

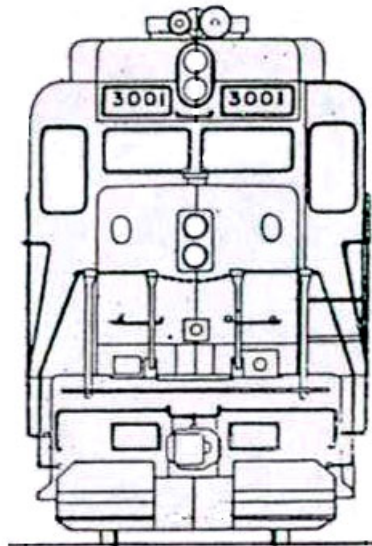


OAHP1414b
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COLORADO STATE REGISTER *of* HISTORIC PROPERTIES

HOW TO NOMINATE A PROPERTY

TO THE STATE REGISTER



HISTORY *Colorado*

OFFICE *of* ARCHAEOLOGY
and HISTORIC PRESERVATION

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This publication explains how to prepare a property nomination for the Colorado State Register of Historic Properties.

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The cover image is a front-view drawing of the 3001-3028 series of Denver & Rio Grande Western GP30 type diesel-electric locomotive. No. 3006 is a rare surviving example of this second-generation diesel road switcher series that remains in near original operating condition. General Motors Corporation constructed the locomotive in 1962. Locomotive No. 3006 was listed in the State Register in 2000.

HOW TO NOMINATE A PROPERTY

TO THE

COLORADO STATE REGISTER OF HISTORIC PROPERTIES

Any person or organization may prepare a State Register nomination. This includes property owners, public agencies, private institutions, local historical societies, local preservation commissions, local planning offices, social or merchant organizations, professional consultants, college professors and their students, special interest groups, or interested members of the general public. However, a nomination may not be processed without the written consent of the property owner. This includes both private and public owners. In the case of properties with multiple owners, the consent of all owners is required.

COMPLETING THE NOMINATION FORM

Nomination forms are available in Word format to ease editing by State Register staff. Please provide all requested information and complete each blank. Nomination forms and related materials are available online through the Office of Archaeology and Historic Preservation (OAH) at <https://www.historycolorado.org/nomination-forms>. It is a good idea to discuss your nomination with the State Register staff before beginning.

GUIDELINES FOR GRAMMAR AND PUNCTUATION

OAH State Register staff review nominations in part to ensure that consistent grammar and punctuation conventions are followed. We recommend following the guidelines established by the Historic American Buildings Survey/Historic American Engineering Record (HABS/HAER), which includes preferences for certain terms over others. Please see Appendix A on pages 22-25 for a copy of these guidelines.

SECTION I

NAME OF PROPERTY

The historic name is generally the name associated with the significance of the property. For a building this is usually the name of the original owner or builder, the original business, the original use or the most significant use of the property. Residences without a formal name are often referred to by the original owner or the most prominent owner (e.g., Charles Boettcher Mansion).

Other names may reflect the property's history, ownership or use. Therefore, it may be appropriate to list several names, including the current property name. For archaeological properties, it is important to list all the known names.

ADDRESS OF PROPERTY

Give the current street address of the property. In the case of archaeological or rural properties, give the names of the closest roads or highways, and the nearest city or town. Use "vicinity of" before the town name. You may place a check in the box if you do not want the property's address to be published.

PRESENT OWNER OF PROPERTY*

Give the name, address and phone number of the present owner(s) of the land and property. Attach a continuation sheet in the case of multiple ownership of the nominated property.

**Please see additional instructions for SECTION VIII – Owner Consent*

PREPARER OF NOMINATION

Give the name, address and phone number of the person preparing the nomination. Enter the date the form was completed. Also include the name of the organization to which the preparer is affiliated, if applicable.

SECTION II

LOCAL HISTORIC DESIGNATION

Indicate if a property has been locally designated and whether it is an individual listing or within a historic district. Enter the date the property received official designation and the name of the municipality or county making the designation.

USE OF PROPERTY

Give all the past (historic) and current uses of the property.

ORIGINAL OWNER

Historical research is usually required to locate the name of the original owner of a property. The name may be found in an abstract included with the deed and title documents or may be found by tracing the chain of title at the local courthouse. Other sources may be tax assessor records, local newspaper articles, city directories or other public records. Indicate the name of the agency, document or the name and date of the publication where the information was found.

YEAR OF CONSTRUCTION

Give the year the original construction was completed for buildings, structures and objects. For districts, give a range of dates beginning with the earliest construction and ending when the majority of construction within the district was completed. Indicate the name of the agency, document or the name and date of the publication where the information was found. For archaeological properties, include estimated dates of construction or use and indicate dating source(s).

ARCHITECT, BUILDER, ENGINEER, ARTIST OR DESIGNER

This information may be available at the local building department, tax assessor's office, water department or in local newspaper articles. Indicate the name of the agency, document, or the name and date of the publication where the information was found.

LOCATIONAL STATUS

Indicate if a building, structure, or object has been moved. If moved, provide the date of the move.

SECTION III

PROPERTY DESCRIPTION

Describe the present and original (if known) physical appearance of the nominated property, followed by a description of all known alterations, with dates of alterations provided. The nomination form will expand to accommodate the space needed. Discuss the exterior and interior features of the building or structure, as well as the landscaping and the setting. For historic and archaeological sites, describe the features of the site and the setting. Conclude the section with a discussion of the property's historic integrity (see below). Reference photos (current and/or historic) as needed to illustrate descriptions of particular features.

The State Register program is patterned on the National Register of Historic Places. You may find it helpful to look at the National Register instructions for details and examples relevant to the State Register forms. The National Register document: *How to Complete the National Register Registration Form* may be obtained from the State Register staff and is available online at: <https://www.historycolorado.org/nomination-forms>.

Contact the State Register staff if you have questions or need help with the property description.

