### Historic Structure Report & Preservation Plan Checklist

#### PREFACE

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#### Executive Summary

(2 to 3 pages)

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- Name and location of resource
- Overall description of the building or structure including number of stories, construction materials, major elements or features and site features
- Dates of construction and major alteration(s)
- Prioritized zones of significance
- Document purpose and scope
- Research completed in preparation of document
- Overall recommended treatment approach
- Prior preservation, rehabilitation, restoration or reconstruction efforts
- Description of major issues in document
- General recommendations for work at major elements/features
- Interpretive programs
- Owners and stewards
- Maintenance/treatment provisions

#### Introduction

(3 to 5 pages)

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- Statement of significance
- Historic designations as applicable
- Description of methodology
- Organization of document
- Funding sources
- Individuals or consultants involved in preparation
- Contracting or sponsoring individuals, groups or organizations
- Extent of time available or needed to prepare document
- Parameters and/or limitations of document
- Recommended areas of future study
- Acknowledgments of those who assisted in or cooperated with the document preparation
### PART I. DEVELOPMENTAL HISTORY

#### History of the Property

(Minimum 15 pages for HSR, 5 pages for a PP and 1 page as necessary for amendment)

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- Methodology of research
- Historical and cultural significance
- Architectural significance
- Site/landscape significance
- Chronology of ownership, construction, alteration(s), use and significant events
- Prior studies or treatment efforts, dates and individuals or firms involved
- Copies of available historic documents, maps, illustrations and photographs
- Complete citations for primary source material as it informs the text
- National and New Jersey Register Nomination Forms and prior Individual Intensive Survey Forms, if completed

#### Archaeological Evaluation

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- Statement of significance
- Research design and methodology
- Results of research and testing
- Interpretation
- Archaeological site plan
- Photographs
- Artifact inventory and analysis
- Detail drawings and sketches
- Acknowledgement of potential sub-grade resources as identified in development property history
- Acknowledgement of proposed areas of ground disturbance and potential impact on sub-grade features
- Recommendations for future research

#### Site & Landscape Evaluation

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- Significance of landscape and site
- Methodology of research
- Chronology of alteration and use
- Site boundary modifications
- Major changes to topography and hydrology
- Access routes and paths
- Built features, trees and plantings
- Features and conditions immediately surrounding buildings and structures
- Prior treatment efforts, dates, and individuals involved
- Copies of pertinent historic documents, maps, illustrations and photographs
- Photographs, scaled site plan and drawings of current conditions
- Proposed areas of modification and potential impact on historic context
- Recommendations for future research
### Architectural Description

(Paragraph to 5 pages per feature or area)

- Methodology used in conducting evaluation
- Narrative description of site and conditions (if Site & Landscape Evaluation is not included)
- Narrative description of exterior and interior conditions
- Identification of character-defining and significant elements and features
- Chronology of alterations
- Findings from any additional research
- Description of materials and/or features and period of construction, installation or modification
- Site plans, floor plans, elevations and sections of current conditions
- Measured drawings of moulding profiles, significant features, hardware, mechanical elements, detail drawings, etc.
- Recent photographs
- Recommendations for future research

### Building Systems Evaluation

- Significance and description of building systems
- Mechanical engineer’s report
- Assessment of environmental conditions
- Electrical engineer’s report
- Plumbing engineer’s report
- Security reports
- Fire protection engineer’s report
- Communications, computer networking, and applicable technological improvement studies
- Energy efficiency recommendations
- Recommendations for future research

### Materials Analyses

- Paint analysis
- Mortar analysis
- Other materials analyses
- Photographs
- Recommendations for future research

### Structural Evaluation

- Significance and description of structural system
- Methodology of conducting evaluation
- Chronology of structural alterations
- Existing conditions of the structural system
- Capacity to adequately support recommended treatment, use and interpretive programs
- Diagrams of earlier structural systems
- Prior treatment or remedial effort
- Drawings and photographs of existing conditions
- Recommendations for future research
PART II. TREATMENT & USE

Treatment Philosophy
(1 to 3 pages)

