

DAHP Mitigation Options and Documentation Standards

Mitigation is an important outcome of the consultation process when there is an adverse effect on historic properties. Adverse effects can range in scope from demolition, to a property leaving federal government ownership. Mitigation is used to moderate adverse effects by, at the very least, providing documentation of the property before it is lost or significantly altered. Typical mitigation measures include:

- Limiting the magnitude of the undertaking;
- Modifying the undertaking through redesign, reorientation of construction on the project site, or other similar changes;
- Repair, rehabilitation, or restoration of an affected historic property (as opposed, for instance, to demolition);
- Preservation and maintenance operations for involved historic properties;
- Documentation (drawings, photographs, histories) of buildings or structures that must be destroyed or substantially altered;
- Relocation of historic properties; and
- Salvage of archaeological or architectural information and materials; and
- Interpretation of the property via historical markers, plaque, publication, etc.

Additional mitigation measures may include public participation activities, off-site mitigation for another historic resource, or non site-specific mitigation.

For the mitigation option of documentation, the following standards have been developed. Documentation may include drawings, photographs, and histories of the buildings, structures, or resource that will be adversely affected.

Since significance levels vary, the appropriate level of documentation will also vary. The highest level (Level I, see federal register Vol. 68, No. 139) is Historic American Buildings Survey/Historic American Engineering Record (HABS/HAER) documentation, which is coordinated with the National Park Service, and submitted to the Library of Congress. This level of documentation is reserved for properties that have State and/or National significance. HABS/HAER level documentation requires coordination with Department of Archaeology & Historic Preservation (DAHP) and the National Park Service Columbia Cascades System Support Office in Seattle.

For properties that do not require the level of documentation provided by HABS/HAER, in Washington State there are two levels of documentation depending on the status and significance of the historic property.

DAHP in conjunction with the applicant will decide what level of documentation is required. The compiled information must be submitted to DAHP for review and acceptance before any work occurs on the site of the historic resource. The final documentation will be retained by DAHP and other appropriate archives.

Level I Mitigation Documentation Requirements

Level I documentation is the highest level of mitigation and is called Historic American Buildings Survey/Historic American Engineering Record (HABS/HAER) level documentation. This level of documentation is reserved for properties that have State and/or National significance. This level of documentation requires coordination with Department of Archaeology & Historic Preservation (DAHP) and the National Park Service Columbia Cascades System Support Office in Seattle. For specific guidelines see Federal Register Vol. 68, No. 139.

Level II Mitigation Documentation Requirements

The following documentation shall be completed, reviewed and accepted as adequate by DAHP prior to implementation of the project. All documentation shall be submitted in 8 ½ x 11 format and printed on archivally stable paper (25% cotton bond or better) and provided in a PDF format.

Level II mitigation at a minimum shall include:

Historical Report which includes:

- Historic and common name of property
- Property Address (street address, city, county and section/township/range)

Historical background information

- Date of construction (justified through documented sources)
- Complete stylistic and/or architectural description of the resource including documentation of changes that have occurred over time
- Description of architectural and/or associative significance using reliable sources
- Contextual information, which equates the significance of the property.
- Original and current function
- Ownership/occupancy history
- Name and biographical information of architect and/or builder
- Description and justification for action requiring mitigation.

Drawings and Maps & Additional Info

- Sketch site plan showing footprint of subject resource and surrounding buildings
- Sketch floor plans of existing conditions of all levels of each building, or copies of original plans if available (8 ½ x 11 format or scanned to CD rom)
- If available, printed copies or clear laser-copies of historic photographs
- GLO map and/or USGS quad/topo map indicating location of property with UTM's
- Complete or update Statewide Historic Property Inventory form in electronic version (if not already done)

Photographs

All photos must be 35mm format or digital format (using min 300dpi) and printed using archival quality (hand-processed and/or printed on Fiber-based paper or Resin-coated paper which has been washed with a hypo-clearing or neutralizing agent) photo paper

meeting a 75 year standard. DAHP does not require negatives to be sent. However if using digital files, in addition to printed images, the electronic images should be burned to an archival CD and sent with the final documents. Printed photos shall be min. 5x7 (8 x10 optional) black-and-white or color prints and should include views of:

- overall site showing context and setting
- each exterior elevation of subject property(s)
- detail images of significant character-defining features, such as windows, doors, eave details, porches, balconies, etc.
- general views of all significant interior spaces
- detail images of significant structural details if building is of a rare construction method (i.e. post and beam, balloon framing, mortise and tenon joinery, etc.)
- surrounding outbuildings, accessory structures or landscape features (if applicable)

Additionally all photos must be identified with a list of the photographs indicating the property name, address (city, county), date of photograph(s), and view.

- A minimal identification option would be: labeling in pencil, on the back, indicating property name address, city, county, date of construction, date of photograph, and view.
- Photos shall be submitted unmounted.
- Photocopies and Polaroid photos are not acceptable. Scanned photos will be supplemental only.
- Large format photography is not required, but may be appropriate in some instances.

Level III Mitigation Documentation Requirements

The following documentation shall be completed, reviewed and accepted as adequate by DAHP prior to implementation of the project. All documentation shall be submitted in electronic version. Level III mitigation shall include:

Complete, update or expand Statewide Historic Property Inventory Form in electronic version

Survey form should include:

- Historic and common name of property
- Property address (street address, city, county and section/township/range)
- Date of construction (justified through documented sources)
- Complete stylistic and/or architectural description of the resource including documentation of changes that have occurred over time
- Description of architectural and/or associative significance using reliable sources
- Contextual information, which equates the significance of the property
- Original and current function
- Ownership/occupancy history
- Name and biographical information of architect and/or builder

Photographs (Inventory Form should include multiple images (300dpi) in electronic format per WA State Inventory Form Guidelines)

- Settings (surrounding area, buildings)
- Each exterior elevation
- Each significant interior space
- Important architectural features