

Preparing National Register Nominations in Idaho



STATE HISTORIC
PRESERVATION
OFFICE
/ IDAHO STATE
HISTORICAL SOCIETY

**Guidelines and Procedures for Writing and
Submitting National Register Nominations in
Idaho**



IDAHO STATE **HISTORICAL SOCIETY**

Created in 1881 and established as a state agency in 1907, the Idaho State Historical Society is an extraordinary system of cultural and historic resources comprised of the Idaho State Historical Museum, State Archives, **State Historic Preservation Office**, and Historic Sites Program. We seek to inspire, enrich, and engage all Idahoans by leading the state in preserving, sharing, and using history and cultural resources relevant to today to inform and influence the future. The SHPO was founded in 1966 after Congress passed the National Historic Preservation Act (NHPA), which requires each state to manage federal historic preservation programs. The SHPO administers the National Register of Historic Places, Historic Rehabilitation Tax Credits, Certified Local Governments, Section 106 of the NHPA, the Idaho Archaeological Survey, and an inventory of historic properties around the state.

Thank you for your interest in our programs.
SHPO Staff



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INTRODUCTION

Thank you for your interest in nominating one of **Idaho's unique properties to the National Register** of Historic Places. The National Register is the **nation's official list of buildings, structures, sites, objects, and districts** significant in American history. Over 1,000 Idaho properties are listed in the National Register, containing over 3,000 individual places, with all 44 Idaho counties represented. The National Register is maintained by the National Park Service in Washington, D.C., and is administered across the nation by state historic preservation offices (SHPO).

National register is right for them and how the SHPO determines if a property meets the **minimum requirements of the program**. "Writing a National Register Nomination" includes a list of required items for submission of a nomination and direction on how to successfully complete the document. "The National Register Review Process" describes the timelines and process for how properties are listed in the National Register. Finally, the manual includes several appendices with additional information referenced in the text. This manual specifically addresses nomination of individual properties. **Please contact the office if considering nominating a historic district.**

How to Use This Guide

Preparing National Register Nominations in Idaho is a supplement to the information found in National Park Service: National Register Bulletins 16a: "How to Complete the National Register Registration Form;" and Bulletin 15 "How to Apply the National Register Criteria for Evaluation." 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. To obtain a copy of bulletins 15 and 16a contact the Idaho SHPO or downloaded online via the National Park Service website <https://www.nps.gov/nr/publications/bulletins/nrb16a/>

This manual provides necessary information to complete the National Register of Historic Places Registration Form (NPS Form 10-900). The manual is intended for professional consultants, researchers, writers, and other members of the public. The SHPO suggest that those unfamiliar with the process might wish to secure the services of an experienced preparer (contact the SHPO office for a list of nomination preparers). If the property owner wishes to undertake the preparation of a nomination themselves the SHPO staff will work with the owner to complete the process. Please be aware that this course of action generally results in additional time to complete the nomination – often many months and several drafts.

These guidelines are organized into four sections. "Before Beginning" consists of information to help owners decide if listing their property in the



Payette Lakes Club—McCall, Valley Co.

Staff Contact Information

The Idaho SHPO staff looks forward to working with you. Please contact the SHPO to discuss your projects, research strategy, and important deadlines before beginning.

For general questions and eligibility requests, please contact:

Jamee Fiore, National Register Coordinator
(208) 488-7461

Jamee.fiore@ishs.idaho.gov

BEFORE STARTING

Thank you for your inquiry about nominating a property to the National Register of Historic Places (NRHP). The National Register gives recognition to properties significant in American history, architecture, engineering, archaeology, **and culture. A property becomes "listed" in the National Register** after a nomination form documenting the historic significance of the property is approved by the Idaho State Historic Sites Review Board (HSRB) and the Keeper of the National Register in Washington, D.C.

The Idaho SHPO staff strongly recommend that property owners understand the potential benefits and limitations of listing their property in the National Register. Listing a property in the National Register does not place any restrictions on a property at the state or federal level, unless the property owner chooses to participate in tax benefit or grant programs. However, state law in Idaho allows local governments to offer some level of protection for listed properties. Owners interested in listing their property should contact their local planning office to determine what laws and regulations apply.



Sandpoint Federal Building, Sandpoint, Bonner Co.

More information about the benefits of owning a property listed-in the National Register, the nomination process, and how to support or object to a listing are available at the SHPO website. Upon deciding that listing is the right choice, staff encourages property owners to contact the SHPO before preparing a nomination.

Is my property eligible?

An important step in listing a property in the National Register of Historic Places is to complete a Preliminary Eligibility Questionnaire (PEQ) so that a SHPO staff member may assist the owner in determining if the property meets the minimum qualifications for listing. To complete the form, owners are asked to describe their property and its history, and to include photos of the buildings and property they would like considered. After reviewing the PEQ, staff will provide a letter stating whether the SHPO finds the property as eligible – or not – for listing in the National Register, or if additional information is needed. Application materials, including a sample National Register nomination for a similar property, and other materials, are included in the response.

Submitted PEQs and staff responses are public records and are kept on file at the SHPO.

The PEQ is not a nomination, and completing the form does not obligate a property owner to continue with a nomination nor subject the owner to any local, state, or federal government regulations.

The PEQ packet is available on the Idaho SHPO website, or may be requested by email, phone, or in writing. See previous page for contact information.

Am I restricted/limited?

The NRHP is largely an honorific program and it carries with it no restrictions whatsoever to private property owners up to and including, demolition. National Register Listing only regulates the use of federal funds that may affect the property and does not impose legal requirements on the private property owner. Once your property is listed, you are free to make any alterations with private funds and do not need prior approvals from our office.

Minimum standards to be listed-in the Register

It is important to note that not all old buildings and places are eligible for listing in the NRHP.

Eligible properties are generally:

1. 50 years old or older;
2. Retain their historic appearance (called “integrity”); and
3. Are historically important (referred to as “significant”) at the local, state, or national level under one of four Criteria identified by the National Park Service. The Criteria are:

Criterion A: Association with events that have made a significant contribution to broad patterns of history (agriculture, mining, community planning, homesteading)

Criterion B: Association with the productive lives of persons significant to our past (not many properties qualify for this criterion)

Criterion C: Embodiment of distinctive characteristic of a type, period, or method of construction; represent the work of a master; possess high artistic values; or represent a significant vernacular structure (bridges, railroad trussels, courthouses, residences, etc.)

Criterion D: Properties that have yielded or may be likely to yield, information important in pre-contact or post-contact (archaeological sites, camps, forts, farmsteads, original town plats)

In order to successfully prepare a National Register nomination, preparers will need the following publications, which are available from the National Park Service and on the SHPO website.

Resources and Guides

National Register Bulletin 15, “How to Apply the National Register Criteria”

This bulletin defines terms commonly used in the National Register program and describes what properties are eligible for listing. <https://www.nps.gov/Nr/publications/bulletins/nrb15>

National Register Bulletin 16a, “How to Prepare the National Register Form”

This bulletin provides the instructions for completing the National Register form. <https://www.nps.gov/Nr/publications/bulletins/nrb16a>

National Register Bulletin 39, “Researching a Historic Property”

A good how-to guide that describes how to research the history of a building and document its past. <https://www.nps.gov/Nr/publications/bulletins/nrb39>

Appendix G: Researching Historic Properties-Notes and Quick Reference

For additional information regarding property research contact the SHPO staff.



Birchcreek Charcoal Kilns—Lemhi Co.

Sample National Register Nominations from the SHPO

Writing a nomination can be easier using a successful nomination for a similar property as a guide. Contact the SHPO directly for relevant sample documents.

Individual properties may also be listed in the National Register using a Multiple Property Document or within a listed historic district. A brief description of each process is below. Please contact the SHPO to ensure that the property is eligible for listing and meets the minimum documentation requirements before beginning. The directions in this manual must be followed and are critical to having a successful nomination. Documents not complying with this manual and Bulletins 15, and 16a will be returned to the preparer for corrections.



Wallace Carnegie Library—Wallace, Shoshone Co.

Historic Districts

A historic district is a concentration of buildings, structures, objects, and/or sites, and associated landscape or streetscape features that are 50 years old or older, retain their historic character, and are associated with an important aspect of the past or together represent a notable collection of architectural style or building types. Historic districts are documented using the same National Register form as individual properties, but additional documentation is required, including a property list and district map, among

other materials. The following items are required for historic district nominations:

- Completed Idaho Historic Sites Inventory Database for the nominated area.
- Hard-copy property list and cultural resources Report meeting the Idaho SHPO standards (to be found on SHPO website).
- Historic district map with boundaries clearly identified and properties designated.
- Photo location map showing the location, photo number, and direction of view for each photo included in the nomination.

Consultation with the SHPO National Register Coordinator is required prior to starting a historic district nomination

Multiple Property Documents (MPDs)

The Multiple Property Document Form (MPD) is a document used to nominate individual properties that share a similar time period, geographic distribution, theme, and importance. For example, property types and topics that could be described in a MPD are: Agricultural Properties of Latah County, Idaho; County Courthouses in Idaho; Metal Truss Highway Bridges of Idaho; Toutellotte and Hummel Architecture. A MPS also describes what qualities properties must possess to be eligible for listing in the NRHP.

While a MPD is not a National Register nomination itself, preparers may use a MPD to more easily list properties that meet the requirements specified in the document. Generally, only historic preservation professionals should attempt to complete a MPD.

WRITING A NATIONAL REGISTER NOMINATION

Writing a NRHP nomination is a collaborative process between the preparer and the Idaho SHPO. Staff encourages preparers to contact the office before beginning a nomination and to work with the office throughout the process. Preparing a nomination for a single property requires between 100–150 hours of research, writing, and revision, and the review process is typically between one (1) and two (2) years. There is no application fee to submit a nomination; however, preparers supply completed nomination materials at their own cost. Property owners may also choose to hire a consultant to complete the work. Please contact the office for a list of contractors.

National Register nominations are public documents not subject to copyright and are posted online by the National Park Service and the Idaho SHPO

Please do not include descriptions of personal possessions in the narrative, and consider removing objects of value from the property when taking photos for the nomination document.

