

LOUISIANA HISTORIC RESOURCE INVENTORY FORM

GUIDELINES & INSTRUCTIONS

June 2021



Louisiana Historic Resource Inventory

Louisiana Division of Historic Preservation
Office of Cultural Development
Department of Culture, Recreation and Tourism

[See Guidelines & Instructions Here](#) Resource ID Number

Historic Name

Address

City Parish Date Surveyed

Latitude (Decimal Degrees)

Longitude (Decimal Degrees)

National Register Status

National Register Eligibility Criteria
(click for NR Criteria for Evaluation Bulletin)

A-Event
 B-Person
 C-Design or Construction
 D-Information Potential

Purpose of Survey (select all that apply):

Due Diligence Submittal National Register Nomination
 Grant Section 108
 National Register District Expansion Update Survey Form
 National Register District Update Other (describe in comments; see page 2)

Surveyor Name:

Type of Resource

Construction Date

Date(s) of Alterations

Form

Style

Only administrative updates and/or changes to the LHR form may be made by DCH staff only. Date Revised June 2021



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GUIDELINES & INSTRUCTIONS

Table of Contents

INTRODUCTION	3
SURVEYS ASSOCIATED WITH SECTION 106 REVIEWS, PHASE 1 REPORTS, MANAGEMENT PLANS AND DUE DILIGENCE PROJECTS (NOT EXHAUSTIVE).....	4
SURVEYS ASSOCIATED WITH MOST HPF GRANTS.....	4
SURVEYS ASSOCIATED WITH NATIONAL REGISTER NOMINATIONS	5
HPF SURVEY REPORT	5
LHRI SUBMISSION REQUIRMENTS	6
OBTAINING RESOURCE ID NUMBERS	6
GEOGRAPHIC DATA	6
PHOTOGRAPH REQUIREMENTS	7
COMPLETING THE LHRI SURVEY FORM	10
RESEARCH RESOURCES.....	15

INTRODUCTION

The Division of Historic Preservation (DHP) prepared the following guidelines and instructions to assist users of the Louisiana Historic Resource Inventory (LHRI) survey form. The form captures Geographic Information System (GIS) data of tangible above-ground resources across our state 50 years of age or older and provides a virtual snapshot in time. The surveys provide insight into areas where the DHP may not have direct knowledge. According to the National Park Service (NPS), a community's historic resources or neighborhood give it its special character and cultural depth. Some historic resources contain information whose study can provide unique insights into a community's past and help answer broad questions about history and prehistory. In more practical terms, each historic resource represents an investment that should not be discarded lightly. Maintaining and rehabilitating older buildings and neighborhoods can save energy, time, money, and raw materials. In addition, these above-ground resources may be eligible for listing in the National Register of Historic Places within and adjacent to a project area (PA). These resources may include buildings, structures, objects, sites, and districts. LHRI survey forms provide a base for preservation planning state-wide; edify Section 106 Review documentation, Phase 1 Reports, and Management Plans; and constitute a significant component of some Historic Preservation Fund Grant projects and National Register nominations.

Surveys fall under two categories-- Intensive or Baseline. Both categories must collect and document the information required to make a determination of National Register eligibility. An intensive survey requires in-depth research, meeting *The Secretary of the Interior's Standards and Guidelines for Evaluation* to establish National Register eligibility, while a Baseline survey requires more basic research and the identification of historic styles and types.

Updating previously surveyed resources is a major goal of DHP. Many extant surveys are outdated and require new information for determinations of National Register eligibility. If a previously surveyed resource is no longer extant, this must be included in any correspondence and reports such as surveys associated with Section 106 reviews, Phase 1 Reports, HPF grants, Due Diligence projects, etc.

Review these Guidelines and Instructions carefully to prepare the survey form in full. If you have questions about completing the Louisiana Historic Resource Inventory Form, contact us at (225) 342-9811.

