



# GUIDE FOR PREPARING NATIONAL REGISTER NOMINATIONS

Utah State Historic Preservation Office  
(Revised 03/2024)



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The image shows a stack of forms. The top form is the 'National Register of Historic Places Registration Form' from the United States Department of the Interior, National Park Service. It includes sections for: 1. Name of Property, 2. Location, 3. State/Federal Agency Certification, and 4. National Park Service Certification. Below the registration form is a checklist with various items to be checked, such as 'Completed and approved by the National Register' and 'Submitted to the National Register'. The forms are slightly overlapping and tilted.

## GENERAL INFORMATION:

What is the National Register of Historic Places? The National Register is the official national list of structures considered worthy of preservation because they tell us something important about our past. Their importance can be at the state or local level, not just the National level. National Register designation means a property has been officially recognized for its historic value and its preservation is encouraged. Benefits of National Register listing include assistance and information concerning the preservation of the structure, possible grants for repairs or improvements, and eligibility for Federal and State rehabilitation tax credits. Listing in the National Register does not interfere with a private property owner's right to alter, manage, or even demolish the listed property.

Is this building or site eligible for the National Register? A building or site must: (1) be at least 50 years old; (2) retain its historical integrity, [A rule of thumb: Would the historic owner still recognize the building?]; and (3) be historically or architecturally significant.

What does significant mean? Not every old building or site is significant. Many contribute to an understanding of the past but are not of major importance. Significant buildings or sites are basically those that: (A) are associated with important events or developments in an area; and/or (B) are associated with significant persons in our past; and/or (C) are good examples of important styles or types of architecture; and/or (D) are important archaeological sites or can yield important information.

How do you start? For help in determining eligibility and/or preparing nominations, inquiries should be directed to: [coryjensen@utah.gov](mailto:coryjensen@utah.gov) or mailed to Cory Jensen, National Register Coordinator, Utah State Historic Preservation Office (SHPO), 3760 S. Highland Drive, Salt Lake City, Utah 84106. Current photographs and available historical information are requested by SHPO staff for preliminary determination of eligibility.

How long does the nomination process take? After determining eligibility with the help of the SHPO staff, research and document the property as described in the following pages. Coordinate the preparation of the National Register nomination with the local historic preservation commission if you have one. The SHPO staff is available to review and direct your research and nomination on a limited basis -- consult with them early! The completed nomination is presented (by SHPO staff) to the State National Register Review Committee for review. The committee typically meets three times a year, but schedules may vary from year to year. You can find meeting dates by contacting Cory Jensen. Meeting agendas are finalized at least 30 days in advance. However, **complete** documentation must be submitted 60 days prior to that time. It is recommended that draft nominations be submitted well in advance, at least 12 weeks prior to that, in case corrections or additional information is required to make the documentation complete. With the Board's recommendation and approval by the SHPO officer, the nomination is then submitted to the National Park Service (NPS) in Washington, DC, for a final and

deciding review. The entire nomination process usually takes about 6-8 months. (All documentation materials, including photographs, maps and drawings and research become the property of the SHPO for the purpose of reproduction, publication or distribution.)

### Procedure:

Research and Document  
Submit for review by SHPO  
SHPO presents to Committee  
SHPO prepares to submit to NPS  
NPS review & notification  
Total Time:

### Time Frame:

30-40 hours  
6 months prior to Committee Meeting  
Approximately every 4 months  
3-4 Weeks following Committee  
45 Days  
Approximately 6-8 months

Should you be using this Guide? The following guidelines are intended for individuals who are inexperienced in completing National Register nomination forms. For more information and detail, please refer to the National Register *Bulletin 16A*, which can be found on the National Register Publications website at:

<https://www.nps.gov/subjects/nationalregister/upload/NRB16A-Complete.pdf>

### What are the steps for completing National Register nominations?

- (1) Researching the property and its owners,**
- (2) Documenting the property's physical appearance with photographs and drawings, and**
- (3) Completing the National Register of Historic Places (NRHP) Registration form.**

**(1) Researching the property and its owners:**

WHERE AND HOW TO FIND OUT THE HISTORY OF THE PROPERTY:

**FIRST**, check to see whether the building has already been documented. The SHPO at the Utah State Historic Preservation Office has files on thousands of buildings throughout the state. You can search our Historic Utah Buildings HUB viewer <https://shpo.utah.gov/portal/apps/webappviewer/index.html?id=8e218e18c2b74477b5f520e5617bebaaf> to see if there is already a scanned file for your property. If there is no information on the building in the file, or if it is incomplete, you can then check the following sources to complete the documentation:

- 1. Tax file (County Assessor's Office)** -- Obtain the tax serial number from the ownership plat maps and have the clerk pull the file for that property. The most important item in the file is the legal description of the property, though there also may be an estimated date of construction (don't trust it completely, though), an old photograph of the building, and perhaps other structural information. (\*get a copy of the tax file in order to have all that information for future reference.) You will use the legal description to research the ownership of the property, as explained in #2. (\*Salt Lake County has moved its old tax files to its Archives. Contact them through their website at <https://slco.org/archives/> if you can't find anything in the regular tax file.) (Figure 1.1)

