INFORMATION ON NOMINATING PROPERTIES

TO THE

NATIONAL REGISTER OF HISTORIC PLACES

AND THE



COLORADO STATE REGISTER of HISTORIC PROPERTIES



How do I nominate my property to the National Register of Historic Places or the Colorado State Register of Historic Properties?

Here are the ten basic steps:

- 1. Contact the Office of Archaeology and Historic Preservation (OAHP) to find out what is already known about your property. (303-866-3392 or oahp@state.co.us)
- 2. Obtain a Preliminary Evaluation Form to record the property so a determination of eligibility can be made. (A copy is attached to the back of this brochure. Additional copies are available on our Website at:
 - http://www.historycolorado.org/oahp/national-and-state-register)
- 3. If OAHP determines that the property is eligible for listing, obtain the necessary National or State Register nomination materials. (Available on our Website at: http://www.historycolorado.org/oahp/national-and-state-register)
- 4. Conduct additional historical research on property.
- 5. Photograph the property.
- 6. Prepare the nomination forms.

*Deadlines for Official

- 7. Submit nomination materials to OAHP.*
- 8. Revise nomination materials as necessary with assistance of OAHP.
- 9. Attend State Review Board meeting.** Properties recommended for listing are forwarded to the Keeper of the National Register, or in the case of State Register nominations, to the Board of History Colorado.

**State Review Board

10. Receive notification of listing. (Only properties which meet the criteria for significance and physical integrity are approved for listing.)

Deadillies for Official	State Neview Doar
Nomination Submission	Meeting Dates
06/08/2012*	
10/05/2012	***01/18/2013
02/01/2013	
06/03/2013	***09/20/2013
10/04/2013	
01/31/2014	***05/16/2014
05/30/2014	***09/19/2014
10/03/2014	***01/16/2015
01/30/2015	***05/15/2015
06/05/2015	***09/18/2015

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

^{**} Only complete and adequately documented nominations will be scheduled for Review Board consideration.

^{***} Location is subject to change.

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 nationally by the National Park Service, which is part of the U.S. Department of the Interior. In Colorado, the program is administered by the Office of Archaeology and Historic Preservation (OAHP), part of History Colorado.

Included among the over 80,000 listings that make up the National Register are:

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

In Colorado, the National Register includes over 1,300 listings. These listings include buildings, sites, structures, objects and districts. All properties listed in the National Register are automatically listed in the Colorado 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.

Listing a Property – What is the Process?

Historic places in Colorado are nominated to the National Register by the State Historic Preservation Officer (SHPO), by the Federal Preservation Officer (FPO) for properties under Federal ownership or control, or by the Tribal Preservation Officer (TPO) if the property is on tribal lands. Anyone can prepare a nomination to the National Register; generally nomination forms are documented by property owners, local governments, citizens or SHPO, FPO or TPO staff. Nominations by States are submitted to a State 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 owner of a private property, or the majority of private property owners for a property or 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 Advisory Council on Historic Preservation must be afforded the opportunity to comment on any Federal project that may affect it. (See the National Register publication entitled *My Property's Important to America's Heritage, What Does That Mean: Answers to Questions for Owners of Historic Properties* for further information about the meaning of National Register listing.)

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.

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.

Criteria for Evaluation

The quality of significance in American history, architecture, archeology, engineering, and culture is present in districts, sites, buildings, structures, and objects that possess integrity of location, design, setting, materials, workmanship, feeling, and association, and:

- **A.** That are associated with events that have made a significant contribution to the broad patterns of our history; or
- **B.** That are associated with the lives of persons significant in our past; or
- **C.** That 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.** That have yielded or may be likely to yield, information important in prehistory or history.