SURVEYS ASSOCIATED WITH SECTION 106 REVIEWS, PHASE 1 REPORTS, MANAGEMENT PLANS AND DUE DILIGENCE PROJECTS (NOT EXHAUSTIVE)

Federal agencies are required by law to consider the effects of their actions on historic properties. Any undertaking—an action, project, funding agreement, permit, or license, requires the federal agency to comply with Section 106 of the [National Historic Preservation Act](#) as outlined in [36 CFR Part 800](#). The DHP maintains a GIS database that tracks previously and presently surveyed resources, which significantly aids in completing Section 106 reviews. Federal agencies are required to determine the impact of their project on historic resources. Projects outside the Section 106 umbrella, such as Due Diligence, Solicitation of Views (SOV), or other Cultural Resource Management reports/plans also benefit from the GIS database when presenting a project to the DHP for review and comment. The ultimate question remains, "Do any associated properties meet the criteria for listing in the National Register, and would they be affected by a proposed project?"

DHP staff conducting Section 106 Reviews will request LHRI survey forms if they are not part of the initial submission for review. LHRI survey forms are required for resources that are 50 years of age or older or possess criteria that may make the resource eligible for listing in the National Register. DHP staff may also request updated LHRI survey forms depending on when a resource was last surveyed. For more detailed information, please review [Completing the LHRI Survey Form](#) on page 10 herein.

If re-surveying a resource that has been demolished or lost since a previous survey, please note as "no longer extant" in the associated Section 106 Review, report, due diligence, etc. The updated information will aid in the determination of actions on surrounding historic properties.

DHP staff may assist with completing LHRI survey forms; however, depending on the size and scope of review, it may impact the ability of our small staff to complete the assessment on time. Therefore, it may be helpful for an applicant to partner with a Secretary of Interior (SOI) qualified consultant who has experience completing LHRI survey forms if time is of the essence.

SURVEYS ASSOCIATED WITH MOST HPF GRANTS

Each year, DHP receives an apportionment of funds for Survey and Planning projects and for use by Certified Local Government (CLG) Communities through a competitive grant process. The grant projects must focus on the goals and initiatives outlined in the Louisiana Comprehensive Historic Preservation Plan.

Baseline surveys are perhaps the most common type of survey we receive. Baseline surveys provide information that can serve a variety of purposes. The author provides the reader with just enough information to make an educated preliminary determination of National Register eligibility with photographs and information that may lead to a more intensive survey. Baseline surveys are typically conducted at the beginning to collect information on the status/eligibility of a resource.

Intensive surveys are required for National Register district nominations and updates (See below for Surveys Associated with National Register Nominations) and require surveys of all resources whether 50 years of age or not (to account for contributing and non-contributing). In contrast, Baseline surveys are required when surveying a project area for Section 106 Indirect and direct APEs (Phase 1 surveys), CLG recertification updates, Management Plans, and most HUD-funded projects (usually only those resources 50 years of age or older).

SURVEYS ASSOCIATED WITH NATIONAL REGISTER NOMINATIONS

Surveys importantly support National Register nominations. They provide the basis for nominations and the historical context that shapes the resource. An HPF grant may also be awarded to support a National Register nomination. Therefore, when surveying an area associated with an existing or proposed National Register nomination, it is essential to first contact and discuss the project with the National Register Coordinator at DHP.

As previously mentioned, there is a difference in survey requirements for a nomination versus surveys for Section 106 or other purposes. A nomination will require that all historic and non-historic resources within an agreed-upon boundary be documented on an LHRI form. In addition, in-depth descriptions must be provided for all extant resources regardless of age. In contrast, all other previously mentioned survey categories require that resources 50 years or older ONLY be documented with appropriate comments.

Refer to DHP's National Register website for additional guidance. [DHP's National Register Manual](#) (Inventory Policies) includes a complete list of information to include in each description.

