MICHIGAN STATE HISTORIC PRESERVATION OFFICE

GENERAL GUIDANCE and REQUIREMENTS for NATIONAL REGISTER of HISTORIC PLACES NOMINATIONS in MICHIGAN

MICHIGAN SHPO STATE HISTORIC PRESERVATION OFFICE

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The activity that is the subject of this project has been financed in part with federal funds from the National Park Service, U.S. Department of the Interior, through the Michigan Strategic Fund, State Historic Preservation Office. However, the contents and opinions herein do not necessarily reflect the views or policies of the Department of the Interior nor does the mention of trade names or commercial products herein constitute endorsement or recommendation by the Department of the Interior or the Michigan Strategic Fund, State Historic Preservation Office. This program receives federal financial assistance for identification and protection of historic properties. Under Title VI of the Civil Rights Act of 1964, Section 504, of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, the U.S. Department of the Interior prohibits discrimination on the basis of race, color, national origin, age, sex, marital status, or disability.

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Chief, Office of Equal Opportunity Programs,
U.S. Department of the Interior, National Park Service,
1849 C Street, NW, MS-2740, Washington, D.C. 20240

General Guidance and Requirements for National Register of Historic Places Nominations in Michigan

Revised October 25, 2022

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Introduction and Purpose

Thank you for your interest in the National Register of Historic Places and the preservation of Michigan's historic properties. This document is meant to guide preparers – novice and experienced alike – in the preparation of National Register nominations by answering common questions, addressing certain aspects of preparing a nomination, and establishing requirements particular to the Michigan State Historic Preservation Office (SHPO). This document is intended not only to guide and clarify, but also to foster a clear, consistent, and efficient nomination process, thus reducing the length of time from initial inquiry to listing eligible properties in the National Register of Historic Places.

This document is a companion and supplement to National Park Service (NPS) guidance, particularly *How to Apply the National Register Criteria for Evaluation* (commonly referred to as Bulletin 15) and *How to Complete the National Register Registration Form* (commonly, Bulletin 16A). It is not a substitute for guidance issued by NPS. National Park Service bulletins are the official federal guides and manuals for the National Register program. Bulletin 16A is the basic guide and "how-to" manual for completing a National Register nomination. Preparers of National Register nominations are encouraged to read the aforementioned NPS bulletins prior to reading this document.

This document is informally composed of two parts. The first part clarifies and lays out requirements for National Register of Historic Places nominations that are particular to the Michigan State Historic Preservation Office. The second part addresses the *National Register of Historic Places Registration Form* (NPS Form 10-900) section by section and elaborates on the guidance provided in the NPS bulletins, clarifies the requirements of each section, addresses common questions and concerns, and describes the requirements of the Michigan State Historic Preservation Office, as applicable.

Preparers may find this document to be most useful when used in tandem with Bulletins 15 and 16A, mentioned above, and alongside *National Register of Historic Places Registration Form*, 10-900. The use of property-specific National Register bulletins, available at the National Register website, is likely to be of further aid.

First-time preparers, and those who have not prepared a National Register nomination in some time, are encouraged to read through all relevant guidance from NPS and SHPO and contact SHPO prior to beginning the nomination process. Doing so at the beginning of the process will foster an efficient and successful process.

Bear in mind that the National Register is more than a history documentation program that provides a chronological history of a place or a genealogical history of a person or people. Additionally, the National Register is not meant to be a monograph, treatise, or academic article. Rather, it is a particular form of history that involves preparing a formal, technical, and complex document that makes an argument to the State Historic Preservation Office and the federal government that a particular property is significant in a particular aspect of local, state, or national history. This work can be challenging, and the process can be a lengthy one that involves significant research, extensive writing, and multiple reviews, but the end result is worth that effort.

The information contained in a National Register nomination form is key to many programs of SHPO, and often assists and provides valuable information to other state agencies as well as federal agencies, local governments, historical societies, researchers and consultants, property owners, and other individuals. Nominations also become a part of the permanent records of the State Historic Preservation Office and the National Park Service. Therefore, nominations must be factual, well-documented, accurate, professional, and complete.

Preparers should also consider that by completing a National Register nomination, they are contributing to the collective knowledge of our state. Quite often a National Register nomination brings to light little-known or understood aspects of our history or little-known or overlooked historical figures and events. While not a monograph or even, strictly speaking, a historical document, preparers should consider that their work will be a part of an enduring public record that guides others in making decisions, serves as a source for future researchers, educates their fellow citizens, and tells a story about Michigan that lasts for years and decades to come. In some cases, a National Register nomination may be the only formal documentation of a person, place, or event.

Please note that the guidance described in this document is not specifically applicable to the *National Register of Historic Places Preliminary Questionnaire*. The preliminary questionnaire is not an application for listing in the National Register, but simply a process of preliminary evaluation by SHPO staff to determine if the property meets the criteria for listing in the National Register. This preliminary evaluation helps to reduce wasted effort and resources and to identify potential problems or complications with a property or nomination. Separate instructions are available for that document. Likewise, this document is not meant to guide the preparation of a Multiple Property Documentation Form, which is a cover document that is used to nominate and register thematically related properties. Preparers should also note that this document has been prepared with above-ground, non-archaeological properties in mind, as these types of properties make up the majority of National Register

nominations in Michigan, but the requirements of this document are applied to all nominations.

Please contact the Michigan SHPO at any time if you have questions about the information and requirements found in this document, about topics not described in this document, or for questions about the National Register program in general. A good deal of information can be found at the National Register page of our website, www.michigan.gov/nrhp, and at the National Register of Historic Places website, www.nps.gov/subjects/nationalregister/index.htm. Our office can also be reached at preservation@michigan.gov or (517) 335-9840.

Before You Begin

An Overview of the Process

Preparers should be aware that preparing a National Register nomination is not a quick process. It can, and often does, take a year or more to complete the process. Experience suggests that one should plan for twelve to eighteen months from completing the preliminary questionnaire to the property being listed in the National Register of Historic Places. Timing may be affected by the complexity of the property, the resources available to the preparer, and their familiarity with the National Register program. Understanding the requirements of the program by making use of available guidance from NPS and SHPO will aid in a more efficient process.

In general terms, the process for listing a property in the National Register goes as follows:

1. Preparer submits a *National Register of Historic Places Preliminary Questionnaire*.
2. SHPO staff evaluates the information in the questionnaire and provides an opinion of eligibility for listing the property in the National Register.
3. When a property is eligible, the preparer conducts research, takes photographs, creates maps, and prepares the *National Register of Historic Places Registration Form*, and submits the materials to SHPO for review.
4. SHPO staff reviews the draft nomination materials and provides comments, questions, edits, and so forth to the preparer.
5. The preparer revises the nomination. This may include revising the registration form, conducting additional research, taking additional photographs, and creating new maps.
6. Once the draft process is complete, the nomination is scheduled for presentation to the State Historic Preservation Review Board.
7. If approved by the review board, the nomination is typically signed by the State Historic Preservation Officer, or their deputy, and sent to the Keeper of the National Register at NPS for review.
8. If approved by the Keeper, the property is listed in the National Register of Historic Places.
9. The property owner, local officials, and preparer are notified that the property has been listed.

Listed Properties and Opinions of Eligibility

Before beginning a National Register of Historic Places nomination, preparers should check with SHPO to determine whether the property is already listed in the National Register, either individually or as a resource within a historic district, or if (and when) the property was previously determined to be eligible for listing. Please note that contributing resources within a National Register-listed historic district are already "listed," and individual nominations are unnecessary and do not provide any extra recognition or status.

If a property was previously evaluated by SHPO, but not listed, preparers should be sure that the property remains eligible for listing (see additional information below). Ensuring the property remains eligible for listing will aid in making sure the time, money, effort, and other resources that go into a National Register nomination are well spent.

In some cases, SHPO evaluated a property as eligible for listing in the National Register by SHPO some ten, twenty, or thirty or more years ago. **When SHPO opinions are ten or more years old, SHPO requires a current opinion is required and preparers must complete a *National Register of Historic Places Preliminary Questionnaire*.**

In other cases, if a previous opinion of eligibility does not provide justification or support, SHPO requires the completion of a preliminary questionnaire and inventory form, and a current opinion provided by SHPO. By inquiring with SHPO at the beginning of a nomination project, SHPO staff will be able to provide preparers with specific guidance for that property and project. Please keep in mind that a SHPO opinion is based on the information provided at the time the opinion was provided, and depends on the property possessing historic integrity. Though not required, we recommend that any nomination project begin with a preliminary questionnaire. Ensuring that the property is eligible for listing at the time the nomination is prepared will lead to the most successful outcomes.

If the property has not been evaluated, the place to begin is the with *National Register of Historic Places Preliminary Questionnaire*, found at the National Register page of our website, www.michigan.gov/nrhp. The questionnaire is composed of two forms, the questionnaire, itself, and an inventory form, which is available in the Forms Library at the SHPO website. The questionnaire also contains a link to the Forms Library page.

A preliminary questionnaire is not needed for a Multiple Property Documentation Form (MPDF), but may be needed for an individual nomination associated with an MPDF.

Practical Considerations

Preparers can take several actions at the outset of the nomination process that will aid in the efficient preparation of a National Register nomination. These include:

- Checking with SHPO to determine whether a property has been documented as part of a previous nomination or survey, was addressed in a multiple property form, or addressed in a thematic document.
- Checking with SHPO, or checking the SHPO website, to determine whether the property is located within a Certified Local Government (CLG) community.
- Checking with the local community to determine whether the property is located in a local historic district or was included in a local survey.
- Checking with the local library, historical society, and local historians to identify relevant source material.
- Obtaining appropriate reference books, guides, articles, papers, subscriptions, etc.
- Reading all relevant manuals and guidance thoroughly, especially SHPO and NPS guidance.
- Reviewing nominations for similar property types, which are available from SHPO and NPS. Please contact SHPO to request a nomination.

Bulletins, Guidance, and Other Instructions

As noted in the introduction, this document is a supplement to the guidance published by NPS, which is available at the NPS website, www.nps.gov/subjects/nationalregister/publications.htm. Preparers will find a number of documents there to guide the preparation of National Register nominations – all freely available. Some of these documents address the National Register of Historic Places in general terms, like Bulletins 15 and 16A; others address specific property types or aspects of a National Register nomination, like *How to Apply National Register Criteria to Post Offices* (National Register Bulletin 13), *Guidelines for Evaluating and Registering Archeological Properties* (National Register Bulletin 36), and many others.

Preparers should review all relevant bulletins, guidance, and documents before beginning a nomination (or a preliminary questionnaire) and refer to these documents while completing the nomination. Doing so will aid in an efficient preparation process on the part of the preparer and an efficient review by SHPO, thereby reducing the time it takes to complete the nomination process. Please contact SHPO for questions about the appropriate bulletins and other guidance to use when it is unclear.

Property Ownership and Notifications

Preparers are encouraged to work with property owners well before beginning any National Register project, including prior to completing a preliminary questionnaire. Preparers should be certain that the property owner supports listing their property in the National Register. Owner consent ensures that all parties have an equal understanding of what National Register designation means and its outcomes.

To that end, all National Register nominations of **individual properties** require the completion of a *National Register of Historic Places Statement of Owner Intent,* found in Appendix A of this document.

SHPO is required to notify the property owner(s) and the chief elected officials of the municipality and county in which the property is located prior to presenting a nomination to the State Historic Preservation Review Board **and** when the property is listed. The preparer is responsible for providing SHPO with the current and accurate mailing address for each individual to be notified. Information for property owners must be derived from official land recordation records or tax records, whichever is more appropriate.

In the case of historic districts in which there are more than fifty (50) property owners (note: not fifty or more resources), each notification may be provided by a general notice printed in a local newspaper. In this case, the sponsor or local government is responsible for the cost of placing the notice, but the notice must come from SHPO.

Common Terminology

The National Register of Historic Places uses certain terms in specific ways. Preparers are encouraged to familiarize themselves with these terms, as they must be used appropriately. For example, "building" and "structure" are often used interchangeably in casual conversation, yet these words mean specific things to the National Register, as described below. One is not the other, and these terms should not be used interchangeably in a National Register nomination. The same is true of "property" and "resource." These terms are often used interchangeably by preservationists, but in a National Register nomination they mean specific things and are not interchangeable.

This section will familiarize preparers with common National Register terminology. Please be sure to use these terms and phrases correctly in National Register nominations. Some of these definitions are derived from National Register

Bulletin 15 and some from National Register Bulletin 16A. Others are revised versions of the same. Additional definitions are provided in *Appendix IV* of Bulletin 16A.

