

Millcreek

1330 East Chambers Ave
Millcreek, UT 84106

Request for Proposals

Reconnaissance Level Surveys

April 1, 2024, at 2:00 p.m. local time

1. **Introduction.** Millcreek (the “City”) is requesting proposals/bids (“Proposals” or “Responses”) from qualified proposers (“Proposers”) for performing reconnaissance level surveys (“Services”) on two potentially historically significant neighborhoods in the City (the “Project”).

1.1. **Intent.** It is the intent of this Request for Proposals/Bids (this “Request”) to set forth the minimum acceptable requirements for Responses to this request.

2. **Background and Detailed Description of Services.** In 2021, the City established a Historic Preservation Commission and attained status as a Certified Local Government. The City desires to complete reconnaissance level surveys on two neighborhoods for consideration as additions to the City’s Historic Sites and Districts list and/or Millcreek Historic Landmarks Register. A detailed description of the Services is as follows:

2.1 **Neighborhood Reconnaissance Survey.**

The selected Proposer (“Consultant”) shall provide a reconnaissance level survey of approximately 261 building lots within the Veteran Heights Neighborhood and Rancho Villa Neighborhood (“Survey Areas” as more fully described in Exhibits “A” & “B”).

2.2 **Compliance with Standards.** Consultant shall provide a reconnaissance level survey of buildings in accordance with the Utah State Historic Preservation Office Standard Operating Procedures (SHPO) as set forth in Exhibit “C” for reconnaissance-level surveys, the Utah State Historic Preservation Office scope of work as set forth in Exhibit “D”, all applicable standards and requirements of the Secretary of the Interior’s Standards for Historic Preservation, and all applicable standards and requirements set forth in the Code of Federal Regulations Procedures for State, Tribal, and Local Government Preservation Programs (36 CFR 61) (collectively “Standards”). Services that do not meet the Standards will be ineligible for payment for Services.

2.3 **Certification.** Consultant shall certify that the work conducted pursuant to this Proposal shall meet all Standards.

2.4 **Attendance and a presentation at four meetings, a Community Open House, a Historic Preservation Commission Meeting, a Planning Commission Meeting, and a City Council Meeting.**

2.5 **Data/Copyright.** The data used in compiling, and the results of any tests, surveys or inspections, as well as all photographs, drawings, renderings, schedules, data processing output, computations, studies, audits, reports, models, and other items of like

kind prepared by Consultant, its employees, and consultants, shall be the property of City on which City shall own the copyright. Consultant may retain reproducible copies of all of the foregoing documents for information and reference and customary marketing and public relations. The originals of all of the foregoing documents shall be delivered to City upon completion of the work and before final payment is made.

2.6 Deliverables. Consultant shall provide the following deliverables (“Deliverable”) to the City:

A. Prior to May 9, 2024, Consultant shall develop and submit research design to the Historic Preservation Commission for Historic Preservation Commission approval . The research design should include the following elements:

1. A statement of Project Objective.
2. An explanation and justification of the proposed boundaries of the neighborhood Survey Areas.
3. A history of the survey area derived from the available secondary resources (including census data) that describe the development of the Survey Areas.
4. A list and brief discussion of the types of buildings expected to be found in the Survey Areas.
5. An assessment of the comprehensiveness and diversity of the list of potentially historically significant buildings and sites described in the Survey Areas, in terms of architectural style, geographical location, and historical significance.
6. A bibliography.

B. The final reconnaissance level survey product shall include a final report, survey maps, photographs, and survey forms as set forth below. The survey forms must be submitted in an electronic data format in accordance with the standards established by the SHPO. Consultant shall submit originals of all survey materials to the SHPO. One copy of all materials, including prints or copies of photographs, shall be submitted to the Historic Preservation Commission.

1. Survey Data - Physical: Two printed copies of survey data, in the format shown in Exhibit “E.” Photographs shall be color thumbnails of each JPEG, no more than twelve to a page, printed on archival paper, each labeled with property address. Consultant shall submit one print copy to the City and the second print copy to the SHPO.

2. Survey Data – Digital: A digital copy of the SHPO database, which includes all survey data and photograph identification numbers as set forth in the paragraph above. Such database shall be delivered in a PDF (portable document format).
3. Neighborhood Survey Map: A survey map clearly identifying the boundaries of the survey area, streets, properties, and an indication of the evaluation of contributing and non-contributing status.
4. Final Report: The Final Report shall include the following:
 - i. A statement of the Project objective.
 - ii. An explanation and justification of the boundaries of the neighborhood survey area.
 - iii. An explanation of the fieldwork techniques.
 - iv. A history of the survey area derived from the available secondary resources augmented from the research design by knowledge gained from completing the survey.
 - v. A bibliography of the research sources used to compile the history including sources pertaining to both the general history of the surveyed neighborhood and individual buildings discussed in the final report, both in the surveyed neighborhood and among the list of potentially historically significant buildings and sites elsewhere in the City. The bibliography shall provide assistance for future research for any City or National Register nominations that result from the subject survey.
 - vi. A section detailing the survey results.
 - vii. Consultant shall recommend individual buildings and sites for further research at an intensive level, and individual sites and/or Multiple-Resource themes for listing on the Millcreek Historic Sites and Districts List, the Millcreek Historic Landmarks Register, and/or the National Register of Historic Places.
5. Two print and one digital copy of the proposed area for Veteran Heights Neighborhood and Rancho Villa Neighborhood, including copies of all research materials and all attachments required by the National Park Service for the designation. The designation form shall be submitted in both a hard copy version

and an electronic version, as required by SHPO.

3. **Proposal Requirements.** Two written copies and an electronic copy in PDF of the Proposal are required to be submitted to Francis Xavier Lilly, AICP, Assistant City Manager as listed below, no later than 2:00 p.m. local time on April 1, 2024. Any response, modification, or amendment received after the due date and time is considered late. No late response, modification, or amendment will be accepted. Except for the PDF copy described above, no electronic Responses will be accepted. Proposals must include the following elements and be signed by an authorized representative of the Proposer:

3.1. **Introductory Letter.** An introductory letter expressing an interest in providing the Apparatus should be included. The introductory letter should be addressed to:

Francis Xavier Lilly, AICP
Assistant City Manager
Millcreek City Hall
1330 East Chambers Ave
Millcreek, UT 84106
flilly@millcreekut.gov

Include an e-mail address for the primary contact of the Consultant.

3.2. **Experience and Qualifications.** Describe the Proposer's experience and qualifications to meet the requirements of the City as outlined herein. Affirmatively state if you are able to satisfy the Standards. Include a general overview and history of your company, number of years in business, number of employees, corporate headquarters location, type of business, names of the firm's chief officers (include an organizational chart if possible), and where you do business. Identify proposed staff members who would be involved in providing the services requested herein and submit statements or resumes detailing their qualifications. Your proposal should include information on the levels of training received by each staff member and detailed descriptions of their involvement with projects of similar or identical scope.

3.3. **Project Approach.** Describe in detail the following:

- A. Your understanding of the Project and a general description of your proposed approach to the Project's scope of services.
- B. A detailed work plan outlining each required task necessary for completion of the Project described in this Request.
- C. Identify the major risks associated with this Project. For each risk, identify those activities which can be undertaken to reduce, mitigate, or eliminate the risk. Identify the associated responsibilities. Ensure that these activities are reflected in your project and management plans.

- D. In addition to the specific service proposals specified above, identify and/or recommend any additional or innovative services and products provided by your firm that may be related to or helpful to this Project. If there is a better way for the City to package or define the services that it has requested herein in order to obtain better pricing and/or service by making it easier for the selected Consultant, please explain what modifications would be necessary to achieve such better pricing and/or service.

3.4. Timeline. Describe, in detail, the timeline for completion of the Project and delivery of the Deliverables. Provide a tentative schedule for completing the work based on a deadline of Friday, July 26, 2024.

3.5. Cost. Provide a detailed fee schedule that includes a total cost and terms for performing the Services. The City's maximum available budget for the Project is \$15,280.

3.6. References. Include the name, address, and contact person of government or private agencies with which the Proposer has provided a similar service. The City may contact such references and do its own investigations and depending on the result of the investigation may result in disqualification based on the City's sole and absolute discretion.

4. Evaluation Criteria and Scoring Process. All Proposals received will be reviewed by the Evaluation Committee. Each evaluation criterion has been given a percentage based on its relative value. The criteria and each associated percentage are as follows:

- Experience and Qualifications (30%)
- Project Approach (30%)
- Timeline (20%)
- Cost (20%) (a timeline that satisfies the deadline of July 26, 2024, is a mandatory minimum requirement and may result in a disqualification based on the City sole and absolute discretion)
- References (references are a mandatory minimum requirement and the City may do its own investigation and the result of the investigation at any time during the solicitation process may result in a disqualification based on the City sole and absolute discretion)

5. Selection. The Assistant City Manager may conduct discussions with Proposers that are being considered to be selected for the award. In addition, one or more Proposers may be invited to participate in an interview; however, Proposals may be accepted without discussion or interview. The Mayor or his designee will make the award.

6. **General Information.** City reserves the right to reject any and all Responses. The City reserves the right to amend, modify, or waive any requirement set forth in this Request. Response to this Request is at the Proposer's sole risk and expense. All Proposers must comply with applicable federal, state, and local laws and regulations. Except for written responses provided by the contact person described below, the City has not authorized anyone to make any representations regarding the subject matter of this Request. All requests for clarification or additional information regarding this Request must be submitted in writing to the contact person described below no later than March 25, 2024, at 2:00 p.m. The contact person will endeavor to respond to such request for clarification or additional information and if the contact person deems, in their sole and absolute discretion, that such response is of general applicability, their response, if any, will be posted on the City's website at millcreekut.gov (which constitutes a written response). Entities responding to this Request are encouraged to review the website frequently. The City anticipates selecting one or more of the responding Proposers, but there is no guarantee that any responding Proposer will be selected. Responses will be placed in the public domain and become public records subject to examination and review by any interested parties in accordance with the Government Record Access Management Act (Utah Code Ann. § 63G-2-101, *et seq.*). All materials submitted in response to this Request will become the property of the City and will be managed in accordance with the Government Record Access Management Act.

7. **Terms of Contract.** The successful Proposer will be required to enter into a contract with the City to provide the services described herein. If the selected Proposer and the City Attorney are unable to negotiate an acceptable agreement, then another Proposer(s) will be selected by the Mayor, or his designee, and negotiation will continue with such other Proposer(s) until an acceptable agreement is completed.

8. **Contact Person.** For more information on the Proposal, contact Francis Xavier Lilly, AICP, Assistant City Manager, flilly@millcreekut.gov, 1330 East Chambers Ave, Millcreek, UT 84106 or for American with Disabilities Act (ADA) accommodation, contact the ADA coordinator at, adainfo@millcreekut.gov.

Exhibit “A” – Veteran Heights Neighborhood Map and Historic Plat



VETERAN HEIGHTS

A SUBDIVISION OF PART OF
THE NE 1/4 OF SEC. 27, T. 15, R. 1E, S. 1B & M.

