Practical Advice For Preparing National Register Nominations In North Carolina

Revised 2018

Survey and National Register Branch
State Historic Preservation Office
Division of Historical Resources
Office of Archives and History
North Carolina Department of Cultural Resources

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INTRODUCTION

Practical Advice for Preparing National Register Nominations in North Carolina (PA) is the North Carolina State Historic Preservation Office companion manual to *National Register Bulletin: How to Complete the National Register Registration Form* (herein after cited as *NR Instructions)*, published by the National Park Service, United States Department of the Interior.

The purpose of *Practical Advice* is to augment the guidelines provided in *NR Instructions*, particularly with regard to the current process for preparing nominations for submittal to the North Carolina State Historic Preservation Office. *Practical Advice* is a companion piece, not a substitute, for the *NR Instructions*.

The official name of the National Register application form is the "registration form" as it serves as the document for listing a property in the National Register. However, it has always been commonly referred to as the nomination form, and this manual will use that term to identify the registration form.

This manual guides the preparer in preparing nominations for **non-archaeological** resources only. See contact information below for the Office of State Archeology, North Carolina Department of Cultural Resources for further guidance about nominating archaeological properties.

NORTH CAROLINA HISTORIC PRESERVATION OFFICE STAFF CONTACT INFORMATION

Before preparing a National Register nomination always contact the National Register staff at the State Historic Preservation Office (HPO) at the North Carolina Department of Cultural Resources (NCDCR). Questions concerning the current Study List status of a property, its potential for listing in the National Register, the appropriate format for nominations, documentation requirements, nomination procedures and scheduling, and the effects of National Register listing should be directed to:

Jenn Brosz, National Register Coordinator jenn.brosz@ncdcr.gov
Survey and National Register Branch
State Historic Preservation Office
North Carolina Department of Cultural Resources (NCDCR)
4617 Mail Service Center – mailing address
Raleigh, NC 27699-4617
(street address and office location -- 109 East Jones Street, Archives and History Building, Raleigh, NC 27601)
919-814-6587

HPO REGIONAL OFFICE NATIONAL REGISTER STAFF

National Register services are also available for properties within the East and West regions at two regional offices. Click on link below for a map of the HPO regions and the assigned National Register staff person.

Historic Preservation Office National Register staff assignment map

Eastern Office, Archives and History

(Eastern Region architectural survey records are at NCDCR in Raleigh)

Scott Power, Regional Supervisor and Preservation Specialist scott.power@ncdcr.gov
John Wood, Preservation and Restoration Specialist john.p.wood@ncdcr.gov
NCDCR
117 West Fifth Street
Greenville, NC 27858
919-830-6580

Western Office, Archives and History
Architectural Survey Records repository for the Western Region

National Register and Architectural Records staff
Annie McDonald, Preservation Specialist annie.mcdonald@ncdcr.gov
NCDCR
176 Riceville Road
Asheville, NC 28805
828-296-7230, Ext. 223

Please contact our offices *in advance* to make appointments with National Register staff or to visit the Architectural Survey Records file rooms in Raleigh and Asheville. The nomination preparer is then assured of receiving the full attention he or she deserves.

ARCHITECTURAL SURVEY STAFF

For information about the Historic Preservation Office architectural survey program, contact

Beth King, Architectural Survey Coordinator elizabeth.king@ncdcr.gov
NCDCR, Raleigh (see Ann Swallow entry for address information)
919-814-6580

To coordinate the retrieval and copying of any existing survey files and/or Study List applications, and to receive a supply of archival white file folders, contact the Architectural Survey Records staff in Raleigh or Asheville. To receive a series of survey site numbers required for all historic district nominations throughout the state, contact the Architectural Survey Records File Manager in Raleigh.

Architectural Survey Records for the Central, Southeast, and Eastern Regions, Raleigh

Chandrea Burch, File Manager/Photography Clerk, chandrea.burch@ncdcr.gov
NCDCR, Raleigh (see Ann Swallow entry for address information)
919-814-6593

Western Office, Archives and History
Architectural Survey Records for the Western Region, Asheville

Architectural Records and National Register staff
Annie McDonald, Preservation Specialist annie.mcdonald@ncdcr

176 Riceville Road
Asheville, NC 28805
828-296-7230, Ext. 223

HISTORIC DISTRICT ACCESS SURVEY DATABASE COORDINATION CONTACT

Before preparing an historic district nomination anywhere in the state, contact the National Register staff and the GIS Coordinator to receive a customized NCHPO Access-based survey database template downloaded on a CD.

Andrew Edmonds, GIS Technical Support Analyst andrew.edmonds@ncdcr.gov
NCDCR, Raleigh (see Ann Swallow entry for address information)
919-814-6592

ARCHAEOLOGICAL RESOURCE NATIONAL REGISTER STAFF

The North Carolina Office of State Archaeology (OSA) at the Department of Cultural Resources has a designated staff member coordinating National Register nominations for archaeological sites. Click on the link below to access OSA's website.

Office of State Archaeology website

Contact for information about archaeological sites and the National Register program:

Office of State Archaeology
North Carolina Department of Cultural Resources
4619 Mail Service Center – mailing address
Raleigh, NC 27699-4619
(street address and office location -- 109 East Jones Street, Archives and History Building, Raleigh, NC 27601)
919-814-6550

NATIONAL REGISTER OF HISTORIC PLACES
NATIONAL PARK SERVICE WEBSITE

The National Park Service (NPS) website is the federal government source for all National Register-related publications, including the National Register instructions, National Register bulletins, the nomination form templates, photograph policy, and map factsheet. Click on the link below to access the NPS website publications information.

National Register publications information

NORTH CAROLINA NATIONAL REGISTER APPLICANT GUIDANCE

Practical Advice for Preparing National Register Nominations in North Carolina provides complete guidance for nomination preparers submitting both digital/electronic documentation, including the Microsoft Word nomination form and digital photographs, and paper or hard copy documentation and graphics, such as a historic district map, floor plans, site plan, USGS map, or documentary photographs.

IMPORTANT UPDATE: ALL-ELECTRONIC NOMINATION SUBMITTAL

The National Park Service is now accepting National Register nomination submittals electronically on a disk. *All* final materials, including the nomination form (Microsoft Word pdf), photographs (tif) and maps (pdfs) must be provided in digital form to the North Carolina Historic Preservation Office. The electronic submittal is *optional*, as the National Register will continue to accept nominations that are in paper form, printed photographs, and USGS map. Click on the link below for further guidance about an electronic-only submittal. If you wish to make an all-electronic application to the North Carolina HPO office, please contact the National Register coordinator prior to the submittal for further guidance.

Guidance on How to Submit a Nomination to the National Register of Historic Places on Disk Summary

INTERESTED CITIZEN OR A NEW CONSULTANT

If you have not completed the National Register nomination process in North Carolina, please read this entire manual and the following National Park Service National Register bulletins: *How to Complete the National Register Registration Form* and *How to Apply the National Register Criteria for Evaluation.*

National Register Bulletin: *How to Complete the National Register Registration Form*

National Register Bulletin: *How to Apply the National Register Criteria for Evaluation*

The current (2012) nomination form (Form 10-900), map factsheet, photo policy, and all of the National Register bulletins with guidance on preparing nominations for a variety of resource types are available on the National Park Service website. The current nomination form incorporates all of the nomination sections and the form will automatically paginate. Separate continuation sheets are not necessary. Link to the National Park Service National Register information is below.

National Park Service, National Register website – National Register information

North Carolina requires that all nominated National Register properties be fully surveyed and photographed following state survey guidelines. Links to *North Carolina Architectural Survey Manual, Practical Advice for Recording Historic Resources* and the *Policy and Guidelines for Digital Photography* are below:

North Carolina Historic Preservation Office Architectural Survey Manual

North Carolina Policy a Guidelines for Digital Photography

Before you begin preparing the nomination, please contact the National Register coordinator, or the National Register staff in the Eastern or Western Regional Offices, to discuss your project and the schedule for its completion and consideration by a Certified Local Government and the National Register Advisory Committee.

Historic Preservation Office Contacts

National Register Study List Evaluation in North Carolina

In North Carolina, all properties must be evaluated for the National Register Study List prior to the submittal of a National Register nomination. Before completing a nomination form, all applicants should confirm with the HPO staff that the property is currently on the Study List. If the property is not on the Study List, an application must be submitted to the HPO approximately one month prior to the NRAC meeting. Click on links below for more information from the HPO website about the Study List application process and deadlines.

The Study List and the National Register in North Carolina

How to Request and Submit a Study List Application

Study List and National Register application deadlines

North Carolina National Register Historic District Nomination Requirements

The level of documentation required for historic district nominations vary among state historic preservation offices. In North Carolina, the completion of historic district nominations requires survey information to be entered into an Access-based survey database and file preparation following the state survey guidelines.

Contact the GIS Coordinator to request a custom NCHPO Access-based survey database template downloaded on a CD-R.

Historic Preservation Office Contacts

Click on the link below to the instructions for completing the database

North Carolina HPO Survey Database Data Entry Instructions

The preparation of a nomination for a historic district nomination is a complex undertaking. Applicants are strongly encouraged to retain an experienced consultant to complete the project. Before any district nomination is started, the preparer, whether a professional or a novice, should contact the National Register coordinator, or the National Register staff in the Eastern and Western Office, to discuss the project.

CONSULTANT WITH EXPERIENCE PREPARING NOMINATIONS IN NORTH CAROLINA

As an experienced consultant, you are familiar with the nomination process in North Carolina. This updated version of *Practical Advice* is available on the HPO website for the first time. The NPS National Register nomination template has been fully updated, and new guidance about an all-electronic submittal, maps, longitude and latitude points, and photographs is now available from NPS.

The electronic version of the current nomination form (Microsoft Word) is available on the National Park Service website:

NPS website page for downloading the current nomination form templates

If you are familiar with the 2012 form, the HPO office asks that you complete the 2012 version of the nomination form (Form 10-900) accessed through the link above. At some future point, it is likely that NPS will stop accepting the older versions of the nomination.

For experienced applicants who are more familiar with previous versions of the nomination, including the 2009 form with the notation “Expires 5/31/12” in the upper left corner, and the earlier nomination form with the notation “(Rev. 10-90)” or “(Oct. 1990)” in the upper left corner, both are still accepted by the National Park Service. Continuation sheets, NPS Form 10-900-a, are required for the October 1990 form. On the first sheet enter the section number and page number in consecutive order throughout (e.g., if Section 7 is four pages long, Section 8 begins with page five). The “floating” header will appear on each page. Please do not create separate documents for the different sections. Information for more than one section may be printed on one continuation sheet; enter each of the section numbers at the top of the page and arrange the information on the page numerically by section.

THE NATIONAL REGISTER PROGRAM IN NORTH CAROLINA

What is the National Register?

The National Register of Historic Places is a list of the nation's cultural resources worthy of preservation. Congress established the program with the adoption of the Historic Preservation Act of 1966. The list includes buildings, structures, sites, objects, and districts that are significant on a local, statewide, or national level in American history, architecture, landscape architecture, engineering, archaeology, or culture. All resources listed in the National Register must meet the Criteria for Evaluation established by the act. The National Park Service, United States Department of the Interior, maintains the National Register. The HPO website offers several fact sheets about the National Register program. Click on the link below.

The National Register of Historic Places in North Carolina

National Register Program Administration in North Carolina

Documentation of the appearance, history and significance of a resource is presented to the Keeper of the National Register at the National Park Service on a National Register registration form, commonly called a nomination. Nominations of properties for listing in the National Register are submitted to the Keeper from each state through a State Historic Preservation Officer (SHPO). In North Carolina, the SHPO is the deputy secretary of the Office of Archives and History in the Department of Cultural Resources. Within the office is the Division of Historical Resources, and the Historic Preservation Office (HPO) is the section within that division that administers the National Register and related programs for North Carolina. The three branches of the Historic Preservation Office are Administration, Survey and National Register, and Restoration Services. A separate Archaeology Section, within the Office of State Archaeology, is responsible for supervising the completion of National Register nominations for archaeological sites.

Federal regulations require each state participating in the National Register program to name a citizen review board of interested lay and professional people to advise the SHPO about the eligibility of properties for listing in the National Register and the adequacy of historical and architectural documentation presented in nominations. In North Carolina the state review board is a subcommittee of the North Carolina Historical Commission (NCHC) appointed by the state historic preservation officer and called the National Register Advisory Committee (NRAC). Five of its members are NCHC members selected by the chair of the NCHC; seven are citizens of North Carolina who are not members of the NCHC. A majority of the members are recognized professionals in the fields of American history, architectural history, prehistoric archaeology, or historic archaeology. The NRAC meets three times a year in February, June and October on the second Thursday of the month to consider properties for listing in the National Register and to review completed nominations.

Upon recommendation by the NRAC and official nomination by the SHPO, completed nominations prepared under the supervision of the HPO are forwarded to the Keeper of the National Register at the National Park Service. Final authority to list properties in the National Register lies with the Keeper.