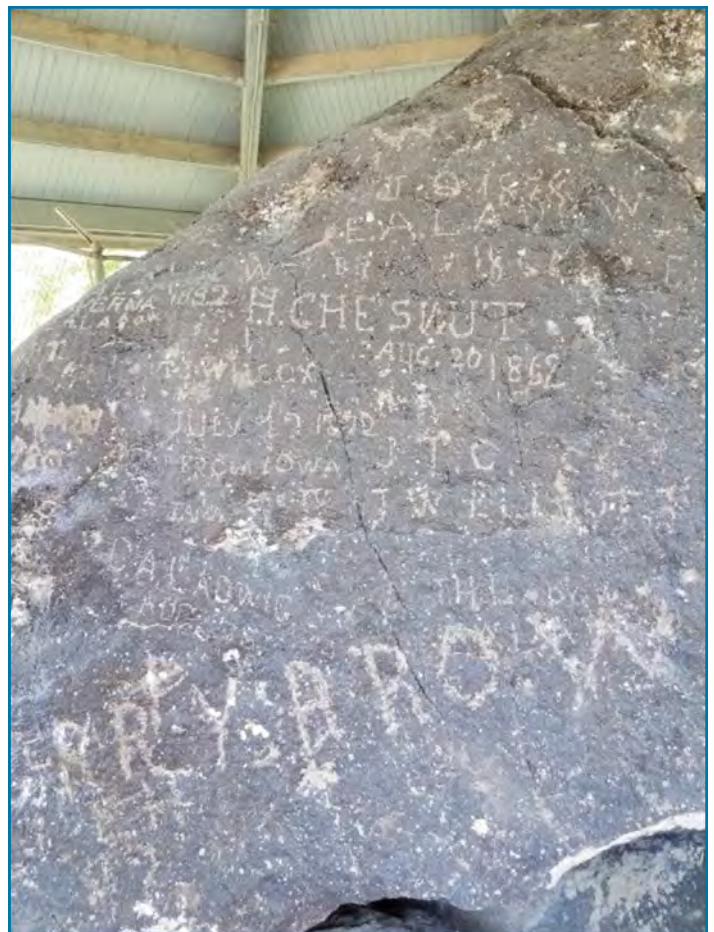
Deadlines and Submission Requirements

Whether prepared by private citizens or by consultants, most nominations – regardless of size – go through at least two final-drafts before consideration by the Idaho Historic Sites Review Board (HSRB) at one of its bi-annual meetings. National Register nominations are accepted throughout the year, but must be submitted by April or October for hearings held approximately 5 months later in September and March. Please visit the SHPO website for deadlines and meeting locations and dates.

A complete nomination for digital submission includes: 1. Idaho SHPO NRHP-Checklist; 2. the National Register form with the required figures (location, maps, tax lot map, site plan, and floor plans); 3. an electronic copy of the nomination

document in Word 2010 (or compatible format); and 4. digital unaltered images on a CD in TIFF format. Optional items include historic photographs; of the property, historic maps, and any key research materials. See Appendix A “Idaho NRHP-Checklist” for submission details; Appendix B “Common Errors;” Appendix C “NPS Digital Photo Standards;” and other appendices for additional guidance.

These guidelines are based on instructions provided by the National Park Service for the submission of digital nomination documents to the agency and National Register Bulletin 16a. If submitting the nomination by paper, please consult the SHPO staff for details.



Register Rock— Massacre Rocks State Park, Power Co.

Tips for Writing Better Nominations

Writing a successful National Register nomination is not necessarily difficult, but it does require great attention to detail. The following tips apply to most properties, but may not be applicable in some circumstances.

General Tips:

- Complete all form blanks, including the “nomination”, level of significance, and “criterion” on page one.
- Use correct architectural (or archaeological) terminology (many architectural dictionaries are available).
- Provide citations for all quotes, references, and sources in an appropriate and consistently-applied format.
- Use topic headings to organize the narratives.
- Avoid repetition and be as direct and factual as possible.

The Idaho SHPO and National Park Service prefers footnotes be applied for citations. Footnotes provide the essential publication information without cluttering the text, and are an easy way to clarify a point, cite a fact, or tell a brief side-story without distracting the reader. The SHPO recommends using *The Chicago Manual of Style (2010)* or *Turabian’s Manual for Writers (2007)* as guidance for footnotes and the bibliography.

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

Instructions by Section

This manual is meant to provide further detail or clarification of the directions included in Bulletin 16a, and provide specific direction from the Idaho SHPO. Follow along with the Bulletin 16a for specific guidance from the National Park Service.

Section 1: Name of Property

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

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

Smith, John and Mary, House

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.”**



Restored Façade—Boise, Ada Co.

Section 2: Location

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

Include N/A in the blank for VICINITY if a specific address is available. A zip code is required for all properties.

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.



Drift Inn—Rupert, Minidoka Co.

NOT FOR PUBLICATION is generally only used for archaeological nominations and Traditional Cultural Properties, in all other cases enter N/A.

Section 4: NPS Use Only

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

Section 5: Classification

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

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

Number of Resources

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

Counting Buildings:

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

Name of Multiple Property Listing

Enter N/A unless the nomination is part of a Multiple Property Documentation Form or other Multiple Property listing.

Section 6: Function or Use

Functions or uses should be entered from pages 18-23 of 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.



Romance Theater—Rexburg, Madison Co.

Section 7: Physical Description

Is the narrative architectural description and includes three (3) parts: first – complete the blanks using only the styles, materials, etc. included in Bulletin 16a; second – write a summary paragraph; and third – the narrative description.

Architectural Classifications

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

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

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

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

Materials

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



Greenhow and Rumsey Store—Ketchum, Blaine Co.

Narrative Description

Begin this narrative with a concise paragraph that summarizes the physical appearance of the property. Include a description of the location, setting (in and out of the property boundary), site, orientation of the property, and continue to describe the form, height, footprint, roof style, construction method, windows, doors, and materials. Note the style or type and construction date and cite the archival source for the building date. Briefly describe notable exterior features and any secondary buildings on the property. See **Appendix E “Sample Nomination.”**

The narrative 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.

Break out each part of the description in a subheading. Emphasize the topic change by using a bolded or underlined subheading.

The most successful descriptions generally proceed in a logical sequence beginning at the foundation and working up to the roof; describe the main façade first, then subsequent facades. Building descriptions must contain a discussion of the following basic elements: **site, date of construction, architectural style, and number of stories, size, plan/shape, and types of construction materials, roof shape, windows, foundation, exterior details such as porches, chimneys, and decorative elements, significant interior features.** Discussion of **negative-space is as important as positive-space** for the purposes of evaluating integrity and understanding a property’s significance. For instance: a farmstead (positive-space) is typically associated with open fields (negative-space) of crops.

Discussing the agricultural fields helps explain the significance of the place. If the fields have been

sold and developed into parking lots, skyscrapers, and clusters of houses, then how is the significance impacted? Does the property still read as a farmstead if all the fields are lost? Be sure to discuss the negative spaces (i.e. open fields, lobbies, meeting halls, etc.) in the description.

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

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

For District Nominations

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

Each property should be discussed individually with a title block, then a physical/architectural description, followed by a brief historical narrative. See Appendix D “Template Inventory” for details.

Section 8: Significance

Section 8 is divided into three (3) parts, each intended to accomplish a specific purpose. The form includes general information, and should be completed using only the categories provided by Bulletin 16a. The written Summary quickly

identifies the selected Criteria and level(s), area (s), and period(s) of significance the property is nominated under. The narrative explains and justifies all of the information provided in the Summary.

Applicable NRHP Criteria

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



Rock Wall—Idaho

Criterion Considerations

Some types of properties are normally excluded from eligibility for listing in the National Register (e.g., properties less than 50 years old, churches, moved buildings). If the property is one of these normally excluded, the consideration must be **checked and an explanation of the property’s** exception to the exclusion must be included in the Statement of Significance. The exception must be one of those listed on pages 36-37 of 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 the Bulletin for which the nomination property genuinely meets the specific criteria of the National Register of Historic Places. Be careful to

select the category **most relevant to the historic importance of the property** – not just its use.

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

Period of Significance

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

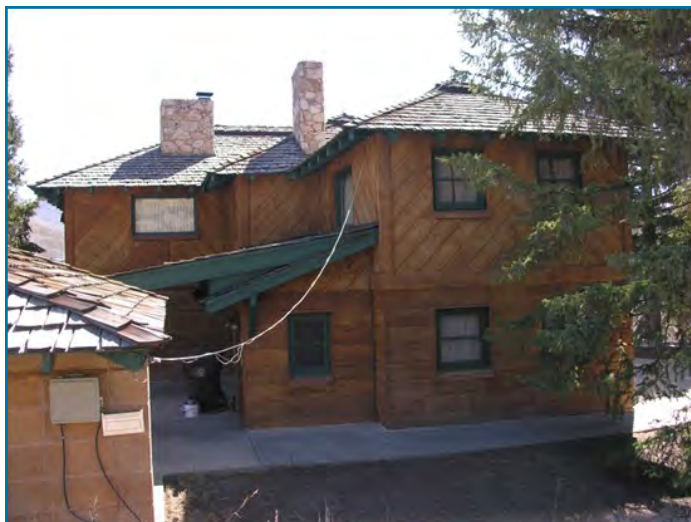
If a property is architecturally significant only, **enter the date(s) of construction in the “period of significance” AND “significant dates” lines**, along with the dates of any important alterations.

Significant Dates

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

Significant Person

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



Ernest and Mary Hemingway House—Idaho

Cultural Affiliation

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

Architect/Builder

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

Narrative Statement of Significance

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

The Narrative Statement of Significance: provides the historic context, and should begin with a discussion of general topics before moving to more specific information about the property. For example, for a historic farmstead, a good nomination will talk generally about the development of the area, the town, and the agricultural industry, then will provide the architectural context and the construction history of the property. The nomination then draws on information already presented to make an argument for how the farmstead represents important trends in local agriculture, and then finally tells the reader why the building should be listed in the National Register.

Break out each part of the description in a subheading. Emphasize the topic change by using a bolded or underlined subheading.

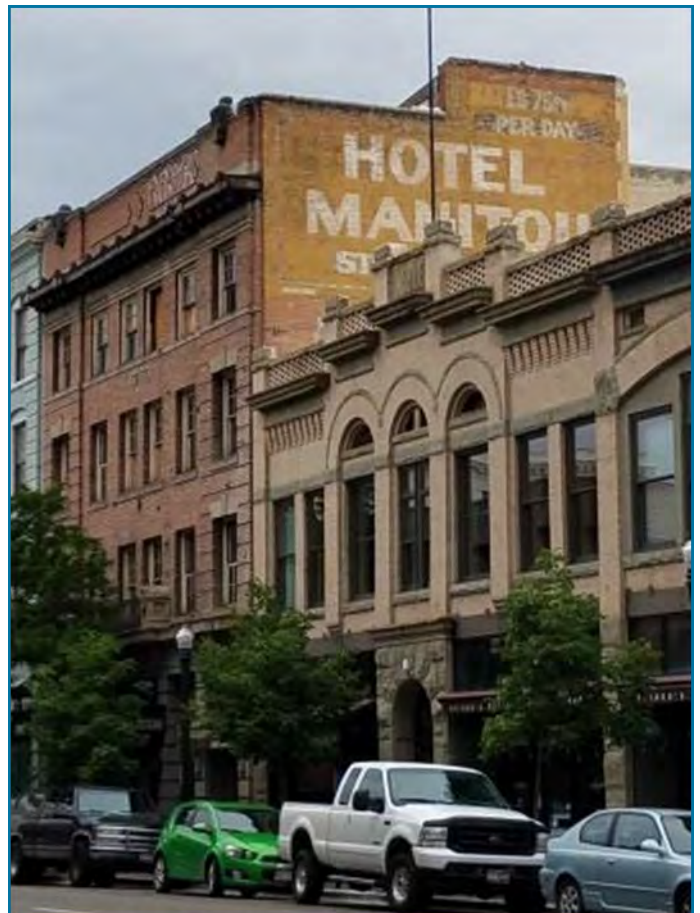
Discuss why the theme (Area of Significance) is significant, why the type of resource is significant to the theme, and why this particular property represents a significant element of the theme. Additional information directly pertaining to the **property's eligibility should be included** if necessary to establish its significance or integrity, or to justify criteria consideration. Be concise, factual, and well-organized. Outline the areas of significance that must be addressed in the document. Indicate and emphasize each area by using a bolded subheading. Do this for the period of significance and conclusion as well.

