

Preparing National Register Nominations in Oregon

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Introduction

The National Register of Historic Places

Thank you for your interest in nominating one of Oregon's special properties to the National Register of Historic Places. The National Register is the nation's official list of buildings, structures, sites, objects, and districts significant in American history, architecture, and/or archaeology. Over 2,000 Oregon properties are listed in the National Register, with all of the state's 36 counties represented. The National Register is maintained by the National Park Service in Washington, D.C., and is administered across the nation by state historic preservation offices.

How to Use This Guide

Preparing National Register Nominations in Oregon is a supplement to existing guidance from the National Park Service (NPS), but does not replace those important resources. Key NPS documents include National Register Bulletin 15, "[How to Apply the National Register Criteria for Evaluation](#)," and Bulletin 16a, "[How to Complete the National Register Form](#)."

These guidelines are organized into four sections. "Before Beginning" presents information to help owners decide if listing their property in the National Register is right for them and how NPS determines if a property qualifies for listing. "Writing a National Register Nomination" includes the necessary information to successfully complete the form, and "The National Register Review Process" describes how properties are listed in the National Register. This document specifically addresses nominating individual properties. Please contact the office if considering nominating a historic district.

Information included in this publication is based on instructions provided by the National Park Service for the submission of digital nomination documents to the agency. The requirements for digital submission are listed beginning on page 5. All National Register nominations must be completed in Microsoft Word using the template provided by the Oregon SHPO.

A full description of the National Register program and process and copies of all the necessary publications and forms noted in this document, are available at the Oregon SHPO website at www.oregonheritage.org. Click on "National Register" under the heading "Designate." Hard copies of materials are available by mail on request.

Staff Contact Information

The staff of the Oregon SHPO look forward to working with you. Please contact the SHPO to discuss your project, research strategy, and important deadlines before beginning.

For all general questions about the National Register program, Historic Resource Records (HRRs), and requests for completed National Register nominations for listed properties, contact:

Val Ballestrem
Preservation Bureau Assistant
(503) 930-1206
val.ballestrem@oprds.org

For questions regarding National Register eligibility and the preparation of nomination documents, contact:

Caitlyn Ewers Abrahms
National Register Program Coordinator
(503) 201-0454
caitlyn.abrahms@oprds.org

Before Beginning

Before beginning, Oregon State Historic Preservation Office (SHPO) staff strongly recommends that property owners understand the potential benefits and limitations of listing their property in the National Register of Historic Places. Listing a property in the National Register does not place any restrictions on a property at the state or federal level, unless the property owner chooses to participate in tax benefit or grant programs. However, state law in Oregon does require local governments to conduct a public hearing to review proposals to relocate or demolish listed properties. Owners interested in listing their property should contact their local planning office to determine what laws and regulations apply. More information about the benefits and responsibilities of owning a property listed in the National Register, the nomination process, and how to support or object to a listing are available at the SHPO website. Upon deciding that listing is the right choice, staff encourage property owners to contact the SHPO before preparing a nomination.

The Historic Resource Record Form

An important, initial step toward listing a property in the National Register is the submission of a Historic Resource Record (HRR) form to SHPO staff. This form enables a staff member to assist the preparer in determining whether the property is potentially eligible for listing. To complete the form, owners are asked to describe their property's physical appearance

and history, and to include photos of the buildings, structures, sites, and/or objects they would like to list. After reviewing the HRR form, staff will provide a letter stating whether the SHPO believes that the property is or is not eligible for listing in the National Register, or whether further information is needed to make a recommendation. Application materials, including a sample National Register nomination for a similar property, among other useful materials, are included in the response.

The HRR form is not a nomination, and completing the form does not obligate a property owner to continue with a nomination nor subject the property owner to any local, state, or federal government regulations. Submitted HRRs and staff responses are public records and are kept on file at the SHPO.

The HRR form is available on the Oregon SHPO website, or may be requested by email, phone, or in writing. See the previous page for contact information.

