

Preparing National Register Nominations in Oregon



Table of Contents

Introduction	I
The National Register	1
How to Use this Guide	1
Staff Contacts	1
Before Beginning	2
The Historic Resource Record (HRR)	2
Listing Properties in the National Register	3
Essential instruction and Guides	3
Property-Specific Register Bulletins	4
Historic Districts	4
Multiple Property Documents	4
Writing a National Register Nomination	6
Deadlines and Submission Requirements	6
Tips for Writing Better Nomination	9
Section 7	9
Section 8	10
National Register Review Process	12
State Historic Preservation Office	12
Local Government	12
State Advisory Committee on Historic Places	13
National Park Service	13
Appendices	14
A. Oregon SHPO National Register Format	14
B. Grammar and Punctuation	16
C. National Register Digital Photos Standards	18
D. Testifying Before the State Advisory Committee	20
E. National Register Flow Chart	21

Introduction

The National Register of Historic Places

Thank you for your interest in nominating one of Oregon's special properties to the National Register of Historic Places. The National Register is the nation's official list of buildings, structures, sites, objects, and districts significant in American history, architecture, and/or archaeology. Over 2,000 Oregon properties are listed in the National Register, with all of the state's 36 counties represented. The National Register is maintained by the National Park Service in Washington, D.C., and is administered across the nation by state historic preservation offices.

How to Use This Guide

Preparing National Register Nominations in Oregon is a supplement to existing guidance from the National Park Service (NPS), but does not replace those important resources. Key NPS documents include National Register Bulletin 15; "How to Apply the National Register Criteria for Evaluation" and 16a; "How to Complete the National Register Form."

These guidelines are organized into four sections. "Before Beginning" presents information to help owners decide if listing their property in the National Register is right for them and how NPS determines if a property qualifies for listing. "Writing a National Register Nomination" includes the necessary information to successfully complete the form, and "The National Register Review Process" describes how properties are listed in the National Register. This document specifically addresses nominating individual properties. Please contact the office if considering nominating a historic district.

Information included in this publication is based on instructions provided by the National Park Service for the submission of digital nomination documents to the agency. The requirements for digital submission are listed beginning on page 5. "Paper" nominations are still accepted, but preparers must provide an original, unmarked, paper 7.5 minute United States Geological Survey map and two sets of printed

photographs for this process. Preparers must meet all requirements for paper submissions if submitting any portion of the nomination in paper format. Please contact the Oregon State Historic Preservation Office (SHPO) for further information. All National Register nominations must be on the form provided by the Oregon SHPO.

A full description of the National Register program and process and copies of all the necessary publications and forms noted in this document, are available at the Oregon SHPO website at www.oregonheritage.org. Click on "National Register" on the left-hand side of the screen. Hard copies are available by mail on request.

Staff Contact Information

The staff of the Oregon SHPO look forward to working with you. Please contact the SHPO to discuss your project, research strategy, and important deadlines before beginning.

For general questions and requests for completed National Register nominations for listed properties, contact:

Tracy Collis
National Register & Grants Assistant
(503) 986-0690 or tracy.collis@oregon.gov

For questions regarding National Register eligibility and the preparation of nomination documents, contact:

Robert Olguin
National Register Program Coordinator
(503) 986-0668 or robert.olguin@oregon.gov

Before Beginning

Before beginning, Oregon State Historic Preservation Office (SHPO) staff strongly recommends that property owners understand the potential benefits and limitations of listing their property in the National Register of Historic Places. Listing a property in the National Register does not place any restrictions on a property at the state or federal level, unless the property owner chooses to participate in tax benefit or grant programs. However, state law in Oregon requires local governments to offer some level of protection for listed properties. Owners interested in listing their property should contact their local planning office to determine what laws and regulations apply. More information about the benefits and responsibilities of owning a property listed in the National Register, the nomination process, and how to support or object to a listing are available at the SHPO website. Upon deciding that listing is the right choice, staff encourages property owners to contact the SHPO before preparing a nomination.

The Historic Resource Record (HRR) Form

An important step in listing a property in the National Register is to complete a Historic Resource Record

(HRR) form so that a SHPO staff member may assist the preparer in determining whether the property is eligible for listing. To complete the form, owners are asked to describe their property and its history, and to include photos of the buildings, structures, sites, and/or objects they would like to list. After reviewing the HRR form, staff will provide a letter stating whether the SHPO believes that the property is or is not eligible for listing in the National Register, or whether further information is needed. Application materials, including a sample National Register nomination for a similar property, among other useful materials, are included in the response.

The HRR form is not a nomination, and completing the form does not obligate a property owner to continue with a nomination nor subject the property owner to any local, state, or federal government regulations. Submitted HRRs and staff responses are public records, and are kept on file at the SHPO.

The HRR form is available on the Oregon SHPO website, or may be requested by email, phone, or in writing. See the previous page for contact information.



Buildings can be listed in the National Register individually or as contributors to a historic district. Finn Block, Albany, Linn Co.

Listing Properties in the National Register

Not all old buildings are eligible for listing in the National Register. Eligible properties are generally 50 years old or older; retain their historic appearance (called “integrity”); and are historically important (referred to as “significant”) at the local, state, or national level under one of four Criteria identified by the National Park Service. The Criteria are:

Criterion A: Association with events that have made a significant contribution to the broad patterns of our history.

Criterion B: Association with the lives of persons significant in our past.

