SurveyLA

Los Angeles Historic Resources Survey

FIELD GUIDE TO SURVEY EVALUATION

FiGSS USER MANUAL
Group 7 Field Surveys

City of Los Angeles
Department of City Planning

Office of Historic Resources
&
Systems and GIS Division

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SURVEYLA FIELD GUIDE TO SURVEY EVALUATION
Table of Contents

1.0 INTRODUCTION AND PURPOSE 1

2.0 SURVEYLA STANDARDS 2

3.0 HISTORIC CONTEXT STATEMENT AND THE MULTIPLE PROPERTY SUBMISSION APPROACH 3

3.1 HCS Organization and Content 3

4.0 FIELD GUIDE SURVEY SYSTEM (FIGSS) 4

4.1 FiGSS Equipment Specifications and Standards 4

5.0 SURVEY TEAM REQUIREMENTS 5

5.1 Consultant Qualifications 5
5.2 Intern Assistance 5

6.0 SUMMARY OF FIELD SURVEY SCOPE AND METHODS 5

6.1 Survey Scope 5
6.2 Applying Eligibility Criteria 8
6.3 Guidelines for the Evaluation of Significance 8
6.4 SurveyLA and the California Historical Resource Status Codes 9
6.5 FiGSS Applicable Codes 9

7.0 INTRODUCTION TO THE FIELD GUIDE SURVEY SYSTEM (FIGSS) 11

7.1 General Tips and Backup Procedures 11
7.2 Logging FiGSS Application Problems 13
7.3 Getting Started 14
7.4 The Map 15
7.5 Pre-Loaded Data and Data Layers 15

8.0 RECORDING INDIVIDUAL RESOURCES 19

Getting Started 19
8.1 SCREEN 1 – Location Confirmation and Image Log screen 19
8.2 SCREEN 2 – Resource Information 21
8.3 SCREEN 3 – Architectural Details 24
8.4 SCREEN 4 – Context, Theme and Property Type 27
8.5 SCREEN 5 – Eligibility Standards: 1 of 2 29
8.6 SCREEN 6 – Eligibility Standards: 2 of 2 (Integrity) 31
8.7 SCREEN 7 – Evaluation 32
8.8 Editing Individual Resource Information 34

9.0 RECORDING HISTORIC DISTRICTS 40

Getting Started 40
9.1 SCREEN 1 – District Information and Image Log 42
9.2 SCREEN 2 – District Context, Theme, Property Type 44
9.3 SCREEN 3 – District Eligibility Standards (1/2) 45
9.4 SCREEN 4 – District Eligibility Standards (2/2) 46

9.5 SCREEN 5 – District Evaluation 48
9.6 Recording District Contributors 50
9.7 Editing District Contributors 54
9.8 Editing District Boundaries and Information 58

10.0 RECORDING NON-PARCEL RESOURCES.....61

10.1 Recording Non-Parcel Resources 61
10.2 Reshaping Non-Parcel Resources 62
10.3 Editing Non-Parcel Resources 62

11.0 USING THE CTP CORRECTOR..... 64

11.1 Editing the CTP 64

12.0 THE 7RQ LAYER.....67

13.0 MULTIPLE RESOURCES - SINGLE PARCEL; MULTIPLE PARCELS - SINGLE RESOURCE.....67

14.0 SURVEY TIPS.....68

14.1 Safety Guidelines 68
14.2 Photography Guidelines 68

15.0 SURVEYLA/FIGSS CONTACT INFORMATION.....69

.....

APPENDICES:

APPENDIX A: CRITERIA FOR EVALUATION..... A1

A1: NATIONAL REGISTER OF HISTORIC PLACES (NR).....A2
A2: CALIFORNIA REGISTER OF HISTORICAL RESOURCES (CR) A5
A3: CITY OF LOS ANGELES HISTORIC CULTURAL MONUMENT (HCM) A6
A4: HISTORIC PRESERVATION OVERLAY ZONE (HPOZ).....A6

APPENDIX B: HISTORIC PROPERTY DEFINITIONS A9

APPENDIX C: AREAS OF SIGNIFICANCE A11

APPENDIX D: RESOURCE ATTRIBUTE CODES AND DEFINITIONS A14

APPENDIX E: ACRONYMS A18

APPENDIX F: CHR STATUS CODES..... A20

APPENDIX G: ADDITIONAL SOURCES OF INFORMATION..... A24

1.0 INTRODUCTION AND PURPOSE

The City of Los Angeles, Department of City Planning, Office of Historic Resources (OHR), in collaboration with the Getty Foundation and the Getty Conservation Institute (GCI), is completing SurveyLA, a multi-year project to identify and record historic resources in a city that comprises 466 square miles and 880,000 legal parcels. The sheer size and complexity of Los Angeles, combined with the fact that only about 15% of the city has been previously surveyed to identify historic resources, makes a citywide survey an extreme challenge.

During SurveyLA's initiation phase (2006-2009) the OHR worked with the Planning Department's Systems and GIS Division staff, the California State Office of Historic Preservation, and a team of historic preservation and GIS consultants to develop innovative survey tools and methods that meet accepted federal and state survey guidelines and standards and provide cutting-edge approaches to conducting field work. These include a citywide Historic Context Statement and a customized mobile Field Guide Survey System (FiGSS). Professional surveyors tested these tools during a series of pilot surveys and played a significant role in finalizing methods for the conduct of the multi-year citywide surveys, which started in 2010. For information on SurveyLA's Phasing Plan see www.preservation.lacity.org/node/448.

This Field Guide to Survey Evaluation (Field Guide) is a training and user manual for historic preservation consultants and interns to learn about and implement the survey methods specifically developed for SurveyLA.

2.0 SURVEYLA STANDARDS

SurveyLA complies with best practices, standards and guidelines set forth by the National Park Service (NPS) and California State Office of Historic Preservation (OHP) in publications referenced in this Field Guide including:

- *Archaeology and Historic Preservation: Secretary of the Interior's Standards and Guidelines,* National Park Service
- *Guidelines for Local Surveys: A Basis for Preservation Planning,* National Park Service
- National Register Bulletin*: How to Complete the National Register Registration Form,* National Park Service
- National Register Bulletin*: How to Complete the National Register Multiple Property Documentation Form,* National Park Service
- *Instructions for Recording Historical Resources,* California State Office of Historic Preservation
- *Technical Assistance Bulletin #8, User's Guide to the California Historical Resources Status Codes,* California State Office of Historic Preservation

See Appendix G for associated web sites.

3.0 HISTORIC CONTEXT STATEMENT AND THE MULTIPLE PROPERTY DOCUMENTATION APPROACH

In accordance with the California OHP and federal guidelines for surveys, SurveyLA is context-based, which requires the completion of a citywide Historic Context Statement (HCS). The NPS has adopted standards to guide context-based surveys and the preparation of historic context statements in the *Secretary of the Interior's Standards for Preservation Planning.* As well, the NPS has developed the Multiple Property Documentation (MPD) approach to streamline the identification and evaluation of thematically-related historic properties as outlined in the National Register Bulletin, *How to Complete the National Register Multiple Property Documentation Form*.

The SurveyLA HCS uses the MPD approach. The narrative document identifies contexts and themes that represent the city's architectural, social and cultural history, links those themes to extant representative property types, and provides a framework for property type evaluation through the development of Eligibility Standards, known as Registration Requirements in the MPD approach. This is further explained and illustrated in Sections 8.0-10.0 of this Field Guide.

3.1 HCS Organization and Content

Using the MPD format, the narrative HCS includes the components listed below:

Contexts and Related Themes
Patterns of physical and/or cultural development
Narrative Statement(s) of Significance
Geographical Location(s) where likely to occur
Period(s) of Significance
Area(s) of Significance

Property Types
Property Type Description and Significance
- Character-defining and associative features

Eligibility Standards (Registration Requirements)
Associative qualities
Character-defining features
Integrity aspects and considerations

Evaluation Criteria
National Register of Historic Places
California Register of Historical Resources
City of Los Angeles Historic-Cultural Monument
City of Los Angeles Historic Preservation Overlay Zone or Historic District

Applicable Criteria (National Register/California Register/L.A. City)
Event (A/1/1)
Person (B/2/2)
Design/Construction (C/3/3)
Information Potential (Archaeology) (D/4/4)

4.0 FIELD GUIDE SURVEY SYSTEM (FiGSS)

The HCS framework has been used as the basis for developing the FiGSS, a custom mobile field application designed to conduct SurveyLA field work. The overall concept behind the FiGSS is to provide surveyors with the information they need in the field to identify and evaluate resources according to defined contexts and themes and in an efficient and consistent manner. Sections 8.0-10.0 of this Guide provide step-by-step instructions for using the FiGSS.

4.1 FiGSS Equipment Specifications and Standards

The FiGSS is designed for use in the field with a tablet PC or laptop. The OHR provides consultants with the mobile application, preloaded with information relating to specific survey areas (See Section 7.0). Consultants are responsible for providing their survey teams with appropriate hardware and software required by the technical specifications of the FiGSS as follows:

Hardware: System: Tablet PC or laptop (with backup batteries)
OS: Windows XP (SP 3 and up); Vista (SP 2); Windows 7 (64 bit OS)
Processor Speed: 2.0GHz or faster
Memory: 2+Gb Hard Drive: 160GB

Software: Microsoft .Net Framework 3.5
ArcView 9.3.1 (SP 1; possible SP upgrades may be required)

Camera: Digital, 4+ Megapixels. Best if lens is wide-angle 24 to 28mm; extra batteries. The ratio of the width to height measurements must equal 1.33.

Permissions: Windows 7 environments need to set up a User Account Control Setting to “Never notify” level.

5.0 SURVEY TEAM REQUIREMENTS

Surveyors are deployed in the field in teams of two, and multiple teams may be working in a survey area at any one time.

5.1 Consultant Qualifications

At least one surveyor from each team of two must meet or exceed the Secretary of the Interior's Professional Qualifications Standards in the fields of history, architectural history, or historic architecture; be familiar with the MPD approach; and have previous field survey experience. Consultants meeting these qualification standards are responsible for making historic resource evaluations. To maximize field time, it is expected that consultants assign field work to surveyors based on their particular area(s) of specialization, expertise, and experience. All consultants are required to attend classroom and field training in the use of the FiGSS and HCS prior to conducting field work for SurveyLA.

5.2 Intern Assistance

The OHR strongly encourages consultants to use interns with education and training in disciplines related to historic preservation and/or with specialized knowledge of survey areas and contexts. Interns may assist consultants with field work, photography and field survey follow-up research. Interns are required to attend training sessions. The "Sources of Additional Information" listed in Appendix G includes useful reference materials for interns to learn more about the survey standards and approaches applied to SurveyLA.

6.0 SUMMARY OF FIELD SURVEY SCOPE AND METHODS

6.1 Survey Scope

General Requirements

a) The overall focus of SurveyLA is to identify properties and districts **that are significant** within the contexts developed for the HCS and to provide the appropriate California Historical Resource (CHR) Status Codes (see Sections 6.4 and 6.5).

b) For each survey area (and to the extent available), information relating to properties of historic, social and cultural significance is pre-loaded in the FiGSS based on research completed for development of the HCS, pre-field research provided by interns and volunteers, and community input from SurveyLA's public participation program. This information appears as a green-shaded GIS data layer on the FiGSS application, and is called the OHR Data Table. Surveyors are expected to survey properties identified as

important through pre-field research and community outreach activities even if they do not appear significant in the field (e.g. extensive alterations).

c) All survey work is completed from the public right-of-way (from vehicles or on foot as needed).

d) Properties are evaluated in the field using the HCS in accordance with National Register and California Register criteria as well as for local eligibility as potential City Historic-Cultural Monuments and HPOZs.

e) With the exception of b) above, properties that lack integrity, fall outside the period of the survey, or do not appear to have contextual significance are not , photographed or evaluated and are recorded with a CHR Status Code of 7RQ (part of a SurveyLA Reconnaissance Survey – not evaluated). In other words, all properties within a survey area will have a CHR Status Code assigned although they may not all be evaluated for significance.

f) No hard copy California State DPR forms are prepared or submitted by consultants; the field survey database stores data needed to create the DPR forms and the forms can be generated as reports by the OHR on an "as needed" basis.

g) Surveys generally do not include the following (which appear as layers on the FiGSS survey maps):

- Properties constructed after 1980 (exceptional properties may still be recorded or "flagged" for future consideration at the discretion of the surveyor).
- Individual resources and historic districts (including HPOZs) that are designated (federal, state, or local). For individual resources, there may be some verification (updating) of existing conditions in the field where appropriate (e.g. when a property no longer appears eligible).
- Community Redevelopment Area (CRA) surveys conducted within five years of a SurveyLA survey (no CRA surveys conducted after 2012).
- Historic Preservation Overlay Zone (HPOZ) surveys completed within five years of a SurveyLA survey (submitted to OHR as complete but not designated).

h) For information on photography requirements refer to Sections 4.1 and 14.2.

Individual Resources and Non-Parcel Resources

Consultants identify individual properties and non-parcel properties that appear eligible for designation according to the citywide HCS. Non-Parcel resources are generally those that are not located within the boundaries of a parcel and do not have street addresses. These may include street trees, natural features, medians, streetlights and bridges.

a) Digital photographs are required for individual properties and non-parcel resources that appear to be significant and are recorded as eligible for designation.

b) Resources that require additional research or that have little or no visibility from the street and cannot be evaluated are “flagged” by field surveyors for follow up. Based on the survey data, the OHR provides the consultant with a report listing resources needing additional research. Follow-up research may be completed by OHR interns and volunteers.

c) For properties with little or no visibility, surveyors may still assign CHR Status Codes based on existing information which would serve as a high indicator for significance (e.g. information may be preloaded in the FiGSS).

d) The FiGSS application has a feature which is used to auto-generate bullet point architectural descriptions required on the DPR Primary Record form. This includes a series of drop downs lists from which the consultant selects descriptive information relevant to a resource and free text boxes.

Historic Districts

Consultants identify potential HPOZs and historic districts based on reconnaissance surveys, historic tract and subdivision maps, and other information, to identify those that appear significant. The FiGSS allows surveyors to draw and edit district boundaries electronically in the field based on field observations and no additional mapping is required.

Potential Districts/HPOZs

a) Consultants use the FiGSS in the field to identify contributing resources, non-contributing resources, and those needing additional research.

b) Digital photographs are taken of all properties within the potential district boundaries as well as context views and important features of the district as a whole.

c) Narrative district description and significance statements are completed for each district (the OHR has developed a standard format for content and structure).

d) Where applicable, and in consultation with the OHR, survey information for previously identified potential historic districts is updated/verified in the field, including new photographs (generally surveys completed over five years ago).

e) Individually significant properties may be identified within areas surveyed as potential districts/HPOZs and recorded according to the process discussed above.

Planning Districts:

f) The OHR has developed a CHR Status Code of 6LQ for neighborhoods or areas that do not meet eligibility standards for designation, but that are identified as “Planning Districts” for purposes of the New Community Plan

program (generally retains overall character and consistent features as a whole).

g) Individually significant properties may be identified within Planning Areas and recorded according to the process discussed above.

6.2 Applying Eligibility Criteria

All recorded resources are evaluated for significance in accordance with National Register of Historic Places (NR), California Register of Historical Resources (CR), and City criteria for evaluation (Historic-Cultural Monument or HCM and Historic Preservation Overlay Zone or HPOZ).

Eligibility Standards have been developed for property types relating to each theme of the HCS to guide the evaluation of resources and historic districts according to NR, CR and City criteria for significance. Eligibility Standards are based on an understanding of known examples of important property types in relation to the above criteria. The standards take into account the physical and associative qualities a property type must have as well as integrity requirements. For the FiGSS, Eligibility Standards are presented as itemized lists which field surveyors check in the field as appropriate and applicable.

6.3 Guidelines for the Evaluation of Significance

The OHR has developed the following guidelines for the applicability of CHR Status Codes for SurveyLA in consultation with the SurveyLA Advisory and Review Committees, staff of the California OHP, and SurveyLA consultants:

For SurveyLA, the quality of significance, or strength of the association of a property to a context/theme, is generally the same for NR, CR and local eligibility. The differences lie in integrity standards and age requirements. Often, properties determined only locally eligible have particular significance within a specific neighborhood and may not be significant citywide. As discussed above, Eligibility Standards provide surveyors with the information needed to evaluate significance according to NR, CR and local criteria. Property types associated with each theme in the HCS include general Eligibility Standards that relate to the strength of the association of the property type to a theme, and then Character Defining/Associative Features for the property type, Integrity Considerations and Integrity Aspects. Each of these is expressed in bullet point lists for ease of use in the field and varies depending on whether significance is based on physical characteristics and/or associative values.

SurveyLA methodology applies the aspects of integrity in a similar way for CR and local level of significance, with more aspects of integrity required for NR. In some cases, a resource of exceptional local significance may be determined eligible for designation as a City Historic-Cultural Monument with less aspects of integrity than may be required for the CR (such as the Boyle Hotel in Boyle Heights). Exceptions also occur in the case of local Historic Preservation Overlay Zones where integrity

standards for the district as a whole may be less than what is required for CR and NR. Note that the CR, HCM and HPOZ criteria do not include age requirements (may be younger than 50 years of age).

6.4 SurveyLA and the California Historical Resource Status Codes

The OHR has worked with the California OHP to develop and adopt variations of the CHR Status Codes for specific use with SurveyLA. These codes follow the logic established for the CHR Status Codes and are in the 6 and 7 categories. They apply to individual properties as well as to potential historic districts and their associated contributing/non-contributing features.

See Appendix F for a list and explanation of the SurveyLA and CHR Status Codes. Below is a summary of their application as part of the FiGSS.

6.5 FiGSS Applicable Codes

Field surveyors apply the following CHR Status Codes when evaluating properties for SurveyLA. Asterisks identify those codes developed for SurveyLA:

3S – Appears to be eligible for NR as an individual property through survey evaluation

3CS – Appears to be eligible for CR as an individual property through survey evaluation

5S3 – Appears to be eligible for local listing or designation through survey evaluation

6LQ* – Determined ineligible for local listing or designation as a historic district through a survey process; neighborhood or area may warrant special consideration for local planning

6Y – Determined ineligible for NR by consensus through Section 106 process – Not evaluated for CR or Local listing

6Z – Found ineligible for NR, CR or Local designation through survey evaluation

7SQ* – Individual property assessed for significance in accordance with the SurveyLA Multiple Property Documentation approach, but does not meet eligibility standards

7Q* – Potential historic district assessed for significance in accordance with the SurveyLA Multiple Property Documentation approach, but does not meet eligibility standards

7RQ* – Individual property identified in a SurveyLA Survey – Not evaluated

QQQ* – Additional research needed

All applicable CHR Status Codes are applied to individual resources and historic districts/HPOZs. For example, a property eligible for the NR, CR and HCM will receive 3S, 3CS, and 5S3. A property eligible for the CR and HCM will receive 3CS and 5S3.

7.0 INTRODUCTION TO THE FIELD GUIDE SURVEY SYSTEM (FiGSS)

This FiGSS Guide and the training sessions assume that the user is familiar with ArcView software and how it functions.

7.1 General Tips and Backup Instructions

- Arrange for tablet drop off and pick-up by contacting David Dieudonne (213-978-1432; David.dieudonne@lacity.org) in the Department of City Planning's Systems and GIS Division.
  Copy Fae Tsukamoto (fae.tsukamoto@lacity.org) and Janet Hansen (janet.hansen@lacity.org); 213-978-1191 on all emails to David. You may also contact Janet or Fae for drop-off/pick-up if David is not available.

- Use the desktop shortcut provided to open the application. Do not open the application from ArcCatalog.

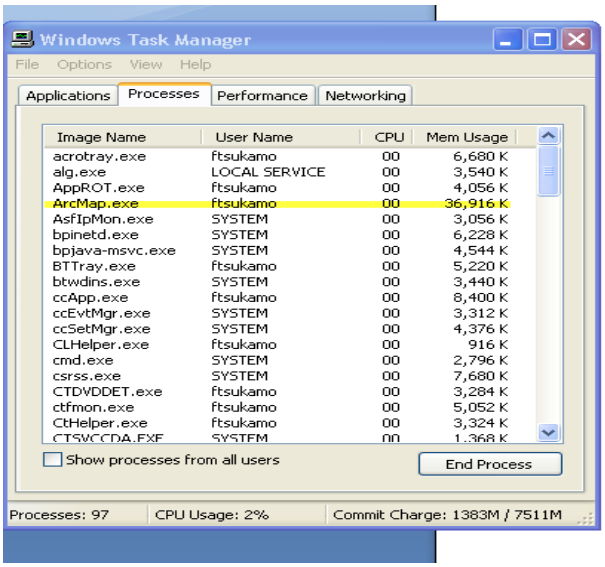
- To speed up the application, close ArcCatalog and any other windows or processes.

- Single vs. Double clicking - The FiGSS is generally designed for single clicking except when closing a polygon as part of mapping or merging historic districts. Double clicking may cause errors in the application.

- If you click too fast and the map area appears white or freezes, click on the (redraw) button.

- While in the application, wait for menus to pop up. By clicking numerous times, the application will freeze. Do not click items too fast. It can take up to 20 seconds for a menu to appear (**SurveyLA 20-second rule before re-clicking**). If there is a bug or the data cannot be found, a message will pop up immediately, so wait for the next menu to appear.

- If the application does freeze or crash, close out the application and open up the Task Manager to see if there are any hanging processes left from the crash/freeze. Click on the Processes tab, click on 'arcmap.exe' and then click on 'end process' to terminate any open process (see below).



- Do not use the “ESC” key to terminate any process in the application.

- Do not “zoom to layer” from the table of contents as some of the layers are citywide and the redraw generation can freeze/slow the application. It is much better to use the zoom-in/out icons provided on the Arcmap toolbar.

- Do not use MS Office Photo Wizard to upload images as this program creates issues with the database and can freeze the application. It is much safer to use the photo managing software that comes with your camera.

- Be aware that a low battery can cause problems with the application and create unusual system errors. Check the battery before going into the field. It is a good idea to record the field errors and, when returning to the office, plug in the laptop and try to reproduce the same error. This may help determine if an error is application related or system related. Carry backup batteries at all times.

Backup Procedures:

DATABASE (Mandatory)

- Open ArcCatalog and go to C:/SurveyLA folder. You will be copying your GeoDatabase and MXD from this location.
- Connect your hard drive to your laptop and find out your USB connection. It differs for each laptop as it may be an "E:/" or possibly a "F:/" drive connection.
- In ArcCatalog go to "File" then "Connect to Folder" option and add the USB connection to your Catalog tree as this will allow you to copy and paste strictly in Catalog.

- COPY and PASTE to your back up location:
    - OHR.gdb
    - Survey_OHR.mxd

PHOTOS (Optional)

- Open Windows Explorer and go to C:/Program Files/NSG/OHR Figgs.
- Right click on "Images" folder.
- Copy and Paste your images through Explorer to your desired location.
- Note - this will be a backup of all photos taken.

IMAGES (Mandatory)

- Open Windows Explorer and go to C:/SurveyLA directory.
- Right click on "IMAGES" folder and copy and paste to your desired location. Note - this will be a backup of only the photos linked to the tables.

Replacing the MXD:

If the mxd get corrupted

- Go to C:/SurveyLA folder and rename Survey_OHR.mxd (if its corrupted) to Survey_OHR_OLD
- Rename the backup MXD provided to Survey_OHR.mxd
- Make a copy of this new mxd as another backup

7.2 Logging FiGSS Application Problems

- For issues that arise in the field which interfere with your ability to continue field work, contact David Dieudonne (213-978-1432; david.dieudonne@lcity.org) and/or Fae Tsukamoto (213-978-1420; fae.tsukamoto@lacity.org) by phone immediately. You may also contact Janet Hansen (213-978-1191; janet.hansen@lacity.org) if David or Fae are not available. Follow up by email as needed (following the instructions below).

- For non-emergency issues (you can continue with field work) keep a running log. For problems that relate to specific parcels (APNs) or addresses, record the APN/address as part of your comments and take a screen shot. Create a bookmark in the area of concern. Describe in narrative format what you were doing when the problem occurred and provide screenshots. Identify the name of the machine on which the problem occurred.

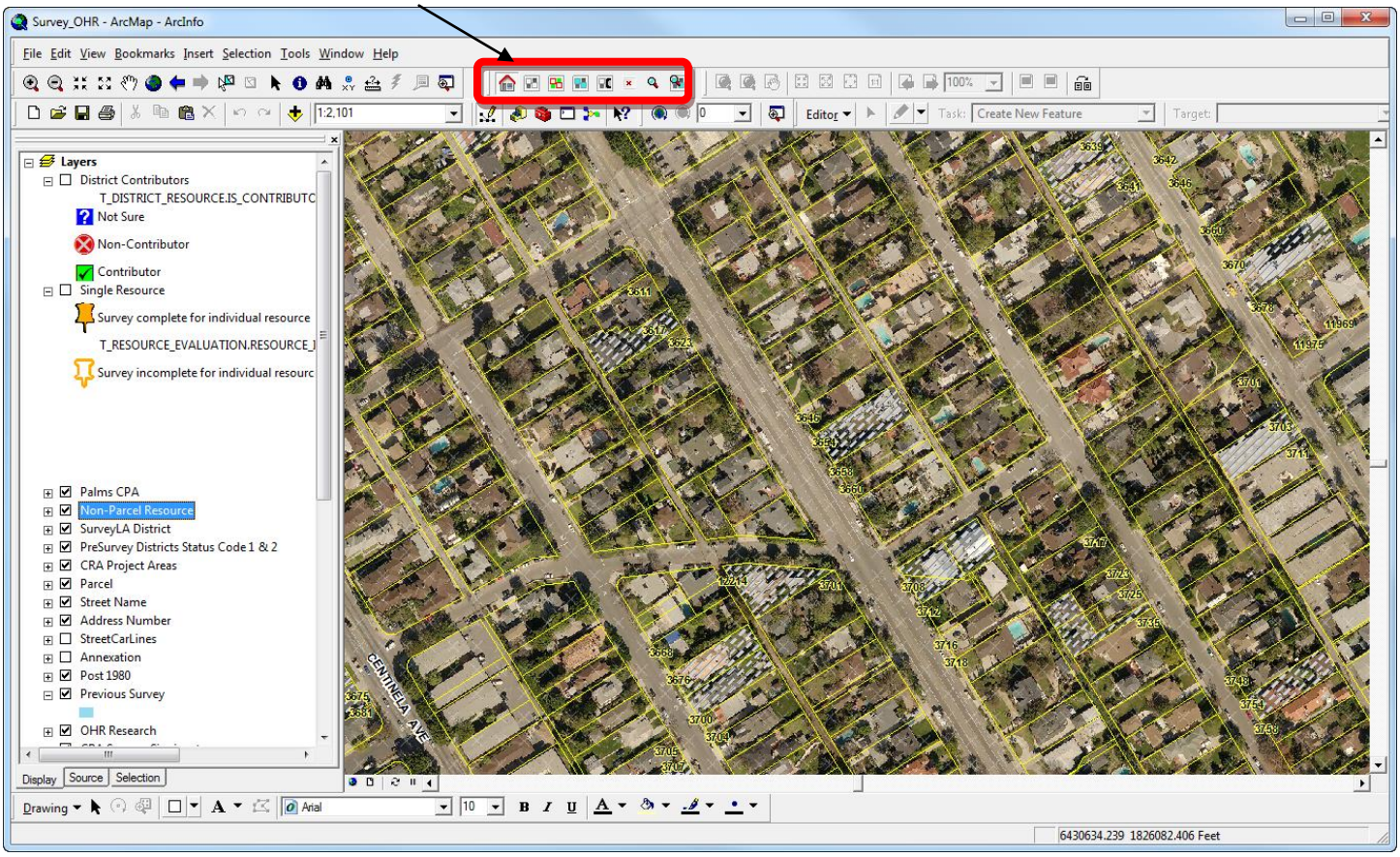
- When e-mailing information on problems include David, Fae, Janet and the survey area project manager(s) in the "send to."

- If after reporting a problem it seems to "go away" (e.g. does not happen again), please let us know so that we can remove it from our problems/issues log.

7.3 Getting Started

To start, select the shortcut on the desktop labeled Shortcut to Survey_OHR.mxd. After a loading screen, this will bring you to a screen like the one shown below. The SurveyLA tools are in the highlighted toolbar.

FiGSS Toolbar (select to start)



FiGSS Toolbar

Individual Resource Record a new individual resource

Non-Parcel Resource Record/Reshape/Review/Edit non-parcel resource

Historic District

Create new district

Select district from map

Select district by name

7RQ Button

This button assigns the selected property a Status Code of 7RQ, indicating the property is located within a survey area, but was not evaluated.

View/Edit Individual Resource Button

This button takes you to the "View Resource" screen which displays and allows editing to data recorded on an individual resource.

View/Edit District Contributor Button

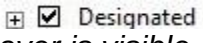
This button takes you to the "District Contributor" screen which displays and allows editing to data recorded on a selected contributor/non-contributor.