Historic Resource Surveys

Surveys of historic resources are one potential avenue for identifying properties that are eligible for listing in the National Register. See the Oregon SHPO website, in particular [Guidelines for Historic Resource Surveys in Oregon](#), for more information about how to conduct a historic resource survey. Please note that even for previously surveyed resources, an HRR is still advised as the first step in the nomination process.



Buildings can be listed in the National Register individually or as contributors to a historic district. Finn Block, Albany, Linn Co.

Listing Properties in the National Register

Not all old buildings are eligible for listing in the National Register. Eligible properties are generally 50 years old or older; retain their historic appearance, materials, and setting (called “integrity”); and are historically significant at the local, state, or national level under one of four Criteria identified by the National Park Service. The Criteria are:

Criterion A: Association with events that have made a significant contribution to the broad patterns of our history.

Criterion B: Association with the lives of persons significant in our past.

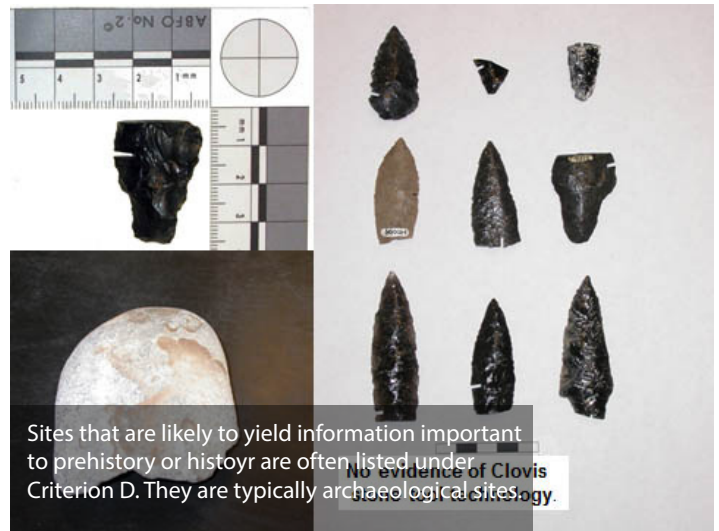
Criterion C: Embodiment of the distinctive characteristic of a type, period, or method of construction, or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction.

Criterion D: Properties that have yielded or may be likely to yield, information important in prehistory or history.

Generally, religious buildings and sites; moved resources; birthplaces or graves; cemeteries; reconstructed; and commemorative properties; and properties less than 50 years old may not be listed in the National Register. However, under certain circumstances, called Criteria Considerations, these properties may be listed.



The Zane Grey Cabin is eligible under Criterion B for its association with the famous Western author. Grants Pass vcty, Josephine Co.



Essential Instructions and Guides

To prepare a successful National Register nomination, preparers must follow the guidance in the following National Park Service publications. These are available at the links below and on the SHPO website.

National Register Bulletin 15, “How to Apply the National Register Criteria”

Defines terms commonly used in the National Register program and describes what kinds of properties are eligible for listing.

https://www.nps.gov/subjects/nationalregister/upload/NRB-15_web508.pdf

National Register Bulletin 16a, “How to Prepare the National Register Form”

Instructions for completing the National Register form. See the passage titled “Writing a National Register Nomination” in this document for additional instructions.

<https://www.nps.gov/subjects/nationalregister/upload/NRB16A-Complete.pdf>

National Register Bulletin 39, “Researching a Historic Property”

A how-to guide describing how to research the history of a building and document its past.

<https://www.nps.gov/subjects/nationalregister/upload/NRB39-Complete.pdf>



Providing good information and involving the public in the nomination process is particularly important in planning for historic districts.

Historic Districts

A historic district is a concentration of buildings, structures, objects, and/or sites, and associated landscape and streetscape features that are 50 years old or older, retain their historic character, and are associated with an important aspect of the past or together represent a notable collection of architectural styles or building types. Historic districts are documented using the same National Register form as individual properties, but additional documentation is required, including a property list and district map, among other materials. The following additional items are required for historic district nominations:

- Completed Oregon Historic Sites Database records for the nominated area.
- Printed Property List and Statistical Report from the Oregon Historic Sites Database.
- Historic district map with boundaries clearly identified.
- Photo location map showing the location, photo number, and direction of view for each photo included in the nomination.

