



CHECK OUT THE 4 BASIC STEPS TO NOMINATE YOUR PROPERTY TO THE NATIONAL REGISTER OF HISTORIC PLACES

List Your Property

Be aware of the requirements. Anyone can nominate a property, but the legal owner must agree. While listing is primarily an honorific designation there are benefits. To be eligible for the National Register, a building must:

- Be at least 50 years old..
- Retain its architectural integrity.
- Be 'significant'. This can be national, state-wide or even local, but must fall within at least one of the following categories:
 - association with important events,
 - association with significant persons,
 - architectural significance, or
 - archaeological significance



Research Your Building

There are many reasons people may want to research a building. We provide guidance in how to conduct that research and survey your historic property.

- Check with The Preservation Office to determine what has been documented. You can also review an architects and builders files we may have on hand.
- Research Title Abstracts at the County Recorder's Office.
- Sanborn Maps can provide useful construction dates from the late 1880s to as late as 1969.
- Tax Files at the County Assessor's Office can also provide estimated dates of construction.
- Building Permit Registers can be researched through our Research Center
- Newspapers usually had a real estate section for major construction news.
- A Basic How To Guide
- Historic Contexts



Survey Your Building

Take your research to the next level to conduct a survey on your historic property.

- Intensive Level Surveys are prepared for individual properties.
- Reconnaissance Level Surveys are the most basic approach designed to deal with large groups of buildings rather than a single site.



- The [historic site form](#) will help guide your research and survey as you collect information on your property.
- Please use the [RLS Historic Sites Database Codes](#) when preparing forms for historic properties. You can also refer to our [Real Estate Terms Glossary](#) for additional help.
- We provide you with guidelines for [photographing historic buildings](#) and [measuring historic floor plans](#).

Prepare Your Nomination

Nominating a property is an extensive process, usually taking up to 6 months. We recommend you hire a preservation research consultant. You can contact us to get information on local consultants.

- [Guide to Preparing National Register Nominations](#)
- It is strongly suggested to work with our staff to conduct reviews of your research and current photos.
- Coordinate with local historic preservation commission, if one is present in your area.
- [NRHP Nomination Form](#)

Nominations then go through the Board of State History. If approved by the Board the nomination is submitted to the [National Park Service](#). NPS takes 60 days to review and they make the final determination.



For questions about National Register contact [Cory Jensen](#) 801-245-7242

The National Register of Historic Places is the official federal list of properties that are significant in American history, architecture, archaeology, and engineering.

This is primarily an honorific designation intended to recognize important buildings, structures, and sites and to encourage their preservation. The following **benefits** and “**restrictions**” apply to National Register-listed properties.

Benefits

Recognition: Owners may receive an official certificate of designation and purchase, through the State Historic Preservation Office (SHPO), an official plaque that can be placed on the building. Both of these are optional. (See SHPO contact information below.)

Rehabilitation tax credits: The State Historic Preservation Office administers tax credit programs that can save building owners 20 percent of the cost of rehabilitating their National Register-listed buildings. There is a state income tax credit for residential buildings and a federal income tax credit for “income-producing” buildings (commercial or residential rental). Requirements include submitting a short application form and performing only work that meets appropriate rehab standards.

Grants: The very limited grants that might be available are usually channeled through local historic preservation commissions. Keep in mind, however, that in most instances, grants are not readily available, or if they are the grant amounts are quite small (usually less than \$5,000).

Loans: The Utah Heritage Foundation, a statewide non-profit organization, administers loan programs for historic buildings. Visit the [UHF website](#) for details or call 801/533-0858.

Building code leniency: Officially designated historic buildings may not have to comply with all building code requirements. Chapter 34 of both the Uniform Building Code and the International Building Code and chapters 4-6 of the Uniform Code for Building Conservation provide direction for local building officials in accommodating some of the non-code-complying features of older buildings.

Local zoning variance: Most communities have provisions that allow designated historic buildings to be used for purposes other than what the zone

otherwise requires (e.g. a bed-and-breakfast in a historic home in a residential neighborhood). The choice of alternative uses is usually limited in order to protect the neighbors from radically incompatible uses, but several reasonable options are allowed.

Rehabilitation advice: Visit the building resources section of our website.

Property values: National Register listing can be a catalyst for increasing property values.

“Restrictions” (There are none)

Contrary to some rumors, there are **no** restrictions associated with National Register listing. Owners do not have to open their buildings to the public, nor do they need anyone’s approval for anything they do to their buildings.

National Register listing does not affect the property taxes or how the buildings may be used.

Local preservation ordinances, where present, may have some implication for buildings listed on local registers, but the local register process is entirely separate from the National Register process.

Most cities in Utah do not impose restrictions on historic building owners. Those that do usually limit their control to the exterior.

Contact your local planning department to see what, if any, rules may apply to *local* historic register designation.

GUIDE **FOR PREPARING** **NATIONAL REGISTER NOMINATIONS**

Utah State Historic Preservation Office
(Revised 02/2022)



GUIDE FOR PREPARING NATIONAL REGISTER NOMINATIONS

Utah State Historic Preservation Office
(Revised 6/2008)

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- III. EXAMPLE OF NATIONAL REGISTER NOMINATION

The image displays a collection of forms and checklists used for National Register nominations. Key documents visible include:

- National Register of Historic Places Registration Form**: The main form for nominating a property, with sections for:
 - 1. Name of Property**: Includes the name and other names of the property.
 - 2. Location**: Includes the address and a map showing the location.
 - 3. National Park Service Classification**: A section for the National Park Service to classify the property.
- National Register Nomination Checklist**: A checklist for the nominator to ensure all required information is provided.
- Title Search Form**: A form for the National Park Service to search for the property's title.

GENERAL INFORMATION:

What is the National Register of Historic Places? The National Register is the official national list of structures considered worthy of preservation because they tell us something important about our past. Their importance can be at the state or local level, not just the National level. National Register designation means a property has been officially recognized for its historic value and its preservation is encouraged. Benefits of National Register listing include assistance and information concerning the preservation of the structure, possible grants for repairs or improvements, and eligibility for Federal and State rehabilitation tax credits. Listing in the National Register does not interfere with a private property owner's right to alter, manage, or even demolish the listed property.

Is this building or site eligible for the National Register? A building or site must: (1) be at least 50 years old; (2) retain its architectural integrity, [A rule of thumb: Would the original owner still recognize the building?]; and (3) be historically or architecturally significant.

What does significant mean? Not every old building or site is significant. Many contribute to an understanding of the past, but are not of major importance. Significant buildings or sites are those that: (A) are associated with important events or developments in an area; and/or (B) are associated with significant persons in our past; and/or (C) are good examples of important styles or types of architecture; and/or (D) are important archaeological sites (primarily pre-1800s Native American sites).

How do you start? For help in determining eligibility and/or preparing nominations, inquiries should be directed to: Cory Jensen, State Historic Preservation Office (SHPO), coryjensen@utah.gov, 300 S. Rio Grande St., Salt Lake City, Utah 84101. Phone (801) 245-7242. (Current photographs and available historic information may be requested by SHPO staff for preliminary determination of eligibility.)

How long does the nomination process take? After determining eligibility with the help of the SHPO staff, research and document the property as described in the following pages. Coordinate the preparation of the National Register nomination with the local historic preservation commission, if you have one. The SHPO staff is available to review and direct your research and nomination on a limited basis -- consult with them early! The completed nomination is presented (by SHPO staff) to the Board of State History for review. The Board of State History typically meets four times a year, but schedules may vary. You can find meeting dates here: <https://history.utah.gov/about-us/> or call 801/245-7225 to find out when the next meeting is scheduled. Meeting agendas are finalized at least 30 days in advance, so **complete** documentation must be submitted prior to that time and it is recommended that nominations be submitted well in advance, at least 12 weeks, in case corrections or additional information is required to make the documentation

complete. With the Board's recommendation and approval by the SHPO officer, the nomination is then submitted to the National Park Service (NPS) in Washington, DC, for a final review. The entire nomination process usually takes about six months. (All documentation materials, including photographs, maps and drawings become the property of the SHPO for the purpose of reproduction, publication or distribution.)

<u>Procedure:</u>	<u>Time Frame:</u>
Research and Document	30-40 hours
Submit for review by SHPO	90 days prior to Board Meeting
SHPO presents to Board	Approximately every quarter
SHPO prepares to submit to NPS	3-4 Weeks
NPS review & notification	6-8 Weeks
Total Time:	Approximately 6 months

Should you be using this Guide? The following guidelines are intended for individuals who are inexperienced in completing National Register nomination forms. Professional consultants and those who intend to submit numerous nominations should refer to the National Register *Bulletin 16A*, which can also be found on the NPS website at: <http://www.nps.gov/history/nr/publications/bulletins/nrb16a>

What are the steps for completing National Register nominations?

