DHR | Virginia Department of Historic Resources

Historic Registers: Nomination Checklist (revised in 2023)

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.

Note that, as the State Historic Preservation Office, DHR is responsible for assuring that nominations meet scholarly standards, are factually accurate, and conform to state and federal regulations. Nominations that do not meet these requirements will be returned to the property owner and/or author for revisions.

A 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.

Nomination materials are not subject to copyright. Maps, photographs, and nomination forms submitted to DHR become part of the public record and are retained in DHR's permanent archives.

Preparation of a nomination generally requires a computer, Microsoft Word software, and a digital camera. Internet access also is important for obtaining forms and guidance materials. If you lack one or more of these, please contact the DHR Regional Office staff for the region where your property is located; contact information is at https://www.dhr.virginia.gov/about-dhr/regional-preservation-offices/.

REMINDERS:
- All forms pertaining to National Register nominations are available at this webpage: https://www.dhr.virginia.gov/historic-register/register-forms-for-downloading/.
- A separate set of materials for legal notification also has to be provided with your nomination submission. Obtain the Legal Notification and Ownership Form under the **Legal Forms** heading at https://www.dhr.virginia.gov/historic-register/register-forms-for-downloading/.
- For survey requirements with nominations, please refer to the survey guidelines as available online at https://www.dhr.virginia.gov/survey-planning/survey-guidance-training-materials/ 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, https://www.nps.gov/subjects/nationalregister/publications.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 https://www.dhr.virginia.gov/historic-register/historic-registers-guidance-and-training-materials/.

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**
  - **Tax parcel map (for individually nominated properties)**
  - **Sketch map and photo key**
  - **Additional documentation and maps as necessary**
- **Digital image files**

Nomination Form

(The nomination form may be downloaded as a Microsoft Word document at https://www.dhr.virginia.gov/historic-register/register-forms-for-downloading/ or requested from DHR staff.) **In the following checklist, a copy of the form section is depicted first, followed by instructions for completing that section.** Do not enter information into this checklist. Use the checklist as a guide while you are preparing the nomination form.

Section 1. **Name of Property**

Historic name: _____
Other names/site number: _____
Name of related multiple property listing**:**
_____
(Enter "N/A" if property is not part of a multiple property listing

____ 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.

____ In the blank next to "historic name," the National Park Service (NPS) **prefers** the resource's historic name to correspond to the property's period of significance. (*Bulletin* pages 8-9).

____ In the blank next to "Other names/site number," enter the DHR ID file number. Other names associated with the property also can be entered on this line.

____ In the blank next to "Name of related multiple property listing," if the property is being nominated under a Multiple Property Documentation form, write the title of the MPD (i.e., Historic Residential Suburbs in the United States, 1830-1960). If an MPD is not being used, enter "N/A" on this line.

Section **2.** **Location**:

Street & number: _____
City or town: _____ State: _____ County: _____
Not For Publication: [   ]   Vicinity: [   ]

____ Street & number: For individually nominated properties, enter the street address. For historic districts, provide the streets, railroad lines, waterways, or other physical features that form the general boundaries. (Note: The NPS has a limited number of character spaces for entering this data into their system. The full description and boundary information is detailed in Section 10 of the nomination).

____ City or town: Enter the name of the City, Town or unincorporated community where the property is located or the community nearest to the property.

____ State: Enter VA.

____ County: Enter the county where the property is located. If the property is within the limits of a City, such as Richmond or Galax, then enter "Independent City" on this line.

____ In the box labeled "Not for Publication," enter "N/A" unless the resource has sensitive information that should be protected—usually archaeological sites (*Bulletin* pages 10-11).

____ The box labeled "Vicinity" should have "N/A" if the property is within the limits of a City, Town or unincorporated community. If the property is outside of a community of any kind, then place an "X" in the box.