7.4 The Map

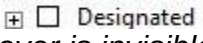
The map layer takes up a large portion of the screen when ArcView is opened. It allows for the manipulation and selection of large areas, and is how individual resource, non-parcel resource and historic district recordings will be made.

The map layer contains numerous layers that can be toggled on to offer more information. The map can be zoomed in and out via the mouse wheel. Rotating the mouse wheel forward will zoom the map out, and rotating the mouse wheel backward will zoom the map in. There are also preset map zooms in the Scale box of the toolbar. *Note that some map layers will only be available at certain zoom levels.*

To make a layer visible, the check box next to the name must be selected, as shown below:



Layer is visible



Layer is invisible

In addition, the plus sign next to the check box can be clicked to expand the layer and allow a view of what is included in that layer, if available.

7.5 Pre-Loaded Data and Data Layers

The Planning Department has gathered and consolidated information from a variety of sources into a standardized table, which is preloaded into the FiGSS. Data relating to designated and previously surveyed resources are included as well as the California State Historical Resources Inventory (HRI), the Community Redevelopment Agency's Historic Resources Database (dated 2006), and information gathered as part of SurveyLA community outreach efforts. Outreach

efforts focus on obtaining information relating to areas and resources with social, cultural and historical significance which would not be readily identified during field work.

Table of Contents - Data Layers

Note: A property may have overlapping shading or outlines (for example, a property surveyed multiple times and designated). You may need to turn off layers to see each layer that applies.

Ortho Map (2008)

Post-1980 Resources (parcels shaded)

Note: Post-1980 properties are generally outside the scope of SurveyLA and should not be surveyed unless exceptional.

 Historic Streetcar Lines

Previously Surveyed Properties and Districts

Note: To find previously recorded survey information on the categories below, click the Identify button on the toolbar and click within the polygon or shaded area on the map.

HRI (parcels shaded)

Note: Any Los Angeles parcel listed in the State Historical Resources Inventory.

 Designated (parcels shaded)

Note: Any Los Angeles parcel listed in the National Register and/or California Register (or other State designation program) or a designated local landmark (HCM) or district contributor (HPOZ).

 HPOZ Potential (parcels shaded)

Note: Any parcel in an area that is a potential HPOZ (designation in process). These areas will not be surveyed.

 OHR Data Table (parcels shaded)

Note: Properties in the research table compiled by the OHR which includes a variety of sources of information.

Previous Surveys (parcels shaded)

Note: Includes previous large-scale surveys submitted to the OHR in digital format.

 CRA Significant (parcels shaded)
Note: Any parcel listed as significant in the CRA survey (2006) database.

CRA Survey Area Boundaries (boundaries outlined and cross-hatched)
Note: Boundaries of a CRA area surveyed between 2007 and 2012.

Pre-survey District (boundaries outlined)
Note: Districts recorded prior to SurveyLA (created from the State HRI data).

Annexation (boundaries outlined)
Note: Area that was annexed or consolidated into the City of Los Angeles.

CRA Project Area Boundaries (boundaries outlined)

Industrial Zoning (parcels shaded)

SurveyLA Recorded Resources

Missing CTPs (Individual Properties)

Confirmed (Individual Properties)

Push Pin – Individual resource survey complete, fully evaluated

Hollow Push Pin – Individual resource survey incomplete, resource identified but not fully evaluated

Non-parcel Resource – Survey complete, fully evaluated

Non-parcel Resource – Survey incomplete, identified not fully evaluated

SurveyLA Potential District (boundaries outlined)
Note: A district recorded during SurveyLA

District Contributors and Non-contributors

Contributor

Non-contributor

Not sure

7RQ Properties – Indicates parcels considered but not evaluated for SurveyLA

8.0 RECORDING INDIVIDUAL RESOURCES

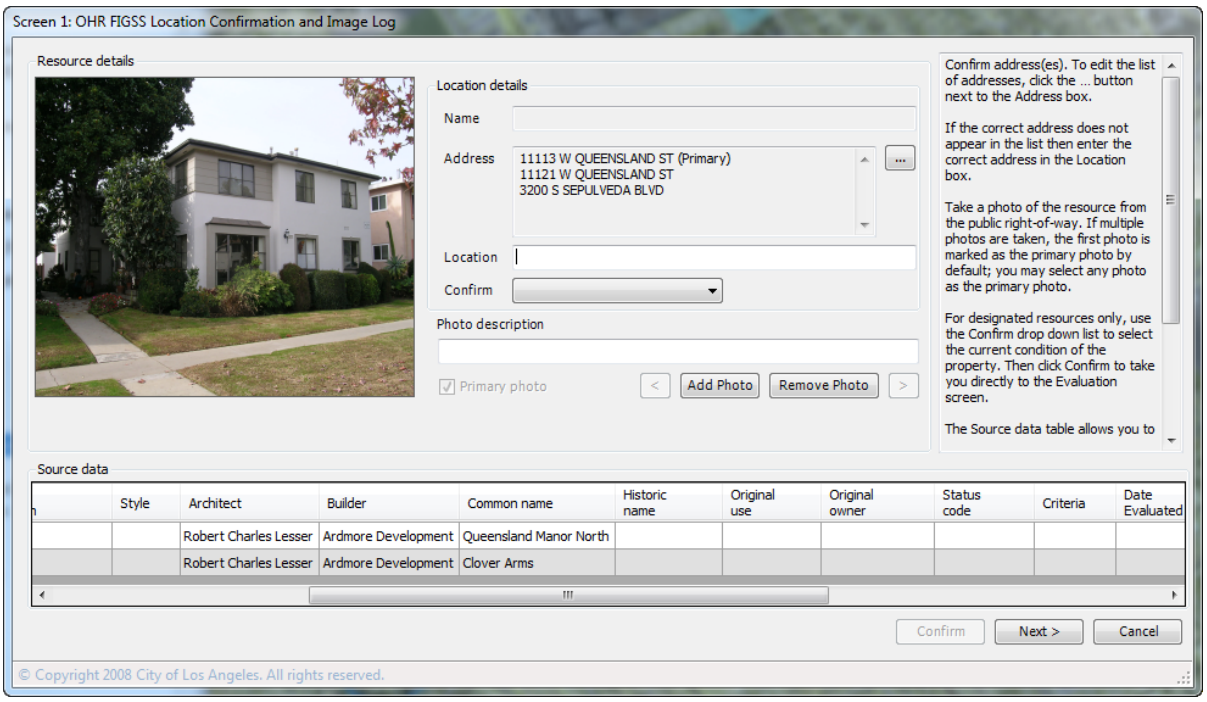
Getting Started

Step 1 – Begin surveying individual resources by clicking on the “Individual Resource” (house) icon on the FiGSS toolbar.

Step 2 – Map ID

On the map click once in the middle of the resource you want to evaluate. Most often this will be a building and you will click in the middle of the roof. You are recording the actual location of the resource, not simply the parcel on which it is located. Note that if there are two or more individually significant resources on a parcel you want to evaluate, click in the middle of each resource when recording. There may be a delay in the FiGSS response – follow the SurveyLA 20-second rule.

8.1 SCREEN 1 – Location Confirmation and Image Log screen

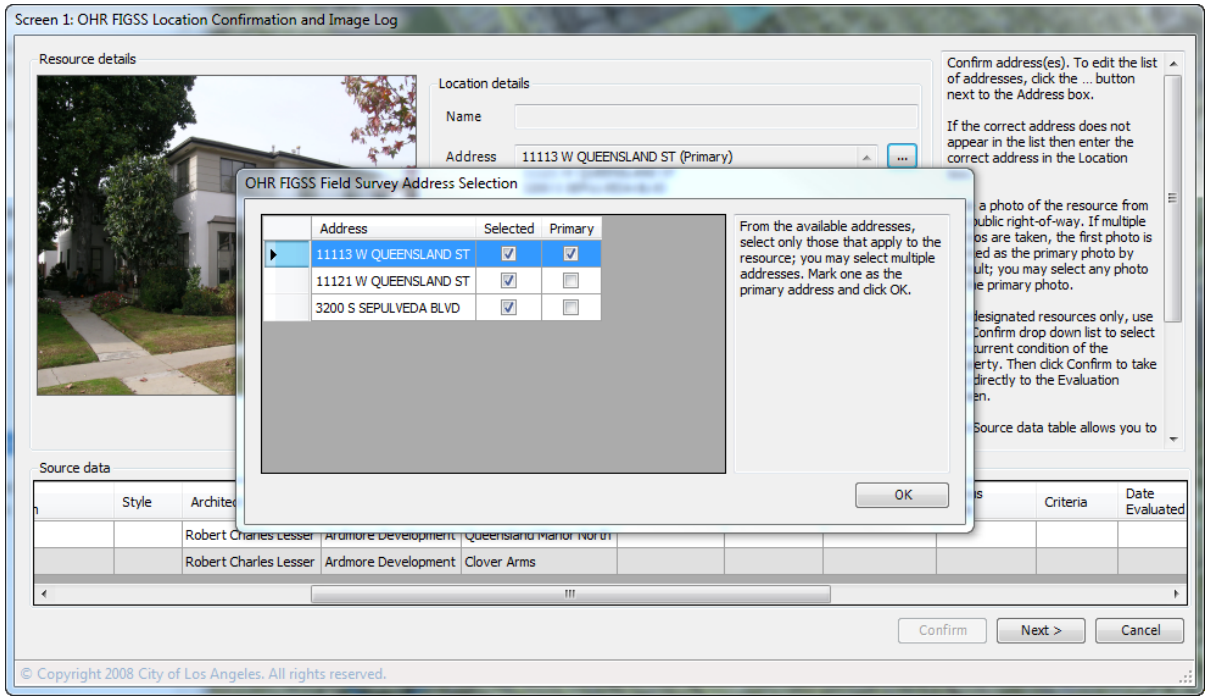


This screen confirms the address(es) of the resource, updates designated resources and adds photographs. Name is not required and is for recording non-parcel resources.

The Source data table at the bottom of the screen includes preloaded data as discussed in Section 7.5. This information is for reference only (is not editable), and in some cases may help you make decisions regarding when to continue with a resource evaluation or when to update information on a designated resource.

Step 3 – Address Verification

Verify the address or addresses that apply to this resource displayed in the "Address" box. To edit the list of addresses, or to select a new Primary address, click the ... button. If the address or addresses on the resource do not match any of the addresses displayed on the screen, then deselect them by clicking in the box next to the address. Enter the correct address(es) in the "Location" field using a format similar to the "Address" field. If the resource clearly has an address, but no address(es) appear in the Address box, then type the address in the "Location" field. You may also use this field to add free text to clarify the location of a resource (e.g., located behind the primary residence at 3011 Castle Street).



Step 4 – Photograph

Using your digital camera, take photo(s) of the resource from the public right-of-way. To download, connect your camera to the tablet/laptop using the camera cable. Open Explorer and navigate to the C:\Program Files\NSG\OHR FiGSS\Images directory. Download the picture(s). To add photos for the resources, click "Add Photo" on the screen and select from the thumbnails by double-clicking on the photo.

When necessary for clarification, include any relevant details (e.g. “resource obscured by trees”) in the “Description” field. Do not spend excessive time writing photo descriptions. If more than one photo is taken, click the “Primary photo” button to select the primary. Use the “Remove Photo” button to delete unwanted photographs. Note: All properties require at least one photograph to move forward with the recording process.

Step 5 – Confirm Button

This step has limited uses as indicated below. Do not use the Confirm function for other reasons without consulting with the OHR.

- **To update information on a designated resource:** Select from the drop down “Confirm” menu. Take an updated photo as instructed under Step 4. Click “Confirm” to complete the process. This will take you to the “Evaluation” Screen 7. “General comments” is a required field for confirmed resources.

Step 6 – If a property is not designated, click “Next” to continue with the survey and evaluation process.

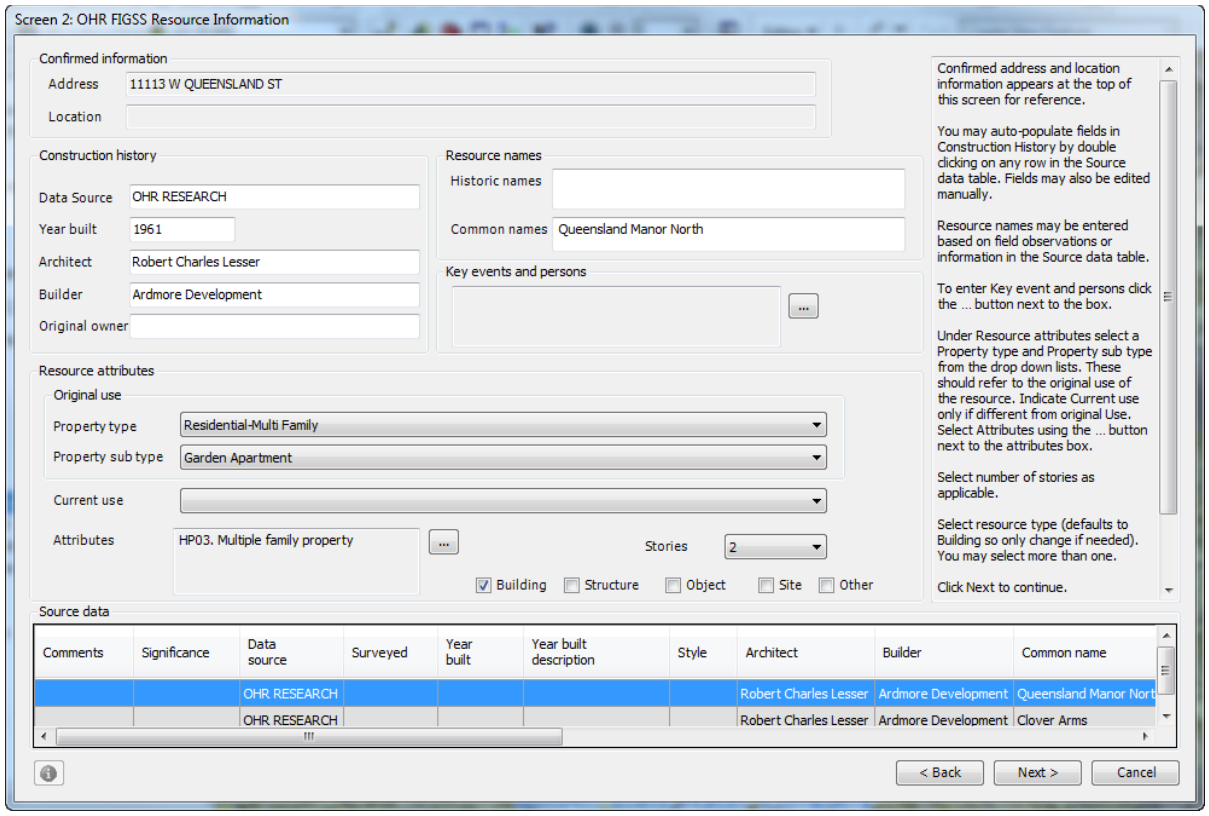
Note: The Cancel button will not record any information on the resource.

8.2 SCREEN 2 – Resource Information

The “Resource Information” screen is used to record available data on the resource. The “Confirmed information” at the top of the screen shows the primary address and/or location entered on Screen 1 and is not editable.

The “Year built” will be auto-populated from County Assessor data (if available). If no date appears, type one in based on visual observation of the resource and type “Visual estimate” in the Data Source field. You should also change the auto-populated assessor date if you believe it is not correct based on visual observation or research sources such as building permits. If you change the date, correct the Data Source to reflect “Visual observation,” “Building permit” or other relevant source of information.

Enter Common Name and Historic Name where relevant. This is particularly important for commercial, institutional, and industrial resources.



Step 7 – The “Source data” table at the bottom of the screen contains the pre-loaded data discussed in Section 7.5 and corresponds to the data fields listed in the “Construction History” section of this screen. This table is not editable. Use the scroll bars (up and down) to view all data in the table. If there is no preloaded data the table will be blank.

Auto-populate “Construction History” fields with data by double-clicking on the row of the “Source data” table with the most relevant data. You can only select one row to auto-populate, but you may edit the fields manually with information from any row. You may also type over auto-populated data.

Step 8 – Property Type and sub-types should relate to original uses. **T**he “Property Type” defaults to Residential – Single-Family. If this is not correct, select from the drop down list. Then select the appropriate “Property Sub-type” from the drop down list. Type and sub-type are required for all resources.

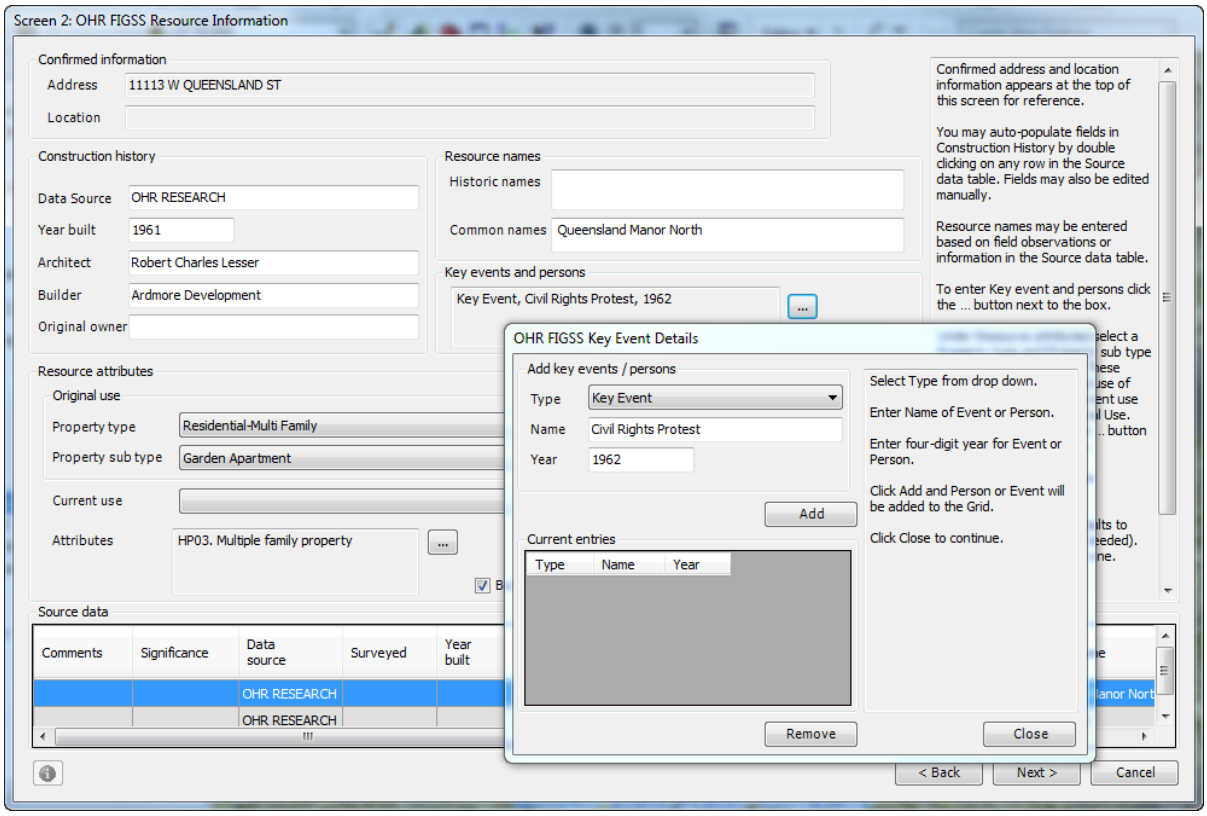
Step 9 – Select “Current Use” from the drop down list **only if different** from the Property type and Sub-type. For example, a movie theater now used as a church.

Step 10 – Select the applicable “Attribute” (up to three) from the list by clicking on the button and checking the box(s). This should be the attribute(s) during the period of significance. Note that these are the attribute codes established by the California OHP. At least one code is required.

Step 11 – Under “Stories” indicate the number of stories, if applicable, from the drop down list. Select N/A if this is not applicable to the resource.

Step 12 – Resource type defaults to “Building,” so only edit the resource type if needed (you may select more than 1). Make sure you are clear on these definitions (see Appendix B).

Step 13 – Clicking on the ... button on the “Key events and persons” box allows you to add information on important individuals or events associated with a resource. Follow the help text in the box. More than one event or person can be added per resource. This information may be available from the “Source data” table at the bottom of the screen (scroll right). When finished recording, “Close” the window to return to Screen 2.

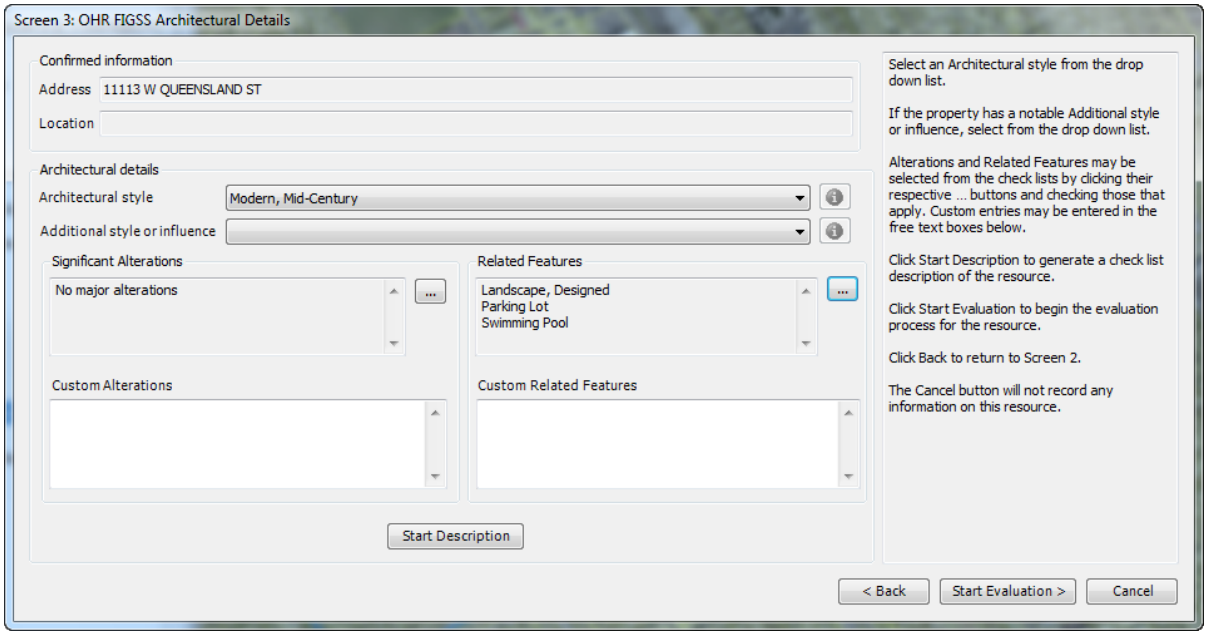


Step 14 – Click “Next” to continue.

Note: The Cancel button will not record any information of the resource. The Back button will take you to Screen 1.

8.3 SCREEN 3 – Architectural Details

The “Architectural Details” screen captures physical data on the resource.



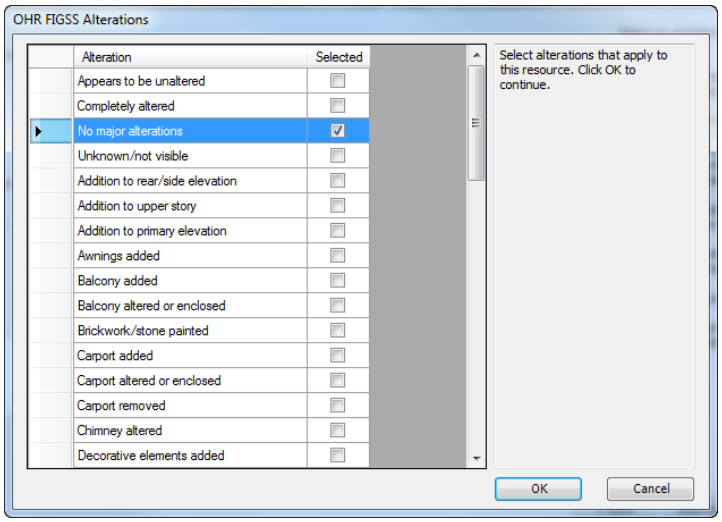
Step 15 – Select one “Architectural style” from the drop down list. Select “other” if the resource has a discernable style that is not included in the drop down list. Indicate the style in the General Comments free text box on Screen 7 and let OHR know of recommended additions to the list. Select “not applicable” for a resource that does not have a style or “no style” for a property that does not have a discernable style (e.g. has been extensively altered and no longer represents its original style). Note that the identify button is not currently operable.

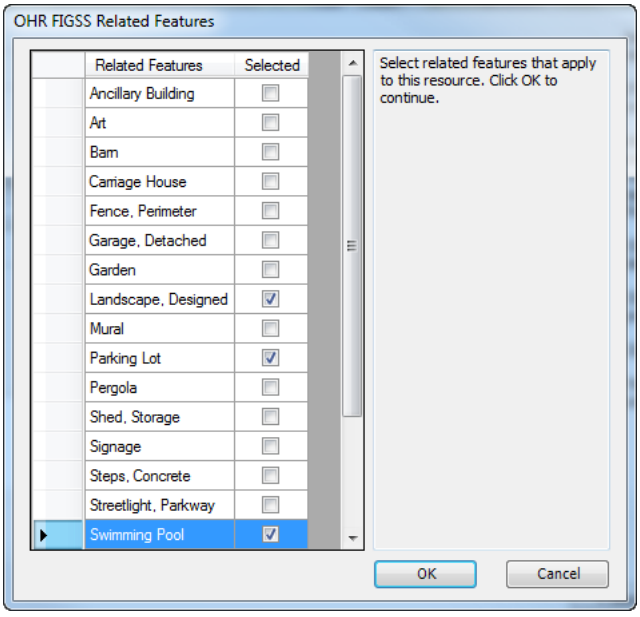
Unless the resource clearly has a discernable style (e.g. a Googie sign), use “not applicable” for:

- Trees/Plants
- Landscapes
- Medians
- Signs
- Air Raid Sirens
- Public Stairways
- Retaining Walls
- Fountains
- Planters
- Entrance Gates/Markers/Pillars
- Streetlights/Lamp Posts
- Bridges

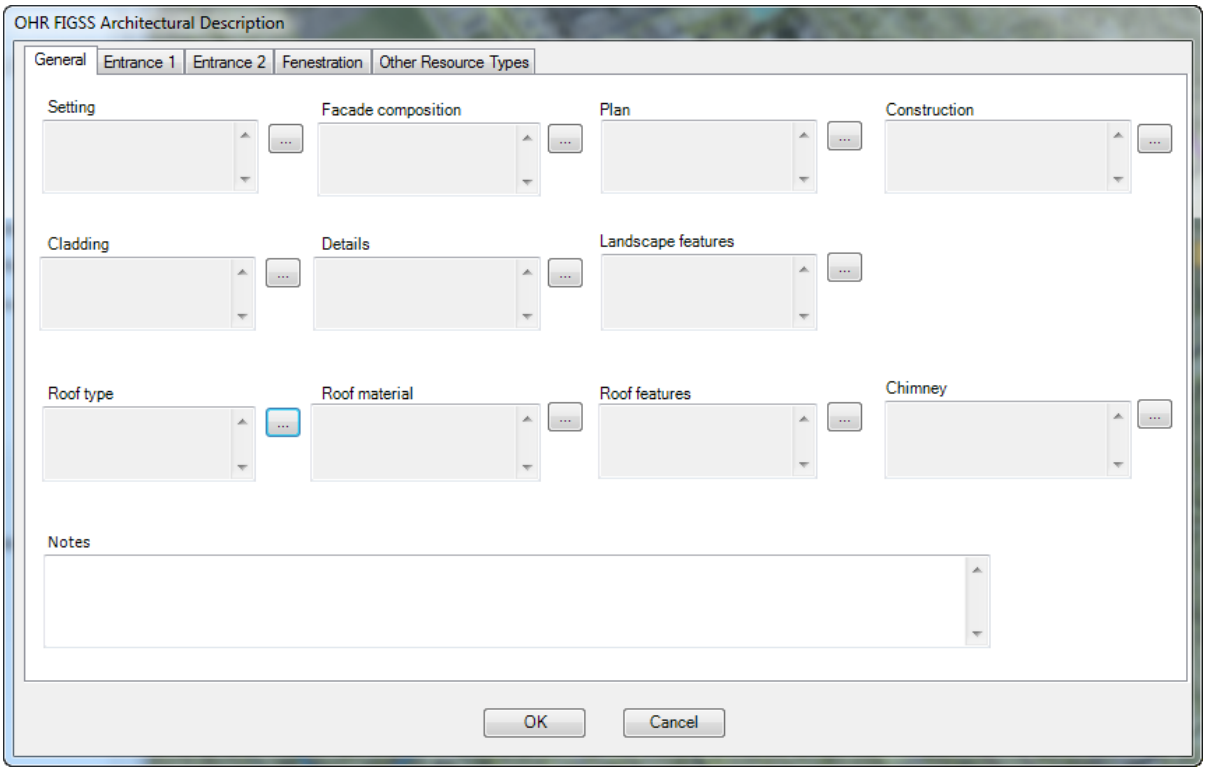
Step 16 – Select an “Additional style or influence” **only** if applicable or leave blank (do not enter “Not applicable”). Note that the two drop-down style lists are identical.

