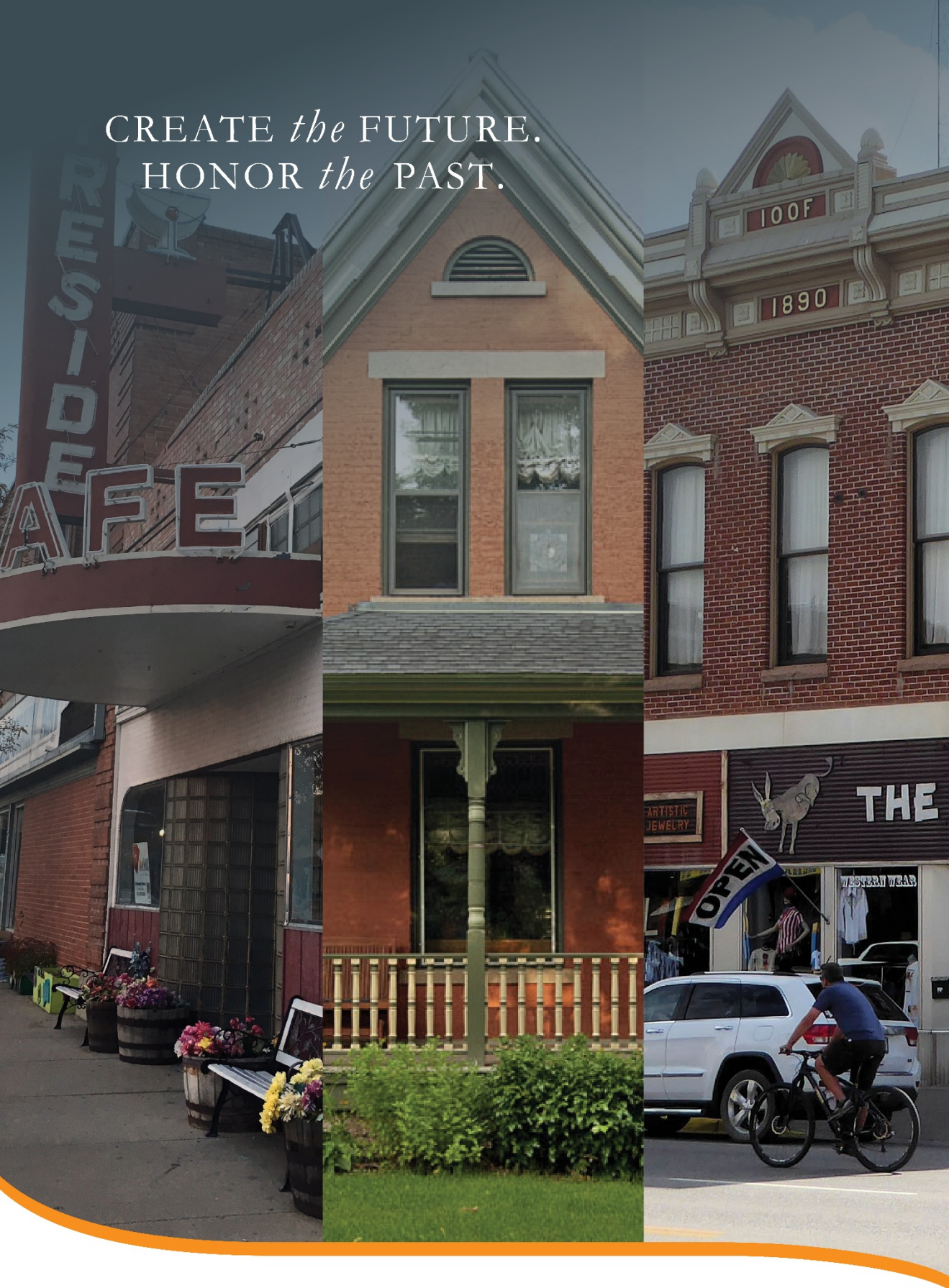


CREATE *the* FUTURE.
HONOR *the* PAST.



Guide to Nominating Historic Districts
to the National Register of Historic Places in Colorado



HISTORY *Colorado*

Contents

Introduction.....	3
What is the National Register of Historic Places?	4
Other Historic Designation Programs	4
What is a Historic District?	5
Concentration, Linkage, & Continuity of Features	5
Significance.....	5
Types	5
Why Establish a Historic District?	6
Are There Any Restrictions on Property Owners?.....	7
Key Points about the National Register Process for Property Owners.....	7
What is the District Nomination Process?.....	8
What are the Criteria for District Evaluation?.....	9
National Register Criteria.....	9
Integrity.....	9
How do I Nominate a Historic District?	11
1. Talk to the State Historic Preservation Office	11
2. Build Community Support	11
3. Establish Historical/Geographic Area of Interest.....	12
4. Talk to the State Historic Preservation Office	12
5. Research the District’s History and Survey Properties.....	12
6. Establish District Significance and Boundaries	14
7. Talk to State Historic Preservation Office	17
8. Prepare Nomination	17
10. Attend Review Board Meeting.....	20
11. Prepare Final Nomination	20
12. Final Submission to Keeper of the National Register.....	20
Special District Types.....	21
Summary	21
References.....	22
National Register Bulletins.....	22
Architectural Dictionaries	23
General Architecture Guides.....	23
Colorado-Specific Architecture Guides	24
Historical Research	25

Introduction

This guidebook is designed for those considering the nomination of an architectural and/or historic district in Colorado to the National Register of Historic Places. While the guide is not aimed at the preparation of what might traditionally be classified as an archaeological district, much of the guidance provided here will be useful in preparing such a nomination. There is a good deal of overlap in resources that could be described as architectural, historic or archaeological. The distinction is as much one of professional technique as of resource characteristics. This is particularly true in rural historic and cultural landscapes.

The guide begins with an explanation of the National Register, the benefits of listing, and the effects of listing on property owners. A multi-step process outlines the path to a successful district nomination. A separate publication, the National Register bulletin, [*How to Complete the National Register Registration Form*](#), provides step-by-step instructions for the actual completion of the nomination documentation. Other publications and information sources of use in preparing a district nomination may be found in the *References* section at the end of the guide.