Section **3.**   **State/Federal Agency Certification:**

As the designated authority under the National Historic Preservation Act, as amended,
I hereby certify that this ___ nomination ____ request for determination of eligibility meets the documentation standards for registering properties in the National Register of Historic Places and meets the procedural and professional requirements set forth in 36 CFR Part 60.
In my opinion, the property ____ meets ____ does not meet the National Register Criteria. I recommend that this property be considered significant at the following
level(s) of significance:

___**national**   ___**statewide**   ___**local**

Applicable National Register Criteria:

___**A**   ___**B**   ___**C**   ___**D**

___   Place an "X" in the blank before "nomination."
___   Place an "X" in the blank before "meets."
___   Place an "X" in the blank next to each applicable level of significance – "local," "statewide," or "national."
___   Place an "X" in the blank next to each applicable National Register Criteria (A, B, C, and D).
    The level of significance and criteria chosen are justified in the nomination's Section 8 Statement of Significance summary and narrative (*Bulletin* page 12).

_____

State or Federal agency/bureau or Tribal Government

___   In the blank above "State or Federal agency/bureau or Tribal Government," enter "Virginia Department of Historic Resources."

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

Section **5.**   **Classification:**

Ownership of Property

(Check as many boxes as apply.)
Private: ☐

Public – Local   ☐

Public – State   ☐

Public - Federal   ☐

___   Check all of the Ownership boxes (shown above) 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:
(Check only **one** box.)

Building(s) ☐

District ☐

Site ☐

Structure ☐

Object ☐

___ Only **one** box from the above list 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
(Do not include previously listed resources in the count)

Contributing	Noncontributing	
_____	_____	buildings
_____	_____	sites
_____	_____	structures
_____	_____	objects
_____	_____	Total

Number of contributing resources previously listed in the National Register _____

___ As presented in the table above, enter counts for all contributing and noncontributing resources. Refer to the *Bulletin,* p. 15, for guidance on how to classify resources and p. 17 on how to count resources.

___ 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, such as whether an individual property is within an already-listed historic district, or a historic district has individual properties that are already listed. If no previously listed resources are within your nomination's history boundary, enter a **0** after "National Register" (*Bulletin* pages 16-17).

___ If one or more previously listed resources is within your nomination's boundary, contact DHR staff for assistance with obtaining a correct count. Early nominations (pre-1980) did not include resource counts, but DHR can consult with the National Park Service to get this information.

Section **6.**   **Function or Use**

Historic Functions
(Enter categories from instructions.)

_____

_____

_____

_____

Current Functions
(Enter categories from instructions.)

_____

_____

_____

____   To fill in the information as shown above, refer to the list in the *Bulletin* (pages 18-23) and list the <u>historic</u> function(s) or use(s) of the property during its period of significance, and then the <u>current</u> function(s) or use(s). Adhere to the capitalization format used in the *Bulletin*. Enter the complete function in the Historic and Current lines, even if it is the same for both.

Section **7. Description**

Architectural Classification
(Enter categories from instructions.)

_____

_____

_____

____   **Architectural Classification:** To complete the information as shown above, refer to the guidance in the *Bulletin* (p. 24-26), and enter all of the architectural styles found within the nominated property. Adhere to the capitalization format used in the Bulletin.

Materials: (enter categories from instructions.)
Principal exterior materials of the property: _____

____   **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*. It is no longer necessary to include location of materials (such as foundation, walls, roof).

Narrative Description
(Describe the historic and current physical appearance and condition of the property. Describe contributing and noncontributing resources if applicable. Begin with **a summary paragraph** that briefly describes the general characteristics of the property, such as its location, type, style, method of construction, setting, size, and significant features. Indicate whether the property has historic integrity.)

Summary Paragraph

____   **Summary Paragraph:** Instructions for completing the summary paragraph are provided above. 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

____ **:** After the summary paragraph, the **Narrative Description** is presented on the form. The *Bulletin* provides detailed guidance (pages 28-34) 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).

____ **Inserting References/Citations:** The nomination form is set up for Endnotes to be placed at the <u>end</u> 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.

