

NATIONAL HISTORIC LANDMARK PROGRAM

NOMINATION CHECK LIST

GENERAL

___ Have all the blanks been filled in including N/A where applicable?

1. NAME OF PROPERTY

___ Is the name of the property a clear identifiable name with no abbreviations?

___ Does the property name accurately reflect *historic* ownership? Remember: Select the historic name reflecting the property's national historic significance (all other names go under "Other Name/Site Number").

For Archeological Properties:

___ Remember: Site Number goes under "Other Name/Site Number."

2. LOCATION

___ Are all of the items under "Location" complete? Are the correct codes used? If it is a federal property is the name of the federal land area noted (national park, national forest)?

___ Remember: Enter the street address of the property or the most specific location when no street number exists.

For Archeological Properties:

___ Has the "Not for Publication" box been considered?

___ If "Not for Publication" box is checked, PLEASE remember that restricted information other than location should be clearly marked as such on a separate continuation sheet and not in the body of the text. Locational information is provided in specific sections of the nomination and is deleted easily. For this reason, the preparer should ensure that locational information is indeed restricted to easily deleted parts of the text and not scattered throughout the description of the property.

3. CLASSIFICATION

___ Are all of the items under Classification filled in? Is there a clear identification of the number of contributing and noncontributing resources?

___ Remember: See page 41 of the National Register Bulletin: *How to Prepare National Historic Landmark Nominations* for property and resource types (definitions and examples: building, site, structure, object, district).

___ Remember: See page 42 of the National Register Bulletin: *How to Prepare National Historic Landmark Nominations* for the rules for counting resources.

___ Remember: Refer to page 41 of the National Register Bulletin: *How to Prepare National Historic Landmark Nominations* for guidance on what constitutes a, “property previously listed in the National Register.” (Includes both previously designated NHLs and authorized historic units of the National Park System as well as other previously listed National Register properties - if no resources are listed, enter N/A).

___ Remember: Under “Name of Related Multiple Property Listing” enter ONLY the name of the multiple property documentation if the property is previously listed in the National Register under Multiple Property Documentation. DO NOT use the name of theme studies or other contextual documents.

6. FUNCTION OR USE

___ Have the boxes in the description section been filled in to indicate functions?

___ Remember: See page 42 of the National Register Bulletin: *How to Prepare National Historic Landmark Nominations* for the guidelines for entering functions.

___ Remember: See pages 44-47 of the National Register Bulletin: *How to Prepare National Historic Landmark Nominations* for data categories for functions and uses.

7. DESCRIPTION

___ Have the boxes in the description section been filled in to indicate architectural styles and materials (where appropriate)?

___ Remember: See pages 49-51 of the National Register Bulletin: *How to Prepare National Historic Landmark Nominations* for data categories and architectural classification.

___ Remember: See page 51 of the National Register Bulletin: *How to Prepare National Historic Landmark Nominations* for data categories for materials.

___ Is there one or two sentences that briefly describe the significance of the property before the description section begins? (This is so you don’t have to wait until you get to the significance section - 10 or 15 pages - to find out what you are reading about. It can be very brief.)

___ Is there an initial paragraph which identifies what is being nominated and summarizes its appearance?

___ Remember: Section 7 is the description section and Section 8 includes the history of the property.

___ If the architect is known, did you give his name?

___ Remember: See pages 52-54 of the National Register Bulletin: *How to Prepare National Historic Landmark Nominations* for the guidelines for describing properties.

___ Remember: A list of all resources organized by contributing and noncontributing is helpful to make sure that all resources have been counted and that the count on the first page is accurate.

___ Does the narrative description agree with the contributing resource count?

___ Does the descriptive narrative accurately reflect the boxes checked?

___ For districts: Is there a complete inventory list? Does it concur with the district maps?

___ Remember: A table of contributing and noncontributing resources is a good way to organize information about resources in a large district. The table may include columns for indicating if a property is contributing or noncontributing, and summaries/descriptions of each property.

___ For districts: Is there a discussion of the cohesiveness of the properties/district?

___ Are the important features of the property identified in the Description Section? (Site, date, materials, style, size, roof-shape, story, plan, windows, foundation, details, interior.)

___ Does the description include information about the setting, environment, surrounding buildings/areas, and/or important landscape features?

___ Descriptive charts, graphs and figures should be located after the end of the nomination. This makes it easier to reproduce and take out locational information if necessary (for all types of properties, but especially archeological).