What is the National Register of Historic Places?

The National Register of Historic Places is the Nation's official list of cultural resources worthy of preservation. Authorized under the National Historic Preservation Act of 1966, the National Register is part of a national program to coordinate and support public and private efforts to identify, evaluate, and protect our historic and archeological resources. Properties listed in the Register include districts, sites, buildings, structures, and objects that are significant in American history, architecture, archeology, engineering, and culture. The National Register is administered at the federal level by the National Park Service, which is part of the U.S. Department of the Interior. In Colorado, the program is administered by History Colorado's [State Historic Preservation Office](#) (SHPO).

Included among the listings that make up the National Register are:

- All historic areas in the National Park System;
- Over 2,300 National Historic Landmarks, which have been designated by the Secretary of the Interior because of their importance to all Americans; and
- Properties across the country significant to the nation, to a state, or to a community that have been nominated by governments, organizations, and individuals.

In Colorado, the National Register includes over 1,600 listings and of these, nearly 300 are historic districts. All National Register districts are automatically listed in the State Register of Historic Properties.

National Register properties are distinguished by having been documented and evaluated according to uniform standards. These criteria recognize the accomplishments of all peoples who have contributed to the history and heritage of the United States and are designed to help state and local governments, Federal agencies, and others identify important historic and archeological properties worthy of preservation and of consideration in planning and development decisions.

Listing in the National Register contributes to preserving historic properties in a number of ways:

- Recognition that a property is of significance to the Nation, the State, or the community.
- Consideration in the planning for Federal or federally assisted projects.
- Eligibility for Federal tax benefits.
- Qualification for Federal assistance for historic preservation, when funds are available.

Other Historic Designation Programs

The National Register of Historic Places is only one form of historic designation. The [Colorado State Register of Historic Properties](#) may be used anywhere in the state. Because the State Register requires every property owner within a proposed district to consent to the district nomination, the program is seldom used to establish multiple-owner districts.

Many Colorado municipalities and counties have established local landmarking programs. Contact your local government historic preservation or planning department to learn more about local designation options.

What is a Historic District?

A historic district possesses a significant concentration, linkage, or continuity of sites, buildings, structures, or objects united historically or aesthetically by plan or physical development.

Concentration, Linkage, & Continuity of Features

A district derives its importance from being a unified entity, even though it is often composed of a wide variety of resources. The identity of a district results from the interrelationship of its resources, which convey a visual sense of the overall historic environment or form an arrangement of historically or functionally related properties. For example, a district can reflect one principal activity, such as a mill or a ranch, or it can encompass several interrelated activities, such as an area that includes industrial, residential, or commercial buildings, sites, structures, or objects.

Significance

A district must be significant, as well as being an identifiable entity. It must be important for historical, architectural, archeological, engineering, or cultural values. Districts are often significant for more than one reason. For example, a business district may be significant for its commercial history as well as its architecture.

Types of Features

A district can comprise both features that lack individual distinction and individually distinctive features that serve as focal points. It may even be considered eligible if all of the components lack individual distinction, provided that the grouping achieves significance as a whole within its historic context. In either case, the majority of the components that add to the district's historic character, even if they are individually undistinguished, must possess integrity, as must the district as a whole.

A district can contain buildings, structures, sites, objects, or open spaces that do not contribute to the significance of the district. The number of noncontributing properties a district can contain yet still convey its sense of time and place and historical development depends on how these properties affect the district's integrity.

The most numerous types of National Register historic districts are those for residential and commercial properties. A good way to learn about what constitutes a National Register historic district is to read one or more district nominations. Recently listed districts provide the best examples of current standards for a complete and well-documented nomination. Copies of National Register district nominations may be obtained from the [National Register staff](#).

See the section on *Special District Types* for information on other National Register district types.

Why Establish a Historic District?

Listing in the National Register honors a historic place by recognizing its importance to its community, State or the Nation. In addition to honorific recognition, listing in the National Register results in the following for historic districts:

Consideration in planning for Federal, federally licensed, and federally assisted projects

Section 106 of the National Historic Preservation Act of 1966 requires that Federal agencies allow the State Historic Preservation Office an opportunity to comment on all projects affecting historic properties either listed in or determined eligible for listing in the National Register. The Advisory Council on Historic Preservation oversees this process at the federal level and ensures the consideration of historic properties in the Federal planning process.

Eligibility for certain Federal tax provisions

Owners of properties listed in the National Register may be eligible for a 20% investment tax credit for the certified rehabilitation of income-producing certified historic structures such as commercial, industrial, or rental residential buildings. Federal tax deductions are also available for charitable contributions for conservation purposes of partial interests in historically important land areas or structures. For information, contact History Colorado's [Preservation Incentives Programs](#) at 303-866-2825.

Eligibility for certain State tax provisions

Commercial and residential properties listed in the National Register may be eligible to use the State income tax credit for historic preservation. For information, contact the History Colorado's [Preservation Incentives Programs](#) at 303-866-2825.

Eligibility to apply for State Historical Fund grants

For information, contact the [State Historical Fund](#) at 303-866-2825.

Qualification for Federal grants for historic preservation, when funds are available

For information, visit the National Park Service [website](#).



Are There Any Restrictions on Property Owners?

Under Federal law, owners of private property listed in the National Register are free to maintain, manage, or dispose of their property as they choose provided that there is no Federal involvement. Owners have no obligation to open their properties to the public, to restore them or even to maintain them, if they choose not to do so.

To find out about local historic preservation laws that may apply to your historic property, contact your municipal or county government. For Colorado preservation laws, contact History Colorado's [Cultural Resource Support Services](#) at 303-866-3392.

Key Points about the National Register Process for Property Owners

- To ensure public participation in the nomination process, property owners and local officials are notified of proposed nominations to the National Register and provided the opportunity to comment. In addition, once a nomination is submitted to the National Park Service another public comment period is published in the *Federal Register*.
- Private property owners may object to the proposed nomination of their property to the National Register. If a majority of private property owners objects to a nomination, then the property cannot be listed in the National Register.
- Federal agencies whose projects affect a listed property must give the State Historic Preservation Office an opportunity to comment on the project and its effects on the property.

