



DHR | Virginia Department of Historic Resources

Historic Registers: Nomination Checklist

This checklist is designed to assist you with preparing a nomination of a historic property to the Virginia Landmarks Register and National Register of Historic Places. DHR staff members are available to assist with any questions.

The completed nomination must be reviewed and approved by DHR before it will be scheduled for presentation to the Virginia State Review Board and the Board of Historic Resources.

REMINDERS:

- All forms pertaining to National Register nominations are available at this webpage: http://www.dhr.virginia.gov/registers/downloading_register_forms.htm.
- For 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 Architectural Survey Coordinator Blake McDonald, blake.mcdonald@dhr.virginia.gov.
- A copy of this checklist must be included with your completed nomination package.

The *Bulletin* referenced herein is *National Register Bulletin 16A How to Complete the National Register Registration Form*. NRHP bulletins and resources are available to download for free at the National Park Service's website, <http://www.nps.gov/nr/publications/index.htm>. First-time nomination authors are advised to follow the step-by-step guidance in *Bulletin 16A* while preparing the nomination form and to refer to the guidance materials DHR has provided through our Register Program webpage at <http://www.dhr.virginia.gov/registers/register.htm>.

Resource Name and DHR ID Number _____

Location (County [and Town if applicable]/or Independent City) _____

Nomination Author _____ **Date** _____

Telephone: _____ **Email** _____

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

- **Nomination form prepared using Microsoft Word software**
- **Maps**
 - **Location map**
 - **Sketch map and photo key**
 - **Additional documentation and maps as necessary**
- **Photo prints and accompanying CD-R or DVD-R**

Nomination Form

(The nomination form template may be accessed at www.dhr.virginia.gov/registers/downloading_register_forms.htm or requested from DHR staff.)

____ **Section 1. Name of Property:** A "property" is the entity that is being nominated, whether it is an individual resource such as a house or a historic district that includes dozens or hundreds of resources. 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). If the property is being nominated under a Multiple Property Documentation, write the name of the MPD on the third line (i.e., Historic Residential Suburbs in the United States, 1830-1960).

___ **Section 2. Location:** Typically this is the street address for individually nominated resources. In the case of districts, this section should only provide a brief general description of the district's area. The NPS has a limited number of character spaces (only 128) for entering this data into their system. (Note: The full description and boundary information is detailed in Section 10 of the nomination). The box labeled "not for publication" should have "N/A" unless the resource has sensitive information that should be protected—usually archaeological sites (*Bulletin* pages 10-11).

___ **Section 3. State/Federal Agency Certification:** Check only one blank for either "nomination meets" or "nomination does not meet;" check all applicable National Register Criteria (A, B, C, and D); and check the applicable level of significance – "local," "statewide," or "national." Make sure the level and criteria chosen are justified in the Section 8 Statement of Significance summary and narrative (*Bulletin* page 12).

___ **Section 4. This section is for the National Park Service and should not be marked.** (*Bulletin* page 13)

___ **Section 5. Classification:** Check all of the Ownership boxes that apply to the nominated property. With regard to ownership in historic districts, it is very important to note if any property within the district is owned by a local government, the Commonwealth of Virginia, or the U.S. government; this includes post offices, parks, military facilities, government offices, and transportation infrastructure such as bridges, culverts, and overpasses (*Bulletin* page 14).

Category of Property: Only **one** box should be checked (Building, District, Site, Structure, or Object). For a definition of each category, refer to the *Bulletin* page 15. Consult with DHR staff as needed to determine the correct category.

Number of Resources within Property: Confirm that all **contributing** and **non-contributing** resources are correctly counted and that the numbers correspond accurately to the description/inventory in Section 7 and the sketch map. Check for previously listed resources, whether in earlier districts or individually. Enter a **0** where no resource is counted – do not leave blanks (*Bulletin* pages 16-17).

___ **Section 6. Function or Use:** Using the list in the *Bulletin* (pages 18-23), enter the function or use of the property during its period of significance as well as the current function or use. Adhere to the capitalization format used in the *Bulletin*.

Section 7. Description

___ **Architectural Classification:** Using the guidance in the *Bulletin* (p. 24-26), enter all of the architectural styles found within the nominated property. Adhere to the capitalization format used in the *Bulletin*.

___ **Materials:** Using the list in the *Bulletin* (p. 27), provide all material types that apply to the nominated property, including non-historic materials. For districts, list the most commonly used materials throughout the district. Adhere to the capitalization format used in the *Bulletin*.

