
Supplemental Manual for Completing A National Register Nomination Form

Introduction:

This manual is intended to provide guidance in the preparation of National Register of Historic Places nomination forms in the State of Idaho. If you have any questions about this manual, or the NPS Bulletin, please contact SHPO National Register Coordinator: (208) 334-3861

Use this manual as a supplement to the information found in National Register Bulletin: How to Complete the National Register Registration Form. This manual provides information specific to the nomination process in Idaho and is not intended to replace the National Park Service publication or any other National Register bulletins. If the reader does not have Bulletin: How to Complete the National Register Registration Form (How to Complete), she/he should obtain it prior to proceeding further. It may be obtained from the Idaho State Historic Preservation Office (SHPO) or downloaded online via the National Park Service website: <https://www.nps.gov/nr/publications/bulletins/nrb16a/>

This manual provides necessary information to complete the National Register of Historic Places Registration Form (NPS Form 10-900). The manual is intended for professional consultant, researchers, writers, and other members of the public. Because the National Register is extremely demanding and the nomination process quite rigorous, non-professionals often have difficulty preparing nominations. For this reason, the SHPO suggest that those unfamiliar with the process might wish to secure the services of an experienced preparer (contact the SHPO office for a list of nomination preparers). This is not to say that non-professionals may not undertake the preparation of a nomination themselves; the SHPO staff will work with a property owner to complete the process, but please be aware that this course of action generally results in additional time to complete the nomination – often many months.

A list of required items for submission of a nomination to the NRHP is included in this manual. It includes a section-by-section discussion and direction on how to complete the document, corresponding to each section of the National Register 10-900 form. Finally, the manual includes several appendices with additional information referenced in the text of the manual. Please read this document thoroughly before you begin to prepare a National Register nomination, and consult it continually as you work on the document. The directions in this manual, as well as those in “How to Complete,” must be followed exactly. This is critical in order for staff to review the nominations and schedule them for the Idaho State Historic Sites Review Board as quickly as possible. Documents not complying with this manual and Bulletin will be returned to the preparer for corrections.

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NATIONAL REGISTER NOMINATION PROCESS

Who can nominate?

Any person or organization may submit a nomination for any property. However, owner consent is required for any privately-owned property. To nominate a property to the National Register, a “National Register of Historic Places Registration Form” (10-900), must be completed and submitted to: Idaho State Historic Preservation Office, ATTN: National Register Coordinator 210 Main Street, Boise, ID 83702.

Idaho Review Process:

The SHPO staff reviews each nomination received. If the nomination is complete and in an acceptable format (based on the National Park Service guidelines), it will be scheduled for presentation at the earliest possible meeting of the Idaho State Historic Sites Review Board. Nominations with content or format concerns will be returned to the preparer with comments for completion or correction.

Acceptable nominations must be submitted at least sixty (60) days prior to the Review Board meeting in order to be placed on the agenda for the next scheduled meeting. Every nomination is reviewed and recommended as approved or denied by the Idaho State Historic Sites Review Board (HSRB).

The Idaho State Historic Sites Review Board (HSRB) twice meets annually. When a nomination is scheduled to go before the Board, the preparer and all property owners will be notified as to the date, time, and location of the meeting. Nominators are encouraged to submit final-draft nominations for non-voting review by the HSRB. It is recommended that the writer/preparer of the nomination attend (via in person or by phone) for the HSRB draft-review that way any questions or concerns may be addressed directly by the HSRB.

For the date of the next HSRB meeting, please visit our website: <https://history.idaho.gov/historic-sites-review-board>

National Review Process:

If the HSRB approves the nomination, the SHPO staff has ninety (90) days to finalize the nomination and send it to the Keeper of the Register in Washington, DC. Any written comments (property owner, CLG, etc.) submitted – according to the regulations – that are received before or during the Board meeting will be transmitted with the nomination to the Keeper of the Register.

The Keeper has forty-five (45) days from date of receipt of the nomination to act. The Keeper can list the property in the National Register, issue a determination of eligibility, reject the property for listing, or return the nomination for additional information or clarification.

When a property is listed:

The Keeper notifies the SHPO of the listing of the property in the National Register of Historic Places, and the SHPO then notifies all property owners and elected local officials of the designation.

A certificate denoting listing in the National Register will be issued. Plaques are **not** provided to property owners; however, the SHPO has brochures for companies from which a property owner may purchase them.

SUBMISSION REQUIREMENTS

There are several items that must be submitted before a National Register nomination can be considered complete by the Idaho SHPO. These are:

- **Nomination Form (NPS Form 10-900)**
- **Digital Map or USGS Map**
- **Digital Photos**
- **ID-SHPO National Register Submission-Checklist**

If any of these items are missing, the nomination is considered incomplete and will not be reviewed by the SHPO staff. Once all of the items have been submitted to SHPO, staff will review the nomination for minimum requirements.

Nomination Form:

One copy of the nomination completed on the National Register of Historic Places nomination form (NPS Form 10-900), (Appendix A) must be submitted. Forms are available from the Idaho SHPO. The Idaho SHPO has formatted Appendix A to fit the requirements of the Idaho SHPO. The formatted version still retains all the necessary components required by the National Park Service. The form should be completed in accordance with this manual and the National Park Service Bulletin: How to Complete the National Register Registration form, and typed, single-spaced, in final form.

The SHPO also requires a CD/DVD with an electronic copy of the document in Microsoft Word format. An electronic copy of the nomination form is available through the SHPO website: <https://history.idaho.gov/forms-guidelines-and-templates>

USGS and MAPS

A standard, original 7.5-minute series United States Geological Survey (USGS) quadrangle or “quad” map may be submitted (as an alternative to a digital map) with the site identified on the map in accordance with “How to Complete” bulletin. USGS quads may be obtained from various map retailers in the state or from USGS and Earth Science Information Center at: 888-ASK-USGS or 888-275-8474.

The property should be located with a mark or a circle on the map with a line drawn from the property to the nearest margin of the map. In the margin of the map the following information should be provided: name of the property; city; county; state; UTM coordinates; and the name of the quad map. For archival reasons, do not affix any labels to the map and be sure that you use pencil only, when writing on the map.

Digital maps are preferred and recommended. See Appendix B to learn how to make a digital map. It is the preparer’s responsibility to determine the UTM coordinates; however, the SHPO can provide assistance if requested.

The SHPO requires USGS maps to be submitted via hard copy and on archival paper; whereas, digital maps must be submitted via CD/DVD with the electronic copies of the documents saved as PDFs.

Photographs

The NPS and Idaho SHPO accept digital photographs as the official photographs for all National Register nominations. Selecting a digital camera with higher megapixels is ideal. Images must be submitted in

both TIFF or RAW format images and in JPEG format. The camera should be set to the maximum pixel dimension the camera allows. The best images are taken at 2000x3000 pixel image; acceptable images are taken at a minimum of 1200x1600 pixel images. Please see Appendix C regarding the Photo Policy Update 2013 for more details.

The SHPO requires all photographs to be submitted via CD/DVD in both TIFF/RAW and JPEG format. All photos must be labeled in accordance to Appendix C.

Submission Checklist

A completed National Register Nomination Submission Checklist ***must*** be completed and submitted along with the nomination. This checklist – along with this manual – provides guidance for nomination preparers in submitting a complete and satisfactory document. This reduces staff involvement with revision and correction, and speeds the processing of nominations.

The SHPO requires a marked and completed Submission Checklist be submitted via hard-copy. The nomination will not be reviewed if the checklist is not included. See Appendix D for the official submission checklist.

Instructions on Completing Forms

The detailed instructions on completing forms included in Bulletin “How to Complete the National Register Registration form” will not be repeated here. Rather, this manual is meant to provide further detail or clarification of those directions as well as provide specific direction from the Idaho SHPO.

The Section Numbers listed refer to the section in the National Register Nomination Form.

Section 1: Name of Property

HISTORIC NAME: Historic properties often evolve throughout the years to have many different owners and even uses. Choosing the appropriate historic name can, therefore, be a bit tricky. The historic name should convey the major significance of the property. It could be taken from the original owner, builder, use, or event associated with the property, or it could be a later occupant. The current name of the property should not be used here – unless it is also the historic name.

When a name of a person is used to identify a property, use the following format: last name, first name. If known, a spouse’s name should also be included, for example:

Smith, John and Mary, House
Jones, Thomas, Farm

OTHER NAMES: May include several names or numbers not included in the historic name. Separate all names by semicolons. For example, if the John and Mary Smith House was later sold and converted to a hospital and then later into other uses, list these names on the second line:

Riverside Sanitarium, Johnson Boarding House;
Riverside Antique Mall

Every iteration of the property does not need to be included; provide only those names that have a significant historic association with the property, or the current common name if desired. Some properties will only have a “historic name” and no “other names.”

Section 2: Location

For addresses, please write out the entire address, without using abbreviations. For historic districts, list the inclusive addresses if possible, or at least the streets which form the district boundaries.

Include N/A in the blank for VICINITY if a specific address is available. NOT FOR PUBLICATION is generally only used for archaeological nominations, in all other cases, enter N/A.

A zip code is required for all properties. The CODE blank after state is ID. The appropriate COUNTY CODE number can be found in the Bulletin.

Section 3: State/Federal Agency Certification

Level of Significance: Check the appropriate level of significance (national, state, or local). Properties listed in the National Register must be evaluated against other similar properties at the level indicated on the form. Most properties will warrant a local level of significance. If you feel a national or state level of significance is warranted, please contact SHPO staff to discuss this before proceeding.

Section 4: NPS Use Only

Leave this section blank. This is where the National Park Service and Keeper of the National Register will officially comment and sign the nomination form.

Section 5: Classification

CATEGORY OF PROPERTIES: Check the one box that best indicates the type of property being nominated.

- **Building:** may refer to a single structure or a small group of buildings consisting of a main building and historically related outbuildings such as a house and carriage house or small farmstead.
- **District:** refers to a larger geographic area, such as a neighborhood, or a large farmstead with a number of significant buildings.
- **Site:** refers to a location which possesses significance regardless of the value of any existing structures. Examples are burial sites, village sites, ruins, battlegrounds, and campsites.
- **Structure:** is used to distinguish functional, mechanical and engineering constructions from buildings created solely for shelter. Examples include dams, fire towers, bridges, kilns, machines, and roadways.
- **Object:** refers to constructions that are primarily artistic in nature, small scale and simply constructed. Examples are sculptures, monuments, foundations, and statuary.

NUMBER OF RESOURCES WITH PROPERTY: Enter the number of contributing and non-contributing buildings, sites, structures, or objects that makes up the nomination and have not previously been listed in the National Register (this is an issue primarily when preparing a district nomination where one

or more properties within the broader district may already be listed individually). Total each column. Be careful to distinguish between “buildings” and “structures.”

Counting Buildings:

1. Count a building or structure with attached ancillary structures, covered walkways, and additions as ONE unit *unless* the attachment was originally constructed separately and later attached. (Example: A factory originally consisting of three detached buildings that were later interconnected by additions to form one unit counts as three buildings.
2. Count as one any building constructed as a single unit even if later added to or subdivided to form multiple units.
3. Count two buildings built separately but later connected to form a single building as two building.
4. Count a duplex or apartment building as one building.

NAME OF MULTIPLE PROPERTY LISTING: Enter N/A unless the nomination is part of a Multiple Property Documentation Form or other Multiple Property listing.

Section 6: Function or Use

Functions or uses should be entered from pages 18-23 of the Bulletin and should be written exactly as they are listed in the bulletin. HISTORIC FUNCTION should relate specifically to the period of significance for which the property is being nominated, not prior usage or occupation. Uses that are not historically significant should not be included. All functions or uses listed here **must be discussed** in the text of Section 7 or 8.

Enter only one category and subcategory per line, ranking them in order of importance.

Section 7: Description

ARCHITECTURAL CLASSIFICATIONS: This must be chosen from either “category” or “sub-category” from pages 24-26 of the Bulletin (the left columns only), and should reflect the predominant style of the property. Enter only one item per line.

Only high-style designs should receive a formal description like: Art Moderne or Italianate. Buildings that have some parts of a style, but are not high-style should be categorized using the general period terms like: 19th Century Revival or Modern Movement.

For commercial buildings, use classifications regarding form: one-part commercial block; two-part commercial block; enframed window wall; stacked vertical block; two-part vertical block; three-part vertical block; temple front; vault; enframed block; central block with wings; or arcaded block.

Many property types cannot be classified according to the style listed (e.g. vernacular or folk buildings, bridges, sites, etc.). If this is the case, please contact SHPO staff for further guidance.

MATERIALS: These must be chosen from the category or subcategory on page 27 of the Bulletin and reflect the predominant materials of the property. Enter only one term per line. Please note that filling in the spaces does not remove the necessity for discussion within the body of the text.

NARRATIVE DESCRIPTION: Begin this narrative with a concise paragraph that summarized the physical description of the property. Include a description of the setting (in and out of the property boundary), number of resources, siting, and orientation of buildings, for instance:

The Jones House sits on a wooded lot on the northern edge of the City of Smithville, a community of 24,000 in northern Idaho. The house and its associated carriage house face east.

OR

The Jones Farmstead is located three miles northwest of the City of Smithville, Idaho, in the area known as the Palouse in northern Idaho. The Palouse consists of rolling agricultural fields, where the main crop is corn. The Farmstead itself is oriented east, with the main house, barn, and outbuildings grouped in a u-shape.

OR

The Jones House is located in the area known as the North End in Smithville, Idaho. Platted near the turn of the century, the neighborhood is set on a standard grid pattern and has typical 35 foot lots.

The second and subsequent paragraphs deal with the building site and its surroundings in detail. Correct architectural terminology must be used in preparing the physical description of a building. The SHPO staff can recommend standard available sources of information, but be aware that precise interpretation and description of specific buildings can be challenging.

The most successful descriptions generally proceed in a logical sequence beginning at the foundation and working up to the roof; describe the main façade first, then subsequent facades. Building descriptions must contain a discussion of the following basic elements: **site, date of construction, architectural style, and number of stories, size, plan/shape, and types of construction materials, roof shape, windows, foundation, exterior details such as porches, chimneys and decorative elements, significant interior features.** Discussion of **negative-space is as important as positive-space** for the purposes of evaluating integrity and understanding a property's significance. For instance: a farmstead is typically associated with open fields of crops. Discussing the fields helps explain the significance of the place. If the fields have been sold and developed into parking lots, skyscrapers, and clusters of houses, then how is the significance impacted? Does the property still read as a farmstead if all the fields are lost? Be sure to discuss the negative spaces (i.e. open fields, lobbies, meeting halls, etc.) in the description. Additionally, it helps to break out each piece of the description in a sub-heading. Emphasize the topic change by using a bolded sub-heading.

These are the essential elements in all nominations. It may also be necessary to describe other features, depending on the nature of the property.

Buildings are a product of their time and as they evolve over time alterations and changes to the property must be described and the date noted if possible. The text should demonstrate that the property retains enough of its historic appearance and original materials and feature (integrity) to be eligible, despite its alterations. Keep in mind that alterations can become historic themselves, if made during the period of significance.

FOR DISTRICT NOMINATIONS:

Section 7 for district nominations should begin with a general statement about the characteristics of the district as a whole. Its location, topography, layout, age, styles, etc., should all be noted. The buildings should then be listed and described individually, in a logical way. For instance, a farmstead complex made up of 10 buildings should be listed chronologically; but a commercial district 4 blocks long should begin at one point and proceed geographically up/down the street.

Each property should be discussed individually with a title block, then a physical/architectural description, followed by a brief historical narrative (see Appendix E Template_Inventory), for example:

001 Tom Jones Building
457 Main Street
1907
Contributing

The Tom Jones Building is a two-story, brick, commercial building.....

The Tom Jones Building was constructed in 1907 for Tom Jones to house his grocery store in downtown Smithville. It was designed by John Smith. Over the years the store changed hands many times, housing a number of different businesses, including.....