Also refer to National Register Bulletin 24 (page 21 top right side column) regarding surveys associated with NR nomination- *If the purpose of the survey is to obtain documentation for National Register nominations or determinations of eligibility, the contract should specify that the consultant is responsible for compiling sufficient documentation, consistent with the Secretary of the Interior's Standards and Guidelines for Evaluation and Registration and other relevant National Park Service guidelines, to permit the necessary professional review.*

See https://www.nps.gov/subjects/nationalregister/upload/NRB24-Complete_Part1.pdf

HPF SURVEY REPORT

All survey reports must match the level of the survey undertaken, i.e., Intensive or Baseline (Reconnaissance-like).

Each report must describe how the survey will be conducted. Survey methodology encompasses actions in the field, steps for conducting research, and ordering and synthesizing data. It is essential to obtain complete, accurate survey data and fully organize it and its relationship to all applicable historic contexts relevant to the documented resource(s). Accurate survey data should also include consulting DHP's Cultural Resources Map to identify any previously recorded resources. If a resource was previously recorded and is no longer extant, the Resource number should be listed in the final survey report to DHP for their records.

Each survey report should include, at a minimum, the following:

1. Objectives of the identification activities
2. Areas researched or surveyed
3. Research design or statement of objectives
4. Methods used, including the intensity of coverage. If the procedures differ from those outlined in the statement of objectives, explain the reasons.
5. Field Survey: To identify precisely what historic properties exist in a given area or when information sufficient for later evaluation and treatment decisions is needed on individual historic properties. The field survey describes

the distribution of properties in an area, exact location, architectural form and style, and two perspective photographs.

6. Results: explain how the results met the objectives, analysis, implications, and recommendations. When a National Register survey is completed for the purpose of completing a district nomination, the author must provide justifications for the proposed boundary, period of significance – essentially addressing all information located on the NR Historic District Eligibility Questionnaire.

LHRI SUBMISSION REQUIREMENTS

The applicant must submit all of the following:

1. A LDHP database spreadsheet (which will be used to assign the Resource ID Number)
2. Map
3. PDF of the completed LHRI form(s)

OBTAINING RESOURCE ID NUMBERS

To obtain a resource ID number for each surveyed resource, one must submit a LDHP Database spreadsheet to the Division of Historic Preservation Survey Coordinator. The Coordinator will then return the spreadsheet with the appropriate resource numbers assigned. Resource numbers will begin with a 2- digit parish code, followed by a string of consecutive numbers based on how many resources have been recorded in that parish.

Batch Processing LHRI forms into a Spreadsheet- The easiest and recommended method to obtain a spreadsheet in the appropriate format which will be ready to submit to DHP is to create one using the completed LHRI forms. To do this, you will need Adobe Professional. To begin, save all of the .pdf LHRI forms into a single folder.

1. Open Adobe Professional
2. Click the on "Tools" in the upper right hand corner.
3. Click on the Forms Tab in the navigation plane.
4. Select "More Form Options"
5. Select "Merge Data files into Spreadsheet"
6. Please navigate to the folder containing the LHRI forms and select them all. This should produce a spreadsheet which can be submitted the DHP to obtain numbers.

Download the LDHP DATABASE Spreadsheet- You can find a blank version of the LDHP Database spreadsheet on our website:

<https://www.crt.state.la.us/cultural-development/historic-preservation/louisiana-historic-standing-structures-survey/index>

GEOGRAPHIC DATA

The DHP maintains a GIS database that includes properties listed in the National Register and all properties surveyed through the LHRI survey forms (contributing and non-contributing). The GIS database is a free online public resource that provides access to surveyed resources in Louisiana to identify and evaluate properties, aid in the determination of historic significance, and assist in compliance with Section 106 reviews. Collecting accurate geographic data allows DHP staff to document, analyze, and manage cultural resources in order to maintain an inventory of surveyed properties and/or districts that in turn allows staff and the public to become effective cultural resource managers and planners. Survey data is collected on a LHRI form and is submitted electronically by email or a document sharing service such as DropBox. DHP no longer accepts paper surveys. Survey forms submitted to our office must have the latitude and longitude (six decimal places).