775 0310582000  
U-5  
ADDRESS: 511 S. MAIN ST.  
CITY: SPRINGVILLE  
COUNTY: DAVIDSON  
PLEASANT GROVE

RES 1930 14869  
1920 3720  
1910 78013.533.004 10825 .16 6998

BASE 1226 7893  
ADDF STD 9676 722  
ADDF BASE 14869 722  
ADDF 14869 722  
NR 3 109 BASE 14869 722  
SMT 4 25 448  
MEAT  
PBJ 3 100 670000 SHED 22016024 257  
TOTAL BASE 1580  
WTF 2 3 1570  
DATING 1200  
TOTAL ADJ 2850

FEATURE U G C SFTY RCK  
PORCH SENC 3 3 294 1226  
TOTAL ATTACHMENTS

1862 030175 8591 1612  
792 58  
1622  
10175 2532  
2078 2078  
18586 2122  
393 84  
406 800  
4293 899  
8283 1672  
12626 2325

1.1 - Tax File

**TITLE SEARCH FORM**  
(Obtain information from the abstract books at County Recorder's Office)

Address: 511 S. Main St.  
City: Springville  
Current Owner: Judi Dalton  
Address: 511 S. Main St., Springville, UT

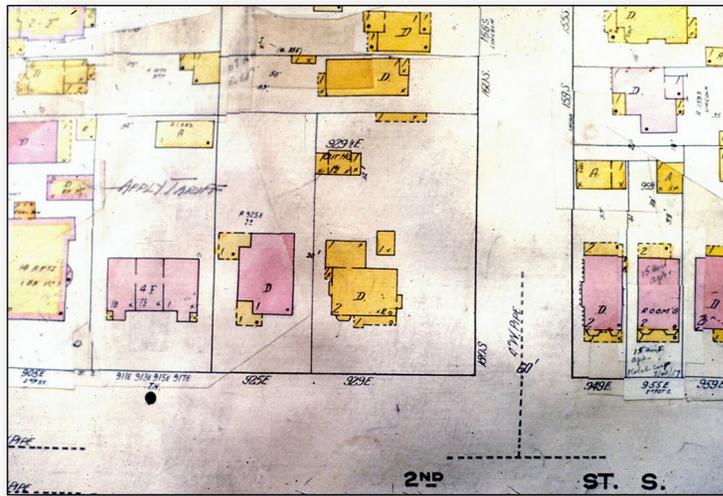
Tax Number: 28-076-0010-141  
Legal Description (include acreage):  
Cont. of .59 cont. W. of NE corner of SW 1/4 of sec 29, T24 N, R28E, S41M; S. 20.00 cont.; W. 1.47 cont.; N. 0.75 cont. E. 1.47 cont.; S. 0.75 cont. to base line of same. 1.10 acre

TRANSACTION DATES	GRANTOR (SELLER)	GRANTEE (BUYER)	TYPE OF TRANSACTION	DOLLAR AMOUNT	COMMENTS
6/1/1905	H. W. Lawrence	Annie Snow	W.D.		A.C. in sec 4 of SW 1/4
6/10/1905	Barnie Snow	Patrick L. Ward	W.D.		Lot 3 sec 4 - B. B. B.
6/24/1905	Patrick Ward	Rose Ward	Deed		sec 4 of SW 1/4
5/21/1905	Marie Ward, et. al.	Rose Ward	W.D.		sec 4 of SW 1/4
3/24/1911	Rose Ward	High J. Ellis, N. M. Ward	W.D.		NE 1/4 sec 4, 95, 96
2/10/1913	Burkholder, Ernie & Nancy	Ellis A. & Marie R. Ward	W.D.		Also part in sec 4, 95, 96
2/1/1916	Ellis Ward	John V. & Marie Fennell	Tr. D.	\$94,200	
4/19/1919	Ellis Ward	Dean Ostlund	Tr. D.		
4/19/1919	Dean Ostlund	Judi Dalton	Deed		

Researcher: J. Cory Jansen Date: 1/10/196

1.2 - Title Search Form

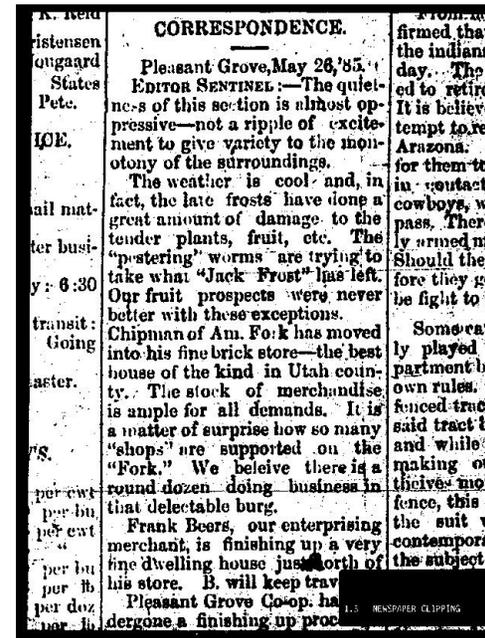
- 2. Title abstracts (County Recorder's Office)** -- The title abstract records are organized by plat, block, and lot numbers for properties in incorporated areas; township, range, and section designations are used for unincorporated areas. Research all the transactions involving the property specified in the legal description, **noting the dates, names of buyers and sellers, dollar amounts, and types of transactions** (warranty deed, quit claim deed, mortgage, etc.). Copy the information on the important transactions onto the Title Search Form. Important transactions are those that involve the actual change of ownership or that might indicate when the building was constructed or altered. Indications of a construction date are the first relatively large mortgage or the dramatic increase in the selling price of the property. It is not necessary to copy down all of the later mortgages, tax sales, releases, etc. You may begin your search with the current owner and work your way back to the beginning, or vice versa. Some properties are easier to research from past to present, and others from present to past. (Figure 1.2)