Term or Phrase	**Definition(s)**
Association	One of the seven aspects of Integrity. It is "the direct link between an important historic event or person and a historic property."
Building(s)	One of the five property types defined by the National Historic Preservation Act of 1966, as amended; A property created principally to shelter any form of human activity, such as house. This property type may include more than one building or resource.
Complete	A nomination is considered complete when each section of the registration form is completed in full and accepted by SHPO, and all additional documents have been received and approved by SHPO.
Contributing	Classification of resource within a property. A contributing resource that adds to the historic significance of the property. Typically used in reference to historic districts, but technically applicable to all property types.
Design	One of the seven aspects of Integrity. It is "the combination of elements that create the form, plan, space, structure, and style of a property."
District	One of the five property types defined by the National Historic Preservation Act of 1966, as amended; A significant concentration, linkage, or continuity of buildings, sites, structures, or objects united historically or architecturally by plan or physical development.
Eligible	A property is eligible for listing in the National Register of Historic Places if it meets one or more of the National Register Criteria and retains Integrity
Feeling	One of the seven aspects of Integrity. It is "a property's expression of the aesthetic or historic sense of a particular period of time."
Historic Context	An organizing structure for interpreting history that groups information about historic properties which share a common theme, common geographical location, and common time period. The development of historic contexts is a foundation for decisions about the planning, identification, evaluation, registration, and treatment of historic properties, based upon

	comparative significance. The mechanism for determining the significance of a property.
Integrity	Authenticity of a property's historic identity, evidenced by the survival of physical characteristics that existed during the property's historic or prehistoric period; The ability of a property to convey its historic significance. Integrity is the composite of seven aspects: location, setting, design, materials, workmanship, feeling, and association. Also referred to as historic integrity.
Location	One of the seven aspects of Integrity. It is "the place where the historic property was constructed or the place where the historic event occurred."
Materials	One of the seven aspects of Integrity. It is "the physical elements that were combined or deposited during a particular period of time and in a particular pattern or configuration to form a historic property."
Nomination	The package of materials – registration form, photos, maps, etc. – that the State Historic Preservation Officer submits to the Keeper of the National Register when they nominate a property.
Noncontributing	Classification of resource within a property, typically but not always in a district. A noncontributing resource does not add to the historic significance of a property.
Object	One of the five property types defined by the National Historic Preservation Act of 1966, as amended; A construction primarily artistic in nature or relatively small in scale and simply constructed, such as a statue or milepost.
Preparer	The individual(s) who completes the registration form, takes photographs, draws maps, etc. This person may or may not be the property owner.
Property	Area of land containing a single historic resource or a group of resources, and constituting a single entry in the National Register of Historic Places. A property comprises one or many resources (definition follows).
Resource	Any building, structure, site, or object that is part of a historic property; One or many resources compose a property.
Setting	One of the seven aspects of Integrity. It is "the physical environment of a historic property."
Significance	Importance of a historic property as defined by the National Register criteria in one or more areas of significance.

Site	One of the five property types defined by the National Historic Preservation Act of 1966, as amended; Location of a significant event, a prehistoric or historic occupation or activity, or a building or structure, whether standing, ruined, or vanished, where the location itself possesses historic, cultural, or archeological value regardless of the value of any existing resource.
State Historic Preservation Officer (SHPO)	The official appointed by the Governor to administer Michigan's historic preservation program and the duties described in 36 CFR Part 61, including nominating properties to the National Register. The State Historic Preservation Officer is the one individual with the authority to nominate properties to the National Register, except those properties owned or controlled by the federal government, and certain properties on tribal land.
Structure	One of the five property types defined by the National Historic Preservation Act of 1966, as amended; A functional construction made for purposes other than creating shelter, such as a bridge.
Theme	A trend or pattern in history or prehistory related to a particular aspect of architectural, historical, or cultural development, such as dairy farming, maritime history, or the Civil Rights movement; Relates to Area of Significance; one component of historic context.
Workmanship	One of the seven aspects of Integrity. It is "the physical evidence of the crafts of a particular culture or people during any given period in history or prehistory."

Common Abbreviations and Initialisms

The table below describes several common abbreviations used in the historic preservation field as well as in this document.

Full Name	**Abbreviation**
How to Apply the National Register Criteria for Evaluation, National Register Bulletin 15	Bulletin 15
How to Complete the National Register Registration Form, National Register Bulletin 16A	Bulletin 16A; 16A
National Register of Historic Places	National Register or NRHP

National Register of Historic Places Preliminary Questionnaire	NRPQ
National Park Service	NPS
State Historic Preservation Office	SHPO (this may refer to the State Historic Preservation Office in Michigan, or State Historic Preservation Offices in general.) In general, this will also refer to the State Historic Preservation Officer, though not in this document.
State Historic Preservation Review Board	SHPRB

Note: National Register bulletins were numbered documents, previously. They are now, formally, referred to by name, but many preservationists, including SHPO staff, still refer to them by their old numbers. In fact, it is quite common to refer to "*How to Complete the National Register Registration Form*" simply as "16A."

General Requirements and Helpful Information

Research and Sources

As noted above, federal regulations require National Register of Historic Places nominations to be "adequately documented and technically and professionally correct and sufficient" prior to submission to the National Park Service. To meet this standard, a preparer must, among other things, undertake research involving multiple primary and secondary sources. This means that a nomination based on limited sources (e.g., a single county history, anniversary booklet, etc.) is likely to be insufficient.

A well-developed historic context, based upon a multiplicity of reliable and objective sources, is crucial to understanding a property, its place within its historic context, its historic significance, and, ultimately, in determining its eligibility for listing in the National Register of Historic Places.

Research related to the history of a property and its place in its historic context(s) should focus on primary sources to the extent possible. Secondary sources should also be used to develop a historic context and to understand a property in its geographic place and period(s) of significance. Tertiary sources, like encyclopedias, encyclopedic websites, and Wikipedia should be avoided. **In some cases, tertiary sources may be used as a starting point in the research process, but they should not be used as source material in a National Register of Historic Places nomination**. Instead, the citations found in a Wikipedia article, for example, should be evaluated and reviewed separately.

Spending many hours of research only to arrive at a single paragraph or a few lines of text is not uncommon. Do not be discouraged! This is the hard and necessary work of creating a historic context, of establishing the historic significance of a property, and of preparing an "adequately documented and technically and professionally correct and sufficient" National Register nomination.

Plagiarism

It is important to note the seriousness of plagiarism and intellectual honesty. **Nominations that contain plagiarized text, intentional or unintentional, will be returned for revision**. Using the work of others without attribution is not acceptable in any circumstance and does not meet the "adequately documented and technically and professionally correct and sufficient" requirement noted earlier in this document. Plagiarism also deprives authors of due credit, devalues the nomination, and infringes on the integrity of the State

Historic Preservation Office, the State Historic Preservation Review Board, the National Register of Historic Places, and all of those involved. Please be sure to cite your sources. To read more about plagiarism and how to avoid it, please visit, www.plagiarism.org.

Citations, Quotations, and Footnotes

Citations

The development of a historic context and the argument for historic significance of a property is necessarily based on historical research and evidence. As such, preparers should be meticulous in documenting and citing the sources of that evidence. Section 9 of the National Register registration form calls for a bibliography of "major" source material. Additional information on bibliographies and sources is provided in the discussion on *Section 9: Major Bibliographic Resources* that follows.

The Michigan SHPO requires that all ideas, arguments, interpretations, quotations, statements of fact, paraphrases, summaries, data, and so forth that are attributable to another author or source be cited using properly formatted footnotes in all nominations.

When the source is considered a "major" source, it must also be entered in the bibliography in Section 9 of the registration form.

Quotations

The use of quoted material to illustrate certain aspects of the history or significance of a property is encouraged and recommended, especially when relevant primary sources are available. Please note, however, that the extensive use of either quotations or block quotes does not meet the professional standard of a National Register nomination. In such cases, the registration form will be returned to the preparer for revision.

When quoting long passages of text (five lines or more), the text should be set in a block quote indented one-half inch from both left and right margins. For example:

> Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vestibulum rhoncus mauris sed lacinia pretium. Nulla semper neque in dapibus lacinia. Nunc nisi risus, condimentum sed arcu nec, pulvinar semper ligula. Cras tincidunt libero a risus consectetur faucibus. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia

> curae; Proin tempor egestas nunc nec tempor. Aenean ac turpis id tellus molestie feugiat.[52]

Block quotes do not use quotation marks but must include a citation, as illustrated in the foregoing example.

All quoted material must be introduced or explained when used in prose and incorporated into a sentence. Floating quotations, those that lack an introduction or explanation, are not appropriate in professional writing and must not be used. For example, this text:

> In that short amount of time, Yamasaki left an indelible impression upon Francis Keally. "Of all the young men that I have come in contact with during the past ten years, I consider Mr. Yamasaki the most brilliant."

May instead be written as:

> In that short amount of time, Yamasaki left an indelible impression upon Francis Keally. In a letter in which he supported Yamasaki's application for registration in New York, Keally wrote, "of all the young men that I have come in contact with during the past ten years, I consider Mr. Yamasaki the most brilliant."

Footnotes

Footnotes must follow the citation format for each source type as found in the most recent version of the *Chicago Manual of Style* (CMOS). Citation format examples can be found across the internet, especially at university and college library websites, as well as the CMOS website itself. Be sure to use only the *Notes and Bibliography* format and not the *Author-Date* format.

Please note that recent editions of the CMOS have changed from recommending the use of *ibid* to the use of the *short form* citation format. Preparers may use either form, but a nomination should use only one of these formats and the selected format should be applied consistently throughout the document. Preparers should also bear in mind that the format for footnotes and bibliographical entries is different. Please be sure to use the correct format. Citations, footnotes, and bibliographies that are formatted incorrectly will be returned for revision.

Footnotes may also be used to discuss information that is related to a property, resource, historical event, or historical figure, and that either adds clarifying information or is tangential to the historic context or argument for significance for a property.

Footnotes presented in inconsistent fonts and font sizes is a common problem. Please see the "Formatting the Narrative Text" section that follows for guidance on fonts and font sizes.

SHPO *Style Guide*

The narrative portions of a nomination must follow the *Michigan State Historic Preservation Office Style Guide found on the SHPO website*. Developed by SHPO, the *Style Guide* is intended to bring consistency to nominations, assist preparers in meeting the "technically and professionally correct and sufficient" requirements noted above, and make the review process more efficient. Preparers should review this guide and refer to it while preparing the narrative text sections of the registration form.

Please contact SHPO with any questions regarding the *Style Guide*.

Submitting the Nomination for Review

Preparers should review the *National Register of Historic Places Nomination Package Checklist* and the *National Register of Historic Places Pre-Submission Self-Review Checklist*, found on the National Register page of the SHPO website, before submitting the nomination package to SHPO to ensure all appropriate and required information is included.

The first submission of National Register nomination materials must be submitted to SHPO on a flash drive, CD, or DVD. This allows for the nomination to be processed properly and accurately. Revisions to the registration form, and final nomination materials, may be submitted by other means, in consultation with SHPO.

Please note that the *National Register of Historic Places Registration Form* should be submitted in Microsoft Word .docx format **only**. **Do not submit the registration form in PDF format**. Registration forms submitted in a format other than .docx will be returned.

Physical materials may be sent by United States Postal Service, UPS, FedEx, or a service preferred by the preparer, at the preparer's discretion. Please send materials to:

National Register Coordinator
State Historic Preservation Office
300 North Washington Square
Lansing, Michigan 48913

Using the National Register Forms

National Park Service Registration Forms

The *National Register of Historic Places Registration Form* is available from the National Register of Historic Places website, www.nps.gov/subjects/nationalregister/index.htm. At that page, preparers will notice that four versions of the form are available: 10-900, 10-900a, 10-900b, and *Modified Form* 10-900a. **In most cases preparers will use form 10-900**. If questions arise as to which form is the correct form to use, please contact SHPO before beginning the nomination.

Please note that National Register forms are available only in Microsoft Word .docx format. This form and format work best with a recent version of the Microsoft Word. If you encounter problems using the form, please contact SHPO. **Preparers who use other word processing applications to complete the form should be sure to check all formatting – fonts, spacing, etc. – before submitting the form to SHPO.**

After downloading the form, preparers should not alter the form in any way, except as noted in the *Formatting the Narrative Text* section that follows. Altered forms will be returned to the preparer for revision.

Formatting the Narrative Text

The *National Register of Historic Places Registration Form* is a federal form that has been approved by the National Park Service and the Office of Management and Budget. Preparers should not alter the form by adding or removing sections from the form, or by modifying the form in any way. **Altered forms will be returned for revision.**

Most sections of the *National Register of Historic Places Registration Form* are preset to use single-spaced, Times New Roman, 12-point, regular font. **Please do not alter this setting**, except for the two exceptions noted below. Please note that the use of proprietary fonts is not allowed, as they may cause formatting problems.

Common alterations have been to set the font and font size of the footnotes and of Section 9 *Major Bibliographical References* to a size other than the default settings. **Preparers must not alter the font or font size of any components or sections of the registration form**.

Exceptions to Formatting Requirements:

- Headings and subheadings should be differentiated in format and be consistent in presentation according to heading level. Headings and subheadings may use various font styles (bold, underline, italics), and may not exceed fourteen (14) point font, but must remain in Times New Roman font.

- The Section 7 Summary Paragraph, the Section 8 Statement of Significance Summary Paragraph, and a certain section of Section 8 Narrative Statement of Significance are set to "bold" font style in the documents available from the NPS website (as of May 2021). Preparers may, and should, remove the bold setting for the text in these sections.

Preparers should refer to the *Michigan State Historic Preservation Office Style Guide*, found at the National Register page of the SHPO website, for most formatting questions. Other questions are answered by the *Chicago Manual of Style*. When questions arise or when CMOS and SHPO conflict, please contact SHPO.

Form Header

A form header is located on page two and subsequent pages of the registration form. Complete the header using the Historic Name of the property, as found in Section 1 of the registration form, the name of the county, including "County," and the two-letter state code. Do not enter any other names or information in these spaces. For example:

United States Department of the Interior
National Park Service / National Register of Historic Places Registration Form
NPS Form 10-900 OMB Control No. 1024-0018

Chippewa County Courthouse
Name of Property

Chippewa County, MI
County and State

For properties with exceptionally long historic names, please contact SHPO.

Organizing the Narrative Texts

Submitting a well-organized National Register registration form is essential to conveying the significance of a historic property, necessary for SHPO to provide an expeditious review, and key to listing a property in the National Register of Historic Places.

