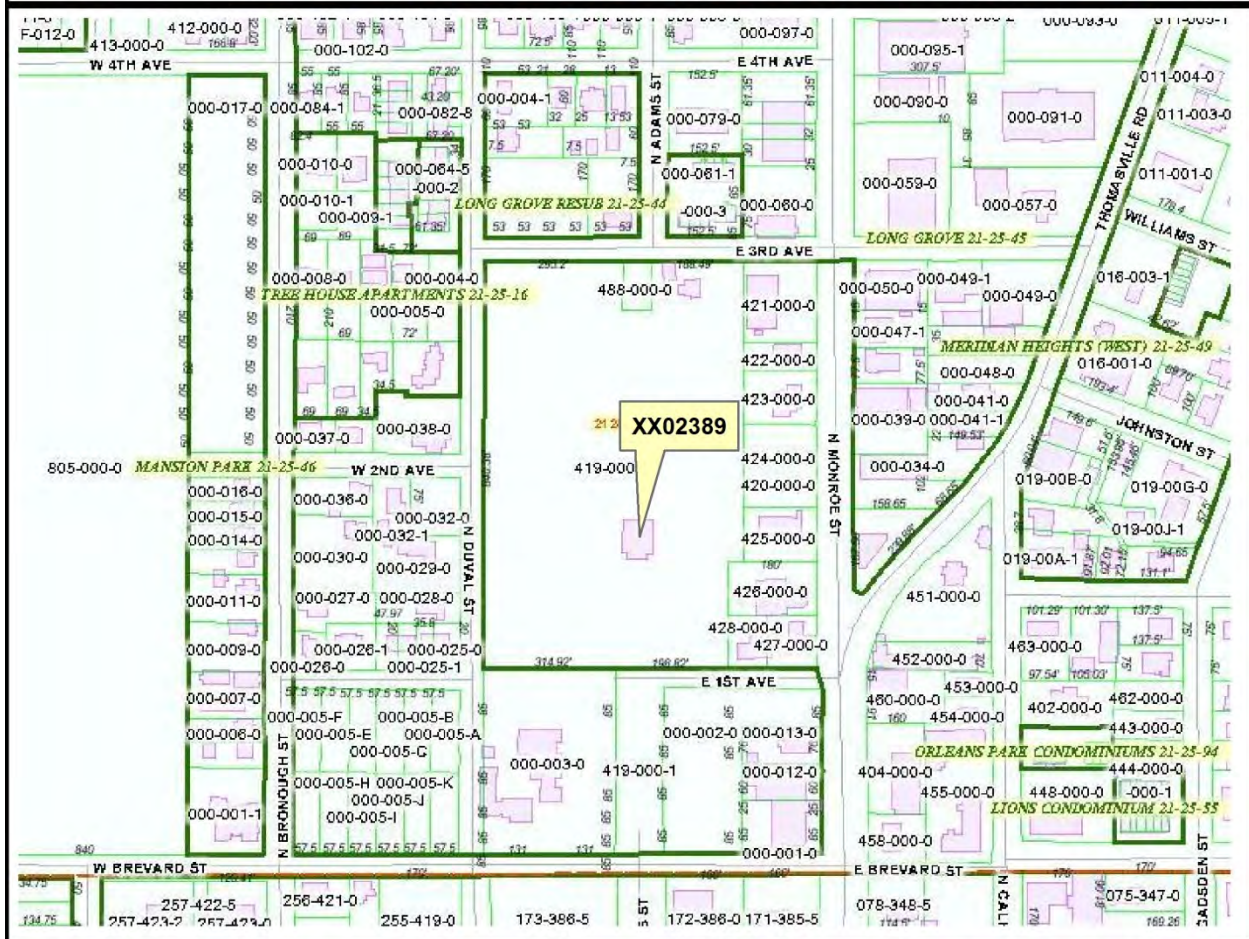
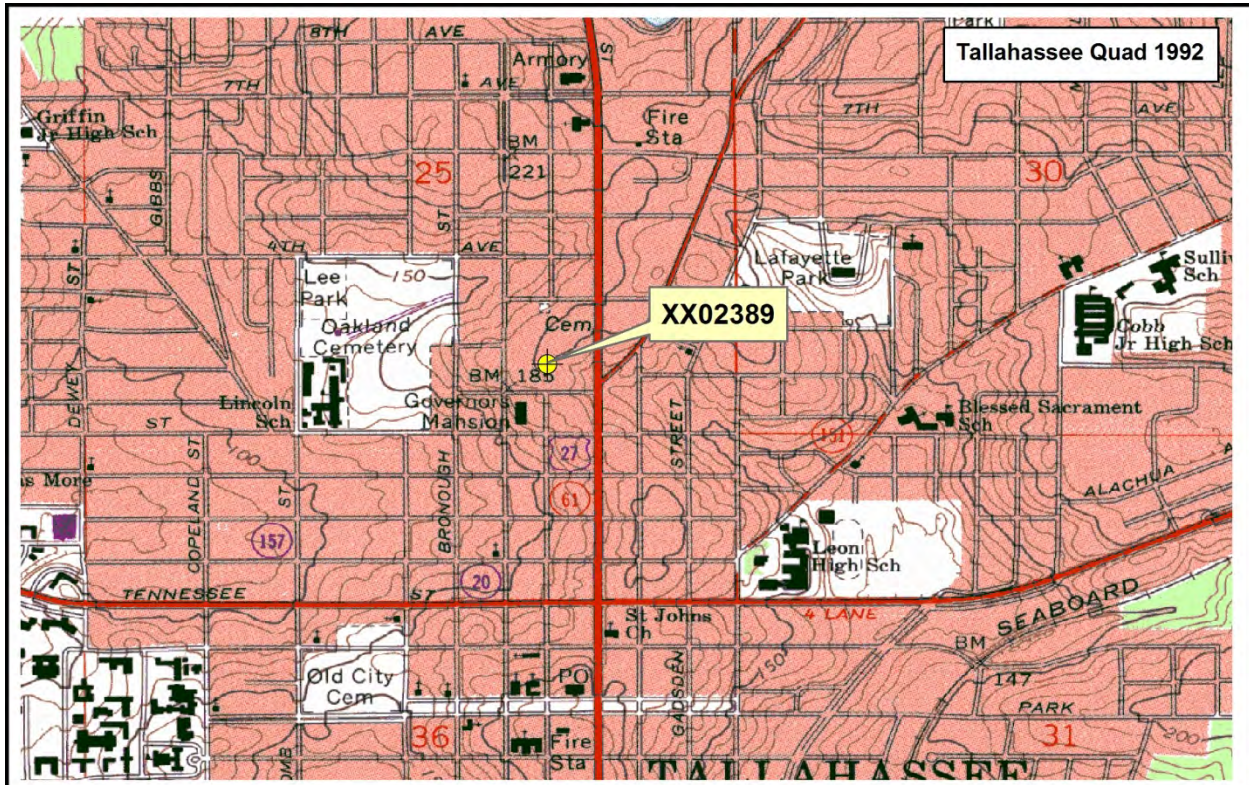
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### APPENDIX A: EXAMPLE MAPS