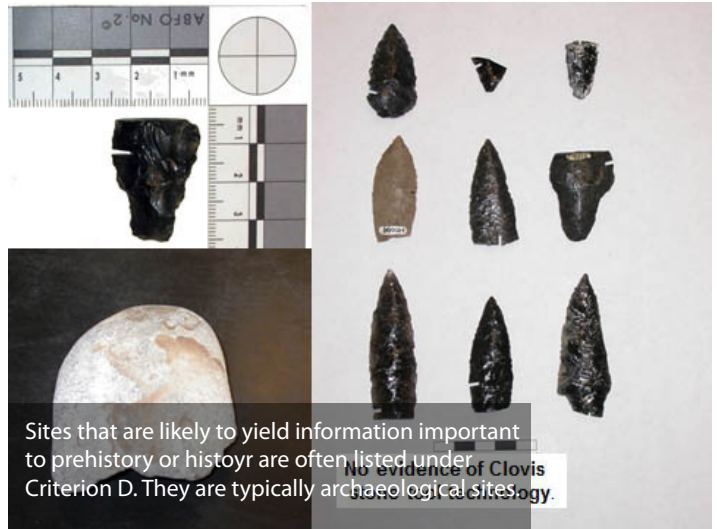
Criterion C: Embodiment of the distinctive characteristic of a type, period, or method of construction, or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction.

Criterion D: Properties that have yielded or may be likely to yield, information important in prehistory or history.

Generally, religious buildings and sites; moved resources; birthplaces or graves; cemeteries; reconstructed; and commemorative properties; and properties less than 50 years old may not be listed in the National Register. However, under certain circumstances, called Criteria Considerations, these properties may be recognized.



The Zane Grey Cabin is eligible under Criterion B for its association with the famous Western author. Grants Pass vcty, Josephine Co.



Essential Instructions and Guides

In order to properly prepare a National Register nomination preparers will need the following publications, which are available from the National Park Service or other agencies noted below and on the SHPO website.

National Register Bulletin 15

“How to Apply the National Register Criteria”

Defines terms commonly used in the National Register program and describes what properties are eligible for listing.

<http://www.nps.gov/history/nr/publications/bulletins/nrb15/>

National Register Bulletin 16a, “How to Prepare the National Register Form”

Instructions for completing the National Register form. See the passage titled “Writing a National Register Nomination” in this document for further instructions and the sample nomination in Appendix F. <http://www.nps.gov/history/nr/publications/bulletins/nrb16a/>

National Register Bulletin 39, “Researching a Historic Property”

A good how-to guide that describes how to research the history of a building and document its past.

<http://www.nps.gov/history/nr/publications/bulletins/nrb39/>



Providing good information and involving the public in the nomination process is particularly important in planning for historic districts.

Researching Your Historic Property: A User’s Guide” Created by the City of Portland, this publication addresses City of Portland-specific sources.

<http://www.portlandonline.com/shared/cfm/image.cfm?id=146266>

Property-Specific Register Bulletins

The National Park Service offers a number of guides or bulletins that describe how to document special properties, such as lighthouses, or buildings and sites associated with historic persons. Please review the list of Bulletins on the National Park Service website at: <http://www.nps.gov/nr/publications/> to see if there is a bulletin specific to the nominated property.

Sample National Register Nomination from the SHPO

Writing a nomination is easier using a successful nomination for a similar property as a guide. Contact the SHPO directly for relevant sample documents.

Individual properties may also be listed in the National Register using a Multiple Property Document or within a listed historic district. A brief description of each process is below. Please contact the office to ensure that the property or district is eligible for listing in the National Register and meets minimum documentation requirements before beginning the nomination process.

Historic Districts

A historic district is a concentration of buildings, structures, objects, and/or sites, and associated landscape and streetscape features that are 50 years old or older, retain their historic character, and are associated with an important aspect of the past or together represent a notable collection of architectural styles or building types. Historic districts are documented using the same National Register form as individual properties, but additional documentation is required, including a property list and district map, among other materials. The following items are required for historic district nominations:

- Completed Oregon Historic Sites Database for the nominated area.
- Printed Property List and Statistical Report from the Oregon Historic Sites Database.
- Historic district map with boundaries clearly identified.
- Photo location map showing the location, photo number, and direction of view for each photo included in the nomination.

Multiple Property Documents

The Multiple Property Document Form (MPD) is a document used to nominate individual properties and historic districts that share a similar time period, geographic distribution, historic theme, and importance. For example, property types and topics that could be described in a MPD include one-room school houses in Oregon, influential architects of Oregon, or properties related to the boom-time



Properties may be important in more than one area. This grange hall is important for its association with social and agricultural history.

development of Baker City. A MPD also identifies the qualities properties must possess to be eligible for listing in the National Register.

While a MPD is not a National Register nomination itself, preparers may use a MPD to more easily list properties that meet the requirements specified in the document. Generally, only historic preservation professionals should attempt to complete a MPD; however, anyone may use one of the many existing Oregon MPDs to write a nomination if it is relevant to the subject.



Buildings in historic districts can be architecturally diverse or share a common architectural style. Irvington Historic District, Portland, Multnomah Co.

Writing a National Register Nomination

Writing a National Register nomination is a collaborative process between the preparer and the Oregon State Historic Preservation Office (SHPO). Staff encourages preparers to contact the office before beginning a nomination and to work with the office throughout the process. Preparing a National Register nomination for a single property requires between 100 and 150 hours of research, writing, and revision, and the review process can take up to a year. There is no application fee to submit a nomination; however, preparers supply completed nomination materials at their own cost. Property owners may also choose to hire a consultant to complete the work. Please contact the office for a list of contractors.

