

Register Nomination Check List - VA Department of Historic Resources (DHR)

Use this form to assist in filling out a nomination. Staff are available to assist with any questions.

PLEASE THOROUGHLY CHECK THE LIST BELOW BEFORE YOU INITIAL TO MAKE SURE
ALL MATERIALS
 ARE BEING SUBMITTED ALONG WITH THE NOMINATION BY THE DEADLINES TO AVOID DELAYS.

IMPORTANT:

- There is a separate legal requirement form which must also be completed along with your nomination submittal.
- Any missing information or unjustified dates, criteria, etc. will cause delays or a returned nomination. Where information is not applicable, **enter N/A. The completed nomination must be reviewed and approved by Virginia Department of Historic Resources staff before it is scheduled for a particular agenda.**
- Ink, white-out, tape, or other adhesives, are not acceptable on any documents.
- Use endnotes instead of footnotes for the narrative continuation sheets.
- For Data Sharing System (DSS) survey requirements with nominations, please refer to the survey guidelines as available online at http://www.dhr.virginia.gov/review/Survey_Manual_Web.pdf or from staff; DSS is required with all individual and district nominations unless other arrangements have been made with staff.

Bulletin refers to the National Register Bulletin "How to Complete the National Register Registration Form" NRHP bulletins and resources are available online at <http://www.cr.nps.gov/NR/listing.htm> (National Park Service website) or from our regional offices.

Resource Name and DHR ID Number _____

Location (County/City) _____

Locality Contact (necessary with districts) _____

Consultant _____ **Telephone:** _(_____)_____

Property Owner _____ **Telephone:** _(_____)_____

Regional Reviewer _____ **Date** _____

Each nomination submission must include the following components (each will be addressed in more detail below):

A. Nomination form

B. Labeled USGS quadrangle map

C. Additional documentation and maps as necessary

D. Photographic documentation, with accompanying CD-R or DVD-R (if applicable)

E. Legal requirement form with owner/adjacent owner labels and tax parcel information

A. Nomination Form

(The nomination form template may be accessed at: <http://www.nps.gov/nr/publications/downloads/2009NRform.doc> or requested from DHR staff.)

- ___ **1. Name of Property:** The National Park Service (NPS) **prefers** the resource’s historic name (corresponding to the period of significance) to be used for the main name. Other names and the DHR ID file number must be entered on the second line. (*Bulletin* pages 8-9)
- ___ **2. Location** (including county code, zip code): Notation “not for publication” should have “N/A” unless the resource has sensitive information that should be protected—usually archaeological sites. In the case of districts, this section should only provide a *brief general description* of the area. The NPS has a limited number of character spaces (only 128) for entering this data into their system. The full description and boundary information is detailed on a continuation sheet under Section 10. (*Bulletin* pages 10-11) (City and County Codes are listed in Appendix II in *Bulletin*; Virginia’s state code is VA.)
- ___ **3. State/Federal Agency Certification:** Check only one blank for either “nomination meets” or “nomination does not meet,” National Register Criteria, and check at least one level of significance - “local,” “statewide,” or “national.” Make sure the level chosen is justified in the Statement of Significance summary and narrative. (*Bulletin* page 12)
- ___ **4. This section is for the National Park Service only and should not be marked.** (*Bulletin* page 13)
- ___ **5. Classification:** Both ownership and category should be properly marked. There may be multiple ownership checks, but **only one** category should be checked. Make sure you mark the correct category; consult with DHR staff as needed. Check to see that all **contributing** and **non-contributing** resources are accounted for and that they match the description in Section 7 and the site plan or district map. For districts, make sure the counts match the inventory that follows in Section 7, and check for previously listed resources, whether in earlier districts or individually. **Enter 0** where no resource is counted – do not leave blanks. (*Bulletin* pages 14-17)
- ___ **6. Function or Use:** Be sure these categories are correct. (*Bulletin* pages 18-23)
- ___ **7. Description:** (*Bulletin* pages 24-34)
- ___ **Architectural Classification:** Check to see that the classification is correct. (*Bulletin* pages 24-26)
- ___ **Materials:** Be sure all items are filled in that apply to your resource. In districts you may list the most commonly used materials throughout the district. (*Bulletin* page 27)
- ___ **Narrative Description:** This section should be done on continuation sheets. (*Bulletin* pages 28-34)
- Summary Description:** This paragraph needs to capture the physical essence of your resource. Under a paragraph heading that you create called, “Summary Description,” include all the basic information such as location, date of construction, size, general characteristics, type, style, method of construction, significant features, number of resources, and acreage. A summary of the secondary resources should also be included in this section. Try to do it in one concise paragraph not exceeding 200 words.
- Detailed Description:** Under a heading similar to, “Detailed Description,” the next paragraph(s) in this section should describe the building from the ground up. Do not describe every detail, space, or artifact, but just describe those elements that capture the essence of the resource. Individual nominations should also include a summary of secondary resources with dates, form, and building materials, noting whether they are contributing or non-contributing. For properties with a significant number of secondary resources, an inventory of the resources is helpful. On average, this section should be no longer than 3-5 pages (districts and unusual resources may require more description). Include contextual aspects of the resource or district; describe important land features, natural and designed settings, and streetscapes. **Don’t forget to address the architectural evolution of the resource -- buildings and sites change over time. Also address the current integrity of the resource.**