Step 17 – Select relevant “Significant Alterations” and “Related features” from the lists provided by clicking on the buttons (shown in the screen shots below). From the lists provided, check the relevant boxes. You may also add custom entries for the resource in the Custom Alterations and Custom Related Features free text boxes. Keep custom entries brief. After selecting from the lists or adding free text then click “Ok.”

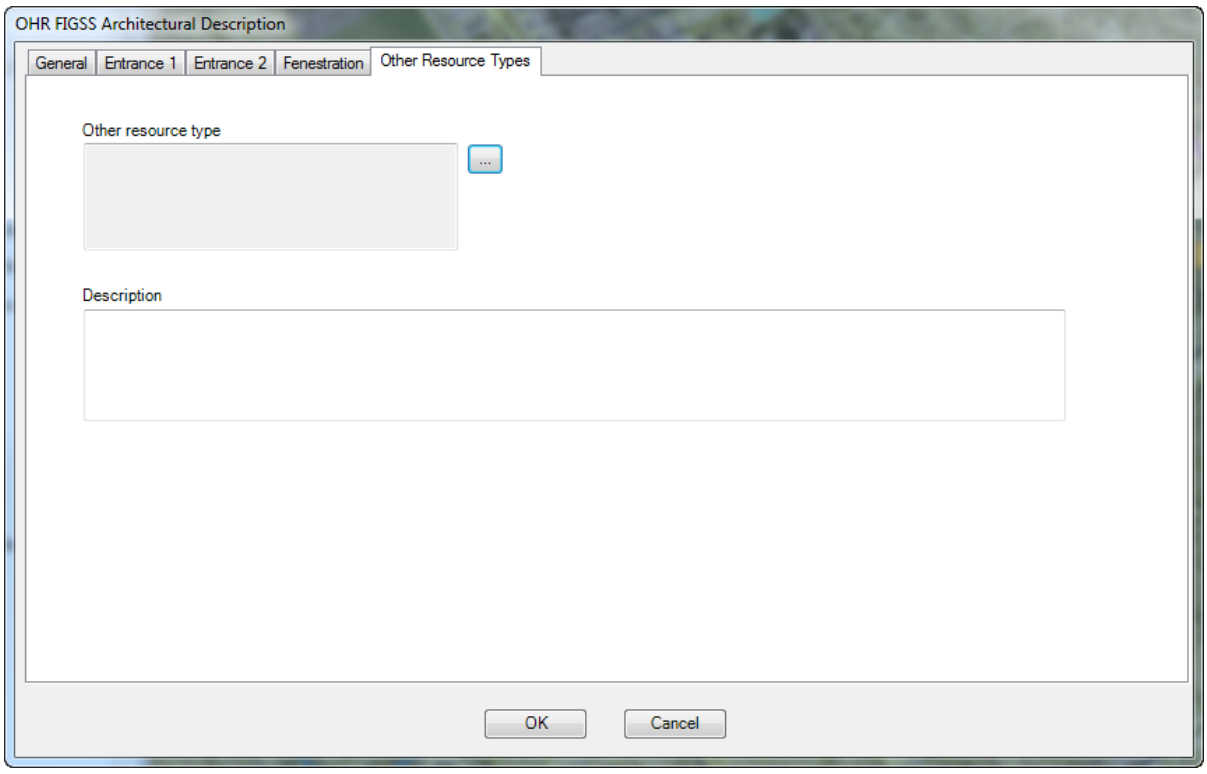




Step 18 – Click “Start Description” to begin describing a property by style or type. The Architectural Description screen has five tabs, each with numerous drop-down lists. Select all features that apply from each tab as appropriate by clicking on the ... boxes. You may also add custom descriptions for the resource in the Custom entry free text boxes associated with each feature. Keep custom entries brief. Click “OK” or “Cancel” to close the windows. Cancel will not save the information.



Use the “Other Resource Types” tab for non-building/structure resources such as streetlights, trees, etc. Select the resource type from the drop down list and then describe the resource in the free-text Description box.



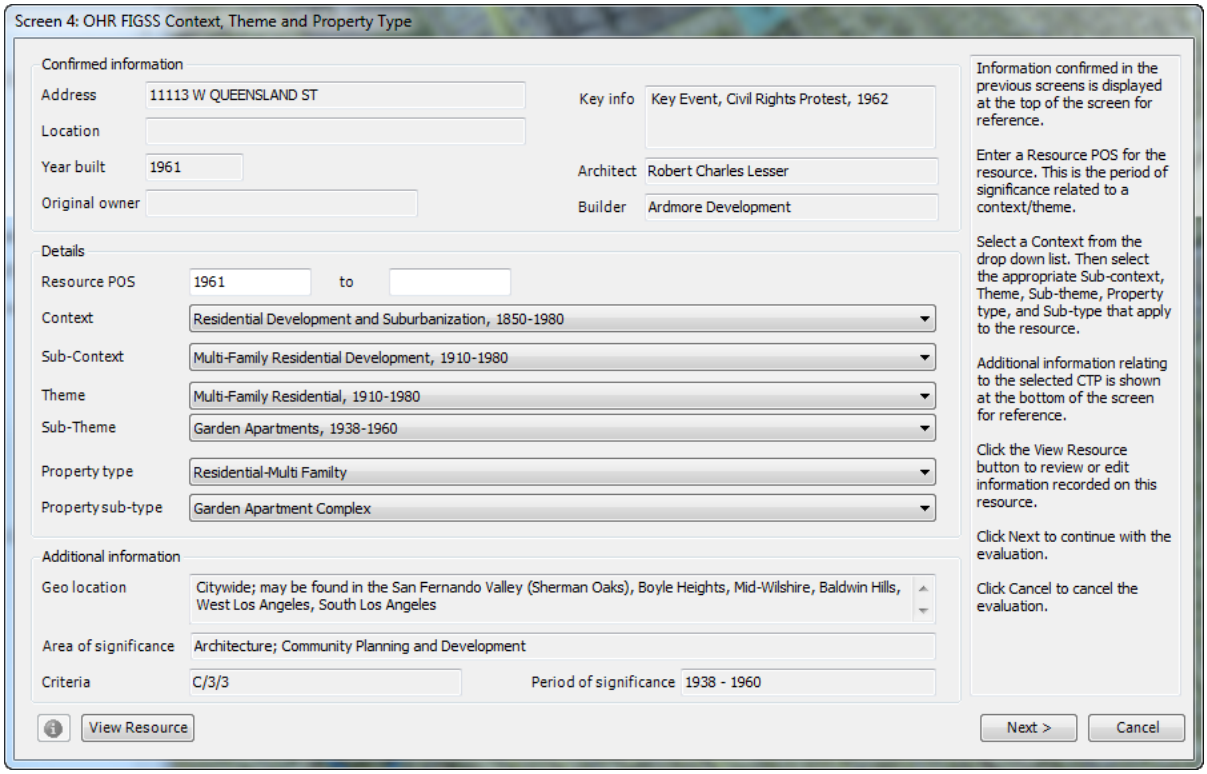
Step 19 – Click “Start Evaluation” to begin the evaluation process for this resource.

The Back button will take you back to Screen 2

The Cancel button will not record any information on the resource.

8.4 SCREEN 4 - Context, Theme and Property Type

This screen enables you to choose the appropriate Context, Theme and Property Type (CTP) combination for a resource. These have been preloaded into the FiGSS based on the SurveyLA citywide Historic Context Statement. Resources may be evaluated under a maximum of three different CTP combinations. Once the first evaluation is complete (Screens 4 to 7), you may return to this screen to begin a second evaluation. Information you need to make decisions about the potential significance of a resource displays at the top of the screen and is not editable. This information is summarized from Screen 3.



Step 20 – The Resource POS (period of significance) is auto-populated with the "Year built" (assessor date) entered on the previous screen. However, assessor data is not always correct and the period of significance does not always correspond to the built date (e.g. the key year may relate to an event entered in Key Info). Always assign the Resource POS based on the CTP combination under which you are evaluating a resource. Note that if you evaluate a property under more than one CTP there may be different Resources POS's.

Confirm, add or edit the Resource POS as is appropriate for the CTP selected.

Step 21 – Select the "Context" most relevant to this resource, choosing from the drop down list. Select a "Sub-Context" from the drop down list if applicable or select "No Sub-context."

NOTE: Use the "Other Context" to record resources that do not appear to be significant within the contexts developed for SurveyLA (for example, a rare or one-of-a-kind property type). Select "Other Context" from the context list and then select the appropriate theme relating to criterion A/1/1, B/2/2, C/3/3 or D/4/4. Potential historic and pre-historic archaeological resources may be flagged using criteria D/4/4.

Step 22 – Select the appropriate "Theme" from the drop down list. Select a "Sub-Theme" where applicable or select "No Sub-theme."

Step 23 – Select the appropriate "Property type." Select a "Property sub-type" where applicable or select "No sub-type."

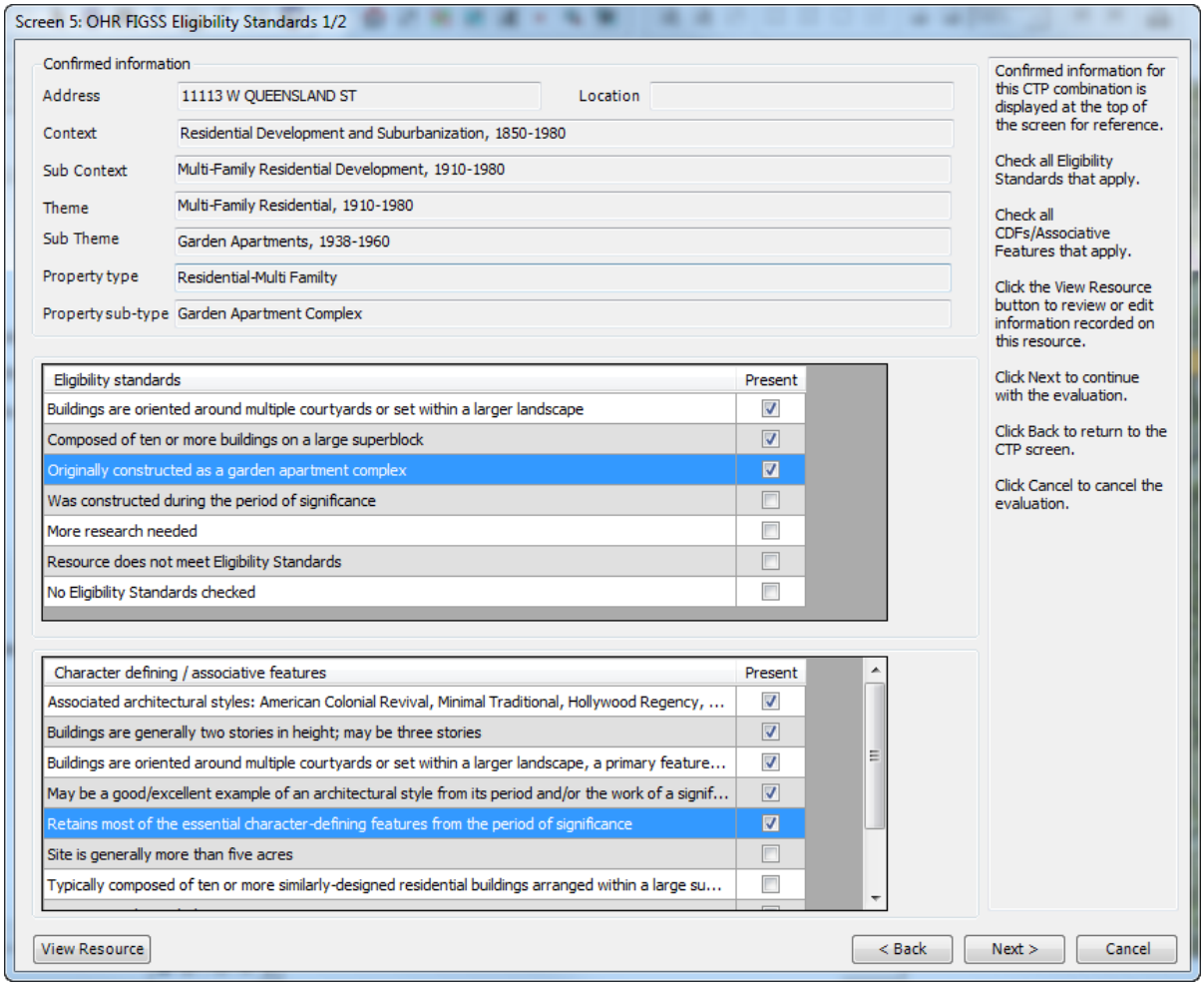
Step 24 – Click "Next" to continue with the evaluation process.

Note: The Cancel button will not record the CTP (but information already recorded on Screens 1-3 will be saved).

NOTE on the "Back" button: At this point in the application you cannot go "Back" to a previous screen. However, you can view and edit information recorded on the resource (Screens 1-3) by clicking the "View Resource" button at the bottom left-hand side of the screen (see Section 8.8).

8.5 SCREEN 5 – Eligibility Standards: 1 of 2

This screen is 1 of 2 screens used to evaluate resource eligibility. Confirmed CTP information appears at the top of the screen and is not editable.



Step 25 – Eligibility Standards – From the list provided, check those that apply to the selected CTP. As a general rule, a property should meet all CTP-related "Eligibility standards" to proceed with the evaluation.

- Use "More Research Needed" if you cannot evaluate a resource based on exiting information – Associated Status Code QQQ.

- Use “Resource does not meet Eligibility Standards” if a property does not meet all CTP-related standards – Associated Status Code 7SQ.
- Use “No Eligibility Standards checked” if you do not wish to check any standards.

Note that you must check at least one from the list to proceed with the evaluation.

Step 26 – Character Defining/Associative Features - All property types have character-defining and/or associative features (CDFs) that must be met. Choose those that apply to the selected CTP.

- Use “More Research Needed” if you cannot evaluate a resource based on existing information – Associated Status Code QQQ.
- Use “Resource does not retain sufficient CDFs/Associative Features” if a property does not meet all CTP-related standards – Associated Status Code 7SQ.
- Use “No CDFs/Associative Features checked” if you do not wish to check any.

Note that you must check at least one from the list to proceed with the evaluation.

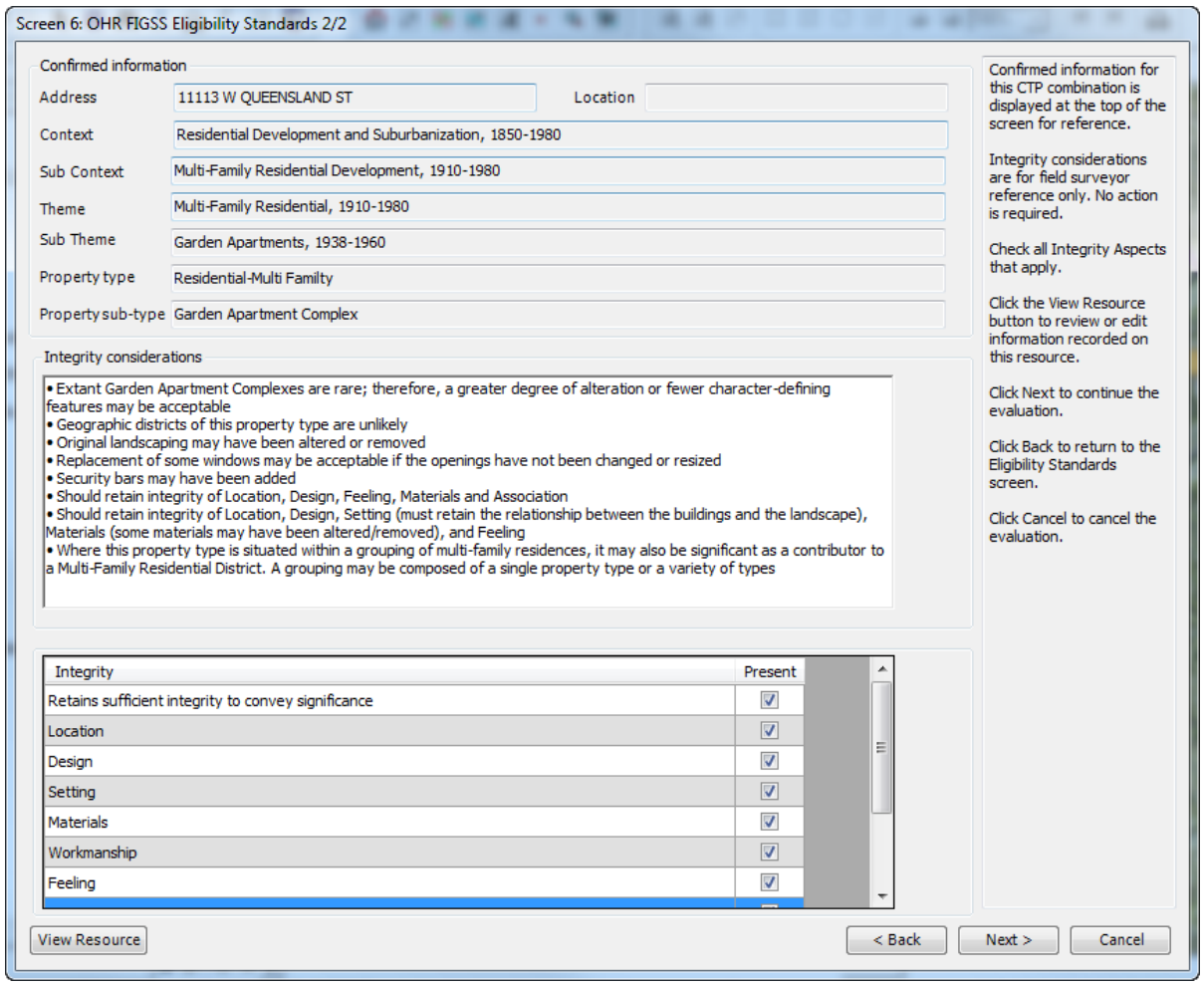
The Back button takes you back to Screen 4.

The Cancel button cancels the evaluation.

The View Resource button allows you to review or edit information on the resource recorded on Screens 1-3.

8.6 SCREEN 6 – Eligibility Standards: 2 of 2 (Integrity)

This screen evaluates resource integrity. Confirmed CTP information appears at the top of the screen and is not editable. The “Integrity considerations” box provides information regarding potential alterations/changes for each property type to help guide decision-making about integrity aspects and does not require any action.



Step 27 – Integrity Evaluation - All property types have integrity aspects that should be met for a property to convey significance. The surveyor may decide that the property retains sufficient integrity to convey significance and continue with the evaluation. In all cases, if a property retains integrity, the “Retains sufficient integrity to convey significance” must be checked along with the specific related integrity aspects.

- Use “More Research Needed” if you cannot evaluate a resource based on existing information – Associated Status Code QQQ.
- Use “Resource does not retain sufficient integrity to convey significance” if a property does not retain integrity – Associated Status Code 7SQ.
- Use “No Integrity Aspects checked” if you do not wish to check any.

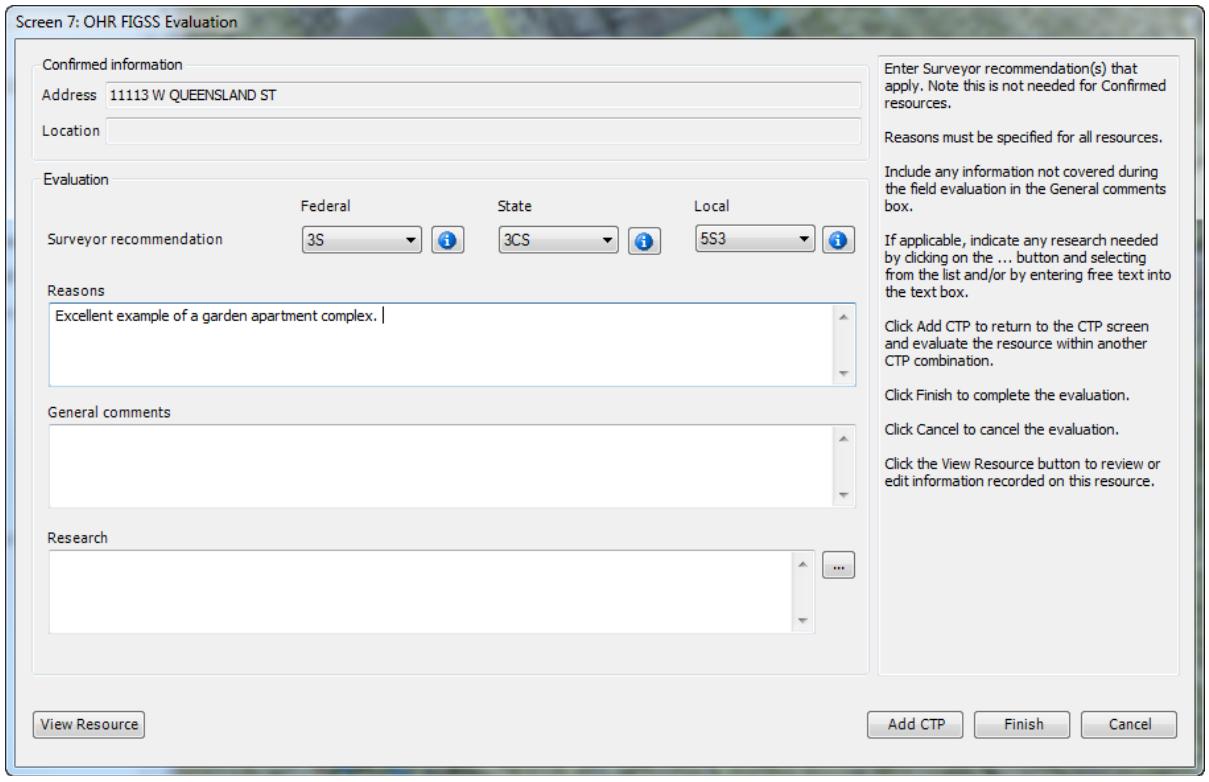
Note that you must check at least one from the list to proceed with the evaluation.

The Back button takes you back to Screen 5.

The Cancel button cancels the evaluation.

The View Resource button allows you to review or edit information on the resource recorded on Screens 1-3.

8.7 SCREEN 7 – Evaluation



Step 28 – "Surveyor recommendation" is a required field for all evaluations (except Confirmed properties) – **at least one Surveyor recommendation Status Code should be assigned to all evaluated properties**. From the drop down lists, select all that apply. For example, if a resource meets national, state, and local criteria then select a Status Code for each category. If a property is eligible for local designation only, do not select codes for national or state. After selecting a Surveyor Recommendation, you can click on the button for an explanation of the code.

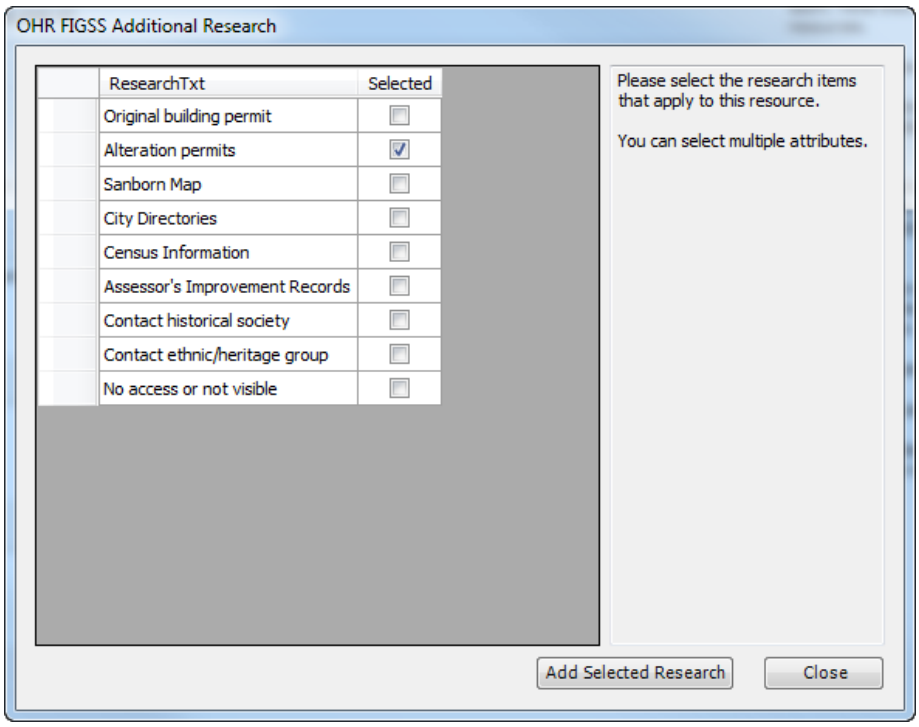
- Use QQQ when more research is needed. If QQQ is selected do not also select a national or state Status Code.

- Use 7SQ when a resource has been through an evaluation process but was not determined eligible. If 7SQ is selected do not also select a national or state Status Code.
- Consult with OHR staff before assigning 6Z Status Codes.

Step 29 – "Reasons" are required for all evaluations (except Confirmed properties) and must clearly indicate the justification for surveying a resource and the associated Status Code(s). Be specific and detailed. For example, if a resource is only eligible locally, do not say "local only" as this does not provide enough information or justification for the code. Saying "property is important to the early history of this neighborhood, but has some alterations affecting integrity" provides more specific reasons why it may be only locally significant. This information will be displayed on all survey reports and must be clear and consistent in language and presentation. The lead consultant for each survey area will work with the OHR to set the standards for Reasons statements.

Step 30 – Record any "General comments" or information not addressed elsewhere in the survey. This is a required field for Confirmed properties. General comments are limited to 600 characters.

Step 31 – Identify any additional research you would like completed in the "Research" box. You may do this by clicking on the ... and then selecting from the list. You may also type free text in the "Research" box. For example, select "Sanborn Map" from the list and then type in the years of the maps you would like researched. **Note that if you select "QQQ" from the Status Codes, you MUST identify research in this box.** Be as specific as possible in terms of research needed, years to be covered, etc. Note that there is a "No access or not visible" option to check when this is the reason more research is needed.

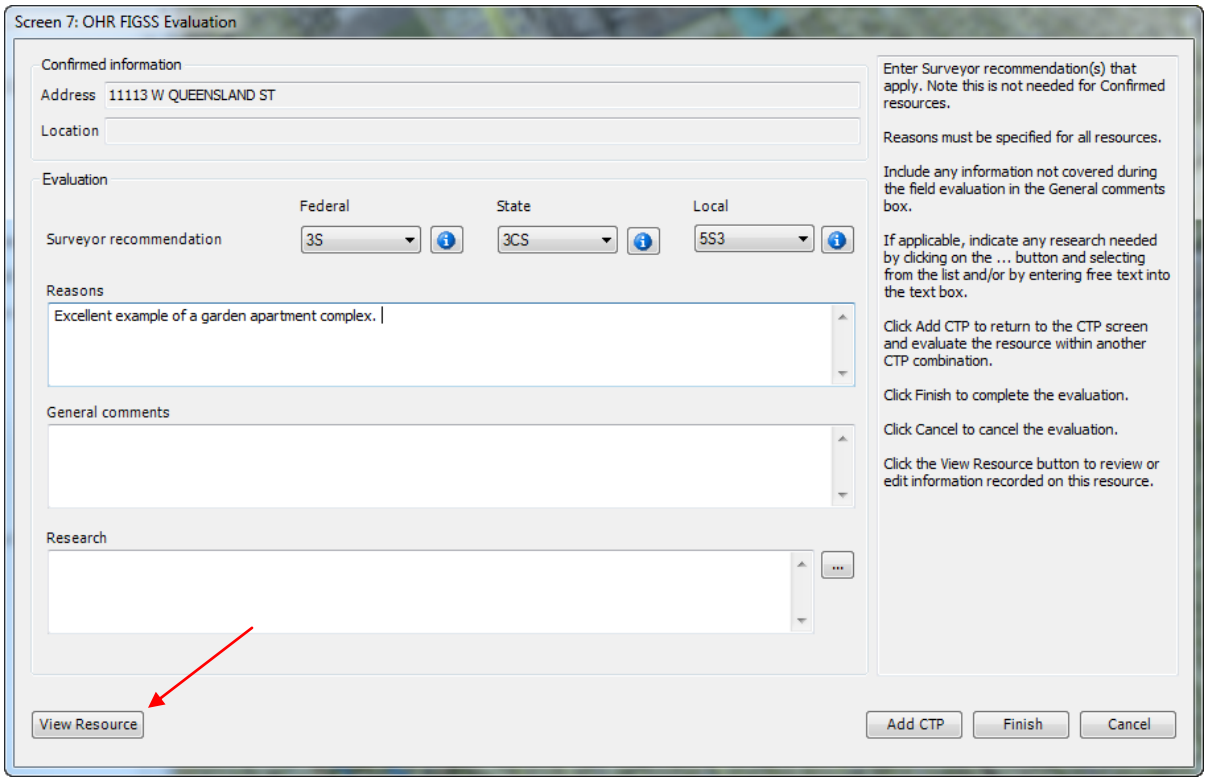


Step 32 – To evaluate this resource under another CTP combination, click the "Add CTP" button. Otherwise, click "Finish" to conclude work for this resource. After you complete the evaluation, a push pin ( ) will appear on the resource on the map.