National Register nominations are public documents not subject to copyright and are posted online by the National Park Service and the Oregon SHPO. Please do not include descriptions of personal possessions in the narrative, and consider removing objects of value from the property when taking photos for the nomination document.

Deadlines and Submission Requirements

National Register nominations are typically accepted in March, July, and November for hearings held approximately three months later in June, October,

and February. Please call the office or visit the SHPO website for deadlines and meeting locations and dates.

A complete nomination for digital submission includes a nomination cover sheet; the National Register form with the required figures (location maps, tax lot map, site plan, and floor plans); one set of printed color photographs; an electronic copy of the nomination document in Word 2010 or compatible format; and digital images on a CD in .tif format. Optional items include historic photographs of the property and its occupants, historic maps, and any key research materials. See Appendix A “Oregon National Register Format Standards;” Appendix B “Grammar and Punctuation Standards;” Appendix C “Digital Photo Standards;” and Appendix F “Oregon Sample National Register Nomination” for detailed instructions for each required item noted below.

These guidelines are based on instructions provided by the National Park Service for the submission of digital nomination documents to the agency and National Register Bulletin 16a, “How to Complete the National Register Registration Form.” Paper United States Geological Survey maps and printed 35mm photography are still accepted, but preparers will need to meet all requirements for paper submissions if submitting any portion of the nomination in



Parks can also be listed in the National Register. The Halprin Open Space Sequence is a series of modern parks in downtown Portland.

paper format. Please contact the office for further information. All National Register nominations must be on the form provided by the Oregon SHPO and include a National Register nomination cover sheet. all requirements for paper submissions if submitting any portion of the nomination in paper format. Please contact the office for further information. All National Register nominations must be on the form provided by the Oregon SHPO and include a National Register nomination cover sheet.

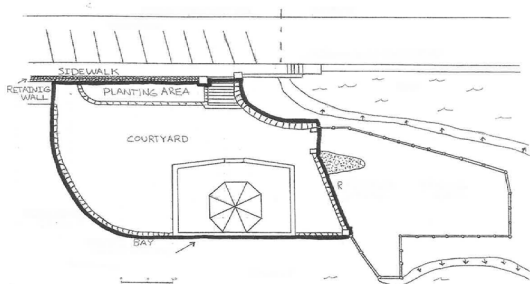
I. The National Register Form

- Digital copy of the National Register form on a CD (including required figures, photo log, and photo continuation sheets) formatted in a single word-processing document, in or compatible with, Word 2010 or higher version and not exceeding 10mb in total file size. Please name the document in the following format: State_County_PropertyName.
Ex: OR_MarionCounty_JohnSmithHouse.
- One hard copy of the nomination form.

2. Figures

General requirements for figures:

- A limited number of select figures, images, and tables may be inserted into the text of the Section 7 and 8 narratives when the item meets the applicable general requirements for figures noted below, are centered widthwise on the page, and do not exceed one-half of the page length including the caption, excluding the document header. In-text items do not require a figure number and need not be noted in the list of figures at the end



A site plan is an important component of a National Register nomination. Depoe Bay Ocean Wayside, Depoe Bay, Lincoln Co.



The 99W Drive-In Theatre is listed under Criteria A and C, as locally important and a unique property type. Newberg, Yamhill Co.

of the document.

- Location maps, tax lot map, site plan(s) and floor plan(s) and oversize items may not be inserted into the text of the section 7 and 8 narratives. Instead, these items must be noted in a list of figures and placed on Additional Documentation Continuation sheets at the end of the National Register form in the following order: general vicinity map, specific location map, tax lot map, site plan, floor plan, historic maps, historic site and floor plans, and historic photos, followed by other materials as appropriate.
- Provide each exhibit as an appendix with its own number (including each floor plan). Larger, 11"x17" paper, exhibits are acceptable when needed to show better detail. Oversize pages must include the Additional Documentation Continuation Sheet header.
- All inserted images must be in .jpg format and not exceed 300kb in file size. Images may be resized.
- Orient maps, aerial photographs, and site and floor plans so that north is at the top of the page and include a north arrow and scale. If the figure is not to scale, note this in the caption. If necessary, images may be oriented so the top is at the left margin to allow for more space.
- For each figure included as an appendix, place the caption with the figure number above the item and include it in the list of figures. For in-text

illustrations, place the caption below the item. Note source information in the caption or in a footnote as needed.

- Please submit only those images and maps that will copy and print well in black-and-white.
- Place each of the following required figures on an Additional Documentation Continuation sheet.

Location Maps (2 separate maps required)

- At a scale similar to a paper 7.5 minute USGS map, submit a clear digital “regional location map” showing adjacent towns, major highways, etc. surrounding the nominated property. Locate the nominated property by marking the geographic center with a “pin,” “callout,” or by shading the entirety of the nominated area. Include a graphic scale and north arrow, and a caption that states the latitude and longitude coordinates in decimal degrees to at least the sixth decimal point.
- A close up “local location map” centered on the property as a separate map with the nominated area marked. Include a scale and north arrow, and a caption that includes the same information provided in the regional location map as described above.

NOTE: Complete instructions for creating digital location maps are provided by the National Park Service at <http://www.nps.gov/nr/publications/forms.htm>.

Tax lot map

- Tax lot map from the County Assessor. Please indicate the boundary of the nominated parcel or portion of the lot by shading or outlining the subject area. Include key street or road names if they are not already on the map. In cases where a building extends to the lot lines, the tax lot map and site sketch may be the same map.

Site plan

- Drawing showing all buildings, structures, and major landscape features within the subject property, including a label for each feature. Clearly mark the boundary of the nominated area and include adjacent streets. Hand drawn plans are acceptable if the illustration is reasonably

to scale. The tax lot map may also be used as the site sketch if the subject building is built to the lot lines, as is the case for many commercial buildings.

