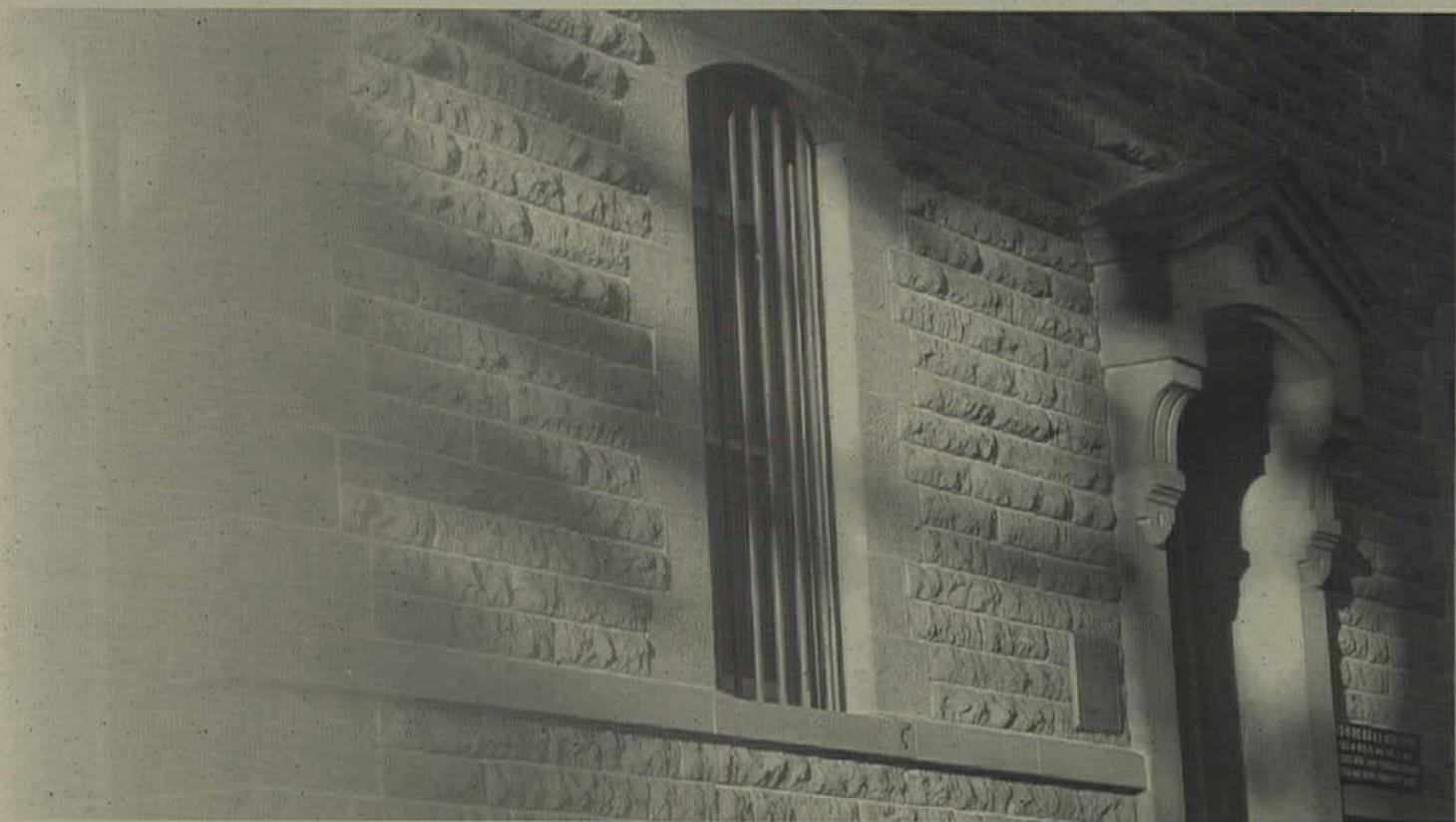


Supplementary Manual for Completing
National Register
of Historic Places
Nominations in Idaho



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2001

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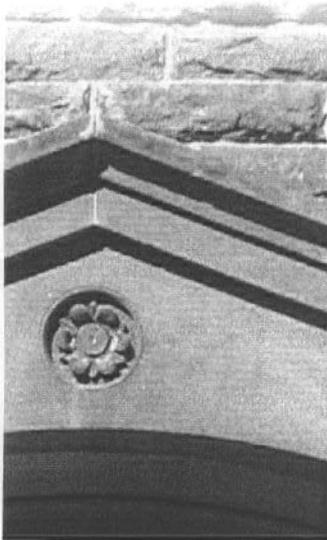
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Introduction

This manual is intended to provide guidance in the preparation of National Register of Historic Places nomination forms in the State of Idaho.