What is the District Nomination Process?

Anyone may prepare a nomination to the National Register; generally, nomination forms are documented by property owners, local governments or citizens. Nominations are submitted to the [Colorado Historic Preservation Review Board](#), composed of professionals in the fields of American history, architectural history, architecture, prehistoric and historic archeology, and other related disciplines. The review board makes a recommendation to the SHPO either to approve the nomination if, in the board's opinion, it meets the National Register criteria, or to disapprove the nomination if it does not.

During the time the proposed nomination is reviewed by the SHPO, property owners and local officials are notified of the intent to nominate and public comment is solicited. Owners of private property are given an opportunity to concur in or object to the nomination. If the majority of private property owners for a district with multiple owners, objects to the nomination, the historic property cannot be listed in the National Register. In that case, the SHPO may forward the nomination to the National Park Service only for a determination of eligibility. If the historic property is listed or determined eligible for listing, then the State Historic Preservation Office must be afforded the opportunity to comment on any Federal project that may affect it.

The SHPO forwards nominations to the National Park Service to be considered for registration if a majority of private property owners has not objected to listing. During the National Register's evaluation of nomination documentation, another opportunity for public comment is provided by the publication of pending nominations in the Federal Register.

For more details, see *How Do I Nominate a Historic District?*

What are the Criteria for District Evaluation?

The National Register's standards for evaluating the significance of properties were developed to recognize the accomplishments of all peoples who have made a significant contribution to our country's history and heritage. The criteria are designed to guide State and local governments, Federal agencies, and others in evaluating potential entries in the National Register.

National Register Criteria

Districts may be eligible for the National Register if:

- A. They are associated with events that have made a significant contribution to the broad patterns of our history; or
- B. They are associated with the lives of persons significant in our past; or
- C. They embody the distinctive characteristics of a type, period, or method of construction, or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; or
- D. They have yielded or may be likely to yield, information important in prehistory or history.

Ordinarily cemeteries, birthplaces, graves of historical figures, properties owned by religious institutions or used for religious purposes, structures that have been moved from their original locations, reconstructed historic buildings, properties primarily commemorative in nature, and properties that have achieved significance within the past 50 years are not eligible for the National Register. There are exceptions to these restrictions. Contact SHPO for more information.

Integrity

To be listed in the National Register of Historic Places, a district must not only be shown to be significant under the National Register criteria, it also must have integrity. Integrity is the ability of a property or district to convey its significance. The evaluation of integrity is sometimes a subjective judgment, but it must always be grounded in an understanding of a property's physical features and how they relate to its significance.

Historic districts either retain integrity (this is, convey their significance) or they do not. Within the concept of integrity, the National Register criteria recognizes seven aspects or qualities that, in various combinations, define integrity.

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

Location: Location is the place where the historic property was constructed or the place where the historic event occurred.

Setting: Setting is the physical environment of a historic property.

Design: Design is the combination of elements that create the form, plan, space, structure, and style of a property.

Materials: Materials are the physical elements that were combined or deposited during a particular period of time and in a particular pattern or configuration to form a historic property.

Workmanship: Workmanship is the physical evidence of the crafts of a particular culture or people during any given period in history or prehistory.

Feeling: Feeling is a property's expression of the aesthetic or historic sense of a particular period of time.

Association: Association is the direct link between an important historic event or person and a historic property.

The [National Register staff](#) will assist in assessing both significance and integrity for the proposed district. They will also provide recommendations on ways to best present a district's significance and integrity in a nomination.

Additional information may be found in the National Register bulletin, [*How to Apply the National Register Criteria for Evaluation*](#).

How do I Nominate a Historic District?

1. Talk to the State Historic Preservation Office

The [National Register staff](#) in the State Historic Preservation Office (SHPO) can provide you with information and advice related to preparing a district nomination. They can direct you to sources of information about the geographic area of interest, provide guidance on doing historical research and architectural field survey, and they can supply the nomination forms and sample nominations for guidance.

Not every area will be eligible for National Register listing. The staff can provide assistance in evaluating the eligibility of the potential district.

Most importantly, the staff can help you consider the value of nominating a historic district in relation to the community's long-term desires and goals. In some cases, establishing a National Register district may assist in reaching those goals. In other cases, nominating a National Register district may divert community efforts away from activities more likely to meet some pressing preservation need or block an immediate threat.

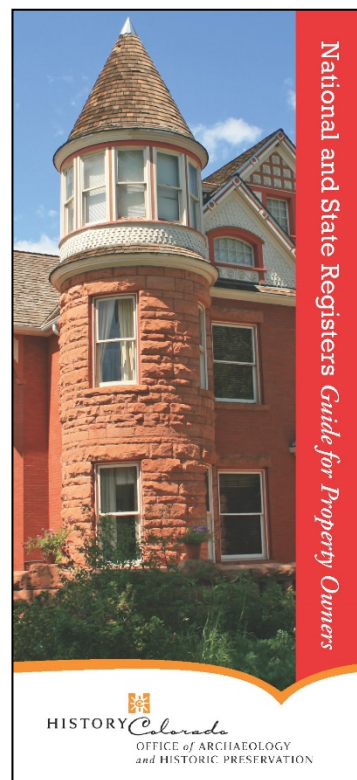
2. Build Community Support

One of the most important steps to a successful district nomination is to involve the community in the effort. Community members must be informed and involved at the earliest possible time when any efforts are being considered toward nominating a historic district. Nothing is more likely to build community opposition than individuals hearing about the efforts as rumor and gossip.

A public meeting is often a good way to initiate discussion of the community's interest in considering the establishment of a historic district. Be prepared to discuss the benefits and restrictions of a National Register historic district. Consider how National Register designation might further community goals. If a local landmarking program exists, evaluate local historic designation as an alternative.

SHPO can supply a handout to be used at public meetings that provides basic information about the National Register, benefits of listing, rights of property owners, the nomination criteria, and the nomination process. SHPO staff may also be available to attend public meetings to answer questions and provide additional information.