____ **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.

____ **Integrity Analysis:** Prepare an analysis of the property's integrity of location, setting, design, materials, workmanship, feeling, and association. All 7 aspects of integrity must be addressed. Refer to *Bulletin 16*, p. 4 and *Bulletin 15, How to Apply the National Register Criteria for Evaluation*, p. 44-48.

- For a historic district, discuss the district's overall integrity rather than focusing on individual resources.

____ **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 any use of shovel test grids, excavation of trenches or test units, etc. Illustrations

such as site maps, soil profiles, and distribution of shovel tests can 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 this situation.

Section 8. Statement of Significance: (*Bulletin* pages 35-51)
Applicable National Register Criteria
(Mark "x" in one or more boxes for the criteria qualifying the property for National Register listing.)

☐ A. Property is associated with events that have made a significant contribution to the broad patterns of our history.

☐ B. Property is associated with the lives of persons significant in our past.

☐ C. Property embodies the distinctive characteristics of a type, period, or method of construction or represents the work of a master, or possesses high artistic values, or represents a significant and distinguishable entity whose components lack individual distinction.

☐ D. Property has yielded, or is likely to yield, information important in prehistory or history.

___ **Applicable National Register Criteria:** The 4 eligibility criteria are defined above. On the nomination form, place an "X" in the box next to each Criterion that applies 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
(Mark "x" in all the boxes that apply.)

☐ A. Owned by a religious institution or used for religious purposes

☐ B. Removed from its original location

☐ C. A birthplace or grave

☐ D. A cemetery

☐ E. A reconstructed building, object, or structure

☐ F. A commemorative property

☐ G. Less than 50 years old or achieving significance within the past 50 years

___ **Criteria Considerations:** The 7 Criteria Considerations are shown in the above list. On the nomination form, 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
(Enter categories from instructions.)

_____

_____

___ **Areas of Significance:** This part of the nomination form is where each applicable area of significance is listed. Fill in the blanks using the guidance and information on *Bulletin* pages 38-41. **Each area** of significance that is checked must be discussed in the Section 8 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, and/or other aspects that make it significant.

Period of Significance

_____

_____

___ **Period of Significance:** The next part of Section 8 concerns the 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 but may be tied to an event such as a battle or a change of ownership. 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. 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

_____

_____

___ **Significant Dates:** The next dates that may be added to the form are to indicate a significant event or activity. All dates entered here must also be explained in the Section 8 summary paragraph and narrative.
- Do not 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
(Complete only if Criterion B is marked above.)

_____

_____

___ **Significant Person:** In the nomination form, if a property is being nominated under Criterion B, the significant person or persons should be listed here. Enter the person's last name, then a comma, then their first name, as in Washington, Martha. If Criterion B is not being used, then enter **N/A** (*Bulletin* page 43).

Cultural Affiliation

_____

_____

___ **Cultural Affiliation:** In the nomination form, if a property is being nominated under Criterion D, then one or more groups must be listed under Cultural Affiliation. (See *Bulletin*, p. 44, for guidance on how to use an appropriate name for the cultural affiliation). If Criterion D is not being used, then enter **N/A.**

Architect/Builder

_____

_____

___ **Architect/Builder:** This part of the form is for listing any known architects or builders associated with the nominated property. If none are known, enter "unknown" here.
- If known, enter the person's last name first, then a comma, then their first name, as in, Davis, Alexander Jackson (*Bulletin* page 45).
- The name of an architectural, engineering, construction, or design firm may be entered here as well.
- The name of an organization, such as the State Department of Education or the Public Works Administration, can be entered here. This may be applicable when standardized designs for a school or a bridge were used to construct the nominated property.

Statement of Significance Summary Paragraph (Provide a summary paragraph that includes level of significance, applicable criteria, justification for the period of significance, and any applicable criteria considerations.)

Summary Paragraph: Brief instructions for completing the summary paragraph are provided above.
___ Summarize the significance of the property, and address how the property meets the criteria and area(s) of significance selected above, justify the period and level of significance, and explain 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. (See *Bulletin* pages 45-51)
___ If a significant person is associated with the property, briefly explain the person's significance including the area for which they are significant (such as Education, Commerce, Entertainment/Recreation, etc.)
___ If a cultural affiliation is associated with the property, name the cultural group and summarize who they are/were.

