history.utah.gov



INTENSIVE LEVEL SURVEY Standard Operating Procedures

UTAH STATE HISTORIC PRESERVATION OFFICE (Revised November 2019)

Intensive level surveys involve three separate tasks: (A) research on the property and its owners, (B) documentation of the property's physical appearance, and (C) completion of the Historic Site Form. Instructions for each of those tasks are given below.

A. RESEARCHING THE PROPERTY

First, check to see whether the building has already been documented. The Office of Preservation at the Utah State Historical Society has a database and files on thousands of buildings throughout the state. If there is no information for the building in the file, or if it is incomplete, you should check the following sources to complete the documentation:

- 1. Tax files (County Assessor's Office. Many counties have tax file information, including tax photos, online; check county websites or call the county office for more information) -- Obtain the tax serial number from the ownership plat maps and have the clerk pull the file for that property. The most important item in the file is the legal description of the property, though there also may be an estimated date of construction (don't trust it completely), an old photograph of the building, and perhaps other structural information.* You may wish to photocopy the tax file in order to have a copy of all that information for future reference. At a minimum, you should copy down the name and address of the current owner and the legal description of the property, preferably on the Title Search Form. You will use the legal description to research the ownership of the property, as explained in #2. (*Salt Lake County has moved many of its old tax files to its Records Management and Archives department, so check there if you can't find anything in the regular tax file. It is a good idea to check here anyway since old assessment files may contain an early photograph of the property and floor-plan outlines).
- 2. Title abstracts (County Recorder's Office) -- The title abstract records are organized by plat, block, and lot numbers for properties in incorporated areas; township, range, and section designations are used for unincorporated areas. Research all the transactions involving the property specified in the legal description, noting the dates, names of buyers and sellers, dollar amounts, and types of transactions (warranty deed, quit claim deed, mortgage, etc.). Copy the information of the important transactions onto the Title Search Form. Important transactions are those that involve the actual change of ownership or that might indicate when the building was constructed or altered. Indications of a construction date are the first relatively large mortgage or the dramatic increase in the selling price of the property. It is not necessary to copy down all of the later mortgages, tax sales, releases, etc. You may begin your search with the current owner and work your way back to the beginning, or vice versa. Some properties are easier to research from past to present and others from present to past.
- 3. Sanborn Maps -- (The Utah History Research Center (UHRC) (<u>historyresearch.utah.gov</u>) at the Utah Historical Society has a list of available maps and where they are located. Most are also available on microfilm at the UHRC and also online at: <u>http://content.lib.utah.edu/cdm4/az_details.php?id=0</u>. These fire insurance maps were drawn for more than 75 communities in Utah, many as early as the 1880s, and were updated approximately every decade through the 1920s with some updates into the 1940s and

later depending on the community. The maps show each building on the principal residential and commercial blocks, and they are color coded to indicate the various construction materials. By comparing the maps from different years, you can establish an approximate date of construction and can determine approximately when and what types of changes have been made to the building and surrounding property.