Criteria Considerations

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 shall not be considered eligible for the National Register. However, such properties will qualify if they are integral parts of districts that do meet the criteria or if they fall within the following categories:

- **a.** A religious property deriving primary significance from architectural or artistic distinction or historical importance; or
- **b.** A building or structure removed from its original location but which is primarily significant for architectural value, or which is the surviving structure most importantly associated with a historic person or event; or
- **c.** A birthplace or grave of a historical figure of outstanding importance if there is no appropriate site or building directly associated with his or her productive life; or
- **d.** A cemetery which derives its primary importance from graves of persons of transcendent importance, from age, from distinctive design features, or from association with historic events; or

- **e.** A reconstructed building when accurately executed in a suitable environment and presented in a dignified manner as part of a restoration master plan, and when no other building or structure with the same association has survived; or
- **f.** A property primarily commemorative in intent if design, age, tradition, or symbolic value has invested it with its own exceptional significance; or
- **g.** A property achieving significance within the past 50 years if it is of exceptional importance. Generally, properties eligible for listing in the National Register are at least 50 years old. Properties less than 50 years of age must be exceptionally important to be considered eligible for listing.

The process varies from State to State depending on State workload, planning, and registration priorities, and the schedule of the review board. The process takes a minimum of 90 days to fulfill all of the review and notification requirements provided that a complete and fully documented nomination form has been completed for the property.

Upon submission to the National Park Service, a decision on whether to list the property is made within 45 days.

What are the Results of Listing?

Listing in the National Register honors a historic place by recognizing its importance to its community, State or the Nation. 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.

Some **States** and **communities** have enacted preservation laws or ordinances that apply to National Register listed properties. 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:

National and State Register Coordinator History Colorado 1200 Broadway Denver, CO 80203 303-866-4681 oahp@state.co.us

In addition to honorific recognition, listing in the National Register results in the following for historic properties:

- 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 Advisory Council on Historic Preservation 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 oversees 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. This credit can be combined with a straight-line depreciation period of 27.5 years for residential property and 31.5 years for nonresidential property for the depreciable basis of the rehabilitated building reduced by the amount of the tax credit claimed. 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

- the Office of Archaeology and Historic Preservation at 303-866-3395.
- 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 Office of Archaeology and Historic Preservation at 303-866-3395.
- Consideration of historic values in the decision to issue a surface mining permit where coal is located in accordance with the Surface Mining Control Act of 1977; and
- Qualification for Federal grants for historic preservation, when funds are available.

The National Register and Property Owners

Established under the National Historic Preservation Act of 1966, the national historic preservation program is a partnership between the Federal, State, Tribal and local governments; private organizations; and the public. The Act and its provisions establish the framework within which citizens plan, identify, evaluate, register, and protect significant historic and archeological properties throughout the country. Central to this framework is the National Register of Historic Places--the Nation's official list of cultural resources worthy of preservation, administered by the National Park Service (NPS), Department of the Interior. Properties listed in the Register include districts, sites, buildings, structures, and objects that are significant in American history, architecture, archeology, engineering, and culture.

Historic places are nominated to the National Register by nominating authorities: the State Historic Preservation Officer (SHPO) of the State in which the property is located, the Federal Preservation Officer (FPO) for properties under Federal ownership or control, or by the Tribal Historic Preservation Officer (THPO) if the property is on tribal lands. Anyone can prepare a nomination to the National Register; generally nomination forms are documented by property owners, local governments, citizens or SHPO, FPO or THPO staff. During the time that the SHPO, FPO or THPO reviews the proposed nomination, 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 owner of a private property, or the majority of private property owners for a property or district with multiple owners, objects to the nomination, the historic property cannot be listed in the National Register. In that case, the nominating authority may forward the nomination to the NPS only for a determination of eligibility. If the historic property is listed or determined eligible for listing, then the Advisory Council on Historic Preservation must be afforded the opportunity to comment on any Federal project that may affect that property.

Nominations submitted through the States must first be approved by a Review Board appointed by the SHPO (unless otherwise provided for by state law) before being reviewed by the NPS. Nominating authorities forward nominations to the NPS 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 published in the *Federal Register*.