_____

Narrative Statement of Significance (Provide at least **one** paragraph for each area of significance.)

___ **Narrative Statement of Significance:** After the summary paragraph, the narrative statement of significance is presented on the form. The purpose of this narrative 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, similar historic properties in the same locality should be provided (*Bulletin* page 51).

___ **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 9. Major Bibliographical References

Bibliography (Cite the books, articles, and other sources used in preparing this form.)

___ The above heading is at the beginning of Section 9 on the nomination form. Here, 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).

Previous documentation on file (NPS):

____ preliminary determination of individual listing (36 CFR 67) has been requested
____ previously listed in the National Register
____ previously determined eligible by the National Register
____ designated a National Historic Landmark
____ recorded by Historic American Buildings Survey   #_____
____ recorded by Historic American Engineering Record # _____
____ recorded by Historic American Landscape Survey # _____

Previous Documentation on file (NPS)

___ DHR staff will mark any of the **Previous Documentation** items as listed above.

Primary location of additional data:

____ State Historic Preservation Office
____ Other State agency
____ Federal agency
____ Local government
____ University
____ Other
       Name of repository: _____

Historic Resources Survey Number (if assigned): _____

Primary Location of Additional Data: On the above part of the nomination form, fill in the blanks as applicable:

____   Place an "X" in the line next to State Historic Preservation Office

____   Place an "X" in the line next to any other applicable repository (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)

____   Provide the name(s) of the relevant repositories, including its locality (such as Charlotte County Courthouse or Hanover County Historical Society).

____   Include *Virginia Department of Historic Resources, Richmond, Virginia*, on the "name of repository" line.

____   In the line next to Historic Resources Survey Number, enter the DHR ID number if known

Section **10. Geographic Data**

This section provides explanation of the nominated property's/district's historic boundaries. Some of the requested information can be difficult for first-time authors to obtain. If you encounter any difficulties, please contact the DHR staff member who is assisting you with your nomination.

Acreage of Property _____

____   In Section 10 of the nomination form in the blank after "acreage of property," enter the total acreage that is within the nominated area's boundary. For an individually nominated property, a tax parcel record, plat map, survey, or deed can be used to find the acreage. For a historic district, GIS-based mapping can calculate the acreage. Note that the acreage within the district boundary does not have to match a land record or parcel boundary, as there can be inconsistencies between land records and GIS measurements; additionally, sometimes a boundary does not include an entire parcel.

   • *If you need assistance with calculating acreage, please contact the DHR staff member who is assisting you with your nomination.*

Use either the UTM system or latitude/longitude coordinates

Latitude/Longitude Coordinates
Datum if other than WGS84:_____
(enter coordinates to 6 decimal places)

1. Latitude: Longitude:

2. Latitude: Longitude:

3. Latitude: Longitude:

4. Latitude: Longitude:

____   The above portion of the nomination form is for entering location coordinates. The latitude/longitude coordinates entered in the form must match those noted on the Location Map. See the map guidance below.

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

   • Additional guidance for preparing maps to accompany the nomination is provided below.

   • *If you need assistance with obtaining location coordinates and/or preparing maps, please contact the DHR staff member who is assisting you.*

Verbal Boundary Description (Describe the boundaries of the property.)

Verbal Boundary Description: This description is immediately after the coordinates section on the nomination form.

____   *Option 1*: For nominations in which the historic boundaries are based on a tax parcel map, the verbal boundary description can simply include the parcel number assigned by the local government real estate tax office and note when and where you obtained the information (usually local government records).

- Parcel information often can be obtained online, but also is available if you visit the local government office in person.
- Call the local government office if you have any questions about where to obtain the nominated property's parcel information.