Section 8: Statement of Significance

APPLICABLE NATIONAL REGISTER CRITERIA: Check the appropriate criterion as defined on pages 35-37 of the Bulletin. All criteria checked **MUST** be specifically discussed and adequately supported within the text.

CRITERIA CONSIDERATIONS: Some types of properties are normally excluded from eligibility for listing in the National Register (e.g., properties less than 50 years old, churches, moved building). If the property is one of these normally excluded, the consideration must be checked and an explanation of the property's exception to the exclusion must be included in the Statement of Significance. The exception must be one of those listed on pages 36-37 of the Bulletin. A more detailed discussion of the Criteria Considerations can also be found in National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation.

AREAS OF SIGNIFICANCE: Enter only those categories from pages 38-41 of the Bulletin for which the nomination property genuinely meets the specific criteria of the National Register of Historic Places. Be careful to select the category **most relevant** to the historic importance of the property – not just its use.

An important point to remember is that not every potential area of significance must be marked; it only takes **ONE** area of significance to be listed in the NRHP. For instance, a historic school may be important architecturally and because of its associations with a broad pattern of history – education; however, the nomination does not have to address both issues. Keep in mind that each area listed must be thoroughly documented and fully supported in the text.

PERIOD OF SIGNIFICANCE: If the property is significant in areas other than architecture, enter the period of time during which the property achieved the significance for which it meets National Register Criteria. The continuous function of a property does not necessarily mean that the property was significant for that entire period of time. It is important that the reasoning behind the beginning and ending dates for the period of significance be explained in the text of the Statement of Significance. The period of significance should not predate the resources within the property and generally should not have an end date more recent than 50 years ago (unless otherwise determined by SHPO staff). Properties that are less than 50 years old must demonstrate “exceptional significance” (Criterion Consideration G) in order to be recognized as “historic” by National Register Criteria.

If a property is architecturally significant only, enter the date(s) of construction in the “period of significance” AND “significant dates” lines, along with the dates of any important alterations.

SIGNIFICANT DATES: For buildings, structures and objects, supply the date of construction in the Significant Dates space. Other significant dates could be years when specific events, associations, relocations, or alterations occurred. Significant dates may not be outside the period of significance.

SIGNIFICANT PERSON: This category should only be used if Criterion B is selected. The person's name should be listed “last name,” “first name.” Enter N/A in all other cases.

CULTURAL AFFILIATION: This category is relevant only to archaeological nominations and refers to the archaeological or ethnological culture to which a collection of artifacts or resources belongs. Enter N/A in all other cases.

ARCHITECT/BUILDER: If the name of the designer or builder is known, list it as “last name,” “first name” in the Architect/Builder space. Indicate in parentheses after the name if it is the builder or the architect. If the name of the designer and/or builder is not known, enter “Unknown.”

Narrative Statement of Significance:

The purpose of this section is to provide an authoritative, but concise narrative stating the significant qualities and associations that make the property eligible. This section is the heart and soul of the nomination.

Historic Context: The National Park Service requires that a nomination document the “historic context” of a property – or how it fits into history. The context provides historical information that shows what role a particular property played in the pattern of events that comprises the local history. Discuss why the theme (Area of Significance) is significant, why the type of resource is significant to the theme, and why this particular property represents a significant element of the theme. Additional information directly pertaining to the property’s eligibility should be included if necessary to establish its significance or integrity, or to justify criteria consideration. Be concise, factual, and well-organized. Outline the areas of significance that must be addressed in the document. Indicate and emphasize each area by using a bolded sub-heading. Do this for the period of significance and conclusion as well.

If **Criterion A** is chosen, the historical context must show how the property made a “significant contribution to the broad patterns of history.” For example, if the Area of Significance was “Commerce,” the historical context would document the history of local commerce during the building’s Period of Significance and show why this particular building was important to the commercial history of the community.

If **Criterion B** is chosen, the historical context must show the property was directly “associated with the lives of persons significant in our past,” and it must be a property closely associated with the person’s productive life. For example, if the Area of Significance was “Law,” the historical context would have to demonstrate not only that the person was a lawyer, but also that he/she was a significant lawyer when compared to other lawyers of the community or region during the Period of Significance, and that this property is closely associated with the person’s historic contributions.

If **Criterion C** is chosen, the historical context must show the property has the “distinctive characteristics of a type, period or method of construction.” If the Area of Significance chosen is “Architecture,” (or “Engineering” or “Landscape Architecture”) the nomination must document the history of the community at the time the building was built. It is also important to compare this building to others of the same age, style, or materials in order to demonstrate significance. Also include any information known about the architect, architectural firm or builder. A brief biography of the person or firm and their work should be incorporated, including a discussion of this particular property in relation to their other works.

If **Criterion D** is chosen, the historical context must show the property is capable of yielding “information important in prehistory or history.” If the Area of Significance chosen is “Prehistoric,” the nomination must document the significance of the known archaeological site or ethnographic group and explain how this particular site is likely to provide significant information or answer specific questions relating to prehistoric culture in the region.

The text of the Statement of Significance should be organized as follows:

- (A) The first paragraph states the “level,” “Criterion,” and “Area(s) of Significance” under which the property is being nominated (e.g. “The Tom Jones House is being nominated at the local level under Criterion C as an excellent example of the Queen Anne style of architecture...”) A concise statement summarizing the significance of the property using the National Register criteria is very important.

Two or three sentences are usually sufficient to show how the property represents a significant theme, property type, or period of time. A brief discussion about the “Period of Significance” and why the dates were chosen should be included here, as well.

- (B) The second and subsequent paragraphs should explain in sufficient detail how the property meets the criteria of the National Register for this area of significance. **A new section heading should be used for each area of significance (e.g. “Architecture,” “Commerce”).**

The nominated property should also be briefly evaluated among others comparable at the level of significance cited. For instance, if a property is nominated at the local level for architecture, a brief comparison to other structures in the same style should be made (e.g. “There are only three other Queen Anne style homes in the Town of Smithville, and the Jones House is by far the most elaborate...”

OR “There is believed to be only one other remaining Pegram Truss bridge known in Idaho, and it is approximately 50 feet shorter in length than the Smithville Bridge...”).

- (C) All statements of fact **must** be noted with a source of information. SHPO staff prefers footnotes to endnotes for readability. However, citing sources correctly is the priority. If you have questions about proper citations, please contact SHPO staff (or your local librarian).

Section 9: Bibliography

BIBLIOGRAPHY: Bibliographic citations (and footnotes/endnotes) should follow a standard reference form. Kate L. Turabian’s A Manual for Writers provides a good reference form, though other sources are acceptable. Include only those sources that provide a historical context or specific information about the nominated property.

PRIMARY LOCATION OF ADDITIONAL DATA: This refers to the location of additional information concerning the nomination. The box for State Historic Preservation Office should always be checked, in addition to any other repository that may contain further data.

Section 10: Geographical Data

This section must be fully completed including acreage, UTM reference, verbal boundary description, and boundary justification.

ACREAGE: If the property is less than one acre in size, enter “less than one.” If the property is one or more acres, the acreage must be given precisely to the nearest acre. Fractions to the nearest tenth acre should be given, if known.

UTM REFERENCES: The USGS quadrangle map with the site marked must be submitted with the nomination form and labeled in pencil on the front of the map with: the name of the property, city, county, state, UTM references, and the name of the quad map. The location of the property should be indicated with a mark or a circle. Assistance with determining UTM references can be found online via a web-mapping system (i.e. Google Earth, Bing Maps, ArcGIS).

VERBAL BOUNDARY DESCRIPTION: The Verbal Boundary Description is used to precisely locate the boundaries of the nominated property. In urban areas, use the plat name, block number, and lot number taken from the legal description of the property. For rural properties, boundaries may be given as the dimensions of a parcel of land fixed upon a given point such as the intersection of two roads, a natural feature, or a manmade structure. When streets are used as boundaries, draw the boundary line along the closest curb line; do not use the centerline or “right-of-way” of streets or roads. Buffer areas should not be included in the boundary.

BOUNDARY JUSTIFICATION: A brief and concise statement of the rationale for selecting the boundaries should be contained in the Boundary Justification. For many individual properties it can be stated as “The nominated property consists of the entire lot that has been historically associated with the property,” though this will not always necessarily be the case.

Other Requirements

Continuation sheets, sketch map, inventory (if more than 1 building/site), inventory form, property owners, and checklist.

CONTINUATION SHEETS: Continuation sheets must be used when the space on the registration form is insufficient to adequately document the site. These pages must be labeled with the property name, the city, county, and state.

SKETCH MAP: Along with the USGS quadrangle map, a sketch/site map must also be included. Plat maps, insurance maps, city maps, and hand-drawn maps are all acceptable base maps, as long as they are at a scale that allows for the resources to be located and identified. Each map should include the name of the property, a north arrow, and a scale if available. If a scale is not available then note “not to scale” on the map. For districts, contributing and non-contributing resources should be clearly identified. The sketch map should also indicate the vantage points of photographs accompanying the nomination. Maps should be included as a PDF document as an attachment to the nomination. See Appendix F.

INVENTORY: An inventory must be provided with all nominations of more than a few resources, when each resource is not individually described (e.g. districts). The inventory should be typed and included at the end of Section 7. The inventory must contain the following information: Address of the property, historic name (if known), and date or circa date of construction or substantial alterations, and classification of “contributing” or “non-contributing.” It should be organized like the “Template_Inventory” provided in Appendix E.

It is very important that the number of resources in the inventory matches the number totals in Section 5 as well as the number of resources on the sketch map. If these numbers do not add up, it will be a significant red flag to SHPO staff and will require a return to the preparer to clarify.

INVENTORY FORM: If the property has not previously been officially surveyed as part of a reconnaissance or intensive survey, you must also submit page 1 of the Idaho Historic Sites Inventory form for each property included in the nomination.

PROPERTY OWNERS: Current names and address of all property owners must be provided for legal notification purposes.

CHECKLIST: The National Register Nomination Checklist can be found in Appendix D of this manual. A copy of the completed checklist must be submitted with each nomination. If you have marked any item “No,” this indicates a problem with the nomination that should be corrected before being submitted. If you feel there is a legitimate reason for entering “No,” please provide an explanation for SHPO staff.

Statement of Use of Historic Materials

Once a nomination is submitted to the Idaho State Historic Preservation Office (SHPO) it officially becomes public record and property of the State. The SHPO reserves the right to use materials submitted as part of a National Register nomination in publications, presentations, and other programs. Photographer credits will be given if photographs are published and the photographer is indicated on the photo inventory.

Materials become a permanent part of the SHPO’s historic properties’ files, known as the “Idaho Historic Sites Inventory.” If a property is judged to be ineligible for listing in the National Register of Historic Places, the SHPO shall retain the nomination forms, maps, photographs, and the supplemental material as a part of the permanent file.

Anyone may examine the materials in the Idaho Historic Sites Inventory, housed at the Idaho State Historic Preservation Office (located at 210 Main Street, Boise). The materials may not be removed from the offices of the SHPO; however, photocopies will be provided upon request. To ensure someone will be available to assist you with the files, we recommend making an appointment by calling (208) 488-7461. All Idaho-National Register nominations are also accessible online at www.history.idaho.gov (call for assistance).

Appendix A: National Register of Historic Places Registration Form

United States Department of the Interior
National Park Service

National Register of Historic Places Registration Form

This form is for use in nominating or requesting determinations for individual properties and districts. See instructions in National Register Bulletin, *How to Complete the National Register of Historic Places Registration Form*. If any item does not apply to the property being documented, enter "N/A" for "not applicable." For functions, architectural classification, materials, and areas of significance, enter only categories and subcategories from the instructions. **Place additional certification comments, entries, and narrative items on continuation sheets if needed (NPS Form 10-900a).**

1. Name of Property

historic name _____

other names/site number _____

Name of Multiple Property Listing _____

(Enter "N/A" if property is not part of a multiple property listing)

2. Location

street & number _____ ☐ not for publication

city or town _____ ☐ vicinity

state Idaho code ID county _____ code _____ zip code _____

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**

Signature of certifying official/Title: Deputy State Historic Preservation Officer _____ Date _____

Idaho State Historic Preservation Office
State or Federal agency/bureau or Tribal Government

In my opinion, the property ___ meets ___ does not meet the National Register criteria.

Signature of commenting official _____ Date _____

Title _____ State or Federal agency/bureau or Tribal Government

4. National Park Service Certification

I hereby certify that this property is:

___ entered in the National Register ___ determined eligible for the National Register

___ determined not eligible for the National Register ___ removed from the National Register

___ other (explain:) _____

Signature of the Keeper _____ Date of Action _____

Name of Property

County and State

5. Classification

Ownership of Property

(Check as many boxes as apply.)

- | | |
|--------------------------|------------------|
| ☐ | private |
| ☐ | public - Local |
| ☐ | public - State |
| ☐ | public - Federal |

Category of Property

(Check only **one** box.)

- | | |
|--------------------------|-------------|
| ☐ | building(s) |
| ☐ | district |
| ☐ | site |
| ☐ | structure |
| ☐ | object |

Number of Resources within Property

(Do not include previously listed resources in the count.)

Contributing	Noncontributing	
_____	_____	buildings
_____	_____	site
_____	_____	structure
_____	_____	object
_____	_____	Total

**Number of contributing resources previously
listed in the National Register**

6. Function or Use

Historic Functions

(Enter categories from instructions.)

Current Functions

(Enter categories from instructions.)

7. Description

Architectural Classification

(Enter categories from instructions.)

Materials

(Enter categories from instructions.)

foundation: _____

walls: _____

roof: _____

other: _____

Name of Property

County and State

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

Narrative Description

Name of Property

County and State

8. Statement of Significance

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.

Areas of Significance

(Enter categories from instructions.)

Period of Significance

Significant Dates

Criteria Considerations

(Mark "x" in all the boxes that apply.)

Property is:

- ☐ 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.

Significant Person

(Complete only if Criterion B is marked above.)

Cultural Affiliation (if applicable)

Architect/Builder

Period of Significance (justification)

Criteria Considerations (explanation, if necessary)

Name of Property

County and State

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).

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

Name of Property

County and State

9. Major Bibliographical References

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

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 # _____

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): _____

Name of Property

County and State

10. Geographical Data

Acreage of Property

(Do not include previously listed resource acreage; enter "Less than one" if the acreage is .99 or less)

Latitude/Longitude Coordinates

Datum if other than WGS84: _____

(enter coordinates to 6 decimal places)

1 _____
Latitude Longitude

3 _____
Latitude Longitude

2 _____
Latitude Longitude

4 _____
Latitude Longitude

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

Boundary Justification (Explain why the boundaries were selected.)

11. Form Prepared By

name/title _____ date _____

organization _____ telephone _____

street & number _____ email _____

city or town _____ state _____ zip code _____

Additional Documentation

Submit the following items with the completed form:

- **Regional Location Map**
- **Local Location Map**
- **Tax Lot Map**
- **Site Plan**
- **Floor Plans (As Applicable)**
- **Photo Location Map** (Include for historic districts and properties having large acreage or numerous resources. Key all photographs to this map and insert immediately after the photo log and before the list of figures).

Photo Log ID_Blaine County_Hailey Methodist Episcopal Church

Name of Property: Hailey Methodist Episcopal Church

City or Vicinity: Hailey

County: Blaine State: ID

Photographer: Dale M. Gray

Date Photographed: August 3, 2013 (Photos # 1-14)
July 2014 (Photos # 15, 16)

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

Photo #1	Front (southwest) and northwest elevation viewed to east, northeast
Photo #2	Front elevation of sanctuary as viewed to east, northeast
Photo #3	Sanctuary and 1950's addition viewed to north
Photo #4	Overview, looking east, northeast
Photo #5	Detail of Belfry viewed to east, northeast
Photo #6	Southeast and southwest elevations of 1950's addition viewed to northwest
Photo #7	Detail decorative purlins and rafter tails
Photo #8	Southeast and southwest elevations as viewed to west
Photo #9	South elevation of 1950's addition and 1 belfry viewed to west, northwest
Photo #10	Northeast and southeast elevations as viewed to south, southwest
Photo #11	Rear shed addition viewed to south, southwest
Photo #12	Detail of dry-laid masonry foundation, southwest side of belfry entry
Photo #13	Detail masonry foundation 1950's repair on side of sanctuary
Photo #14	Detail of front entry viewed to east, northeast
Photo #15	Front interior, facing northeast
Photo #16	Rear interior, facing southwest

Appendix B: MAPS, Guidance

National Register Draft Electronic Map Policy Factsheet

Required:

- WGS/NAD datum
- A map that very clearly labels the property being nominated. The point or district should be instantly distinguishable from the rest of the map.
- A scale.
- A north arrow.
- Reproducibility in black and white (same standards for black and white reproducibility as a site map.)
- Decimal degrees for each point, extending to at least six decimal places.
- It can be, but does not have to be on a continuation sheet.
- Provide a large scale map that depicts the entire nominated property within the full extent of the map. (A close up view.)
- Provide a small scale map that depicts the nominated property in a wider context (similar to the scale of the USGS topo map).