SHPO recommends the creation of an outline as the first step in preparing the Narrative Description and the Narrative Statement of Significance. Taking this step is important because it establishes a framework for research and for the narrative texts. An outline allows a preparer to organize their arguments into an order that is clear and concise, and helps to make sure that each argument can be developed fully. An outline also helps prevent a nomination (and research!) from drifting into areas, periods, and topics that are not germane, and that do not aid in establishing and explicating the significance of a property. An outline may help identify additional research needs, reveal weaknesses of a proposed argument, and aid in preventing lost time seeking information that does not contribute to the argument of significance for the property.

Considering your argument(s) critically, and the research needed to support those arguments, in advance will result in a better nomination and an easier and more efficient process. Preparers may find that the outline may need revision as research reveals additional information or that certain arguments will be difficult to make. Research may reveal information that is interesting but unrelated to the significance of the property to be nominated, it is best to make a note and return to that information another day. In some cases it may be worthwhile to include such information in an explanatory footnote. In other cases that information may be better suited to a monograph or book.

Headings and Subheadings

The narrative sections of the registration form found in Section 7 and Section 8 must make use of headings and subheadings to organize the information presented in the text. The use of headings and subheadings guides the flow of the text and indicates to readers and reviewers what to expect from the text. The number of headings and subheadings will depend on the complexity and historical significance of the property. Please ensure that the format of the headings and subheadings used is consistent throughout the registration form.

More information on headings and subheadings are provided in *Section 7 – Description* and Section *8 – Statement of Significance* that follow.

Completing the National Register Registration Form: A Section-by-Section Guide to the Form

Introduction

The National Register Bulletin, *How to Complete the National Register Registration Form*, also known as Bulletin 16A, provided by the National Park Service, is the basic "how-to" manual for completing the registration form properly. Preparers and property owners alike are encouraged to review both Bulletin 16A and this document thoroughly, and reference them frequently while completing the registration form. This document, Bulletin 16A, and other NPS guidance contain many of the answers to frequently asked questions and solutions to common problems one may encounter when completing the registration form.

Section 1 – Name of Property

Please review pages 8 and 9 of Bulletin 16A for guidance on how to select a name for a property, what format that name should take, and for examples of several types of historic names.

Historic Name

In addition to the instructions provided in Bulletin 16A, SHPO requires the names of both spouses or partners to be included in historic residential properties, when known. The name should include middle initials when known. By way of example:

- Smith, James V. and Jane G., House.
  In this example, both James and Jane Smith have middle names and they are known, so the middle initials are included.

- Parks, Rosa L. and Raymond, House.
  In this example, Rosa Parks's middle name is known so her middle initial is included, but Raymond Parks's middle is not known.

- McAlister, Stephen, Farm.
  In this example, the name of Stephen McAlister's spouse has not been identified, McAlister may not have had a spouse, or McAlister's spouse may have passed away at a time that pre- or post-dates the significance of the farm.

For properties that have had owners of equal significance, it may be best to provide a hyphenated name for the property. For example:

- Smith-Jones House
  In this example, the Smith Family and Jones Family figure prominently in the significance of the property.

Names for historic districts should use standard terminology that reflects the municipality, the specific part of the municipality, the type of district, and so forth. Historic district names should be succinct, logical, and easily understood by the public. Examples of such names include:

- Ishpeming Main Street Historic District
  In this example, the historic district is a defined and limited portion of a larger downtown area. The district may include side or cross streets, but Main Street is the primary and most prominent axis.

- Charlotte Central Historic District
  In this example, "Central" is key. The district is composed of many types of resources – commercial, religious, civic, social, and residential. The district boundaries extend beyond the commercial core of the city but include the historic and significant core of the city.

- Oxford Downtown Historic District
  In this example, the inclusion of "Downtown" readily identifies the location of the district and suggests its likely significance.

- Piquette Avenue Industrial Historic District
  In this example, the inclusion of "Industrial" readily identifies the type of district and its significance and "Piquette Avenue" provides its location within the community.

- Center Avenue Historic District
  In this example, "Center Avenue" identifies the location of the historic district within the community.

Some properties that may be classified as a historic district, like educational or ecclesiastical campuses, do not need the phrase "historic district" in their name.

Please contact SHPO with questions regarding names for historic districts.

Other Names/Site Number

Enter secondary names, names of significant subsequent owners, other names relevant to the property, names that have been used commonly, or names that reflect the use of the property over time. Do not include names of recent or current owners.

Names entered in the "Other Names" field should reflect historically important, though secondary, ownership, occupation, or uses through time. Many properties have had many owners, and some may have had many names. Every person, business, or organization that has used or occupied a property historically should not be included in this section. Only those names that have an important historical association with the property should be included. Names of individuals or organizations briefly associated with a property should not be entered, though may be explained in the narrative text in the Narrative Statement of Significance.

If there are no other names or if the site lacks a site number please enter "N/A" on that line.

There are several technical aspects to keep in mind when entering names of the property:

- The historic name is the name that "best reflects the property's historic importance or was commonly used for the property during the period of significance."[1] This is usually the first organization or first property owner, but not always.
- For most nominations, historic names that use the full name of an individual should begin with the last name first. For example, the Yamasaki, Minoru and Teruko (Hirashiki), House, or Lincoln, Abraham, School.
- When the historic name for a property, such as a house, contains multiple names, the names should be presented in order of historic significance as documented in Section 8 of the registration form.
- Non-residential historic names should reflect the official name of a company or organization. For example, an assembly plant built for Ford Motor Company should be written as the Ford Motor Company Assembly Plant, and not Ford Assembly Plant.
- Ampersands (&) may only be used in business or organizational names when part of the official company name, but not as shorthand or as a

[1] National Park Service, "How to Complete the National Register Registration Form," Washington, DC: United States Department of the Interior, National Park Service (1997): 8.

substitution for "and." Conversely, "and" should not be used when the official organizational name contains an ampersand.

- Ampersands may not be used in the names of residential properties. Note in the above Yamasaki House example the historic name was written with "and" and not "&."
- Names of current or recent owners do not qualify as historic names or, generally, as other names. The National Register of Historic Places is concerned with the significant history of historical properties and not the documentation of every owner or use. Enough time must have elapsed to determine if a name or owner is historically significant.
- Enter only one name in the Historic Name field.

Name of Related Multiple Property Listing

If the property is associated with a Multiple Property Documentation Form (MPDF), enter the name of that document here. MPDFs provide important contextual information and registration requirements. Older versions of these documents may be referred to as a Multiple Property Submission (MPS), Multiple Resource Area (MRA) or Thematic Resource (TR). The SHPO website contains a list of available multiple property documents. Please see *Association with a Multiple Property Documentation Form* in Section 8 – Statement of Significance for more information on using multiple property or thematic documents with nominations.

Section 2 – Location

Please review pages 10 and 11 of Bulletin 16A for general guidance on how to complete this section.

In addition to the guidance provided in Bulletin 16A, SHPO requires that the street address be entered in complete form and abbreviations not be used for street type.

The state should be entered using the two-letter state code, as instructed in Bulletin 16A.

Please note that the mailing address for a property may be different from its legal, municipal address. This is often the case when a property is legally located in a township but has a mailing address of the nearest city. **Be sure to use only the legal address, as found in local tax or property records, in this section**.

A Note on Restricting Information

Section 2 of the National Register of Historic Places Registration Form contains a check box labeled "Not for Publication." This box is used to restrict public access to the information in the nomination in whole or in part. Restrictions are provided in a limited set of circumstances and are determined by evaluating the request and information provided in the nomination package against Section 304 of National Historic Preservation Act (NHPA) and Section 9(a) of Archaeological Resources Protection Act (ARPA). Information may be restricted if access to the nomination will:

- endanger the resource,
- worsen existing damage,
- endanger the resource's setting, or
- cause the desecration of a site used in traditional cultural practices.

When a nomination meets one or more of the foregoing requirements and the property owner requests that information in the nomination be restricted in whole or in part, the property owner or preparer must provide to SHPO:

- A written request and thorough justification for the restriction that meets the requirements of either or both Section 304 of NHPA or Section 9(a) of ARPA.
- A complete, unredacted copy of the nomination for SHPO and NPS staff.
- A complete, redacted copy of the nomination for public dissemination for those nominations with partial restriction.

Property owners who are considering or requesting that the nomination for their property be restricted from public access must contact SHPO staff at the beginning of the nomination project to discuss the restriction and whether the request meets the requirements of Section 304 of NHPA and Section 9(a) of ARPA.

SHPO staff will consult with the Keeper of the National Register to determine if the property meets the requirements of either Section 304 of NHPA or Section 9(a) of ARPA.

Please consult SHPO with any questions regarding this section of the registration form.

Section 3 – State/Federal Agency Certification

This section is used by state, tribal, and federal agencies. **Please do not enter any information or mark any portion of Section 3**. Preparers should note that this is where "Level of Significance" is checked by SHPO. A property's level of significance should be addressed in the Statement of Significance Summary Paragraph and a clear argument for the level of significance provided in the text of the Narrative Statement of Significance.

Please note that properties evaluated for listing in the National Register must be evaluated against other similar properties at the level of significance indicated on the form. This geographical parameter, "place," is one of the three aspects that compose historic context: theme, place, and time (additional information about historic context is provided in other sections of this document). If a property is significant at the national level of significance, it must be compared to other, similar properties across the country. Likewise, a property significant at the state level of significance must be compared to other, similar properties across the state.

In all cases, significance is not assumed or self-evident. Ownership of a property, property type, or use do not automatically result in a certain level of significance. Some property types and uses are often assumed to have what may be called *ipso facto* significance, or significance by the very fact that it was designed by a well-known or important architect, that it is old, that it was occupied by someone famous, that it is an archaeological site, that it is a lighthouse, and so on. This is not the case. Significance cannot be assumed or implied and must be demonstrated for all properties, criteria, and areas of significance. An *argument* for significance must be made for each criterion, area of significance, period of significance, and level of significance selected in Section 8.

Most properties will warrant a "local" level of significance. **If you think a property is significant at the national or state level, please contact SHPO to discuss this before proceeding.**

Section 4 – National Park Service Certification

This section is used by the Keeper of the National Register or their designee. **Please do not enter any information or mark any portion of Section 4**.

Section 5 – Classification

This section is composed of four subsections: Ownership of Property, Category of Property, Number of Resources within Property, and Number of Contributing Resources Previously Listed in the National Register. General instructions for completing these subsections are found on pages 14 through 17 of Bulletin 16A. Please use a capital "X" when selecting the appropriate boxes for "Ownership of Property" and "Category of Property."

Ownership of Property

Please check all applicable ownership classifications that apply.

When a property contains one or more resources under federal ownership or control, the Federal Preservation Officer (FPO) of the respective department must be notified of the intent of SHPO to nominate the property for listing in the National Register of Historic Places. Consultants, preparers, or sponsors of National Register nominations are encouraged to involve the FPO at the outset of the project. A list of FPOs is available from the Advisory Council on Historic Preservation, https://www.achp.gov/protecting-historic-properties/fpo-list.

Category of Property

The National Register of Historic Places recognizes five **property** types: Building, Site, Structure, Object, and District. A district is a collection of any or all of the other four property types within a defined geographical area. **Buildings, sites, structures, and objects within a district are referred to as *resources*** and are classified as either contributing or noncontributing. That is, each resource either contributes to the significance(s) of the district **and** possesses historic integrity or it does not. A resource may have historic significance but lack historic integrity. In that case, the resource cannot convey its significance and is classified as a noncontributing resource.

Only one property type should be selected per nomination. Although a district may include any or all of the other four property types, only "district" would be selected when preparing a nomination for a historic district. Like a district, a "building" or "site" may also contain more than one resource. Please contact SHPO when a classification is difficult to ascertain.

Number of Resources within Property

Counting resources within a property can be difficult. In some cases, like a house, the number of resources is clear. In other cases, such as historic district, judgement must be exercised. Preparers should review "Rules for Counting Resources" on page 17 of Bulletin 16A for basic rules for counting resources.

All major buildings, sites, structures, and objects within a property must be counted and classified. Enter the number of Contributing and Noncontributing resources on the appropriate line for each resource type. If there are no resources of a specific type, enter "0" on that line. Be sure to total the number of Contributing and Noncontributing resources.

In the case of historic districts, an explanation of how resources are counted, what resources are counted as a resource group (i.e., historic streetlights), and what resources are excluded – and why – should be included in the methodology section of the narrative description (more on methodology is described below).

Do not count minor structures or objects (dog houses, mailboxes, plaques, etc.) unless they directly contribute to the significance of the property. If it is unclear whether a resource or feature should be counted, please contact SHPO. Classes of certain resources or features may warrant a summary inventory entry, however. Please see Section 7 that follows for more information.

Large vacant lots, large parking lots, and other large open spaces should be counted, classified, and included in the inventory. Small parking lots and those areas that do not contain buildings, sites, structures, or objects are not typically counted.

For all property types: take care to ensure that the resource count in Section 5 corresponds to the number of resources in the inventory in Section 7 and that those sections correspond to the classification of resources as indicated on any maps that depict the individual resources. A common error is for conflicts in the inventory and resource maps in historic district nominations.

Do not include properties or resources already listed in the National Register in the count of contributing and noncontributing resources. Rather, enter the number of **contributing** listed resources in the space provided. Do not include, or enter separately, the number of noncontributing resources in that space.

Please contact SHPO with any questions that involve the counting of resources.