In addition to building support, a public meeting is a good place to solicit help. Developing a district nomination will be easier for a team of interested volunteers than for a single individual. Even if others are not willing or able to volunteer assistance, they may have information or historic photographs that could be useful in developing the history of the community.



3. Establish Historical/Geographic Area of Interest

A district must be a definable geographic area that can be distinguished from surrounding properties by changes such as density, scale, type, age, style of sites, buildings, structures, and objects, or by documented differences in patterns of historic development or associations. It is seldom defined, however, by the limits of current parcels of ownership, management, or planning boundaries. The boundaries must be based upon a shared relationship among the properties constituting the district. A district is usually a single geographic area of contiguous historic properties.

4. Talk to the State Historic Preservation Office

Once community support is established and a preliminary geographic area for possible nomination is identified, it is time to visit again with the SHPO [National Register staff](#). They can help you refine the plan for doing the historical research and architectural survey that will come next.

This is also the time to consider bringing in professional assistance. Numerous professional contractors specialize in developing National Register district nominations. They can undertake the historical research, perform the architectural survey, and prepare the actual nomination materials. The cost of hiring a consultant may actually be small when compared to the value of the time volunteers will need to devote to the project. There is still a role for volunteers even when a consultant is brought onboard. Volunteers may perform a variety of functions that will assist the project and reduce the cost.

The preparation of a National Register nomination is a project eligible for funding from the [State Historical Fund](#) or the [Certified Local Government Grant Program](#).

5. Research the District's History and Survey Properties

Researching a historic property or district for National Register nomination differs from researching a property for other purposes. Information collected must be directed at determining the property's historical significance. When evaluating a property against National Register criteria, significance is defined as the importance of a property to the history, architecture, archeology, engineering, or culture of a community, a State, or the nation.

Every National Register nomination must place a property or district in its historic context to support the district's significance. Historic context means information about the period, the place, and the events that created, influenced, or formed the backdrop to the historic resources. The discussion of historic context should describe the history of the community where the district is located as it relates to the history of the district.

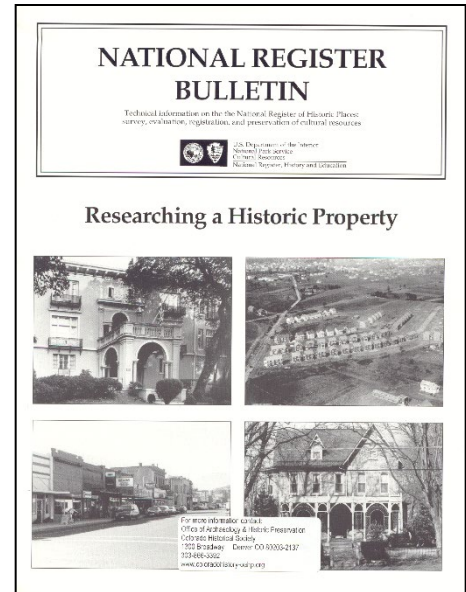
You may have little or no experience in historical research. Luckily, there are many people and numerous guides to help you through the process. Become friends with the local librarian, members of the historical society, and staff in the city or town clerk's office. Tell them what you are working on. They will be an important source of information and they will point to other individuals and sources of information to further your efforts.

Two publications of particular value to those conducting historical research are the National Register bulletin, [*Researching a Historic Property*](#), and the SHPO publication, [*Researching the History of Your House*](#). A number of other useful guides to historical research are listed in the Reference Materials section at the end of this guide.

Historical research is actually part of a larger undertaking called Historical & Architectural Survey. Historical research is just one step in a process that includes the examination of properties in the field. Historical & Architectural Survey may be conducted using a variety of methodologies based on the extent of information to be obtained and the comprehensiveness of the properties to be examined in a given geographic area. Historical & Architectural Survey is presented in detail in the [*Colorado Cultural Resource Survey Manual*](#).

One of the most challenging tasks of research is knowing when you have gathered enough material. You are ready to complete the National Register nomination form when the following questions can be answered:

- How many buildings, structures, and other resources make up the district?
- When were the individual properties constructed and when did they attain their current forms?
- What are the district's historic characteristics?
- What changes have been made over time and when? How have these affected the district's historic integrity?
- What is the current condition of the properties, including the exterior, landscaping, and general setting?
- How were the properties in the district used during the period of significance and how are the properties used today?
- Who occupied or used the properties historically? Did they individually make any important contributions to history? Who are the current owners?
- Was the district or any of its properties associated with important events, activities, or persons?
- Which National Register criteria apply to the district? In what areas of history is the district significant?
- How does the district relate to the history of the community where it is located?
- How does the district illustrate any themes or trends important to the history of its community, State, or nation?
- How large is the district and what are its boundaries?



6. Establish District Significance and Boundaries

With the historical research finished and the field survey complete, it is now time to establish the district's significance and delineate the district's boundaries. The historical research may have revealed some previously unknown areas of significance. The field survey may have demonstrated that most of the properties have retained their physical integrity related to their significance, or the survey may have identified areas within the potential district where the individual properties have lost their historical integrity. This may necessitate an adjustment to the preliminary boundaries.

At this point, it is best to prepare a short summary of the district's significance in relation to the National Register criteria. A preliminary boundary description and justification should also be drafted. Discuss these with the SHPO [National Register staff](#) (Step 7) before beginning to prepare the full nomination (Step 8)

GUIDELINES FOR EVALUATING AND STATING SIGNIFICANCE

All Properties

- What events took place on the significant dates indicated on the form, and in what ways are they important to the property?
- In what ways does the property physically reflect its period of significance, and in what ways does it reflect changes after the period of significance?
- What is the period of significance based on? Be specific and refer to existing resources or features within the property or important events in the property's history.