Comparative Analysis: All nominations need to explain how the nominated property is more notable or closely associated with an important event, person, or style than other similar resources. This argument should be based on the selected Criteria; the level(s), area(s), and period(s) of significance. Address similar properties with one or two sentences describing the resource, nothing if it is listed, and discussing how it is related to the historic context with which the property is associated. Usually two or three comparisons are sufficient. A more in-depth discussion may be required for properties being

nominated for their architectural importance; however, unique properties may not need a complete comparative analysis. A comparative analysis may be separate section integrated into the body of the text or addressed in a specific stand-alone passage.

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.



Averyl Building—Boise, Ada Co.

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 active contributions in their profession.

If **Criterion C** is chosen, the context must show the property has the "characteristics of a type, period or method of construction." If the Area of Significance chosen is "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 and a brief biography of the person or firm and their work including 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:

- 1) The first paragraph states the "level," "Criterion," and "Area(s) of Significance" under which the property is being nominated. 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.
- 2) The second and subsequent paragraphs should explain in sufficient detail how the property meets the criteria of the National Register for this area of significance.



Glass Bottle—Sandpoint Original Townsite, Bonner Co.

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

A new section heading should be used for each area of significance (e.g. "Architecture," "Commerce").

Section 9: Bibliography

Bibliographic citations (and footnotes/endnotes) should follow the Chicago Manual of Style. 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.

Make sure to include all primary sources used in the document, i.e. Sanborn Maps, Newspaper Articles, Deeds/Titles, County Assessor Records.

Primary Location of Additional Data

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

Section 10: Geographical Data

This section must be fully completed including acreage, UTM reference, verbal boundary description, and boundary justification. See Appendix E “How to Create a Cultural Resource Map” for details regarding geographical data.

Acreage

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

UTM and Lat./Long. References

The location of the property must be indicated with a shape of the boundary outlined. Assistance with determining UTM and lat./long. references can be found in Appendix E “How to Create a Cultural Resource Map.”

Verbal Boundary Description

This 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 tow roads, a natural feature, or a manmade structure. When streets are used as boundaries, draw the boundary line along the closest curb line; do not **use the centerline or “right-of-way” of streets or roads**. Boundaries should include all space that conveys the significance of the property.

Boundary Justification

A brief and concise statement of the rationale for selecting the boundaries should be included in the Boundary Justification. See NPS Bulletin “Defining Boundaries for National Register Properties.”

Other Requirements

Sketch map, inventory (if more than 1 building/site), inventory form, property owners, and checklist. All items must be included in packet.



Silver City Historic District—Silver City, Owyhee Co.

Sketch Map

Along with the aerial and topo map, a sketch 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.

Sketch Map: If a scale is not available, then note “Not to Scale” on the map.

For districts, contributing and non-contributing resources should be clearly identified. The sketch map should also indicate the vantage points of photographs accompanying the nomination. Maps should be included as a PDF document as an attachment to the nomination. See Appendix F.

Inventory—Section 7

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

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 the Idaho Historic Sites Inventory form for each property included in the nomination. (Ask SHPO for copy)

Property Owners

Current names and address of all property owners must be provided for legal notification purposes, per 36 CFR 60.



Airway Beacon and Radio Tower—Dubois, Clark Co.

Checklist

The National Register Nomination Checklist can be found in Appendix A 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.

See additional photograph documentation standards available on our website. All nominations are required to be submitted on the Idaho Formatted 10-900 Form with text style Arial, point size 11.

Statement of Use of Historic Materials

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

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

Anyone may examine the materials in the Idaho Historic Sites Inventory, housed at the Idaho State Historic Preservation Office (located at 210 Main Street, Boise).

The materials may not be removed from the offices of the SHPO; however, photocopies will be provided upon request. To ensure someone will be available to assist you with the files, **we recommend making an appointment** by calling (208) 488-7461. All Idaho-National Register nominations are also accessible online at www.history.idaho.gov (call for assistance).

NOMINATION PROCESS

As part of the nomination process every document is reviewed by the local city or county government, the Idaho State Historic Preservation Office (SHPO) staff, the Idaho Historic Sites Review Board (HSRB) (a government board of appointed citizens and preservation experts), and the National Park Service. Interested private citizens and public officials will also have the opportunity to comment.

The decision to list or not list a property is based only on the merits of the property, adequacy of the documentation, and (in the case of an individual private property) owner consent. Public agencies may object to the listing of their property, but their objection will not prevent listing. Historic districts are not listed in the National Register if the majority of the property owners object to the designation.

Please see the Idaho SHPO website for more information on how to support or object to listing a property in the National Register.

Who can nominate?

The Idaho SHPO is the recognized “nominating authority” for any property not on federal or Tribal lands in Idaho. Any person or organization may submit a nomination-form for any property. However, owner consent, SHPO review, and HSRB approval is required for any nomination not on federal or Tribal lands. To nominate a property to the National Register, consultation with SHPO is required, and a “National Register of Historic Places Registration Form” (10-900), must be completed and submitted to:

Idaho State Historic Preservation Office
ATTN: National Register Coordinator
210 Main Street, Boise, ID 83702

State Historic Preservation Office

The SHPO staff reviews each nomination received. If the nomination is complete and in an acceptable format (based on the National Park Service guidelines), it will be scheduled for

presentation at the earliest possible meeting of the Idaho State Historic Sites Review Board.

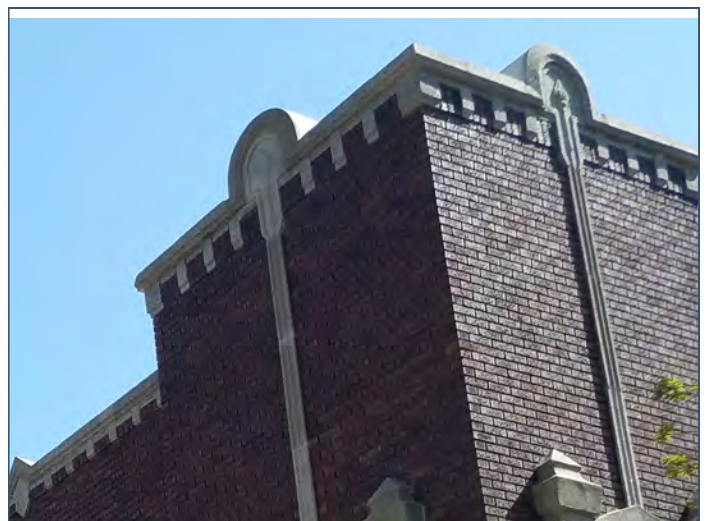
If revisions are needed, a staff member will provide a memo that outlines required changes to address before the nomination advances to the next step. Preparers have approximately 30 days to fully address the required revisions and resubmit the nomination for final editing.

See Submission Schedule on our website.

Nominations with content or format concerns will be returned to the preparer with comments for completion or correction.

Local Government

Sixty days before the HSRB meeting, the SHPO will mail notification of the upcoming hearing to the chief elected official (mayor or county commissioners); preparer(s); and owner(s) of each property. If the local community participates in the Certified Local Government program, a copy of the nomination will be mailed to the local historic preservation commission for review. Many communities hold public hearings to review National Register nominations, and preparers should plan on participating in the local review process.



Third Ward Building—Idaho Falls, Bonneville Co.

Historic Sites Review Board (HSRB)

The HSRB meets twice annually and receives the nominations 15 days before the meeting. It is the responsibility of the Board to review nomination documents for completeness and accuracy and to make recommendations to the State Historic Preservation Officer. 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.

The HSRB can recommend to forward or not forward a nomination to the National Park Service, or request changes for the next meeting to allow the preparer to make further revisions. After the HSRB meets, SHPO staff will compile comments from the local government, HSRB, and staff into a revision memo. The preparer will have 30-60 days to make changes. SHPO staff will review the revised nomination for completeness prior to making a recommendation to forward the nomination to the National Park Service for Final consideration.

If the HSRB approves the nomination, the SHPO staff has ninety (90) days to finalize the nomination and send it and any written comment received prior to the HSRB meeting to the National Park Service.

National Park Service

Comments from the local government, HSRB, and SHPO are advisory. Only the National Park Service has the authority to list a property in the National Register. Once received from the SHPO, the National Park Service has 45 days to list the nomination in the National Register, issue a determination of eligibility, reject the property for listing, or return the nomination for additional information or clarification.

The agency will notify the SHPO by email when the property is listed in the National Register of Historic Places. SHPO Staff will then inform the owners by letter or by phone. As part of the **SHPO's efforts to promote the program, the office** will issue a press release announcing the listing and will post the nomination document on the SHPO website.

Attendance Requirement

Nominators are encouraged to submit unique final-draft nominations for non-voting review by the HSRB. It is recommended that the preparer of the nomination attend (via in person or by phone) for the HSRB review so that any questions or concerns may be addressed directly by the HSRB.

For any nomination on the voting agenda, the **preparer and/or representative is required to attend the HSRB meeting** (via in person or by phone) and be available to answer any questions the Board may have regarding the nomination.

Submission Requirements

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

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

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



Emmett Presbyterian —Emmett, Gem Co.