___ **Inventory:** Provide a statement as to how and why inventory resources are called contributing (C) or non-contributing (NC). This should be based on the AOS, POS, and integrity. Historic districts must have inventories that itemize each property. This is best organized alphabetically by street, then numerically by address. Each resource is **briefly** described (ask register staff for inventory examples) with “NC” noted in bold if non-contributing. Also provide any descriptions for questionable C or NC status calls. The DHR ID number for each resource within the district must be included in this section as well (#124-5897-0001, #124-5897-0002, etc.). If the property has more than one DHR ID number, all must be noted (124-0034 and 124-5897-0002). Vacant lots **are not** counted unless they are considered archaeological or otherwise important sites.

___ **Archaeology Nominations Data:** If Criterion D is checked, then some data that confirms the integrity of the site is needed as part of Section 7. This may consist of field study mapping, an inventory of artifacts, historic recordation of prominent features, or consistent and focused historical information that confirm the existence of the site and a significant degree of intactness.

8. Statement of Significance: (*Bulletin* pages 35-51)

___ **Applicable National Register Criteria:** Be sure at least one Criterion is checked, and make sure each is justified in the summary and narrative of Section 8. (*Bulletin* pages 36-37)

___ **Criteria Considerations:** Check the appropriate box if the property also falls under a Criterion Consideration, and make sure this is justified in the summary and narrative of Section 8. (*Bulletin* pages 36-37)

___ **Areas of Significance:** Be sure this is complete using the information on *Bulletin* pages 38-41. You will need to be sure that the narrative statement of this section discusses each area of significance that is checked. The Area of Significance is not necessarily the same as historic function from Section 6.

___ **Period of Significance:** It is important to have a beginning and an ending date. The ending date is not automatically the fifty-year mark, but, whatever the dates, they must be justified within the narrative. It is possible for a period to be within one year (a short historical event or construction date, etc). (*Bulletin* page 42)

___ **Significant Dates:** All dates entered here must also be justified in the narrative. (*Bulletin* page 43)

___ **Significant Person:** Noted only if Criterion B is selected, otherwise enter N/A. (*Bulletin* page 43)

___ **Cultural Affiliation:** Noted only if Criterion D is checked, otherwise enter N/A. (*Bulletin* page 44)

___ **Architect/Builder:** If not known, enter “unknown” here. (*Bulletin* page 45)

___ **Narrative Statement of Significance:** This should be done on continuation sheets. (*Bulletin* pages 45-51)

Summary Statement: With a paragraph heading called “Summary Statement of Significance,” summarize the significance of the property, and address how the property meets the criteria selected above and justifies the period of significance and any significant dates chosen. It is helpful to state the criteria or criterion selected, including the corresponding letter(s), and any criteria considerations that may also apply, providing some justification for these selections. Try to do it in one concise paragraph not exceeding 200 words.

Historical Background: The main body of this section should have a heading similar to “Historical Background.” Including subheadings is also helpful to the reader and speeds review. The purpose of this section is to show *why* the resource is significant. Use only basic facts that directly support the resource’s significance, contained in the Criteria, Areas of Significance, and Period of Significance. This section should be no longer than 3-5 pages except for unusual resources. This is not for reporting a complete deed trace or detailed genealogy, but your opportunity to make a solid argument to justify historic recognition and a historical overview. **This section must include a context for the resource.** (*Bulletin* page 51)

___ **9. Major Bibliographical References:** Be sure all appropriate boxes are checked, including the SHPO (State Historic Preservation Office) then type *Virginia Department of Historic Resources, Richmond, Virginia*, on the “name of repository” line as a location of additional data, and note any other main repositories. The full

bibliography should be done on a continuation sheet labeled Section 9, and be alphabetical by author in standard format as in the *Chicago Manual of Style*. (*Bulletin* pages 52-53)

___ **10. Geographic Data:** Verify the acreage and the UTM coordinates that are entered and make sure those listed on the form match those noted on the maps. See the map guidance below for the number of necessary UTM points. UTM instructions are in *Bulletin* pages 54-58 and Appendix VIII. A UTM measuring template and United States Geographic Survey maps are available at survey supply stores and at the Department of Mineral Resources in Charlottesville, Virginia. The UTM coordinates can also be measured on www.maptech.com, but you will need to change the default from latitude-longitude to UTM by using the pull-down menu and the map chosen must be the USGS topo quad at 1:24,000 or 1:25,000 scale.