The National Register Listing Process in North Carolina

1. Learning about Potential National Register Resources

Historic resources that may potentially qualify for listing in the National Register are brought to the attention of the HPO in a variety of ways:

- A property owner or an interested citizen seeking official recognition for a resource.
- An HPO- or government-sponsored survey of historic properties in a community or county. Potentially eligible properties are considered for placement on the Study List at the completion of a survey.
- Historic property surveys conducted as part of the HPO environmental review process of federally-funded projects
- A local historic preservation commission sharing information with the HPO

2. The Study List: Assessing the Potential of a Property to Meet the Criteria for Listing in the National Register

The North Carolina HPO conducts a formal preliminary assessment of all properties being considered for listing in the National Register. Before the HPO staff oversees the preparation of a nomination with an applicant, the resource must first be approved by the NRAC for placement on the state's Study List of potentially eligible properties. Over 5,000 properties have been approved for the Study List since the Historic Preservation Office was established. Click on the link below for more information about the Study List on our website.

The "Study List" and the National Register of Historic Places in North Carolina

How to Request a Study List Application

Every applicant should contact the HPO staff to confirm whether or not the property has been approved for the Study List before preparing a National Register nomination. For properties already on the Study List, the applicant should obtain a copy of the Study List application, any previous survey materials gathered on the property, and the property's survey site number. If the property has been on the Study List for more than a few years, the HPO staff may request current photographs of the property to confirm its continued potential for listing in the Register. If the property you are interested in listing in the National Register is not on the North Carolina Study List, please submit an application for staff and NRAC review. At the end of Practical Advice further information about the Study List application process is offered. Click on the link below.

Study List Application Process

3. Study List Review by the National Register Advisory Committee

Complete Study List applications received by the deadline are considered for placement on the agenda of the next scheduled NRAC meeting. A comprehensive set of color photos must be submitted with the application depicting the current appearance of the property, including all buildings, their interiors, any outbuildings, and landscape features. At the NRAC meeting the HPO staff makes a Powerpoint presentation about the property's history, the significance claim, and its historic and current appearance. Preparation of National Register nominations are encouraged for all properties approved for the Study List.

4. Preparation of the National Register Nomination

A National Register nomination is a scholarly and authoritative document that contains a written physical description of the historic property, and a significance and history essay. The nomination should clearly demonstrate how the historic resource specifically meets one or more of the four criteria for evaluation. Professional quality photographs and maps delineating the boundaries of the property or district support the written nomination, along with other materials and information as appropriate.

The purpose of this advice manual is to enable professionals and interested citizens alike to complete the nomination preparation successfully. Under the supervision of HPO staff, and using the instructional materials provided by NPS and this manual, the applicant prepares a fully documented and completed National Register draft nomination form and submits a first draft packet to the HPO. Most nominations in North Carolina are prepared by private preservation consultants hired either by individual property owners or by sponsors, such as local governments or non-profit organizations. Some owners/sponsors are interested in preparing their own nominations and with NPS guidance and this manual they may be capable of doing so. The level of description, historical documentation, analysis, and writing in every nomination must meet professional standards. Click on the link below for a list of experienced National Register consultants.

National Register Consultants List

5. HPO Staff Review of Draft National Register Nominations

The HPO National Register staff is responsible for reviewing, editing, and processing nominations. First draft nominations are returned to the applicant for any additional information or revisions needed to complete the nomination. Click on link below for more information about the staff review process.

National Register Draft Nomination Staff Review

6. Owner and Public Official Notification, CLG Nomination Review, and Historic District Public Meeting

Once the nomination is determined to be complete and correct by HPO National Register staff and scheduled for review by the NRAC, the SHPO sends letters of notification to all owners, chief local elected officials, and if appropriate, the Certified Local Government (CLG) historic preservation commission in accordance with federal regulations. No less than **thirty** days prior to the NRAC meeting owners and chief elected officials are notified for properties outside of Certified Local Government communities. See the link below for information on CLG commissions in North Carolina

North Carolina Certified Local Government (CLG) information

If the property is located within a CLG community or county, a copy of the nomination and a comment form is sent to the CLG for review no less than **sixty** days before the NRAC meeting. Within the sixty-day period the local historic preservation commission and the mayor or county board chair reviews the nomination and informs the HPO of their opinion about the eligibility of the property for the National Register.

For historic districts with more than fifty owners, the federal regulations specify that a legal notice about the upcoming NRAC review be published in the local newspaper. The legal notification includes information about when and where the nomination will be considered by the NRAC. Because of the wide range of legal notice rates charged by newspapers across the state, the HPO's inability to predict nomination project schedules and NRAC meeting agendas by more than a few months, and HPO budget limitations, it is impossible for the HPO to include lengthy intent-to-nominate legal notice fees in its operating budget. ***Consequently, sponsors of nominations for districts of more than fifty owners must bear the cost of the intent-to-nominate legal notice which may cost several hundred dollars.***

The HPO places the notice and requests the newspaper to bill the sponsor. If a federal Historic Preservation Fund grant awarded by the HPO supports the historic district project, the cost of an intent-to-nominate legal notice should be factored into the proposed budget that is submitted with the grant application. The brief announcement of listing (in the form of a legal notice) at the conclusion of the nomination and listing process, and all other notification letters, are paid for by the HPO.

Before a nomination for a historic district is presented to the NRAC, a National Register public information meeting in the community is held for the owners and residents of the district and any other interested parties. The local nomination sponsor in consultation with the nomination preparer and the National Register coordinator coordinates the public information meeting usually. This meeting should be held within the intent-to-nominate notification period before the NRAC meeting at which the nomination will be presented. The nomination preparer is required to attend this meeting to present the architectural and historical significance of the district in a Powerpoint or slide program. The National Register coordinator (or the preservation specialist from the Eastern or Western Office) makes a brief presentation on the National Register program.

Private owners who seek National Register listing for their properties are not required to submit statements of concurrence concerning the designation, though letters of support for the nomination are welcome and become a permanent part of the nomination file. Owners who wish to support a nomination are encouraged to submit letters of support to the SHPO prior to the NRAC meeting at which the nomination is to be considered.

Any owner or partial owner of a nominated private property has the opportunity to object to listing. They must submit to the SHPO a **notarized** statement certifying that he or she is sole or partial owner of the private property and objects to the listing. If a majority of private property owners object, the property or district can not be officially listed. However, in such cases the State Historic Preservation Officer is required to submit the nomination to the Keeper for a *determination of eligibility* for the National Register. If the property or district is determined *eligible* for listing, although not formally listed, it will be treated as a listed property or district in consideration of federal undertakings in the environmental review process. Such properties are not eligible for federal preservation grants or tax credits until a majority of the property owners submit notarized statements of support and the property is listed.

Federal and state government agencies may comment on the proposed listing of resources under their jurisdictions, but their objections cannot prevent listing, according to the federal regulations that govern the nomination process.

7. <u>Nomination Review by the NRAC and the State Historic Preservation Officer</u>

At the NRAC meeting, the committee votes whether or not to recommend the formal nomination of a property to the State Historic Preservation Officer. If the committee finds a nomination deficient for either technical or substantive reasons, the nomination is returned to the preparer for additional information or corrections. If the NRAC recommends the property for nomination, the SHPO independently reviews the documentation and decides whether to officially nominate the property. He or she “checks” a box on the form as to whether the property meets the National Register criteria and signs the first page of the nomination.

Nominations prepared under the supervision of the HPO and nominated by the SHPO are forwarded to the Keeper of the National Register at the National Park Service. Final authority to list properties in the National Register lies with the Keeper. If the NRAC does not recommend nomination and the SHPO determines it does not meet the National Register criteria, federal regulations allow for anyone to appeal directly to the Keeper of the National Register for consideration.

Property owners are sent a courtesy letter informing them of the NRAC recommendation, SHPO official nomination, and the transmittal of the nomination to the National Park Service.

8. <u>Nomination Review by the National Park Service, Washington D.C.</u>

When the nomination is logged in on arrival at the National Park Service (NPS), a notice in the *Federal Register* (a U.S. Government publication often used for notification procedures) is published stating that the resource is being considered for historic designation. A review-and-public comment period of not less than fifteen days and not more than forty-five days follows. All nominations are reviewed by the Keeper's staff for technical completeness, and many receive substantive review. Approved properties are listed in the National Register within the comment period. A nomination may be returned to the SHPO for correction of technical or substantive deficiencies. It may be rejected if the Keeper determines that the property does not meet the Criteria for Evaluation. (North Carolina's successful listing rate is more than ninety-nine percent. Of the more than 2,800 nominations submitted since 1969, the Keeper has rejected only a handful.)

Nominations returned to the SHPO with questions are mailed back to the preparer if substantive revisions are required; otherwise, the HPO staff makes the revisions. Corrected nominations are then re-submitted by the SHPO to the National Park Service.

9. <u>Listing in the National Register</u>

When the resource is listed, the National Register program at NPS again publishes a notice in the *Federal Register.* Listed properties are also included on the weekly listing notices appearing on the National Park Service website. Click on the link below to access the NPS website National Register weekly lists.

NPS Website – National Register Weekly Lists

Once the HPO receives this notice, the SHPO sends the owner an official listing letter and a designation paper certificate. A copy of the owner letter is also sent to federal and chief local elected officials and the nomination preparer. In the case of a historic district with more than fifty owners, the listing letter and certificate are sent to the chief local elected official and the HPO runs a legal notice in the local newspaper to publicize the listing. A notice with photographs of the listed property is also prepared for the federal elected officials, and the property will be highlighted in an upcoming issue of the HPO newsletter, *Worth Saving*.

HPO GIS staff then updates the designation status of the resource on the HPOWEB map, and the NCSHPO survey database is updated with the National Register designation date. The survey/working file is prepared for filing in the file room.

The HPO does not provide building plaques. Owners who desire plaques may order them from private suppliers; the HPO website has a list of plaque suppliers. See Plaques and Markers for National Register Properties

NATIONAL REGISTER DRAFT NOMINATION REVIEW IN NORTH CAROLINA

Before completing a nomination, the preparer should be thoroughly familiar with the North Carolina schedule for reviewing nomination drafts, presenting complete nominations to the National Register Advisory Committee (NRAC), and forwarding nominated properties to the National Park Service. (NPS) Each nomination is reviewed in its first-draft and final-draft form, and complete nomination submittals are reviewed in the order in which they are received.

If this is your first National Register nomination, you may be asked to submit one or more intermediate drafts. Also, an experienced preparer working with an unusual or difficult property may need to plan for an extended consultation with the HPO staff. Be aware that the current deadline schedule allows enough time for the review of two drafts – first and final. If additional drafts are necessary, or if additional consultation is needed, please allow for an additional review cycle in the preparation of the nomination.

First draft nominations for properties within the Central and Southeastern regions are submitted to the National Register Coordinator in Raleigh. Nominations for properties in the Eastern and Western regions should be submitted directly to the respective regional staff for review. Although the National Register coordinator handles matters relating to nominations for the entire state, the staff of the regional offices has primary responsibility for nominations in their territories. After the regional staff reviews the nomination packet, it is forwarded with staff comments to the National Register Coordinator in Raleigh. The nomination is assigned to a National Register staff person who does an in-depth review and returns the nomination to the preparer. Revised and corrected final draft packets are submitted directly to the National Register staff person in Raleigh who reviewed the first draft.

Please note that the *final* draft deadlines on the schedule are the last day on which a complete nomination packet has the likelihood of being reviewed and finalized prior to the upcoming NRAC meeting**.** However, submission of a final nomination packet on the deadline does not necessarily guarantee placement on the NRAC agenda. If the submitted draft does not fully address staff comments given in the first draft it may be necessary to return the form to the preparer for an additional draft. Also, if a large number of drafts arrive on or near the deadline, there may not be sufficient time to review them all properly before the notification deadlines. Please note that if a nomination is submitted after the deadline, it will be logged in and reviewed in the order of its submission.

If extensive changes to a final draft are required the nomination packet will be returned to the preparer with a memorandum of explanation so that he or she can make the revisions. When the revised final draft nomination packet has been reviewed and determined to be complete and correct, the property will be scheduled for consideration at the next NRAC meeting.

Due to the legal intent-to-nominate notification requirements prior to the NRAC meeting, any final draft nomination packets submitted *after* the deadline *may* be held until the next NRAC meeting. All incomplete or incorrect first and final draft packets will be returned to the preparer.

MATERIALS FOR PREPARING A NATIONAL REGISTER NOMINATION

If you are preparing a nomination for a complicated or unusual property, consultation with the HPO National Register staff is strongly recommended. They may have additional National Register *Bulletins,* HPO context materials, sample National Register nominations for similar properties, or other source materials to offer.

Assemble the following basic materials and equipment before beginning a National Register nomination project. Underlined items are links to the information or materials.