There are no Federal historic property designations that place Federal restrictions on private property owners. States and localities may have laws to encourage the preservation of their historic places. Some have enacted their own identification procedures; some use listing in the National Register as an indicator of historic significance. State and local historic preservation programs often provide some protection against the possible harmful effects of State funded, licensed, or assisted projects. Some provide limited financial assistance to owners in the form of grants, loans, or tax benefits. They may establish other protections for preservation purposes. Programs differ from State to State, and within States; your SHPO or local planning department can provide more information.

Key Points about the National Register Process for Property Owners

- Listing in the National Register honors the property by recognizing its importance to its community, State, or the Nation.
- Many property owners propose National Register nominations.
- Under Federal law, private property owners can do anything they wish with their National Register-listed property, provided that no Federal license, permit, or funding is involved.
- 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 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 Advisory Council
 on Historic Preservation an opportunity to comment on the project and its effects on the
 property.
- Owners of listed properties may be able to obtain Federal historic preservation funding, when funds are available. In addition, Federal investment tax credits for rehabilitation and other provisions may apply.

For further detailed information about the meaning of National Register listing see the publication entitled *My Property's Important to America's Heritage, What Does That Mean: Answers to Questions for Owners of Historic Properties.* For further information on discussing a property's eligibility, pursuing the nomination of a historic place, or State or local programs assisting owners in preserving their historic property, contact the National Register Coordinator at the Colorado Office of Archaeology and Historic Preservation at 303-866-4681.

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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
1849 C Street, N.W.
Washington, D.C. 20240

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



The Colorado State Register of Historic Properties is a listing of the state's significant cultural resources worthy of preservation for the future education and enjoyment of Colorado's residents and visitors. Properties listed in the State Register include individual buildings, structures, objects, districts and historic and archaeological sites. The State Register program is administered by the Office of Archaeology and Historic Preservation within the History Colorado. History Colorado maintains an official list of all properties included in the State Register. Properties that are listed in the National Register of Historic Places are automatically placed in the State Register. Properties may also be nominated separately to the State Register without inclusion in the National Register.

Over 1,700 properties are listed in the State Register. These listings include buildings, sites, districts, objects, and districts. At least one property in every Colorado county is included in the register.

NOMINATION PROCESS

Properties may be nominated to the State Register by the owner, a local government, an agency or History Colorado. However, all nominations must contain the owner's signed and notarized approval of the nomination. The nominator must submit sufficient information to History Colorado on the State Register nomination form along with any accompanying documentation necessary to establish the property's historical significance and eligibility for inclusion based on State Register criteria.

When a completed nomination is received by History Colorado, the nomination form is reviewed for sufficiency within 14 days. Incomplete nominations are returned to the applicants for additional information. Complete nominations are scheduled for the next State Register Review Board meeting and the owners and nominators are notified as to the date, time and location of the review board meeting.

The Colorado State Register Review Board is composed of citizen members and professionals from the disciplines of prehistoric and historic archaeology, history, architecture and architectural history. The Review Board meets at least three times a year to consider nominations. These meetings are open to the public.

At the conclusion of the Review Board meeting, the Board recommends to the History Colorado Board of Directors the approval or denial of the nominated properties for inclusion in the State Register. Within thirty days of the recommendation, the History Colorado Board of Directors determines whether the nominated properties are to be listed in the State Register. The property owners are notified of the determination.

NOMINATION CRITERIA

Criteria for consideration of properties for nomination and inclusion in the State Register includes the following:

- **A.** The association of the property with events that have made a significant contribution to history;
- **B.** The connection of the property with persons significant in history;
- **C.** The apparent distinctive characteristics of a type, period, method of construction, or artisan:
- **D.** The geographic importance of the property;
- **E.** The possibility of important discoveries related to prehistory or history.

BENEFITS OF LISTING

Listing in the Colorado State Register of Historic Properties provides:

- ✓ Formal recognition of a property's importance to the history of the community and the state of Colorado.
- ✓ A body of information for local community planning, tourist promotion, neighborhood revitalization.
- ✓ A sense of community history and local pride.
- ✓ Eligibility to compete for grants from the History Colorado's State Historical Fund. These grants may be used for acquisition and development, education, and survey and planning projects.
- ✓ Eligibility to apply for state tax credits for restoration, rehabilitation, or preservation of State Register properties.
- ✓ Limited protection from state agency actions that would affect the property. Agencies must solicit the comments of the History Colorado to assure that State Register properties are given consideration in the state planning process.

