Idaho State Historic Preservation Office  
National Register Of Historic Places

# preliminary eligibility questionnaire (PEQ) Information Packet

The following document is an application for a preliminary determination of eligibility, for the nomination potential of a property, for listing in the National Register of Historic Places. This **does not** mean that a property is being nominated to the register at this time. Rather, it is being evaluated by the State Historic Preservation Office (SHPO) staff to determine if the property qualifies for such listing. Applicants will be notified of the staff’s recommendations.

Before you begin, contact the SHPO-Data Manager to determine if previous survey materials and research for this property is on file. Phone: (208) 488-7464

The National Register of Historic Places (NRHP) gives recognition to properties significant in American history, architecture, engineering, archeology, 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 and the Keeper of the National Register of Historic Places in Washington, D.C.

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 State Historic Preservation Office (SHPO) staff can make a preliminary eligibility assessment. Fill out the questionnaire and submit it with ***recent photographs and a map pinpointing the property’s location***. 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. The following items must be included with your questionnaire:

## Photographs

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 are preferred. Digital images should be submitted in JPEG format.

* 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).
* At least four (4) color photographs of the **interior space**.
* Provide color photographs of **other buildings** on the property and **views of the general setting**. Copies of historic photographs are welcome and encouraged; please do not send original, one-of-a-kind photos.

## MAPS

**Maps** please include two (2) maps showing the location of the property (specified below). Google Earth, Bing Maps, or equivalent, aerial maps are preferred. However, if a digital map is not available, a USGS topographical Quad Map of the appropriate Section will suffice.

* A small-scale aerial map that is zoomed out to include the city, or vicinity with the location of the property identified and the address, city, and county on the map. Included in the aerial overview should be a line to identify the property boundary. This can be done digitally or by hand on the paper.
* A large-scale site map showing the primary resource, outbuildings, potential and/or known archaeological site, main roads (noting street and route numbers), and other features that are important to convey the significance of the property. Please include a “north” arrow, date, and “not to scale”, if appropriate. This can be a hand-drawn map or a zoomed in Google Earth (or similar) map. *Examples of the sketch map and digital map is included in this packet.*
* Current floor plan of the building (hand drawn is fine) identifying the original portion of the building and other additions/changes to the building. *An example of the floor plan is included in this packet.*

# Other Information

If you have other documentation regarding the property, please send **copies** along. This might include: newspaper articles, excerpts from books, family histories, etc.

This form has no space limitation, and we encourage you to attach as many pages as necessary. Submitting copies of your research and sources is helpful and recommended. Please keep a copy of your complete form for your records, as ***materials submitted will not be returned.***

# SUBMIT

Please return this 🞎 form, 🞎 photos, 🞎 maps, 🞎 and other attachments to:

State Historic Preservation Office

ATTN: National Register Coordinator

210 Main Street

Boise, ID 83702

The National Register Coordinator will contact you regarding your eligibility determination and the next steps of the process. If you have any questions, don’t hesitate to contact us: (208) 488-7461

**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)
* **Prehistoric (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 of 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?

***If the description requires more space than below, please attach an additional page to the document.***

### **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 listing in the National Register of Historic Places.*

* National Register of Historic Places listing is an honor
* I wish to pursue federal historic rehabilitation tax credits**\***
* I wish to protect my property
* This property is threatened with demolition or destruction
* Other:

**\***The Federal Historic Rehabilitation Tax Incentives program is a separate program that requires a property be evaluated for the National Register of Historic Places. To qualify, the building must be income producing.

If you have questions regarding the Tax Incentives program, please contact:  
Matt Halitsky

Tax Credit Coordinator

(208) 488-7468

[Matt.Halitsky@ishs.idaho.gov](mailto:Matt.Halitsky@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

***The next page is information about the National Register listing process.***

# NATIONAL REGISTER OF HISTORIC PLACES FACTS:

## 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

# The National Register 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 Idaho State Historic Preservation Office at 210 Main Street, Boise, ID 83702.
* 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, acceptable nomination must be submitted at least 90 days prior to the Historic Sites Review Board meeting in order to be placed on the agenda for the next scheduled meeting.
* The Idaho State Historic Sites Review Board meets annually in September. When a nomination is scheduled to go before the Board, the preparer and all property owners will be notified as to the date, time, and location of the meeting.
* 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 notified 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, a certificate denoting listing in the National Register will be issues. Plaques are not provided to property owners; however, the SHPO has brochures for companies from which a property owner may purchase them.

## For more information, contact us:

**Phone**: (208) 488-7468

**Email**: [Matt.Halitky@ishs.idaho.gov](mailto:Matt.Halitky@ishs.idaho.gov)

**Mail**: National Register/Tax Credit Coordinator

Idaho State Historic Preservation Office

210 Main Street

Boise, ID 83702