- Treatment philosophy(s) and boundaries as appropriate, including an appropriate period of significance for the resource
- Advantages and disadvantages of alternative treatments
- Statement of potential impacts of recommendation on the overall building and site
- Rationale for proposed treatment recommendation
- Substantiation for treatment philosophy
- Plans or elevations delineating boundaries of areas of treatment if more than one treatment is proposed

Use & Interpretation of the Resource
(1 to 10 pages)

- Proposed and recommended use
- Impact of proposed use on historic fabric, systems, and the surrounding site, as applicable
- Reasoning for capital project
- Interpretive programs
- Ownership, stewards, and interpretation

Code & Accessibility Review

- Methodology of conducting evaluation and limits of area/issues of review
- Preliminary code and accessibility review
- Potential threat(s) to life-safety
- Recommendations and alternatives for improvement
- Impact of improvement recommendations
- Recommendations for variance(s)
- Recommendations for future research and evaluation

Property Treatment Recommendations

- Recommended modifications for property with reference to existing conditions documentation
- Potential impact on historic context
- Acknowledgement of potential sub-grade resources as identified in development property history
- Acknowledgement of proposed areas of ground disturbance and potential impact on sub-grade features
- Site and landscape plans to describe intent as necessary

Architectural Treatment Recommendations
(Minimum of a paragraph per identified room or feature)

- Recommended treatment
- Statement of potential impacts of recommendation on individual features, as applicable
- Supporting schematic drawings, floor plans or elevations to describe intent as necessary
PART III. RECORD OF TREATMENT

Physical Project Completion Report

Statement of the intent of each physical improvement project
Identification of how the work was approached and the means of accomplishing the work
Identification of individuals involved in the completion of the work including staff, volunteers, design firms and professionals in addition to construction firms and supervisors
Identification of the various phases of the project and the results, cost and duration of each phase
Identification of any discoveries or confirmations of assumptions resulting from the undertaking
Photography of areas affected by work before, during and after project
Inclusion of construction drawings and specifications; as-built drawings; product submittals including shop drawings, samples, material data sheets, color samples and cut-sheets
Inclusion of field notes, drawings, project correspondence, project schedule with any revisions
Inclusion of contract information with design professionals and contractors, project financial accounting information
APPENDICES

Maintenance Plan

☐ ☐ ☐ List of routine and cyclical maintenance items and corresponding time or intervals
☐ ☐ ☐ List of routine and cyclical inspections and appropriate time or intervals
☐ ☐ ☐ List of materials, cleaning methods and cleaning intervals
☐ ☐ ☐ Computerized inspection checklists
☐ ☐ ☐ Maintenance and work description form
☐ ☐ ☐ Format for inspection and repair logbook

Vulnerability & Hazard Assessment

☐ ☐ ☐ Identification of potential property-related vulnerabilities or hazards to people, buildings, structures and/or objects
☐ ☐ ☐ Recommendations to minimize potential property threats
☐ ☐ ☐ References to other sections of the HSR, PP or amendment that include reference to vulnerabilities and hazards and associated recommendations
☐ ☐ ☐ Recommendations for additional evaluation and review

Appendix Sections

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Information that may be included in appendix if not included in the remainder of the document:

☐ ☐ ☐ Copies of available historic documents, maps, prints, drawings and photographs
☐ ☐ ☐ Measured drawings of current conditions: architectural, engineering, landscape, etc.
☐ ☐ ☐ Photographs of current conditions
☐ ☐ ☐ Archaeological evaluation
☐ ☐ ☐ Site and landscape evaluation
☐ ☐ ☐ Structural evaluation
☐ ☐ ☐ Building systems evaluation
☐ ☐ ☐ Paint and mortar analyses
☐ ☐ ☐ Other materials analysis reports (e.g. dendrochronology, moisture content, etc.)
☐ ☐ ☐ Furnishings and interior decoration recommendations
☐ ☐ ☐ Maintenance plan
☐ ☐ ☐ Vulnerability and hazard assessment
☐ ☐ ☐ Emergency preparedness plan
☐ ☐ ☐ Biography and/or copies of prior HSRs, PPs or other studies