

PREPARING NATIONAL REGISTER NOMINATIONS IN OREGON

A supplement to National Register Bulletins #15 “How to Apply the National Register Criteria for Evaluation,” and #16A “How to Complete the National Register Registration Form”

**Oregon State Historic Preservation Office
Oregon Parks and Recreation Department
725 Summer Street NE, Suite C
Salem, Oregon 97301
www.oregonheritage.org
2008**

PREPARING NATIONAL REGISTER NOMINATIONS IN OREGON

Oregon State Historic Preservation Office

Indispensable to any National Register nomination effort are National Register Bulletins #15 “How to Apply the National Register Criteria for Evaluation,” and #16A “How to Complete the National Register Registration Form.” These bulletins can be obtained through the State Historic Preservation Office (SHPO) or from the National Register website at www.cr.nps.gov/nr/publications/bulletins.htm. The SHPO urges nomination preparers to read these bulletins before beginning a nomination. These bulletins serve as the primary instructions and guidance material for preparing a nomination, a document that must conform to a highly specialized format. This SHPO Supplementary Information is meant to clarify and add to the federal instructions.

Deadlines:

Nomination material deadlines correspond to the meetings of the State Advisory Committee on Historic Preservation (SACHP), a governor-appointed committee that reviews nominated properties for eligibility for the National Register. Nominations must be received in hard copy and electronic format by or on the deadline. Materials submitted by the deadline must be considered a final draft submission by the preparer. Partially completed nominations, or placeholders, will not be accepted. Materials postmarked by the deadline will not be accepted.

A nomination may not be scheduled for review by the SACHP until it is considered adequate to the documentation standards set forth by National Register Bulletin “How to Complete the National Register Registration Form” and these Supplementary Instructions. Staff may request revisions to the nomination document before placing a nomination on the agenda for an upcoming meeting. Preparers are advised that the SACHP may request additional revisions for the nomination.

The SACHP meets three times per year. The submission deadline dates are as follows. Please note that if the submission deadline falls on a Saturday then nominations will be due the Friday before. If the submission deadline falls on a Sunday, the nominations will be due the following Monday. Nomination deadlines and meetings of the SACHP are posted and updated on the SHPO website, www.oregonheritage.org.

March 1 for the June meeting

July 1 for the October meeting

November 1 for the February meeting

REQUIREMENTS FOR NATIONAL REGISTER NOMINATIONS

The SHPO must receive the following items by or on a deadline:

1. Nomination Form

One hard copy of the completed nomination form and continuation sheets, unstapled, single-sided, on regular paper, including photocopies of all photographs and sketch maps; and an electronic copy readable in Microsoft Word submitted via email or on a CD-R by mail.

2. Footnotes

Though not currently required by the National Register, footnotes are a good idea to include in each nomination. Using footnotes is an easy way to clarify a point, cite a fact, or tell a brief side-story without diluting the nomination narrative or distracting the reader from the primary focus of the case you are trying to make. The SHPO recommends using the 15th edition of *The Chicago Manual of Style* (2003) or the 5th edition of *Turabian's Manual for Writers* (2007) as guidance for footnotes and the bibliography.

3. Appendices

Please submit copies of relevant appendices for the nomination. These could include historic photographs of the property and its occupants, historic maps, and any interesting research materials. Please remember that the National Register does not accept color copies due to concern about archival stability of color inks. Please submit only those images, maps, and additional documentation that will show well in black-and-white. Whenever practical, 8 ½ x 11 copies are preferable to other paper sizes.

4. Photographs

Black-and-white prints from either film or digital negatives are required for all National Register nominations. Exterior photographs should cover each facade of the primary building(s), the setting of the property, and any significant architectural details or landscape features. Interior photos should cover the main rooms and significant architectural details.

For Film Submissions:

- ✓ two sets of black-and-white prints
- ✓ 4 x 6, 5 x 7, or 8 x 10 in size
- ✓ Labeled with a soft graphite pencil. Drawing pencil grades such as #1 or #4B or #5B work well. Marking pens tend to smear, even after they dry, and are ill-advised.
- ✓ Labeled according to the instructions in National Register Bulletin "How to Complete the National Register Form," page 64.
- ✓ No adhesives, permanent mounting, or paper clips

Photos must be taken with black-and-white film, processed with a black-and-white processing method, and printed on black-and-white paper. Ideally, photos should be printed on fiber-based paper; however, resin-coated black-and-white paper is acceptable. For film, Kodak has a black-and-white series: Tri-X, Plus-X Pan, T-Max and 125 PX. Ilford, another photographic product

company, produces good quality black-and-white film. **Do not use Kodak C-41 processing, Agfa, Fuji, or Fuji Crystal Archive**, which produces photographs that will not be accepted by the National Register. Please note that Fuji does not have a black-and-white product; they are strictly color.

Some photographs that appear to be black-and-white may actually be color processed and/or developed on color paper. Some clues that your photographs are not true black-and-white products are: hues of green, blue, purple, or brown; company logo or paper type printed on back. These photographs are not archivally stable and do not meet National Register requirements. The SHPO encourages nomination prepares to discuss specific photographic needs with a photo lab technician before dropping off film rolls.

