

MAINE HISTORIC PRESERVATION COMMISSION
Survey File Research Procedure

All consultants are required to determine if any of the properties within the Area of Potential Effects (APE) of their project have been previously surveyed – and if this survey resulted in a determination of eligibility for the property.

Procedure

1. Contact the Maine Historic Preservation Commission's (MHPC) Review and Compliance Coordinator to define the level of survey for the project, and to discuss the APE if necessary.
2. Contact the MHPC Survey Coordinator to schedule an appointment to conduct research at the Commission's office in Augusta, Maine.

The following information needs to be sent to the MHPC Survey Coordinator when scheduling the research appointment:

- a. topographic map depicting the boundaries of the APE;
 - b. a list of towns within the APE; and
 - c. a list of bridges names and numbers within the APE.
3. Prior to the appointment, the Survey coordinator will consult the following information sources at the Commission and retrieve any surveys for the subject towns:
 - a. unprocessed and un-filed, completed surveys;
 - b. CARMA database; and
 - c. MDOT bridge surveys.
 4. At MHPC the Consultant will be given access to the survey file room, any surveys identified in section 3 (a), (b), and (c) above and a photocopier. National Register files will be made available for any properties within the APE.

It is the Consultant's responsibility to determine which, if any, of the previously surveyed properties fall within their APE.

Prior to undertaking research at MHPC Consultants should review the Previously Surveyed Property Matrix (attached, from the Survey Manual) to determine how to treat previously surveyed properties.

Survey Room Organization

Drawers are grouped by County; towns are the alphabetized within the County drawers.

Usually a town will have a general folder labeled with the town name. Behind this folder may be other survey projects that do not fit in the folder.

Some towns are broken down into either streets or map/lot folders. These usually are indexed to the map that accompanied the survey report, and it should be in a marked folder under the town name.

Survey Cover Sheet.

At times a project may cover more than one town. For filing purposes the project is broken down into component towns, but the maps and reports are not copied multiple times. The survey cover sheet will indicate where the maps and report are filed if separated from the forms.

Eligibility Assessment

There are two methods for designating National Register eligibility on the survey forms.

1. Yellow post-it notes on survey form (sometimes other colors), or
2. Completed “MHPC Use Only” section on the forms. The abbreviations in this section are :

L = listed; HD = historic district; E= eligible;
NE = not eligible; ND = not determined.

In lieu of either a post-it note or completed “MHPC Use Only” section, the property’s eligibility assessment should be considered to be “not determined.”

SURVEY SITUATION	OLD INVENTORY FORM	NEW INVENTORY FORM
No survey form for property, or survey form exists in a different format or is very old.	N/A	Fill out new survey form. Enter into CARMA.
Property previously surveyed: Not entered into CARMA.	Photocopy the old form and bring it into the field for reference.	<p>If the property has not changed, enter the information from the old survey into CARMA. Assign a new survey # to key the survey to the map. Transfer MHPC Inventory No. from upper left corner of old form and pencil the same number above the Inventory No. box on the new form (hardcopy). Enter the MHPC #, or other map name/number into field #2 in CARMA. Submit both the new form and the copy of the old form with the project. Take a digital image of the resource to upload into CARMA. (Alternately, complete a new survey form and enter into CARMA.)</p> <p>If the property has changed since the old form was filled out copy the MHPC Inventory No. from upper left corner of old form and pencil the same number above the Inventory No. box on the new form. Fill out new form, photograph property and enter into CARMA. Enter the MHPC #, or other map name/number into field #2 in CARMA.</p>
Property previously surveyed: Already entered in CARMA.	Print a copy of the form from CARMA (or photocopy the hard copy) and bring it into the field for references.	<p>If the property has not changed submit the copy of the old form with the survey project. Use a new survey number to key the project to the topographic map and write that number on the old form.</p> <p>If the property has changed, complete a new survey form and enter into CARMA. Transfer MHPC Inventory No. from upper left corner of old form and pencil the same number above the Inventory No. box on the new form. Enter the MHPC #, or other map name/number into field #2 in CARMA. Submit both the new form and the copy of the old form. Upload a new photograph.</p>
Property previously surveyed and entered into CARMA, but additional resources present (i.e. barns, agricultural resources).	Print a copy of the form from CARMA (or photocopy the hard copy) and bring it into the field for references.	Create new forms for previously surveyed property if changes are evident. Fill out barn or farmstead forms as necessary. Enter each new form into CARMA and submit with copy of old form.