If you have any questions about this manual, or *Bulletin 16A*, please contact SHPO National Register Coordinator at:
(208) 334-3861



It is a supplement to the information found in National Register *Bulletin 16A: How to Complete the National Register Registration Form*. This manual provides information specific to the nomination process in Idaho and is not intended to replace the National Park Service publication or any other National Register bulletins. If the reader does not have *Bulletin 16A*, he/she should obtain it prior to proceeding further. It may be obtained from the Idaho State Historic Preservation Office (SHPO) or ordered from the National Park Service (see Appendix D).

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

This manual provides a list of required items for submission of a nomination to the NRHP. It includes a section-by-section discussion and direction on how to complete the document, corresponding to each section of the National Register 10-900 form. Finally, the manual includes several appendices with additional information referenced in the text of the manual. Please read this document thoroughly before you begin to prepare a National Register nomination, and consult it continually as you work on the document. The directions in this manual, as well as those in *Bulletin 16A*, must be followed exactly. This is critical in order for staff to speed the process and schedule nominations with the Idaho State Historic Sites Review Board as quickly as possible. Documents not complying with this manual and *Bulletin 16A* will be returned to the preparer for corrections.

The National Register Nomination Process

1.

Who can nominate

Any person or organization may submit a nomination for any property.

To nominate a property to the National Register, a "National Register of Historic Places Registration Form" (10-900), must be completed and submitted to:

**Idaho State Historic
Preservation Office**
210 Main Street
Boise, ID 83702

2.

Idaho review

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

Acceptable nominations must be submitted at least sixty (60) days prior to the Review Board meeting in order to be placed on the agenda for the next scheduled meeting.

The Idaho State Historic Sites Review Board meets twice annually: in April and in September. When a nomination is scheduled to go before the Board, the preparer and all property owners will be notified as to the date, time, and location of the meeting.



3.

National review

If the Review Board approves the nomination, it will be sent to the Keeper of the Register, Washington, D.C. Written comments submitted according to the regulations that are received before or during the Board meeting will be transmitted with the nomination to the Keeper of the Register.

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

4.

When a property is listed

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

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

Items Required for Submission

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

- **Nomination Form**
(NPS Form 10-900)

- **USGS Map**

- **Photographs & Negatives**

- **Slides**

- **National Register Nomination Checklist**

Nomination Form

One copy of the nomination completed on the National Register of Historic Places nomination form (NPS Form 10-900), (Appendix A) must be submitted. Forms are available from the Idaho SHPO or the National Park Service. The form should be completed in accordance with this manual and the National Park Service publication *Bulletin 16A: How to Complete the National Register Registration form*, and typed, single-spaced, in final form.

The SHPO also requires a diskette with an electronic copy of the document in (preferably) WordPerfect OR (alternatively, but less preferable) Microsoft Word . An electronic copy of the nomination form is available through the SHPO, or on the National Park Service website: <http://www.cr.nps.gov/nr/publications/forms.htm>.

USGS Map

A standard, original 7.5 minute series United States Geological Survey (USGS) quadrangle or "quad" map must be submitted with the site identified on the map in accordance with *Bulletin 16A: How to Complete the National Register Registration form*. USGS quads may be obtained from various map retailers in the state or from USGS and Earth Science Information Center at:

888-ASK-USGS (888-275-8474).

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

It is the preparer's responsibility to determine the UTM coordinates; however, the SHPO can provide assistance if requested.

Photographs & Negatives

Two sets of current black and white photographs (without borders) must be included with each nomination. The NPS prefers 5x7s or 8x10s, so please be sure that at least one set corresponds to one of these sizes. The SHPO will accept 3x5s for its file copies, though 5x7s are preferred. If the nomination is a Certified Local Government (CLG) project, please inquire with the local historic commission if they require a set of photographs as well, and if so, what size they prefer.

Enough photographs to adequately document and illustrate the exterior and interior of the nominated property should be provided. Please include at least one photo that shows the broader setting of the property. For large district nominations, submit photographs that are representative of properties found in the district; a photo of each property in the district is not necessary. If the district is small (e.g., less than 20 buildings) then a photo of each building is appropriate.

Label each photo on the back using a Schwan-Stabilo or comparable very soft pencil - these can be found at art or photo supply stores. Again, for archival reasons, do not use ink or any adhesive labels. Photographs should have the following information on the back of each photo:

Photographs should have the following information on the back of each photo, historic name of property, city/county/state, view of camera, number of photograph.

For example:

Smith Farmstead	historic name of property
Boise, Ada County, Idaho	city, county, state
View looking southeast	view of camera
Photo #1 of 6	number of photograph

In addition, a more thorough photograph inventory must be included on a Continuation Sheet as part of the nomination form. See Bulletin 16A, page 64, for instructions regarding what information to include.

