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## **HOW TO COMPLETE THE FORM A APPLICATION FOR REGISTRATION**

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These instructions are based on How to Complete the National Register of Historic Places Registration Form, National Park Service, May 1990.

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### **1. NAME OF PROPERTY**

This block identifies the specific buildings, district, structure, object or site being submitted to the Cultural Properties Review Committee for consideration. This will be the name by which the property will be officially known. See Appendix A for a definition of the five property categories.

The historic name ordinarily reflects one or more of the following:

- a) original owner or builder;
- b) important persons or events associated with the property;
- c) original or continuing functions of the property;
- d) distinctive historic or architectural characteristics; and or
- e) accepted professional, scientific, technical or traditional names.
- f) Archaeological sites are usually identified by a site number, a name taken from current ownership, an aspect of cultural significance, location or geographical features.

Other name(s) for Property refer to names by which the property is known commonly, if different from the historic name.

### **2. LOCATION OF PROPERTY**

- a) Enter the county in which the property is located.
- b) Identify whether the property is in Congressional District 1, 2 or 3.
- c) Enter the municipality (city, town or village) in which the property is located. If the property is rural, name the nearest town in the space, vicinity of.
- d) Enter the street address (number and name) for the property. If the property is located on a highway, give the number and also indicate whether it is a federal, state or county road.

If the property does not have an address, describe its location by the nearest roads. For example, on state road 451, one mile west of the junction of 451 and Monticello Road. - Please do not use a post office box number in the LOCATION space.

**3. OWNERSHIP OF PROPERTY**

Check the appropriate box for private, state, federal or multiple ownership. For districts check multiple. For individual buildings, structures, sites and objects, enter the name and mailing address of the owner(s) of record. For districts with fewer than 50 owners, enter the name and mailing addresses of all owners. Use a continuation sheet if necessary. Please do not forget zip codes .

If there is a tenant, occupant, manager or contact other than the owner(s), please enter his/her name and address.

**4. ACCESSIBILITY OF PROPERTY**

Open to the public refers to commercial, institutional or publicly owned structures that are open regularly. Residences, although visible from a public right-of-way, are not open. Archaeological sites are not open to the public and their locations are confidential, except in cases such as National and State Monuments.

**5. LOCATION OF LEGAL DESCRIPTION FOR PROPERTY**

Specify the courthouse, registry of deeds, etc. and address where the legal description is located.

**6. CATEGORY OF PROPERTY**

Check the appropriate space. Check one space only. If you are completing the Form A for an individual property that is already part of a district, please enter the name of the district. Although collections are registered in the State Register of Cultural Properties infrequently, they are eligible for registration, therefore the category is included here.

**7. PRESENT USE OF PROPERTY**

Check one or more as appropriate.

**8. PRESENT CONDITION OF PROPERTY**

Check one or more as appropriate.

**9. PRESENT AND ORIGINAL PHYSICAL APPEARANCE OF PROPERTY**

#### a) Building, Structure and Object

Individual buildings, structures or objects should be described as completely as possible. Unique details and/or special features should be noted and should be visible in the accompanying photographs. If local architectural terms or styles are used, they should be accompanied by a description or explanation.

b) It is appropriate to include the following types of information in descriptions of buildings, structures and objects:

- 1) Type of building (dwelling, church, store, mill, etc.)
- 2) Building placement (detached, row, etc.)
- 3) General characteristics:
  - Overall shape of plan and arrangement of interior spaces (linear, square rectangular, irregular, etc.)
  - Number of stories
  - Number of vertical divisions or bays (windows, doors)
  - Construction materials (brick, frame, masonry, etc.) and wall finish (kind of bond, coursing, shingle, etc.)
  - Roof shape (gabled, hip, shed, etc.)
  - Structural system (balloon frame, adobe, post and beam, reinforced concrete, etc.)
- 4) Specific features, including location, number, and appearance of: porches (verandahs, stoops, attached sheds, etc.) windows, doors, chimneys and dormers.
- 5) Decorative elements such as corbels, columns, copings, sidelights, window surrounds, etc.
- 6) Major interior features contributing to the significance of the building: stairs interior trim, including mantelpieces and wall coverings, hardware floors, lighting fixtures etc.
- 7) Number, type, description and location of outbuildings, as well as dates of construction, if known.
- 8) Other manmade elements (roadways, contemporary structures, landscaping) included within the nominated area.

