

## Historic Structure Report & Preservation Plan Checklist

Revised: February 2018



Project Name: \_\_\_\_\_  HSR  PP

This Checklist was compiled from *Historic Structure Reports & Preservation Plans: A Preparation Guide, Second Edition* published by the New Jersey Historic Preservation Office in November 2015 and adapted to meet the requirements of the Morris County Historic Preservation Trust Fund. The dark boxes (■) represent the minimum requirements for Historic Structure Reports (HSRs) and Preservation Plans (PPs). All other items with the lighter boxes (□) are optional, but might be appropriate depending on the nature of the proposed project. Please refer to the *Preparation Guide* for more complete description of each of the categories.

Please include the completed HSR / PP Checklist and Project Personnel sections with the Grant Application. The HSR / PP Checklist and Project Personnel sections should reflect the information that will be provided and the participating team members if the project is funded by the Morris County Historic Preservation Trust Fund. If funded, the completed Checklist will become the basis for the document review.

### HSR / PP REVIEW SCHEDULE:

The Morris County Historic Preservation Trust Fund review process requires that all planning documents, including Historic Structure Reports, Preservation Plan, Historic Landscape Reports, etc. be a minimum of 50% complete prior to review. At 50% complete, preservation planning documents typically include historical development documentation, an analysis of existing conditions, an overriding treatment philosophy as well as general treatment approaches to provide a framework for review. At 75% complete, the specific treatment approach and associated preservation impact should be identified for recommended interventions of all materials and features (incorporating consultant recommendations as applicable), supporting information such as a code analysis and use modifications, and the treatment recommendations prioritized. Finally, a complete planning document must include all the information identified on the HSR / PP Checklist included with the grant application, meeting the standards of the *Historic Structure Reports & Preservation Plans: A Preparation Guide – Second Edition, 2015*.

Professional Consultants should anticipate a minimum of two reviews of HSRs and PPs by the Morris County Historic Preservation Trust Fund, typically at 75% and 100% completion, however all documents must be at least 50% complete prior to County reimbursement. The submission of all required information in a timely manner allows approvals as quickly as possible and minimizes the potential for delays associated with requests for additional information or clarification. The Program reserves a 30-day review period upon receipt for all document submissions.

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Applicant  
Print: \_\_\_\_\_ Signature/Date: \_\_\_\_\_  
Project Team Leader  
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Project Name: \_\_\_\_\_  HSR       Preservation Plan

For projects that have received funding from the Morris County Historic Preservation Trust Fund for the preparation of HSRs and PPs, the following deadlines must be met to be considered for additional grant funds for the funding request year:

- **By 7 January 75% Construction Documents must be delivered to Morris County for review.**
- **By 28 February 100% Construction Documents must be delivered to Morris County for review.**

**All printed (or electronic with prior approval) submissions must be received by due dates. Projects failing to meet the submittal dates will not be considered for additional funding during that grant year.**

Following completion of an HSR or PP, applicants are strongly encouraged to complete necessary construction documents prior to requesting funding for actual construction (refer to Professional Services Checklist Policy H-1 for additional information.) Some conservation related projects, such as the restoration of stained glass windows, are eligible for grant funding following the completion of a PP or HSR. Please contact the Trust Fund Coordinator to discuss the specific needs of your site.

Those projects for which HSRs and PPs were prepared without funding from Morris County Historic Preservation Trust Fund are welcome to submit their HSRs and PPs for a preliminary review prior to the Grant Application deadline. They may also submit completed HSRs and PPs with their Construction Document Grant Applications.

