



<u>Table of Contents:</u>	Page
<u>Introduction</u>	3
<u>Nomination and Submission Process</u>	4
<u>Preliminary Determination of Individual Listing + Rehabilitation Tax Incentives</u>	7
<u>Filling in the Form: Individual Resources</u>	8
<u>Filling in the Form: Historic Districts</u>	18
<u>National Register Photos</u>	30
<u>Maps</u>	33
Examples of Digital Maps	34
Examples of Sketch Maps	38
Historic District Inventory Policies	
<u>New Districts</u>	42
<u>Existing Districts</u> – Boundary Increases, Decreases, and Additional Documentation	46
<u>Louisiana’s Historic Contexts</u>	47
<u>Required Materials for National Register Nominations</u>	48
<u>Guidance for National Register Nominations</u>	48

Introduction

National Register nominations are technical and complex documents that can sometimes be overwhelming at first glance. Researching and writing for the nomination takes time and focus, but the outcome is worth the work put into it.

This document was created to help anyone preparing a National Register nomination and to walk them through every step of the process. This manual includes a guide to the process from day one, guidance on how to fill in each and every blank on the nomination form, and information on what supplemental materials must be submitted with the nomination. Additionally, there are a few helpful documents at the end of the manual explaining the Louisiana Division of Historic Preservation's policies for historic districts and historic contexts that are available for your use.

We hope that this manual helps to clearly describe how to put together a successful National Register nomination. Yes, there are a lot of words and pages to this manual, but don't be overwhelmed! The National Register coordinator is only a phone call or email away and is more than happy to work with all applicants to complete their nominations.

We have provided information on how to complete the nomination form for individual resources (houses, commercial buildings, statues, monuments) and historic districts (commercial, residential, and rural historic districts). **If you are working on a project for a resource that is different than what is discussed, like a cemetery, just contact the National Register coordinator and they will be happy to provide you additional guidance on what to do.** You will be able to follow most of the guidance provided, particularly that from the historic districts section, to complete your nomination, but there may be some parts of Sections 7 and 8 that will differ for cemeteries.

National Register Coordinator:

Emily Ardoin

eardoin@crt.la.gov

225-219-4595

Nomination and Submission Process:

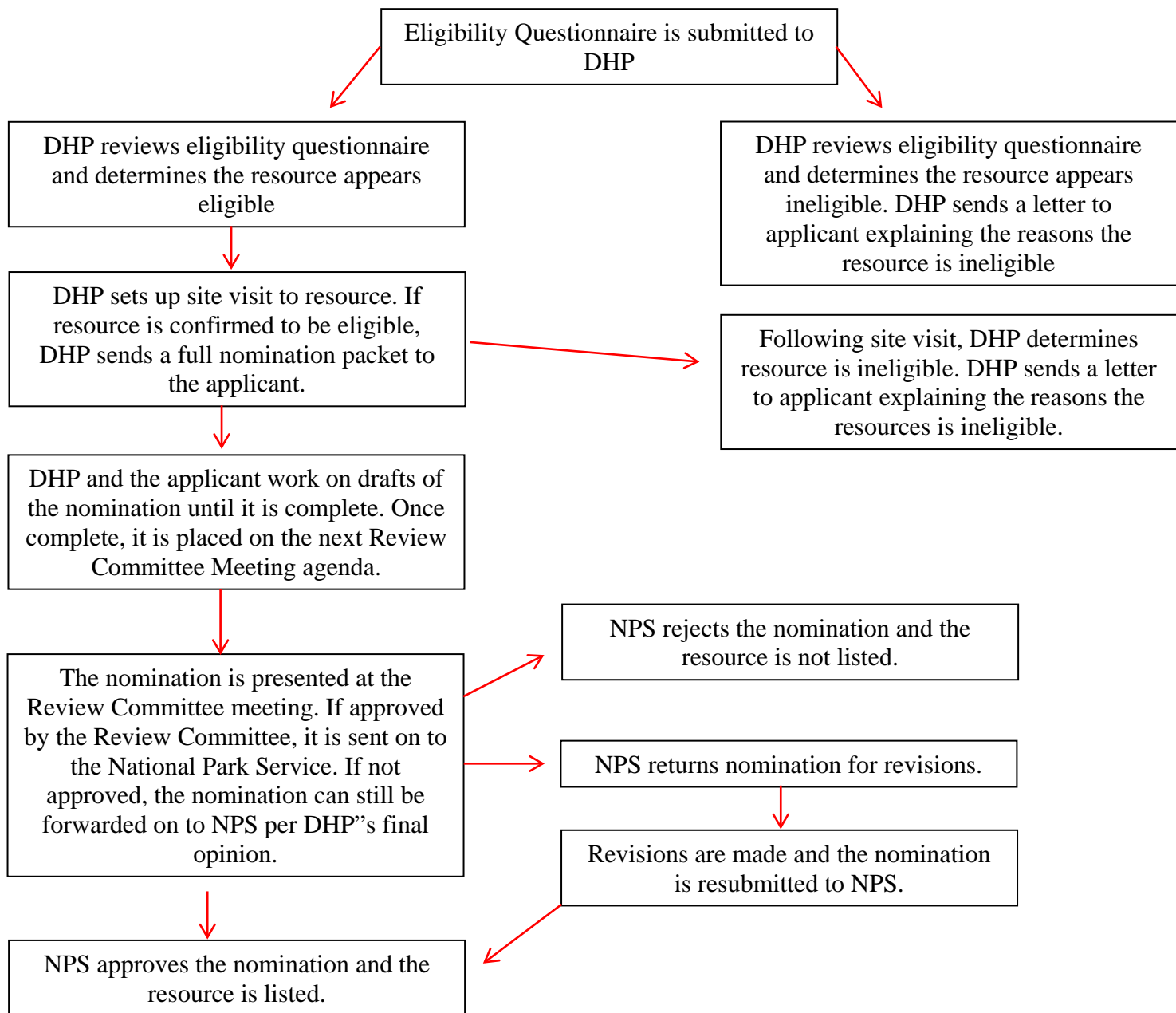
The Louisiana Division of Historic Preservation is going digital! For several years now, the National Park Service (NPS) has accepted digital photographs and just recently started accepting digital maps last year. Now, NPS is accepting digital nominations in pdf format. The Louisiana National Register program is very excited about this and will now be submitting all nominations digitally.

The National Register listing process includes the following steps:

1. Determination of Eligibility
 - a. Applicant fills out the Determination of Eligibility (DOE) Questionnaire. There are Eligibility Questionnaires for Individual Resources, Historic Districts, and Cemeteries. All three can be found [here](#) under “Determination of Eligibility.” **(Note: For any applicant applying for both National Register and Federal Rehabilitation Tax Incentives, please see information on [pg. 7](#)).**
 - b. National Register Coordinator Reviews DOE and responds to applicant.
 - c. If the resource is determined eligible, the National Register Coordinator makes a site visit. Following site visit, if the resource still appears eligible, the National Register Coordinator will send an official confirmation letter along with a nomination packet.
 - d. If the resource is determined ineligible, the National Register coordinator will notify the applicant via letter, explaining why the resource is ineligible.
 - e. If the resource has been determined ineligible by the Division of Historic Preservation, and the applicant disagrees, a nomination can still be prepared by the applicant and submitted to the National Park Service. This submission process is further described in 36 CFR 60.56(p) (National Register of Historic Places Federal Program Regulations):
“When a State Historic Preservation Officer submits a nomination form for a property that he or she does not believe meets the National Register criteria for evaluation, the State Historic Preservation Office signs a continuation sheet Form NPS 10-900a explaining his/her opinions on the eligibility of the property and certifying that:
 - (1) All procedural requirements have been met.*
 - (2) The nomination form is adequately documented.*
 - (3) The nomination form is technically and professionally correct and sufficient.*
2. Preparation of the National Register Nomination
 - a. The applicant or a consultant works with the National Register Coordinator on drafts for the National Register nomination. This usually takes at least three drafts. The National Register Coordinator will provide feedback in order to reach a final, technically correct document.
 - b. The drafts (the nomination and photos) can be submitted electronically via email or on disc (including photos and maps). This way, the National Register Coordinator can easily make changes and get them back to the applicant in a timely manner. To know what documents are required with the application, please see the “Nomination Completion Checklist” and “Submission Checklist.”
3. National Register Review Committee Meeting
 - a. Three times a year, the National Register Review Committee, consisting of professionals and lay people interested in preservation, reviews National Register nominations. The National Register Coordinator will place the completed nominations on the next upcoming meeting’s agenda and will notify all involved parties of the meeting time, date, and location.

- b. Final drafts must be received by the Division of Historic Preservation at least 45 days before the meeting date. For nominations located within the boundaries of a [Certified Local Government community](#), final drafts must be received at least 75 days before the meeting date. For upcoming meeting dates, see [here \(Nomination Packet\)](#)
 - c. The nomination preparer will be required to present a short presentation at the meeting. After each presentation, the Review Committee will discuss and vote on whether to recommend the nomination for submission to the National Park Service by the State Historic Preservation Office.
 - d. Property owners have the opportunity to comment on the proposed action either by supporting the nomination or by submitting an objection to DHP. If you wish to object, you must do so in a notarized letter that certifies both your ownership of the property and your objection to the nomination.
4. Final Edits and Submission to the National Park Service
- a. Following the Review Committee meeting, any comments from the meeting, including final edits, will be done to complete the nomination.
 - b. Within 90 days of the meeting, the National Register Coordinator will prepare the nomination for submission and send it to the National Park Service.
5. Listing in the National Register of Historic Places and Notification of Listing
- a. Within 45 days of receipt of the nomination, the National Park Service will post notice of the nomination in the Federal Register. If the property is not listed, NPS will provide feedback to the State Historic Preservation Office and will return the nomination.
 - b. The National Register Coordinator will notify the property owner(s) of the listing status. Owners will receive a letter and a certificate of listing signed by the State Historic Preservation Officer. Property owners may then opt to purchase a National Register plaque see [here](#).

Nomination and Submission Process, cntd:



Preliminary Determination of Individual Listing (PDIL) and Tax Credits:

If a project is planning on applying for both National Register listing as well as the Federal Rehabilitation Tax Incentive program, we have been advised of a specific process for these projects to follow. It is further explained below.

A Preliminary Determination of Individual Listing, or PDIL, can be used for individual nominations as well as for properties that may be in areas proposed for listing as a historic district, an expansion to an existing historic district, or as a nomination with a multiple property submission. The process is still the same and we continue to use the acronym PDIL, even if it isn't an individual listing, just for ease of understanding and communication.

The applicant may submit a Federal Tax Credit Part 1 application and with that Part 1, they will submit a fairly finalized draft of a National Register nomination. It does not have to be on the official National Register form; it can be a simple Word document. This document needs to have Sections 7 (description) and 8 (statement of significance) developed enough so that our colleagues at the National Park Service can make an educated determination of eligibility.

