

Technical Guidance  
and  
Frequently Asked Questions  
for Preparing National Register Nominations

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Prepared by  
Lena Sweeten McDonald  
National/State Register Historian

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Virginia Department of Historic Resources  
2801 Kensington Avenue  
Richmond, Virginia 23221

[www.dhr.virginia.gov](http://www.dhr.virginia.gov)

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## Introduction

The purpose of this guide is to address questions commonly received by staff at the Department of Historic Resources (DHR) from National Register nomination authors. The guidance herein is **in addition to**, not in lieu of, official guidance provided by the National Park Service (NPS), which is the federal agency charged with administering the National Register of Historic Places (National Register). DHR adheres to the standards and procedures provided by NPS in preparing nominations. NPS has prepared a series of bulletins with extensive guidance on nominating many different property types. The full text of these bulletins is accessible at <http://www.nps.gov/nr/publications/index.htm>.

Although invaluable, the sheer volume of guidance can be overwhelming and, at times, it can be difficult to drill down to the information needed to answer a technical question. Thus, in this searchable document, you will find brief guidance regarding the inquiries DHR receives most often, focusing particularly on preparing nominations for historic districts and individual properties, preparing maps, using multiple property documentation forms, and addressing unusual situations such as moved buildings. Our guide concludes with a list of online resources that can provide more in-depth guidance beyond the information herein. Please note that this document assumes some familiarity with the National Register nomination process. If you are completely new to the process, we recommend that you begin with the following materials:

- **The Virginia Landmarks Register and National Register of Historic Places: DHR's Register Program; Benefits of Listing; and Evaluating a Property for Historic Designation**
- **Historic Districts in Virginia**
- **How to Research Your Historic Virginia Property**
- **Key Points about the National and State Register Process for Property Owners**
- **The National Register/Virginia Landmarks Register Process as Managed by the Virginia Department of Historic Resources**
- **Photograph Guidance for National Register Nominations in Virginia**
- **Guidelines for Maps for National Register Submission in Virginia**
- **Guide to the Essentials for Evaluating and Nominating a Property to the National Register of Historic Places and Virginia Landmarks Register.**

All of these are available on DHR's website at <http://www.dhr.virginia.gov/registers/register.htm>.

DHR staff members are available to assist property owners, consultants, local government staff, preservation advocates, and other parties as they work on nominations. Every National Register nomination is reviewed and evaluated by staff on its own merits so that the unique circumstances of a particular property's historic significance are fully appreciated. Therefore, the guidance that follows is meant to apply to typical situations but does not mandate a "one size fits all" approach. Nomination authors are welcomed and encouraged to contact dhrstaff to discuss the specifics of the historic property they are nominating. A directory of staff, including email contacts and

telephone numbers, is available at [http://www.dhr.virginia.gov/homepage\\_features/staff2.html](http://www.dhr.virginia.gov/homepage_features/staff2.html). This technical guidance is considered to be a work in progress. DHR staff members appreciate receiving suggestions for future updates.

## Overview of the Register Program

The National Register is our nation's official list of the Nation's historic places worthy of preservation. Authorized by the National Historic Preservation Act of 1966, the National Register is part of a national program to coordinate and support public and private efforts to identify, evaluate, and protect America's historic and archeological resources. The National Park Service (NPS) manages the National Register program. Created by the Virginia General Assembly, the Virginia Landmarks Register (VLR) is Virginia's official list of properties important to Virginia's history and is managed by the Department of Historic Resources (DHR). The same criteria are used to evaluate resources for inclusion in the VLR as are used for the National Register. As the State Historic Preservation Office of Virginia, DHR administers both programs in Virginia.

For a property in Virginia to be listed on the state and national historic registers, an applicant typically goes through a two-step process that begins with a preliminary evaluation through a Preliminary Information Form (PIF). If the property receives a recommendation to proceed during this first step, then the second step requires a formal nomination to the state and national registers. A detailed explanation of how the evaluation and nomination processes work is available on DHR's website at [http://www.dhr.virginia.gov/registers/register\\_pif.htm](http://www.dhr.virginia.gov/registers/register_pif.htm)

Listing in the National Register and the VLR is an honorary designation. DHR has a list of frequently asked questions about what listing means to property owners, available at [http://www.dhr.virginia.gov/registers/register\\_faq.htm](http://www.dhr.virginia.gov/registers/register_faq.htm).

The most commonly received technical questions about National Register nominations are presented below, along with detailed answers. If you have a question that is not included here, please contact DHR staff directly.

## What is Significance?

As stated in *National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation*, the quality of significance in American history, architecture, archeology, engineering, and culture is present in districts, sites, buildings, structures, and objects that possess integrity of location, design, setting, materials, workmanship, feeling, and association and

- **A.** That are associated with events that have made a significant contribution to the broad patterns of our history; or
- **B.** That are associated with the lives of significant persons in or past; or
- **C.** That embody the distinctive characteristics of a type, period, or method of construction, or that represent the work of a master, or that possess high artistic values, or

that represent a significant and distinguishable entity whose components may lack individual distinction; or

- **D.** That have yielded or may be likely to yield, information important in history or prehistory.