The following types of information should be included in your description based on the property classification:

Historical and Architectural Nominations

Buildings and Structures

Describe the building or structure in a logical sequence. Begin with a brief overview of the setting. Then describe each building from the foundation up and from side to side around the exterior; work from the exterior to the interior. Clearly distinguish between the current and the original (if known) appearance of the property.

- Associated landscaping and environmental settings along with other historic or intrusive elements that are part of the nomination.
- General characteristics of the nominated property such as overall shape of plan; number of stories; construction materials; and roof shape.
- Specific features (note the placement, design and material of porches, windows, doors, chimneys and dormers).
- Important decorative elements.
- Major interior features (note any original features such as stairways, trim and molding, fireplaces and mantles, or lighting fixtures).
- Descriptions of all buildings on the property, both historic and recent construction. Briefly describe minor buildings and provide dates of construction. This includes garages, sheds, barns, privies, and other outbuildings.
- Alterations to the property over time. Describe and give the dates of all exterior changes and any significant interior changes to the building or structure. Changes

include additions, removal of features (such as stairways, fireplaces, walls or porches), and changes in window or door sizes and placement. A restoration is considered an alteration even if an attempt has been made to restore the property to its historic form. It is often helpful to include a sketch of the property which shows original construction and subsequent alterations/additions (see Figure 1).

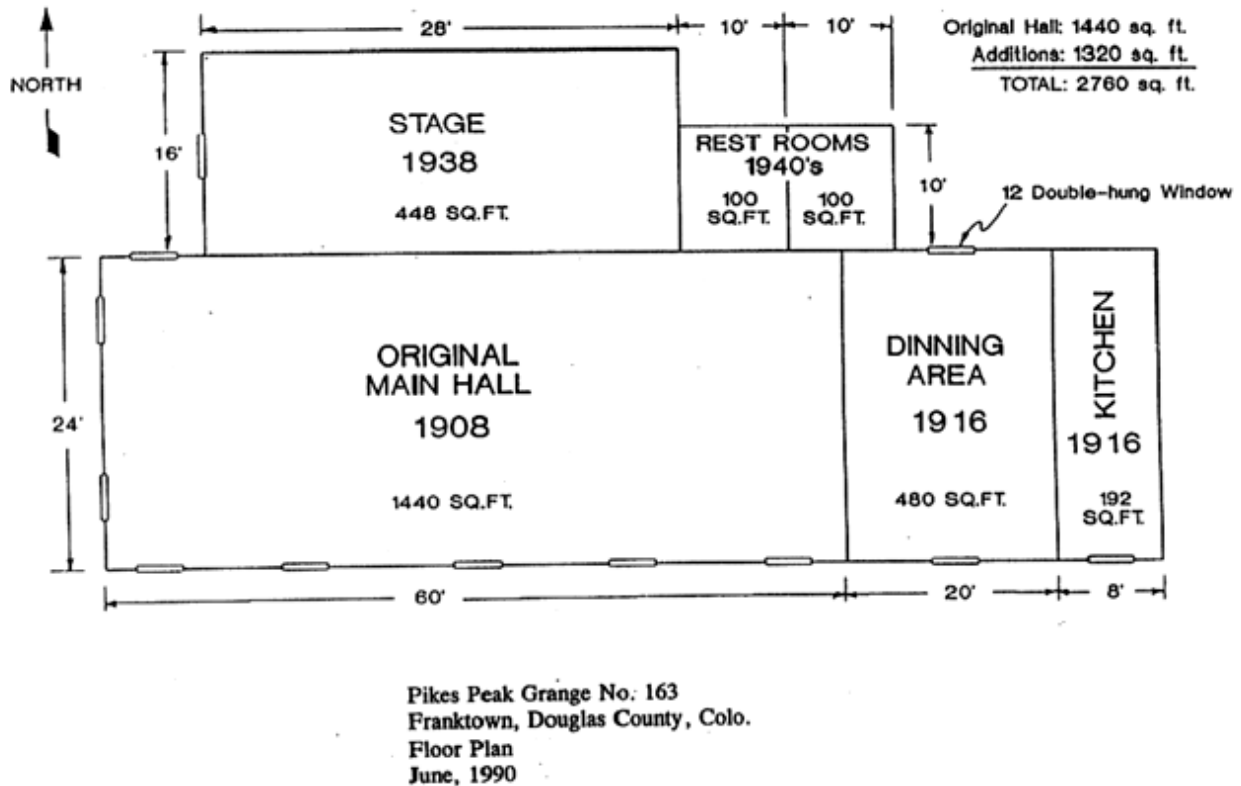


Figure 1

There are a number of architectural dictionaries available in local libraries which will help you prepare an accurate architectural description. The style guides recommended on page 13 may also be useful here. Recommended are:

Dictionary of Architecture and Construction by Cyril Harris (New York: McGraw Hill, 2005).

Dictionary of Building Preservation by Ward Bucher, ed. and Christine Madrid ed. (New York: John Wiley and Sons, 1996).

Old House Dictionary by Stephen Phillips (Washington DC: Preservation Press, 1994).

Visual Dictionary of American Domestic Architecture by Rachel Carley (New York: Henry Holt & Co., 1994).

Districts

When nominating a district for its architectural or historical significance, include the following information:

- General overall description of the natural and man-made elements of the district.
- Number of buildings, structures and/or objects in the historic district.
- General description of the types, styles and periods of architecture in the district. Include predominant construction materials.
- List of all buildings, regardless of age, with dates of construction and a short description of each. Key the buildings to a sketch map.

Archaeological Nominations

Archaeological Properties

The description for prehistoric or historic archaeological properties should include the following information:

- Environmental setting of the property today and, if different, its environmental setting during the periods of occupation or use. Emphasize environmental features or factors related to the location, use, formation or preservation of the site.
- Period of time when the property is known or projected to have been occupied or used. Include comparisons with similar sites and districts that have assisted in identification.
- Identity of the persons, ethnic groups or archaeological cultures who, through their activities, created the archaeological property. Include comparisons with similar sites and districts that have assisted in identification.
- Physical characteristics:
 - Site type, such as rockshelter, temporary camp, lithic workshop, rural homestead or shoe factory.
 - Prehistorically or historically important standing structures, buildings or ruins.
 - Kinds and approximate number of features, artifacts, and ecofacts, such as hearths, projectile points, and faunal remains.
 - Known or projected depth and extent of archaeological deposits.
 - Known or projected dates for the period when the site was occupied or used, with supporting evidence.
 - Vertical and horizontal distribution of features, artifacts, and ecofacts.
 - Natural and cultural processes, such as flooding and refuse disposal, that have influenced the formation of the site.
 - All buildings, structures, and objects within the site.
- Likely appearance of the site during the periods of occupation or use. Include comparisons with similar sites and districts that have assisted in description.

- Current and past impacts on or immediately around the property, such as modern development, vandalism, road construction, agriculture, soil erosion or flooding.
- Previous investigations of the property, including:
 - Archival or literature research.
 - Extent and purpose of any excavation, testing, mapping or surface collection.
 - Dates of relevant research and field work. Identity of researchers and their institutional or organizational affiliation.
 - Important bibliographic references.

Archaeological Districts

- Environmental setting of the district today and, if different, its environmental setting during the periods of occupation or use. Emphasize environmental features or factors related to the location, use, formation or preservation of the district.
- Physical characteristics:
 - Type of district, such as an Indian village with outlying sites, a group of quarry sites or a historic manufacturing complex.
 - Cultural, historic or other relationships among the sites that make the district a cohesive unit.
 - Kinds and number of sites, structures, buildings or objects that make up the district.
 - Information on individual or representative sites and resources within the district (see Archaeological Properties above). For small districts, describe individual sites. For large districts, describe the most representative sites individually and others in summary or tabular form or collectively as groups.
 - All buildings, structures, and objects within the district.
- Period of time when the district is known or projected to have been occupied or used. Include comparisons with similar sites and districts that have assisted in identification.
- Identity of the persons, ethnic groups or archaeological cultures who occupied or used the area encompassed by the district. Include comparisons with similar sites and districts that have assisted in identification.
- Likely appearance of the district during the periods of occupation or use. Include comparisons with similar sites and districts that have assisted in description.
- Current and past impacts on or immediately around the district, such as modern development, vandalism, road construction, agriculture, soil erosion or flooding. Describe the integrity of the district as a whole and, in written or tabular form, the integrity of individual sites.
- Previous investigations of the property, including:
 - Archival or literature research.
 - Extent and purpose of any excavation, testing, mapping or surface collection.
 - Dates of relevant research and field work. Identity of researchers and their institutional or organizational affiliation.
 - Important bibliographic references.

HISTORIC INTEGRITY

A property must have retained its historic physical integrity as related to its significance. Integrity can best be defined as the ability of a property to convey its history and significance. The evaluation of integrity is sometimes a subjective judgment, but it must always be grounded in an understanding of a property's physical features and how they relate to its significance.

Historic properties either retain integrity (i.e., convey their significance) or they do not. Within the concept of integrity, the State Register criteria recognize seven aspects or qualities that, in various combinations, define integrity.

To retain historic integrity a property will always possess several, and usually most, of the aspects. The retention of specific aspects of integrity is paramount for a property to convey its significance. Determining which of these aspects are most important to a particular property requires knowing why, where and when the property is significant.

Seven Aspects of Integrity

1. Location is the place where the historic property was constructed or the place where the historic event occurred.
2. Setting is the physical environment of a historic property.
3. Design is the combination of elements that create the form, plan, space, structure and style of a property.
4. Materials are the physical elements that were combined or deposited during a particular period of time in a particular pattern or configuration to form a historic property.
5. Workmanship is the physical evidence of the crafts of a particular culture or people during any given period in history or prehistory.
6. Feeling is a property's expression of the aesthetic or historic sense of a particular period of time.
7. Association is the direct link between an important historic event or person and a historic property.

Assessing Integrity in Properties

A discussion of the property's integrity as related to its historic significance should be provided. Such a discussion should touch upon the seven aspects of integrity and how alterations have impacted those aspects. Ultimately, this assessment of integrity should clarify for the reader the following:

- The essential physical features present that represent the property's significance;
- Whether the essential physical features are visible enough to convey the significance; and
- Based on the significance and essential physical features, which aspects of integrity are particularly vital to the property being nominated and if they are present.

Ultimately, the question of whether the property retains enough integrity is answered by whether or not the property retains the identity for which it is significant.

For more information regarding integrity, see the State Register Bulletin *How to Apply the Nomination Criteria for the Colorado State Register of Historic Properties* (960). This publication is available from the State Register staff and may be viewed online at:

<https://www.historycolorado.org/state-national-register-bulletins>

SECTION IV

SIGNIFICANCE OF THE PROPERTY

A property considered for nomination must meet one or more of the following criteria. Please check the appropriate criterion on the form. Remember that each criterion chosen must be justified in the Statement of Significance.

Nomination Criteria

- A. The property is associated with events that have made a significant contribution to history; or
- B. The property is connected with persons significant in history; or
- C. The property has distinctive characteristics of a type, period, method of construction or artisan; or
- D. The geographic importance of the property; or
- E. The property contains the possibility of important discoveries related to prehistory or history.

Criterion A - To be considered for nomination under Criterion A, a property must have an historical association with a single event, such as the founding of a town, or with a pattern of events that were important in the history of the locality, state or nation. Evaluate the history of the property to determine its association with any of these events. It must be documented through historical research that the property existed at the time of the event(s) and was associated with those events in some significant way.

Criterion B - This criterion applies to properties associated with an individual whose contribution to history was significant and can be documented. The property also needs to be associated with the person's productive life when the person achieved importance. The property should have a documented association with the person, such as an office, home or studio, but should not be a property merely owned or briefly visited by the prominent person or one which does not represent the productive period in that person's life.