- (1) Researching the property and its owners,**
- (2) Documenting the property's physical appearance with photographs and drawings, and**
- (3) Completing the National Register of Historic Places Registration form.**

(1) Researching the property and its owners:

WHERE AND HOW TO FIND OUT THE HISTORY OF THE PROPERTY:

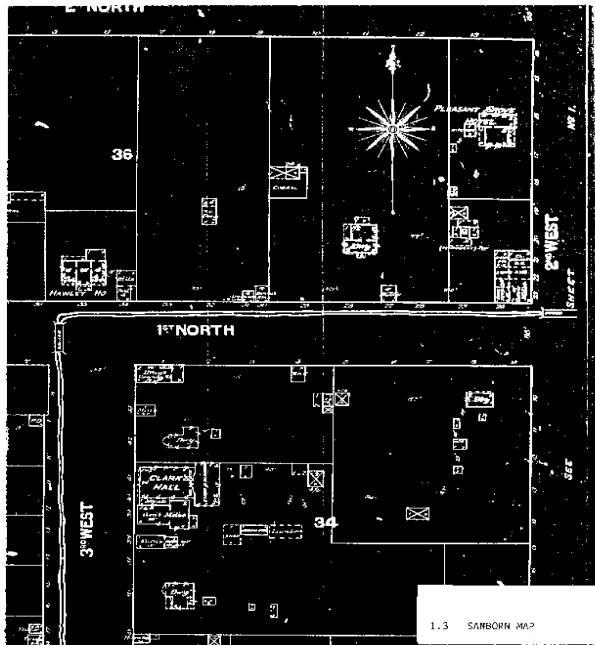
FIRST, check to see whether the building has already been documented. The SHPO at the Utah State Historical Society has files on thousands of buildings throughout the state. If there is no information on the building in the file, or if it is incomplete, you can then check the following sources to complete the documentation:

1. **Tax file** (County Assessor's Office) -- Obtain the tax serial number from the ownership plat maps and have the clerk pull the file for that property. The most important item in the file is the legal description of the property, though there also may be an estimated date of construction (don't trust it completely), an old photograph of the building, and perhaps other structural information. (*Photocopy the tax file in order to have a copy of all that information for future reference.) You will use the legal description to research the ownership of the property, as explained in #2. (*Salt Lake County has moved many of its old tax files to its Archives ((385) 468-0820), so check there if you can't find anything in the regular tax file.) (See example 1.1 - **TAX FILE**)

1.1 – Tax File

1.2 – Title Search Form

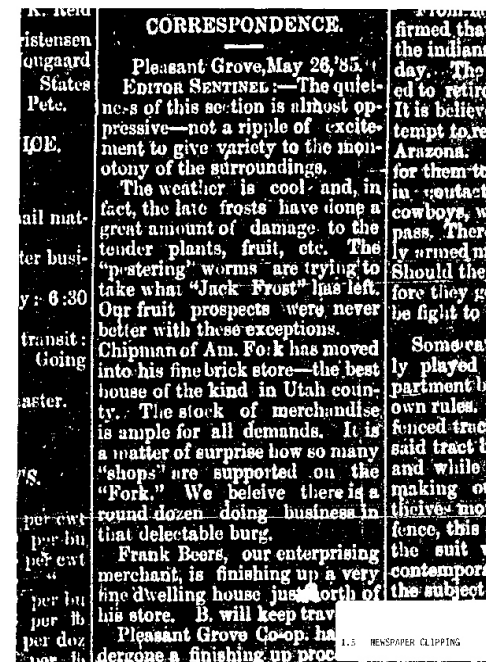
2. **Title abstracts** (County Recorder's Office) -- The title abstract records are organized by plat, block, and lot numbers for properties in incorporated areas; township, range, and section designations are used for unincorporated areas. Research all the transactions involving the property specified in the legal description, **noting the dates, names of buyers and sellers, dollar amounts, and types of transactions** (warranty deed, quit claim deed, mortgage, etc.). Copy the information on the important transactions onto the Title Search Form. Important transactions are those that involve the actual change of ownership or that might indicate when the building was constructed or altered. Indications of a construction date are the first relatively large mortgage or the dramatic increase in the selling price of the property. It is not necessary to copy down all of the later mortgages, tax sales, releases, etc. You may begin your search with the current owner and work your way back to the beginning, or vice versa. Some properties are easier to research from past to present, and others from present to past. (See example 1.2 - **COMPLETED TITLE SEARCH FORM**)



1.3 –Sanborn map

3. **Sanborn Maps** -- (Utah State Historical Society (USHS) Research Center and University of Utah Marriott Library. Many of the maps can be found online at the Marriott Library website: https://collections.lib.utah.edu/search?facet_setname_s=uum_sfim. These fire insurance maps were drawn for over 75 communities in Utah, many as early as the 1880s, and were updated approximately every decade through the 1920s with some updates into the 1940s and later. The maps show each building on the principal residential and commercial blocks, and they are color coded to indicate the various construction materials. By comparing the maps from different years, you can establish an approximate date of construction and can determine approximately when and what types of changes have been made to the building and surrounding property. (See example 1.3 - *SANBORN MAP*)
4. **Building permits** (Salt Lake City only) 1890-1927, USHS Research Center; after 1927+, State Archives -- These give the date the permit was issued, the address of the property, the estimated cost of construction, a brief description of the building, the name of the owner, and sometimes the names of the architect and builder. They are arranged in chronological order; some, however, have recently been organized by address as well.

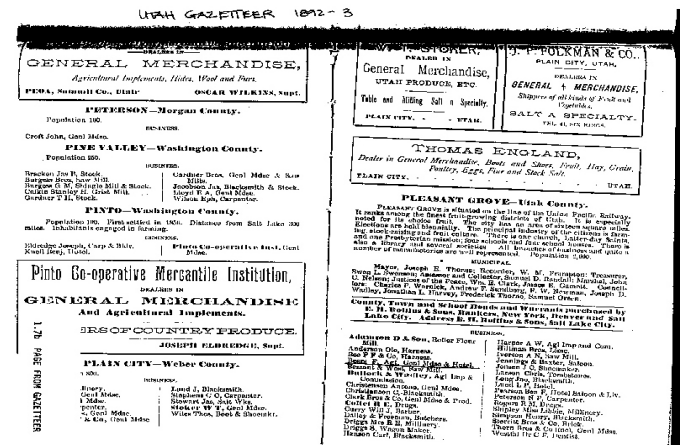
5. **Newspapers** (USHS Research Center and university libraries) -- Back issues or newspapers for many Utah communities are on microfilm and many are available online in the Utah Digital Newspapers archive at: <http://digitalnewspapers.org/>
 - a. Small town newspapers -- These are generally weekly newspapers. Information about the construction of major buildings in the community--schools, churches, public buildings, commercial buildings--usually appears on the front page. References to the construction of houses are often found in the "local" column. (See Example 1.5 - *NEWSPAPER CLIPPING*)
 - b. Deseret Weekly News -- The construction of buildings and other happenings in many small towns were reported in this newspaper during the 1850s-1900. An index available at the USHS Research Center makes it easy to locate relevant articles.
 - c. Large city newspapers -- Daily newspapers, such as the Deseret News and the Salt Lake Tribune, usually have a real estate section in which most of the important construction news appears. Information about the construction of individual houses is also given, though not on a consistent or complete basis. Advertisements in this section by builders and real estate firms are also useful sources of information, often highlighting recently completed buildings.



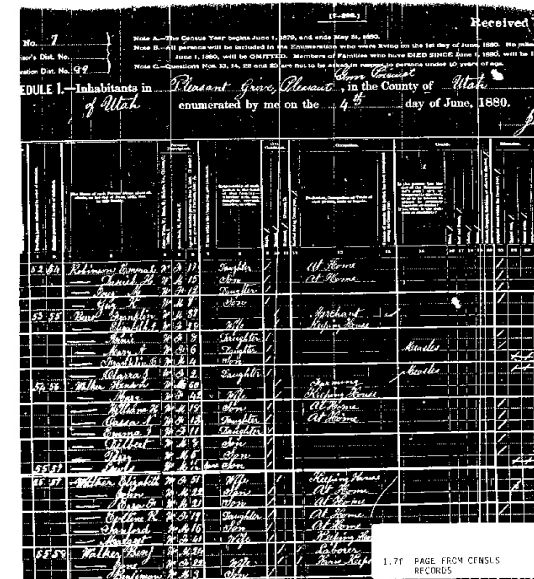
1.5-Newspaper Clipping

6. **Architects File** (https://collections.lib.utah.edu/search?facet_setname_s=dha_uab) -- Information about many of the architects and builders in Utah are included in this file, along with lists of some of the buildings they designed or constructed. Actual drawings of historic buildings are extremely rare since most houses were not individually designed by formally schooled architects. Even the drawings of many of Utah's prominent architects are unavailable. The best collection of historic architectural drawings is in Special Collections at the U of U Library. They are organized under each architect's name, so you must determine who the architect of the building is before you begin searching for specific drawings. The Utah State Historical Society Research Center also has a few architectural drawings (check with librarian).