Floor plans (if appropriate)

- Floor plans for each floor (basement to attic) for the principal building(s) (residence, commercial building, etc.) Illustrate the width of exterior walls and interior partitions, window and door locations, and major features including fireplaces, built-in cabinetry, etc. Label each room (kitchen, dining room, etc.). Hand-drawn plans are acceptable if the illustration is reasonably to scale. Historical plans and architectural drawings may be included as optional exhibits, but do not fulfill this requirement.

3. Photos

- CD of digital images (Images may be on same CD as National Register form) meeting all aspects of the National Register Digital Photo Standards. See Appendix C.
- One set of properly labeled 4”x6” color prints.
- Photo Log and Photograph Continuation Sheets meeting the following standards:
 - All inserted images must be in .jpg format and not exceed 200kb in file size. Images may be resized and converted to a compatible format using a photo enhancement program, like Adobe Photoshop or Microsoft Office Picture



The Winn Barn is individually listed, separate from the Winn's other farm buildings, under Criterion C for its unique design. Weston vcty, Umatilla Co.

8 Writing a National Register Nomination

Manager (included with most Microsoft Office Suites).

- Insert photos on the standard 8-1/2"x11" photo continuation sheet at the end of the nomination form.
- Orient photos so that the top of the image is aligned with the top of the page.
- For each photo, place the caption, including the photo number, at the bottom of the each image.
- Please submit only those photos that will copy well in black-and-white print.

what they say is important (Example: In Space, Style, and Structure: Building in Northwest America, architect Philip Dole explains...)

While any consistently applied academic citation method is acceptable, the National Park Service prefers footnotes, the academic standard for history. Footnotes provide the essential publication information without cluttering the text, and are an easy way to clarify a point, cite a fact, or tell a brief side-story without distracting the reader. The SHPO recommends using the 16th edition of *The Chicago Manual of Style* (2010) or the 5th edition of *Turabian's Manual for Writers* (2007) as guidance for footnotes and the bibliography.

Section 7:

Section 7 is the narrative architectural description and includes three parts. The first part is the National Register form that asks to preparer to complete blanks using only the architectural styles, materials, etc. provided in National Register Bulletin 16, "How to Complete the National Register Registration Form." The second part is the written "Summary Paragraph," and the third is the "Narrative Description." The tips below describe how to successfully write an accurate architectural description.

Summary Paragraph

- In a single brief paragraph, summarize the appearance of the nominated property. Begin by describing the location, setting, site and orientation of nominated property(ies), and continue to describe, as applicable, the form, height, footprint, roof style, construction method, windows and doors, and materials (siding, roofing, foundation, etc.). Note the style or type and construction date; and cite the archival source for the building date. Also, briefly describe notable exterior features. After describing the exterior, begin the discussion of the interior by noting the number, type, and arrangement of rooms and finishes. Follow with brief descriptions of secondary buildings on the site, such as barns, garages, etc., and end with a summary of alterations to the resource(s).

Section 7 - Narrative

Location and Setting

- As appropriate, include a paragraph that describes in further detail the general location and

Tips for Writing Better Nominations

Writing a good National Register nomination is not necessarily difficult, but the task does require attention to detail. The following tips may not be applicable in every situation, but do apply to most properties.

General Tips:

- Complete all form blanks, including the "nomination" and level of significance and Criterion blanks on the first page. Enter "0" or "N/A" as appropriate.
- Use correct architectural terminology (many architectural dictionaries are available).
- Provide citations for all quotes and sources in an appropriate and consistently-applied format.
- Use topic headings to organize the narrative.
- Avoid repetition and be as direct as possible.
- Be sure that the number and type of resources noted in the form are consistent in name, type, and number throughout the document and appendices.
- Cite the source(s) consulted to determine the construction date.
- Avoid long quotes unless they are very important to help explain the history and importance of the property.
- When using quotes, state who is quoted and why

immediate setting of the resource. If the grounds or landscaping is significant, it may be discussed in detail following the discussion of the main buildings or the outbuildings.

Exterior

- Describe each side of the building in an orderly manner. For example, a building can be described from the foundation and up, and then around the building starting with the main facade. If one facade is similar to another there is no need to repeat the description. Instead, state that the facade is similar to another and note any unique characteristics.

Interior

- Organize the interior description so that it moves from the entryway through the building in a commonsense manner (e.g. first describe the entryway, then the hallway, then the living room, etc.). If helpful, note where windows, doors, fireplaces, closets, and built-in cabinetry are located within each room. Describe trim and finishes (flooring, wall finishes, etc.) briefly.
- Describe notable historic lighting and plumbing fixtures and hardware fittings generally when first addressing the interior, but avoid a detailed discussion unless these features are known to be original, unusual, or if a particular piece serves as a focal point for a room.

Outbuildings, structures, and other secondary resources (Garages, sheds, barns, wells, etc.)

- Include a brief exterior and interior description of the building, structure, object, or site as



applicable, as well as materials, and describe how each building relates to the others. Include more information for buildings or spaces that are particularly notable or historically significant. Be sure to note whether these resources are “contributing,” meaning they retain their historic appearance, or are “non-contributing,” if the resource was recently constructed or is altered.

