

## PHOTOGRAPHIC DOCUMENTATION GUIDELINES

In order for the Historic Preservation Program staff to adequately evaluate whether rehabilitation and restoration work performed meets the Secretary of the Interior's Standards, good, clear, and comprehensive photographic documentation must accompany the grant application.

At a minimum the following photographs should be submitted:

1. Several photographs of the site and setting of the historic property. This should include photos taken close up, showing the individual property site, and from a distance, showing the street setting of the property.
2. At least one photograph of all existing elevations, showing the entire elevation. This includes all structures affected by the proposed project, such as carriage houses and outbuildings. Elevations that are partially blocked by an adjacent building or trees may require several photographs taken from different angles to completely document the elevation.
3. Detailed close-up photographs are needed of specific architectural features affected by the project, such as windows, doors, balustrades, trim, etc. Submitting several representative photos of multiple features such as windows is acceptable provided they adequately represent the element throughout the structure.
4. Photographs of interior spaces should be taken with a wide-angle lens from diagonally opposite corners of the room. This includes all interior spaces affected by the project. If like spaces or rooms exist then submitting several representative photographs is acceptable.

All photographs should be labeled with the property name, the date, the number of the photo, and the view (i.e. east elevation) or a brief description of what is shown. Do not use pen to label the photos. Use pencil, or write on non-acidic labels.

