

BHP Guidelines for National Register Submissions

The Bureau for Historic Preservation (BHP) has developed this document to supplement the National Register Bulletin *How to Complete the National Register Registration Form*. All National Park Service (NPS) Bulletins referred to in this document are available online at: <http://www.nps.gov/nr/publications/index.htm>

This supplement provides specific procedures for preparing National Register nominations for properties in Pennsylvania:

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It is the responsibility of the applicant to ensure that all requirements are met. The BHP provides assistance and advice to people preparing National Register forms to ensure that standards set by the NPS are met. BHP staff may edit the final draft prior to sending to the State Historic Preservation Board and/or National Park Service. The State Historic Preservation Board reviews each nomination and recommends approval to the State Historic Preservation Officer before it is sent to the NPS for listing in the National Register. The process for nominating and listing may take a year or more.

All nominations must be made on the National Register Registration Form. Please download the form from the National Park Service's website at: <http://www.nps.gov/nr/publications/forms.htm>.

Information recorded on these forms documents the significance and integrity of properties. When a property is nominated by Pennsylvania, the form and accompanying materials are forwarded to the NPS. A copy is retained by the BHP. With few exceptions (for example archeological properties, which may be subject to vandalism), the National Register files are public records. Appointments may be made with the Bureau to examine National Register or Pennsylvania Historic Resource Survey files. The BHP also maintains the Cultural Resources Geographic Information System (CRGIS), a map-based inventory of historic properties in the Commonwealth; for more information about CRGIS visit: <http://phmc.info/pacrgis>.

For further information, please contact the Bureau for Historic Preservation at (717) 783-8947, <http://phmc.info/historicpreservation>.

1. Public notification requirements

NPS regulations require that all owners and local elected county and municipal officials be awarded the opportunity to comment on the nomination. Property owners have the right to object to listing. Public notice must be made not more than 75 and not less than 30 days before a nomination is submitted to the State Historic Preservation Board for review. Historic districts with fewer than 50 property owners must be notified by letter; districts with more than 50 owners can be notified by public notice in a local newspaper.

The term 'owner' or 'owners' means those individuals, partnerships, corporations or public agencies holding fee simple title to the property. It does not pertain to entities holding easements or less than fee interests (including leaseholds) of any nature; nor does it pertain to local or state government bodies. In cases of complex ownership (for example a branch of a corporation), list the owner as the name appears on the property deed. When preparing the mailing labels and Notification Sheet include the **name of a contact person legally authorized to represent the company**.

For all nominations BHP provides a notification sheet outlining the required information for property owners, nomination preparers, newspapers, local elected officials, and senators and representatives for the relevant Pennsylvania districts. All applicants for all nominations must submit a paper and electronic version of the notification sheet.

For all nominations of individual properties or *historic districts involving up to 50 property owners*, applicants must provide a completed notification sheet and submit **two (2) sets of mailing labels and a CD with an electronic copy of the mailing list** identifying all property owners, nomination preparer(s), local elected county and municipal officials, and the state representative and senator for the district in which the property is located. The property owner list must be based on the most recent local official land recordation records or tax records.

For all *historic district nominations involving over 50 property owners*, the applicant must provide a completed notification sheet and submit **two (2) sets of mailing labels and a CD with an electronic copy of the mailing list** identifying local elected county and municipal officials, the state representative and senator for the district in which the property is located, and the name and contact information for two locally published newspapers (daily or weekly).

Federal Preservation Officers for each federally-owned property within a historic district must also be notified of a pending nomination; the contact information for each Federal agency that owns property in the district must be included in the notification sheet.

To identify your state senator and representative check the blue pages of your telephone directory, visit the website www.legis.state.pa.us or inquire at your local public library or county courthouse.

2. Public participation / activities for historic districts

The BHP requires that a public participation process be followed for all historic districts. The precise scope and nature of such a process is flexible. BHP provides a *National Register Historic District Public Outreach* form (see p. 12) to guide the applicants in developing a public participation strategy. The goal is to ensure that all property owners and local officials are aware of the nomination and results of listing, and have an opportunity to comment. Failure to provide adequate public participation can result in properties not being listed.

Local public meetings are required for historic districts. Generally, these meetings are held after an acceptable National Register form has been reviewed by the BHP but prior to the State Historic Preservation Board meeting for which the nomination has been scheduled. These meetings must be coordinated with the BHP's regional Community Preservation Coordinators. Contact the BHP for further information.