Architectural and Historic Districts

- What are the physical features and characteristics that distinguish the district, including architectural styles, building materials, building types, street patterns, topography, functions and land uses, and spatial organization?
- What are the origins and key events in the historical development of the district? Are any architects, builders, designers, or planners important to the district's development?
- Does the district convey a sense of historic and architectural cohesiveness through its design, setting, materials, workmanship, or association?
- How do the architectural styles or elements within the district contribute to the feeling of time and place? What period or periods of significance are reflected by the district?
- How have significant individuals or events contributed to the development of the district?
- How has the district affected the historical development of the community, region, or State? How does the district reflect the history of the community, region, or State?
- How have intrusions and noncontributing structures and buildings affected the district's ability to convey a sense of significance?
- What are the qualities that distinguish the district from its surroundings?
- How does the district compare to other similar areas in the locality, region, or State?
- If there are any preservation or restoration activities in the district, how do they affect the significance of the district?

- Does the district contain any resources outside the period of significance that are contributing? If so, identify them and explain their importance (see Determining Contributing and Noncontributing Resources).
- If the district has industrial significance, how do the industrial functions or processes represented relate to the broader industrial or technological development of the locality, region, State or nation? How important were the entrepreneurs, engineers, designers, and planners who contributed to the development of the district? How do the remaining buildings, structures, sites, and objects within the district reflect industrial production or process?
- If the district is rural, how are the natural and manmade elements of the district linked historically or architecturally, functionally, or by common ethnic or social background? How does the open space constitute or unite significant features of the district?

Example of a district significance summary statement:

The Arvada Downtown Historic District, the heart of the original Arvada Townsite, is significant under Criterion A, for its association with Arvada’s historic commercial, architectural, social, and transportation history. The district reflects the historic growth and change experienced by Arvada as it evolved from a supply center for the local farming community into a major residential suburb of Denver. The district is notable for its association with the historic commercial development of Arvada, and contains the highest concentration of historic business buildings in the city. The district is significant in the field of commerce for its historic businesses which provided the economic focus of the community, and which range from drug store to automobile dealership and from meat market to bank. The district reflects the intermingling of building types and functions in the early city, including early residences, public buildings, community meeting halls, and religious institutions within its boundary.

The district is also significant in the field of social history, as it includes buildings utilized by the local community as meeting places for civic activities and social events. Within the district are several buildings that were utilized for fraternal meetings, political gatherings, and social occasions. The district was the site of important community celebrations such as the Strawberry and Harvest festivals during the early twentieth century and of political demonstrations such as a 1925 Ku Klux Klan rally. In addition, the district is significant for its transportation history, as it includes portions of Wadsworth Boulevard and Grandview Avenue. Both streets were segments of state highways and today represent the manner in which the commercial district developed around the thoroughfares.

The Arvada Downtown Historic District is also significant under Criterion C for its architecture, which includes some of the finest local examples of late nineteenth and early twentieth century commercial, residential, social, industrial, and religious buildings in the city, dating from the territorial period to the era of renewed development after World War II. The district reflects the eclectic mix of architectural styles which typified Arvada’s downtown during the historic period, ranging from buildings with Queen Anne features to Art Moderne style buildings. Most of the buildings within the district reflect the work of local builders and craftsmen utilizing locally produced materials. The district includes the Arvada Flour Mills which was individually listed on the National Register of Historic Places in 1975.

The Period of Significance for the district, 1874-1948, reflects the period from the date of construction of the earliest building within the district (the Clear Creek Valley Grange) to the end of historic development fifty years ago. Within the district are a total of sixty-two resources, of which forty-two (68 percent) are evaluated as contributing to the district, while twenty (32 percent) are evaluated as noncontributing.

Arvada Downtown National Register Historic District Nomination, Front Range Research Associates, Inc.

GUIDELINES FOR ESTABLISHING HISTORIC DISTRICT BOUNDARIES

Historic districts possess a significant concentration or continuity of sites, buildings, structures, or objects united historically or aesthetically by plan or physical development. Districts may include several contributing resources that are nearly equal in importance, as in a neighborhood, or a variety of contributing resources, as in a large farm, estate, or parkway. Noncontributing resources located among contributing resources are included within the boundaries of a district. National Register properties classified as districts include college campuses, business districts, commercial areas, residential areas, villages, estates, plantations, transportation networks, and landscaped parks. Historic districts often include contributing archeological resources that should be considered when evaluating significance and selecting boundaries. Examples of such properties are included in the discussions of districts in rural settings. Examples of archeological districts are presented in the discussion of archeological sites. Boundaries of historic districts are often difficult to describe verbally. Consider using a scale map instead of a narrative verbal boundary description to define the boundaries.

Select boundaries that encompass the single area of land containing the significant concentration of buildings, sites, structures, or objects making up the district. The district's significance and historic integrity should help determine the boundaries. Consider the following factors:

- **Visual barriers** that mark a change in the historic character of the area or that break the continuity of the district, such as new construction, highways, or development of a different character.
- **Visual changes** in the character of the area due to different architectural styles, types or periods, or to a decline in the concentration of contributing resources.
- **Boundaries at a specific time** in history, such as the original city limits or the legally recorded boundaries of a housing subdivision, estate, or ranch.
- **Clearly differentiated patterns** of historic development, such as commercial versus residential or industrial.

For further information and case studies see the National Register bulletin [*Defining Boundaries for National Register Properties*](#).

7. Talk to State Historic Preservation Office

Contact the [National Register staff](#) after completing the significance summary and the preliminary district boundary description and justification. The staff members will review the materials with you to determine if an eligible district appears to exist. They may suggest additional information that will need to be obtained, a different approach to establishing the district's significance, an adjustment in the proposed boundaries, or other to strategies to produce a stronger nomination.

8. Prepare Nomination

You are finally ready to tackle the actual nomination forms. The general instructions and guidelines to preparing the registration form are in the National Register bulletin, [How to Complete the National Register Registration Form](#).

The [National Register staff](#) is available to provide advice and guidance throughout the preparation process. They will read draft nomination submissions and provide review comments. They will also assist with the final editing of the nomination prior to its submission to the [Colorado Historic Preservation Review Board](#) for its consideration.

The previous steps outlined the basics for establishing and stating the district's significance, and for establishing and describing the district's boundaries. The information below relates to the description of the properties within the district, photographing the district and its individual properties, and the preparation of the district site map.