____   Submit a copy of the parcel map to accompany the boundary description and include on the map the date that the map was obtained <u>and</u>, if it was obtained from a website, include the website address.

- A parcel map can be used as the basis for the Verbal Boundary Description for individually nominated properties as well as historic districts. See Map Guidance below for additional guidance.
- 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.

____   *Option 2*: In the Verbal Boundary Description, state that the true and correct historic boundaries are shown on at least one scaled map and include the title of the map (such as Location Map, Sketch Map, etc.).

- You also have the option of using a detailed, *scaled* 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).
- If you used a scaled sketch map, in the verbal boundary description state that "The true and correct historic boundaries are shown on the attached scaled [title of map]."
- The boundaries should be based on logical factors, such as legally recorded property lines, topographic features, and manmade features. Extensive guidance on selecting boundaries is provided in the *Bulletin*, pages 55-57.
- **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 may need to know the exact definition of the nominated area of your property in order to protect all historic resources within the property.
- **Note:** DHR will not assign a nomination to a board meeting agenda until historic boundaries have been selected that meet DHR and NPS's standards.
- *If you need assistance with writing the Verbal Boundary Description, please contact the DHR staff member who is assisting you.*

Boundary Justification (Explain why the boundaries were selected.)

Boundary Justification: After the boundary description, the nomination form has an area for the boundary justification.

____   The boundary justification should explain how the selected boundaries encompass the property's known historic resources and its historic setting.

____   In the boundary justification, state "the property's historic setting and all known associated historic resources have been included within the nominated area's boundary."

- 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).
- *If you need assistance with writing the Verbal Boundary Justification, please contact the DHR staff member who is assisting you.*

Section 11. Form Prepared By

name/title: _____

organization: _____

street & number: _____

city or town: _____ state: _____ zip code:_____

e-mail: _____

telephone:_____

date:_____

___ **Form Prepared by:** The nomination form has a section, as shown above, where the nomination author(s) are responsible for providing the requested information (*Bulletin* page 59).

Additional Documentation

Submit the following items with the completed form:
- **Maps:** A **USGS map** or equivalent (7.5 or 15 minute series) indicating the property's location.
- **Sketch map** for historic districts and properties having large acreage or numerous resources. Key all photographs to this map.
- **Additional items:** (Check with the SHPO, TPO, or FPO for any additional items.)

The nomination form lists three types of Additional Documentation as shown above. Of these, the Location Map and Sketch Map (with photo key) are required to be provided. Additional items may be included as advised by DHR staff. For example, see the "Additional Items: Historic Images" guidance at the end of this checklist.

Additional Documentation: Maps
- **Note:** At this time, the Geographical Map instructions in the *Bulletin* pages 61 and 63 and in Appendix VIII are obsolete and should not be used.
- **Note:** Contrary to the instructions in the nomination form, a USGS map is no longer required for indicating the property's location.
- **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 DHR staff member you are working with as you prepare your nomination.**
- 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.

Location Map (also known as the Geographical Map)

Provide a Location Map that includes the following information:

___ A line showing the boundary of the nominated area; the boundary line should be instantly distinguishable from the rest of the map.

___ A scale, preferably a bar scale (this preserves the map scale regardless if it is printed or viewed on a computer monitor).

___ A North arrow.

___ The name, 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).

___ Clear labeling of nearby streets, roads, and bodies of water such as rivers and lakes.

___   Latitude/longitude coordinates, extending to at least six decimal places
- Coordinates shown on the map must match the coordinates as they are 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 nominated property's boundary. Beginning at the northwesternmost corner or edge of the boundary, number each location point in a clockwise direction.
  - For irregularly shaped boundaries, an option is to use one line style to delineate the property's nominated boundary. Around this, use a different line style to draw a polygon that fully encompasses the nominated boundary. Take a location coordinate at each corner (vertices) of the polygon.
  - *If you are unsure how to draw the historic boundaries, please contact the DHR staff member who is assisting you*

___   Include the WGS datum if it is *not* WGS84 (which is the default for most readily available mapping websites and software).