IDAHO NRHP CHECKLIST

APPENDIX A

NATIONAL REGISTER NOMINATION: SUBMISSION CHECKLIST

Historic Name of Property: _____

City/County: _____

SECTION 1: NAME OF PROPERTY

- ☐ Format: Last Name, First Name
- ☐ N/A entered where applicable

SECTION 2: LOCATION

- ☐ 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

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

SECTION 4: FOR FEDERAL USE ONLY

SECTION 5: CLASSIFICATION

- ☐ Ownership of property correct
- ☐ Category of property correct
- ☐ Related multiple property listing cited OR N/A entered
- ☐ Number of Resources – verified

- ☐ Agrees with inventory
- ☐ Agrees with map
- ☐ Does not include previously listed properties in total
- ☐ Includes garage and ancillary buildings in count

SECTION 6: FUNCTION OR USE

- ☐ Bulletin 16 terminology used
- ☐ Use related to significance

SECTION 7: DESCRIPTION

- ☐ **Architectural Classification**
 - ☐ Bulletin 16 terminology
- ☐ **Materials**
 - ☐ Bulletin 16 terminology
 - ☐ All lines completed
- ☐ **Building Description**
 - ☐ Setting and site
 - ☐ Dates of construction and alteration
 - ☐ Style
 - ☐ Size
- ☐ **Logical description**, e.g. from foundation up OR elevation by elevation
 - ☐ Foundation
 - ☐ Materials
 - ☐ Windows
 - ☐ Roof shape
 - ☐ Details
 - ☐ Plan
 - ☐ Interior

NATIONAL REGISTER NOMINATION: SUBMISSION CHECKLIST

- ☐ If altered or moved, impact has been assessed
- ☐ Seven (7) aspects of integrity discussed (see Bulletin 15)
- ☐ Classification of C and NC resources
- ☐ All resources classified
- ☐ Rationale discussed for C and NC status
- ☐ Inventory list included at end of Section 7 for districts
- ☐ Numbers match "Number of Resources" in Section 5

SECTION 8: STATEMENT OF SIGNIFICANCE

- ☐ **Applicable NR Criteria**
 - o Criteria Checked
 - o If "B" checked, Significant Person blank is filled
- ☐ **Criteria Considerations**
 - o Checked if appropriate
 - o Discussed in text?
- ☐ **Area of Significance**
 - o Bulletin 16 terminology
 - o Reflects significance, not just use
- ☐ **Period of Significance**
 - o POS is correct and does not predate resource
 - o Is more than 50 years ago
 - o Is discussed/explained in text
- ☐ **Significant Date**
 - o Significant Date listed
 - o Discussed in text
 - o All significant dates are within the POS
- ☐ **Significant Person**

- o Format: Last name, first name
- o Architect/Builder
- o Format: Last name, first name

- ☐ **Introductory Paragraph**
- ☐ Level (local, state, national) significance mentioned
- ☐ Criteria mentioned
- ☐ Area(s) of significance mentioned
- ☐ Justification or rationale for eligibility discussed
- ☐ Historic context well developed for each area of significance
- ☐ Each topic is clearly identified with a heading/subheading

SECTION 9: MAJOR BIBLIOGRAPHICAL REFERENCES

- ☐ Used footnotes or endnotes
- ☐ Verify endnotes/footnotes – correctly numbered, CMS/APA formatting
- ☐ Notes, Bibliography properly cited and formatted (use writing manual/guide)
- ☐ Previous determinations checked where appropriate
- ☐ Location of other data checked
- ☐ Primary sources used and referenced (see Appendix G: Researching Historic Properties)
 - o Sandborn maps (if available)
 - o County assessor's records
 - o Historic newspapers
 - o Deeds/titles
 - o Building permits

NATIONAL REGISTER NOMINATION: SUBMISSION CHECKLIST

- ☐ Secondary sources verified and referenced (from reputable source) visit local library for guidance

SECTION 10: GEOGRAPHICAL DATA

- ☐ Precisely to the nearest acre (or 10th acre if known)
- ☐ Less than one acre
- ☐ UTM References/Lat-Long
 - ☐ Is it correct and agrees with map?
- ☐ If 10 or more acres, has at least 3 UTM numbers
- ☐ **Verbal Boundary**
- ☐ Accurate and specific
- ☐ Boundary Justification
- ☐ Well defined
- ☐ Excludes buffer zones

SECTION 11: OWNERSHIP

- ☐ Form prepared by – Complete information
- ☐ Property Owner List (send as attachment)– Complete information with current names and address

MISCELLANEOUS

- ☐ ID-Formatted Form 10-900
- ☐ Document provided on CD (or DVD) in Microsoft Word format
- ☐ Header on each page with Name of Property/County and State
- ☐ **Continuation Sheets**
- ☐ Labeled with name, city, county, state

- ☐ Numbered correctly
- ☐ **MAPS**
- ☐ Sketch map included (single property or complex)
- ☐ Labeled with name, city, county, and state
- ☐ Legend (Contributing, Non-contributing)
- ☐ North arrow
- ☐ Scale or not-to-scale indicated
- ☐ Shows district boundary
- ☐ C/NC properties clearly indicated
- ☐ Tied to photos – vantage points
- ☐ Number of resources shown matches “Number of Resources” in Section 5 and those listed in the inventory
- ☐ **Digital Map (topo, aerials)**
- ☐ Labeled with name, city, county, state and coordinates
- ☐ Property located
- ☐ References agree with Section 10
- ☐ Does it follow to supplemental guidance provided by the NPS
- ☐ List of property owners – names and addresses
- ☐ This Checklist (marked and signed)

NATIONAL REGISTER NOMINATION: SUBMISSION CHECKLIST

PHOTOS – DIGITAL FILES

- ☐ Are files saved as TIFF or RAW, unaltered
- ☐ RGB color digital TIFFs **and** JPEGs provided to SHPO
- ☐ Camera Resolutions set to (minimum) 1200 x 1600 at 300 dpi OR (best) 2000 x 3000 at 300 dpi
- ☐ Naming convention correction on disk: State_county_property name (or district)_01
- ☐ Photo log included with description and direction of all attached photos
- ☐ Photo map reference included and each photo labeled with directional arrows
- ☐ In-text photos contain captions

PREPARER'S SIGNATURE

By signing and submitted this Submission Checklist, you are agreeing to the requirements of the "Preparing National Register Nominations in Idaho" manual and agree to meet deadlines and requirements of the program. **If no**, please indicate with an attached letter.

Preparer's Signature

Date

COMMON ERRORS

APPENDIX B

COMMON ERRORS

COMMON ERRORS

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

CONTEXT CONCERNS

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

PERIOD OF SIGNIFICANCE CONCERNS

- Criterion A usually represents a span of years
- Criterion C usually the date of construction
 - If there are significant alterations/additions, period may be expanded or have two separate dates.
- Period of Significance cannot predate extant resource

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

CRITERION B (SIGNIFICANT PERSONS) CONCERNS

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

NPS DIGITAL PHOTOS

APPENDIX C

National Register Photo Policy Factsheet updated 5/15/2013

Selecting a Digital Camera

BEST: Six megapixel or greater digital SLR camera

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

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

Taking the Picture

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

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

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

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

RGB color digital **TIFFs** are preferred.

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

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

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

Renaming the digital TIFF image

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

The TIFF file name must include:

State_county_property name (or district name)_0001

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

Example for individual properties:

AL_Jefferson County_Elizabeth Brown House_0001

Example for district labels:

AL_Jefferson County_Birmingham Commercial Historic District_0125

Example for nominations within MPS:

AL_Jefferson County_NorwoodMPS_EBrownHouse_0001

Burning the Images onto an Archival Disk

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

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

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

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

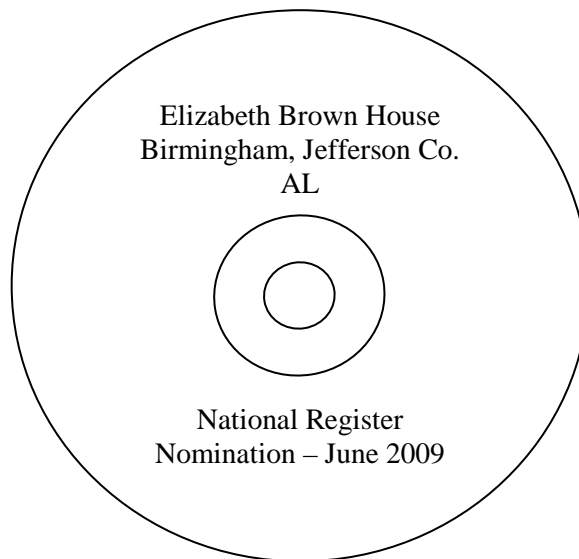
Not acceptable: CD-RW or DVD-RW (if packaging says “rewriteable” do not use).

Labeling the Disk

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

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

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



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

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

Printing the Images

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

Selecting the Paper and Inks

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

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

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

Identifying Photographic Prints

Each photograph must be numbered and that number must correspond to the photograph number on the photo log. For simplicity, the name of the photographer, photo date, etc. may be listed once on the photograph log and doesn’t need to be labeled on every photograph.

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

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

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

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

Labeling the photographs

Acceptable Examples:

AL_Jefferson County_Birmingham Commercial Historic District_0001

OR

Photograph 1 of 25: AL_Jefferson County_Birmingham Commercial Historic District_0001

OR

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

OR

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

NR Nomination Photograph Log Page

Examples of acceptable photo pages

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

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

OR

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

Photo #1

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

OR

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

AL_JeffersonCounty_BelcherNixonBld_0001

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

35 mm Photography

Use the following standards:

Selecting a 35mm Camera

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

Selecting the Film

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

Or

35MM color film with accompanying disk containing the image files

Choosing Photographic Paper

Acceptable: Photographic paper specifically designed for black/white prints

Or

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

Or

35mm color images printed on paper designed for *color* images with an accompanying disk containing digital copies of the images

Labeling the Disk & Naming the Files

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

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

Use of National Register Photographs

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

Embedding Images

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

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

Guidelines for Photographic Coverage

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

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

Buildings, structures, and objects:

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

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

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

Historic and archeological sites:

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

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

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

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

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

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

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

Archeological Districts:

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

Questions?

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

TEMPLATE INVENTORY

APPENDIX D

FIRST PROVIDE A SUMMARY LIST:

Summary of Contributing and Non-contributing Resources:

Resource Number	Address	Date of Construction	Contributing/ Noncontributing
1	110 Main St	1901	C
2	112 Main St	1904	C
3	113 Main St	1899	C
4	115 Main St	1975	NC
5	116 Main St	1979	NC

SECOND, PROVIDE THE PROPERTY DESCRIPTIONS:

See Assay Office example below

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

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

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

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

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

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

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

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

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

Resource No.	Street Address	Eligibility:
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Construction/Alterations:	1870; alter 1933 (interior); 1972 exterior	
IHSI #:	Number assigned by SHPO	

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

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

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

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

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

HOW TO CREATE A CULTURAL RESOURCE MAP

APPENDIX E

HOW TO CREATE A CULTURAL RESOURCE(S) MAP



STATE HISTORIC
PRESERVATION
OFFICE

/ IDAHO STATE
HISTORICAL SOCIETY

**Step-By-Step Guidance for
Creating a Map with Google Earth**

INTRODUCTION

The National Register of Historic Places (NRHP) program has specific requirements for creating and submitting maps with a nomination. This information is included in NRHP Bulletin 16a "How to Complete the National Register Registration Form" (published 1986). In 2012 the National Register of Historic Places and GIS staff created guidance for digitally-created maps called "GIS Map Guidance," which is available on the National Park Service website here:

<https://www.nps.gov/nr/publications/policy.htm>

The "GIS Map Guidance" document provides step-by-step directions for creating a map via BING Maps; Google Earth; or ArcGIS Explorer.

The Idaho SHPO provides this document "How to Create a Cultural Resource(s) Map" as a step-by-step guide for creating digital maps, and to discuss the mapping requirements for several programs:

- ◆ NRHP program
- ◆ Historic Rehabilitation Tax Credit program
- ◆ Cultural Resource(s) Survey and
- ◆ Section 106 project review

If you have any questions, contact SHPO staff:

Cultural Resources and Section 106

Shannon Vihlene
(208) 488-7464
Shannon.vihlene@ishs.idaho.gov

National Register and Tax Credits

Jamee Fiore
(208) 488-7461
Jamee.fiore@ishs.idaho.gov

Why Google Earth?

The SHPO has chosen to provide guidance only for Google Earth, as most consultants and project proponents that work with Idaho SHPO

do not have access to ArcGIS and prefer Google Earth because it is easily downloadable and accessible.

If you would like guidance for either BING Maps or ArcGIS Explorer, download the NPS document "GIS Map Guidance" (see link above).