___ **Verbal Boundary Description:** On a continuation sheet, use either a narrative boundary description copied from a recent deed description; or a legal tax parcel number including block and lot, where the information was obtained, and include a copy of the tax map; or refer to an included scaled map. A detailed sketch or base map is required for historic districts and for properties with several resources. If you are not using a tax parcel or detailed map, please consult with your Virginia Department of Historic Resources regional contact for assistance in setting appropriate legal boundaries. **If you are using a sketch or base map for your boundary, the scale must be 1"= 200' or larger.** (*Bulletin* pages 55-58)

Correct boundaries are essential as they will define what actually comprises the historic area of the property. Remember that 20, 50, or 100 years from now, planners, engineers, and private entities will need to know the exact definition of the nominated area of your resource. Be specific and accurate.

___ **Boundary Justification:** Also provided on a continuation sheet, be sure the justification is brief and concise. The justification should be based on the property's historic boundaries. If you are nominating a large parcel, make sure that you can justify the acreage, especially if the primary significance is based on the architectural characteristics of one building. (*Bulletin* pages 55-57)

___ **11. Form Prepared by:** Be sure all information is complete, including a telephone number. (*Bulletin* page 59)

___ **Computer Disk:** DHR asks that you submit your nomination in electronic form (Word Perfect or MS Word), so it can be downloaded into our archives database and onto our website. Check with your regional office as they may still prefer a hard copy of the nomination along with a disk. **The nomination will be returned if it is not presented in one document, including the inventory section for historic districts.** This disk may also contain any extra photographs for the resource aside from the digital ones being submitted with the nomination which must be on a separate photo disk as described under the Photographs section.

B. USGS Quadrangle Maps

___ **Maps:** Use a clean, original, full-size United States Geological Survey Quadrangle map for boundaries (no pen marks, tape or tears). **Property name, location, DHR ID number, Quad name, North American Datum (NAD), and UTM reference points must be written in pencil (no ink, no labels, and no whiteout) in the white border of the quad map with a line drawn to the resource. Improper labeling will result in a delayed nomination.** For a property less than 10 acres, only 1 UTM point is necessary, plotted on the principal resource. If the resource is more than 10 acres, label multiple UTM points on the USGS Quad which frame the detailed boundaries with a simple polygon. The UTM coordinates do not need to note every point, just the main outer points encompassing the polygon. Regional offices can answer any questions regarding how to mark the UTM coordinates on your Quad map. For individual property nominations, a sketch map is necessary if there are several dependencies or secondary resources. Make sure the number of resources noted on the map corresponds to the number of resources in the nomination. Resources should be labeled along with roads, streams, and other features, and a North arrow should be included, and, if appropriate, "not to scale" written on the plan. Be sure the number of resources cited in the nomination corresponds to the sketch map. (*Bulletin* pages 61-63)

C. Additional Documentation and Maps (as necessary)

— **Additional Documentation:** All continuation sheets should be numbered consecutively; i.e. Section 7, page 1; Section 7, page 2; Section 8, page 3; Section 8, page 4; Section 9, page 5; Section 10, page 6, etc. Extra or historic images should be identified on a list similar to the photograph list and be printed as attached material at the end, each page labeled with resource name, city/county, state, and the DHR ID number. **The NPS officially prohibits embedded images, maps, or charts as of March 1, 2010 and use of these within the nomination will result in a returned nomination:**

http://www.nps.gov/history/nr/publications/bulletins/photopolicy/Emebedded_images_prohibited.pdf

— **Maps for Historic Districts (VERY IMPORTANT):** In addition to a full size USGS map, a detailed sketch or tax parcel map is required for historic districts. The boundary should be neatly delineated (e.g., lines do not go down the middle of a road if the road is not being nominated). The map should show building footprints and must note which resources are contributing and non-contributing, including secondary resources. If the map is used for Verbal Boundary Description (see above), then it must be 1"= 200' or larger. **If you submit oversize maps (larger than 11" x 17"), then two (2) clean original copies are required.**

D. Photographic Documentation

The following discussion relates *only* to photographs intended for submission with National Register nominations. For other survey or photo requirements, please refer to the survey guidelines as available online at http://www.dhr.virginia.gov/review/Survey_Manual_Web.pdf or from DHR staff

Please choose one of the following options to include with your nomination (each requires some material that will be submitted to the National Park Service and some that will remain in DHR archives; see below):

- **1. 35 mm Photographs** – a) Two sets of Black and White (B&W) photographs to match the photograph list in the nomination; b) one set of any extra photographs for DHR archives; c) the negative strips accompanied by an inventory sheet (see negative section for more details); d) a photo CD from the developer or a set of slides.
- **2. Digital Photographs** – a) Two sets of Black and White (B&W) photographs to match the photograph list in the nomination; b) one set of any extra photographs for the DHR archives file; c) one photo CD-R or DVD-R with only the photographs to match the photograph list in the nomination (see below); d) and one CD with all the photographs (this second disk may also contain the nomination form if desired).