THE STATE REGISTER AND PROPERTY OWNERS

No property may be listed in the State Register without the consent of the property owner. The History Colorado imposes no restrictions as to what private property owners may or may not do with their property as a result of listing. Private property owners may alter or demolish a listed property subject only to applicable local government regulations and permitting procedures. In some communities, properties listed in the State Register may be automatically designated as

local landmarks. Such landmark status may include the local review of proposed changes to the property through the application of design guidelines. A list of Colorado communities with local landmarking programs is available from OAHP and is also posted on the office website at coloradohistory-oahp.org.

If you have questions or wish to obtain Colorado State Register nomination materials, please contact the State Register Coordinator in the Office of Archaeology and Historic Preservation at 303-866-4681.



Drawing by Merrill Ann Wilson

Smith's Chapel, Denver State Register

HOW TO COMPLETE THE PRELIMINARY PROPERTY EVALUATION FORM

Please type or print and fill in the form as completely as possible. Complete information will allow us to evaluate the building's significance and eligibility for nomination to the National Register of Historic Places and the Colorado State Register of Historic Properties. Use additional sheet if you have more information than will fit on the inventory form.

Front of Form

County and city - County and municipality in which the building is located. Use nearest municipality for rural buildings.

Historic name(s) - Original and subsequent names of the building, if known.

Current building name and address - Current name of the building and the exact address with zip code.

Owner name and address - Correct owner name and address is crucial for the inventory. Indicate the name and address of a private individual or a specific federal or state agency.

Original owner - Name of original building owner.

Use - Briefly note the building's historic use(s) and present use.

Local landmark designation - Indicate whether the building is an official locally designated landmark. State the designating organization and the date the designation was made.

Plan shape - Provide a sketch of the building exterior floor plan to show the basic shape of the building and associated outbuildings. Include an arrow indicating North.

Township, range, section, and USGS topographic quad map name, date, and scale - Much of this information should be available at the local tax assessor or planning office as part of the property record files. Attach a photocopy portion of the United States Geographical Survey (USGS) topographical quad map to the form. Topo map sections can be accessed on the Web at several sites such as Terraserver-usa.com or Topozone.com. The building or its location should be circled. If a USGS map is not available then a planning or similar small scale map be substituted.

Lot, block, addition and year of addition - This information can be obtained from the local tax assessors or planning office. Rural addresses rarely have such information. If there are no block or lot numbers, then the township, range, and section are crucial.

Original site or moved - Indicate whether the building is on its original site or has been moved. Note the date of the move.

Construction date - Determine the construction date with care. Inclusive dates can be given for buildings built over a period of years (e.g. 1899-1902). If an exact date is unknown, after and before dates can be used (e.g. after 1887 and before 1893). Provide the name of the source for the construction date (e.g. tax assessor office or building permit).

Architect and builder/contractor - List the names of the architect and the builder or contractor of the building, if known. Give the information source. Indicate if information is unknown.

External materials, stories, and dimensions - List the major exterior building materials, number of stories, and the overall dimensions of the building.

Associated buildings - Indicate the existence of any outbuildings (e.g. privy, separate garage, or shed)

=	
 Back of Form	

Architectural description - Briefly describe the major stylistic elements of the building. Be sure to mention such features as porches, window styles, ornamentation, chimneys, roof types and any other distinguishing features.

Photographs - Provide photographs showing each side of the building and any associated buildings. Black and white photographs are preferred as color photographs fade over time, however color photographs are acceptable. Place the photographs in an envelope and attach to the back of the inventory form.

Construction history - Briefly describe the original construction and major alterations, additions, and demolitions to the building listing relevant names, dates, and materials.

Historical background - Briefly discuss the history of the building as it relates to important events and persons.