NRHP REQUIREMENTS

The National Register nomination form requires geographical data as part of each nomination (see Bulletin 16a). Items in this section include: acreage of property; UTM References and/or Latitude and Longitude; Verbal Boundary Description; and Boundary Justification.

Additionally, each nomination requires additional documentation that includes Geographical Maps and Sketch Maps (See Bulletin 16a for specific details). Items required for digitally-created maps include:

WGS/NAD datum

A map that very clearly labels the property being nominated. The point or district should be instantly distinguishable from the rest of the map

A scale

A north arrow

Reproducibility in black and white

Decimal degrees for each point, extending to at least six decimal places

Provide a large scale map that depicts the entire nominated property within the full extent of the map (A close up view)

Provide a small scale map that depicts the nominated property in a wide context (similar to the scale of a USGS topo map)

Photo Key map, which can be generated from the property boundary map

Hard copy USGS maps are still accepted, but must follow the archival map standards described in Bulletin 16a.

CONTENTS:

In this guidance you will learn how to:

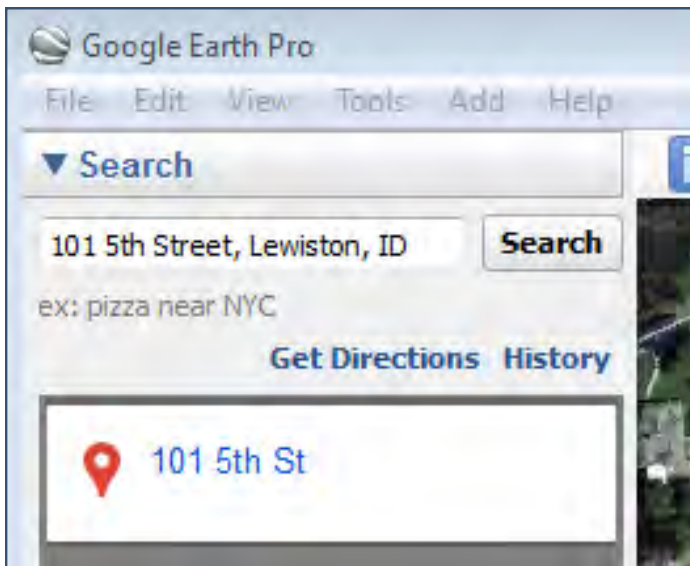
- I. Set up Map Keys
- II. Creating a Project Boundary
- III. Creating a Map
- IV. Making a Shapefile

SET UP MAP KEYS

The purpose of the map is to clearly identify and label a property boundary using geographical data. There are several elements to make a map effective and useful.

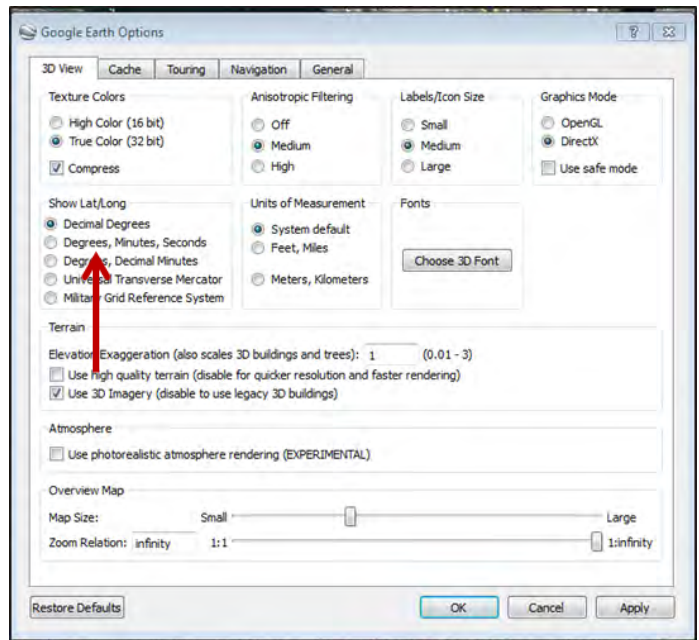
STEP ONE: SEARCH

Open the Google Earth application on your desktop. Type the address (or City name) where the property is located in the "Search bar" and hit enter. The map should change location to the specified address. To follow along using the sample map, type in the address: 101 5th Street, Lewiston, Idaho

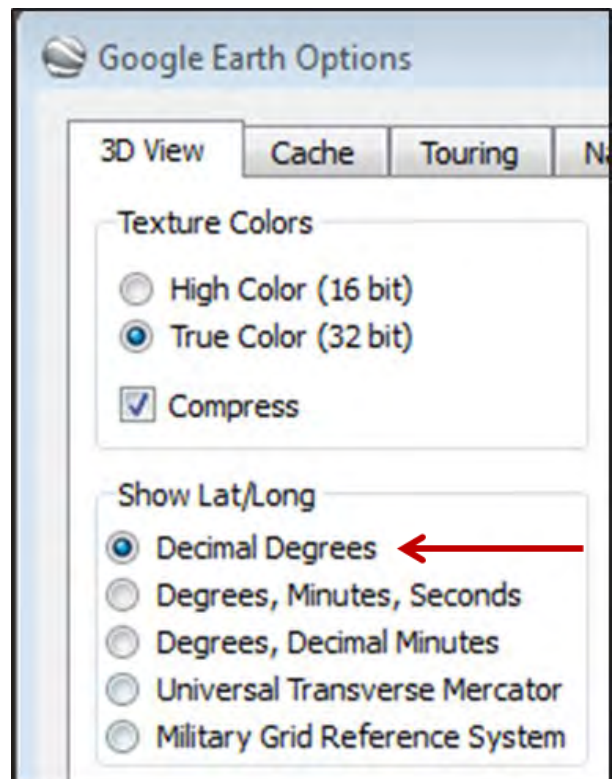


STEP TWO: COORDINATE SYSTEM

Select "Tools" at the top-menu bar, then select "options." The Google Earth Options box will appear with the first tab "3D View" selected.

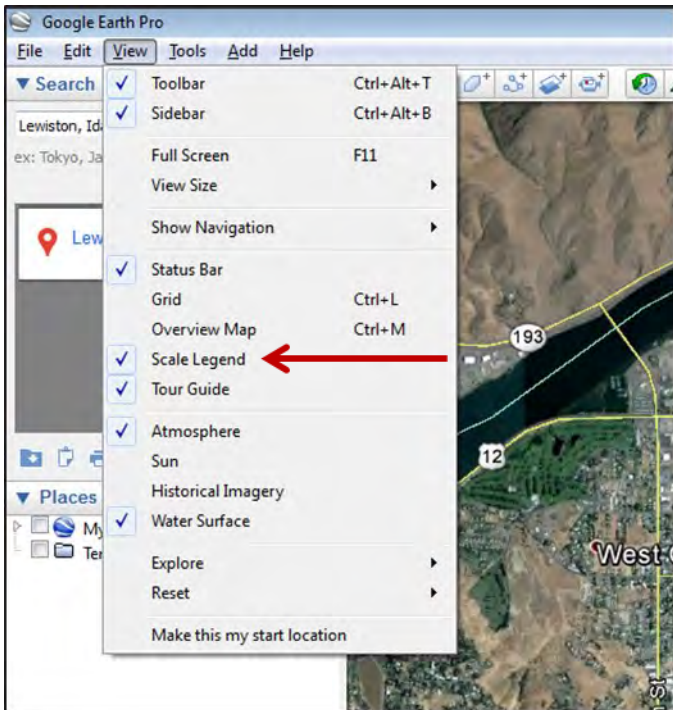


Here you can change the coordinate system to meet the NRHP requirements of "Decimal Degrees."



STEP THREE: SCALE LEGEND

Select "View" at the top-menu bar, then select "Scale Legend." This will add a scale bar to the map display window, as well as any paper map you produce.



"options." The Google Earth Options box will appear with the first tab "3D View" selected.

Click on the "Navigation" tab. Then, under "navigation" select the option "do not automatically tilt while zooming." Click "Apply" and then "ok" to close the screen.

SAVE: Click "File" and "Save" to save the settings you have just changed.

CREATING A PROJECT BOUNDARY

Creating a place in Google Earth can be drawn and labeled like a traditional National Register nomination locator map, with each coordinate labeled clockwise around the feature.

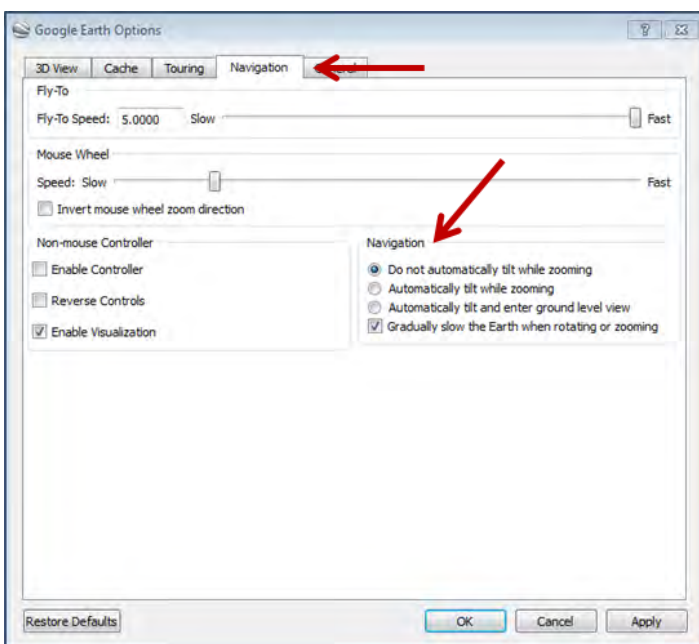
STEP FIVE: TOOLS

Tools at the top of the window allow users to create points and shapes or to draw area features or measure distances. Points or shapes created by the user can be named and labeled for the map display or the paper maps produced.

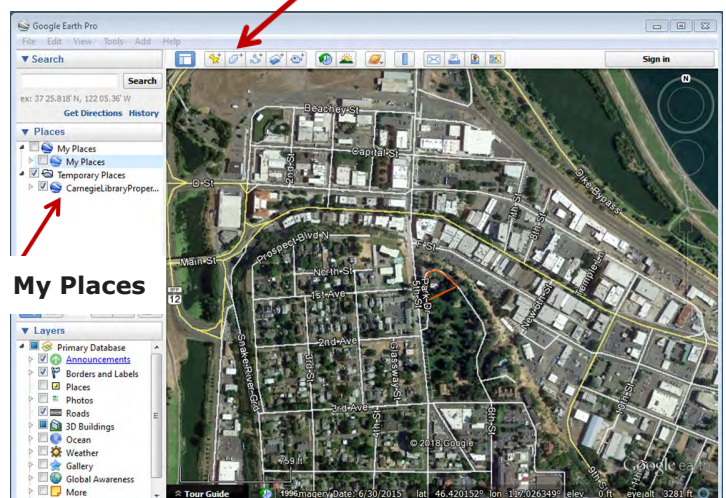
Once these features have been created, they will also appear on the left side of the screen in the Places window. There, the user can turn the features on and off, change the colors or symbols and otherwise edit the features.