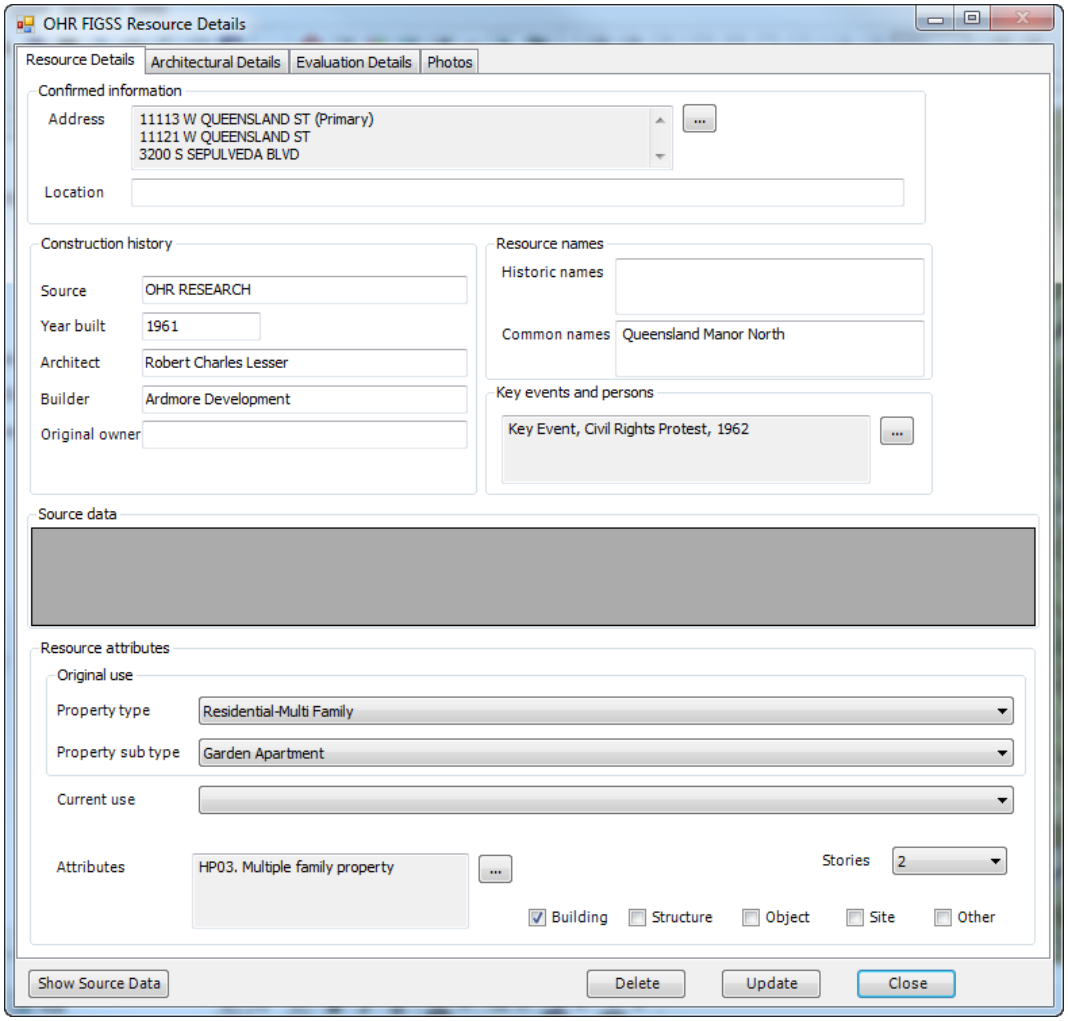
Clicking "Cancel" will cancel the current evaluation (CTP) and result in a hollow push pin ( ). In this case the resource will still be recorded and photographed but not evaluated. Similarly, if you identify a property during survey work (complete Screens 1-3), but do not complete the evaluation (Screens 4-7), a hollow push pin ( ) will appear on the resource on the map.

8.8 EDITING INDIVIDUAL RESOURCE INFORMATION

Editing and Viewing: Information on recorded resources can be viewed and edited during the survey process by clicking the "View Resource" button at the bottom left of Screens 4 to 7. Once an evaluation is complete, and you have exited the Individual Resource application, the View Resource screen may also be accessed by clicking the "View Individual Resource" icon on the FiGSS toolbar and then drawing a box around the push pin for the specific property on the map for which information/editing is needed.



There are four tabs for viewing and editing information – Resource Details, Architectural Details, Evaluation Details and Photos.



Resource Details Tab

- Edit by retyping data or de-selecting/selecting data from the drop down lists or check boxes. Then click “Update.”

- Use this tab to delete an entire resource record by clicking on the “Delete” button.

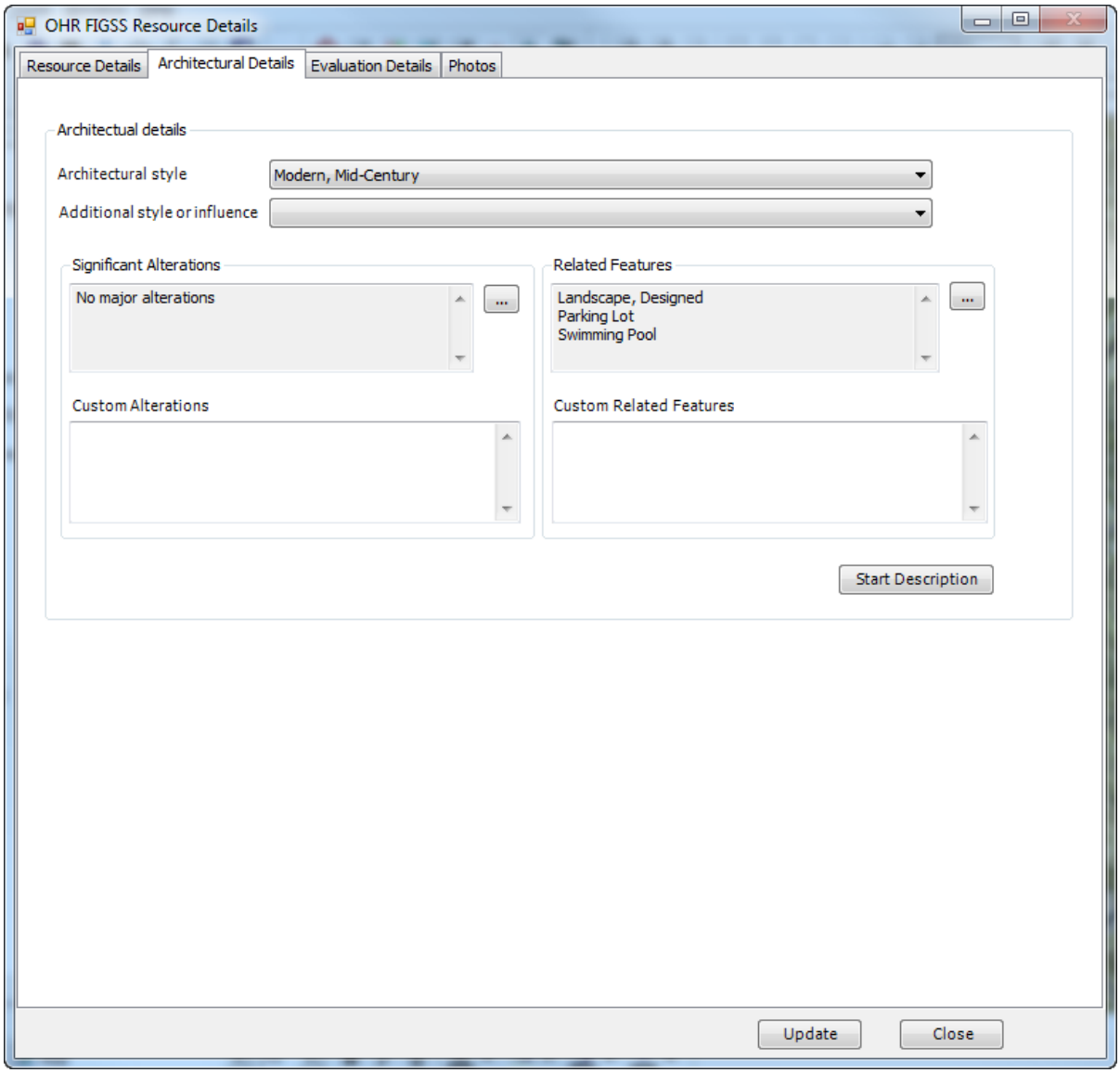
- View previous survey or designation information in the “Source data” box by clicking on the “Show Source Data” button. You may also populate Resource Names, Architect, Builder and Original Owner if known (e.g. after research has been completed) or if the information is displayed in “Source Data.”

Architectural Details Tab

- Edit by retyping data or de-selecting/selecting data from the drop down lists or check boxes. Then click “Update.”

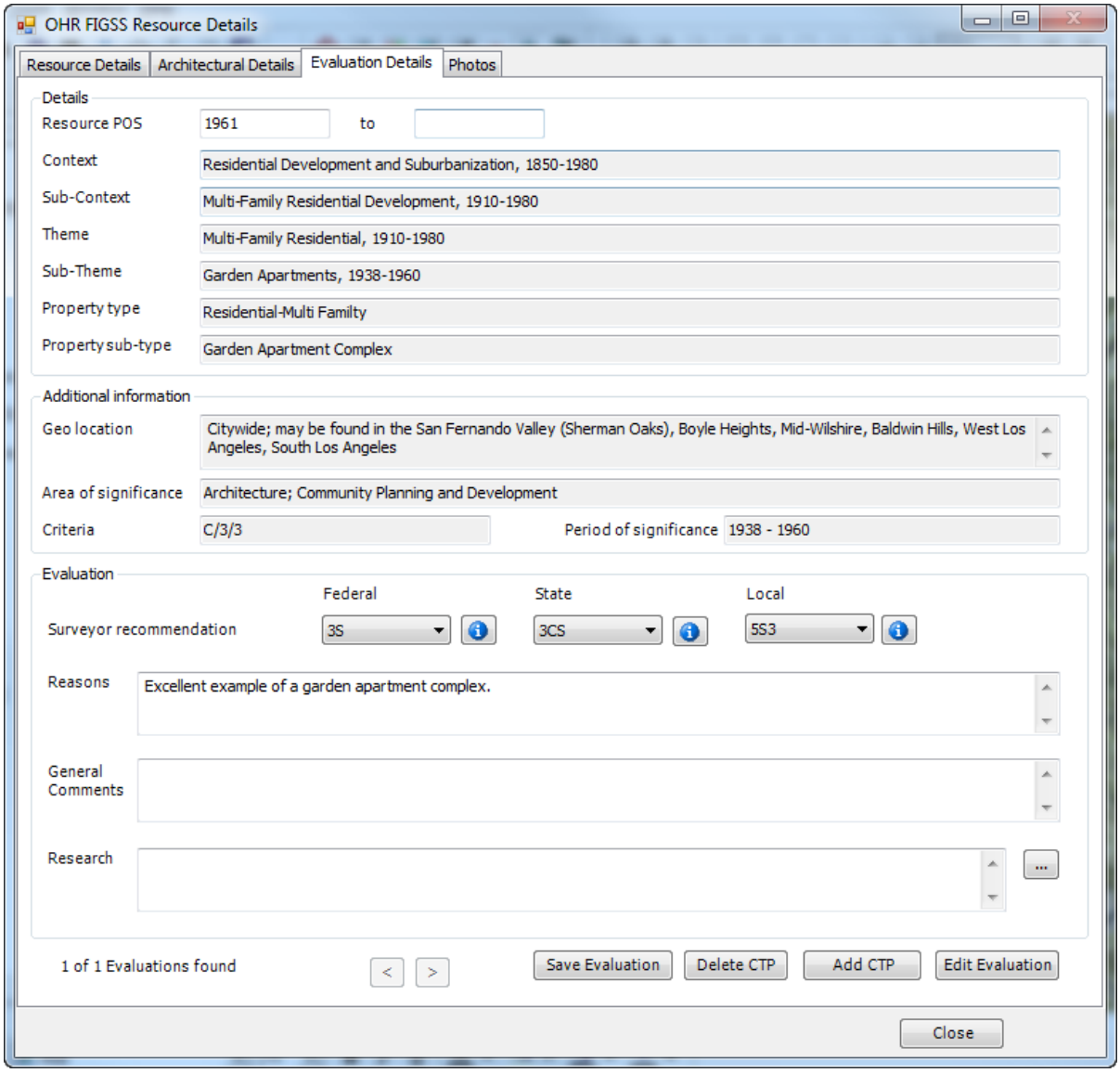
- When editing Alterations and Related Features, uncheck any items you want to deselect and click on any you want to select. Click “OK” and then “Update.”

- Click on “Start Description” to edit Architectural or Property Type Descriptions. Uncheck any items you want to deselect and click on any you want to select. Click “OK,” and then “Update.”



Evaluation Details Tab

Use Evaluation Details to edit/delete the evaluation of a resource. This screen tells you how many evaluations have been completed and you may select CTPs using the (forward and backward arrows at the bottom of the screen).



- Delete Evaluation: You may delete an entire CTP combination and evaluation by clicking on “Delete CTP.”

- You may edit “Surveyor recommendation” (Status Code), “Reasons,” “General Comments” and “Research” directly from this screen without re-evaluating a resource. Click “Save Evaluation” after editing. This function is useful when you do not need to edit the entire resource evaluation.

- Edit the Eligibility Standards by clicking on the “Edit Evaluation” button. This will take you back through Screens 5-7 for the selected CTP. On Screen 7

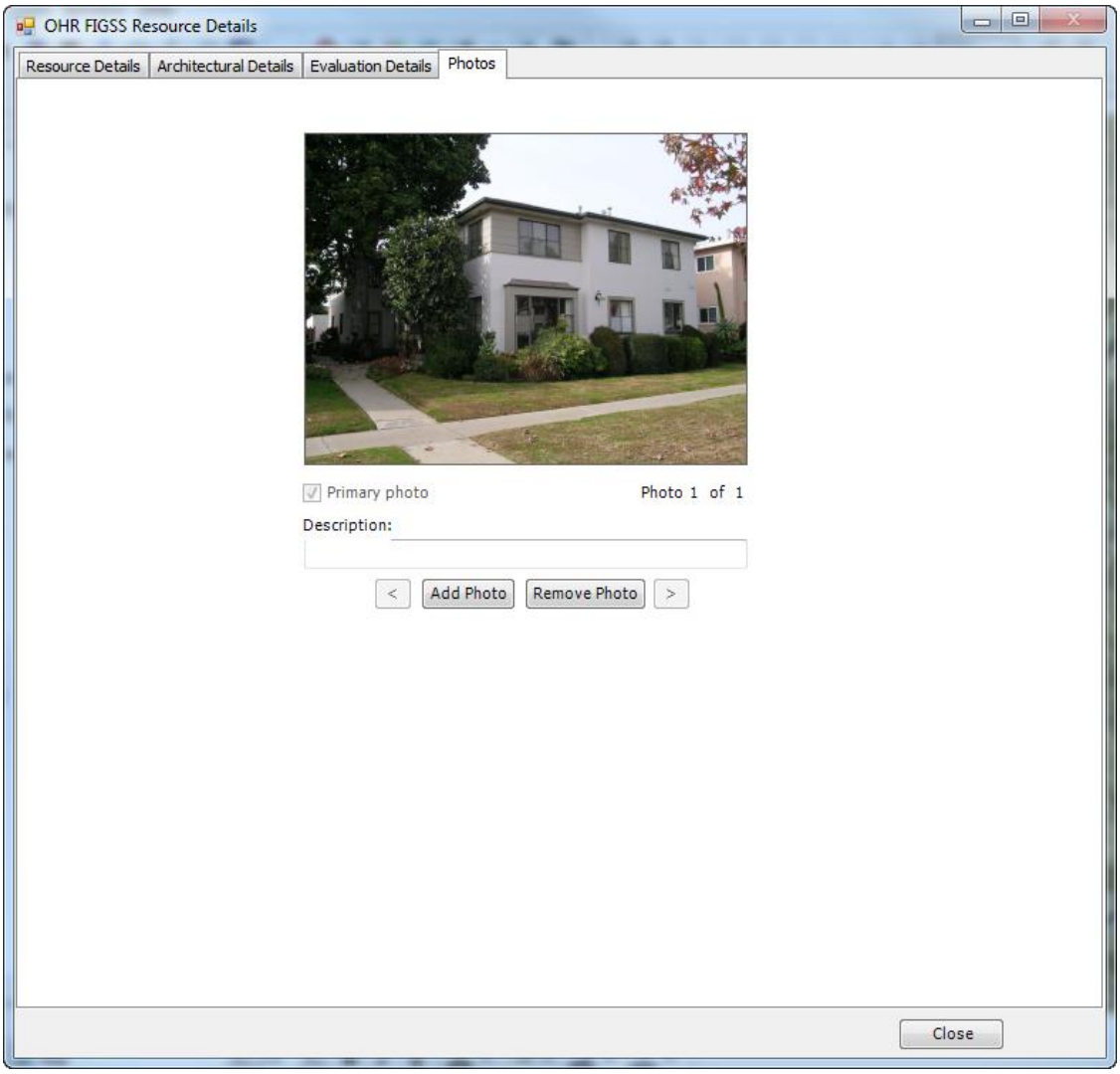
you must be sure to edit the Status Code if applicable as well as the Reasons, General Comments and Research text. Click Finish to complete the editing. This will take you out of the edit mode.

- Click “Add CTP” to start an evaluation or add another evaluation to a resource. This takes you through Screens 4-7. Click “Finish” to complete the adding process. The evaluation will be complete and you will return to the Evaluation Details editing screen which is refreshed with the new CTP.

- Note that if there is only one CTP evaluation and you delete it without adding a new CTP evaluation, the solid push pin will be replaced with a hollow push pin.

Photos Tab:

- Use this tab to add or delete photos, change the primary photo, or edit photo Description. Click “Save Changes” when finished.



Note on Editing Confirmed Resources: Confirmed resources can be identified using the “Confirmed” layer on the Table of Contents. Like individual resources, Confirmed resources can be deleted or edited by clicking the “View Individual Resource” icon on the FiGSS toolbar and drawing a box around the push pin As a general rule, you will only need to edit the fields populated during the confirming process, such as revising Reasons or Comments. Because Confirmed resources are designated and are not evaluated in the field, the edit function does not allow you to add a CTP to a Confirmed resource.

9.0 RECORDING HISTORIC DISTRICTS

The Historic District mapping tool is used for any property or properties recorded and documented as a district. Districts may be located on a single or multiple parcels and include residential neighborhoods; commercial corridors and neighborhood commercial centers; educational, religious and industrial campuses; historic vernacular and designed landscapes; parks; residential estates; and multi-family residential property types including bungalow courts, courtyard apartments (when more than one building), and garden apartments. Note that all bungalow courts are recorded as districts regardless of the number of parcels on which they are located.

Getting Started

The district application allows you to identify, map, photograph and evaluate potential historic districts and record contributing and non-contributing features.

Historic District Toolbar Buttons

Create new district

Select district from map

Select district by name

View/Edit district contributor

Mapping New Districts

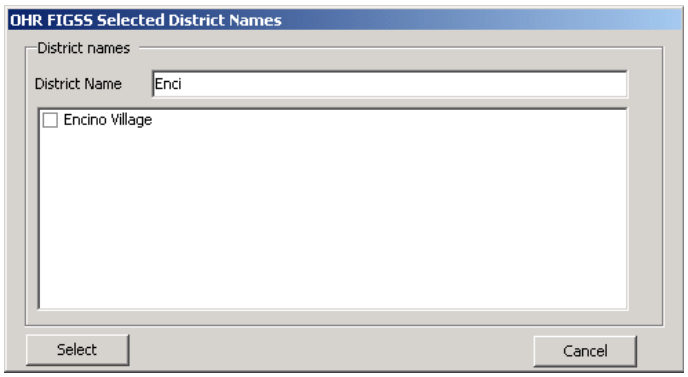
This process applies to mapping new districts identified during SurveyLA field surveys and resurveying previously recorded districts. Note that while designated districts will not be resurveyed, districts previously identified as significant will be resurveyed if they no longer appear eligible, specifically those completed more than five year before a SurveyLA survey.

Click the “Create a new district” button on the toolbar. To map the district, draw a polygon around the parcels (or geographic area) that make-up the district. Single clicking creates a vertex; double clicking closes the box. **Make sure to draw the polygon *inside* the parcel lines as shown below.**

If you make a mistake while drawing a district, or decide you do not want to record it, finish drawing the polygon and then on Screen 1 click “Cancel.” This will take you back to the main screen to begin a new draw. *Never use the ESC key in the application.*

To access SurveyLA mapped districts you can:

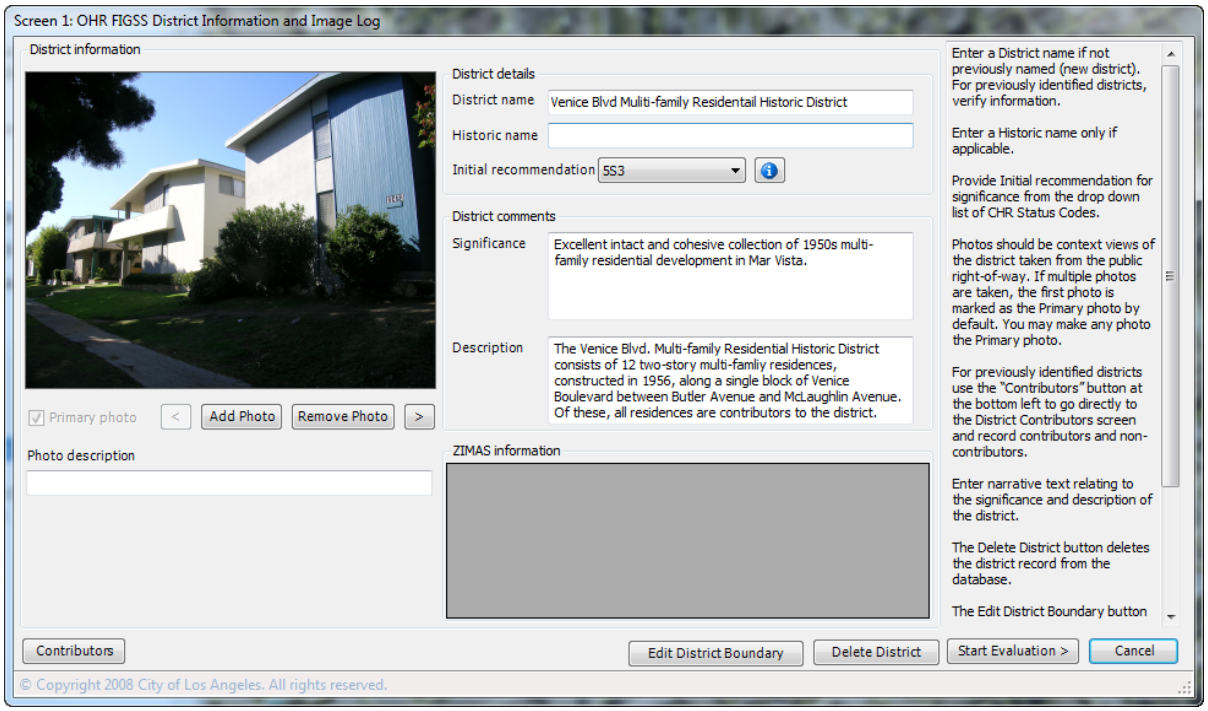
- Click on the “Select district from map” button on the FiGSS toolbar and then click within the mapped district boundaries.
- Click on the “Select district by name” button on the FiGSS toolbar. Type the name or first part of the name of the district as shown below and/or select from the alphabetized list. Wait for the application to find/draw the district and then click “Select.”



9.1 SCREEN 1 - District Information and Image Log

This screen appears after a district is mapped or when selecting a district by map or by name.

For a district already mapped as part of SurveyLA, you may click on the "Contributors" button at the bottom left of the screen to access the "District Contributors" screen and begin or continue recording contributors and non-contributors (for example, you may record large areas which take several days to record contributors and non-contributors or you may decide to record all contributors and non-contributors before you complete the district evaluation).



Step 1 – If a district is not already named, enter a name. This may be based on a tract number, subdivision name, street intersection, etc. This is required information. Enter historic name only when applicable. The district name and historic name may be the same. When naming, use the term “Historic District” for those areas that meet eligibility criteria (3S, 3CS, 5S3). Use the term “Planning District” for areas that merit consideration in local planning (6LQ). In other cases, simply use the name of the resource/property (e.g. UCLA).

Step 2 – For a new district or re-survey, select a CHR Status Code from the drop down list based on your “Initial recommendation” and observations. This is required information.

Note on Photos: Unlike the Individual resource Screen 1, you do not have to take photos of the district to move forward. However, you may choose to take photos at the time of the field survey. Select one as Primary. District photos should be context views which clearly illustrate the overall character and features of the district/area.

Step 3 – District Comments - Although the MPD approach provides eligibility standards for historic districts relating to specific context/themes, no two districts are exactly alike. These free-text format boxes (unlimited text) allow you to record information relating to a district which will assist in the evaluation process. Note that these narratives will also be used to populate all survey reports including the DPR-523D District Record. You may choose to take notes in the field and fully develop these narratives later as an office task. Remember that you are focusing on describing **the district** as the resource. The OHR has developed a standardized format for this free text which is available from the lead consultant for each survey area.

- Significance - Enter information relating to why the district is significant.
- Description - Enter descriptive information on the district. Include observations relating to character-defining features and integrity. This information will be used to generate district descriptions.

Step 4 – Click “Start Evaluation” to continue with the evaluation.

Click “Contributors” to begin recording contributors and non-contributors (See Section 9.6.

Click “Cancel” to cancel the recording process (for example, a mistake is made in the mapping process and you want to abort).

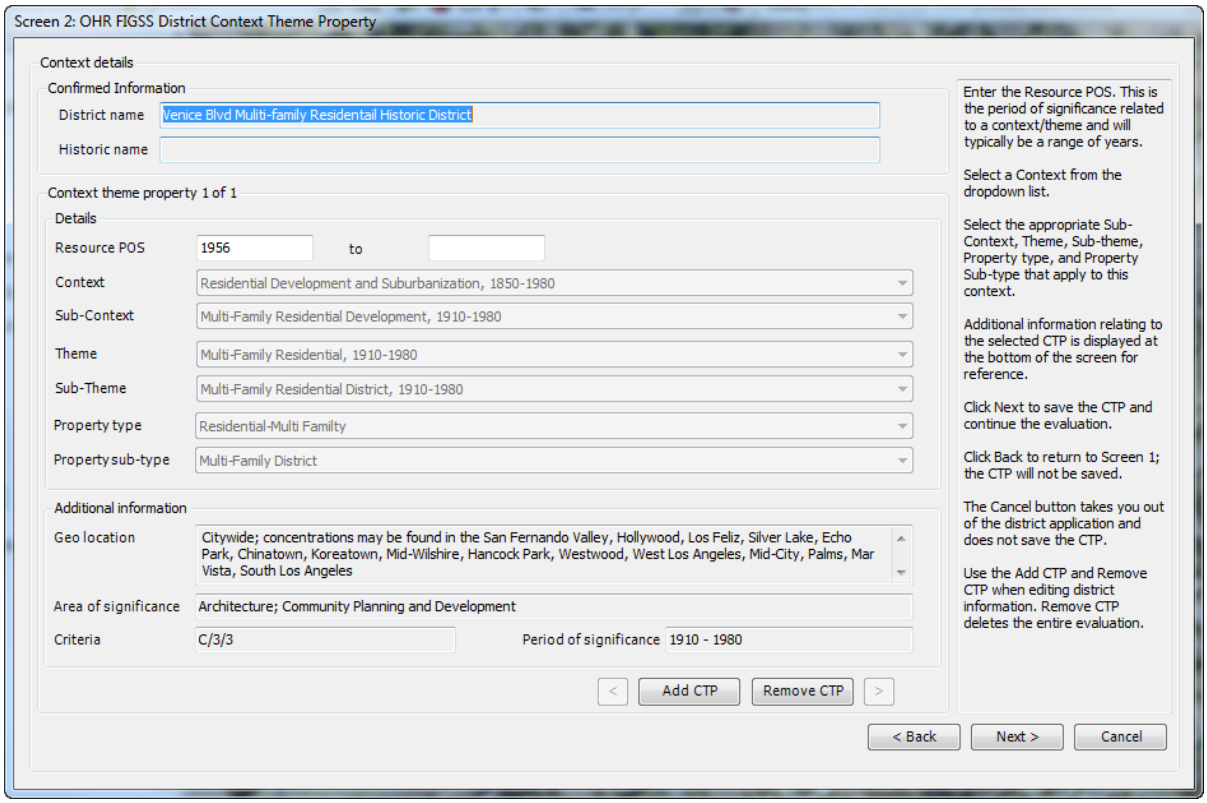
Click “Delete District” to delete an entire district record.

