Designation of Historic Properties

National Register of Historic Places

Individual Property Documentation Form

National Register of Historic Places

Multiple Property Documentation Form
1. Historic Name of Property

- The name that best reflects the property’s historic importance
- May be an individual building, site, structure or object or a district comprised of these resources

2. Location

- Street & Number/City or Town
- State/Code/County/Code/Zip Code
- Utah/UT/Salt Lake/035/84
- “Not for Publication”
- “Vicinity”

3. State/Federal Agency Certification

- Completed by the SHPO/FPO
4. National Park Service Certification

- Completed by the Keeper of the National Register of Historic Places

5. Classification

- Ownership
- Category
- Resources

6. Function or Use

- General Guidelines
  - Use specific category and subcategory
    - e.g., "Government/City Hall"
  - List predominant functions first
  - For districts apply function as a whole
  - If none of the given functions apply, use "N/A"
6. Function or Use

- Historic Functions
  - For contributing resources only
  - For those resources of historic importance
  - For extant resources only
  - For verifiable uses
  - For the property, not the occupant
- Current Functions
  - For contributing and noncontributing resources
  - “Work in progress”

7. Classification

- Architectural Classification
  - Colonial/French Colonial
  - “N/A” /No Style
- Materials
- Narrative Description

7. Classification: Materials

Categories
Earth, wood, brick, stone, metal, stucco, terra cotta, asphalt, Asbestos, concrete, adobe, ceramic tile, glass, cloth/canvas, synthetics, other

Enter only materials visible from the exterior

Use of “other”
7. Classification: Materials

Factor’s Walk, Savannah, GA

7. Classification: Materials

Union Pacific Train Station, Evanston, WY

7. Classification: Materials

Shepherdstown, WV
7. Classification: Materials

Jekyll Island, GA

7. Classification: Narrative Description

Narrative Descriptions

1. Buildings, structures, and objects
2. Archeological sites
3. Historic sites
4. Architectural and historic districts
5. Archeological districts

7. Classification: Narrative Description

“Buildings, Structures and Objects”

Narrative Description

1. Type or form
2. Setting
3. General characteristics
4. Specific features
5. Important decorative elements
6. Significant interior features
7. Classification: Narrative Description

“Buildings, Structures and Objects”
Narrative Description (continued)

7. Number, type and location of outbuildings
8. Other manmade elements
9. Deterioration
10. Moved/reconstructed properties
11. Significant landscape
12. Industrial properties

8. Statement of Significance

– Criteria
– Significance
– Considerations
– Narrative

8. Statement of Significance: Historic Criteria

Criterion A: Event
Criterion B: Person
Criterion C: Design/Construction
Criterion D: Information Potential

Klondike
Gold Rush NP
Skagway, AK
8. Statement of Significance: Significance
- Area of Significance
  • Agriculture, architecture...
- Period
- Dates
- Person
- Cultural Affiliation
- Architect/Builder

---

8. Statement of Significance: Considerations

---

Criteria Considerations

Consideration A:
Religious properties

St. Nicholas Russian Orthodox Church, 1894
Juneau AK
Criteria Considerations

Consideration B:
Moved from original location

Quartermaster's House
(Ft. Douglas)
Salt Lake City, UT

Criteria Considerations

Consideration C:
Birthplace or Grave

Gravesite of Sarah and Benjamin Larrabee
Westbrook, ME

Criteria Considerations

Consideration D:
Cemetery

Gate at Colonial Jewish Cemetery
Newport, RI
Criteria Considerations

Consideration E:
Reconstructed building, object, or structure

Ottinger Hall reconstruction at This is the Place Heritage Park, Salt Lake City UT

Criteria Considerations

Consideration F:
Commemorative Property

Plaque at Antietam NMP

Criteria Considerations

Consideration G:
Less than 50 years old

Dulles International Airport
Fairfax & Loudon Counties, VA
8. Statement of Significance: Narrative

Summary paragraph
- State reasons how National Register criteria are met
- Brief facts
- Contribution to significance
- Importance to local state or national history
- Important themes and contexts

8. Statement of Significance: Narrative

Case Statement
- Make case for significance in subsequent paragraphs
- Brief chronology of property
- Discuss specific facets that contribute to historic significance
- Discuss specific correlations between areas of significance, criteria, and period of significance

8. Statement of Significance: Narrative

Writing Tips
- Be selective about facts
- Avoid narrating complete history
- Focus on facts leading to significance
- Be specific in all references to history or geography
- Include descriptive and historical information about the area
9. Major Bibliographical References

Bibliography
Previous documentation
Primary location of additional data

10. Geographical Data

Acreage
UTM Reference
Verbal Boundary Description
Boundary Justification

10. Geographical Data

Zone

Salt Lake City: Zone 12
ANN ARBOR, MI: Zone 17
10. Geographical Data

- Verbal Boundary Description
  - Map
  - Metes and bounds
  - Legal description

- Boundary Justification
  - Concise rationale

11. Form Prepared By
Documenting Historic Buildings

Contact SHPO
Cory Jensen (801) 533-3559
Chris Hansen (801) 533-3561

West side of Main Street
Salt Lake City, UT

Documenting Historic Buildings

County Recorder’s Office
Title Abstracts
– Chain of title
– Grantors/grantees
– Construction date
– Legal description
Subdivision Indexes
Plat Maps
Appraisal Cards
Building Permits
Documenting Historic Buildings

County Assessor’s Office
Tax File
- Construction data
- Tax Photo

Documenting Historic Buildings

USHS/Libraries
Newspapers
- Real estate section
- “List of Buildings”
- Weekly/daily

County Histories
- Biographies
- Historic Photos

Documenting Historic Buildings

USHS
Building Permit Register
- Salt Lake City only

Architects/Builders File
- Lists of buildings
- Drawings are rare
Documenting Historic Buildings

USHS

Historic Photographs
- Shipley Collection
- City Engineer's Collection
- Classified Photograph Collection

Main Street looking North from 100 South ca. 1910

Documenting Historic Buildings

USHS/Marriott Library/Family History Center

Biographical Information
- Biographies
- Genealogy records
- Family histories
- Obituaries

Documenting Historic Buildings

Office of Probate/
County Courthouse/
Historical Societies

Estate Records
- Wills
- Inventories/appraisals
### Documenting Historic Buildings

**USHS/Marriott Library Directories**
- City directories
- State gazetteers
- Polk Directories

**Salt Lake City Polk Directory 1908**

### Documenting Historic Buildings

**Community Descriptive Information**
- Oral Histories
- Journals
- Letters
- Diaries

> "Going south on Main street was the C. H. Savage and Ottinger Photograph Gallery and Cranbrook’s Millinery Store, then the old Constitution Building, Kingkaid’s Merchandise Store... South of Constitution was Amundsan Jewelry Store and Golightly Bakery with Kimball and Lawrence Dry Goods Store on the corner where the McCormick Building now stands."

*From Memories of stage coach and horsecar days*  
Lydia L. Page Marroft, 1932

### Documenting Historic Buildings

**USHS/Special Collections Sanborn Maps**

**1889 Sanborn Map**  
Salt Lake City, UT
Anson Brown Building