STEP FOUR: TILTING

When zooming in and out of the window, Google Earth automatically tilts. To turn this off: Select "Tools" at the top menu bar, then select



Drawing Tools





Above is a close up of the drawing tools. From left to right there are:

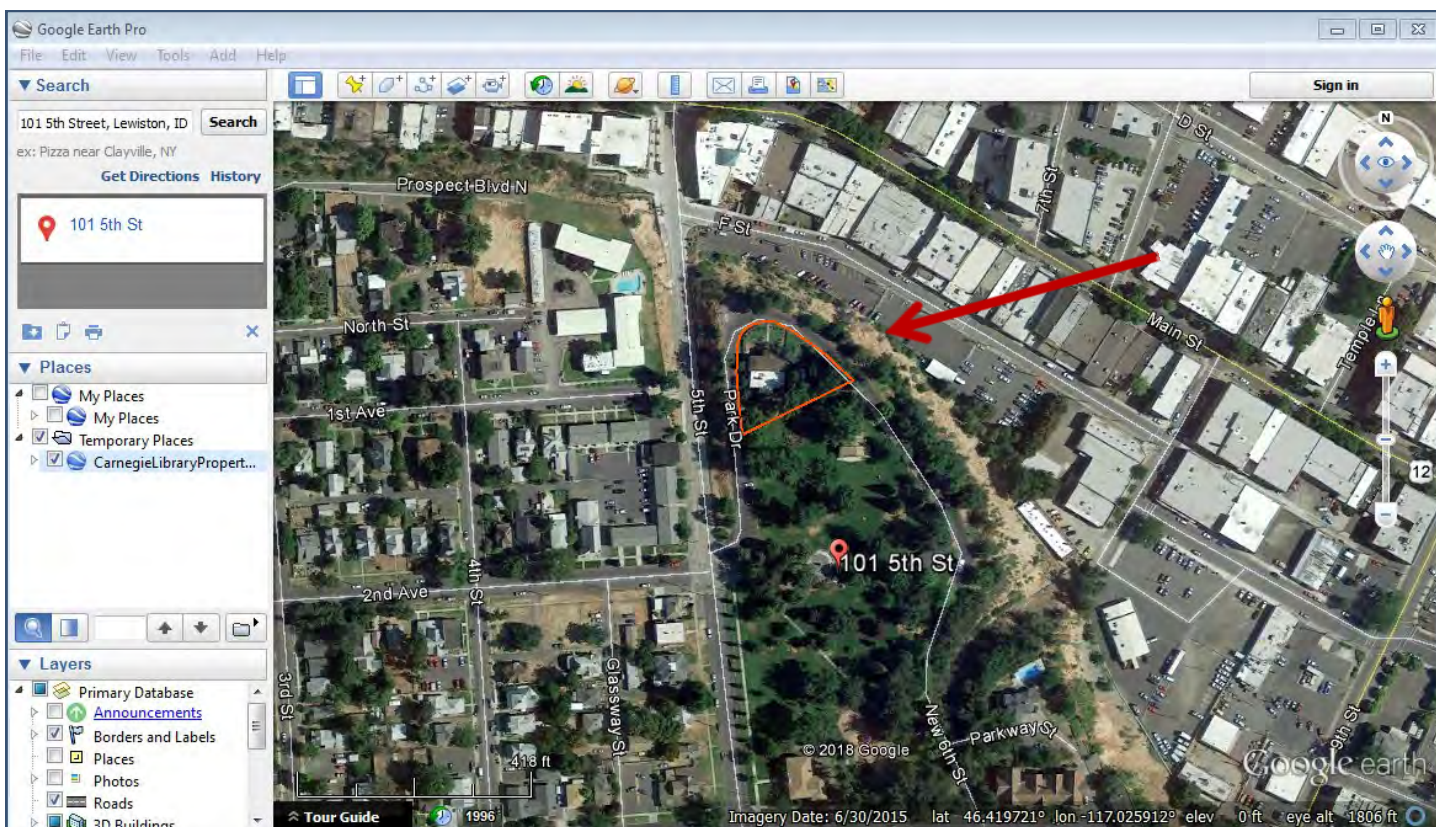
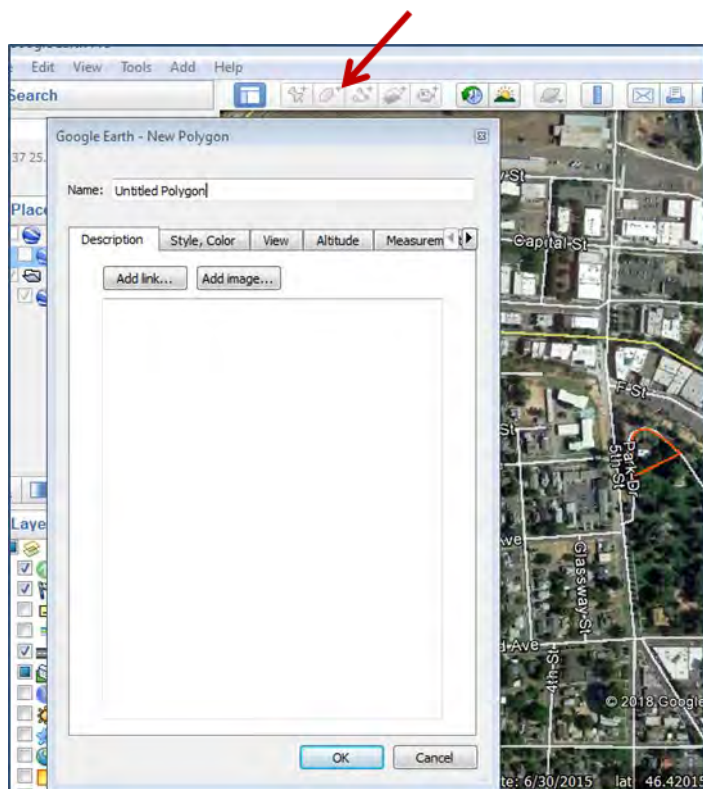
- Add Placemark
- Add Polygon
- Add Path
- Add Image Overlay
- Record Tour

This guide will show you how to use the first two: add placemark and add polygon.

Example: When finding the Carnegie Library at 101 5th Street in Lewiston, the map takes you to the physical address. In this case, the current parcel/lot is much larger than the historic property as the building is located within a city park. If you zoom in, you can identify exactly where the building is located. It has been identified here in the orange polygon.

STEP SIX: CREATE A POLYGON

Now, let's build a polygon. Click the "polygon" tool. A window labeled "New Polygon" will appear. Here is where you can edit the feature.



Use the window “New Polygon” to:

- Rename the polygon with the name of your property (i.e. Carnegie Library Property Boundary)
- **Change the “Style, Color” to be appropriate** with your aerial image. For instance, a white polygon is difficult to see in an urban environment because of the white roofs and roadways; just like a blue polygon would be difficult to see near/on a waterway.
- The “area” can be filled & outlined, provided the filled is set to a low opacity.

STEP SEVEN: DRAW A SHAPE

While the polygon window is open, move the mouse over the map window. A small square will appear. This is the active-drawing tool. Find the corner of the property boundary and click; a point (dot) will appear. This is the start of the shape/boundary.

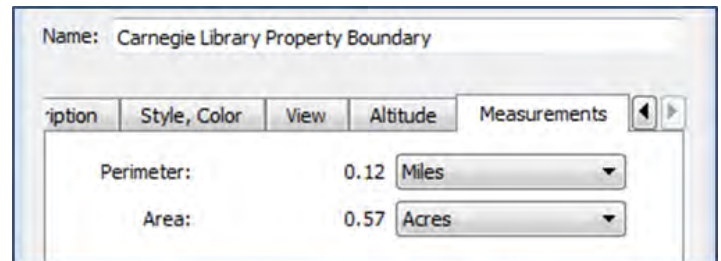
Then follow along the project or property boundary and continue clicking (adding points) to

create the shape. Make sure to connect the first and last points, so that the shape will be closed.

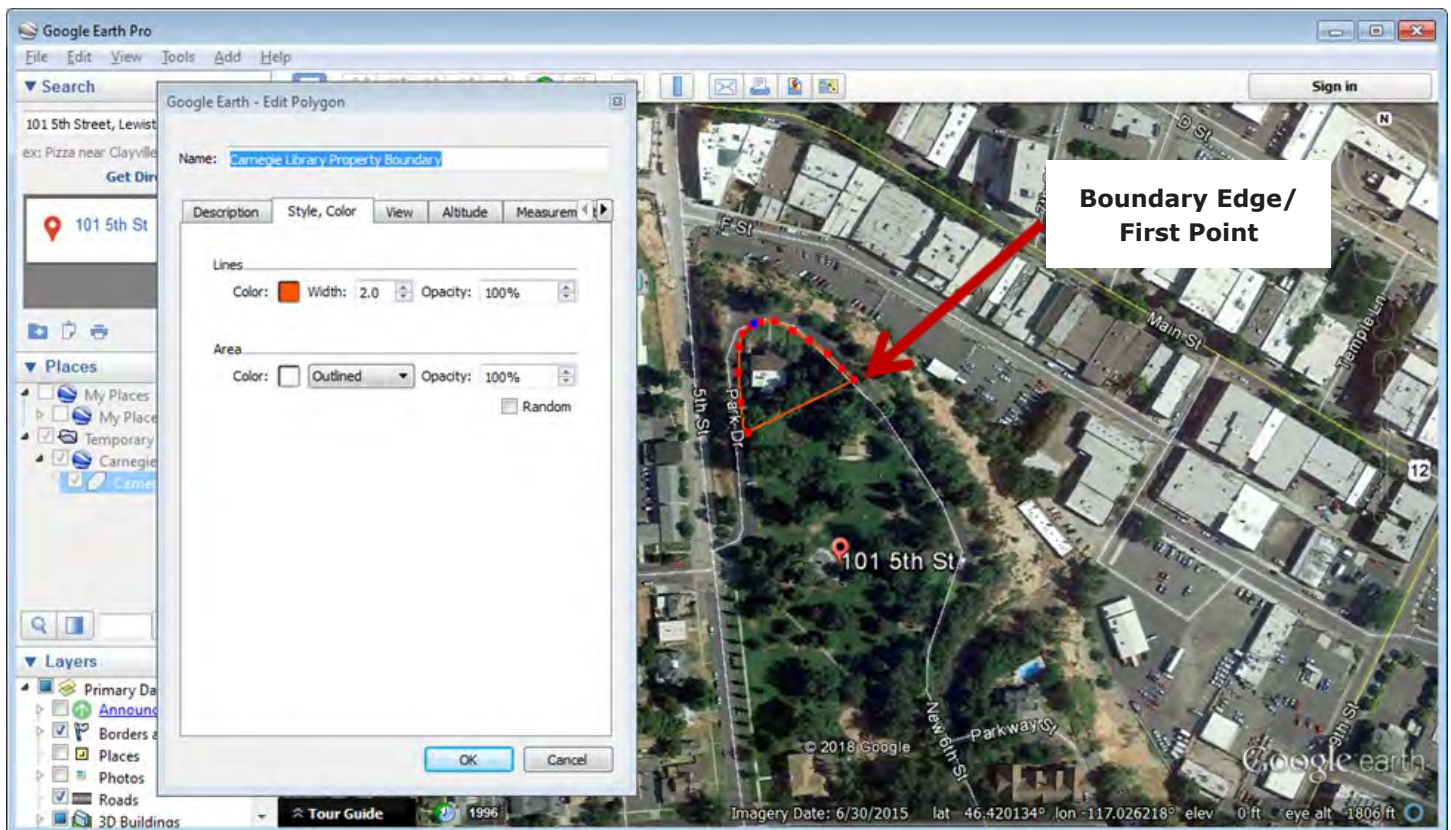
If you would like to make changes to the boundary, select one of the points—it will turn blue once it is selected. Then move the point to the new location. Continue to do this until you have a shape that fits your project or property boundary.