- 9) Describe all alterations and additions to the property as completely as possible. This includes second-story additions, porch additions, changes in wall surface, demolition of any part of the property, window and door changes, roof changes, etc.

c) Historic Site

The present condition of a historic site and its environment should be described. The overall integrity of the site - the degree to which the setting is a visual reminder of the events and activities that took place there should be thoroughly discussed in the nomination. Describe any cultural remains or other manmade evidence of the significant event or activity and the type and degree of alterations to natural and cultural features.

d) Archaeological Site

- 1) Site type such as habitation site, agricultural site, etc.
- 2) Period of time and cultural groups represented by the site.
- 3) Vertical extent of cultural deposits.
- 4) Material remains, such as artifacts and structures.
- 5) Environmental setting of the site.
- 6) Extent and nature of any excavation, testing or surface collecting.
- 7) Previous archaeological investigations.
- 8) Current and past disruptive influences.
- 9) Any standing or ruined structures or buildings, either historic or intrusive.

e) Architectural and Historic District

When a district is nominated for its architectural quality or historical associations, it is appropriate to include the following types of information:

- 1) General descriptions of the natural and manmade elements of the district such as structures, buildings, sites, objects, prominent geographical features and density of development.

- 2) General description of types, styles or periods of architecture represented in the district such as scale, proportions, materials, color, decoration, workmanship and design quality.
- 3) General physical relationships of buildings to each other and to the environment such as facade lines, street plans, parks, squares, open spaces, structural density, plantings, important natural features and the changes in these relationships over time.
- 4) General description of the district during the period(s) when it achieved significance.
- 5) Building types found in the district such as commercial, residential, etc. and the present and original uses of buildings.
- 6) General condition of buildings, restoration or rehabilitation activities and alterations.
- 7) Qualities that make the district distinct from its surroundings.
- 8) List of all buildings over 50 years of age that contribute to the character of the district with short descriptions where appropriate and a list of all buildings that are less than 50 years of age and/or are so altered that they do not contribute to the character of the district.
- 9) Provide a map that shows the exact boundaries of the district.

f) Archaeological District

Identify individual sites within the area of their physical, chronological and historical relationship to one another. See d) for description information. Provide a to scale map that delineates the exact boundaries of the district.

**10. SUMMARY OF PROPERTY DATA**

- a) Significant Periods/Dates Enter construction dates and/or dates when a property had its period of greatest significance for properties that are historically or architecturally significant.
- b) Use this space for dates and culture phases for archaeological properties.
- c) If known, enter the name of the builder or architect.

## 11. THEMATIC CLASSIFICATION

Enter one or more area of significance for which the property is being nominated. Check those boxes only if specifically addressed in the statement of significance. If a property is being nominated for its associations with a significant person, list that name(s) under Other category.

## 12. SIGNIFICANCE OF PROPERTY

Properties are eligible to be considered for listing in the State Register of Cultural Properties if they meet the following criteria:

- a) Are associated with events that have made an important contribution to state and local history;
- b) Are associated with the lives of persons important to state or local history;
- c) Are good examples of distinctive characteristics of a style, type, period or method of construction, that represent the work of an architect or builder important in state or local history, that possess exceptional aesthetic or artistic values;
- d) Have yielded or may be likely to yield information important in prehistory or history. Please provide a narrative explaining the significance of the property being nominated including the following information as appropriate.
- e) Have integrity, are suitable for preservation and have educational significance.

Please provide a narrative explaining the significance of the property being nominated including the following information as appropriate.

- a) Building, Structure and Object
  - 1) If a property is being nominated for its significance in architecture, what are these qualities and why are they significant.
  - 2) How have alterations or additions contributed to, or detracted from, the significance of the property?
  - 3) If the property is being nominated for historical associations, does the existing property have an identifiable relationship to the history described? Does it retain sufficient integrity to convey the feeling of the historical period when it achieved significance?

- 4) If the property is being nominated for its associations with a significant individual(s), how long did they live there or how long were they associated with the property and during what period of their lives. Are there other properties in the vicinity which could represent these individuals equally well?
  - 5) What was the property used for during the period it achieved significance?
  - 6) Does the property have an important association with its location? For instance, what is its part in the history of the town or rural area that it is located in?
  - 7) How does the property compare with similar resources in the state, region or locality?
- b) Historic Site
- 1) How does the site relate to the significant event(s), occupation or activities that took place there?
  - 2) How have alterations (destruction of original buildings, change in land use or changes in foliage or topography) affected the integrity of the site?
- c) Archaeological Site
- 1) What is the cultural context in which the property is considered significant? How does the site relate to what is known about the region's history or prehistory and other known sites?
  - 2) What kinds of information can the known data categories yield? What additional kinds of information are expected to be present based on the knowledge of similar sites:
  - 3) What is the property's potential for research? What important research questions does the data contained within the site have the potential to answer?
  - 4) How does the integrity of the property affect its significance and potential to yield important information?
  - 5) Does the property contain significant features or qualities for which it may be architecturally or historically important?
- d) Architectural and Historic Districts
- 1) Are the origins and historical developments of the district clearly stated?