Alterations and Additions

- Describe any alterations and additions made to the property and the approximate dates the alterations occurred in one or more paragraphs either after each resource discussed or at the end of the Section 7, whichever is more appropriate

Section 8:

Section 8 is divided into three parts, each intended to accomplish a specific purpose. The form includes general information, and should be completed using only the categories provided in National Register Bulletin 16a, “How to Complete the National Register Form.” The written Summary Statement of Significance quickly identifies the selected Criteria and level(s), area(s), and period(s) of significance the subject property is nominated under, and includes a brief paragraph justifying these statements. The Narrative Statement of Significance explains and justifies all of the information provided in the Summary paragraph.

Summary Statement of Significance

- In a single paragraph state the Criterion(ia) and level(s), area(s), and period(s) of significance for the property(ies) being nominated and justify each. See National Register Bulletins 15 and 16A for more information about selecting Criteria, and



Petersen Rock Garden is listed under Criterion C for its unique design and as an excellent example of a roadside attraction. Redmond vcty, Deschutes Co.

levels, areas, and periods of significance.

- Note any Criteria Considerations and provide a one or two sentence justification for each. See National Register Bulletin 15, “How to Apply the National Register Criteria for Evaluation” for an explanation of the National Register Criteria Considerations.

Narrative Statement of Significance

- Do not repeat the Summary Statement of Significance.
- The Narrative Statement of Significance provides the historic context, and should begin with a discussion of general topics before moving to more specific information about the property. For example, for a historic school, a good nomination will talk generally about the development of the area, the town, and education system, then will provide the architectural context and the construction history of the building. The nomination then draws on information already presented to make an argument for how the school represents important trends in local development and education, and then finally tells the reader why the building should be listed in the National Register.
- In general, include only the facts that support the argument for listing and limit the discussion of events that took place before and after the selected period of significance. While it may be necessary to explore a variety of topics to appropriately set a property within its historic context, a nomination is not a complete history of a building.

Opportunities for additional research can be cited in footnotes as appropriate.

Comparative Analysis

- All National Register nominations need to explain how the nominated property is more architecturally notable or closely associated with an important historic event or person than other similar resources. This argument should be based on the selected Criterion; the level(s), area(s), and period(s) of significance(a). Address similar properties with one or two sentences describing the resource, noting if it is listed, and discussing how it is related to the historic context with which the subject property is associated. Usually two or three comparisons are sufficient. A more in-depth discussion may be required for properties being nominated for their architectural importance; however, unique properties may not need a complete comparative analysis. A comparative analysis may be separate section integrated into the body of the text or addressed in a specific stand-alone passage.



The 1959 Paul Bunyan statue in Portland was constructed in honor of Oregon's centennial. It is listed under Criterion C as roadside architecture.

National Register Review Process

As part of the nomination process every document is reviewed by the local city or county government, the Oregon State Historic Preservation Office (SHPO) staff, the State Advisory Committee on Historic Preservation (SACHP) (a governor-appointed citizen commission of preservation experts), and the National Park Service. Interested private citizens and public officials will also have the opportunity to comment. The decision to list or not list a property is based only on the merits of property, adequacy of the documentation, and, in the case of an individual private property, owner consent. Public agencies may object to the listing of their property, but their objection will not prevent listing. Historic districts are not listed in the Register if the majority of the property owners object to the designation. Please see the Oregon SHPO website for more information on how to support or object to listing a property in the National Register. See the “National Register Process Flowchart” on the following page.

State Historic Preservation Office

The nomination process begins when the preparer submits the document to the SHPO for review during one of the three annual submission periods. Staff will review the nomination according to the requirements

established in National Register Bulletin 16a, “How to Complete the National Register Form,” these supplemental instructions, and any property-specific guidance available from the National Park Service. If revisions are needed, a staff member will provide a memo that outlines required changes to address before the nomination advances to the next step, and suggested changes to improve the document. Preparers have approximately 30 days to fully address the required revisions and resubmit the nomination for final editing.

Local Government

Sixty days before the SACHP meeting, the SHPO will mail notification of the upcoming hearing to the chief elected official (mayor or county commissioner); preparer(s); and owner(s) for each property. If the local community participates in the Certified Local Government Program (a state-local government preservation partnership), a copy of the nomination will be mailed to the local historic preservation commission for review. Many communities hold public hearings to review National Register nominations, and preparers should plan on participating in the local review process.



The Egyptian Theatre in Coos Bay known for its highly decorative interiors, is listed under Criterion C for its design.



State Advisory Committee on Historic Preservation (SACHP)

The SACHP receives the nominations 30 days before the meeting. It is the responsibility of the Committee to review nomination documents for completeness and accuracy and to make recommendations to the State Historic Preservation Officer. The SACHP can recommend to forward or not to forward a nomination to the National Park Service, or delay a decision to the next meeting to allow the preparer to make further revisions. After the SACHP meets, SHPO staff will compile comments from the local government, SACHP, and staff into a revision memo. The preparer will have 30-60 days to make changes. SHPO staff will review the revised nomination for completeness before presenting the document to the Oregon State Historic Preservation Officer, who will make a recommenda-

tion concerning the property’s eligibility for listing before forwarding the nomination to the National Park Service for final consideration.

National Park Service

Comments by the local government, SACHP, and SHPO are advisory. Only the National Park Service has the authority to list a property in the National Register. Once received from the SHPO, the National Park Service has 45 days to review the documentation. The agency will notify the SHPO by email when the property is listed in the National Register of Historic Places. Staff will then inform the owners by letter or by phone. As part of the SHPO’s efforts to promote the program, the office will issue a press release announcing the listing and will post the nomination document on the SHPO website.



