

Connecticut Historic Designation Database User Guide
Updated June 10, 2016

The State Historic Preservation Office is pleased to announce the initiation of an effort to digitize information about Connecticut properties that are designated as National Historic Landmarks, National Register of Historic Places listed properties, State Register of Historic Places listed properties, or Local Historic Districts/Local Historic Properties. As part of a project focused on coastal resiliency planning for cultural resources, this digitization effort currently includes Connecticut's southern four counties.

The first product of our digitization project is a searchable database of properties with historic designations in the southern half of Connecticut. Related geographic data and scanned documents for these properties are not yet available digitally, but digitization efforts are ongoing. Researchers seeking this data or information for the north half of the state may make arrangements to visit the Connecticut State Historic Preservation Office by emailing Jenny Scofield at jenny.scofield@ct.gov.

The following guide includes definitions for abbreviations used in the database and instructions for how to navigate the database. ***Please note that the documentation for many historic districts created before the 1980s did not include itemized lists of all properties included within the district boundaries. This database does not include individual entries for those properties. Please contact Jenny Scofield at jenny.scofield@ct.gov if you are seeking clarification regarding the historic designation status of your property.

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Explanation of columns in the database:

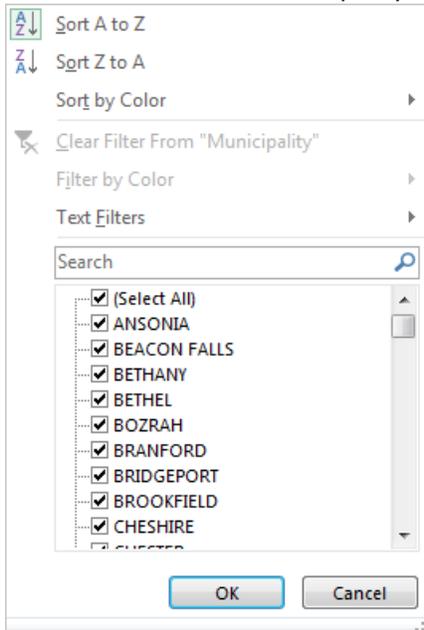
Alias	Field Name	Field Type	Description
Property name	PropName	Text	Proper name of a property, or descriptor (outhouse, residence, garage, etc.)
Street number	StreetNum	Number	Street number. Numeric values ONLY. If the address is a range or has any text, the first part of the address goes in this field, and the full address number in the Sec_StreetNum field. Example: "40-50 Main Street, only "40" would go in this field. If the street number is "30A" only "30" would go in this field
Secondary street number	Sec_StreetNum	Text	This would be the place to put the entire address if it contains a range or letters in the street number. Examples: 40-50 Main Street. 40-50 would go here, 40 would go in street number. 30A, 30A would go here.
Street name	StreetName	Text	Name of street. Use postal code abbreviations for the suffix. If the only location is an intersection or a description of the location, always put the street name first and the description second. Example: RT. 87 200 YARDS SOUTH
Municipality	Municipality	Text	Municipality where structure is located, choose from the drop down in the cell.
Designation Status	DesigStatus	Text	Designation Status designates which historic register the property is on, and if it is an individually listed property or if it is a property within a district. Each designation status should be listed in the following order: LHD, LHP, SRIND, SRDIS, SRDIS-C/NC, NRIND, NRIND (DEMO?), NRDIS, NRDIS-C/NC, NHL
Source	Source	Text	Which document the property information came from. Each applicable source should be listed in the following order: CHC 1966, CHC 1974, CHC 1988, HPC-LHD, HPC-LHP, HPC-SR, SRB-NR, NR (WITHDRAWN), SRB-NR DOE, NPS-NHL
Construction Date	ConstructDate	Text	Construction date exactly as listed on the form. Always put the number first. Example: "pre 1750" = "1750 PRE" or "circa 1875" = "1875 CIRCA")
Style/Type	StyleType	Text	Style/Type as written on the form.
District Name	DistrictName	Text	District Name as listed on the form. There are properties that are included in multiple districts, and when this is the case, each district name should be listed. The order of district names should be in the same order as the designation status. If there are districts with the same name, indicate the register in parentheses. Example: New Haven Green (LHD), New Haven Green (SR)