3. Nomination Packet Guidelines

The National Register form and accompanying documentation must contain all the information needed to nominate the property. Do not submit books, articles or other research materials to supplement or substitute for the form. Do not submit original photographs or other historic documentation as it will not be returned.

Format & Editing

Nomination forms and narratives must be typed or computer-generated. Use a standard font and typeface size (10 to 12 pica). All paper materials should be on 8 ½ x11 paper. Maps, sketches and site plans may be on larger paper, but no submission should be larger than 11x17 (ledger size) paper.

Submit an MSWord version of the final version of the nomination on a CD. Supplemental material – but not the nomination form – formatted as PDFs can be accepted.

All supplemental material must be legible, able to be photocopied legibly in black and white and accurately labeled with the historic name of the resource as it appears in Section 1 of the National Register Form, county and state. Copies of nomination forms are placed on the BHP website.

Photography

All nominations must include adequate photographic documentation of the resource. Photos should be taken within 12 months of the final nomination submission. Submit properly labeled color photos (refer to the NPS's National Register Photo Policy Factsheet at: http://www.nps.gov/nr/publications/bulletins/photopolicy/Photo_Policy_update_2013_05_15.pdf). BHP prefers that the photos be labeled with name, county, state and photo number, with all other information on a continuation sheet. Photos can be either 4x6 or 5x7 inches. For the **final** submission include a CD with JPEG versions of the photos for the Historic Preservation Board presentation (in addition to TIFF photos per NPS requirements).

ORGANIZATION OF PHYSICAL DESCRIPTION & STATEMENT OF SIGNIFICANCE

The National Register Bulletin *How to Complete the National Register Registration Form* provides detailed guidance regarding the information to be presented when preparing a physical description (p. 28-30) and statement of significance (p. 45-51). Please use the following outlines to organize the narrative statements.

In preparing the Physical Description, always cross-reference the narrative to photographs or figures where relevant.

Writing a PHYSICAL DESCRIPTION for an Individual Property

Introductory Paragraph: The introductory paragraph is a critical part of the narrative. Write it so that it can stand on its own as an abstract that reads as a concise summary of the resource. Provide an overview of the setting and grounds of the nominated property, resource type(s), function(s), style(s), materials, structural system, shape, scale, actual or approximate construction date(s) and integrity of the property. For properties with multiple resources, provide the resource count from Section 5 of the nomination form.

Following the introduction, describe the grounds and setting including all uncounted landscape features.

Describe, in a general way, the exterior of the principal resource(s) including character-defining features such as chimneys, roofs, dormers, cornices, fenestration, type(s) of window sash, foundation material, porches, additions and architectural detailing. Describe all elevations starting with the principal façade. Reference specific photographs or images as pertinent. For complexes, explain the relationship of buildings and structures to one another. As part of this description, note and date alterations and additions.

Describe, in a general way, the interior of the principal resource(s), especially its plan and principal spaces. Note the current surface treatments for ceilings, walls, and floors. Identify the structural system. Describe features such as doors, staircases, paneling, and fireplaces, etc. that define the resource's architectural character. Do *not* describe furnishings unless they are part of a designed interior that has been identified as part of the significance of the property. For instance, if the building is a mill, identify and describe surviving equipment. Reference specific photographs or images as pertinent. For complexes, explain the use and arrangement of spaces. As part of this description, note and date alterations and additions.

When there are additional resources on the nominated property, these must also be described and identified as contributing or noncontributing. For each additional building, describe its scale, materials, fenestration, roof(s) and physical relationship to the main building. Interior features of these secondary buildings should be noted. Likewise, describe appearances and locations of other structures, sites or objects which are included in the resource count. Reference specific photographs or images as pertinent.

End the description with an explanation of the property's overall physical integrity. Summarize what changes have been made to the resource(s), including additions, and when these changes occurred. The preparer must address each of the seven aspects of integrity. Assess how the changes or additions affect the property's ability to reflect its historic or architectural significance within its period of significance. (See NR Bulletin, *How to Apply the National Register Criteria for Evaluation*, p. 44-49.)

Writing a PHYSICAL DESCRIPTION for a Historic District

Introductory paragraph: The introductory paragraph is a critical part of the narrative. Write it so that it can stand on its own as an abstract that reads as a concise overview of the resource. Describe the overall setting and layout of the district, predominant architectural character, building scale, predominant exterior building materials, number and functions of buildings, structures, sites and objects in the district, period of development and integrity of the district. Provide the resource count as stated in Section 5 of the nomination form.