Criterion C - Properties nominated under Criterion C are generally significant for their architecture and must be physically intact with a minimum of alterations. Buildings may qualify under this criterion if they have artistic merit in design or individual elements. In addition to architecture, other areas of significance under this criterion are engineering, community planning and development, art and landscape architecture.

If the building represents the work of an artisan, it would qualify under Criterion C and not B. An artisan can be a prominent architect or a craftsman (either known or anonymous) whose work is distinguishable from others.

A building nominated for a particular architectural style must possess the distinctive characteristics which make up that particular style. A building may also qualify if it can be demonstrated that the building exemplifies important local building practices, techniques or materials. A property which illustrates an early or developing technology in structural systems may be eligible as an example of a particular method of construction. Archaeological architectural features must be intact enough to retain information concerning construction methods and materials.

Criterion D - The geographic importance of a property refers to its location. A building or structure commonly recognized as a visual landmark due to its prominent location may qualify under Criterion D. A lighthouse has geographic importance as does a fire look-out tower. A park in the center of town and a cemetery on top of a hill may also have geographic importance. For a property to be nominated under Criterion D it must also possess physical integrity with a minimum of alterations.

Criterion E - Certain important research questions about human history can only be answered by the actual physical material of cultural resources. The most common type of property nominated under Criterion E is the prehistoric or historic archaeological site. However, buildings, structures and objects may also be eligible for their information potential. Properties nominated under Criterion E must meet two requirements: the property must have, or have had, information that contributes to our understanding of history or prehistory, and that information must be considered important.

AREAS OF SIGNIFICANCE

Select one or more areas of significance from the list below in which the property qualifies for listing based on the nomination criteria. Check the areas on the form. Remember that each area of significance selected must be justified in the Statement of Significance.

Agriculture	Economics	Landscape Architecture
Architecture	Education	Law
Archaeology – prehistoric	Engineering	Literature
Archaeology – historic	Entertainment/Recreation	Military
Art	Ethnic Heritage	Performing Arts
Commerce	Exploration/Settlement	Politics/Government
Communications	Geography/Community Identity	Religion
Community Planning and Development	Health/Medicine	Science
Conservation	Industry	Social History
	Invention	Transportation

In the case of properties having archaeological significance, also enter areas of significance that closely relate to the events, activities, characteristics, or information for which the property is significant, for example, "industry" for a prehistoric tool making site.

For more information regarding significance, see the State Register bulletin *How to Apply the Nomination Criteria for the Colorado State Register of Historic Properties*. This publication is available from the State Register staff and may be viewed online at <https://www.historycolorado.org/state-national-register-bulletins>

SIGNIFICANCE STATEMENT

The significance statement section should make the case for the property's significance. The nomination form will expand to accommodate the space needed. The narrative should be concise, factual, well-organized and provide a strong argument for the property's significance.

Be selective in the facts you present. Consider whether the facts really support the significance of the property. Focus only on those facts that help explain the property's role in history and that illustrate its significance. Be specific about dates and proper names of people and places.

Begin with a summary paragraph that simply and clearly states the criteria and areas of significance met by the property and why these criteria apply.

Subsequent paragraphs should include the following:

- Brief historical overview of the area, community or town;
- Brief chronology of the historic development of the property;
- Relation of the property's history to the overall history of the area—relate the property to important themes (such as education, agriculture, or mining) in the area's history; and,
- Support of each area of significance demonstrated through a discussion of the facts and circumstances in the property's history that leads to its importance.

For archaeological properties, the following specific questions should also be addressed:

- What is the cultural context in which the property is considered significant? How does the site relate to what is currently known of the region's prehistory or history and similar known sites?
- What kinds of information can the known data categories yield? What additional kinds of information are expected to be present on the basis of knowledge of similar sites? What similarities permit comparison with other known sites?
- What is the property's potential for research? What research questions may be addressed at the property? How do these questions relate to the current understanding of the region's archaeology? How does the property contribute or have the potential for contributing important information regarding human ecology, cultural history or cultural process? What evidence, including scholarly investigations, supports the evaluation of significance? Given the existence of material remains with research potential, what is the context that establishes the importance of the recoverable data, taking into account the current state of knowledge in specified topical areas?
- How does the integrity of the property affect its significance and potential to yield important information?
- If the site has been totally excavated, how has the information yielded contributed to the knowledge of American cultures or archaeological techniques to the extent that the site is significant for the investigation that occurred there?

- Does the property possess resources, such as buildings or structures, that in their own right are architecturally or historically significant? If so, how are they significant?

For those needing guidance on conducting historical research, the National Register has produced a helpful bulletin, *Researching a Historic Property*. This publication is available from the State Register staff and may be viewed on the Web at:

<https://www.historycolorado.org/state-national-register-bulletins>

In the case of properties significant for their architecture, there are a number of architectural style books available at local libraries that can help in the identification and evaluation of your building. These books and others may be used at the Office of Archaeology and Historic Preservation at the History Colorado Center, 1200 Broadway, in Denver. Recommended volumes include:

Field Guide to American Houses by Virginia Savage McAlester (New York: Alfred A. Knopf, 2013).

A Field Guide to Colorado's Historic Architecture and Engineering by the Office of Archaeology and Historic Preservation (Denver: History Colorado, 2008). This information is available on the Web at:

<https://www.historycolorado.org/colorados-historic-architecture-engineering-guide>

What Style is It? by John Poppeliers, S. Allen Chambers, and Nancy B. Schwartz (Washington, DC: Preservation Press, 1977).

Identifying American Architecture by John Blumenson (Nashville: American Association for State and Local History, 1981).