___ **Narrative Description:** This section is your opportunity to describe the physical characteristics of the nominated property. Refer to the guidance in the *Bulletin* (p. 28-34) for the information to include in the narrative description.

Summary Description: Include the most crucial information, such as location, date of construction, size, types of resources, architectural styles, method(s) of construction, significant features, number of resources, and acreage. For an individual property, concentrate on the primary resource, but also include a summary of the

secondary resources; these can be grouped according to whether they are contributing or non-contributing. For a historic district, describe the district's overall characteristics and what makes it distinguishable. Include a brief summary of the district's contributing and non-contributing resources.

Narrative Description: The *Bulletin* provides detailed guidance (pages 28-30) on what to include in a narrative description and how to organize the material.

- In addition to describing the primary resource's exterior and interior, nominations for individual properties should include a summary of any secondary resources with dates, form, and building materials and noting whether they are contributing or non-contributing.
- When describing historic districts, begin with an architectural analysis that explains the district's overall setting and characteristics, as well as how resources within the district relate to one another, architectural styles and construction methods that are represented, and how the built environment illustrates historic uses in the district.
- Describe any notable changes that have occurred over time.
- If present, important land features, natural and designed settings, and streetscapes also should be described.
- An inventory of contributing and non-contributing resources also is required (see below).
- **Include an analysis of the property's current integrity (location, setting, design, workmanship, materials, feeling, and association; refer to the *Bulletin*, p. 4 for information about integrity).**

Inventory: Properties with more than one resource should include an inventory of contributing (C) and non-contributing (NC) resources, along with a statement as to how and why the resources were classified. A resource's classification should be based on the nominated property's Area(s) of Significance, Period(s) of Significance, and the resource's physical (or material) integrity.

- Vacant lots **are not** counted unless they are considered archaeological or otherwise important sites.
- Historic district nominations are required to include an inventory that is generated by DHR's **VCRIS** electronic database (consult DHR staff if you are not familiar with VCRIS). VCRIS organizes district inventories alphabetically by street then numerically by address. DHR staff can assist with generating the inventory report, which provides brief descriptive information, such as architectural style and construction date, as well as the Contributing or Non-Contributing status of each resource within the district. The DHR ID number for each resource within the district also is included (i.e., #124-5897-0001, #124-5897-0002, etc.). Some resources may have more than one DHR ID number (i.e., 124-0034 and 124-5897-0002), both of which should be retained in the inventory.
- DHR staff can provide example of inventories for individually nominated properties and for historic districts.

Descriptions of Archaeological Sites. *An archaeological site must be investigated by a professional archaeologist in order to be nominated for its archaeological significance (Criterion D).*

- The site must be described in detail to confirm the site's existence, approximate boundaries, information potential, and integrity. The description should include the site's environmental setting, soils, prominent features, and types of cultural deposits, as well as an explanation of research design and field investigation methodology, including use of shovel test grids, excavation of trenches or test units, etc. Illustrations such as site maps, soil profiles, and distribution of shovel tests should be included to augment the narrative description. Artifact inventories and an analysis of the artifacts should be included as well.

NOTE: the existence of above-ground features may indicate archaeological potential, but is not an indication of physical integrity of the site. If you are not an archaeologist, please consult with a professional archaeologist when assessing potential archaeology. Consult with DHR staff to discuss the threshold for using Criterion D.

- Occasionally a previously identified archaeological site is within the boundaries of an individually nominated property or within a historic district. Please contact DHR staff for guidance on addressing archaeological sites in nominations.

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

Applicable National Register Criteria: Check at least one Criterion is checked and make sure each is justified in the summary paragraph and narrative of Section 8. The Criteria checked in Section 8 should exactly match the Criteria checked in Section 3 on page 1 of the form. (*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: Complete this section using the guidance and information on *Bulletin* pages 38-41. Each area of significance that is checked must be discussed in the summary paragraph and narrative statement of significance.

- The Area of Significance is not necessarily the same as the historic functions listed in Section 6.
- Detailed descriptions provided in Section 7 **do not** constitute a statement of significance under Criterion C. To nominate a resource under Criterion C, a statement of significance must be provided that explains how the resource is significant for its architecture, engineering, design, workmanship, how it is the work of a master, or other aspects that make it significant.

Period of Significance: A beginning and an ending date are required. The beginning date typically is tied to the earliest contributing resource on the property. Likewise, the end date can be based on the construction of the most recent contributing resource, or it can be based on an event, such as a change in ownership, end of historic operations, or other moment in time. Traditionally, for properties where significant activities have continued into the more recent past, the end date will be 50 years prior to the date of the nomination's preparation. Whatever the dates, they must be justified within the narrative statement of significance.