PHOTOGRAPH REQUIREMENTS

Photograph Requirements: Two high-quality color photos must be inserted into the LHRI form. The size of each image must be 1600x1200 pixels at 300 PPI (pixels per inch) or larger. It is recommended that digital photos be saved in 8-bit (or larger) color format, which provides maximum detail even when printed in black-and-white. Due to the two photo limit within the forms, both views should be perspective views of the front and side and rear and side. Two additional digital photos may be submitted and referenced in the database table.

Photo Composition: Architectural photographs are of two general types: perspective photographs and elevation photographs. A perspective photograph shows two sides of a resource taken at a 45-degree angle, thereby documenting its characteristics as a three-dimensional form, including size and volume. The resource should fill about 75 percent of the frame in a perspective photograph, including some environmental context. An elevation photograph approximates an elevation architectural drawing and is a photo of one side of a resource taken head-on. The emphasis on one side of a building as a two-dimensional surface makes an elevation photograph more axiomatically correct and can approximate the photograph's measurements. In elevation photographs, the resource should fill the frame, isolating it from its surroundings. Elevation photographs provide the best documentation of the shape and proportion of a building, while perspective photographs best depict the three-dimensional form of a resource. For purposes of the Louisiana Historic Resource Inventory forms, perspective photographs are requested.

A primary requirement of an architectural photograph is that vertical lines that are parallel in the building should be parallel in the picture. In other words, the outside walls of a resource should not appear to converge toward the top of the photograph making the building look as if it is falling over. Convergence occurs when the photographer tilts the camera or phone back to get to the top of the building in the photograph. To overcome convergence, you should hold the camera or phone so that the back is vertical, at a 90-degree angle to the ground.

Lighting is another crucial aspect of an architectural photograph. There are three types of light for exteriors: front light, sidelight, and backlight. The best lighting is front light when the sun is approximately 45 degrees between the axis of the lens and the façade being photographed. Acutely angled raking light is "sidelight," which is excellent for revealing texture and detailed three-dimensional form. Of these, you should avoid backlight where the sun is coming from the rear, putting the side being photographed in shadow. When an important feature is in the shade or a façade is backlit, you can partially correct this by filling the frame with the element being photographed to reduce the contrast in the scene.

In situations of direct sunlight on a cloudless day, you should be aware of shadows cast on buildings by surrounding trees and try to pick times of the day when the sun's angle minimizes these shadows. Also, the time from late morning to early afternoon, when the sun is directly overhead, can cause "eaves" or "cornice" shadows that will cover half of a wall. In other words, when the sun is directly overhead, the projection of the roof over the walls can create a shadow far down the wall. The best lighting for survey photography is a bright overcast day.

Two perspective photographs are required to document a building or resource. These include 1) a photograph showing the front and one side of the building and 2) a second photograph showing the rear and the other side of the building. These two photographs document all four sides of a building. However, many photographs will be taken in cities and towns where the buildings are at high densities along streets, and it is not possible to get a rear perspective. In this situation, the second photograph should show the front and other side of the building.

When framing the building, ensure that the entire building is visible, including the point where the building meets the ground and the peak of the roof or chimney, including its surroundings, site, and landscape context. As the photograph's subject, the resource should occupy about 75 percent of the picture area, leaving the surrounding 25 percent of the frame for visual information about the context of the building.

Below are examples of unacceptable photographs of the façade and side of the surveyed property:



The top left photo has a person partially in the frame, and the tree obscures the side of the building. In the top right image, the bush, tree, and lamppost obscure portions of the building, and the glare from the sun makes viewing details on the building difficult.

The bottom left photo shows too much of the surroundings and not enough of the surveyed building. The bottom right photograph documents the sides only, leaving the façade undocumented.



An acceptable photograph, as seen below, is a perspective of the façade and right side of the building. Trees, lampposts, and people have been excluded as much as possible to give a complete, unobstructed view of the surveyed building.



Below are examples of unacceptable photographs of the rear and the side of the surveyed property:



In the top left photo, the building is obstructed by a column, which the photographer is standing behind. The top right photo cuts off the top of the building. The bottom left photo is an elevation, not a perspective, which leaves the left side of the building undocumented. Also, the bottom right photo, also an elevation, documents only a portion of the rear of the building.

The picture below, in contrast, documents the entire rear of the building and the side and minimizes obstructions found on the site.



COMPLETING THE LHRI SURVEY FORM

The Louisiana Historic Resource Inventory (LHRI) form is a fillable .pdf document with drop down menus. We recommend using a .pdf editor, but it will work in the Adobe Reader application as well.



Louisiana Historic Resource Inventory

Louisiana Division of Historic Preservation
Office of Cultural Development
Department of Culture, Recreation and Tourism

[See Guidelines & Instructions Here](#) Resource ID Number

Comments: include reason for survey (if "other" was checked, or if not covered). Include number of stories, exterior materials, roof type, details on windows and doors on street-facing elevations, foundation, outbuildings, or any other architectural features of note. Indicate justifications for whether or not the surveyed resource meets criteria for listing in the National Register of Historic Places individually or as a contributing element; indicate a basic description and process concerning contributing status for any outbuilding or structures. For bridges include sub-type, if known, and approximate length. (No character limit)

Historic Name

Latitude (Decimal Degrees)

Address

Longitude (Decimal Degrees)

City **Parish** **Date Surveyed**

National Register Status

Type of Resource

Construction Date

Date(s) of Alterations

Form

Style

National Register Eligibility Criteria
(check for "X" criteria for evaluation status)

A-Event B-Person

C-Design or Construction

D-Information Potential

Purpose of Survey (select all that apply):

Due Diligence Submittal National Register Nomination

Grant Section 106

National Register District Expansion Update Survey Form

National Register District Update Other (describe in comments; see page 2)

Surveyor Name:

Only authorized updates and/or changes to this LHRI form may be made by LCHP staff only. Date Revised: June 2021

Resource ID Number

File/Image Name:

File/Image Name:

Use this button to add a page which will display on the web site and description when printed. [Add Print Page](#)

SHPO Concurrence (SHPO Use Only)

Only authorized updates and/or changes to this LHRI form may be made by SHPO staff only. Date Revised: June 2021

All properties within the survey area (direct and indirect) will be documented at the minimum level with an LHRI form.

1. All above-ground resources at least 50 years old within the APE (direct and indirect) must be evaluated. These resources must be photographed and recorded using the most up-to-date LHRI form. The DHP is responsible for issuing all resource ID numbers for the LHRI Survey program forms. Each resource must also be evaluated for [National Register eligibility](#). Evaluation must be completed by an SOI-qualified professional (Architectural Historian, Historian, Architect, or Historic Architect), and must follow the Secretary of the Interior’s Standards and Guidelines for Evaluation https://www.nps.gov/history/local-law/arch_stnds_3.htm. The Determination of Eligibility (DOE) must be submitted to SHPO for concurrence. SHPO will review the DOE to ensure that the guidelines were followed and all eligibility criteria were adequately addressed. The final affect determination must be based upon the eligibility of the property for listing on the National Register.
2. For any above-ground resource within the PA/APE determined to be eligible for or listed in the National Register, an effect determination must be made. This determination must be submitted to SHPO for concurrence. Adverse effects once concurred upon, must be resolved through the Section 106 consultation process.
3. Each recorded resource will be assigned a unique LHRI resource ID number. A LDHP Database spreadsheet (provided by our office) must be submitted to DHP, which includes the property information and geographic information (latitude and longitude) to receive the unique numbers. SHPO staff will return the spreadsheet with the assigned resource ID numbers. Shapefiles may be submitted instead of or in addition to a spreadsheet and will be required with the submission of the final digital pdfs of the LHRI forms. LHRI survey forms must be transmitted electronically unless specified circumstances prohibit this requirement. The DHP must be consulted regarding any issues before finalizing the documents.