For **engineering structures such as bridges**, local libraries may have a number of publications that provide information on specific structural types. An online resource is the document *A Context for Common Historic Bridge Types* prepared for the National Cooperative Highway Research Council, found at:

[http://onlinepubs.trb.org/onlinepubs/archive/NotesDocs/25-25\(15\)_FR.pdf](http://onlinepubs.trb.org/onlinepubs/archive/NotesDocs/25-25(15)_FR.pdf)

DEVELOPMENTAL HISTORY / ADDITIONAL HISTORIC CONTEXT INFORMATION

Discuss the chronology and historic development of the property. Highlight and focus on the events, activities, associations, characteristics, and other facts that relate the property to relevant historic themes and its area(s) of significance and are the basis for its meeting the State Register criteria. Include information about the history of the community or larger geographical area that explains the ways the property is unique or representative of its theme, place, and time. Consult with OAHP State Register staff to determine what and how much information is needed to support the property's significance and integrity.

Footnotes and Endnotes

Footnotes are not required; however, the Review Board prefers that nominations contain citations throughout the text either through footnotes or other standard referencing. If you use footnotes, please follow a standard format such as that illustrated below:

- For book citations
¹ Author, *Title* (City, State: Publisher, Date), Page.

¹ Elliot West, *The Contested Plains: Indians, Goldseekers, and the Rush to Colorado* (Lawrence, KS: University of Kansas Press, 1998), 206.

- For newspaper citations

² Author, "Article Title," *Newspaper*, Date, Page.

² William Porter, "Civic Pride Stays True to Its Roots," *Denver Post*, 20 December 2007, p. B-01.

- For magazine or journal citations

³ Author, "Article Title," *Magazine* (Date): Page or Pages.

³ Robert Evans, "Pioneers of El Paso County," *Colorado Magazine* (July 1922): 14.

- For oral interviews

⁴ Interviewee, credentials, interview by whomever, date, location, location of notes or transcripts or recordings.

⁴ Jane Doe, Geologist, interview by John Smith, 12 February 2009, Leadville, CO, notes in the possession of John Smith, Denver, CO.

BIBLIOGRAPHY

List the research sources used in documenting and evaluating the property and in preparing the nomination form. Use a standard bibliographical style. For all printed materials, list the author, full title, publisher, location and date of publication. For articles, include the name, volume and/or date of the journal or magazine. For unpublished manuscripts, indicate where copies are available. For interviews, include the name of the person interviewed, the name of the interviewer, the date and location of the interview, and the location where the tape or transcript is stored.

Examples of bibliographical entries:

(for books)

Athearn, Robert G. *The Coloradans*. Albuquerque: Univ. of New Mexico Press, 1976.

(for magazines)

Evans, Robert. "Pioneers of El Paso County," *Colorado Magazine*, July 1992, pp.14-16.

(for newspaper articles)

"Smith House Restored." *Denver Post*, 25 May 1965, p. 2.

(for personal interviews)

Downing, John D. Interview, 12 May 1962, by Joe Brown at the Craig City Library. Transcript filed at Craig City Library.

SECTION V

GEOGRAPHICAL DATA

For all properties, an official map from one of the approved sources with the location of the nominated property clearly marked must be included in the nomination. (See below for more information.)

VERBAL BOUNDARY DESCRIPTION OF NOMINATED PROPERTY

Describe the proposed boundaries of the nominated property. The description must be accurate and precise. Use one of the following forms:

- A legal parcel number.
- A block and lot number with name of addition.
- A sequence of metes and bounds.
- Dimensions of a parcel of land fixed upon a given point such as the intersection of two streets, a natural feature or a manmade structure.
- A map drawn to a scale of at least 1 inch = 200 feet may be substituted for a narrative verbal boundary description. Reference to the map should be made in this section.

OFFICIAL MAP

Insert an official map showing the location of the nominated property. Options include a digital USGS 7.5 minute series (1:24,000 scale) topographic quad map or a Google Earth or Google Maps image with the map scale and north arrow provided. The property location should be clearly marked. The USGS maintains a list of online map sources at <https://www.usgs.gov/core-science-systems/national-geospatial-program/national-map>. Contact OAHF State Register staff for assistance if needed.

SECTION VI

PHOTOGRAPH LOG

A set of clear, current photographs showing the property and its features must be submitted with the nomination. Prepare a photograph log similar to the one shown below containing the indicated information:

PHOTOGRAPH LOG	
The following information pertains to photographs numbers 1-12, except as noted:	
Name of Property:	Jones Cabin
Location:	Springdale, Larimer County
Photographer:	F. Stop Fitzgerald
Date of Photographs:	12/17/2003
Photo No.	Description of View and Direction of Camera
1	Cabin facade, view to the south.
2	West side, view to the southeast.

Nomination Photographs*

The Office of Archaeology and Historic Preservation no longer requires photographic prints for State Register nominations – current photos documenting the property should be in digital format as TIFF (Tagged Image File format) files. The size of each image should be 1600 x 1200 pixels at 300 ppi (pixels per inch) or larger. It is recommended that digital images be saved in 8-bit (or larger) color format, which provides maximum detail. When in doubt as to the image size generated by a camera, capture the images at the highest resolution possible.

The file name for each electronic image submitted must correspond with the photo log included in the nomination. For example, the image files for the James Smith House would be saved as “Smith1.tif,” “Smith2.tif,” and so forth.

Special note on date-imprinted photographs: Some cameras automatically imprint the date on the face of each photograph. If you use such a camera, be certain that the date is correct. Incorrect date imprints provide a confusing historical record. Photographs with date imprints which do not correspond to the actual date the photographs were taken will not be accepted for nomination purposes.

**Please see additional instructions for the required PDF of Current Photos under ADDITIONAL MATERIALS TO ACCOMPANY NOMINATION (SECTION VII) on page 20.*

Guidelines for Photographic Coverage

Photographs submitted to the State Register as official documentation should be clear, well-composed, and provide an accurate visual representation of the current appearance and condition of the property and its significant features. They must illustrate the qualities discussed in the description and statement of significance. Photographs should show historically significant features and also any alterations that have affected the property’s historic integrity.

The necessary number of photographic views depends on the size and complexity of the property. Submit as many photographs as needed to depict the current condition and significant features of the property. A few photographs may be sufficient to document a single building or object. Larger, more complex properties and historic districts will require a number of photos.