___ Have all alterations to the building/site over time been described and dated to the extent possible? Remember to pay close attention to describing the integrity of the property (the intactness of the deposits at an archeological site).

___ Is the description clear and complete? If the property has been altered, is the difference between the original (or historic) and the current condition and appearance clear?

___ Does the integrity relate to the overall property, not only its features and parts?

For Archeological Properties:

___ Remember: Section 7 includes a description of the excavations.

___ Remember: Describe the environmental setting and relate it to the property or district.

___ Remember: Describe the location and condition of the collections and state where they are located (at the end of the section).

___ Are the probable occupation and/or construction dates identified for all components of

the property?

___ Remember: If an archaeological site has more than one component not all of those components may be nationally significant.

___ Are all major or significant features identified and described?

8. STATEMENT OF SIGNIFICANCE

___ Have the boxes in the significance section been filled in to indicate the period and areas in which the property is significant? If criterion 2 is checked, is significant person completed? (REMEMBER: Significant person is only filled in when Criterion 2 is used.) If criterion 6 is checked is cultural affiliation completed?

___ Remember: If the property is already listed in the National Register, use the applicable criteria in that documentation to fill out the section "Applicable National Register Criteria."

___ Is there an initial paragraph summarizing the significance of the property, directly relating it to the NHL criteria under which it is being nominated?

___ Have all the applicable criteria been identified and documented within the Statement of Significance?

___ Are any criteria exceptions (if applicable) justified according to their specific requirements?

___ Have all the themes listed under "NHL Themes" (1996 thematic framework) been discussed as related to this property? Remember: All documentation should use the NPS's 1996 thematic framework to discuss the significance of the property.

___ Remember: The "Areas of Significance" section should be filled out using the data categories set out in the National Register Bulletin, *How to Complete the National Register Registration Form*, pages 40-41.

___ Do the areas of significance checked reflect the significance of the property, not just its function?

___ Remember: The period of significance cannot start before the significant event(s) or building construction.

___ Does the narrative clearly represent and convey the period of significance checked? Has the period(s) been justified in a specific discussion within the Statement of Significance?

___ Does the specific date or date range reflect the property's period of historic significance?

___ Does the context in which the property has been evaluated as significant justify the

national level of significance?

___ Is there comparative information included to provide a context for understanding national significance?

___ Is the Statement of Significance written in a clear and complete manner?

___ Remember: the Guidelines for Evaluating and Stating Significance are found on pages 61-62 of the National Register Bulletin: *How to Prepare National Historic Landmark Nominations*.

___ For properties meeting Criterion 1: Does the significance statement identify the applicable major event(s) associated with the property? Does the significance statement justify the importance of the event(s) with respect to its impact on the broad patterns of prehistory or history? Does the significance statement demonstrate that the property has stronger associations to the event(s) than other comparable properties?

___ For properties meeting Criterion 2: Does the significance statement identify the specific person(s) who was significant in the past? Does the significance statement justify the importance of the person(s)? Does the significance statement demonstrate that the property has stronger associations to the person(s) than other comparable properties? Comparison should be made on length of association and degree of integrity.

___ For properties meeting Criterion 3: Does the significance statement identify and justify the importance of an idea or ideal? Does the significance statement articulate how the property represents the overarching concept or image?

___ For properties meeting Criterion 4: Does the significance statement identify and justify the importance of an applicable architectural type or the design of a master? Does the significance statement demonstrate that the property provides a better illustration of an architectural type or the work of a master in comparison to other properties?

___ For properties meeting Criterion 5: Does the significance statement identify and justify the importance of the composition of integral parts of the environment, artistic significance, or a way of life or culture?

For Archeological Properties:

___ Remember: If archeological deposits are discovered on another type of property (building, structure, etc.), those deposits may not necessarily be eligible under Criterion 6. If the archeological resource is related to the significance of the property, but has not been adequately defined (for example only a small percentage of a large district has been surveyed), in certain cases, these remains may contribute to Criterion 1 rather than 6. Archeological deposits must stand alone as nationally significant and have a high degree of integrity for Criterion 6 to be applicable.

___ Remember: All archeological properties and boundary studies of archeological properties where the documentation involves a new area of significance, or an enlargement

of or reduction in area, is reviewed by the National Park System Advisory Board.