- b. State gazetteers -- These annual volumes include virtually every community in the state, but unlike city directories, they do not give home addresses and usually list only businessmen (USHS and other libraries). (See example 1.7b - *PAGE FROM GAZETTEER*)
- c. Biographical index -- Arranged alphabetically by name, this card catalog references names found in publications at the USHS library.
- d. Biographical encyclopedias such as "Pioneers and Prominent Men," "Utah's Distinguished Personalities," etc. (USHS and other libraries) contain information about many of the prominent individuals in Utah.
- e. Genealogical records (LDS Church Family History Library), also available online at websites such as <http://www.familysearch.org>, or <http://www.ancestry.com/>.
- f. Census schedules (available on microfilm at USHS and university libraries) -- These list each member of the household, dates of birth and marriage, occupations, etc. In the 1900 and 1910 census schedules the address of each household is also sometimes given. Census schedules are arranged by county and city and are available for each decade from 1850 to 1910 (1890 excluded). (See example 1.7f - *PAGE FROM CENSUS RECORDS*)



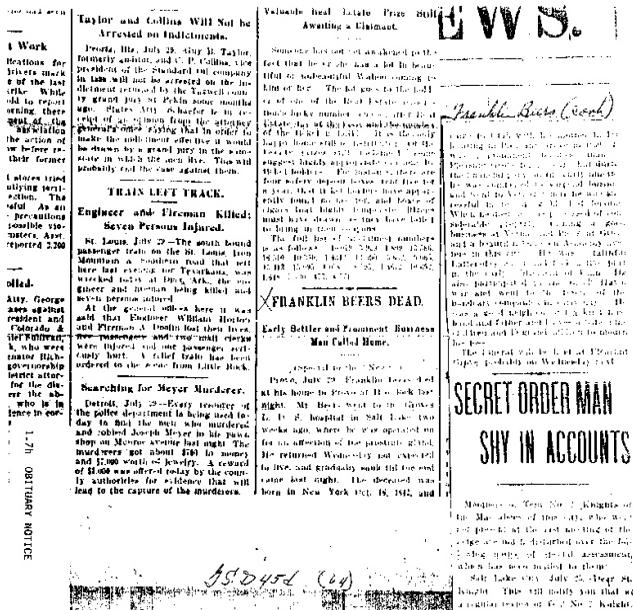
1.7b-Gazeteer



1.7f-Census Records

- g. Family histories -- Written histories, journals, letters, etc. are sometimes available from family members. Verbal accounts from the family and others associated with the property are also often useful.
- h. Obituary Index (available on microfilm at USHS, university and genealogical libraries) -- Indexes obituaries in the Salt Lake Tribune and the Deseret News from 1850 to 1970. The Salt Lake Tribune is also indexed separately from 1940 to the present. If the person you are researching is from a small town, you may wish to see if the obituary in the local newspaper is more detailed. (See example 1.7h - OBITUARY)
- i. Community Histories: Many cities and counties have compiled histories of their area, often with information on the individual families that settled the area.
- J. Mormons and Their Neighbors, a two volume reference set that provides peoples' names and in what biographical/historical references their information is found.

8. **Historic Photos:** Although not always available, historic photos of your property are very beneficial in evaluating its integrity and setting. The Utah State Historical Society Library has an excellent photo collection that is cataloged according to a wide range of topics. (See example 1.8 - HISTORIC PHOTO.) Also, family photograph collections and the tax files at the County Assessor's office often have historic photos.



1.7h-Obituary



1.8-Historic Photos

(2) Documenting the property's physical appearance:

PHOTOGRAPHS, MAPS, AND DRAWINGS

1) Photographs -- Digital photographs are now required. The camera used should be at least 4 megapixels (but 10 MP or higher is preferred), and the size of each image must be at least 3000x2000 pixels at 300 ppi or larger. It is recommended that digital images be saved in 8-bit (or larger) color format, which provides the best detail. Image files should be submitted to be sent to the NPS. If necessary and with SHPO approval, photo prints may be submitted in lieu of digital images. A minimum of five 35 mm color slides may be submitted, showing all sides of the structure and any significant interior details. Also, a minimum of two high quality black and white photographs for each building with accompanying negatives (35 mm or larger) showing the principal facade (preferably from a corner) and rear or side facades, and photos of any contributing outbuildings. Prints from negatives must be printed on archival paper.



2.1- Photographs

Though not required, it is strongly recommended that you obtain duplicates of old photographs of the building if they are available. The best sources for old photographs are family photograph collections and the tax files at the County Assessor's Office.

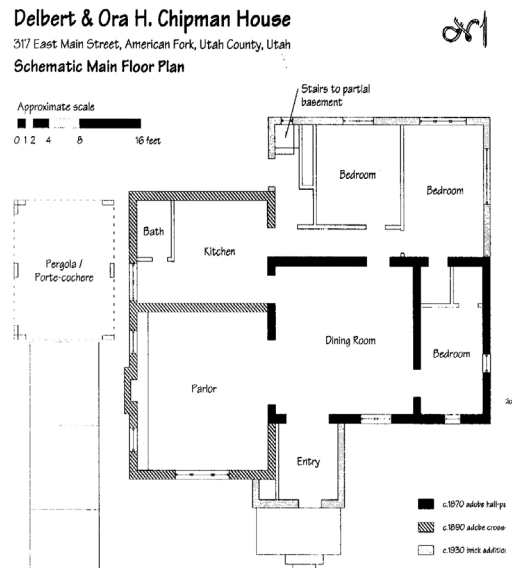
2) Maps—Aerial Imagery or USGS Topo Map -- Aerial imagery is required. You should note the building with an identifier along with the latitude/longitude coordinates in degrees/decimal. The map should note the building name, city, county, and coordinates, as well as have a north arrow and scale. You should have 2 maps, one showing the broader neighborhood, the other showing a close-up of the property boundary.



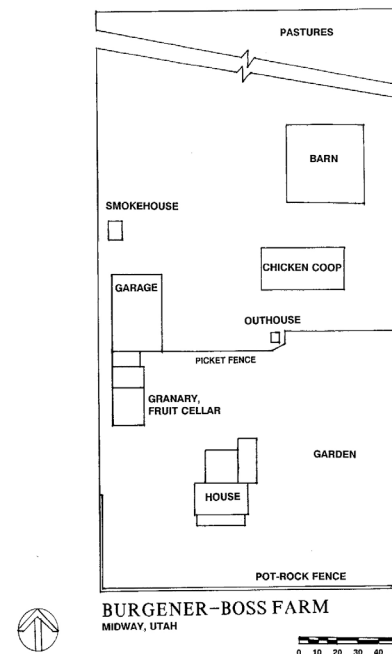
2.2-Aerial imagery map

3) Measured Drawings -- These are not required, though they are recommended as an important means of understanding buildings, particularly if the building has a complicated plan or has received additions. The interior and exterior of the building should be measured so that a floor plan drawing can be made that will show the room arrangement, locations of windows and doors, and wall thicknesses. Elevation drawings are not necessary.

4) Sketch Map of Site -- This is required for sites with multiple outbuildings or other associated structures. The purpose of the sketch map is to show the layout of the entire property. This is especially important in rural areas where there are a number of outbuildings, corrals, fences, ditches, etc., associated with the house. It is not necessary to actually measure the entire property, though the map should be generally accurate to scale. Sketch maps should have a north arrow, a scale, and a legend on the map. Using graph paper can make mapping easier and more accurate. In lieu of a sketch map, an aerial image of the property with buildings outlined or highlighted may be used.



2.3- Measured Floor Plan Drawing



2.4-Sketch Map of Site

All of this information will be used in describing the property and developing the statement of significance. Once you have researched all the sources and have gathered as much information as possible, the next step is to actually complete the National Register of Historic Places Registration form.

(3) Completing the National Register of Historic Places Registration form:

HOW IS THE NATIONAL REGISTER FORM ACTUALLY COMPLETED?

By following the instructions below and referring to the completed example, you should be able to work with the National Register nomination form and fill in the appropriate information. Please refer to the National Register *Bulletin 16A* for terminology to use in the form:

<https://www.nps.gov/subjects/nationalregister/upload/NRB16A-Complete.pdf>. If you have more specific questions that are not addressed here, or call the SHPO. The form should be completed using MS Word and a copy emailed to the SHPO National Register Coordinator for review.

1. **Name of Property - Historic Name:** The historic name is usually that of the original owner (or business for commercial buildings).
2. **Location:** Address of the property.
3. **State/Federal Agency Certification --** Completed by State Historic Preservation Office.
4. **National Park Service Certification --** Completed by National Park Service.
5. **Classification --** Mark an "x" in all boxes that apply to ownership and category of property. Enter the number of resources that make up the property in each category.
6. **Function or Use --** What was the historic use and what is the current use of the building? Was it an old school or store? Is it a single-family dwelling?
7. **Description:**
Classification -- Enter style name if known.
Materials -- Fill in visible materials as known.

NARRATIVE DESCRIPTION (on continuation sheets) Describe the physical components and appearance of the building or site.