See instructions for “Edit District Boundary” in Section 9.8.

9.2 SCREEN 2 - District Context, Theme, Property Type

This screen enables you to choose the appropriate Context, Theme and Property Type (CTP) for a district. “Confirmed Information” and “Additional Information” at the top and bottom of the screen are for information only and are not editable. You should record at least one CTP combination before recording any contributors and non-contributors as a basis for determining potential significance.

Districts may be evaluated under up to three CTP combinations. The “Remove CTP” button will delete CTPs. The forward and backward arrows next to the “Save CTP” and “Remove CTP” buttons allow you to select/view all saved CTP combinations.



Step 5 – Enter the “Resource POS” (note that no POS is auto-populated for districts). Since districts usually span a period of time, the POS will most likely be a date range. Generally, the POS will be determined after the entire survey of the district (and its contributors/non-contributors) is completed and will be entered later as an office task.

Step 6 – Select the “Context” most relevant to this resource, choosing from the drop down list. Select a “Sub-Context” from the drop down list if applicable or select “No Sub-context.”

NOTE: Use the “Other Context” to record districts that do not appear to be significant within the contexts developed for SurveyLA. Select “Other Context” from the context list and then select the appropriate theme relating to criterion A/1/1, B/2/2, C/3/3 or

D/4/4. Potential historic and pre-historic archaeological resources may be flagged using criteria D/4/4.

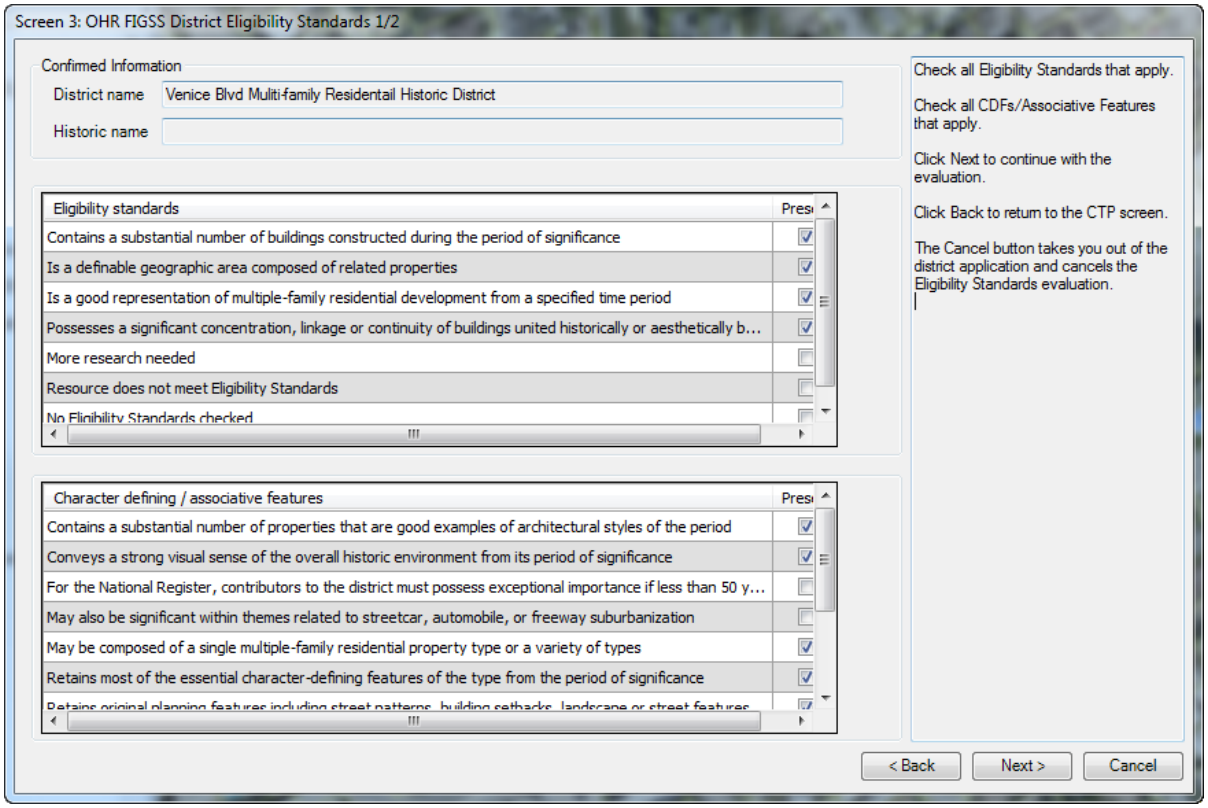
Step 7 – Select the appropriate "Theme" from the drop down list. Select a "Sub-Theme" where applicable or select "No Sub-theme."

Step 8 – Select the appropriate "Property type." Select a "Property sub-type" where applicable or select "No sub-type." **NOTE:** Individual property types should not be selected for districts.

Step 9 – Click "Next" to save the CTP and continue with the evaluation process. Clicking "Back" at this point will not record the CTP. The Cancel button will not record the CTP.

Note: If you want to record the CTP combination without fully evaluating the property, click "Next and then "Back" and then "Back" again to Screen 1. To begin recording contributors and non-contributors click on the "Contributors" button.

9.3 SCREEN 3 - District Eligibility Standards (1/2)



Step 10 – Eligibility Standards - From the list provided, check those that apply to the selected CTP. As a general rule, a district should meet all CTP-related "Eligibility standards" to proceed with the evaluation.

- Use "More Research Needed" if you cannot evaluate a district based on exiting information – Associated Status Code QQQ.
- Use "Resource does not meet Eligibility Standards" if a district does not meet all CTP-related standards – Associated Status Codes 6LQ or 7Q.
- Use "No Eligibility Standards checked" if you do not wish to check any standards.

Note that you must check at least one from the list to proceed with the evaluation.

Step 11 – Character Defining/Associative Features - All property types have character defining/associative features (CDFs) that must be met. Choose those that apply to the selected CTP.

- Use "More Research Needed" if you cannot evaluate a district based on existing information – Associated Status Code QQQ.
- Use "Resource does not retain sufficient CDFs/Associative Features" if a district does not meet all CTP- related standards – Associated Status Code 6LQ or 7Q.
- Use "No CDFs/Associative Features checked" if you do not wish to check any.

Note that you must check at least one from the list to proceed with the evaluation.

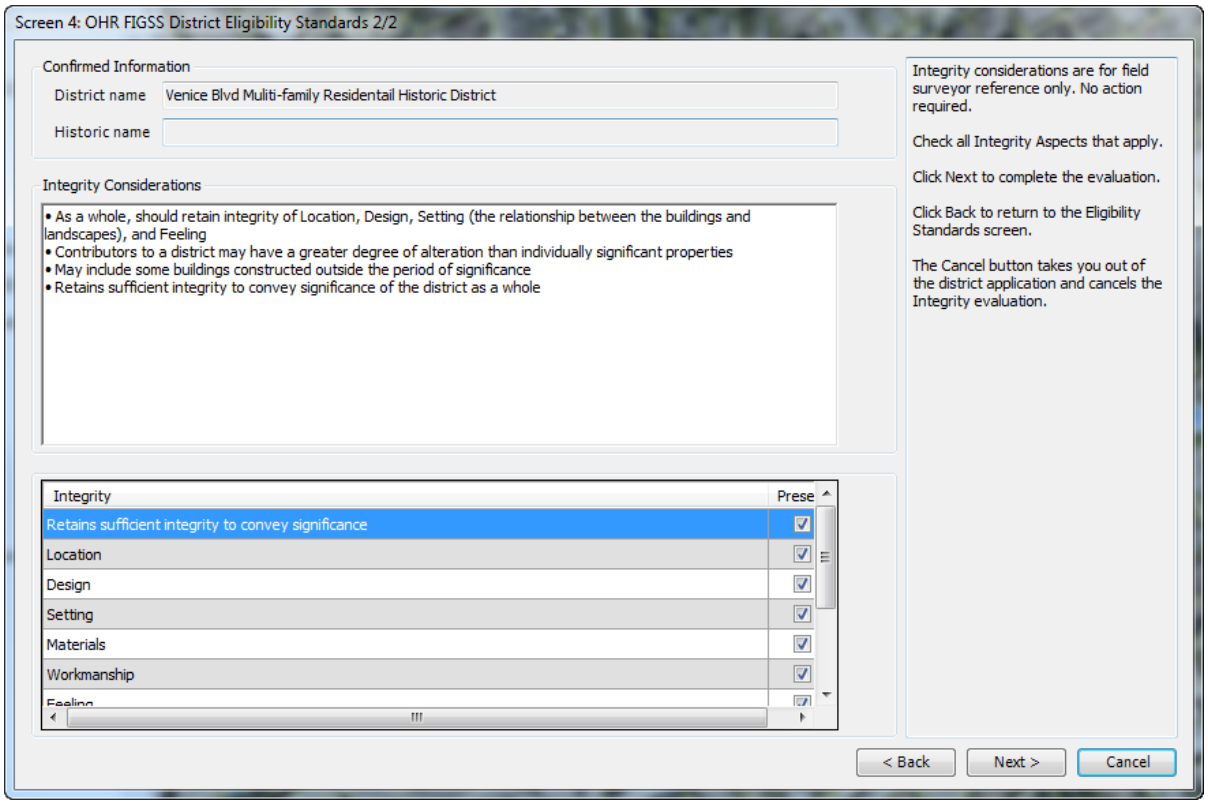
The Back button takes you back to Screen 2.

The Next button takes you to Screen 4.

The Cancel button cancels the evaluation (but the CTP is saved)

9.4 SCREEN 4 - District Eligibility Standards (2/2)

Step 12 – Integrity Evaluation - All property types have integrity aspects that must be met for a property to convey significance.



The surveyor may decide that the resource retains sufficient integrity to convey significance and continue with the evaluation. In all cases, if a district retains integrity, the “Retains sufficient integrity to convey significance” must be checked along with the specific related integrity aspects.

- Use “More Research Needed” if you cannot evaluate a district based on existing information – Associated Status Code QQQ.
- Use “Resource does not retain sufficient integrity to convey significance” if a district does not retain integrity – Associated Status Code 6LQ or 7Q.
- Use “No Integrity Aspects checked” if you do not wish to check any.

Note that you must check at least one from the list to proceed with the evaluation

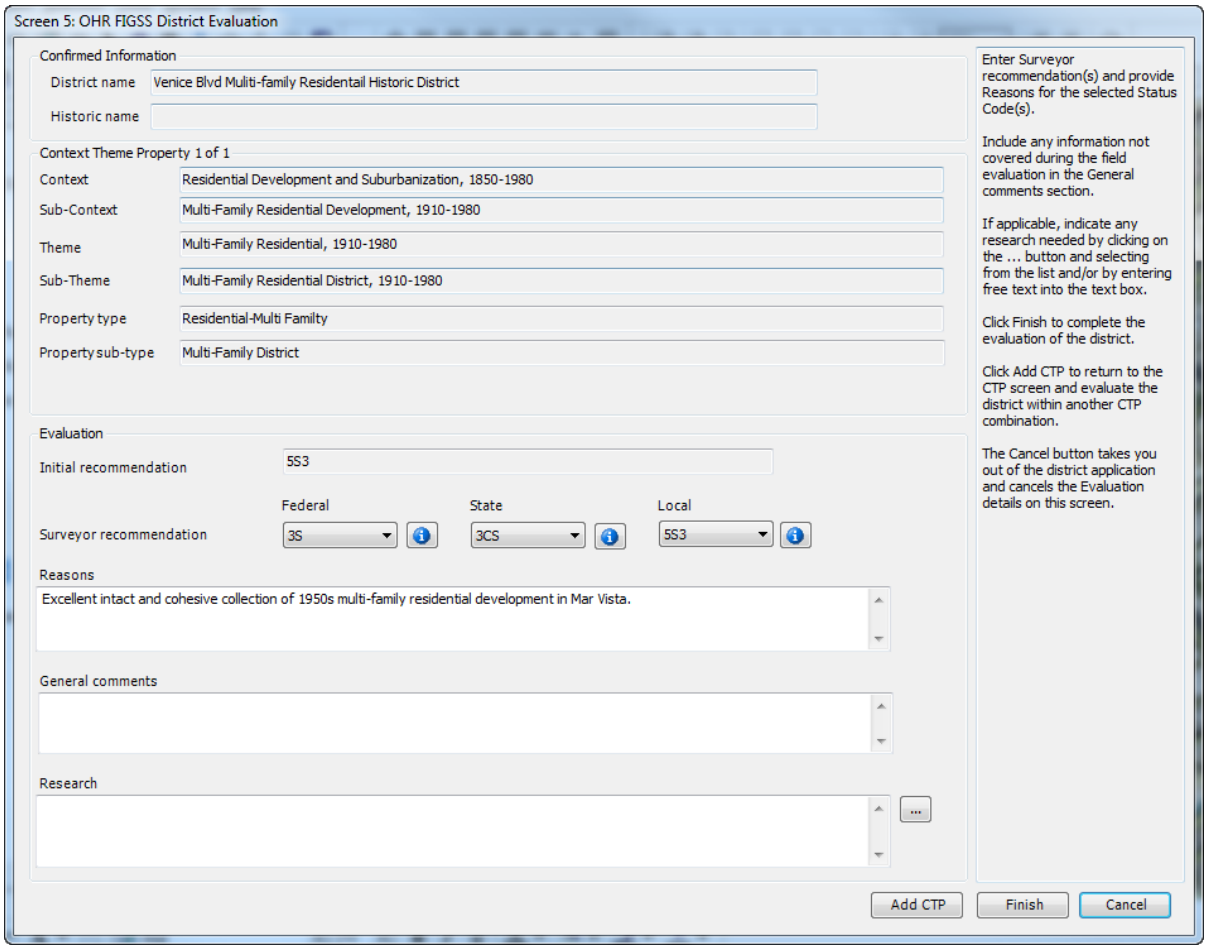
The Back button takes you back to Screen 3.

The Next button takes you to Screen 5.

The Cancel button cancels the evaluation (but the CTP is saved)

9.5 SCREEN 5 - District Evaluation

This screen allows you to evaluate district significance. The “Confirmed Information” at the top of the screen summarizes CTPs selected and is not editable.



Step 13 – “Surveyor recommendation” is a required field for all evaluations – **at least one Surveyor recommendation Status Code should be assigned to all evaluated properties**. From the drop down lists, select all that apply. For example, if a district meets national, state, and local criteria then select a Status Code for each category. If a district is eligible for local designation only, do not select codes for national or state.

After selecting a Surveyor Recommendation, you can click on the button for an explanation of the code.

- Use QQQ when more research is needed. If QQQ is selected do not also select a national or state Status Code.
- Use 7Q when a district has been through an evaluation process but was not determined eligible. If 7Q is selected do not also select a national or state Status Code.

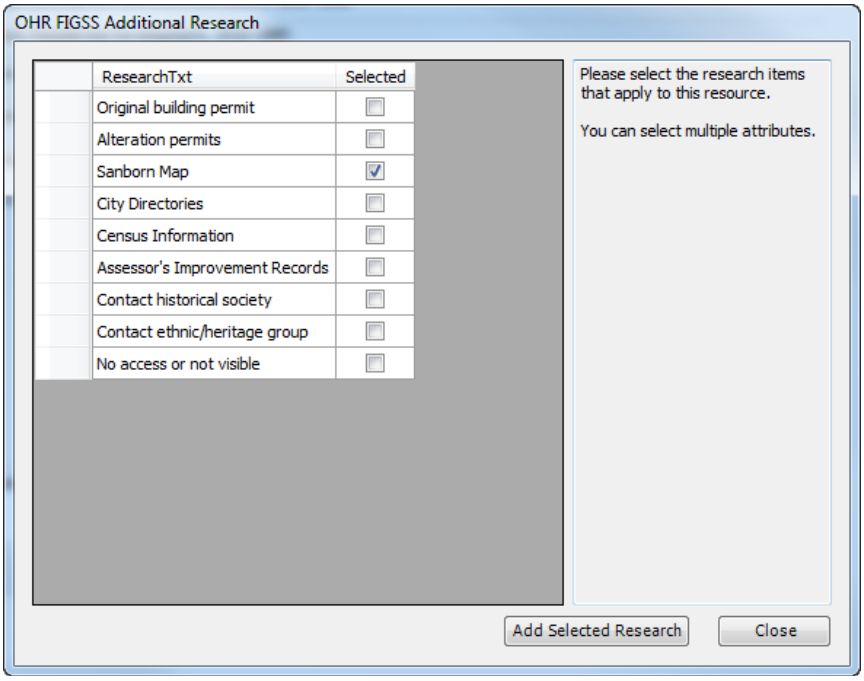
- Use 6LQ when a district has been through an evaluation process and was not determined eligible for designation, but merits consideration in the local planning process (Planning Districts). If 6LQ is selected, do not also select a national or state Status Code.
- Note on 6Z: The 6Z has limited applicability using SurveyLA methodology. However, assigning a 6Z may be applicable when resurveying a district previously determined eligible for designation. Always consult with the OHR when using the 6Z Status Code.

After selecting a Surveyor Recommendation, you can click on the button for an explanation of the code.

Step 14 – In the "Reasons" box, state your reasoning for the recommended Status Code(s). This is required information and should be specific and detailed. For example, if a district is only eligible locally, do not say "local only" as this does not provide enough information or justification for the code. Consult the lead consultant for guidelines on developing Reasons statements.

Step 15 – Record any "General comments" or information not addressed elsewhere in the survey. General comments are limited to 600 characters.

Step 16 – Identify any additional research you would like completed in the "Research" box. You may do this by clicking on the and then selecting from the list. You may also type free text in the "Research" box. For example, select "Sanborn Map" from the list and then type in the years of the maps you would like researched. Be specific as possible regarding research needed, including dates and date ranges. **Note that if you select "QQQ" from the Status Codes, you MUST identify research in this box.**

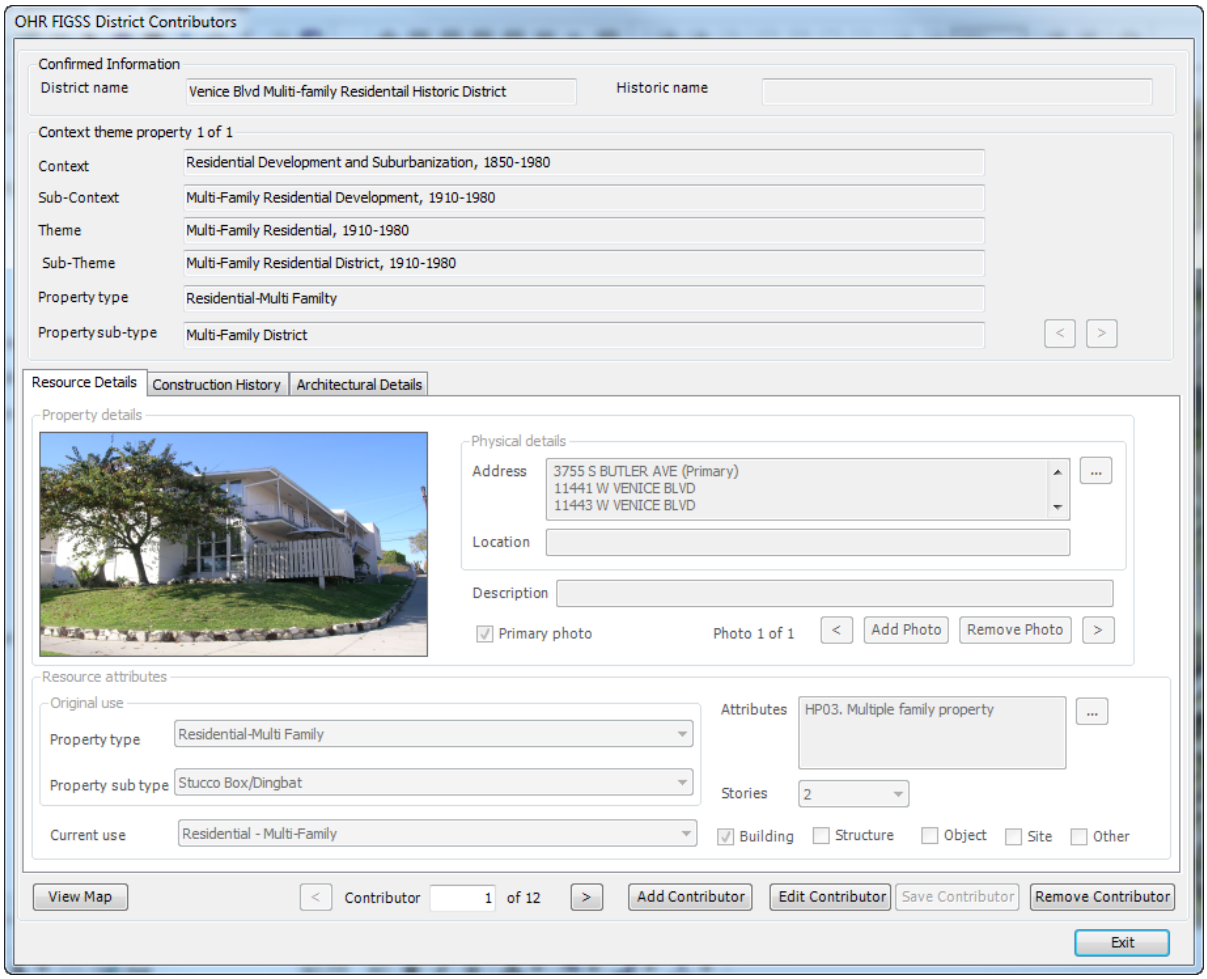


Step 17 – To evaluate this resource under another CTP combination, click the “Add CTP” button. Otherwise, click “Finish” to conclude the evaluation.

The Cancel button cancels the evaluation (but the CTP is saved).

9.6 Recording District Contributors

This screen allows you to record and edit contributors, non-contributors and properties needing additional research within potential districts.



Step 1 – To record contributors and non-contributors click the “Contributors” button on Screen 1. This will take you directly to this screen. The Confirmed and CTP information at the top of the screen is not editable.

Step 2 – To start, click “Add contributor” and then on the map, click on the resource within the district that you want to evaluate. Note: this is the same process for recording individual resources. Click on the “Resource Details” tab.

Step 3 – Photograph

This is the same process for photographing individual resources. Using your digital camera, take a photo of the resource from the public right-of-way. To download, connect your camera to the tablet/laptop using the camera cable. Open Explorer and navigate to the C:\Program Files\NSG\OHR FiGSS\Images directory. Download the picture(s). To add photos for the resources, click “Add Photo” on the screen and select from the thumbnails by double-clicking on the photo. If necessary for clarification, include any relevant details (e.g. “resource obscured by trees”) in the “Description” field. Do not spend excessive time writing photo descriptions. If more than one photo is taken, click the “Primary photo” button to select the primary. Use the “Remove Photo” button to delete unwanted photographs. All properties require at least one photograph to move forward with the recording process.

Tips for taking photos: Surveyors have found that it works well to take photos of all district properties on one side of the street, download to the FiGSS, and then begin the evaluation process parcel by parcel. Continue the process for the other side of the street and throughout the district.

Step 4 – Address Verification

This is the same process for address verification of individual resources. Verify the address or addresses that apply to this resource displayed in the “Address” box. To edit the list of addresses, or to select a new Primary address, click the button. If the address or addresses on the resource do not match any of the addresses displayed on the screen, then deselect them by clicking in the box next to the address. Enter the correct address(es) in the “Location” field using a format similar to the “Address” field. If the resource clearly has an address, but no addresses appear in the Address box, then type the address in the “location” field. You may also use the location field to add free text to clarify the location of a resource (e.g., located behind the primary residence at 3011 Castle Street).

Note that is the resource does not have an address you must type one into the Location field before saving the resource.

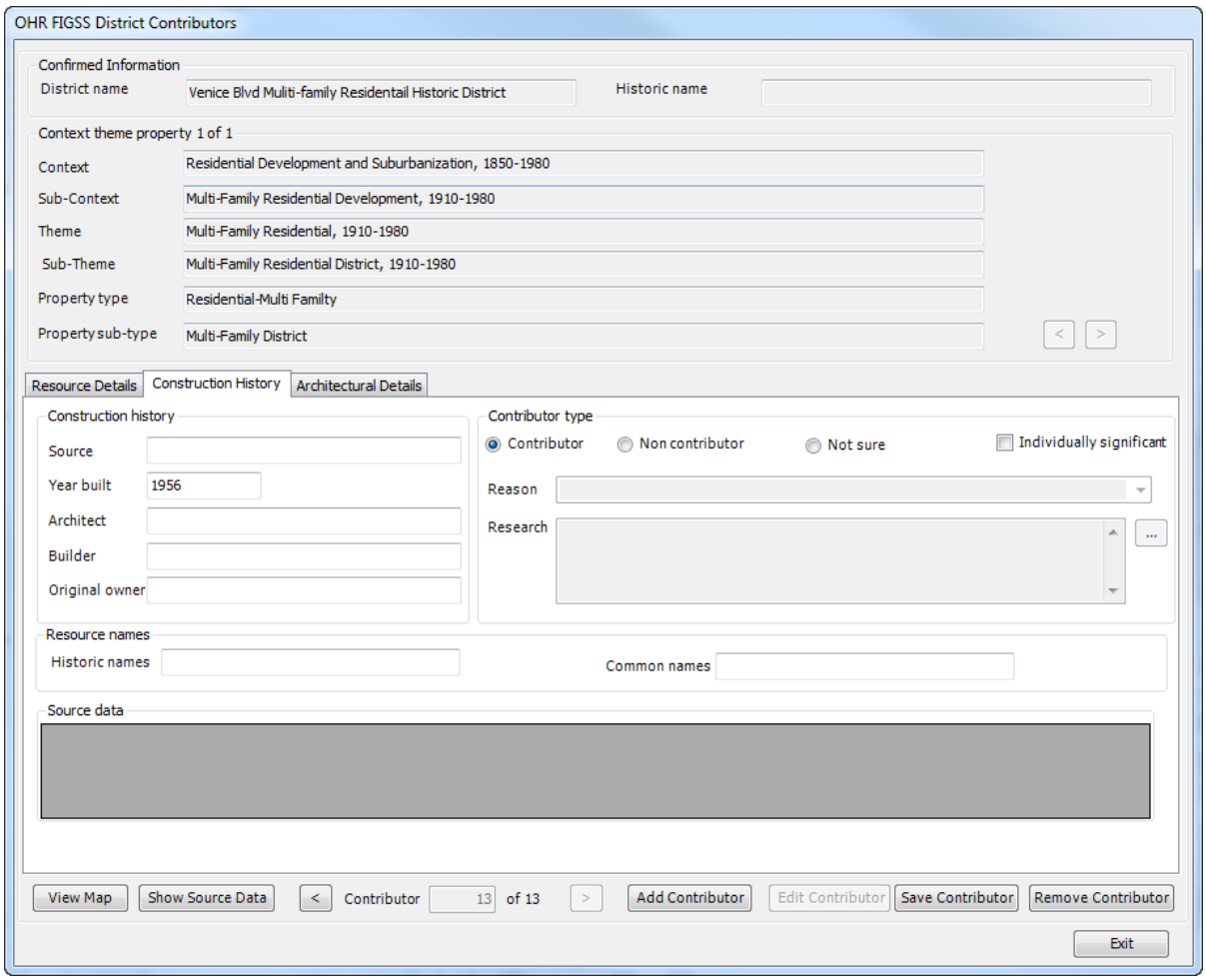
Step 5 – Property Type and sub-type should relate to original uses. **T**he “Property Type” defaults to Residential – Single-Family. If this is not correct, select from the drop down list. Then select the appropriate “Property Sub-type” from the drop down list. Type and sub-type are required for all resources.

Step 6 – Select “Current Use” from the drop down list if different from the Property type and Sub-type. For example, a movie theater now used as a church.

Step 7 – Select the applicable “Attribute” (up to three) from the list by clicking on the button and checking the box(s). This should be the attribute(s) during the period of significance. Note that these are the attribute codes established by the California OHP. At least one code is required.

Step 8 – Under “Stories” indicate the number of stories, if applicable, from the drop down list. Select N/A if this is not applicable to the resource.

Step 9 – Resource type defaults to “Building,” so only edit the resource type if needed (you may select more than 1).