Information sources - List the information sources and references used in the preparation of this form. List individuals interviewed, newspapers (with dates), and books consulted or the source of historic photographs and other materials used. This is especially important for the information contained in the construction history and historical background sections.

Significance - Indicate the appropriate area(s) of significance for the building.

Statement of significance - Explain the reasons why this building is significant to your community's history. For example, is it the only or best remaining example of a particular architectural style? Does the building possess high artistic value or is it the work of a master architect or builder? Is the building closely associated with a person who was important in your community's history? Is the building associated with important historic events?

Preparer of form - Please provide the name, address and day-time phone number and email address of the person who completed the evaluation form.

Materials request - You may indicate here materials you wish to receive after the property has been reviewed for its eligibility for listing in the National and State Registers.

If you have more information than will fit in any of the boxes, attach additional sheets as necessary.

Return the completed evaluation form to:

History Colorado National and State Register Programs 1200 Broadway Denver, CO 80203

Contact the Office of Archaeology and Historic Preservation at History Colorado if you have any questions. The phone number is 303-866-3392. Information and forms are also available on the Web at coloradohistory-oahp.org.

Revised 1/2011

PRELIMINARY PROPERTY EVALUATION FORM

NATIONAL REGISTER OF HISTORIC PLACES **COLORADO STATE REGISTER OF HISTORIC PROPERTIES**

HISTORY COLORADO

Office of Archaeology and Historic Preservation 1200 Broadway, Denver, CO 80203	Lot(s): Block:
COUNTY:	Addition: Year of addition:
CITY:	[] original location [] moved Date of move(s):
HISTORIC BUILDING NAME(S):	
CURRENT BUILDING NAME:	CONSTRUCTION DATE: estimate: actual: Source of information:
CURRENT BUILDING NAME.	
	ARCHITECT:
BUILDING ADDRESS:	BUILDER/CONTRACTOR:
	Source of information:
OWNER NAME & ADDRESS:	EXTERNAL MATERIALS:
ORIGINAL OWNER: Source of information:	STORIES: BUILDING DIMENSIONS:
HISTORIC USE(S):	ASSOCIATED BUILDINGS: [] yes [] no Building types:
PRESENT USE:	
LOCAL LANDMARK DESIGNATION: [] yes [] no	OFFICE USE ONLY BELOW STATE SITE NUMBER:
	Eligible for National Registeryes no date initials
PLAN SHAPE: north arrow	Criteria A B C D Contributes to a potential National Register district yes No district name:
	Eligible for State Register yes no date initials Criteria A B C D E Areas of significance:
	Period of significance date initials
	Style:
	Building type:
	UTM REFERENCE: NAD27 NAD83 Zone Easting Northing Elevation:

LEGAL LOCATION:

USGS quad name:

Year:

[] 7.5' [] 15'

ARCHITECTURAL DESCRIPTION (remember to provide photographs of the building with this form):
additional page(s)
Construction History (include description and dates of major additions, alterations, or demolitions):
additional page(s)
HISTORICAL BACKGROUND (discuss important persons and events associated with this building):
additional page(s)
Information sources (be specific):
INFORMATION SOURCES (De Specific).
additional page(s)
Significance (check appropriate categories)
Architectural significance: Historical significance: [] represents the work of a master [] associated with significant person(s)
[] possess high artistic value [] associated with significant event [] represents a type, period, [] associated with a pattern of events
or method of construction [] contributes to a historic district
STATEMENT OF SIGNIFICANCE (briefly justify the significance checked above):
additional page(s)
FORM COMPLETED BY NAME:
Address:
Provide the second seco
PHONE: DATE:
MATERIALS REQUEST
Following the review of this evaluation form, I would like to receive the following materials:
[] National Register of Historic Places nomination form and instructions [] electronic format or [] hard copy version
[] State Register of Historic Properties nomination form and instructions (note that properties listed in the National Register are automatically listed in the State Register)
[] electronic format or [] hard copy version
[] Federal Investment Tax Credit information (OAHP1515) [] State Income Tax Credit for Historic Preservation information (OAHP1322b)
[] State Historical Fund grant information (OAHP1510)