For a property to qualify for the National Register it must meet one of the National Register Criteria for Evaluation by:

- **Being associated with an important historic context** *and*
- **Retaining historic integrity of those features necessary to convey its significance.**

Information about the property based on physical examination and documentary research is necessary to evaluate a property's eligibility for the National Register. Evaluation of a property is most efficiently made when following this sequence:

1. Categorize the property. A property must be classified as a district, site, building, structure, or object for inclusion in the National Register.
2. Determine which prehistoric or historic context(s) the property represents. A property must possess significance in American history, architecture, archeology, engineering, or culture when evaluated within the historic context of a relevant geographic area.
3. Determine whether the property is significant under the National Register Criteria. This is done by identifying the property's direct links to important events or persons, design or construction features, or information potential that make the property important.
4. Determine if the property represents a type usually excluded from the National Register. If so, determine if it meets any of the Criteria Considerations.
5. Determine whether the property retains integrity. Evaluate the aspects of location, design, setting, workmanship, materials, feeling, and association that the property must retain to convey its historic significance.

For detailed guidance on evaluating a property's significance and applying the National Register Criteria for Evaluation, refer to *National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation*, the full text of which is available online at <http://www.nps.gov/nr/publications/bulletins/nrb15/>, and to DHR's **Guide to the Essentials for Evaluating and Nominating a Property to the National Register of Historic Places and Virginia Landmarks Register**.

## **Is Everything Within a Historic Boundary Listed in the National Register?**

Every district, site, building, structure, and object listed in the National Register includes a historic boundary which defines the geographic area encompassed by the district, site, building, structure, and object.<sup>1</sup> Everything within a property's historic boundary is considered to be listed

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<sup>1</sup> Please note that, in this situation, the term "historic boundary" refers to the boundary drawn to encompass the geographic area of the property that is being nominated for or already is listed in the National Register and VLR. This term should not be confused with parcel, lot, town, plat, township, or other types of boundaries that may be shown in historic documents such as deeds, plat maps, atlases, and other types of records.

in the National Register. However, not everything within the boundary necessarily contributes to the historic, architectural, or archaeological significance of the listed property. Resources are classified as either contributing or non-contributing to the property's documented significance. The physical characteristics and historic significance of the overall property provide the basis for evaluating component parts. A contributing resource adds to the historic associations, historic architectural qualities, or archaeological values for which a property is significant. A non-contributing resource does not add to these associations, qualities, and values.

## **What is the Difference between a Contributing Resource in a Historic District and an Individually Listed Property?**

Historic properties can be listed in the National Register and the VLR either as a historic district or as an individual property. In the case of a historic district, it is the district itself that is the entity listed in the Registers. The district is made up of contributing and non-contributing resources (see below for the difference between contributing and non-contributing). For an individually listed property, the property as a whole is listed, and its component parts either are contributing or non-contributing to its significance.

There is no difference in status between a contributing resource in a historic district and an individually listed resource with its component parts. Resources that contribute to a historic district are listed in the National Register and VLR just as individually nominated properties are listed. Both property types receive the same benefits in listing. In short, an individually listed property is not at a "higher level" of listing than a contributing resource.

## **What is the Difference between a Contributing and Non-Contributing Resource?**

As part of the preparation of a nomination for an individual property or historic district, all surveyed resources are classified as either contributing or non-contributing. The classification is based on the documented significance of the nominated property. The physical characteristics and historic significance of the overall district or individual property provide the basis for evaluating the component parts.

A contributing building, site, structure, or object adds to the historic associations, historic architectural qualities, or archaeological values for which a district or individual property is significant because it was present during the period of significance, relates to the documented significance of the district, and possesses historic integrity or is capable of yielding important information about the period of significance; or it independently meets the National Register criteria for eligibility.

A non-contributing building, site, structure, or object does not add to the historic associations, historic architectural qualities, or archaeological values for which a district or individual property is significant because it was not present during the period of significance or it does not relate to the documented significance of the nominated property or district. Also, a resource will not

contribute if, due to alterations, disturbances, additions, or other changes, it no longer possesses historic integrity, or it is not capable of yielding important information about the period, or it does not independently meet the National Register criteria for eligibility.

## Historic District Nominations

Historic districts across Virginia have been listed in the National Register and VLR. The districts encompass a wide range of important resources, ranging from dwellings, commercial buildings, and industrial complexes to battlefields, school campuses and transportation networks. Districts can be quite small, encompassing only a dozen resources, or very large with hundreds, sometimes thousands, of resources. The array of resource types and geographic areas that can be encompassed by a historic district can make preparation of a National Register nomination a complex project.

## Surveying Resources within Historic Districts

A crucial part of the National Register nomination for a historic district is the inventory of historic resources. The inventory is created as a result of conducting survey to record the buildings, structures, sites, and objects within the district's boundaries. The following guidance should be used when deciding what resources will be included in the survey and how to record them:

- Survey all buildings within the district boundaries that are **substantial in size and scale**. Do not survey minor resources that are less than 50 years old, such as small sheds, lean-tos for storing wood, street furniture, free-standing carports, or barbeque pits, unless they strongly contribute to the property's historic significance. If such features are a strongly intrusive presence within the district, then an appropriate survey strategy should be discussed with DHR staff.
- Residential resources that were originally designed as separate buildings are surveyed as such. Rowhouses (attached or semi-detached dwellings) are surveyed as individual resources; thus, a row of townhouses with 12 units is surveyed as 12 buildings.
- Duplexes that share a common wall are surveyed as a single resource. Likewise, a triple-decker multiple family dwelling, with one living unit per floor, is surveyed as a single resource.
- A residential resource that was originally designed to house multiple families, such as an apartment or condominium building, is surveyed as an individual resource regardless if entries to individual units are from interior shared corridors or exterior shared walkways.
- A large single-family dwelling, warehouse, or other building that has been converted to house multiple families or a group of offices is surveyed as an individual resource.
- Gardens, parks, vacant lots, and open spaces are not typically included in an architectural survey. The exception is if it contributes in some way to a property's significance, such as, for example, a formal garden associated with a dwelling, a public park with significant historic or architectural features, or an open space that was the site of an important Civil War battle.
- The location of an architectural resource that was demolished *prior* to the survey and nomination is generally *not included* in a survey but instead is noted as a vacant lot.