Following the introduction, describe the general physical characteristics of the district such as plan or layout, parks and open spaces, setbacks of buildings, types of buildings (commercial, residential, industrial, etc.) and scale and overall appearance. Indicate which characteristics are principally represented and which are less dominant. For industrial districts, also include information on the industrial processes that took place. For rural districts explain the land uses, patterns of spatial organization, circulation networks and topographical or other features that convey a sense of cohesiveness and rural character. (See NR Bulletin, *Guidelines for Evaluating and Documenting Rural Historic Landscapes*.) For all historic districts, briefly characterize how the land uses and appearance of resources outside the district boundaries differ from the district. Reference specific photographs or images as pertinent.

For districts that are architecturally significant, predominant architectural styles must be identified. Indicate what percentages (or approximate numbers) of buildings reflect specific styles. Then briefly describe a few examples of each predominant style and its characteristics. Identify examples by name, street address, map, and photograph number.

Structures, sites or objects, including archaeological resources, located in the district should be described by function, size, materials and age. (See *How to Complete the National Register Registration Form* p. 32 for describing archaeological sites.) Reference specific photographs or images as pertinent.

End the description with a discussion of the district's physical integrity. Discuss the percentage of non-contributing resources, their types, ages, physical characteristics and whether they are dispersed or concentrated within the district. General physical changes to contributing resources including additions and alterations should also be summarized. You must assess how the non-contributing resources and changes to contributing resources affect the district's ability to convey its historic or architectural significance and period of significance. The preparer must address each of the seven aspects of integrity. (See NR Bulletin, *How to Apply the National Register Criteria for Evaluation* p. 44-49.)

Writing a STATEMENT OF SIGNIFICANCE for an Individual Property

Introductory paragraph: The introductory paragraph is a critical part of the narrative. Write it so that it can stand on its own as an abstract that reads as a concise overview of the resource. State why the property is significant in relation to each applicable National Register criteria and area of significance. The reasons that are summarized in this paragraph should be elaborated upon and justified in subsequent paragraphs. Identify the period of significance and briefly explain how the beginning and end dates were selected. (See NR Bulletin, *How to Complete the National Register Registration Form*, p. 42.)

Following the introduction, summarize the property's history in one or a few paragraphs. This summary should include: how the property was used over its history, the date(s) of construction and alteration, who built it, who owned it during what years, and other principal dates, events or associations. If there were many different owners, only the most important owners need to be mentioned – a chain of title or deed trace IS NOT NECESSARY. Focus your discussion on the period of significance but also briefly follow the property's history to present. Strictly limit information on events/associations which precede the existence and/or the period of significance of the resource being nominated.

Next, for each criteria and area of significance discuss why the property is an important reflection of broader themes and patterns (historic context). Compare the property to others of the same or similar period, characteristics or association. Base the comparisons on the area(s) of significance for which the property is being nominated. The comparisons will depend on the areas of significance and the level of significance (local, state, or national). For examples of other properties used in comparison, be sure to include their historic names, specific locations and brief descriptions. (See *How to Complete the National Register Registration Form*, p. 51, "Guidelines for Developing Historic Context".)

Writing a STATEMENT OF SIGNIFICANCE for a Historic District

Introductory paragraph: The introductory paragraph is a critical part of the narrative. Write it so that it can stand on its own as an abstract that reads as a concise overview of the resource. State why the district is significant in relation to each applicable National Register criteria and area of significance. The reasons summarized in this paragraph should be elaborated and justified in subsequent paragraphs. Identify the period of significance and briefly explain how the beginning and end dates were selected. (See NR Bulletin, *How to Complete the National Register Registration Form*, p. 42.)

Following the introduction, summarize the district's history in one or a few paragraphs. This summary should include: how the district developed, the primary date(s) of construction and alteration, and other principal dates, events or associations. Focus your discussion on the period of significance but also briefly follow the district's history up to the present. Strictly limit information on events/associations which precede the existence and/or the period of significance of the district being nominated.

Next, for each criteria and area of significance discuss why the district is an important reflection of broader themes and patterns (historic context). Explain how the physical character of the district and existing building stock reflects these themes and trends. Compare the district to others of the same or similar period, characteristics or association. The comparisons will depend on the areas of significance and the level of significance (local, state, or national). For examples of other districts used in comparison, be sure to include their historic names, specific locations and brief descriptions. (See *How to Complete the National Register Registration Form*, p. 51, “Guidelines for Developing Historic Context”.)