By submitting this National Register nomination draft with a Federal Part 1, the applicant is able to get a reading from the National Park Service at the beginning of their project as to whether the property is eligible for both listing and subsequently, the tax credit program. If the applicant went through the entire nomination process, submitted a nomination to the National Park Service, and was denied, there would be no way for the applicant to appeal that denial. By submitting this PDIL with the Part 1, the applicant is able to know if their property is eligible early on and they are given feedback about any ways to strengthen the nomination's Sections 7 and 8.

Once the Federal Part 1 and the PDIL have been sent back to the Division of Historic Preservation (DHP), the applicant is also mailed a copy of whatever correspondence is shared with DHP. If the property is determined eligible, the Part 1 will be signed and the accompanying letter will include any of the feedback mentioned above. At that point, the applicant can move forward with each program's process individually. The National Register process is described on the previous three pages - any property doing the PDIL process would pick back up at Step #2 – the final editing process with the National Register Coordinator. The tax credit application process, along with more information about the Federal Rehabilitation Tax Credit program can be found [here](#).

Filling in the Form: Individual Resources

The Form Itself

For complete instructions on how to fill out the National Register nomination form, please see Bulletin 16A (insert hyperlink). This Bulletin, written by the National Park Service, provides very detailed, specific instructions on filling out the form. Find it; bookmark it; save it; refer to it often!

All applicants will submit their nominations, photos, maps, and any other accompanying materials digitally on a CD/DVD. Do not be overwhelmed by the text on the following pages. It guides you through each and every section of the nomination. You can do it and the National Register Coordinator is just one phone call away if you get stuck!

We have provided a blank next to each section so that you can use it as a checklist as you work.

____ **Section 1:** Enter the historic name of the property. For resources with names such as The John Smith House, enter it as "Smith, John, House." Enter any other names the resource has had. If there are no other names, enter N/A. Enter the name of a multiple property listing, if applicable. If not, enter

1. Name of Property
Historic Name: _____
Other Names/Site Number: _____
Name of related multiple property listing: _____

N/A.

____ **Section 2:** Enter the street address, city, town, state, and parish (county). If the property is outside a city or town limit, check "Vicinity."

2. Location		
Street & Number: _____		
City or town: _____	State: _____	County: _____
Not for Publication: <input type="checkbox"/>	Vicinity: <input type="checkbox"/>	

Section 3: Check the level of significance (National, State, Local) and the applicable National Register Criteria (A, B, C, D). **DO NOT FILL IN ANY OTHER BLANKS IN THIS SECTION.**

3. State/Federal Agency Certification	
As the designated authority under the National Historic Preservation Act, as amended, I hereby certify that this <input checked="" type="checkbox"/> nomination <input type="checkbox"/> request for determination of eligibility meets, 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 <input checked="" type="checkbox"/> meets <input type="checkbox"/> does not meet the National Register Criteria.	
I recommend that this property be considered significant at the following level(s) of significance: <input type="checkbox"/> national <input checked="" type="checkbox"/> state <input type="checkbox"/> local	
Applicable National Register Criteria: <input type="checkbox"/> A <input type="checkbox"/> B <input checked="" type="checkbox"/> C <input type="checkbox"/> D	
Signature of certifying official/Title: Pam Breux, State Historic Preservation Officer Date _____ Louisiana Department of Culture, Recreation, and Tourism State or Federal agency/bureau or Tribal Government	
In my opinion, the property <input type="checkbox"/> meets <input type="checkbox"/> does not meet the National Register criteria.	
Signature of commenting official: _____ Date _____	
Title: _____ State or Federal agency/bureau or Tribal Government	

____ **Header Starting on Page 2:** Be sure to double click in the header and enter the name of the property to match the historic name entered in section 1 and the parish and state. Enter the parish/state as East Baton Rouge Parish, LA, for example. Include the word "Parish" in the parish name.

United States Department of the Interior NPS Form 10-900	National Park Service / National Register of Historic Places Registration Form OMB No. 1024-0018
Name of Property	County and State

____ **Section 4:** This is for the National Park Service only. DO NOT ENTER ANYTHING HERE.

4. National Park Certification

I hereby certify that the 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: _____

____ **Section 5:** Check as many boxes that apply for the ownership of the property. Check only **ONE** box for the category of the property. Enter the number of contributing and non-contributing resources.

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	Non-contributing	
		Buildings
		Sites
		Structures
		Objects
		Total

Number of contributing resources previously listed in the National Register: 259

Even if there are no non-contributing resources, enter "0" for the Total.

____ **Section 6:** Enter historic and current functions found in [Bulletin 16A](#).

6. Function or Use

Historic Functions (Enter categories from instructions.):

Current Functions (Enter categories from instructions.):

____ **Section 7:** Enter Architectural Classifications and materials from [Bulletin 16A](#).

7. Description

Architectural Classification (Enter categories from instructions.):

Materials: (enter categories from instructions.)

foundation:

walls:

roof:

other:

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.)

Summary Paragraph

Narrative Description

For the Narrative Description, the summary paragraph should be short and to the point. It should contain the following:

- Historic name of the property
- Construction date
- Architectural Style
- Location
- Brief Description of Setting
- Construction Material
- Number of Stories
- Concluding statement that despite alterations, additions, etc (if applicable), the resource remains eligible for National Register Listing.

Example of a Section 7 Summary Paragraph

The John Smith House, located at the corner of Main and North Streets on a large treed lot in downtown Smithville, was constructed in 1911 in the Craftsman Style. Surrounded by other large residences on each side, this one and a half story frame house retains many of its original elements including exposed rafter tails, multi pane windows, and full width porch supported by square columns.

Despite some alterations, including a small bathroom addition at the rear, this property retains many of its original features and remains eligible for listing in the National Register.

The narrative description will expand on the summary paragraph and thoroughly describe the exterior and interior of the resource to be nominated. If the property has been moved, this needs to be discussed at the beginning including the resource's original setting, new setting, similarities between the two settings, and how the move was accomplished (i.e. was the roof removed and the building cut in half? Was it moved as one piece on a truck? Barge?).

The architectural description is the most important component of Section 7 and should be a clear and logical description of the building's interior and exterior. The description should:

- Follow a consistent approach, such as describing a building's exterior one elevation at a time, from the foundation up and from left to right. Exterior descriptions should come first, followed by interior descriptions.
- The description should transition seamlessly throughout and be easy to follow.
- Photographs must be tied into the architectural description throughout Section 7. Make references to photos as you are describing specific parts of the resource.
- Think of the description as a virtual tour for your readers. You would want any of your readers to be able to pick out the resource from a stack of photographs based solely on your architectural description.
- Include any exterior features such as driveways, gardens, etc.
- Differentiate between historic and non-historic features. Architectural descriptions must include discussions of any changes to the resource, such as additions or alterations, and when the changes occurred.

Integrity and Mitigation of Alterations:

Following the descriptions of the exterior and interior, there needs to be a discussion of the resource's overall integrity. All seven aspects of integrity need to be discussed. Wherever a resource's integrity has been compromised, it must be stated. Any alterations to the resource need to be mitigated. Mention all important alterations and group things together to make the list of alterations appear shorter (and thus strengthen why they are not significant!). Do not worry about including things like electrical, plumbing, or HVAC changes or changes in the roof material.

Things to mention include changes in roof pitch, removal of historic materials, large changes in the floor plan, etc. You will mitigate these alterations, meaning you will tell why the alterations are not as significant as they may seem and do not prevent the resource from being listed. For example, "Although the columns on the front porch have been replaced, the new columns are exact matches of the originals as shown in a c. 1900 historic photograph." If the alteration is not mitigated that easily, you can make a statement such as, "While the porch columns have been replaced, all of the other important, original, architectural features remain that contribute to the significance of the building." Or, "While the columns have been replaced with later columns, there is no doubt that someone from the historic period would recognize the building if they visited today."

You will end the narrative description of Section 7 with a concluding statement that confirms that enough integrity remains for the property to represent whatever significance case you are making.

Section 8: Check the box for the application National Register Criteria. Check any and all boxes that apply to your resource for criteria considerations. Enter areas of significance from [Bulletin 16A](#). Enter the period of significance for the resource. See [Bulletin 16A](#) for further guidance on defining the period of significance for your resource. Enter any significant dates from the resource's history. For

example, a house constructed in 1820 would have a significant date of 1820. If a major battle happened in the front yard of the house from 1861-1862, these would also be significant dates. Enter any significant people, **ONLY** if the resource is being nominated under criterion B. Enter any cultural affiliations the resource has **ONLY** if the resource is being nominated under Criterion D. Lastly, enter the architect and/or builder if known. Enter their last name first, followed by their first name (i.e. Smith, John).

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:

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.):

Period of Significance:

Significant Dates:

Significant Person (Complete only if Criterion B is marked above):

Cultural Affiliation (only if criterion D is marked above):

Architect/Builder (last name, first name):

Period of Significance (justification):

Criteria Considerations (explanation, if necessary):

Enter a justification for the period of significance. Why did you choose those dates? Does your reasoning meet the guidelines in [Bulletin 16A](#)? Enter any explanations about any and all criteria considerations checked, if application.

Now we are getting to the meat of the nomination – **the statement of significance**! Section 8 is often considered the most important section of the nomination. It describes why a property is eligible for the National Register and provides a history by which to evaluate its significance. This section has three main parts: the summary, narrative, and conclusion.

1. The summary paragraph should include:

- The historic name of the property
- Level of significance (national, state, local)
- Applicable criterion (A, B, C, D, or a combination of these)
- Area of significance (found in [Bulletin 16A.](#))
- Reason for significance
 - o Include context for architectural nominations, i.e. “high style example of Italianate architecture within the town of Hammond.”
 - o Include period of significance

Examples:

Architectural nomination summary paragraph:

“The John Smith House is locally significant under Criterion C, in the area of architecture, as a lasting, complete collection of resources that includes several representative types of agricultural buildings, in addition to showcasing vernacular design, materials, and workmanship reflective of the folk architecture, including that of the Upland South culture, in the Florida Parishes of Louisiana. The unaltered outbuildings offer a sense of time and place, revealing the homestead’s humble beginning. With its historic integrity intact, it is a surviving testament on its original homestead to the humble beginnings of these settlers and also to the longevity of the log cabin itself. In addition, the Brumfield farmhouse, with its original design, materials, and workmanship, is noteworthy as an example of folk vernacular architecture and a settler’s rural residence built by its owner and his father according to local standards. The period of significance is 1914.”

Historical nomination summary paragraph:

“The John Smith House is locally significant under Criteria A and B, in the area of Ethnic Heritage: Black, for its role during the Civil Rights Movement in Baton Rouge and for its association with John Smith, a prominent Civil Rights leader in Baton Rouge who was known and acknowledged on a local, state, and national level. The period of significance for the house is 1958-1964 to reflect the years that the major contributions to the Baton Rouge Civil Rights Movement occurred. The house not only served as a gathering place for Civil Rights activists, but it also served as the headquarters for the Baton Rouge NAACP chapter. The house is a vital reminder of the Civil Rights Movement in Baton Rouge and listing the property on the National Register will chronicle an important chapter in history and will pay homage to the brave people who fought to make better lives a possibility.”

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.)