Generally, describe the property from a broad to a narrow perspective, from the outside (bottom to top), to the inside. The following areas are usually discussed in separate paragraphs:

Setting: Overview of the building and its site.

Is it located downtown or in a commercial, industrial, or residential area, or is it in a rural area? Is the property a large lot or a corner lot?
Are there any distinctive landscape features?
Are there any outbuildings? If so, describe. Are they historic?

Exterior: Describe style and exterior architectural components such as foundations, porches, walls, windows, and distinctive features such as decorative cornices or dormers, roof, chimney, etc.

When was it built?
How many stories is it?
What kind of building is this?
What does the building look like now?
What did the original building look like?
What were the original materials?
What is the style(s) and what are the characteristics of the style(s)?
Does it have distinctive decorative features?
Are there towers or turrets?
Is there decorative woodwork?
What is the foundation?
Stone? Concrete? Brick? Log?
What are the exterior walls constructed of?
Stone? Brick? Wood siding?
What are the windows made of and what do they look like? Are there leaded or stained glass windows?
What are the doors made of and what do they look like? Are there transom or side lights?
What is the roof shape? Hip? Gable?
What is it covered with? Wood shingle? Asphalt shingle?
Does the building look like it did during the historic period?
What exterior changes have been made to alter the original structure?
Have additions been made? Windows or doors covered? Siding added?
When were these changes made?
What materials were used?

Interior: Describe the interior plan, distinctive features, original and new components. How many rooms were in the original building and what were their uses?

What was the original interior plan?
What rooms were where?
Are the rooms still used in the same way?
What original features remain?
Is there a staircase, mantle, bookshelf, stoves, wainscot, etc.?
What alterations have been made? When?
Are they major or minor?

8. STATEMENT OF SIGNIFICANCE

Applicable National Register Criteria: Mark an "x" in one or more of the lines to identify National Register criteria for which the property qualifies for listing and for any criteria considerations.

Areas of Significance: Why is the property significant? Is it related to exploration, settlement, transportation, education, architecture, etc.?

Periods of Significance: Enter the periods of time when the property attained its significance. The period should end at least 50 years ago. If it is significant for architecture only, the period of significance would just be the year it was built, or the span of years between when it was constructed and when eligible alterations/additions were made.

Significant Dates: What dates are related to the property's significance? These dates are usually when the structure was first built and when major changes occurred. Significant dates should be at least 50 years ago.

Significant Person: Complete **only** if Criterion B is marked.

Cultural Affiliation: Complete **only** if Criterion D is marked.

Architect/Builder: Fill in with either the names of the architect and/or builder or "unknown."

NARRATIVE STATEMENT OF SIGNIFICANCE: Describe the history and significance of the structure.

How do you describe the significance of a structure? Start by giving the year the building was constructed. If dates are uncertain, use circa (c.) for the most likely date. Though this section should be a history of the building that provides the names of the owners, the dates of their ownership or occupation, biographical information, and other historical information pertaining to the construction and use of the building, the primary focus should be on those elements that make it significant, whether historically or architecturally. Brief mention should also be made of the building's more recent history (see the example). Use footnotes to reference the sources of key points of the building's history.

What is the purpose of the narrative? To describe the reasons the structure is significant.

A) EVENTS:

What local, state, and national events were occurring at the time that relate to the property or its owners? Does it provide evidence of those events or periods of history?

What events or activities made the building significant?

B) PEOPLE:

Who built the structure? Is the structure associated with an influential person in the community? Was it built by a well-known architect and is one of the architect's best or only remaining examples?

What did they do for a living?

What roles did they perform in the community?

How long did they occupy the building?

Were they married? Were there children?

Who else owned the building?

Who has owned the building since the original owner? When? What is known about them?

C) ARCHITECTURE:

Is the structure one of the best known examples of a particular type or style?

Is it one of only a few known examples of a particular architectural style or plan?

What is the architectural "context" in the community? How many remaining buildings are there from the same period? How many similar buildings, styles, etc.? How does this one compare?

D) ARCHAEOLOGY:

Is it likely that discovery of past events may be determined through archaeological investigation?

ADDITIONAL INFORMATION: How is the building being used now?

This information will provide a better understanding of the building or site.

What is the current use of the building?

Who currently owns the building?

What are the recent changes? Use? Physical changes? Rehabilitation? Site or immediate area?

Are there any plans for restoration or adaptive reuse?

9. Bibliography: Use standard bibliographical citation format for all sources. For unpublished materials, please give the location where they can be found. For interviews, give the names of the narrator and interviewer, date of the interview and location of any transcription.

10. Geographical Data:

Acreage of Property: Enter number of acres to the nearest tenth if known. Usually available on property tax notice or tax file at county assessor's office.

Latitude/Longitude or UTM grid reference. Lat/Long is preferred and should be entered in degrees decimal format.

Verbal Boundary Description: Describe the legal boundaries of the property. This should be copied verbatim from the tax file for the property. (Tax Number -- Give the official tax number assigned to the property by the County Assessor if available.) If the boundary is smaller or larger than the tax parcel description provide more detail and note to reference the included map.

Boundary Justification: Provide a brief and concise explanation of the reasons for selecting boundaries. In many instances the statement can be as simple as, "The boundaries are those that have historically been, and continue to be, associated with the building."

11. Form Prepared By: Provide the name of the researcher and the organization. Give the month and year the form was completed.

PHOTOS: Do not label photos. List information on the photograph section of the form: name of photographer, date, and elevation photographed.

**National Register Nomination
Submission Checklist**

The following materials must be submitted before a property can be scheduled for presentation to the Board of State History:

- Nomination form completed according to National Register guidelines (Bulletin 16A or 16B).
- A satellite image of site with property name, Lat/Long coordinates, scale and North arrow. If necessary you may submit a U.S. Geological Survey map with location or boundaries of the site marked in **pencil**. (Preservation staff will determine Lat/Long or UTM coordinates and label map.) Check with SHPO NR Staff for approval first.
- **Digital photographs are now preferred.** An archival Gold CD/DVD-ROM with all the images (in color) should be submitted along with the prints (a blank archival CD should also be included). Images should be in RAW or direct-capture TIF format (JPEG are also acceptable), and the size of each image must be at least 3000x2000 pixels at 300 ppi or larger. It is recommended that digital images be saved in 8-bit (or larger) color format, which provides the best detail. A set of **color** prints (archival not required for digital) at least 4 x 6.
OR
- **Prints/Negatives. Please get SHPO Approval first!** A minimum of five 35 mm color slides showing all sides of the structure and any significant interior details and a minimum of two, high quality, black and white photographs with accompanying negatives (35 mm or larger) showing the principal facade (preferably from a corner) and rear or side facades. Photos (2 sets) must be at least 4 x 6 in size, and must be on **archival** paper. Provide labeling information on the Photo continuation sheet (see Bulletin 16A, page 64). Do not label the photos on the back with pen, marker or self-adhesive labels. Please contact the SHPO before doing photographs.
- Name and mailing address of the legal owner of record.
- PDF scanned copy of all research materials, including title search.
- Local historic preservation commission review and approval for properties in a CLG community.

TITLE SEARCH FORM

[Obtain information from title abstract books at County Recorder's Office]

Address:
City:
Current Owner:
Address:

Tax Number:
Legal Description (include acreage):

TRANSACTION DATES	GRANTOR (SELLER)	GRANTEE (BUYER)	TYPE OF TRANSACTION	DOLLAR AMOUNT	COMMENTS

Researcher: _____

Date: _____

Name of Property
United States Department of the Interior
National Park Service

County and State

National Register of Historic Places Registration Form

This form is for use in nominating or requesting determinations for individual properties and districts. See instructions in National Register Bulletin, *How to Complete the National Register of Historic Places Registration Form*. If any item does not apply to the property being documented, enter "N/A" for "not applicable." For functions, architectural classification, materials, and areas of significance, enter only categories and subcategories from the instructions.

1. Name of Property

Historic name: _____

Other names/site number: _____

Name of related multiple property listing: _____

(Enter "N/A" if property is not part of a multiple property listing)

2. Location

Street & number: _____

City or town: _____ State: _____ County: _____

Not For Publication: ☐ Vicinity: ☐

3. State/Federal Agency Certification

As the designated authority under the National Historic Preservation Act, as amended,

I hereby certify that this ___ nomination ___ request for determination of eligibility meets the documentation standards for registering properties in the National Register of Historic Places and meets the procedural and professional requirements set forth in 36 CFR Part 60.