- 4. Building permits (Salt Lake City only) 1890-1927, UHRC; after 1927, State Archives -- These give the date the permit was issued, the address of the property, the estimated cost of construction, a brief description of the building, the name of the owner, and sometimes the names of the architect and builder. They are arranged in chronological order; some, however, have recently been organized by address as well.
- **5.** Newspapers (UHRC and university libraries) -- Newspapers for many Utah communities are on available on microfilm and also online at the Utah Digital Newspapers archive at http://digitalnewspapers.org/. Common newspaper sources include:
 - a. Small town newspapers -- These are generally weekly newspapers. Information about the construction of major buildings in the community--schools, churches, public buildings, commercial buildings--usually appears on the front page. References to the construction of houses are often found in the "local" column.
 - b. <u>Deseret Weekly News</u> -- The construction of buildings and other happenings in many small towns were reported in this newspaper during the 1850s-1900. An index available at the USHS Library makes it easy to locate relevant articles.
 - c. Large city newspapers -- Daily newspapers, such as the <u>Deseret News</u> and the <u>Salt Lake Tribune</u>, usually have a real estate section in which most of the important construction news appears. Information about the construction of individual houses is also given, though not on a consistent or complete basis. Advertisements in this section by builders and real estate firms are also useful sources of information, often highlighting recently completed buildings.
 - d. Annual "List of Buildings" for Salt Lake City -- These appear in the January 1st issue of the <u>Salt</u> <u>Lake Tribune</u> from 1889 until 1899. The lists give the location, cost, brief description, and name of the owner of each building constructed during the previous year.
 - e. "List of Buildings" for Ogden -- This list is the same as that described above for Salt Lake City. However, it appears only one time--<u>Salt Lake Tribune</u>, January 1, 1892, p. 39 (for buildings constructed in 1891).
- 6. Architects File (Historic Preservation Office) -- Information about many of the architects and builders in Utah are included in this file, along with lists of some of the buildings they designed or constructed. Actual drawings of historic buildings are extremely rare since most houses were not individually designed by formally educated architects. Even the drawings of many of Utah's prominent architects are unavailable. The best collection of historic architectural drawings is in Special Collections at the U of U Marriott Library. They are organized under each architect's name, so you must determine who the architect of the building is before you begin searching for specific drawings. The UHRC also has a few architectural drawings (check at main desk).
- 7. Biographical information on owners can be found in the following sources:
 - a. City directories (larger cities only) -- These annual listings provide the names, addresses and occupations of almost everyone in the city. They are arranged alphabetically by name in the early years, but from 1924 on they are organized by both name and address. Directories are useful in verifying when a house was built and whether the owner lived in it himself or rented it out (UHRC and other libraries).
 - b. State gazetteers -- These annual volumes include virtually every community in the state, but unlike city directories, they do not give home addresses and usually list only businessmen (UHRC and other libraries).

- c. Biographical index -- Arranged alphabetically by name, this card catalog references names found in publications at the UHRC.
- d. ["]Mormons and Their Neighbors"-- A two-volume reference set that provides names and in what biographical/historical references information for them is found.
- e. Biographical encyclopedias such as "Pioneers and Prominent Men," "Utah's Distinguished Personalities," etc. (UHRC and other libraries) These volumes contain information about many of the prominent individuals in Utah.
- f. Genealogical records (available online at websites such as <u>http://www.familysearch.org</u>, or <u>http://landing.ancestry.com</u>) or at the LDS Church Family History Library, or from family records)
- g. Census schedules (available on microfilm at UHRC and university libraries) -- These list each member of the household, dates of birth and marriage, occupations, etc. In the 1900 and 1910 census schedules the address of each household is also sometimes given. Census schedules are arranged by county and city and are available for each decade from 1850 to 1910 (1890 excluded).
- h. Family histories -- Written histories, journals, letters, etc. are sometimes available from family members. Verbal accounts from the family and others associated with the property are also often useful. Davis Bitton's, "Guide to Mormon Diaries and Autobiographies" is a good source to check for copies available in library special collections and archives.
- i. Obituary Index (available on microfilm at UHRC, university and genealogical libraries) -- Indexes obituaries in the <u>Salt Lake Tribune</u> and the <u>Deseret News</u> from 1850 to 1970. The <u>Salt Lake Tribune</u> is also indexed separately from 1940 to the present. If the person you are researching is from a small town, you may wish to see if the obituary in the local newspaper is more detailed.

B. DOCUMENTING THE BUILDING

- Photographs Take a reasonable number of exterior and interior photos that show the basic appearance of the building from all angles along with photos of key interior spaces and any architectural details of note. Duplicates of an historic photos should be included as well. The best sources for old photographs are family photograph collections, institutional records, research repositories, and county tax assessment files. All of the photos will be combined with all of the other documentation in one archival PDF (PDF/A).
- 2. Aerial Survey Maps Aerial photographs of the site are preferred (e.g., Google Earth, Bing Maps, etc.) Indicate the location of the building on the map and label it with the name or address of the property, as well as the latitude/longitude coordinate (in degrees/decimal). <u>A template is available from SHPO</u>. U.S. Geological Survey (USGS) Maps are still acceptable. Just photocopy the area of the map where the property is located: full-size USGS maps for each building are <u>not</u> required. For online USGS maps log onto <u>http://www.terraserver.com/</u>.
- 3. Measured Drawings -- These are not required, though they are recommended as an important means of understanding buildings, particularly those that have received multiple additions over time. The interior and exterior of the building should be measured so that a floor plan drawing can be made that will show the room arrangement, locations of windows and doors, and wall thicknesses. Elevation drawings are not necessary. Contact Utah SHPO for more detailed measuring instructions.
- 4. Sketch Map of Site -- This is recommended for sites with outbuildings or other associated structures. The purpose of the sketch map is to show the layout of the entire property. This is especially important in rural areas where there are a number of outbuildings, corrals, fences, ditches, and so forth, associated with the primary building. It is not necessary to actually measure the entire property, though the map should be generally accurate to scale. Sketch maps should have a north arrow, a scale, and a legend on the map (including the name of the property and the date of the map). Using graph paper can make mapping easier and more accurate.