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

Developmental History/Additional historic context information

2. Narrative Statement of Significance

Depending on what case you are making for the resource, the narrative statement of significance will include different information. The narrative provides the historic information by which to evaluate the significance of a property and an argument as to why the property is eligible. This generally begins with a history of the resource's location. For example, if nominating a commercial property in a small town, a brief history of the town in relation to how the nominated property came to be established would be appropriate. Keep your period of significance in mind too. If the period of significance for the building is 1910-1945 and the city where your resource is located was founded in 1785, you do not need to include a lot of information concerning the town's founding. A very brief history of the city up until 1910 would suffice.

Per the National Register form, the narrative must include subsections for each area of significance you are claiming. This helps the document to stay organized and focused.

For historical nominations (criteria A and B), you will want to develop the context of the resource as fully as you can. Sometimes they are long and sometimes they are short – it just depends on the individual resource.

For properties of national significance, you will summarize the national history of the industry/event/etc (i.e. the history of the Civil Rights Movement at the National level). Next, you will give a brief review of the history of said event in the state of Louisiana. Then, you will give an overview of the history of said event in the parish and town where the resource is located. Lastly, you will discuss the development of the event at the resource being nominated. National → State → Local. There are many examples of these histories in our National Register database. Contact the National Register Coordinator for examples related to your resource.

For properties with state significance, you will do the same sort of process as above except that you will only talk about the history of the event within Louisiana and the local community. For properties with local significance, you will discuss the event within Louisiana and how it developed within the local community. The emphasis should be on why the property is important locally.

For architectural nominations (criterion C), which are most commonly listed at the state or local level of significance, after providing a brief historical background, the following paragraphs should provide an architectural background for the resource. NPS requires a discussion of the style's history, development nationally, statewide, and locally, and its general characteristics. Be sure to answer the following questions when writing an architectural nomination:

- What are the conditions that caused this architectural style to begin to appear in the area?
- Does the architectural style reflect an important trend within that context?
- What are the character defining traits of the architectural style of the building? What is important about the form and design of the building itself? This means both the exterior ornament and interior arrangement and finish.
- How are the character defining features of the style reflected in your resource? Does your resource embody the distinctive characteristics of similarly styled buildings from the time period?

After a national, statewide, and local discussion of the style's development, you will then move into discussing the actual resource. Describe the general architectural context of the area where the resource is located. How old are other buildings in the town? What kinds of styles are found? Explain how the resource fits into this context. How many examples of the resource's style are found? Are the others good or poor examples of the style? Name the best examples and describe them. How does

the resource compare to those examples? Is the resource a better example? You want to discuss why this resource in particular deserves to be listed while others do not.

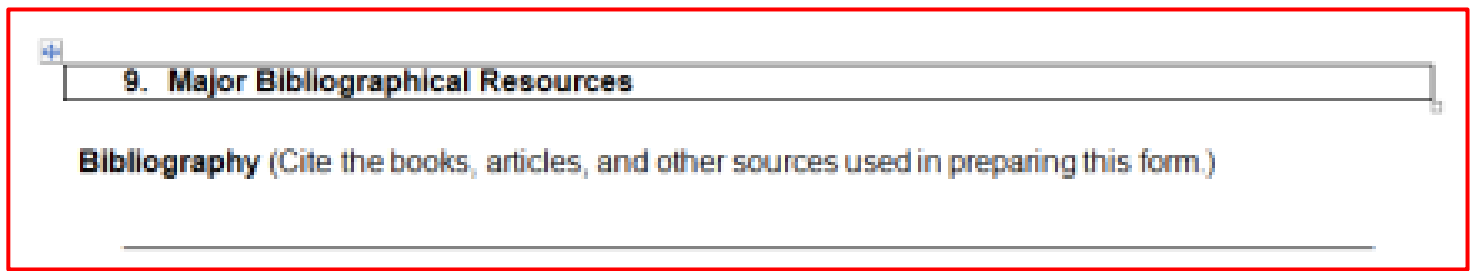
For nominations under criterion D, see [Bulletin 36](#).

3. Conclusion

End your Section 7 narrative with a conclusion summing up what you stated in your opening summary paragraph. It may sound repetitive, but you want to drive home why the resources is eligible for National Register Listing.

____ *Developmental History/Additional information:* This is where you can add any other historic information about the resource that is interesting, but doesn't necessarily strengthen its significance case.

____ **Section 9:** Enter all bibliographic resources used. It should be alphabetized and in a generally accepted format and consistent. Be sure to indent the second line of citations. An acceptable format for the bibliography includes MLA format. If you choose to use another style, please maintain consistency with each bibliography entry.



The image shows a screenshot of a form section. At the top, there is a tab-like header with a plus icon on the left and the text "9. Major Bibliographical Resources". Below this header, the word "Bibliography" is followed by the instruction "(Cite the books, articles, and other sources used in preparing this form.)". A horizontal line is drawn below the text, indicating where to enter the bibliography information.

____ *Previous Documentation on File:* Check the first line if a tax incentive application has been submitted. If any of the other blanks apply to the resource, check the line.

____ *Primary Location of Additional Data:* Check the lines for any and all primary locations of additional data. For example, if an architect's office has original drawings of your resource, enter that information onto Other: Name of Repository.

____ *Historic Resources Survey Number:* Enter N/A.

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): _____

____ **Section 10:** Enter the acreage of the property. If the acreage is less than an acre, enter "less than one acre." Enter the Latitude and Longitude in decimal degrees. Estimate to 6 decimal places. For the verbal boundary description, see [Bulletin 16A](#) for examples. Explain any boundary justifications for the resource.

10. Geographical Data

Acreage of Property:

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: |

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

Boundary Justification (Explain why the boundaries were selected.)

____ **Section 11:** Enter the information for the nomination preparer.

11. Form Prepared By

name/title:

organization:

street & number:

city or town:

state:

zip code:

e-mail:

telephone:

date:

____ **Additional Documentation:** This is where you will find info on maps, sketch maps, and photographs. You can embed maps and sketch maps into the document in this section, before the photo log. For more guidance on maps, see [here](#).

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.)

For the photo log, fill in the information listed. Then list a log of all of the photos in one of the following formats:

- Photo #1 of 25 (LA_East Baton Rouge Parish_John Smith House_0001): South façade (left) and east elevation (right), camera facing northwest.
- Photo #1 of 25: South façade (left) and east elevation (right), camera facing northwest
- LA_East Baton Rouge Parish_John Smith House_0001
South façade (left) and east elevation (right), camera facing northwest

Any of these formats is acceptable. For specific information on the photos required for a nomination,

Photo Log

Name of Property:

City or Vicinity:

County:

State:

Name of Photographer:

Date of Photographs:

1 of

see "Photo Policy," [here](#).

____ Save your nomination in the following format:

State_Parish_Resource Name.doc

LA_Orleans Parish_John Smith House.doc

Filling in the Form: Historic Districts

For complete instructions on how to fill out the National Register nomination form, please see Bulletin 16A (insert hyperlink). This Bulletin, written by the National Park Service, provides very detailed, specific instructions on filling out the form. Find it; bookmark it; save it; refer to it often! NPS also has a historic district specific bulletin, "[Historic Residential Suburbs](#)," which is very helpful for writing historic district nominations. (Link to email address to request a copy)

All applicants will submit their nominations, photos, maps, and any other accompanying materials digitally on a CD/DVD. Do not be overwhelmed by the text on the following pages. It guides you through each and every section of the nomination. You can do it and the National Register Coordinator is just one phone call away if you get stuck!

We have provided a blank next to each section that you can use it as a checklist as you work

The Form Itself

____ **Section 1:** Enter the historic name of the District. Enter any other names the resource has had. If there are no other names, enter N/A. Enter the name of a multiple property listing, if applicable. If not, enter N/A.

1. Name of Property

Historic Name:

Other Names/Site Number:

Name of related multiple property listing:

____ **Section 2:** Enter either the inclusive street address numbers for all buildings and structures OR a rough description of the boundaries. For example, "12-157 Main St, 380 Frost St, and 20-125 Oak St," "Eight blocks in downtown Huntersville centered around University Square," or, "Roughly bounded by Smithfield Lake, North and Lowell Avenues, and Interstate 73."

2. Location

Street & Number:

City or town:

Not for Publication: ☐

State:

Vicinity: ☐

County:

____ **Section 3:** Check the level of significance (National, State, Local) and the applicable National Register Criteria (A, B, C, D). **DO NOT FILL IN ANY OTHER BLANKS IN THIS SECTION.**

3. State/Federal Agency Certification

As the designated authority under the National Historic Preservation Act, as amended, I hereby certify that this ☒ nomination ☐ request for determination of eligibility meets, 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 ☒ meets ☐ does not meet the National Register Criteria.

I recommend that this property be considered significant at the following level(s) of significance:

☐ national ☒ state ☐ local

Applicable National Register Criteria: ☐ A ☐ B ☒ C ☐ D

Signature of certifying official/Title: Pam Breaux, State Historic Preservation Officer		Date
Louisiana Department of Culture, Recreation, and Tourism		
State or Federal agency/bureau or Tribal Government		

In my opinion, the property <input type="checkbox"/> meets <input type="checkbox"/> does not meet the National Register criteria.	
Signature of commenting official:	Date
Title:	
State or Federal agency/bureau or Tribal Government	

____ **Header Starting on Page 2:** Be sure to double click in the header and enter the name of the district to match the name entered in section 1 and the parish and state. Enter the parish/state as East Baton Rouge Parish, LA, for example. Include the word "Parish" in the parish name.

United States Department of the Interior NPS Form 10-900	National Park Service / National Register of Historic Places Registration Form OMB No. 1024-0018
<div style="border: 1px solid black; height: 20px; width: 100%;"></div> Name of Property	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> County and State

____ **Section 4:** This is for the National Park Service only. DO NOT ENTER ANYTHING HERE.

4. National Park Certification
I hereby certify that the property is:
<input type="checkbox"/> entered in the National Register
<input type="checkbox"/> determined eligible for the National Register
<input type="checkbox"/> determined not eligible for the National Register
<input type="checkbox"/> removed from the National Register
<input type="checkbox"/> other, explain: _____

____ **Section 5:** Check as many boxes that apply for the ownership of the properties within the district. Check only **ONE** box for the category of the property. Enter the number of contributing and non-contributing resources

5. Classification								
Ownership of Property (Check as many boxes as apply.)								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50px; height: 20px;"></td> <td>Private</td> </tr> <tr> <td style="height: 20px;"></td> <td>Public – Local</td> </tr> <tr> <td style="height: 20px;"></td> <td>Public – State</td> </tr> <tr> <td style="height: 20px;"></td> <td>Public – Federal</td> </tr> </table>		Private		Public – Local		Public – State		Public – Federal
	Private							
	Public – Local							
	Public – State							
	Public – Federal							

Category of Property (Check only one box.)

<input type="checkbox"/>	Building(s)
<input type="checkbox"/>	District
<input type="checkbox"/>	Site
<input type="checkbox"/>	Structure
<input type="checkbox"/>	object

Number of Resources within Property (Do not include previously listed resources in the count)

Contributing	Non-contributing	
		Buildings
		Sites
		Structures
		Objects
		Total

Number of contributing resources previously listed in the National Register: 259

____ **Section 6:** Enter historic and current functions found in [Bulletin 16A](#). For districts, enter the functions applying to the district as a whole, such as Domestic/Village Site or Education/College.