StandStruc	Street	City	Zip	Latitude	Longitude	Parish	Date_Surveyed
36-03856	3120 St. Philip	New Orleans	70119	29.976302	-90.085858	Orleans	11/3/2020
36-03857	1512 Mithra	New Orleans	70122	30.012163	-90.076116	Orleans	11/3/2020

4. Before surveying for above ground-resources, it must first be determined if the area has already been surveyed. Consultants are encouraged to use [the HP Cultural Resources Map](#) to determine if resources have been previously documented. If it is determined that a resource has already been documented, an updated LHRI form must be completed using the previously assigned resource ID number. A listing on the National Register of Historic Places does not constitute an LHRI survey form; however, the listing may contain helpful information in completing an LHRI survey form. The updated information must include a current Determination of Eligibility (DOE). Note: Previous forms may not contain a DOE.
 - A. If a resource has never been surveyed, the following steps must be taken:
 - A LDHP Database spreadsheet must be completed and submitted to DHP in order for unique LHRI resource ID numbers can be assigned.
 - DHP staff will return the spreadsheet back with the assigned resource ID numbers.
 - The applicant will input the resource ID numbers onto corresponding LHRI forms and save LHRI forms using the assigned resource ID numbers.
 - Once the LHRI forms are completed and ready to be returned to DHP staff, applicant will submit LHRI forms electronically. When submitting forms, they must be saved as individual pdf files, and the file name must be the resource ID number. Large files may be loaded onto an online file

sharing service or emailed in batches. Please note that our email server does not accept files over 10MB.

- B. Resources – A resource is a tangible above ground element. A resource can include buildings, ancillary buildings, objects such as monuments, streetscape features, sites, etc. For further clarification, you may contact the Historic Standing Structures Survey Coordinator.



Louisiana Historic Resource Inventory

Louisiana Division of Historic Preservation
Office of Cultural Development
Department of Culture, Recreation and Tourism

[See Guidelines & Instructions Here](#) Resource ID Number

Resource ID Number – The resource ID number consists of two separate numbers, the parish ID number, and resource number. The Division of Historic Preservation assigns resource numbers upon submitting the executed LDHP Database Spreadsheet by the surveyor. The DHP will affix the ID number(s) to the LDHP Database Spreadsheet and return it to the surveyor, who will affix ID numbers to the appropriate Louisiana Historic Resource Inventory form(s) and submit them for review and editing.

Historic Name <input style="width: 95%; height: 25px;" type="text"/>	Latitude (Decimal Degrees) <input style="width: 95%; height: 25px;" type="text"/>
Address <input style="width: 95%; height: 25px;" type="text"/>	Longitude (Decimal Degrees) <input style="width: 95%; height: 25px;" type="text"/>
City <input style="width: 95%; height: 25px;" type="text"/>	Parish <input style="width: 60%; height: 25px;" type="text"/>
	Date Surveyed <input style="width: 60%; height: 25px;" type="text"/>

Historic Name - List the historic name of the property, if known. Generally, this is the name of the original owner/occupant, the property's name by an early owner/occupant, or the name of the most significant person or event associated with the property. If two or more names are associated with the property, hyphenated names can be used. If the historic name is not known, you may leave this blank.

Address/City - Please include the street number, name and the name of the city. This should be the official mailing or 911 address of the property.

Latitude/Longitude - This should be the Northing/Easting coordinates of the property, in the decimal degree form (six decimals). If a GPS receiver or a GPS application is not available, these coordinates may be obtained using an online mapping application such as Google maps.

Date Surveyed - This should reflect the date of the fieldwork in MM/DD/YYYY format.