- A period of significance can be just a few days (such as a military battle), a year or two (such as a construction date), or much longer. Archaeological districts with prehistoric sites often have periods of significance that are hundreds of years in duration.
- Multiple periods of significance can be used, however, periods that overlap (i.e., 1640-1690 for association with settlement and 1680-1720 for association with a significant individual) should have a single combined period of significance (1640-1720).
- Separate periods of significance also can be used, such as 1740-1780 for association with commerce and 1890-1930 for association with a significant individual (*Bulletin* page 42).

Significant Dates: All dates entered here must also be justified in the summary paragraph and narrative. It is not necessary to include the start and end dates of the period of significance here, unless one or both of those dates also mark specific events directly associated with the property's significance.

- Enter dates of alterations only if the alterations contribute to the property's significance (*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. If known, enter the last name first, as in, Davis, Alexander Jackson (*Bulletin* page 45).

Narrative Statement of Significance: (*Bulletin* pages 45-51)

Summary Paragraph: Follow the instructions on the form for the type of information to provide. Summarize the significance of the property, and address how the property meets the criteria selected above and justifies the period and level of significance and any significant dates chosen. 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.

Narrative Statement of Significance: The purpose of this section is to *explain how and why* the nominated property is significant. Information contained herein must be based on sound research using historic records and academic publications. Such materials should be cited using endnotes, parenthetical references, or footnotes.

- Focus on the basic facts that directly support the property’s significance, using the selected Criteria, Areas of Significance, and Period of Significance as your organizing framework. Including subheadings is also helpful for shaping the argument you are presenting.
- For properties nominated under Criterion A, it is not necessary to provide a complete deed trace or detailed genealogy. Instead, focus on specific events and activities that occurred at the property.
- For Criterion B nominations, explain what makes a person significant in terms of their contributions and active career as well as how the nominated property is directly associated with those contributions.
- Especially for properties that are nominated for architectural significance, a comparative analysis of the nominated property to other known historic properties in the same locality should be provided (*Bulletin* page 51).

Section 9. Major Bibliographical References: Provide a bibliography that includes, at minimum, all references cited in Sections 7 and/or 8, as well as any major standard reference works that were used.

- Organize the bibliography alphabetically by author in a consistent format, such as the *Chicago Manual of Style*.
- Please be as complete as possible for any Internet citations. Insertion of the “link” alone is not a full citation (*Bulletin* pages 52-53).
- Under **Previous Documentation and Primary Location of Additional Data**, 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. Also note any other main repositories, such as a local library, a county clerk’s office, university special collections, historical society, or other place with extensive records about a property or district.

9a. Inserting References/Citations: The nomination form is set up for Endnotes to be placed at the end of the document.

- *Please do not* try to segregate Endnotes in Section 7 of the form from those in Section 8. A single running list is the correct format to use.
- Footnotes and/or parenthetical in-text citations also are acceptable.
- Choose one citation format and use it consistently throughout the document.

Section 10. Geographic Data: This is where you provide an explanation of the nominated property’s/district’s historic boundaries.

- The boundaries should be based on logical factors, such as legally recorded boundary lines, topographic features, and manmade features.
- **Specific and accurate 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.
- DHR will not assign a nomination to a board meeting agenda until historic boundaries have been selected that meet DHR and NPS’s standards.
- Extensive guidance on selecting boundaries is provided in the *Bulletin*, pages 55-57.

Acreage and Coordinates: Base the acreage listed in Section 10 on land records such as tax parcel maps, plat maps, and survey maps. For large properties, such as historic districts, DHR staff can assist with calculating acreage.

- The latitude/longitude coordinates entered in the form must match those noted on the Location Map. See the map guidance below for the number of necessary coordinate points.
- DHR staff can assist you with obtaining location coordinates.

- **Note:** At this time, the UTM instructions in the *Bulletin* pages 54-55 and Appendix VIII are obsolete and should not be used.

Verbal Boundary Description: For nominations in which the historic boundaries are based on a tax parcel map, the verbal boundary description can simply include the parcel number and note where the information was obtained (usually local government records), and be accompanied by a copy of the parcel map. This approach may be used for individually nominated properties as well as historic districts.

- If a tax parcel map is not the basis for the historic boundaries, please consult with DHR staff for assistance in setting appropriate historic boundaries.
- You also have the option of using a detailed sketch map to depict your boundary in lieu of a verbal description, as long as the map's scale is 1"= 200' or larger (*Bulletin* pages 55-58).