(Note: It is still acceptable to use hardcopy USGS maps and follow the previous map standard.)

In February and March 2012 the National Register of Historic Places held webinars in conjunction with the National Park Service, Cultural Resource GIS Facility to discuss the use of Geographic Information Systems (GIS) to help produce paper locational maps and defining coordinates for submittal with nominations. The webinars discussed the draft policy change currently being implemented by the National Register program outlining options and alternatives for submitting UTM coordinates and paper USGS quadrangle maps. The draft policy allows for the inclusion of latitude/longitude coordinates instead of or in addition to UTM coordinates. The policy also allows for the submission of computer generated locator maps instead of USGS quadrangle maps.

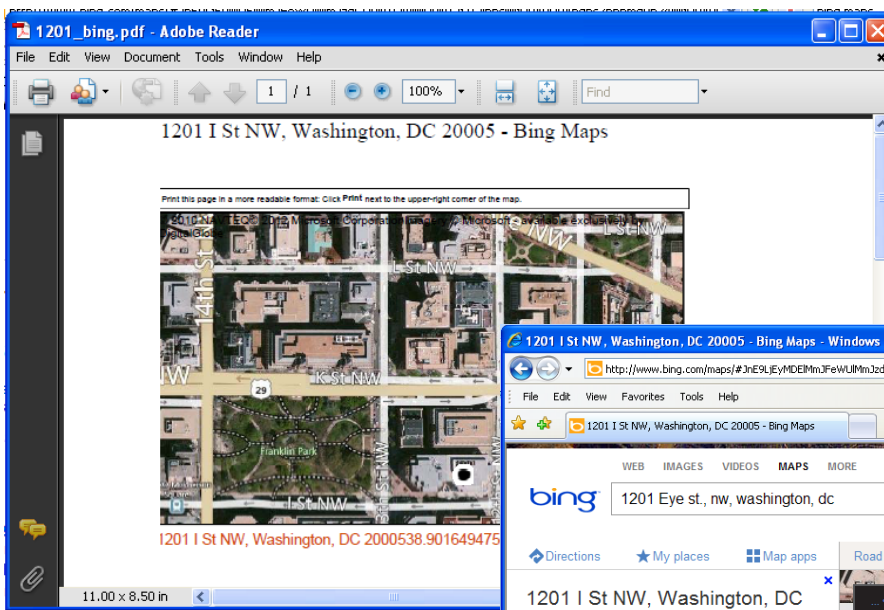
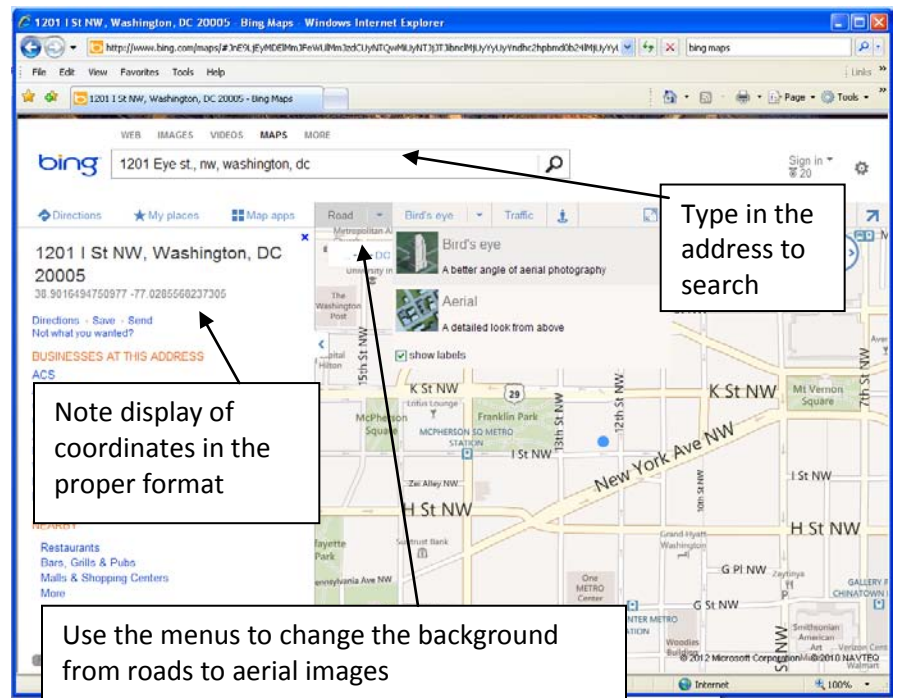
The webinars provided examples of three different, free, internet-based tools to acquire coordinates and generate the necessary maps. Using a full GIS software package, such as ESRI's ArcGIS, would allow for the most flexibility in generating the required paper maps or coordinates for a nomination. The expense of full GIS software however is sometimes prohibitive for casual users. The intent of the National Register GIS webinars is to offer alternatives that will produce the required maps and coordinates for a nomination, taking advantage of other available free alternatives. All of the applications discussed in the webinars can produce the required locational information for a nomination, however some function better for resources represented by a single point, while others function better for resources over 10 acres that require bounding coordinates.

BING Maps (<http://www.bing.com/maps/>)

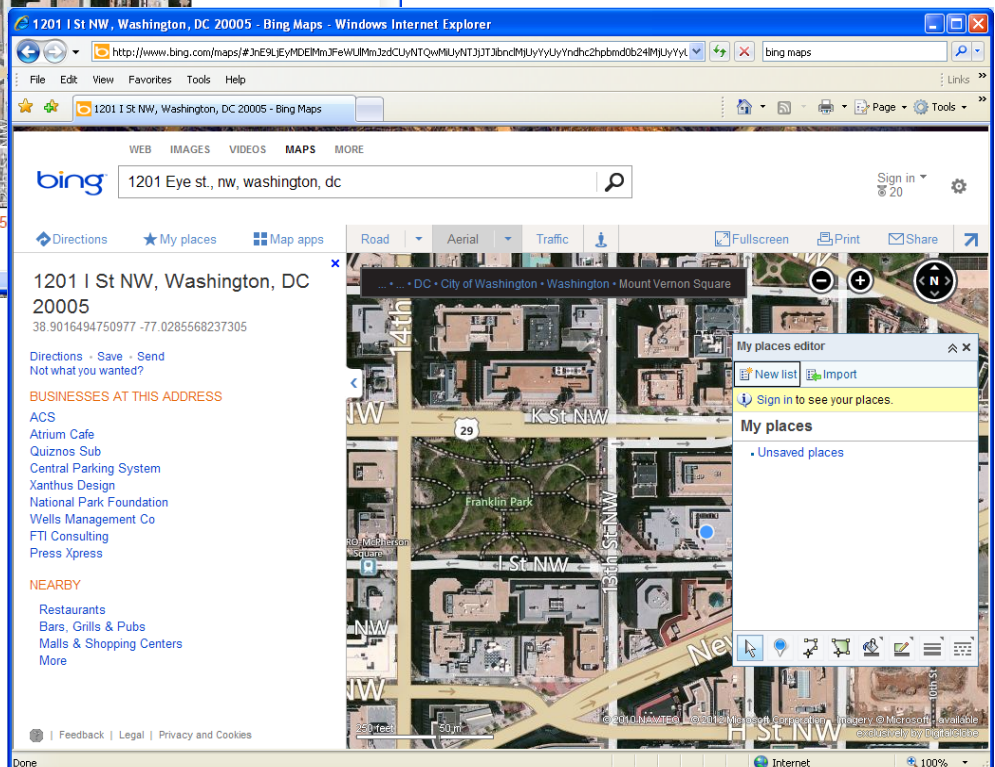
BING Maps, much like Google Maps, use an internet browser to provide basic street maps, navigation directions and other viewing tools. Because many users do not have administrative rights on their computers, BING Maps is a good, quick, source for generating latitude/longitude coordinates, without having to install any software or download anything. The National Register draft policy allows for the inclusion of latitude/longitude coordinates in the form of decimal degrees, or a decimal format of the typical degrees, minutes, seconds usually displayed with latitude/longitude. Storing decimal degree coordinates instead of UTM coordinates will allow the National Register program to easily view National Register sites nationwide using GIS software.

With BING Maps, typing an address into the search box at the top of the browser finds the location of the building, and displays the decimal degree coordinates associated with that location. BING Maps also allows users to add locations as points or draw boundaries, such as an historic district. These point and area locations can be saved and exported to a file format, such as a .kml or .kmz, which can be read or used by Google or other GIS software. Further, background imagery in BING Maps can be changed from simple roads to more detailed aerial photography, helping the user to better identify an historic resource. Once the user has identified the resource of interest with either a point or a boundary, BING Maps can produce a paper map, with a scale and basic information required for a nomination locator map.

BING Maps provide basic information and functions extremely well to get coordinates for single buildings and urban resources. Providing bounding coordinates for an area larger than 10 acres, as required for a National Register nomination, is much more difficult. BING only supplies coordinates when an address is typed into the search. Other requirements for a nomination, such as acreage for a site, can be calculated with BING Maps, however; the units of that measure cannot be changed.

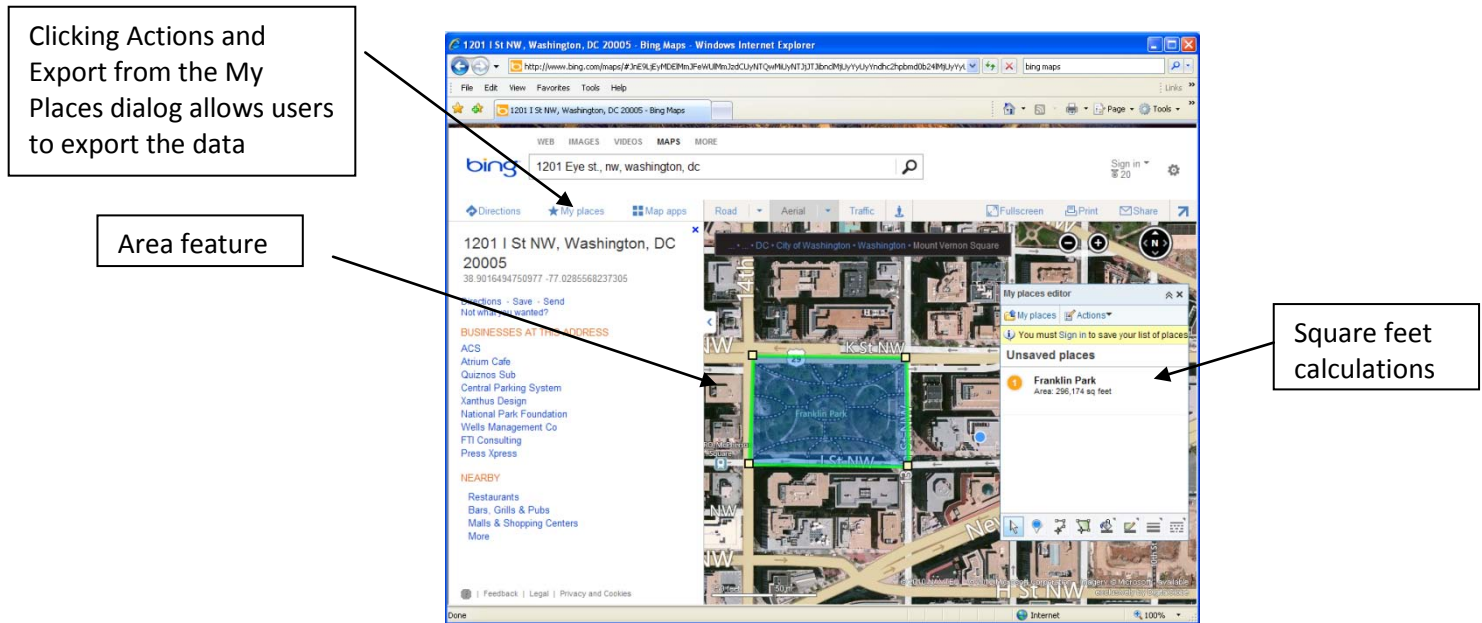


From the File and Print menus, users can choose to print out a paper map directly, or print to a .pdf file. The image of your point location and the background you choose will be automatically placed on the paper, along with the decimal degree coordinates and the address that you typed in to the search box.



Clicking on the My Places menu option at the top of the browser will open a small dialog box that allows the user to place a push pin directly on the map, or draw an area feature.

Drawing an area feature using the tools in the My Places dialog box will allow users to define district or site boundaries and generate area figures, however, the area is always calculated in square feet. It is important to note that coordinates are not provided for the various points identified as corners when drawing the area feature. This will make it difficult to provide the bounding coordinates for an area for a National Register nomination.



Google Earth (<http://www.google.com/earth/index.html>)

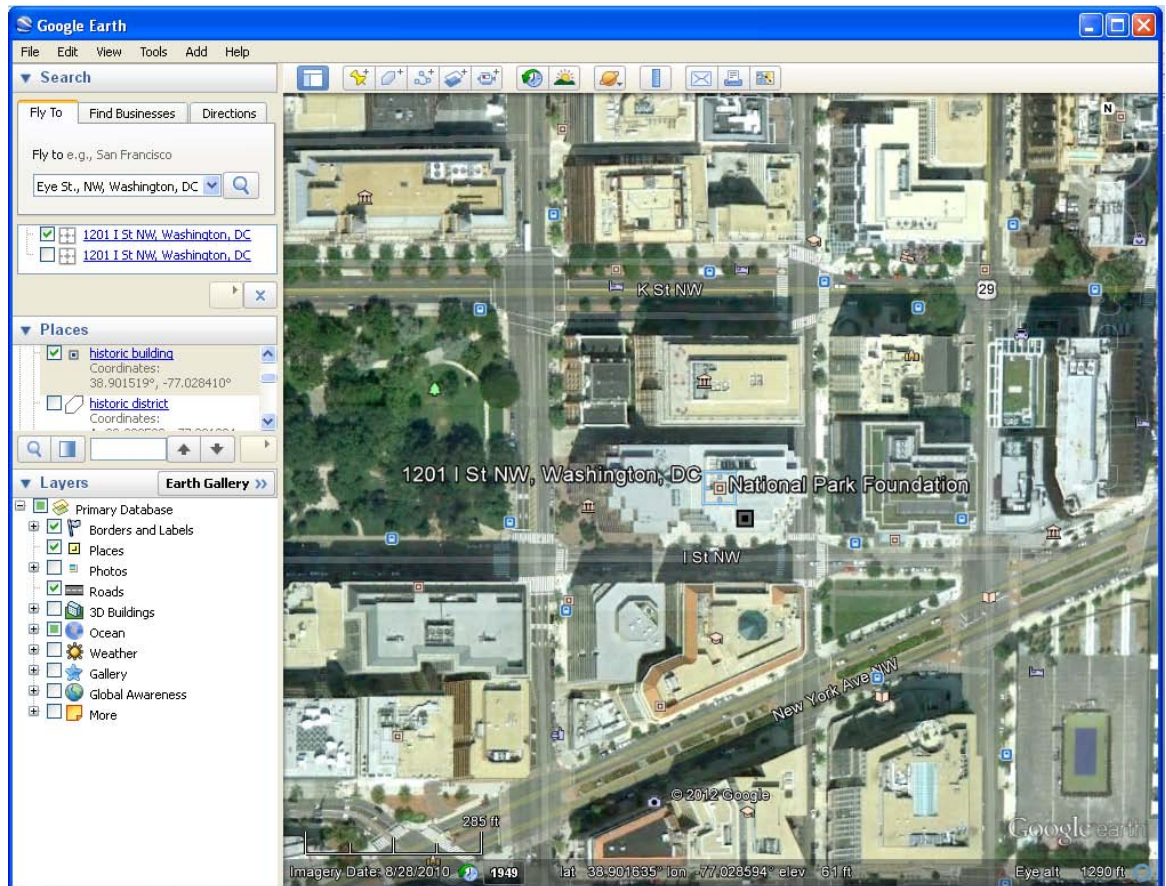
Google Earth, unlike BING Maps or Google Maps, uses an internet based application to provide aerial photographs, navigation directions, drawing tools and other geographic searching mechanisms. Google Earth is a very familiar application to many users and is relatively intuitive to use. As a separate application, it does require users to download and install the application, which can lead to problems with administrative rights. As an independent application however, it offers more flexibility than BING Maps or Google Maps, particularly in finding or generating latitude/longitude coordinates.