National Register nomination submission materials

- National Register Nomination template
- HPO working (survey) file materials
- Historic district nominations -- customized Access-based survey database template from the GIS Coordinator - Link to GIS Coordinator
- Nomination checklists and the Nomination Length Assessment Form Link to checklists/form
- North Carolina National Register nomination submittal deadline schedule
- North Carolina Certified Local Government (CLG) information

Guidance for completing the nomination form

- *Practical Advice for Preparing National Register Nominations in North Carolina*
- *National Register Bulletin: How to Complete the National Register Registration Form*
- *National Register Bulletin: How to Apply the National Register Criteria for Evaluation*

Materials for researching and surveying the property

- Photocopies of materials from the existing HPO Study List or survey file(s)
- *National Register Bulletin 39: Researching a Historic Property*
- *North Carolina Historic Preservation Office Architectural Survey Manual* -- Required for historic districts and updating existing survey files. See pages 40-46 of Manual.
- HPO Historic Property Field Data Form
- Historic Property Field Data Form instructions

Maps and other graphics

- NPS guidance – National Register Draft Electronic Map Policy Factsheet
- USGS quadrangle map - Link to Maps
- Property tax map – available on most county websites
- Historic district nominations – a historic district base map

Photography materials

- *North Carolina Policy and Guidelines for Digital Photography*
- National Park Service guidance – National Register Photo Policy Factsheet
- One digital camera and bright white copy paper for survey photograph contact sheets - Link to Photography
- *National Register Bulletin 23: How to Improve the Quality of Photos for National Register Nominations – NPS website link*
- HPO photo processing forms for ordering prints and CD-R of the NPS photograph set
- DVD-Rs or CD-Rs for digital photo submittals

GUIDANCE FOR PREPARING THE NATIONAL REGISTER NOMINATION SECTION BY SECTION

The guidance below is offered in conjunction with the *NR Instructions* which are arranged by section. Links to National Register nomination examples are also offered.

SECTION 1 - NAME OF PROPERTY

For historic people, enter last name first and first name last. Example: Smith Jr, Dr. John and Ellen, House.

For institutions, enter the name as is. Example: Richard B. Harrison School.

Use a hyphen between names, not a slash. Example: Powell-Brookshire-Parker Farm

Other names/site number – North Carolina assigns survey site numbers to all properties

Name of related multiple property listing: Click on link below for the HPO website list of completed Multiple Property Documentation Forms in North Carolina

North Carolina Multiple Property Documentation Forms

If an MPDF has been completed for the county, community, or property type that relates to the property being nominated, click on the link below for further guidance.

Link to Coordinating a National Register Nomination with a Multiple Property Documentation Form

SECTION 2 - LOCATION

If there is enough space, spell out all words in the **Street & number** line, do not abbreviate.
Example: 232 N. Main St. should be entered as 232 North Main Street.

In rare cases the property's mailing address may be a community several miles away, or even in another county. For example, a rural farm in Pitt County (two miles outside Falkland) has a Macclesfield in Edgecombe County mailing address. Enter the street address on the **Street & Number** line, and the nearest community on the **City or town** line, followed by the mailing address community in parentheses on the **City or Town** line. Enter the physical location for the **county.** Example: 2345 Old Tavern Road, Falkland vicinity (Macclesfield, Edgecombe County - mailing address), Pitt County, NC
See *NR Instructions* for guidance about the **Not For Publication** check box.

SECTIONS 3 AND 4 – STATE/FEDERAL AGENCY CERTIFICATION AND NATIONAL PARK SERVICE CERTIFICATION

Leave blank.

SECTION 5 – CLASSIFICATION

Ownership of Property
Public – Federal: If the property includes a post office, verify whether it is owned or leased by the federal government. Only post offices *owned* by the federal government are federal property.

Category of Property: Groups of historically related resources, such as a farmstead, a school campus with a main building and one or two outbuildings, or a small industrial complex are **building(s),** not a district. A bandstand, gazebo, swimming pool, carport, and railroad cars, ships and airplanes are **structures**. Fences, entrance piers, and statuary are **objects**. Stand-alone automobiles not associated with a specific building cannot be listed individually in the National Register.

Number of Resources within Property: Enter "0" on the line for each resource type not found at the property.

Previously listed contributing resources: Enter "N/A" if no contributing resources have been previously listed. (See page 16 in *NR Instructions*.) Often time preparers enter "0", however, the correct entry is **N/A.**

SECTION 6 - FUNCTION OR USE

Function or Use, Historic Functions
Enter the most important or predominant functions first. Historic function entries are only for *extant contributing* resources, not for historic buildings no longer standing

SECTION 7 - DESCRIPTION

Architectural Classification
Enter categories or subcategories; do not enter "other stylistic terminology" choices.

Materials
Only enter foundation, wall, and roof and other materials that are visible on the exterior. For example, a brick building covered with synthetic siding has synthetic siding walls, not brick.

NARRATIVE DESCRIPTION

The narrative description is meant to create a picture of the property in words so that future readers understand exactly what is being designated to the National Register and what it physically looks like. Accuracy, correct architectural terminology, and a logical approach are important when writing a complete narrative description. It begins with a description of the property within the geographic context of the county, followed by an overview of the nominated acreage and the National Register boundary, and ends with a detailed description of the individual buildings and resources.

Most National Register nominations are for buildings, however, keep in mind that other types of historic resources can be listed, such as parks, gardens, ships, bridges, dams, and road systems, to name a few. The focus of *Practical Advice* is primarily on buildings, and we ask that you contact the HPO if you are preparing a nomination for something other than buildings.

An individual property description containing a single building or a small group of resources is discussed first below, followed by guidance for a building/resource entry in an historic district nomination. The level of descriptive information for an individual property is much more detailed than a building entry in a historic district nomination. Remember that **all** buildings, structures, sites, and objects are described regardless of when they were built.

The National Register nomination form template states that the description should begin with **a summary paragraph**. It is very likely that more than one paragraph will be needed to describe the general characteristics of the property. See the guidance on page 28 of *NR Instructions* for this summary information.

The National Park Service recommends that the physical description include references to the numbered photo views submitted with the nomination. By looking at the photos as they read the narrative, they can "walk though" the property. Coordinating the photo numbers in the final draft can only be completed when the NPS photo selection has been finalized with HPO staff.

The *NR Instructions* offer advice about preparing a narrative description. See pages 28-30. Specific guidelines about individual properties and historic districts begin on page 31. The guidance below supplements the *NR Instructions*.

INDIVIDUAL PROPERTY NARRATIVE DESCRIPTION

Advice about establishing the National Register boundary

A key feature of the description of a National Register property are its boundaries. As such, it is important to establish the boundary of the nominated resource early in the nomination preparation. Very often the Study List application and/or the survey file provide guidance about the historic property boundaries. The proposed boundaries must relate to the significance of the resource. Accurate mapping and logical, justifiable boundaries for the nominated acreage help the preparer set the limits of the area to be surveyed, photographed, and researched.

A field inspection of the property should be made with full knowledge of the present (and historic) acreage associated with a resource. For example, when investigating an agricultural or landscape resource, it is important to know if the present acreage associated with the resource reflects the entire historical tract or only a portion of it. Make a photocopy of the tax parcel map for fieldwork and keep the original map clean so that it can be submitted with the nomination. The boundaries of an urban property usually include the entire tax parcel historically associated with the resource, as it provides an appropriate setting. On-site consultation with Survey and National Register staff should be scheduled to resolve particularly difficult boundary issues.

All of the acreage in a nominated property must be associated historically with the resource, and overall it must retain a relatively high degree of its historical integrity. For example, a 1000-acre nineteenth-century plantation can be nominated in its entirety under Criterion A for agriculture if the overall acreage has retained its historic integrity and contributes to the historic significance claim. However, if areas of the historic plantation have been developed for modern uses and the farm landscape has been altered, or if an agricultural significance claim cannot be made for the property, then a much smaller area immediately surrounding the main resources will likely be the appropriate nominated tract.

Summarize the location and appearance of the overall property within the local area

- Property name and address – if needed, explain the difference between the mailing address and the physical location (farm in Pitt County example in Section 2)
- If a rural property, locate it in relationship to the county – identify the quadrant – NE, NW, etc.; orient to county seat and the nearest town or rural community by distance and direction; orient to roads, rivers or other major geographic features; describe the general topography of the area and the nominated property

- Appearance and land use of the immediate surrounding area, noting any major land use changes since the historic time period. Provide an explanation of how the immediate setting, outside the National Register boundary, are part of the historic feeling and character of the property.
- Identify size (acreage), location, and describe the boundaries of the National Register property in comparison to the current tax parcel or the acreage historically associated with the property
- Provide information that explains any issues regarding the verbal boundary description or boundary justification in Section 10. For example, the exclusion of acreage historically associated with the property, or where boundaries were drawn according to current ownership support
- The geographic orientation(s) of the resource should be established early on through the use of compass points. Many preparers find it helpful to use exhibits or graphics such as plot plans or site maps and refer to them in setting descriptions.

Overview of the historic buildings/resources on the property

- Describe the general appearance of the main resource, and the physical relationship between it and secondary buildings, structures, objects and landscape features at the property. What direction does the main resource face, and how does it physically relate to the other buildings on the property? It is always appropriate to refer to compass points when describing elevations, e.g. "the front (south) elevation"
- Name all of the buildings/resources on the property and their function, regardless of their construction date, and note the contributing and non-contributing status of each. A separate description/inventory entry should be written for each resource included in the Section 5 resource count. See below, under "Individual Property Inventory List."
- Provide an assessment of the historic integrity of the property and its historic resources, either at the end of the overview, or at the end of the Section 7**.**

Building/resource description

Main Building Exterior

- Basic information first – Construction date(s), building massing and floor plan, number of vertical bays wide and deep, height, architectural style or type, roof shape(s), and materials and features that apply to the building in general – foundation, wall, roof and chimney materials, window design, materials and sash configuration(s), and exterior door design.
- If the building was constructed over time with more than one construction episode, then the entry should include a review the construction history and the physical changes made to the resource. A building floor plan or detailed site plan with building outlines is very useful to illustrate the succession of additions/alterations. Note: a floor plan is required for buildings claiming Criterion C
- A wall-by- wall elevation description of the entire building, beginning with the front, then the sides, and the rear wall. Describe entrances, porches, patios/terraces, exterior stairs, window and door design and placement, and decorative features. Emphasize original features that are intact.
- Describe any recent rehabilitation, new construction, or reconstruction work, and its coordination with the Historic Preservation Office?

Main Building Interior –

- Begin with an overview of the plan on each floor and the historic room functions, if known. If the floor plan is intact, that fact should be emphasized. General information pertaining to the entire building follows -- the structural system, floor, wall and ceiling materials; and common door designs. For houses, describe door and window surrounds, baseboard and cornice moldings. Always describe important interior features such as staircases, fireplace mantels, stonework, woodworking (for example, wainscoting, paneling, decorative paint treatments, and any other craftsmanship.

- For commercial and industrial buildings, describe the interior finishes of the open spaces and their function, any enclosed rooms such as offices, showrooms, and stairways.
- *Historic* fittings, equipment, light fixtures, etc. that are permanently fixed to the building

Other resources – for example, outbuildings, family cemetery, farm pond, entrance gates, modern garage or gazebo. Prepare a separate entry for each resource.
If the property has more than one or two outbuildings or other types of secondary resources, including andscapes, describe them in list format and key the list to the sketch map. If there are many outbuildings, or if the outbuildings are in close proximity to each other, numbering the resources is optional. The inventory list format makes it easier to verify the numbers of contributing and noncontributing resources entered in Section 5 of the nomination form. Also, the list makes it easier to match the narrative physical description to the sketch map and the photographs.

Develop a standard format for an inventory list entry to include:

- An overview of the building massing, height, foundation, wall, and roof materials, roof shape, structural system, and window and door placement and design. Basic information about the construction date and any additions or alterations. Interior finishes follows.
- Objects, such as statuary, monuments or fountains are described by their design, materials, and construction date.
- Outbuildings: If the outbuildings associated with a significant main resource were built around the same time, they can be claimed as "contributing" to the historic setting and character of the property. If they pre-date or post-date the construction of the main resource by more than fifteen to twenty years, then a specific significance claim must be made for them, otherwise they are evaluated as non-contributing resources.

Two basic inventory entry examples are offered below:

1. Smokehouse. ca. 1850-1865. Contributing building
Located northeast of the kitchen ell of the main house, the square, one-story hip-roofed frame building has an asphalt shingle roof. The one-room building is sheathed with plain weatherboards and rests on brick piers. The batten door on the west elevation and the four-sash wooden window on the opposite wall have simple two-part Greek Revival molded surrounds.

2. Barn. ca. 1910. Contributing building
The front-gabled, one-story double pen log barn with diamond notching is covered with weatherboards and has a standing-seam metal roof. The wide, two-leaf entrance batten door is in the gable end. On the interior it has a center aisle with animal stalls on either side. The barn is located in the west pasture and was used to shelter livestock.

Distinctive cultural landscapes, designed landscapes and designed gardens require a specialized description in Section 7. They are always introduced in the overall description of the property. However, if they contribute to the significance of the property, they can be counted as a separate resource, typically a "site." Click on the link below for NPS guidance about describing designed landscapes.