Boundary Justification: The boundary justification should explain how the selected boundaries encompass the property's known historic resources and its historic setting. 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: The nomination author(s) are responsible for providing the requested information (*Bulletin* page 59).

Location and Sketch Maps and Photo Key

For detailed guidance on preparing maps, please refer to DHR's **Guidelines for Preparing Maps for National Register Nominations in Virginia**, which is available on DHR's Register Program webpage, <https://www.dhr.virginia.gov/historic-register/historic-registers-guidance-and-training-materials/>. DHR cannot approve a nomination until maps are finalized.

*****Electronic mapping is increasingly used for preparing Register nominations.**

If you do not know how to use electronic software to create a map, please notify the Regional staff member you are working with as you prepare your nomination.***

Provide a Location Map that includes the following information:

- The historic boundaries of the nominated property should be instantly distinguishable from the rest of the map.
- A bar scale.
- A North arrow.
- The name and city/county and state of the property being nominated (i.e., Dr. Jane Doe House, Washington County, VA), as well as its DHR file number (i.e., 002-0542).
- Latitude/longitude coordinates for each point, extending to at least six decimal places; coordinates shown on the map must match the coordinates listed in Section 10 of the nomination form.
 - For properties with less than 10 acres, a single set of location coordinates is used, typically taken at the approximate center of the nominated property.
 - For properties with more than 10 acres, a minimum of three sets of location coordinates must be provided, based on the shape of the historic boundary.
 - For irregularly shaped resources encompassing more than 10 acres, a polygon can be drawn around the resource boundaries and location points taken at the vertices of the polygon.
- The Location Map's background may be a topographic map, street map, or aerial photo, as long as it reproduces clearly in black-and-white.
- Include the WGS datum if it is *not* WGS84 (which is the default for most readily available mapping websites and software). Also include the website or software used to generate the map (i.e., Bing Maps; Google Earth; ArcGIS; etc.).

- Provide one hard copy of the location map and, if you have the ability to create one, a PDF of the map image.

Sketch Map and Photo Key: All Sketch Maps submitted with National Register nominations must include the following information:

- The name and city/county and state of the property being nominated (i.e., Dr. Jane Doe House, Washington County, VA).
- A North arrow
- Adjacent streets/roads and any major natural features (rivers, lakes, etc.) and land uses in the immediate vicinity
- Locations of all associated resources and whether they are contributing or non-contributing
 - The number and types of resources on the Sketch Map must match the resource counts in Section 5 of the nomination form.
 - Resources shown on the map also must match the resources described in Section 7 of the nomination form, including contributing/non-contributing status.
 - **NOTE: For nominations of large rural historic districts, please contact DHR Regional staff for guidance on formatting the sketch map.**
- The Sketch Map must be reproducible in black-and-white; do not use multi-color shading or color lines on the map.
- The Sketch Map may be based on a topographic map, street map, tax parcel map, GIS-based map, or aerial photo, as long as it prints clearly in black-and-white. A hand-drawn Sketch Map may be drawn on plain white paper or graph paper.
- A Photo Key can be included on the Sketch Map **or** it can be placed on a separate map.
- The photo locations and numbers must match those provided in the Photo Log section of the nomination form.
 - Photo Key information also must be reproducible in black-and-white.

For individually nominated resources, if you are using a sketch or base map to depict the historic boundaries **in lieu of a verbal description**, the scale must be 1"= 200' or larger.

- On the map image, include a bar scale that will display at a true scale of 1"=200' when the map image is viewed at 100% on a computer monitor.

Sketch Maps for Historic Districts (VERY IMPORTANT): Consult with DHR staff early in the nomination process to begin coordinating mapping requirements.

- With the widespread adoption of GIS-based software for local government planning processes, DHR now operates on the assumption that Sketch Maps for historic districts will be prepared in consultation with the local government's planning and/or GIS staff.
- For urban and suburban historic districts, the Sketch Map should show street names, property lot lines, building footprints, and all contributing and non-contributing, including secondary resources, that are listed in Section 7 of the nomination form.
- On the map image, include a bar scale that will display at a true scale of 1"=200' when the map image is viewed at 100% on a computer monitor.
- For Sketch Maps of rural historic districts, road names and property lot lines must be shown.
 - Please consult with DHR staff for acceptable methods to map contributing and non-contributing resources in rural historic districts.
- Do not use color alone to denote contributing or non-contributing status, or to show boundary lines. Different shading patterns and types of boundary lines must be used.
- All information must be reproducible in black-and-white.
 - *Use of color coding alone will result in a returned nomination.*