Number of Contributing Resources Previously Listed in the National Register

When preparing a nomination, including amendments or boundary changes, that includes a previously listed property or previously listed resources, the number of **contributing** resources that were listed in the original nomination should be entered here. Do not enter the number noncontributing resources. Generally, this number may be obtained from the existing nomination. In some older nominations, those written prior to 1986, the number of contributing resources is not readily identified. In this case, the preparer must review the narrative text and examine the district map, if available, to ascertain the number of contributing resources. If the number of resources contained within the property boundaries is unclear the preparer should contact SHPO for guidance.

If previously listed resources have been demolished, please do not count these. Any previously listed resources that have been demolished should be acknowledged in the Narrative Description. In other words, count only extant contributing previously listed resources.

When a property includes a number of previously listed resources and the previously listed property has undergone substantial change, it may be useful to include a table that clearly differentiates between the previously listed resources and the newly added resources. Please contact SHPO prior to making any changes to the form.

Please contact SHPO with any questions about previously listed resources.

Section 6 – Function or Use

This section is used to catalogue the historic and current functions or uses of the resource(s). For a complete list of categories and subcategories, see Bulletin 16A, pages 18 through 23. Categories for both historic and current functions must be selected from this table. Be sure to read "Guidelines for Entering Functions" on page 19 of Bulletin 16A before entering any functions.

Preparers should keep in mind that function or use will not necessarily be the same as the entries made in "Areas of Significance," in Section 8. For instance, even though the function of a church may be "RELIGION: religious facility," the likelihood of the church being significant for religion is unlikely.

Enter functions in rank order. That is, enter the most significant function or use first. Historic function should be entered for extant contributing resources only. Do not enter historic functions for resources no longer extant or for

noncontributing resources. **All functions listed in this section must be discussed in the narrative text of Section 7 or Section 8.**

When entering functions on the registration form, be sure to follow exactly the format example found at the bottom of page 18 of Bulletin 16A.

Section 7 – Description

This section comprises three parts: identification of architectural style (Architectural Classification), an inventory of the **primary exterior** materials (Materials), and a description of the property and its component resources (Narrative Description). The Narrative Description contains a summary paragraph and a full narrative description. Please review pages 24 through 34 of Bulletin 16A before completing this section. Do not delete unused lines in the data category section that precedes the Narrative Description.

Architectural Classification

The Architectural Classification, or style, must be chosen from the Category and Sub-Category list of styles found on pages 24 through 26 of Bulletin 16A. The style chosen should reflect the predominant style of the property.

Late nineteenth and early twentieth century buildings commonly draw from several or many architectural styles. In this case, choose the dominant or most evident style and explain other stylistic influences in the narrative text.

Entries for "Architectural Classification" must adhere to "CATEGORY: subcategory" format, as found in National Register Bulletin 16A. For example: COLONIAL: Georgian.

Materials

The current NRHP form, released in 2012, requests only principal exterior materials. Previous forms requested materials and their locations (e.g., foundation, walls, roof, and other). Please do not modify the form to include these categories. **Enter the principal exterior materials only**. These are the key materials that are **visible** on the outside of a property. For example, a brick Italianate farmhouse with a stone foundation and an asphalt roof would have principal exterior materials of brick, stone, and asphalt. Windows are not counted as glass. Wood trim, for example, no matter how decorative or skillfully created, is not "principal" and should not be entered. Likewise, interior materials, no matter their beauty, should not be entered. Neither should a preparer enter structural or concealed architectural features, even if they may

be significant. These items – and their location – should be addressed in the Narrative Description.

When entering the materials for a historic district, enter only the **principal** materials visible throughout the district. It is often the case that judgement must be used when deciding to include or exclude certain materials. When questions arise, please contact SHPO.

For properties that do not have extant buildings or structures, such as a landscape or battlefield, enter "N/A."

As noted above, the materials listed here must be visible. If historic wood or brick is covered by vinyl or exterior insulation and finish system (EIFS) panels, the proper material to note is vinyl or EIFS. The historic materials, if present, should be discussed in the Narrative Description.

Please be sure to read page 27 of Bulletin 16A before completing the Materials section.

Narrative Descriptions for Individual Properties

General Requirements

Preparers are encouraged to read pages 24 through 34 of Bulletin 16A prior to beginning this section of the registration form. Those pages guide preparers through the completion of Section 7 and provide useful information for describing properties and resources.

The Narrative Description should be written in thorough, clear, and precise prose, and follow a logical sequence. Descriptions should begin at the ground level and work up. Likewise, each elevation must be described in logical pr.

Each resource within a property – contributing and noncontributing – must be described. The level of description will depend on the type and complexity of the property and its resources, but the property should be described thoroughly. Resources that appear to be less significant than the primary resource may require less in the way of descriptive text, but the text should follow the same process as that of the primary resource.

Measurements to the inch are typically unnecessary. Rather than writing that a certain feature "measures seven feet and ten inches in length," write that the feature is "approximately eight feet in length." If the measurement of certain features or spaces is related to the significance of the property, precise measurements may be warranted.

Any alterations, additions, or demolitions that occurred to the property must be addressed in the narrative text. Dates of these changes should be noted when known. **Alterations can become historic themselves, if made during the period of significance.**

The number and classification of resources described in the Narrative Description must match the number of resources entered in *Section 5 – Number of Resources within Property* regardless of the property type (building, structure, site, object, or district), and, in the case of historic districts and complexes, as depicted on resource maps.

The Narrative Description must differentiate between historic and non-historic features. The description must describe the property – exterior and interior – to the extent possible during the Period of Significance and must describe the physical changes that have occurred to the property since the close of the Period of Significance. **Precise and comprehensive descriptions of the exterior and interior of a property or resources are especially important for those properties that are the subject of historic preservation tax incentives.**

SHPO recommends that preparers use an in-text citation when referencing views or features of the property in the narrative portions of the nomination that have been documented in the nomination photographs. For example:

- "…hipped gable roof (Photo 0013)."
- "… the few remaining trees of a former apple orchard are located at the southwest corner of the property (Photo 0027)."

Prior to submitting a draft nomination, preparers should consider whether the description(s) provided would allow an unfamiliar reader to identify a property in a community or a resource in a historic district without the aid of photographs. If doing so would be difficult, a more detailed description will likely be necessary.

Headings

The Narrative Description for individual properties must contain five headings at a minimum: Environment and Setting, General Characteristics, Exterior, Interior, and Integrity. These headings may include subheadings as necessary (e.g., East Elevation, First Floor, etc.), but each area or feature is not required to have a subheading unless doing so contributes to the organization and clarity of the description.

If subheadings are not used to organize the descriptive text of the interior of a building, the component parts of the building (first floor, second floor, etc.)

should be separated into distinct paragraphs so that the description of the features of the property are clear.

Please note that the Narrative Description for individual properties must describe both the exterior and interior of each significant resource within the property.

Minor features of a property (doghouse, non-historic flagpole, etc.) should not be included in the count of resources and generally do not require description, though such features may be addressed to some extent. When minor features are described, they should be set apart under a separate heading and the text should indicate clearly that they are not included as contributing or noncontributing resources.

The Michigan SHPO encourages and recommends the consideration and discussion of known or potential archaeological features in National Register nominations. The consideration of archaeological features provides a wholistic view of the history and significance of a property and may provide current and future researchers and others with valuable information. When these features are discussed, that information should be set under a separate heading and precede the Integrity section. Please contact SHPO with questions about including a discussion of archaeological features in National Register nominations.

Summary Paragraph

The Narrative Description section of the registration form (Section 7) begins with a summary paragraph. This text must be a **summary** of the environment and setting, the physical characteristics, and the historic integrity of the property, and is **not an introduction** to the narrative text that follows. The summary paragraph should stand alone, similar to an abstract, and provide readers with a general understanding of the property, and include, at a minimum:

- the address of the property (street address, city or township, county, and state);
- a summary of the essential and character-defining features of the exterior **and** interior property;
- date(s) of construction and any major alterations;
- the number and type of contributing and noncontributing resources present within the property (this count must match the count(s) and classification(s) in Section 5);
- a notation of the architect, builder, designer, landscape architect, or artist; and
- a summary of the historic integrity of the property.

Environment and Setting

Often overlooked in nominations is the need to describe the environment and setting in which a property is located. This section should describe the general physical location of the property and its surrounding area, the geographical location (street, city or township, county, and state) topography, vegetation, whether the property is in an urban or rural location, whether the property is in a commercial or residential location. The setting section must also address how the setting has changed over time. If a current parking lot was a field historically or held a resource related to the property, this should be discussed as it is an important part of the development of the property, its change over time, speaks to the historic integrity of the property, and may inform the count of resources within a property.

General Characteristics

The general characteristics section should, at a minimum, include details such as the general shape of the plan and form of the property, the number of stories, the number of bays, the roof shape, principal construction materials, and the structural system of the property, if known. Additions, demolitions, and significant alterations should be discussed, and the dates of the changes noted, if known.

Exterior

The exterior section should begin with an overview of the property that describes its type, materials, structural system, shape, scale, and roof. The exterior description should then provide information about each elevation in a logical sequence, beginning with the primary elevation or façade. Attention should be given to features such as fenestration patterns, window details, cornices, chimneys, architectural detailing (e.g., pilasters, bargeboards, brackets, halftimbering, sculptural relief, balustrades, corbelling, etc.), other historic and character-defining features, and those features that contrast with the general characteristics of the property, as described in that section.

When describing windows, it is important to describe the configuration, type, division(s), groupings, material(s), number, location, and if they are original or replacement. If windows have been replaced, the text should note when that occurred, if known.

When describing brick masonry, attention should be given to the bond used. The type of masonry should be described, if known.

Identify all exterior materials by type and color (e.g., red brick with orange sandstone trim). For stone, list specific stone if known (Portage Entry or Waverly sandstone, Indiana limestone, etc.). For masonry walls, indicate bond (such as coursed or random ashlar) and finish (such as smooth or rockface). If side and rear walls are different from the front, provide the same information for those elevations. If the foundation is visible, describe its material, color, and finish. The description for the roof should list special materials such as slate or metal shingles if roof is visible. When describing cornices, cresting, and other non-stone trim, be sure to indicate if it is wood, metal, or other material.

For commercial buildings, descriptions of ground floor shops and storefronts should provide the general form (e.g., "three bays with slant-sided recessed central entry, second-story entry at west end") and finishes (e.g., "Aluminum-trim single-light shop windows above modern red brick bulkheads; vertical T-111 siding in transom location; ceramic tile floor in entry containing name 'Fowler.'").

Interior

The description of the interior of a property should follow a logical flow, as one might proceed through the property. Attention should be given to the entrance sequence, floor plan, and relationship of primary spaces. The interior description should also describe historic and character-defining features such as doors, staircases, fireplaces, ceilings, wainscoting, flooring, paneling, beams, vaulting, architraves, moldings, and any special materials (e.g., Pewabic tile) present.

Furnishings and decoration should not be described unless those elements or features contribute to a designed interior that has been identified as part of the significance of the property.

When available, historic and current floor plans should be submitted as early in the process as possible, preferably with a *National Register of Historic Places Preliminary questionnaire*.

Outbuildings and Additional Features

If additional, significant resources are present within the property, they must be described under a separate heading. Such resources must also be described prior to discussing the integrity of the property. Not all outbuildings must be included in the resource count. Please review page 17 of Bulletin 16A for more information on counting resources.

When a property is significant under Criterion A or B, interior descriptions are all the more important. Under Criterion A, the significant event or pattern of events that occurred withing the building are often tied to the spatial arrangement of

the interior of the building. The text must describe those spaces and relate them to the significant event or events. In some cases, the significant events or associations are tied to a particular place within a building. The text should identify and describe those spaces. For example, if a building is significant for its association with a significant person, the spaces where that person conducted their significant activities must be identified and described.

SHPO recommends submitting historical (as available) and current floor plans of primary floors of an individual property. Current floor plans may be hand drawn, but must clearly illustrate the spaces and features noted.

Archaeological Features and Potential

The Michigan SHPO encourages and recommends, but does not require, the consideration and discussion of known or potential archaeological features in National Register nominations. This discussion may take a number of forms, and does not necessarily mean the property is significant under Criterion D. Nor does it mean that archaeological investigations should be undertaken. The presence of building foundations, structural remnants, and even artifact scatters may not have historic significance and important research potential, but the consideration and discussion of known or potential archaeological features fosters a holistic and comprehensive understanding of the historic fabric of the property, our communities, and our state. When known or potential archaeological features are discussed, that information should be set under a separate heading. Please contact SHPO for examples of including known or potential archaeological features in National Register nominations.

Historic Integrity

Preparers are encouraged to read National Register Bulletin 15, particularly pages 44 through 49, and National Register Bulletin 16A prior to beginning this section.

Historic integrity is a key component of determining the historic significance of a property. For this reason, the narrative text must address whether a property possesses integrity, and it must describe how and why that is the case. In other words, **an argument for historic integrity must be made**.

All seven aspects of integrity (location, design, setting, materials, workmanship, feeling, and association) must be addressed in each nomination. Some aspects of integrity may take precedence over others, and not all aspects of integrity need be present for a property to possess integrity. For this reason, preparers should identify those aspects of integrity that are more important than others and explain why this is so. Preparers should also explain why those aspects of

integrity that are less important or nonexistent do not affect the ability of the property to convey its significance.

Preparers should note that interior integrity is as important as exterior integrity. In fact, they work together to convey the significance of the property. Interior spaces and spatial relationships must be able to reflect the historic function(s) and significance(s) of the property. Historic functions must be readable.