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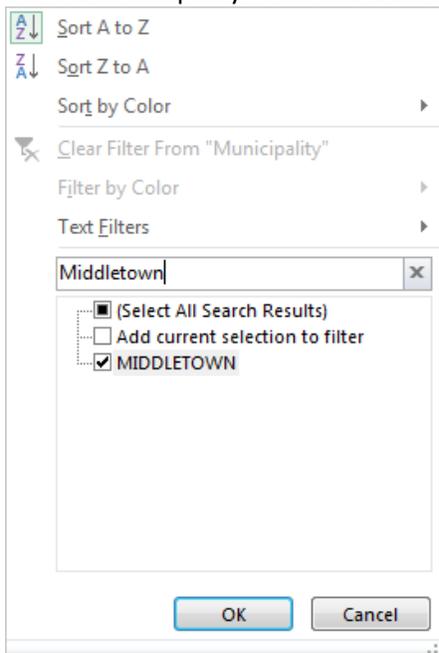
User Instructions:

1. On the top banner choose from the drop down arrow in the cell based upon the information known about the property.

If searching for a property located at 43 Warwick Street, Middletown, CT 06457, start by selecting the drop down arrow next to "Municipality"

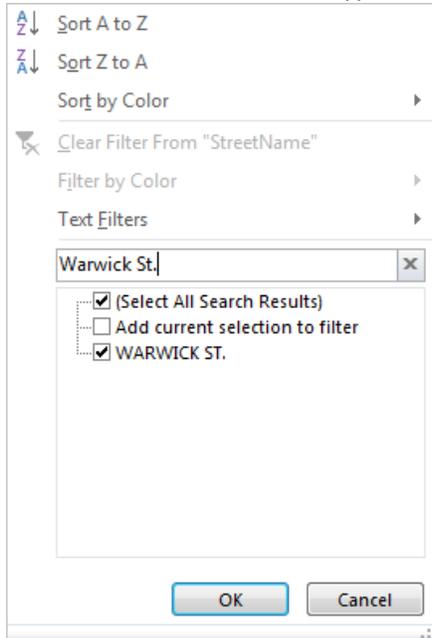


2. Click off the "Select All" box and type your specific information into the "Search" field. Then click "OK". For the municipality of Middletown it would look like this:

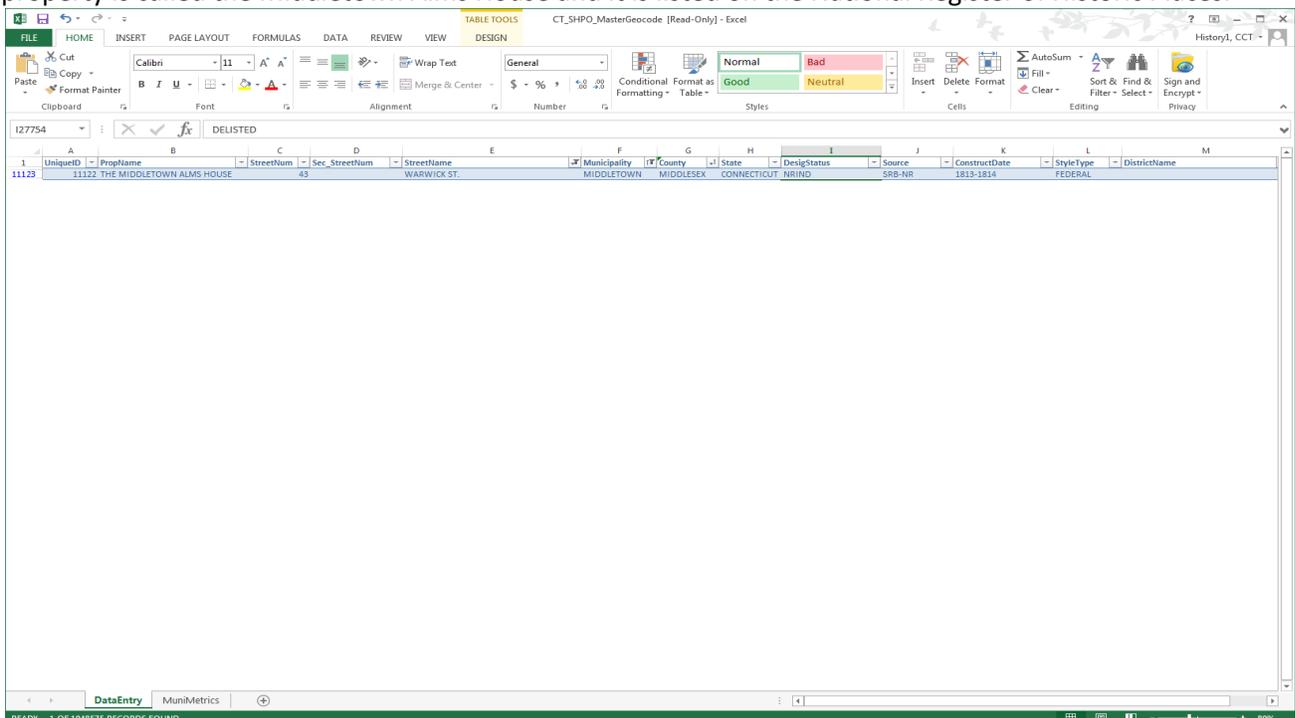


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- Continue to refine the search by selecting a drop down from an additional cell. Because the address is known for 43 Warwick Street in Middletown, select the "Street Name" drop down. Click off the "Select All" box and type "Warwick St" into the "Search Bar" and click "OK"

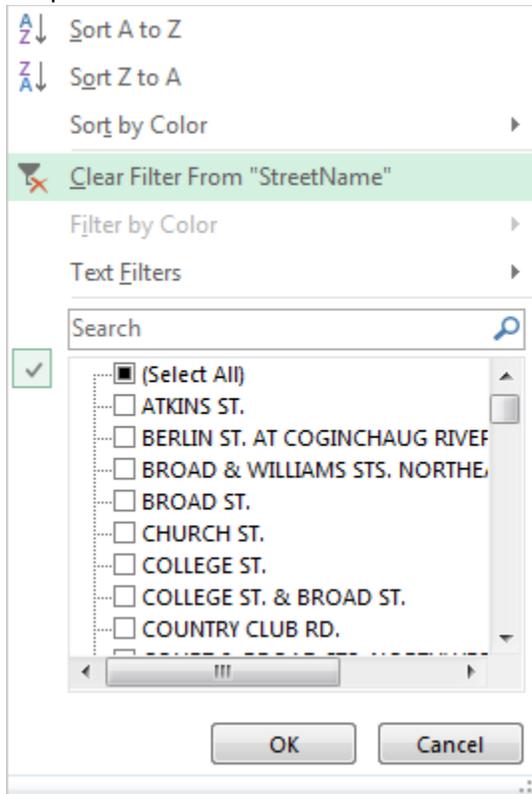


- Continue to refine your search until an entry is listed. For the search example, this is the only property listed in the database on Warwick St. in Middletown. The property is called the Middletown Alms House and it is listed on the National Register of Historic Places.



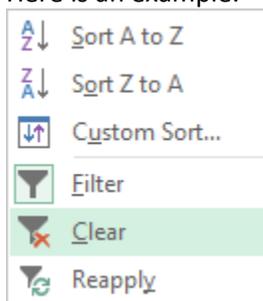
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5. To undo your search in a cell's drop down, click the drop down and select "Clear Filter"
In the search example, to undo the "Street Name", select "Clear Filter from "StreetName" in the Street Name Drop down.



6. To undo all changes made to the excel sheet find, "Search and Filter" in the top right corner of your screen and select, "Clear"

Here is an example:



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7. For some properties, it may be easier to use the “Find” feature which is in the top right corner of your screen. Select “Find” and type the information you may have:

