



LOUISIANA DIVISION OF HISTORIC PRESERVATION

National Register of Historic Places Preliminary Determination of Eligibility Questionnaire Instructions

The National Register of Historic Places is the country's official list of properties deemed worthy of preservation. In Louisiana, the Division of Historic Preservation (DHP) is charged with the responsibility of nominating to the National Register those properties that meet the eligibility requirements. A property (building, structure, object, district or site) should be at least 50 years of age and retain much of its original architectural/vernacular design and materials to properly reflect its period of significance. In addition, a property must be significant for one or more of the following criteria:

- a) association with a significant event or pattern of events in local, state, or national history;
- b) association with the lives of persons significant in our past whose contributions strongly impacted local, state, or national history and can be identified and documented;
- c) 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 may lack individual distinction;
- d) archaeological potential to yield information important in prehistory or history.

Request for Nomination of Building, Structure, District or Object

This questionnaire must be submitted to the LA DHP prior to our reviewing an official nomination form. It is designed to assist our staff in determining whether a property is likely to be eligible for listing in the National Register of Historic Places.

IMPORTANT: Although you may fill out the form on your computer, your data will not be saved when you close the document. Additionally, it is not possible to submit the completed form via e-mail or an Internet link. You must print and sign the form before mailing it to our office at one of the addresses provided on the last page. We suggest you keep a copy for your records.

Note: All materials become the property of the Louisiana Division of Historic Preservation and will not be returned. Answers must be typed or printed legibly.

IMPORTANT: To list Louisiana archaeological sites on the National Register, contact the Division of Archaeology at (225) 342-8170. For all other properties, complete and return this form to the Louisiana Division of Historic Preservation.

For help or more information, contact the National Register Coordinator at 225 219-4595.

Tax Incentive Programs

If you would like to learn about Tax Incentives for historic buildings, please see our website at www.louisianahp.org.

PHOTOGRAPH ADVICE

There is no right or wrong number of photographs beyond the minimum requirements. However, the more photos available, the better the evaluator can understand your Register candidate. The following list of examples is meant to guide the applicant in choosing the subjects for additional photos.

- Surviving counters and shelving in a historic store.
- Surviving mail boxes in a historic post office.
- A historic construction method such as notching in log buildings.
- A grand interior space like a lobby, ball room, auditorium, or courtroom.
- Decorative or stylistic features found on a building's exterior or interior; if in doubt, take a picture.

The goal is not to have an individual photo of each decorative or stylistic feature. The goal is for important features to be clearly visible, whether shown individually or in a photo showing several features.

Examples of decorative features found on houses, commercial buildings, and institutional buildings are shown in the thumbnail photos below. However, decorative elements are not limited to these examples.



Round Wall



Sign



Exterior Ornament



Storefront



Ribbon Windows



Shaped Parapet



Tile Roof



Decorative Door



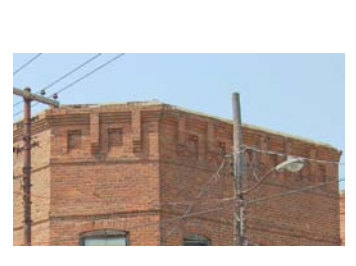
Dormer



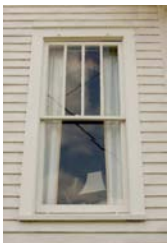
Half-Timbering



Porch Railing



Brick in Ornamental Patterns



Subdivided Window



Polygonal Bays



Mantel



Hardware



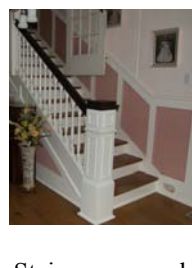
Column



Brackets



Pocket Doors



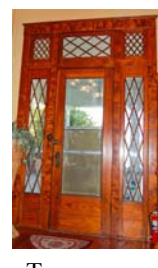
Staircase, newel post, woodwork



Wainscot



Transom with Decorative Surround



Transom and Sidelights



Fish Scale Shingles, Vergeboard

Alterations:

Examples of changes include, but are not limited to: additions to the building; replacement of doors, windows, or siding; change of roof shape; removal of chimneys, porches or decorative details; addition of porches or decorative details not original to the building; and interior remodeling.

STEP 3: DOCUMENTATION

Part 1: Reference Sources

The National Register requires that we be able to prove statements about the history and importance of the candidate. Below, explain where you obtained the information about this property.

Examples of reference sources include, but are not limited to, family papers, city or county records, newspaper articles, books, and interviews.

Part 2: Floor Plan

If your candidate is a building, please provide a floor plan on the back of this sheet. The plan can be a casual sketch and does not have to be drawn exactly to scale.

Part 3: Photographs

IMPORTANT

- WITHOUT ADEQUATE PHOTO COVERAGE, OUR STAFF CANNOT REVIEW YOUR PROPERTY.
- IF THE PHOTOS ARE OF POOR QUALITY, WE CANNOT SEE THE DETAILS NECESSARY TO COMPLETE THE EVALUATION.
- YOUR FORM WILL BE PLACED ON HOLD UNTIL THE APPROPRIATE PHOTOGRAPHS ARRIVE.

Provide high quality color prints as either:

- Hard copies of 35-mm photos (No Polaroid prints please)
- Digital photos (200-300 dpi) burned to a CD

Photos must represent the property as it looks today. Submit the following photographs:

Exterior Views:

- A minimum of four exterior views, one showing the entirety of each side.
- If available, please also provide a clear copy of a historic photograph of the building. Do not send your only copy of an original historic photo.
- Other buildings or structures on the site; examples include garages, sheds, cisterns, etc.
- The building within its setting.

Interior Views:

- A minimum of two interior views, one showing each of the two most important spaces.
- For a building with a gutted interior, submit one photograph showing as much of the interior as possible.

Additional Views:

- At times, additional photographs showing the candidate's special features will be useful. If you would like guidance on additional photographs, please see the Instructions on page 2.

STEP 4: SUBMITTING YOUR APPLICATION

Applicant: After our staff reviews your questionnaire, we will contact you to let you know if the property appears to be eligible for the National Register. Please give us an address at which you would like to be contacted. Then follow the mailing directions listed below.

Signature

Date

Print Your Name _____

Address _____

City _____ State _____ Zip _____

Daytime Phone (_____) _____ Fax (_____) _____

Email _____

After verifying that you have provided all of the necessary information, please mail your application packet to the Division of Historic Preservation at one of the addresses below:

Please do not submit any materials in a plastic folder or three ring binder.

Via U. S. Postal Service:

LA Division of Historic Preservation
National Register Staff
P.O. Box 44247
Baton Rouge LA 70804

Via Overnight Mail

LA Division of Historic Preservation
National Register Staff
1051 North Third Street, Room 406
Baton Rouge, LA 70802

(225) 342-8160 or (225) 219-4595