Buildings and structures:

- Submit photographs showing all sides of each building or major feature and the setting in which the property is located.
- Additions, alterations, intrusions and dependencies should appear in the photographs.
- Include views of interiors, outbuildings, landscaping or unusual features.

Historic and archeological sites:

- Submit photographs showing the condition of the site and any above-ground or surface features and disturbances.
- If relevant to the evaluation of significance, include drawings or photographs illustrating artifacts that have been removed from the site.
- At least one photograph must show the physical environment and topography of the site.

Architectural and historic districts:

- Submit photographs showing major building types and styles, pivotal buildings and structures, and representative intrusive resources.
- Streetscapes and landscapes are recommended. Aerial views may also be useful. Views of significant topographic features and spatial elements should also be submitted.
- Views of individual buildings are encouraged but not necessary if streetscape views clearly illustrate the significant historical and architectural qualities of the district.
- Key all photographs to the sketch map for the district.

Archeological districts:

- Submit photographs of the principal sites and site types within the district following the guidelines for archaeological sites (see above).

HISTORIC PHOTOGRAPHS & FIGURES

Historic photos and figures may supplement photo-documentation and be particularly useful in illustrating changes that have occurred or the lack of change over time. These may be inserted into the nomination document at the end and should not be included as separate digital files. Captions indicating what is known of the historic photograph or figure (creator and date), what the photograph or figure shows, and the source of the photograph or figure (library collection, personal collection, etc.) should be provided below each inserted image.

SECTION VII

ADDITIONAL MATERIALS TO ACCOMPANY NOMINATION

Sketch Map

Provide a sketch map showing the location of buildings and other features. The map may be hand drawn and need not be to scale, but should identify the following:

- The proposed nomination boundaries;
- The names of streets and places;
- All buildings, sites, structures and objects;
- Land use and natural features for rural areas (woods, orchards or bodies of water); and,
- A north arrow.

See **Figure 2** for an example of a sketch map for a historic property. It is helpful to show the boundaries of the nominated property on a photocopy of a tax assessor's map or other map that is to scale.

See **Figure 3** for an example of a sketch map for an archaeological property.