- If the location of the demolished building is known to retain above-ground features, such as foundation remnants or a portion of a chimney stack, the resource can be included in the survey as a site, as long as sufficient information has been gathered through field investigation and historic research to determine if the site is contributing or non-contributing to a historic property.
- A location of a demolished building that does not retain any above-ground features is not included in the survey, unless archaeological investigations have demonstrated the presence of sub-surface cultural deposits with integrity. If archaeological investigations are beyond the scope of the survey, it is appropriate to note in the survey summary that there is potential for archaeology at some locations in the survey area, but these locations are not included in the inventory as contributing or non-contributing resources.
- Landscape features, such as fences, paths, benches, and street lights, are not surveyed as individual resources unless they are particularly important or are large in size and scale.

### **Historic District Resources that Have Been Demolished**

Historic districts experience change over time due to any number of processes, ranging from economic trends to natural disasters. The National Register nomination for a historic district is a “snapshot in time” that demonstrates how the district has significance and describes the district’s resources at the time of the nomination’s preparation. It is not unusual for a district’s inventory to become inaccurate within just a few years as existing buildings are altered, added to, or demolished, and as new buildings are erected on vacant lots. DHR and NPS do not require regular updates to district inventories, but both agencies encourage updates anytime that nominations have become extremely outdated (typically twenty years or more since the original nomination).

When a district inventory is being updated, historic resources that have been demolished since the original nomination should be recorded as such and grouped together at the end of the inventory. The location of a demolished resource, if it is now a vacant lot, should not be classified as either contributing or non-contributing in the updated inventory. If a new building or structure has been erected on the site of a demolished historic resource, it should be classified as non-contributing.

### **Recording Demolished Resources in the Virginia Cultural Resources Information System (V-CRIS)**

Survey of resources within a historic district may take place beyond the process of a nomination update. Typical instances are surveys undertaken for Section 106 Review compliance or for local planning purposes. In cases in which a resource is known to have been demolished since the National Register listing but an update to the nomination is not being prepared the following steps are taken:

- The V-CRIS record is updated to reflect the building’s demolition
- If the resource was classified as contributing to the historic district, its contributing status is not changed in the V-CRIS record.
- For environmental compliance and preservation planning purposes, demolished resources are treated as non-contributing to the historic district.

- If a nomination update eventually is prepared for the historic district, all demolished resources will be noted as such in the updated inventory, and their contributing status will be changed accordingly as described at the end of the preceding section.

## **Updating National Register Nominations**

National Register nominations of historic districts and individual properties often are updated to add additional areas of significance, to extend the period of significance, and to document changes to the built environment as a result of demolition or new construction. The range of reasons for updates means that a nomination can be updated more than once to include relevant new information. Anytime a National Register nomination is updated, the additional documentation is submitted on continuation sheets to be added to the existing nomination form. This is the standard practice regardless of the original nomination's date, and despite the fact that the nomination form itself has been revised multiple times since the late 1960s.

When preparing a nomination update, only those sections that are being updated should be included on the continuation sheets. For example, if the address of the property has not changed since the original nomination, then Section 2 would not be included in the update.

The numbering of sections on the nomination form has changed slightly over the years. If you are updating a nomination from the 1960s or 1970s, the section numbers will be different from those used today. In such cases, use the current numbering system but include the original section number parenthetically.

### **Resource Counts – Section 5**

Section 5 of the nomination form lists the numbers of contributing and non-contributing buildings, structures, sites, and objects within a nominated property. Nominations that were prepared prior to 1980 often lack a full count of all resources associated with the individual property or historic district. As a result, an accurate count of the number of resources associated with the listed property may not be included on the nomination form.

Prior to updating a nomination, please contact DHR staff to ascertain the number of contributing and non-contributing resources on file for the property; if necessary, DHR staff will consult with NPS staff to obtain resource counts. There may be discrepancies between the number of resources shown in DHR or NPS files and the extant resources identified during recent survey. If so, the number of contributing resources on file at DHR and NPS should be recorded in the update as the “number of contributing resources previously listed in the National Register.” Newly identified contributing resources should be recorded by resource type (building, site, structure or object) as well as a total of all contributing resources. Finally, non-contributing resources, also recorded by resource type and totaled, should be recorded in Section 5.

### **Narrative Description – Section 7**

If a nomination is being updated to include documentation of the current condition of historic resources, this information will be placed in Section 7. The narrative description should be updated to include discussion of the property's overall appearance, aspects of its integrity that

were not addressed in the original nomination, and analysis of the property's architectural, structural, environmental, and/or other relevant features.

Furthermore, a complete inventory should be prepared for the update, with all resources in the inventory categorized as either contributing or non-contributing. This is a relatively simple matter for an individual property or a small historic district. Some of Virginia's historic districts have hundreds, and sometimes thousands, of historic resources, making the update process potentially quite arduous. In such cases, nomination authors are strongly advised to consult with DHR staff prior to undertaking such an update.

As noted previously, resources included in an original nomination's inventory as a contributing resource but that have since been demolished should be placed at the end of the nomination update's inventory. The updated inventory entry should indicate whether the site of the demolished resource is a vacant lot or if new buildings have been constructed. If the resource site is now a vacant lot, it is not included in the resource count in Section 5. If the site has been redeveloped, then the resources on it should be counted as non-contributing.

### **Changing the Period of Significance**

The period of significance for historic districts is often defined as ending fifty years prior to preparation of the district's National Register nomination. Often referred to as the "fifty-year rule," this cutoff was established by NPS as a way to acknowledge activities that began during the historic period and continued to have significance into more recent times. The continuation of the significant activity into more recent times allows for a subsequent update to a nomination to extend the period of significance.

When a historic property's period of significance is extended, all of the resources within the property's historic boundaries must be re-evaluated to see if any were constructed within the extended period. This is true both for individually listed properties and for historic districts. As with updating sections 5 and 7 of a nomination, the complexity of changing the period of significance typically is simpler for individual properties and small districts, and more challenging with districts containing hundreds or thousands of resources.

When extending the period of significance, both the resource counts in Section 5 and the inventory in Section 7 must be updated. In Section 5, resources categorized as non-contributing in the original nomination, but re-categorized as contributing in the update, should be broken down by resource type (building, site, structure, or object) and totaled. Meanwhile, the total number of resources that were categorized as contributing in the original nomination and that are still extant now should be shown as the "number of contributing resources previously listed in the National Register."

In Section 7, a discussion of the architectural styles, functions, and forms from the expanded period must be discussed, as well as additional styles, functions, or forms that date only to the expanded period. An updated inventory that lists all contributing and non-contributing resources in the district also should be provided in Section 7.

In Section 8, the statement of significance must be updated to cover the full extent of the expanded period of significance, to explain how areas of significance described in the original nomination continued or relate to the extended period, and to describe any additional areas of significance dating only to the extended period.

### **Examples of Nomination Updates**

Among the best recent examples of a comprehensive update to a historic district nomination is the Winchester Historic District (2013 Update), available online at [http://www.dhr.virginia.gov/registers/Cities/Winchester/138-0042\\_WinchesterHD\\_2013\\_NRHP\\_Update\\_Final.pdf](http://www.dhr.virginia.gov/registers/Cities/Winchester/138-0042_WinchesterHD_2013_NRHP_Update_Final.pdf). In this update, the district's period of significance was expanded, areas of significance were updated, a new survey of all resources within the district was conducted, and historic contexts for all areas of significance and for the expanded period of significance were prepared.

An example of a simpler nomination update was completed for the Fincastle Historic District, available online at [http://www.dhr.virginia.gov/registers/Counties/Botetourt/218-0051\\_Fincastle\\_Historic\\_District\\_2012\\_NR\\_Additional\\_Documentation\\_FINAL.pdf](http://www.dhr.virginia.gov/registers/Counties/Botetourt/218-0051_Fincastle_Historic_District_2012_NR_Additional_Documentation_FINAL.pdf). This district nomination was updated to include an additional area of significance for the historic district, but no updates were made to the historic district inventory, narrative description, or period of significance.

### **Changing National Register Nomination Boundaries**

Boundary increases and decreases of National Register-listed properties are treated as new nominations and should be submitted on the current nomination form. Documentation for them is filed separately from the original nomination materials, and the information is coded into a separate record in the National Register database. Therefore, when a nomination for a boundary increase or decrease is submitted, it is important to specify the information that relates only to the boundary increase or decrease area, particularly for the physical characteristics of the resource (e.g., the resource count, functions, verbal boundary description, acreage, and location coordinates). The appropriate naming convention is to include the historic property's name as shown on the original nomination and, in parentheses, the year and purpose of the boundary change, i.e., Main Street Banking Historic District (2013 Boundary Increase).

A boundary increase or decrease can be submitted as part of an overall nomination amendment intended to supersede the old nomination. New information relating to the original nomination should be submitted on continuation sheets to update the original nomination form. Information that relates *only* to the boundary increase or decrease area should be documented on a separate National Register nomination form. For example, if a historic district boundary is expanded *and* resources within the original district are resurveyed along with new survey of the expansion area, the resurvey information should be placed on continuation sheets to update the original district nomination. The new survey that pertains only to the boundary increase area should be placed on the new nomination form for the boundary increase. A separate resource count for the original

listing and for the boundary increase area is placed in the respective Section 5 of each nomination's materials.

Following are examples of recent nomination updates with boundary increases:

- Elmwood Farm and Browning Store (2013 Boundary Increase), available at [http://www.dhr.virginia.gov/registers/Counties/Culpeper/023-0044\\_ElmwoodFarm-BrowningStore\\_2013\\_NRHP\\_BI\\_final.pdf](http://www.dhr.virginia.gov/registers/Counties/Culpeper/023-0044_ElmwoodFarm-BrowningStore_2013_NRHP_BI_final.pdf);
- Main Street Banking Historic District (2013 Boundary Increase), available at [http://www.dhr.virginia.gov/registers/Cities/Richmond/127-6031\\_Main%20Street%20Banking\\_HD\\_2013\\_BI\\_NRHP\\_final.pdf](http://www.dhr.virginia.gov/registers/Cities/Richmond/127-6031_Main%20Street%20Banking_HD_2013_BI_NRHP_final.pdf);
- Roanoke Downtown Historic District Update and Boundary Adjustment 2013, available at [http://www.dhr.virginia.gov/registers/Cities/Roanoke/128-5761\\_Downtown\\_Roanoke\\_HD\\_2013\\_BI\\_FINAL.pdf](http://www.dhr.virginia.gov/registers/Cities/Roanoke/128-5761_Downtown_Roanoke_HD_2013_BI_FINAL.pdf);

## Maps for Nominations

### Electronically Generated Maps

NPS and DHR now accept digital location maps generated with widely available electronic mapping websites and/or software. The complete DHR policy and guidelines for electronic mapping is available at this link on DHR's webpage at <http://www.dhr.virginia.gov/registers/register.htm>.

In 2013, NPS also began accepting nominations in all-electronic format. Instead of a hard copy nomination form, photographic prints, and maps of the nominated property, NPS accepts nomination materials on CD. The nomination form and maps are typically submitted as PDF files, while the photos are submitted as TIFFs. DHR continues to require submittal of hard copy materials as well as electronic.

NPS's decision to accept electronically generated maps in electronic format has resulted in additional guidance for preparing the maps, particularly with regard to scale and file format. Each is discussed in greater detail below.

### Sketch Maps

A sketch map is a detailed drawing of a nominated property that includes, at minimum, the following information: historic boundaries; names of streets or numbers of roads within and adjacent to the property; names of places, such as street addresses or inventory numbers, that correspond to the description of resources in section 7; a north arrow; an approximate scale; all contributing buildings, sites, structures, and objects; all noncontributing buildings, sites, structures, and objects; land uses and natural features covering substantial acreage or having historic significance, such as forests, fields, orchards, rivers, lakes, and harbors; and a photo key.

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. Nomination authors should make sure the number of resources noted on the map corresponds to the number of contributing and non-contributing resources in the nomination and vice versa.

The photo key must match the nomination's Photo Log and include the location and number of each photograph accompanying the nomination. Use an arrow to show where the photo was taken and in what direction the camera was facing; number the location according to the Photo Log.

Do not use color to denote contributing or non-contributing status, or boundary lines; all information should be understandable if the map is printed or copied in black and white. *Use of color will result in a returned nomination.*

A detailed sketch map can be submitted in lieu of a verbal boundary description (see Section 10 of the nomination form). If an author chooses to do this, the guidance for an appropriate scale of sketch maps *must be followed* (see below).

**Please note that DHR does not have the capability to print large format maps (larger than 11" x 17"). If you are working on a large historic district or rural historic district, please consult with staff for advice on large scale mapping requirements.**

### Scale of Sketch Maps – Hard Copy Maps

Historically, NPS and DHR have required that sketch maps for National Register historic district nominations be prepared with a scale of 1" = 200'. This standard still applies for historic district sketch maps that are submitted in hardcopy (paper) format, *regardless of how the map was prepared*. Thus, whether the map was created using electronic software, a street map, a topographic map, or a hand-drawn site plan, if it is submitted in hardcopy, it must be printed at a true representation of the scale 1" = 200' (in some circumstances, an approximate scale may be used, but please consult with DHR staff). Maps drawn at a smaller scale, such as 1" = 600', will not be accepted by NPS or DHR.

When the sketch map is submitted in hardcopy, the 1" = 200' scale must be truly represented. For a historic district with considerable acreage, this can require either printing the map on multiple sheets of regular-sized paper (letter, legal, or ledger size) or using a large-format printer (for paper larger than 11" by 17"). If you are preparing a nomination for a large district, please consult with DHR staff for appropriate methods to prepare the hard copy sketch map.

Sketch maps for individually nominated properties may be submitted with an approximate scale, regardless of how the map was prepared and regardless of whether the map is submitted in hardcopy or electronic format.

## Scale of Sketch Maps – Electronic Sketch Maps

For an all-electronic nomination, the sketch map will be submitted to NPS as a PDF file. The electronic image of the sketch map must include a bar scale of 1" = 200'. Using the bar scale means that the original scale will be preserved while allowing a viewer to zoom in to see details on a computer monitor or zoom out to see the overall image.

A sketch map can be hand-drawn and then scanned to create an electronic sketch map. The scan's resolution should be sufficient to create a legible digital image (typically, this will be the "high" or "fine" quality setting on a scanner). The sketch map can be drawn on regular size paper (8.5" x 11", 8.5" x 14", or 11" x 17") or on larger format paper, as long as it has a bar scale of 1" = 200'. The hard copy of the hand-drawn map will be retained in DHR's records and the scanned map submitted to NPS as a PDF file.

Sketch maps that are generated using software, such as ArcGIS or AutoCAD, or using electronic parcel data (such as those used by many local governments), should include a bar scale of 1" = 200'. A PDF of the map must be submitted that shows the map in its entirety. This PDF image is not required to be sized to fit on a particular paper size; however, it is recommended to use a default setting, such as 11" x 17". The electronic files used to create the sketch map should be submitted along with the PDF image of the map. The electronic files must include a layer that accurately defines the historic boundary of the nominated property. Finally, DHR requires a hard copy printout of all electronically generated maps. This is in addition to the electronic mapping files and map PDF that will be submitted to NPS. The hard copy printout must show a bar scale of 1" = 200' so that the scale is preserved regardless of the size of the printout.