NR Bulletin 18: *How to Evaluate and Nominate Designed Historic Landscapes*

Rural landscapes and their characteristics are discussed in the National Register bulletin on documenting rural historic landscapes. Click on the list below for NPS guidance about documenting and describing rural landscapes.

NR Bulletin 30: *Guidelines for Evaluating and Documenting Rural Historic Landscapes*

Click on links below for sample National Register nominations for individual property descriptions

Farmsteads and Farms
Craig Farmstead, Gaston County
Captain John S. Pope Farm, Orange County
Heartsfield – Perry Farm, Wake County
Dupree-Moore Farm, Pitt County

Schools
Bear Grass School, Martin County
Seventy-first Consolidated School, Fayetteville
Perry School, Franklin County

Industrial properties
Eno Cotton Mill, Hillsborough
Raleigh Bonded Warehouse, Raleigh
Reinhardt – Craig House, Kiln, and Pottery Shop, Lincoln County – small scale industry

Landscapes
Rock Cliff Farm, Wake County
Lynncote, Polk County
Moore County Hunt Lands and Mile-Away Farms, Southern Pines vicinity

Integrity Assessment
All National Register nominations provide an assessment of the property's historic integrity. In Section 7 this assessment may include a short overview of the property as it looked during the period of significance in comparison to the way it looks now. Historic buildings may have been moved, lost, renovated, or added on to, and modern buildings or landscape features added to the property. Recent rehabilitation and restoration work may also affect the property's integrity.

This assessment includes an explanation of how the changes have diminished the property's historic integrity, and it may require a two-part explanation. First, information about changes should be included in the overall property description and building entries where it is relevant. Inserting the information about the changes into the summary text works best when the changes are relatively minor, such as a porch floor replacement or the addition of a bathroom in an upstairs bedroom. Second, if the changes are more extensive, then a separate paragraph at the end of the building description is required. Extensive alterations include changes made to more than one resource, building relocation, the loss of historic outbuildings or support structures, new construction, historic buildings moved to the property, or if lost historic details have been reconstructed.

For further guidance about assessing the property's historic integrity, click on the link below.

NR Bulletin 15: *How to Apply the National Register Criteria for Evaluation*, pages 44 - 49

HISTORIC DISTRICT NARRATIVE DESCRIPTION

The narrative physical description of a historic district, which is more complex than that for an individual resource, serves as an introduction to an inventory list of all the resources within the boundaries of the district. The outline on pages 33-34 of *NR Instructions* provides a framework for organizing a Section 7 narrative description for historic districts.

Section 7 also contains an inventory list of the individual resources within the district boundaries. The inventory list is produced from the architectural survey of the proposed historic district.

Link to Historic District Nomination Requirements

Please note that the preparer will find it easier to complete Section 5 "number of resources within property" subsection once the Section 7 inventory list is completed and the contributing and noncontributing status of each resource is determined.

Summarize the location and appearance of the historic district within the local area or community

- District name and location information
- Size (acreage), location within the community (distance from the community center), specific boundaries, and its general character – residential, commercial, rural farmland, etc.
- For both rural and urban historic districts - orient to roads, rivers or other major geographic features; general topography
- Historic district boundary description
- General appearance and land use of the immediate surrounding area, noting any major land use changes since the historic time period. What are the physical qualities that distinguish the district from its surroundings?
- General physical relationship of buildings to each other and to the environment, including street plans, open spaces, density of development, landscaping,

Overview of the historic buildings/resources in the historic district

- Overview of historic period of building construction, architectural styles, building types, predominant building materials, number of stories, and general condition.
- Recap of the number of resources, broken down into totals for buildings, structures, sites, and objects, and their contributing and non-contributing status numbers.
- Descriptions of individual representative buildings may be included in the overview, however, if Criterion C is being claimed, the analysis of their style or form should be developed in Section 8. If individual buildings are cited, each building name, construction date, and address should be noted.
- An assessment of the historic integrity of the historic district
- Information that explains any issues regarding the verbal boundary description or boundary justification in Section 10. For example, the exclusion of acreage historically associated with the property, or where boundaries were drawn according to current ownership that are different from the historic boundaries.

Inventory List

The historic district survey files and Access-based survey database are the foundation of the inventory list in the National Register nomination. Each resource within the historic district boundaries is briefly described in an inventory list entry which contains the following information:

- the historic name (if known), may be the first or most important historic owner/resident
- the address or location
- date(s) of construction (exact or approximate – within a decade or two)
- contributing or noncontributing status
- resource type – building, structure, object, or site
- a brief physical description and historical note (if significant)
- source for principal information sources such as Sanborn maps or city directories, if appropriate

Inventory lists for urban districts with many streets or complicated street layouts should be inventoried alphabetically by street name, and numerically by address. For *small rural or farmstead districts* lists may be in geographic order in a consistent, logical, consecutive system and inventory numbers for each resource are necessary. **Contact the National Register coordinator to discuss the inventory list if you plan to arrange it geographically.**

A complete inventory list must include all the vacant lots. They have a simple entry (see link), and are marked with a "V" on the historic district. However, they are not included in the Access-based database entries, and they do not receive a survey site number. See Special Requirements for Historic Districts. Also, all substantial objects such as major statues or fountains, sites such as parks or cemeteries, and all outbuildings must be inventoried, evaluated, and included in the resource count in Section 5. Separate entries for park benches or other street furniture, unless they specifically contribute to the historic significance of the property, are not required. They should be mentioned in the general narrative description that gives an overall sense of the district's character.

Historic District Inventory Introduction

Link to Historic District Nomination Requirements

Every historic district inventory list must have an explanation of the arrangement of the list. All historic district inventories should be organized alphabetically by street name and in numerical order by address. Numbered streets can be incorporated into the alphabetized streets, or listed at the end. The only exceptions to this rule are rural landscape districts where all the resources may not have street addresses, or very large urban properties that have only one address, such as an industrial complex with contributing and non-contributing resources.

The inventory introduction also gives a brief explanation of the methodology used to conduct the inventory, determine the construction dates, and indicate the primary research sources and architectural analysis used to prepare the building history, and owner information. Historical information such as Sanborn maps (SM) or city directories (CD) can be cited in the entry; for example if the a 1910 Sanborn map and 1916 city directory were used to establish the building's construction date, the entry would end with "CD: 1916 and SM: 1910.

The introduction must provide a definition of what makes a "contributing" and "noncontributing" resource. See page 16 of *NR Instructions* for the basic definition language and incorporate it into the introduction.

The introduction also explains any codes used to identify the resource's contributing status, such as C-B = contributing building, C-S = contributing structure, NC-B = noncontributing building, NC-O = noncontributing object, and so on. This code system is not required. The other option is to note each entry the resource by type and contributing status.

The introduction can also specify any building features and materials consistently found on all or most of the buildings in the district, such as brick foundations, asphalt shingle roofs, or the one-story height of all outbuildings. Each building entry would not need to include this information, and only describe the feature or material when it does not follow the common pattern.

In the case of a mill village where standardized house plans were built throughout the village, a house typology based on the house massing and/or styles can be developed. House entries can then refer to the house type and explain any variations from the standard house (enclosed porch, metal replacement posts, for example).

Building name: If possible, all buildings should be assigned a name based on the first owner, or a subsequent owner if they owned it for a long time during the period of significance. City directories, or older tax records may provide an owner/occupant name, and oral histories of older residents may reveal an original owner's name. Deed searches of each property within large residential districts is not required.

Construction date: a construction date must be assigned to each building. A circa date (by decade) based on architectural analysis is acceptable. A spread of dates based on the building's appearance on a Sanborn map, such as "between 1910 and 1929" *are not* acceptable. Major alterations or additions must also be assigned a construction date, to the extent possible. For example, a date is needed for a replacement porch or when permastone veneer was applied to the building. It is not necessary to date recent alterations or additions where it is obvious that they were built long after the period of significance. They can be noted as "recent" or "modern" in the entry.

ACCESS DATABASE – BE SURE TO USE IT TO ORGANIZE THE INVENTORY ENTRIES

Inventory entries

- ***Do not number*** the entries when the inventory is organized by address, use the address as the identifier. If a district with multiple buildings, such as an orphanage or large hospital, has only one address, numbering the resources may be appropriate.
- Write the entry in full sentences or, if a very large historic district with several hundred buildings, then shortened phrases are acceptable. See page 51 of the survey manual for further guidance on writing inventory entries. Link to North Carolina Survey Manual
- Presents the resource's salient features. The minimum requirements are: property name, location (address), construction date(s), resource type, contributing/ noncontributing status, architectural style or building form, height, roof shape, massing, number of bays wide, materials (foundation, wall, and roof), chimney, porch/entrance, windows, notable features, additions, and integrity assessment, if necessary.
- The entry for a noncontributing resource that has had extensive alterations must be explicit about what those changes are
- For a commercial or industrial historic district, the building's corporate history serves to document the historic importance of the district as a whole. The history of the building ownership may also provide better understanding the chronology of the building's construction or alterations.

Rules of thumb -- Describing resources (Section 7) versus counting resources (Section 5)

- Historic building and an attached addition – describe and count all as one building
- Two adjoining buildings constructed separately (as in a downtown area), but now linked internally. Describe and count as two separate buildings, however, due to the interior linkage both buildings must be included in the district.
- Two historically separate buildings now linked by an addition with interior openings. Describe and count as two buildings, and all components must be included in the district
- An ancillary building always connected by an enclosed walkway to the main building is counted as a part of the main building. An ancillary building originally constructed as a separate building or structure and later connected to the main building are counted as two resources. See page 17 of *NR Instructions.*

The following is an example of a complete entry for an important resource in a small district:

Lewis-Smith House. 515 North Blount Street. . ca. 1855, ca. 1912 C-B (moved)

The Lewis-Smith House is an excellent example of the Greek Revival style, with its two-story pedimented portico supported by Doric columns on the first level and Ionic columns on the second. The boxy, two-story frame house faces east and rises to a shallow hipped roof accented by wooden brackets supporting the eaves. Two-story bays on the north and south elevations, and a one-story ell that extends from the rear (west) elevation expanded the ca. 1855 plan in the early twentieth century. Wooden balustrades mark the rooflines of the side bays, and two interior corbeled brick chimneys rise from the north and south slopes of the roof. The main facade features symmetrical fenestration with central first- and second-level main entries composed of double-leaf wood-paneled doors set in symmetrically molded surrounds with corner blocks accenting transoms and sidelights. The double-hung wooden sash throughout the 1855 house is nine-over-nine, and in the ell is two-over-two. Built for a Raleigh physician, Dr. Augustus A. Lewis, the house was acquired by publisher and editor Charles Lee Smith in 1912. The Smith family lived in the house until it was acquired by the state of North Carolina in 1976. In the late 1970s, the house was moved from its original location on Wilmington Street and housed the Survey and National Register Branch and the Restoration Services Branch of the State Historic Preservation Office until 2007.

Archeological Potential Statement - all nominations

The Office of State Archaeology (OSA) evaluates all properties, both individual properties and historic districts, being considered for listing on the National Register to determine if there is a potential for the property to yield important archaeological information. First draft staff comments sent to the preparer will include the OSA assessment and text to be inserted into the nomination at the *end of Section 7*, if it is determined that the property may have archaeological potential. This assessment **does not** constitute a Criterion D claim for archaeological significance.

Links to sample nominations for the historic district description and inventory list

Urban residential historic district

North Market Street Historic District, Washington, Beaufort County
Rochester Heights Historic District, Raleigh

Urban commercial historic district

Newton Downtown Historic District, Newton
Downtown Mount Holly Historic District, Mount Holly

Rural community historic district
[Falkland Historic District, Pitt County]
[Valle Crucis Historic District, Watauga County]

Institutional/Industrial historic district
[Kennedy Memorial Home Historic District, Lenoir County]
[Highland Cotton Mills Village Historic District, High Point]
[Winston-Salem Tobacco Historic District, Winston-Salem]

SECTION 8 – STATEMENT OF SIGNIFICANCE

SIGNIFICANCE SUMMARY PARAGRAPH

The significance summary is a brief statement that presents why the property is important in American history, architecture, engineering, archeology or culture. This statement is the basis for designating the place in the National Register, and it provides a brief overview of the facts that explain how the property meets the evaluation **criteria**. It should clearly and concisely state which criterion for evaluation and area(s) of significance are claimed. A short explanation of the **level of significance** (local, statewide, or national) and the **specific time period** when the property was important are also key components of the summary. In many ways, the summary should read as an overview of "why is my property important," with the full history of the property and the **historic context** presented later in the Section 8 essay. Although the NR Instructions refer to it as a "paragraph" the length is determined by the complexity of the property. For large and/or complex properties with more than one area of significance the summary may be longer than one paragraph.

Please note that all properties proposed for the National Register must have been previously evaluated for the North Carolina Study List. The HPO National Register staff is always available to discuss the significance claim for the property with an applicant. They can offer specific advice on all the aspects of significance discussed below.

A reference to a multiple property documentation form may be required in the summary, click on link below for more information.

[Link to Coordinating a National Register Nomination with a Multiple Property Documentation Form]

The National Register Criteria for Evaluation are the general standards by which the significance of a historic property is judged.

