

HISTORIC STRUCTURE AND HISTORIC LANDSCAPE REPORT FORMAT

The Historic Structure Report or Historic Landscape Report format is required when a grant-assisted rehabilitation, restoration, or reconstruction project involves fabricating significant missing architectural or landscape features, recapturing the appearance of a property at one particular period of its history, or removing later additions. The HSR or HLR must be completed prior to the preparation of an application by a subgrantee requesting HPF assistance for such development work. The construction phase of planned development work will not be approved until the required documentation has been satisfactorily completed. When it is desirable to carry out measured drawings or photographic documentation to HABS/HAER standards, see Chapter 6, Section C.3.b.

Prior to hiring a contractor to complete an HSR or HLR, it is highly recommended that the property owner meet with the Minnesota State Historic Preservation Office, in particular the Historic Preservation Architect. Since each property has a unique set of circumstances, each HSR or HLR must be individually tailored to the property.

The following is the recommended format for a Historic Structure or Landscape Report.

Table of Contents

Forward or Introduction

- Purpose of the Report
- Preservation Objectives (proposed preservation treatment)

History of the Property

- Significance of the property's structure or landscape and setting (historic events, persons associated, ownership history, etc.)
- The appearance, occupation, and use of the property and its setting from original construction to the present time (including a chronology)
- Historical documentation (letters, builder records, photographs, etc.)

Architectural Description and Assessment

- A description and record of the existing condition (narrative and illustrations)
- Identification of the important structural or landscape features and distinctive qualities of the property
- An evaluation of the impact of the proposed use of the property
- Identification and analysis of the significant factors affecting the preservation of the property
- Recommended steps for preservation treatment, the basis for such recommendations, and, where applicable, preliminary design drawings
- Steps to minimize the potential impact of the proposed work on the property's historic character

Supplemental Material (when appropriate)

- Cost estimates to carry out the recommendations
- Recommendations for further study
- Material analysis (e.g. paint)

Bibliography

NPS – March 1995; MHS (Adapted) – November 2001