## Multiple Property Documentation Forms

The National Register of Historic Places Multiple Property Documentation Form (NPS 10-900-b) nominates groups of related significant properties. The themes, trends, and patterns of history shared by the properties are organized into **historic contexts**, and the **property types** that represent those historic contexts are defined and nomination requirements for each property type are provided. Examples of Multiple Property Documentation Forms are available here: [http://www.dhr.virginia.gov/registers/Counties/register\\_MPD.htm](http://www.dhr.virginia.gov/registers/Counties/register_MPD.htm).

The Multiple Property Documentation Form (MPD) is a cover document and not a nomination in its own right, but serves as a basis for evaluating the National Register eligibility of related properties. It may be used to nominate and register thematically-related historic properties simultaneously or to establish the registration requirements for properties that may be nominated in the future. Resources that are mentioned in an MPD are not automatically listed in the National Register. A nomination form must be prepared for a resource mentioned in the MPD in order for the resource to be listed in the National Register. The nomination of each building, site, district, structure, or object within a thematic group is presented on the National Register Registration Form (NPS 10-900). The name of the thematic group, denoting the historical framework of nominated properties, is the **multiple property listing**. When nominated and listed in the National Register of Historic Places, the MPD, together with nominations for specific properties, constitute a **multiple property submission**.

The MPD streamlines the method of organizing information collected in surveys and research for registration and preservation planning purposes. The MPD facilitates the evaluation of individual properties by comparing them with resources that share similar physical characteristics and historical associations. Information common to the group of properties is presented in the MPD, while information specific to each individual building, site, district, structure, or object is placed on its individual nomination form. As a management tool, the thematic approach can furnish essential information for historic preservation planning because it evaluates properties on a comparative basis within a given geographical area and because it can be used to establish preservation priorities based on historical significance.

### **Outline of Content of a Multiple Property Documentation Form**

- A. Multiple property listing name
- B. Statement of historic contexts
- C. Form author
- D. Certification signature
- E. Statement of historic contexts
- F. Associated property types (description, significance, and registration requirements)
- G. Geographical data
- H. Summary of identification and evaluation methods
- I. Major bibliographical references

### **How a Multiple Property Submission is Organized**

The organization of a multiple property submission has both general and specific components, as follows. The multiple property listing is named for the subject of the listing. In the MPD form, one or more historic contexts are identified. Note that, in the National Register program, historic contexts include three elements: a historical theme, geographical area, and chronological period. Historic contexts describe the impact of various historic themes, trends, or patterns on areas as small as part of a community or as large as the nation. The property type analysis occupies the middle ground between the general historic context in the MPD and information in the individual property nomination. The National Register nomination for a property being nominated under the MPD illustrates how an individual property or historic district relates to the historic contexts, represents a property type, and meets registration requirements for the type as presented in the MPD.

In order to be approved by the Keeper of the National Register, the submitted MPD must include at least one historic context and one associated property type discussion. Additional historic contexts and associated property types may be submitted at a later date. Individual National Register nominations may accompany the MPD, or they may be submitted later. At least one individual property nomination should accompany the MPD when it is submitted to DHR and NPS.

The approach taken in organizing multiple property submissions will depend upon a number of factors, including the nature and number of the resources expected to form the thematic group and the extent to which historic contexts and evaluations of property types have been developed.

Practical considerations, such as staff, time, amount and source of funding, availability of information and expertise, and property owner interest, may help determine how many and which historic contexts and property types are treated. Planning concerns, such as development pressures, other threats to historic resources, and planning priorities and goals, may also strongly influence decisions about the areas looked at and the historic contexts documented at any given time.

### **Maps for MPDs**

Unlike nominations for individual resources and historic districts, there are no mapping requirements for MPDs. As stated previously, the MPD is a cover document and not a nomination in its own right. Therefore, with an MPD there are no historic boundaries to map. Instead, Section G of the MPD provides the geographical data associated with the MPD. The geographical data typically includes information about the area(s) covered by the MPD's historic contexts and resource types. For example, the MPD entitled "African American Cemeteries in Petersburg, Virginia, 1818-1942" is limited in geographic scope to the corporate boundaries of the City of Petersburg. The MPD "Virginia State Parks Built by the Civilian Conservation Corps, 1929-1936" concerns the acreage contained within eight state parks that are associated with Civilian Conservation Corps projects in Virginia. Finally, the geographic scope of the MPD "Rosenwald Schools in Virginia" encompasses 79 counties that are known to have had Rosenwald schools during the early to mid-twentieth century.

In the MPD's section H, "Summary of Identification and Evaluation Methods," additional information is provided that explains how historic properties associated with the MPD were identified and evaluated. Identification methods typically include field survey at least at a reconnaissance level, historic research (including review of historic maps), a check of repositories such as DHR's archives, and/or interviews with people with expertise in the subject matter. If a field survey was conducted, a map showing the survey area may be included with the MPD, but it is not required *and* it is important to remember that this map would only show a geographic area that was investigated, not the historic boundaries of individual resources or historic districts.

### **Moved Buildings and the National Register**

In general, moving a historic building that is listed in or eligible for listing in the National Register should not occur unless it is the *only* alternative to preserve the building. Moving a building can destroy its eligibility for the National Register. Anyone considering relocating a National Register-listed building is strongly encouraged to contact DHR prior to committing time, resources, and funds to the project.