Step 10 – Click on the “Construction History” Tab. Under “Contributor type,” indicate if the resource is a “Contributor, Non-contributor or Not sure.” “Non-contributor” resources require a reason; select reason from the drop down list. You may select the “blank” to type in a new reason or you may type over a reason to customize. “Not sure” resources generally require additional research or are not visible; click the button and then select research type from the list. You may select the “blank” to type in a new research source or type over a research source to customize.

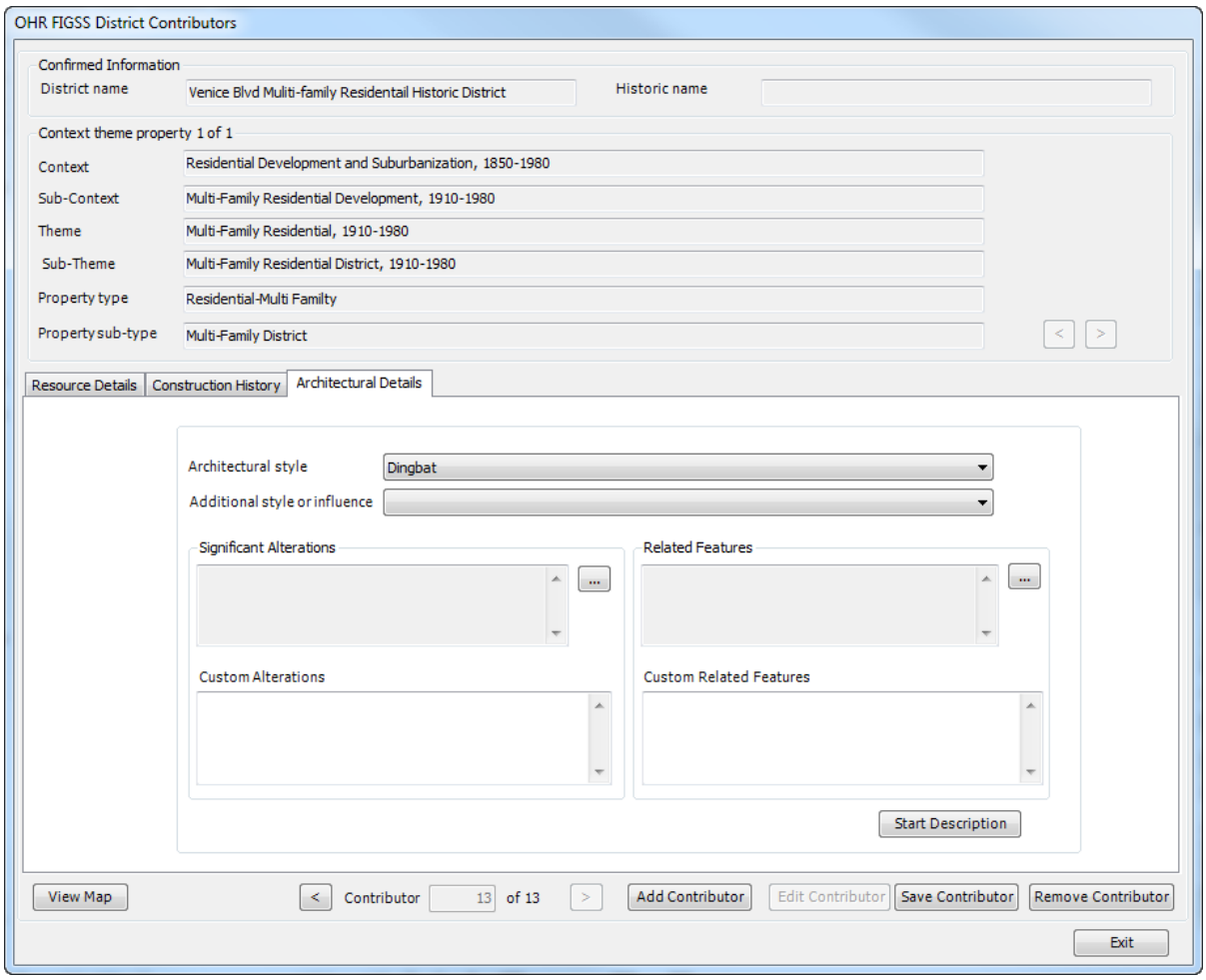
For properties that also appear to be individually significant, click the “Individually significant” box. These will then be flagged for follow up or can be evaluated individually by the surveyor.

The “Year built” will be auto-populated from County Assessor data (if available). If no date appears, type one in based on visual observation of the resource and type “visual estimate” in the Source field. You should also change the auto-populated

assessor date if you believe it is not correct based on visual observation or research sources such as building permits. If the date is changed correct the Source to reflect “Visual Observation,” “Building Permit” or other relevant source of information.

Enter Historic Name and Common Name if known. This is particularly important for commercial, institutional, and industrial resources.

You may also view previous survey or designation information in the “Source data” box. Click on the “Show Source Data” button. You may auto-populate Resources Names, Architect, Builder and Original Owner if known or if the information is displayed in “Source Data.” This tab may also be used to enter additional information after property specific research has been completed



Step 11 – Click on the “Architectural Details” tab to record the style(s) and alteration information. Select one “Architectural style” from the drop down list. Select “Not applicable” for a resource that does not have a style such as a tree, or “no style” for a property that does not have a discernable style (e.g. has been extensively altered and no longer represents its original style). At least one architectural style is required information. Leave additional style or influence blank unless it is applicable to the resource.

Unless the resource clearly has a discernable style (e.g. a Googie sign), use “not applicable” for:

- Trees/Plants
- Landscapes
- Medians
- Signs
- Air Raid Sirens
- Public Stairways
- Retaining Walls
- Fountains
- Planters
- Entrance Gates/Markers/Pillars
- Streetlights/Lamp Posts
- Bridges

Although not generally required as part of the SurveyLA field survey process, this screen can be used to complete detailed architectural style and property type descriptions and works the same way as for individual resources (click on Start Description and see page 26).

Step 12 – Click on “Save Contributor” to save the record

Step 13 – View Map button

This button at the bottom left of the screen allows you to view the map which is refreshed after resources are evaluated as contributing/non-contributing/not sure. Icons will appear on the maps as follows:

Contributor

Non-contributor

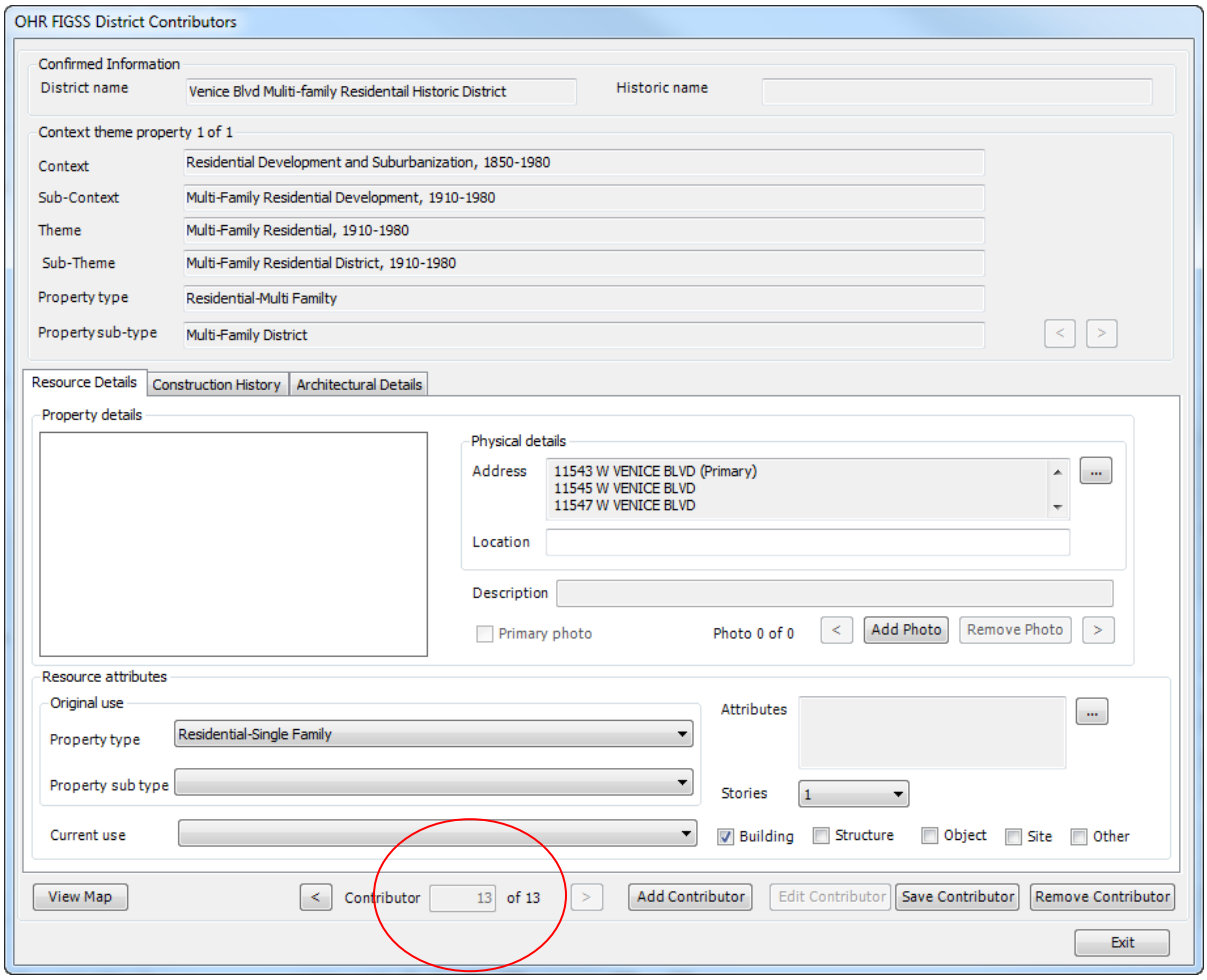
Not sure

9.7 Editing District Contributors

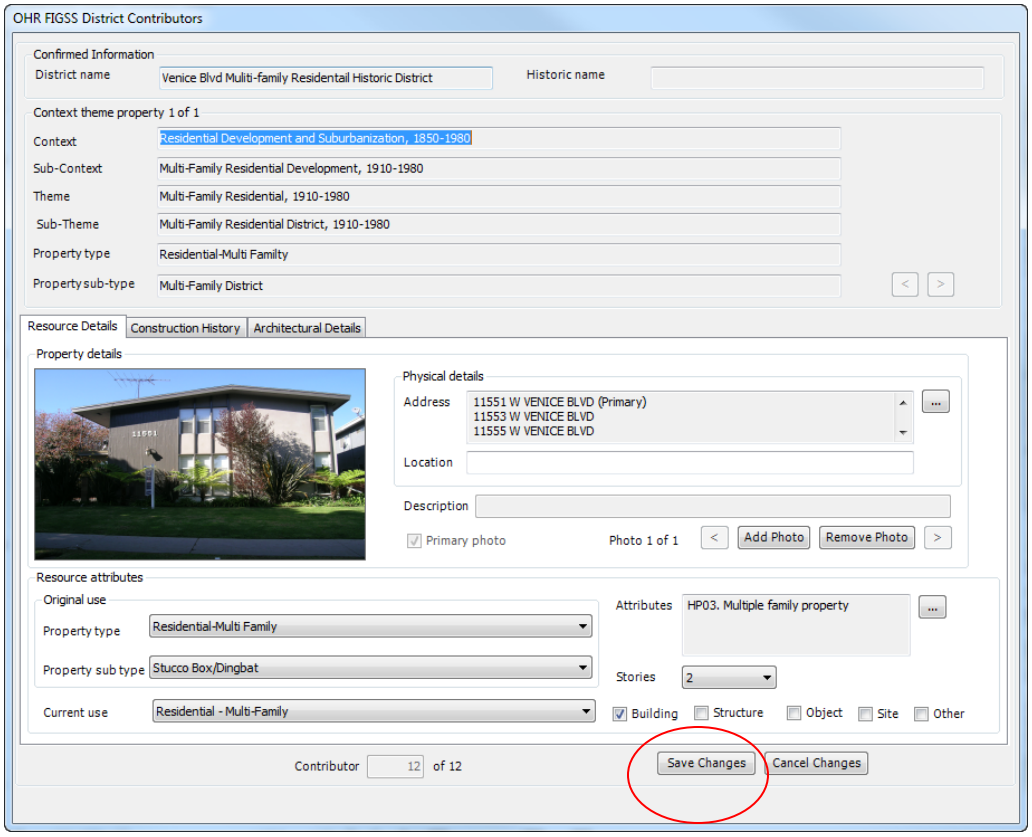
There are two ways to edit district contributor/non-contributor information:

No. 1 - Select a district by using “Select district from map” button OR “Select district by name” button from FiGSS toolbar and then click on the “Contributor” button on Screen 1. From this screen you may click “Add Contributor” to add additional contributors/non-contributors or “Remove Contributor” to delete contributors/non-contributors.

- To edit a specific contributor/non-contributor, type a number in the box at the bottom of the screen as shown below and hit “Enter.” Then click “Edit Contributor.”

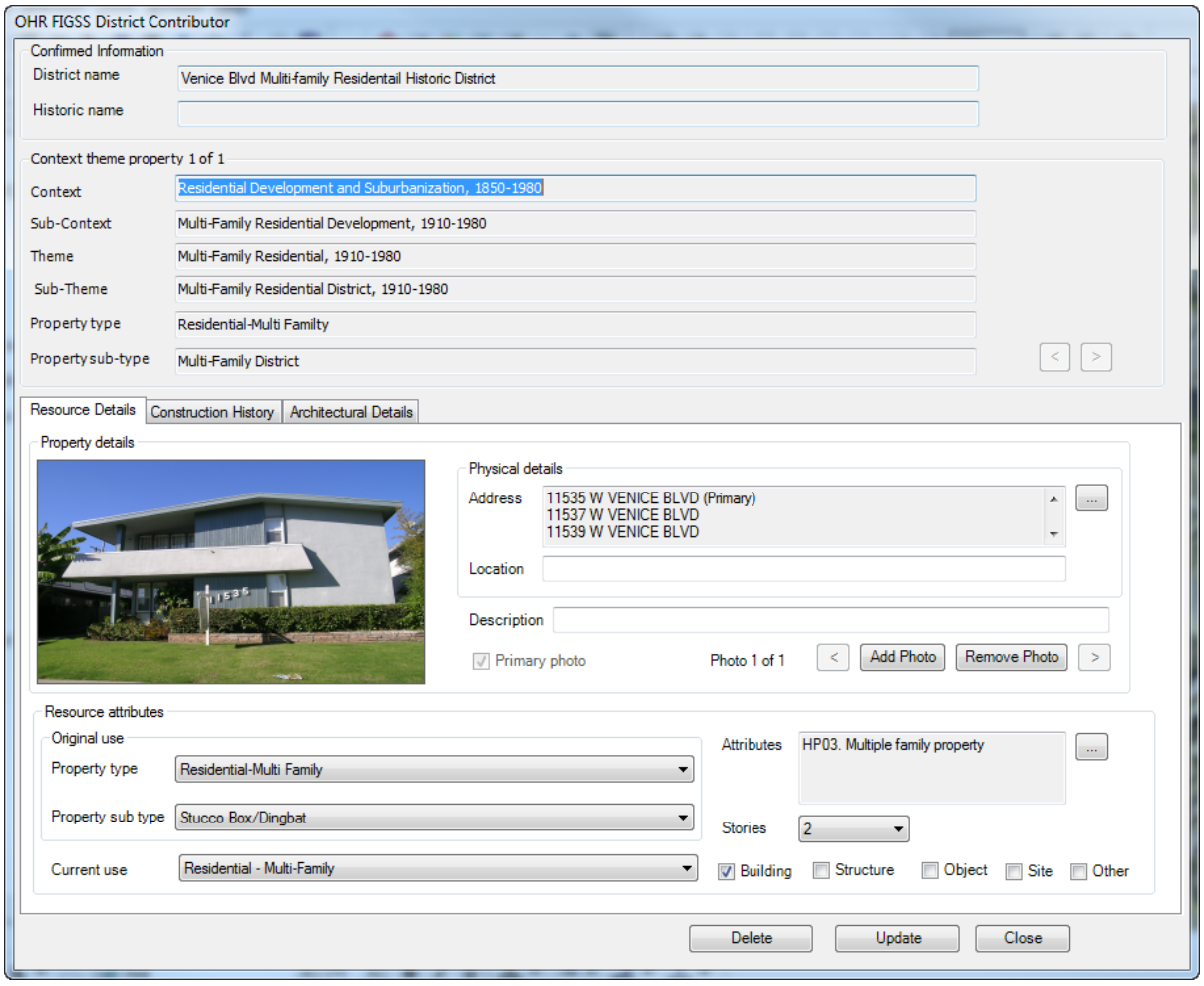


- Click “Edit Contributor” to make changes to information on any of the three tabs discussed in Section 9.6 and shown below.
- Edit by retyping data or de-selecting/selecting data from the drop down lists or check boxes.
- Click “Save Changes” to close the screen. Continue the process to edit other contributors/non-contributors. Or click “Exit” to end the editing process.


OHR FIGSS District Contributors
Confirmed Information
District name
Venice Blvd Muliti-family Residentail Historic District
Historic name
Context theme property 1 of 1
Context
Residential Development and Suburbanization, 1850-1980
Sub-Context
Multi-Family Residential Development, 1910-1980
Theme
Multi-Family Residential, 1910-1980
Sub-Theme
Multi-Family Residential District, 1910-1980
Property type
Residential-Multi Family
Property sub-type
Multi-Family District
Resource Details
Construction History
Architectural Details
Property details
Physical details
Address
11551 W VENICE BLVD (Primary)
11553 W VENICE BLVD
11555 W VENICE BLVD
Location
Description
Primary photo
Photo 1 of 1
Add Photo
Remove Photo
Resource attributes
Original use
Property type
Residential-Multi Family
Property sub type
Stucco Box/Dingbat
Current use
Residential - Multi-Family
Attributes
HP03. Multiple family property
Stories
2
Building
Structure
Object
Site
Other
Contributor
12
of 12
Save Changes
Cancel Changes

No. 2 - You can also edit/review a specific district resource by clicking on the “View District Contributor” icon on the FiGSS toolbar, and then drawing a box around the contributor/non-contributor symbol on the map (similar to the tool for viewing and editing individual resources). Note that these editing screens are slightly different than those than appear when editing directly through the district application. Edit data from each of the three tabs by retyping data or de-selecting/selecting data from the drop down lists or check boxes. Click “”Update” to save. You may remove a contributor with the “Delete” button.

When editing is complete click “Close.”



9.8 Editing District Boundaries and Information

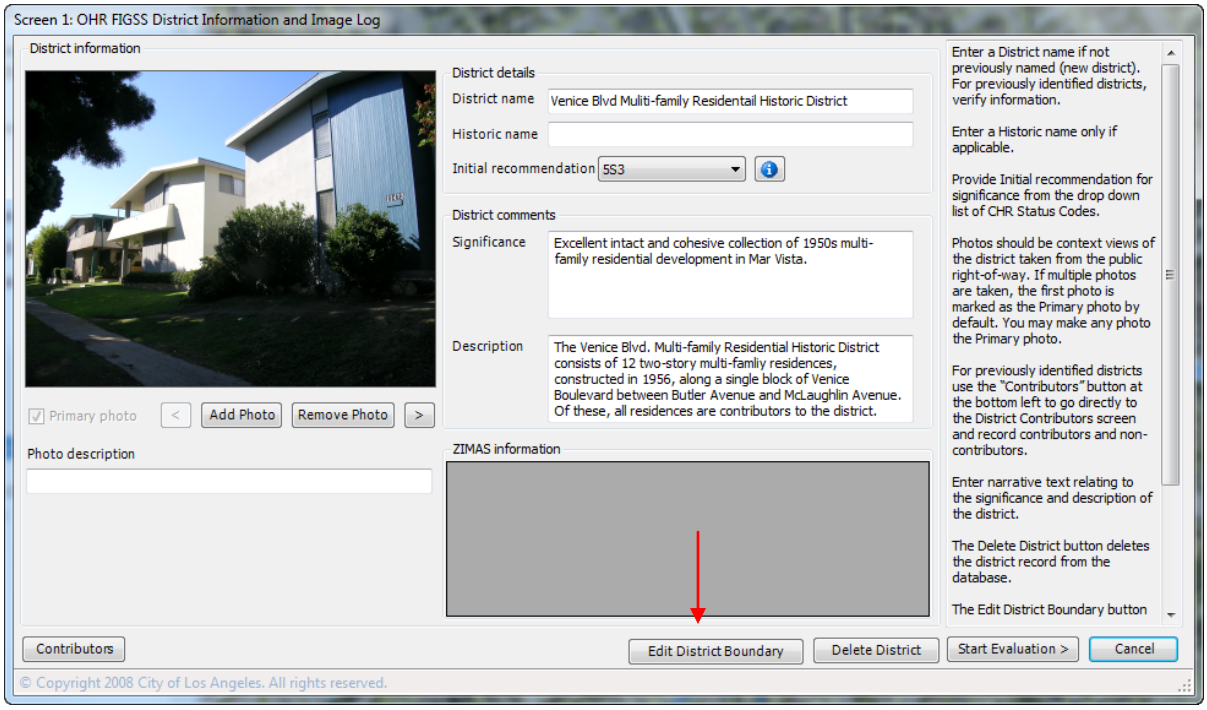
You may reshape the boundaries of a district or merge two or more districts together into a single district. Reshaping may be used, for example, after you have recorded contributors and non-contributors and would like to redraw a boundary to exclude a group of non-contributors. Merging may be used if you have surveyed two geographically-related areas separately, but decide they share a similar context and should be evaluated as one district.

In some cases you may want to merge districts and then reshape boundaries. In this case, complete the merge function first.

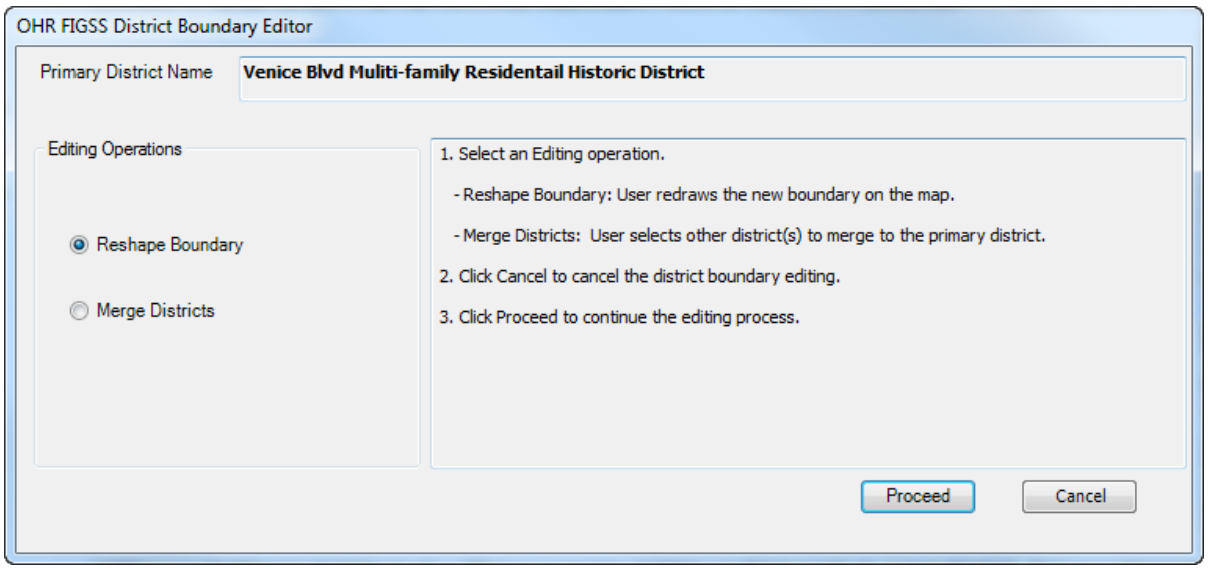
To reshape or merge:

Select a primary district by using “Select district from map” button OR “Select district by name” button from FiGSS Toolbar.

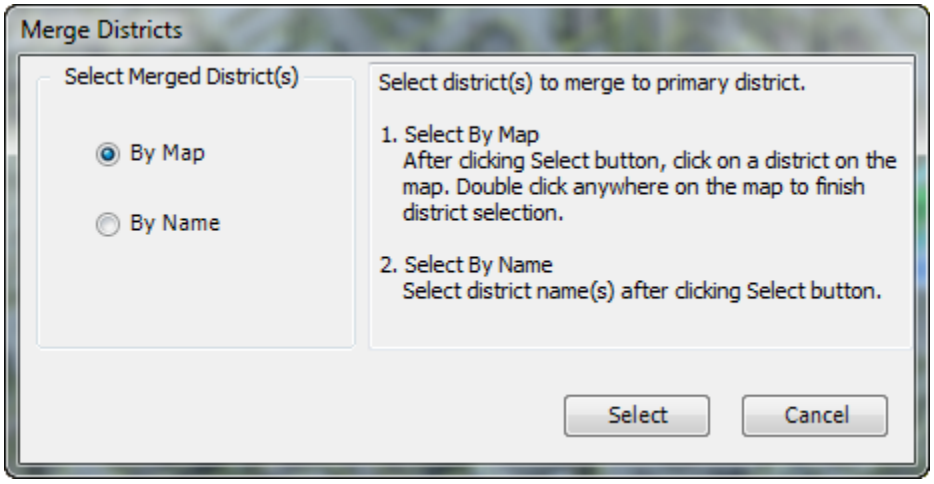
Click the “Edit District Boundary” button. Note that you may also delete a district from this screen.



- Select the applicable editing operation (Reshape or Merge) from the District Boundary Editor and then click “Proceed.”



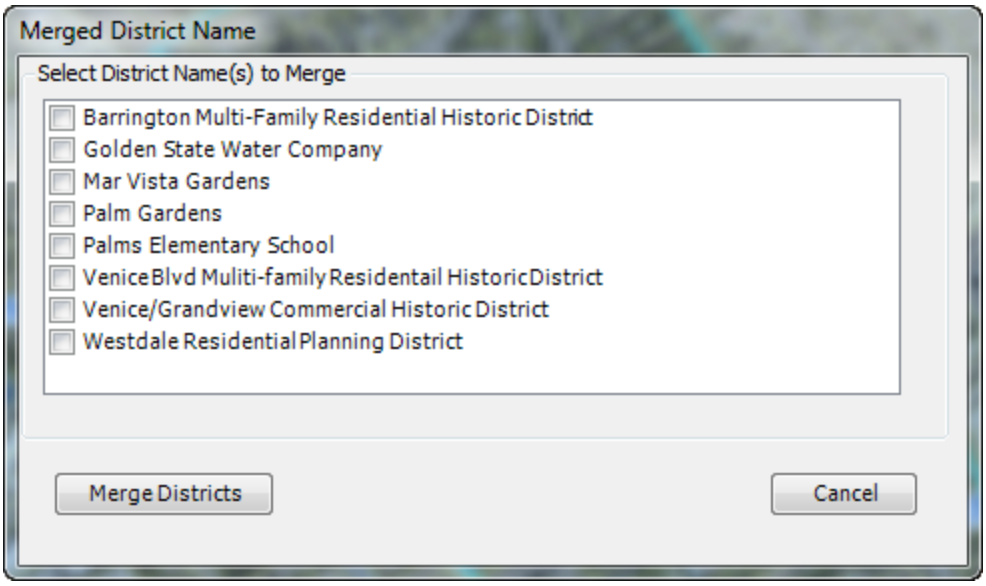
- When selecting “Merge Districts,” the “Merge Districts” dialog pops up. Select a merge to district(s) by name or by map.



Merge Districts

- Select By Map:
  Click within the boundaries of the district(s) you want to merge with the primary district. When finished, double click to end the selection process.

- Select By Name:
  Click the box next to the name of the district you want to merge, then click “Merge Districts.”



When you merge districts all information recorded on the merged district(s) is changed to be the same as of the primary district. Note that this means that any text entered into the "Description" and "Significance" fields on Screen 1 will be deleted from the merged district(s).

Reshape Boundary

Reshaping a district means redrawing the entire district boundary not just one portion of it. After selecting "reshape boundary" draw a new polygon to set the new boundaries. A pop-up message will ask if you are sure you want to save this new boundary. After selecting "yes" the new boundary is recorded for the selected district. Contributors NOT within the new boundary are removed. You will need to select the district again to add new contributors (using "Contributors" button) if there are resources within the new boundary not yet evaluated.

Edit District Information

Unlike individual resources, district information on Screens 1-5 may be edited directly from the FiGSS district screens. To edit:

- Select a district by using "Select district from map" button OR "Select district by name" button from FiGSS toolbar.
- Type over data on screens or delete/remove data as needed. CTPs and evaluations may be removed/edited or added directly from Screens 2-5.
- If you change a Status Code without editing a CTP evaluation be sure that your Reasons statement is still applicable.