SURVEYOR'S CERTIFICATE

I, George Gudgeon, a registered professional engineer and land surveyor as prescribed under the laws of the State of Utah and holding Certificate No. 1090, do hereby certify that the tract of land shown on this map Block No. 1 of which is owned by Homeless Veterans Incorporated and Blocks No. 2 and 3 which are owned by J. Kenneth Thayne and Olive M. Thayne, his wife, is described as follows:

Beginning at the Northeast corner of Section 27, Township 1 South, Range 1 East, Salt Lake Base and Meridian, thence South 0° 01' East 1659.11 feet along the section line; thence North 89° 58' West 1323.64 feet; thence North 0° 01' West 1659.49 feet to the North line of said section 27; thence South 89° 57' East 1326.27 feet to the point of beginning.

That I have by the authority of said owners subdivided said land into blocks, lots and streets to be known as VETERAN HEIGHTS, that the same has been accurately surveyed and is as shown on this map.

ENGINEER

OWNER'S DEDICATION

Know all men by these presents that we Homeless Veterans Incorporated owners of Block 1 of the above described tract of land, and J. Kenneth Thayne and Olive M. Thayne, his wife, owners of Blocks 2 and 3 of the above described tract of land, having caused the same to be subdivided into lots and streets to be hereafter known as VETERAN HEIGHTS do hereby dedicate for the perpetual use of the public all parcels of land shown on this map as intended for public streets.

HOMELESS VETERANS INCORPORATED

Keith S. Webb
PRESIDENT
SECRETARY

J. Kenneth Thayne
Olive M. Thayne

ACKNOWLEDGEMENT

County of Salt Lake } s.s.
State of Utah
On this 10 day of July, A.D. 1946 personally appeared before me, the undersigned Notary Public, in and for said County of Salt Lake of said State of Utah, J. Kenneth Thayne, President, and Keith S. Webb, Secretary of Homeless Veterans Incorporated, who did say that they are president and secretary of said corporation, and that the accompanying instrument was signed in behalf of said corporation by authority of its board of directors and J. Kenneth Thayne and Keith S. Webb acknowledged to me that said corporation executed the same.

Residing in Salt Lake City, Utah
My Commission Expires 1/1/47

NOTARY PUBLIC

ACKNOWLEDGEMENT

County of Salt Lake } s.s.
State of Utah

On this 10 day of July, A.D. 1946 personally appeared before me, the undersigned Notary Public, in and for said County of Salt Lake of said State of Utah, J. Kenneth Thayne and Olive M. Thayne, his wife, signers of this instrument, who duly acknowledged to me that it was signed freely and voluntarily and for the uses and purposes herein mentioned.

Residing in Salt Lake City, Utah
My Commission Expires 1/1/47

NOTARY PUBLIC

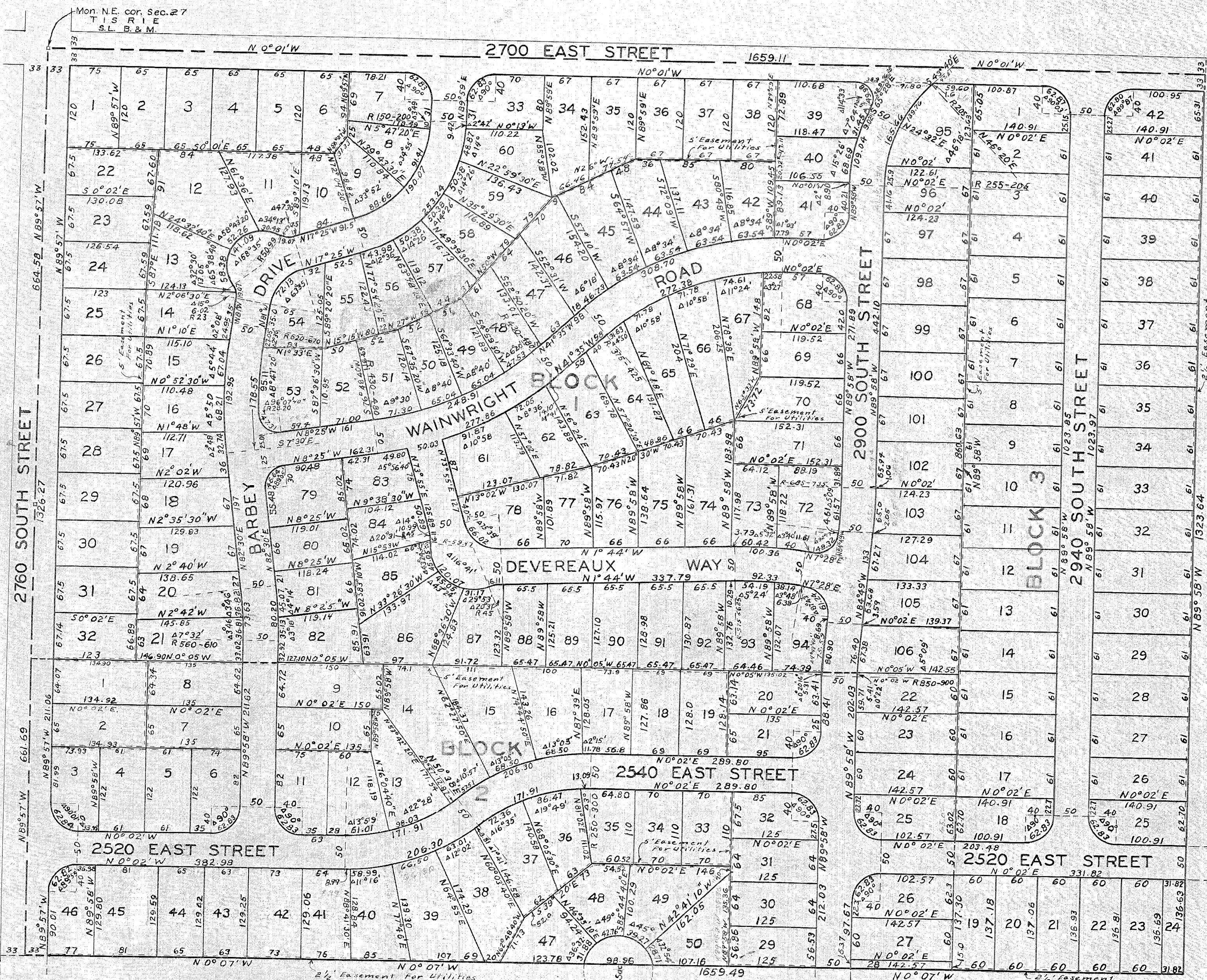
COUNTY SURVEYORS CERTIFICATE

I hereby certify that I have examined this map and the stakes on the ground and have found the same correct and in accordance with information on file in this office.

COUNTY SURVEYOR

APPROVED AS TO FORM

COUNTY ATTORNEY



APPROVED

Approved by the Salt Lake County Planning Commission

ENGINEER

APPROVED

Approved and accepted by the Board of County Commissioners this 10 day of July, A.D. 1946.

CHAIRMAN

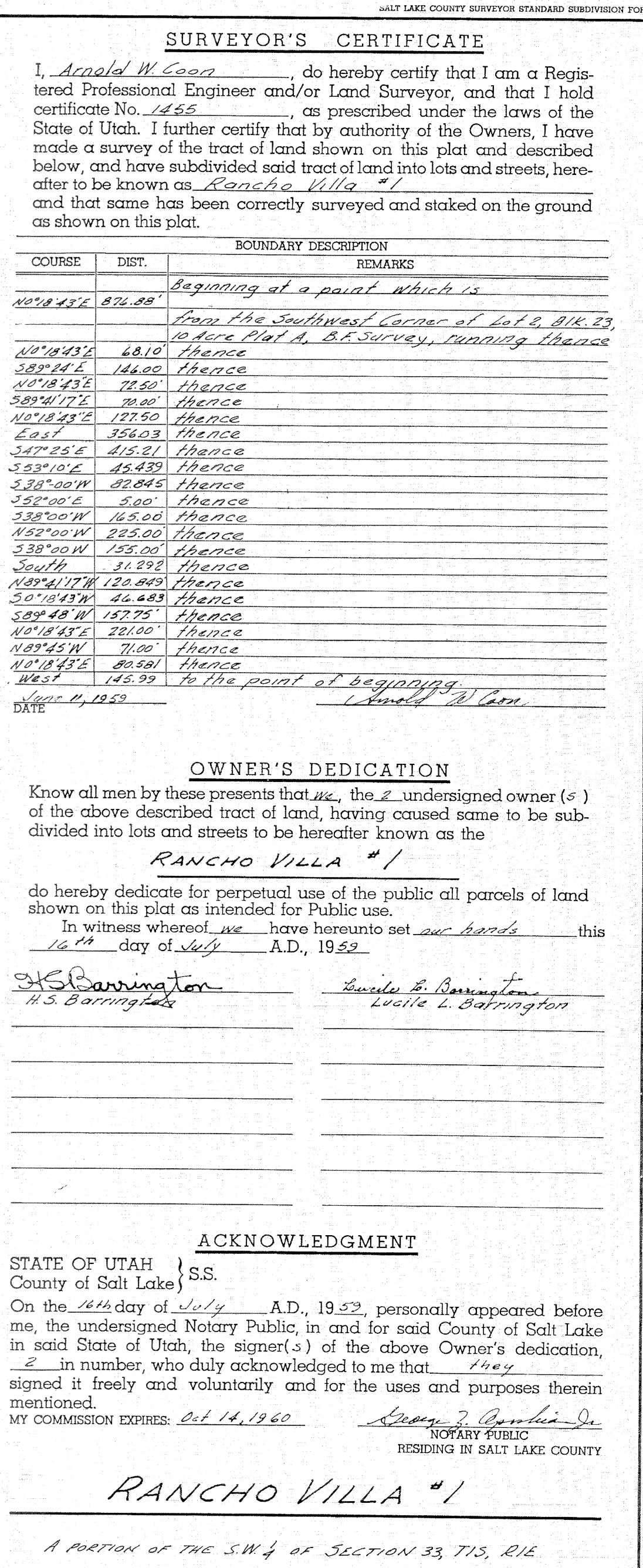
COUNTY CLERK

No. 1051320
STATE OF UTAH - COUNTY OF SALT LAKE
Filed and recorded at the request of
HOMELESS VETERANS INC.
Aug. 6, 1946. 4:13 P.M. IN BOOK J H PLATS PAGE 107
Fee \$20.00
COUNTY RECORDER