National Register Status <input type="text"/>	Type of Resource <input type="text"/>
National Register Eligibility Criteria (click for NR Criteria for Evaluation Bulletin)	Construction Date <input type="text"/>
<input type="checkbox"/> A-Event	Date(s) of Alterations <input type="text"/>
<input type="checkbox"/> B-Person	Form <input type="text"/>
<input type="checkbox"/> C-Design or Construction	Style <input type="text"/>
<input type="checkbox"/> D-Information Potential	

National Register Status – There are four choices in the field:

1. **Contributing to a Listed or Eligible NR District** - This property is currently located in a NR district and still meets NR eligibility criteria **or** the property is one of many resources contributing to an eligible NR district (contiguous or discontinuous) and supports an assigned historic context. **USE** the comments section to provide the name of the listed or eligible NR district in addition to other information.
2. **Ineligible**- This property does not meet the qualifications required for listing in the National Register, either individually or as part of a district.
3. **Individually Listed** - This property has already been Individually Listed in the National Register.
4. **Individually Eligible for Listing** - This property retains historic integrity of those features necessary to convey its significance. Both interior and exterior features remain to support the assigned historic context.

Eligibility Criteria - To be eligible for listing on the National Register, a resource must embody integrity of location, design, setting, materials, workmanship, feeling, and association, and:

- A** – That are associated with events that have made a significant contribution to the broad patterns of our history; or
- B** – That are associated with the lives of significant persons in our past; or
- C** – That embody the distinctive characteristics of a type, period, or method of construction, or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; or
- D** – That have yielded or may be likely to yield information important in history or prehistory (archaeology).

More than one may be selected. For additional information on how to apply eligibility criteria, please refer to National Register Bulletin 15: [How to Apply the National Register Criteria for Evaluation](#).

Type of Resource - Check the property type that applies to the resource: Building, Site, Structure, or Object.

Construction Date - This should be based on historic maps, building plaques, corner stones, or other defensible resources. Estimating the date should be done only after exhausting all resources.

Date of Alterations - List any known or estimated dates of significant alterations. This may be left blank if no alterations are observed.

Form- Chose the building form that best describes this resource. Only one may be chosen. Use the comment section to describe more complex building types.

Style - Chose the style that is best reflected on the resource. If there is no distinct style, chose "No Style." If there are multiple styles, provide them in the comments section.

Purpose of Survey – Select the reason for the survey. This allows DHP staff to understand why the survey is being conducted. More than one option may be selected.

Surveyor Name – This allows DHP staff to know who conducted the survey. Input the first and last name of the surveyor.

Purpose of Survey (select all that apply):	
<input type="checkbox"/> Due Dilligence Submittal	<input type="checkbox"/> National Register Nomination
<input type="checkbox"/> Grant	<input type="checkbox"/> Section 106
<input type="checkbox"/> National Register District Expansion	<input type="checkbox"/> Update Survey Form
<input type="checkbox"/> National Register District Update	<input type="checkbox"/> Other (describe in comments; see page 2)
Surveyor Name:	<input type="text"/>

Architectural Descriptions and Comments- Describe the resource being surveyed, using as many characters as necessary. This section should also be used to justify why the resource is either eligible or ineligible for listing on the National Register.

Inserting Photos - This section is designed to allow you to click and select a photo to insert. If using a tablet in the field, you should also have the option to access the camera after clicking on the box, and take the photo.

		Resource ID Number
		<input type="text"/>
Insert Photo Here:	File/Image Name:	
<input type="text"/>		
Insert Photo Here:	File/Image Name:	
<input type="text"/>		
Use this button to add a page which will display entire architectural descriptions when printed. <input type="button" value="Add Print Page"/>		
SHPO Concurrence (SHPO Use Only!) <input type="checkbox"/>		
<small>Only architectural updates and/or changes to the LABEL form must be made by DHP Staff only.</small>		
<small>Date Revised June 2021</small>		

File/Image Name - Type in the digital file name (if available). This will be used to link the original digital file within the database and online map.

Only two photos are required, but additional photos may be submitted with the digital form. These should be linked by typing file names within the database spreadsheet.