In my opinion, the property X meets ___ does not meet the National Register Criteria. I recommend that this property be considered significant at the following level(s) of significance:

___national ___statewide ___local

Applicable National Register Criteria:

___A ___B ___C ___D

Signature of certifying official/Title:

Date

Utah Division of State History/Office of Historic Preservation

State or Federal agency/bureau or Tribal Government

Name of Property _____	County and State _____						
<p>In my opinion, the property ___ meets ___ does not meet the National Register criteria.</p> <hr/> <table style="width: 100%;"> <tr> <td style="width: 60%;">Signature of commenting official:</td> <td style="width: 40%;">Date</td> </tr> <tr> <td colspan="2"><hr/></td> </tr> <tr> <td>Title :</td> <td>State or Federal agency/bureau or Tribal Government</td> </tr> </table>		Signature of commenting official:	Date	<hr/>		Title :	State or Federal agency/bureau or Tribal Government
Signature of commenting official:	Date						
<hr/>							
Title :	State or Federal agency/bureau or Tribal Government						

4. National Park Service Certification

I hereby certify that this property is:

- ___ entered in the National Register
___ determined eligible for the National Register
___ determined not eligible for the National Register
___ removed from the National Register
___ other (explain:) _____

Signature of the Keeper

Date of Action

5. Classification

Ownership of Property

(Check as many boxes as apply.)

- Private: ☐
- Public – Local ☐
- Public – State ☐
- Public – Federal ☐

Name of Property

County and State

Category of Property

(Check only **one** box.)

Building(s) ☐

District ☐

Site ☐

Structure ☐

Object ☐

Number of Resources within Property

(Do not include previously listed resources in the count)

Contributing

Noncontributing

buildings

sites

structures

objects

Total

Number of contributing resources previously listed in the National Register _____

Name of Property

County and State

6. Function or Use

Historic Functions

(Enter categories from instructions.)

Current Functions

(Enter categories from instructions.)

7. Description

Architectural Classification

(Enter categories from instructions.)

Materials: (enter categories from instructions.)

Principal exterior materials of the property: _____

Name of Property

County and State

Narrative Description

(Describe the historic and current physical appearance and condition of the property. Describe contributing and noncontributing resources if applicable. Begin with a **summary paragraph** that briefly describes the general characteristics of the property, such as its location, type, style, method of construction, setting, size, and significant features. Indicate whether the property has historic integrity.)

Summary Paragraph

Narrative Description

8. Statement of Significance

Name of Property

County and State

Applicable National Register Criteria

(Mark "x" in one or more boxes for the criteria qualifying the property for National Register listing.)

- ☐ A. Property is associated with events that have made a significant contribution to the broad patterns of our history.
- ☐ B. Property is associated with the lives of persons significant in our past.
- ☐ C. Property embodies the distinctive characteristics of a type, period, or method of construction or represents the work of a master, or possesses high artistic values, or represents a significant and distinguishable entity whose components lack individual distinction.
- ☐ D. Property has yielded, or is likely to yield, information important in prehistory or history.

Criteria Considerations

(Mark "x" in all the boxes that apply.)

- ☐ A. Owned by a religious institution or used for religious purposes
- ☐ B. Removed from its original location
- ☐ C. A birthplace or grave
- ☐ D. A cemetery
- ☐ E. A reconstructed building, object, or structure
- ☐ F. A commemorative property
- ☐ G. Less than 50 years old or achieving significance within the past 50 years

Areas of Significance

(Enter categories from instructions.)

Name of Property

County and State

Period of Significance

Significant Dates

Significant Person

(Complete only if Criterion B is marked above.)

Cultural Affiliation

Architect/Builder

Statement of Significance Summary Paragraph (Provide a summary paragraph that includes level of significance, applicable criteria, justification for the period of significance, and any applicable criteria considerations.)

Name of Property

County and State

Narrative Statement of Significance (Provide at least **one** paragraph for each area of significance.)

Name of Property

County and State

9. Major Bibliographical References

Bibliography (Cite the books, articles, and other sources used in preparing this form.)

Previous documentation on file (NPS):

- ☐ preliminary determination of individual listing (36 CFR 67) has been requested
- ☐ previously listed in the National Register
- ☐ previously determined eligible by the National Register
- ☐ designated a National Historic Landmark
- ☐ recorded by Historic American Buildings Survey # _____
- ☐ recorded by Historic American Engineering Record # _____
- ☐ recorded by Historic American Landscape Survey # _____

Primary location of additional data:

- ☐ State Historic Preservation Office
 - ☐ Other State agency
 - ☐ Federal agency
 - ☐ Local government
 - ☐ University
 - ☐ Other
- Name of repository: _____

Historic Resources Survey Number (if assigned): _____

10. Geographical Data

Acreage of Property _____

Name of Property

County and State

Use either the UTM system or latitude/longitude coordinates

Latitude/Longitude Coordinates

Datum if other than WGS84: _____

(enter coordinates to 6 decimal places)

1. Latitude: Longitude:

2. Latitude: Longitude:

3. Latitude: Longitude:

4. Latitude: Longitude:

Or

UTM References

Datum (indicated on USGS map):

☐ NAD 1927 or ☐ NAD 1983

1. Zone: Easting: Northing:

2. Zone: Easting: Northing:

3. Zone: Easting: Northing:

4. Zone: Easting : Northing:

Verbal Boundary Description (Describe the boundaries of the property.)

Name of Property

County and State

Boundary Justification (Explain why the boundaries were selected.)

11. Form Prepared By

name/title: _____
organization: _____
street & number: _____
city or town: _____ state: _____ zip code: _____
e-mail _____
telephone: _____
date: _____

Additional Documentation

Submit the following items with the completed form:

- **Maps:** A USGS map or equivalent (7.5 or 15 minute series) indicating the property's location.
- **Sketch map** for historic districts and properties having large acreage or numerous resources. Key all photographs to this map.
- **Additional items:** (Check with the SHPO, TPO, or FPO for any additional items.)

Name of Property

County and State

Photographs

Submit clear and descriptive photographs. The size of each image must be 1600x1200 pixels (minimum), 3000x2000 preferred, at 300 ppi (pixels per inch) or larger. Key all photographs to the sketch map. Each photograph must be numbered and that number must correspond to the photograph number on the photo log. For simplicity, the name of the photographer, photo date, etc. may be listed once on the photograph log and doesn't need to be labeled on every photograph.

Photo Log

Name of Property:

City or Vicinity:

County:

State:

Photographer:

Date Photographed:

Description of Photograph(s) and number, include description of view indicating direction of camera:

1 of ____.

2 of ____

Paperwork Reduction Act Statement: This information is being collected for applications to the National Register of Historic Places to nominate properties for listing or determine eligibility for listing, to list properties, and to amend existing listings. Response to this request is required to obtain a benefit in accordance with the National Historic Preservation Act, as amended (16 U.S.C. 460 et seq.).

Estimated Burden Statement: Public reporting burden for this form is estimated to average 100 hours per response including time for reviewing instructions, gathering and maintaining data, and completing and reviewing the form. Direct comments regarding this burden estimate or any aspect of this form to the Office of Planning and Performance Management, U.S. Dept. of the Interior, 1849 C. Street, NW, Washington, DC.

INTENSIVE LEVEL SURVEY

Guidelines for Architectural Resources

UTAH STATE HISTORIC PRESERVATION OFFICE

(Revised August 2022)

Intensive level surveys involve three separate tasks: (A) research on the property and its owners, (B) documentation of the property's physical appearance, and (C) completion of the Historic Site Form. Instructions for each of those tasks are given below.

*These guidelines and other useful documents and materials can be found in the Google Drive folder: https://drive.google.com/drive/u/0/folders/1eVHZHGO7YRXu9rvplmFeuEX_-mwOUlm

A. RESEARCHING THE PROPERTY

First, check to see whether the building has already been documented. The Office of Preservation at the Utah State Historical Society has a database and files on thousands of buildings throughout the state. You may contact SHPO, or you may search for the property on the Historic Utah Buildings (HUB) viewer at this link:

<https://shpo.utah.gov/portal/apps/webappviewer/index.html?id=8e218e18c2b74477b5f520e5617bebafe>

If there is no information for the building in the file, or if it is incomplete, you should check the following sources to complete the documentation:

- 1. Tax files** (County Assessor's Office) – Many counties have tax file information, including tax photos online; check county websites or call the county office for more information) -- Obtain the tax serial number from the ownership plat maps and have the clerk pull the file for that property. The most important item in the file is the legal description of the property, though there also may be an estimated date of construction (don't trust it completely), an old photograph of the building, and perhaps other structural information* You may wish to photocopy the tax file in order to have a copy of all that information for future reference. At a minimum, you should copy down the name and address of the current owner and the legal description of the property, preferably on the Title Search Form. You will use the legal description to research the ownership of the property, as explained in #2. (*Salt Lake County has moved many of its old tax files to its Records Management and Archives department, so check there if you can't find anything in the regular tax file. It is a good idea to check here anyway since old assessment files may contain an early photograph of the property and floor-plan outlines).
- 2. Title abstracts** (County Recorder's Office) – The title abstract records are organized by plat, block, and lot numbers for properties in incorporated areas; township, range, and section designations are used for unincorporated areas. Research all the transactions involving the property specified in the legal description, noting the dates, names of buyers and sellers, dollar amounts, and types of transactions (warranty deed, quit claim deed, mortgage, etc.). Copy the information of the important transactions onto the Title Search Form. Important transactions are those that involve the actual change of ownership or that might indicate when the building was constructed or altered. Indications of a construction date are the first relatively large mortgage or the dramatic increase in the selling price of the property. It is not necessary to copy down all of the later mortgages, tax sales, releases, etc. You may begin your search with the current owner and work your way back to the beginning, or vice versa. Some properties are easier to research from past to present and others from present to past.

