



Orientation Packet for Nominating Properties to the National Register of Historic Places
State Historic Preservation Office

OUTLINE OF INSTRUCTIONS

FORMS AND INSTRUCTIONS

The **National Register nomination form** is comprised of eleven different sections. The following instructions are organized sequentially by section number and are meant to be used in conjunction with the enclosed bulletin, *How to Complete the National Register Registration Form (NRB)*. The bulletin is a publication of the National Park Service and the corresponding pages from it are noted in the following instructions as *NRB*. **Refer to the NRB for more detailed instructions.**

A digital template of the nomination form has been included with this packet for your use. Additional documentation (historic images, maps, etc.) on the continuation sheet, (USGS map, photographic prints, digital images and owner notification sheet accompanies the NR form to complete your submission. See the NRB for detailed information to adequately complete the nomination form.

1. The name of the property should reflect its historic importance or ownership. NRB, pages 8-9.
2. Complete the location information for the property. NRB, pages 10-11.
3. This section is for office use only.
4. This section is for office use only.
5. This section requests basic information about ownership and number of resources on the property. The contributing and noncontributing information marked here must exactly match any numbers given in the **Narrative Description** and on any maps. NRB, pages 14-17.
6. The function (or use), both past and present, of a historic resource is requested in this section. Use the choices given in NRB, pages 20-23.
7. NRB, pages 25-26 give a list of architectural styles to choose from for the Classification question. Use both of the two left columns for classifying the style. Name the basic construction materials from the choices given on page 27, NRB for the Materials question.

8. The narrative description should be written from the general to the specific. It is a written description of the property and should enhance the accompanying photographs. The first paragraph of the **Narrative Description** should begin with a basic description of the resource and its general surroundings. This is followed by a detailed description of the resource. If it is a building, begin with the exterior and work your way into the interior. Identify and elaborate on any key character defining elements that illustrate the property's significant past. Refer to NRB, pages 28-34 for instructions on writing the narrative.
 - Be sure to describe any changes that have occurred to the property and the date that they occurred. Other resources on the property should be described as well, including noncontributing ones. Nomination photographs should be taken in a logical sequence that follows the narrative description. Photograph numbers should be keyed to the text, for example: The ornate front door is surrounded by sidelights and a transom window (photo 4).
9. This section relates to the significance of the property and what makes it eligible for National Register listing. Mark the Criteria box that best exemplifies why the resource is being nominated. NRB, pages 36-37. The **Areas of Significance** are general themes in history that should correspond to the criteria chosen. Choose the Area of Significance from the list in NRB, pages 40-41. The **Period of Significance** is the time in which the property achieved its greatest importance. It typically begins with the date of construction. NRB, pages 42-45 cover the remainder of the section 8 questions.
 - The **Statement of Significance** is the written explanation of why the property is significant. In essence the text should support and prove that the property meets the criteria chosen. Begin this section with an introductory paragraph that identifies the applicable criteria, areas of significance and one or two sentences that summarize its importance. It should also be mentioned if the property is significant locally, statewide, or nationally.
 - A brief history of the property should be provided, however, the text needs to be more than just a chronological history of the property. It needs to tell how the property fits into the architectural and/or historical context of the chosen criteria. Comparisons to similar properties in the community or region are useful. NRB, pages 45-51 discuss this further.
10. Provide the sources that you used to write the nomination. A standard bibliographic format is recommended. NRB, page 52.
11. Provide the acreage of the nominated property and the UTM reference. The Verbal Boundary Description generally reflects the legal definition of the property. The Boundary Justification is a brief narrative explaining why the boundaries were chosen. NRB, pages 54-58 discuss items for section 10.
12. Complete the information for form preparer.

ADDITIONAL REQUIREMENTS

1. An original, full sized **USGS map** (either a 7.5 or 15 minute series) must be submitted with the nomination. The map should be labeled in pencil with the following items: location of the nominated property, name of property, county, Ohio and UTM number. NRB, page 63 discusses USGS map requirements. Maps may be obtained from some office supply stores, map stores, the USGS website: <http://www.usgs.gov> or:
**Ohio Department of Natural Resources
Publications Office, Building B
Fountain Square
Columbus, OH 43224
614-265-6606 or 614-265-6576, FAX 614-447-1918
E-mail: geo.survey@dnr.state.oh.us**

New NPS policy also allows submission of digitally created maps instead of hard copy USGS maps. (See specific instructions included with this packet for formatting and creating digital maps.)

2. **Photographs.** Submit clear and descriptive photographs with the nomination. Photographs should give an honest visual representation of the historic integrity and significant features of the property. They should illustrate those qualities discussed in the section 7 and 8 narratives. Photographs should be taken and listed in a logical order that corresponds to the narrative description in Section 7.
3. If **digital photographs** are submitted, the images must be saved as .TIFF files, labeled according to NPS convention and submitted on a CD-R. Images from the CD-R will be selected for the presentation of the nomination to the Ohio Historic Site Preservation Advisory Board (OHSPAB). Please refer to the NPS Specifications for nomination photographs found included with this packet.
4. The completed nomination packet will include **one set of prints of the digital image files.**
5. Photographs must be unmounted, medium weight, black and white or color with glossy finish of high quality. By allowing a photograph to be submitted to the National Park Service with a National Register form, photographers grant permission to the National Park Service to use the photograph for publication, display, distribution, study, publicity, and audio-visual presentations. Other agencies, persons, and organizations wishing to use photographs that are included in National Register records should request permission separately.

Photos can be 3½ x 5, 4 x 6 (preferred) or 8 x 10. NRB16a, pages 63-65 discusses appropriate labeling instructions. Keep in mind that adhesive labels will not be accepted. It is preferred that photos be labeled with a #1 pencil or a permanent archival, acid-free marker if the photo will not accept the pencil. When using a pencil, be careful not to carve into the photo by pressing too hard and when using a permanent marker be sure that the ink is dry before stacking the photos, ensuring that the ink does not smear onto the image of the next photo.

See the National Park Service photo policy, included with this packet for required and recommended photo views and expanded information about acceptable film, processing and paper types.

6. **Plans:** for individual buildings, a simple floor plan is recommended. If several resources are located on the property, a site plan is recommended. These can be in sketch form noting on the plan that it is "not to scale." Be sure to include a north arrow along with the standard map key information.
7. **Power Point presentation.** If you have only provided conventional black and white photographs, one set of color photos or digital photos must be submitted. The photos will be used during the presentation of the nomination to the Ohio Historic Site Preservation Advisory Board. We will keep the photos as part of the permanent documentation on the property. The photos should be of the same basic views as the black and white photographs. Photos should be labeled with the name of the property, county, and a number that corresponds to a photo list that describes what the view is.
8. **Owner Notification Sheet:** Complete the enclosed owner notification sheet. Please be sure that it is accurate with current information regarding elected officials. This information is used for mailings related to the required notification period. Failure to provide accurate information could result in delays in scheduling for OHSPAB consideration.
9. **NRHP Historic District Property Spreadsheet.** When completing a nomination for a historic district, complete this spreadsheet that contains information about individual properties within the district, the contributing/non-contributing status of each property and also includes individual owner contact information used for notification purposes when applicable. This document is required for all historic district submissions.

Please refer to the submission checklist for a full list of required components for submission.