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Applicant  
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Project Team Leader  
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## Historic Structure Report & Preservation Plan Checklist

### PREFACE

#### Introduction

(3 to 5 pages)

#### Table of Contents

HSR	PP	Amend	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Paginated Table of Contents

#### Executive Summary

(2 to 3 pages)

HSR	PP	Amend	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name and location of resource
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Overall description of the building or structure including number of stories, construction materials, major elements or features and site features
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dates of construction and major alteration(s)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Prioritized zones of significance
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Document purpose and scope
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Research completed in preparation of document
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Overall recommended treatment approach
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Prior preservation, rehabilitation, restoration or reconstruction efforts
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Description of major issues in document
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	General recommendations for work at major elements/features
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Interpretive programs
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Owners and stewards
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Maintenance/treatment provisions

HSR	PP	Amend	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Statement of significance
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Historic designations as applicable
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Description of methodology
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Organization of document
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Funding sources
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Individuals or consultants involved in preparation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contracting or sponsoring individuals, groups or organizations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Extent of time available or needed to prepare document
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parameters and/or limitations of document
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Recommended areas of future study
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Acknowledgments of those who assisted in or cooperated with the document preparation

Applicant  
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 Project Team Leader  
 Print: \_\_\_\_\_

Signature/Date: \_\_\_\_\_  
 Signature/Date: \_\_\_\_\_

Project Name: \_\_\_\_\_

HSR

Preservation Plan

## PART I. DEVELOPMENTAL HISTORY

### History of the Property

(Minimum 15 pages for HSR, 5 pages for a PP and 1 page as necessary for amendment)

HSR	PP	Amend	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Methodology of research
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Historical and cultural significance
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Architectural significance
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site/landscape significance
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Chronology of ownership, construction, alteration(s), use and significant events
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Prior studies or treatment efforts, dates and individuals or firms involved
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Copies of available historic documents, maps, illustrations and photographs
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Complete citations for primary source material as it informs the text
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	National and New Jersey Register Nomination Forms and prior Individual Intensive Survey Forms, if completed

### Archaeological Evaluation

HSR	PP	Amend	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Statement of significance
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Research design and methodology
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Results of research and testing
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Interpretation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Archaeological site plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Photographs
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Artifact inventory and analysis
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detail drawings and sketches
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Acknowledgement of potential sub-grade resources as identified in development property history
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Acknowledgement of proposed areas of ground disturbance and potential impact on sub-grade features
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Recommendations for future research

### Site & Landscape Evaluation

HSR	PP	Amend	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Significance of landscape and site
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Methodology of research
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Chronology of alteration and use
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Site boundary modifications
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Major changes to topography and hydrology
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Access routes and paths
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Built features, trees and plantings
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Features and conditions immediately surrounding buildings and structures
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Prior treatment efforts, dates, and individuals involved
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copies of pertinent historic documents, maps, illustrations and photographs
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Photographs, scaled site plan and drawings of current conditions
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Proposed areas of modification and potential impact on historic context
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Recommendations for future research

Applicant

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Project Team Leader

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Project Name: \_\_\_\_\_

HSR

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**Architectural Description**

(Paragraph to 5 pages per feature or area)

- | HSR                                 | PP                                  | Amend                               |  |
|-------------------------------------|-------------------------------------|-------------------------------------|--|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Methodology used in conducting evaluation  |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Narrative description of site and conditions (if Site & Landscape Evaluation is not included)                      |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Narrative description of exterior and interior conditions  |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Identification of character-defining and significant elements and features   |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Chronology of alterations  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | Findings from any additional research  |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Description of materials and/or features and period of construction, installation or modification                  |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Site plans, floor plans, elevations and sections of current conditions   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | Measured drawings of moulding profiles, significant features, hardware, mechanical elements, detail drawings, etc. |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Recent photographs   |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Recommendations for future research  |

**Structural Evaluation**

- | HSR                                 | PP                                  | Amend                               |   |
|-------------------------------------|-------------------------------------|-------------------------------------|---|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Significance and description of structural system                                   |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Methodology of conducting evaluation  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | Chronology of structural alterations  |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Existing conditions of the structural system  |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Capacity to adequately support recommended treatment, use and interpretive programs |
| <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | Diagrams of earlier structural systems  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | Prior treatment or remedial effort  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | Drawings and photographs of existing conditions                                     |
| <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | Recommendations for future research   |

