

# Barn Survey Instructions

Items marked with an (\*) should be completed on the road. *Italicized items* should be completed after the site visit.

Survey Number	Not essential, may be helpful. Assign each property surveyed a unique number.
<b>BARN LOCATION</b>	
<b>*Town</b>	Town name.
<b>*911 Number</b>	This should be the number on the mail box or property. Double-check in the Town Office. The 911 number is linked to GPS coordinates. Note if the number is not known or is not available.
<b>*Road Name</b>	Name of town road or highway.
<i>Parcel Number</i>	Available in Town Office.
<i>Property Acreage</i>	Available in Town Office.
<i>GPS Latitude</i>	If the 911 number is not available and you have a GPS device.
<i>GPS Longitude</i>	If the 911 number is not available and you have a GPS device.
<b>OWNER INFORMATION</b>	
<i>Owner Name</i>	If known, list the owner's name. (If not enter from Town Office records)
<i>Owner Address</i>	
<i>Mailing Address</i>	If different from the property address.
<i>Owner Phone</i>	
<i>Owner Email</i>	
<i>Owner Contacted</i>	Date and how contact was made (or attempted)
<i>Owner Info Shee</i>	Date the Owner's Information Sheet was returned.
<b>BARN INFORMATION AND CONDITION</b>	
<i>Common Name</i>	Check with Town Clerk if the farm or barn is known locally by a specific name.
<i>Year Built</i>	Date the barn was constructed and the source of this information.
<i>Original Use</i>	The use for which the barn was constructed.
<b>*Overall Condition</b>	Indicate the condition of each building, using the following guide: Good (G): The roof covering appears to be in weather-tight condition, and there are no visible structural problems. Fair (F): Barn shows some signs of deterioration, minor roof leaks, some missing or broken parts. Poor (P): Obvious major roof leaks, major structural problems, extensive broken or missing parts. Extensive, unwanted vegetation.. Ruin (R): From a collapsed building to a complete standing structure far beyond repair. Evidence of long-time neglect with excessive vegetation. In danger of falling down.
<b>*Photos</b>	Take at least one color photograph of the barn and, if possible, additional photographs of other buildings and the setting.
<b>*Map</b>	If possible, draw a simple map of the property showing the location of the barn.
Comments	Additional comments.
<b>*Completed By</b>	Name of the person completing the survey and the date it was completed.
<i>Barn Site Number</i>	A unique number assigned to each barn as data are entered in spreadsheet.

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