USGS map, floor plans, site plans, boundary maps

All maps, plans, schematics, etc. should be on plain paper no greater than 11x17 (ledger size). The following information should always be included: the name of the property, county, state, a north arrow, a scale bar (or dimensions). The drawings should be accurate enough to convey the scale and relationships of buildings and their interiors.

All photos must be keyed to the site plans and/or floor plans. Separate copies of the plans may be used for photo keys. (See *How to Complete the National Register Registration Form* p. 62.)

In addition to paper copies of all maps and plans, include an electronic version with the final submission.

USGS map

Mapping requirements are outlined in the NPS bulletin *How to Complete the National Register Registration Form*, p. 61. The NPS is developing new options for submitting maps and locational information. Go to <http://www.nps.gov/nr/publications/policy.htm> for the latest NPS guidance; click on “GIS Map Guidance”. You may also refer to the BHP’s [tutorial on locating USGS topographic maps](#).

Sketch Floor Plan

Submit sketch floor plans of the building(s) being nominated. If the nomination involves a complex, such as a farmstead or industrial site, include sketch floor plans of the primary buildings. Floor plans should be to scale or include overall dimensions. Do not use color to distinguish any aspects or features of the floor plans; instead, use line weights or patterns (the images need to be reproducible in black and white). The plans should include the following information:

- an outline of the building, showing the location of partitions, windows, doors, fireplaces, stairs and porches, etc.
- for buildings with additions or significant alterations, label when each section was built. For industrial resources, show the locations of historic production processes and surviving machinery
- key interior photos to floor plans; indicate the number and vantage point of each photo.

Site Plan / District Map

Provide a sketch site plan showing the proposed boundary of the nominated area. Site plans for individual buildings and complexes must provide the footprint for each resource. Site plans for districts can use tax parcel maps to indicate each property in the district. Be sure to locate all contributing and noncontributing resources and key exterior photos to the plan.

The historic district map must be cross referenced with the inventory, either by address, tax parcel, inventory number or other clear identifier. Do not use color as a map or inventory code. See NR Bulletin *How to Complete the National Register Registration Form*, p. 61, for an example.

Historic District Documentation

Two (2) field views by BHP staff are required for historic districts. The first will occur before preparation of the nomination and inventory and will establish boundaries for the proposed district. The second will field check the inventory. Some modification of the boundary and revision of the inventory and nomination may be required following the field check.

For historic districts, an inventory of all the contributing and non-contributing resources is required. BHP prefers that it be prepared as a table with the required information organized into columns. Each sheet of the inventory must include the name of the district, the county and state. Arrange the building inventory by street address. Include a CD with the electronic version of the inventory. **All inventories prepared with PHMC grant funds must coordinate with BHP National Register staff.**

The minimum record for inventory entries is: street address/location, address, resource type, historic function and sub-function, material, year built, style, tax parcel number, PHMC Key# (if applicable), contributing/noncontributing status. Other information is optional.

BHP CHECKLIST OF NOMINATION PARTS

Refer to this checklist when preparing your submissions. All materials are to be labeled as required in the NR Bulletin *How to Complete the National Register Registration Form*.

- NATIONAL REGISTER FORM – Include an electronic WORD version with the final draft. Note: BHP does not accept electronic-only submissions. The new nomination form makes it possible to incorporate figures or tables formerly placed on Continuation Sheets into the form itself, so Continuation Sheets with a separate heading are no longer necessary and embedded images are acceptable.
- COLOR PHOTOS – first draft photos can be submitted on regular paper. With the final draft submit photos printed on photo paper and a properly labeled CD with digital image files labeled, and saved per the NPS Photo Policy: http://www.nps.gov/nr/publications/bulletins/photopolicy/Photo_Policy_update_2013_05_15.pdf
- USGS MAP – first draft can include a photo copy of the map section. See the NR bulletin or current NPS guidance (click on “GIS Map Guidance” at <http://www.nps.gov/nr/publications/policy.htm>) for the final submission. You may also refer to the BHP’s [tutorial on locating USGS topographic maps](#).
- SKETCH MAP / FLOOR PLANS – Include an electronic version with the final submission.
- RESOURCE INVENTORY – For districts or complicated properties include one paper copy for the first draft. The final submission must include an electronic spreadsheet.
- COLOR PHOTOS for POWERPOINT – For the final submission include a CD with JPEG versions of the nomination photos for the Historic Preservation Board presentation (in addition to TIFF photos per NPS requirements).
- REPORT ON NATIONAL REGISTER HISTORIC DISTRICT PUBLIC OUTREACH– with final submission.
- NOTIFICATION SHEET – with final submission.
- MAILING LABELS (2 sets) and SPREADSHEET – With final submission. These must contain the names and addresses of all owners, nomination preparer, chief elected local county and municipal officials, state senator and representative, and local newspaper (if appropriate).