GUIDELINES FOR DESCRIBING PROPERTIES IN DISTRICTS

1. **Natural and manmade elements** comprising the district, including prominent topographical features and structures, buildings, sites, objects, and other kinds of development.
2. **Architectural styles** or periods represented and predominant characteristics, such as scale, proportions, materials, color, decoration, workmanship, and quality of design.
3. **General physical relationship of buildings** to each other and to the environment, including facade lines, street plans, squares, open spaces, density of development, landscaping, principal vegetation, and important natural features. Any changes to these relationships over time. Some of this information may be provided on a sketch map.
4. **Appearance of the district during the time** when the district achieved significance (see Period of Significance) and any changes or modifications since.
5. **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.
6. **General condition of buildings**, including alterations, additions, and any restoration or rehabilitation activities.
7. **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 "noncontributing," clearly explain which terms denote contributing resources and which noncontributing. Provide a list of all resources that are contributing or noncontributing or identify them on the sketch map submitted with the form.
8. **Most important contributing buildings, sites, structures, and objects.** Common kinds of other contributing resources.

9. **Qualities** distinguishing the district from its surroundings.
10. **Presence of any archeological resources** that may yield important information with any related paleo-environmental data (see guidelines for describing archeological sites and districts).
11. **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 industrial districts:

1. Industrial activities and processes, both historic and current, within the district; important natural and geographical features related to these processes or activities, such as waterfalls, quarries, or mines.
2. Original and other historic machinery still in place.
3. Transportation routes within the district, such as canals, railroads, and roads including their approximate length and width and the location of terminal points.

For rural districts:

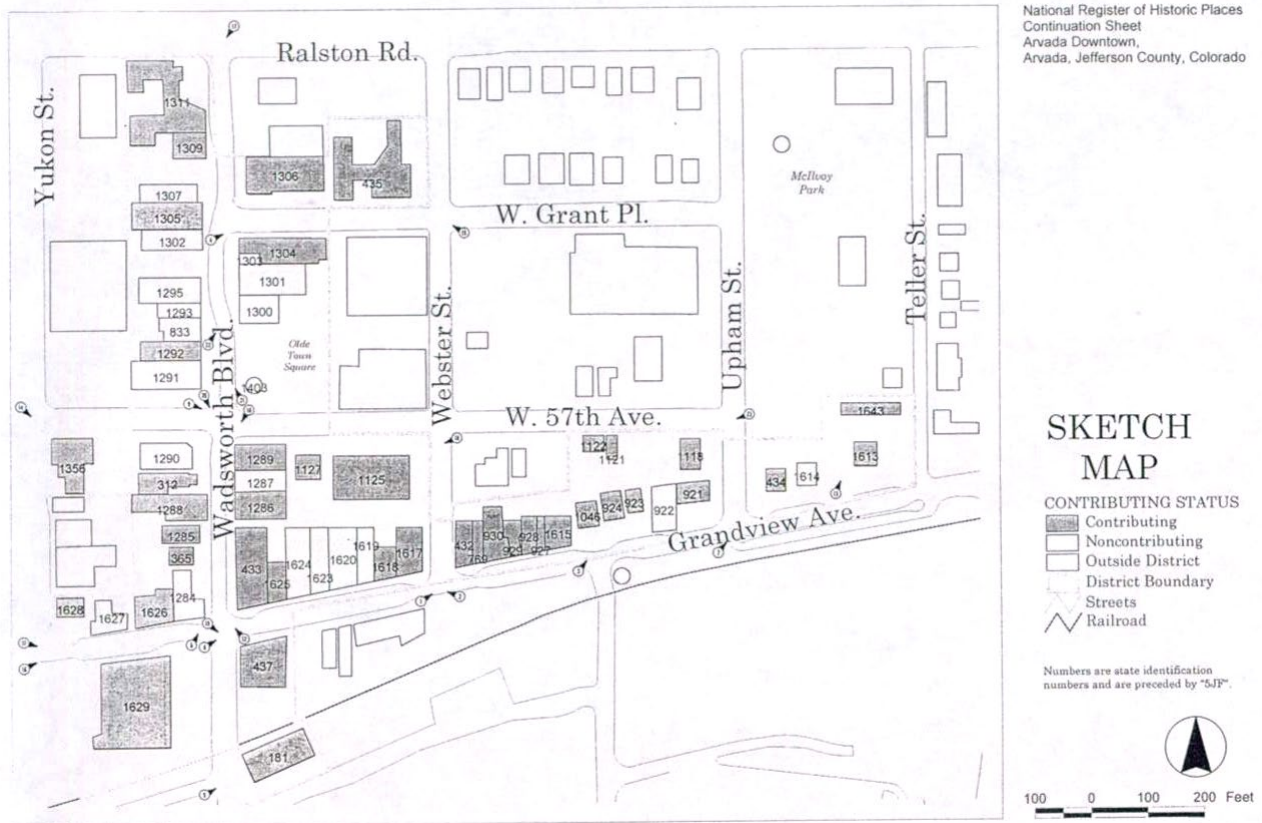
1. Geographical and topographical features such as valleys, vistas, mountains, and bodies of water that convey a sense of cohesiveness or give the district its rural or natural characteristics.
2. Examples and types of vernacular, folk, and other architecture, including outbuildings, within the district.
3. Manmade features and relationships making up the historic and contemporary landscape, including the arrangement and character of fields, roads, irrigation systems, fences, bridges, earthworks, and vegetation.
4. The historic appearance and current condition of natural features such as vegetation, principal plant materials, open space, cultivated fields, or forests.

GUIDELINES FOR PHOTOGRAPHS

- Photographs must be submitted digitally in TIFF format in accordance with NPS guidance. For image size and other technical requirements see the [*National Register Photo Policy Factsheet*](#).
- Submit photographs of individual buildings (contributing and noncontributing) and any important topographical or spatial elements defining the character of the district.
- Streetscapes, landscapes, or aerial views are recommended.
- Key all photographs to the sketch map for the district.

GUIDELINES FOR MAPS

Submit at least one detailed map or sketch map. Plat books, insurance maps, bird's-eye views, district highway maps, and hand-drawn maps may be used. Sketch maps need not be drawn to a precise scale, unless they are also used in place of a boundary description.



