

## Arizona State Historic Preservation Office (SHPO)

### Standards for Documentation of Historic Buildings

The following requirements are set forth pursuant to A.R.S. section 41-861, *et seq.* and are intended to outline the typical documentation requirement for compliance with the provisions of section 41-863.

When all options for rehabilitation or alternative uses of a structure have been considered and an Agency concludes that it must demolish a building or structure that meets the criteria for the National or Arizona Register of Historic Places, the following documentation will generally be accepted as appropriate mitigation:

1. A narrative that includes the original name and construction date of the building or structure, the architect or builder (if appropriate and known), and a brief discussion of the original function of the building or structure and its uses over time. It should also include a description in terms of its systems (i.e. foundation, design, massing, materials, fenestration) noting character-defining features, condition, and any modifications to the resource.
2. The narrative should also include a statement concerning the property's significance under one of more criteria of eligibility for the State and National Registers of Historic Places. For residential properties the name and any potential significance of the original or long-term occupants should be included. Properties notable for their architectural style or method of construction should have a statement to that effect.
3. A map indicating geographic location and contextual relationship of the property to adjacent structures. Buildings in campus or similar group settings should be indicated on a map of the entire complex.
4. Reproductions of any original floor plans and architectural or engineering drawings of the property showing their original appearance and design. An effort should be made to locate these plans in Agency or other archives. If the original drawings cannot be located, a floor plan and simple elevation drawings of the primary exterior facades should be prepared for all major buildings. Major dimensions and a scale should appear on any drawings. The number and extent of drawings required may be determined by consultation with the SHPO.
5. A set of photographs showing all significant facades and architectural detailing, especially along the roofline and around the primary original entrance. Identifying features such as name plaques or cornerstones should be photographed. Significant interior spaces such as lobbies or staircases should be photographed if any noteworthy features exist. One or more photographs should show the building with its surroundings or its relationship to adjacent buildings, as appropriate. At least one of the elevation photographs should include a measuring stick or ruler to provide scale. A photo log should accompany the photographs including the photographer's name, date of photograph, direction of view, and location.

Digital images are acceptable for property photo documentation. The SHPO accepts photographs meeting the specifications issued by the National Park Service under its Photograph Policy (2024). These may be referenced in detail at their website at <https://www.nps.gov/subjects/nationalregister/upload/NR-NHL-photo-policy-2024-01-02.pdf>. Digital images must be submitted as electronic image files on a USB drive and mailed to the SHPO address below. Two copies of all materials are required for the records of the SHPO and the Arizona State Library, Archives and Public Records.

NOTE: Early consultation with the SHPO staff is recommended to ensure that all documentation requirements are understood. It is possible that in exceptional cases some additional material will be required.