6. Function or Use

Historic Functions (Enter categories from instructions.):

Current Functions (Enter categories from instructions.):

Section 7: Enter Architectural Classifications and materials from [Bulletin 16A](#). List the major building materials visible in the district, placing the most predominant ones first.

7. Description

Architectural Classification (Enter categories from instructions.):

Materials: (enter categories from instructions.)

foundation:

walls:

roof:

other:

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.)

Summary Paragraph

Narrative Description

For **the Narrative Description**, the summary paragraph should be short and to the point. It should contain the following:

- Name of the district
- Construction date(s)
- Architectural Style(s)
- Location
- Brief Description of Setting
- Construction Material(s)
- Concluding statement that despite alterations, additions, etc (if applicable), the resource remains eligible for National Register Listing.

Example:

The Smithville Historic District in Smithville, Louisiana, includes six blocks of residential development on the north side of the city. Planned as a lumber town in 1905, the area developed as a middle class neighborhood, with some construction occurring into the 1930s. The area includes 122 primary buildings, all residences. The tree lined streets of Smithville include mostly Craftsman and Colonial Revival houses. Brick and wood siding are the predominant materials. Despite a few non-contributing buildings, the majority of the Smithville Historic District features original intact houses making the district eligible for the National Register. The main parts of Section 7 for a historic district will be your summary paragraph, resource count discussion, overview of the district, and a detailed inventory.

Following the summary paragraph, the first paragraph of the narrative description should give an idea about the resource count. For example, "The Smithville Historic District includes 122 contributing resources: 115 buildings and 7 contributing sites (6 historic neighborhood parks and 1 cemetery). The district has 15 non-contributing resources, all buildings. There are 10 recently construction sheds and storage buildings that are not counted, due to their impermanent nature and small scale." This paragraph also helps to give an idea about the integrity of the district as a whole by telling your reader

how many non-contributing resources there are as compared to contributing resources.

Description Statement for Districts – Overview:

Next, you will jump right into your description of the district. You will describe the development of the city that the district is in, speaking specifically to the architectural styles that developed. Describe when the majority of the buildings were constructed, the styles, the details, etc. Continue the discussion through the period of significance for the district (some may go through the 50 year cut off while others may have seen a significant end to construction at an earlier date. The overview should describe the following general characteristics of the district:

- **General character of the district:** Is it primarily commercial, residential, industrial, etc., or does it contain a mix of developments?
- **Size and form:** acreage, approximate maximum dimensions, general shape or form.
- **Location:** where is it located in relation to the community in which it is located or, if in a rural setting, where is it located in relation to nearby communities or larger cities?
- **Setting:** What is the district's environment like – is the district flanked by older residential neighborhoods, factories, highways, business districts, farmland, woods, or what?
- **Boundary Description:** Briefly describe and justify the proposed boundaries of the district being nomination. Make sure that your boundaries coincide with the boundaries marked on your submitted maps. Explain the choice of boundaries according to one or more of the following rationales:
 - Intact historic boundaries of the district from principal historic period
 - Concentration of significant historic resources (the boundaries reflect the contiguous historic resources)
 - Political or current legal boundaries
 - Natural topographic features
 - Visual barriers or changes in historic character or land use (new construction, highways, or development of a different character)
- **Topography and physical features:** what is the character of the topography throughout the district, and how do rivers, lakes, hills, or other physical features within or adjacent to the district affect its physical form?
- **Street plan and public spaces:** What is the street plan within the district, what is the character of the streets in general, are there boulevards or other special streetscapes, and are there squares or public spaces? Do the street plan and public spaces result in vistas and visual focus points within the district?
- **Street trees and plantings, pavements, and street furniture:** Do shade trees or other plantings along the street form a significant part of the district's character? Are unusual street or sidewalk paving, retaining walls, ornamental fencing, fountains, outdoor public sculpture, old horse blocks or hitching posts, street lighting, or other historic furniture present?
- **Building stock:** what is the general character of the district's building stock in terms of property types, ages, architectural styles, and building forms and scale? What are the most important landmark buildings or other features from a visual standpoint?
- **Architectural characteristics of the district:** periods, styles, and types of buildings and structures; design qualities, scale and proportion, construction materials and techniques, and workmanship. This section of the description should address the architectural character and appearance of the district as a whole or by identifiable areas of the district, as appropriate. Describe specific examples to illustrate certain points or represent a class of similar properties for each area of the district. Specific examples should include addresses and be cross-referenced to photographs.

- Archaeological potential, if known or reliably inferred: (primarily sites of previously existing buildings or structures, landscape features, activities, or undeveloped areas with little or no ground disturbance). Discuss any formal archaeological investigations performed in the area.
- Integrity: As with individual buildings, you will then discuss integrity of the district. Discuss any alterations or major changes to the district over time. Was there a point in time when many homes replaced their siding with vinyl, etc? Then mitigate these alterations, just as you would for an individual building

Description Statement for Districts – Inventory

Following your overview, you will then get into the inventory for the district. All new historic districts as well as updates done to existing districts without an inventory are **required** to include an inventory with their nomination. This is a list of the buildings, structures, sites, and objects within the district, whether or not they contribute to the district's historic character.

Prior to the actual inventory, every district nomination should include a rationale for rating resources contributing and non-contributing. Are there special circumstances for the district in question? Did this neighborhood see a change in the 1940s when the majority of the houses were raised three feet because of storm damage? Were the public parks that were part of the original design infilled with housing in the last 20 years to make those sites non-contributing?

Example:

“Non-contributing resources in the Smithville Historic District fall into one of two categories: Those built after the end of the period of significance are non-contributing. The houses at 18 and 22 North Street are non-contributing because they were built in the 1980s. Buildings within the period of significance that have lost sufficient integrity were also rated non-contributing. Alterations such as permanent enclosure of porches with wall materials; resizing of original openings; and additions that obscure primary elevations or overwhelm the main building can render a building non-contributing. Houses at 14 and 26 South Street date to 1912, but were altered with resized windows and obscured with vinyl siding that now hides the original fish scale siding. Houses with artificial siding that retain massing and window opening sizes can contribute to the district. The house at 59 Main Street is an example.” This rationale will vary for each individual district. You want to clearly explain how you decided that one resource was contributing and another was not.

Next, you will dive into your complete inventory. The easiest and most consistent way to organize an inventory is by street and address, in number order.

See “[Inventory Policies for New National Register Historic Districts](#)” on Page 42 for inventory requirements.

____ **Section 8:** Check the box for the application National Register Criteria. Check any and all boxes that apply to your district for criteria considerations. Enter areas of significance found in [Bulletin 16A](#). Enter the period of significance for the district. See [Bulletin 16A](#) for further guidance on defining the period of significance for your district. Enter any significant dates from the district's history. For example, a house constructed in 1820 would have a significant date of 1820. If a major battle happened in the front yard of the house from 1861-1862, these would also be significant dates. Enter any significant people, **ONLY** if the district is being nominated under criterion B. Enter any cultural affiliations the district has. Lastly, enter the architects and/or builders if known.

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.)

<input type="checkbox"/>	A	Property is associated with events that have made a significant contribution to the broad patterns of our history.
<input type="checkbox"/>	B	Property is associated with the lives of persons significant in our past.
<input type="checkbox"/>	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.
<input type="checkbox"/>	D	Property has yielded, or is likely to yield, information important in prehistory or history

Criteria Considerations:

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

Areas of Significance (Enter categories from instructions.):

Enter a justification for the period of significance. Why did you choose those dates? Do they meet the period of significance guidelines in [Bulletin 16A](#)? Enter any explanations about any and all criteria considerations checked, if applicable.

Period of Significance:

Significant Dates:

Significant Person (Complete only if Criterion B is marked above):

Cultural Affiliation (only if criterion D is marked above):

Architect/Builder (last name, first name):

Period of Significance (justification):

Criteria Considerations (explanation, if necessary):

Now we are getting to the meat of the nomination – **the statement of significance!** The summary paragraph should include:

- The historic name of the district
- Level of significance (national, state, local)
- Applicable criterion (A, B, C, D, or a combination of these)
- Area(s) of significance (found in [Bulletin 16A.](#))
- Reason for significance
 - o Include context for architectural nominations, i.e. “collection of Italianate style within the town of Hammond.”
 - o Include period of significance

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.)

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

Developmental History/Additional historic context information

Examples:

Architectural and Historical nomination summary paragraph:

“The Smithville Historic District is eligible for National Register listing under Criterion A in the area of Community Planning and Development and Criterion C in the area of architecture at the local level as an early 20th century Baton Rouge streetcar suburb. Smithville Historic District is an unique example of a 20th century suburb that represents the national movement of streetcar suburbs in the early 20th century and it also contains eclectic architectural styles that span the very beginning of its development up to the 1950s. The period of significant begins in 1908, when the district was planned and developed, through 1958, when the development in the Smithville Historic District ended. This is also when a major highway was constructed to the south of the district, definitively stopped all development for the district.

Architectural district nomination summary paragraph:

The Smithville Historic District is locally significant under Criterion C in the area of architecture because it is an exemplary post-World War II neighborhood. It achieves this distinction because it has a strong concentration of ranch houses that display the quintessential characteristics of the mid-20th century architectural styles, exhibits design influences that have been deemed of significant artistic value, and it has a high degree of integrity. The period of significance for the district spans from 1945 to 1962. The latter date corresponds to the fifty year cutoff and also coincides with the end of construction in the district.

Historical district nomination summary paragraph:

The Downtown Smithville Historic District is locally significant under Criterion A because it was the center of commercial activity, providing goods and services for Smithville and surrounding areas. Most notable, the districts main street, Smith Street, was the place in Baton Rouge – to shop, meet your friends for a meal, go to the movies, locate your office, etc. By the 1940s, most of the present buildings in the district were there and engaged in commerce. The period of significance for the district is 1901, when the first commercial buildings were constructed, until 1952, when the district experienced a sharp decline in commerce.

Narrative Statement of Significance:

The narrative statement of significance provides the historic information by which to evaluate the significance of a district and an argument as to why the district is eligible. It should contain a narrative account of the district's historical development that sets forth and develops historical themes/areas of significance applicable to the district and clearly and specifically defines why the district is eligible for the National Register.

This generally begins with a history of the resource's location. It should include a discussion of the district's early history and physical development that relates to that of the broader community. The discussion of events association with the important historical themes/areas of significance may take the form of separate discussions of each them or, especially in the case of smaller districts, form a single narrative that sets forth the events associated with all the relevant themes in a logically organized fashion.

It's best to begin by discussing the historic context of the city or town where the district is located. You will develop the context of the resource as fully as you can. Sometimes they are long and sometimes they are short – it just depends on the district. Similar to individual nominations, you will summarize the national, state, or local contexts for the district. Most districts are listed on a state or local level. This should give a brief overview of the history and development of the parish and town where it is located.

Information to keep in mind to include in your narrative statement of significance's beginning paragraphs, after establishing the district within its community, includes the following:

- Original owner(s) or developer(s) of the district, if applicable
- Subsequent developers of the district, if applicable
- The original use(s) of the properties in the district (give dates)
- The subsequent use(s) of the properties in the district (give dates)
- Current use(s) of the properties
- Architects, engineers, builders, contractors, landscape architects, gardeners, and/or other artisans and craftsmen associated with the design of the development, or historic resources within the district
- Date(s) of development and source(s) used to determine date
- Significant persons associated with the district; summary or brief account for their significance, dates of association with the district or a property or properties within the district, if applicable.
- Significant events or activities associated with the district if different from routine historical functions; summary or brief account of their significance; dates of these events or activities, if applicable.

The above information, when put together, will provide a written history for the district. Remember that per the National Register nomination form, you must include a discussion of each area of significance that you are trying to prove, whether that be architectural, historical, or both.

For Districts that are Architecturally significant (Criterion C): In addition to the above information, be sure to:

- discuss the development of the architectural styles found in the district
- provide an architectural background of other districts of similar age as well as the architecture of the city or community the district is found in.
- a discussion of the district's architectural styles' development nationally, statewide, and locally, and the architectural styles' general characteristics. If your district is primarily Craftsman and Colonial Revival houses, you will discuss those two styles at the national level (briefly), the

state level, and the local level. You will want to be sure to mention how many resources of each style there are and you can even specifically reference the inventory to point them out.

For Districts that are Historically significant (Criterion A or B): In addition to the information above, be sure to include:

- The development of districts like the one you are nominating within a national, state, and local context. (i.e. early 20th century American suburbs, mid-20th century suburbs, etc)
- Then discuss the specific development of the district you are nominating. Some of this information may have already been written in your history of the district discussed above.

For nominations under Criterion D, see [Bulletin 36](#).

Developmental History/Additional information: This is where you can add any other historic information about the district that is interesting, but doesn't necessarily strengthen its significance case.

Note: For good examples of recently listed historic districts, please contact the National Register coordinator.

____ **Section 9:** Enter all bibliographic resources used. It should be alphabetized and in a generally accepted format. Be sure to indent the second line of citations.

9. Major Bibliographical Resources

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

____ **Previous Documentation on File:** Check any lines that apply to the district (usually none of these apply to a district).

____ **Primary Location of Additional Data:** Check the lines for any and all primary locations of additional data. For example, if an architect's office has original drawings of resources in your district, enter that information onto "Other: Name of Repository".

____ **Historic Resources Survey Number:** Enter N/A.

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): _____

____ **Section 10:** Enter the acreage of the district. If the acreage is less than an acre, enter "less than one acre." Enter the Latitude and Longitude of the corners of the district in decimal degrees. Estimate to 6 decimal places. For the verbal boundary description, see [Bulletin 16A](#) for examples. Explain any boundary justifications for the resource.

10. Geographical Data

Acreage of Property:

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: |

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

Boundary Justification (Explain why the boundaries were selected.)

____ **Section 11:** Enter the information for the nomination preparer.

11. Form Prepared By

name/title:

organization:

street & number:

city or town:

state:

zip code:

e-mail:

telephone:

date:

Additional Documentation: This is where you will find info on maps, sketch maps, and photographs. Do not edit this section. You can embed maps and sketch maps into the document **following the photo log**. For more guidance on maps, see [page 34](#). Most nominations will include any historic photos following the photo log as Figures. Other types of figures can be maps, newspaper articles, etc.

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.)

For the photo log, fill in the information listed.

Photo Log

Name of Property:

City or Vicinity:

County:

State:

Name of Photographer:

Date of Photographs:

1 of

For the actual log, any of the following formats is acceptable. For specific information on the photos required for a nomination, see "[Photo Policy](#)," on the following page. The bolded one is the most commonly used format.

- Photo #1 of 25 (LA_East Baton Rouge Parish_Smithville Historic District_0001): South façade (left) and east elevation (right), camera facing northwest.
- **Photo #1 of 25: South façade (left) and east elevation (right), camera facing northwest**
- LA_East Baton Rouge Parish_Smithville Historic District_0001
South façade (left) and east elevation (right), camera facing northwest

____ Save your nomination in the following format:

State_Parish_District Name.doc

LA_East Baton Rouge Parish_Smithville Historic District.doc

National Register Photos

The National Register Program has gone digital! As all nominations will now be submitted on disk, you do not need to print the photos anymore.

Selecting a Digital Camera

BEST: Six megapixel or greater digital SLR camera

Acceptable: Two – five megapixel point-and-shoot digital camera

Not acceptable: Camera phones, disposable or single-use digital cameras, digital cameras with fewer than two megapixels of resolution

Taking the Picture

- Image file format (**Set the camera for highest image quality**).

BEST: Tag Image File format (TIFF) or RAW format images. This allows for the best image resolution.

Acceptable: JPEGs converted to TIFFs, *by a computer conversion process*, are acceptable; however, JPEGs must not be altered in any way prior to conversion, (other than renaming them).

Do not use the JPEG setting on the camera, if a higher quality setting is available.

RGB color digital **TIFFs** are preferred.

Digital Camera Resolution (**Set the camera to the maximum or largest pixel dimension the camera allows**).

BEST: **Six megapixels or greater (2000 x 3000 pixel image) at 300 dpi**

Acceptable: Minimum two megapixels (1200 x 1600 pixel image) at 300 dpi

Guidelines for Photographic Coverage

Photographs submitted to the National Register of Historic Places and the National Historic Landmarks Survey as official documentation should be clear, well-composed, and provide an accurate visual representation of the resource 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. Prints of historic photographs may supplement documentation and be particularly useful in illustrating changes that have occurred over time.

Buildings, structures, and objects:

Submit photographs showing the principal facades and the setting in which the property is located.

Additions, alterations, intrusions, and dependencies must appear in the photographs.

Include views of interiors, outbuildings (both contributing and non-contributing), landscaping, or unusual features if they contribute to the significance of the property.

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 (key all photographs to the sketch map for the district):

Submit photographs showing representative examples of major building types and styles, pivotal buildings and structures, and representative non-contributing resources.

Representative streetscapes and landscapes are required. Aerial views may also be useful. Views of significant topographic features and spatial elements should also be submitted.

Views of individual buildings are not necessary if streetscape views clearly illustrate the significant historical and architectural qualities of the district.

Archeological Districts:

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

Renaming the digital TIFF images

All digital image files must be renamed using a standard naming format. The TIFF file names must include:

State_Parish_Property Name (or district name)_0001.tif

(use zeros in image numbers to create 4 digit number, i.e., 0002, 0003_

Example for individual properties:

LA_East Baton Rouge Parish_John Smith House_0001.tif

Example for Historic Districts:

LA_East Baton Rouge Parish_Spanishtown Historic District_0085.tif

Example for nominations within Multiple Property Submissions:

LA_East Baton Rouge Parish_SpanishtownMPS_John Smith House_0003.tif

Burning the Images onto an Archival Disk

A CD or DVD containing all TIFF images must accompany the photos.

Reminder: JPEGs converted to TIFFs, *by a computer conversion process*, are acceptable; however, JPEGs must not be altered in any way prior to conversion, (other than renaming them). *When image is open on your computer, right click and you will see the image properties (Dimensions, dpi, etc.).*

Best: CD-R Archival Gold or DVD-R Archival Gold disk

Acceptable: CD-R, DVD-R, or any disk obtained from a commercial photo processor.

Not acceptable: CD-RW or DVD-RW (if packaging says “rewriteable” do not use).

Labeling the Disk

Best: Labels printed directly on the disk by laser printer (non-adhesive).

Acceptable: Hand-written labels using CD/DVD safe markers OR other markers (Sharpies)

Not Acceptable: Ammonia/solvent-based markers or adhesive stickers

Use of National Register Photographs

By allowing a photograph to be submitted as official documentation, photographers grant permission to the National Park Service to use the photograph for print and electronic publication, and for other purposes, including but not limited to, duplication, display, distribution, study, publicity, and audiovisual presentations.

Embedding Images

Previous policy stated that images could not be embedded within the text of the nomination. Due to advances in our scanning capabilities you can now embed images throughout the nomination in color, greyscale, or black and white for either digital submission or a paper file.

Historic photographs, views, or maps are acceptable. These items can be labeled as figures (e.g. Fig. 1, Fig 2) and *referenced by this label within the nomination text* (e.g. See Figure 1). An “Index of Figures”, if necessary (similar to a photograph log) identifying these figures, should also be included in the Additional Documentation section

Submitting the Photos to the Louisiana Division of Historic Preservation

Photos may be submitted to DHP either on a CD or DVD, jump drive, or through an online storage service such as Dropbox. Photos can be emailed, but it is likely, due to their 300 dpi size, that only 1 or 2 could be emailed at a time. If you are working with a large number of photos, DHP suggests one of the other options.

National Register Maps

As of February 7, 2012, nominations will no longer require USGS maps as part of the submittal package. The National Park Service has developed guidelines for map and coordinates submittal with nominations. Please see instructions below:

Coordinates:

You will no longer be required to submit UTM's but rather submit Longitude and Latitude in decimal degrees. You are required to carry them out six decimal places at a minimum. Also, please remember to include the negative or you will end up with a point in the wrong hemisphere!

Example: 35.494247, -97.499868

Maps:

You may utilize free mapping software available to everyone. These include "Bing," "Google Earth," and "ArcGIS Explorer." Each mapping program has its unique characteristics. For detailed instructions on creating these maps, see the guidance [here](#). If you do not have the programs or capabilities to make these maps, contact the National Register Coordinator for assistance.

Requirements for maps:

1. Must include Longitude and Latitude on map somewhere
2. Must include KML, PDF, ArcGIS (or equivalent) electronic file
3. Must include a north arrow and a scale somewhere on the map.

Per NPS guidance, please submit a zoomed out topographic map as well as a zoomed in imagery map (see the following pages for examples of both).