With Google Earth, typing an address into the search box at the top of the application window finds the location of the building. Moving the cursor on the screen updates the display with coordinates for where ever the cursor moves. Unlike BING Maps, with a static display and only a set of coordinates based on address, Google Earth constantly displays coordinate information on the screen, updating and moving with the user as the display is manipulated. Rather than generating a single latitude/longitude pair, Google Earth always indicates the coordinates of the cursor, whether the user searched for the location or is just exploring the map.

Google Earth will provide the same basic information as BING Maps or Google Maps, although it will make finding coordinates for bounding areas, contributing resources, or multiples resources much easier for the user. Simply moving the cursor to the appropriate location will generate a coordinate which can be marked on the map or copied into a document for submission to the National Register. Other requirements for a nomination, such as acreage for a site, cannot be calculated, however; paper maps are easily produced and the data can be exported as a .kml or .kmz file, like BING Maps.

Type in the address to search, or a city name, keyword, etc.

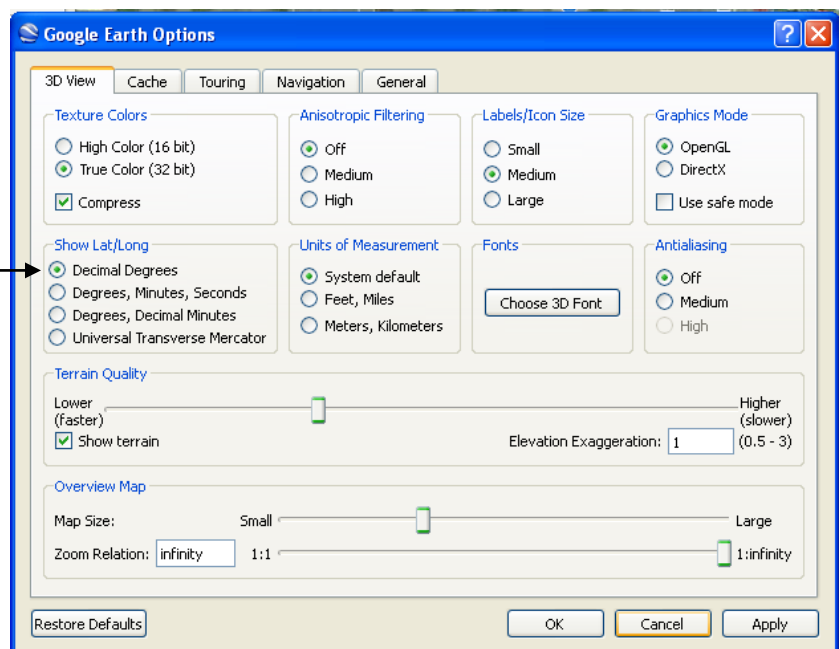
Unlike BING Maps, the background display will always be aerial photography, although historic aerial imagery can be examined also.

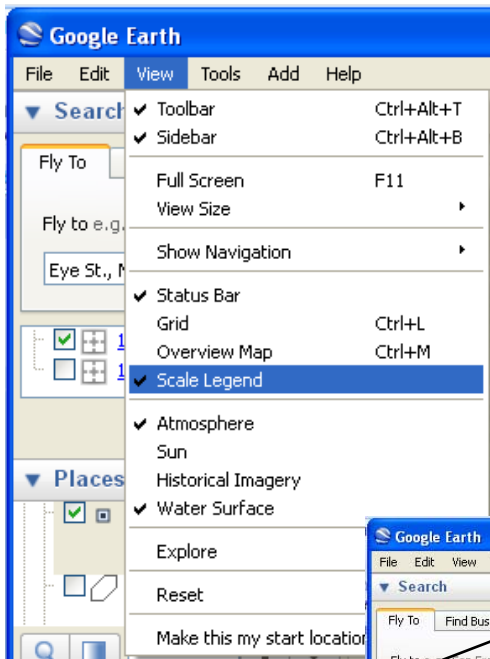


Note the display of coordinates, always on screen

Users can choose how the coordinates are displayed in the application interface, either as decimal degrees, traditional degrees/minutes/seconds or even UTM coordinates. Clicking the Tools menu and selecting Options opens a dialog box that allows the user to change coordinate systems. Select the radio button next to Decimal Degrees.

Similarly, clicking the View menu and selecting Scale Legend will add a scale bar to the map display window, as well as any paper map you produce.

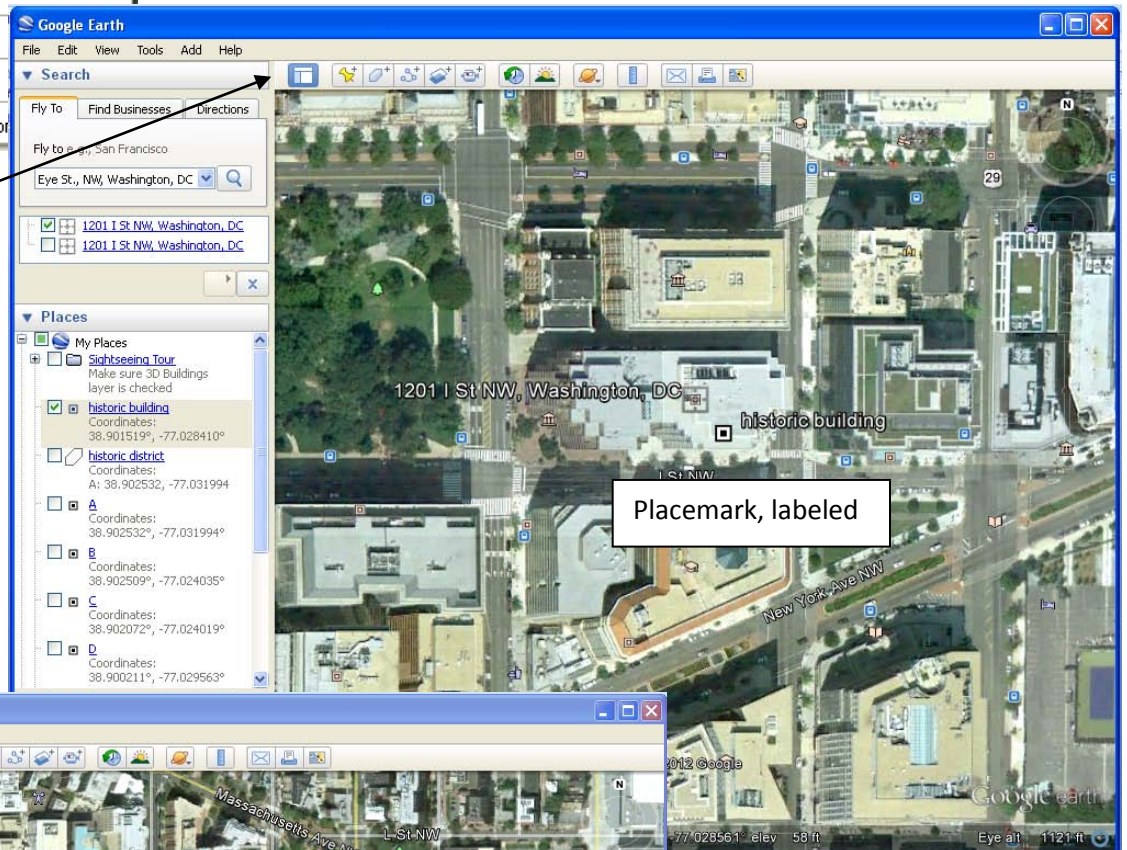




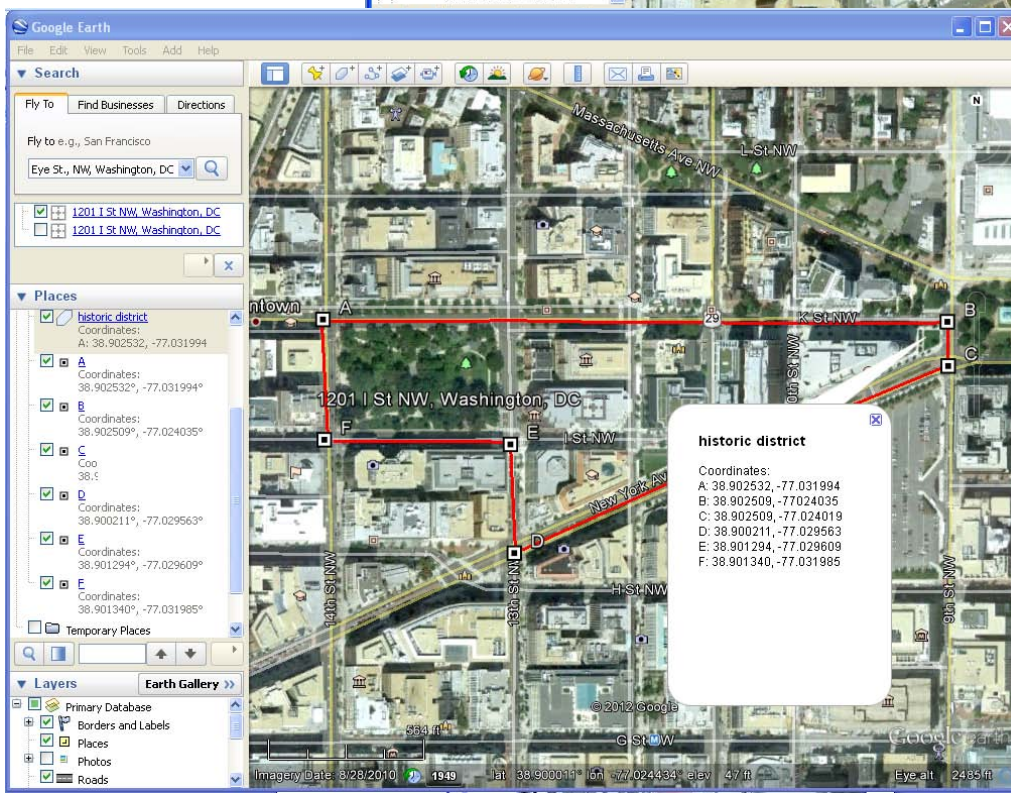
Tools at the top of the application interface allow users to create placemarks (points) or to draw area feature or measure distances. Placemarks or area features created by a user can be named and labeled for the map display or the paper maps produced. Once these features have been created, they will also appear on the left side of the screen in the Places window. There, the user can turn the features on and off, change the colors or symbols and otherwise edit the features.

Drawing tools

Places window, with placemark and area features listed, along with labels



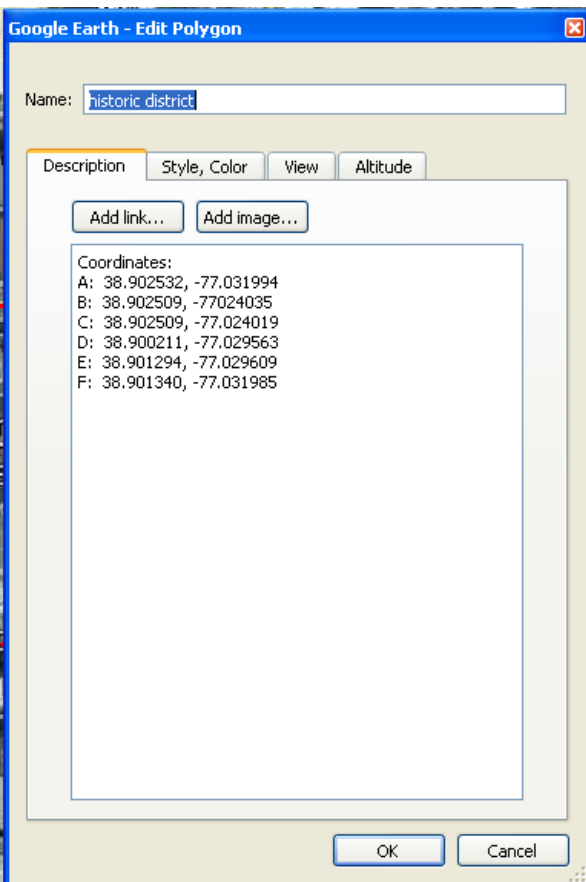
Placemark, labeled



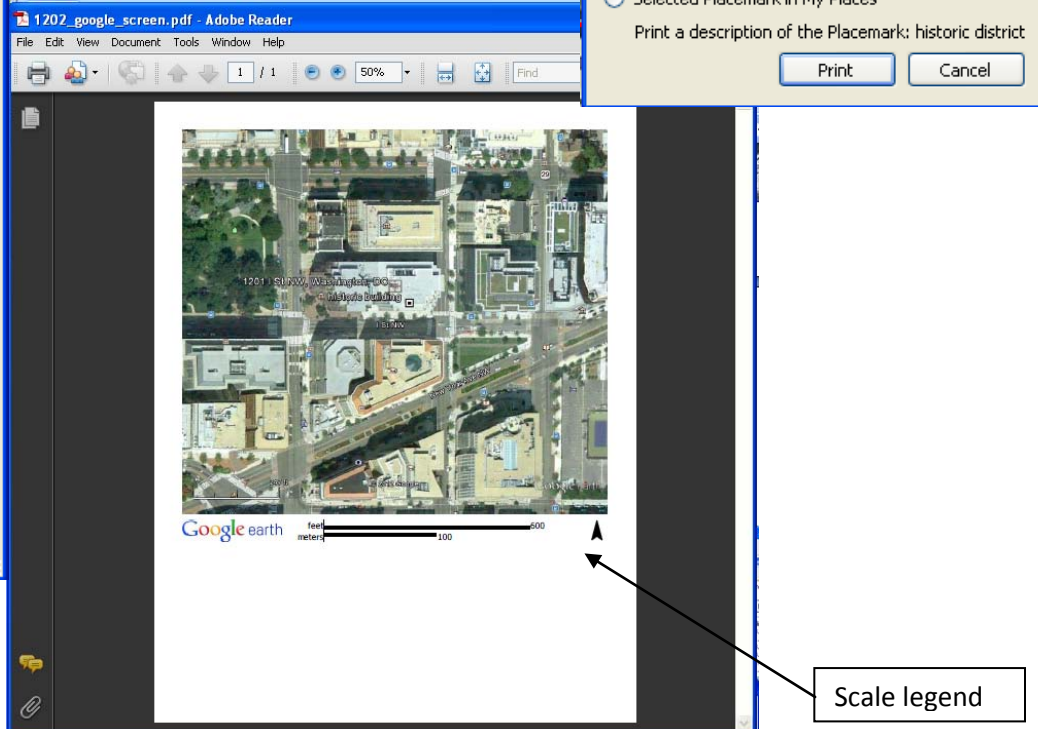
Note that area features can be easily drawn and labeled like a traditional National Register nomination locator map, with each coordinate labeled clockwise around the feature.