STEP EIGHT: MEASUREMENT

In the “polygon” properties window, click “Measurements.” Under area: change the description to acres. This will update the number on the left of the description. Acres are the form of measurement required by the NRHP program.



TO SAVE and CLOSE: In the polygon window, click “ok” to save and close the property.

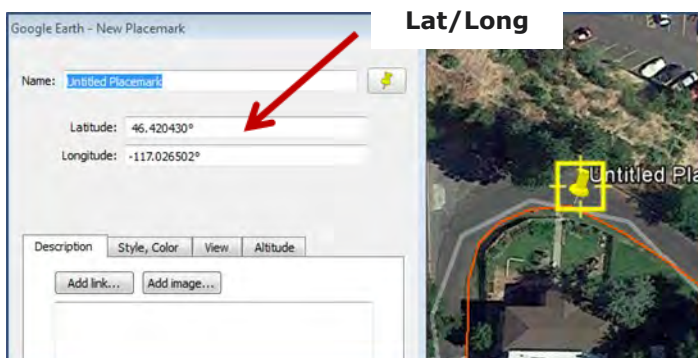


STEP NINE: COORDINATES

The polygon does not provide the coordinates of the shape points. However, you can create a **"placemark"** to locate the coordinates of your property.

To find the coordinates of the polygon, select the **"placemark"** tool from the tool menu. Move the placemark to the points that best represent the coordinates of the polygon. You may find that the minimum amount of three (3) does not accurately capture the property boundary.

Once you move the placemark, the latitude and longitude will reset to the new location of the placemark. All of this can be done from the **"placemark"** properties window.



CREATING A MAP

In order to create a map, select **"file"** and then **"print."** The screen will change and add: a scale, north arrow, label, and legend.

Also, under the **"layers"** section on the left, be sure that **"roads"** are selected so that street names will appear on the map.

STEP TEN: PAGE SETUP

Click on the **"Page Setup"** button in order to change the paper size and the orientation of the map. Sometimes it is more appropriate to use portrait versus landscape, depending on the property.

STEP ELEVEN: MAP OPTIONS

Be sure to check all fields necessary:

- Title and Description
- Legend
- Scale
- Compass

STEP TWELVE: SCALE

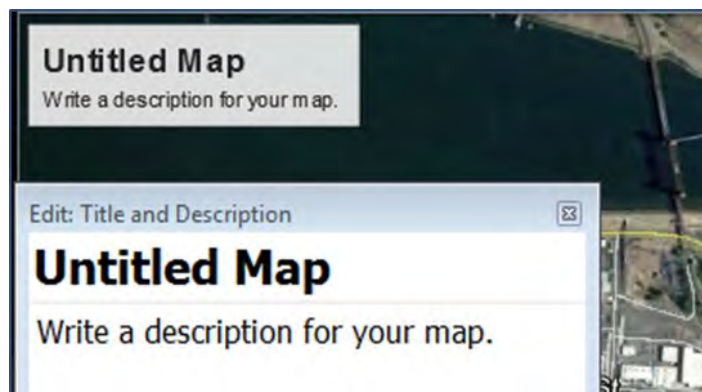
Zoom in or out to the appropriate distance on the scale. There are several maps required for a NRHP nomination, be sure to check the scale for each map.



As the scale changes, the property will move from the center of the map, be sure to drag the property back to the center of the screen.

STEP THIRTEEN: TITLE/DESCRIPTION

Click on the Title and Description box to make changes.



Change the Title to whatever project this is: NRHP Nomination.

Mark sure to include the following in the description:

- Name
- Address – street
- Address – City, County, State
- Latitude
- Longitude
- Type of Map



Click the “x” to close the window and editing.

STEP FOURTEEN: SAVING

Click on the “save PDF” button at the top of the map.

Save the map with an appropriate naming convention so that it is specific and easily identifiable.

Bad file names: Section 106 project; NRnomination; libraryboundary; site 1

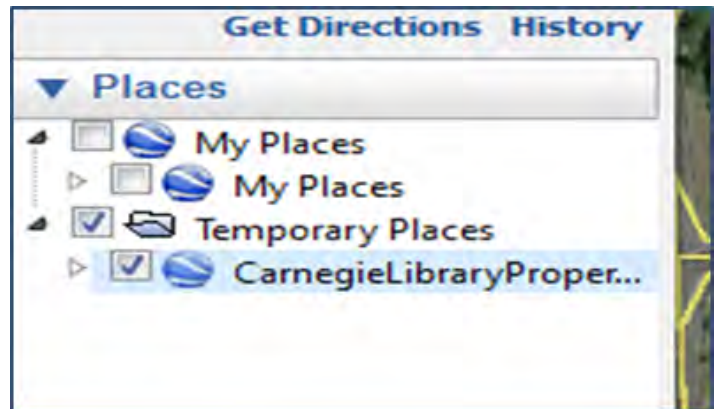
MAKING A SHAPEFILE

The Idaho SHPO is now requiring shapefiles for all projects. Good news – if you made a map using Google Earth, then you’ve already made a shapefile too!

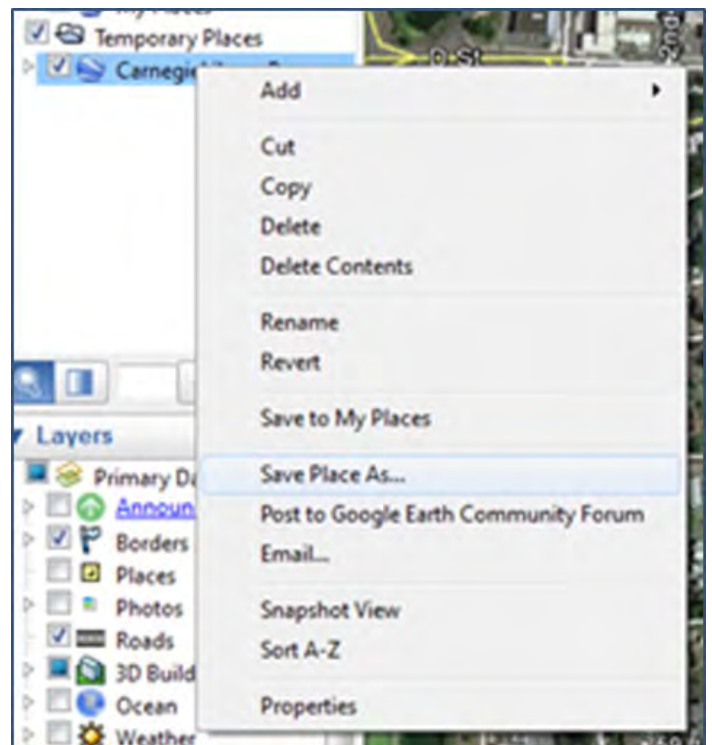
Shapefiles are the digital data used to designate the property boundary.

STEP FIFTEEN: SAVING A FILE

Once you have created (or before you have created) the maps, click on the property name in “my places.”

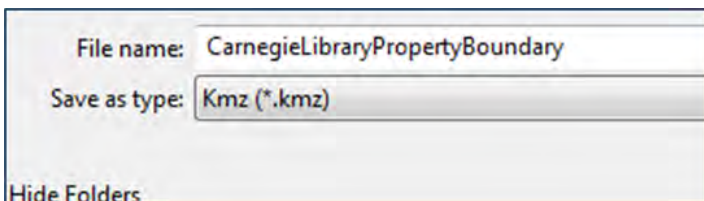


Then, right click on the highlighted property and click on “Save Place As.”



A “Save File” window will appear. Find the correct project folder. Name the file an appropriate name that is specific and easily identifiable.

Notice that the shapefile only allows two options for file type: Kmz, or Kml. Both of these are acceptable and will translate into Google Earth and ID-SHPO GIS.



Be sure to include the shapefile with your project submissions to the Idaho SHPO.

If you have any questions, please don't hesitate to contact us:

Cultural Resources and Section 106

Shannon Vihlene

(208) 488-7464

Shannon.vihlene@ishs.idaho.gov

National Register and Tax Credits

Jamee Fiore

(208) 488-7461

Jamee.fiore@ishs.idaho.gov



IDAHO STATE
**HISTORICAL
SOCIETY**




Created in 1881 and established as a state agency in 1907, the Idaho State Historical Society is an extraordinary system of cultural and historic resources comprised of the Idaho State Historical Museum, State Archives, **State Historic Preservation Office**, and Historic Sites Program. We seek to inspire, enrich, and engage all Idahoans by leading the state in preserving, sharing, and using history and cultural resources relevant to today to inform and influence the future. The SHPO was founded in 1966 after Congress passed the National Historic Preservation Act (NHPA), which requires each state to manage federal historic preservation programs. The SHPO administers the National Register of Historic Places, Historic Rehabilitation Tax Credits, Certified Local Governments, Section 106 of the NHPA, the Idaho Archaeological Survey, and an inventory of historic properties around the state.