1.3 - Sanborn map

3. **Sanborn Maps** -- (Utah State Historical Society Library & Collections and University of Utah Marriott Library) Many of the maps can be found online at the Marriott Digital Library website: [https://collections.lib.utah.edu/search?facet\\_setname\\_s=uum\\_sfim](https://collections.lib.utah.edu/search?facet_setname_s=uum_sfim). These fire insurance maps were drawn for over 75 communities in Utah, many as early as the 1880s, and were updated approximately every decade through the 1920s with some updates into the 1940s and later. The maps show each building on the principal residential and commercial blocks, and they are color coded to indicate the various construction materials. By comparing the maps from different years, you can establish an approximate date of construction and can determine approximately when and what types of changes have been made to the building and surrounding property. (Figure 1.3)
4. **Building permits** (Salt Lake City only) 1890-1927, USHS Research Center and and State Archives after 1927+.online at: <https://images.archives.utah.gov/digital/collection/p17010coll76/search>. These give the date the permit was issued, the address of the property, the estimated cost of construction, a brief description of the building, the name of the owner, and sometimes the names of the architect and builder. They are arranged in chronological order; some, however, have recently been organized by address as well.

5. **Newspapers** (State Historical Society Library & Collections and university libraries) -- Back issues or newspapers for many Utah communities are on microfilm and many are available online in the Utah Digital Newspapers archive at: <http://digitalnewspapers.org/>
  - a. Small town newspapers -- These are generally weekly newspapers. Information about the construction of major buildings in the community--schools, churches, public buildings, commercial buildings--usually appears on the front page. References to the construction of houses are often found in the "local" column. (Figure 1.5)
  - b. **Deseret Weekly News** -- The construction of buildings and other happenings in many small towns were reported in this newspaper during the 1850s-1900. An index available at the USHS Research Center makes it easy to locate relevant articles.
  - c. Large city newspapers -- Daily newspapers, such as the *Deseret News* and the *Salt Lake Tribune*, usually have a real estate section in which most of the important construction news appears. Information about the construction of individual houses is also given, though not on a consistent or complete basis. Advertisements in this section by builders and real estate firms are also useful sources of information, often highlighting recently completed buildings.

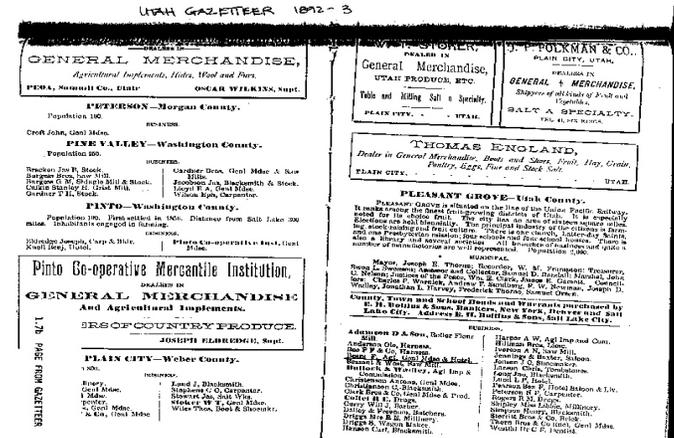


1.5 - Newspaper Clipping

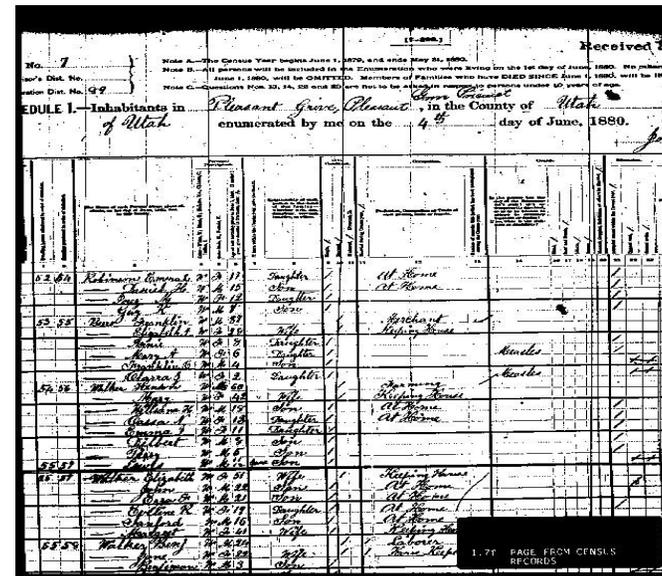
- d. Annual "List of Buildings" for Salt Lake City -- These appear in the January 1st issue of the *Salt Lake Tribune* from 1889 until 1899. The lists give the location, cost, brief description, and name of the owner of each building constructed during the previous year.
- e. "List of Buildings" for Ogden -- This list is the same as that described above for Salt Lake City. However, it appears only one time--*Salt Lake Tribune*, January 1, 1892, p. 39 (for buildings constructed in 1891).