Criteria for Evaluation
The *National Register Bulletin, How to Apply the National Register Criteria for Evaluation* provides detailed discussions of each of the four National Register criteria and the criteria considerations, and a general outline of the criteria is found on page 37 in the *NR Instructions*.

Criterion A acknowledges the importance of properties associated with one or more single event, or with a pattern of "events", repeated activities, or historic trends, such as the commercial development of a town over time (for a downtown historic district), or the importance of a school or library in the educational history of the community.

Criterion B is applied to places directly associated with an important person during his or her adult or productive life. The person's childhood home, grave, or a commemorative property are subject to additional evaluation.

Criterion C is claimed if the property is important for its physical design or construction, including such elements as architecture, landscape architecture, engineering, and artwork. The identification of the architect, designer or builder is not sufficient justification to designate a building. All historic districts nominated for their architectural importance are claimed under Criterion C, in that they "represent a significant and distinguishable entity whose components may lack individual distinction."

Criterion D relates to properties of archaeological significance. Contact the North Carolina Office of State Archaeology before preparing a nomination for an archaeological site.

Link to Office of State Archaeology staff contact

Criteria Considerations are part of the National Register criteria, and they set forth special standards for evaluating and listing certain kinds of properties usually excluded from the National Register. Religious properties, moved buildings, cemeteries, a birthplace or grave, reconstructed buildings, commemorative properties, and properties that are less than fifty years old must meet a criteria consideration. Click on link below for NPS guidance, see pages 25-43.

NR Bulletin 15: *How to Apply the National Register Criteria for Evaluation*

Areas of Significance

Pages 40-41 of the *NR Instructions* provide a list of the areas of significance, and they cover all of the different aspects of American history. If for some reason none of the areas apply to the property, please contact the NR Coordinator to discuss the significance claim. "Other" is very rarely selected. Keep in mind that *local history* is not an area of significance; it is a level of significance.

Level of Significance

The vast majority of places listed in the National Register are of local significance, and these properties are evaluated within the context of the local community or county. Properties of statewide or national importance require a complete discussion of the property's importance as it relates to other properties associated with the same theme or context across the state or nation. Contact the HPO NR staff to discuss any property that appears to warrant a statewide or national claim.

Period of Significance

The period of significance is the length of time when a property was directly associated with *important* events, activities, or persons, or attained the physical features and architectural characteristics which qualify it for National Register listing. Buildings that are important for their design (Criterion C) usually have a single year period of significance that coincides with the building's completion. If the building has had significant alterations or additions, the period of significance always specifies the later construction dates. If the later important changes were in close succession the period of significance can span the entire period of construction.

NARRATIVE STATEMENT OF SIGNIFICANCE

The narrative significance statement contains two main essays. The first essay is the history of the specific property, with the focus on the events, activities, or physical characteristics that make the property significant. The second essay is the historic context which relates the property to important historical themes or architecture, including an analysis of comparable properties.

Remember that a National Register nomination is not a statement of genealogical research. It should concentrate on the family histories that directly relate to the significance claim. Likewise, it is not necessary to provide extensive research into the antecedents of the resource; for example, the historical background of an early twentieth-century main street commercial district need not include a complete history of the town from the time it was founded in the mid-eighteenth century.

When researching the history of the property be sure to photocopy, take notes, or photograph available historical records at the local register of deeds office, the county courthouse, the local library, the North Carolina Collection at the Wilson Library in Chapel Hill, the State Library at the Archives and History Building on East Jones Street (where the HPO office is located), or any other records repository.

Primary sources, such as wills, deeds, maps, and property owner interviews, should be investigated along with secondary sources, such as county histories, published genealogies, Sanborn maps, city directories, and tax assessors websites which may indicate construction dates. County and city survey reports and publications, and survey files at the HPO should be consulted. Contact the HPO National Register staff for more information about the HPO survey sources. Click on link below for staff contact information.

Link to Architectural Survey Staff contact information

Historical Background – Property History

The property history is a concise chronological accounting of the resource's history. This history should discuss the facts and circumstances that led to its importance, followed by information about the property throughout its period of significance. For example, when nominating an important school, the property history should include the facts that led up to the construction of the school, and it must also document the educational services provided by the school during its entire period of significance.

Historically significant properties usually have a longer period of significance, such as a railroad station that served a community for many decades, or an early twentieth century textile mill that was a major employer in a community through the 1960s.

Documenting a building's architectural significance under Criterion C may include information about the building owner in addition to full documentation of the design and construction of the structure. Section 8 must address the criterion and if appropriate, explain how the property embodies the "distinctive characteristics of a type, period or method of construction." Later additions and alterations with their own architectural significance will warrant a review of the building history and its owners throughout the longer period of significance.

The North Carolina HPO recommends that the history of the property after the period of significance be quickly reviewed at end of the property history. Information about current preservation issues or activities can also be presented.

One of the most important items to document is the construction date of man-made resources. This information can often be obtained through a deed search either directly or by extrapolation, which also can provide documentation of ownership throughout the period of significance. A good rule of thumb is: the older the property the more useful a chain of title will be. The history of the property ownership may provide answers about the buildings on the property, however, remember that the deeds are for the land, not the built resources. Occasionally, deeds are not available--a deed to a property may not have been recorded, or the courthouse in which it was recorded may have burned. In such cases, reasonable assumptions based on the data available and an examination of the characteristics of the resource may provide an approximate construction date. Studies of historic architecture and folklore may be helpful in evaluating the architecture. For example, studies of historical settlement patterns in the Piedmont, together with studies of traditional regional building types and methods of construction, can help date a resource.

Historic Context

The context presents the “big picture” story about a community or area in order to best understand why a particular property is historically or architecturally important. The parameters that define an historic context are period, geographic area, and historical theme. If a resource is important in more than one area of significance, the nomination will present more than one context statement. If the resource is locally significant, then it must be evaluated in a local context; if of state or national significance, then it must be evaluated at those respective levels. Resources that are significant on the local level are evaluated in relation to other comparable ones within their town, city, or county. Those of statewide significance are evaluated within a context of demonstrated statewide importance. Resources of national significance represent an aspect of the history of the United States and its territories as a whole.

The following are typical historic context questions that address common resource types: What are the patterns of history or architecture into which the property fits? If the house is an important Queen Anne style house, what is the design history of the Queen Anne style? What is the community’s commercial history that explains why a particular business building is important? What is the political history of the city, county, or region that explains the importance of a person who held public office? What is the history of public education in the community, and how does it substantiate the significance of an historic elementary school?

Before undertaking the context research required for a nomination, the preparer should examine a number of readily available sources in the offices of the Survey and National Register Branch. Among these are survey and context files, municipal and county surveys, survey publications, and National Register nominations for resources in scores of municipalities and counties throughout the state. Using these sources and other published material can develop context statements.

Comparable Properties

The context statement in a nomination includes a discussion about comparable properties. This comparative analysis must be discussed for all properties, no matter which criteria are claimed. If local significance is being claimed, then information about other similar buildings or resources in the community or that section of the county should be presented. Statewide and national significance claims require an assessment of comparable resources across the state or nationwide.

For properties within:

- Urban areas – the property must be compared within the entire community and not just the neighborhood or downtown area. As North Carolina’s largest urban area by far, Charlotte may justify being broken down into large quadrants where the property is compared to others within that quadrant. No other towns can take this approach.
- Rural areas – compare the property to other rural properties within a portion of the county, such as a quadrant (NW, NE, SW, or SE) or an area surrounding a community. Rural properties do not need to be compared to others within nearby urban communities. For example, a Queen Anne style house two miles

away from a small town where there are several other similar houses, need only be compared to other rural houses.

- There may be only one town hall, but for most other properties – commercial buildings, textile mills, bungalows, modernist houses, etc. the nomination will need to verify the significance of this particular property by comparing it to other similar properties. For example, all railroad related resources, including freight stations, warehouses, and switching houses are discussed when evaluating a passenger station.
- For properties meeting Criterion A under a specific area of significance, such as recreation, all other properties that are associated with recreation in the community must be included in the comparable properties. For example, a YMCA building must be compared to other sports facilities in the community, public and private to determine its relative importance. .

Links to sample nominations for Section 8 significance essay

Individual houses of architectural importance
James Malone House, Caswell County - Thomas Day, designer
Royal and Louise Morrow House, Brevard
Davenport House, Washington County - early nineteenth century house
Blair Farm, Watauga County, decorative painting
James Heyward Hull House, Shelby
Lee and Helen George House, Hickory - modern house

Industrial buildings
Louise Cotton Mill, Charlotte
Wright's Automatic Machinery Company, Durham

Institutional and Schools
Sunbury High School, Gates County
Kennedy Memorial Home Historic District, Lenoir County
Mars Hill College Historic District, Madison County
W. R. Surles Memorial Library, Proctorville, Robeson County

Churches and Cemeteries
Trinity Cemetery, Chocowinity, Beaufort County
Bethesda Methodist Protestant Church, Halifax County
Hedrick's Grove Reformed Church, Davidson County

Farms
Dupree-Moore Farm, Pitt County
Perry – Shepherd Farm, Ashe County
Machpelah, Vance County
Barber Farm, Rowan County
Win-Mock Farm Dairy, Davie County

Lodging
Monte Vista Hotel, Black Mountain
Sea Foam Motel, Nags Head, Dare County

Landscapes
Municipal Golf Course, Asheville
Merritt – Winstead House, Roxboro, Person County

Homes of Important People
James and Laura Thompson Long House, Roxboro
Isaac Smith Jr. House, New Bern - African American businessman

Historic Districts, urban and small town
Gwyn Avenue – Bridge Street Historic District, Elkin, Surry County
Bald Creek Historic District, Yancey County
Winfall Historic District, Perquimans County
Valle Crucis Historic District, Watauga County

Section 9 - Major Bibliographic References

Citing Research Sources: Notes, references, and bibliography

The National Register does not require footnoted nominations. However, the North Carolina HPO requires the preparer to cite the sources used for specific information about the property. If the source was a primary document, such as a deed or plat map, then a reference to the document is necessary. A readily available secondary source, such as a county history or county or city survey publication, may not require a citation. A good rule of thumb is that if the information was found only after "digging for it" in the library, in the HPO survey files, or on the internet, then a citation is strongly recommended.

The bibliography is of crucial importance because it proves to the nomination reviewers in the HPO and in the Keeper's Office that the judgments made in the nomination are based on scholarly and authoritative research.

Footnotes or endnotes

Footnotes or endnotes may be used, and the National Register nomination template does provide a formatted space in the "footer" for footnotes. Endnotes can appear at the end of the Section 8 essay.

The North Carolina Department of Cultural Resources follows a "*GUIDE for Authors and Editors* " for footnote formatting. Contact the National Register Coordinator for a copy of the GUIDE.

The third option is to use a scientific notation that appears within parentheses in the text. Click on the link below to see the scientific notations in the Asbury Methodist Church, Robeson County nomination.

Asbury Methodist Church, Robeson County National Register nomination

Bibliography

The bibliography contains the full information on all sources. See the examples below taken from the Asbury Methodist Church nomination:

Bishir, Catherine W. *North Carolina Architecture*. Chapel Hill, NC: The University of North Carolina Press, 1990.

Robeson County Deeds, Deed Book 4-N, p. 368, Robeson County Courthouse, Lumberton, N.C.

Remember that the bibliography should contain only sources directly accessed by the preparer, and **all** footnoted sources must appear in the bibliography. *Do not* include sources cited by other authors, publications, or electronic sources. See the *NR Instructions* page 52.

Section 10 - Geographical Data

Latitude/Longitude Coordinates (decimal degrees) Or UTM References – The National Register program accepts two methods for determining the geographic location of a historic property. Either an electronic-based map can be prepared with the property delineated by latitude and longitude coordinates, **or** a U.S. Geological Survey quad map with UTM references is acceptable. Both methods require a hard copy map to be submitted with the nomination. Do not submit a USGS map marked with latitude and longitude coordinates – only UTM points can be calculated using a USGS map. Click on link below for the current NPS website map guidance.

National Register Draft Electronic Map Policy Factsheet

Verbal Boundary Description
A map may be substituted for a written verbal boundary description if it at a scale of at least one inch equals two hundred feet or if the boundary is within a tax parcel. See page 58 in the *NR Instructions*. Click on the link **above** for more information about the map.

Boundary Justification
The justification must specifically address the reasons for selecting the boundary. It is ***not*** a physical description of the boundary.

Section 11 – Form Prepared By

Enter information for all preparers. If necessary, copy and paste the entry lines for additional preparers.

Additional Documentation

In addition to the items listed in the nomination form, North Carolina HPO also requires a floor plan for individual properties being nominated for their architectural importance under Criterion C.

Floor plan -- Floor plans must be accurate and legible, but not necessarily to scale -- a sketch plan is fine. At a minimum, the floor plan of the main or first story of the building is required. Additional plans of other levels may also be submitted. The plan must contain the historic name and location of the property, a north arrow, and the floor level identified. The plan should illustrate the exterior and interior walls, porches, door and window openings, chimney, stair location, additions and their construction dates, and room use, if known. Drawing the plan can help the preparer organize the written description.

