|  |  |
| --- | --- |
|  | **NATIONAL REGISTER NOMINATION CHECKLIST**  State Form 55326 (R2 / 8-19)  INDIANA DEPARTMENT OF NATURAL RESOURCES  DIVISION OF HISTORIC PRESERVATION AND ARCHAEOLOGY |

***Please use the National Register of Historic Places nomination form available for download on the Division of Historic Preservation and Archaeology website (***[***www.in.gov/dnr/historic/3669.htm***](http://www.in.gov/dnr/historic/3669.htm)***). Please follow the instructions on the form.***

**\_\_\_\_\_Section 1**-The name should be the one that best reflects the property’s historic importance or was commonly used for the property during the historic period; enter other names or archaeological site number, if applicable; enter name of multiple property listing, if applicable.

**\_\_\_\_\_Section 2**-Enter the physical address (this may or may not be the mailing address) or rough boundaries of the property; if there is no street address, please be as specific as possible regarding the location; check not for publication or vicinity, if applicable.

**\_\_\_\_\_Section 3-**Indicate nomination or determination of eligibility; level of significance; applicable criteria.

**\_\_\_\_\_Section 4**-for NPS use only.

**\_\_\_\_\_Section 5**-Check all appropriate boxes and verify the number of resources in each category.

**\_\_\_\_\_Section 6**-Enter categories and subcategories from the National Register bulletin *How to Complete the National Register Registration Form*; enter only one item per line and do not exceed the number of lines on the form.

**\_\_\_\_\_Section 7**-Enter categories and subcategories from the National Register bulletin *How to Complete the National Register Registration Form*; enter only one item per line and do not exceed the number of lines on the form. Introductory paragraph-identify what is being nominated and summarize its appearance and integrity. Narrative-fully describe the resource(s), including alterations. For districts, include a complete inventory at the end of Section 7.

**\_\_\_\_\_Section 8**-Mark all applicable criteria and considerations. Enter areas of significance from the National Register bulletin *How to Complete the National Register Registration Form*. The period of significance should reflect the time in which the extant resource(s) achieved significance. Enter significant dates, cultural affiliation, and architect/builder, if applicable. Period of significance justification should explain why those dates were chosen. Include criteria considerations explanation, if applicable. Introductory paragraph-indicate the pertinent criteria, period of significance, areas and level of significance. Narrative-make a case for each area of significance as it relates to a context or theme. Include contextual information not specific to eligibility in the Developmental History portion of Section 8.

**\_\_\_\_\_Section 9**-Bibliography should be alphabetical, in a generally accepted format, and include all sources. Sources should be fully cited. Enter the *Indiana Historic Sites and Structures Inventory* number, if applicable (enter the survey range for districts/ex. 123-456-78001-78234; enter the 11-digit number for individual resources/ex. 123-456-25006).

**\_\_\_\_\_Section 10**-Enter the acreage of the property *(if less than one acre, please enter “Less than one acre”)*. DHPA staff will calculate UTMs. Verbal boundary description should delineate the precise area within the boundaries. Boundary justification should explain why the proposed boundary was chosen.

**\_\_\_\_\_Section 11**-Preparer information should be complete. Photo log should include all required information.

**\_\_\_\_\_Photographs**-Photographs should be 3000 x 2000 at 300 dpi; color; original capture tif or raw converted to tif; labeled according to current specifications: IN\_County\_PropertyName0001.

**\_\_\_\_\_Maps and Plans**-Include an original USGS map, a desktop-printed portion of a USGS map, or an electronic file of a portion of a USGS map. Site plans and floor plans should be submitted on standard-sized paper no larger than 11” x 17” and include the following: name and location of property or district, including county and state; north arrow; street names; property addresses *(if applicable)*; photograph numbers and direction arrows; symbol key; contributing and noncontributing status (matches key); boundary (on at least one plan). Maps too large for 11” x 17” paper can be submitted in sections on more than one sheet. Each section should be at the same scale, have match points, and include all of the above information.

Color coding can be used to convey essential information, but too much color is not helpful. Future copies of maps may be in black and white, so symbols or colors used should translate easily when printed or scanned in black and white. District maps should accurately convey the footprint and setback of buildings in the district. Site plans and floor plans are required for individual nominations.

**\_\_\_\_\_CLGs**-If the property or historic district being proposed for listing is within the boundaries of one of Indiana's Certified Local Governments (CLG), the nomination must be forwarded to the local CLG staff for review and approval by the local preservation commission. The CLG staff will then forward the nomination materials to DHPA. For a current list of Indiana's CLGs, please visit <https://www.in.gov/dnr/historic/3681.htm>. CLG staff contact and mailing address information can be obtained by contacting the DHPA CLG Coordinator.

**\_\_\_\_\_CDs**-Submit one CD containing the current photographs and photo log only, and a second CD containing the nomination (Word document), maps, plans, attachments, property owner spreadsheet (for districts with less than fifty (50) property owners), and any other information.

**\_\_\_\_\_OWNER INFORMATION**-Please include owner information below. Current legal records should be used to determine the owner(s). For districts, if there is a local organization or group (historical society, local government, neighborhood association, etc.) that is involved in the application process, please provide the **name** and **mailing address** of a contact person with that organization or group for future correspondence. Please be aware that this person or persons will receive the National Register of Historic Places and Indiana Register of Historic Sites and Structures certificates provided by the Division of Historic Preservation and Archaeology. **For districts with fewer than fifty (50) owners**, please provide a spreadsheet that includes owner names and mailing addresses (available for download on the Division of Historic Preservation and Archaeology website at [www.in.gov/dnr/historic/3669.htm](http://www.in.gov/dnr/historic/3669.htm)).

**Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Organization\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address *(number and street)*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City or town\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ZIP code\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I have enclosed the above documentation for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ proposed nomination. I understand that if I do not include all of the required documentation, my application will not be processed until it is complete.**

**Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date *(month, day, year)*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please contact DHPA staff if you have any questions regarding this checklist or the listing process.**

***Please return this form with the nomination materials to:***

**INDIANA DIVISION OF HISTORIC PRESERVATION**

**402 West Washington Street, Room W274**

**Indianapolis, Indiana 46204**