

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 entered the one that best reflects the property’s historic importance or was commonly used for the property during the period of significance?

Section 2. Location

___ Are all items completed? Are the correct codes used? Is the name of the federal land area noted, if pertinent? If the property needs certain protection, has “not for publication” been checked?

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 functions listed in the *How To Complete the NR Registration Form Bulletin*?

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, summarizes its appearance, and describes the property’s integrity?
___ Have all alterations to the building/site over time been described and dated, to the extent possible? Do the descriptions of contributing/noncontributing resources agree with the resource counts in Section 5?
___ For historic districts, is there a complete inventory list or accompanying sketch map identifying all resources counted and marked whether they contribute or not?

Section 8. Statement of Significance

___ Has all pertinent information been included? The following are 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 pertinent NR Criteria, the period of significance, and the areas and level of significance of the property?

___ In subsequent paragraphs, is the case made for each Area of Significance as it relates to a particular historic context/theme?

Section 9. Major Bibliographical References

___ Are bibliographic sources provided?

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 lat/long coordinates or UTM references provided? Is the minimal requirement of 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 a locational map with defining coordinates enclosed and properly labeled?

___ Is a map enclosed for historic districts that contains a north arrow and a scale?

Photos (Updated NR Photo Policy 2013)

___ Are the photographs on the correct paper and appropriately identified and labeled?

___ Is a photo log included? For historic districts, are photos keyed to the district map?

___ Are the photo files saved as TIF files at the correct resolution on an archival quality CD?