Sketch Maps

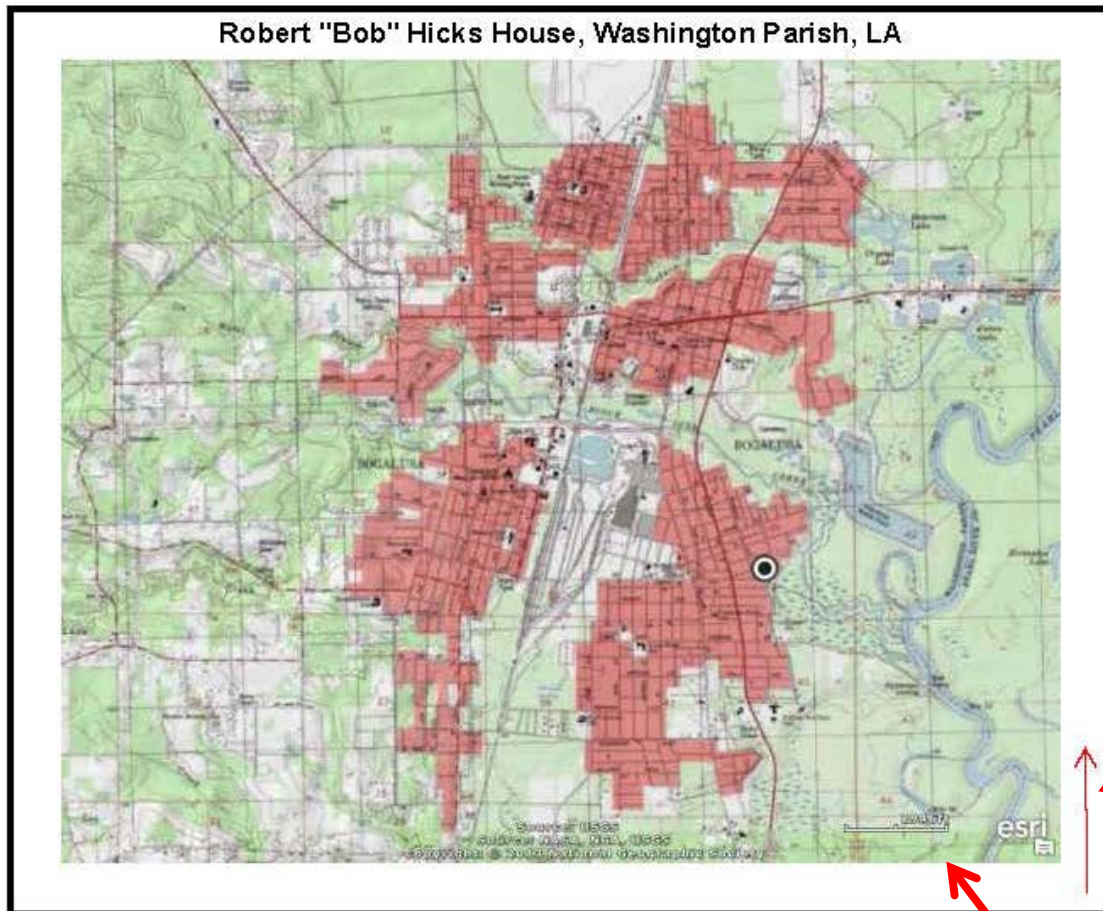
Submit at least one detailed map or sketch map for districts and for properties containing a substantial number of sites, structures, or buildings. Plat books, insurance maps, bird's eye views, district highway maps, and hand drawn maps may be used. Sketch maps do not need to be drawn to a precise scale, unless they are also used in place of a boundary description. If your sketch map is drawn to scale, it can also be used as your boundary map. Sketch maps need to have a title and a north arrow. A scale and latitude/longitude is not required for these maps. For historic district sketch maps, please include a legend that clearly defines what each item on the map is.

See the next two pages for examples of the digital maps created with ArcGIS and sketch maps for both individual resources and historic districts.

Example 1: An imagery map showing the boundaries of the nominated property. All maps must include a title, a north arrow, a scale, and latitude and longitude of the resource.



Example 2: All submittals must include a closer up imagery map like the previous one and a more zoomed out USGS topography map like the below map.

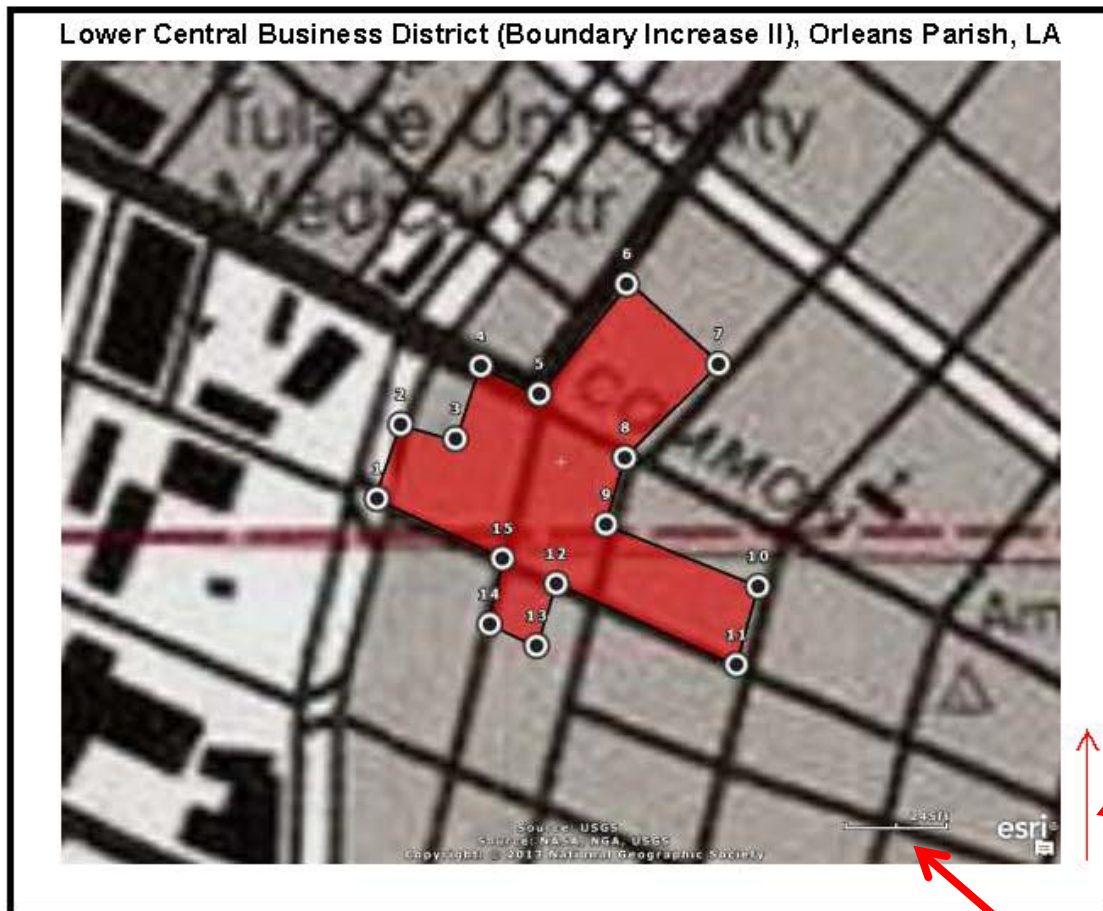


Latitude: 30.770846

Longitude: -89.846095

Note: Mill pond and mill in center of town with the sections of the city surrounding it.

Example 3: A topo map for a historic district. Note that there are 15 latitude and longitude points forming the boundaries of the district. NPS requests that we do not submit any more than 20 points. If our district would require more than 20 points, you will be asked to draw a polygon around the district and give the lat/long points of that district (see the map on the next page).



	Latitude	Longitude
1.	29.953498	-90.075152
2.	29.953983	-90.074984
3.	29.953889	-90.074560
4.	29.951365	-90.074370
5.	29.954183	-90.073929
6.	29.954899	-90.073272
7.	29.954376	-90.072580
8.	29.953765	-90.073285
9.	29.953330	-90.073428
10.	29.952925	-90.072281
11.	29.952414	-90.072444
12.	29.952943	-90.073801
13.	29.952537	-90.073950
14.	29.952678	-90.074302
15.	29.953107	-90.074208

Example 4: A district that would have had more than 20 lat/long points and thus, a polygon was drawn around the district and the points for the ends of the polygon were given.

West Monroe Historic District – Boundary Coordinates

West Monroe and Monroe, Ouachita Parish, Louisiana

National Register of Historic Places Nomination
February 2019

Boundary Coordinates (Latitude, Longitude)

1. 32.502799, -92.126208
2. 32.503359, -92.125531
3. 32.503577, -92.125197
4. 32.502000, -92.119083
5. 32.501924, -92.119019
6. 32.499807, -92.122789
7. 32.499618, -92.124142
8. 32.499881, -92.126022
9. 32.500263, -92.126321
10. 32.500699, -92.126535
11. 32.501107, -92.126706

The dashed line shows the
bounding box.

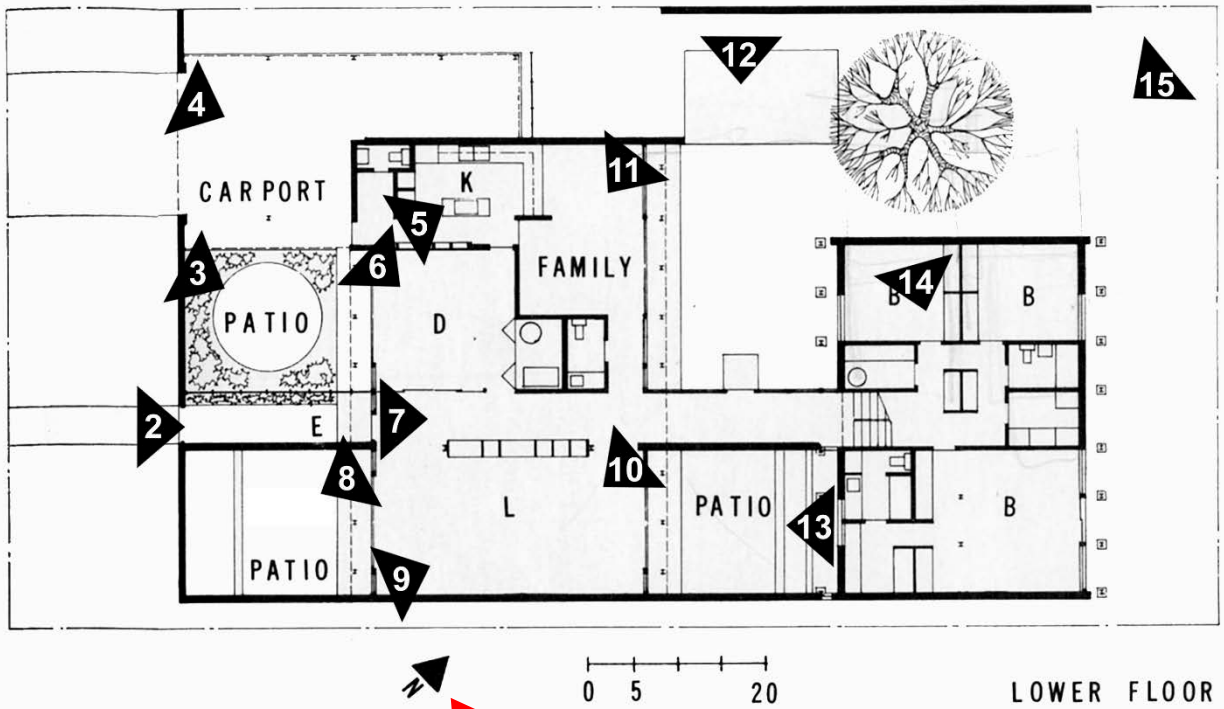
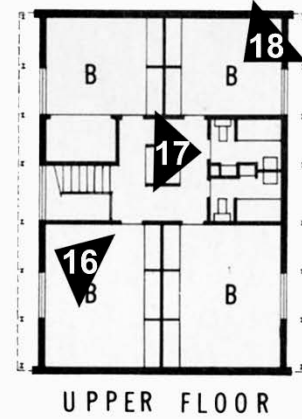
The datum is WGS84