Downtown Arvada Sketch Map: Downtown Arvada National Register Nomination, Front Range Research Associates

Display on one or several identical maps the following information:

1. Boundaries of the property, carefully delineated.
2. Names of streets, including those bordering the district.
3. Names of places, such as street addresses or parcel numbers, corresponding to the description of resources in Section 7.
4. Highway numbers.
5. A north arrow (magnetic or true).
6. Approximate scale.
7. Contributing buildings, sites, structures, and objects, keyed to the photographs and Sections 7 and 8.
8. Noncontributing buildings, sites, structures, and objects, keyed to the photographs and Sections 7 and 8.

9. Land uses and natural features covering substantial acreage or having historic significance, such as forests, fields, orchards, rivers, lakes, and harbors.
 10. Number and vantage point of each accompanying photograph.
- For **properties of 10 or more acres**, several maps drawn to a larger scale may be used to show the concentration of resources in a small area; these should be keyed as inserts to a map covering the entire property, such as a large area map or a USGS map.
 - Sketch maps may also supplement Section 7 to illustrate the following:
 1. Evolution of a property.
 2. Alterations to a building or complex of buildings.
 3. Floor plans of a significant interior.
 4. Major architectural styles, periods, or building types in a historic district.
 5. Composition of representative sites within an archeological district.

10. Attend Review Board Meeting

State Review Board meetings are held quarterly. Property owners within the district are notified of the date, time and place of the meeting at which the nomination will be considered. The review board makes a recommendation to the State Historic Preservation Officer as to the eligibility of the district for listing in the National Register.

11. Prepare Final Nomination

Final revisions may need to be made to the nomination as a result of the Review Board's consideration of the nomination.

12. Final Submission to Keeper of the National Register

The final nomination is forwarded to the Keeper of the National Register in Washington, DC. Districts are listed or nominations are returned to the state with comments. SHPO notifies the preparer of the nomination and the property owners as to the listing of the district or the return of the nomination.

Special District Types

This guide is designed to assist those considering the nomination of historic districts containing primarily residential or commercial properties. While these constitute the most common types of district nominations, many other groups of related properties may also be eligible for National Register listing. These include:

- Large ranch or farm complexes
- Designed parks and parkways
- Industrial complexes
- School and university campuses
- Railroad or highway corridors
- Mining complexes
- Irrigation systems
- Fairgrounds and amusement parks
- Military Bases
- Cemeteries

The SHPO [National Register staff](#) will advise and assist you in recording, evaluating and nominating these and other special district types. The National Register publishes several bulletins devoted to the nomination of particular property types. See the *Reference* section at the end of this guide for a complete list of bulletins.

A good way to learn about National Register historic districts for special property types is to read one or more district nominations. Recently listed districts will provide the best examples of current standards for a complete and well-documented nomination. Copies of National Register district nominations may be obtained from the SHPO [National Register staff](#).

Summary

The establishment of a historic district requires time and commitment, but it is within the means and abilities of most organizations and communities. This guide provides general information about the process. More specific information and advice can be obtained by contacting the [National Register staff](#) at History Colorado's State Historic Preservation Office. The references that follow also provide general guidance as well as information on a variety of special property types and conditions.

References

National Register Bulletins

The Basics

- [How to Apply the National Register Criteria for Evaluation](#) (#15)
- [How to Complete the National Register Registration Form](#) (#16A)
- [How to Complete the National Register Multiple Property Documentation Form](#) (#16B)
- [How to Prepare National Historic Landmark Nominations](#)
- [Researching a Historic Property](#) (#39)

Property Types

- Historic Residential Suburbs: Guidelines for Evaluation and Documentation for the National Register of Historic Places (Part 1)
- Historic Residential Suburbs: Guidelines for Evaluation and Documentation for the National Register of Historic Places (Part 2)
- [Guidelines for Evaluating and Registering Archeological Properties](#) (#36)
- [Guidelines for Evaluating and Documenting Historic Aviation Properties](#)
- [Guidelines for Evaluating and Nominating Aids to Navigation](#) (#34)
- [Guidelines for Identifying, Evaluating, and Registering America's Historic Battlefields](#) (#40)
- [Guidelines for Evaluating and Registering Cemeteries and Burial Places](#) (#41)
- [How to Evaluate and Nominate Designed Historic Landscapes](#) (#18)
- [Guidelines for Identifying, Evaluating and Registering Historic Mining Properties](#) (#42)
- [Guidelines for Evaluating and Nominating Properties That Have Achieved Significance Within the Past Fifty Years](#) (#22)
- [How to Apply National Register Criteria to Post Offices](#) (#13)
- [Guidelines for Evaluating and Documenting Rural Historic Landscapes](#) (#30)
- [Guidelines for Evaluating and Documenting Traditional Cultural Properties](#) (#38)
- [Guidelines for Evaluating and Documenting Properties Associated with Significant Persons](#) (#32)
- [Guidelines for Evaluating and Documenting Traditional Cultural Properties](#) (#38)
- [Nominating Historic Vessels and Shipwrecks to the National Register of Historic Places](#) (#20)

Technical Assistance for Preparing Nominations

- [How to Improve the Quality of Photographs for National Register Nominations](#) (#23)
- [Photograph Policy Update](#)
- [GIS Map Guidance](#)
- [Guidelines for Local Surveys: A Basis for Preservation Planning Part 1](#) (#24)
- [Guidelines for Local Surveys: A Basis for Preservation Planning Part 2](#) (#24)

Architectural Dictionaries

- Bruden, Ernest. *Illustrated Dictionary of Architecture*. New York: McGraw-Hill, 1998.
- Carley, Rachel. *The Visual Dictionary of American Domestic Architecture*. New York: Henry Holt & Co., 1994.
- Ching, Francis D. K. *A Visual Dictionary of Architecture*. Hoboken: Wiley, 2012.
- Harris, Cyril M. *American Architecture*. New York: W.W. Norton Company, 1998.
- Harris, Cyril M. *Dictionary of Architecture and Construction, Third Edition*. New York: McGraw Hill, 2000
- Phillips, Steven J. *Old House Dictionary*. Washington, DC: Preservation Press, 1994.