Slides

One set of 35mm color slides of the property is also required with the nomination. These provide a more detailed visual aid for the Idaho State Historic Sites Review Board when they meet to discuss the nominations. As with the photos, please provide enough slides to comprehensively illustrate the nominated property. At a minimum, the set should include: the principal elevation (a couple of these are helpful), the setting, distinctive exterior details, important interior

*Photos become
our property*

details. Other slides that help to represent the property are very helpful. If the nominated property includes more than one structure, please include shots of each.

These slides are to help convey to the Idaho State Historic Sites Review Board the significance of the property. Show distinctive characteristics and notable details. Try to present slides that make a strong case for the importance of your property.

Slides must be submitted in an archivally stable, transparent plastic sleeve, and labeled with the property name, city, county and date. The photographer's name may be included. These slides will be accessioned into the SHPO files and not returned.

Checklist

A completed National Register Nomination Checklist (Appendix B) must be completed and submitted along with the nomination. This checklist - along with this manual - provides guidance for nomination preparers in submitting a complete and satisfactory document. This reduces staff involvement with revisions and corrections, and speeds the processing of nominations.

Instructions on Completing Forms

The detailed instructions on completing forms included in *Bulletin 16A: How to Complete the National Register Registration form* will not be repeated here. Rather, this manual is meant to provide further detail or clarification of those directions, as well as provide specific direction from the Idaho SHPO.

Section numbers refer to the National Register Nomination Form (NPS 10-900)

The "Section" numbers in the left column refer to those numbers in title blocks of the *National Register Nomination Form (NPS 10-900)*.

Section 1 Name of Property

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

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

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

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

Riverside Sanitarium; Johnson Boarding House;
Riverside Antique Mall

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

Section 2
Location

For addresses, please write out the entire address, without using abbreviations. For historic districts, list the inclusive addresses if possible, or at least the streets which form the district boundaries. Provide information on a continuation sheet if necessary.

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

The CODE blank after state is ID. The appropriate COUNTY CODE number can be found in Bulletin 16A.

Section 3
State/Federal Agency Certification

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

Section 4

For office use only.

Section 5
Classification

Category of Properties: Check the one box that best indicates the type of property being nominated.

Building: may refer to a single structure or a small group of buildings consisting of a main building and historically related outbuildings such as a house and carriage house or small farmstead.

District: refers typically to a larger geographic area, such as a neighborhood, or a large farmstead with a number of significant buildings.

Site: refers to a location which possesses significance regardless of the value of any existing structures. Examples are burial sites, village sites, ruins, battlegrounds, and campsites.

Structure: is used to distinguish functional, mechanical and engineering constructions from buildings created solely for shelter. Examples include dams, fire towers, bridges, kilns, machines, and roadways.

Section 5 (con't)
Classification

Object: refers to constructions that are primarily artistic in nature, small scale and simply constructed. Examples are sculptures, monuments, foundations, and statuary.

Number of resources within property: Enter the number of contributing and non-contributing buildings, sites, structures or objects that make up the nomination and have not previously been listed in the National Register (this is an issue primarily when preparing a district nomination where one or more properties within the broader district may already be listed individually). Total each column. Be careful to distinguish between "buildings" and "structures."

Name of multiple property listing: Enter N/A unless the nomination is part of a Multiple Resources Nomination or other existing Multiple Property listing.

Section 6
Function or Use

Functions or uses should be entered from pages 18-23 of Bulletin 16A and should be written exactly as they are listed in the bulletin. HISTORIC FUNCTION should relate specifically to the period of significance for which the property is being nominated, not prior usage or occupation. Uses that are not historically significant should not be included. All functions or uses listed here must be discussed in the text of Section 7 or 8.

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

Section 7
Description

Architectural Classification: This must be chosen from either "category" or "sub-category" from pages 24-26 of Bulletin 16A (the left two columns only), and should reflect the predominant style of the property. Enter only one item per line.

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

Materials: These must be chosen from the category or sub-category on page 27 of Bulletin 16A and reflect the predominant materials of the property. Enter only one term per line. Please note that filling in the spaces does not remove the necessity for discussion within the body of the text.

Section 7 (con't)
Description

Building descriptions must contain a discussion of the following basic elements:

- **site**

- **date of construction**

- **architectural style**

- **number of stories**

- **size**

- **plan/shape**

- **types of construction materials**

- **roof shape**

- **windows**

- **foundation**

- **exterior details such as porches**

- **chimneys and decorative elements**

- **significant interior features**

Narrative Description: Begin this narrative with a concise paragraph that summarizes the physical description of the property. Include a description of the setting, number of resources, siting and orientation of buildings, for instance:

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

Or

The xxxxx Farmstead is located three miles northwest of the City of Moscow, Idaho, in the area known as the Palouse in northern Idaho. The Palouse consists of rolling agricultural fields, planted mostly in xxxx crops. The Farmstead itself is oriented east, with the main house, barn, and outbuildings grouped in a u-shape.