**Building Systems Evaluation**

- | HSR                                 | PP                       | Amend                    |   |
|-------------------------------------|--------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Significance and description of building systems                                      |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Mechanical engineer's report  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Assessment of environmental conditions  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Electrical engineer's report  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Plumbing engineer's report  |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | Security reports  |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | Fire protection engineer's report   |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | Communications, computer networking, and applicable technological improvement studies |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | Energy efficiency recommendations   |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | Recommendations for future research   |

**Materials Analyses**

- | HSR                                 | PP                       | Amend                    |                                     |
|-------------------------------------|--------------------------|--------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Paint analysis                      |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Mortar analysis                     |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | Other materials analyses            |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Photographs                         |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Recommendations for future research |

Applicant

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Signature/Date: \_\_\_\_\_

Project Team Leader

Print: \_\_\_\_\_

Signature/Date: \_\_\_\_\_

Project Name: \_\_\_\_\_

HSR

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## PART II. TREATMENT & USE

### Treatment Philosophy

(1 to 3 pages)

HSR PP Amend

- Treatment philosophy(s) and boundaries as appropriate, including an appropriate period of significance for the resource
- Advantages and disadvantages of alternative treatments
- Statement of potential impacts of recommendation on the overall building and site
- Rationale for proposed treatment recommendation
- Substantiation for treatment philosophy
- Plans or elevations delineating boundaries of areas of treatment if more than one treatment is proposed

### Use & Interpretation of the Resource

(1 to 10 pages)

HSR PP Amend

- Proposed and recommended use
- Impact of proposed use on historic fabric, systems, and the surrounding site, as applicable
- Reasoning for capital project
- Interpretive programs
- Ownership, stewards and interpretation

### Code & Accessibility Review

HSR PP Amend

- Methodology of conducting evaluation and limits of area/issues of review
- Preliminary code and accessibility review
- Potential threat(s) to life-safety
- Recommendations and alternatives for improvement
- Impact of improvement recommendations
- Recommendations for variance(s)
- Recommendations for future research and evaluation

### Property Treatment Recommendations

HSR PP Amend

- Recommended modifications for property with reference to existing conditions documentation
- Potential impact on historic context
- Acknowledgement of potential sub-grade resources as identified in development property history
- Acknowledgement of proposed areas of ground disturbance and potential impact on sub-grade features
- Site and landscape plans to describe intent as necessary

### Architectural Treatment Recommendations

(Minimum of a paragraph per identified room or feature)

HSR PP Amend

- Recommended treatment
- Statement of potential impacts of recommendation on individual features, as applicable
- Supporting schematic drawings, floor plans or elevations to describe intent as necessary

Applicant

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Signature/Date: \_\_\_\_\_

Project Team Leader

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Signature/Date: \_\_\_\_\_

Project Name: \_\_\_\_\_

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**Furnishings & Interior Decoration Recommendations**

- |                          |                          |                          |                                     |
|--------------------------|--------------------------|--------------------------|-------------------------------------|
| HSR                      | PP                       | Amend                    |                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Furnishings recommendations         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Interior decoration recommendations |

**Summary of Recommendations**

- |                                     |                                     |                                     |                            |
|-------------------------------------|-------------------------------------|-------------------------------------|----------------------------|
| HSR                                 | PP                                  | Amend                               |                            |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Summary of recommendations |

**Prioritization & Cost Estimate**

- |                                     |                                     |                                     |  |
|-------------------------------------|-------------------------------------|-------------------------------------|--|
| HSR                                 | PP                                  | Amend                               |  |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Prioritized list of recommendations  |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Preliminary cost estimate for all recommendations                                    |
| <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | Identification of needed research and testing and estimated costs for its completion |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Identification of excluded work items  |