Appendix A: Oregon SHPO National Register Format Standards

The following is a summary of the format standards used by Oregon State Historic Preservation Office staff to prepare all nominations to the National Register of Historic Places. Applicants are encouraged to prepare their documents to the following standards to ensure efficient processing; however, nominations will not be rejected if they do not. However, staff will format documents not meeting the standards before they are forwarded to the State Advisory Committee on Historic Preservation, which may result in delays.

Text: Form blanks: Ariel font, 10 point size, with text set off one space from the left-hand margin.
Narrative: Ariel font, 11 point size.
Page numbers and footnotes: Ariel font, 10 point size.

Section 3, first page of form:

Use a capital bold “X” to check the “nomination” blank and the correct level(s) of significance. Leave the determination of eligibility, the second blank, empty.

Header (second page of form and continuation sheets):

Property name typed as it appears on the first page.
Appropriate county spelled out and state abbreviated.
Example: Marion County, OR

Section 5, Classification:

Ownership of Property and Category of Property: Use a capital bold “X” to check all boxes that apply.

Number of Resources: Indicate the number of buildings, sites, structures and objects with counting numbers, 1, 2, 3, etc. On the “Total Line” add up each column. Enter “0,” if appropriate. Do not count properties already listed in the National Register.

Name of related multiple property listing and number of contributing resources previously listed in the National Register: Enter “N/A” for all blanks that do not apply.

Section 8, form blanks:

List the names of significant persons, builders, architects, etc. by last name, then first.
Ex: Jacobberger, Joseph, Architect

Section 9, Bibliography :

Provide an alphabetical listing of all resources following a recognized documentation standard, such as the Chicago Manual of Style or Modern Language Association (MLA) . Include only those resources used in the preparation of the document, not all materials that were viewed as part of the research. Check all blanks in the “previous documentation” section with an “X.”

Section 10, Geographical Information:

Enter the latitude and longitude location coordinates (rounded to the sixth decimal point) and estimated acreage using counting numbers. If the acreage is 0.99 acre or less, enter "Less Than One" in the blank. Do not include properties already listed in the National Register in the acreage calculation or the total count of properties to be listed.

Appendix B: Grammar and Punctuation Guidelines

The following is a summary of the grammar and punctuation standards adopted from the Historic American Building Record (HABS); Historic American Engineering Record (HAER); and Historic American Landscape Survey (HALS) standards published by the National Park Service and used by Oregon State Historic Preservation Office staff to prepare nominations to the National Register of Historic Places. Applicants are encouraged to prepare their documents to the following standards; however, nominations will not be rejected if they do not. However, staff will format documents not meeting the standards before they are forwarded to the State Advisory Committee on Historic Preservation, which may result in delays.

- Years:** 1930s, '30s
not Thirties or 1930's
- 1850-60, 1999-2000
Do not repeat century unless it changes
Always include the decade, ie., not 1850-7
- First quarter of the nineteenth century
Not first quarter of the 1800s
- spring 1888, January 2012
do not capitalize season, or state as "spring of 1977."
do not use a comma, as in "May, 1995."
- Dates:** December 14, 2009, was a great day
note comma after the year
- ca. 1850: not c. or circa (written out)
- Towns:** Tempe, Arizona, is a lovely town.
note comma after the state
- Numbers/
Numerals:** All numbers from one to ninety-nine are written out, while 100 and above are cited as numerals, except in the case of ages, street numbers, dimensions, and millions.
- Percent:** 0.7 percent, 50 percent; always use a numeral, and only in a chart or graph use the "%" symbol.
- Money:** \$5.87, \$24.00, \$234.98, 1 cent, 10 cents 99 cents
do not write out dollars.
- Dimensions:** Measurements and dimensions are never written out; they always appear as numerals, and feet or inches are always indicated using technical symbol
Example: 10'-6" x 18'-0" 6'-3-1/2" 2" x 4" 9'3/4"

Use a lowercase x, not “by”

Use apostrophes and quotation marks for feet and inches, respectively

Hyphenate all feet and inches numerals and any fractions. Indicate an even measurement with “-0.”

When punctuating dimensions, commas fall outside the inches/feet marks.

Ex: The planks measures 10’-6”, 5’-2-1/3”, and 2’-0”.

Approximate measurements do not require the “-0”: ie., The commercial building is about 20’ wide and 40’ deep.

Exception to measurements rule: 10 cubic feet and 10 square feet.

**Streets/
Addresses:**

1495 Evergreen Ave.

capitalize and abbreviate street, avenue, boulevard, etc., but not short items such as road and lane when the number prefaces the street name.

Eric Page lived on Chinook Street

Write out and capitalize street, avenue, etc. when no number is given.

It is at the intersection of Rucker and 41st streets.

When two proper names (also true of companies, rivers, etc.) are listed, do not capitalize street.

The houses surveyed are No. 15 and No. 27 Almon St.

“number(s)” is always capitalized and abbreviated as No. or Nos.

Capitalization: U.S. government, U.S. Department of the Interior, U.S. exports

Write out “United States” when it is the noun, but not when it is an adjective, do not place a space between U. and S.

Hyphenations: Many phrases are clarified when augmented by a hyphen; the following architectural terminology is clarified using the general rules of hyphenation:

1. In general, hyphenate an adjectival construction, one that which precedes the subject.
2. In general, do not hyphenate an “ly” word, including “federally.”
3. Do not hyphenate “late” or “early” before a century.

Ex: one-over-one-light, double-hung sash (write out numbers)

bird’s eye view, bulls-eye window

load-bearing brick wall; but the brick wall is load bearing

stained-glass windows, but the windows contain stained glass

five- and seven-course bond (note division form in a series)

single-family and multi-family dwellings

nineteenth-century light house

Palladian-style, ... a Mission-style roofline.

