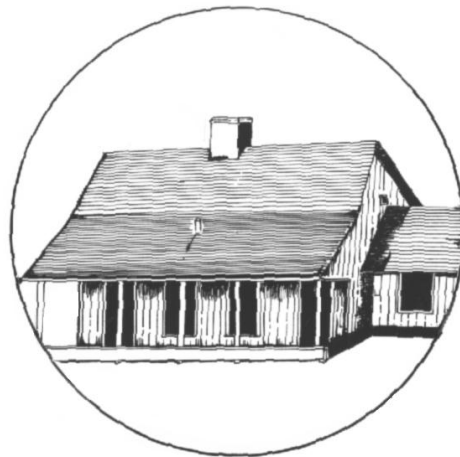


Guide to the *Historical Structure Form* **Version 5.0**



**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 5.0*. 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.myflorida.com
website: <https://dos.myflorida.com/historical/preservation/master-site-file/>

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

Those documenting historical structures using the *Historical Structure Form* should use the fillable PDF form format. Site File recording forms can be filled out, saved and printed using free **Adobe Acrobat Reader** software (version 8 or later). While third party PDF software may appear to work, only **Adobe Acrobat** software will ensure proper formatting of the form for use with Florida Master Site File data systems. Electronic site forms should be accompanied by the required map and photo attachments, which are discussed in the next section. Please do not embed or append maps or other attachments within the site form PDF file. Attachments should be submitted as separate files using the State Site Number as a part of the file name. Site File fillable PDF forms can be obtained from our website or by contacting the Site File at SiteFile@dos.myflorida.com 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. Attachments should be submitted as separate files. Do not embed or append attachments within the site form PDF file.

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 may 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. Appendix A shows examples of acceptable maps to be included with the *Historical Structure Form*.

The USGS map must be labeled with the map name and publication date (e.g., “Cottondale, photorevised 1984”). This information will also be required on the *Historical Structure Form* itself. If you are using GIS software to generate your map products and resource locations you are encouraged to send the GIS data along with your form. When 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. When 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 in our inventory, then check *Original*. If it has been previously recorded, check *Update* and enter the existing State Site Number and site name on your form.

Site #8

This is the State Site Number (aka, Site File Number, SiteID, or trinomial). 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 to get a number assigned before the form is submitted, and may subsequently reference the State Site Number in their survey report.

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 Site File staff for guidance. In these cases, the resource will be documented as a whole, but the resulting information will be duplicated and a separate State Site Number will be issued for each county the resource overlaps.

Field Date

Record the date that field work started, e.g. 9/2/1998. This date will become the Form number in the Florida Master Site File database with the following format: YYYYMM 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 during fieldwork. If no such designation was used in preliminary work, leave the field blank.

Site Name(s)

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 street address, including 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 district 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 every effort to document complete and accurate addresses.

Examples: 1839 NE Park St
 234 W 12th 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

Using the list provided, select 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 needed, Site File staff can assist in determining the map name.

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 researching current municipal boundaries, as it assists municipalities in learning of cultural resources that they may have an interest in protecting.

County

Please select the county in which the resource is located from the list provided. This should correspond to the two-letter county code found in Site File Number.

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. Sometimes called the STRAP number, the basic content of a parcel identifier 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., WGS84, NAD83, NAD27), 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, shown in Appendix B. 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 enter the date and the nature of the additions.

Architect

Enter the name 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 for example) 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 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. *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. *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. *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. *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 or in a different style than the main structure, they may need to be recorded separately on their own form. Consult Site File staff if you are unsure whether an outbuilding should be recorded independently.

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. *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. *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'. *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. *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 or <https://www.nps.gov/subjects/nationalregister/>; (2) *National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation*; or (3) Survey and Registration Section, Division of Historical Resources, R.A. 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.

Potentially eligible individually for National Register of Historic Places?

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.

Potentially eligible as contributor to a National Register 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 **prepare to use Site File digital PDF recording forms** for both creating the forms and submitting them to the Site File. Submission of digital PDF forms is required for grant-funded projects.
- The *Historical Structure Form*, version 5.0, 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 and **we encourage use of the current 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 or includes a report manuscript, please complete the Site File's Survey Log Sheet**. The Survey Log Sheet serves as the data entry form for manuscripts and 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”).
 - Refer to Florida Administrative Rule 1A-46.001 for official standards and guidelines for survey reports.