When it comes to evaluating the National Register-eligibility of a newly identified historic resource that was moved from its original location at some time in the past, the resource will be subject to greater scrutiny. As stated in National Register Bulletin 15, *How to Apply the National Register Criteria for Evaluation*, this is because significance is embedded in locations and settings as well as in the resources themselves. Moving a resource, whether it is a building, structure, or object, destroys the relationships between the resource and its surroundings and

destroys association with historic events and persons. A move may also cause the loss of historic features such as landscaping, foundations, and chimneys, and the loss of the potential for associated archaeological deposits. An important exception to this circumstance is resources that were moved prior to their period of significance.

National Register Criteria Consideration B states that a moved resource can be eligible for the National Register if it is “significant primarily for architectural value, or is the surviving structure most importantly associated with a historic person or event.” In the latter instance, documentation must be provided that demonstrates the resource’s *direct* association with a significant historic person or event.

Resources that by their very nature are meant to be portable, such as ships and railroad cars, are not required to meet Criteria Consideration B unless they have been placed in a location incompatible with their historic function.

Handling of individually listed properties that are proposed to be moved or have been moved are addressed in the Code of Federal Regulations, Title 36, Chapter 1, Part 60, Section 14 (36CFR60.14). These regulations apply only to individually listed properties, not to contributing buildings in historic districts. Anyone contemplating relocation of a listed property is advised to read the full text of the regulations, available at <http://www.cr.nps.gov/nr/regulations.htm#6014>.

Relocation of contributing buildings within a listed historic district is handled differently and is discussed in greater detail below.

Property owners seeking to relocate a listed property are strongly advised to contact DHR staff before committing time, funds, and effort to a move. General procedures are summarized below, but each historic property is unique and an approach that is appropriate for one property may not be for another.

### **Proposal to Move an Individually Listed Property**

Relocation of a National Register-listed property should occur only when there is no feasible alternative for preserving the property. If relocation is the only feasible alternative, a new location should be chosen carefully, with every effort made to reestablish the property’s historic orientation, immediate setting, and general environment.

*Prior to moving the property*, documentation must be submitted to NPS to maintain the property’s listed status, and must consist of 1) the reason(s) for the move; 2) the effect on the property’s historical integrity; 3) the new setting and general environment of the proposed site, including evidence that this site does not already possess historical or archaeological significance that would be adversely affected by the intrusion of the moved property; and 4) photographs showing the proposed location. DHR will compile and forward the documentation for non-federally owned properties within Virginia.

A proposal to relocate an individual building must comply with many of the same procedures used in a typical National Register nomination. Notification of property owners, adjacent owners, and local officials must take place in accordance with Virginia and federal regulations. The State Review Board and Historic Resources Board must review the proposal. The Keeper of the National Register will respond to the proposal within 45 days or receipt from DHR (or a federal agency, in the case of federally owned properties within Virginia). Only after the notification and review processes are complete can the property be moved.

After completion of the move, documentation is submitted to the Keeper as follows: 1) a notification letter stating the date of the relocation; 2) photographs of the property on its new site; 3) revised maps, including a location map and site plan; 4) acreage of the property; 5) and a verbal boundary description. The Keeper will respond to the documentation within 45 days of receipt. If the Keeper approves the move, the property will remain in the National Register as long as it continues to retain integrity. If the Keeper does not approve the move, the property is automatically deleted from the National Register. Virginia's Historic Resources Board will determine if the property is to be removed from the VLR. In some instances, such as identification of a previously unrecognized area of significance, a new nomination for the property may be prepared.

If an individual property is relocated without completing the above procedures, it will be deleted from the National Register. If the property owner and DHR wish to have it reentered in the National Register, a new nomination must be prepared. The new nomination must include 1) discussion of the reason for the property's relocation; 2) the effect of relocation on the property's historical integrity; 3) the new setting and general environment, including evidence that the new site did not possess historical or archaeological significance that was adversely affected by the intrusion of the moved property; 4) new photographs, maps, verbal boundary description, and acreage. The State Review Board must approve the new nomination before it is submitted to NPS.

### **Applying Criteria Consideration B to Individually Listed Properties**

National Register Bulletin 15, *How to Apply the National Register Criteria for Evaluation*, provides examples of properties that must meet Criteria Consideration B in order to be listed in the National Register. These examples include

- a resource that was relocated during or after its period of significance;
- a district in which a significant number of resources have been moved from their original locations;
- a district in which a moved building makes an especially significant contribution to the district;
- a portable resource that has been relocated to a place incompatible with its original function;
- a portable resource whose importance is critically linked to its historic location or route and that has been moved.

Relocated properties may continue to be listed in the National Register for the following reasons:

- The property is significant under Criterion C and retains enough historic features to convey its architectural values and retains integrity of design, workmanship, materials, feeling, and association.
- The property is demonstrably the surviving property most importantly associated with a particular historic event or an important aspect of a historic person's life.
- A property that is designed to be moved, such as a ship or railroad car, is located in an appropriate setting, such as a ship docked in a harbor or a locomotive on tracks in a railyard or next to a transportation museum.

As noted above, moved properties must still have an orientation, setting, and general environment comparable to the historic location and compatible with the property's significance. However, if a property's significance is directly dependent on its location, any move will cause it to lose its integrity and prevent it from conveying its significance.