Editing the properties of a placemark or area feature allows

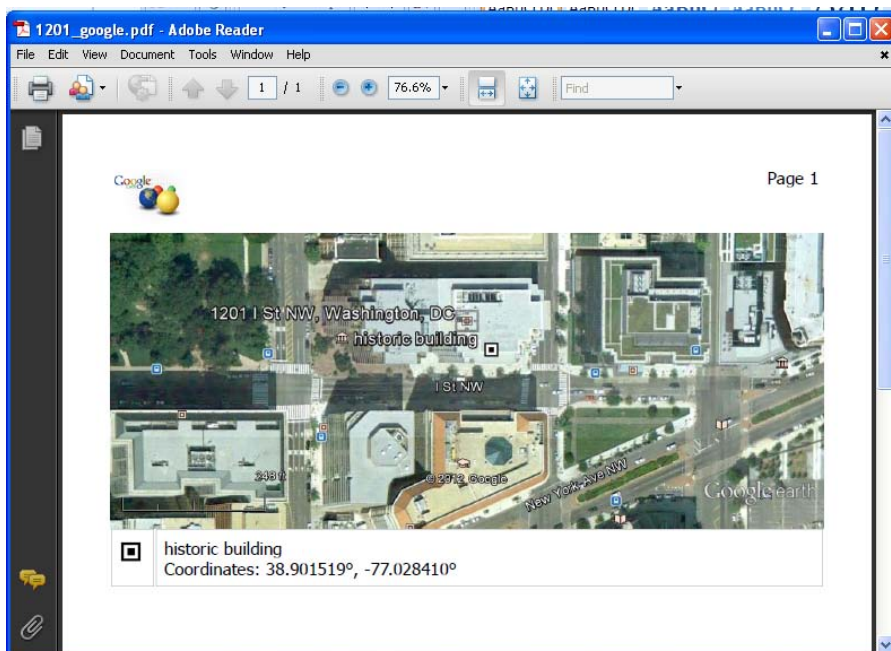
the user to create labels, change colors and alter symbols. Right click on the feature in the Places window and select Properties to open the dialog box.



Regardless of whether the user uses searching to find a location, creates placemarks or draws an area feature, all can be printed directly or to a .pdf file. From the File and Print menus, users can choose whether to print the screen shot (as you see the screen now), or select specific features in your Places window to focus on.



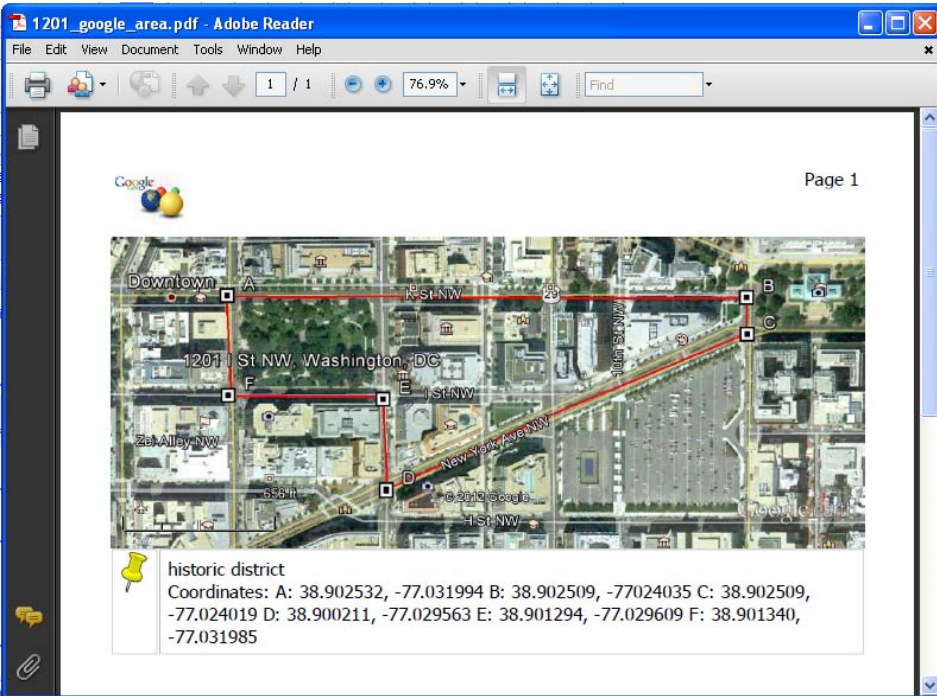
This .pdf shows a screen shot. Note the scale and north arrow addition to the page, which are required for a National Register nomination submission.



This .pdf shows a selected placemark. Note the name of the feature and label at the bottom of the image, which also has the scale legend.

Note that choosing an area feature to print out will also produce the labels and scale bar. These images would replace the regular USGS quadrangle map required for a nomination.

Like BING Maps, users can save the data produced when making placemarks or area features as .kml or .kmz files. Right click on the feature in the Places window and select, Save Place As to open the Save dialog box. These files can be submitted with the electronic nomination, when this option becomes available.



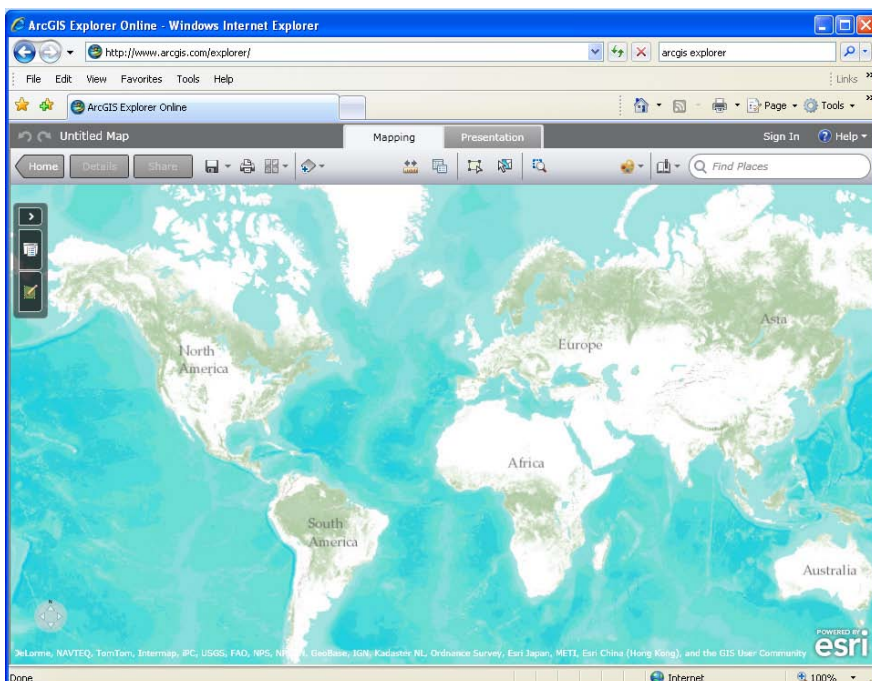
ArcGIS Explorer

(<http://www.esri.com/software/arcgis/explorer-online/index.html>)

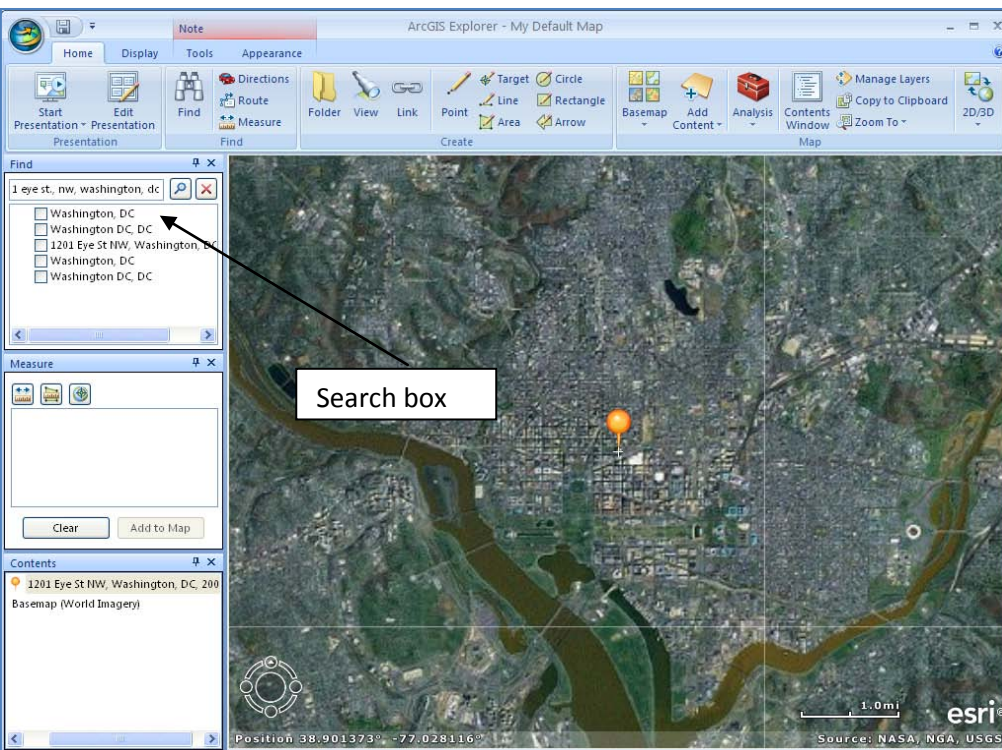
(<http://www.esri.com/software/arcgis/explorer/index.html>)

Made by Environmental Systems Research Institute (ESRI), the same company that produces the primary full GIS software used, ArcGIS Explorer is a free GIS application. Like Google Earth, users may download the application and install it. However, like BING Maps, an internet based version that works through a browser is also available. If users have administrative rights conflicts, the ArcGIS Explorer Online option will avoid any download. Both versions of ArcGIS Explorer are more like a true GIS software, offering much more functionality than BING Maps or Google Earth. All of the same options, in terms of collecting coordinates and producing paper maps or electronic files that could be accepted as part of a National Register nomination are included, along with other analysis functions and background data.

ArcGIS Explorer Online



ArcGIS Explorer Application

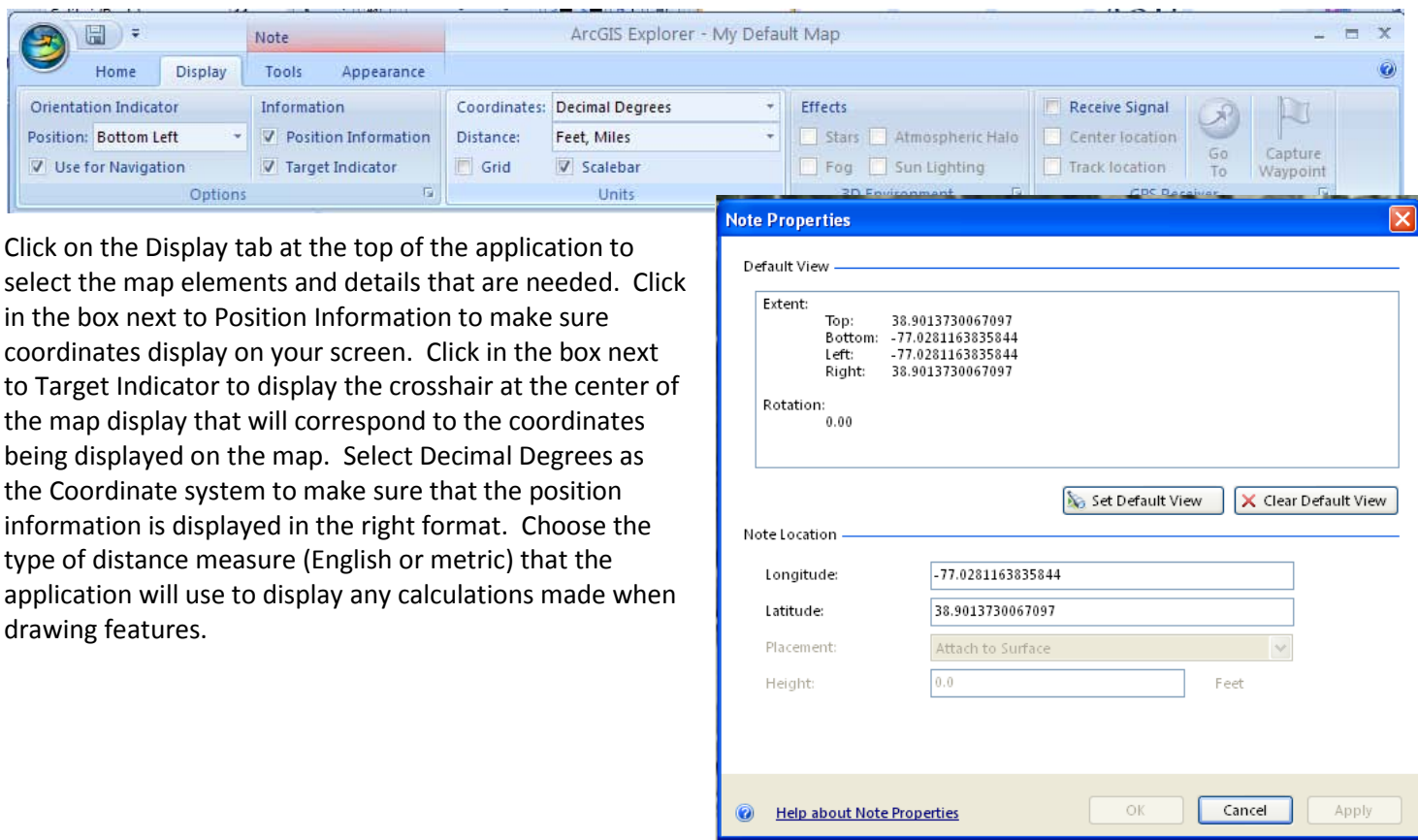


Because the ArcGIS Explorer application is more sophisticated, it will take a little more time to work with, however the quality of paper maps that can be produced is much higher. The application is not quite as intuitive as Google Earth or BING Maps, however the enhanced functionality balances the time needed to learn all of the tools.