When addressing integrity, keep in mind that there are no levels or degrees of integrity. A property either possesses historic integrity or it does not. In other words, a property can either convey its significance or it cannot. The National Register does not have a hard scale of measurement that a property must meet, nor is integrity evaluated in a one-size-fits-all manner. **The evaluation of integrity is tied to the criterion or criteria, area(s) of significance, period(s) of significance, and level(s) of significance under which a property will be nominated, and not necessarily to the condition of the property.**

Additionally, integrity is evaluated and determined based upon the current condition of the property. Integrity cannot be determined – and significance cannot be established – upon the basis of plans or intent.

The addition of materials that attempt to recreate the historic appearance of a property must be based on historical evidence and must relate to the period of significance. The addition of materials from periods outside the period of significance or from disparate periods, or an amalgamation of historical periods may render a property ineligible for listing in the National Register. Historicized creations will generally render a property ineligible for listing in the National Register. Preparers should take care to evaluate alterations that have become significant in their own right, discuss how these changes have attained significance, and how the changes have affected the historic integrity of a property.

Narrative Descriptions for Complexes and Historic Districts

Narrative descriptions for historic districts differ from those of individual properties in a few, important ways. The following chart identifies the various sections that should be included in each nomination type:

	Individual Property	**Complexes**	**Historic District**
Summary Paragraph	X	X	X
Setting and Environment	X	X	
General Characteristics	X	X	
Overview			X
Exterior	X	X	X
Interior	X	X	
Secondary Resources	X	X	
Historic Integrity	X	X	X

Narrative descriptions for complexes – those properties that straddle the classification line between "Building(s)" and "District" – are treated as individual properties and must include interior descriptions. Examples of complexes may include factory and industrial campuses, some educational campuses

The *Overview* section in a historic district nomination should, essentially, combine the *Setting and Environment* and *General Characteristics* sections found in an individual property nomination into one section. The *Overview* section should also discuss how the district as a whole has changed over time.

Another important difference between individual property and historic district nominations is that nominations of historic districts must contains an inventory of resources. This inventory provides descriptive information about each contributing and noncontributing resource within the property, whether building, site, structure, or object.

Interior descriptions of resources within a historic district are not required, generally, but are warranted in some instances. Some, though not all, of the reasons for describing the interior of a resource within a historic district are:

- If two or more buildings were built as separate buildings and later combined. In this case, the descriptive text must explain when, how, and where the circulation and structural systems of the building have been combined.

- If a building built as a single building has been divided into multiple buildings. In this case, the descriptive text must explain when, how, and where the circulation and structural systems of the building have been separated.
- If the interior of a building has changed in important ways but the resource possesses integrity.
- If a building has lost integrity by the destruction or removal of interior components.
- If a building is individually eligible for listing in the National Register or of primary architectural or historical importance to the historic district.
- If the interior of a resources is of exceptional significance or contains unusual or under-documented features.

Preparers should review pages 33 and 34 of Bulletin 16A for general guidance on preparing a narrative description for historic districts. Preparers are also encouraged to review National Register bulletins for particular property types when those resource types are located within a historic district. The inventory entry for these particular resource types will not be as extensive as an individual nomination, but the bulletins should be reviewed to determine if any key information should be included. The bulletins contain important and useful information about describing and evaluating those resources that should be considered. For example, National Register Bulletin 13, *How to Apply the National Register Criteria to Post Offices*, calls specific attention to artwork and murals commissioned by the federal government, especially those works created during the 1930s. When a post office within a historic district contains such important artwork, it should be noted in the descriptive text.

If questions arise as to whether interior descriptions are warranted, please contact SHPO.

Summary Paragraph

Like the Narrative Description for an individual property, the Narrative Description for a historic district begins with a summary paragraph. This text must be a **summary** of the environment and setting, the physical characteristics, and the historic integrity of the historic district as a whole and is **not an introduction** to the narrative text that follows. The summary paragraph should stand alone, similar to an abstract, and provide readers with a general understanding of the property, and include, at a minimum:

- the location of the historic district (primary streets and boundaries, city or township, county, and state);
- a summary of the essential and character-defining features of the historic district;

- a summary of the predominant architectural styles, building forms and types, and typical dates of construction;
- the number and type of contributing and noncontributing resources (this count must match the counts and classifications in Section 5 and the resource map);
- a notation of any significant architects, landscape architects, artisans, and builders; and
- a summary of the historic integrity of the property.

Overview

Narrative Descriptions for historic districts are somewhat different than those of individual properties.

The section should begin with an overview of the physical characteristics of the historic district that essentially combine the "Environment and Setting" and "General Characteristics" sections of an individual property nomination. The overview should describe the general physical attributes of the entire historic district but should not discuss the historical development of the district (that comes in Section 8). The goal here is to describe the physical appearance of the district, describe the changes to its physical appearance over time, and make a case that the district does or does not retain historic integrity.

The overview section must discuss its general location (area of the municipality, county, and state) as well as topography, vegetation, whether the district is in an urban or rural location, whether the district is in a commercial or residential location, what natural and man-made attributes define it, and so on. The overview section must also address how the district has changed over time. The overview should note which historical or historic buildings have been demolished or altered, where parking lots have been installed, where new buildings have been constructed, and so forth.

Useful topics and questions to consider when describing a historic district include:

- Location
    - Where is it located within the state of Michigan?
    - Where is it located within its county?
    - Where is it located in relation to the broader community?
- Environment and Setting
    - What is the environment and setting of the district like? Is it flanked by older residential neighborhoods, fields, highways, hills, a body of water, open space, or something else? Is it adjacent to an industrial or rural area?

    - What distinguishes the historic district from its surroundings? What characteristics give the district its identity?
- Historical Development
    - When was the area in the proposed historic district established? How has its spatial arrangement changed over time? What factors (local, state, national, and even global, as applicable) contributed to that change?
- General character of district
    - Is it exclusively commercial or does it include other types of buildings, such as residential, civic, religious, social or industrial?
    - How big is the district and what is its general form? Include information about the acreage, approximate maximum dimensions, orientation direction (north-south, east-west, etc.).
    - What is the ratio of contributing to noncontributing resources? Have any resources been listed previously in the National Register of Historic Places?
    - Are classes of outbuildings present in the district?
    - How does the historic district compare to other, similar districts within the community, state, or nation (depending on level of significance)?
- Topography and natural features
    - What are the general topographic features of the district, and how do rivers, hills, or other physical features within or adjacent to the district affect its physical form? Specific attention should be given to important topographic or natural features.
    - What changes, if any, have occurred over time?
- Street plan and public spaces
    - How is the street grid arranged within the district, what is the character of the streets in general, are there boulevards or other special streetscapes, and are there squares or other public spaces? Do the street plan and public spaces result in vistas and visual focal points within the district?
    - What are the main thoroughfares in the district?
    - Are any man-made features, such as canals, railroads, irrigation systems, bridges, and so forth present?
- Trees and plantings, pavements, and street furniture
    - Do trees or other plantings along the streets form a significant part of the district's character?
    - Can any of the trees or plantings be considered significant or historical?
    - Are unusual historic street or sidewalk paving, retaining walls, ornamental fencing, fountains, outdoor public sculpture, old horse blocks or hitching posts, street lighting, or other historic street furniture present?

- Building stock
    - What is the general character of the building stock the district in terms of architectural styles, building forms, and property types (such as stores, banks, hotels, public buildings, fraternal halls, and churches) as well as the ages, exterior cladding materials, and scale?
    - How do the architectural styles, building forms, and property types contribute to the feeling of the district?
    - How have demolitions, alterations, and new construction affected the historic integrity of the district? That is, how have these factors affected feeling of the district? How have significant changes affected the ability of the district to convey its significance?
    - What are the most important buildings, sites, structures, objects or other features from a visual standpoint?
    - What was the appearance of the district during the period(s) of significance? What significant changes or modifications have occurred since that time?
    - Did any parking lots or vacant spaces once contain important buildings, sites, structures, etc.? Have any resources previously listed in the National Register been demolished?
- Presence of archaeological resources
    - Does the district contain any known or potential archaeological features?
    - Has any portion of the district been surveyed for archaeological resources? When? By whom?
    - What is the potential of the district to yield important information through archaeological investigation?

A useful approach to describing a historic district may be to picture yourself describing it to someone you have encountered on a trip who has never been there – how would you explain to them, in an organized fashion, what the district looks like and what is visually distinctive about it?

Prior to submitting a draft nomination, preparers should consider whether the description of the district as a whole and the descriptions of the individual resources would allow an unfamiliar reader to identify a particular resource in a historic district without the aid of photographs. If doing so would be difficult, a more detailed description will likely be necessary.

Inventory

Each historic district nomination must contain an "inventory" of resources. That is, a list of all contributing, noncontributing, and previously listed resources (includes buildings, sites, structures, and objects) within the historic district boundaries. In most cases, each resource will need to be described. Exceptions apply to historic districts with very large numbers of resources or districts that contain identifiable classes of resources. Preparers working with historic districts should contact SHPO at the beginning of the project to determine the appropriate format for the inventory.

For **all** inventories, the resource count in the inventory **must match** the resource count in *Section 5 - Number of Resources within Property* **and** **must match** the contributing and noncontributing resource map for the district. Preparers should review page 16 of Bulletin 16A for more guidance on determining contributing and noncontributing resources.

The inventory entry for each resource – contributing, noncontributing, and previously listed – must include: a heading (see *Resource Headings* that follows); a description of the resource (see *Resource Descriptions* that follows), and an explanation of why the resource does not contribute to the significance of the historic district, when that is the case. Stating why a resource contributes to the significance of the district is recommended. This is especially useful when the significance of a resource is not obvious or when a district is significant under multiple criteria and areas of significance.

Resource Evaluation Methodology

In a historic district nomination, the inventory must begin with an explanation of the evaluation framework or methodology used to determine the contributing or noncontributing classification of each resource. The evaluation methodology should explain what characteristics or qualities a resource must possess or embody in order to be classified as a contributing resource. Resources within the district must be evaluated consistently. Creating and applying an evaluation framework or methodology will aid in consistent evaluation. This section should allow reviewers to understand the approach and logic used in determining the classification of resources. Preparers should not give short shrift to this section. Preparers should refer to but not simply copy the text from Bulletin 16A, nor should the methodology be generic. Instead, the methodology used to evaluate resources within a historic district must be specific to the particular district that is the subject of the nomination, its history, development, and, most importantly, its significance.

The Resource Evaluation Methodology section should also include an explanation of how the headers for each inventory entry are arranged. See the "Resource Headings" section that follows for more information.

Resource Headings

The inventory heading must contain: the address of the resource, the historic name of the resource, the common name of the resource, dates of construction and significant alteration, the architect or builder, and the type of resource(s), whether it is contributing, noncontributing, or listed previously, and the type and number of resources present.

The inventory entry heading format preferred by SHPO is as follows: Historic Name (Common Name); Date of Construction, Dates of Significant Alterations; Architect or Builder; Resource Quantity and Type. For example:

500 Main Street; First State Bank (TotalBank); 1925, circa 1962; John Smith, architect; 1 Contributing Building

or

Third Street Bridge (at Main Street); 1937; Public Works Administration; 1 Contributing Structure

or

607 Michigan Avenue; Kotlewaska, Joseph and Franciska, House; 1890; 1 Contributing Building, 1 Noncontributing Building

or

1300 Adams; Park City Hotel; 1903; K. F. Helmuth, architect; 1 NRHP Listed Building

In some cases, a modified format may be necessary. In cases where a modification may be necessary, please contact SHPO before deviating from the format above.

Resource Descriptions

Each inventory entry must describe: the resource type (e.g., house, commercial building, school); the number of stories; the architectural style; the form (gable-front, hip-roof, etc.), if applicable; the general shape of the building (rectangular, T-shaped, etc.); exterior materials; and ground floor shops or

storefronts. All visible elevations must be described. Known historic changes over time must be described.

Identify all exterior materials by type and color (e.g., red brick with orange sandstone trim). For stone, list specific stone if known (Portage Entry or Waverly sandstone, Indiana limestone, etc.). For masonry walls, indicate bond (such as coursed or random ashlar) and finish (such as smooth or rockface). If side and rear walls are different from the front, provide the same information for those elevations. If the foundation is visible, describe its material, color, and finish. The description for the roof should list special materials such as slate or metal shingles if roof is visible. For standard rear-slanting flat-roof downtown commercial buildings, notes on roofing material are not important. When describing cornices, cresting, and other non-stone trim, be sure to indicate if it is wood, metal, or other material. Descriptions of ground floor shops and storefronts should provide the general form (e.g., "three bays with slant-sided recessed central entry, second-story entry at west end") and finishes (e.g., "Aluminum-trim single-light shop windows above modern red brick bulkheads; vertical T-111 siding in transom location; ceramic tile floor in entry containing name 'Fowler.'").

Preparers should not dismiss or overlook squares, parks, parking lots, historic pavements, landscapes, or historic streetlight fixtures when assessing and describing historic districts. Descriptions of resources like parks, monuments, parking lots, etc. should describe the salient features of those resources. Such entries should include brief descriptions of significant resources within the square or park (monuments, fountains, etc.).

Minor resources may be described with one entry for each class or category of resource (e.g., historic streetlights). Such entries should provide a descriptive overview of the resource group, explain where they are located, provide historical background on the type of resource, and provide information on the construction or erection of the resource(s). The general character of modern fixtures within the district should be noted in the overview of the district but not given separate inventory entries.

Old trees, plantings, and other historic landscape features may be significant features – either of the district as a whole (e.g., public parks) or for specific resources. These features should not be discounted or dismissed and may warrant discussion.

Historic pavements such as old brick streets should be included in the inventory as a structure and described as a contributing resource. Standard modern asphalt or concrete pavements should be noted in the overview but <u>not</u> given separate inventory entries.