Or

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

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

The most successful descriptions generally proceed in a logical sequence beginning at the foundation and working up to the roof; describe the main facade first, then subsequent facades. Building descriptions must contain a discussion of the following basic elements: site, date of construction, architectural style, number of stories, size, plan/shape, types of construction materials, roof shape, windows, foundation, exterior details such as porches, chimneys and decorative elements, significant interior features.

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

Buildings are a product of their time and as such they evolve over time. Alterations and changes to the property must be described and the date noted if possible. The text should demonstrate that the property retains enough of its historic appearance and original

Section 7 (con't)

Description

materials and features (integrity) to be eligible, despite its alterations. Keep in mind that alterations can become historic in themselves, if made during the period of significance.

For District Nominations:

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

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

*001 John Smith Building
484 Main Street
1908
Contributing*

The John Smith Building is a two-story, brick, commercial building.....

The John Smith Building was constructed in 1908 for John Smith to house his grocery store in downtown Smithville. It was designed by Over the years the store changed hands many times, housing a number of different businesses, including.....

If the district is quite large, a discussion of each property is not required; rather, simply discuss a representative sampling. However, be sure to include a complete inventory list of all properties at the end of Section 7.

Section 8

Statement of Significance

Applicable National Register Criteria: Check the appropriate criterion as defined on pages 35-37 of Bulletin 16A. All criteria checked must be specifically discussed and adequately supported within the text.

Criteria Consideration: Some types of properties are normally excluded from eligibility for listing in the National Register (e.g., properties less than 50 years old, churches, moved buildings). If the property is one of these normally excluded, the consideration must be checked and an explanation of the property's exception to

Section 8 (con't)
**Statement of
 Significance**

the exclusion must be included in the Statement of Significance. The exception must be one of those listed on pages 36-37 of Bulletin 16A. A more detailed discussion of the Criteria Considerations can also be found in *National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation*.

Areas of Significance: Enter only those categories from pages 38-41 of Bulletin 16A for which the nominated property genuinely meets the specific criteria of the National Register of Historic Places. Be careful to select the category most relevant to the historic importance of the property - not just its use.

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

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

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

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

Significant Person: This category should only be used if *Criterion B* is used. The person's name should be listed as "last name," "first name." Enter N/A in all other cases.

Section 8 (con't)
**Statement of
 Significance**

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

Architect/Builder: If the name of the designer or builder is known, list it as "last name," "first name" in the Architect/Builder space. Indicate in parens after the name if it is the builder or the architect. If the name of the designer and/or builder are not known, enter "Unknown." **Narrative Statement of Significance:**

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

Historic Context: The National Park Service requires that a nomination document the "historic context" of a property - or how it fits into history. The context provides historical information that shows what role a particular property played in the pattern of events that comprises the local history. Discuss why the theme (Area of Significance) is significant, why the type of resource is significant to the theme, and why this particular property represents a significant element of the theme. Additional information directly pertaining to the property's eligibility should be included if necessary to establish its significance or integrity, or to justify criteria consideration. Be concise, factual, and well-organized.

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

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

Section 8 (con't)
**Statement of
Significance**

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

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

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

(A) The first paragraph states the "level," "Criterion," and "Area(s) of Significance" under which the property is being nominated (e.g., "The John Smith House is being nominated at the local level under Criterion C as an excellent example of the Queen Anne style of architecture...") A concise statement summarizing the significance of the property using the National Register criteria is very important. Two or three sentences are usually sufficient to show how the property represents a significant theme, property type or period of time. A brief discussion about the "Period of Significance" and why the dates were chosen should be included here, as well.

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

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

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

All statements of fact must be noted with the source of information. SHPO staff prefer endnotes to footnotes, as there have been difficulties with footnotes skewing the NRHP Form 10-900 computer template in conversion from one program to another.

Summary Statement of Significance

Section 8 should always end with a Summary Statement of Significance. This is essentially a brief, one paragraph summary of the high points of the history/description of the property with a succinct statement as to why this particular property is significant. Please do not simply summarize the history without stating the significance, as this statement is critical.

Section 9 Major Bibliographic References

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

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

Section 10 Geographical Data

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

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

UTM References: The USGS quadrangle map with the site marked must be submitted with the nomination form and labeled in pencil on the front of the map with: the name of the property, city, county, state, UTM references, and the name of the quad map. The location of the property should be indicated with a mark or a circle. Assistance with determining UTM references can be found at <http://www.topozone.com>.