With ArcGIS Explorer, typing an address, keyword, city or other geographic term into the search box at the top of the application window finds the location and marks it with a pin. To edit the location, get information about it, change the symbol or perform any analysis, users must select the right search item, right click on the item and select Move to Map. This action transfers the item found to the temporary map being created, moving it

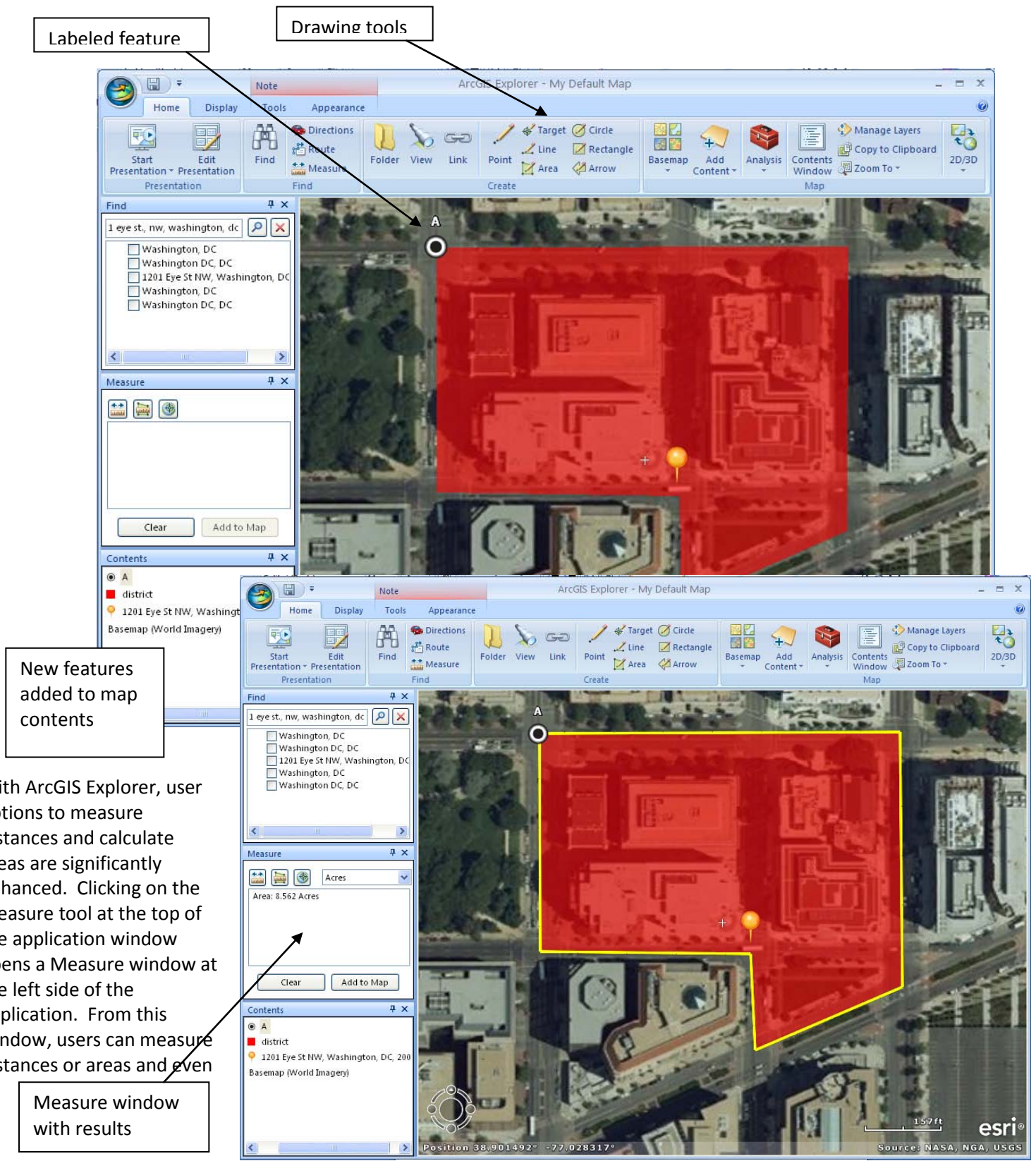
as a data layer to the Contents window. Once in the Contents window, users right click on the item and select Go To, to zoom into the area of interest. From this same menu, users can change the symbol associated with a feature or add a label for the feature.

Like Google Earth, users can easily find coordinates associated with a point, line or area feature drawn on the map. Also Google Earth, users need to define what coordinate system those coordinates will be displayed as on the screen, add scale information and other map elements. Unlike Google Earth, where the cursor moving changed the coordinates, ArcGIS Explorer always displays the coordinates associated with the center of the map view. Moving the map image, as opposed to moving the cursor will update the coordinates displayed at the bottom of the screen.



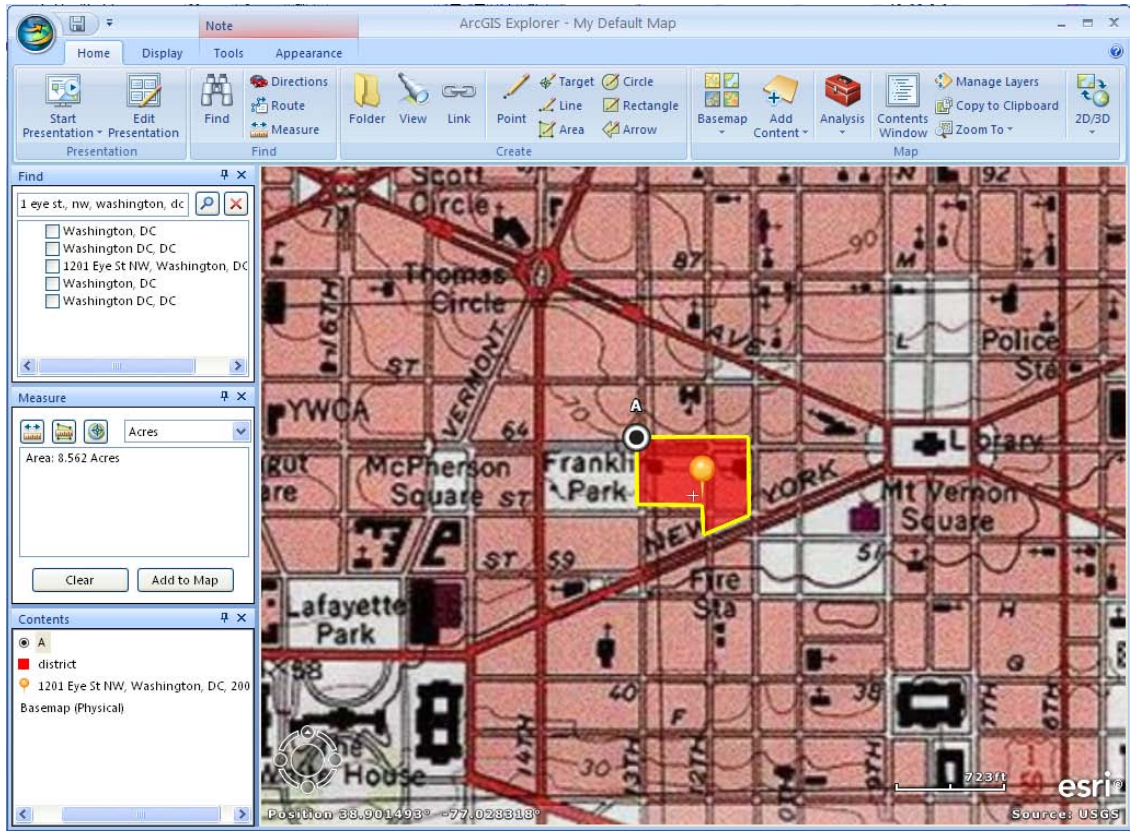
Before drawing any permanent point, line or area features, users can right click on the pin placed in the map based on a search to get the Properties of a feature, listing the coordinates in decimal degrees. This will be sufficient for resources under 10 acres, where only a single coordinate is required by the National Register program.

Like Google Earth, tools at the top of the application window allow users to create points, lines or area features. For each feature drawn, users may enter label information, popup window text or change the feature symbol and color. Once these feature have been created, they will also appear as layers in the Contents window at the left of the application.



find coordinates for individual points. Results from any of the measurements are listed in the window. Users may also change the units of their measurements at any point. This function will allow users to calculate the acreage figures required for a National Register nomination.

Other tools at the top of the application window allow users to change the basemap or background data from aerial imagery to something more familiar for a National Register nomination, like a digital quadrangle topographical map. Clicking on the Basemap menu and selecting Physical, should load new data into the map display.

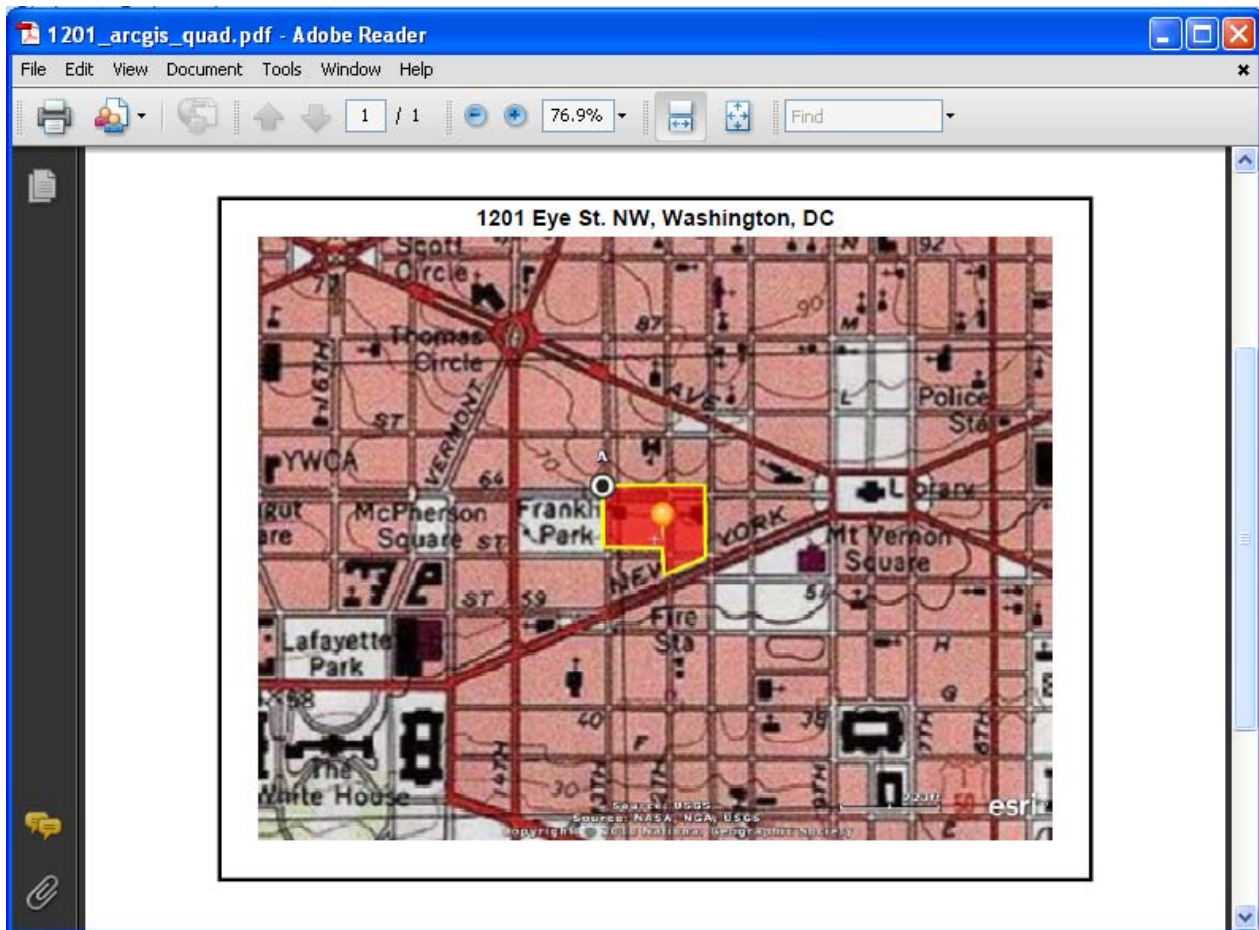


Users have many options of alternate basemaps to choose from in ArcGIS Explorer. Users may also add in other GIS data or other .kml or .kmz files created in other applications like Google Earth.

However, users change the display with different symbols, labels, background information, etc., everything can be printed out on a paper map, sent to a .pdf, or exported as a .kml or .kmz file.

From the File and print menus, users can choose

whether to print the map created directly or to a .pdf file. Information on the screen, such as labels (which could contain the appropriate coordinates or property names) will all be included on the paper map along with scale and other information. Users can choose to save the map itself in order to return to it at a later point, or they can save the individual data layers as separate files.



All three of these options will produce the main requirements: coordinates (either UTM or decimal degrees) and a paper locator map with scale, labels and coordinate information contained on it. The method used to create these products depends on the user, the resource type and the needs for the paper map in particular.

Note: The National Register nomination form will be including space for decimal degree coordinates in addition to UTM coordinates. Datum information is also being requested. All of the internet based applications described here are generating coordinates based on a World Geodetic System 1984 datum (WGS84). This is common for data with world coverage, such as GPS data as well. Datum information for UTM coordinates generated off of paper quadrangle maps should be located in the collar of the map and be either North American Datum 1927 (NAD27) or North American Datum 1983 (NAD83). Decimal degree coordinates entered onto the National Register nomination form should be carried out 6 decimal places.

BING Maps

Pros

- Decimal degree coordinates easily produced from typing in an address
- Point, line and area features can be drawn on the map using intuitive tools
- Perimeter and area figures will be automatically generated when an area feature is drawn
- Background data can be changed from streets to aerial imagery to assist in finding locations
- Maps produced can be easily printed directly to paper or to a .pdf file
- Point, line and area features drawn can be exported as .kml or .kmz files

Cons

- Decimal degree coordinates can not be defined without an address to type into the search box
- Although area features can be drawn on the map, getting bounding coordinates is difficult
- Although perimeter and area figures are automatically calculated for area features, the units can not be changed to show acreage
- Adding labels to the map display, changing the symbols of features in the map or changing colors of symbols is not possible

Google Earth

Pros

- Coordinates constantly displayed on the screen and updated as the user moves the cursor
- Coordinate format can be changed from UTM to decimal degrees
- Scale bar information can be added to the display
- Point, line and area features can be drawn on the map using intuitive tools
- Point, line and area features can be labeled easily
- Point, line and area symbols can be changed easily
- Point, line and area features added to the display can be turned “off” in the display easily
- Historic aerial imagery can be displayed, in addition to “street view” data
- Maps produced can be easily printed directly to paper in multiple formats or to a .pdf file
- Point, line and area features drawn can be exported as .kml or .kmz files

Cons

- Users without administrative rights on their computers can not install the application
- Area and perimeter figures are not calculated
- Background data can not be changed from imagery
- Getting bounding coordinates will require manually moving the cursor to the appropriate location to display coordinates, but these can be easily copied into labels or points can be created

ArcGIS Explorer

Pros

- Users can choose to install the application or use it through an internet browser, depending on whether they have administrative rights on their computers
- ArcGIS Explorer has many more functions and analysis capabilities
- Coordinates constantly displayed on the screen and updated as the user moves the display past the center point indicator
- Coordinate format can be changed from UTM to decimal degrees
- Scale bar information can be added to the display
- Point, line and area features can be drawn on the map using intuitive tools
- Point, line and area features can be labeled easily
- Point, line and area symbols can be changed easily
- Point, line and area features added to the display can be turned “off” in the display easily
- Distance, area and perimeter figures can be easily calculated, in a variety of units selected by the user
- Background data can be changed from imagery to a variety of other options, including the familiar USGS quadrangle map
- Other data files generated by GPS or through a full GIS can be added to the map view
- Maps created can be saved for use, edit or update at a later time
- Maps produced can be easily printed directly to paper in multiple formats or to a .pdf file
- Point, line and area features drawn can be exported as .kml or .kmz files

Cons

- Because ArcGIS Explorer is more sophisticated and has more functionality, it is less intuitive and may take more time to work with

For further information, contact the Cultural Resource GIS Facility at deidre_mccarthy@nps.gov.

Appendix C: National Register Photo Policy Factsheet

National Register Photo Policy Factsheet updated 5/15/2013

Selecting a Digital Camera

BEST: Six megapixel or greater digital SLR camera

Acceptable: Two – five megapixel point-and-shoot digital camera

Not acceptable: Camera phones, disposable or single-use digital cameras, digital cameras with fewer than two megapixels of resolution

Taking the Picture

- Image file format (Set the camera for highest image quality).

BEST: Tag Image File format (TIFF) or RAW format images. This allows for the best image resolution.

Acceptable: JPEGs converted to TIFFs, *by a computer conversion process*, are acceptable; however, JPEGs must not be altered in any way prior to conversion, (other than renaming them).

Do not use the JPEG setting on the camera, if a higher quality setting is available.

RGB color digital **TIFFs** are preferred.

Digital Camera Resolution (Set the camera to the maximum or largest pixel dimension the camera allows).

BEST: Six megapixels or greater (2000 x 3000 pixel image)

Acceptable: Minimum two megapixels (1200 x 1600 pixel image)

Renaming the digital TIFF image

All digital image files must be renamed using a standard naming format.

The TIFF file name must include:

State_county_property name (or district name)_0001

(Use zeros in image numbers to create 4 digit number, e.g. 0002, 0003, etc.)

Example for individual properties:

AL_Jefferson County_Elizabeth Brown House_0001

Example for district labels:

AL_Jefferson County_Birmingham Commercial Historic District_0125

Example for nominations within MPS:

AL_Jefferson County_NorwoodMPS_EBrownHouse_0001

Burning the Images onto an Archival Disk

A CD or DVD containing all TIFF images must accompany the photos.

