

INSTRUCTIONS FOR COMPLETING

THE NATIONAL REGISTER OF HISTORIC PLACES HISTORIC DISTRICT NOMINATION PROPERTY INFORMATION FORM

This form was created by the **State Historic Preservation Office (SHPO) (Ohio History Connection)** to provide a comprehensive, consistent method to document and manage information about properties within the boundaries of NRHP nominated historic districts. The form will contain information about each contributing and non-contributing resource in the proposed district. Please review the instructions before completing the form. This spreadsheet will be submitted with the completed nomination draft as an attachment. Document auxiliary buildings of substantial size like garages or carriage houses (per Bulletin 16 instructions) on a separate line from the main building entry and identify their association with the main property.

Field A-Resource Number-the form preparer will assign each resource a unique inventory number for the purpose of identification in the nomination. For districts with less than 50 properties, this number can be used for identification purposes on the map

Field B-NR Resource Category-indicate if the property is a building, structure, object or site.

Field C: Property Name-if the property has a commonly recognized name or if you have identified an historic name for it, use it here. For example: the Hurd House, Hurd House garage, Community Church. If no name has been identified, simply provide a property type descriptor, such as house, garage, commercial building or barn.

Field D-Street Number-provide the street number for the address of the property.

Field E- Street Directional-if the street name includes a directional, provide it here.

Field F-Street Name-provide the street name on which the nominated property is located.

Field G-Property Street Type-provide the primary street type. This should be a street type abbreviation. Example: ALY, AVE, BLVD, DR, LN, PKWY, RD, PL, ST, CIR. Be consistent in abbreviation usage.

Field H-Street- Direction-if the street name includes a directional at the end, include it here--this should be a one or two letter abbreviation. Example: N, S, E, W, NW, NE, SW, SE.

Field I-City/Town-provide the name of the village, town, township, city (location of the property).

Field J-County-provide the name of the county in which the district/property is located.

Field K- Date of Construction-use specific dates if known, if not known provide an estimate –ca. 1800.

Field L-Architectural Style-provide architectural style or dominant style if identified. If the property has no identifiable style-leave this field blank.

Field M-Property Type-provide property type if identified. If the property has no identifiable type—leave this field blank.

Field N-Architect-provide name of architect if known. If no architect has been identified—leave this field blank.

Field O-Builder-provide name of builder if known. If no builder has been identified—leave this field blank.

Field P-Contributing -for each identified property (buildings, structures, objects, sites) enter X in this field if the property contributes to the significance of the district.

Field R-Non-Contributing- for each identified property (buildings, structures, objects, sites) enter an X in this field if the property does not contribute to the significance of the district.

Fields S through W-this information is **required** for those historic districts which contain **less than 50 property owners**. For these districts, individual owner notification letters are mailed from the SHPO. It is critical that complete and correct owners names and addresses are provided to fulfil federally mandated notification requirements. For districts that have **more than 50 property owners**, a public meeting will be held and **these fields are not required**, but may be useful to include to facilitate the tracking and managing of properties.