ESRI, Here, Garmin,
INCREMENT P, USGS,
METI/NASA, EPA, USDA

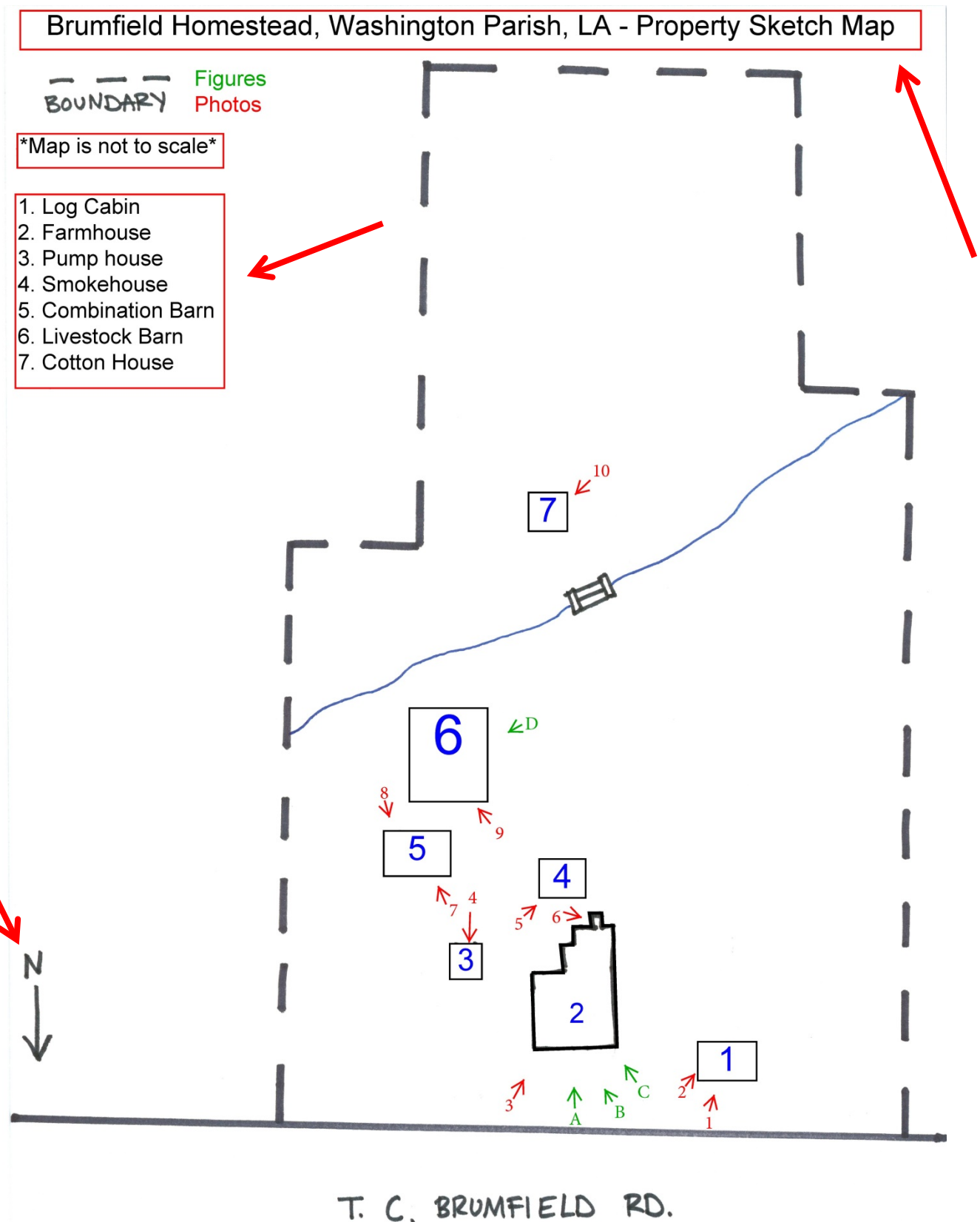


Example 5: A sketch map for an individual resource that shows the location of every photo submitted with the nomination.

Curtis House
Orleans Parish, LA

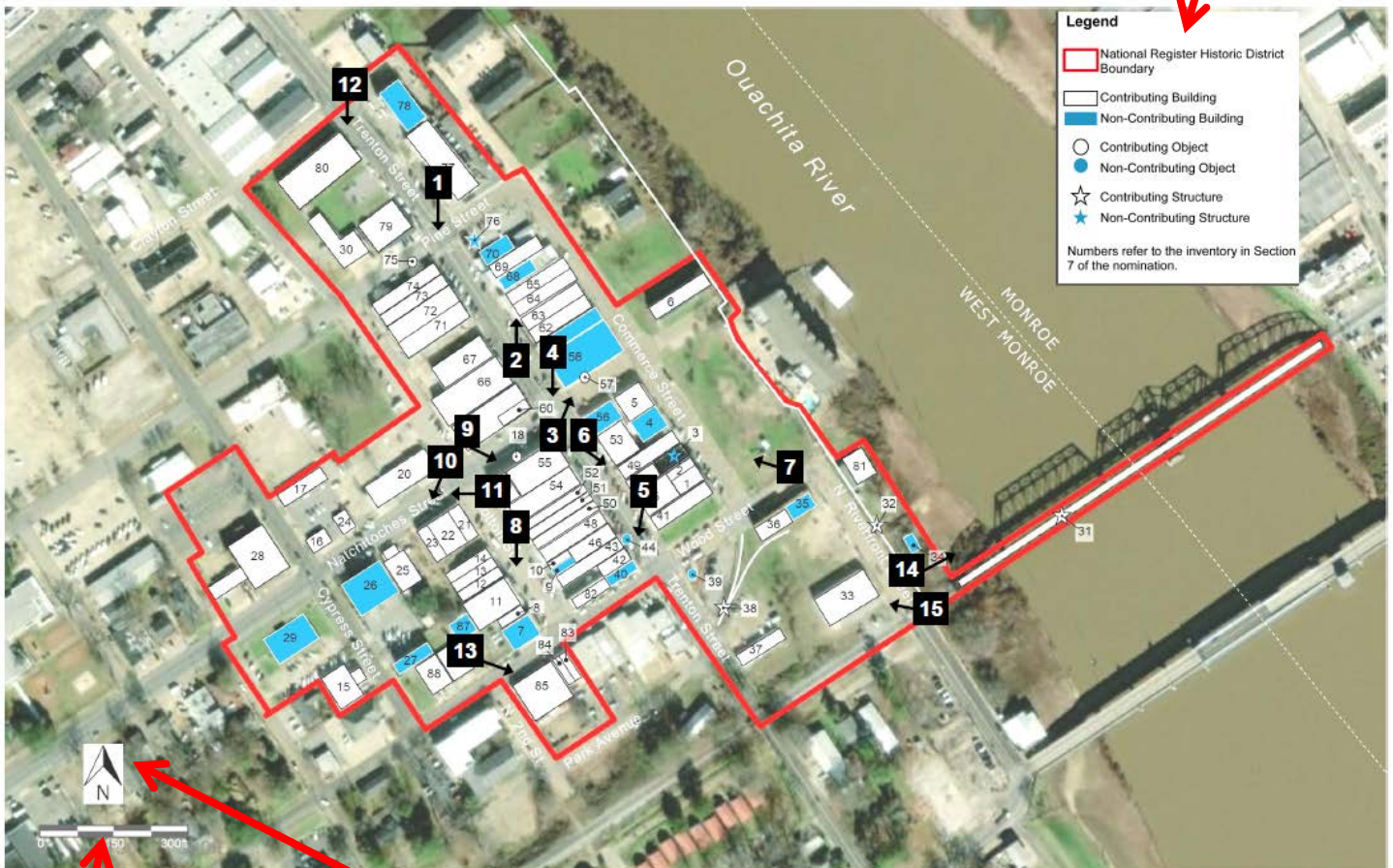


Example 6: A Sketch Map for a small historic district. This map shows the boundaries of the resource, but is not to scale. It shows the locations of all of the buildings on the property, as well as locations of the photos and historic figures submitted with the nomination. Submitted sketch maps can be hand drawn or made digitally as long as they are readable.



Example 7: A Sketch map for a larger historic district showing all contributing and non-contributing resources that includes a legend stating what every item on the map is.

West Monroe Historic District — Photo Key
West Monroe and Monroe, Ouachita Parish, Louisiana
National Register of Historic Places
February 2019



Example 8: A boundary map made using Google maps, which is an acceptable program to use (in addition to Bing maps and ArcGIS).



Google earth

feet 800
meters 200



Arcadia Colored High School, Bienville Parish, Louisiana

Coordinate	Latitude	Longitude
A	32.562139	-92.935202
B	32.562139	-92.933805
C	32.560260	-92.933822
D	32.560563	-92.935213

Inventory Policies for New National Register Historic Districts

The Louisiana Division of Historic Preservation requires a building by building inventory for any new National Register Historic District. Each resource in the historic district must have an entry in the inventory. This includes buildings, sites, structures, and objects. Not only is this beneficial to the National Register program, but the building by building inventory can also be used by other programs within the Division of Historic Preservation, including the Tax Incentives Programs and the Section 106 Review Process. By requiring this detailed inventory, the National Register nomination for each district becomes more than a document and can be used as a preservation planning tool.

Per National Register Bulletin 16A, each Section 7 – the Architectural Significance Section of the National Register Nomination form, must include the following:

1. Summary paragraph that creates a rough “sketch” of the district as a whole. Subsequent paragraphs will further describe the various aspects of the district.
2. Description of the natural and manmade elements comprising the district, including prominent topographical features and structures, buildings, sites, objects, and other kinds of development
3. Discussion of the architectural styles or periods represented and predominant characteristics, such as scale, proportions, materials, color, decoration, workmanship, and quality of design.
4. General physical relationship of buildings to each other and to the environment, including façade lines, street plans, squares, open spaces, density of development, landscaping, principal vegetation, and important natural features. Any changes to these relationships over time should be mentioned as well. Some of this information may be provided on a clear and thorough sketch map.
5. Discussion of the appearance of the district during the time when the district achieved its significance and any changes or modifications since.
6. Discussion of the general character of the district, such as residential, commercial, or industrial, and the types of buildings and structures, including outbuildings and bridges, found in the district.
7. Discussion of the general condition of the buildings, including alterations, additions, and any restoration or rehabilitation activities.
8. Discussion of the identity of buildings, groups of buildings, or other resources that do and do not contribute to the district’s significance. If resources are classified by terms other than “contributing” and “non-contributing,” clearly explain which terms denote contributing resources and which noncontributing. Provide a list of all resources that are contributing or non-contributing or identify them on the sketch map submitted with the nomination form.
9. Discussion of the most important contributing buildings, sites, structures, and objects, as well as common kinds of other contributing resources.
10. Discussion of the qualities that distinguish the district from its surroundings.
11. Discussion of the presence of any archaeological resources that may yield important information with any related paleo-environmental data.
12. Discussion of any open spaces such as parks, agricultural areas, wetlands, and forests, including vacant lots or ruins that were the site of activities important in prehistory or history.