1017

Exhibit “B” – Rancho Villa Neighborhood Map and Historic Plats





SALT LAKE BASE & MEMORANDUM

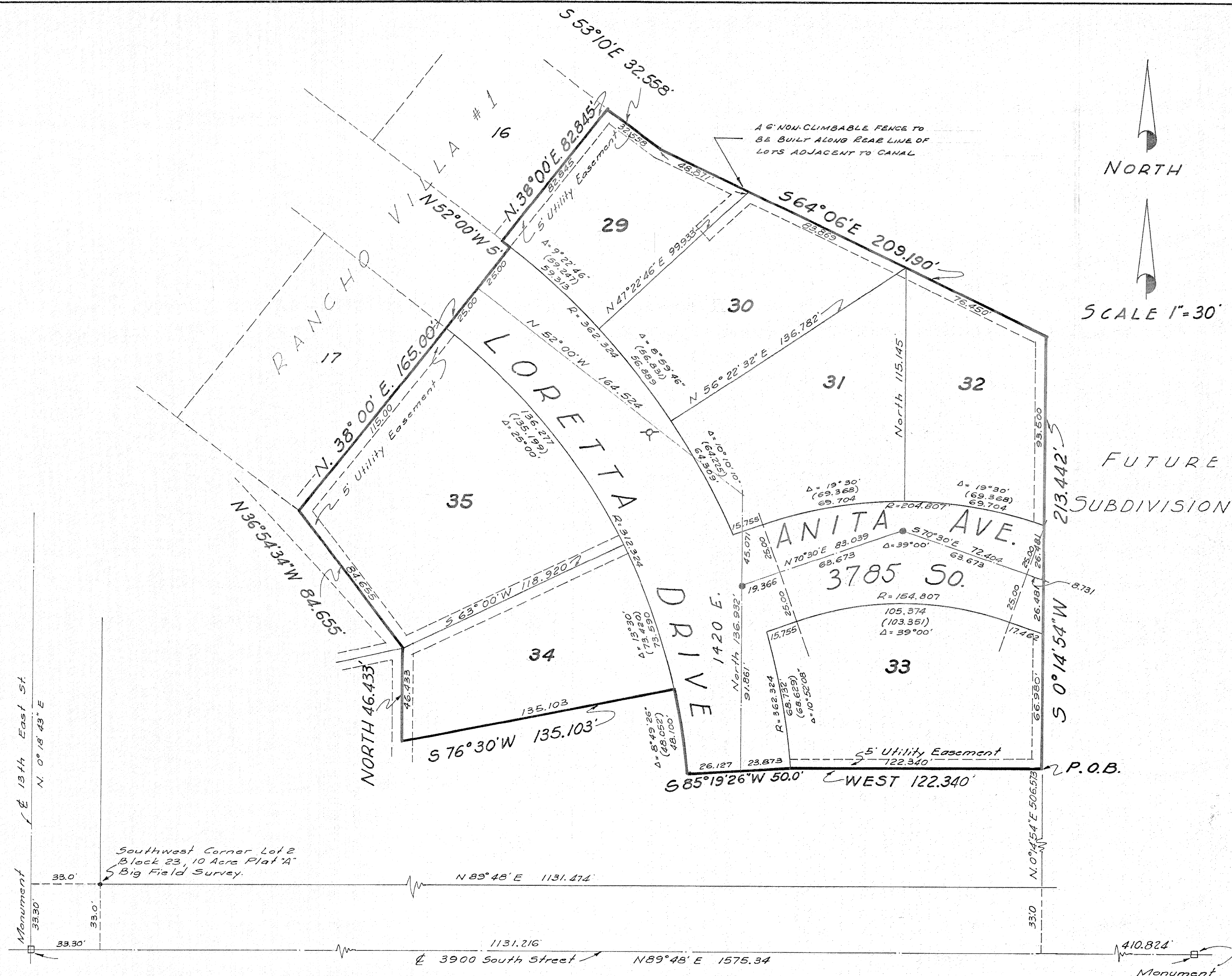
RECORDED # 1696654

STATE OF UTAH, COUNTY OF SALT LAKE, RECORDED AND FILED AT THE RE-
QUEST OF

SECURITY TITLE COMPANY

DATE Jan. 19 - 1960 TIME 1:36 P.M. BOOK U PAGE 64

Nellie M. French



SURVEYOR'S CERTIFICATE

I, Arnold W. Coon, do hereby certify that I am a Registered Professional Engineer and/or Land Surveyor, and that I hold certificate No. 1455, as prescribed under the laws of the State of Utah. I further certify that by authority of the Owners, I have made a survey of the tract of land shown on this plat and described below, and have subdivided said tract of land into lots and streets, hereafter to be known as RANCHO VILLA #2 and that same has been correctly surveyed and staked on the ground as shown on this plat.

BOUNDARY DESCRIPTION		
COURSE	DIST.	REMARKS
Beginning @ a point which is:		
N 89° 48' E	1131.474	and
N 0° 14' 54" W	506.573	from the SW Corner Lot 2, Block 23, 10 Acre
West	122.340	Plat A, Big Field Survey, running thence
S 85° 19' 26" W	50.00	thence
		on a radial to a curve, thence northwesterly
		48.100' along a 312.324 radius curve
		to the left, thence
S 76° 30' W	135.103	thence
North	46.433	thence
N 36° 54' 34" W	84.655	thence along the Easterly line of Rancho Villa #1.
N 38° 00' E	165.000	thence
N 52° 00' W	5.000	thence
N 38° 00' E	82.845	to the most Easterly Cor. of Lot 16, said Rancho Villa #1
S 53° 10' E	32.558	thence
S 64° 06' E	209.190	thence
S 0° 14' 54" W	213.442	to the point of beginning.

DATE 4-10-63

OWNER'S DEDICATION

Know all men by these presents that we, the 2 undersigned owner (s) of the above described tract of land, having caused same to be subdivided into lots and streets to be hereafter known as the

RANCHO VILLA #2

do hereby dedicate for perpetual use of the public all parcels of land shown on this plat as intended for Public use.

In witness whereof we have hereunto set our hands this 5th day of August A.D., 1963.

H. S. BarringtonCharles L. Barrington

ACKNOWLEDGMENT

STATE OF UTAH } S.S.
County of Salt Lake

On the 5th day of August A.D., 1963, personally appeared before me, the undersigned Notary Public, in and for said County of Salt Lake in said State of Utah, the signer(s) of the above Owner's dedication, 2 in number, who duly acknowledged to me that they signed it freely and voluntarily and for the uses and purposes therein mentioned.

MY COMMISSION EXPIRES: 25 Oct. 1965

John S. Huefner
NOTARY PUBLIC
RESIDING IN Salt Lake COUNTY

RANCHO VILLA #2

A PART OF THE SW 1/4, SECTION 33, T15, R1E.

SALT LAKE BASE & MERIDIAN

RECORDED # 2052102STATE OF UTAH, COUNTY OF Salt Lake, RECORDED AND FILED AT THE REQUEST OFH. S. BarringtonDATE 7/7/63 TIME 5:12 P.M. BOOK CC PAGE 21FEE \$ 13.00Harold Jaggar, Clerk
SALT LAKE COUNTY RECORDER

SALT LAKE CO. BOARD OF HEALTH APPROVAL

APPROVED THIS 17th DAY OF July A.D., 1963

Harold Jaggar
DIRECTOR - S. L. CO. BOARD OF HEALTH

COUNTY PLANNING COMMISSION APPROVAL

APPROVED THIS 28th DAY OF MAY A.D., 1963, BY THE SALT LAKE COUNTY PLANNING COMMISSION.

John D. Hall
CHAIRMAN, SALT LAKE CO. PLANNING COMM.

COUNTY SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT I HAVE HAD THIS PLAT, AND SAID TRACT, AS STAKED, EXAMINED BY THIS OFFICE, AND IT IS CORRECT AND IN ACCORDANCE WITH INFORMATION ON FILE IN THIS OFFICE.

Aug. 3, 1963
DATE

Robert Bodan
SALT LAKE COUNTY SURVEYOR

APPROVAL AS TO FORM

APPROVED AS TO FORM THIS 17th DAY OF July A.D., 1963

John D. Hall
SALT LAKE COUNTY ATTORNEY

COUNTY COMMISSION APPROVAL & ACCEPTANCE

PRESENTED TO THE BOARD OF Salt Lake COUNTY COMMISSIONERS THIS 7th DAY OF September A.D., 1963, AT WHICH TIME THIS SUBDIVISION WAS APPROVED AND ACCEPTED.

John D. Hall
SALT LAKE COUNTY CLERK

Harold Jaggar
CHAIRMAN, BD. OF SALT LAKE CO. COMM.

• Mon. to be set.

• Fire Hydrants to be installed.

SURVEYOR'S CERTIFICATE

I, HOOPER KNOWLTON, JR., do hereby certify that I am a Registered Professional Engineer and/or Land Surveyor, and that I hold certificate No. 1793, as prescribed under the laws of the State of Utah. I further certify that by authority of the Owners, I have made a survey of the tract of land shown on this plat and described below, and have subdivided said tract of land into lots and streets, hereafter to be known as RANCHO VILLA NO. 3 and that same has been correctly surveyed and staked on the ground as shown on this plat.

BOUNDARY DESCRIPTION	
COURSE	DIST.
REMARKS	
BEGINNING AT A POINT THAT IS	
N 89° 48' E	189.75'
FEET AND	
N 0° 18' 43' E	227.996'
FEET FROM THE SOUTHWEST CORNER OF LOT 2, BLOCK 23, TEN ACRE PLAT A, BIG FIELD SURVEY, THENCE	
N 0° 18' 43' E	346.24'
FEET, THENCE	
N 89° 48' E	185.00'
FEET TO A POINT ON THE EAST LINE OF ALTA LOMA DRIVE, SAID POINT BEING 50° 18' 43" N 46.63 FEET FROM THE SOUTHWEST CORNER OF LOT 24, RANCHO VILLA NO. 1; THENCE	
N 0° 18' 43' N	346.24'
FEET, THENCE	
S 89° 48' N	185.00'
FEET TO THE POINT OF BEGINNING.	

APRIL 18, 1964
DATE

OWNER'S DEDICATION

Know all men by these presents that ME, the 2 undersigned owner (s) of the above described tract of land, having caused same to be subdivided into lots and streets to be hereafter known as the

RANCHO VILLA NO. 3

do hereby dedicate for perpetual use of the public all parcels of land shown on this plat as intended for Public use.

In witness whereof WE have hereunto set OUR HANDS this day of APRIL, A.D., 1964.

SAX HOMES, INC.

Al Sachs
AL SACHS, PRESIDENT

L.M. Sachs
L.M. SACHS, SECRETARY

George F. Peterson
J. Howard Larsen

Donna J. Peterson
Mary Hortense Larsen

ACKNOWLEDGMENT

STATE OF UTAH } S.S. Notary Public
County of Salt Lake
On the 22 day of April, A.D., 1964, personally appeared before me, the undersigned Notary Public, in and for said County of Salt Lake in said State of Utah, the signer(s) of the above Owner's dedication, in number, who duly acknowledged to me that they signed it freely and voluntarily and for the uses and purposes therein mentioned.

