

**NATIONAL REGISTER NOMINATIONS
TECHNICAL REVIEW**

General Review

_____ Have all the blanks been filled, including “n/a” where applicable?

Section 1. Name of Property

_____ Is the name a clear, identifiable name with no abbreviations?

Section 2. Location

_____ Are all of the items under Location complete? Are the correct codes used? Is the name of the federal land area noted, if pertinent?

Section 3. Certification

_____ Is a Level of Significance checked?

_____ Is the form signed by a SHPO, THPO, FPO, or authorized delegate?

_____ For concurrent nominations, have both parties signed the form?

Section 5. Classification

_____ Are all items completed? Is there a clear identification of the number of contributing and noncontributing resources?

_____ Does the resource count agree with the narrative in Section 7?

Sections 6. Function or Use

_____ Have the historic and current functions been indicated, using the *How To* Bulletin selection list?

Section 7. Description

_____ Have the Architectural Classification and Materials sections been completed, where appropriate)?

_____ Is there an initial paragraph that identifies what is being nominated and summarizes its appearance?

_____ Have all alterations to the building/site over time been described and dated, to the extent possible?

_____ For historic districts, is there a complete inventory and evaluation list? Does it concur with the district map?

Section 8. Statement of Significance

_____ Has all pertinent information been included? The following is mandatory: Applicable NR Criteria, Areas of Significance, and Period of Significance. The following may be needed: Significant Person (if Criterion B is applicable), Cultural Affiliation (if Criterion D--and in some cases Criterion A—is applicable), Significant Dates and Criteria Considerations, as pertinent, and Architect/Builder (if “work of a master” pertains).

_____ Does the Narrative Statement include a summary paragraph indicating the significance of the property, directly related to the pertinent NR criteria?

_____ Is each Area of Significance discussed briefly in the summary paragraph?

Section 9. Major Bibliographical References

_____ Are bibliographic sources provided, including citations in the text?

Section 10. Geographical Data

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

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

_____ Are UTM references provided? Are the required three points given, if the property is 10 or more acres in area?

Section 11. Form Prepared By

_____ Is the preparer identified, with contact information?

Maps

_____ Is the original USGS map enclosed and properly labeled?

_____ Is a sketch map enclosed for historic districts?

Photos

_____ Are the black-and-white photographs on the correct paper and appropriately identified and labeled?

_____ Is a photo log included as Additional Documentation?

_____ Is the CD in a TIF file and the correct resolution?

**NATIONAL REGISTER NOMINATIONS
SUBSTANTIVE REVIEW**

Section 1. Name of Property

_____ Does the property name accurately reflect *historic* ownership?

Section 7. Description

_____ Does the descriptive narrative accurately reflect the boxes checked?

_____ Are the important features of the property identified in the Description Section, including site, date, materials, style, size, roof-shape, story, plan, windows, foundation, details, interior.

_____ Does the Description include information about the setting, environment, and or surrounding buildings/areas?

_____ 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 description convey the significant qualities of the property? Through what features? Do these features retain integrity?

_____ Have contributing and noncontributing features been identified?

_____ Have alterations (if any) been adequately described? Has the evaluation of their impact on the integrity been made? Have alterations been evaluated regarding significance that may have accrued over time?

Section 8. Statement of Significance

_____ Does the narrative clearly represent and convey the period of significance checked? Has the period(s) been justified in the Statement of Significance?

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

Section 8, continued

_____ Do the Areas of Significance reflect the significance of the property, not just its function?

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

_____ 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?

_____ Does the context in which the property has been evaluated as significant justify the local, state, or national level of significance chosen for the property?

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

Section 9. Major Bibliographic References

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

Section 10. Geographical Data

_____ 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?

_____ Is the proper level of significance checked?