C. COMPLETING THE HISTORIC SITE FORM

Copies of the Historic Site Form can be obtained from the USHS Office of Preservation either on a disk or through e-mail. In order to complete the form properly, please follow the instructions below and refer to the completed example.

1. Identification

<u>Name of Property</u> -- For houses, use the name of the original owner—last name first (e.g., Smith, John, House). In cases where the original owner was not the principal, long-term occupant, combine the last names of the original owner and the principal owner with a hyphen (e.g., Smith-Johnson House). For non-residential buildings, use the historic name of the building, which was usually the name of the business or institution that first occupied the building (e.g., Commercial Bank Building, Thurber School, Salt Lake City Tenth Ward Chapel).

<u>Address</u> -- Provide the address, city, and county.

Current Ownership -- Give the name and address of the owner.

Township, Range, Section -- Fill these in only for properties that are located outside of a town and do not have an address. These designations can be found at the County Recorder's office or on the USGS map for the area.

Latitude/Longitude: -- Optional. Usually used only for very remote sites, but should be in degree/decimal format, with 6 decimal places.

<u>USGS Map Name & Date</u> -- Give the name and date of the USGS map on which the property appears (e.g., Heber City Quad/1975).

Tax Number -- Give the official tax number assigned to the property by the County Assessor.

Legal Description -- This should be copied verbatim from the tax file for the property. Give the acreage of the property as well.

2. Status/Use

<u>Property Category</u> -- Check the appropriate box for the principal resource on the property.

Evaluation -- Check the appropriate box based on the property's potential eligibility for listing in the National Register. This should be based on age (50 years or older), architectural integrity and the potential to meet one of the four National Register criteria: (a) associated with events that have made a significant contribution to the broad patterns of our history; or (b) associated with the lives of persons significant in our past; or (c) embody 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) have yielded, or may likely yield, information important in prehistory or history [this usually applies only to archaeological sites].

<u>Use</u> -- Should be from categories provided in Preservation Pro database: Residential, commercial, religious, educational, etc.

3. Documentation

<u>Photos/Dates</u> -- Check the appropriate boxes and provide the dates of the photographs that accompany this form.

<u>Drawings and Plans</u> -- Check the appropriate box for any plans or drawings that accompany this form or that are known to be available.

<u>Research Sources</u> -- Check the boxes of all the sources that were consulted, whether they yielded any information or not.

<u>Bibliographical References</u> -- Use standard bibliographical citation format for all sources that were used. For unpublished materials, please give the location where they can be found. For interviews, give the names of the narrator and interviewer, date of the interview and location of transcription.

<u>Researcher/Organization</u> -- Provide the name of the researcher and the organization that sponsored the intensive survey.

Date -- Give the month and year the form was completed.

4. Architectural Description

- <u>Building Style/Type</u> -- This information can be obtained from the data provided by the Reconnaissance Survey, if it has been completed. If a reconnaissance survey has not yet been done, this should be from categories provided in Preservation Pro database. Also see online architectural guide at: <u>http://history.utah.gov/architecture/index.html</u>
- <u>No. Stories</u> -- Wall dormers or gable-end windows into occupiable space typically constitutes a half (1/2 or .5) story.

<u>Foundation Material</u>: Typically stone, brick or concrete. Please note if original material has been covered with concrete or other material.