## APPENDIX B: PICK LISTS FOR SELECTED FIELDS

### Structure Use List

Abandoned	Electrical distribution	Migrant housing	Saw mill
Agricultural Unspecified	Dock	Military	School
Air terminal	Drugstore	Military base	Scientific laboratory
Airport	Duplex	Mill	Seawall
Animal shelter	Educational-related	Monastery	Service station
Apartment	Electrical plant	Monument	Sewage treatment
Apartment, garage	Electrical vault	Moonshine Still	Shed
Apartments & commercial	Entertainment	Mortuary	Ship
Arched entryway	Factory	Motel	Ship, sailing
Armory	Farm	Movie theater	Shoe shop
Army base	Farmers market structure	Multiple important uses	Shop
Art gallery	Farmstead	Multipurpose public	Shop, auto repair
Auto dealership	Financial institution	building	Shop, bakery
Auto repair shop	Firehouse	Municipal building	Shop, beauty
Bakery shop	Fish house	Museum/gallery/planetarium	Shop, blacksmith
Band shell	Fitness center	Nursery school	Shop, shoe
Bank	Fortification	Nursing home	Shopping center
Bar	Fraternal order building	Office	Slave quarters
Barber shop	Funeral home	Office building	Smithy
Barn	Garage	Offices, dental	Smokehouse
Beauty shop	Garage apartment	Offices, government	Spa
Bed & Breakfast	Gas station	Offices, medical	Springhouse
Belltower	Gateway/gatehouse	Open air arena	Square
Blacksmith shop	Gazebo	Orphanage	Stable
Blockhouse	Golf course	Other	Stadium
Boardinghouse	Government	Outbuilding	Statue
Boat Ramp	Graveyard	Outhouse	Still/distillery
Boat Slip	Greenhouse	Outpatient care	Storage building
Boathouse	Grist mill	Park	Store unspecified
Boatworks	Grocery store	Parsonage	Store, department
Bridge	Gymnasium	Pavilion	Store, grocery
Brothel	Hairdresser	Penetentiary	Store, hardware
Bus terminal	Hall	Pharmacy	Sugar mill
Cabin	Hangar	Physician's office	Supermarket
Cafeteria, commercial	Hardware store	Pier	Swimming pool
Cafeteria, not retail	Health center	Planetarium	Synagogue
Cemetery	Historic marker	Plant, industrial	Tavern
Cemetery/Church Complex	Home, private	Plantation	Technical school
Charnel house	Hospital	Plaza	Temple (lodge)
Child care	Hotel	Police station	Temple (religious)
Children's home	House	Pool, swimming	Temple, house of worship
Church	House of worship	Post office	Temple, social club
Church/Cemetery Complex	House, charnel	Pound	Terminal, Air/Bus/Rail
City hall	House of prostitution	Power plant	Theater
Civic center	Icehouse	Preschool	Theme park
Clinic, outpatient	Industrial	Prison	Tower
Clocktower	Industrial plant	Private residence	Tower, control
Clubhouse	Inn	Privy	Town hall
College	Inpatient care	Professional	Electrical transmission
Commercial & apartments	Jail	Professional office	Transportation
Commercial & residence	Kennel	Quadraplex	Triplex
Commercial	Kindergarten	Raceway	Turpentine Still
Communications-related	Kitchen	Railroad depot	University
Community center	Labor housing	Recreation hall	Unknown
Control tower	Laboratory	Recreation, building	Unused
Convent	Launch pad	Recreation, non-building	Vacant
Correctional facility	Laundry	Religious	Vault, electrical
Cottage	Library	Research laboratory	Vehicle, road or rail
Courthouse	Lighthouse	Residence & commercial	Vessel, watergoing
Credit union	Lock structure, canal	Residence, private	Vocational school
Dairy	Lodge (club) building	Resort complex	Wall
Dam	Lounge	Restaurant	Warehouse
Day care	Lumber mill	Restroom	Water fountain
Demolished	Mall	Retail establishment	Water Supply Structure
Dentist's office	Marker	Road	Water Tower
Department store	Market structure	Rooming house	Waterworks
Depot	Mausoleum	Ruin	Wharf
Destroyed	Medical offices	Sailing vessel	Women's club
Detention	Medical, general	Salon, beauty	Zoo
Diner	Meetinghouse, club	Saloon	
Dining hall	Meetinghouse, religious	Savings & loan	

## Style List

### Colonial Styles

Spanish Colonial, 1565-1763, 1783-1820  
 British Colonial, Colonial Period 1763-1783  
 French Colonial (Pensacola area if any)

### Mid-19TH Century Styles

Federal (Adams, Adamesque), circa 1780-1840  
 Greek Revival, circa 1825-1860  
 Egyptian Revival, circa 1835-1890  
 Moorish Revival (Byzantine Revival), circa 1880-1910  
 Octagon  
 Gothic Revival, circa 1840-present

### Late Victorian Styles

Italianate (Victorian Italianate), circa 1840-1885  
 Second Empire, circa 1855-1885  
 Queen Anne (Revival), circa 1880-1910  
 Stick, circa 1860-1890  
 Shingle, circa 1880-1900  
 Romanesque Revival, circa 1880-1900  
 Moorish Revival (Byzantine Revival), circa 1880-1910

### Late 19<sup>th</sup> and 20<sup>th</sup> Century Revival Styles

Beaux Arts Eclecticism  
 Georgian Revival, circa 1880 to present  
 Neo-Classical Revival, circa 1880-1940  
 Tudor Revival, circa 1890-1940  
 Mediterranean Revival, circa 1880-1940  
 Mission  
 French Renaissance (Revival), Chateausque, circa 1880-1910  
 Italian Renaissance (Revival), circa 1880-1935  
 Pueblo  
 Collegiate Gothic, circa 1900-1940 on campuses  
 Monterey

### Late 19<sup>th</sup>, Early 20<sup>th</sup> C. American Movement Styles

Prairie, circa 1900-1920  
 Commercial, 19th and 20th centuries

### Modern Movement Styles

Brutalism, circa 1955-1970  
 Moderne (Modernistic, Art Moderne), circa 1920-1940  
 International (Bauhausian, Meisian), circa 1925-now  
 Mid-Century Modern, circa 1940s-early 1960s  
 Art Deco, circa 1920-1940  
 Miami Modern, circa 1949-early 1960s  
 Sarasota School of Architecture, 1941-1966

