



PRESERVATION PLANS AND HISTORIC STRUCTURE REPORTS

A Preservation Plan and Historic Structure Report are typically prepared by an interdisciplinary team of professionals. The plans are used to prioritize needs and to guide immediate and long-term phases of work for a historic structure, as well as plan for its use and interpretation. Its audience and users include the site's trustees and managers (present and future) as well as architects, regulatory agencies, and funding sources.

The Historic Trust has certain requirements that must be met when producing a Historic Structure Report or a Preservation Plan. While a Historic Structure Report is often more detailed in terms of scope and comprehensiveness than a Preservation Plan, there are certain elements that both documents must include. One such element is the developmental history of the resource. A thorough understanding of a resource's history is essential in forming the basis of the treatment philosophy and the recommended action. Likewise, an analysis of current conditions is essential to understanding failures, setting priorities, and recommending actions for the resource.

The Historic Trust uses the Secretary of the Interior's *Standards* and the guidance of the National Park Service for assessing preservation plans and professional assessments of historic resources. Consulting archaeologists and the staff of the State Historic Preservation Office also provide the Trust with guidance and assistance.

Two very helpful documents to guide preparation and use of historic Structure Reports and Preservation Plans are the National Park Service's *Preservation Brief No. 43: The Preparation and Use of Historic Structure Reports*, and the State Historic Preservation Office's *Historic Structure Reports and Preservation Plans: A Preparation Guide* (available on line at www.nj.gov/dep/hpo).

Each Historic Structure Report and Preservation Plan is as unique as the historic resource it assesses. The Historic Trust requires that minimum standards be met for funded assessments. But just as important are your own specific needs and expectations for the document. The plan should serve your organization's needs for the future management and maintenance of your resource. The specific content of your plan should be developed through discussions with your consultant and your Trust program officer.

The Trust requires that you or your consultant send a draft of the Preservation Plan or Historic Structure Report to us while it is being developed. Trust staff will review the draft document and provide comments to you and your consultant. Once the document has been finalized, a copy of the document should be sent to the Trust. The Trust will review the final report to ensure that the document has addressed the Trust's comments, that it meets the standards specified in the New Jersey Historic Preservation Office's

Historic Structure Reports and Preservation Plans: A Preparation Guide, and that it meets the standards specifically discussed within this manual. Failure to do so may result in the Trust withholding final payment pending Trust's receipt of a revised final document meeting these standards.

The following discusses the Trust's expectations for a Preservation Plan. All of the following also applies to a Historic Structures Report. Please refer to the National Park Service's *Preservation Brief No. 43: The Preparation and Use of Historic Structure Reports*, and the New Jersey Historic Preservation Office's *Historic Structure Reports and Preservation Plans: A Preparation Guide* for additional content of a Historic Structure Report.

Contents of a funded Preservation Plan

The following sections are to be clearly and thoroughly addressed in the Plan:

- Cover Page
- Table of Contents
- Executive Summary
- Developmental History, containing Historical Context and Description of Existing Conditions
- Treatment and Work Recommendations, containing Philosophy, Objectives, Recommendations, and Cost Estimates
- Cyclical Maintenance Plan
- Additional Information and Appendices

Each section is to be written **specifically for**, and contain material **unique and relevant to, the resource assessed**. The information contained within each document must be sufficient to support all recommended activities.

Section Specifics

Each section is to meet the contents as described by the State Historic Preservation Office's *Historic Structure Reports and Preservation Plans*. Additionally, the Trust expects the following information to be included:

Cover:

Credit the New Jersey Historic Trust on the cover of the document, either by acknowledging the Trust as a funding source or by including the Trust name and logo.

Binding:

A copy of the draft and final versions of the Preservation Plan are to be provided to the Trust for review and comment. Both versions are to be bound in a three-ring binder.

Table of Contents:

The Table is to include page numbers or section numbers that match numbering within the contents of the Plan. A reader of the Plan should be able to easily locate each section from the Table.

Executive Summary:

The summary is to be located at the front of the report and should provide a brief overview of the report including basic property information (name, dates of construction, significance, and period of significance). It is to include contact information on all organizations and consultants involved in the preparation and funding of the Plan. The New Jersey Historic Trust must be credited as a source of funding for the project in the Executive Summary (i.e. “The preparation of this Preservation Plan has been made possible, in part, by public funds from the Garden State Historic Preservation Trust Fund administered by the New Jersey Historic Trust”). The Executive Summary is to also include reference to all primary and secondary sources used in preparing the Plan, as well as identifying any previous studies and known capital work to the resource.

The summary should state the philosophy (to be explained and justified in later chapters), the goal of the plan, the limitations of the plan (what it will and will not accomplish), and the recommended treatment.

