



Mitigation Documentation Guidelines Washington State Department of Archaeology & Historic Preservation (DAHP)

Purpose

Mitigation is an important outcome of the consultation process when there is an adverse effect on historic properties. Documentation is often the minimum mitigation requirement and may include:

- Drawings
- Photographs
- Historical narratives
- Maps and plans
- Property inventory forms

The level of documentation prescribed shall be commensurate with the significance and integrity of the historic property.

Level I — HABS/HAER /HALS Documentation

Level I documentation is the highest and most comprehensive level of mitigation documentation. This level is reserved for properties with **State or National significance** and requires coordination with:

- The Washington State Department of Archaeology & Historic Preservation (DAHP)
- The National Park Service San Francisco/Seattle Regional Office

Final documentation is submitted to the:

- Historic American Buildings Survey (HABS)
- Historic American Engineering Record (HAER)
- Library of Congress

For detailed standards, see:

<https://www.nps.gov/subjects/heritagedocumentation/guidelines.htm>

Level II — DAHP Documentation

Level II documentation is submitted to DAHP. Digital copies are retained in WISAARD in the HABS/HAER dataset and paper copies are sent to the State Archives.

All written documentation and supplemental materials must:

- Be reviewed and accepted by DAHP before project implementation
- Be printed on archivally stable 8.5” x 11” paper (lignin-free 25% cotton bond or better) with stable pigment ink
- Be provided as a PDF

1. Historical Report

The historical report must include:

Property Identification

- Historic name
- Common name
- Property address
- Street address
- City
- County
- Section/Township/Range

Historical Background

- Date of construction supported by documented sources
- Architectural or stylistic description
- Documentation of alterations over time
- Description of architectural and/or associative significance
- Contextual information explaining the property's significance
- Original function
- Current function
- Ownership and occupancy history
- Architect and/or builder information
- Description and justification for the mitigation action

Formatting Requirements

- Reports should use footnotes or endnotes and a bibliography
- Text should be left-justified

2. Drawings, Maps, and Supplemental Materials

Include the following:

- Sketch site plan showing:
 - Subject resource footprint
 - Surrounding buildings
- Existing floor plans for all levels
 - Original plans if available
 - Submitted in 8.5" x 11" format, printed or full size digital
- Digital scans acceptable
- Historic photographs if available
 - Printed or scanned copies
- GLO map and/or USGS quad/topographic map
 - Include property location and UTM coordinates

3. Photographic Documentation

Photographs must be submitted in:

- Printed format
- PDF format (combined with the report and supplemental materials in one PDF)

General Standards

- Minimum photo size: 5" x 7", 8" x 10" when appropriate
- For high-quality 5x7 inch digital photo prints, the ideal resolution is 1500 x 2100 pixels (at 300 DPI)

Printing Standards

Photographs must:

- Be printed using archival-quality methods (stable paper and printing inks)
- Meet a 75-year archival standard
- Photos must be submitted unmounted

- Photocopies and Polaroids are not acceptable
- Scanned images are supplemental only
- Large-format photography is optional but may be appropriate

Required Photo Views

Include photographs of the following, as applicable:

Exterior and Site

- Overall site and setting
- Each exterior elevation
- Outbuildings and accessory structures
- Landscape features

Architectural Details

- Windows
- Doors
- Eave details
- Porches
- Balconies

Interior Spaces

- General views of significant interior spaces

Structural Details

If applicable, include significant construction methods such as:

- Post and beam framing
- Balloon framing
- Mortise and tenon joinery

Photo Identification

Provide a numbered photo list including:

- Property name
- Address
- City and county
- Date photographed
- View description

Include pencil labeling on the back of each image with:

- Property name
- Address
- City and County
- Date of construction
- Date photographed
- View description

4. PDF Requirements

- Combine the report, drawings, maps, historic images, and current photographs into one PDF

5. Submission Method

- Digital PDF packages shall be submitted to DAHP via email or other file transfer method (Dropbox, box, etc.) to the DAHP staff project contact
- Paper documentation shall be mailed to DAHP, P.O. Box 48343, Olympia, WA 98504-8343

Level III Basic Documentation Requirements

1. State Historic Property Inventory Form

Complete, update, or expand the electronic inventory form in Wisaard. The form should include:

Property Information

- Historic name
- Common name
- Property address

Historical Information

- Date of construction supported by documented sources
- Architectural/stylistic description

- Documentation of alterations over time
- Architectural and/or associative significance
- Contextual information
- Original function
- Current function
- Ownership and occupancy history
- Architect and/or builder information

2. Photographs

Digital images shall be uploaded to the inventory form. A good size for screen viewing and zoom capability is 5x7 inches, 1500 x 2100 pixels.

Required Views

- Setting and surrounding area
- Each exterior elevation
- Significant interior spaces
- Important architectural features

Revision Date	By:
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