6. **Architects File** ([https://collections.lib.utah.edu/search?facet\\_setname\\_s=dha\\_uab](https://collections.lib.utah.edu/search?facet_setname_s=dha_uab)) -- Information about many of the architects and builders in Utah are included in this file, along with lists of some of the buildings they designed or constructed. Actual drawings of historic buildings are extremely rare since most houses were not individually designed by formally schooled architects. Even the drawings of many of Utah's prominent architects are unavailable. The best collection of historic architectural drawings is in Special Collections at the U of U Marriott Library. They are organized under each architect's name, so you must determine who the architect of the building is before you begin searching for specific drawings. The Utah State Historical Society Library & Collections also has a few architectural drawings (check with librarian).

- 7. **Biographical information** on owners can be found in the following sources:
  - a. City directories (larger cities only) -- These annual listings provide the names, addresses and occupations of almost everyone in the city. They are arranged alphabetically by name in the early years, but from 1924 on they are organized by both name and address. Directories are useful in verifying when a house was built and whether the owner lived in it himself or rented it out (USHS and other libraries).
  - b. State gazetteers -- These annual volumes include virtually every community in the state, but unlike city directories, they do not give home addresses and usually list only businessmen (USHS and other libraries). (See Figure 1.7b - PAGE FROM GAZETTEER)
  - c. Biographical index -- Arranged alphabetically by name, this card catalog references names found in publications at the USHS library.
  - d. Biographical encyclopedias such as "Pioneers and Prominent Men," "Utah's Distinguished Personalities," etc. (USHS and other libraries) contain information about many of the prominent individuals in Utah.
  - e. Genealogical records (LDS Church Family History Library), also available online at websites such as <https://www.familysearch.org/en/united-states/>, or <http://www.ancestry.com/>.
  - f. Census schedules (available online and on microfilm at USHS and university libraries) -- These list each member of the household, dates of birth and marriage, occupations, etc. In the 1900 and 1910 census schedules the address of each household is also sometimes given. Census schedules are arranged by county and city and are available for each decade from 1850 to 1910 (1890 excluded). (Figure 1.7f)



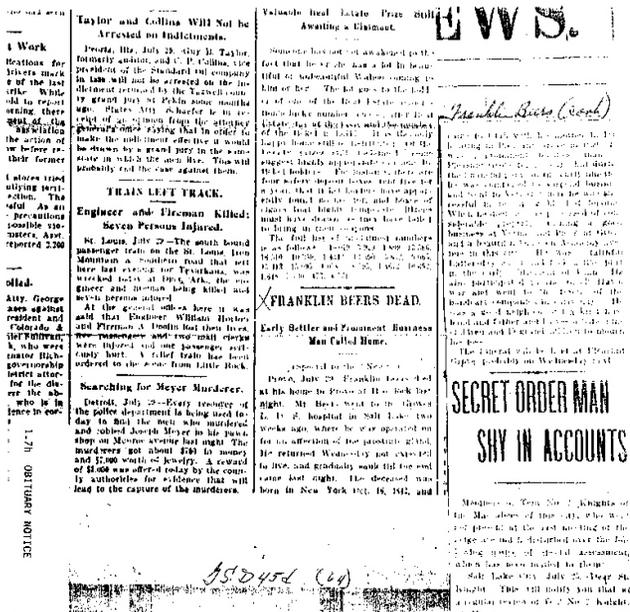
1.7b - Gazetteer



1.7f - Census Records

- g. Family histories -- Written histories, journals, letters, etc. are sometimes available from family members. Verbal accounts from the family and others associated with the property are also often useful.
- h. Obituary Index (available through various genealogy sites online, microfilm at USHS, university and genealogical libraries) -- Indexes obituaries in the *Salt Lake Tribune* and the *Deseret News* from 1850 to 1970. The *Salt Lake Tribune* is also indexed separately from 1940 to the present. If the person you are researching is from a small town, you may wish to see if the obituary in the local newspaper is more detailed. (Figure 1.7h)
- i. Community Histories: Many cities and counties have compiled histories of their area, often with information on the individual families that settled the area.
- J. *Mormons and Their Neighbors*, a two-volume reference set that provides peoples' names and in what biographical/historical references their information is found.

- 8. **Historic Photos:** Although not always available, historic photos of your property are very beneficial in evaluating its integrity and setting. The Utah State Historical Society Library & Collections has an excellent photo collection that is cataloged according to a wide range of topics. (Figure 1.8) Also, family photograph collections and the tax files at the County Assessor's office often have historic photos.



1.7h - Obituary



1.8 - Historic Photos

**(2) Documenting the property's physical appearance:**

*PHOTOGRAPHS, MAPS, AND DRAWINGS*

**1) Photographs** -- Digital photographs are now required. The camera used should be at least 4 megapixels (but 10 MP or higher is preferred), and the size of each image must be at least 3000x2000 pixels at 300 PPI or larger. It is recommended that digital images be saved in 8-bit (or larger) color format, which provides the best detail. Image files submitted will be sent to the NPS. If necessary and with SHPO approval, photo prints may be submitted in lieu of digital images. A minimum of five 35 mm color slides may be submitted, showing all sides of the structure and any significant interior details. Also, a minimum of two high quality black and white photographs for each building with accompanying negatives (35 mm or larger) showing the principal facade (preferably from a corner) and rear or side facades, and photos of any contributing outbuildings. Prints from negatives must be printed on archival paper. (Figure 2.1)