Developmental History:

The Preservation Plan, in addition to the requirements stipulated in *Historic Structure Reports and Preservation Plans: A Preparation Guide*, is to include discussions of archaeological need for the site and recommendations for archaeological evaluation. Any past archaeological research and testing is to be discussed and included in the document. There should be a chronology of construction followed by an outline chronology of known dates. The outline should be divided into periods, usually associated with owners or major construction events. Clear reproductions of historic photographs, images, and diagrammatic drawings, which illustrate the evolution of the property, should be presented here with captions and referenced in the narrative.

Historical Context:

A statement of historical significance (similar to a Nation Register statement of significance) is to be provided, with an opportunity to refine, re-emphasis or expand the statement. All primary sources are to be footnoted. All collections consulted should be identified. Historical material, such as maps and photographs, are to be referenced as to their source. Voids and deficiencies in the known historical record are to be noted as well as possible sources and recommendations for future research.

Significant architectural features (a list of character defining elements or concepts that should be retained and preserved or restored in future work) are to be noted.

Description of Existing Conditions:

The Plan is to include an analysis of the existing site along with buildings on the site (even if the focus of the Plan is on buildings not the site). It should address the significance of the site, chronology of alterations and use, prior treatments and use, copies of maps, illustrations and photographs of the site, and recommendation for future research.

The description of the resource **must identify and comment on character defining features** and is to be accompanied by exterior and interior photographs. These may include photographs of significant moldings, decorative features, stairs, windows, fireplaces, hardware, and mechanical elements, among others. For structures with a chronology of construction and alterations, annotated plans or diagrams should be provided defining the major changes. At a minimum, the Plan must list and date (if known) all major alterations.

All Plans are to address the accessibility of the resource. For the Historic Trust, public access and participation are serious concerns for any historic resource receiving public funding. Accessibility review is to consider the methodology of the evaluation, limitations of the existing condition, impact of improvements recommended, and proposed solutions for providing ADA access. For houses of worship and buildings containing public meeting space, accessibility within that meeting space is to be evaluated, as well as accessibility leading into the space.

Structural and building system evaluations are to be provided. The evaluation may require intrusive access to major structural elements. The Plan is to include photographs of existing conditions, general descriptions, comments and significance of systems, and recommendations, including recommended future research.

Philosophy:

Before setting out recommendations, the Plan is to include a discussion of the preservation, restoration, or rehabilitation objectives that guide the recommendations. The philosophy is to provide a clear rationale for the recommended treatments that follow. There are four distinct approaches to the treatment of historic properties: preservation, rehabilitation, restoration, and reconstruction. Please refer to the Secretary of the Interior's *Standards* for an explanation of each treatment approach. One over-arching philosophy must be chosen. However, there may be multiple approaches within that over-arching approach. If so, this must be clearly explained and delineated. Floor plans are to be provided delineating where each approach is proposed, and the rationale for each approach is to be described.

The philosophy should be based on historical documentation, existing conditions, and the planned future use of the resource.

Objectives:

The specific needs and long-term objectives of the building users (usually you the Grantee) are to be set out within this section. This includes how the resource is to be maintained, present uses, and proposed uses. The Plan is to consider and comment on the interpretative opportunities, signage, and public programs, and for the resource, even if this is not its primary use. It should also include comments on the use of the Plan itself as a tool for fund-raising, involving the larger community in the objectives, and other opportunities for public education of the resource.

Work Recommendations:

This section is the central feature of a plan and is based on thorough historical research and a careful physical evaluation. It should include room-by-room recommendations, as well as exterior and site recommendations. It is to consider codes, use requirements, life safety, and accessibility. Supportive drawings and photographs are to be included.

In order for your document to have long-term relevance, it must explain the approach and methodology guiding and informing the document. It must clearly state the rationale used when presenting recommendations so that future users of the document understand why certain recommendations were made and are then able to build upon the document.

Cost Estimates: Costs are to be structured either by immediate, short-term, and long-term needs, or by distinct phases of work. Estimates are to be provided by consulting professional cost estimators.

Cyclical Maintenance Plan: If the grantee does not already have a maintenance plan, the Trust requires all funded Plans to include developing a maintenance plan to guide the present and future care of the resource. This includes a list of routine and cyclical maintenance items, inspections, and methods of care and cleaning. It also includes sample logs for tracking who makes repairs to what and when.

Appendices: The report is to include other resources and research material related to the resource. This includes copies of site reports and surveys (following the SHPO's *Architectural Survey Guidelines* which is available on line at www.nj.gov/dep/hpo), which may be of use for further work or development of construction documents. Included in the Plan are copies of additional maps and illustrations not included in the main narrative.