Description of resource interiors is generally not required in a historic district nomination. When resources (most often buildings) retain significant interior spaces and features, however, some description is appropriate. Providing description of unusual historical interior features such as a backbar, pressed metal ceilings, or store furnishings and fittings can also be pertinent.

A Note on Inventory Entries for Noncontributing Resources

Inventory entries too often give scant attention to noncontributing resources, whether they are considered noncontributing because they were constructed less than fifty years ago or are older properties viewed as having lost integrity. Inventory entries must describe both contributing and noncontributing resources and provide enough data on noncontributing resources to make clear what they are and why they are classified as noncontributing. Inventory entries for noncontributing resources must also state why they are classified as noncontributing.

Assessing Historic Integrity for Historic Districts

When preparing a nomination for a historic district, the discussion of integrity must consider the district as a whole and not that of individual resources within the district. Within the inventory (the list of resources within the district), each resource must have its own entry and heading. Each resource – contributing and noncontributing – must be described thoroughly. Inventory entries for noncontributing resources must explain why they do not contribute to the historic significance of the historic district.

Vacant parcels, parking lots, and large open spaces are typically not counted as a resource in a National Register nomination unless they contribute to the significance of the property. These resources should be noted in the narrative description, however, with a notation that they are uncounted, and, in the case of complexes and historic districts, depicted on maps.

Archaeological Resources and Potential in Historic Districts

As with individual properties, SHPO encourages and recommends the consideration and discussion of known or potential archaeological features in National Register nominations for complexes and historic districts. Please contact SHPO to discuss including a discussion of known or potential archaeological features in National Register nominations for historic districts.

Narrative Descriptions for Traditional Cultural Properties, Archaeological Properties, Cemeteries, Landscapes, and Other Special Property Types

Prior to beginning a Narrative Description for a traditional cultural property, archaeological properties, landscapes, and other special property types, preparers should review pages 24 through 34 of Bulletin 16A and the applicable additional bulletins provided by the National Park Service. These property types have specific requirements that are described in the relevant bulletins. Among the most commonly used special bulletins are:

- *Guidelines for Evaluating and Documenting Traditional Cultural Properties*; National Register Bulletin 38
- *Guidelines for Evaluating and Registering Archeological Properties*, National Register Bulletin 36
- *Guidelines for Evaluating and Registering Cemeteries and Burial Places*, National Register Bulletin 41
- *How to Evaluate and Nominate Designed Historic Landscapes*; National Register Bulletin 18
- *Guidelines for Evaluating and Documenting Rural Historic Landscapes*; National Register Bulletin 30

These, and many other bulletins, are available at the NPS National Register of Historic Places website, www.nps.gov/subjects/nationalregister/index.htm. We recommend contacting SHPO prior to proceeding with special nominations.

Section 8 – Statement of Significance

Section 8, like Section 7, begins with several data categories: Area of Significance, Period of Significance, Significant Dates, Cultural Affiliation, and Architect/Builder. Preparers should read pages 35 through 51 of Bulletin 16A before beginning this section of the form, and are encouraged to refer to the appropriate sections in Bulletin 16A and this guide when completing each subsection. Do not delete unused lines in the data category section.

Applicable National Register Criteria

Preparers should read Bulletin 15 and Bulletin 16A prior to beginning a National Register nomination, and even prior to submitting a *National Register of Historic Places Preliminary Questionnaire*.

Select all National Register Criteria that apply and are supported by the Narrative Statement of Significance.

Criteria Considerations

Criteria Considerations must be met and justified when the property or resource(s) are typically not eligible for listing in the National Register of Historic Places. These property types include cemeteries, religious buildings, moved properties, reconstructed properties, and others. Preparers are encouraged to review pages 25 through 43 of Bulletin 15, which discuss the Criteria Considerations individually.

When one or more Criteria Considerations must be met, stating that a property meets a Criteria Consideration is not enough, the text must explain how the property meets a particular Criteria Consideration. Likewise, the summary paragraph must provide this information in summary form.

For historic districts, select only those Criteria Considerations that apply to the entire district or to a significant number of resources within the district.

Areas of Significance

Be sure to select only those Area(s) of Significance that express the **essential historic significance** of the property, whether an individual property, complex, or historic district. That essential significance may not reflect every historical function or use of the property. For example, the presence of a religious building in an otherwise residential district, generally, will not constitute significance in religion, but that same religious building may be a classified as a contributing building under the theme of architecture. Please be sure to critically examine the property, its history, resources and themes.

Each Area of Significance, or theme, selected must be documented thoroughly and fully supported in the Statement of Significance. A list of significant themes, with brief descriptions, can be found on pages 38 through 41 of Bulletin 16A. Any theme listed in the registration form must be substantiated in the Narrative Statement of Significance. If Commerce is listed in this section, then the Statement of Significance must address how the property is **significant** under the theme of commerce, not just associated with that theme. If Architecture, Commerce, Community Development and Planning, Government, Social History, and Transportation are selected, then the Statement of Significance must be clear and persuasive in its support of each theme.

Period of Significance

The Period of Significance for a property is the period in which the property was significant under one or more significant themes. The period of significance may or may not correspond to the period of use for property, may or may not reflect

all uses and history of a property, and may or may not take into account the entire age of a property. A period of significance must generally end fifty years prior to the present year.

If a property is significant only under the theme of architecture the Period of Significance is typically limited to the year it was constructed. If significant additions or alterations were made, those years may also be considered significant dates.

A property may have more than one period of significance, but when periods of significance overlap or when a gap of only a few years exists between multiple periods of significance, those periods should be combined into one period of significance.

The beginning and ending dates for the Period of Significance must be explained in the text of the *Statement of Significance Summary Paragraph* and the *Narrative Statement of Significance*. Provide some context and history for the property before and after the period of significance in order to justify the selection of the beginning and ending dates, but that information should be concise.

Periods of significance must reflect the dates of extant properties or the time an important entity was associated with the subject property. Though an organization may have been established before a property was constructed, and that organization may be significant in the history of a community, the period of significance can only begin at the date of construction of the extant property. The period of significance may not predate the property or its extant resources. A building constructed in 1915 on the site of a building constructed in 1875 but that has since been demolished would have a beginning period of significance date of 1915, even when the same entity was responsible for both buildings.

Preparers should review pages 42 and 43 of Bulletin 16A for more information on identifying a period of significance.

Significant Dates

Prepares should review pages 42 and 43 of Bulletin 16A for more information on selecting significant dates.

A significant date is a year in which a significant event **directly related to the significance of the property** occurred and which falls **within** the period of significance. This means that a significant date **cannot** occur outside of the Period of Significance. A property may have several significant dates or none.

Stating why a significant date is entered is not needed, but each date entered must be explained in the narrative text. Each significant date must be addressed and justified in the narrative text.

The date of construction is an example of a significant date (in which case it may be entered as both the Period of Significance and as a Significant Date). Dates of major alterations may also be significant. Minor alterations are typically not considered significant.

Significant Person

This section should be completed only when a nomination is prepared under Criterion B. If Criterion B is not selected, please enter "N/A" on the first line in this section.

Please note that historic districts are rarely eligible for listing in the National Register under Criterion B. Note, too, that properties that possess architectural significance as the "work of a master" are evaluated under Criterion C, even when the architect is Frank Lloyd Wright, Alden B. Dow, or Eero Saarinen.

Any names entered in this category must be entered by last name first and record the full name of the individual.

Do not enter nicknames. For example, "Frostic, Sara Gwendolen," (not Gwen Frostic or Frostic, Gwen) or "Franklin, Clarence LaVaughn" (not C. L. Franklin or Franklin, C. L.)

Preparers should review page 43 of Bulletin 16A for additional information on completing this section.

Cultural Affiliation

Complete this field only if the property will be nominated under Criterion D. If the property will be nominated under Criterion D, please review page 44 of Bulletin 16A

Architect/Builder

List only the names of significant architects, builders, designers, and artisans when they relate to the significance of the property. Do not enter the names of subcontractors.

Any names entered in this category should be entered by last name first and record the full name of the individual. Do not enter nicknames. For example, "Birkerts, Gunnar."

Firm names should be listed when a specific person is not known. If a firm name is entered in this section, it should be listed by the business name. For example, "Nathan Johnson & Associates," not "Johnson, Nathan, and Associates."

Ampersands and other punctuation should be used only when used in the formal firm name, and in the form found in the firm or business name. If a firm name contains an ampersand, do not replace that mark with the word "and." For example, "Eero Saarinen & Associates," not "Eero Saarinen and Associates."

Multiple architects or builders, as is typically the case in historic districts, should be entered "in order of their importance to the district."[2]

If the architect or builder is unknown, enter "Unknown" on the first line in this section. If the field does not apply, as may be the case with an archaeological property, enter "N/A" on the first line in this section.

Statement of Significance Summary Paragraph

Like the Narrative Description summary paragraph, the Statement of Significance Summary Paragraph serves as a summary of the narrative Statement of Significance. The text must summarize the National Register Criteria, Criteria Considerations, if applicable, and each historic context under which the property is significant. **The summary paragraph is not an introduction to the narrative text that follows, but a summary of why the property is significant**. The summary paragraph should also provide, in summary form, support or evidence for the criteria and themes under which the property will be nominated. In other words, it is not enough to say that a property is eligible for listing in the National Register under Criterion A for its contributions to commerce in a particular city; the summary must also include a brief justification for that significance. Likewise, the summary paragraph must include a brief justification for the period of significance and the level of significance.

Narrative Statement of Significance

The headings and subheadings used to organize the Narrative Statement of Significance should be guided by the selected National Register Criterion or Criteria and the historic context(s) for the property. When the text contains

[2] National Park Service, "How to Complete the National Register Registration Form," Washington, DC: United States Department of the Interior, National Park Service (1997): 45.

information that precedes or follows the Period of Significance that information should be identified clearly and separated by an appropriate heading.

Preparers should review National Register Bulletin 16A, *How to Complete the National Register Registration Form*, pages 35 through 51, for more information on what should be included in the Narrative Statement of Significance.

The Narrative Statement of Significance is like a legal brief or a term paper: it argues a specific case for how the property to be nominated meets the criteria for listing in the national register, marshalling the facts to make the case. Significance is never self-evident. The significant themes (areas of significance), the period(s) of significance, the level(s) of significance – and even the boundary – must all be explained and supported by the text of the nomination.

In that way, the Narrative Statement of Significance is much more than a simple chronological history of a property (or person). The narrative text must provide a **historic context** for each National Register Criteria and theme, or Area of Significance, selected. Please see *The Importance of Historic Context* below for additional information on drafting a historic context.

The Narrative Statement of Significance should be written in objective, clear, and precise language, and follow a logical sequence. Generally, that "logical sequence" will be chronological, though the narrative should not be a simple chronology

A National Register nomination is a formal text. Subjective, excessive, and unsubstantiated praise of individuals and organizations should be avoided. As should words like "renowned," "genius," "brilliant," and "outstanding." The narrative text should let the facts speak for themselves and demonstrate how an architect is a master rather than claiming that they are. Likewise, "best" and similar terms are subjective and should be avoided when describing properties and resources. The narrative text should demonstrate through comparative analysis how a particular property rises above related examples or how the property illustrates aspects of a style or form that related examples do not. In other words, a nomination must show explicitly why a property is **significant**. To do this, comparison with related properties is usually necessary. See the *Comparative Analysis* section that follows for more information.

Conjecture should be avoided when describing significant people or events. This most often occurs when attributing unverified influence or motive to something or someone. For example, the text should not claim an architect was influenced by a person or an event unless the architect has said or written as much. Rather, stating that an architect <u>may have been</u> influenced by a person

or an event is more accurate, as long as an explanation of why this may be the case is included.

If the narrative text introduces an individual, briefly note who they are and why they bear mentioning. Likewise, provide a brief introduction to concepts, events, ideologies, theories, movements, policies, and so on, even when it is assumed to be widely known and understood.

Before sending a nomination to SHPO, preparers should consider if the narrative text provides enough context so someone unfamiliar with the property has a clear understanding of why the property is significant. Providing a history of the property, no matter how extensive, is not a substitute for historic context and not enough to make a case for significance.

The Importance of Historic Context

The development of one or more historic contexts is critical to a National Register nomination and its importance cannot be overstated. As described previously in this document, and in the many National Register Bulletins, one of the keys to establishing the significance of a property, and thus its eligibility for listing in the National Register, is the creation of an appropriate historic context.

As stated in the *Secretary of the Interior's Standards for Preservation Planning*, "decisions about the identification, evaluation, registration and treatment of historic properties are most reliably made when the relationship of individual properties to other similar properties is understood," and further states that it "is the foundation" for such activities.[3] The means of this understanding is through the organizing framework of "historic context."

National Register Bulletin 16A, describes historic context as:

> information about historic trends and properties grouped by an important theme in the prehistory or history of a community, State, or the nation during a particular period of time… they link historic properties to important historic trends. In this way they provide a framework for determining the significance of a property and its eligibility for National Register listing…[4]

[3] "Standard I. Preservation Planning Establishes Historic Contexts." Secretary of the Interior's Standards for Preservation Planning. www.nps.gov/history/local-law/arch_stnds_1.htm

[4] National Park Service, "How to Complete the National Register Registration Form," Washington, DC: United States Department of the Interior, National Park Service (1997): 4.

In other words, historic context describes what happened, why it happened the way it did, why that event or those events are important, how the property to be nominated is associated with those events, and, importantly, why that association is significant. As noted in Bulletin 16A, "it is within the larger picture of a community's history that local significance becomes apparent."[5] That same idea can be applied to any level of significance.