___   Include the website or software used to generate the map (i.e., Bing Maps; Google Earth; ArcGIS; etc.).

___   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.

___   Provide DHR one printed copy of the location map or, if you have the software to create one, a PDF or JPG of the map image.
- You may email the location map to the DHR staff member you are working with as you prepare your nomination; the staff member will conduct preliminary review of the map and inform you if any revisions are needed.

Tax Parcel Map

Inclusion of a tax parcel map with a nomination has become increasingly standard practice since the *Bulletin* last was updated. This is why parcel maps are not discussed in the *Bulletin* and why parcel maps are not among the map types listed at the beginning of the Additional Documentation section.

Inclusion of a tax parcel map is not required. However, because they are readily available through online real estate websites operated by most local governments, it is a good idea to consider obtaining one. A parcel map also can serve double duty as a sketch map and/or photo key (each of these are discussed in detail below). Often the easiest way to find your local government's property information website is to use an online search engine, such as Google. Simply search for "[local government name] GIS;" for example, "City of Petersburg GIS" or "Rockbridge County GIS."

For individually nominated properties, a Tax Parcel Map should include the following information:

___   The historic boundaries of the nominated property should be instantly distinguishable from the rest of the map.

___   A bar scale (this preserves the map scale regardless if it is printed or viewed on a computer monitor).

___   A North arrow.

___   The name, 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).

___   Perimeter lines of each parcel that is included in the nominated area's boundary.

___   Labeling of each parcel with its parcel number (as assigned by the local government tax office).

___   Date that the tax parcel information was obtained.

___   Website address from which the Tax Parcel Map was obtained.

___   Provide DHR one printed copy of the Tax Parcel Map or, if you have the software to create one, a PDF or JPG of the map image.
- You may email the Tax Parcel Map to the DHR staff member you are working with as you prepare your nomination; the staff member will conduct preliminary review of the map and inform you if any revisions are needed.

For historic districts, a map showing all the parcel lines and numbers of each property within the district boundary can be used; contact the DHR staff member assisting you with your nomination for guidance on creating Tax Parcel Maps for districts.

Sketch Map and Photo Key:
All <u>Sketch Maps</u> submitted with 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

___ A bar scale (this preserves the map scale regardless if it is printed or viewed on a computer monitor)

___ 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.

___ 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.

___ For individually nominated resources, if you are using a sketch or base map to depict the historic boundaries **in lieu of a verbal description in Section 10 of the nomination,** the scale must be 1"= 200' or larger, the full extent of the nominated area's boundary must be shown, and a <u>bar scale</u> must be used.
- If the verbal boundary description in Section 10 of your nomination includes a detailed verbal boundary description or references a legal document such as a tax parcel or plat map, then the Sketch Map is not required to be to a particular scale.

___ Provide DHR one printed copy of the Sketch Map <u>or</u>, if you have the ability to create one, a PDF or JPG of the map image.
- You may email the Sketch Map to the DHR staff member you are working with as you prepare your nomination; the staff member will conduct preliminary review of the map and inform you if any revisions are needed.

___ **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 local governments that do not use GIS, alternative approaches can be used.
- For urban and suburban historic districts, the Sketch Map should show street names, property lot lines, building footprints, and all contributing and non-contributing resources, including secondary resources, that are listed in Section 7 of the nomination form.
- On the map image, include a <u>bar scale</u> that will display at a true scale of 1"=200' when the map image is viewed at 100% on a computer monitor.
- The 1" = 200' scale also must be truly represented on a printout of the sketch map. 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 one or more sheets of a large-format paper (larger than 11" by 17").
- For Sketch Maps of rural historic districts, road names and property lot lines must be shown.

- - o *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.
    - o All information must be discernible when printed in black-and-white.
    - o *Use of color coding alone will result in a returned nomination.*

___ Provide DHR one printed copy of the Sketch Map <u>or</u>, if you have the ability to create one, a PDF or JPG of the map image(s).