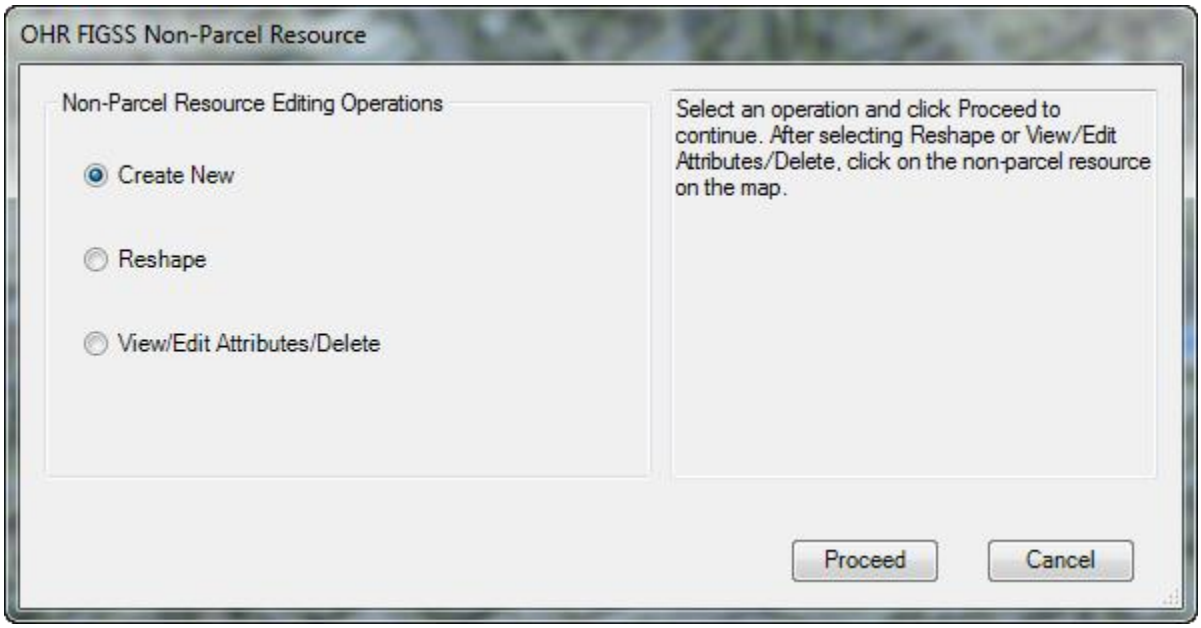
10.0 Non-Parcel Resources

10.1 Recording Non-Parcel Resources

The “Non-Parcel Resource” feature is generally used to record resources that are not on a parcel and do not have a street address. Non-parcel resources include:

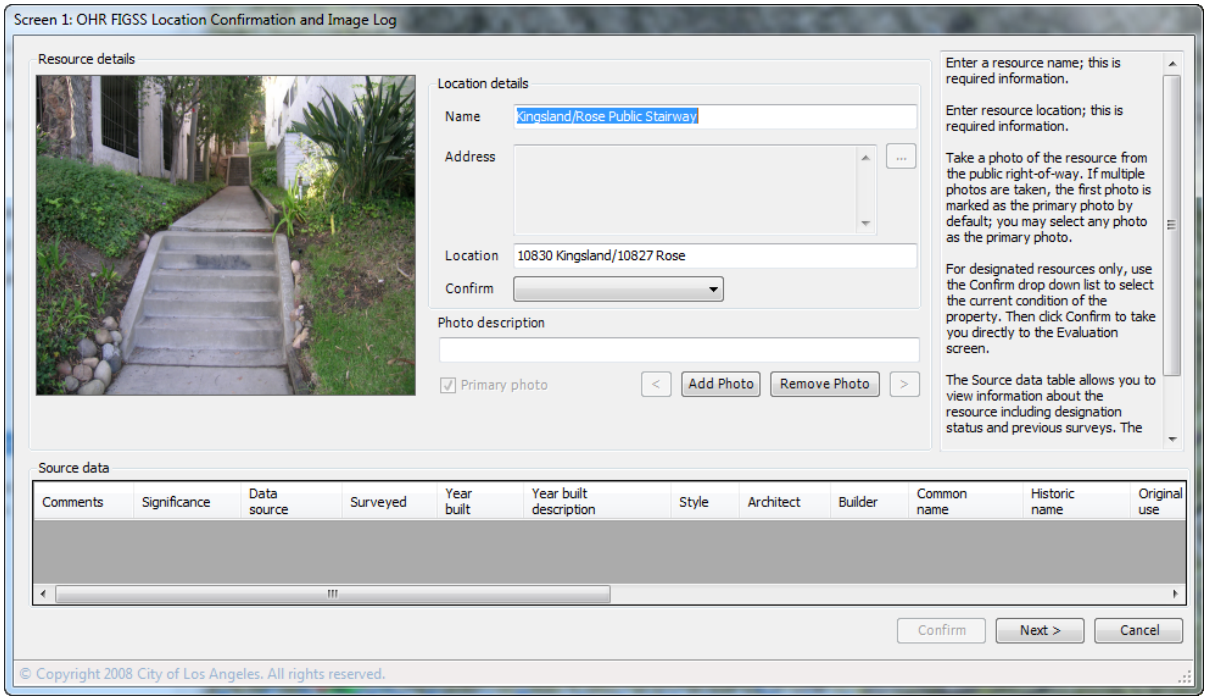
- Landscaped medians
- Bridges
- Street lights
- Air Raid Sirens
- Signs (when not on a parcel)
- Linear features (that may cover many parcels) such as:
    - Public walls/retaining walls
    - Street lights
    - Public stairs
    - Trees

To start recording a non-parcel resource, click the “Non-Parcel Resource” button on the FiGSS tool bar.



- Click “Create new” and then “Proceed.”

- On the Map, draw a polygon to define the shape of a non-parcel resource. This works the same as for drawing district boundaries (see page 41.



- From Screen 1 follow all other steps for recording Individual Resources in Section 8.0. Name, Location and Photo are required for Non-Parcel resources.

10.2 Reshaping Non-Parcel Resources

Reshape: Click on the "Non-Parcel Resource" button on the FiGSS toolbar.

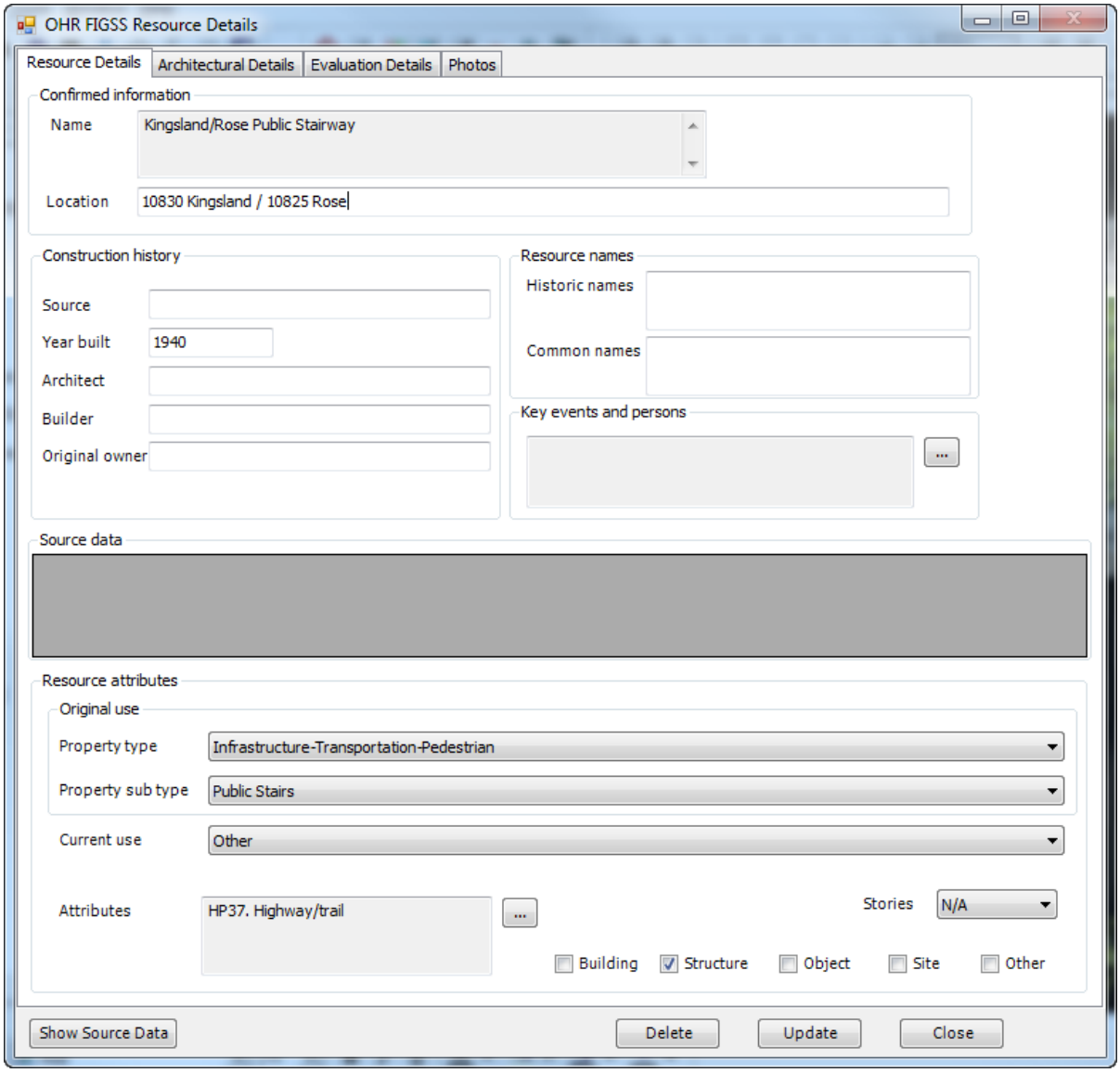
- Click "Reshape" and then "Proceed."
- Click on the non-parcel resource polygon you want to reshape.
- Draw a new polygon to reshape the non-parcel resource and click "yes" when prompted.

10.3 Editing Non-Parcel Resources

View/Edit Attributes/Delete: Click on the "Non-Parcel Resource" button from the FiGSS toolbar.

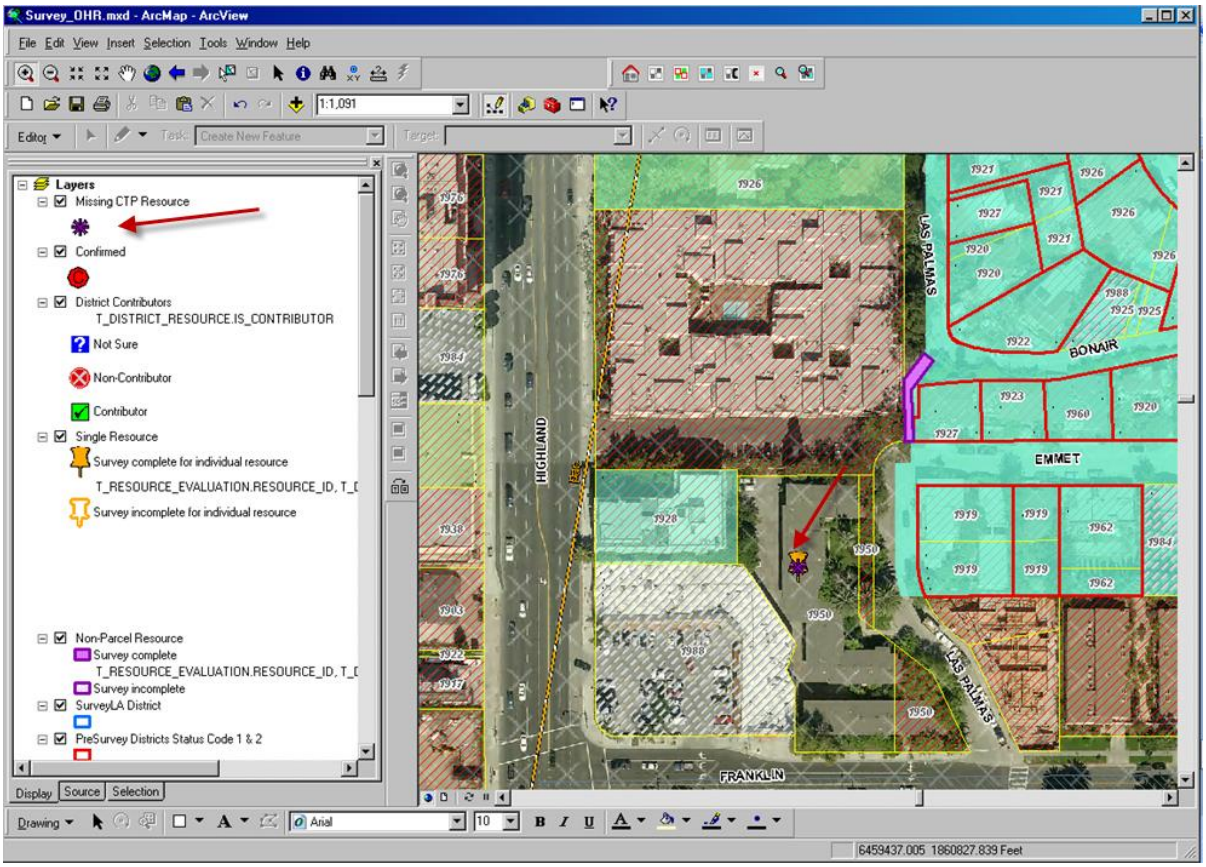
- Click "View/Edit Attributes/Delete" and then "Proceed."

- The “Resource Details” screen will appear and can be edited or deleted the same as for Individual Resources.



11.0 USING THE CTP CORRECTOR

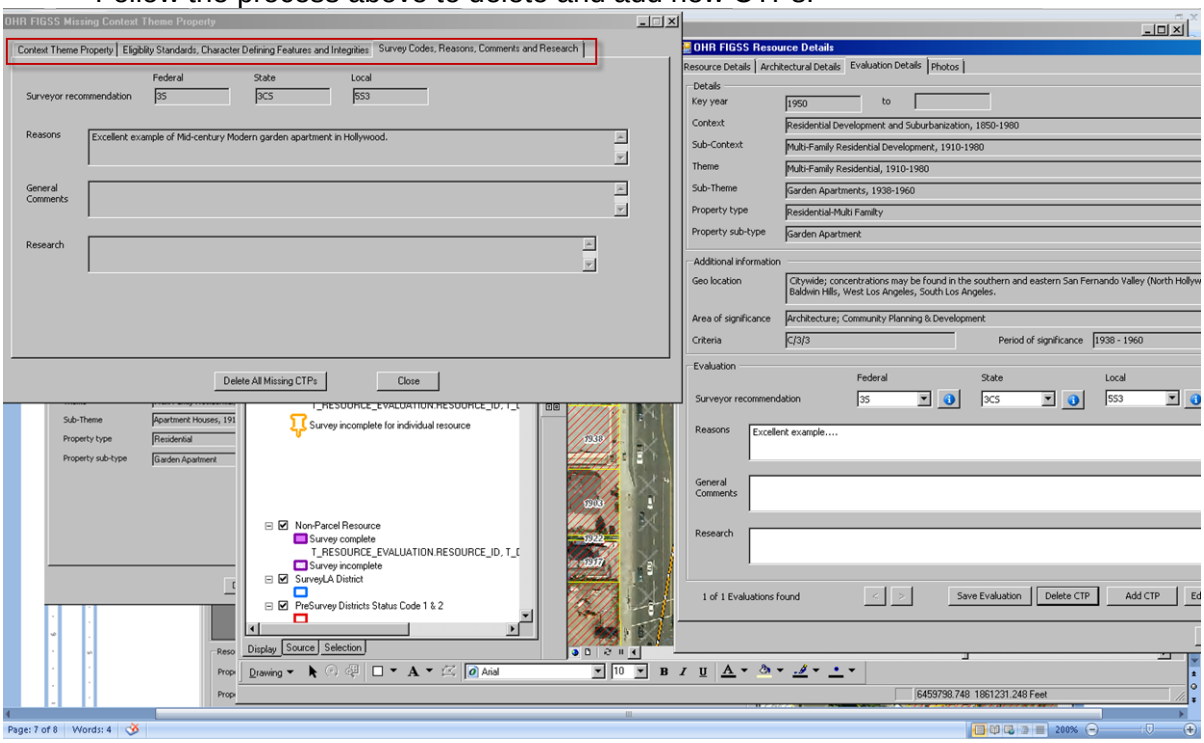
The OHR is still in the process of making edits to the CTP tables and will continue to do so as the surveys progress. This means that the CTP tables are regularly replaced in the FiGSS. For those CTP combinations that have been edited and replaced AFTER you have completed an evaluation, you will need to replace the old "missing" CTP with the "new" CTP as part of your final data revisions. To assist with replacing the CTPs, a CTP Comparison Report has been developed by property address and district name.

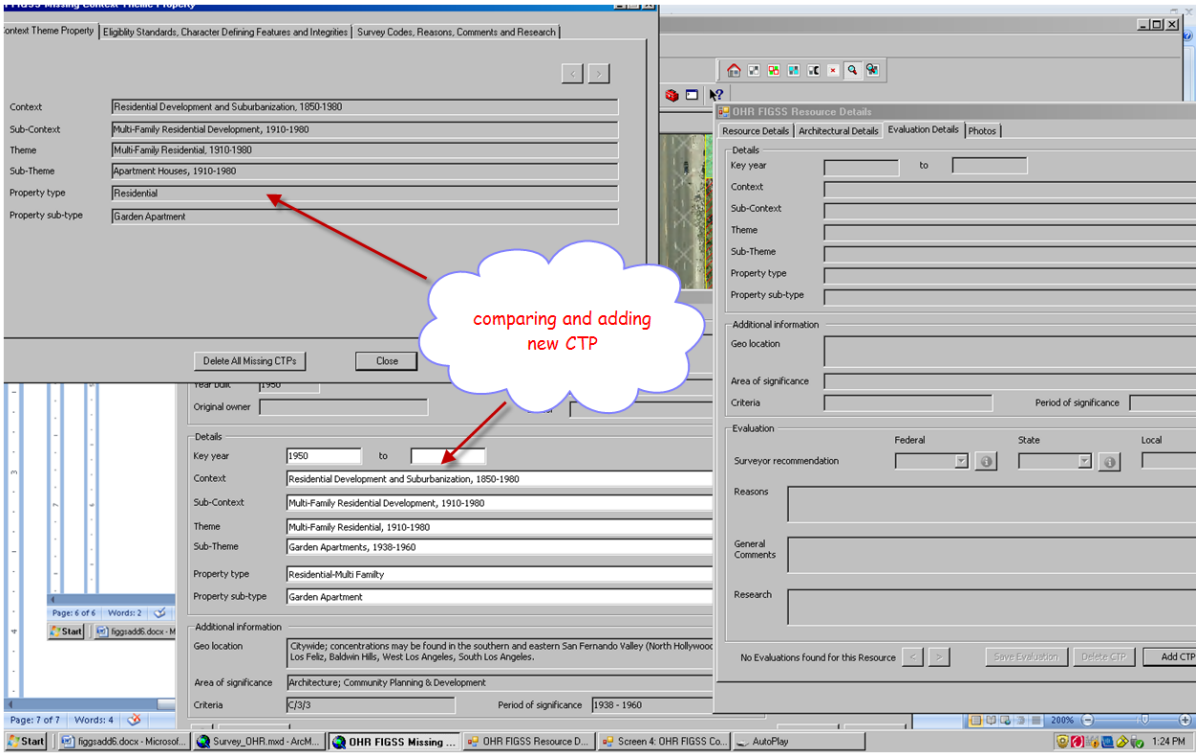


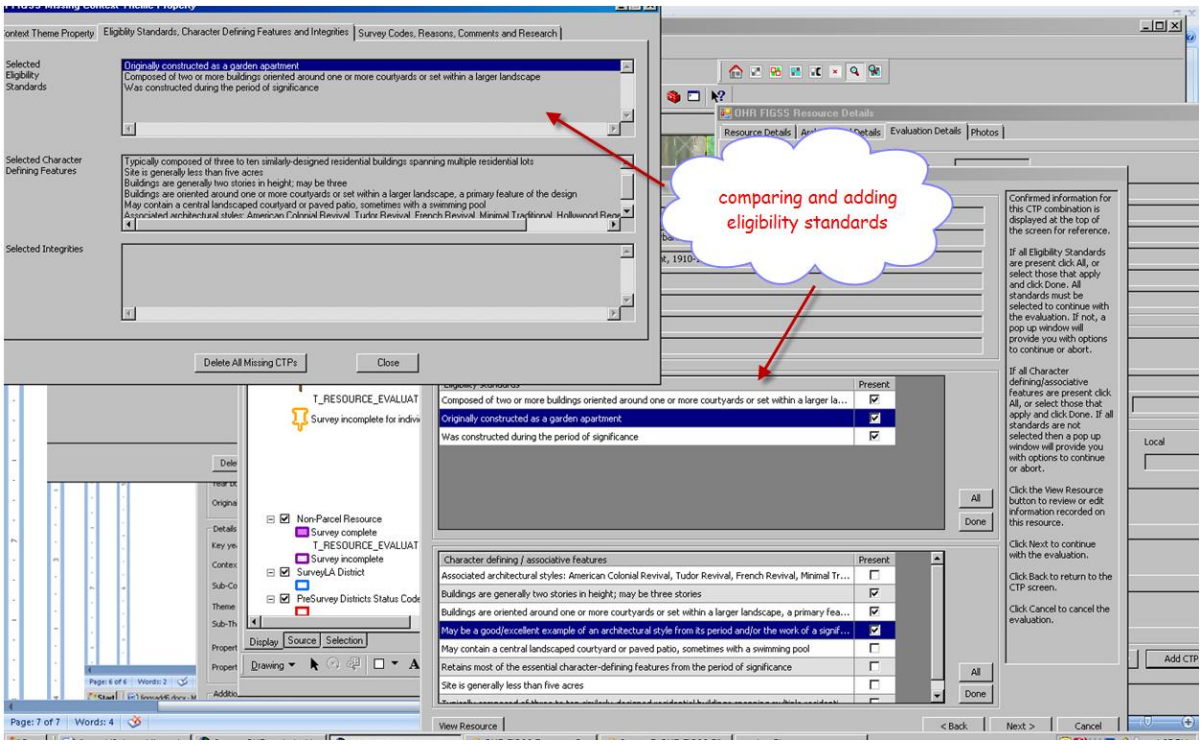
11.1 Editing the CTP

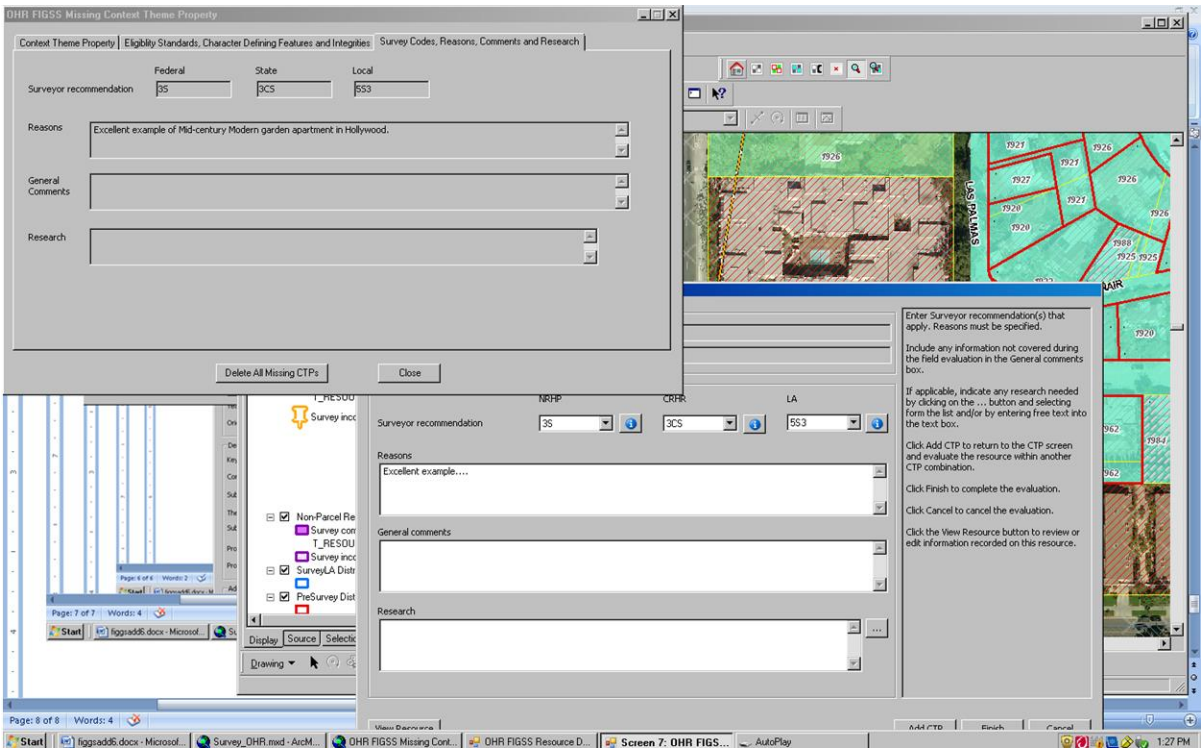
For individual properties, view the property data by using the " " layer on the map. The pop-up message will ask if you want to delete the CTPs. Before deleting, the new evaluation(s) must be completed. The "old" CTP information and evaluation is available for viewing and comparing to the "new CTP." When new evaluations are complete, delete any "old" CTPs.

For historic districts, use the CTP Comparison Report to identify missing CTPs. Follow the process above to delete and add new CTPs.






comparing and adding eligibility standards



12.0 THE 7RQ LAYER

The 7RQ Status Code (and associated map layer) indicates properties located within a survey area that were not evaluated for SurveyLA. Generally these are properties that were not identified as potentially significant based on visual observation or any preloaded information, but may also include designated resources that were not re-evaluated. The general concept behind this is to have every parcel accounted for, even if not evaluated as significant. Because the 7RQ layer slows the application, it is best to apply this Status Code at the end of the survey process. But surveyors may use their own judgment in deciding when to apply the 7RQ.

To assign this Status Code, click on the 7RQ icon on the FiGSS toolbar and draw a polygon around (**outside**) the boundaries of the surveyed area. The pop-up message will ask if you are sure you want to assign 7RQ. After selecting yes, parcels will be cross-hatched that were not evaluated (do not have push pins or district boundaries) and will be added to the 7RQ layer. Note that the FiGSS allows you to still evaluate 7RQ-assigned parcels at any time.

13.0 MULTIPLE RESOURCES - SINGLE PARCEL; MULTIPLE PARCELS - SINGLE RESOURCE

Multiple Resources – Single Parcel
The application allows you to separately record multiple resources on a single parcel that are *individually significant* within the same or different contexts. Steps detailed in Section 8.0 above should be completed for these resources. After the evaluations are complete, push pins will appear on **each** resource. Do not complete separate evaluations for related features.

In some cases, multiple resources on a single parcel may be recorded as a district. This may apply for example when recording a bungalow court, school campus, religious property, historic vernacular landscapes and industrial properties. See Section 9.0 for instructions on recording districts.

Multiple Parcels – Single Resource
A single building should be recorded as an individual resource regardless of how many parcels it covers. Click on the portion of the building roof associated with the street address. For large buildings with void spaces, such as courtyards and parking lots, make sure you click on the rooftop of the building itself.

If the resource fronts on two streets, then photograph both sides of the resource and record as a single resource under one address (click on the portion of the building associated with the street address). If the resource has more than one address, and they do not appear in the Address box on Screen 1, then enter these in the Location field on Screen 1.

14.0 SURVEY TIPS

14.1 Safety Guidelines

- Carry a copy of the SurveyLA project introduction letter prepared by the OHR (including the Spanish version where relevant). You may need to show this to residents and tenants who want to understand what you are doing.
- Go out in teams of at least two at all times.
- Never walk down alleys.
- Consider surveying in the early morning hours before the businesses are open and when neighborhoods tend to be quieter.
- If surveying on foot, keep a vehicle close by.
- Do not leave survey equipment in or on unattended vehicles.

14.2 Photography Guidelines

Professional photographer Stephen Schafer has developed a SurveyLA online photo tutorial which provides information regarding techniques for taking historic resource photos that capture the most documentary data. The tutorial is a requirement of the Field Guide training and is available on the SurveyLA website at http://preservation.lacity.org/node/447.

Camera Setting: Photo frames on SurveyLA reports have been standardized so that images are not stretched. The width to height ratios of image dimensions are required to equal 1.33 to accommodate the report format.

