HISTORY Colorado
OFFICE *of* ARCHAEOLOGY *and* HISTORIC PRESERVATION

Supplemental Material to the National Register Bulletin
How to Complete the National Register Registration Form

~Revised Photo & Map Requirements~

National Register and State Register Programs
History Colorado
1200 Broadway
Denver, CO 80203
303-866-3392
https://www.historycolorado.org/nomination-forms

Nomination Submission Dates

For nomination deadlines and dates of corresponding Review Board meetings, please visit our website at: https://www.historycolorado.org/nomination-deadlines

Official nomination submissions must contain all required materials, including the nomination form, maps, and photographs. Exceptions may occur only with the advance approval of the OAHP National Register staff. Draft nominations may be submitted at any time for informal staff review.

Only complete and adequately documented nominations will be scheduled for Review Board consideration.

If you have any questions about nomination submissions, call us at 303-866-3392.

Thank you!

National Register Nomination Materials

The National Register Bulletin *How to Complete the National Register Registration Form* contains detailed directions on the preparation of the nomination materials. Colorado has some specific requirements in addition to those of the National Register. These requirements are outlined below. A few other items are highlighted to emphasize and clarify materials in the bulletin.

1. National Register Nomination Form
National Register nomination forms are available for downloading from our website at https://www.historycolorado.org/nomination-forms.

2. Grammar, Punctuation and Term Usage
OAHP National 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 9-12 for a copy of these guidelines.

2. Maps
➢ Each nomination must have a map showing the location and boundary of the nominated area.

See the instructions in the National Register Bulletin: *How to Complete the National Register Registration Form* as well as the NPS Electronic Map Policy Factsheet at https://www.nps.gov/nr/publications/bulletins/GIS_maps/GIS_Guidance_2013_05_15.pdf

OAHP National register staff can assist in determining the best option for mapping for your specific nomination.

- ➢ Sketch maps (See attached samples on following pages.)
  - ✓ Sketch maps are needed for districts and properties containing more than one site, structure, or building to show the relationship between the various resources. Show the boundaries of the nominated property. In the case of districts, show contributing resources by cross-hatching or shading so that the map is legible if reproduced in black and white.
  - ✓ Sketch maps should be to scale to the maximum extent possible.
  - ✓ Maps should contain a legend with the following information:
    - o property name
    - o date
    - o scale (or "not to scale")
    - o north arrow
    - o key to symbols used

N

Garage
Building
40' x 28'

Property
Boundary

32'

Jail
Building

14'

20'

10'

10'

Curb

N 1st W St.
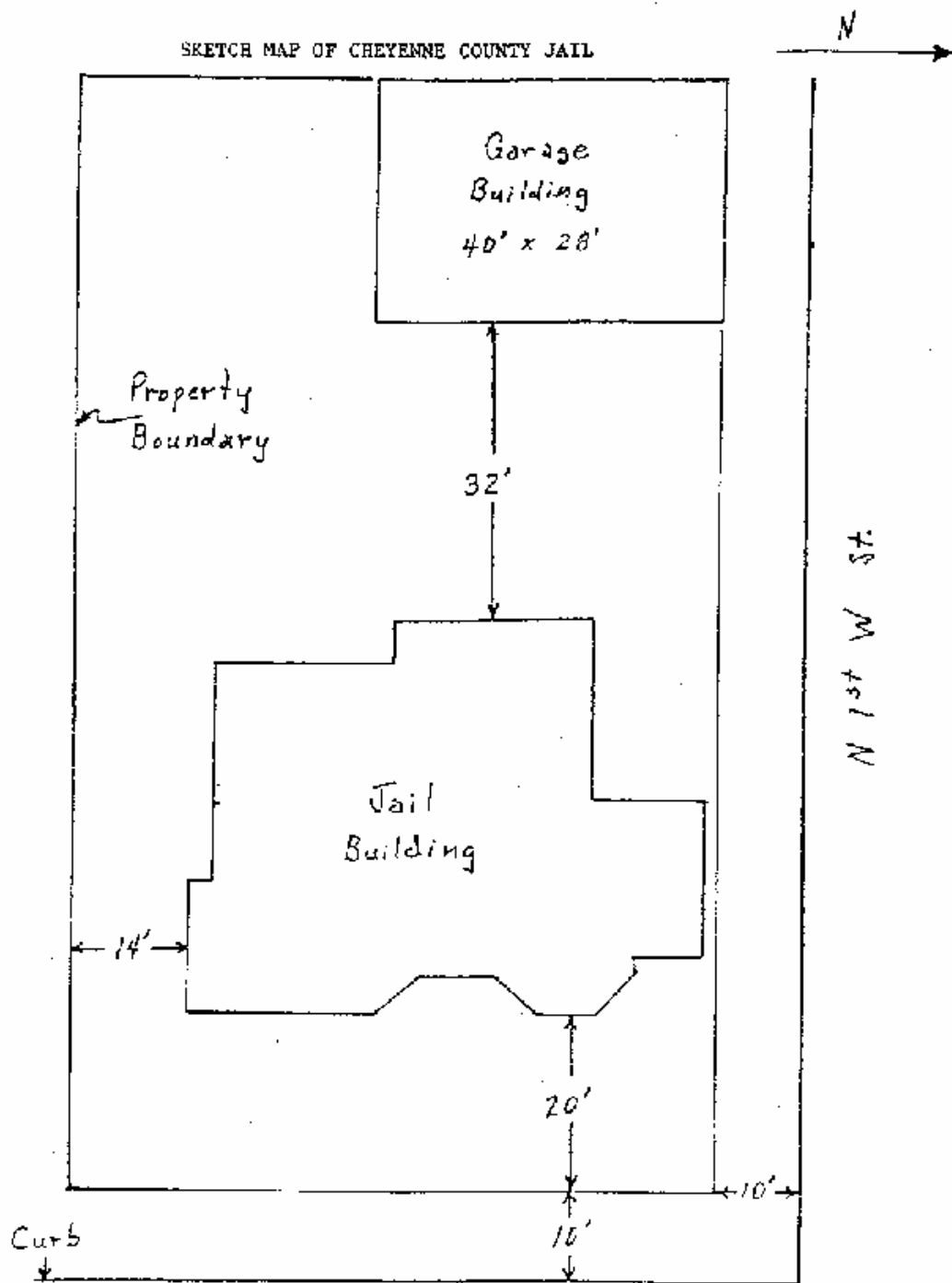
W 2nd St.