Editing/Altering LHRI forms – Only DHP Staff may edit or alter the LHRI survey drop-down form fields. The fields in the LHRI form that contain drop-down menu selections are set by DHP staff. If you feel that changes should be made, you may email DHP with your suggestions/recommendations. DHP staff reserves the right to reject LHRI survey forms with alterations made to its drop-down menus. DHP staff will review and consider any recommended changes but does not guarantee that these changes will be made for future LHRI survey forms.

RESEARCH RESOURCES

The availability of research material varies greatly depending on the area covered by a survey project. In general, published local histories are more likely to exist for larger communities. Research on rural areas and small towns, relying on primary sources and oral history may be necessary. Knowledgeable local citizens are often aware of the most valuable sources, and consultants would benefit from seeking their advice. Some essential sources, however, are helpful in almost every survey.

Historic Maps

Historic maps can aid in tracing a community's development. The most commonly used maps are **Sanborn maps**, detailing the property and land use for cities and towns. Extensive information is given on building construction and use, street names and addresses, and property boundaries. Other features shown include pipelines, railroads, wells, and dumps. Today, these maps are utilized extensively by architectural historians, environmentalists, genealogists, historians, historic preservationists, and urban historical geographers. In Louisiana, map dates range from 1885 to 1951, with most falling in the early part of the 20th century, and are available online through the Louisiana Library Connection <https://lplibcon.state.lib.la.us/> (with a state library card). Digital Sanborn maps are available for use at the State Library or one may contact the State Library directly at 225-342-2791 or laref1@slol.lib.la.us.

Plats, Deeds, and Land Records

Plats and land records can provide detailed information on significant properties and neighborhoods. Typically, it is not feasible to conduct extensive deed research within the scope of a survey project; however, it may yield information about ownership of landmark properties and historical development included in the survey report. Plats can help document suburban development and the historical evolution of significant properties. These records are available in the office of the Clerk of Court of the parish.

A complete list may be found here: <http://www.laclerksofcourt.org/clerksofcourt.htm>

City Directories

Louisiana city directories date from the nineteenth century and are generally arranged alphabetically by surname and can provide an individual's residence, occupation, and employer. Directories from 1938 on are Polk Cross-Reference directories, which allow users to look for persons by name, address, or phone number.

Tax Assessor's Files

In addition to obtaining the Tax Parcel ID Number, these files can contain basic information about building construction and alteration dates, but the accuracy of such information varies greatly. Tax assessment files tend to be reasonably accurate for twentieth-century neighborhoods and districts and should be consulted during surveys covering such areas. Louisiana Assessors Association, Louisiana Assessors by Parish <http://www.laassessors.com/assessors.htm> or Louisiana Tax Commission Parish Tax Rolls http://www.latax.state.la.us/Menu_ParishTaxRolls/TaxRolls.aspx

State Library of Louisiana

The Louisiana Collection is a research collection related to the State of Louisiana. Current information in the areas of law, study guides, and travel are included with other materials that record the history and culture of Louisiana. Although the emphasis is on print format, microform and electronic materials are included. Most of the material in the Louisiana collection is listed in the library's online catalog.

Additionally, the State Library of Louisiana has the Louisiana Gumbo Project. This contains the Louisiana Works Progress Administration Collection, a collection of predominantly black and white photographs from the 1930's to the 1970's, and the Louisiana Historical Photographs Collection. For more information, visit the State Library of Louisiana <http://www.state.lib.la.us>.

Local and University Libraries

Local libraries often house special collection that relates to the history and development of that community. They often house old newspapers and journals that can provide insight into events that shaped the community; information about building materials, architects, and contractors; and lists of building permits or articles relating to the construction of specific buildings. University libraries often house special collections or archival material that is not available at a local library.

Local Historical Societies

Local historical societies may help find local or regional history, historic photographs, and, occasionally, oral histories.

LA Division of Historic Preservation
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Baton Rouge, Louisiana 70802
(O) 225.342.8200
Hours: 8:00 am – 5:00 pm