Sketch plan

The types of properties requiring a sketch map are all historic districts, and individual properties with multiple resources such as farmsteads, rural properties with outbuildings and field systems, industrial complexes, school and institutional campuses, and cemeteries. Click on the link below for more information about the sketch plan.

Link to Maps

Photographs and Photo Log
Click on the link below for more information about coordinating the nomination photo log with the NPS photo set.

Link to Photography

COORDINATING A NATIONAL REGISTER NOMINATION WITH A MULTIPLE PROPERTY DOCUMENTATION FORM

In the mid-1980s the National Register program introduced the Multiple Property Documentation Form (MPDF), a cover document which presents the historical framework, or context, shared by a group of related historic resources. A MPFD is not a nomination form for a specific resource in its own right, rather it serves as the basis for evaluating historic resources within a common historic theme. Many county or citywide historic resources surveys cosponsored by the North Carolina HPO have produced survey reports using the MPDF format, and a total of sixty-five North Carolina documentation forms have been approved by the National Park Service. One of the first MPDFs completed in North Carolina was the 1988 "Historic and Architectural Resources of Granville County, North Carolina." Also, there have been a few projects in which a survey focused on a single property type within a defined area, such as log buildings in Alamance County or Davidson County Anglo-German cemeteries.

Click on the link below for the complete list of multiple property documentation forms in North Carolina on the website. All the forms have been scanned and can be easily accessed.

North Carolina Multiple Property Documentation Forms

If you are completing a nomination form for a property that relates to one of the approved multiple property documentation forms, we strongly encourage you to coordinate it with the MPDF. By referencing the documentation form in the summary statement in **Section 8** the need for an historic context may be eliminated. Also, the MPDF very likely will provide information about other properties that share similar physical characteristics and historical associations. Keep in mind that linking the significance statement to a MPDF does not mean that the specific history of the property doesn't need to be presented in the nomination. It does mean that the *context* and the *approach to the significance claim covered in the MPDF* do not need to be repeated in the nomination.

Also, many MPDFs were completed in the 1980s and early 1990s, and very few of them have historical information or context about the post-World War II time period. If the property being nominated dates from after 1940-1945, then linkage to the MPDF may not be feasible. However, historic districts with a period of significance pre-dating 1940 and extending into the post-WWII period may still take advantage of the MDPF. Additional context about the historical themes, patterns of development, and/or architectural property types of the post-World War II era will need to be presented in the historic district nomination.

If you do not have any experience with multiple property documentation forms, please contact the National Register staff to discuss this coordination. For experienced preparers, coordination with the MDPF requires three topics to be addressed in the summary statement: the relevant contexts, the property type, and how the resource meets the registration requirements. Specific page references in the text to the MPDF are required.

The links to three sample nominations for properties related to an MPDF are below.

Wayland and Mamie Burt Stevens House
South Brick House
Lansing Historic District

HISTORIC DISTRICT NOMINATION REQUIREMENTS

The *NR Instructions* defines a historic district as an area "that possesses a significant concentration, linkage, or continuity of sites, buildings, structures, or objects united historically or aesthetically by plan or physical development." An historic district may be a commercial downtown, a residential area, a large industrial complex, a large farm or group of farms, or a large and diverse portion of a town. Although the National Register nomination form for an individual property and a district are identical, the survey and inventory of properties within a district is more involved than for individual properties.

Establishing the Historic District Boundary

The historic district boundary is based on an in-depth assessment of the district's period of significance, the areas of significance, and the integrity of the resources. In many cases, a ***preliminary*** *decision* about the district's boundary is made at the Study List application step. When completing the National Register nomination, the preparer must fully investigate and determine the district's ***final*** boundary. If there are any questions or issues about the National Register boundary to contact the HPO staff early on in the historic district nomination project.

Conducting the Historic District Survey

The North Carolina HPO requires that properties within all historic districts be entered into the HPO Access-based survey database, historic property survey summary reports be printed, and survey files be prepared. Click on the link below to the HPO Architectural Survey Manual for further guidance in Chapter 7: Preparation of Survey Files, and the database entry instructions.

North Carolina Historic Preservation Office Architectural Survey Manual

North Carolina HPO Survey Database Data Entry Instructions

Creating Survey Files

- Before beginning a historic district nomination, discuss the historic property data entry forms with the National Register staff before beginning fieldwork to verify correct methodology for the district.

The preparer must obtain the following items from the HPO:

- NCSHPO Survey database template on a CD from the GIS HPO staff
- A set of survey site numbers from the File Room Manager in Raleigh
- Original or copies of the existing HPO survey files for properties within the proposed historic district.

North Carolina HPO survey files are generated by both the survey program and the National Register program. Many of the survey program files are produced during HPO co-sponsored comprehensive surveys of counties or municipal areas. All survey files are stored either in the Survey and National Register Branch in Raleigh or at the Western Office of the Office of Archives and History in Asheville.

Survey files normally cannot be removed from the HPO offices. Preparers usually make photocopies of survey files needed for nominations. For district nominations with many existing files, experienced in-state nomination preparers may make arrangements with the Survey and National Register branch file clerk (or the preservation specialist in the Western Office) to check out the files with an agreed-upon date for returning them. The survey files are often the only record of a resource available to HPO staff and are used to conduct environmental, rehabilitation project certification, and building code certification reviews. Therefore, it is very important for the HPO staff to know if the files have been signed out and for the nomination preparer to act as a partner by ensuring that the files are accurately updated and returned to the office in a timely manner.

National Register historic district survey files are submitted with the nomination drafts in the order of the Section 7 inventory list for review by the National Register staff. Since inventory lists are arranged in logical alphabetical-by-street names for urban districts, or geographic order for rural districts, the survey files are as well. **Do not prepare a separate file folder for each property in the district**. A single survey file folder may contain information for multiple buildings, for example, in a neighborhood or central business district, buildings on both sides of the street within one block can be in one file.

Completing Database Entries and Printing Historic Property Survey Summary Reports for the Files

Historic Property Survey Summary forms are completed for every property in the district. They include an assessment of whether the resource is a contributing or noncontributing resource. Forms and file folders are required for noncontributing resources as well as for contributing resources. **Each survey file contains the printed-out historic property survey summary report for each property contained in the file.** All historic district draft National Register nomination submittals include a full set of survey files containing the printed out Historic Property Summary Reports, photographs, map, and research documentation.

If the preparer has checked out survey files containing historic property survey summary forms completed prior to the nomination project, for example, during an earlier comprehensive survey, the survey forms must be *electronically* updated in the Access database with appropriate new information. If an existing file does not contain a summary form, a form for each property in the file must be entered into the NCHPO survey database. Click on the link below to the database survey data entry manual, and go to page 10 for guidance on printing summary reports.

North Carolina HPO Survey Database Data Entry Manual

The National Register coordinator may ask the preparer to submit sample historic property summary forms for review toward the beginning of the district fieldwork. Staff comments will help introduce a first-time preparer to the survey database and the data entry form requirements, and refresh a preparer who has not recently conducted an architectural survey for a historic district.

Historic District Property Owner List and Owner Notification

Property owner information – Provide the name and mailing address of the legal property owner(s) taken directly **from the current county tax records** (as required by federal regulations). This information is available on the county's website. Submit the owner information on a separate sheet of paper. It should not be on a continuation page. It will be retained in the working file and will not be sent to NPS.

Federal and state regulations require the HPO to notify property owners in a proposed historic district of the intent to nominate their property to the National Register of Historic Places. If the proposed historic district contains fifty or fewer property owners, each owner is individually notified by letter. Owners in larger districts are notified through published legal notices in the local newspaper.

Important information: The cost of the intent-to-nominate published legal notice in the newspaper for districts with more than fifty owners is the responsibility of the local sponsor of the nomination. This cost can be several hundred dollars, and possibly as much as $900.00, depending on the rates charged by the local newspaper.

If there are less than fifty owners in a historic district, then a complete list of owners and their mailing addresses – ***keyed to the specific property they own*** – is required. If there are more than fifty owners, then an owner list is not required.

The list of property owners required for districts of fifty or fewer owners must be obtained from official county tax records in order to be legally valid. For National Register property owner notification purposes, each property owner counts as <u>one</u>; thus a husband and wife who are co-owners of a property count as <u>two</u>. Likewise, if a group of heirs has inherited a property, each heir counts as <u>one</u>. Do not assume that a district has fifty or fewer property owners without counting individual property owners' names as they appear in the county tax records. Similarly, more than fifty properties in a district do not necessarily mean there are more than fifty property owners, as single individuals frequently own multiple parcels.

In North Carolina, the best source of a property owner list is the county tax records through each county government's GIS website. Also, the federal regulations for the National Register program stipulate that tax records should be used to determine ownership. Be sure to indicate by street address or for rural districts the inventory list number which parcel of the owner's property is in the district. Also, the HPO needs to know who owns which parcels, as the notification letter specifies the property they own. Each and every property owner must be notified, including the owners of vacant parcels.

<u>Public Information Meeting for Historic Districts</u>

Before a nomination for a historic district is presented to the NRAC, a National Register public information meeting in the community is held for the owners and residents of the district and any other interested parties. The local nomination sponsor in consultation with the nomination preparer and the National Register staff coordinates the public information meeting usually. This meeting should be held within the intent-to-nominate notification period before the NRAC meeting at which the nomination will be presented. The nomination preparer is required to attend this meeting to present the architectural and historical significance of the district in a Powerpoint or slide program. The National Register coordinator or the assigned National Register reviewer in the Raleigh office (or the preservation specialist from the Eastern or Western Office) makes a brief presentation on the National Register program.

Often a preparer will schedule a meeting at the beginning of the project as well. Such a preliminary meeting allows the residents to meet the preparer and to offer useful information or research leads helpful in conducting the initial architectural survey of the district. Residents will also understand why the nomination preparer is surveying their neighborhood and why their property is being photographed. Finally, such pre-project meetings present an opportunity to educate individuals who are uninformed about the effects of Register listing and to address issues raised by those who object to listing.

THE WORKING FILE: DOCUMENTING AN INDIVIDUAL HISTORIC PROPERTY

An important component of a National Register nomination submission is the "working file" containing research materials, field notes, survey forms, photography, maps, and sketch plans. Many of these materials are gathered during a site visit to the property and they are an essential part of documenting the historic resource and its physical environment.

Fieldwork tasks are:

- Defining the proposed boundaries of the nominated property on a photocopy of the current tax parcel map
- Making a comprehensive digital photographic record of all the resources on the property
- Collecting and recording the oral history of the resource – interviews with owner and others associated with the property, including descendants
- Photographing, photocopying (or making notes from) any graphic or written historical records available at the site
- Making field notes on the physical characteristics of the resource, including a sketch plan of the main floor of the primary resource, ***if*** Criterion C is claimed
- Completing the HPO Historic Property Field Data Form for the resource, or updating the existing yellow or blue colored survey form

Nearly every property being nominated to the National Register already has an existing survey file and the contents of that file are part of the nomination working file. In rare cases, a new survey file may be required. The contents of the working file are preserved as the archival file for the nominated resource in the Survey and National Register Branch file collection. **If you are a one-time applicant,** submit the working file contents secured with a paperclip or binder clip, or in a plain file folder/accordion folder, depending on the amount of material. **Do not insert the materials in a notebook or three-hole punch the papers**. Our office with follow up and create the white file folder and label.

Updating the Existing Survey File

The preparer is responsible for updating any existing survey files. If the existing survey file *does not* contain a fold-out blue or yellow Historic Structure Survey Form, the preparer is asked to fill out a NCHPO Historic Property Field Data Form. Click on the links below to access the Field Data Form and instructions for filling it out.

NCHPO Survey Field Data Form
NCHPO Survey Field Data Form Guidance

Compiling a Working File

Typically, a working file contains the following items:

- NCHPO Historic Property Field Data Form, or an updated existing blue or yellow form (Historic Structure Data Form)
- Properly labeled and identified digital photographs printed on proof sheets and downloaded on a CD-R and DVD-R - Link to Photography

- Notes made during the field visit, including notes from interviews.
- Photocopied reference and biographical data, correspondence, and any other archival information gathered during research. These should be marked with the survey site number, property name, and county or town. Photocopies of information from published or unpublished sources must be referenced with source. Remember to keep a list of all referenced source materials for the Section 9 bibliography

Labelling a Working File – Consultants and Experienced Applicants

If you are a *consultant or an experienced applicant*, submit the working file in a white file folder or an accordion folder with a white label in the upper left-hand corner on the front of the folder. If you have checked out a HPO survey file with a **salmon** label (which indicates a surveyed, but not listed, resource),fill out a white label and paste it over the salmon one to indicate National Register status.

The information on the HPO file label must be typed. It is arranged as follows.