Cheyenne County Jail
Cheyenne Wells
Cheyenne County, Colo.
March, 1989

Original Hall: 1440 sq. ft.
Additions: 1320 sq. ft.
TOTAL: 2760 sq. ft.

12 Double-hung Window

KITCHEN
1916
192 SQ.FT.

DINNING AREA
1916
480 SQ.FT.

REST ROOMS
1940's
100 SQ.FT.
100 SQ.FT.

STAGE
1938
448 SQ.FT.

ORIGINAL MAIN HALL
1908
1440 SQ.FT.

10'
10'
10'
10'
28'
16'
24'
80'
20'
8'

NORTH
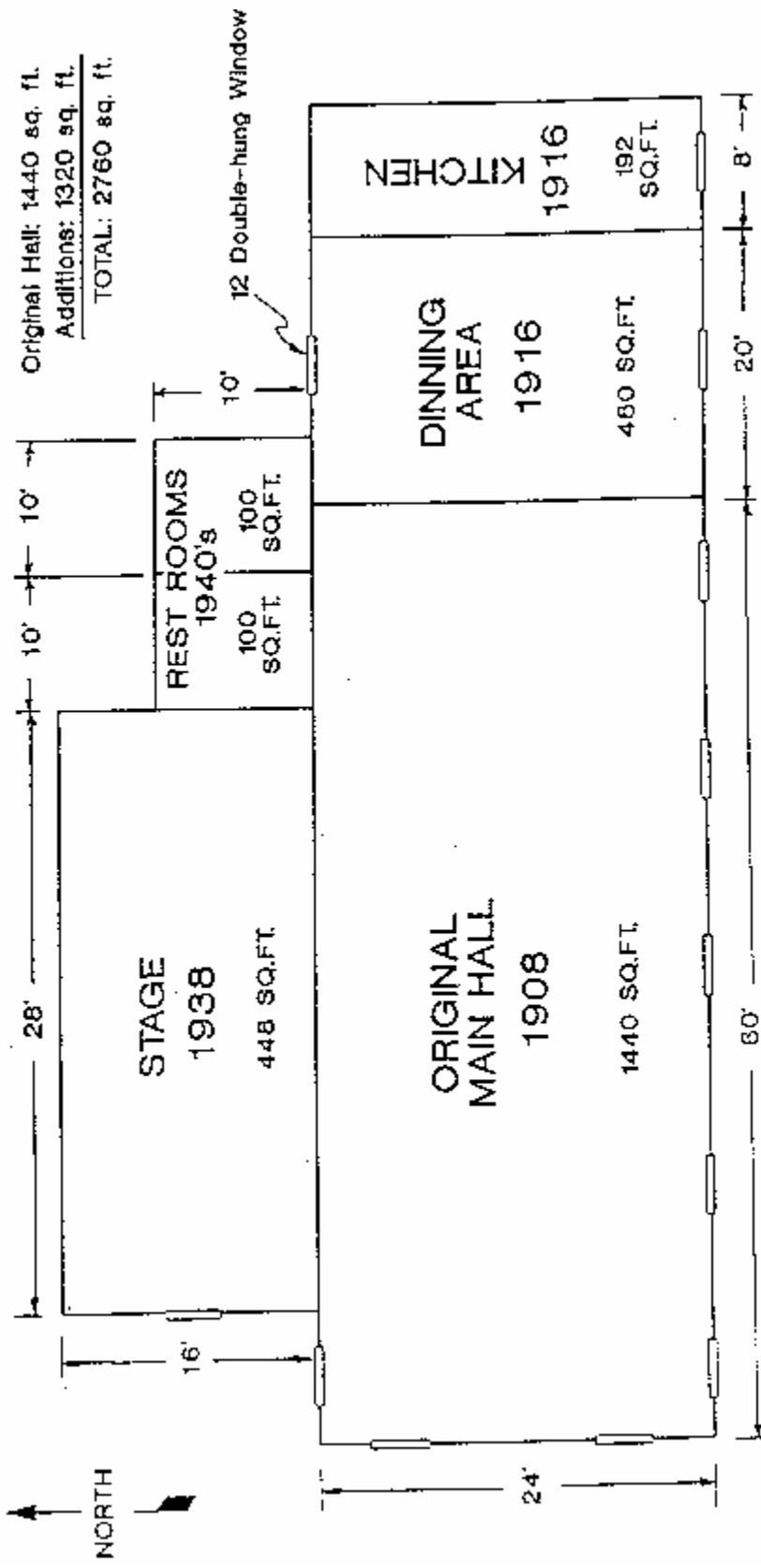
Pikes Peak Grange No.: 163
Franktown, Douglas County, Colo.
Floor Plan
June, 1990