MY COMMISSION EXPIRES: December 1, 1967

NOTARY PUBLIC
RESIDING IN Salt Lake COUNTY

RANCHO VILLA NO. 3

A SUBDIVISION IN THE S.W. 1/4 OF SEC. 33, T.15., R.1E.,

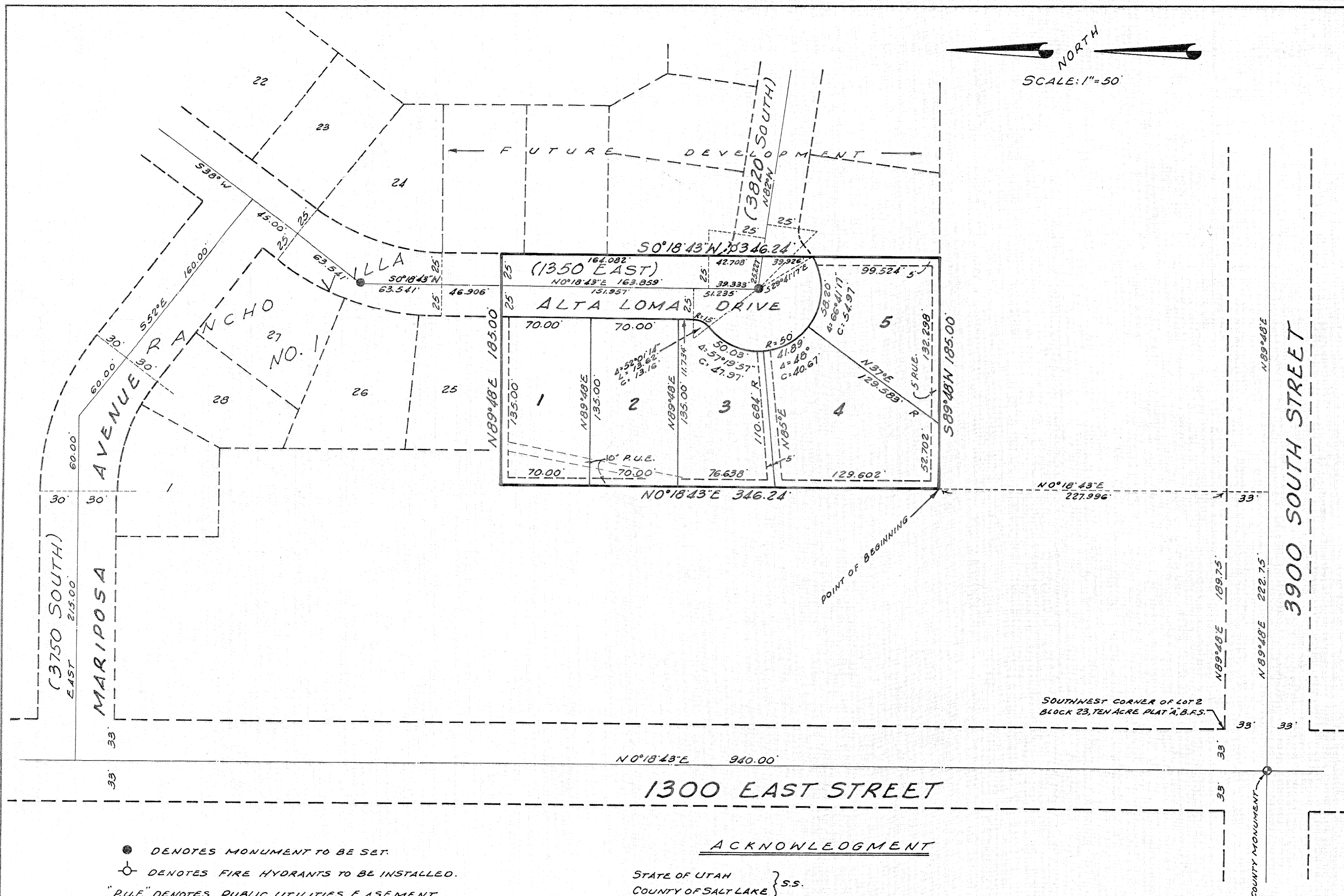
SALT LAKE BASE & MERIDIAN

RECORDED # 2010312

STATE OF UTAH, COUNTY OF SALT LAKE, RECORDED AND FILED AT THE REQUEST OF

Alma Sachs
DATE 6/20 1964 TIME 8:32 AM BOOK 98 PAGE 53

FEE \$ 9.00
SALT LAKE COUNTY RECORDER



ACKNOWLEDGMENT

STATE OF UTAH } S.S.
COUNTY OF SALT LAKE

ON THIS, THE 22 DAY OF April, A.D. 1964, PERSONALLY APPEARED BEFORE ME, THE UNDERSIGNED NOTARY PUBLIC IN AND FOR SAID STATE AND COUNTY, AL SACHS AND L.M. SACHS, WHO AFTER BEING DULY SWORN, ACKNOWLEDGED TO ME THAT THEY ARE PRESIDENT AND SECRETARY, RESPECTIVELY, OF SAX HOMES, INC., A UTAH CORPORATION, AND THAT THEY SIGNED THE OWNER'S DEDICATION FREELY AND VOLUNTARILY FOR AND IN BEHALF OF SAID CORPORATION AND THAT SAID CORPORATION EXECUTED THE SAME.

MY COMMISSION EXPIRES: Sept. 20, 1967

Alma Sachs
NOTARY PUBLIC
RESIDING IN SALT LAKE COUNTY

CO. BOARD OF HEALTH APPROVAL

APPROVED THIS 4 DAY OF May, A.D., 1964

Walter Edward Jackson
DIRECTOR SALT LAKE CO. BOARD OF HEALTH

COUNTY PLANNING COMMISSION APPROVAL

APPROVED THIS 28 DAY OF April, A.D., 1964, BY THE SALT LAKE COUNTY PLANNING COMMISSION.

John McQuinn
CHAIRMAN SALT LAKE CO. PLANNING COMM.

COUNTY SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT I HAVE HAD THIS PLAT, AND SAID TRACT, AS STAKED, EXAMINED BY THIS OFFICE, AND IT IS CORRECT AND IN ACCORDANCE WITH INFORMATION ON FILE IN THIS OFFICE.

DATE May 13 1964

Robert Bodin
SALT LAKE COUNTY SURVEYOR

APPROVAL AS TO FORM

APPROVED AS TO FORM THIS 18 DAY OF June, A.D., 1964

Walter E. Jackson
SALT LAKE COUNTY ATTORNEY

COUNTY COMMISSION APPROVAL & ACCEPTANCE

PRESENTED TO THE BOARD OF SALT LAKE COUNTY COMMISSIONERS THIS 15 DAY OF JUNE, A.D., 1964, AT WHICH TIME THIS SUBDIVISION WAS APPROVED AND ACCEPTED.

ATTES: Walter E. Jackson Walter E. Jackson
SALT LAKE COUNTY CLERK CHAIRMAN, BD. OF SALT LAKE CO. COMM.

BB 53

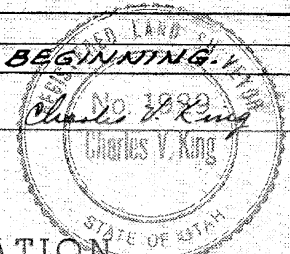
491-3

SURVEYOR'S CERTIFICATE

I, CHARLES V. KING, do hereby certify that I am a Registered Professional Engineer and/or Land Surveyor, and that I hold certificate No. 1929, as prescribed under the laws of the State of Utah. I further certify that by authority of the Owners, I have made a survey of the tract of land shown on this plat and described below, and have subdivided said tract of land into lots and streets, hereafter to be known as RANCHO VILLA NO. 4 and that same has been correctly surveyed and staked on the ground as shown on this plat.

COURSE	DIST.	REMARKS
		BEGINNING AT A POINT THAT IS
N89°48'E	630.745	FEET FROM THE SOUTHWEST CORNER OF LOT 2, BLOCK 23, TEN ACRE PLAT "A", B.F.S.; THENCE
N0°18'43"E	227.996	FEET; THENCE
S89°48'W	255.995	FEET TO THE SOUTHEAST CORNER OF LOT 5, RANCHO VILLA NO. 3; THENCE
N0°18'43"E	392.923	FEET ALONG THE EAST BOUNDARY OF SAID RANCHO VILLA NO. 3 AND BEYOND TO THE SOUTHWEST COR. OF LOT 24, RANCHO VILLA NO. 1; THENCE FOLLOWING THE BOUNDARY OF SAID RANCHO VILLA NO. 1
S89°41'17"E	120.649	FEET;
NORTH	31.292	FEET;
N30°E	155.00	FEET; AND
S52°E	225.00	FEET TO THE MOST WESTERLY CORNER OF LOT 35, RANCHO VILLA NO. 2; THENCE
S36°54'34"E	84.655	FEET; THENCE
SOUTH	87.801	FEET; THENCE
WEST	70.024	FEET; THENCE
SOUTH	126.691	FEET; THENCE
EAST	5.651	FEET; THENCE
SOUTH	180.648	FEET; THENCE
S89°48'W	76.50	FEET; THENCE
S0°18'43"W	171.00	FEET; THENCE
S89°48'W	60.002	FEET TO THE POINT OF BEGINNING.

MAY 10, 1966
DATE



OWNER'S DEDICATION

Know all men by these presents that WE, the 2 undersigned owner (s) of the above described tract of land, having caused same to be subdivided into lots and streets to be hereafter known as the

RANCHO VILLA NO. 4

do hereby dedicate for perpetual use of the public all parcels of land shown on this plat as intended for Public use.

In witness whereof WE have hereunto set OUR HANDS this 2nd day of February A.D., 1966.

H.S. Barrington

Walter L. Cook & Fred L. Taylor

Emile L. Barrington

By J. Edgar D. Cook

Michael N. Upwall

Johnson Anderson Mortgage Co.

Carreen Upwall

Los Mortgages, approach to lot 37 only

Philip R. Bloom

By John W. Cooper, Sr. and Mrs.

Edith Bloom

ACKNOWLEDGMENT

STATE OF UTAH } S.S.
County of Salt Lake

On the 18 day of February A.D., 1966, personally appeared before me, the undersigned Notary Public, in and for said County of Salt Lake, in said State of Utah, the signer(s) of the above Owner's dedication, 26 in number, who duly acknowledged to me that THEY signed it freely and voluntarily and for the uses and purposes therein mentioned.

MY COMMISSION EXPIRES: 7-16-70

Norval J. Lambert
NOTARY PUBLIC
RESIDING IN Salt Lake COUNTY
UTAH.