For Digital Submissions:

- ✓ Must be .TIF (Tagged Image File) format
- ✓ Sized at least 1600 x 1200 pixels or larger
- ✓ At least 8-bit color format or larger
- ✓ At least 300 ppi (pixels per inch) resolution
- ✓ File name in accordance with the National Register's "2005 Photograph Policy Expansion," available at <http://www.nps.gov/history/nr/policyexpansion.htm>
- ✓ One copy of color digital photographs on an unlabeled CD-R (CD-RW and DVDs will not be accepted)
- ✓ Two sets of black-and-white prints of the same color digital photographs printed on acceptable papers with acceptable inks

5. Digital Photographs or Slides

SHPO staff will use digital photographs or slides to present the nominated property at the SACHP meeting. Digital photographs or slides should be of good quality and give representative views of the exterior and interior of the primary building(s), including at least one shot of each facade, major interior rooms, significant site features, and architectural details.

Submitting digital photographs:

If submitting digital photographs you can either use the color digital photographs intended to be submitted to the National Register, or a different set of images for the SACHP presentation. If submitting a different set of photographs:

- ✓ Can be either .TIF, .JPG, .PNG, etc.
- ✓ At least 1600 x 1200 pixels or larger
- ✓ At least 72 ppi (pixels per inch) resolution

Submitting slides:

- ✓ One set, color slides
- ✓ Labeled on the slide frame, on the side not facing screen.

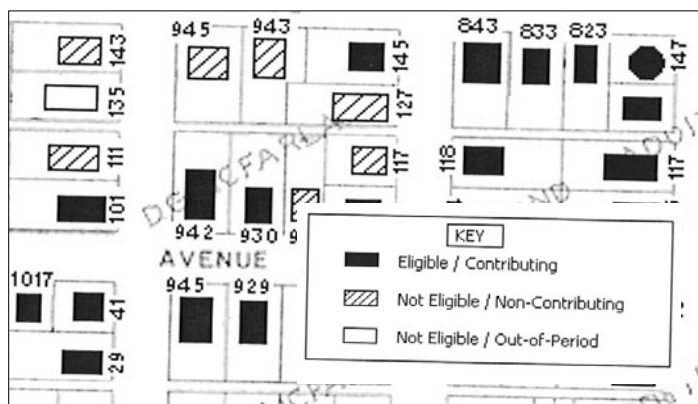
- ✓ Name of property, city and county, scene identifier (e.g. “dining room,” or “south facade”), and “View to. . . (e.g. north).“
- ✓ Absolutely no adhesive labels.

4. Maps

- ✓ **U.S. Geological Survey Topographic Quadrangle (USGS) Map:** submit one, clean, unmarked, original 7.5-minute, 1:24,000 scale USGS map for the quadrant in which the nominated parcel is located. For historic district nominations, the preparer must submit a sufficient number of quadrangles to show the full scope of the district. For multiple property nominations, a separate quadrangle must accompany each individual property included in the nomination. Please do not mark the map in any way; the SHPO will calculate the UTM reference points.

Please ensure that the USGS map shows a blue UTM grid on it. The National Register does not accept digitized print-out versions, such as those found at Topozone.com or currently sold at stores like R.E.I., because they do not have the blue UTM grid ticks that the National Register needs to coordinate property locations. USGS maps are for sale in some office supply or sporting goods stores. They are also available from the U.S. Geological Survey online (www.usgs.gov) or by telephone (888-627-3325).

- ✓ **County Assessor’s Map:** this map should show the full extent of the tax lot, or portions of the tax lot proposed for nomination. Please indicate the nominated parcel by coloring in or outlining the tax lot. If key street or road names do not appear on the submitted portion of the map, the preparer must add them. If the property is a district, see “Site Plan Sketch” instructions below.
- ✓ **Site Plan Sketch:** this map should show all buildings, structures, and major landscape features on the nominated parcel. While it does not have to be drawn to scale, the map should accurately depict the location of the building(s) in relation to other major features and the site boundaries. The boundary of the nominated parcel must be carefully and clearly delineated on this map. Make sure street names and a north arrow are shown.



If the property is a district, a planner’s base map of adequate scale may be used, since it shows the lot lines of each property in the district. A district map, reduced to 8 ½ x 11 or 11 x 14, should illustrate district boundaries and the distribution of contributing and non-contributing resources. It must also show the address number of each lot, and the contributing status of each property must be indicated by symbol and map key as shown at left and described in more detail in the SHPO’s

“Guidelines for Conducting Historic Resource Surveys in Oregon.” Do not use color coding as it does not reproduce in a photocopy.

- ✓ **Floor Plan Sketch:** this map is a sketch of the current plan of each floor of the primary building(s) on the nominated parcel.

NATIONAL REGISTER PROGRAM CONTACTS

Ian Johnson
Historian
Survey and National Register Program
(503) 986-0678
ian.johnson@state.or.us

Cara Kaser
Architectural Historian
Survey and National Register Program
(503) 986-0784
cara.kaser@state.or.us

Oregon State Historic Preservation Office
Oregon Parks and Recreation Department
725 Summer Street NE, Suite C
Salem, OR 97301

Visit our website:

www.oregonheritage.org



Heritage