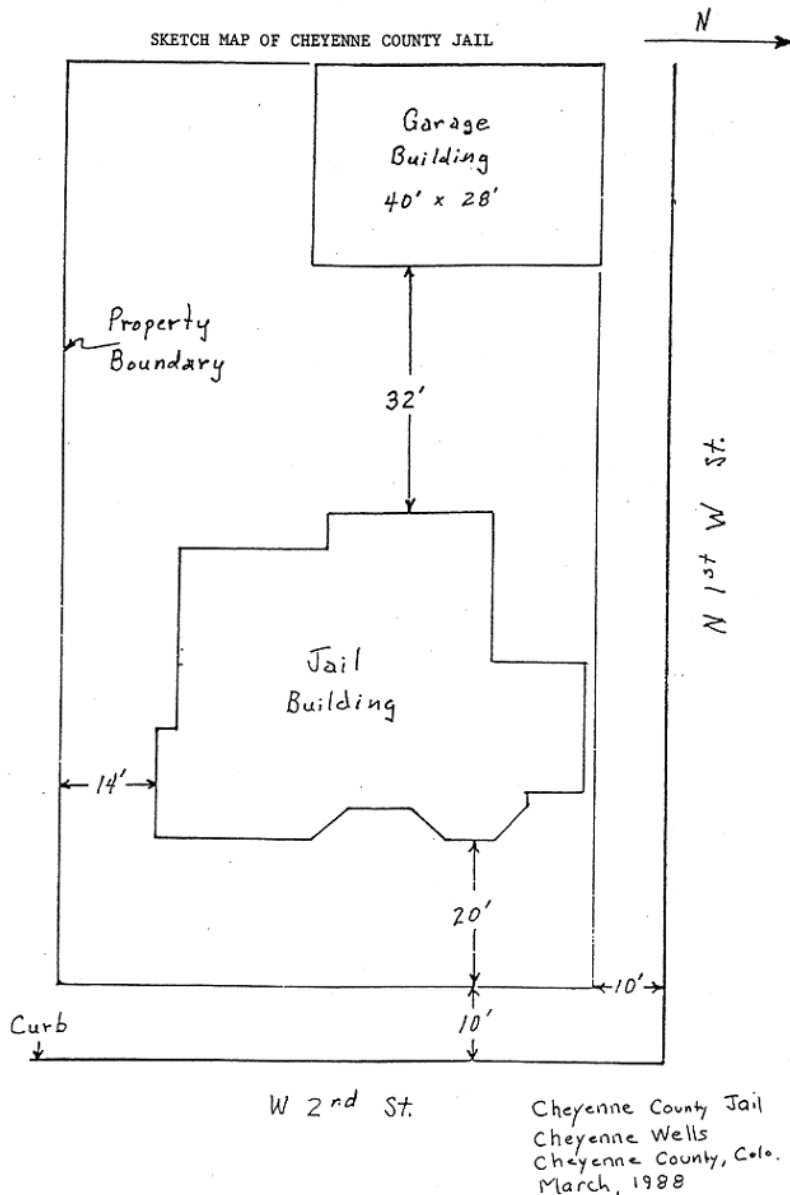


Figure 2

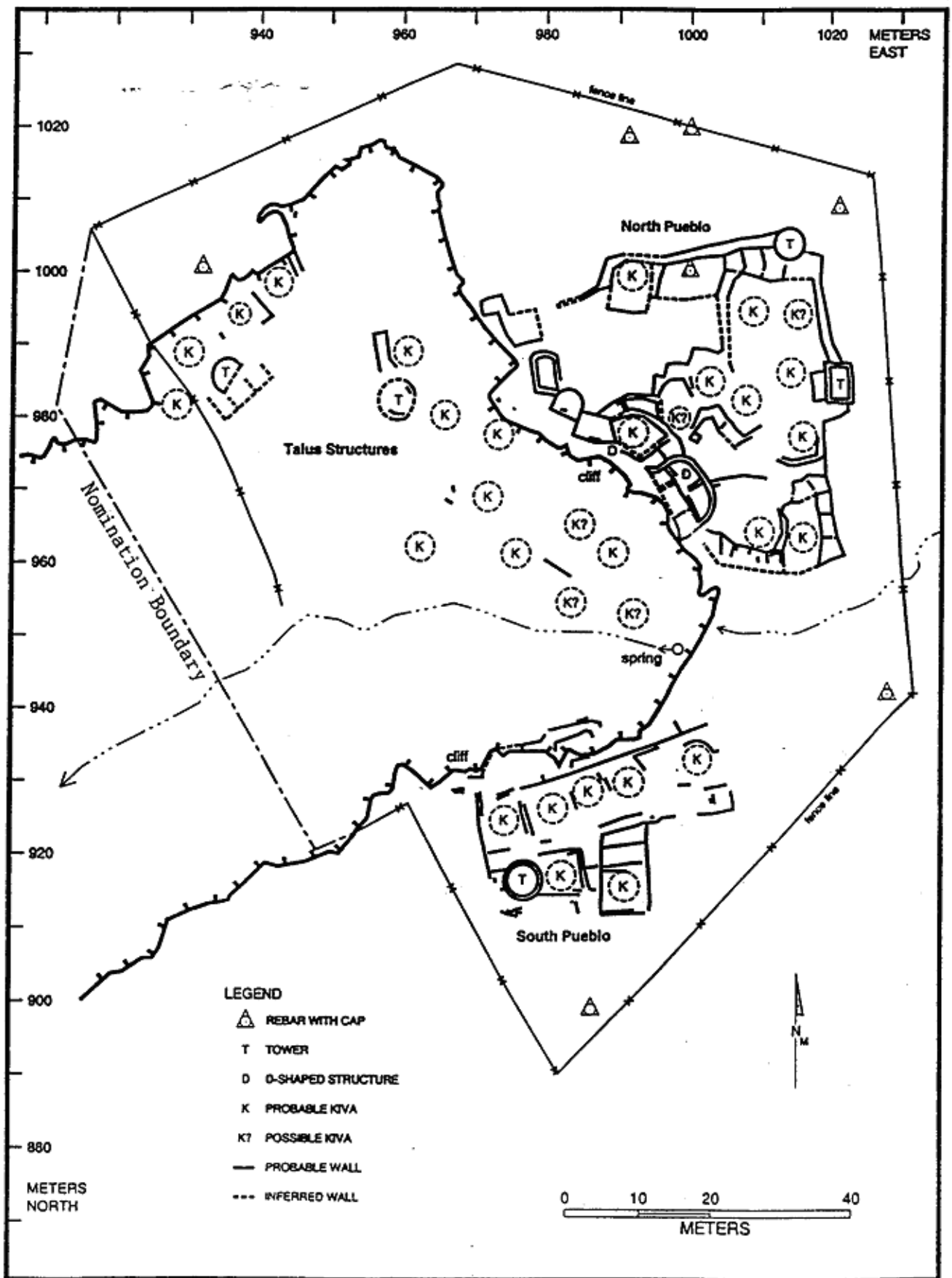


Figure 3

Sketch Plan

A sketch plan of an individual building can be helpful if it shows original construction and subsequent alterations/additions (see Figure 1 above).

PDF for Review Board Draft

Additionally, for the Review Board review of the nomination prior to the Review Board meeting, please submit the current photos via a PDF document with two photos per page. The number and description of the photo as indicated in the log should be provided below each photo. The PDF must be submitted with the nomination packet on the nomination deadline. See Appendix B on page 26 for an example.

SECTION VIII

OWNER CONSENT FORM

In order to be nominated to or listed in the State Register, all the owners of the land and property must consent to the listing by signing an owner consent form. Please use additional consent forms if necessary. All completed forms submitted must contain original signatures.

Proof of Ownership

Proof of ownership is required for all properties nominated to the State Register. This proof may be obtained from county land recordation records (county clerk's office) or tax assessor's records, which can often be found online. The exact document available will vary by county, but it must be from an official record with the source clearly shown. The copy must be dated by the issuing agency (or show the date of access online) and should be obtained as near to the nomination submission date as possible.

USE OF NOMINATION MATERIALS

Upon submission to the Office of Archaeology and Historic Preservation, all nomination forms and supporting materials, including photographs, become public records pursuant to CRS Title 24, and may be accessed, copied and used for personal or commercial purposes in accordance with state law unless otherwise specifically exempted. History Colorado may reproduce, publish, display, perform, prepare derivative works or otherwise use the nomination materials for History Colorado and/or State Register purposes.

Nomination materials on CD or flash drive may be mailed or delivered to:

History Colorado
Attn: State Register
1200 Broadway
Denver, CO 80203

To arrange for submittal via the internet, please contact OAH State Register staff at 303.866.3392 or oahp@state.co.us

If you have questions, require assistance, or need additional forms, please call the State Register staff at 303-866-3392.

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HISTORY *Colorado*

STATE HISTORICAL FUND

APPENDIX A – HABS/HAER Guidelines for Grammar and Punctuation

excerpt from *HABS/HAER Guidelines: HABS Historical Reports* by U.S. Department of Interior, National Park Service (October 2000), pp.60-63.

HABS Historical Reports: Supplemental Material, page 60

GRAMMAR AND PUNCTUATION

The standard reference guides used by HABS/HAER for grammar and punctuation are the *Chicago Manual of Style* and *A Manual for Writers* (Turabian, 5th edition). In addition--and sometimes as an exception--to these references, there are additional matters of style germane to architectural and technical subject matter. Above all, be consistent.

years: 1930s, '30s
not Thirties, and never 1930's using an apostrophe

1850-60, 1850-1940
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, December 1900
do *not* capitalize season, or state as "summer of 1969"
do *not* use a comma, as in "December, 1900"

dates: July 4, 1776, was a great day.
note comma after the year

ca. 1850: *not* c. or circa (written out)

towns: Omaha, Nebraska, 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.