2.1 - Photographs

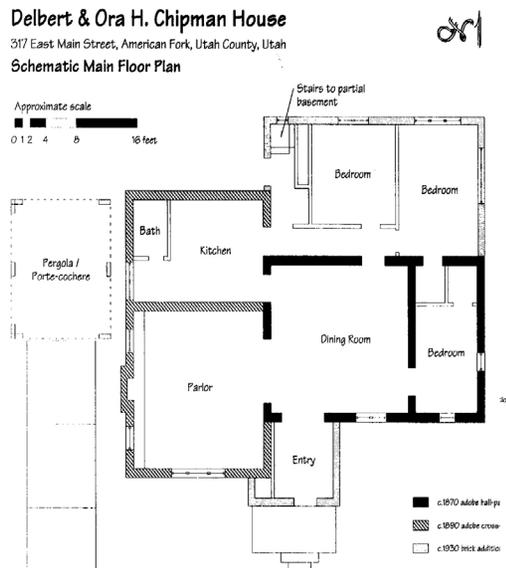
Though not required, it is strongly recommended that you obtain duplicates of old photographs of the building if they are available. The best sources for old photographs are family photograph collections and the tax files at the County Assessor's Office.

**2) Maps**—Aerial Imagery or USGS Topo Map -- Aerial imagery is required. You should note the building with an identifier along with the latitude/longitude coordinates in degrees/decimal. The map should note the building name, city, county, and coordinates, as well as have a North arrow and scale. You should have 2 maps, one showing the context of the broader neighborhood (at least 1:200 scale), the other showing a close-up of the property boundary. (Figure 2.2)



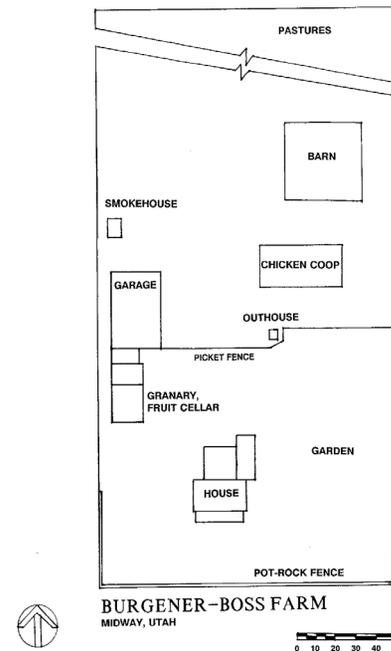
2.2 - Aerial imagery map

**3) Measured Drawings** -- These are not required, though they are recommended as an important means of understanding buildings, particularly if the building has a complicated plan or has received additions. The interior and exterior of the building should be measured so that a floor plan drawing can be made that will show the room arrangement, locations of windows and doors, and wall thicknesses. Elevation drawings are not necessary. (Figure 2.3)



2.3 - Measured Floor Plan Drawing

**4) Sketch Map of Site** -- This is required for sites with multiple outbuildings or other associated structures. The purpose of the sketch map is to show the layout of the entire property. This is especially important in rural areas where there are a number of outbuildings, corrals, fences, ditches, etc., associated with the house. It is not necessary to actually measure the entire property, though the map should be generally accurate to scale. Sketch maps should have a north arrow, a scale, and a legend on the map. (Figure 2.4) Using graph paper can make mapping easier and more accurate. In lieu of a sketch map, an aerial image of the property with buildings outlined or notated may be used.



2.4 - Sketch Map of Site

All of this information will be used in describing the property and developing the statement of significance. Once you have researched all the sources and have gathered as much information as possible, the next step is to actually complete the National Register of Historic Places Registration form.

### **(3) Completing the National Register of Historic Places Registration form**

By following the instructions below and referring to the completed example, you should be able to work with the National Register nomination form and fill in the appropriate information. Please refer to the National Register *Bulletin 16A* for terminology to use in the form:

(<https://www.nps.gov/subjects/nationalregister/upload/NRB16A-Complete.pdf>).

If you have more specific questions that are not addressed here, contact the Utah SHPO. The form should be completed using the official MS Word version ([https://www.nps.gov/subjects/nationalregister/upload/NPS-Form-10-900-NRHP-RegistrationForm-2023-2026\\_508.docx](https://www.nps.gov/subjects/nationalregister/upload/NPS-Form-10-900-NRHP-RegistrationForm-2023-2026_508.docx)) and a copy emailed to the SHPO National Register Coordinator for review.

- 1. Name of Property - Historic Name:** The historic name is usually that of the original owner (or business for commercial buildings), but not always.
- 2. Location:** Address of the property.
- 3. State/Federal Agency Certification** -- Completed by State Historic Preservation Office.
- 4. National Park Service Certification** -- Completed by National Park Service.
- 5. Classification** -- Mark an "x" in all boxes that apply to ownership and category of property. Enter the number of resources that make up the property in each category.
- 6. Function or Use** -- What was the historic use and what is the current use of the building? Was it an old school or store? Is it a single-family dwelling?
- 7. Description:**
  - Classification** -- Enter style name if known.
  - Materials** -- Fill in visible materials as known.

**NARRATIVE DESCRIPTION (on continuation sheets)** Describe the physical components and appearance of the building or site.

Generally, describe the property from a broad to a narrow perspective, from the outside (detailing each elevation) to the inside. The following areas are usually discussed in separate paragraphs:

**Setting:** Overview of the building and its site.

Is it located downtown or in a commercial, industrial, or residential area, or is it in a rural area? Is the property a large lot or a corner lot?  
Are there any distinctive landscape features?  
Are there any outbuildings? If so, describe. Are they historic?