Reminder: JPEGs converted to TIFFs, *by a computer conversion process*, are acceptable; however, JPEGs must not be altered in any way prior to conversion, (other than renaming them). *When image is open on your computer, right click and you will see the image properties (Dimensions, dpi, etc.).*

Best: CD-R Archival Gold or DVD-R Archival Gold disk

Acceptable: CD-R, DVD-R, or any disk obtained from a commercial photo processor.

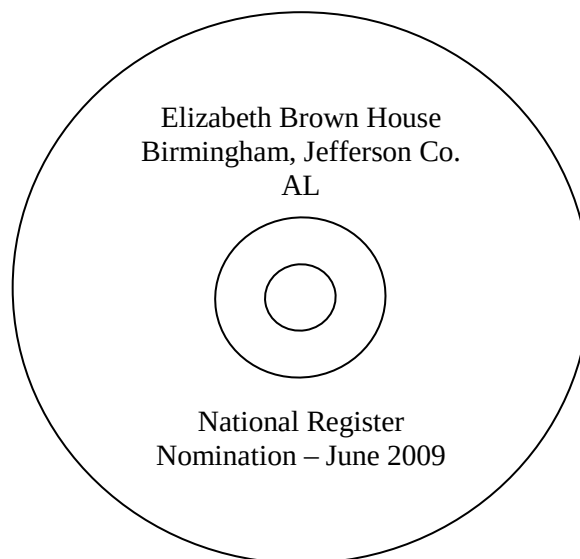
Not acceptable: CD-RW or DVD-RW (if packaging says “rewriteable” do not use).

Labeling the Disk

Best: Labels printed directly on the disk by laser printer (non-adhesive).

Acceptable: Hand-written labels using CD/DVD safe markers OR other markers (Sharpies)

Not Acceptable: Ammonia/solvent-based markers or adhesive stickers



If you submit the nomination on disk (see our “How to Submit a Nomination on Disk Guidance for how to do this), then you do not need to print the photographs.

If you submit the nomination as a paper file then you must print the photographs:

Printing the Images

Print photos at 300 dpi (select this option in your computer’s print menu).

Selecting the Paper and Inks

- We recommend using all materials from one manufacturer (if you have an HP Photo printer, use HP paper and HP inks, likewise if you have an Epson photo printer, then use Epson photo paper and Epson ink.
- Paper specifically designed for photograph printing
- Inks specifically designed for photograph printing

Acceptable: Commercially printed color prints are acceptable (if accompanied by a disk containing the image files produced at the time the prints were made).

Not acceptable: Regular copy/printer papers or the disk only, without prints

Identifying Photographic Prints

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.

Best: Write the label information within the white margin **on the front** of the photograph using an archival photo labeling pen. Label information can also be generated by computer and printed directly in the white margin (no adhesive labels).

Acceptable: If information is placed on the back of the photograph, write the information using a soft lead pencil or archival photo-labeling pen.

Do not print information on the actual image – use only the photo margin or back of the photograph for labeling.

At a minimum, photographic labels must include the following information:
Photograph number, Name of the Property, County, and State.

Labeling the photographs

Acceptable Examples:

AL_Jefferson County_Birmingham Commercial Historic District_0001

OR

Photograph 1 of 25: AL_Jefferson County_Birmingham Commercial Historic District_0001

OR

Birmingham Commercial Historic District, Jefferson County, AL
1 of 25

OR

Birmingham Commercial Historic District
Jefferson Co., AL
Photo 1 of 25

NR Nomination Photograph Log Page

Examples of acceptable photo pages

Name of Property:	Belcher-Nixon Building
City or Vicinity:	Ensley (Birmingham)
County:	Jefferson County
State:	AL
Name of Photographer:	David B. Schneider
Date of Photographs:	August 2008
Location of Original Digital Files:	411 E. 6th St., Anniston, AL 36207

Photo #1 (AL_JeffersonCounty_BelcherNixonBld_0001)
South façade (left) and east elevation (right), camera facing northwest.

OR

Name of Property:	Belcher-Nixon Building
City or Vicinity:	Ensley (Birmingham)
County:	Jefferson County
State:	AL
Name of Photographer:	David B. Schneider
Date of Photographs:	August 2008
Location of Original Digital Files:	411 E. 6th St., Anniston, AL 36207
Number of Photographs:	10

Photo #1

South façade (left) and east elevation (right), camera facing northwest.

OR

Name of Property:	Belcher-Nixon Building
City or Vicinity:	Ensley (Birmingham)
County:	Jefferson County
State:	AL
Name of Photographer:	David B. Schneider
Date of Photographs:	August 2008
Location of Original Digital Files:	411 E. 6th St., Anniston, AL 36207

AL_JeffersonCounty_BelcherNixonBld_0001

South façade (left) and east elevation (right), camera facing northwest.

35 mm Photography

Use the following standards:

Selecting a 35mm Camera

BEST:	35MM SLR Camera
Acceptable:	35MM point-and-shoot camera
Not acceptable:	Disposable Cameras

Selecting the Film

Acceptable:	35MM black/white film
-------------	-----------------------

Or
35MM color film with accompanying disk containing the image files

Choosing Photographic Paper

Acceptable: Photographic paper specifically designed for black/white prints
Or
35mm black/white images printed on paper designed for *color* prints with an accompanying disk containing digital copies of the images (Disk generated at the time of developing the film)
Or
35mm color images printed on paper designed for *color* images with an accompanying disk containing digital copies of the images

Labeling the Disk & Naming the Files

Follow the same disk labeling and renaming the digital file processes as outlined under the digital photography policy guidelines.

If you use a commercial photo printer and receive a disk of image files to submit with your nomination, you will not be required to rename the files. That disk may be submitted as received from your photo processor.

Use of National Register Photographs

By allowing a photograph to be submitted as official documentation, photographers grant permission to the National Park Service to use the photograph for print and electronic publication, and for other purposes, including but not limited to, duplication, display, distribution, study, publicity, and audiovisual presentations.

Embedding Images

Previous policy stated that embedded images could not be embedded within the text of the nomination. Due to advances in our scanning capabilities you can now embed images throughout the nomination in color, greyscale, or black&white for either digital submission or a paper file.

Historic photographs, views, or maps are acceptable. These items can be labeled as figures (e.g. Fig. 1, Fig 2) and *referenced by this label within the nomination text* (e.g. See Figure 1). An “Index of Figures”, if necessary (similar to a photograph log) identifying these figures, should also be included in the Additional Documentation section

Guidelines for Photographic Coverage

Photographs submitted to the National Register of Historic Places and the National Historic Landmarks Survey as official documentation should be clear, well-composed, and provide an accurate visual representation of the property and its significant features. They must illustrate the qualities discussed in the description and statement of significance. Photographs should show historically significant features and also any alterations that have affected the property's historic integrity.

The necessary number of photographic views depends on the size and complexity of the property. **Submit as many photographs as needed to depict the current condition and significant features of the property.** A few photographs may be sufficient to document a single building or object. Larger, more complex properties and historic districts will require a number of photos. Prints of historic photographs may supplement documentation and be particularly useful in illustrating changes that have occurred over time.

Buildings, structures, and objects:

Submit photographs showing the principal facades and the setting in which the property is located.

Additions, alterations, intrusions, and dependencies should appear in the photographs.

Include views of interiors, outbuildings, landscaping, or unusual features if they contribute to the significance of the property.

Historic and archeological sites:

Submit photographs showing the condition of the site and any above-ground or surface features and disturbances.

If relevant to the evaluation of significance, include drawings or photographs illustrating artifacts that have been removed from the site.

At least one photograph must show the physical environment and topography of the site.

Architectural and Historic Districts (key all photographs to the sketch map for the district):

Submit photographs showing major building types and styles, pivotal buildings and structures, and representative noncontributing resources.

Streetscapes and landscapes are recommended. Aerial views may also be useful. Views of significant topographic features and spatial elements should also be submitted.

Views of individual buildings are not necessary if streetscape views clearly illustrate the significant historical and architectural qualities of the district.

Archeological Districts:

Submit photographs of the principal sites and site types within the district following the guidelines for archaeological sites (see above).

Questions?

Please contact Alexis Abernathy at (202) 354-2236 or e-mail: alexis_abernathy@nps.gov. Or Jeff Joeckel at (202) 354-2225 or e-mail: jeff_joeckel@nps.gov

Appendix D: Photo Log and Inventory – ID-SHPO

Photo Log ID_Blaine County_Hailey Methodist Episcopal Church

Name of Property: Hailey Methodist Episcopal Church

City or Vicinity: Hailey

County: Blaine State: ID

Photographer: Dale M. Gray

Date Photographed: August 3, 2013 (Photos # 1-14)
July 2014 (Photos # 15, 16)

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

Photo #1	Front (southwest) and northwest elevation viewed to east, northeast
Photo #2	Front elevation of sanctuary as viewed to east, northeast
Photo #3	Sanctuary and 1950's addition viewed to north
Photo #4	Overview, looking east, northeast
Photo #5	Detail of Belfry viewed to east, northeast
Photo #6	Southeast and southwest elevations of 1950's addition viewed to northwest
Photo #7	Detail decorative purlins and rafter tails
Photo #8	Southeast and southwest elevations as viewed to west
Photo #9	South elevation of 1950's addition and 1 belfry viewed to west, northwest
Photo #10	Northeast and southeast elevations as viewed to south, southwest
Photo #11	Rear shed addition viewed to south, southwest
Photo #12	Detail of dry-laid masonry foundation, southwest side of belfry entry
Photo #13	Detail masonry foundation 1950's repair on side of sanctuary
Photo #14	Detail of front entry viewed to east, northeast
Photo #15	Front interior, facing northeast
Photo #16	Rear interior, facing southwest

Appendix E: National Register Nomination Submission Checklist

National Register Nomination Submission Checklist

Historic Name of Property: _____

City/County: _____

Section 1: Name of Property

_____ Format: Last Name, First Name

_____ N/A entered where applicable

_____ Related multiple property listing cited OR
N/A entered

_____ Number of Resources:

_____ Agrees with inventory

Section 2: Location

_____ Full address, no abbreviations

_____ N/A entered where applicable

_____ "Idaho Code" entered as ID

_____ County code number correct

_____ Zip code provided

_____ Agrees with map

_____ Does not include previously listed
properties in total

_____ Includes garage and ancillary buildings in
count

Section 6: Function or Use

_____ Bulletin 16 terminology used

_____ Use related to significance

Section 3: State/Federal Agency Certification

_____ "Nomination" checked

_____ "Meets/does not meet" checked

_____ National, state, or local level checked

Section 7: Description

_____ Architectural Classification

_____ Bulletin 16 terminology

_____ Materials

_____ Bulletin 16 terminology

_____ All lines completed

_____ Building Description

_____ Setting and site

_____ Dates of construction and alteration

_____ Style

_____ Size

Section 4: For Federal Use Only

Section 5: Classification

_____ Ownership of property correct

_____ Category of property correct



State Historic Preservation Office | Idaho State Historical Society

210 Main Street | Boise, ID 83709 | (208) 488-7461

www.history.idaho.gov/national-register-historic-places

- ___ Logical description, e.g. from foundation up OR elevation by elevation
- ___ Foundation
- ___ Materials
- ___ Windows
- ___ Roof shape
- ___ Details
- ___ Plan
- ___ Interior
- ___ If altered or moved, impact has been assessed
- ___ Seven (7) aspects of integrity discussed
- ___ Classification of C and NC resources
- ___ All resources classified
- ___ Rationale discussed for C and NC status
- ___ Inventory list included at end of Section 7 for districts
- ___ Numbers match “Number of Resources” in Section 5

Section 8: Statement of Significance

- ___ **Applicable NR Criteria**
- ___ Criteria Checked
- ___ If “B” checked, Significant Person blank is filled
- ___ **Criteria Considerations**
- ___ Checked if appropriate
- ___ Discussed in text?
- ___ **Area of Significance**
- ___ Bulletin16 terminology
- ___ Reflects significance, not just use

- ___ **Period of Significance**
- ___ POS is correct and does not predate resource
- ___ POS is more than 50 years ago
- ___ POS is discussed/explained in text
- ___ **Significant Date**
- ___ Significant Date listed
- ___ Discussed in text
- ___ All significant dates are within the POS
- ___ **Significant Person**
- ___ Format: Last name, first name
- ___ Architect/Builder
- ___ Format: Last name, first name
- ___ **Introductory Paragraph**
- ___ Level (local, state, national) significance mentioned
- ___ Criteria mentioned
- ___ Area(s) of significance mentioned
- ___ Justification or rationale for eligibility discussed
- ___ Historic context well developed for each area of significance

Section 9: Major Bibliographical references

- ___ Used endnotes OR footnotes
- ___ Check endnotes/footnotes – correctly numbered, etc.
- ___ Notes, Bibliography properly cited and formatted (use writing manual/guide)
- ___ Previous determinations checked where appropriate
- ___ Location of other data checked

Section 10: Geographical Data

_____ Precisely to the nearest acre (or 10th acre if known)

_____ Less than one acre

_____ UTM References/Lat-Long

_____ Correct? Agrees with map?

_____ If 10 or more acres, has at least 3 UTM numbers

_____ Verbal Boundary

_____ Accurate and specific

_____ Boundary Justification

_____ Well defined

_____ Excludes buffer zones

Section 11:

_____ Form prepared by – Complete information

_____ Property Owner – Complete information

Miscellaneous

_____ Form 10-900

_____ Document provided on CD (or DVD) in Microsoft Word format

_____ Header on each page with Name of

_____ Property/County and State

_____ Photos – Digital Files

_____ Are files saved as TIFF or RAW, unaltered

_____ RGB color digital TIFFs provided

_____ Camera Resolutions set to (minimum) 1200 x 1600 at 300 dpi OR (best) 2000 x 3000 at 300 dpi

_____ Naming convention correction: i.e. State_county_property name (or district)_0001

_____ Photo log included with description and direction of photo:

_____ Photo map reference included and each photo labeled with directional arrows

Continuation Sheets

_____ Labeled with name, city, county, state

_____ Numbered correctly

_____ Sketch map

_____ Labeled with name, city, county, and state

_____ Legend (Contributing, Non-contributing)

_____ North arrow

_____ Scale or not-to-scale indicated

_____ Shows district boundary

_____ C/NC properties clearly indicated

_____ Tied to photos – vantage points
Number of resources shown matches
“Number of Resources” in Section 5 and
those listed in the inventory

_____ Map from GIS online or elsewhere

_____ Labeled with name, city, county, state
And coordinates

_____ Property located

_____ References agree with Section 10

_____ Does it follow to supplemental guidance
provided by the NPS

Appendix F: Historic District Inventory Form – ID-SHPO

Resource No.	Street Address	Eligibility:
Historic Name:	Someone's House/Farm	<i>Insert photo</i>
Style:	NR approved architectural style	
Construction/Alterations:	1870; alter 1933 (interior); 1972 exterior	
IHSI #:	Number assigned by SHPO	

Description:

Use this first paragraph to describe the architectural style, form, and character defining features relevant to the individual building.

Use the second paragraph to describe the significance, important/notable history, and relationship to the district.

See Assay Office example below

Resource No. 1	210 W Main St
Historic Name:	Assay Office
Style:	Italianate
Date of Construction:	1870; alter 1933 (interior); 1972 rear elevation windows
IHSI #:	01-00000

Contributing



Description:

The Assay Office is about 45 feet high, composed of two stories plus a basement, topped by a low hip roof with small central cupola. There are two tall chimneys in the rear and two smaller chimneys rise from each of the side walls. The exterior was constructed of local Boise sandstone. Key character defining features are the rustic stone, quoins, brackets under the eaves, cupola, and small pedimented entry door.

Erected by the US Government in 1870, the Boise Assay Office was the most important example of public architecture in Idaho until the 20th century. The building is a symbol of the importance of mining in the political, social, economic, and legal development of Idaho and the Far West. By 1895 deposits in the US Assay Office at Boise reached more than one million dollars for the year. The Assay Office continued its operations until June 1933, when it was turned over to the US Forest Service as headquarters in Idaho.