RANCHO VILLA NO. 4

A SUBDIVISION IN THE SW 1/4 OF SEC. 33, T. 15, R. 1E.,

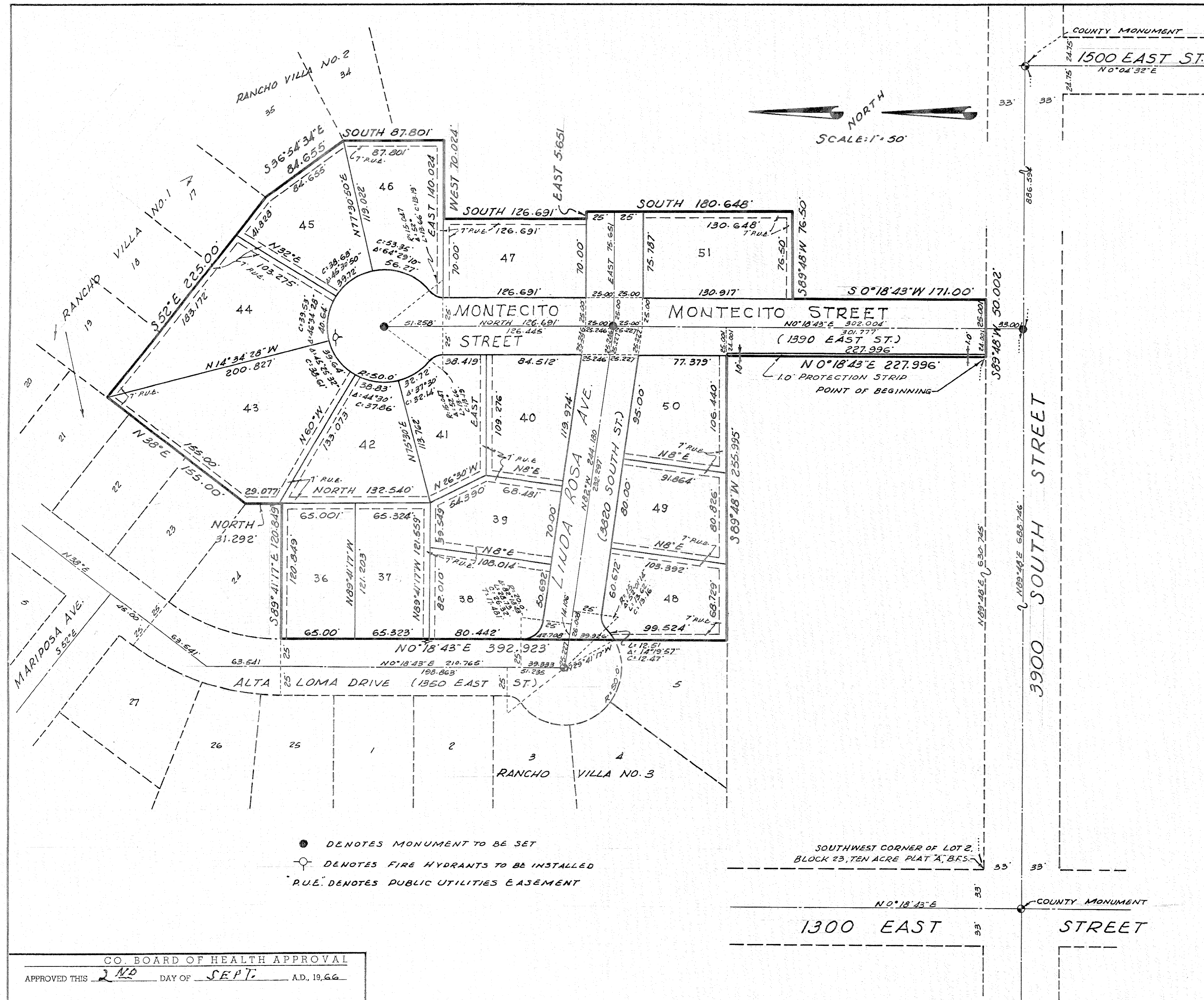
SALT LAKE BASE & MERIDIAN

RECORDED # 2190116

STATE OF UTAH, COUNTY OF SALT LAKE, RECORDED AND FILED AT THE REQUEST OF

H.S. Barrington
DATE 2 March 1967 TIME 4:16 P.M. BOOK EE PAGE 52

\$18.00
FEE \$
Nazal Daggar
SALT LAKE COUNTY RECORDER



● DENOTES MONUMENT TO BE SET
○ DENOTES FIRE HYDRANTS TO BE INSTALLED
"R.U.E." DENOTES PUBLIC UTILITIES EASEMENT

CO. BOARD OF HEALTH APPROVAL
APPROVED THIS 2ND DAY OF SEPT. A.D., 1966

Harold P. Turner
DIRECTOR SALT LAKE CO. BOARD OF HEALTH

COUNTY PLANNING COMMISSION APPROVAL
APPROVED THIS 27TH DAY OF MAY A.D., 1966, BY THE SALT LAKE COUNTY PLANNING COMMISSION.

Edward L. Swann
CHAIRMAN, SALT LAKE CO. PLANNING COMM.

COUNTY SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT I HAVE HAD THIS PLAT, AND SAID TRACT, AS STAKED, EXAMINED BY THIS OFFICE, AND IT IS CORRECT AND IN ACCORDANCE WITH INFORMATION ON FILE IN THIS OFFICE.

2/18/66
DATE

Dale R. Wolf
SALT LAKE COUNTY SURVEYOR

APPROVAL AS TO FORM

APPROVED AS TO FORM THIS 2ND DAY OF MARCH A.D., 1966

Donald J. Barrington
SALT LAKE COUNTY ATTORNEY

COUNTY COMMISSION APPROVAL & ACCEPTANCE

PRESENTED TO THE BOARD OF SALT LAKE COUNTY COMMISSIONERS THIS 2ND DAY OF MARCH A.D., 1966, AT WHICH TIME THIS SUBDIVISION WAS APPROVED AND ACCEPTED.

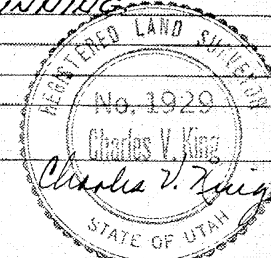
Donald J. Barrington
SALT LAKE COUNTY CLERK CHAIRMAN, BD. OF SALT LAKE CO. COMM.

SURVEYOR'S CERTIFICATE

I, CHARLES V. KING, do hereby certify that I am a Registered Civil Engineer, and or Land Surveyor, and that I hold certificate No. 1929, as prescribed under the laws of the State of Utah. I further certify that by authority of the Owners, I have made a survey of the tract of land shown on this plat and described below, and have subdivided said tract of land into lots and streets, hereafter to be known as RANCHO VILLA NO. 5 and that same has been correctly surveyed and staked on the ground as shown on this plat.

COURSE	DIST.	BOUNDARY DESCRIPTION	REMARKS
		BEGINNING AT A POINT THAT IS NORTH 1130' FEET FROM THE SOUTHEAST CORNER OF LOT 51, RANCHO VILLA NO. 4, SAID POINT ALSO BEING N89°48'E 758.178 FEET AND NORTH 182.294 FEET FROM THE SOUTHWEST CORNER OF LOT 2, BLOCK 23, TEN ACRE PLAT "A" BIG FIELD SURVEY; THENCE	
NORTH	163.348	FEET; THENCE	
WEST	5.631	FEET; THENCE	
NORTH	126.691	FEET; THENCE	
EAST	70.024	FEET; THENCE	
NORTH	41.368	FEET TO THE SOUTHWEST CORNER OF LOT 34, RANCHO VILLA NO. 2; THENCE	
N76°30'E	135.103	FEET TO A POINT ON A 3/2 324' FOOT RADIUS CURVE, THE CENTER OF WHICH BEARS S76°30'N; THENCE	
SOUTHERLY	48.10	FEET ALONG SAID CURVE TO THE RIGHT THROUGH A CENTRAL ANGLE OF 8°49'26"; THENCE	
N85°19'26"E	50.00	FEET TO THE SW COR. OF LOT 33, RANCHO VILLA NO. 2; THENCE	
EAST	122.340	FEET; THENCE S01°45'44"N 272.360 FEET; THENCE	
S89°48'N	94.034	FEET; THENCE	
SOUTH	53.962	FEET; THENCE	
S89°48'N	112.00	FEET; THENCE	
N89°30'N	168.30	FEET TO THE POINT OF BEGINNING	

AUGUST 1969
DATE



OWNER'S DEDICATION

Know all men by these presents that NE, the 2 undersigned owner (s) of the above described tract of land, having caused same to be subdivided into lots and streets to be hereafter known as the

RANCHO VILLA NO. 5

do hereby dedicate for perpetual use of the public all parcels of land shown on this plat as intended for Public use.

In witness whereof NE have hereunto set OUR HANDS this 5th day of JANUARY A.D., 1970.

H. S. Barrington Enoch S. Barrington

ACKNOWLEDGMENT

STATE OF UTAH } S.S.
County of Salt Lake }

On the 5th day of JANUARY A.D., 1970, personally appeared before me, the undersigned Notary Public, in and for said County of Salt Lake in said State of Utah, the signer(s) of the above Owner's dedication, 2 in number, who duly acknowledged to me that THEY signed it freely and voluntarily and for the uses and purposes therein mentioned.

MY COMMISSION EXPIRES: FEB. 23, 1970

C. J. Schuchert
NOTARY PUBLIC
RESIDING IN SALT LAKE COUNTY

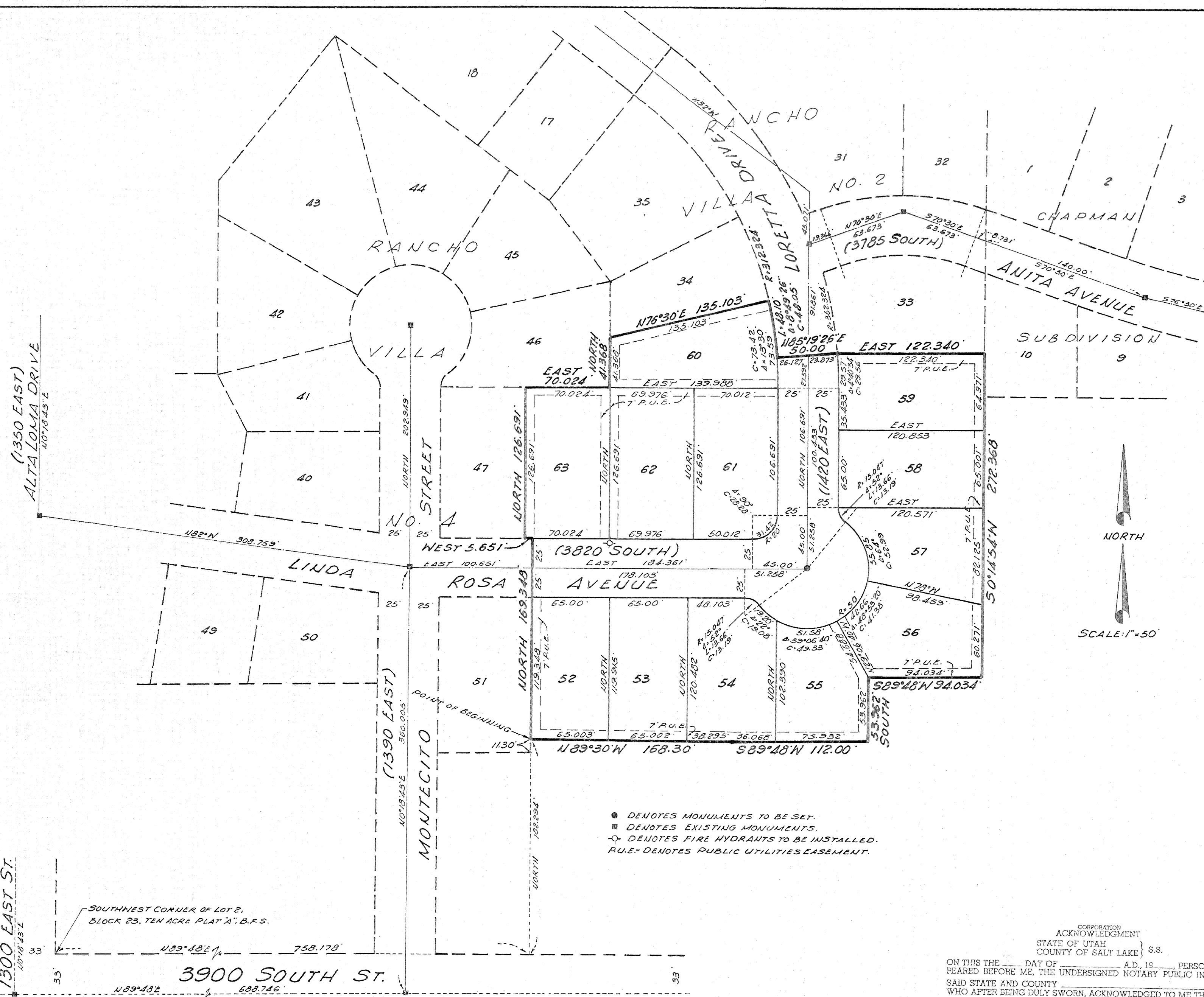
RANCHO VILLA NO. 5
(1/2 LOT 5)
A SUBDIVISION IN THE SW 1/4 OF SEC. 33, T15, R. 1E.