General Architecture Guides

- Bleekman, George M. et. al. *Twentieth Century Building Materials: 1900-1950*. Washington, DC: National Park Service, 1993.
- Blumenson, John J.-G. *Identifying American Architecture*. Nashville: American Association for State and Local History, 1981.
- Buchner, Ward. *Dictionary of Building Preservation*. New York: John Wiley and Sons Inc., 1996.
- Calloway, Stephen and Elizabeth Cromley, eds. *The Elements of Style*. New York: Simon and Schuster, 1991.
- Carter, Thomas and Elizabeth Collins Cromley. *Invitation to Vernacular Architecture: A Guide to the Study of Ordinary Buildings and Landscapes*. Knoxville: University of Tennessee Press, 2005.
- Friedman, Donald. *Historical Building Construction*. New York: W.W. Norton and Co., 1995.
- Hale, Jonathan. *The Old Way of Seeing*. Boston: Houghton Mifflin, 1994.
- Hubka, Thomas C. *Houses Without Names: Architectural Nomenclature and the Classification of America's Common Houses*. Knoxville: University of Tennessee Press, 2013.
- Jester, Thomas C. ed. *Twentieth-Century Building Materials: History and Conservation*. New York: McGraw Hill, 1995.
- Jordan, Terry G., Jon T. Kilpinen, and Charles F. Gritzner. *The Mountain West: Interpreting the Folk Landscape*. Baltimore: Johns Hopkins University Press, 1997.
- LeBlanc, Sydney. *Whitney Guide to 20th Century American Architecture*. New York: Whitney Library of Design, 1993.

- McAlester, Virginia Savage. *A Field Guide to American Houses, Second Edition*. New York: Alfred Knopf, 2013.
- Longstreth, Richard. *The Buildings of Main Street*. Washington, DC: Preservation Press, 1987.
- Olsen, Richard and William Morgan. *The Abrams Guide to American House Styles*. New York: Harry N. Abrams, 2004.
- Poppeliers, John C., S. Allen Chambers, Jr., and Nancy B. Schwartz. *What Style is It?*. Washington, DC: Preservation Press, 1983.
- Rifkind, Carole. *A Field Guide to American Architecture*. New York: New American Library, 1980.
- Whiffen, Marcus. *American Architecture Since 1780*. Cambridge, Mass.: M.I.T. Press, 1976.
- Wiseman, Carter. *Shaping a Nation: Twentieth-Century American Architecture and Its Makers*. New York: W.W. Norton, 1998.
- Withey, Henry F. and Elsie R. *Biographical Dictionary of American Architects (Deceased)*. Los Angeles: New Age Publishing Co., 1956.

Colorado-Specific Architecture Guides

- Brettell, Richard R. *Historic Denver: the Architects and the Architecture, 1858-1893*. Denver: Historic Denver, Inc., 1973.
- Dallas, Sandra. *Colorado Homes*. Norman: University of Oklahoma Press, 1987.
- Kohl, Edith Eudora. *Denver's Historic Mansions: Citadels to the Empire Builders*. Denver: Sage Books, 1957.
- Messinger, Jean Goodwin and Jane Mary Massey Rust. *Faith in High Places: Historic Country Churches in Colorado*. New York: Roberts Rinehart Publishers, 1995.
- Noel, Thomas J. *Buildings of Colorado*. New York: Oxford University Press, 1997.
- . *Denver Landmarks and Historical Districts: A Pictorial Guide*. Niwot, CO: University Press of Colorado, 1996.
- Noel, Thomas J. and Barbara S. Norgren. *Denver: the City Beautiful and its Architects, 1893-1941*. Denver: Historic Denver, Inc., 1987.
- State Historic Preservation Office. *A Guide to Colorado's Historic Architecture and Engineering*. Denver: Colorado Historical Society, 2003.

Paglia, Michael, Rodd L. Wheaton and Diane Wray. *Denver: The Modern City*. Denver, Historic Denver Inc., 1999.

Wilk, Diane L. *A Guide to Denver's Architectural Styles and Terms*. Denver: Historic Denver, Inc, 1995.

Wray, Diane. *Arapahoe Acres: An Architectural History, 1949-1957*. Englewood, CO: Wraycroft, Inc., 1997.

Historical Research

Light, Sally. *House Histories: A Guide to Tracing the Genealogy of Your Home*. Spencertown, NY: Golden Hill Press, 1989.

McDonald, Travis C., Jr. "Understanding Old Buildings: The Process of Architectural Investigation," Preservation Brief 35. Washington, DC: National Park Service, 1994.

State Historic Preservation Office. *Colorado Cultural Resource Survey Manual*. Denver: Colorado Historical Society, 2005.

State Historic Preservation Office. "Researching the History of Your House," Denver: Colorado Historical Society, 2005.

The activity that is the subject of this material has been financed in part with Federal funds from the National Historic Preservation Act, administered by the National Park Service, U.S Department of the Interior and for the History Colorado. However, the contents and opinions do not necessarily reflect the views or policies of the U.S. Department of the Interior or the History Colorado, nor does the mention of trade names or commercial products constitute an endorsement or recommendations by the Department of the Interior or History Colorado.

This program receives Federal funds from the National Park Service; Regulations of the U.S. Department of the Interior strictly prohibit unlawful discrimination in departmental Federally-assisted programs on the basis of race, color, national origin, age or handicap. Any person who believes he or she has been discriminated against in any program, activity, or facility operated by a recipient of Federal assistance should write to: Director, Equal Opportunity Program. U.S. Department of the Interior, National Park Service, 1849 C Street, Washington, D.C. 20240.

This activity also is partially funded by the State Historical Fund, a program of History Colorado.

September 2019 edition. Cover: (left to right) — Fireside Cafe, Walsenburg, Huerfano County; East Third Avenue Historic District, Durango, La Plata County (Photo by NoeHill.com); I.O.O.F Hall, Leadville, Lake County (Photo by Deon Wolfenbarger). All images by History Colorado unless otherwise noted.



HISTORY *Colorado*

1200 Broadway
Denver, CO 80203
HistoryColorado.org

CREATE *the* FUTURE.
HONOR *the* PAST.