For further information on requirements specific to industrial or rural districts, please see National Register [Bulletin 16A](#) produced by the National Park Service.

Prior to the individual inventory’s location within Section 7, the Division of Historic Preservation also requires a short discussion of what makes resources in the proposed district contributing or non-

contributing. This discussion will help any reader of the nomination understand how each resource in the district was classified as contributing or non-contributing. The following is an example for a residential district:

- Non-contributing resources fall into one of two categories: 1) those built after the end of the period of significance and 2) those built within the period of significance that have lost integrity. For those buildings constructed within the period of significance, changes to exterior materials and the removal or obscuring of stylistic details are the most significant issues affecting their contributing status. Where available, Sanborn maps and historic photos were used to determine if changes took place within or outside the period of significance. Most alterations made within the period of significance are historic in their own right and, therefore, acceptable. For those buildings with materials and stylistic elements removed or obscured outside of the period of significance, the property generally had to retain enough historic physical features and design integrity to be considered contributing. For example, buildings with vinyl siding and replaced windows were considered contributing if their massing, front porch configuration, size of window openings, and stylistic details remained intact.

Major alterations that can render a building non-contributing included: installation of artificial siding inconsistent with the original cladding; unsympathetic replacement/alteration of windows and doors; unsympathetic modification of porch columns and features; permanent enclosure of porches and garages with no discernible trace of the porch or garage remaining; additions that obscure primary elevations or overwhelm the building; modifications to the roofline at the facade; and elevation of a building outside of the period of significance. Typically, it was a combination of alterations that resulted in a determination of non-contributing. Where changes were less severe, appeared reversible, or were in keeping with the overall style and feeling, the building would be deemed contributing.

In addition to the National Park Service requirements for Section 7, particularly item #8 above, the Division of Historic Preservation requires that each individual building description **MUST** include the following information:

1. Identifying Number that corresponds to the submitted sketch map
2. Street Address
3. Construction Date (as accurate as possible using resources such as building permits, assessor records, city directories, historic maps, etc. If the actual construction date cannot be determined, a circa date can be used)
4. Historic Name of the Resource (if applicable) ²
5. Architect and/or builder, if known
6. Architectural Style of the resource
7. Contributing or Non-contributing Status
8. Photo Reference (if any of the submitted nomination photographs show the resource)
9. Architectural Description of the Resource:
 - a. Height of the resource (number of stories)
 - b. Exterior materials (foundation and walls)
 - c. Roof Type (for buildings and structures)
 - d. Fenestration pattern on main street facing elevations
 - i. Type and style of windows on street facing elevations
 - ii. Type and style of doors on street facing elevations
 - iii. Basic configuration of windows and doors on street facing elevation
 - e. Mention of distinct original features that remain

² Generally, the architect or building information as well as the historic name are more readily known for landmark resources within a district. Most inventory entries will not have a historic name or architect or building information.

- f. Description and dates of any distinguishable alterations made to the resource
- g. Brief description of any accompanying outbuildings and their classification (i.e. sheds, garages). Consult with National Register Coordinator on how to count outbuildings.
- h. If the resource is non-contributing, include brief reasoning in the description

Note: If a single address includes multiple resources (example: 2 separate but related buildings buildings, one building and one detached structure), indicate this in your inventory description and count them separately. For counting guidelines, see “Rules for Counting Resources” in [Bulletin 16A](#), page 17.

While the individual building description MUST contain the above information, the actual format that this information is presented in can vary. The information can be presented using full sentences or sentence fragments as long as the information above is all included.

The actual length of the individual entry will rely entirely on the individual building being described. The following are examples to give an idea of the various ways the information can be presented for both contributing and non-contributing resources:

Contributing Resources:

1. 1202 N. Central St 1926 (C)

Built in 1926, this single story brick Commercial Style building has a façade composed of two large display windows set above wood bulkheads. Directly above the display windows are single light transoms. The entry door is located in the center of the building, between the two display windows. The door is composed of wood with raised panels on the bottom and a single glass light above. Single light transoms top both of the display windows as well as the center entry door. The roof is a front facing gable hidden by a stepped parapet facing the street. The buff colored brick is original, representing a typical design feature of the era. A metal awning installed in 2008 covers the width of the building. (Photo 5)

6. 160 Picardy Place, 1956 (Photo 17)

At this location is a 1.5 story, frame, gable and wing plan, Minimal Traditional style dwelling with Colonial Revival details built in 1946. The dwelling has a concrete wall foundation, a normal pitch side gable roof of asphalt shingles, a brick veneer exterior, and an exterior end chimney. A recessed, partial width porch under the side gable portion of the roof is supported by two square inset wood panel columns. A twenty light fixed picture window and the main entry are also within the recessed porch. On the façade of the projecting gables and on the recessed bay are one over one double hung vinyl sash windows bracketed by louvered vinyl shutters. (C)

To the rear and northwest of the dwelling is a detached, frame, single bay garage with an exterior of clapboard siding, a front gable roof of asphalt shingles, box eaves, and a sixteen metal panel overhead track door. (C)

**122. 502 N. Skyview Lane
Style: Craftsmen Bungalow
Architect: Unknown**

Historic Name: Unknown

Built: 1923

Builder: Unknown

Classification: Contributing

Description: House is a modest example of a simple side-facing Craftsmen style bungalow. The one story home, originally clad with 2” exposure clapboard siding, is now clad with modern Hardi board siding. Windows are one over one double hung wood. Two windows flank each side of the original center entry door. A half-round three-step entrance stoop adds decoration to the simple entry. No alterations of note.

Jackson Street

18. **770 Jackson Street** **1908** **Neo-Classical Center Hall**
The Sanders House **Contributing**

2.5 story, frame, five bay wide hipped roof Neo-Classical center hall residence with a double galleried wraparound porch. The 1st floor gallery and central second story gallery are supported by Corinthian columns spanned by a turned balustrade. Doors are paired wood 1 over 1 panel with swag. Some of the doors have 1 light transoms and single light sidelights. Windows are 1 over 1 wood double hung sash with working shutters. The house has a continuous brick foundation, clapboard siding, and an asphalt shingle roof. (Photo 4)

9. **11-13 First Avenue, Royal Park** **c. 1919** **(1 contributing site)**

This property is a landscaped park that was designed and built with the surrounding neighborhood c. 1919. It features a large green with brick sidewalks crossing it in an X pattern. There are hedges planted along its edges that are likely not the original plantings, but per original plans, there were always hedges here. A plaque commemorating the Royal family, who helped develop the neighborhood and park, can be found in the southwest corner.

House No.	Street Name	Construction Date	Classification	Description
48	Adams	c. 1842	Contributing	Two story brick Federal style house; five bay center entrance; flat roof with side parapets. Original features include stone sills and lintels, door surround with pilasters, and plain entablature. Alterations include replacement door and windows and two story rear brick addition.

1. **711 Main Street:** Contributing building. Built in 1916, this two story Craftsman brick house with gable roof and exposed rafter tails has an asymmetrically placed front porch, multi pane windows, front door with half lite glass panel, and original porch posts. No alterations of note. (See Photo 81)

Inventory Policies for Updates to Existing National Register Historic Districts

National Register Historic District nominations can be updated in a variety of ways. The most common ways are through:

- Boundary increases (to increase the boundaries of the existing district)
- Boundary decreases (to remove areas of the district due to alterations or loss)
- Additional Documentation (to change the period of significance, areas of significance, etc)

Each of these actions will require a separate nomination form. For example, if I were to update a district called, “Smithville Historic District,” by increasing the boundaries and also updating the period of significance, I would submit:

1. A National Register Nomination form for “Smithville Historic District Boundary Increase I”
 - a. This form would need to be put on an upcoming National Register Review Committee agenda
2. A National Register Nomination form for “Smithville Historic District Additional Documentation” for the period of significance update
 - a. This form would NOT need to be put on a National Register Review Committee agenda and can be forwarded to the National Park Service at any time.

The Louisiana Division of Historic Preservation requires a building by building inventory for any updates done to existing National Register Historic Districts that do not previously have a building by building inventory. Additionally, when an existing district is updated, the entire district must be resurveyed to see if any of the buildings already within the district may have a change in their classification (contributing to non-contributing or vice versa).

For boundary increases to existing districts, DHP will require inventory descriptions for all resources in the boundary increase area. If the existing district does not have a building by building inventory, DHP will also require inventory descriptions for all resources within the existing district as well. These need to be separated out in the actual nomination with clear headers – one for the resources in the boundary increase area and one for the resources within the existing boundaries. The inventory for the resources within the existing district will also need its own overall resource count similar to what is found in Section 5 of the nomination form.

For boundary decreases to existing districts, DHP will require a list of resources that are being removed from the existing district. An updated resource count in Section 5 will also be required. An architectural description of these resources is not necessary if the resources being removed have been demolished. If any of the resources have been altered so that they have lost integrity, DHP will require a very short architectural description stating what the alterations are. DHP will require photos of all the resources being removed or, in the case of a large loss of buildings due to demolition, a streetscape view of the area will suffice.

For additional documentation to existing districts, DHP will require inventory descriptions for every resource within the existing boundaries that are changing classification. These will both need to be separated out in two sections – one for “Contributing Resources that are now Non-contributing,” and “Non-contributing Resources that are now Contributing.” Along with these inventory descriptions, there will need to be adequate justification supplied in Section 8 to support the additional documentation whether that be for updating the period of significance, adding areas of significance, etc.

For further information on what needs to be in Section 7 as well as the individual inventory resource descriptions, please see [“Inventory Policies for New National Register Districts”](#) on Page 42.

Louisiana's Historic Contexts

The following list of historic contexts covers a wide variety of topics, both architectural and historical. These contexts can be used by you to help develop your Section 8 statement of significance, both for individual resources as well as historic districts.

Architectural Contexts:

[The Greek Revival Style](#)

[The Beaux Arts Style](#)

[The Colonial Revival Style](#)

[The Neoclassical Style](#)

[The Queen Anne Style](#)

[Log Construction in Louisiana](#)

[The Past as Inspiration \(Louisiana Architecture: 1945-1965\)](#)

[Post-War Subdivisions and the Ranch House \(Louisiana Architecture: 1945-1965\)](#)

[The Contemporary House \(Louisiana Architecture: 1945-1965\)](#)

[Modernism Triumphant – Commercial and Institutional Buildings \(Louisiana Architecture: 1945-1965\)](#)

Historic Contexts:

[The African American Experience in Louisiana](#)

[Education in Louisiana](#)

[The Louisiana Lumber Boom, c. 1880-1925](#)

[Transportation in Louisiana](#)

Required Materials for National Register Nominations:

[National Register Nomination Form](#)

[Multiple Property Documentation Form](#)

[Multiple Property Documentation Form Continuation Sheets](#)

[Digital Submission Checklist](#)

[Ownership Verification Form](#)

[Political Representation Form](#)

[Copyright Permission Form](#)

Guidance for National Register Nominations:

[Bibliography of Helpful Resources](#)

[National Park Service Bulletins and Brochures](#)