SALT LAKE BASE & MERIDIAN

RECORDED #2365269

STATE OF UTAH, COUNTY OF SALT LAKE, RECORDED AND FILED AT THE REQUEST OF

H. S. Barrington

DATE 4 January 1971 TIME 3:45 P.M. BOOK 11 PAGE 50FEE \$ 17.00Jerodan Martin
SALT LAKE COUNTY RECORDER

● DENOTES MONUMENTS TO BE SET.
■ DENOTES EXISTING MONUMENTS.
○ DENOTES FIRE HYDRANTS TO BE INSTALLED.
P.U.E. DENOTES PUBLIC UTILITIES EASEMENT.

ON THIS THE 5th DAY OF MAY, A.D., 1970, PERSONALLY APPEARED BEFORE ME, THE UNDERSIGNED NOTARY PUBLIC IN AND FOR SAID STATE AND COUNTY, WHO AFTER BEING DULY SWORN, ACKNOWLEDGED TO ME THAT _____ A _____ CORPORATION, THAT _____ SIGNED THE OWNERS DEDICATION FREELY AND VOLUNTARILY FOR AND IN BEHALF OF SAID CORPORATION FOR THE PURPOSES THEREIN MENTIONED AND THAT SAID CORPORATION EXECUTED THE SAME.
MY COMMISSION EXPIRES _____
NOTARY PUBLIC
RESIDING IN SALT LAKE COUNTY.

APPROVAL AS TO FORM

APPROVED AS TO FORM THIS 5th DAY OF MAY A.D., 1970
GORDAN B. CHRISTENSEN

COUNTY COMMISSION

PRESENTED TO THE BOARD OF SALT LAKE COUNTY COMMISSIONERS THIS _____ DAY OF _____ A.D., 1970, AT WHICH TIME THIS SUBDIVISION WAS APPROVED AND ACCEPTED.

Thomas B. Jensen
ATTORNEY AT LAW
ATTORNEY AT LAW

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT THIS OFFICE HAS EXAMINED THIS PLAT AND IT IS CORRECT IN ACCORDANCE WITH INFORMATION ON FILE IN THIS OFFICE.

9 May 1970
DATE
Charles V. King
SALT LAKE COUNTY SURVEYOR

FLOOD CONTROL DEPT.

APPROVED THIS 14 DAY OF MAY A.D., 1969
John M. Mendenhall

John M. Mendenhall
FLOOD CONTROL COORDINATOR

BOARD OF HEALTH

APPROVED THIS 14 DAY OF October A.D., 1969
Leland A. Hoffman

Leland A. Hoffman
DIRECTOR, S. L. CO. BOARD OF HEALTH

PLANNING COMMISSION

APPROVED THIS _____ DAY OF _____ A.D., 1969, BY THE SALT LAKE COUNTY PLANNING COMMISSION.

William Christensen
CHAIRMAN, SALT LAKE CO. PLANNING COMM.

Exhibit “C” - Reconnaissance Level Surveys: Standard Operating Procedures

RECONNAISSANCE LEVEL SURVEY

Guidelines for Architectural Resources

UTAH STATE HISTORIC PRESERVATION OFFICE
(Revised February 2020)

A. INTRODUCTION

- 1. Definition of Reconnaissance Survey.** Reconnaissance level survey is the most basic approach for systematically documenting and evaluating historic buildings in Utah. It is designed for dealing with large groups of buildings rather than for single sites. Most reconnaissance surveys include all or a large portion of the buildings in a community. The primary purpose is to provide a "first cut" of buildings in a given area that appear to be eligible for listing in the National Register of Historic Places. Reconnaissance survey involves only a visual evaluation of properties, not an assessment of associated historical events or individuals. That information can only be obtained through historical research conducted as part of an "intensive level survey," the next level of survey.
- 2. Evaluation Criteria.** Properties identified as "eligible" in a reconnaissance survey must meet National Register age and integrity requirements (outlined in federal regulations 36 CFR 60 and National Register Bulletin 15). This means they should retain most of their original appearance and be at least 50 years old. In order to extend the "life" of the survey, however, it may be advisable to include buildings that will turn 50 in the next several years as eligible properties.
- 3. Surveyor Requirements.** In order to ensure accuracy, it is necessary that surveys be conducted only by trained professionals. "Professionals" must meet the architectural historian qualifications outlined by the federal government in 36 CFR 61, Appendix A. These qualifications, in general, are a graduate degree in architectural history or a closely related field, or a bachelor's degree in the same fields plus at least two years of full-time experience in architectural history-related work. Non-professionals may assist with certain parts of the survey, but a professional must direct all aspects of the work. The State Historic Preservation Office (SHPO) periodically holds training workshops.

B. SURVEY PREPARATION

- 1. Selection of the survey boundaries.** The dominant factors in selecting a survey area are budget, time, and the location of known historic resources. If a town is being surveyed the survey boundaries are usually set so that all areas which contain historic properties are included. Sections of exclusively out-of-period buildings are typically not included in the boundaries. Survey boundaries are usually determined by local officials in conjunction with State Historic Preservation Office (SHPO) staff and the consultant. It is advisable to drive proposed survey areas in advance to confirm the boundaries.

Some cities may be too large to survey with one year's budget, so it is necessary to conduct the survey in phases. It may be appropriate in some cities to designate areas for both "standard" and "selective" surveys (see Section D). Areas with a concentration of historic buildings would receive "standard" survey coverage, while areas with a very low percentage of historic buildings would be surveyed on a "selective" basis. **All selective surveys need SHPO approval in advance.**

2. **Contact SHPO to obtain a specifically formatted spreadsheet for the proposed survey area.** Although many areas have not been previously surveyed, most populated areas in the state have been to some degree. The consultant will be required to obtain formatted spreadsheet of the proposed area, even if the area has not already been surveyed. The consultant is then responsible for updating the existing data as well as inputting data for new buildings recorded. This will then be submitted to the SHPO for review and acceptance before uploading to the database.

C. CONDUCTING THE STANDARD SURVEY

This section pertains only to the "standard" survey, which involves recording every building within the survey area. See Section D for instructions on conducting a "selective" survey in areas with very low percentages of historic buildings. The standard survey process involves recording each site on the survey map, photographing each site, and recording each site on the survey form.

1. **General Instructions.** Surveys are conducted along streets in a systematic house-by-house fashion. Surveys should cover first one side of the street then the other, rather than mixing the two. Only in sparsely settled rural areas would a both-sides-at-once approach be appropriate. Surveys must be conducted in a logical manner, beginning at one end of town and surveying in sequence to the other, or beginning at the middle point (Main or Center) and working out in each direction. For example, 100 South Street could be surveyed from one end of town to the other, or, beginning at Main Street, surveyed to the East then to the West.
2. **Mapping.** This involves selecting a survey map and recording individual sites on it. It also includes marking the survey boundaries on a separate "overview" map (aerial imagery map).
 - a. Selecting a Survey Map. Maps of most cities can be obtained from the city office or the County Recorder for a nominal fee. Maps drawn by the surveyor may also be used. Maps need not be drawn exactly to scale, though they should be approximately correct. If you use GIS or CAD software, you may use maps provided by the local planning office if available and update using the software. In certain instances, such as in sparsely settled survey areas, online mapping sites, such as Google Maps or Bing Maps, or a 7.5' USGS map may be used as the survey map.
 - b. Recording Sites on the Map. At the most basic, this involves drawing a square for each building, indicating with a simple graphic each building's eligibility, and recording the address. Maps used in the fieldwork stage of the survey are never adequate for the final report, so the information must be transferred to a legible and properly labeled map before it is acceptable.
 - (1) Marking Sites. As noted, each principal building should be identified by a square placed in the approximate location of the building along the street. Again, if using CAD or GIS software, you may outline the building footprint (but not the entire parcel boundary) as the indicator. Outbuildings are not drawn on the map unless they are substantial and potentially eligible in their

own right. Complexes containing several buildings, such as a house and an eligible barn and granary, should be circled to indicate their relationship to one another.

(2) Indicating Evaluations. All buildings evaluated as "eligible" (Significant or Contributing) should be identified by shading in the site square. We recommend cross-hatching "ineligible" (non-contributing) buildings to differentiate them from "out-of-period" buildings. Other symbols may be acceptable, but please consult SHPO before using. Color coding of sites is not acceptable since color cannot be easily duplicated.

(3) Recording Addresses. The address of each building must be recorded. If it is not visible on the house it should be extrapolated from surrounding addresses. "Estimated" addresses should be preceded by a question mark (?) to indicate that they are not necessarily correct. In estimating addresses, care must be given to whether it should be an odd or even number. Site numbers should not be used except in very unusual situations (e.g., extremely remote sites) and only with SHPO approval.

c. Marking the Aerial Boundary Map. The general survey boundaries must be indicated on an aerial survey map (e.g., ArcGIS, Google Earth, Bing Maps, etc.) at 1:200 scale or on a 7.5' USGS quad map. This makes the information consistent with the statewide inventory of historic and archaeological surveys.

3. Photographic Documentation. Digital photographs are required for every building evaluated; this includes principal buildings as well as major outbuildings.

For **digital images** a thumbnail/contact print mockup should be implemented when printing the photographs. The SHPO has a copy of an MS Word document that has a table set up for 12 photos and captions per page. You may request a copy of this from the SHPO. (It is recommended that you use an image file compressor when importing images into the contact document, otherwise the file size can get quite large and unmanageable.) The thumbnail-print pages should be submitted as a PDF as part of the survey report. An archival **Gold** CD/DVD-ROM with all the images should be submitted along with the photo sheets. The size of each image must be at least 3000x2000 pixels at 300 ppi (pixels per inch) or larger. TIF images are preferable, but JPEG images are acceptable.

The Utah SHPO expects that all submissions will be digital, but if for some reason you must use standard film please contact us for approval first!