Thank you for your interest in our programs.
SHPO Staff

NRHP Nomination

Carnegie Library
Lewiston, Nez Perce County, Idaho

Legend

-  Carnegie Library
-  Carnegie Library Property Boundary
-  Lewiston

Carnegie Library

Lewiston

Google earth

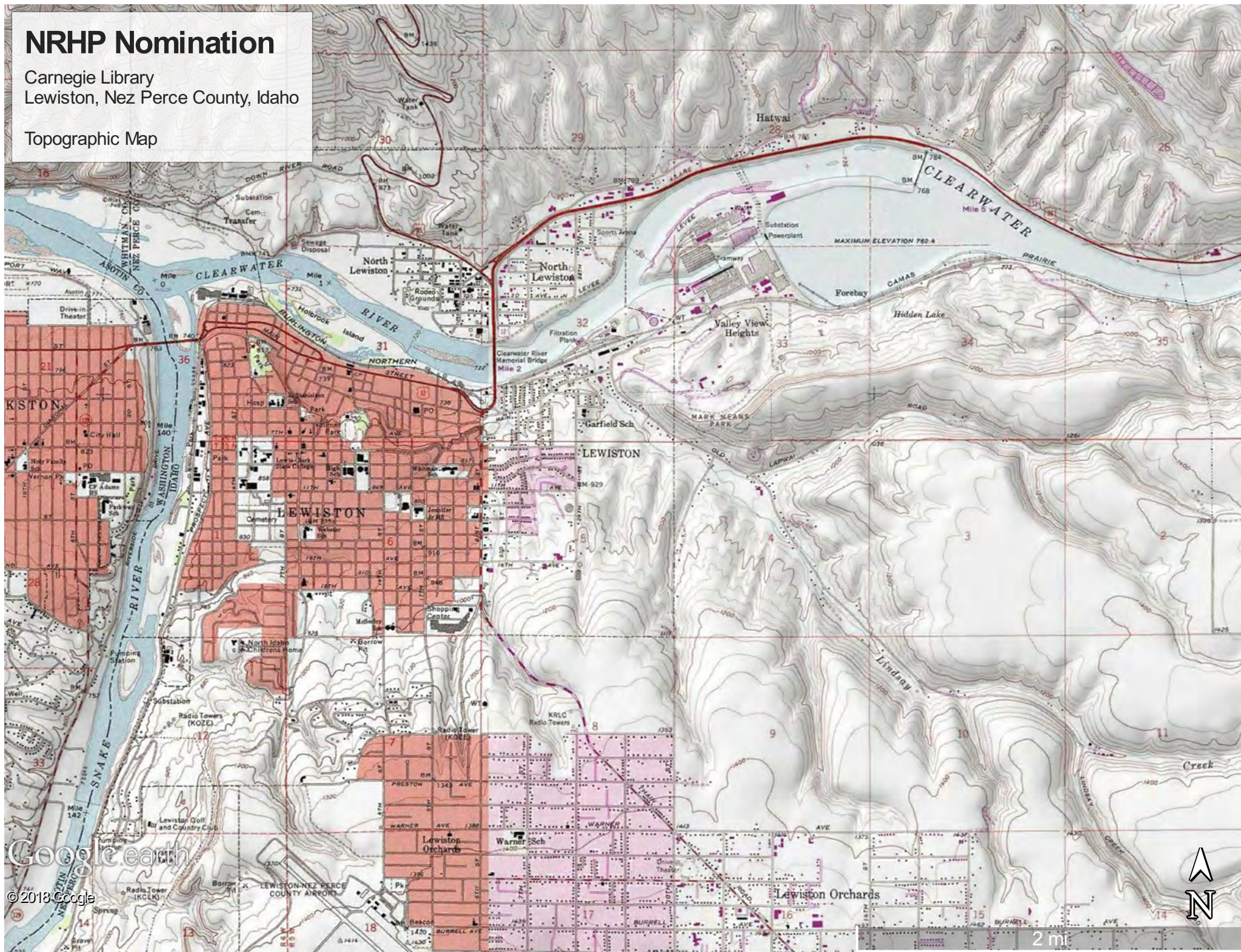


3 mi

NRHP Nomination

Carnegie Library
Lewiston, Nez Perce County, Idaho

Topographic Map



NRHP Nomination

Carnegie Library
101 5th St
Lewiston, Nez Perce County, Idaho
Lat: 46.420169°
Long: -117.026576°
Boundary Map



Google earth

© 2018 Google


500 ft



NRHP Nomination

Carnegie Library
101 5th St
Lewiston, Nez Perce County, Idaho
Lat: 46.420169°
Long: -117.026576°

Legend

 Carnegie Library Property Boundary




SKETCH MAPS

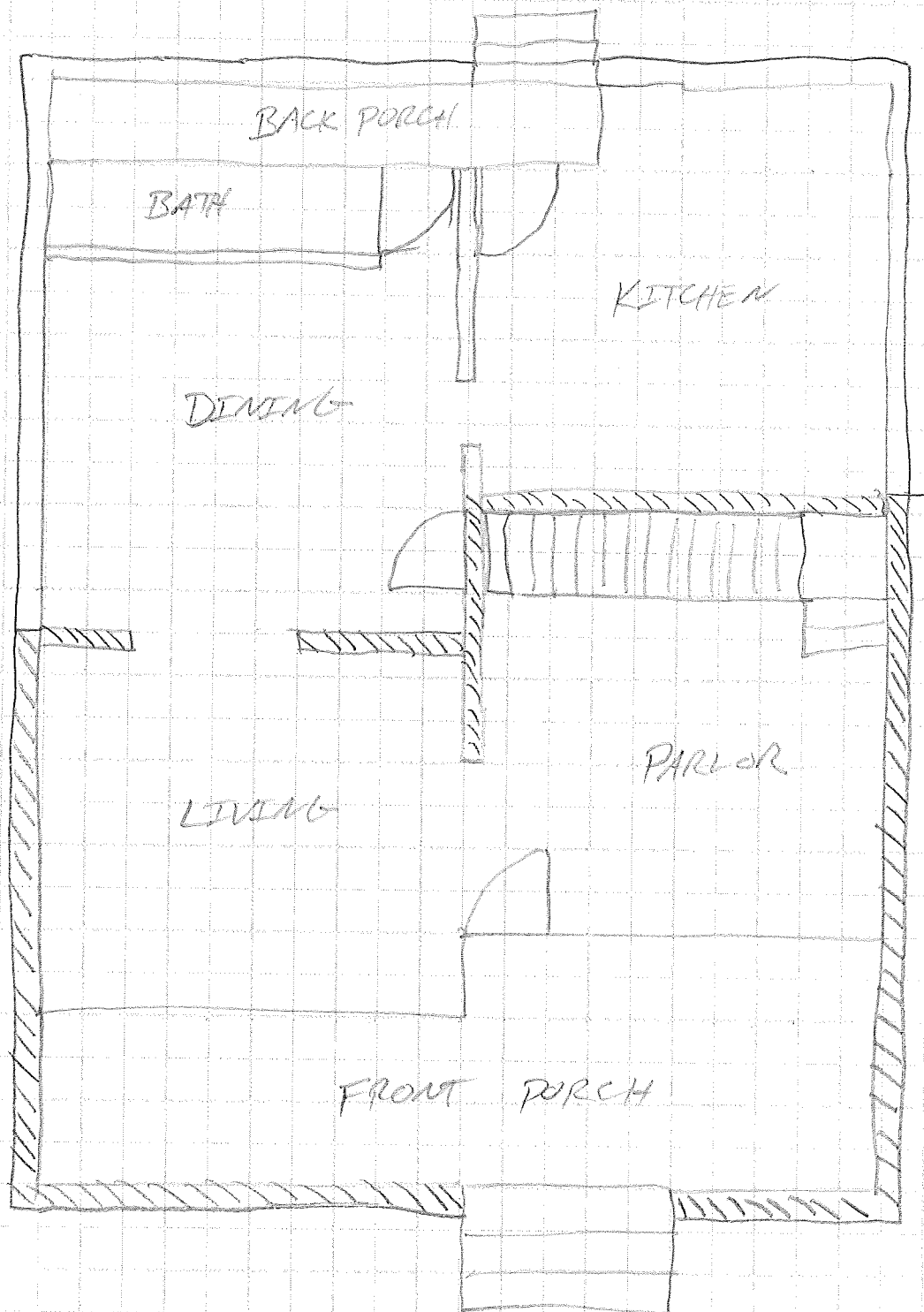
APPENDIX F

Property Name: Street Address, City, County, Zip

FIRST FLOOR

 original 1895

 addition 1937

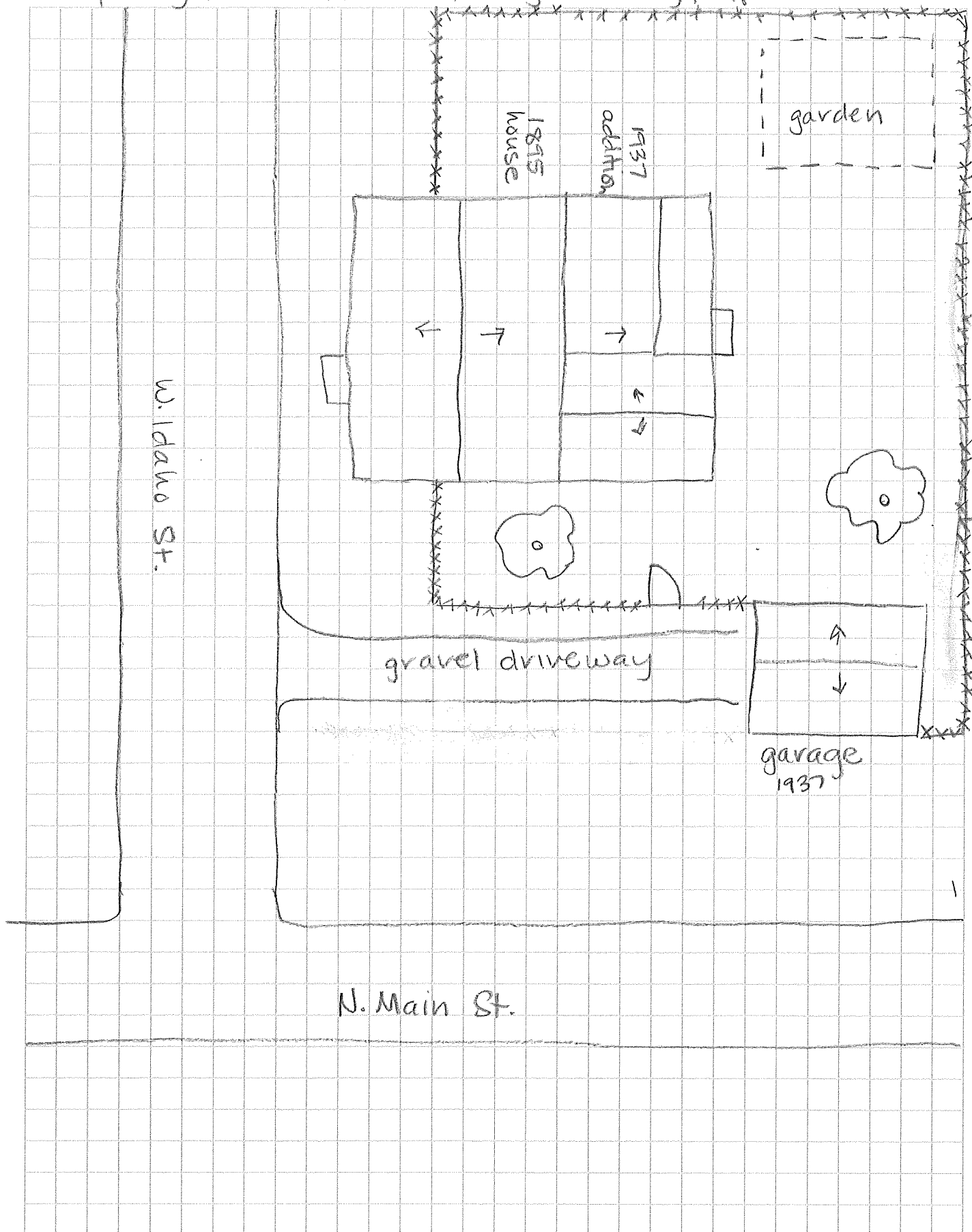


NOT TO SCALE

Drawn by: Name

Year

Property Name: Address, City, County, Zip



Drawn by: Name

Year