Individual resource nominations: 4 – 8 photographic views are sufficient, including both interior and exterior views.
District nominations: 8 – 12 photographic views are sufficient, including some single buildings and some streetscapes.

Materials DHR will submit to the National Park Service

All photographs intended for NPS submittal with the nomination must adhere to the National Register Photographic Imaging Policy, available online at:

http://www.nps.gov/history/nr/publications/bulletins/photopolicy/NR_Photo_Policy_Draft_pdf.pdf, or from DHR staff. **Please review the options in this document carefully and consult DHR staff if you have any questions. Important considerations:**

Photograph Prints: Photographs, whether 35mm or digital, must be printed in B&W. Printed size can be 3½ x 5, 4 x 6, or 5 x 7 (publication photograph no longer necessary). Include a continuation sheet (after Section 10) in the nomination that provides information common to all photographs, followed by a list providing information pertinent to each photograph. Each print should be labeled with a soft pencil (8b or 9b) or a china marker (no adhesive labels) with a minimum of: the resource name, city/county, state, and the photograph number that corresponds to the photograph list. The photographs matching the nomination list may be turned in loose. For assistance in taking quality photographs, see NPS Bulletin #23 at <http://www.cr.nps.gov/nr/publications/bulletins/photobul/>.

Digital images: When using digital images, the file name for each electronic image on the CD-R or DVD-R *must* correspond with the photo log included in the nomination and the information labeled on the back of each photograph, and it should reference the county and state in which the property is located (see NPS photo policy). For guidelines on digital images staying in DHR archives, see below.

Materials staying at DHR Archives

Photograph Prints: All photographs turned into the archives **must** be put into archival photo sleeves.

Negatives for the 35mm option: Each roll of 35mm film receives a unique 5-digit negative number that is assigned by the DHR Archivist in Richmond at (804) 367-2323, extension 124. Negatives must be submitted in *Print File* brand, style 35-7BXW protective transparent sleeves in strips of four to six frames. Each strip must have the five-digit DHR negative number written between sprocket holes at the top right corner (use a permanent ink pen designated for film or glass). Label the top of each protective negative sheet with: the resource's name, location, DHR ID number, the DHR negative number, photographer, and the date the photographs were taken. Attach a sheet of paper to each negative holder as an inventory listing frames and a brief description of each frame (e.g. west elevation, smokehouse, etc.). This list is separate from the photograph list used with your nomination and is retained with the negatives in the DHR archives. Contact the DHR archivist at 804-367-2323, extension 124 or 125, with any questions.

Slides or Digital Images: Ten to fifteen color slides **or** color digital images, interior and exterior for individual properties, and general views for historic districts, are required for the Board meeting presentation. Label each slide with resource name, DHR ID number, date, location, and brief description of image; submit in archival slide sleeves. Attach a sheet of paper to each sleeve providing a brief description of each slide (e.g. west elevation, smokehouse, etc.). This list is separate from the photograph list used with your nomination. **For digital images to remain in DHR archives, refer to DHR survey photo requirements (link on previous page), which are different from the register requirements.**

E. Legal Requirement Form

___ **Legal Requirement Form:** A separate legal requirement form must be completed and signed by the nomination author. Mailing labels for all property owners and adjacent owners must also be included, with tax parcel information. See the form for detailed instructions on how to complete this form. *Without this, the nomination will not be submitted for inclusion in either the Virginia Landmarks Register or National Register.*

A COPY OF THIS CHECK LIST AND THE LEGAL REQUIREMENT FORM MUST BE COMPLETED, INITIALED, AND SUBMITTED ALONG WITH A COMPLETED NOMINATION PACKAGE.

Once you have a completed nomination package refer to the deadline schedule available online at http://www.dhr.virginia.gov/registers/2009_National_Register_Submission_Schedule.pdf for the appropriate deadlines for each board meeting quarter as well as for Certified Local Government information.

Regional Reviewer-confirmed completeness

Initial and date _____

Applicant – I have completed the checklist

Initial and date _____