This means that the key to establishing significance for a property is not the accumulation and recitation of historical facts. Facts, by themselves, will not establish the significance of a property. Facts in relation to time, theme, and place will. Drafting a historic context requires analysis and synthesis and connection. The goal of a historic context is to connect the nominated property to local, regional, national, and even international historical events and trends.

Examples of questions to consider when developing a historic context include,

- What historical theme or themes does the property represent?
- Why is that theme significant to the community (or state, or nation)?
- What historical events have impacted or influenced the development of that theme?
- Is the property type important in illustrating the historic context?
- How does the individual property illustrate that context?
- Is the property merely associated with the context or is it significant within that context?
- Does the property to be nominated reflect change or continuity within the theme(s)?
- What other properties within the same geographic context illustrate the same theme or themes?
- How does the property to be nominated compare to other, similar properties?
- When compared to other, similar properties why can it be considered significant?

Note: some of these questions also address the topic of comparative analysis, described previously.

Historic contexts are organized by theme, place, and time. Contexts must describe how and why a theme developed, describe the relevant historical factors (economic, governmental or political, settlement, social, etc.) that influenced the theme, and describe how the property in question relates to and illustrates that theme. The geographic scope to be covered by the historic

[5] National Park Service, "How to Complete the National Register Registration Form," Washington, DC: United States Department of the Interior, National Park Service (1997): 4.

context is related directly to its level of significance. In other words, for properties significant at the local level of significance, a historic context for a particular community (or sometimes, region) should be developed, a statewide context for the state level of significance, and a national context for the properties significant at the national level of significance. When applicable, historic contexts should draw connections to significant regional themes. For example, a property located in West Michigan significant for its association with the packaging industry should connect that industry to the broader wood products history and industries of West Michigan.

Developing a context will likely require some amount of general reading on the topic(s) at hand. For example, if a property is significant for its role in the agricultural history of a community, the context will need to discuss the general agricultural history of the community, the county, and the state of Michigan. State, county, and local histories and other books written on the topic should be consulted for this type of information. Local libraries and historical societies are also quite useful for such research.

Historical contexts should, at a minimum:

- Define the geographical area addressed in the context.
    - This may be a city, a township, a county, the state of Michigan, the United States.
    - In some cases, such a small, rural town or a small municipality in a larger metropolitan area, a regional approach may be necessary for the geographical area to make sense.
- Describe the general historical development of that geographical area.
    - Define and describe periods of development; important local, state, national, or international factors that affected that development
- Identify important themes associated with the area.
    - The text must explain how these themes developed and why they were important.

The text should then use the factual history of the property to relate it to the historic context and demonstrate why the property is significant within that context or contexts.

Architectural contexts for styles, forms, and periods should address, at a minimum:

- The architectural style(s), form(s), and trend(s), and building technologies reflected in the property;

- The historical development of those styles and forms; and technological developments that spurred architectural changes.
- Historical factors that affected the development of style(s), form(s), and trend(s), and building technologies.

A good place to start when developing a historic context is with the nominations of properties that have been listed in the National Register of Historic Places. SHPO recommends reviewing nominations of properties that are similar in significance, use, and geography. The National Archives and Records Administration (NARA) has made digitized versions of many nominations available on their website, including those for Michigan properties listed through 2013. The National Register also has sample nominations available on their website. Preparers will also find an extensive collection of materials beyond National Register nominations in the files available at SHPO. Preparers should review the *National Register of Historic Places Multiple Property Submission Listings Michigan Finding Aid*, at the NARA website, https://catalog.archives.gov/id/25337642 (due to the date this document was prepared it may not contain all thematic documentation forms available), to determine if a thematic document has been prepared for the area in which the subject property is located. These documents have had different names or time and may be referred to as Multiple Resource Area (MRA), Thematic Resource (TR), Multiple Property Submission (MPS), and Multiple Property Documentation Form (MPDF). As with individual nominations, the amount and extent of information may vary.

Historic contexts may also be found in survey reports and other documents on file at SHPO. Preparers are encouraged to submit a research request via the online submission tool at the SHPO website, here: https://www.miplace.org/historic-preservation/research-resources/consultant-resources/schedule-a-research-appointment/.

Before sending a nomination to SHPO, preparers should consider if the narrative text provides enough context so someone unfamiliar with the property has a clear understanding of why the property is significant. Providing a history of the property, no matter how extensive, is not enough to make a case for significance.

Comparative Analysis

In order to understand, and make the case for, the significance of a property, it is necessary to compare the property to be nominated with similar properties, that is other properties that would reasonably be included within its historic context. This is the case for all properties, whether an individual property or a historic district.

For example, a house significant as the embodiment of a particular architectural style must be compared to other houses of the same style. Likewise, a factory building significant for its association with local industry must be compared to other local factory buildings. A historic district significant for its association with the ethnic heritage of a particular ethnic group must be compared to other areas that are or were reasonably associated with that area of significance. When no such areas are present, the text should clearly convey that is the case.

The geographic scope of comparison is related to the level of significance under which the property will be nominated. In metropolitan areas made up of many municipalities, this analysis may need to extend beyond the borders of the municipality and consider a wider area.

Properties significant under Criterion A in the area of Ethnic Heritage, for example, should provide comparison with enough related properties based on the level of significance under which the property will be nominated. The analysis must show why the subject property is significant, not simply that is associated with certain events or trends. The text must also make an argument for significance that is specific to the subject property and not assume significance due to an association.

Comparative analyses under Criterion C should likewise be appropriately tailored to the argument(s) for significance. If the argument is made for "work of a master" the analyses should compare the subject property to other works by the master. It is important to remember that, "a property is not eligible as the work of a master… simply because it was designed by a prominent architect." Rather, a property "must express a particular phase in the development of the master's career, an aspect of his or her work, or a particular idea or theme in his or her craft."[6] If the argument is made that the property embodies "the distinctive characteristics of a type, period, or method of construction,"[7] then the comparative analysis must consider other properties of the type, period, or method of construction located within the geographic area identified by the level of significance.

Considerations for Historic Districts

The Narrative Statement of Significance for historic districts, like individual properties, argues a specific case, or cases, for how the district meets one or

[6] National Park Service, "How to Apply the National Register Criteria for Evaluation," Washington, DC: United States Department of the Interior, National Park Service (1997): 20.
[7] National Park Service, "How to Apply," 20.

more of the criteria for listing in the National Register, marshalling historical facts to make the case. The statement of significance for a historic district is not a catalog of historical events or noteworthy citizens, it does not provide a comprehensive community history, nor does it focus on the specific history of the individual resources within the district. Rather, the Statement of Significance for a historic district provides comprehensive information on the broad and significant historical trends that are illustrated by the historic district as one cohesive property. Particular resources should be used to illustrate important aspects of a historic context.

The task with a historic district is to identify its essential significance(s). The presence of resources that are fifty or more years old does not mean they automatically contribute to the significance of the district. All resources must be evaluated within the historic context(s) of the historic district. **Whether an individual property or a historic district, significance is never considered self-evident**. The significant themes (areas of significance), the period(s) of significance, the level(s) of significance – and even the boundary – must all be clearly and sufficiently explained and supported by the text of the nomination.

If the property is significant under the themes of commerce, social history, and government, then a historic context is needed for each of those themes. Some amount of general reading will be required for each theme. State, county and local histories and other books written on the topic should be consulted for this type of information. Local libraries and historical societies as well as college and university libraries are also quite useful for such research. The Library of Michigan and the Archives of Michigan each hold a number of useful resources.

Notes on writing a Narrative Statement of Significance

National Register of Historic Places nominations deal with places, events, and people from our past. Historical writing should be written in the past tense, generally. Tenses should also be consistent.

Do not assume that reviewers and readers are familiar with concepts, people, and places used in the text. Important concepts should be defined or explained and n is first introduced in the narrative text they should be identified.

Statements of significance should not just summarize historical facts, provide a chronological list of events, or narrate historical events, but synthesize those facts and events and provide some analysis of their meaning.

Avoid the use of informal language, colloquialisms, neologisms, jargon, and cliches.

Association with a Multiple Property Documentation Form

A Multiple Property Documentation Form (MPDF) is a document that is used to nominate thematically related properties. An MPDF is not a nomination and, by itself, does not result in listed properties. Instead, it is a "cover" document that provides important thematic, contextual, and historical information about the related properties, as a class, and provides a framework for evaluating properties that are associated with the themes and periods discussed in the MPDF. An MPDF also provides information that facilitates comparative analysis by identifying associated property types. The SHPO website, www.michigan.gov/shpo, contains a list of thematic nominations and other contextual documents.

When a property is nominated under an MPDF, the nomination must: discuss how the property relates to the MPDF, summarize and synthesize the relevant aspects of the MPDF, and demonstrate how the property meets the registration requirements described in the MPDF. The name of the MPDF must be provided in Section 1 of the registration form and in the Statement of Significance Summary Paragraph. If a theme is not fully addressed in an MPDF or if new information is available, the Narrative Statement of Significance for the property to be nominated should include such information as part of the argument for significance.

Note: older thematic cover documents may be referred to Multiple Resource Area (MRA) or Thematic Resource (TR). These documents should all be considered alike and used in the same manner. Though older thematic documents have many of the same shortcomings as nominations of the era in which they were written, they may still provide important information about a place, period, or theme. Unlike the modern, MPDF, these older nominations lack registration requirements and cannot be used in the same manner as an MPDF. Likewise, these older thematic documents may not fully document the themes they address or neglect other important themes that are now apparent. In these instances, a property may still be nominated under the cover document, but a complete historic context and argument(s) for significance will be required.

Section 9: Major Bibliographic Resources

Section 9 comprises three subsections: Bibliography, Previous documentation on file (NPS), Primary location of additional data. Please review pages 52 and 53 of Bulletin 16A before completing this section.

Bibliography

The National Park Service requires that preparers include a bibliography of "major bibliographical references" used during the preparation of a National Register nomination. This is not supplanted by, nor does it replace, the SHPO requirement that all sources used in the preparation of a nomination be cited using footnotes. The SHPO citation requirement does not remove or supplant the NPS requirement for a bibliography. Rather, the footnotes will provide detailed citations, while the bibliography will be those "major sources."

By way of example, a county history that describes the development of a city and provides a biography of an individual involved with the subject property is a major source and should be both used in a footnote and entered in the bibliography. A newspaper article that provides an obituary is not a major source and is cited in a footnote only. When several issues of a particular periodical are used, a summary entry for that source should be included in the bibliography in Section 9. For example:

- *Detroit Free Press* (Detroit, MI), 1921-1964.
- *Bay City Times* (Bay City, MI), June 1943-October 1956.
- *Commercial Messenger and British Canadian Literary Gazette* (Montreal, Canada), Jun. 7, 1840-Nov. 16, 1840.
- *Progressive Architecture*, May 1963-June 1966
- *Michigan Manufacturer and Financial Record*, Jan. 10, 1921-Sept. 17, 1923

Notes on Bibliographies

Even though newspapers may be entered in summary form in the bibliography, full citations are required in footnotes. In bibliographic entries, the *Chicago Manual of Style* (CMOS) abbreviates the month, as shown in the third example above. Preparers may abbreviate or enter the full month name, at their discretion, but citations and entries must be consistent.

Citations should follow the SHPO *Style Guide* and CMOS, but take note that the *Style Guide* supersedes CMOS, so preparers should first familiarize themselves with the style guide before referencing CMOS. Preparers should default to CMOS when a particular topic is not addressed the *Style Guide*.

Citations for maps, figures, and historical photographs must be entered in the bibliography if the information they have provided has made a "major" contribution to the development of the nomination. In other words, if these types of resources have contributed in a significant way to the development of one or more historic contexts, to the understanding of the property, to the development of the narrative description, or to the narrative statement of

significance, the appropriate citation(s) should be entered in the bibliography. If these resources are embedded within the nomination for illustrative purposes only, they need not be entered in the bibliography, though they must contain a caption and credit, as described above.

SHPO recommends that preparers begin creating the bibliography at the beginning of a nomination project. It is much easier to prepare a citation as the source is used or reviewed than to try to do so after the fact.

Previous documentation on file (NPS)

Preparers should review page 52 of Bulletin 16A for information on completing this section. Please do not skip or ignore this section. Please enter a "X" on the line of any applicable item. Enter the survey or record number, as appropriate. If none of these items are applicable, please leave those lines blank. There is no need to enter "N/A."

Enter an "X" on the "preliminary determination of individual listing (36 CFR 67) has been requested" line when a federal Part 1 tax credit application for the property has been submitted to the National Park Service.

Primary location of additional data

Preparers should review page 53 of Bulletin 16A for information on completing this section. Please do not skip or ignore this section. If this is not applicable, please leave all lines blank.

Historic Resources Survey Number (if assigned)

If applicable, the database reference number from the SHPO database should be entered here. Please contact SHPO to determine if the property is included in a historic resource survey.

Section 10: Geographical Data

Section 10 is composed of four subsections: Acreage of Property, Geographic Coordinates, Verbal Boundary Description, and Boundary Justification. Guidance for completing Section 10 is provided on pages 54 through 58 of Bulletin 16A. Preparers are encouraged to review these pages before completing this section. Please note that Bulletin 16 was created before the use of latitude and longitude coordinates and only addresses the Universal Transverse Mercator (UTM) coordinate system. Please review the *2013 NPS GIS Map Guidance*.

Be sure to mark all appropriate blanks in the "previous documentation" section. Please use a capital "X" when selecting "Previous documentation on file (NPS)" and "Primary location of additional data."

Acreage of Property

The acreage must be given precisely to the nearest acre. Fractions to the nearest hundredth acre should be given, if known.

