

Idaho State Historic Preservation Office National Register Of Historic Places Preliminary Eligibility Questionnaire Information Packet

THE NATIONAL REGISTER OF HISTORIC PLACES

The **National Register of Historic Places (NRHP)** is the official list of the Nation's historic places worthy of preservation. The **National Park Service (NPS)** created and manages the NRHP program in partnership with the Idaho **State Historic Preservation Office (SHPO)**, and the Idaho **Historic Sites Review Board (HSRB)**.

A property becomes "listed" in the National Register after the HSRB and the Keeper of the National Register of Historic Places in Washington, D.C. approve a nomination form documenting its historic significance.

The **SHPO** helps applicants through the process, evaluates prospective properties for historic significance and program eligibility, identifies character defining features, and reviews each nomination to be sure it meets the technical and substantive requirements for NRHP listing.

The following questionnaire enables SHPO staff to determine if the property is eligible for listing in the NRHP. In order to be eligible, the property must be significant under standards set forth by the NPS. It must also retain sufficient integrity to convey its significance.

LISTING IN THE NRHP **DOES:**

- Identify historic buildings, structures, or sites that are of local, state, or national importance
- Provide honorific designation for a property
- Increase public awareness and appreciation for historic properties
- Provide archival and research documentation for historic properties
- Allow for tax incentives for the rehabilitation of qualifying historic, income-producing properties
- Provide a certain degree of protection for historic properties affected by federal action (licenses, permits, funding, or lands)
- Help qualify a property for certain grant programs

LISTING IN THE NRHP **DOES NOT:**

- Restrict the rights of private property owners to change or dispose of their property in any way – up to and including demolition
- Automatically provide grants or low interest loans for a property
- Require that historic properties be rehabilitated once listed/or restore historic properties if damaged
- Require property owners to open their property for public visitation at any time
- Guarantee the preservation of historic properties
- Help qualify a property for certain grant programs
- Restrict the rights of private property owners to change or dispose of their property in any way – up to and including demolition

THE NRHP NOMINATION PROCESS:

In general, preparing a nomination for a single property requires between 100-150 hours of research, writing, and revision. Additionally, the review process is typically between one (1) and two (2) years. This is no application fee to submit. However, preparers supply completed nomination materials at their own cost.

- Any person or organization may submit a nomination for any property.
- To nominate a property to the National Register, the Idaho SHPO requires first that a Preliminary Eligibility Questionnaire be completed and submitted for review. If a property is determined to meet the minimum criteria for inclusion in the National Register of Historic Places, then the SHPO staff will advise you through the next steps.
- If a property is determined eligible than a "National Register of Historic Places Registration Form" (10-900), must be completed and submitted to the National Register Coordinator at the Idaho State Historic Preservation Office.
- The SHPO staff reviews each nomination received. If the nomination is complete and in an acceptable format, SHPO staff will schedule the property for presentation at the earliest possible Idaho State Historic Sites Review Board meeting. Nominations with content or format concerns may be returned to the preparer with comments for completion or correction.
- In order to meet legal notification requirements, and provide adequate time for review, the preparer must submit a **complete** draft of the National Register nomination to the National Register Coordinator at SHPO by October 15th to be placed on the agenda of the next year's Idaho Historic Sites Review Board meeting.
- The Idaho State Historic Sites Review Board meets annually on the third Saturday in May. When a nomination is scheduled to go before the Board, SHPO will notify the preparer, property owners, and local officials as to the date, time, and location of the meeting.
- If the Historic Sites Review Board approves the nomination, it will be sent to the Keeper of the Register, in Washington, D.C. Any written comments submitted (according to 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 nomination to act. The Keeper can list the property in the National Register, issue a "determination of eligibility", reject the property for listing, or return the nomination for additional information or clarification.
- 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 state and local officials of the designation.