- <u>Wall Material(s)</u> -- Give only the principal materials used on the walls (e.g., brick, stone, adobe, drop siding, shingle).
- <u>Additions</u> -- Mark the appropriate category (none, minor, major) and describe below any minor or major additions, including dates they were added.
- <u>Alterations</u> -- Mark the appropriate category (none, minor, major) and describe below any minor or major alterations, including dates.

Number of associated outbuildings and/or structures -- Self-explanatory

<u>Description</u> -- Provide a detailed description of the physical appearance of the building and its significant architectural features. This information is should is also required: (1) a brief description of any additions or alterations that have been made to the building; (2) a list and brief description (materials, estimated dates, condition, contributory/non-contributory status, etc.) of any outbuildings on the property; and (3) description of any features not adequately shown in the photos. Use a continuation sheet if there is not enough space on the form.

5. History

Architect/Builder -- Fill in with either the names of the architect and builder or "unknown."

- <u>Date of Construction</u> -- Give the year the building was constructed. If the date is uncertain, use "circa" (or c.) for the most likely date.
- <u>Historic Themes</u> -- Indicate which of these themes this property represents. Use "S" for significant associations and "C" for contributing associations, those that contribute to a better understanding of a theme but are not significant. Examples: "S" for Art for the home of a significant artist; "S" for Architecture for a significant example of an architectural style or type; "C" for Agriculture for a "typical" farmstead; "C" for Architecture for a well-preserved but unexceptional example of a particular style or type. Be inclusive rather than overly selective.
- <u>History</u> -- This should be a chronological history of the building that provides the names of the owners, the dates of their ownership or occupation, biographical information, and other historical information pertaining to the construction and use of the building. Though the focus of this history should be the original owner and the principal early occupants, brief mention should also be made of the building's more recent history (see the example). Use a continuation sheet if there is not enough space on the form. Use footnotes to reference the sources of key points of the building's history.

INTENSIVE LEVEL SURVEY CHECKLIST

Checklist of items required for each surveyed property:

- 1. _ Completed Historic Site Form
- 2. _ Photographs: representative photos of the building's exterior and interior (if accessible)
- 3. _ Completed title search form
- 4. Copies of biographical research or completed Biographical Research Form (or equivalent) for each principal resident from the historic period (or adequately documented history for non-residential buildings)
- 5. ____ An aerial map with location of building marked
- 6. _ Copies of all relevant research materials
- 7. _ Combine everything into a single PDF/A (archival)

Recommended but not required:

- 8. <u>Measured drawing(s) of floor plan(s) and field measurements (sketch plan acceptable if measurements aren't feasible)</u>
- 9. ____ Sketch plan of the property (strong recommended if there are outbuildings)
- 10. ____ Old photographs (or photocopies) of the building

BIOGRAPHICAL RESEARCH FORM

Complete this form for each of the principal owners/occupants of the building during the historic period (generally up through at least the 1940s).

OR

Submit a photocopy of their obituaries, life histories, or other biographical material that provides the same basic information requested on this form.

1.	Name		Sex
2.	Date of Birth	_Location	
3.	Date of Death	_Location	
4.	Parent's Full Names		
5.	Name of Spouse		
6.	Date Married	Location	
7.	Date of Spouse's Death	_	
8.	Children's Full Names		
9.	Occupations/Date		
10.	Religion		

11.	Education
	Affiliations/Organizations
13.	Civic/Church Positions
14	Pasidanasa (Addresses and Dates)
14.	Residences (Addresses and Dates)

15. Miscellaneous Information:

TITLE SEARCH FORM [Obtain information from title abstract books at County Recorder's Office] Tax Number: Legal Description (include acreage):

Address: City: Current Owner: Address:

TRANSACTION DATES	GRANTOR (SELLER)	GRANTEE (BUYER)	TYPE OF TRANSACTION	DOLLAR AMOUNT	COMMENTS

Researcher:

HISTORIC SITE FORM

UTAH STATE HISTORIC PRESERVATION OFFICE

1 IDENTIFICATION

Name of Property: Address: City, County: Current Owner Name: Current Owner Address:

Legal Description (include acreage):

Lat/Long(degr dec.): USGS Map Name & Date:

Section:

Range:

Tax Number:

Twnshp:

2 STATUS/USE

Property Category

___building(s)

__structure __site

__object

EvaluationUse_eligible/contributingOriginal Use:_ineligible/non-contributing_out-of-periodCurrent Use:

3 DOCUMENTATION

Photos: Dates

_digital:

- _prints:
- __ historic:

Drawings and Plans

- ____measured floor plans
- __ site sketch map
- ___ Historic American Bldg. Survey
- __ original plans available at:
- __other:

<u>Research Sources</u> (check all sources consulted, whether useful or not)

- __abstract of title
- ____tax card & photo

- __ Sanborn Maps
- __ obituary index
- __ city directories/gazetteers
- <u>census</u> records
- __ biographical encyclopedias __ newspapers

- _____ city/county histories
 - _____personal interviews
 - __ USHS History Research Center
 - ___ USHS Preservation Files
 - ___ USHS Architects File
 - __ LDS Family History Library
 - __ local library:
 - ____ university library(ies):

<u>Bibliographical References</u> (books, articles, interviews, etc.) Attach copies of all research notes, title searches, obituaries, and so forth.

Date:_____

4 ARCHITECTURAL DESCRIPTION

Building Style/Type:______ No. Stories:_____

Foundation Material:_____ Wall Material(s):_____

Additions: _____none ____minor ___major (describe below) Alterations: ____none ____minor ___major (describe below)

Number of associated outbuildings _____ and/or structures _____

Briefly describe the principal building, additions or alterations and their dates, and associated outbuildings and structures. Use continuation sheets as necessary.

5 HISTORY

Architect/Builder:

Date of Construction:

Historic Themes: Mark themes related to this property with "S" or "C" (S = significant, C = contributing). (see instructions for details) Agriculture Economics Industry Politics/

_Agriculture	_ Economics	IIIUUSII y	
Architecture	Education	Invention	Government
_Archeology	Engineering	Landscape	Religion
Art	Entertainment/	Architecture	Science
Commerce	Recreation	Law	<u>Social History</u>
<u>Communications</u>	<u> </u>	Literature	Transportation
<u>Community</u> Planning	Exploration/	<u>Maritime History</u>	Other
& Development	Settlement	Military	
<u>Conservation</u>	Health/Medicine	Performing Arts	

Write a chronological history of the property, focusing primarily on the original or principal owners & significant events. *Explain and justify any significant themes marked above. Use continuation sheets as necessary.*

SAMPLE

HISTORIC SITE FORM

UTAH OFFICE OF PRESERVATION

<u>1 IDENTIFICATION</u>

Name of Property:Johnson, Albert J., HouseAddress:309 South 100 EastTwnshp: 65City, County:Lincoln, Utah CountyLat/Long(dCurrent Owner Name:Gary and Emily FrostUSGS MapCurrent Owner Address:sameOrem Quad

Twnshp: 6S Range: 3E Section: 21 Lat/Long(degr dec.): USGS Map Name & Date: Orem Quad/1975 Tax Number: D-127

SAMPLE

Legal Description (include acreage):

Commencing at the NW corner of Lot 3 Block 6 Plat A Lincoln Townsite Survey; thence E 100 feet, S 90 feet, W 100 feet, N 90 feet to beginning. 0.35 acre

2 STATUS/USE

Property Category	<u>Evaluation</u>	<u>Use</u>
<u>X</u> building(s)	X eligible/contributing	Original Use: residence
structure	ineligible/non-contributing	
site	out-of-period	Current Use: commercial
object		

3 DOCUMENTATION

<u>Photos: Dates</u> <u>X</u> slides: Sept 1986 <u>X</u> prints: Sept 1986 <u>X</u> historic: c. 1930

<u>Drawings and Plans</u> <u>X</u> measured floor plans _ site sketch map _ Historic American Bldg. Survey _ original plans available at: _ other:

<u>Research Sources</u> (check all sources consulted, whether useful or not)			
<u>X</u> abstract of title	<u>X</u> city/county histories		
X tax card & photo	<u>X</u> personal interviews		
building permit	X USHS Library		
sewer permit	<u>USHS</u> Preservation Files		
<u>X</u> Sanborn Maps	USHS Architects File		
X obituary index	X LDS Family History Library		
city directories/gazetteers	_local library:		
<u>X</u> census records	<u>X</u> university library(ies):		
X biographical encyclopedias	BYU Library		
X newspapers			

<u>Bibliographical References</u> (books, articles, interviews, etc.) Attach copies of all research notes, title searches, obituaries, and so forth.