### Planbuilt/Catalog/Builder's Homes Styles, c1915-1950

Minimal Traditional, as in McAlester & McAlester  
 English Tudor Cottage  
 English Cotswold Cottage  
 English Georgian Cottage  
 French Cottage  
 New England Cottage  
 Spanish Cottage  
 Dutch Cottage  
 Bungalow, circa 1905-1930  
 Box (includes American Foursquare)  
 Ranch, as defined in McAlester and McAlester  
 Split Level  
 Craftsman

### Vernacular Styles

Frame Vernacular, any date  
 Industrial Vernacular, any date  
 Log, any date  
 Masonry Vernacular: Brick, block, stone, any date

### Style Synonyms, Listed Alphabetically

Adamesque Revival--use Neo-Classical Revival  
 Adams or Adamesque--use Federal  
 American Foursquare--use Box  
 Art Moderne--use Moderne  
 Bauhausian--use International  
 Byzantine Revival--use Moorish Revival  
 Chateausque--use French Renaissance  
 Classical Revival--use Neo-Classical Revival  
 Colonial Revival--use Georgian Revival  
 Dutch Colonial Revival--use Dutch Cottage  
 Elizabethan Revival--use Tudor Revival  
 Federal Revival--use Neo-Classical Revival  
 Folk Victorian--use Masonry or Frame Vernacular  
 Georgian--use British Colonial  
 Gothic--Collegiate: campuses circa 1900-1940 only  
 Jacobean or Jacobethan Revival--use Tudor Revival  
 Mansard--use Second Empire  
 Meisian--use International  
 Modernistic--use Moderne  
 Renaissance (Revival)--use Italian Renaissance Revival  
 Richardsonian Romanesque--use Romanesque Revival  
 Spanish Eclectic--use Mediterranean Revival  
 Spanish Colonial Revival--use Mediterranean Revival  
 Spanish Revival--use Mediterranean Revival  
 Streamlined Moderne--use Moderne  
 Victorian Italianate--use Italianate

### Other Categories

Mobile homes  
 Mixture of styles, with no single style dominant  
 Unknown style

## Exterior Plan List

Central Block Symmetric Wings  
 Central Block, 1 wing  
 Greek cross  
 Irregular  
 L-shaped  
 Latin cross  
 Rectangular  
 Square  
 T-shaped  
 U-shaped  
 E-shaped  
 I-shaped  
 Octagonal  
 Circular  
 Other

## Exterior Fabric List

Aluminum	Glass-fiberglass	Rolled asphalt
Artbrick, artstone	Glass-pigmentd structural	Round log
Artif masonry veneer	Glazed masonry	Shingles-asbestos
Asbestos	Hewn log	Shingles-asphalt
Asphalt shingles	Horizontal plank	Shingles-slate
Asphalt-rolled	Iron-cast	Shingles-unspecified
Beaded weatherboard	Log-hewn	Shingles-wood
BEC ceiling board	Log-round	Shiplap
Block-concrete	Log-split	Siding-drop
Block-concrete-mold	Log-unspecified	Siding-narrow routed
Block-coquina	Masonry veneer-artificial	Siding-novelty
Board and batten	Masonry-glazed	Slate shingles
Brick	Metal	Split log
Brick-tabby	Metal-pressed	Steel
Carrara glass	Mineral fiber cement	Stone
Cast iron	Molded concrete block	Structural glass-pigmented
Caststone	Narrow routed siding	Stucco
Cement-mineral fiber	Not applicable	Tabby brick
Clapboard	Novelty siding	Tabby-poured
Composition Board	Other	Tar paper
Composition Roll	Pebble dash	Terra cotta
Concrete	Pigmented structural glass	Unknown
Concrete block	Plank-horizontal	Unspecified
Concrete block-mold	Plank-vertical	Vertical plank
Concrete-poured	Plastic	Vinyl
Concrete-pre-cast	Poured concrete	Weatherboard
Coquina block	Poured tabby	Weatherboard-beaded
Drop siding	Pre-cast concrete	Window wall
Fiberglass	Pressed metal	Wood shingles
Flush wood siding	Pressed stone	Wood siding
Glass block	Random Ashlar	Wood/Plywood