INFORMATION	**EXAMPLE**
County city or town location or address name of resource	Wake County Raleigh 515 North Blount Street Lewis-Smith House

TAX AND HISTORIC DISTRICT MAPS, SITE PLAN, AND USGS QUADRANGLE MAP

Tax Map

North Carolina requires a tax map of the property be submitted with all National Register nominations. The tax map verifies the accurate location and National Register boundary of the property. Tax parcel maps are accessed online from most county websites through their Geographic Information System (GIS) mapping program. If the official tax map is used to create the site plan or the historic district map, a separate tax map is not required to be submitted. The link below is for a website with a list of the counties with GIS maps.

Website with county GIS map list

For individual properties with small acreage, such as an urban residential parcel, printing a tax parcel map from the county website GIS program is the best option. If the map is printed at a scale of 1" = 200' or larger, it may be referenced in place of a verbal boundary description in Section 10. The tax map must show the National Register boundary and have a title block or legend on the edge of the map with information about the property.

The title block for a tax map includes:

- Historic property name, address, town or community name, county, and state
- North arrow
- a scale

FIRST DRAFT -- Submit one copy of the tax map. Delineate the National Register boundary with a heavy black line. The maps must be labeled in pencil or black ink. The National Park Service will not accept maps with stick-on labels, colored pencil or ink, or "white-out." The map is reviewed for accuracy and returned if revisions are necessary. If no corrections are necessary, the tax map is accepted as final.

FINAL DRAFT – If revisions are needed, submit the final corrected map. If the map is smaller than 11 x 17 inches, one copy is required. If larger, submit three copies, as the HPO photocopier cannot make copies larger than 11x 17 inches.

What if there are no tax maps?
Some jurisdictions in North Carolina have not been GIS mapped for county or municipal tax purposes, and some maps are not available online. Check the county GIS map website link below. If the nominated property is located in such a place, the preparer may adapt plat-book maps, land/property survey maps, aerial photographs, or highway district maps to show the location and National Register boundaries of the nominated resource. Hand-drawn maps may also be used if they are traced from property survey maps or aerial photographs.

Website with county GIS map list

Historic District Map and the Site Plan for Building Complexes

The National Register uses the term "sketch map" to describe any map that shows the property graphically – it may be a historic district map, floor plan, site plan, or tax parcel map. For the purposes of *Practical Advice*, a distinction is made between a sketch map used as an **historic district map**, and a **site plan** of a property that contains a large number of resources, such as a farmstead, school campus or industrial complex. The tax map discussed above may be used to create the site plan for a building complex or a historic district map. If the official tax map is used for the sketch map, a separate tax map does not need to be submitted. Page 62 of *NR Instructions* presents guidelines for sketch maps.

Historic District Map

A detailed historic district map is required for all district nominations. Historic district maps are sometimes prepared from base GIS tax parcel maps created by planning departments in a town, city, or county – *if the government entity is sponsoring the district nomination*. However, property or land survey maps, aerial maps, or hand-drawn maps may be used for an historic district map. In urban areas in which GIS maps are not available, a hand-drawn historic district map may be the only solution. It may also be possible to adapt the most recent Sanborn maps, making alterations where buildings have been demolished or built since the date of the map. Click on link below for the Sanborn map website

Sanborn Map website

Again, do not use "white-out" or stick-on labels because they can separate from the paper, and do not use color because it cannot be reproduced by normal photocopying.

GIS maps may not be practical for documenting the appearance and boundaries of a large historic district, such as an historic plantation of thousands of acres or a sizeable community-wide district. Consult with the National Register staff about the historic district map source if the district is very large.

The historic district map should be printed in black and white. Contributing and noncontributing resources must be coded in black and white or gray-scale so that the map can be easily photocopied. Use the codes "C" for contributing and "NC" or "N" for noncontributing resources. For urban historic districts, it is acceptable to code only the primary resource on each parcel. Maps prepared by county or city GIS offices (if they are sponsoring the National Register nomination) may opt to use gray scale shading of city lots or building footprints to denote C and NC resources.

The following is the basic information displayed on a historic district map:

- the boundary of the historic district drawn in a heavy black line
- the highway numbers or names of all the streets within and bordering the historic district
- any significant natural features or land uses such as forests, fields, rivers, or lakes
- the addresses of the primary resources in the inventory list – within or next to the property parcel
- Codes, letters, black and white shading, or crosshatching denoting the contributing and non-contributing status of the primary resources in the inventory list.
- Vacant lots marked with a "V"
- photograph views keyed to the numbering of the set of NPS photographs. The photo view arrow should have the tip of the arrow pointing **toward** the view.

Within a title block or legend on the edge of the map:

- historic district name, town or community name, county and state

- a north arrow (magnetic or true)
- a scale, preferably larger than 1" = 200'
- A key to the codes, letters, or shading denoting contributing and non-contributing resources, the photo view symbol, and the black National Register boundary line
- a statement referencing the nomination form as the source for the contributing status of outbuildings, if necessary

FIRST DRAFT -- Submit one copy of the historic district map. Large maps may be folded and shipped in an envelope. The map is reviewed for accuracy and returned to the applicant for needed revisions and corrections. If no corrections are necessary, the historic district map is accepted as final.

FINAL DRAFT – If revisions are needed, submit the final corrected map. If the map is smaller than 11 x 17 inches, only one copy is required. **If larger**, submit three copies as the HPO photocopier cannot make copies larger than 11 x 17 inches. The final map must include photo views keyed to the NPS set of photographs.

Site Plan for Building Complexes

Single properties, or a small group of adjacent properties that contain many buildings, both contributing and non-contributing, require a site plan. A tax map (aerial or street/road map) or land/ property survey map are good base maps for a site plan. Hand-drawn maps may also be used if they are traced from the tax map or survey map.

All resources are marked on the map and identified as they appear in the inventory list in Section 7. Identify the resources by number only if a number system is used in the Section 7 inventory. The contributing status of each resource is also noted either next to the building on the map, or in a resource list in the title block. Use the C and NC code system. The scale should be large enough to legibly show all of the buildings and their spatial arrangement. Ideally, the building footprints are drawn on the map.

The title block for a site plan includes:

- Property name, address, town or community name, county, and state
- North arrow
- a scale
- a list of resources with their contributing status IF they are not individually identified on the map by name

United States Geological Survey (USGS) Quadrangle Map

The National Park Service has updated guidance about electronic maps that can substitute for the required United States Geological Survey quadrangle map. Click on link below for more information about alternative maps.

NPS guidance – National Register Draft Electronic Map Policy Factsheet

NPS will continue to accept hard-copy USGS quadrangle maps. See page 63 in the *NR Instructions* for labeling directions. USGS quadrangle maps are usually available from engineers' or surveyors' supply houses. They are also available online from:

North Carolina Geological Survey

Physical Location:

North Carolina Geological Survey Shop
Street address:
512 North Salisbury Street, 5th Floor, Suite 527
Raleigh, NC 27604 Raleigh
E-mail: Michael.Medina@ncdenr.gov
919-707-9203

Click on the link below for information about ordering maps, billing, and shipping.

North Carolina Geological Survey – customer service

Labelling the hard-copy USGS quadrangle map:

Use a **pencil** to mark the location and in the margin write the full property name, county and state, zone, easting references first, followed by the northing references. Sticky labels and ink are not accepted by NPS. If the map is marked with an ink pen, the map will be returned to the applicant with the first draft staff comments. If you do not have any experience with UTMs and how to calculate them, this office will plot the UTMs for you, complete the map labeling, and enter the UTMs into the nomination form with the final draft review. See page 63 in *NR Instructions* for more information. **All experienced applicants are required to complete the UTM information.**

Plotting UTM points for properties with:

- 10 acres or less – a single point at the center of the property, marked with a pencil dot or crosshairs

- 10 acres or more – a polygon surrounding the property with points starting at the northwest corner and moving clockwise. We recommend using the actual property boundary to plot the points, but a larger polygon is acceptable if the boundaries are complicated. If a larger polygon is drawn, draw it as close as possible to the actual boundary line, without the sides of the polygon extending into the nominated property.

- Linear property – at least two points – one at the beginning and at the end. If the line curves or bends, a third or fourth point may be needed.

For more information about the UTM Grid System, click on the link below

NR Bulletin 28: Using the UTM Grid System to Record Historic Sites

SURVEY AND NATIONAL REGISTER PHOTOGRAPHS

All National Register nominations in North Carolina require a full set of color digital survey photographs documenting the entire resource and property. All first draft nomination forms must be submitted with survey photos properly named and identified, downloaded on a DVD-R or CD-R, and printed out in an enlarged contact print format on bright white copy paper in the working file. From this larger group of survey photos, a smaller set of National Register photographs is selected for submittal to the National Park Service (NPS).

North Carolina Survey Photograph Requirements

See Chapter II in the link below for guidance about completing the survey photography for all National Register nominations. Survey photograph enlarged contact sheet printouts on white copy paper may be printed out on your own printer if the print quality is very good. The working files submitted with the first draft must include the printouts and a CD/DVD with the downloaded labelled photographs. If the printouts are not included in the working file(s), the HPO may order the enlarged proof sheets and bill the preparer. Click on the link below for guidance on printing and downloading the survey photos.

North Carolina Policy and Guidelines for Digital Photography

National Park Service National Register Photograph Set Requirements

All final draft nominations must be submitted with three sets of 5' x 7' photographs, properly labelled on the back. The NPS set of photographs should be included with the submittal of the final draft. Preparers are encouraged to consult with the National Register staff person reviewing the nomination about the selection of prints for the NPS set. The applicant may choose to have the photographs printed by the photo lab with the Historic Preservation Office. When the order is submitted to the file manager/ photography clerk, it will be sent to the reviewer for approval of the photo selection before the photo order is processed.

Click on the link below for guidance for selecting, copying, and renaming the set of National Register photographs for submittal to the National Park Service. See also *NR Instructions*, page 64, and the National Park Service Photo Policy Factsheet.

North Carolina Policy and Guidelines for Digital Photography

National Park Service National Register Photo Policy Factsheet

Selecting the NPS National Register Photograph Set

Except in very unusual circumstances, all photographs included in final nomination submittal must be current. Only in rare instances older photographs from the Historic Preservation Office's collection may be used if the HPO staff can verify that they convey the current appearance of a resource.

In North Carolina, usually eight to twelve photographs are sufficient for an individual property, and more may be needed for building complexes, such as a farmstead. Photographs must show all elevations, the setting, and representative interior views of the primary resource. Views of additions, alterations, intrusions and dependencies should appear in the photographs. Include views of outbuildings, landscaping, or unusual features, especially those that contribute to the significance of the property. Historic documentary photographs may be included in the NPS photograph selection.

For a district, more photographs are necessary. They should include properties located throughout the district, and they should be in a logical sequence ideally keyed to the narrative description. Streetscape views (vs. views of individual buildings) are nearly always required. Also, the photo set must include at least one view of one or more noncontributing resources. If you have questions about the number of views needed for the nomination, consult with HPO staff. Link to Historic District Nomination Requirements

Printing the Photographs

If you wish to print the NPS set of photographs yourself, your printer, photo paper supply, and ink must meet NPS requirements, and you will be required to submit information with the final draft about the printer model and supplies to verify that they do meet the NPS requirements. The photographs may be printed in color or black and white. Click on link below for NPS photo printing guidance.

National Park Service National Register Photo Policy Factsheet

Photographs Services Provided by the North Carolina Historic Preservation Office

The North Carolina Historic Preservation Office offers digital photography services for National Register nomination preparers. Click on links below for the Photography Services Fee Schedule and the photo order form from the Survey and National Register Branch. It takes about three weeks to fill the order. Please follow the procedures listed below for ordering photographs. Call the Survey and National Register Branch file manager/ photography clerk (919-814-6593) before placing a large photograph order to check on the current turn-around time for printing, and to discuss billing procedures. All National Register digital photographs are printed in black, unless otherwise arranged with HPO staff. Photographs submitted with National Register nominations are accessioned into the permanent collection at the Office of Archives and History, Division of Historical Resources.

North Carolina Photography Services Fee Schedule

HPO Photo Lab Order Form

Ordering procedures for the NPS set of digital photographs

1. Mail the CD-R with downloaded and properly named jpg photographs and photograph requisition order form to the Survey and National Register Branch, attn: Photography Clerk, Historic Preservation Office, Mail Service Center 4617, Raleigh, NC 27699-4617, 919-814-6593.

2. The clerk will send the photo order to the National Register staff person who reviewed the nomination and ask them to approve the photo selection, verify that the photographs are properly named, and that they meet the minimum pixel standards.

3. The photography lab converts the jpg color photographs to tiff photos and black and white photographs are printed from the tiffs. The tiff color photos are then burned to a CD-R. The printed photos are forwarded to the preparer, and the tiff disk is sent to the National Register staff member who reviewed the nomination for inclusion in the submittal to NPS.

4. The preparer labels the back of each photo following the NR Instructions, and returns them to the National Register staff nomination reviewer.

Coordinating the list of NPS photographs with the nomination
The NPS set of photographs can be referenced in a Photo Log in the nomination, under Additional Documentation. This eliminates the need to fully label each photograph on the rear. For instructions for the Photo Log (see “alternative labelling method”) see page 64 of the *NR Instructions*.