General Guidelines for Photographing Individual Resources and Historic Districts

- STAY in the public right-of-way. No trespassing onto private property.
- **Do not schedule field work and photography during trash collection days.** You can check for service days in areas throughout the City at the website: http://www.lacity.org/san/solid_resources/refuse/services/find_day.htm
- Position the camera to avoid trash containers, litter, people, animals, car mirrors, car windows and reflections, surveyor's hats, arms, hands, fingers, etc.
- Take at least one photograph of every resource recorded, even if the resource is not visible behind walls, landscaping, etc.
- Try to fit any related features (i.e. garages, landscape features) in the frame with the primary resources. Take additional photos only when absolutely necessary.
- Try to keep the resource front-lit. Keep the sun over your shoulder whenever possible, and plan your survey route accordingly.
- When photographing buildings, remember the acronym FRoWSE, which stands for Foundation, Roof, Windows, Siding, and Entrance. Try to capture as many of these elements within the frame as possible.

- Take photographs of resources from an angle (3/4 view). This way, you capture valuable information about the size and depth of the resource.
- Let the resource fill as much of the frame as possible while still giving the resource context. This generally means limiting how much sky and street appear in the frame.
- When recording historic districts, in addition to photographing all contributors and non-contributors, take context views to include representative streetscapes that show the relationship of the buildings to each other, setbacks, building heights, landscape and hardscape features, etc.
- While you may need to provide some written information about the photo (e.g. if only part of a building is visible from the public right-of-way you may need to explain the view), do not spend excessive time writing photo descriptions.
- Neck straps will allow you more freedom of movement and lessen the chance of dropping your camera.

15.0 SURVEY/FiGSS CONTACT INFORMATION

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SurveyLA Data Manager
Problems with FiGSS - Data Loading, Importing and Exporting:
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Office: (213) 978-1432
Email: david.dieudonne@lacity.org

Fae Tsukamoto, GIS Database Maintenance Supervisor, GIS Division
Office: (213) 978-1420
Email: fae.tsukamoto@lacity.org

Appendix A:
Criteria for Evaluation

Criteria for Evaluation

A1: National Register of Historic Places (NR)

The National Register of Historic Places is the Nation's official list of cultural resources worthy of preservation. According to National Register Bulletin 15, in order to qualify for the register, a resource must meet the criteria for evaluation, which are:

CRITERIA FOR EVALUATION

The quality of significance in American history, architecture, archeology, engineering, and culture is present in districts, sites, buildings, structures, and objects that possess integrity of location, design, setting, materials, workmanship, feeling, and association, and:

a) That are associated with events that have made a significant contribution to the broad patterns of our history; or

b) That are associated with the lives of persons significant in our past; or

c) That embody the 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) That have yielded, or may be likely to yield, information important in prehistory or history.

CRITERIA CONSIDERATIONS:

Ordinarily cemeteries, birthplaces, or graves of historical figures, properties owned by religious institutions or used for religious purposes, structures that have been moved from their original locations, reconstructed historic buildings, properties primarily commemorative in nature, and properties that have achieved significance within the past 50 years shall not be considered eligible for the National Register. However, such properties will qualify if they are integral parts of districts that do meet the criteria or if they fall within the following categories:

a) A religious property deriving primary significance from architectural or artistic distinction or historical importance; or

b) A building or structure removed from its original location but which is significant primarily for architectural value, or which is the surviving structure most importantly associated with a historic person or event; or

c) A birthplace or grave of a historical figure of outstanding importance if there is no appropriate site or building directly associated with his or her productive life; or

d) A cemetery which derives its primary significance from graves of persons of transcendent importance, from age, from distinctive design features, or from association with historic events; or

e) A reconstructed building when accurately executed in a suitable environment and presented in a dignified manner as part of a restoration master plan, and when no other building or structure with the same association has survived; or

f) A property primarily commemorative in intent if design, age, tradition, or symbolic value has invested it with its own exceptional significance; or

g) A property achieving significance within the past 50 years if it is of exceptional importance.

INTEGRITY:

Integrity is the ability of a property to convey its significance. To be listed in the National Register of Historic Places, a property must not only be shown to be significant under the National Register criteria, but it also must have integrity. The evaluation of integrity is sometimes a subjective judgment, but it must always be grounded in an understanding of a property's physical features and how they relate to its significance. Historic properties either retain integrity (this is, convey their significance) or they do not. Within the concept of integrity, the National Register criteria recognize seven aspects or qualities that, in various combinations, define integrity. To retain historic integrity a property will always possess several, and usually most, of the aspects. The retention of specific aspects of integrity is paramount for a property to convey its significance. Determining *which* of these aspects are most important to a particular property requires knowing why, where, and when the property is significant. The following sections define the seven aspects and explain how they combine to produce integrity.

The Seven Aspects of Integrity:

1) **Location** is the place where the historic property was constructed or the place where the historic event occurred.

2) **Design** is the combination of elements that create the form, plan, space, structure, and style of a property.

3) **Setting** is the physical environment of a historic property.

4) **Materials** are the physical elements that were combined or deposited during a particular period of time and in a particular pattern or configuration to form a historic property.

5) **Workmanship** is the physical evidence of the crafts of a particular culture or people during any given period in history or prehistory.

6) **Feeling** is a property's expression of the aesthetic or historic sense of a particular period of time.

7) **Association** is the direct link between an important historic event or person and a historic property.

A2: California Register of Historical Resources (CR)

The California Register program encourages public recognition and protection of resources of architectural, historical, archeological and cultural significance, identifies historical resources for state and local planning purposes, determines eligibility for state historic preservation grant funding and affords certain protections under the California Environmental Quality Act. According to Technical Assistance Bulletin #3, to become an historic resource, a site must be significant at the local, state, or national level under one or more of the following four criteria:

1) It is associated with events that have made a significant contribution to the broad patterns of local or regional history, or the cultural heritage of California or the United States; or

2) It is associated with the lives of persons important to local, California, or national history; or

3) It embodies the distinctive characteristics of a type, period, region, or method of construction, or represents the work of a master or possesses high artistic values; or

4) It has yielded, or has the potential to yield, information important to the prehistory or history of the local area, California, or the nation.

In addition to having significance, resources must have integrity for the period of significance. The period of significance is the date or span of time within which significant events transpired, or significant individuals made their important contributions. Integrity is the authenticity of a historical resource's physical identity as evidenced by the survival of characteristics or historic fabric that existed during the resource's period of significance. Alterations to a resource or changes in its use over time may have historical, cultural, or architectural significance. Simply, resources must retain enough of their historic character or appearance to be recognizable as historical resources, and to convey the reasons for their significance.

A3: City of Los Angeles Historic Cultural Monument (HCM)

Sec. 22.171.8.Monument Designation Criteria

A proposed Monument may be designated by the City Council upon the recommendation of the Commission if it:

(A) Meets at least one of the following criteria:

1) Is identified with important events in the main currents of national, State or local history, or exemplifies significant contributions to the broad cultural, political, economic or social history of the nation, state, city, or community; or

2) Is associated with the lives of Historic Personages important to national, state, city, or local history; or

3) Embodies the distinctive characteristics of a style, type, period, or method of construction; or represents a notable work of a master designer, builder or architect whose genius influenced his or her age; or possesses high artistic values; or

4) Has yielded, or has the potential to yield, information important to the pre-history or history of the nation, state, city or community; or

A4: Historic Preservation Overlay Zone (HPOZ)

A Historic Preservation Overlay Zone (HPOZ) is a significant concentration, linkage, or continuity of sites, buildings, structures, or objects united historically or aesthetically by plan or physical development. According to Section 12.20.3 of the City of Los Angeles Municipal Code, the criteria for the designation of an HPOZ are:

1) Adds to the Historic architectural qualities or Historic associations for which a property is significant because it was present during the period of significance, and possesses Historic integrity reflecting its character at that time; or

2) Owing to its unique location or singular physical characteristics, represents an established feature of the neighborhood, community or city; or

3) Retaining the building, structure, Landscaping, or Natural Feature, would contribute to the preservation and protection of a Historic place or area of Historic interest in the City.

	NRHP	CRHR	HCM	HPOZ
Significance	The quality of significance in American history, architecture, archeology, engineering and culture is present in districts, sites, buildings, structures, and objects.	An historical resource must be significant at the local, state, or national level under one or more of the following four criteria.	A historical or cultural monument is any site (including significant trees or other plant life located thereon), building, or structure of particular historical or cultural significance to the City of Los Angeles, such as historic structures or sites.	For the purposes of this section, no building, structure, Landscaping, or Natural Feature shall be considered a Contributing Element unless it is identified as a Contributing Element in the historic resource survey for the applicable Preservation Zone. Features designated as contributing shall meet one or more of the following criteria.
Criterion: Events (A, 1, 1)	That are associated with events that have made a significant contribution to the broad patterns of our history.	It is associated with **events** that have made a significant contribution to the broad patterns of local or regional history, or the cultural heritage of California or the United States.	Identified with historic personages or with **important events** in the main currents of national, state, or local history.	
Criterion: Persons (B, 2, 2)	That are associated with the lives of persons significant in our past.	It is associated with the lives of **persons** important to local, California, or national history.	Identified with **historic personages** or with important events in the main currents of national, state, or local history.	
Criterion: Design/ Construction (C, 3, 3)	That embody the 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.	It embodies the **distinctive characteristics** of a type, period, region, or method of construction, or represents the **work of a master** or possesses **high artistic values.**	Notable work of a **master builder, designer, or architect** whose individual genius influenced his or her age.	Owing to its unique location or singular physical characteristics, represents an established feature of the neighborhood, community or city.
Criterion: Other values	That have yielded, or may be likely to yield, information important in	It has yielded, or has the potential to yield, information important to the **prehistory or history** of the local area, California, or the nation.	The broad cultural, political, economic, or social **history** of the	Retaining the building, structure, Landscaping, or Natural Feature, would

(Archaeology, broad history, preservation) (D, 4)	prehistory or history.		nation, state, or community is reflected or exemplified; or Has yielded, or has the potential to yield, information important to the **pre-history or history** of the nation, state, city or community.	contribute to the preservation and protection of a historic place or area of Historic interest in the City.
Integrity	That possess integrity of location, design, setting, materials, workmanship, feeling, and association.	Integrity is the authenticity of an historical resource's physical identity evidenced by the survival of characteristics that existed during the resource's period of significance. Historical resources eligible for listing in the California Register must meet one of the criteria of significance described in section 4852(b) of this chapter and retain enough of their historic character or appearance to be recognizable as historical resources and to convey the reasons for their significance. Historical resources that have been rehabilitated or restored may be evaluated for listing. Integrity is evaluated with regard to the retention of location, design, setting, materials, workmanship, feeling, and association. It must also be judged with reference to the particular criteria under which a resource is proposed for eligibility. Alterations over time to a resource or historic changes in its use may themselves have historical, cultural, or architectural significance. It is possible that historical resources may not retain sufficient integrity to meet the criteria for listing in the National Register, but they may still be eligible for listing in the California Register. A resource that has lost its historic character or appearance may still have sufficient integrity for the California Register if it maintains the potential to yield significant scientific or historical information or specific data.		Adding to the Historic architectural qualities or Historic associations for which a property is significant because it was present during the period of significance, and possesses Historic integrity reflecting its character at that time.

Appendix B:
Historic Property Definitions

Historic Property Definitions

For the purposes of SurveyLA, historic properties will be classified as followed, according to NRHP Bulletin "How to Complete the National Register Registration Forms" page 15.

Building: Buildings such as a house, barn, church, hotel or similar construction, are created principally to shelter any form of human activity. The term building may also refer to a historically and functionally related unit.
Examples: Houses, barns, garages, social halls, city halls, churches, hotels, theaters, schools, stores.

Structure: A structure is distinguished from a building by its function which is generally for purposes other than creating human shelter.
Examples: Bridges, tunnels, systems of roads and paths, windmills, canals.

Object: An object is distinguished from buildings and structures as a construction that is primarily artistic in nature, relatively small in scale and simply constructed. While it may be intrinsically movable by nature or design, it is associated with a specific setting or environment. Historic objects are found in a setting appropriate to their significant historic use, role or character.
Examples: Sculpture, statuary, fountains, street lights.

Site: A site is the location of a significant event, a historic or prehistoric occupation of activity, building or structure, whether standing, ruined or vanished, where the location itself possesses historic, cultural or archaeological value, regardless of the value of any existing structure.
Examples: Cemeteries, designed landscapes, trails, village sites, natural features, ruins of historical buildings, gardens, grounds.

District: A district possesses a significant concentration, linkage, or continuity of sites, buildings, structures, or objects united historically or aesthetically by plan or physical development. Concentrated linkage and continuity of features refers to the interrelationship of the district's resources which can convey a visual sense of the overall physical environment, or be an arrangement of historically or functionally related properties. A district can comprise both features that lack individual distinction and individually distinctive features that serve as focal points. A district may contain both contributing and noncontributing properties.
Examples: School campuses, industrial complexes, residential neighborhoods, civic center, central business districts, parks, estates, transportation networks, canal systems.

Appendix C:
Areas of Significance

Areas of Significance

Areas of significance are economic, social, artistic, cultural and environmental aspects associated with a property from which it derives significance. [Adapted from NRHP Bulletin "How to Complete the National Register Registration Form, "pages 38-41.

Agriculture: *The process and technology of cultivating soil, producing crops, and raising livestock and plants.*

Architecture: *The practical art of designing and constructing buildings and structures to serve human needs.*

Art: *The creation of painting, printmaking, photography, sculpture, and decorative arts.*

Commerce: *The business of trading goods, services, and commodities.*

Communications: *The technology and process of transmitting information.*

Community Planning and Development: *The design or development of the physical structure of communities.*

Conservation: *The preservation, maintenance, and management of natural or manmade resources.*

Economics: *The study of the production, distribution, and consumption of wealth; the management of monetary and other assets.*

Education: *The process of conveying or acquiring knowledge or skills through systematic instruction, training, or study.*

Engineering: *The practical application of scientific principles to design, construct and operate equipment, machinery and structures to serve human needs.*

Entertainment/Recreation: *The development and practice of leisure activities for refreshment, diversion, amusement or sports.*

Ethnic Heritage: *The history of persons having a common ethnic or racial identity.*

Exploration/Settlement: *The investigation of unknown or little known regions; the establishment and earliest development of new settlements or communities. .*

Health/Medicine: *The care of the sick, disabled, and handicapped; the promotion of health and hygiene.*

Industry: *The technology and process of managing materials, labor, and equipment to produce goods and services.*

Invention: *The art of originating by experiment or ingenuity an object, system, or concept of practical value.*

Landscape Architecture: *The practical art of designing or arranging the land for human use and enjoyment.*

Law: The interpretation and enforcement of society's legal code.

Literature: *The creation of prose and poetry.*

Maritime History: *The history of the exploration, fishing, navigation, and use of inland, coastal, and deep sea waters.*

Military: *The system of defending the territory and sovereignty of a people.*

Performing Arts: The creation of drama, dance, music.

Philosophy: *The theoretical study of thought, knowledge, and the nature of the universe.*

Politics/Government: *The enactment and administration of laws by which a nation, State, or other political jurisdiction is governed; activities related to political process.*

Religion: *The organized system of beliefs, practices, and traditions regarding mankind's relationship to perceived supernatural forces.*

Science: *The systematic study of natural law and phenomena.*

Social History: *The history of efforts to promote the welfare of society; the history of society and the lifeways of its social groups.*

Transportation: *The process and technology of conveying passengers or materials.*

Other: *Any area not covered by the above categories.*

Appendix D:

Resource Attribute Codes and Definitions

Resource Attribute Codes and Definitions

Source: California Office of Historic Preservation, *Instructions for Recording Historical Resources*, Appendix 4: Resource Attribute Codes

HP1. Unknown: No reasonable guess can be made about the historic use or function of the resource.

HP2. Single Family Property: A building constructed to house one family.

HP3. Multiple Family Property: Any building providing longer than temporary lodging for more than one person or household, e.g., duplexes, apartment buildings, dormitories, bunkhouses, etc.

HP4. Ancillary Building: Barns, outhouses, detached garages, carriage houses, sheds, etc.

HP5. Hotel/Motel: Any building or group of buildings providing temporary lodging for travelers.

HP6. Commercial Building, 3 stories and under: Any type of building dealing with management, retail sales, or marketed services, e.g., stores, banks, gas stations, office buildings, etc. Do not include basement in height count.

HP7. Commercial Building, over 3 stories: Do not include basement in height count.

HP8. Industrial Building: Any building where the manufacture or distribution of products occurs, e.g., canneries, mills, foundries, warehouses, etc.

HP9. Public Utility Building: Any building that houses services available to the public at large, e.g., firehouses, power houses, electrical substations, etc.

HP10. Theater: Any place where plays, variety shows, motion pictures, etc., are presented. Includes amphitheaters.

HP11. Engineering Structure: A structure not covered in any other category, e.g., docks, runways, water towers, etc.

HP12. Civic Auditorium: Publicly owned buildings for concerts, speeches, etc.

HP13. Community Center/Social Hall: Any building designed to hold meetings of social groups, e.g., fraternal halls, women's clubs, boy scout cabins, etc.

HP14. Government Buildings: Any building designed to house government administration or transactions, e.g., post offices, city halls, county courthouses, etc.

HP15. Educational Building: Any building with an educational purpose, e.g., schools, libraries, museums, etc.

HP16. Religious Building: Any building holding religious ceremonies or connected the operations of religious organizations, e.g., churches, seminaries, parsonages, etc.

HP17. Railroad Depot: Stations and other buildings connected to the operation of railroads and streetcars, e.g., sheds, roundhouses, etc.

HP18. Train: Engines, streetcars, and rolling stock.

HP19. Bridge: Any overpass for automobiles, trains, pedestrians, etc.

HP20. Canal/Aqueduct: Any artificial waterway for transportation or irrigation. Includes large pipes, conduits, drainage ditches, and bridge-like structures for carrying water.

HP21. Dam: Any barrier constructed to hold back water.

HP22. Lake/River/Reservoir: Any inland body of water, natural stream of water, or place where water is collected and stored.

HP23. Ship: Any vessel able to navigate inland or ocean waters.

HP24. Lighthouse: Any building or structure from which ships are guided by sight or sound.

HP25. Amusement Park: An outdoor place with various amusement buildings, structures, or devices. Includes zoological parks.

HP26. Monument/Mural/Gravestone:

1) Any object with a commemorative or artistic purpose, e.g., statue, obelisk, sculpture, etc.; or

2) Any painting, photograph, etc. on a wall or ceiling.

HP27. Folk Art: Any object that expresses the artistic capacities of a people without being the product of formal training.

HP28. Street Furniture: Any object that is permanently placed near a street, e.g., fire hydrants, streetlights, benches, curbstones, hitching posts, etc.

HP29. Landscape Architecture: Any place in which trees, bushes, lawns, fountains, walls, etc. have been arranged for aesthetic effect.

HP30. Trees/Vegetation: Any plant, whether planted or growing naturally, not part of a landscape plan.

HP31. Urban Open Space: Any area that has experienced little building or other development within in a city limits, e.g., parks, grounds, or large open lots.

HP32. Rural Open Space: Any area that has experienced little building or other development outside city limits.

HP33. Farm/Ranch: Any place where crops or animals are raised.

HP34. Military Property: Any property owned by one of the US armed services, including the National Guard.

HP35. New Deal Public Works Project: Any property built under one of the public works programs of the New Deal. Includes properties aided by funds or personnel from the Works Progress Administration (WPA) and successors, Public Works Administration (PWA), Civilian Conservation Corps (CCC), etc.

HP36. Ethnic Minority Property: Any property closely associated with events, individuals, groups, or social patterns important in the history of an ethnic group. Includes properties designed by important ethnic group members. Add further information by including the name of the ethnic group involved. The OHP has abbreviations for five groups, so put these two letters in front of the name: AA African Americans, CH Chinese, JA Japanese, LA Latino, NA Native Americans. The Office will adopt other abbreviations as properties associated with other ethnic groups are identified.

HP37. Highways/Trail: Any roadway, from freeway to footpath.

HP38. Women's Property: Any property closely associated with events, individuals, groups, or social patterns important in the history of women. Includes work of women designers as well as buildings such as YWCAs and women's clubs.

HP39. Other: If no other code applies, enter HP39.

HP40. Cemetery: Burial ground with monuments (except archeological sites).

HP41. Hospital: Any facility for treatment of the sick.

HP42. Stadium/Sports Arena: Any structure or building that provides a place in which sporting events are viewed.

HP43. Mine: Any structure or building connected with mining, e.g., mine shafts, head frames, stamp mills, shops, etc.

HP44. Adobe Building/Structure:

HP45. Unreinforced Masonry Building:

HP46. Walls/Gates/Fences:

Appendix E:

Acronyms

Acronyms Used in this Guide

APN: Los Angeles County Assessor's Parcel Number

CEQA: California Environmental Quality Act

CHRIS: California Historical Resources Information System

CR: California Register of Historical Resources

CRA: Community Redevelopment Agency

DPR: Department of Parks and Recreation, State of California

FiGSS: Field Guide Survey System

GCI: Getty Conservation Institute

GIS: Geographic Information System

HCM: City of Los Angeles Historic-Cultural Monument

HCS: Historic Context Statement

HPOZ: Historic Preservation Overlay Zone

HRI: California State Historic Resources Inventory

MPD: Multiple Property Documentation

NPS: National Park Service

NR: National Register of Historic Places

OHP: Office of Historic Preservation, State of California

OHR: Office of Historic Resources, City of Los Angeles

SHPO: State Historic Preservation Officer, California

SurveyLA: Los Angeles Historic Resource Survey

ZIMAS: Zoning Information and Map Access System

Appendix F:
CHR Status Codes

California Historical Resource Status Codes

1 Properties listed in the National Register (NR) or the California Register (CR)

1D Contributor to a district or multiple resource property listed in NR by the Keeper. Listed in the CR.
1S Individual property listed in NR by the Keeper. Listed in the CR.
1CD Listed in the CR as a contributor to a district or multiple resource property by the SHRC
1CS Listed in the CR as individual property by the SHRC.
1CL Automatically listed in the California Register – Includes State Historical Landmarks 770 and above and Points of Historical Interest nominated after December 1997 and recommended for listing by the SHRC.

2 Properties determined eligible for listing in the National Register (NR) or the California Register (CR)

2B Determined eligible for NR as an individual property and as a contributor to an eligible district in a federal regulatory process. Listed in the CR.
2D Contributor to a district determined eligible for NR by the Keeper. Listed in the CR.
2D2 Contributor to a district determined eligible for NR by consensus through Section 106 process. Listed in the CR.
2D3 Contributor to a district determined eligible for NR by Part I Tax Certification. Listed in the CR.
2D4 Contributor to a district determined eligible for NR pursuant to Section 106 without review by SHPO. Listed in the CR.
2S Individual property determined eligible for NR by the Keeper. Listed in the CR.
2S2 Individual property determined eligible for NR by a consensus through Section 106 process. Listed in the CR.
2S3 Individual property determined eligible for NR by Part I Tax Certification. Listed in the CR.
2S4 Individual property determined eligible for NR pursuant to Section 106 without review by SHPO. Listed in the CR.
2CB Determined eligible for CR as an individual property and as a contributor to an eligible district by the SHRC.
2CD Contributor to a district determined eligible for listing in the CR by the SHRC.
2CS Individual property determined eligible for listing in the CR by the SHRC.

3 Appears eligible for National Register (NR) or California Register (CR) through Survey Evaluation

3B Appears eligible for NR both individually and as a contributor to a NR eligible district through survey evaluation.
3D Appears eligible for NR as a contributor to a NR eligible district through survey evaluation.
3S Appears eligible for NR as an individual property through survey evaluation.
3CB Appears eligible for CR both individually and as a contributor to a CR eligible district through a survey evaluation.

3CD Appears eligible for CR as a contributor to a CR eligible district through a survey evaluation.
3CS Appears eligible for CR as an individual property through survey evaluation.

4 Appears eligible for National Register (NR) or California Register (CR) through other evaluation

4CM Master List - State Owned Properties – PRC §5024.

5 Properties Recognized as Historically Significant by Local Government

5D1 Contributor to a district that is listed or designated locally.
5D2 Contributor to a district that is eligible for local listing or designation.
5D3 Appears to be a contributor to a district that appears eligible for local listing or designation through survey evaluation.
5S1 Individual property that is listed or designated locally.
5S2 Individual property that is eligible for local listing or designation.
5S3 Appears to be individually eligible for local listing or designation through survey evaluation.
5B Locally significant both individually (listed, eligible, or appears eligible) and as a contributor to a district that is locally listed, designated, determined eligible or appears eligible through survey evaluation.

6 Not Eligible for Listing or Designation as specified

6C Determined ineligible for or removed from California Register by SHRC.
6J Landmarks or Points of Interest found ineligible for designation by SHRC.
6L Determined ineligible for local listing or designation through local government review process; may warrant special consideration in local planning.
6T Determined ineligible for NR through Part I Tax Certification process.
6U Determined ineligible for NR pursuant to Section 106 without review by SHPO.
6W Removed from NR by the Keeper.
6X Determined ineligible for the NR by SHRC or Keeper.
6Y Determined ineligible for NR by consensus through Section 106 process – Not evaluated for CR or Local Listing.
6Z Found ineligible for NR, CR or Local designation through survey evaluation.

7 Not Evaluated for National Register (NR) or California Register (CR) or Needs Revaluation

7J Received by OHP for evaluation or action but not yet evaluated.
7K Resubmitted to OHP for action but not reevaluated.
7L State Historical Landmarks 1-769 and Points of Historical Interest designated prior to January 1998 – Needs to be reevaluated using current standards.
7M Submitted to OHP but not evaluated - referred to NPS.
7N Needs to be reevaluated (Formerly NR Status Code 4)
7N1 Needs to be reevaluated (Formerly NR SC4) – may become eligible for NR w/restoration or when meets other specific conditions.
7R Identified in Reconnaissance Level Survey: Not evaluated.
7W Submitted to OHP for action – withdrawn.

Appendix G:

Additional Sources of Information

Additional Sources of Information

SurveyLA

SurveyLA Website:
http://www.surveyla.org

City of Los Angeles Office of Historic Resources Website:
http://preservation.lacity.org

Getty Conservation Institute LA Survey Website:
http://www.getty.edu/conservation/field_projects/lasurvey/index.html

Survey Standards, Documentation, and Historic Context Statements

National Register Bulletin: Guidelines for Local Surveys: A Basis for Preservation Planning
http://www.nps.gov/history/nr/publications/bulletins/nrb24/

Secretary of the Interior's Standards for Identification:
http://www.nps.gov/history/local-law/arch_stnds_2.htm

Secretary of the Interior's Standards for Evaluation: http://www.nps.gov/history/local-law/arch_stnds_3.htm

Secretary of the Interior's Standards for Registration:
http://www.nps.gov/history/local-law/arch_stnds_4.htm

Secretary of the Interior's Standards for Historical Documentation:
http://www.nps.gov/history/local-law/arch_stnds_5.htm

Secretary of the Interior's Standards for Architectural and Engineering Documentation:
http://www.nps.gov/history/local-law/arch_stnds_6.htm

Consultant Qualifications

Secretary of the Interior's Professional Qualifications Standards
http://www.nps.gov/history/local-law/arch_stnds_9.htm

California Office of Historic Preservation (OHP)

OHP Publications and Forms
http://ohp.parks.ca.gov/?page_id=1069

OHP Instructions for Recording Historical Resources
http://ohp.parks.ca.gov/page/1054/files/manual95/pdf
OHP Technical Assistance Bulletin #8, User's Guide to the California Historical Resource Status Codes:

http://ohp.parks.ca.gov/pages/1069/files/tab8.pdf

Evaluation Criteria

National Register Criteria for Evaluation
http://frwebgate.access.gpo.gov/cgi-bin/getcfr.cgi?TITLE=60.4&PART=36&SECTION=4&TYPE=PDF

California Register Criteria for Evaluation
http://www.leginfo.ca.gov/cgi-bin/displaycode?section=prc&group=05001-06000&file=5020-5029.5

City of LA Historic-Cultural Monument (HCM) Ordinance
http://preservationla.org/files/Cultural%20Heritage%20Ordinance.pdf

City of Los Angeles HPOZ Ordinance
http://preservationla.org/files/Citywide%20HPOZ%20Ordinance.pdf

Multiple Property Documentation

NPS Bulletin, How to Complete the National Register Multiple Property Documentation Form
http://www.nps.gov/history/nr/publications/bulletins/nrb16b/nrb16b.pdf

NPS NRHP Multiple Property Documentation Form (Form 10-900-b)
http://www.nps.gov/history/nr/publications/downloads/nrform-10-900b.pdf

Designation Information

National Park Service National Register Information System (NRIS)
http://www.nr.nps.gov/
(web site includes information on individual resources and historic districts listed in the National Register as well as Multiple Property listing)

Department of City Planning Zone Information and Map Access System
http://zimas.lacity.org
(to access information on designated resources see the “Find Historic Properties” ZIMAS tutorial at http://preservation.lacity.org/survey/find).