Resource No.	Street Address	Eligibility:
Historic Name:	Someone's House/Farm	<i>Insert photo</i>
Style:	NR approved architectural style	
Construction/Alterations:	1870; alter 1933 (interior); 1972 exterior	
IHSI #:	Number assigned by SHPO	

Description:

Use this first paragraph to describe the architectural style, form, and character defining features relevant to the individual building.

Use the second paragraph to describe the significance, important/notable history, and relationship to the district.

Resource No.	Street Address	Eligibility:
Historic Name:	Someone's House/Farm	<i>Insert photo</i>
Style:	NR approved architectural style	
Construction/Alterations:	1870; alter 1933 (interior); 1972 exterior	
IHSI #:	Number assigned by SHPO	

Description:

Use this first paragraph to describe the architectural style, form, and character defining features relevant to the individual building.

Use the second paragraph to describe the significance, important/notable history, and relationship to the district.

Resource No.	Street Address	Eligibility:
Historic Name:	Someone's House/Farm	<i>Insert photo</i>
Style:	NR approved architectural style	
Construction/Alterations:	1870; alter 1933 (interior); 1972 exterior	
IHSI #:	Number assigned by SHPO	

Description:

Use this first paragraph to describe the architectural style, form, and character defining features relevant to the individual building.

Use the second paragraph to describe the significance, important/notable history, and relationship to the district.

Resource No.	Street Address	Eligibility:
Historic Name:	Someone's House/Farm	<i>Insert photo</i>
Style:	NR approved architectural style	
Construction/Alterations:	1870; alter 1933 (interior); 1972 exterior	
IHSI #:	Number assigned by SHPO	

Description:

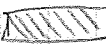
Use this first paragraph to describe the architectural style, form, and character defining features relevant to the individual building.

Use the second paragraph to describe the significance, important/notable history, and relationship to the district.

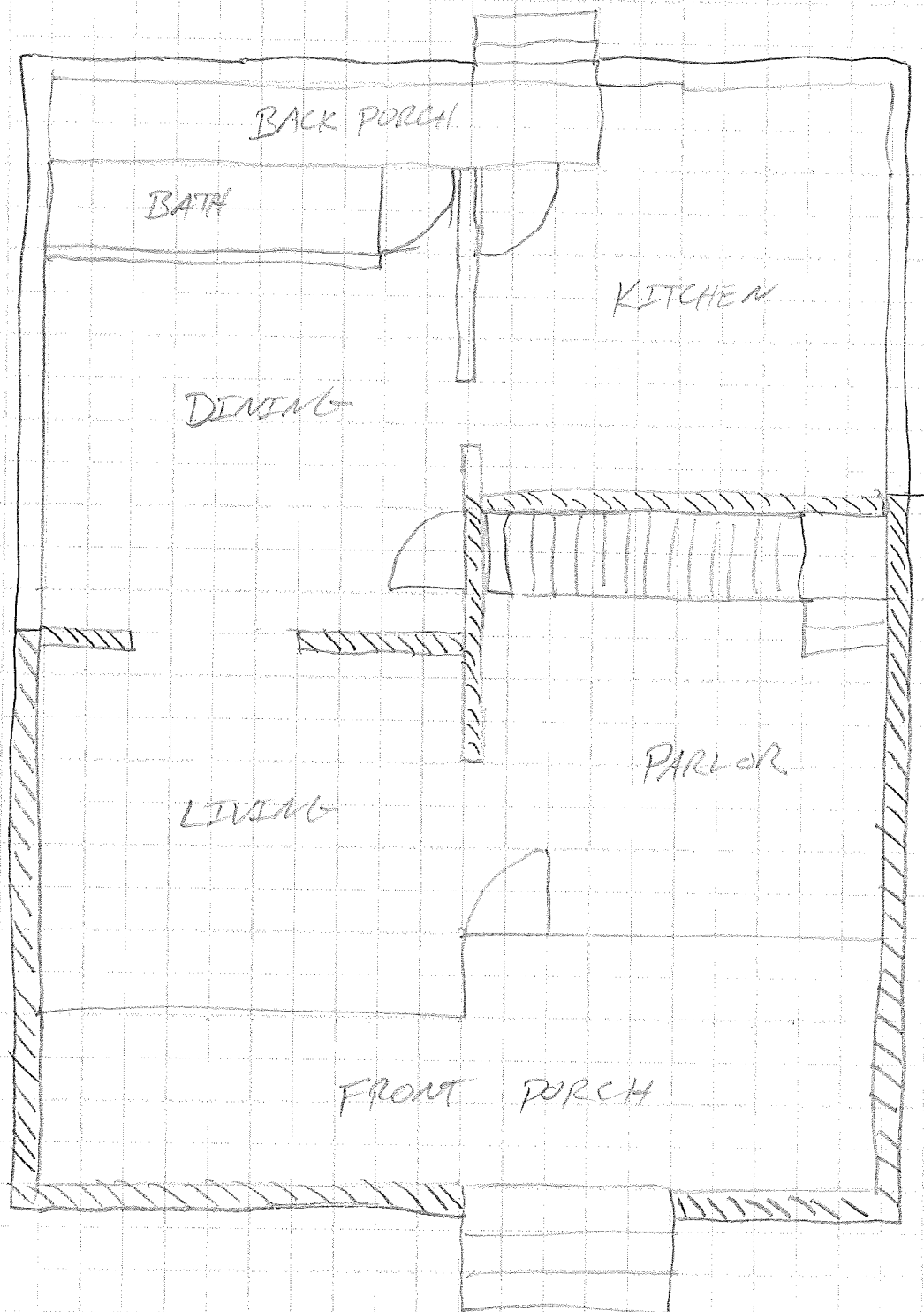
Appendix G: Sketch Map Sample

Property Name: Street Address, City, County, Zip

FIRST FLOOR

 original 1895

 addition 1937

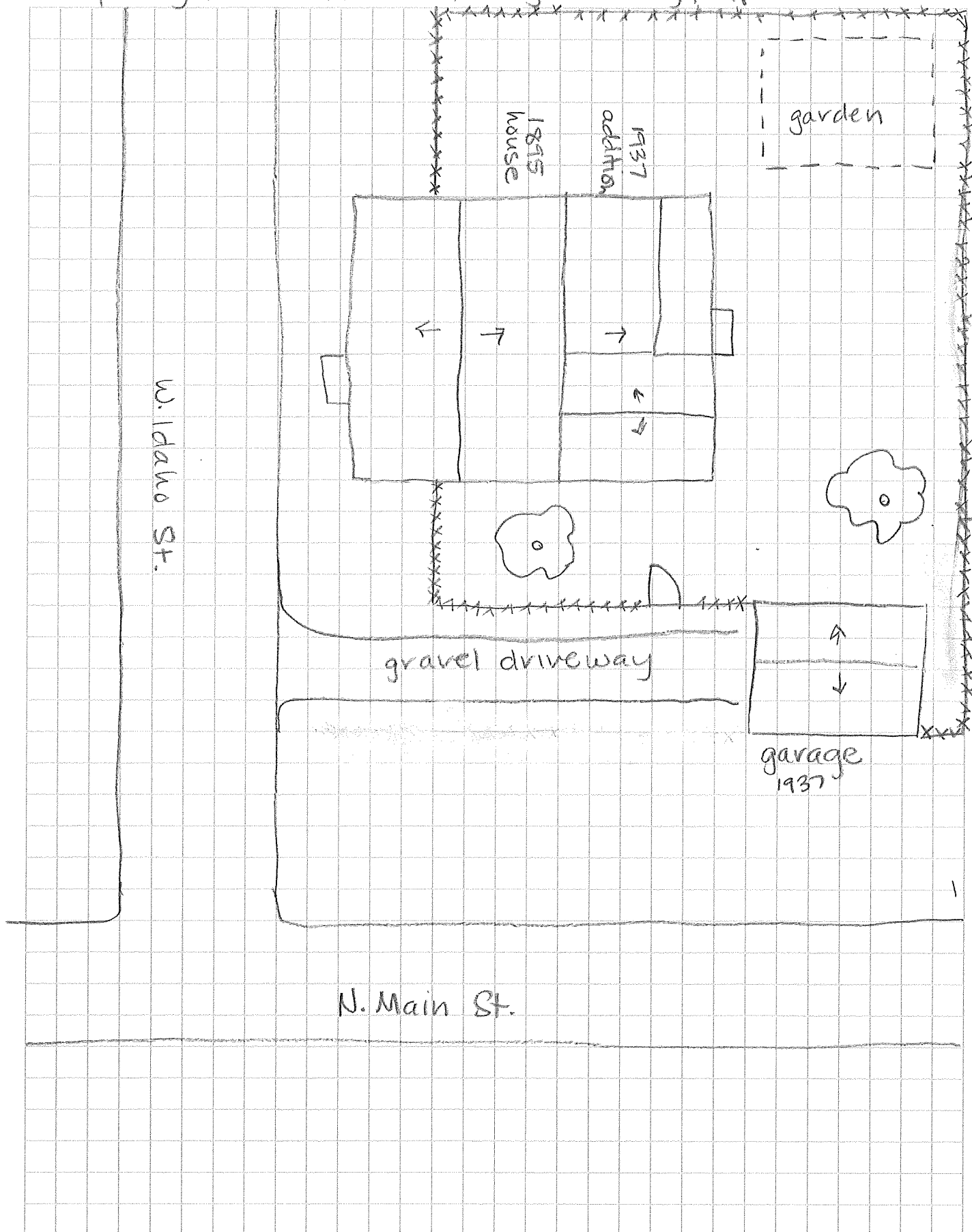


NOT TO SCALE

Drawn by: Name

Year

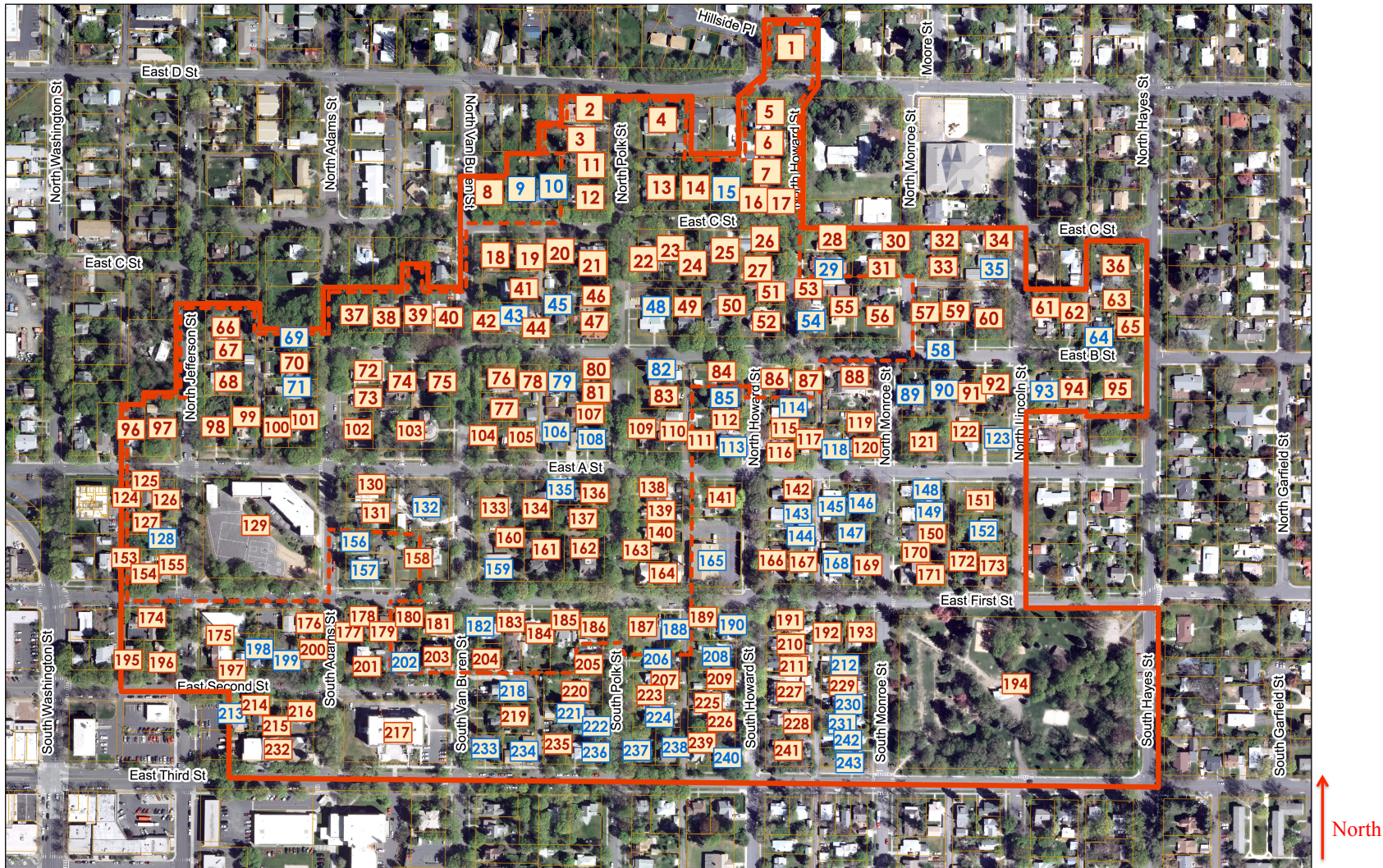
Property Name: Address, City, County, Zip



Drawn by: Name

Year

Appendix H: Sample District Maps



20: Aerial map, old district boundaries in dashed line, expanded district boundaries in solid red line indicating contributing sites in red and noncontributing sites in blue

Appendix I: Common National Register Errors

Most Common National Register Errors

- Failure to **describe** all extant resources and identify their contributions to the nomination.
- **Integrity** of the resource is not fully detailed. This includes the impact of non-contributing resources, additions, or alterations to historic features.
- Insufficient **context** has been established.
- **Areas of significance** and criteria lack a direct, supporting argument. Often, a nomination may provide exhaustive background history, but then fails to directly address the NR criteria and appropriate areas of significance.
- The **level of significance** has not been justified (most commonly problematic with National significance)
- Agricultural lands, general landscape, or immediate **setting** have not been adequately addressed to demonstrate historic contributions, extant resources, significance, or integrity (most common when nominating extensive acreage).
- Archaeological nominations (Criterion D) fail to identify specific **research questions** or research designs.
- **Boundaries** are not justified, particularly for historic districts.

Context Concerns

- CONTEXT, CONTEXT, CONTEXT
- Never too much if it is pertinent to the resource
- Establishing background is fine, but documenting year 1-1,000 is **not** necessary
- Include theme, location, and time
- Tie it to the level of significance

Period of Significance Concerns

- Criterion A usually represents a span of years
- Criterion C usually the date of construction

- If there are significant alterations/additions, period may be expanded or have two separate dates.
- Period of Significance cannot predate extant resource
 - Period of significance is tied to what the particular nominated property can convey (early congregation/new church; first bank/1950s expansion)
- Don't use 50-year cop-out, please!
 - Attempt to define specific period of significant contributions
- “Continuous Use” does not equal continuous significance
- Period of Significance passing slightly over 50-year threshold does not have to necessarily show exceptional significance.
- Period of Significance predominately over 50-year threshold must show exceptional significance or sufficient context
 - 1965-1982 (needs exceptional)
 - 1945-1968 (does not need exceptional if context identified continuity and end date justified)

Criterion B (significant persons) Concerns

- Singular individual
 - If property/district is associated with a group of individuals, use Criterion A.
- Truly exceptional contributions beyond normal expectations of their position.
 - Physician/Banker/Politician
- Property most directly associated with an individual's significant contributions
 - Banker/Fraternal hall
- Assess in context with other people in the same field
- Assess in context with other properties associated with the individual to identify the best resource.
- Guard against boyhood homes, birthplaces, retirement sites unless no other resources are available
 - Case should still be made for how that site influenced career or individual