

**NATIONAL REGISTER OF HISTORIC PLACES
EVALUATION CHECKOFF SHEET**

TECHNICAL REVIEW QUESTIONS

- ___ Have all the blanks been filled in, including n/a where applicable?
- ___ Is the name of the property a clear identifiable name with no abbreviations?
- ___ Are all of the items under Location complete? Are the correct codes used? If it is a federal property is the name of the federal land area noted (national park, national forest)?
- ___ Are all of the items under Classification filled in? Is there a clear identification of the number of contributing and noncontributing resources?
- ___ Is there a level of significance checked?
- ___ Is the form signed by the proper SHPO, THPO, FPO or an authorized delegate?
- ___ For concurrent nominations have both the SHPO/THPO & FPO signed the form?
- ___ Have the boxes in the description section been filled in to indicate functions, architectural styles, and materials (where appropriate) using the NR Bulletin 16A selection list?
- ___ Is there an initial paragraph which identifies what is being nominated and summarizes its appearance?
- ___ Have all alterations to the building/site over time been described and dated to the extent possible?
- ___ Does the contributing resource count agree with the descriptive narrative?
- ___ For historic districts is there a complete inventory list? Does it concur with the district maps?
- ___ Have the boxes in the significance section been filled in to indicate the period and areas in which the property is significant? If criterion B checked is significant person completed? If criterion D checked is cultural affiliation completed?
- ___ Is there an initial paragraph summarizing the significance of the property, directly relating it to the National Register criteria under which it is being nominated?
- ___ Are each of the areas of significance checked discussed in the summary paragraph of the significance section?
- ___ Are there bibliographic sources provided? Are they specific publications and/or traceable resources?
- ___ Does the verbal boundary description delineate the precise area within the boundaries of the property, not just its general location?
- ___ Is the specific number of acres given? Is it consistent with the size of the area noted within the boundaries?
- ___ Are there U. T. M. Coordinates provided? Are the required three points given to match the acreage, if there are 10 or more acres in the property?
- ___ Is the person, organization, etc. who prepared the nomination form identified?
- ___ Is the original USGS map enclosed and properly labeled?
- ___ Are the black & white photographs appropriately identified and labeled?

SUBSTANTIVE REVIEW QUESTIONS

- ___ Does the property name accurately reflect *historic* ownership?
- ___ Does the descriptive narrative accurately reflect the boxes checked?
- ___ Are the important features of the property identified in the Description Section?
(Site, date, materials, style, size, roof-shape, story, plan, windows, foundation, details, interior.)
- ___ Does the Description include information about the setting, environment, and or surrounding buildings/areas?
- ___ Is the Description clear and complete? If the property has been altered, is the difference between the original (or historic) and the current condition and appearance clear?
- ___ Have alterations (if any) been adequately described? Has the evaluation of their impact on the integrity been made? Has an evaluation been made on whether they have achieved significance of their own over time?
- ___ Does the narrative clearly represent and convey the period of significance checked? Has the period(s) been justified in a specific discussion within the Statement of Significance?
- ___ Does the specific date or date range reflect the property=s period of historic significance?
- ___ Do the Areas of Significance checked reflect the significance of the property, not just its function?
- ___ Is the Statement of Significance written in a clear and complete manner?
- ___ Have all the applicable criteria been identified and documented within the statement of significance?
- ___ Are any criteria exceptions (if applicable) justified according to their specific requirements?
- ___ Does the context in which the property has been evaluated as significant justify the local, state, or national level of significance chosen for the property?
- ___ Does the integrity relate to the overall property, not its features and parts?
- ___ Does the description convey the significant qualities of the property? Through what features? Do these features retain integrity?
- ___ Have contributing and noncontributing features been identified?
- ___ Is there evidence that the bibliographic sources noted have been used in the preparation of the Statement of Significance (footnotes, for example)?
- ___ Have the boundaries been drawn to include all features directly related to the significance of the property?
- ___ Have the boundaries and the acreage been justified?
- ___ Is the proper level of significance checked?