3. **Sanborn Maps** – The History Research Center (<https://history.utah.gov/library-collections/>) at the Utah Historical Society has a list of available maps and where they are located. Most are also available on microfilm at the UHRC and also online at the University of Utah Marriott digital collections at: https://collections.lib.utah.edu/search?facet_setname_s=uum_sfim. These fire insurance maps were drawn for more than 75 communities in Utah, many as early as the 1880s, and were updated approximately every decade through the 1920s with some updates into the 1940s and later depending on the community. The maps show each building on the principal residential and commercial blocks, and they are color coded to indicate the various construction materials. By comparing the maps from different years, you can establish an approximate date of construction and can determine approximately when and what types of changes have been made to the building and surrounding property.
4. **Building permits** (Salt Lake City only) 1890-1927, UHRC; after 1927, State Archives -- These give the date the permit was issued, the address of the property, the estimated cost of construction, a brief description of the building, the name of the owner, and sometimes the names of the architect and builder. They are arranged in chronological order; some, however, have recently been organized by address as well.
5. **Newspapers** (UHRC and university libraries) -- Newspapers for many Utah communities are on available online at the Utah Digital Newspapers archive at <http://digitalnewspapers.org/> or on microfilm. Common newspaper sources include:
 - a. Small town newspapers -- These are generally weekly newspapers. Information about the construction of major buildings in the community--schools, churches, public buildings, commercial buildings--usually appears on the front page. References to the construction of houses are often found in the "local" column.
 - b. Deseret Weekly News – The construction of buildings and other happenings in many small towns were reported in this newspaper during the 1850s-1900. An index available at the USHS Library makes it easy to locate relevant articles.
 - c. Large city newspapers – Daily newspapers, such as the Deseret News and the Salt Lake Tribune, usually have a real estate section in which most of the important construction news appears. Information about the construction of individual houses is also given, though not on a consistent or complete basis. Advertisements in this section by builders and real estate firms are also useful sources of information, often highlighting recently completed buildings.
 - d. Annual "List of Buildings" for Salt Lake City – These appear in the January 1st issue of the Salt Lake Tribune from 1889 until 1899. The lists give the location, cost, brief description, and name of the owner of each building constructed during the previous year.
 - e. "List of Buildings" for Ogden – This list is the same as that described above for Salt Lake City. However, it appears only one time--Salt Lake Tribune, January 1, 1892, p. 39 (for buildings constructed in 1891).
6. **Architects File** (Historic Preservation Office and online at: https://collections.lib.utah.edu/search?q=ashton&fd=architect_name_t%2Cprimary_city_t&facet_setname_s=dha_uab) -- Information about many of the architects and builders in Utah are included in this file, along with lists of some of the buildings they designed or constructed. Actual drawings of historic buildings are extremely rare since most houses were not individually designed by formally educated architects. Even the drawings of many of Utah's prominent architects are unavailable. The best collection of historic architectural drawings is in Special Collections at the U of U Marriott Library. They are organized under each architect's name, so you must determine who the architect of the building is before you begin searching for specific drawings. The UHRC also has a few architectural drawings (check at main desk).
7. **Biographical information** on owners can be found in the following sources:
 - a. City directories (larger cities only) – These annual listings provide the names, addresses and occupations of almost everyone in the city. They are arranged alphabetically by name in the early

years, but from 1924 on they are organized by both name and address. Directories are useful in verifying when a house was built and whether the owner lived in it himself or rented it out (UHRC and other libraries).

- b. State gazetteers – These annual volumes include virtually every community in the state, but unlike city directories, they do not give home addresses and usually list only businessmen (UHRC and other libraries).
- c. Biographical index – Arranged alphabetically by name, this card catalog references names found in publications at the UHRC.
- d. “Mormons and Their Neighbors” – A two-volume reference set that provides names and in what biographical/historical references information for them is found.
- e. Biographical encyclopedias such as “Pioneers and Prominent Men,” “Utah’s Distinguished Personalities,” etc. (UHRC and other libraries) – These volumes contain information about many of the prominent individuals in Utah.
- f. Genealogical records – available online at websites such as <https://www.ancestry.com/> or <https://www.familysearch.org/en/>) or at the LDS Church Family History Library, or from family records.
- g. Census schedules (available on microfilm at UHRC and university libraries) – These list each member of the household, dates of birth and marriage, occupations, etc. In the 1900 and 1910 census schedules the address of each household is also sometimes given. Census schedules are arranged by county and city and are available for each decade from 1850 to 1910 (1890 excluded).
- h. Family histories -- Written histories, journals, letters, etc. are sometimes available from family members. Verbal accounts from the family and others associated with the property are also often useful. Davis Bitton’s, “Guide to Mormon Diaries and Autobiographies” is a good source to check for copies available in library special collections and archives.
- i. Obituary Index (available on microfilm at UHRC, university and genealogical libraries) – Indexes obituaries in the *Salt Lake Tribune* and the *Deseret News* from 1850 to 1970. The *Salt Lake Tribune* is also indexed separately from 1940 to the present. If the person you are researching is from a small town, you may wish to see if the obituary in the local newspaper is more detailed.

B. DOCUMENTING THE BUILDING

SHPO is no longer accepting paper submissions. All materials should be submitted digitally in an email or on a CD or flash drive. Historic Site Forms should be submitted as a Word doc, all supporting materials (maps, scanned research materials, etc.) should be submitted as PDFs.

1. **Photographs** –The bare minimum requirement is two photographs of the building, one from a front corner (showing primarily the main facade) and one from the opposite rear corner. If there are outbuildings on the property you should photograph them as well, along with photos of the property setting. However, with digital photography more photographs are preferred to provide good coverage of the buildings and site.

Digital photographs – The Utah SHPO expects that all submissions will be digital. Please email digital image files or submit via other file transfer service. In lieu of this image files may be submitted on a flash drive or CD-R/DVD-R. The size of each image must be 3000 x 2000 pixels at 300 ppi (pixels per inch) or larger. TIF images are preferable, but JPEG images are acceptable. For more information on digital photo standards, please contact Utah SHPO. If you must use standard film, please contact us for approval first! You should also obtain duplicates of old/historic photographs of the building if they are available. The best sources for old/historic photographs are family photograph collections and county tax assessment files.

2. **Aerial Survey Maps** – Aerial photographs of the site are preferred (e.g., Google Earth, Bing Maps, etc.), with one map showing the general setting and a second map focusing closely on the parcel/property where the building is located. Indicate location of the building on the map and label it with

the name and address of the property, as well as the latitude/longitude coordinate (in degrees/decimal), the parcel boundary, a north arrow and a scale. If you need one, a template is available from SHPO. U.S. Geological Survey (USGS) topo maps no longer required.

3. **Measured Drawings** – These are not required except for older buildings and those that have unique or complicated floor plans or have received multiple additions over time. The interior and exterior of the building should be measured so that a floor plan drawing can be made that will show the room arrangement, locations of windows and doors, and wall thicknesses. Elevation drawings are not necessary. Contact Utah SHPO for more detailed measuring instructions.
4. **Sketch Map of Site** – This is recommended for sites with outbuildings or other associated structures. The purpose of the sketch map is to show the layout of the entire property. This is especially important in rural areas where there are a number of outbuildings, corrals, fences, ditches, and so forth, associated with the primary building. It is not necessary to actually measure the entire property, though the map should be generally accurate to scale. Sketch maps should have a north arrow, a scale, and a legend on the map (including the name of the property and the date of the map). Using graph paper can make mapping easier and more accurate. **Aerial imagery maps** are acceptable in lieu of a sketch map. Please outline or highlight property parcel boundaries, individual buildings and other feature and provide labels and a key with dates and building information.

C. COMPLETING THE HISTORIC SITE FORM

A digital version of the Historic Site Form can be obtained from the USHS Office of Preservation through e-mail. In order to complete the form properly, please follow the instructions below and refer to the completed example.

1. Identification

Name of Property – For houses, use the name of the original owner—last name first (e.g., Smith, John, House). In cases where the original owner was not the principal, long-term occupant, combine the last names of the original owner and the principal owner with a hyphen (e.g., Smith-Johnson House). For non-residential buildings, use the historic name of the building, which was usually the name of the business or institution that first occupied the building (e.g., Commercial Bank Building, Thurber School, Salt Lake City Tenth Ward Chapel).

Address – Provide the address, city, and county.

Current Ownership – Give the name and address of the owner.

Township, Range, Section – Fill these in only for properties that are located outside of a town and do not have an address. These designations can be found at the County Recorder's office or on the USGS map for the area.