**Exterior:** Describe style and exterior architectural components such as foundations, porches, walls, windows, and distinctive features such as decorative cornices or dormers, roof, chimney, etc.

When was it built?  
How many stories is it?  
What kind of building is this?  
What does the building look like now?  
What did the original building look like?  
What were the original materials?  
What is the type and style and what are the characteristics?  
Does it have distinctive decorative features?  
Are there towers or turrets?  
Is there decorative woodwork?  
What is the foundation?  
Stone? Concrete? Brick? Log?  
What are the exterior walls constructed of?  
Stone? Brick? Adobe? Wood siding?  
What are the windows made of (wood? vinyl?) and what do they look like? Are there leaded or stained-glass windows?  
What are the doors made of and what do they look like? Are there transom or side lights?  
What is the roof shape? Hip? Gable?  
What is it covered with? Wood shingle? Asphalt shingle?  
Does the building look like it did during the historic period?  
What exterior changes have been made to alter the original structure?  
Have additions been made? Old window or door openings covered? Siding added?  
When were these changes made?  
What materials were used?

**Interior:** Describe the interior plan, distinctive features, original and new components. How many rooms were in the original building and what were their uses?

What was the original interior plan?  
What rooms were where?  
How has the interior plan been altered?  
Are the rooms still used in the same way?  
What original features remain?  
Is there a staircase, mantle, bookshelf, stoves, wainscot, etc.?  
What alterations have been made? When?  
Are they major or minor?

## 8. STATEMENT OF SIGNIFICANCE

Applicable National Register Criteria: Mark an "x" in one or more of the lines to identify National Register criteria for which the property qualifies for listing and for any criteria considerations.

Areas of Significance: Why is the property significant? Is it related to exploration, settlement, transportation, education, architecture, etc.?

Periods of Significance: Enter the periods of time when the property attained its significance. The period should end at least 50 years ago (unless it has exceptional significance). If it is significant for architecture only, the period of significance would just be the year it was built, or the span of years between when it was constructed and when eligible alterations/additions were made.

Significant Dates: What dates are related to the property's significance? These dates are usually when the structure was first built and when major changes occurred. Significant dates should be at least 50 years ago, within the Period of Significance.

Significant Person: Complete **only** if Criterion B is marked.

Cultural Affiliation: Complete **only** if Criterion D is marked.

Architect/Builder: Fill in with either the names of the architect and/or builder or "unknown."

**NARRATIVE STATEMENT OF SIGNIFICANCE:** Describe the history and significance of the structure.

How do you describe the significance of a structure? Start by giving the year the building was constructed. If the date is uncertain, use circa (c.) for the most likely date. Though this section should be a history of the building that provides the names of the owners, the dates of their ownership or occupation, biographical information, and other historical information pertaining to the construction and use of the building, the primary focus should be on those elements that make it significant, whether historically or architecturally. Brief mention should also be made of the building's more recent history (see the example) and community history. Use footnotes to reference the sources of key points of the building's history.

**What is the purpose of the narrative?** To describe the reasons the structure is significant.

### A) EVENTS:

What local, state, and national events were occurring at the time that relate to the property or its owners? Does it provide evidence of those events or periods of history?

What events or activities made the building significant?

### B) PEOPLE:

Who built the structure? Is the structure associated with an influential person in the community? Was it built by a well-known architect and is one of the architect's best or only remaining examples?

What did they do for a living?

What roles did they perform in the community?

How long did they occupy the building?

Were they married? Were there children?

Who else owned the building?

Who has owned the building since the original owner? When? What is known about them?

### C) ARCHITECTURE:

Is the structure one of the best-known examples of a particular type or style?

Is it one of only a few known examples of a particular architectural style or plan?

What is the architectural "context" within the community? How many remaining buildings are there from the same period? How many similar buildings, styles, etc.? How does this one compare?

### D) ARCHAEOLOGY:

Is it likely that discovery of past events may be determined through archaeological investigation?

**ADDITIONAL INFORMATION: How is the building being used now?**

This information will provide a better understanding of the building or site.

What is the current use of the building?

Who currently owns the building?

What are the recent changes? Use? Physical changes? Rehabilitation? Site or immediate area?

Are there any plans for restoration or adaptive reuse?

**9. Bibliography:** Use standard bibliographical citation format for all sources (Chicago Style preferred). For unpublished materials, please give the location where they can be found. For interviews, give the names of the narrator and interviewer, date of the interview and location of any transcription. If online sources are used, note the date that the information was accessed on the internet.

**10. Geographical Data:**

**Acreage of Property:** Enter number of acres to the nearest tenth if known. Usually available on property tax notice or tax file at county assessor's office.

**Latitude/Longitude** or **UTM** grid reference. Latitude/Longitude is preferred and should be entered in decimal degrees format to six decimal points. However, if necessary, UTM's are acceptable.

**Verbal Boundary Description:** Describe the legal boundaries of the property. This should be copied verbatim from the tax file for the property. (Tax Number-- Give the official tax number assigned to the property by the County Assessor if available.) If the boundary is smaller or larger than the tax parcel description provide more detail and a note to reference the included map (which should clearly show the boundary).

**Boundary Justification:** Provide a brief and concise explanation of the reasons for selecting boundaries. In many instances the statement can be as simple as, "The boundaries are those that have historically been, and continue to be, associated with the building."

**11. Form Prepared By:** Provide the name of the researcher and the organization. Give the month and year the form was completed.