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 please include the GIS data along with your hard copy forms and maps. When submitting GIS data, please include metadata (datum and projection information at a minimum).
- When submitting Site File digital PDF forms, please include digital media containing your files, maps and photos. 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 file. 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?

The criteria for recording a resource on the Florida Master Site File are that it be adequately documented with a State Site Form and that it be approximately 50 years of age or older. In some cases resources less than 50 years of age may be included in the Site File inventory for planning purposes or for possessing other historical or significance attributes.

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

The Florida Master Site File currently uses the following forms: *Archaeological Site Form*, *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 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 allow Site File staff to accurately locate project boundaries.

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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1992 The Map is Not the Territory (But it Helps): Maps of Public Lands and Cultural Resources in Florida. *The Florida Anthropologist*. Florida Anthropological Society, Inc., Vol. 45, No. 4.

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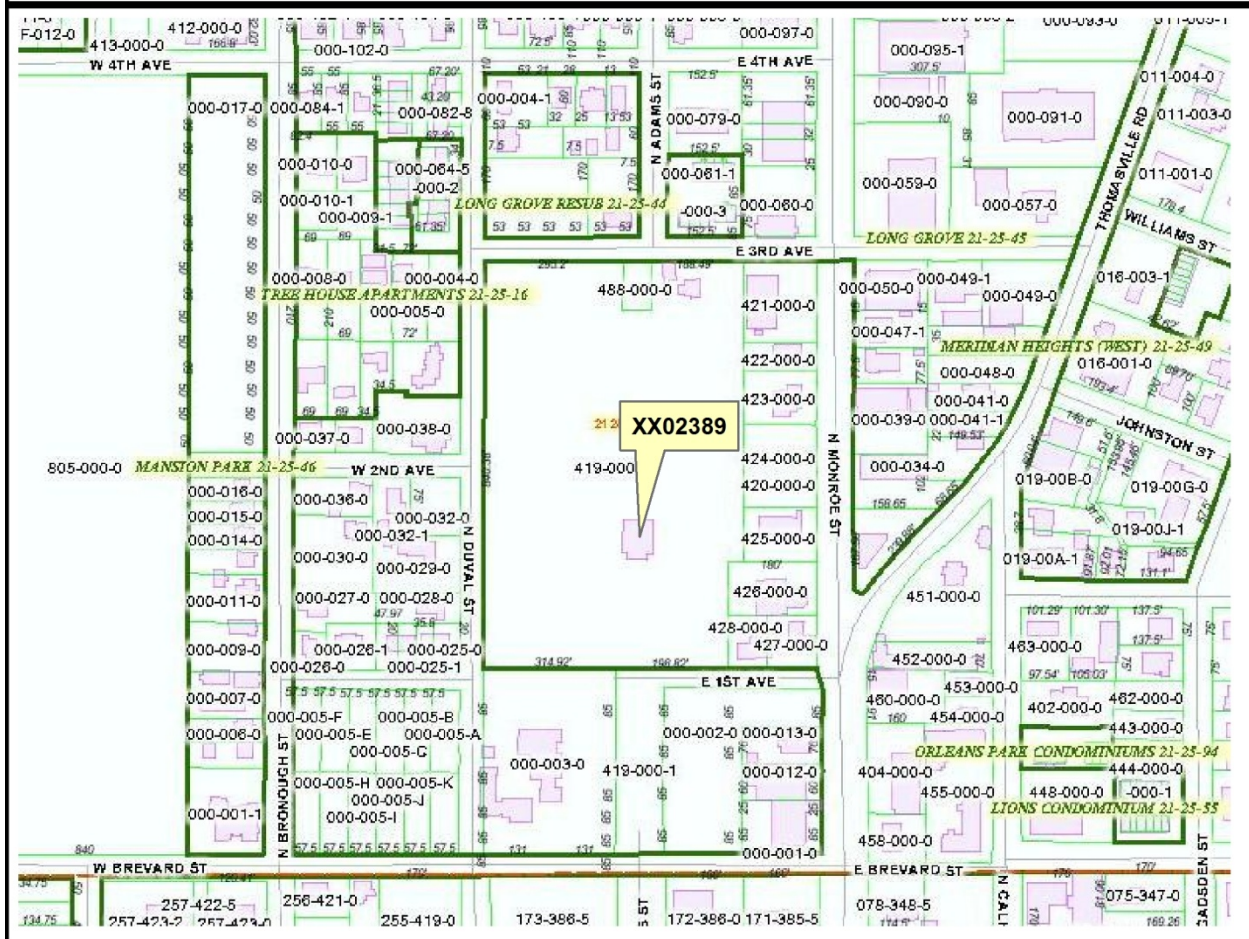
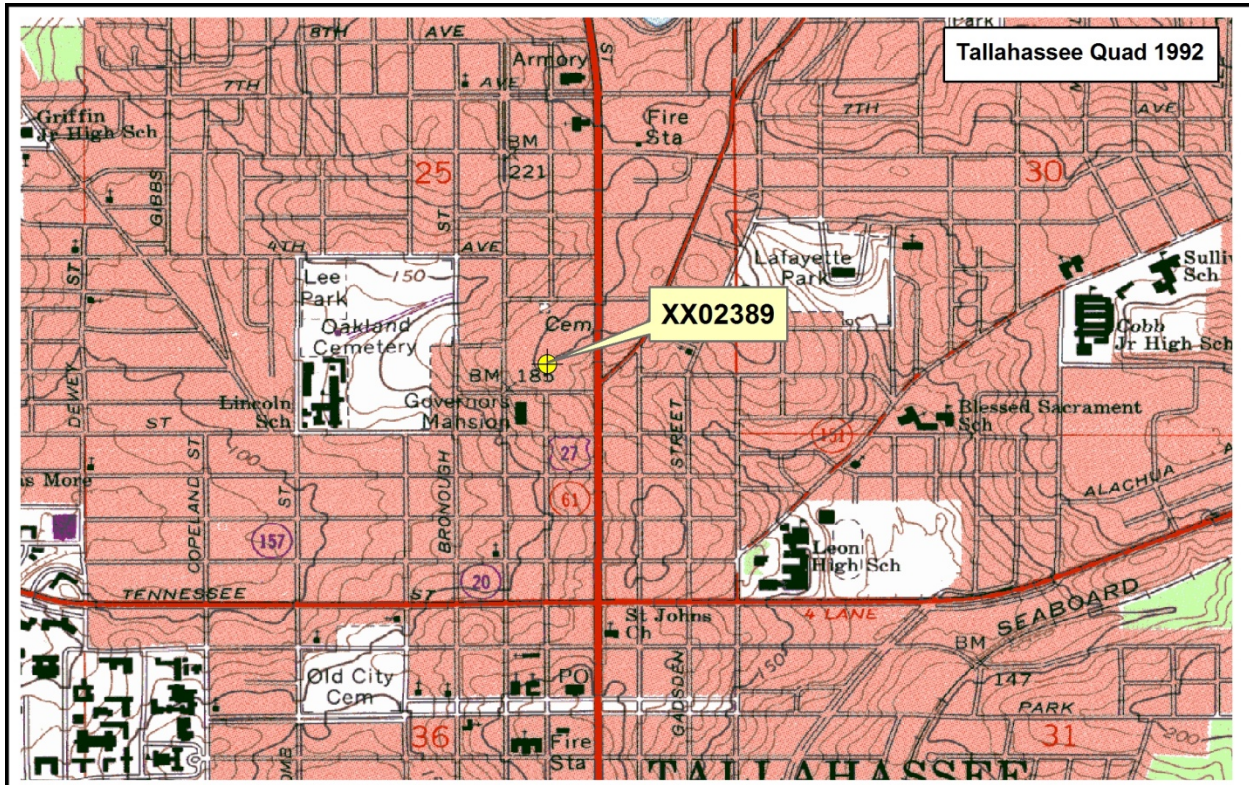
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APPENDIX A: EXAMPLE MAPS



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 19th and 20th 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 19th, Early 20th 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 | File |
| 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.

When Submitting Digital Image Files...

The image files must be submitted on CD or other digital media *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.

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.