Latitude/Longitude – Usually used only for very remote sites, but should be in degree/decimal format, with 6 decimal places.

USGS Map Name & Date – No longer required unless using topo maps (not recommended). Give the name and date of the USGS map on which the property appears (e.g., Heber City Quad/1975).

Tax Number – Give the official tax number assigned to the property by the County Assessor.

Legal Description – This should be copied verbatim from the tax file for the property. Give the acreage of the property as well.

2. Status/Use

Property Category – Check the appropriate box for the principal resource on the property.

Evaluation -- Check the appropriate box based on the property's potential eligibility for listing in the National Register. This should be based on age (50 years or older), architectural integrity and the potential to meet one of the four National Register criteria: (A) associated with events that have made a significant contribution to the broad patterns of our history; or (B) associated with the lives of persons significant in our past; or (C) embody 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) have yielded, or may likely yield, information important in prehistory or history [this usually applies only to archaeological sites].

Use -- Should be from categories provided in Preservation Pro database: Residential, commercial, religious, educational, etc.

3. Documentation

Photos/Dates – Check the appropriate boxes and provide the dates of the photographs that accompany this form.

Drawings and Plans – Check the appropriate box for any plans or drawings that accompany this form or that are known to be available.

Research Sources – Check the boxes of all the sources that were consulted, whether they yielded any information or not.

Bibliographical References – Use standard bibliographical citation format for all sources that were used. For unpublished materials, please give the location where they can be found. For interviews, give the names of the narrator and interviewer, date of the interview and location of transcription.

Researcher/Organization – Provide the name of the researcher and the organization that sponsored the intensive survey.

Date – Give the month and year the form was completed.

4. Architectural Description

Building Style/Type – This information can be obtained from the data provided by the Reconnaissance Survey, if it has been completed. If a reconnaissance survey has not yet been done, this should be from categories provided in the database. Also see online Utah architecture guide at: https://issuu.com/utah10/docs/architectural_guide_booklet

No. Stories – Wall dormers or gable-end windows into occupiable space typically constitutes a half (1/2 or .5) story.

Foundation Material – Typically stone, brick or concrete. Please note if original material has been covered with concrete or other material.

Wall Material(s) – Give only the principal materials used on the walls (e.g., brick, stone, adobe, drop siding, shingle).

Additions – Mark the appropriate category (none, minor, major) and describe below any minor or major additions, including dates they were added.

Alterations – Mark the appropriate category (none, minor, major) and describe below any minor or major alterations, including dates.

Number of associated outbuildings and/or structures – Self-explanatory

Description – Provide a detailed description of the physical appearance of the building and its significant architectural features. This information is also required: (1) a brief description of any additions or alterations that have been made to the building; (2) a list and brief description (materials, estimated dates, condition, contributory/non-contributory status, etc.) of any outbuildings on the property; and (3) description of any features not adequately shown in the photos. Use a continuation sheet if there is not enough space on the form.

5. History

Architect/Builder – Fill in with either the names of the architect and builder or "unknown."

Date of Construction – Give the year the building was constructed. Also include dates of major alterations. If the date is uncertain, use "circa" (or c.) for the most likely date.

Historic Themes – Indicate which of these themes this property represents.

History – This should be a chronological history of the building that provides the names of the owners, the dates of their ownership or occupation, biographical information, and other historical information pertaining to the themes marked above and the construction and use of the building. Though the focus of this history should be the original owner and the principal early occupants, brief mention should also be made of the building's more recent history (see the example). Use footnotes to reference the sources of key points of the building's history.

INTENSIVE LEVEL SURVEY CHECKLIST

Checklist of items required for each surveyed property:

1. ☐ Completed Historic Site Form
2. ☐ Good representative digital photograph image files*
3. ☐ Completed title search form
4. ☐ PDF scans of biographical research or completed Biographical Research Form (or equivalent) for each principal resident from the historic period (or adequately documented history for non-residential buildings)
5. ☐ PDF of aerial maps with location of building marked in Latitude/Longitude coordinates (in degrees/decimal format)
6. ☐ PDF scans of all research materials
7. ☐ Separate digital file for each property

Recommended but not required:

8. ☐ PDF scan of measured drawing(s) of floor plan(s) and field measurements
9. ☐ PDF scan of sketch plan of the property or aerial image (**required** if there are outbuildings)
10. ☐ Digital photographs of all exterior elevations, interior rooms and significant architectural details on the exterior and interior and setting
11. ☐ Old/historic photographs of the building (digital images)

* Photographs should be at least 2000 x 3000 pixels at 300 PPI

BIOGRAPHICAL RESEARCH FORM

Complete this form for each of the principal owners/occupants of the building during the historic period (generally up through at least the 1940s).

OR

Submit a photocopy of their obituaries, life histories, or other biographical material that provides the same basic information requested on this form.

1. Name _____ Sex _____

2. Date of Birth _____ Location _____

3. Date of Death _____ Location _____

4. Parent's Full Names _____

5. Name of Spouse _____

6. Date Married _____ Location _____

7. Date of Spouse's Death _____

8. Children's Full Names _____

9. Occupations/Date _____

10. Religion _____

11. Education_____

12. Affiliations/Organizations_____

13. Civic/Church Positions_____

14. Residences (Addresses and Dates) _____

15. Miscellaneous Information:

TITLE SEARCH FORM

[Obtain information from title abstract books at County Recorder's Office]

Address:

City:

Current Owner:

Address:

Tax Number:

Legal Description (include acreage):

TRANSACTION DATES	GRANTOR (SELLER)	GRANTEE (BUYER)	TYPE OF TRANSACTION	DOLLAR AMOUNT	COMMENTS

Researcher:

Date:

HISTORIC SITE FORM

UTAH STATE HISTORIC PRESERVATION OFFICE

(10-91)

1 IDENTIFICATION

Name of Property:

Address:

City, County:

Current Owner Name:

Current Owner Address:

Twtnshp: Range: Section:

Lat/Long(degr dec.):

USGS Map Name & Date:

Tax Number:

Legal Description (include acreage):

2 STATUS/USE

Property Category

- ☐ building(s)
- ☐ structure
- ☐ site
- ☐ object

Evaluation

- ☐ eligible/contributing
- ☐ ineligible/non-contributing
- ☐ out-of-period

Use

Original Use:

Current Use:

3 DOCUMENTATION

Photos: Dates

- ☐ digital:
- ☐ prints:
- ☐ historic:

Drawings and Plans

- ☐ measured floor plans
- ☐ site aerial/sketch map
- ☐ Historic American Bldg. Survey
- ☐ original plans available at:
- ☐ other:

Research Sources (check all sources consulted, whether useful or not)

- ☐ abstract of title
- ☐ tax card & photo
- ☐ building permit
- ☐ sewer permit
- ☐ Sanborn Maps
- ☐ obituary index
- ☐ city directories/gazetteers
- ☐ census records
- ☐ biographical encyclopedias
- ☐ newspapers
- ☐ city/county histories
- ☐ personal interviews
- ☐ USHS Research Center
- ☐ USHPO Preservation Files
- ☐ USHPO Architects File
- ☐ genealogy websites/libraries
- ☐ local library:
- ☐ university library(ies):

Bibliographical References (books, articles, interviews, etc.)

Attach copies of all research notes, title searches, obituaries, and so forth.

Researcher/Organization: _____

Date: _____

4 ARCHITECTURAL DESCRIPTION

Building Style/Type: _____ *No. Stories:* _____

Foundation Material: _____ *Wall Material(s):* _____

Additions: ☐ none ☐ minor ☐ major (describe below) *Alterations:* ☐ none ☐ minor ☐ major (describe below)

Number of associated outbuildings _____ *and/or structures* _____

Briefly describe the principal building, additions or alterations and their dates, and associated outbuildings and structures. Use continuation sheets as necessary.

5 HISTORY

Architect/Builder: _____

Date of Construction: _____

*Historic Themes: Mark themes related to this property.
(see instructions for details)*

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> Agriculture | <input type="checkbox"/> Economics | <input type="checkbox"/> Industry | <input type="checkbox"/> Politics/
Government |
| <input type="checkbox"/> Architecture | <input type="checkbox"/> Education | <input type="checkbox"/> Invention | <input type="checkbox"/> Religion |
| <input type="checkbox"/> Archeology | <input type="checkbox"/> Engineering | <input type="checkbox"/> Landscape | <input type="checkbox"/> Science |
| <input type="checkbox"/> Art | <input type="checkbox"/> Entertainment/
Recreation | <input type="checkbox"/> Architecture | <input type="checkbox"/> Social History |
| <input type="checkbox"/> Commerce | <input type="checkbox"/> Ethnic Heritage | <input type="checkbox"/> Law | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Communications | <input type="checkbox"/> Exploration/
Settlement | <input type="checkbox"/> Literature | <input type="checkbox"/> Other |
| <input type="checkbox"/> Community Planning
& Development | <input type="checkbox"/> Health/Medicine | <input type="checkbox"/> Maritime History | |
| <input type="checkbox"/> Conservation | | <input type="checkbox"/> Military | |
| | | <input type="checkbox"/> Performing Arts | |

Write a chronological history of the property, focusing primarily on the original or principal owners & significant events. Explain and justify any themes marked above.