**PHOTOS:** List information on the photograph section of the form: name of photographer, date, elevation photographed and direction camera is facing in the photo.

**National Register Nomination  
Submission Checklist**

The following materials must be submitted before a property can be scheduled for presentation to the Board of State History:

- Nomination form completed according to National Register guidelines (Bulletin 16A or 16B).
  - A satellite image of site with property name, Lat/Long coordinates, scale and North arrow. If necessary you may submit a U.S. Geological Survey map with location or boundaries of the site marked in **pencil**. (Preservation staff will determine Lat/Long or UTM coordinates and label map.) Check with SHPO NR Staff for approval first.
  - **Digital photographs are now preferred.** Digital color images should be submitted through email or file sharing. Images should be in RAW or direct-capture TIF format (JPEG converted to TIFF are also acceptable), and the size of each image must be at least 3000x2000 pixels at 300 PPI or larger. It is recommended that digital images be saved in 8-bit (or larger) color format, which provides the best detail.
- OR
- **Prints/Negatives. Please get SHPO Approval first!** A minimum of five 35 mm color slides showing all sides of the structure and any significant interior details and a minimum of two, high quality, black and white photographs with accompanying negatives (35 mm or larger) showing the principal facade (preferably from a corner) and rear or side facades. Photos (2 sets) must be at least 4 x 6 in size and must be on **archival** paper. Provide labeling information on the Photo continuation sheet (see Bulletin 16A, page 64). Do not label the photos on the back with pen, marker or self-adhesive labels. Please contact the SHPO before doing photographs.
  - Name, email and mailing address of the legal owner of record.
  - PDF scanned copy of all research materials, including title search.
  - Local historic preservation commission review and approval for properties in a CLG community.



United States Department of the Interior  
National Park Service

# National Register of Historic Places Registration Form

This form is for use in nominating or requesting determinations for individual properties and districts. See instructions in National Register Bulletin, *How to Complete the National Register of Historic Places Registration Form*. If any item does not apply to the property being documented, enter "N/A" for "not applicable." For functions, architectural classification, materials, and areas of significance, enter only categories and subcategories from the instructions.

## 1. Name of Property

Historic name: \_\_\_\_\_

Other names/site number: \_\_\_\_\_

Name of related multiple property listing: \_\_\_\_\_

\_\_\_\_\_  
(Enter "N/A" if property is not part of a multiple property listing)

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## 2. Location

Street & number: \_\_\_\_\_

City or town: \_\_\_\_\_ State: \_\_\_\_\_ County: \_\_\_\_\_

Not For Publication:  Vicinity:

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## 3. State/Federal Agency Certification

As the designated authority under the National Historic Preservation Act, as amended,

I hereby certify that this  X  nomination   request for determination of eligibility meets the documentation standards for registering properties in the National Register of Historic Places and meets the procedural and professional requirements set forth in 36 CFR Part 60.

In my opinion, the property  X  meets   does not meet the National Register Criteria. I recommend that this property be considered significant at the following level(s) of significance:

national   statewide   local

Applicable National Register Criteria:

A   B   C   D

_____ /SHPO	
<b>Signature of certifying official/Title:</b>	<b>Date</b>
_____ Utah State Historic Preservation Office	
<b>State or Federal agency/bureau or Tribal Government</b>	

In my opinion, the property \_\_\_ meets \_\_\_ does not meet the National Register criteria.

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**Signature of commenting official:**

**Date**

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**Title :**

**State or Federal agency/bureau  
or Tribal Government**

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#### 4. National Park Service Certification

I hereby certify that this property is:

- \_\_\_ entered in the National Register
- \_\_\_ determined eligible for the National Register
- \_\_\_ determined not eligible for the National Register
- \_\_\_ removed from the National Register
- \_\_\_ other (explain:) \_\_\_\_\_

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Signature of the Keeper

Date of Action

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#### 5. Classification

##### Ownership of Property

(Check as many boxes as apply.)

Private:

Public – Local

Public – State

Public – Federal

##### Category of Property

(Check only **one** box.)

Building(s)

District

Site

Structure

Object

**Number of Resources within Property**

(Do not include previously listed resources in the count)

Contributing

Noncontributing

\_\_\_\_\_

\_\_\_\_\_

buildings

\_\_\_\_\_

\_\_\_\_\_

sites

\_\_\_\_\_

\_\_\_\_\_

structures

\_\_\_\_\_

\_\_\_\_\_

objects

\_\_\_\_\_

\_\_\_\_\_

Total

Number of contributing resources previously listed in the National Register \_\_\_\_\_

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**6. Function or Use**

**Historic Functions**

(Enter categories from instructions.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Current Functions**

(Enter categories from instructions.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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## 7. Description

### Architectural Classification

(Enter categories from instructions.)

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**Materials:** (enter categories from instructions.)

Principal exterior materials of the property: \_\_\_\_\_

### Narrative Description

(Describe the historic and current physical appearance and condition of the property. Describe contributing and noncontributing resources if applicable. Begin with a **summary paragraph** that briefly describes the general characteristics of the property, such as its location, type, style, method of construction, setting, size, and significant features. Indicate whether the property has historic integrity.)

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### Summary Paragraph

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**Narrative Description**

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## 8. Statement of Significance

### Applicable National Register Criteria

(Mark "x" in one or more boxes for the criteria qualifying the property for National Register listing.)