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

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

Other Requirements

■ Continuation Sheets

■ Sketch Map

■ Inventory

■ Inventory Form

■ Property Owners

■ Checklist

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

Sketch Map: Along with the USGS quadrangle map, a sketch/site map must also be included. Plat maps, insurance maps, city maps, and hand-drawn maps are all acceptable base maps, as long as they are at a scale that allows for the resources to be located and identified. Each map should include the name of the property, a north arrow, and a scale if available. If a scale is not available, note "not to scale" on the map. For districts, contributing and non-contributing resources should be clearly identified. The sketch map should also indicate the vantage points of photographs accompanying the nomination. Maps should be 8.5 x11 inch format.

Inventory: An inventory must be provided with all nominations of more than a few resources, when each resource is not individually described (e.g., districts). The inventory should be typed on Continuation Sheets and be placed at the end of Section 7. The inventory must contain the following information: Address of property, historic name (if known), date or circa date of construction or substantial alteration, and classification of "contributing" or "non-contributing." It should be organized as follows:

Map Code	Address	Historic Name	Date	Classification
001	1015 Main St.	Smith Building	c.1915	C
001	1019 Main St.	Jones Bldg	1962	NC

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

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

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

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



Appendix A

**The National Register
of Historic Places**

Registration Form

United States Department of the Interior
National Park Service

National Register of Historic Places Registration Form

This form is for use in nominating or requesting determinations of eligibility for Individual properties or districts. See instructions in *How to Complete the National Register of Historic Places Form* (National Register Bulletin 16A). Complete each item by marking "x" in the appropriate box or by entering the information requested. If an item does not apply to the property being documented, enter "N/A" for "not applicable." For functions, architectural classification, materials, and areas of significance, enter only categories and subcategories from the instructions. Place additional entries and narrative items on continuation sheets (NPS Form 10-900a). Use a typewriter, word processor, or computer to complete all items.

1. Name of Property

historic name _____
other names/site number _____

2. Location

street & number _____ N/A not for publication
city or town _____ N/A vicinity
state Idaho code ID county _____ code _____ zip code _____

3. State/Federal Agency Certification

As the designated authority under the National Historic Preservation Act, as amended, I hereby certify that this nomination request for determination of eligibility meets the documentation standards for registering properties in the National Register of Historic Places and meets the procedural and professional requirements set forth in 36 CFR Part 60. In my opinion, the property meets does not meet the National Register criteria. I recommend that this property be considered significant nationally statewide locally. (See continuation sheet for additional comments.)

Signature of certifying official/Title Date
ROBERT M. YOHE, II, State Historic Preservation Officer

State or Federal agency and bureau

In my opinion, the property meets does not meet the National Register criteria. (See continuation sheet for additional comments.)

Signature of certifying official/Title Date

State or Federal agency and bureau

4. National Park Service Certification

I hereby certify that this property is:	Signature of the Keeper	Date of Action
<input type="checkbox"/> entered in the National Register. <input type="checkbox"/> See continuation sheet.	_____	_____
<input type="checkbox"/> determined eligible for the National Register. <input type="checkbox"/> See continuation sheet.	_____	_____
<input type="checkbox"/> determined not eligible for the National Register.	_____	_____
<input type="checkbox"/> removed from the National Register.	_____	_____
<input type="checkbox"/> other, (explain:)	_____	_____

Name of Property

City, County, and State

5. Classification

Ownership of Property
(Check as many boxes as apply)

- private
- public-local
- public-State
- public-Federal

Category of Property
(Check only one box)

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

Number of Resources within Property
(Do not include previously listed resources in the count.)

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

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

Number of contributing resources previously listed in the National Register

6. Function or Use

Historic Functions
(Enter categories from instructions)

Current Functions
(Enter categories from instructions)

7. Description

Architectural Classification
(Enter categories from instructions)

Materials
(Enter categories from instructions)

foundation _____
walls _____

roof _____
other _____

Narrative Description

(Describe the historic and current condition of the property on one or more continuation sheets.)

X See continuation sheet(s) for Section No. 7

Name of Property

City, County, and State

8. Statement of Significance

Applicable National Register Criteria

(Mark "x" on one or more lines for the criteria qualifying the property for National Register listing.)

- A** Property is associated with events that have made a significant contribution to the broad patterns of our history.
- B** Property is associated with the lives of persons significant in our past.
- C** Property embodies the distinctive characteristics of a type, period, or method of construction, or represents the work of a master, or possesses high artistic values, or represents a significant and distinguishable entity whose components lack individual distinction.
- D** Property has yielded, or is likely to yield, information important in prehistory or history.

Criteria Considerations
(Mark "x" on all that apply.)

Property is:

- A** owned by a religious institution or used for religious purposes.
- B** removed from its original location.
- C** a birthplace or grave.
- D** a cemetery.
- E** a reconstructed building, object, or structure.
- F** a commemorative property.
- G** less than 50 years of age or achieved significance within the past 50 years.

Areas of Significance

(Enter categories from instructions)

Period of Significance

Significant Dates

Significant Person

(Complete if Criterion B is marked above)

Cultural Affiliation

Architect/Builder

Narrative Statement of Significance

(Explain the significance of the property on one or more continuation sheets.)