Append “-style” to an established architectural term if the subject

is reminiscent of the original but not an example of the actual model, except in cases of proper names, like International Style.

Appendix C: National Register Digital Photo Standards

Photographs for National Register of Historic Places nominations must meet specific requirements for image and printing quality. Digital images and prints not meeting the requirements will be returned to the preparer for correction. Unfortunately, staff cannot offer guidance on camera or software operation. If using 35mm photography, please contact the Oregon State Historic Preservation Office for instructions.

1. Adjust camera settings

Set the camera to take .tif or .raw images

The National Park Service prefers that images be taken as original-capture .tif or as .raw files and then converted to .tif. If taking images as .raw files, a photo enhancement program, such as Adobe Photoshop, is needed to read the file and convert it to .tif format. Refer to the camera's user's manual to determine whether it can take .tif. or .raw images and how to set this function.

Most consumer-grade, point-and-shoot digital cameras take images as .jpeg or .jpg, or proprietary image files and do not have the ability to take .tif or .raw images. Jpeg or .jpg images can be used if they are converted to .tif images using a photo enhancement program. See step 3 below.

Adjust image size to at least 6 megapixels and 3000 x 2000 pixels in size and 300 dpi.

Generally, to adjust the size (pixels) of an image the file size of the picture (number of megapixels) will need to be increased. See user manual to set this function.

Take images in 8-bit RGB color

Take images in 8-Bit, or higher, RGB color. This is the default setting for most cameras.

2. Take complete photo coverage of the resource

Exterior: Provide one image of the building(s) within the setting, and at least two images, taken from opposite corners, showing all four sides of the building. More photos may be necessary to show each facade in sufficient detail. Additionally, include at least one photo of each outbuilding and images of any notable architectural features. As appropriate, include images that show the relationships between the building(s) and features.

Interior: Include one image of each principal room (living room, kitchen, dining room, etc.). Large spaces may require two photos taken from opposite ends of the room. It is not necessary to provide a photo for similar rooms, such as bedrooms. Instead, choose a representative room. Take detail photos of notable features, such as a fireplace.

Please provide no more than 15 photos for a single building. Contact the office for guidance on photographing historic districts or properties with multiple buildings, such as agricultural properties.

3. Convert and name digital images

Convert .raw, .jpg, or proprietary image files to .tif files.

A photo enhancement program, such as Adobe Photoshop, will be needed to convert image files to alternative formats. This step is not necessary if the image is already in .tif format. Do not crop, color enhance, lighten, darken, or otherwise change images as part of this process. Retake poor-quality images that do not meet the image size specified in step 1.

Rename files according to the following conventions: OR_CountyName_FullPropertyName_ImageNumber (with three leading zeros)

Ex: Individual properties: OR_OregonCounty_AnneSmithHouse_0001

Ex: Historic Districts: OR_OregonCounty_SmithCommercialHistoricDistrict_0001

Ex: Multiple Property Document: OR_OregonCounty_AnneSmithHouse_SmithMPD_0001

4. Create a photograph log

Complete Section 12, Photographs, including providing the property name, address information, photographer, date the images were taken and a description of each photo. See Appendix E “Oregon Sample National Register Nomination” for an example.

5. Key all photos to the site plan (Historic Districts or Complex Properties Only)

Using a computer program or by hand, place the image numbers on a clean copy of the site plan to indicate where each image was taken, and draw an arrow from the image number pointing the direction the photographer was facing. Insert a digital copy of this map in the nomination form after the photograph log on its own page.

6. Insert resized images into the National Register form

As part of the review process, photos are provided to local governments and the State Advisory Committee on Historic Preservation on photo continuation sheets at the end of the National Register nomination form. This appendix is not provided to the National Park Service, but is posted with the nomination on the Oregon SHPO website if the property is listed in the National Register.

Format the photo continuation sheets according to the instructions provided in this document under “Writing a National Register Nomination,” “Photos,” page 7. Before inserting images, resize the files to 100kb or less using a photo enhancement program. Insert up to two images per page. See Appendix E “Oregon Sample National Register Nomination” for an example.

7. Print the images

Print on set of color 4”x6” images using archival-quality material such as Fuji Crystal Archive paper and processing or similar-quality photo paper and process, widely available at most photo processing retailers. If printing photos on a home printer, consider the following ink and paper suggestions provided by the National Park Service:

Recommended Papers:Epson Premium Glossy Paper
HP Professional Satin Photo Paper
Matte Epson Ultra Premium Glossy Photo Paper
HP Premium Plus Photo Paper

Recommended Inks: Epson UltraChrome K3
HP Vivera Pigment Inks
Epson Claria “Hi-Definition Inks”
Epson DuraBrite Ultra Pigmented Inks

Agfa paper is not accepted by the National Park Service.

The list of products provided here is not intended to be restrictive or comprehensive, and shall not be taken as an endorsement.

8. Label the printed images

Use soft-lead pencil or archival pen to label the back of printed photos using the following convention:

Ex: Photo 1 of 15: Anne Smith House, Multnomah Co., OR

Do not press so hard that the lettering can be seen from the image side of the photograph.

Appendix D: Testifying Before the State Advisory Committee on Historic Preservation

Giving public testimony before the State Advisory Committee on Historic Preservation (SACHP) will be a positive experience if you are prepared. The hearing will begin with a brief presentation by Oregon State Historic Preservation Office (SHPO) staff. The public is then invited to give testimony about the property to the SACHP. Preparers and owners will have an opportunity to speak, but it is not required, and may choose to only be available to answer questions. Suggestions to help make your testimony successful are noted below.