___ Remember: Properties that have yielded information in the past and that no longer retain additional research potential (such as completely excavated archaeological sites) must be assessed essentially as historic sites under Criterion 1. Such sites must be significant for associative values related to: 1) the importance of the data gained, or 2) the impact of the property's role in the history of the development of anthropology/archeology or other relevant disciplines. These sites must retain the ability to convey their association as the former repository of important information, the location of historic events, or the representation of important trends. They must be able to convey their significance under Criterion 1.

___ Is there comparative information included to provide a context for understanding national significance? Is the condition and research significance of comparable properties discussed in relation to the property being nominated?

___ Is Cultural Affiliation (necessary under 6) indicated in the Statement of Significance?

___ For properties meeting Criterion 6: Does the significance statement describe the potential research topics that the property can address? Is the research potential of national significance? Does the significance statement justify the importance of these research topics within an applicable historic context? Does the significance statement identify the data that can address these research topics? Does the significance statement demonstrate that the property contains this data?

9. MAJOR BIBLIOGRAPHICAL REFERENCE

___ Are bibliographic sources provided? Are they specific publications and/or traceable sources?

___ Is there evidence that the bibliographic sources noted have been used in the preparation of the Statement of Significance (footnotes, or citations for example)?

___ Was the text properly referenced using footnotes? Did you use the *Chicago Manual of Style* as your style reference guide?

___ Only archeological nominations should use the bibliographic styles endorsed by the primary professional journals for archaeology---*American Antiquity* and *Historical Archaeology*. Only archeological nominations may use scientific citations. All other nominations should use footnotes NOT endnotes.

For Archeological Properties:

___ Remember: Archeologists may choose to use the bibliographic styles endorsed by the primary professional journals--*American Antiquity* and *Historical Archaeology*. Only one style should be used consistently throughout the documentation.

10. GEOGRAPHIC INFORMATION

___ Have the boundaries been drawn to include all features directly related to the significance of the property?

___ Have the boundaries and the acreage been justified? Does the boundary justification discuss the method(s) used to define the boundary, and the relationship between the property's significance and the boundary?

___ Does the boundary exclude unjustified acreage or buffer zones?

___ Does the verbal boundary description delineate the precise area within the boundaries of the property, not just its general location?

___ Is the specific number of acres given? Is it consistent with the size of the area noted within the boundaries?

___ Are there U.T.M. coordinates provided? Are the required three points given to match the acreage if there are 10 or more acres in the property?

___ Remember: Guidelines for Selecting Boundaries can be found on pages 64-65 of the National Register Bulletin: *How to Prepare National Historic Landmark Nominations*.

For Archeological Properties:

___ Remember: Guidelines for Selecting Boundaries can be found on pages 64-65 of the National Register Bulletin: *How to Prepare National Historic Landmark Nominations*. Preparers should also refer to pages 51-53 in the National Register Bulletin, *Guidelines for Evaluating and Registering Archeological Properties*.

11. FORM PREPARED BY

___ Is the person, organization, etc. who prepared the nomination form identified?

ADDITIONAL DOCUMENTATION

___ Is the original USGS map enclosed and properly labeled?

___ Are the photographs (4 X 6 or larger; preferably 8 x 10) appropriately identified and labeled?

___ Are color images included on a CD? Remember: Photos of 8 x 10 inches are **strongly preferred** and photos smaller than 4 x 6 inches are not acceptable.

___ Are the color images representative of the property? Are they large enough to convey the significance of the property? Are they representative of the setting, feeling, association, workmanship, materials, design, and location?

___ Are the photographs taken with film designed exclusively for black and white

processing? Was the film developed using a chemical process designed only for black and white film and on black and white photographic paper (silver-emulsion resin-coated [RC] paper or silver-emulsion fiber-based paper)? Remember: Even though many photographs often appear to be archivally stable black and whites, they are in fact color-processed and developed on color papers. Color-processed black and white photographs on color paper are not archivally stable and do not meet the requirements outlined in the National Register Photographic Policy (updated February 2009).

____ Are sketch maps and site plans labeled? Do they have a title, legend, north arrow, and scale? Does the sketch map and/or site plan show the entire boundary of the property? Does the sketch map show features, disturbances, and contributing and noncontributing elements discussed in the nomination?

____ Is a floor plan included for buildings?

____ Remember: Photos submitted to the NPS with an NHL nomination become a part of the public record and the photographer grants permission to the NPS to use the photos for duplication, display, distribution, publicity, audio-visual presentations, and all forms of publication which may include publication on the internet.

For Archeological Properties:

____ Do the photographs illustrate the environmental setting, major or significant features, major alterations or disturbances?