See continuation sheet(s) for Section No. 8

9. Major Bibliographical References

Bibliography

(Cite the books, articles, and other sources used in preparing this form on one or more continuation sheets.)

Previous documentation on file (NPS):

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

Primary location of additional data:

- State Historic Preservation Office
- Federal agency
- Local government
- University
- Other

Name of repository:

See continuation sheet(s) for Section No. 9

Name of Property _____

City, County, and State _____

10. Geographical Data

Acreage of property _____

UTM References

(Place additional UTM references on a continuation sheet.)

A B
 Zone Easting Northing Zone Easting Northing

C D

Verbal Boundary Description

 (Describe the boundaries of the property.)

See continuation sheet(s) for Section No. 10

Boundary Justification

 (Explain why the boundaries were selected.)

See continuation sheet(s) for Section No. 10

11. Form Prepared By

name/title _____
 organization _____ date _____
 street & number _____ telephone _____
 city or town _____ state ___ zip code _____

Additional Documentation

Submit the following items with the completed form:

- **Continuation Sheets**
- **Maps:** A USGS map (7.5 or 15 minute series) indicating the property's location.
 A **Sketch map** for historic districts and/or properties having large acreage or numerous resources.
- **Photographs:** Representative **black and white photographs** of the property.
- **Additional Items** (Check with the SHPO or FPO for any additional items.)

Property Owner

name _____
 street & number _____ telephone _____
 city or town _____ state ___ zip code _____

Paperwork Reduction Act Statement: This information is being collected for applications to the National Register of Historic Places to nominate properties for listing or determine eligibility for listing, to list properties, and to amend existing listings. Response to this request is required to obtain a benefit in accordance with the National Historic Preservation Act, as amended (16 U.S.C. 470 *et seq.*).

Estimated Burden Statement: Public reporting burden for this form is estimated to average 18.1 hours per response including time for reviewing instructions, gathering and maintaining data, and completing and reviewing the form. Direct comments regarding this burden estimate or any aspect of this form to the Chief, Administrative Services Division, National Park Service, P.O. Box 37127, Washington, DC 20013-7127; and the Office of Management and Budget, Paperwork Reductions Projects (1024-0018), Washington, DC 20503.

NPS Form 10-900-a
(1993)

OMB No. 1024-0018

United States Department of the Interior
National Park Service

National Register of Historic Places Continuation Sheet

Section number ___ Page ___ Name of Property _____
County and State _____

Appendix B

**The National Register
of Historic Places**

Nomination Submission
Checklist

National Register Nomination Submission Checklist

Historic Name of Property: _____

City/County: _____

Section 1:

Name of Property

Yes No NA
Yes No NA

Notes:

Format: Last name, first name
N/A entered where applicable

Section 2:

Location

Yes No NA
Yes No NA
Yes No NA
Yes No NA
Yes No NA

Full address, no abbreviations
N/A entered where applicable
"Idaho Code" entered as ID
County code number correct
Zip code provided

Section 3:

State/Federal Agency Certification

Yes No NA
Yes No NA
Yes No NA

"Nomination" checked
"Meets/does not meet" checked
National, state or local level checked

Section 4:

For Feds Only

Section 5:

Classification

Yes No NA
Yes No NA
Yes No NA

Ownership of property correct
Category of property correct
Related multiple property listing cited OR N/A entered

Number of Resources

Yes No NA
Yes No NA
Yes No NA

Agrees with inventory
Agrees with map
Does not include previously listed properties in total

Section 6:

Function or Use

Yes No NA

Bulletin 16 terminology used

Yes No NA

Use related to significance

Section 7:

Description

Architectural Classification

Yes No NA

Bulletin 16 terminology

Materials

Yes No NA

Bulletin 16 terminology

Yes No NA

All lines completed

Building Description

Yes No NA

Setting and site

Yes No NA

Dates of construction and alteration

Yes No NA

Style

Yes No NA

Size

Yes No NA

Logical description, e.g., from foundation up OR elevation by elev

Yes No NA

Foundation

Yes No NA

Materials

Yes No NA

Windows

Yes No NA

Roof shape

Yes No NA

Details

Yes No NA

Plan

Yes No NA

Interior

Yes No NA

If altered or moved, impact has been assessed

Yes No NA

Classification of C and NC resources

Yes No NA

ALL resources classified

Yes No NA

Rationale discussed for C and NC status

Yes No NA

Inventory list included at end of Section 7 for districts

Yes No NA

Numbers match "Number of Resources" in Section 5

Section 8:

Statement of Significance

Applicable NR Criteria

Yes No NA

Criteria checked

Yes No NA

If "B" checked, Significant Person blank is filled in

Criteria Considerations

Yes No NA

Checked if appropriate

Yes No NA

Discussed in text?