- Provide one hard copy of the Sketch Map and one electronic version saved as a PDF. The hard copy map will be retained in DHR's permanent Archives. The map PDF will be retained in DHR's digital archives and forwarded to NPS with the rest of the nomination.
- **Please note that DHR does not have the capability to print large format maps (larger than 11" x 17").**

Photographs

Requirements for nomination photographs in Virginia are explained in DHR's **Photograph Guidance for National Register Nominations in Virginia**, available through DHR's Register Program webpage, <https://www.dhr.virginia.gov/historic-register/historic-registers-guidance-and-training-materials/>. All photographs intended for submittal with the nomination must adhere to these policies.

____ **Photo Log:** Provide a photo log at the end of the nomination form beneath the Photo Log heading.

- At the start of the photo log, list the property (or district) name, county or city and state, name of photographer, and date the photos were taken.
- Create an entry for each photograph submitted with the nomination
 - The photograph number should correspond with the print, the digital image, and the photo location numbering on the Photo Key.
 - Include photograph view (e.g. east elevation)

Photo Log example:

Photo 1 of 15: VA_PowhatanCounty_CrossroadsStore_0001

View: Store, northeast elevation, camera facing southwest

____ Submit one set of color photo prints, labeled on the back with numbers that match those used on the Photo Key and in the Photo Log.

- Write the information directly on the back of the photo print using a china marker, soft lead pencil, or archival labeling pencil. Do not use adhesive labels.
- Photos printed on a desktop printer can include the photo information on the front of the photo print as long as the photo is formatted to print with a white border.
- At a minimum, hardcopy prints must be labeled to include the following information:
 - Photograph number,
 - Name of the Property,
 - County, and State.
- Acceptable examples of labeling information:
 - VA_Albemarle County_Blenheim_0001
 - Photograph 1 of 25: VA_Albemarle County_Blenheim_0001
 - Blenheim
Albemarle County, VA
1 of 25
 - Blenheim
Albemarle Co., VA
Photo 1 of 25

____ Submit a CD/DVD with the same photos saved as TIFFs. The TIFFs must be named with the state abbreviation, locality, property name, and image number, using the format below.

- The image numbers should be 4 digits: e.g. 0002, 0003, but 0010, 0011, etc.

- Numbering format for individual properties: **VA_AlbemarleCounty_Blenheim_0001**
- Numbering format for historic districts: **VA_AlbemarleCounty_WoolenMillsHistoricDistrict_0012**
- Numbering of the TIFFs must match the numbers on printed photos, in the nomination photo log, and on the Photo Key.
- Image resolution must be set to a minimum resolution of 1200 x 1600 pixels and cannot exceed 2000 x 3000 pixels. Images also should be set to **300 dpi**.
 - Due to digital storage limitations, DHR cannot accept TIFFs larger than 10 megabytes per file.
 - If you are having difficulty setting images to the correct resolution and/or file size, please contact Register Program staff for assistance.

Historic Images

Nomination authors may choose to include historic images (photographs, maps, drawings, etc.) in nominations if they are directly relevant to the property's historic significance.

____ Images can be embedded into the nomination form itself:

- Each image must be captioned with identifying information (subject, date if known, location of original image).
 - The images can be included with the text in Section 7 and/or 8 of the nomination form
 - Alternatively, images can be included at the end of the nomination form:
 - Scroll to the bottom of the last page of the document and insert a Page Break.
 - Embed the image on the next full page.

____ Images can be embedded on Continuation Sheets in a separate document. It is often easiest to place one image per page, with a Page Break inserted between each page to maintain spacing and formatting for each image.

- If you would like to use Continuation Sheets, please contact Register Program staff.

____ Embedded images often must be reduced in size/resolution or the Microsoft Word document will become too large to navigate effectively.

- Images can be easily resized using the photo editing tools embedded in Microsoft Word software.
 - If you do not know how to compress photos in a Word document, please contact Register Program staff for assistance.
- Photo editing software such as Google Photos (free online photo storage and editing), Adobe Photoshop Elements (purchased software), or other programs can be used.
 - Register Program and Archives staff are available to answer questions about reducing file sizes.

____ On the nomination form, after the Photo Log, include a Historic Images Log that lists all of the captions used for the historic images in the nomination. It is not necessary to provide page numbers for the historic images.