For example: "In 1850-60, an estimated forty-seven miners traveled more than 650 miles across the western states. Many did not live past the age of 40, although one 89-year-old man lived into the twentieth century. He lived at 37 Gold Rush Ave. The frame dwelling was a 10'-4" x 12'-0" space and cost only \$577.00 when the old man bought it in December 1898, yet legend says he was worth \$2 million."

nineteenth century, eighteenth century, eighteenth-century dogma
not 19th century or 18th-C (see hyphenations below)

percent: 0.7 percent, 50 percent; always use a numeral, and only in a chart or graph may %

be used

money: \$5.87, \$24.00, \$24.25, \$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 symbols, with two types of exceptions.

For example: "Two families live at 333 Third St., which is the historic town lot No. 146. The Byrnes live on the first floor, where the bedroom is 12'-6" x 9'-0", the bathroom is 5'-0" x 4'-0"-3/4", and the kitchen is only about 8' square. The second-story space has been remodeled into two equal-sized 12'-0"-wide rooms with four large windows that measure nearly 5' tall."

20'-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"

Note: When punctuating dimensions, commas fall outside the inches/feet marks: The planks measured . . . 10'-6", 5'-2-1/3", and 2'-0".

exception 1: 10 cubic feet and 10 square feet, *not* 10 cubic'

exception 2: approximate measurements do not require the -0": ie.,
The three commercial buildings are about 20' wide and 40' deep.

**streets/
addresses:** 222 Packard St.
capitalize and abbreviate street, avenue, boulevard, etc., but *not* short items such as road or lane, when the number prefaces the street name

Sam lived on Packard Street.
write out and capitalize street when no number is given

It is at the intersection of Packard and Mills 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 Mill Street.

The deed cites lot No. 146.

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

(Also: LaSalle, Illinois, is a No. 1 town.)

Interstate 66 , U.S. 30 or Route 30
write out and capitalize "interstate" on first reference.
Subsequent references are abbreviated, i.e., I-66

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

the U.S. Army 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.

acronyms: write out the complete name on first reference, putting the proper name's acronym in parentheses afterward; thereafter use the acronym only:

For example: The U.S. Department of Agriculture (USDA) and Society of Architectural Historians (SAH) have an agreement to study historic barns in the United States, but the SAH is unsure of the USDA's commitment.

hyphenations: many phrases are clarified when augmented by a hyphen; the following architectural terminology is clarified by employing 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

one-over-one-light double-hung sash: write out the numbers, *not* 1/1 double-hung sash
bird's-eye view, bull's-eye window

load-bearing brick wall; but the brick wall is load bearing
stained-glass windows; but the windows contain stained glass
side-hall and center-hall plans; but the house has a center hall
third-floor window, but the window is on the third floor
rough-cut stone

five- and seven-course bond (note division form in a series); but American bond is laid in seven or five courses

single-family and multi-family dwelling

gable-end chimney; but the chimney is on the gable end

side-gable roof

canal-era, Civil War-era structure (*not* Civil-War-era)

bead-and-reel molding; the molding motif is bead and reel

standing-seam (metal roof)

nineteenth-century lighthouse

but do *not* hyphenate a "late" or "early," ie., a late eighteenth-century springhouse

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

append "-style" to an established architectural term if your subject is reminiscent of the original but not an example of the actual model; this is not to be confused with proper names such as International Style, which take capital letters and would *not* be hyphenated

spelling:

single word:

beltcourse, stringcourse

courthouse

gristmill, sawmill

hoodmolds

Neoclassical (*not* neoclassical, Neo-classical)

sidelights

wraparound porch

powerhouse, but power plant

jerkinhead (roof)

two words:

row house

bell tower

concrete block,

concrete-block base

main line

latticework

clarifications:

facade vs. elevation

a facade is the wall of a building, usually the front; an elevation is a drawing of a wall

interior vs. inside; exterior vs. outside

interior and exterior connote defined boundaries, while the others are nonspecific

concrete vs. cement

cement is the dry mix to which water and aggregate are added to make concrete

cinder block vs. concrete block

cinder block is made with a lightweight cinder aggregate and is widely used for interior partitions; *concrete* block is heavier, stronger and used in structural walls

storefront

the first-floor facade of a commercial structure, *not* the entire front facade

glazing, lights, panes, sash, windows, fenestration

in architectural parlance, windows can be described in general as glazing; units of windows are lights, *not* panes; lights grouped into a frame are sash; fenestration indicates a number and arrangement of window openings in a facade

L-plan vs. ell

buildings take the form of T-plans, H-plans, and L-plans for their resemblance to those letters; an "ell" is the wing or block, usually a rear add-on, that is the three-dimensional version of the wing indicated on the L-plan

molding vs. moulding

in England carved mouldings are commonplace, but in America, we use moldings

mantel vs. mantle

a *mantel* is the structural support above and the finish around a fireplace; a mantle is an outer wall or casing composed of a separate material than the core apparatus, as in ablaster furnace, **and** it is the feature on a gaslight from which the flame emits

wood vs. wooden

wood is wood; *wooden* may be hard, durable, and stiff like wood, but it is not necessarily wood (this principle also applies to oak vs. oaken, etc.)

historic vs. historical

historic is the adjective used to denote something that is old and presumably important, i.e., historic building fabric; *historical* is the adjective used when the subject relates to history, i.e., historical society

lath vs. lathe

lath is a strip of wood used as the groundwork for plaster, as applied to walls (plural, laths); *lathe* is a machine for shaping circular pieces of wood or metal

(End)

Current Photos



Photo 1 Southwest (main) Façade, camera facing northeast



Photo 2 Southeast side of porch, camera facing northwest*

*Continue for each photo of the photograph log