- Once a property is listed, SHPO will issue a commemorative certificate denoting listing in the National Register to the property owner. SHPO does not provide plaques to property owners; however, the National Park Service has information about companies from which a property owner may purchase a plaque at their own expense available at <https://www.nps.gov/subjects/nationalregister/faqs.htm>.

COMPLETING THE PRELIMINARY ELIGIBILITY QUESTIONNAIRE

The following document is an application for a preliminary determination of eligibility, for the nomination potential of a property, for listing in the NRHP. This **does not** mean that a property is being nominated to the register at this time. Rather, it is being evaluated by SHPO staff to determine if the property qualifies for such listing. SHPO staff will notify applicants of their recommendation.

Before you begin, contact Jason Tippeconnic Fox, SHPO National Register Coordinator, at jasontippeconnic.fox@ishs.idaho.gov or (208) 488-7468 to determine if previous survey materials and research for this property is on file (if you have not done so already).

Because substantial time and energy is generally required to pursue listing in the NRHP, it is recommended that you first submit the attached questionnaire so SHPO staff can make a preliminary eligibility assessment. Fill out the questionnaire and submit it with **recent photographs**. Upon receiving the completed document, SHPO staff will evaluate the property and notify you of the preliminary staff opinion of eligibility.

ATTACHMENTS

It is extremely important in our evaluation that we have the appropriate attachments so that we can make an informed evaluation:

PHOTOGRAPHS (REQUIRED)

The inclusion of photographs is essential to the completion of this application. **Without photographs, the application cannot be evaluated.** Photographs will **not** be returned, but will become a permanent part of our site records. Digital photographs submitted in JPEG format are preferred.

- ☐ At least six (6) color photographs of the **exterior of the building**: preferably 1 of each elevation (totaling 4), and 2 oblique (corner angles showing two sides of the building for perspective).
- ☐ Provide color photographs of the primary **interior spaces**.
- ☐ Provide color photographs of **other buildings** on the property and **views of the general setting**.
- ☐ Historic photographs (if available) are encouraged but not required.

OTHER INFORMATION (OPTIONAL)

If you have other documentation regarding the property, please submit it with the completed questionnaire and required recent photos. This optional material might include newspaper articles, excerpts from books, or family histories, etc. Submitting copies of your research and sources is helpful and recommended.

This form has no space limitation, and we encourage you to include as much information as necessary.

SUBMIT

You may submit the questionnaire to SHPO in electronic OR hardcopy form.

If submitting in hardcopy, please keep a copy of your complete form and original copies of any other included documentation (historic photos, etc.) for your records, as ***material will not be returned.***

Please submit the ☐ completed form, ☐ photos, ☐ and any other relevant information to Jason Tippeconnic Fox, SHPO National Register Coordinator, by email **OR** mail:

Email Address:

jasontippeconnic.fox@ishs.idaho.gov

Mailing Address:

Idaho State Historic Preservation Office
ATTN: Jason Tippeconnic Fox
210 Main Street
Boise, ID 83702

The National Register Coordinator will contact you regarding your eligibility determination and the next steps of the process.

FOR MORE INFORMATION, CONTACT:

Name: Jason Tippeconnic Fox

Email: jasontippeconnic.fox@ishs.idaho.gov

Phone: (208) 488-7468

Mail: Jason Tippeconnic Fox
National Register Coordinator
Idaho State Historic Preservation Office
210 Main Street
Boise, ID 83702

Questionnaire begins on next page.

National Register Preliminary Eligibility Questionnaire

GENERAL PROPERTY INFORMATION

Name of Property: _____

Historic or Other Name: _____

Street Address: _____

City: _____ County: _____ Zip code _____

Unincorporated or rural vicinity, please provide:

Nearest road or intersection: _____

County Road: _____

Nearest town or city (miles outside of): _____

Township: _____ Range: _____ Section: _____

WHAT TYPE OF PROPERTY IS THIS?