Labelling the NPS photograph set
See page 64 of the *NR Instructions*. Label all photos in soft lead pencil or film marker on the back of the photo at upper left. **Do not use a stick-on label.**

Sample National Register photograph label
Lewis-Smith House
515 North Blount Street
Raleigh, Wake County, N.C.
Photographer: Bill G. Garrett
1/10/15 - digital master, North Carolina HPO, Raleigh, NC
East (façade) elevation, looking west
Photo number 1

Technical guidance for labelling photographs:
- Use a Light Impressions No. 2640 Film/Print marking Pen or a soft pencil to label the photos on the back. A Sharpie pen does not meet the NPS requirements.
- A Faber-Castell woodless pencil 6B will easily mark the back of the photo.

FIRST DRAFT NATIONAL REGISTER NOMINATION SUBMITTAL PACKET
INDIVIDUAL PROPERTY AND HISTORIC DISTRICT CHECKLISTS

All of these items must be submitted with the first draft nomination, including this form. Photocopy the list that applies to your application: individual property or historic district. Please check off each item included in the submission, and include it in the HPO mailing. If black and white film is used for the survey photos, a CD with selected digital color photographs is required for the NRAC presentation.

Please note: All components on the nomination checklist are required for the first draft review. Do not submit nomination packet components one at a time. Hold all components until all have been completed, then submit the entire packet for review. Nomination components will not be reviewed piecemeal. First draft nomination packets are formally logged in and scheduled for staff review when all the components are received.

INDIVIDUAL PROPERTY NATIONAL REGISTER FIRST DRAFT NOMINATION CHECKLIST

____Completed Individual Property National Register Nomination Submittal Checklist

____Completed National Register Registration Form – Sections 1 – 11 and Additional Documentation

    ____(**double spaced** for first draft) Section 7 Narrative Description

    ____(**double spaced** for first draft) Section 8 Statement of Significance

____Labeled Survey Photograph print-outs (digital photos - four to nine per page for first draft)

____DVD-R or CD-R with properly labeled digital survey jpg photos (or a CD-R with selected digital views - see note in header)

____ Historic Property Field Data Form or updated existing survey form – individual property only

____ Floor plan of main resource for individual property (if Criterion C significance is claimed)

____ Working File

____ Tax Map with National Register boundary

____ Site plan for properties with multiple resources, such as a farmstead or industrial complex

____USGS Quad Map labeled in pencil, or a computer generated map with coordinates

____Owner name(s) and mailing address(es) – keyed to the historic property address

____Nomination Length Assessment Form

HISTORIC DISTRICT NATIONAL REGISTER FIRST DRAFT NOMINATION CHECKLIST

____ Completed Historic District National Register First Draft Nomination Checklist

____Completed National Register Registration Form – Sections 1 – 11 and Additional Documentation

____(**double spaced** for first draft) Section 7 Narrative Description

____(**double spaced** for first draft) Section 8 Statement of Significance

____ Access database on CD

____Completed survey files for all properties in the district, including

____Access survey database historic property Survey Summary Report print outs

____Labelled survey photograph printouts – four to nine per page

____DVD-R or CD-R with properly labeled digital survey jpg photos (or a CD-R with selected digital views if black and white photographs are used for survey photos

____Overall District Working File with printed out Access database survey form for entire district

____Historic district map with all properties keyed to the inventory list by address and contributing status – **only one copy** for first draft, **three** copies with final draft

____Tax Map with National Register boundary - required only when the tax map is **not** the base map for the historic district map

____USGS Quad Map labeled in pencil, or a computer generated map with coordinates

____Names and mailing addresses of property owners in districts **with less than fifty owners**, each keyed to Section 7 inventory entries

____Nomination Length Assessment Form

<u>FINAL</u> DRAFT NATIONAL REGISTER NOMINATION SUBMITTAL PACKET

After the National Register staff has reviewed the first draft (and any requested intermediate drafts) nomination packet for technical and substantive compliance with state and federal standards, the preparer is ready to produce the final nomination.

<u>Final Draft Packets</u>

Any corrections, revisions or addition items requested by the National Register staff must be in the HPO nomination file on or before the final draft submittal deadline, or the nomination may not be placed on the agenda of the next National Register Advisory Committee meeting.

Items approved as final at the first draft review step are not required to be resubmitted with the final draft.

Below are two lists of the final draft National Register nomination packet components -- for an individual property and for a historic district nomination.

The preparer is asked to submit an electronic copy (as an e-mail attachment or on a CD-R) of the **single-spaced**, final draft nomination. This will facilitate any final, minor adjustments based on NRAC member comments at the upcoming review board meeting or comments by other staff. Also, the final draft electronic document will be converted to a pdf and made available to the public after the property has been designated.

<u>Individual Property Nomination</u>

- Electronic version of the National Register registration form – single-spaced, and sent by e-mail, or downloaded on a DVD-R or CD-R if e-mail is not available.
- Working file with research materials, historic property field entry form or updated survey form
- Floor plan of the primary floor (if claiming Criterion C architectural significance), *if revisions required*
- Tax map of the property, *if revisions required*
- Final version of the site plan keyed to the inventory list for properties with multiple resources
- USGS quad map, or other form of map, *if revisions required*
- Three sets of black and white 5” x 7” digital photographs (tiff CD on file at HPO)

<u>Historic District Nomination</u>

- Electronic version of the final draft National Register registration form sent by e-mail or downloaded on a DVD-R or CD-R if e-mail is not available
- Completed survey files arranged in the order of the Section 7 inventory list
- Overall working file with historic district/neighborhood Data Entry Form
- Completed NCHPO Access-based survey records downloaded on a DVD-R or CD-R
- Tax map, *if revisions required*
- Final version of the historic district map keyed to the inventory list and showing photo views
- USGS quad map, *if revisions required*
- Three sets of black and white 5” x 7” digital photographs (tiff CD on file at HPO)

GUIDELINES FOR LENGTH OF NATIONAL REGISTER NOMINATIONS

Submit a completed copy of the Length Assessment Form provided on the next page with all *first* draft nominations.

Category A
Typical individual property nominations: a single house and only a few outbuildings; a single commercial building; a simple church or public building; and other reasonably straightforward individual properties.
***A maximum of 15 total pages of Sections 7 and 8 text (double-spaced draft).

Category B
Unusually complex individual property nominations: a farmstead with many outbuildings: a school or other institutional building with several major contributing elements: a house or other property with substantial architectural significance combined with substantial landscape significance or other such factors; a property directly associated with a greater than usual number of major historical figures; properties of national significance requiring unusual substantiation of the level of significance; properties of national significance requiring unusual substantiation of the level of significance; properties whose area or period of significance is exceptional--including those less than fifty years old--or which represents a property type whose significance to the state is unfamiliar and requires special evaluation
***A maximum of 25 total pages of Sections 7 and 8 text (double-spaced draft).

Category C
Typical small to medium sized district. These are straightforward, fairly simple districts characterized by a small to medium sized geographic area, a relatively short period of significance, fewer than 500 properties, and/or a small number of buildings. These normally include primarily residential neighborhoods, especially twentieth century suburbs; especially twentieth century suburbs; small to medium sized college campuses downtown commercial districts, industrial villages, and rural crossroads; and large farms with many outbuildings, or possibly a small grouping of farms as a rural historic district.
***A maximum of 50 total pages of Sections 7 and 8 text (double-spaced draft, excluding the inventory list).

Category D
Unusually large or complex districts. These are relatively few each year, and are characterized by a large geographic area; a long period of significance with many different eras of buildings and important events and people; a large quantity of buildings (more than 500); and/or very diverse or unusually significant types of buildings. These might include a town district comprising the downtown plus outlying residential and industrial sectors; a large rural district; an unusually large and complex downtown, industrial plant or village, or residential area.
***Generally not to exceed 100 pages of Sections 7 and 8, double-spaced draft, excluding the inventory list. However, for this category, please consult the National Register Coordinator to settle on an appropriate length based on the scale and character of the district.

Please use the margins provided in the National Register nomination template, and a minimum font size of 11 point. Also, these maximum page lengths do not include bibliography, boundary information, or any other supplemental material.

NOMINATION LENGTH ASSESSMENT FORM

Name of Property, town and county:

Name and telephone number of preparer:

Nomination Category (check one):

_____Category A: Typical Individual Property nominated under one area of significance
No more than **15** continuation sheet pages, double-spaced

_____Category B: Complex Individual Property, for example, farm with numerous outbuildings or a property nominated under two or more areas of significance
No more than **25** continuation sheet pages, double-spaced

_____Category C: Typical Small to Medium Sized Historic District
No more than **50** continuation sheet pages, double-spaced

_____Category D: Unusually Large or Complex Historic District
No more than **100** continuation sheet pages, double-spaced

STUDY LIST APPLICATION PROCESS

Although a preliminary screening of properties proposed for listing is not a federal government requirement for the National Register program, as a practical matter most state historic preservation offices have a preliminary evaluation step in order to provide guidance to applicants about whether the property is a likely candidate. Applicants for clearly ineligible properties can save themselves the cost and effort of the time-consuming nomination process if the property is not worthy of placement on the Study List.

In many states screening is done by the State Historic Preservation Officer (SHPO) or State Historic Preservation Office (HPO) staff. North Carolina's screening process is codified in the State Administrative Code which requires the National Register Advisory Committee (NRAC) to determine whether a resource appears to display the potential to meet the criteria for listing in the National Register and warrants further study.

Requests for Study List consideration may originate with a HPO staff member, the principal investigator for an HPO-cosponsored survey, a NRAC member, or a member of the general public. Application requests from the public are screened as much as possible during initial conversations between the staff and the person(s) interested in submitting applications. Study List applications may be submitted for consideration by the property owner, a unit of government, or an interested third party. Click on the links below for requesting a Study List application and submittal deadline schedule.

How to Request a Study List Application

Study List application deadline schedule

The Study List application includes ownership and location information; a brief physical description of the resource; a brief history; and a complete set of color photographs of the resource. This last item is especially important because sometimes a staff site visit cannot be arranged prior to the NRAC meeting, and the photographs are the only visual representation that the HPO staff and the members of the NRAC have of the resource.

For all historic district Study List applications, contact the HPO preservation specialist assigned to the county early in the application process. Discuss with them the focus of the significance claim and any questions about the boundaries of the district. In nearly all cases, prior to the NRAC meeting the specialist will make a site visit to the area to familiarize themselves with the resources and to meet with the applicant/consultant. At the Study List application stage, HPO staff recommendations about the boundaries are ***preliminary only***. Final decisions about the district boundary should be made during the course of the completion of the National Register nomination when the preparer makes a more in-depth assessment of the district's period of significance, areas of significance, and the integrity of the resources.

When a Study List application is received, the National Register staff locates any existing survey file(s) for the property in order to determine if the property has been previously evaluated for the Study List. If no file(s) exist, a file folder is created and a survey site number is assigned to the property. The file is given to the HPO staff person whose territory includes the county where the property is located. The staff member reviews the application, and a site visit may be arranged. Complete applications are considered for placement on the agenda of the next scheduled NRAC meeting. The staff evaluation presented to the NRAC is formed by the HPO staff prior to the meeting. At the NRAC meeting the staff makes a Powerpoint presentation of the property's history and its historic and current appearance.

If the NRAC recommends placement of the resource on the Study List, the SHPO has the authority to officially approve it for the List. The property owner is notified of the SHPO decision by mail. If the resource is a historic district, the chief local elected official of the municipality or county, as appropriate, is notified by letter. The owner, local governmental unit, or applicant are then encouraged to initiate the nomination process.

If the NRAC does not recommend a property for placement on the Study List, or defers a decision pending receipt of further information, the SHPO notifies the owner by letter of the reasons for the rejection or the nature of any additional information that is required. If the applicant is someone other than the owner, he or she receives a copy of the owner notification letter. Please be aware that the owner or other interested citizen may still pursue a nomination if he or she chooses to do so. As a general rule, this is not recommended because the purpose of the Study List is to advise owners and interested citizens of the National Register criteria for evaluation as they apply to the property. The HPO staff and the NRAC members have had experience with a variety of historic resources from across the state, and they are well qualified to assess a property's potential for listing.

While the Administrative Code does not provide a mechanism for removing properties from the Study List, the Survey and National Register Branch roster of Study-listed properties is updated when HPO staff learn that a resource appears to have lost its potential for meeting the criteria for listing in the Register because of destruction or overall loss of integrity or as the result of additional information about the property's significance or lack thereof. Furthermore, resources placed on the Study List for more than five years may need to be re-examined by the staff through the submittal of current photography. Staff can then confirm whether the resource is still a potential candidate for listing, and if so, the preparation of a nomination is encouraged.

***PRACTICAL ADVICE* UPDATES**

Specialized guidance regarding evaluating and documenting National Register properties, such as cemeteries, moved properties, and historic district boundary increase documentation will be added to *Practical Advice* in the near future. Updated information will appear in this section as *links* to new text in *Practical Advice,* and will be kept here for six to nine months. Updates will include the date they were added to *Practical Advice.*