## Roof Type List

Built-up	Gable-intersecting	Pyramid
Clipped gable	Gambrel	Shed
Cone	Hip	Stepped Gable
Dome	Hip on hip	Vaulted
Flat	Intersecting gables	Other
Gable	Jerkin head	Cross-gabled
Gable on hip	Mansard	Bowed-arched
Gable-stepped	Monitor	

## Roof Materials List

Barrel tile	Pantile	Wood shingles
Built-up	Sheet metal:3V crimp	Other
Composition roll	Sheet metal:5V crimp	Tar & gravel
Composition shingles	Sheet metal:corrugated	Concrete tile
Flat tile	Sheet metal:standing seam	Tin
French tile	Slate shingles	Shingles
Metal shingles	Spanish tile	Asphalt Shingles
Mission tile	Tile	

## Chimney Materials List

Brick	Mud	Tile
Concrete	Stucco	Wood
Concrete block	Stone	Other
Metal	Masonry	

## Structural Systems List

Balloon wood frame	Laminated Wood	Skeleton-metal
Braced wood frame	Lapped log	Skeleton-steel
Brick	Light wood frame	Skeleton-wrought iron
Butt joint log	Log	Space frame
Cast iron skeleton	Masonry - General	Steel skeleton
Cast-in-place concrete	Metal skeleton	Stone
Concrete	Plank wall	Structural clay tile
Concrete block	Platform wood frame	Tabby poured
Coquina block	Post and beam	Tensile
Dovetail log	Pre-cast concrete	Tongue & groove log
Glued-lam wood/plywood	Reinforced concrete	V-notched log
Glued-laminated	Retaining wall	Wood frame
Heavy timber	Saddle notched log	Wrought iron skeleton
Hollow clay tile	Skeleton-cast iron	Other

## Foundation Types List

Continuous  
Piers  
Slab  
Other

## Foundation Materials List

Brick	Floating
Concrete Block	Pile
Poured Concrete Footing	Stone
Pre-cast Concrete Footing	Tabby
Concrete, Generic	Wood Blocks
Clay Tile	Other

## Areas of Historical Significance List

Aboriginal	Industry
African American	Invention
Agriculture	Jewish heritage
Archaeology-historic	Landscape architecture
Archaeology-prehistoric	Law
Architecture	Literature
Art	Local
Athletics	Maritime history
Black history	Military
Commerce	Music
Communications	Other
Community planning & development	Performing arts/theater
Conservation	Philosophy
Cuban heritage	Politics/government
Economics	Religion
Education	Science
Engineering	Sculpture
Entertainment/recreation	Social/humanitarian
Ethnic heritage	Tourism
Exploration/settlement	Transportation
Health/medicine	

## APPENDIX C: FMSF PHOTO POLICY

The Florida Master Site File requires photographic documentation of resources as a component of a completed Historical Structure Form, Historical Bridge Form, Historical Cemetery Form or Resource Group Form. Photographs may be submitted as a digital image file **OR** as an archival Black and White photographic print. In either case the overall quality of the image (resolution, exposure, texture, focus, etc.) should be sufficient to display architectural details, where applicable. Such details include but are not limited to: ornamentation, window types, masonry patterns and materials, and distinctive roof materials.

### **If Submitting Digital Image Files...**

The image files must be submitted on disk or CD *and* as a hard copy printout on plain paper (photo paper or archival processing is *not* required). Note that the image file should be a separate JPEG or TIFF image and not inserted or appended to the PDF form file. The image files should include the site number as part of the file name and must adhere to the following specifications\*:

**Size/Resolution:** 1600 x 1200 pixels at 300 ppi (pixels per inch) or larger. This works out to approximately 2 megapixels.

**Color Format:** RGB color saved at 8-bit (or larger) per channel format. This results in a 24-bit color image (8-bits each for the Red, Green and Blue channels).

**File Format:** JPEG or uncompressed TIFF files are acceptable. Note that there are different levels of JPEG compression and that low or medium compression should be used when saving files in JPEG format. High JPEG compression may result in unacceptable image quality.

\*Note: 24-bit color JPEG images are the default image format for most digital cameras. Image resolution and compression are usually adjustable and should be checked prior to capturing images for submission to the Site File. As of the date of this document most cell phone cameras *do not* meet the minimum requirements for submission.

### **If Submitting Archival Black and White Photographic Prints...**

The Site File requires a glossy Black and White photographic print produced by photographic chemistry on a quality Black and White photographic paper. Color photographic paper is not acceptable because it does not meet the stability requirements for archival storage. Paper rated for at least a 50-year life is acceptable. The print must be large enough, at least 3"x5", to show detail without magnification and to show further detail under low magnification.