For standard film, 35mm black-and-white contact prints and negative sheets are required. Contact prints must be arranged in order on proof sheets no larger than 8 1/2" x 11" (larger sheets do not fit in the files; no stapled appendages please). A sheet this size will accommodate 35 photographs – 7 rows of 5 each. Proof sheets must be labeled with the name and date of the survey and addresses for the individual sites. Estimated addresses should be indicated by a question mark in front of the building number. Sites must be identified on the proof sheet by marking "ES," "EC," "NC," or "OP" in the corner of each photo. Negatives must also be labeled the same way. In fact, labeling the negative sleeves with a photographic marker will produce proof sheets that are already labeled. (The requirement for labeling negatives can be waived if the negative sheets are numbered to correspond with the fully labeled proof sheets. In this case, proof sheets must be labeled individually.)

If film is used, **Color slides** of some or all eligible sites are encouraged for use in public and other presentations. Check with the city or agency having the survey conducted to see what their needs are.

4. Recording Sites on the Form & in the Database. Sites must be recorded on the Reconnaissance Survey Form and/or on a preformatted spreadsheet (see below)

using the appropriate codes.¹ If using forms, please use a new form for each street; do not combine sites from different streets on one form. If handwritten, all writing must be legible, and give special attention to crossing zeros and "Z"s (to distinguish them from the letter "O" and number "2").

Helpful hints: Make a "master" form by filling in city/county codes, surveyor name, and survey date. Photocopy this master form and take copies into the field for recording at least the basic information (address, evaluation, construction date, height, outbuildings, and comments). It can be especially helpful to make notes on the form about materials or other features while in the field.

Entering Data. When you begin survey you will need to enter data into a pre-formatted spreadsheet which you will submit to be uploaded into the online database. You will need to contact the SHPO to get pre-approval and instruction on how to do this. Once you have completed the survey, update existing data and enter new data from the forms into the survey. The data will then be reviewed by USHPO staff before uploading into the main database. (See B.2 above).

D. CONDUCTING THE SELECTIVE SURVEY

Areas with very low percentages of older buildings may be surveyed on a selective basis. The selective survey, unlike the standard survey, does not require that every building in the area be recorded. Rather, it allows for recording only the buildings constructed during the historic period. This includes both eligible and ineligible buildings from the historic period. **Permission from the SHPO is required in advance to conduct a selective reconnaissance survey.**

The guidelines and requirements for a selective survey are as follows.

- 1. Determining Selective Survey Boundaries.** Selective surveys are usually conducted in conjunction with a standard survey or as a later phase of one. Standard surveys cover the core area of a community where there is a concentration of older buildings, while selective surveys usually cover fringe or outlying areas. Examples of areas that might be surveyed on a selective basis include relatively new communities with very few older buildings, areas that were formerly on the fringes of towns but are now part of new subdivision developments, rural areas outside of a traditional town setting with only a few older buildings intermingled with new houses, mobile homes, etc.
Areas not eligible for selective survey are isolated sections in the historic core of a community, even if they no longer contain a concentration of older buildings. These must be surveyed at the standard level along with their neighboring buildings. "Islands" of selective survey areas within a standard survey area are not allowed.
- 2. Preparing the Research Design.** The procedure is essentially the same as that for standard surveys (see Section B).
- 3. Mapping.** Selective survey mapping differs from standard survey mapping in only two ways. First, only buildings constructed within the defined historic period are marked on the map; out-of-period buildings are not shown. All in-period buildings must be shown, even the ineligible ones that have lost their integrity. Just as in the standard survey, squares for eligible buildings are darkened, squares for ineligible buildings are cross-hatched, and in-period buildings are left blank.
- 4. Photography.** The same photographic requirements apply. However, only the buildings that are documented and mapped are photographed.

¹ Please obtain a code key from the SHPO that includes the appropriate codes for type, style, original use and construction materials.

5. **Recording the Sites on the Spreadsheet/Form.** Follow standard survey procedures for these steps. Be sure to use a new form for each street; do not combine sites from different streets on one form.

E. FINAL REPORT

After the fieldwork has been completed, a Final Report must be written. This report summarizes the results of the survey. The final report must contain the following information:

1. **A statement of the survey objectives.**
2. **Boundaries.** Explanation and justification of the boundaries of the survey area.
3. **A brief outline history** of the community derived from the available secondary resources.
4. **A bibliography** of the research sources used to compile the outline history.
5. **A "survey results" section.** This outlines the types of properties that were actually identified in the survey. The types of properties (along with a few specific examples) should be organized under the historic contexts developed for the report. This will be a starting point for future National Register nominations. A complete listing of all eligible sites is not necessary; this can be generated by the computer at a later date.
6. **Recommendations.** This section will serve as a preservation plan for the community for the next few years, so considerable attention should be given to providing recommendations that are both professionally sound and practical. The consultant should receive input from the SHPO and the local historic preservation commission before completing this section. Recommendations should include activities from each of the three basic areas of preservation--survey, designation, and treatment.
For example, recommendations might include priorities for intensive level survey, a suggestion to establish a local register or designate sites or districts to the National Register, and earmarking of any significant buildings that are in need of architectural analysis and rehabilitation or building materials that are common in the community and in need of attention (e.g., deteriorating soft-fired brick).
7. **An explanation of fieldwork techniques.** Since each survey area is different, minor variations from the standard procedures are often necessary. Any variations must be approved by the SHPO and must be thoroughly explained in written form in the final report.

Instructions for Completing the RECONNAISSANCE LEVEL SURVEY FIELD FORM

(Updated March 2012)

****The Field Forms will eventually be updated****

Survey Form Headings: Street, City, County, Survey Date, Page Number

A new sheet must be started whenever the street changes. Street names are recorded from left to right leaving a blank space between words. Numbered streets should be recorded with numbers rather than spelled out (e.g. 100 South instead of First South).

Examples:

4 0 0 S O U T H
Street

J E F F E R S O N A V E
Street

The city and county blanks should be filled in freehand, and the corresponding code boxes filled in using the appropriate codes obtained from the SHPO.

Example:

City Ogden

County Weber

The month and year of the survey must be recorded in the boxes provided. Note: the months are numbered not letter abbreviations.

Example: Survey Date 0 2 1 2 (Feb 2012)

Number each survey sheet as you proceed through the survey.

Shot # (Photographs)

To aid in labeling photographs, each roll of film should be numbered and indicated on the on the survey form. at the beginning of each roll. (Numbering the film canisters can also avoid confusion when getting the film processed.) The frame or shot number should be noted on the line provided. Some properties may require more than one photo and should be numbered as such.

House No. (Address)

House numbers should be justified to the right when entered. If the address is an estimate, a question mark (?) should be recorded in the first box. The direction (from the center of town) should be recorded in the "Dir" box.

Examples:

1 1 2 6 S
1126 S.

? 9 3 5 E
approx. 935 E.

Eval. (Evaluation)

Evaluations are based primarily on age (50+ years old) and integrity (see section A.2 of the Guidelines). There are four choices:

ES/A - Eligible/Significant: built within the historic period and retains integrity; excellent example of a style or type; unaltered or only minor alterations or additions; individually eligible for National Register under criterion "C"; also, buildings of known historical significance (briefly explain in Comments section).

EC/B - Eligible: built within the historic period and retains integrity; good example of a style or type, but not as well-preserved or well-executed as "ES" buildings; more substantial alterations or additions than "ES" buildings, though overall integrity is retained; eligible for National Register as part of a potential historic district or primarily for historical, rather than architectural, reasons (which cannot be determined at this point).

NC/C - Ineligible: built during the historic period but has had major alterations or additions; no longer retains integrity.

OP/D - Out-of-period: constructed outside the historic period.

X - Demolished

Constr. Date

Enter the estimated year the building was constructed.

Example: building constructed in 1890

Ht. (Height)

Enter the actual number of stories. For structures with half stories, enter 5 in the block to the right. Otherwise, leave that block blank.

Examples: 3 stories 1 1/2 story

Mat. #1 & #2 (Materials)

Record up to two primary material types for the building as provided on the Code sheets:

Style #1 & #2

Record up to two architectural styles as provided on the Code sheets:
[Note: See Utah's Historic Architecture (Carter and Goss, 1992), or
<http://history.utah.gov/architecture/index.html>, for more details]

Type (Plan)

Record the primary building type as provided in Preservation Pro:
[Note: See Utah's Historic Architecture or https://issuu.com/utah10/docs/architectural_guide_booklet, for more details]

Orig. Use (Original Use)

Encode the original use of the property as provided in the Code sheets:
[Note: See "National Register Bulletin 16A" pp. 18-23 for more details]

#Non #Con (Number of Non-contributing outbuildings; Number of contributing outbuildings)

Enter the number of non-contributing outbuildings associated with the site and the number of outbuildings that contribute to the significance of the site. Contributing outbuildings should date from the historic period and retain their integrity.

Examples:

2 non-contributing outbuildings

3 non-contributing outbuildings,
1 contributing outbuilding

4 contributing outbuildings

Comments

The "Comments" field allows for additional relevant site information to be entered on the form, often to further explain an evaluation. Examples: "large rear addition" or "picture windows added" to explain an "ineligible/non-contributing" rating; "converted into apts." or "currently law office" to clarify a building's use.

The property name, if you know it (such as Monroe City Hall, Dairy Freeze, Chevron, etc.), can be written freehand **below the encoding line rather than in the Comments section.**

COVER SHEET
Reconnaissance Level Survey

City Surveyed: _____ Complete _____ Partial

Survey Conducted For: _____

By: _____ Date: _____

Type of Survey: ☐ Standard Recon. ☐ Selective Recon. ☐ Combination of Both
☐ Update of Previous Survey (date _____)

Number of Properties Surveyed: _____ Number of Eligible Properties: _____

Estimated Acreage Surveyed: _____

Name of USGS Quad Map on Which Surveyed Area is Located (if used):

To Be Completed By SHPO Staff

Evaluation: ☐ Approved ☐ Conditionally Approved ☐ Returned for Corrections
(see Comments) (see Comments)

Evaluated By: _____ Date: _____

Checklist of Required Items

1. ☐ Properly Marked Survey Map (original and 1 copy)
2. ☐ Aerial Imagery Map (or USGS topo map) Showing Location of Surveyed Area
3. ☐ Completed Survey Forms
4. ☐ Properly Labeled Digital Contact Sheets & CD-R (or Black-and-White Contact Prints and Negatives)
5. ☐ Final Report, including outline of historic contexts and recommendations for future action
6. ☐ Completed "Cover Sheet" Accompanying Final Report and Survey Materials
7. ☐ Duplicates of everything (except negatives); the originals for the SHPO and one copy for the contracting community or agency.