- ☐ **Building:** shelters human/animal activity (e.g. house, barn, church, hotel)
- ☐ **Structure:** used for purposes other than human shelter (e.g. bridges, tunnels, dams, silos, roadways)
- ☐ **Object:** relatively small in scale and simply constructed (e.g. sculpture, monument, fountains, markers)
- ☐ **District:** concentration of linked buildings, structures, objects, and sites (e.g. college campus, large fort, canal systems, ranches, complexes)
- ☐ **Pre-Contact Site:** location of significant event that possesses archaeological value prior to Euro-American settlement or contact
- ☐ **Historic Site:** location of significant event that possesses archaeological value post Euro-American settlement or contact

Is the property in its original location? _____

Are there any notable landscape features? (i.e. orchard, rock walls, canals/ditches, lakes, tree lined streets)

INDIVIDUAL RESOURCE INFORMATION

Do you have any of the following information?

Architect's name: _____ Builder's name: _____

Original Owner's name: _____ Date of Construction: _____

Dates of additions: _____ Dates of other alterations: _____

What was the property's original use? (e.g. domestic, commercial, agricultural, etc.)

What is the property's current use? _____

TYPE OF EXTERIOR BUILDING MATERIALS, IF APPLICABLE:

Walls: ☐ Wood ☐ Stone ☐ Brick ☐ Stucco
☐ Asbestos ☐ Metal ☐ Vinyl ☐ Other _____

Roof: ☐ Composition ☐ Asphalt ☐ Wood Shingle ☐ Clay Tile Shingle
☐ Metal ☐ Synthetics ☐ Other _____

Foundation: ☐ Stone ☐ Concrete ☐ Other _____

Windows: ☐ Wood ☐ Aluminum ☐ Vinyl ☐ Other _____

Features to Note: _____

Chimney: _____ **Porch:** _____

Landscape Features (stone walls, plantings, etc.): _____

ARCHITECTURAL DESCRIPTION:

How many stories is your building? _____

Are there multiple buildings on the property? (e.g. chicken coop, garage, privy, shed) What functions do the other buildings serve?

IMPORTANT! Describe known alterations to the property and when they were made. Are there additions or exterior alterations? For example, alterations to front and rear porches are common, older detached garages have often been demolished, or there are new windows or siding.

HISTORICAL SIGNIFICANCE

Tell us what you know about the history of your property.

Why do you think this property is important? For example, related to an important person, great architectural style, related to a historic event.

Why are you interested in having this property evaluated for historical significance?
This is not a nomination application, but rather the first step to determine if the property meets the minimum requirements for NRHP listing. Please see page 1 of this document for information about what listing does and does not do for a historic property.

- ☐ National Register of Historic Places listing is an honor
☐ I wish to pursue federal historic rehabilitation tax credits*
☐ I wish to protect my property through a historic preservation easement**
☐ Other: _____

*The Federal Historic Rehabilitation Tax Incentives program is a separate program that requires a property be evaluated for the NRHP. To qualify, the building must be income producing. If you have questions regarding the Tax Incentives program, contact:

Jason Tippeconnic Fox
Tax Credit Coordinator
(208) 488-7468
jasontippeconnic.fox@ishs.idaho.gov

**The Historic Preservation Easement Program is a separate program that requires a property to be either listed in the NRHP or be determined eligible for listing by SHPO staff. If you have questions regarding the Historic Preservation Easement Program, contact:

Dan Everhart
Outreach Historian
(208) 488-7461
Dan.Everhart@ishs.idaho.gov

SUBMITTER'S INFORMATION

Name: _____ Phone Number: _____
Mailing Address: _____
City: _____ State: _____ County: _____ Zip: _____
Email Address: _____
Date of Application: _____

OWNER'S INFORMATION (if different from above):

Name: _____ Phone Number: _____
Mailing Address: _____
City: _____ State: _____ County: _____ Zip: _____
Email Address: _____

If you are not the owner, is the owner aware that you are submitting this questionnaire? ☐ Yes ☐ No



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www.history.idaho.gov/nrhp