SAMPLE

HISTORIC SITE FORM
UTAH OFFICE OF PRESERVATION

SAMPLE

(10-91)

1 IDENTIFICATION

Name of Property: Johnson, Albert J., House

Address: 309 South 100 East

City, County: Lincoln, Utah County

Current Owner Name: Gary and Emily Frost

Current Owner Address: same

Twnshp: 6S Range: 3E Section: 21

Lat/Long(degr dec.): 44.550071°/-112.255935°

USGS Map Name & Date:

Orem Quad/1975

Tax Number: D-127

Legal Description (include acreage):

Commencing at the NW corner of Lot 3 Block 6 Plat A Lincoln Townsite Survey; thence E 100 feet, S 90 feet, W 100 feet, N 90 feet to beginning. 0.35 acre

2 STATUS/USE

Property Category

☒ building(s)

☐ structure

☐ site

☐ object

Evaluation

☒ eligible/contributing

☐ ineligible/non-contributing

☐ out-of-period

Use

Original Use: residence

Current Use: commercial

3 DOCUMENTATION

Photos: Dates

☒ slides: Sept 1986

☒ prints: Sept 1986

☒ historic: c. 1930

Drawings and Plans

☒ measured floor plans

☐ site sketch/aerial map

☐ Historic American Bldg. Survey

☐ original plans available at:

☐ other:

Research Sources (check all sources consulted, whether useful or not)

☒ abstract of title

☒ tax card & photo

☐ building permit

☐ sewer permit

☒ Sanborn Maps

☒ obituary index

☐ city directories/gazetteers

☒ census records

☒ biographical encyclopedias

☒ newspapers

☒ city/county histories

☒ personal interviews

☒ USHS Library

☐ USHS Preservation Files

☐ USHS Architects File

☒ LDS Family History Library

☐ local library:

☒ university library(ies):

BYU Library

Bibliographical References (books, articles, interviews, etc.)

Attach copies of all research notes, title searches, obituaries, and so forth.

Johnson, Calvin A., "History of Albert J. Johnson," unpublished manuscript, 1955. Available at Lincoln City Library.

Legacy of Lincoln, Utah. Lincoln, Utah: Daughters of the Utah Pioneers, 1947, pp. 147-149.

Carter, Thomas and Peter Goss, *Utah's Historic Architecture, 1847-1940: A Guide*. Salt Lake City, UT: Utah State Historical Society, 1991.

Researcher/Organization: Susan Jones/Lincoln CLG

Date: 10/2020

4 ARCHITECTURAL DESCRIPTION

Building Style/Type: Victorian Eclectic/Central Block with Projecting Bays *No. Stories:* 1-1/2

Foundation Material: stone *Wall Material(s):* brick

Additions: none ☒ *minor* major (describe below) *Alterations:* none ☒ *minor* major (describe below)

Number of associated outbuildings 1 *and/or structures* 1.

Briefly describe the principal building, additions or alterations and their dates, and associated outbuildings and structures. Use continuation sheets as necessary.

Alterations to the house include the addition of a frame porch on the rear (c. 1930), replacement of the original wooden balustrade on the porch with a metal one (date unknown), and minor interior modifications when the house was converted from a residence to a business (1981).

There is a concrete block garage behind the house (c. 1960) and a somewhat deteriorated hay derrick (c. 1915?) in the northeast corner of the property.

5 HISTORY

Architect/Builder: unknown/probably James Warnick

Date of Construction: 1909

Historic Themes: Mark themes related to this property.
(see instructions for details)

<input type="checkbox"/> Agriculture	<input type="checkbox"/> Economics	<input type="checkbox"/> Industry	<input checked="" type="checkbox"/> Politics/
<input checked="" type="checkbox"/> Architecture	<input type="checkbox"/> Education	<input type="checkbox"/> Invention	Government
<input type="checkbox"/> Archeology	<input type="checkbox"/> Engineering	<input type="checkbox"/> Landscape	<input type="checkbox"/> Religion
<input type="checkbox"/> Art	<input type="checkbox"/> Entertainment/	Architecture	<input type="checkbox"/> Science
<input type="checkbox"/> Commerce	Recreation	<input type="checkbox"/> Law	<input type="checkbox"/> Social History
<input type="checkbox"/> Communications	<input type="checkbox"/> Ethnic Heritage	<input type="checkbox"/> Literature	<input type="checkbox"/> Transportation
<input type="checkbox"/> Community Planning	<input type="checkbox"/> Exploration/	<input type="checkbox"/> Maritime History	<input type="checkbox"/> Other
& Development	Settlement	<input type="checkbox"/> Military	
<input type="checkbox"/> Conservation	<input type="checkbox"/> Health/Medicine	<input type="checkbox"/> Performing Arts	

Write a chronological history of the property, focusing primarily on the original or principal owners & significant events. Explain and justify any themes marked above.

Albert J. and Sophia Warnick Johnson purchased this property from her father in 1908 and the following year had this house built. Sophia's father, Thomas Warnick, was a prominent fruit farmer in the area, and as he reached the age of retirement in the early twentieth century he began selling some of his orchard property to his children for building lots. This house is very similar in styling to the house of Sophia's brother, James Warnick, which is located through the block at 340 South 200 East. James was a builder by trade, and family records verify that he constructed his own house. Since the two houses are so similar, it is likely that he also constructed this house, though there is no written record to support that conclusion.

A recently completed architectural survey of the town indicates that this is one of only 7 well-preserved Victorian Eclectic style houses. In addition, it's also a unique local variant of the central-block-with-projecting-bays type. Distinct features of this variant include pointed- or round-arch windows in the gable ends, an eyelid dormer, and a wrap-around porch. This variant has been identified in only a few communities in Utah County. The source of the design has not yet been identified.

Albert and Sophia Johnson lived in this house until 1928, when they moved to California. Albert was in the insurance business and, while living in this house, served three terms on the Lincoln City Council. He was also instrumental in establishing the annual Peach Days celebration in the city. Albert and Sophia remained in California until their deaths in 1944 and 1963, respectively. Albert's role in local politics, especially in founding the community's Peach Days celebration, represents a significant contribution in the town's political history.

Other owners of the house include Clyde and Maude Humphries (1928-31), John and Naomi Anderson (1931-41), Stewart Bartholomew (1941-81), and the current owners, Gary and Emily Frost. The Frosts have operated a gift shop in the home since 1981. Since Stewart Bartholomew lived in the house for 40 years, local residents refer to it as the Bartholomew home. Mr. Bartholomew was a schoolteacher and principal at schools in the community for over 35 years. He retired in 1976 and moved to Salt Lake City to live with his daughter in 1981.

HISTORIC SITE SHORT FORM

(11/17)

UTAH OFFICE OF HISTORIC PRESERVATION

For Section 106 Review Only

(Do not use this form to record archeological sites)

1 IDENTIFICATION

Historic Property Name (if known):

Address:

City, County:

106 Project Title:

Lat/Long (Optional):

Geographical Data (Optional):

2 EVALUATION

Evaluation (select one)

- *The property is considered **Eligible** at this time because it is already listed in the National Register **or***
 - *is at least 50 years old **and** retains its historic integrity (minimal alterations to key features), and has potential significance.*
- *The property is considered **Not Eligible** at this time because it:*
 - *is less than 50 years old, **or** is 50 years or older but there have been major alterations to key features.*

3 DOCUMENTATION

Required

☐ *Upload two photos*

☐ *site sketch map (optional)*

☐ *other:*

Research Sources (optional, check all sources consulted, whether useful or not)

☐ *abstract of title*

☐ *tax card & photo*

☐ *building permit*

☐ *Sanborn Maps*

☐ *other:*

4 ARCHITECTURAL DESCRIPTION AND HISTORY

Date of Construction:

No. of Stories:

Use

Building Type:

Building Style:

Original Use:

Foundation Material:

Wall Material(s):

Current Use:

Additions: ☐ none ☐ minor ☐ major (describe below) Alterations: ☐ none ☐ minor ☐ major (describe below)

No. of contributing outbuildings and/or structures: No. of non-contributing outbuildings and/or structures:

Briefly describe the original building, any major additions or alterations and their dates, and associated outbuildings and structures. Also provide a brief history of the building's construction and use (if known). Use continuation sheets as necessary for additional photos and text.

5 PROPOSED ACTION

Describe the impending action (e.g., road widening, rehabilitation, alteration, demolition). Use continuation sheets as necessary for additional photos and text.

Form completed by:

Date (mo/yr):

6 PHOTO UPLOAD

Upload your images. Please upload at least one current and clear image.

If you have additional documents, such as a site sketch map or project area map (a map for each individual property is not required if project features multiple properties; just submit one map highlighting all properties in project area), please submit those as a separate pdf or attach as part of the agency letter.