Area of Significance

Yes No NA

Bulletin 16 terminology

Yes No NA

Reflects significance, not just use

Period of Significance

Yes No NA

POS is correct and does not predate resource

Yes No NA

POS is more than 50 years ago

Yes No NA

POS is discussed/explained in text

Significant Date

Yes No NA

Yes No NA

Yes No NA

Significant Person

Yes No NA

Architect/Builder

Yes No NA

Introductory Paragraph

Yes No NA

Significant Date listed

Discussed in text

All significant dates are within the POS

Format: Last name, first name

Format: Last name, first name

Level (local, state, national) significance mentioned

Criteria mentioned

Area(s) of significance mentioned

Justification or rationale for eligibility discussed

Historic context well developed for each area of significance

Section 9:

Major Bibliographical references

Yes No NA

Used endnotes rather than footnotes

Check endnotes - correctly numbered, etc.

Endnotes/Bibliography properly written/formatted - (used writing manual/guide)

Previous determinations checked where appropriate

Location of other data checked

Section 10:

Geographical Data

Acreage

Yes No NA

Yes No NA

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

Less than one acre

UTM References

Yes No NA

Yes No NA

Correct? Agrees with map?

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

Verbal Boundary

Yes No NA

Accurate and specific

Boundary Justification

Yes No NA

Well defined

Yes No NA

Excludes buffer zones

Section 11:

Form Prepared By

Yes No NA

Complete information

Property Owner

Yes No NA

Completed

Miscellaneous:

Form 10-900

Yes No NA

Yes No NA

Document provided on diskette in WordPerfect 8 or 9 or Microsoft Word 97
Header on each page with Name of Property/County and State

Continuation Sheets

Yes No NA

Yes No NA

Labeled with name, city, county, state
Numbered correctly

Sketch map

Yes No NA

Labeled with name, city, county, and state

Legend (C, NC)

North arrow

Scale or not-to-scale indicated

Shows district boundary

C/NC properties clearly indicated

Tied to photos - vantage points

Number of resources shown matches "Number of Resources in Section 5 and those listed in the Inventory"

USGS Map

Yes No NA

Labeled with name, city, county, state

Property located

References agree with Section 10

No adhesive labels

Labeled in PENCIL only

Name of quad written below other information

Photos

Yes No NA

Labeled with Schwan-Stabilo (or comparable) pencil on back

Labeled: name, city, county, state

Full photo documentation provided in nomination

No adhesive labels

Size: at least one set of 5x7 or 8x10

Thoroughly depicts current resource

2 copies of each photo included

Negatives included

Slides

Yes No NA

Yes No NA

Yes No NA

Included

Properly labeled according to Supplementary Manual

Thoroughly depict property for Review Board presentation



Appendix C

Architectural
Reference Books

This list is intended to provide a list of possible resources to reference or learn more about historic architectural styles and terminology. It is by no means comprehensive, nor is it intended to be exclusive.

Architectural Reference Books

Attebery, Jennifer. **Building Idaho: An Architectural History.** Moscow, ID: University of Idaho Press, 1991.

Blumenson, John. **Identifying American Architecture.** Nashville, TN: American Association for State and Local History, 1991, Rev.Ed.

Carley, Rachel. **The Visual Dictionary of American Domestic Architecture.** New York: Henry Holt and Company, 1994.

Dean, Jeff. **Architectural Photography: Techniques for Architects, Preservationists, Historians, Photographers and Urban Planners.** Nashville, TN: American Association for State and Local History, 1981.

Gottfried, Herbert, and Jennings, Jan. **American Vernacular Design, 1870-1940: An Illustrated Glossary.** New York: Van Nostrand Reinhold, 1985.

Harris, Cyril M., ed. **Illustrated Dictionary of Historic Architecture.** New York: Dover Publications, 1977.

Longstreth, Richard. **The Buildings of Main Street: A Guide to American Commercial Architecture.** Washington, D.C.: Preservation Press, 1987.

McAlester, Virginia and McAlester, Lee. **A Field Guide to American Houses.** New York: Alfred Knopf, 1985.

Phillips, Steven J. **Old House Dictionary.** Lakewood, CO: American Source Books, 1989.

Poppeliers, John; Chambers, S.A. and Schwartz, N.B. **What Style is It?** Washington, D.C.: National Trust, 1977.

Rifkind, Carole. **A Field Guide to American Architecture.** New York: New American Library, 1980.

Robertson, Bruce and White, Anthony. **Architecture and Ornament: A Visual Guide.** New York: Design Press, 1990.

Stevenson, Katherine Cole, and Jandl, H. Ward. **Houses by Mail: A Guide to Houses from Sears, Roebuck and Company.** Washington, D.C.: Preservation Press, 1986.