Bulletin 16A guides that when the acreage is 0.99 acre or less, "Less Than One" should be entered in the space provided. SHPO requests but does not require the acreage, when available, be entered parentheses in addition to the aforementioned text. For example:

Acreage of property _Less Than One (0.314 acres)_____

Do not include properties already listed in the National Register in the acreage calculation (or the total count of resources to be listed).

Latitude and Longitude Coordinates

The *National Register of Historic Places Registration Form* requires geographical coordinates for the nominated property. This may take the form of either a single point for properties of less than ten acres or a polygon for properties of more than ten acres. Preparers should review National Register Bulletin 16A, *How to Complete the National Register Registration Form*, pages 54 through 58, for further guidance on geographical coordinates, verbal boundary descriptions, and boundary justifications.

While Bulletin 16A addresses Universal Transverse Mercator (UTM) references and the registration form contains a section to enter these references, **preparers should not use UTM references in preparing nominations in Michigan**. Rather, the National Park Service now prefers, and the Michigan SHPO **requires**, that geographical coordinates be entered in latitude and longitude decimal degree format. These coordinates should be entered in the appropriate section in the registration form. **Please note that latitude and longitude coordinates must be to six (6) decimal places** (e.g., 48.223486, -88.365982). Please be aware that some Geographic Information Systems only provide coordinates to the fifth decimal. Preparers must make accommodations for the sixth decimal place.

Latitude and longitude coordinates must be in the correct order (latitude first followed by a comma, and then latitude. See the example above) and must omit cardinal directions, degree marks, and any other marks except the minus

sign preceding the longitude coordinate. Reversing the order of the coordinates will result in incorrect mapping, and the nomination will be returned for revision.

Selecting Boundaries

Selecting appropriate boundaries for a property is an essential part of evaluating a property and preparing a National Register of Historic Places nomination. For many individual properties, such as a house, the boundaries are easy to determine and are typically defined by the legal description of the property. Other properties, like factory complexes, may be more difficult and require judgement. In these cases, the boundaries must be accurately described in the Verbal Boundary Description and the reasons the boundary was selected must be made clear in the narrative text and in the Boundary Justification.

When selecting boundaries for historic districts, the boundaries should be simple, clear, and easily understood. Overly complex boundaries complicate nominations and do not lend themselves to easy understanding by the public. To the extent possible, historic district boundaries should follow easily identifiable markers like streets, alleys, and natural features. Historic district boundaries should not resemble pieces of a jigsaw puzzle. This means that it may be better for a boundary to extend to the nearest street, rather than end mid-block, simply to exclude a noncontributing resource. Please consult with SHPO when selecting boundaries for a historic district.

Verbal Boundary Description

Preparers are encouraged to review pages 54 through 58 of Bulletin 16A and the National Register Bulletin, *Defining Boundaries for National Register Properties*, prior to completing a boundary description and justification.

The boundary description describes the physical extent of the nominated property and must carefully and fully define the boundaries of the nominated area. Bulletin 16A provides several methods for describing property boundaries, including the use of a map. SHPO **does not** accept maps as substitutes for a written, accurate, and a precise Verbal Boundary Description. Several examples of a boundary description are provided on page 58 of Bulletin 16A and in the *Defining Boundaries* bulletin. Sample nominations are available as well.

Accurate and complete boundary descriptions and justifications are essential to a National Register nomination. Boundaries are directly related to the

significance of a property. Boundaries also may have legal, financial, and administrative implications for current and future property owners. For example, only those resources within the boundaries of a property may be considered part of the property for the purposes of historic preservation tax incentives. Properties (and thus resources) listed in, or eligible for listing in, the National Register of Historic Places enjoy consideration in planning for federal, federally funded, federally licensed, and federally assisted projects under the Section 106 review and consultation process described in the National Historic Preservation Act of 1966, as amended.

Legal descriptions may be used for individual properties. Descriptions from GIS systems are sometimes inaccurate and should be reviewed carefully and not just copied into the registration form.

Tax parcel numbers or property identification numbers are not acceptable as the sole means of describing a property, as these numbers are subject to change over time. Tax parcel numbers or property identification numbers may be included in addition to a proper boundary description. **When these numbers are included, the year in which they were obtained and the source from which they were obtained must be included**.

Please note that while SHPO does not accept a map in lieu of a written Verbal Boundary Description, maps are required for each nomination. Please see the *Additional Documentation* section that follows and *Mapping Specifications for National Register Nominations in Michigan* for additional information and requirements.

Boundary Justification

Provide a specific explanation of the reasons for selecting the boundaries, based on the historic significance and integrity of the property, and explain the methods used to determine the boundaries. For complexes and historic districts, boundary justifications must also explain in specific terms why areas outside the selected boundaries were excluded.

Section 11: Form Prepared By

Enter the name(s) of the individual(s) who were **primarily** responsible for completing the nomination. Do not enter the names of assistants, researchers, photographers, map makers, and so forth.

When a draft nomination is used as the basis of a current nomination, the author of the draft nomination is not entered in this section but may be listed in the

bibliography if the draft nomination made a "major" contribution to the current nomination, otherwise a footnote is sufficient.

Additional Documentation

Maps

Preparers should review National Register Bulletin 16A, pages 61 through 63, the *National Register Draft Electronic Map Policy Factsheet*, and *Mapping Specifications for National Register Nominations in Michigan* prior to preparing maps for National Register nominations.

Photographs

Preparers should review *Photograph Specifications for National Register Nominations in Michigan* prior to taking or submitting photographs for a National Register nomination. That document explains in detail the requirements for National Register photographs for nominations in Michigan. Preparers are also encouraged to review and consult the following:

- National Register Bulletin 16A, pages 63 through 65;
- National Register Bulletin 23, *How to Improve the Quality of Photographs for National Register Nominations*; and
- *National Register Photo Policy Factsheet*.

National Register photographs must be current. This means that photographs more than one year old or photographs that do not depict a property as it exists at the time the nomination is prepared cannot be accepted. A National Register nomination is a record of a historic property at a certain point in time and the photographs must reflect that.

Historical photographs should not be submitted as part of the final set of National Register photographs. A limited number of historical photographs may be embedded within the narrative text portions of the registration form. See the discussion of *Figures* above. Please contact SHPO before embedding historical photographs or other figures.

Please note that while printed photographs may be submitted with a *National Register of Historic Places Preliminary Questionnaire*, they are not accepted for National Register nominations. National Register nomination photographs must not be embedded on continuation sheets, and must be submitted as individual, digital TIFF, RAW, or JPEG files. The file names must conform to the NPS naming convention: MI_County Name_Property Name_0001, etc.

Photo Log

The Additional Documentation section of the registration form contains a Photo Log, which must be completed by the preparer. Each entry in the photo log must include the file name of that particular photograph in addition to the information requested in the instructions in the form. For example:

1 of 12. North elevation (façade). Looking south. MI_County Name_Property Name_0001.
2 of 12. East elevation. Looking west. MI_County Name_Property Name_0002.

If the photographs submitted with the nomination were taken by multiple photographers or were taken on multiple dates by the same photographer, that relative information should be noted in the photo log header information, and described in the individual entries. For example:

Name of Property: Property Name City or Vicinity: Sample City County: Sample County State: Michigan Photographer: as noted below Date Photographed: as noted below
1 of 12. North elevation (façade). Photo by Photographer A, June 2018. MI_County Name_Property Name_0001.
2 of 12. East elevation. Looking west. Photo by Photographer B, April 2019. MI_County Name_Property Name_0002.

As discussed in *Photograph Specifications for National Register Nominations in Michigan*, the National Park Service (NPS) *prefers* digital photographs in TIFF or RAW format with dimensions of 2,000 by 3,000 pixels. SHPO, however, **requires** digital photographs to be a **minimum** of 2,000 by 3,000 pixels. So long as the photographs are not manipulated, any modern digital camera should meet that standard. Submit photographs as they were downloaded from your device. **Please do not reduce or compress digital photographs prior to submitting them**. Reduced or compressed photographs will be returned for revision.

SHPO prefers to receive photographs in TIFF or RAW format, but will accept JPEG format photographs. Please note that JPEG photographs will be converted to TIFF by SHPO prior to submission to NPS, but this may delay the nomination submission process.

Figures

Figures may be used within the narrative text to illustrate an important physical aspect or historical point related to the significance of a property. The use of figures, however, should be minimal. If figures are used, they must appear on the same page as and adjacent to the text to which they relate. SHPO may remove any or all figures prior to submitting a nomination to the National Park Service, at its discretion.

Figures must be labeled and include a caption and a credit line, as appropriate. All figures must be referenced at the appropriate point within the narrative text (e.g., See Figure 1, See Figure 5). If figures are used, a Figure Log or Figure Index, similar to the Photo Log, must be included in the Additional Documentation section of the registration form.

If images, maps, or other figures are used in a nomination, the preparer must obtain permission from the repository, owner, or copyright holder prior to submittal of the nomination form, and a copy of that permission must be included with the submitted materials. While some institutions allow free use of digital materials, some allow use only with written permission, and others may require a fee for usage. It is up to the preparer to determine the use requirements of the respective repository. Materials in the public domain must be cited and credit given to the respective institution.

Do not embed photographs and images of documents (e.g., property deeds, genealogical records, tax records, etc.), historical or otherwise, within the narrative text. These items should be used as reference materials, cited where appropriate using footnotes, and included in the bibliography when constituting a "major" source.

Amending National Register Forms

National Register nominations may be amended, or updated, at any time. Preparers should review pages 71 through 72 of Bulletin 16A before completing documentation for amending a National Register nomination. In addition to the guidance provided in Bulletin 16A, preparers should also review the following information. Please contact SHPO prior to submitting documentation for any of the following reasons.

Technical Corrections

Technical corrections, such as a spelling error in a property name or an incorrect address, are a rather straightforward matter and easy to correct. When

information should be corrected, provide sufficient documentation to SHPO to allow staff to determine that the established information is incorrect. When the documentation has been accepted by SHPO, it will be forwarded to the Keeper of the National Register. When the documentation has been approved by the Keeper, SHPO will provide notification to the property owner indicating the documentation has been accepted and the record has been corrected.

Additional Documentation

With the passage of time, additional information, new understanding, or new perspectives may bring to light additional significance(s) for a property previously listed in the National Register. This may result in the desire or necessity to update an existing nomination. This type of action is referred to as "Additional Documentation."

If the additional documentation is minor in nature a Continuation Sheet that facilitates such a revision is available. If the type of additional documentation is broader in scope (e.g., an additional Criterion or Area of Significance), a new nomination form may be required. Please contact SHPO prior to beginning to determine the best form to use.

Certain amendments or updates to a nomination must be presented to the State Historic Preservation Review Board before it can be submitted to the National Park Service.

The *Historic Name* (Section 1) of an additional documentation nomination should correspond to the historic name of the existing nomination, with the addition of "(Additional Documentation)." For example: "Pickle Barrel House (Additional Documentation)."

Please note that the National Register of Historic Places is not a vehicle for recording an authoritative history of a property. Processing additional documentation is most appropriate ONLY when addressing a **major** Area of Significance that was not noted in the original nomination, such as a significant contribution by an under-represented person, group, or event. In some cases, additional documentation must be presented to the State Historic Preservation Review Board for their consideration and approval.

Please consult with SHPO before preparing any additional documentation.

Boundary Increases or Decreases

Boundary changes, by federal regulation, constitute a new nomination. A complete nomination must be prepared and submitted to SHPO for review. The

Historic Name (Section 1) of the new nomination should correspond to the historic name of the existing nomination, with the addition of (Boundary Increase) or (Boundary Decrease), as appropriate. For example, "Main Street Historic District (Boundary Increase)."

Boundary increases can occur for a number of reasons, but typically address areas adjacent to properties listed in the National Register that were previously ignored or omitted for any number of reasons. Adjacent areas should be evaluated critically to determine if the history and significance of the subject area is, in fact, related to the listed property, or if the significance of that area should be addressed in a distinct nomination.

Boundary decreases can occur for properties, typically historic districts, in which sections, parts, or areas of the property have lost integrity but a significant core remains.

Nominations that alter the boundaries of a listed property must be presented to the State Historic Preservation Review Board and SHPO must notify the affected property owner(s) and local officials.

Moving Properties

Properties listed in the National Register of Historic Places may be moved at the property owner's discretion. **If the property owner wishes the property to remain listed in the National Register of Historic Places, however, the property owner must receive approval to move the property from the Keeper of the National Register prior to moving the property**. By federal regulation, properties moved without approval are automatically removed from the National Register of Historic Places.

Please review page 72 of Bulletin 16A for general guidance on how to obtain approval to move a National Register-listed property and what documentation is required. Please contact SHPO staff to discuss the move prior to beginning the documentation.

Reevaluating Resources in Historic Districts

Communities, and historic properties, are not static. Historic districts, due to their nature as a collection of resources, may need to be reviewed after a period of time to update the inventory of resources, adjust classifications, document additional significant themes, and revise the boundaries. It is often best to begin the reevaluation of a historic district by conducting a historic resources survey. Periodic survey provides communities with the information they need to understand how historic districts and individual historic properties have changed

over time. Some properties that may have been previously determined ineligible may be found to be eligible for listing in the National Register, and vice versa. More information about historic resource surveys can be found at the Historic Resources Survey Program page SHPO website, https://www.miplace.org/historic-preservation/programs-and-services/historic-resources-survey-program/.

Please contact SHPO prior to beginning a historic resources survey or preparing additional documentation for a previously listed historic district.

APPENDIX A

STATEMENT OF OWNER INTENT

(form on following page)