5

3. Photographs

Current photographs of the nominated property must accompany the nomination. Photos should be clear, well-composed, and provide an accurate visual representation of the property and its significant features.

OAHP has revised its photo policy to be in keeping with National Register requirements for photographs, so that only digital images are required.

*** Prints of photos are no longer required***

Requirements for digital photos are as follows:
(see also https://www.nps.gov/nr/publications/bulletins/photopolicy/index.htm):

➢ File format of digital photos should be TIFF (JPEG converted to TIFF is acceptable)
➢ Color photographs are preferred
➢ Minimum camera resolution: 2 megapixels (1200 x 1600 pixel image)
➢ Digital images should be named using standard naming format, with photo number corresponding to photo log in the nomination:
  o State_county_property name_00#
  o Example: CO_Larimer County_Smith House_002

Additional items applying to all National Register photographs

The photographs should illustrate the <u>exterior and interior</u> qualities discussed in the nomination. They must clearly show the present condition of the nominated property. Submit as many photographs as necessary to depict the property fully. Additions, alterations, and intrusions should be illustrated.

For district nominations, photographs should include several streetscapes that give a general overall sense of the character of the nominated area. Photographs should show individually significant buildings, as well as representative building types, intrusions, and noncontributing buildings. For districts or complex properties, key photos to a sketch map with an arrow showing the camera position and direction of each shot.

Special note on date-imprinted photographs
Many cameras will 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.**

4. PDF for Review Board Draft

Additionally, for the Review Board review of the nomination prior to the Review Board meeting, please submit the 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 13 for a sample.

5. Use of Materials Submitted

Upon submission to the Office of Archaeology and Historic Preservation, all nomination forms and supporting materials 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 National Register purposes.

6. Proof of Ownership

Proof of ownership is required for all properties nominated to the National Register. This proof may be obtained from county land recordation records or tax records (county assessor's or county clerk's office). 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 government agency which issues it. The copy should be obtained no earlier than 90 days prior to the submission of the nomination. Ownership records copied and dated before this period will not qualify.

7. 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.

8. Bibliography

Bibliographies of primary as well as secondary sources should be standardized and consistent in their formatting. It is strongly suggested to use accepted bibliographical style, such as that published by Kate L. Turabian.

• For book citations
   Author. *Title*. City, State: Publisher, Date.

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

• For newspaper citations
   Individual newspaper articles are generally not cited in bibliographies.

• For magazine or journal citations
   Author. "Article Title." Magazine (Date): page range of article.

   Evans, Robert. "Pioneers of El Paso County." *Colorado Magazine* (July 1922): 14-30.

• For oral interviews
   [4]Interviewee, credentials. Interview by whomever, date, location. Location of notes or transcripts or recordings.

   [4]Doe, Jane, Geologist. Interview by John Smith, 12 February 2009, Leadville, CO. Notes in the possession of John Smith, Denver, CO.

9. Property Owner

The property owner information is used in making notifications related to Review Board meetings, listing notifications, and other contacts. Be sure that this is the property owner's mailing address. The address may differ from that used to identify the property on the front of the nomination form. In cases where the property is owned by a group or organization (e.g., Bigtown School District), please also provide the name and title of the appropriate contact person (e.g., Nancy Smith, school superintendent).

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

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, <u>except</u> 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 <u>outside</u> the inches/feet marks: The planks measured . . . 10'-6", 5'-2-1/3", and 2'-0".

<u>exception 1</u>:   10 cubic feet and 10 square feet, *not* 10 cubic'
<u>exception 2</u>:   approximate measurements do not require the -0": ie.,
                    The three commercial buildings are about 20' wide and 40' deep.

streets/   222 Packard St.
addresses: 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: **two words**:
beltcourse, stringcourse   row house
courthouse   bell tower
gristmill, sawmill   concrete block,
hoodmolds   concrete-block base
Neoclassical (*not* neoclassical, Neo-classical)   main line
sidelights
wraparound porch
powerhouse, but power plant
jerkinhead (roof)

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 a blast 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