- - You may email the Sketch Map to the DHR staff member you are working with as you prepare your nomination; the staff member will conduct preliminary review of the map and inform you if any revisions are needed.
    - o If available, submit the electronic shapefiles used to create the sketch map. The electronic files should include a layer that accurately defines the boundary of the nominated property.

A **Photo Key** is required to be included with a nomination. It can be provided as a standalone map, or photo locations can be included on the Sketch Map.

The Photo Key must include the following information:
___ The location from which each photo was taken.
___ The photo number as listed in the Photo Log of the nomination form and as shown in the digital file name.
___ Include an arrow that shows the direction the camera was facing when the picture was taken.
___ The photo locations can be shown on the Sketch Map **or** on a separate map.
___ Photo Key information must be reproducible in black-and-white.
___ Photo locations are required for images that depict external views.

- - Photo locations of interior spaces are not required to be included on the Photo Key.
  - If you have a floor plan drawing of a nominated property, photo locations of interior spaces may be added to this drawing; however, this is not required.
  - Interior photos are not required for historic district nominations.

___ Provide DHR one printed copy of the Photo Key <u>or</u>, if you have the software to create one, a PDF or JPG of the map image(s).

- - You may email the Photo Key to the DHR staff member you are working with as you prepare your nomination; the staff member will conduct preliminary review of the map and inform you if any revisions are needed.

Photographs

Submit clear and descriptive photographs. The size of each image must be 1600x1200 pixels (minimum), 3000x2000 preferred, at 300 ppi (pixels per inch) or larger. Key all photographs to the sketch map. Each photograph must be numbered and that number must correspond to the photograph number on the photo log. For simplicity, the name of the photographer, photo date, etc. may be listed once on the photograph log and doesn't need to be labeled on every photograph.

Photo Log

Name of Property:
City or Vicinity:
County: State:
Photographer:
Date Photographed:

Description of Photograph(s) and number, include description of view indicating direction of camera:

Photographs: The section of the nomination form concerning photographs (as shown above) comes immediately after the Additional Documentation section. **Note:** wherever the term "photograph" is used in this checklist, this refers <u>to digital images</u>, not photo prints.

- **Note:** At this time, the Photographs instructions in the *Bulletin* pages 63-65 are largely obsolete and should not be used. The "Guidelines for Photographic Coverage" on p. 64 are still useful.
- DHR and NPS no longer request that photo prints be provided with your nomination packet.
- All submitted digital images should be in color.
- Requirements for nomination photographs in Virginia are explained in DHR's **Photograph Guidance for National Register Nominations in Virginia,** available at https://www.dhr.virginia.gov/wp-content/uploads/2020/12/DHR_Register_Photo_Guidance_and_Policy_2020.pdf. A link also is available at the bottom of the following DHR Register Program webpage, https://www.dhr.virginia.gov/historic-register/register-forms-for-downloading. All digital images intended for submittal with the nomination must adhere to these guidelines.
- **Note:** The Photo Log is for digital images that show current conditions of the nominated property or historic district. Scans of historic images should not be intermingled with the digital images of current conditions. Images that are embedded in the nomination form should not be included in the Photo Log. Refer to the **Additional Items** section below for more guidance.

Photo Log:

___ Provide a photo log at the end of the nomination form beneath the Photo Log heading. These photos show <u>current conditions</u> of the nominated property or district.

- At the start of the photo log, state the property (or district) name, city (if applicable) or vicinity, county (if applicable), state, name of photographer, and date the photos were taken.

___ In the photo log, create an entry for each digital image submitted with the nomination

- The photograph number should correspond with the digital image's file name and the photo location numbering on the Photo Key.
- Include photograph view (e.g. "east elevation"; and/ or "camera facing west")

    <u>Photo Log examples:</u>
    Photo 1 of 15. Store, northeast elevation, camera facing southwest.

    VA_Albemarle County_Blenheim_0001, south façade of primary dwelling.

Digital Images

___ Submit one set of <u>color</u> digital images with your nomination packet.

___ Confirm that digital images match the photo descriptions in the Photo Log and the photo locations shown on the Photo Key.