Before the Meeting and the SACHP Process

The members of the SACHP are unpaid volunteers and appreciate that you have taken time out of your day to come and testify before them. Remember:

- Know the location of the building, meeting room, and meeting time. Arrive early to give yourself time to collect your thoughts.
- If you want to give testimony or comments, fill out a testimony card and hand it to the committee chair or staff when you arrive at the meeting. Testifiers are not necessarily called in chronological order.
- If possible, arrive early to observe another hearing for a nomination prior to your own hearing to become familiar with the process.

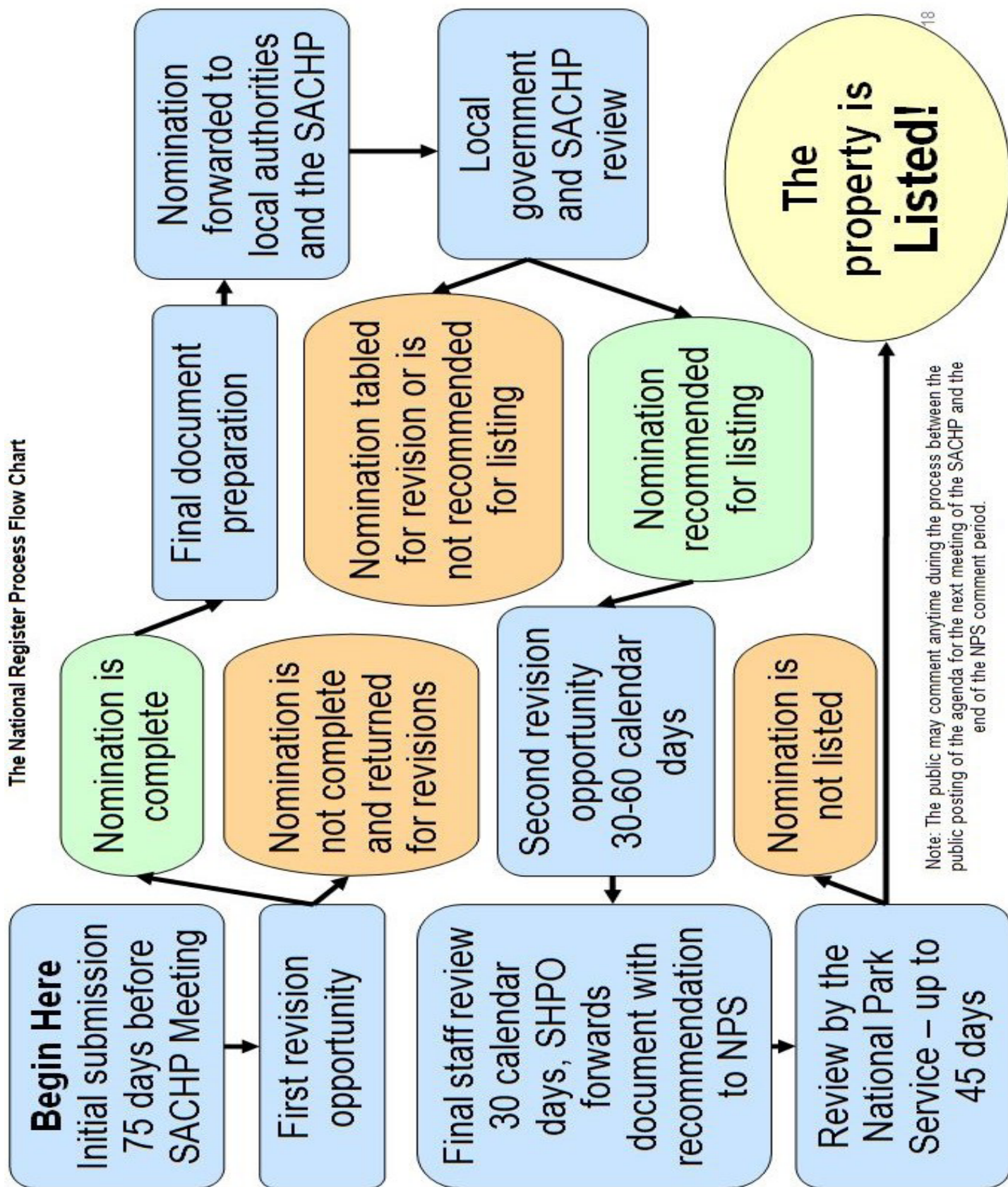
Presenting Your Testimony and Comments

- Please sit at the testimony table when speaking.
- Keep in mind there are many agenda items for the Committee to get through and that you will have 3-5 minutes to testify.
- Begin your testimony by addressing the committee. “For the record, my name is ...” and state your address and the organization or group you represent.
- State whether you support or oppose the nomination being heard and briefly explain why you believe the property is or is not eligible for the National Register. Provide facts that support your opinion. If possible, provide information that is pertinent to the nomination that the Committee might not already know.
- Be respectful and resist the temptation to scold, put down, or insult the Committee or others.
- Thank the Committee members and offer to answer any questions. “Thank you for the opportunity to testify before you today. I would be happy to answer any questions.”
- Relax! The Committee members understand that this can be an intimidating experience and they do not expect a perfect presentation.
- For group testimony, select specific people in your group to cover different topics so that the testimony is not repetitive.

NOTE: All proceedings of the SACHP are digitally recorded and available to the public upon request.

Appendix E: National Register Flow Chart

The National Register Process Flow Chart



Note: The public may comment anytime during the process between the public posting of the agenda for the next meeting of the SACHP and the end of the NPS comment period.