Comments:

RECONNAISSANCE SURVEY FORM ☐ Utah State Historic Preservation Office

Page No. _____

STREET _____

City: _____

County: _____

Survey Date

MONTH YEAR

SHOT #	? /	HOUSE NO.	? /	DIR.	EVAL.	CONSTR. DATE	HT.	/ (.5)	MAT.#1	MAT.#2	STYLE#1	STYLE#2	TYPE	ORIG. USE	/ #CON #NON	COMMENTS
SHOT #	? /	HOUSE NO.	? /	DIR.	EVAL.	CONSTR. DATE	HT.	/ (.5)	MAT.#1	MAT.#2	STYLE#1	STYLE#2	TYPE	ORIG. USE	/ #CON #NON	COMMENTS
SHOT #	? /	HOUSE NO.	? /	DIR.	EVAL.	CONSTR. DATE	HT.	/ (.5)	MAT.#1	MAT.#2	STYLE#1	STYLE#2	TYPE	ORIG. USE	/ #CON #NON	COMMENTS
SHOT #	? /	HOUSE NO.	? /	DIR.	EVAL.	CONSTR. DATE	HT.	/ (.5)	MAT.#1	MAT.#2	STYLE#1	STYLE#2	TYPE	ORIG. USE	/ #CON #NON	COMMENTS
SHOT #	? /	HOUSE NO.	? /	DIR.	EVAL.	CONSTR. DATE	HT.	/ (.5)	MAT.#1	MAT.#2	STYLE#1	STYLE#2	TYPE	ORIG. USE	/ #CON #NON	COMMENTS
SHOT #	? /	HOUSE NO.	? /	DIR.	EVAL.	CONSTR. DATE	HT.	/ (.5)	MAT.#1	MAT.#2	STYLE#1	STYLE#2	TYPE	ORIG. USE	/ #CON #NON	COMMENTS
SHOT #	? /	HOUSE NO.	? /	DIR.	EVAL.	CONSTR. DATE	HT.	/ (.5)	MAT.#1	MAT.#2	STYLE#1	STYLE#2	TYPE	ORIG. USE	/ #CON #NON	COMMENTS
SHOT #	? /	HOUSE NO.	? /	DIR.	EVAL.	CONSTR. DATE	HT.	/ (.5)	MAT.#1	MAT.#2	STYLE#1	STYLE#2	TYPE	ORIG. USE	/ #CON #NON	COMMENTS
SHOT #	? /	HOUSE NO.	? /	DIR.	EVAL.	CONSTR. DATE	HT.	/ (.5)	MAT.#1	MAT.#2	STYLE#1	STYLE#2	TYPE	ORIG. USE	/ #CON #NON	COMMENTS
SHOT #	? /	HOUSE NO.	? /	DIR.	EVAL.	CONSTR. DATE	HT.	/ (.5)	MAT.#1	MAT.#2	STYLE#1	STYLE#2	TYPE	ORIG. USE	/ #CON #NON	COMMENTS
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SHOT #	? /	HOUSE NO.	? /	DIR.	EVAL.	CONSTR. DATE	HT.	/ (.5)	MAT.#1	MAT.#2	STYLE#1	STYLE#2	TYPE	ORIG. USE	/ #CON #NON	COMMENTS

SURVEYOR(S) _____

(Updated May 2012)

Exhibit “D” – State Historic Preservation Office Scope of Work

Attachment B Scope of Work

CLG Grant Project
Contract with Millcreek City
2023-2024

The grant funds and matching local contributions will be used to accomplish the work items detailed in the Budget and Work Description sections that follow. Utah State Historic Preservation Office must approve any changes to this Scope of Work.

PROPOSED BUDGET

1	Public Education		
	Printed Newsletters	\$15,280	
		Total	\$15,280
2	Reconnaissance Level Survey		
	City Neighborhoods	\$15,280	
		Total	\$15,280
		Total Project Budget*	\$30,560

** Includes grant amount and local match.*

WORK DESCRIPTION

- 1 Reconnaissance Level Survey (\$15,280.00): The CLG will hire a consultant to conduct a standard reconnaissance level survey of the following area: Veteran Heights and Rancho Villa neighborhoods.

Project Standards: Prior to starting the project, the CLG or hired consultants must check the State Historic Preservation Office (SHPO) files to see if any information exists. All expenditures must follow OMB regulations in 2 CFR 200 and the Historic Preservation Fund Grants Manual. Approved procedures for selecting a contractor/item must be followed, including obtaining at least two bids for expenditures exceeding \$1,000 and/or three bids for expenditures exceeding \$5,000. These grant activities may be subject to an audit [see 2 CFR 200.331, (5)].

The CLG must have the survey conducted in accordance with the UTAH STATE HISTORIC PRESERVATION OFFICE'S "Reconnaissance Level Survey Guidelines for Architectural Resources" (October 2021 version) and the Secretary of the Interior's Standards and Guidelines for Historic Preservation and Archaeology. Work that does not meet these standards is ineligible for reimbursement. Originals of all survey materials must be submitted to the UTAH STATE HISTORIC PRESERVATION OFFICE. These include the survey maps, photographs, survey forms, research design, and final report. The consultant must submit two copies of all survey products, one for the CLG and one for the UTAH STATE HISTORIC PRESERVATION OFFICE. As of January 2020, only digital submissions of final deliverables will be accepted. Paper submissions will be automatically rejected.

- 2 Public Education (\$15,280.00): The CLG will to publish numerous articles in the printed city newsletter sharing Millcreek's history as well as communicating the role of the HPC and what historic preservation efforts are currently taking place.

Project Standards: All expenditures must follow OMB regulations in 2 CFR 200 and the Historic Preservation Fund Grants Manual. Approved procedures for selecting a contractor/item must be followed, including obtaining at least two bids for expenditures exceeding \$1,000 and three bids for expenditures exceeding \$5,000. These grant activities may be subject to an audit [see 2 CFR 200.331, (5)].

NATIONAL PARK SERVICE NOTICE REQUIREMENTS

Acknowledgment of Support and Nondiscrimination Statement MUST be made in connection with all grant or match-funded publications, literature, and audio-visual materials. Projects that must include these are newsletters, pamphlets, brochures, booklets, plans, reports, etc. Press releases, publications, and any other public dissemination of information (including electronic materials such as World Wide Web pages) by a grantee made possible by grant assistance shall include the following statements:

ACKNOWLEDGMENT OF SUPPORT

The activity that is the subject of this [type of publication] has been financed in part with Federal funds from the National Park Service, U.S. Department of the Interior, and administered by the State Historic Preservation Office of Utah. The contents and opinions do not necessarily reflect the views or policies of the Department of the Interior or the Utah State Historic Preservation Office, nor does the mention of trade names or commercial products constitute endorsement or recommendation by the Department of the Interior or the Utah State Historic Preservation Office.

NONDISCRIMINATION STATEMENT

This program receives Federal financial assistance for identification and protection of historic properties. Under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, the U.S. Department of the Interior prohibits discrimination on the basis of race, color, national origin, disability or age in its federally assisted programs. If you believe you have been discriminated against in any program, activity, or facility as described above, or if you desire further information, please write to: Office for Equal Opportunity, National Park Service, 1849 C Street NW, Washington, D.C. 20240.

Video products must include closed captioning [ENGLISH]. Videos must be submitted at MP4 files saved at a resolution of 1280 by 720 pixels.

COPIES OF PUBLICATIONS

Upon publication, ONE (1) digital copy must be submitted to the UTAH STATE HISTORIC PRESERVATION OFFICE. Publications covered by this section include any publication produced as a result of research or any other work funded in whole or in part by CLG grants, except National Register Nominations and Inventories, which conform to their own submission requirements.

Exhibit “E” – Architectural Survey Data Format Sample

Architectural Survey Data for SALT LAKE CITY**Utah State Historic Preservation Office**

Address/ Property Name	Eval/ Ht	OutB N/C	Yr.(s) Built	Materials	Styles	Plan (Type)/ Orig. Use	Survey Year RLS/ILS/Gen	Comments/ NR Status
? 851 S 1300 EAST EAST HIGH BASEBALL	D	0/0 1	c. 1990	ALUM./VINYL SIDING CONCRETE BLOCK	OTHER/UNCLEAR STYLE	SCHOOL (GENERAL) EDUCATION (GEN.)	05	EAST HIGH ATHLETIC STORAGE; AKA 845 N47
877 S 1300 EAST AMERICAN OIL CO./TESORO	D 1	0/0	c. 1970	CONCRETE: OTHER	LATE 20TH C.: OTHER	SERVICE STATION SERVICE STATION	05 N47	
921 S 1300 EAST	C	0/0 1	c. 1950	ALUM./VINYL SIDING NON-WOOD HORIZ. SDNG	COLONIAL REVIVAL	OTHER RESIDENTIAL	05	LE GRANDE RICHARDS; +917
925 S 1300 EAST	C	0/0	1938	NON-WOOD HORIZ. SDNG ALUM./VINYL SIDING	COLONIAL REVIVAL	SINGLE DWELLING OTHER LATE 20TH C. TYPE	05	LE GRANDE RICHARDS
933 S 1300 EAST	D	0/0	1995	STUCCO/PLASTER	CONTEMPORARY	SINGLE DWELLING CONTEMPORARY	05	MJSA ARCH.?
941 S 1300 EAST	A	0/0	1913	COBBLESTONE REGULAR BRICK STUCCO/PLASTER	ARTS & CRAFTS	SINGLE DWELLING BUNGALOW	05	SHIPLER PHOTO - 6/1913
BRUNEAU, AMMON J., HOUSE		1.5				SINGLE DWELLING	85	
945 S 1300 EAST	B	0/0	1940	ASBESTOS SIDING ALUM./VINYL SIDING	INTERNATIONAL ART MODERNE	DOUBLE HOUSE / DUPLEX	05	+1305 MICHIGAN
967 S 1300 EAST	B	0/0	1936	REGULAR BRICK STONE VENEER	ENGLISH COTTAGE	MULTIPLE DWELLING PERIOD COTTAGE	05	L.G. PRICE
		1				SINGLE DWELLING		
975 S 1300 EAST	A	0/1	1939	REGULAR BRICK VENEER: OTHER	ENGLISH COTTAGE	PERIOD COTTAGE	05	GUY A. HART
979 S 1300 EAST	A	0/0	1922	STUCCO/PLASTER	ENGLISH COTTAGE	SINGLE DWELLING PERIOD COTTAGE	05	ELDRIDGE BLDG.; ARCH: SLACK WINBURN
DERRAH, ROBERT		1.5				SINGLE DWELLING	85	
983 S 1300 EAST	A	0/0	1931	STRIATED BRICK	BUNGALOW NEOCLASSICAL	BUNGALOW	05	NEILSON
		1				SINGLE DWELLING		
1001 S 1300 EAST	D	0/0	1962	REGULAR BRICK ALUM./VINYL SIDING	EARLY RANCH (GEN.)	DOUBLE HOUSE / DUPLEX	05	+1308 GILMER
		2				MULTIPLE DWELLING		

?=approximate address Evaluation Codes: A=eligible/architecturally significant B=eligible C=ineligible/altered D=ineligible/out of period U=undetermined/lack of info X=demolished



1013 S 1300 EAST
A



1021 S 1300 EAST
B



1027 S 1300 EAST
B



1039 S 1300 EAST
A



1047 S 1300 EAST
A



1081 S 1300 EAST
D



1087 S 1300 EAST
D



1111 S 1300 EAST
A



1121 S 1300 EAST
A



1131 S 1300 EAST
B



1137 S 1300 EAST
B



1147 S 1300 EAST
B