BHP NATIONAL REGISTER NOTIFICATION SHEET

The following information is required in order for us to process your National Register nomination. Return with the FINAL draft of the nomination. Include two sets of mailing labels for nomination preparers, all owners of properties or districts with *less* than fifty (50) property owners, the chief local elected municipal and county officials, and the state Senator and Representative for the district in which the property is located. For districts with *more* than 50 owners include the name and address of two locally circulated daily or weekly newspapers. Include a CD with all addresses.

Date: _____

Name of Property: (from Section 1 of the NR registration form)

Location: (from Section 2 of the NR registration form)

Street and number: _____

Municipality: _____ County: _____

Nomination Preparer:

Name/Title: _____

Company/Organization: _____

Mailing Address: _____

Email: _____ Phone: _____

Federal Ownership: List any properties, and addresses owned by federal agencies and the name of the agency

Historic districts with *more* than 50 owners: List the name and address of two newspaper(s) most commonly read in the area

Newspaper 1: _____

Phone: _____

Website: _____

Newspaper 2: _____

Phone: _____

Website: _____

Individual Property or District with fewer than 50 owners: For an individual property or historic district with 50 or fewer owners, list the full name and mailing address of each owner of individual resources or of each property owner in the district. If the owner is a corporation, agency or other organization, ***include the name of a contact person legally authorized to represent the company or organization.*** Include names and full mailing addresses on attached page(s) as needed. Include email addresses if available.

Name/Title: _____
Company or Organization: _____
Mailing Address: _____
Email: _____

Local Elected County and Municipal Officials: Include name and mailing addresses of chief elected local officials for the county and municipality in which the resource is located (if the resource is located in more than one municipality, include the names of elected officials for all municipalities in which it is located):

Chair of County Commissioners

Name/Title: _____
Board or Bureau Name: _____
Mailing Address: _____
County Website: _____

Mayor or Township Supervisor Chair

Name/Title: _____
Board or Bureau Name: _____
Mailing Address: _____
Township Website: _____

Pennsylvania Elected Officials: Provide the name and district # of the Pennsylvania Senator and Representative whose districts include the nominated resource. (You can locate Pennsylvania legislators by zip code or county at www.legis.state.pa.us):

State Senator: _____ District # _____

State Representative: _____ District # _____

National Register Historic District Public Outreach

It is the responsibility of the preparer and sponsors of district nominations to ensure that public outreach is conducted to ensure that all property owners and local officials are aware of the nomination and results of listing, and have an opportunity to comment. A report summarizing the efforts made, including details about meetings held and publicity generated should be submitted to the BHP with the final draft of the nomination.

Share your plan for public outreach with the National Register review staff early in the nomination process. BHP staff will be available to help devise appropriate efforts or attend meetings if necessary.

At least one well-promoted public meeting should be held to discuss the nomination process, explain the district's significance, show the final boundary and inventory, and review the results of listing. This meeting must take place between 30 and 75 days prior to the scheduled Board meeting. It is suggested that the district be publicized throughout the nomination process.

Use this outline as a guide to prepare a short report explaining the efforts made to involve and inform the public about your historic district. Include this report with the **final** nomination. Include other details or information as appropriate. This report and the supporting documents are important and will be retained in our files to share with the National Park Service in the event a district is contested.

1. Provide a summary of your public outreach efforts, including details such as:
 - a. The individuals and organizations you contacted, when and how you contacted them
 - b. Press releases, website postings, fliers, newsletter articles, etc. you prepared and where they were placed
 - c. Electronic messages sent
 - d. Meeting(s) held to discuss the nomination
 - e. Feedback from those meetings and/or publicity efforts
2. Include copies of sign-in sheets from meetings.
3. Provide copies of materials including press releases, newsletter articles, website postings, email blasts, and other print or electronic materials used to publicize meetings or share information about the proposed district and the nomination process.
4. Provide copies of all written comments you received from owners, residents, officials and organizations regarding the district.

Please note that your public outreach efforts are important and are ***in addition to*** our office's official notification letters and newspaper advertisement. You do not need to send each property owner a letter or place a classified ad to promote our Board meeting review.