Whiffen, Marcus. **American Architecture since 1780: A Guide to the Styles.** Cambridge, MA: MIT Press, 1992, Rev.Ed.



Appendix D

**The National Register
of Historic Places**

Publications
Order Form

NATIONAL REGISTER OF HISTORIC PLACES PUBLICATIONS

To obtain copies of National Register publications, please print and fill out this form, then send via US mail to:

National Register, History, and Education, National Park Service
1849 "C" St. NW, NC 400
Washington, D.C. 20240

NAME _____ PHONE _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

Publications may also be obtained by e-mailing requests to nr_reference@nps.gov. Publications marked with an asterisk (*) are available in electronic form on the World Wide Web at www.cr.nps.gov/nr/publications

Please specify quantity (number of publications ordered is subject to availability):

THE BASICS

- How to Apply the National Register Criteria for Evaluation (#15) *
- How to Complete the National Register Registration Form (#16A) *
- How to Complete the National Register Multiple Property Documentation Form (#16B) *
- How to Prepare National Historic Landmark Nominations *
- Researching a Historic Property (#39) *

PROPERTY TYPES

The following bulletins offer guidelines on **evaluating, documenting, and nominating** different types of historic properties to the National Register:

- Archeological Properties (*This recently revised bulletin will soon be available on the Web*)
- Aviation Properties *
- Aids to Navigation (#34) *

- America's Historic Battlefields (#40)*
- Cemeteries and Burial Places (#41)*
- Designed Historic Landscapes (#18) *
- Historical Archeological Sites and Districts (#36) *
- Mining Sites (#42)*
- Post Offices (#13)*
- Properties Associated with Significant Persons (#32) *
- Properties That Have Achieved Significance Within the Last Fifty Years (#22)*
- Rural Historic Landscapes (#30) *
- Traditional Cultural Properties (#38) *
- Vessels and Shipwrecks (#20)*

TECHNICAL ASSISTANCE

- Defining Boundaries for National Register Properties (with Appendix, Definition of National Register Boundaries for Archeological Properties)*
- How to Improve the Quality of Photographs for National Register Nominations (#23)
- Telling the Stories: Planning Effective Interpretive Programs for Places Listed in the National Register of Historic Places *

GENERAL GUIDANCE AND BROCHURES

- Guidelines for Local Surveys: A Basis for Preservation Planning (#24) *
- Code of Federal Regulations: 36 CFR Part 60 National Register of Historic Places
- National Register Casebook: Examples of Documentation
- National Register of Historic Places Brochure (please specify English or Spanish)*
- My Property is Important to America's Heritage Brochure

- Teaching With Historic Places Brochure
- 25 Things You Can Do to Promote Public Archeology *

FORMS

- National Register Registration Form (NPS Form 10-900) *
- National Register Continuation Sheet (NPS Form 10-900a) *
- National Register Multiple Property Documentation Form (NPS Form 10-900b) *

NPS forms 10-900, 10-900b, and 10-900a are available together on disk:

- ASCII Word Perfect 5.1 Microsoft Word 6.0 for Macintosh

VIDEOS

- The Multiple Property Approach
- Through the Generations: Identifying and Protecting Traditional Cultural Places

American Legacy: The Work of the National Register of Historic Places: This video is \$15 per copy (shipping and handling included) and can be ordered by sending your request and check to: NCSHPO, Suite 342, Hall of States, 444 N. Capitol Street, NW, Washington, DC 20001-1512.

RELATED PUBLICATIONS

- Manual for State Preservation Review Boards
- Teaching with Historic Places: Create Your Own Lessons*

CRM MAGAZINE

- Creative Teaching with Historic Places: Volume 28, No. 8, 2000*
- Using the National Register (Vol. 17, No.2, 1994) *
- Cultural Diversity and Historic Preservation (Vol. 15, No. 7, 1992) *

Traditional Cultural Properties (Vol. 16, No. 1993)*

Teaching with Historic Places (Vol. 16, No. 2, 1993) *

Archeology and the National Register (Vol. 18, Sup, 1995) *



Appendix E

**The State Historic
Preservation Office**

Statement of Use
of Historic Materials

**Statement of Use
of Historic Materials**

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

Materials become a permanent part of the SHPO's historic properties' files, known as the "Idaho Historic Sites Inventory." If a property is judged to be ineligible for listing in the National Register of Historic Places, the SHPO shall retain the nomination forms, maps, one set of black and white prints, the negatives, color slides, and the supplemental material as a part of the permanent file. The other set of prints will be returned to the nomination preparer upon request.

Anyone may examine the materials in the Idaho Historic Sites Inventory, housed at the Idaho State Historic Preservation Office located at 210 Main Street. The materials may not be removed from the offices of the SHPO; however, photocopies will be provided upon request. To ensure someone will be available to assist you with the files, we recommend making an appointment by calling 208/334-3861.