___ A digital camera must be used to take photos that accompany nominations.
- The camera must be able to record images as either JPG or TIFF files.
- The camera should be set to record high-quality images.
- Do not edit or alter digital images in any way.

___ After downloading the images to your computer, name the digital files in the same order that they are listed in the Photo Log and as shown on the Photo Key.
- If you do not have a computer, please contact the DHR staff member who is assisting you.
- Each digital image file must be named with Virginia's abbreviation (VA), locality, property (or district) name, and image number, using the format below.

- o File name and numbering format for individual properties: **VA_AlbemarleCounty_Blenheim_0001**
- o File name and numbering format for historic districts: **VA_AlbemarleCounty_WoolenMillsHistoricDistrict_0012**
- The image numbers should be 4 digits: e.g. 0002, 0003, but 0010, 0011, etc.

___ Save the digital images as either JPGs or TIFFs and submit them to DHR along with the rest of your nomination packet.
- You may submit digital files to DHR via a file transfer site such as https://wetransfer.com/, via a thumb drive or other electronic storage device, or on a CD or DVD.
- Refer to DHR's **Photograph Guidance for National Register Nominations in Virginia,** available through DHR's Register Program webpage, https://www.dhr.virginia.gov/wp-content/uploads/2020/12/DHR_Register_Photo_Guidance_and_Policy_2020.pdf, for more information about digital image requirements.

FOR HISTORIC DISTRICT NOMINATIONS ONLY
___ For historic district nominations, a Public Engagement Form (attached at the end of this document) also must be submitted with the nomination packet.
___ Instructions for conducting public engagement and completing the form are online at https://www.dhr.virginia.gov/wp-content/uploads/2023/11/2024_Public_Engagement_for_HDs_FINAL.pdf.

Optional Items - Historic Images and Embedded 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. Historic and/or embedded images are not required to be included.

___ Historic images can be embedded in the nomination form as the author determines is most appropriate.
- Each historic image must be captioned with identifying information (subject, date if known, location of original image).
  - o The images can be inserted in the text in Section 7 and/or 8 of the nomination form
  - o Alternatively, images can be included at the end of the nomination form:
    - Scroll to the bottom of the last page of the nomination document and insert a Page Break.
    - Embed the image on the next full page.
    - 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 have difficulty embedding images, please contact DHR staff for assistance.

___ Current images also may be embedded in the nomination form.
- Include the same information with current images as are required for historic images (see above).
- Most often, these are included to highlight important physical aspects of the nominated property, to provide close-up views of aspects that are otherwise difficult to see, or to show physical aspects that are usually hidden by later materials, vegetation, or other obstructions.

___ On the nomination form, after the Photo Log, include a Historic Images Log or Embedded Images Log, as appropriate, 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.

___ 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 in Microsoft Word software.

- • If you do not know how to compress photos in a Word document, DHR staff will compress the images as part of the nomination review.
- • Photo editing software such as Google Photos (free online photo storage and editing), Adobe Photoshop Elements (purchased software), or other programs can be used on historic images.

___ It is not required to include digital scans of historic images with your nomination packet, but if you choose to do so, DHR staff will add these to your property's archival record.

- • You may provide hard-copy printouts of the historic images if you choose, but are not required to do so.
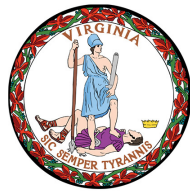
DHR | Virginia Department of Historic Resources

PUBLIC ENGAGEMENT FORM

Name of proposed district: _____

Location of proposed district (City or County and, if applicable, Town):

_____

Public Engagement Plan:
(List each of the public engagement activities that have taken place as of today's date)

_____

_____

_____

_____

_____

_____

_____

_____

_____

Signed: _____   Date: _____
(Signature of person authorized to speak on behalf of the district project)

Please attach examples of any outreach materials that have been distributed, such as emails, social media posts, postcards, meeting flyers, press releases, websites, etc.