An artificially created group of moved buildings cannot be considered significant as a reflection of the time period in which the resources were originally constructed. The grouping may achieve significance in its own right, for example, an early attempt at historic preservation and an illustration of that generation's values. A moved *portion* of a building or structure is not eligible for the National Register because, as a fragment of a larger resource, it has lost integrity of design, setting, materials, workmanship, and location.

### **Proposal to Move a Contributing Resource within a Historic District**

Moving a contributing resource within a historic district does not require prior approval from NPS nor the State Review Board, but DHR should still be consulted prior to the move. DHR's Evaluation Committee will review the proposed relocation, including photographs of the resource in question, its current location, and its proposed new site. The Evaluation Committee may recommend the relocation to proceed, recommend to proceed as long as certain conditions are met, or recommend the relocation not proceed if the resource's contributing status is to be retained.

After the resource has been relocated, photographs of the resource on its new site, a site plan showing the new position of the resource, and a map showing the resource's original location and relocation site should be submitted to DHR. A one- to two-paragraph addendum to the historic district's National Register nomination also should be prepared that explains the move, describes the resource's original and current setting, and explains how the resource fits into the time period and architectural character of the district. DHR will forward this documentation to NPS, along with our recommendation as to whether the resource still contributes to the historic district. The NPS will review the additional documentation and notify DHR of its decision to accept or reject it.

### **Proposal to Move a Resource into a Historic District**

Occasionally, a resource that is not within a listed historic district is proposed to be moved into a district. Typically, this is to avoid demolition of the resource. In order for the resource to be evaluated as contributing to the district, the same procedures are followed as for those

summarized immediately above. Further, the resource should be in fairly close proximity to the district boundaries, demonstrably date from within the district's period of significance, and match at least one of the district's areas of significance. The resource also should be similar in character and style to at least some other resources within the district.

## Further Guidance

The following list provides links to full-text online sources with extensive information about the National Register nomination process and associated materials that may assist with preparing nominations. Please report any broken website links in this document to Lena McDonald ([lena.mcdonald@dhr.virginia.gov](mailto:lena.mcdonald@dhr.virginia.gov)).

### Department of Historic Resources (DHR)

DHR's Website - <http://www.dhr.virginia.gov/>

How to Research Your Historic Property -

[http://www.dhr.virginia.gov/pdf\\_files/HowtoResearchHistoricProperty\\_2013.pdf](http://www.dhr.virginia.gov/pdf_files/HowtoResearchHistoricProperty_2013.pdf)

New Dominion Virginia - <http://www.dhr.virginia.gov/NewDominion/index.htm>

Registers Home page - <http://www.dhr.virginia.gov/registers/register.htm>

Virginia Cultural Resources Information System (V-CRIS) -

<https://vcris.dhr.virginia.gov/vcris/Account/Login>

### National Park Service

Discover History and Historic Preservation - <http://www.cr.nps.gov/>

Heritage Documentation Programs - <http://www.nps.gov/history/hdp/index.htm>

Standards and Guidelines - <http://www.nps.gov/history/hdp/standards/index.htm> - for

Historic American Buildings Survey (HABS)

Historic American Engineering Record (HAER)

Historic American Landscape Survey (HALS)

Cultural Resources Geographic Information Systems (CRGIS)

National Historic Landmarks program – <http://www.nps.gov/history/nhl/index.htm>

Tutorial on preparing NHL nominations -

<http://www.nps.gov/history/nhl/tutorial/Workshop1/index.htm>

NHL publications - <http://www.nps.gov/history/nhl/ProcessPubs.htm>

Theme Studies - <http://www.nps.gov/history/nhl/themes/themes-allnew.htm>

National Park Histories - [http://www.cr.nps.gov/history/park\\_histories/index.htm](http://www.cr.nps.gov/history/park_histories/index.htm)

National Register of Historic Places

Home page - <http://www.nps.gov/nr/>

Fundamentals - [http://www.nps.gov/nr/national\\_register\\_fundamentals.htm](http://www.nps.gov/nr/national_register_fundamentals.htm)

Publications - <http://www.nps.gov/nr/publications/index.htm>

Policy Clarifications - <http://www.nps.gov/nr/publications/policy.htm>

Frequently Asked Questions - <http://www.nps.gov/nr/faq.htm>

Sample Nominations - [http://www.nps.gov/nr/sample\\_nominations.htm](http://www.nps.gov/nr/sample_nominations.htm)

Research - <http://www.nps.gov/history/nr/research/>

NPS Focus – digital library and research station –

<http://npsfocus.nps.gov/nps/home.do?searchtype=nps/home>

Preservation Briefs (guidance on preserving, rehabilitating, and restoring historic buildings) -

<http://www.nps.gov/tps/how-to-preserve/briefs.htm>

## **Battlefields**

American Battlefield Protection Program - <http://www.nps.gov/history/hps/abpp/>

Civil War Sites Advisory Commission Reports -

<http://www.nps.gov/history/hps/abpp/battles/tvii.htm>

Civil War Trust - <http://www.civilwar.org/>

## **Electronic Code of Federal Regulations (eCFR)**

National Register of Historic Places - <http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&rgn=div5&view=text&node=36:1.0.1.1.26&idno=36>

National Historic Landmarks Program - <http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&rgn=div5&view=text&node=36:1.0.1.1.31&idno=36>

Protection of Historic Properties - [http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&tpl=/ecfr/browse/Title36/36cfr800\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&tpl=/ecfr/browse/Title36/36cfr800_main_02.tpl)

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