Johnson, Calvin A., "History of Albert J. Johnson," unpublished manuscript, 1955. Available at Lincoln City Library.

Legacy of Lincoln, Utah. Lincoln, Utah: Daughters of the Utah Pioneers, 1947, pp. 147-149.

(10-91)

4 ARCHITECTURAL DESCRIPTION

Building Style/Type: Victorian Eclectic/Central Block with Projecting Bays No. Stories: 1-1/2

Foundation Material: _____ stone _____ Wall Material(s): _____ brick

Additions: __none _x_minor __major (describe below) Alterations: __none _x_minor __major (describe below)

Number of associated outbuildings <u>1</u> and/or structures <u>1</u>.

Briefly describe the principal building, additions or alterations and their dates, and associated outbuildings and structures. Use continuation sheets as necessary.

Alterations to the house include the addition of a frame porch on the rear (c. 1930), replacement of the original wooden balustrade on the porch with a metal one (date unknown), and minor interior modifications when the house was converted from a residence to a business (1981).

There is a concrete block garage behind the house (c. 1960) and a somewhat deteriorated hay derrick (c. 1915?) in the northeast corner of the property.

5 HISTORY

Architect/Builder: unknown/probably James Warnick

Date of Construction: 1909

Historic Themes: Mark themes related to this property with "S" or "C" (S = significant, C = contributing). (see instructions for details)

Agriculture	Economics	Industry	<u>S</u> Politics/
<u>S</u> Architecture	Education	Invention	Government
Archeology	Engineering	Landscape	Religion
Art	Entertainment/	Architecture	Science
<u> </u>	Recreation	Law	<u>Social History</u>
<u>Communications</u>	_Ethnic Heritage	Literature	<u> </u>
<u>Community</u> Planning	Exploration/	<u> </u>	_Other
& Development	Settlement	Military	
Conservation	Health/Medicine	_ Performing Arts	

Write a chronological history of the property, focusing primarily on the original or principal owners & significant events. Explain and justify any significant themes marked above. Use continuation sheets as necessary.

Albert J. and Sophia Warnick Johnson purchased this property from her father in 1908 and the following year had this house built. Sophia's father, Thomas Warnick, was a prominent fruit farmer in the area, and as he reached the age of retirement in the early twentieth century he began selling some of his orchard property to his children for building lots. This house is very similar in styling to the house of Sophia's brother, James Warnick, which is located through the block at 340 South 200 East. James was a builder by trade, and family records verify that he constructed his own house. Since the two houses are so similar, it is likely that he also constructed this house, though there is no written record to support that conclusion.

A recently completed architectural survey of the town indicates that this is one of only 7 well-preserved Victorian Eclectic style houses. In addition, it's also a unique local variant of the central-block-with-projecting-bays type. Distinct features of this variant include pointed- or round-arch windows in the gable ends, an eyelid dormer, and a wrap-around porch. This variant has been identified in only a few communities in Utah County. The source of the design has not yet been identified.

Albert and Sophia Johnson lived in this house until 1928, when they moved to California. Albert was in the insurance business and, while living in this house, served three terms on the Lincoln City Council. He was also instrumental in establishing the annual Peach Days celebration in the city. Albert and Sophia remained in California until their deaths in 1944 and 1963, respectively. Albert's role in local politics, especially in founding the community's Peach Days celebration, represents a significant contribution in the town's political history.

Other owners of the house include Clyde and Maude Humphries (1928-31), John and Naomi Anderson (1931-41), Stewart Bartholomew (1941-81), and the current owners, Gary and Emily Frost. The Frosts have operated a gift shop in the home since 1981. Since Stewart Bartholomew lived in the house for 40 years, local residents refer to it as the Bartholomew home. Mr. Bartholomew was a schoolteacher and principal at schools in the community for over 35 years. He retired in 1976 and moved to Salt Lake City to live with his daughter in 1981.