- 2) How does the district convey a sense of historic and architectural cohesiveness? What are the physical features and characteristics that distinguish the district?
  - 3) How have significant individuals and/or events contributed to the feeling of time and place? What period or periods of significance are reflected by the district?
  - 4) How does the district compare to similar areas in the state, region or locality?
  - 5) What preservation activities are there in the district? Are there any threats to the district from development or other activities?
  - 6) How were the district boundaries chosen?
- e) Archaeological District
- 1) A summary statement concerning the significance of individual sites that together give the district cohesion as a unit of study. Reasons why the sites should be considered collectively as a district rather than individually. Categories of data that might be derived from study of the district that would not be derived from individual sites within it.
  - 2) An evaluation of the data categories (cultural features, natural environment, etc.) represented in the district and a discussion of the adequacy (known or predicted) of the data base to pursue research questions. Include a list of important research questions this specific district has the potential to answer.
  - 3) Individual site summaries which illustrate the range and data values of each contributing and non-contributing site within the district.
  - 4) Be sure to include a map showing the exact boundaries of the district.

### **13. BIBLIOGRAPHICAL REFERENCES**

List the sources from which the information on the form was compiled. Use a standard bibliographical style listing author, full title, date and location of publication and publisher. For an article, list the magazine or journal from which the article was taken, volume number and date. For newspaper articles give the name of the newspaper, name of the article (if any), date, section and page number. For unpublished manuscripts, give the author's name, title, and where copies are available. Interviews should include name of the interviewee, date and place of the interview. Letters should include names of the addressee and respondent and date of the letter.

### **14. GEOGRAPHICAL INFORMATION**

This section defines the location and extent of the property being nominated and explains why boundaries were selected.

- a) Map Reference: United States Geological Survey maps may be available for reference or purchase at Bureau of Land Management and Forest Service offices, city and county offices, office supply stores, engineering and surveying supply stores and outdoor outfitting stores. If you cannot locate a USGS map for your locality please note this on the form.
- b) Legal Description: Section, township and range should be on property deed records.
- c) Lot, block and plat: If your property has been platted, the lot and block numbers and plat name should be on the property deed records.
- d) Acreage of Property: This information should be on the property deed records. If the property being nominated is a district of site, the acreage can be estimated on a USGS map.

**15. VERBAL BOUNDARY DESCRIPTION**

If the property being nominated is platted, lot and block numbers and plat name, or subdivision name are appropriate. For districts or sites, boundaries may be drawn on a USGS map or a sketch map (drawn to scale) with the exact boundaries drawn may be used. For districts in a city, a city map may be used. For rural properties, a rectangle may be drawn around the buildings), giving the number of feet on all four sides.

**16. APPLICATION SUBMITTED BY**

Complete this section with the appropriate information. Recent photographs of the property being nominated and copies of historic photographs, if available, must accompany the nomination. Black and white photographs are preferred. Please include the name of the photographer, the date of the photograph, the location of the photographic negative and the direction of the camera.

## APPENDIX A

### CATEGORY OF PROPERTY

- Building:** A building such as a house, barn, church, hotel, or similar construction that is shelter to an form of human activity. The term may also refer to a historically and functionally related unit, such as a courthouse and jail or a house and barn.
- Site:** A site is the location of an important event, a prehistoric or historic occupation or activity or a building or structure, whether intact or ruined where the location itself possesses historic, cultural or archaeological value regardless of the value of any existing structure.
- Structure:** Structure is used to distinguish from buildings whose function is usually for purposes other than creating shelter. Examples are bridges or watertowers.
- Object:** Object refers to those constructions, other than buildings and structures that are primarily artistic in nature or are relative small in scale and simply constructed. Although objects may be movable, an object is associated with a specific setting.
- District:** A district possesses an important concentration or continuity of sites, buildings, structures or objects united historically or aesthetically by plan or physical development.

## APPENDIX B

### HISTORIC CONTEXTS

An historic context has three components; a theme or themes, a chronological period and a geographical area. These provide the perspective by which a property can be evaluated for listing in the State Register of Cultural Properties.

Historic contexts may relate to events, patterns of development, associations with important people, architecture, construction or engineering techniques or research topics.

A discussion of historic contexts that relate a property to its theme or themes, chronological period and geographical area should do the following:

1. Explain the role of the property in its historic context or contexts using specific facts about the property.

2. Describe briefly the history of the area in which the property is located and how the property relates to this history.
3. Explain the property's importance to its theme, time and period in relation to other properties of the same period, characteristics and associations.