- A. Property is associated with events that have made a significant contribution to the broad patterns of our history.
- B. Property is associated with the lives of persons significant in our past.
- C. Property embodies the distinctive characteristics of a type, period, or method of construction or represents the work of a master, or possesses high artistic values, or represents a significant and distinguishable entity whose components lack individual distinction.
- D. Property has yielded, or is likely to yield, information important in prehistory or history.

### Criteria Considerations

(Mark "x" in all the boxes that apply.)

- A. Owned by a religious institution or used for religious purposes
- B. Removed from its original location
- C. A birthplace or grave
- D. A cemetery
- E. A reconstructed building, object, or structure
- F. A commemorative property
- G. Less than 50 years old or achieving significance within the past 50 years

**Areas of Significance**

(Enter categories from instructions.)

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**Period of Significance**

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**Significant Dates**

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**Significant Person**

(Complete only if Criterion B is marked above.)

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**Cultural Affiliation**

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**Architect/Builder**

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**Statement of Significance Summary Paragraph** (Provide a summary paragraph that includes level of significance, applicable criteria, justification for the period of significance, and any applicable criteria considerations.)

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**Narrative Statement of Significance** (Provide at least **one** paragraph for each area of significance.)

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## 9. Major Bibliographical References

**Bibliography** (Cite the books, articles, and other sources used in preparing this form.)

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### Previous documentation on file (NPS):

- preliminary determination of individual listing (36 CFR 67) has been requested
- previously listed in the National Register
- previously determined eligible by the National Register
- designated a National Historic Landmark
- recorded by Historic American Buildings Survey # \_\_\_\_\_
- recorded by Historic American Engineering Record # \_\_\_\_\_
- recorded by Historic American Landscape Survey # \_\_\_\_\_

### Primary location of additional data:

- State Historic Preservation Office
- Other State agency
- Federal agency
- Local government
- University
- Other
- Name of repository: \_\_\_\_\_

**Historic Resources Survey Number (if assigned):** \_\_\_\_\_

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## 10. Geographical Data

**Acreage of Property** \_\_\_\_\_

**Use either the UTM system or latitude/longitude coordinates**

**Latitude/Longitude Coordinates**

Datum if other than WGS84: \_\_\_\_\_

(enter coordinates to 6 decimal places)

- |              |            |
|--------------|------------|
| 1. Latitude: | Longitude: |
| 2. Latitude: | Longitude: |
| 3. Latitude: | Longitude: |
| 4. Latitude: | Longitude: |

**Or**

**UTM References**

Datum (indicated on USGS map):

NAD 1927    or     NAD 1983

- |          |           |           |
|----------|-----------|-----------|
| 1. Zone: | Easting:  | Northing: |
| 2. Zone: | Easting:  | Northing: |
| 3. Zone: | Easting:  | Northing: |
| 4. Zone: | Easting : | Northing: |

**Verbal Boundary Description** (Describe the boundaries of the property.)

**Boundary Justification** (Explain why the boundaries were selected.)

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## 11. Form Prepared By

name/title: \_\_\_\_\_  
organization: \_\_\_\_\_  
street & number: \_\_\_\_\_  
city or town: \_\_\_\_\_ state: \_\_\_\_\_ zip code: \_\_\_\_\_  
e-mail \_\_\_\_\_  
telephone: \_\_\_\_\_  
date: \_\_\_\_\_

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### Additional Documentation

Submit the following items with the completed form:

- **Maps:** A **USGS map** or equivalent (7.5 or 15 minute series) indicating the property's location.
- **Sketch map** for historic districts and properties having large acreage or numerous resources. Key all photographs to this map.
- **Additional items:** (Check with the SHPO, TPO, or FPO for any additional items.)

**Photographs**

Submit clear and descriptive photographs. The size of each image must be 1600x1200 pixels (minimum), 3000x2000 preferred, at 300 ppi (pixels per inch) or larger. Key all photographs to the sketch map. Each photograph must be numbered and that number must correspond to the photograph number on the photo log. For simplicity, the name of the photographer, photo date, etc. may be listed once on the photograph log and doesn't need to be labeled on every photograph.

**Photo Log**

Name of Property:

City or Vicinity:

County:

State:

Photographer:

Date Photographed:

Description of Photograph(s) and number, include description of view indicating direction of camera:

1 of \_\_\_\_.

2 of \_\_\_\_

**Property Owner information:**

(Complete this item at the request of the SHPO or FPO.)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City or Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Email/telephone: \_\_\_\_\_

**Paperwork Reduction Act Statement:** This information is being collected for nominations to the National Register of Historic Places to nominate properties for listing or determine eligibility for listing, to list properties, and to amend existing listings. Response to this request is required to obtain a benefit in accordance with the National Historic Preservation Act, as amended (16 U.S.C.460 et seq.). We may not conduct or sponsor and you are not required to respond to a collection of information unless it displays a currently valid OMB control number.

Estimated Burden Statement: Public reporting burden for each response using this form is estimated to be between the Tier 1 and Tier 4 levels with the estimate of the time for each tier as follows:

- Tier 1 – 60-100 hours
- Tier 2 – 120 hours
- Tier 3 – 230 hours
- Tier 4 – 280 hours

The above estimates include time for reviewing instructions, gathering and maintaining data, and preparing and transmitting nominations. Send comments regarding these estimates or any other aspect of the requirement(s) to the Service Information Collection Clearance Officer, National Park Service, 1201 Oakridge Drive Fort Collins, CO 80525.