**PART III. RECORD OF TREATMENT**

**Physical Project Completion Report**

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| HSR                      | PP                       | Amend                    |  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Statement of the intent of each physical improvement project   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Identification of how the work was approached and the means of accomplishing the work  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Identification of individuals involved in the completion of the work including staff, volunteers, design firms and professionals in addition to construction firms and supervisors |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Identification of the various phases of the project and the results, cost and duration of each phase   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Identification of any discoveries or confirmations of assumptions resulting from the undertaking   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Photography of areas affected by work before, during and after project   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Inclusion of construction drawings and specifications; as-built drawings; product submittals including shop drawings, samples, material data sheets, color samples and cut-sheets  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Inclusion of field notes, drawings, project correspondence, project schedule with any revisions  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Inclusion of contract information with design professionals and contractors, project financial accounting information  |

Applicant  
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 Project Team Leader  
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Signature/Date: \_\_\_\_\_  
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Project Name: \_\_\_\_\_

HSR

Preservation Plan

## APPENDICES

### Maintenance Plan

HSR	PP	Amend	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	List of routine and cyclical maintenance items and corresponding time or intervals
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	List of routine and cyclical inspections and appropriate time or intervals
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	List of materials, cleaning methods and cleaning intervals
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Computerized inspection checklists
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Maintenance and work description form
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Format for inspection and repair logbook

### Vulnerability & Hazard Assessment

HSR	PP	Amend	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Identification of potential property-related vulnerabilities or hazards to people, buildings, structures and/or objects
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Recommendations to minimize potential property threats
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	References to other sections of the HSR, PP or amendment that include reference to vulnerabilities and hazards and associated recommendations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Recommendations for additional evaluation and review

### Appendix Sections

HSR	PP	Amend	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bibliography
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Glossary of terms
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	RFP or scope of work statement
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Updated Individual Intensive Level Survey Form, complying with HPO Architectural Survey Guidelines (paper and electronic copy)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Prior and/or revised National and New Jersey Register Nomination of Historic Places forms, if completed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Prior Individual Intensive Level Survey Form, if completed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Transcripts of interviews
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Financial planning or fund raising activities recommendations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Professional services contracting guidelines for future consulting work
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other relevant reports or information as appropriate

Information that may be included in appendix if not included in the remainder of the document:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copies of available historic documents, maps, prints, drawings and photographs
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Measured drawings of current conditions: architectural, engineering, landscape, etc.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Photographs of current conditions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Archaeological evaluation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site and landscape evaluation
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Structural evaluation
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building systems evaluation
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Paint and mortar analyses
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other materials analysis reports (e.g. dendochronology, moisture content, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Furnishings and interior decoration recommendations
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Maintenance plan
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vulnerability and hazard assessment
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Emergency preparedness plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Biography and/or copies of prior HSRs, PPs or other studies

Applicant

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Signature/Date: \_\_\_\_\_

Project Team Leader

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Project Name: \_\_\_\_\_

HSR

Preservation Plan

## Project Personnel

The Morris County Historic Preservation Trust Fund encourages the involvement of historic preservation professionals with demonstrated experience and expertise in the completion of all components of Historic Structures Reports and Preservation Plans who meet or exceed The Secretary of the Interior's Historic Preservation Professional Qualification Standards (available on the Morris County Historic Preservation Trust Fund web site) for their related discipline. In the space provided below, please list each of the firms and key personnel who will participate on the project team. (Attach additional sheets if necessary.) Please verify that the résumés of all key personnel are included with the application or attach as a supplement to this form. For any funded project, changes in key personnel are subject to review and approval by the Morris County Trust Fund prior to the individual's participation in the work.

**INDIVIDUAL NAME**

**FIRM NAME**

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Applicant

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Signature/Date: \_\_\_\_\_

Project Team Leader

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Signature/Date: \_\_\_\_\_