“House and Building History”

Created by the Oregon Historical Society, this guide suggests several avenues for beginning property research.

<https://www.ohs.org/research-and-library/research-guides/house-and-building-history.cfm>

Property Type-Specific Bulletins

The National Park Service offers a number of guides or bulletins that describe how to document special properties, such as lighthouses, or buildings and sites associated with historic persons. Please review the list of Bulletins on the National Park Service website at: <https://www.nps.gov/subjects/nationalregister/publications.htm> to see if there is a bulletin specific to the type or category of property for nomination.

Sample National Register Nominations

When preparing a new National Register nomination, a recently listed nomination for a comparable property can serve as a useful guide. Please contact the SHPO directly for relevant sample documents.

Individual properties may also be listed in the National Register using a Multiple Property Document or within a listed historic district. A brief description of each process is below. Please contact the office to ensure that the property or district is eligible for listing in the National Register and meets minimum documentation requirements before beginning the nomination process.

Multiple Property Documentation Forms

The Multiple Property Documentation (MPD) form is a document that can be used to nominate individual properties and historic districts that share a similar time period, geographic distribution, historic theme, and importance. For example, property types and topics that could be described in an MPD include one-room school houses in Oregon, buildings designed by a particular influential architect, or properties related



Properties may be important in more than one area. This grange hall is important for its association with social and agricultural history.

to the boom-time development of Baker City. An MPD provides the historic context for a group of related properties, and it identifies the qualities that those properties must possess to be eligible for listing in the National Register.

While an MPD is not a National Register nomination itself, preparers can use an MPD to jumpstart the nomination of properties that meet the requirements specified in the document. Generally, only historic preservation professionals should attempt to complete an MPD; however, anyone may use an existing MPDs to help write a nomination for a related property. Contact SHPO staff to learn if an existing MPD applies to the property you are interested in nominating.

Traditional Cultural Places

A Traditional Cultural Place (TCP) is a building, structure, object, site, or district that is eligible for the National Register for its significance to a living community because of its association with cultural beliefs, customs, or practices that are rooted in the community's history and that are important in maintaining the community's cultural identity. For guidance specific to nominating TCPs, please refer to National Register Bulletin 38, [*Identifying, Evaluating, and Documenting Traditional Cultural Places*](#). Due to the complex nature of these nominations, we also encourage you to contact our office before beginning a TCP nomination.



Buildings in historic districts can be architecturally diverse or share a common architectural style. Irvington Historic District, Portland, Multnomah Co.

Writing a National Register Nomination

Writing a National Register nomination is a collaborative process between the preparer and the Oregon State Historic Preservation Office (SHPO). Staff encourage preparers to contact the office before beginning a nomination and to work with the office throughout the process. Preparing a National Register nomination for a single property requires between 100 and 150 hours of research and writing, and the review and revision process commonly takes nine months to a year. There is no application fee to submit a nomination; however, preparers must cover the cost of any research materials and related costs. Property owners may also choose to hire a consultant to complete the work.

National Register nominations are public documents not subject to copyright and are posted online by the National Park Service and the Oregon SHPO. Please do not include descriptions of personal possessions in the narrative, and consider removing objects of value from the property when taking photos for the nomination document.

Deadlines and Submission Requirements

National Register nominations are typically accepted in March, July, and November for hearings held approximately three months later in June, October,

and February. Please call the office or visit the SHPO website for deadlines and meeting locations and dates.

A complete nomination for digital submission includes a nomination cover sheet; a digital copy of the National Register nomination form (in .doc or .docx format) including the required figures (location maps, tax lot map, site plan, floor plans, and current color photographs of the property); and digital images in .tiff format. Optional items include historic photographs of the property, historic maps, and any key research materials. See Appendix A, “Oregon National Register Format Standards”; Appendix B, “Grammar and Punctuation Standards”; Appendix C, “Digital Photo Standards”; and Appendix F, “Oregon Sample National Register Nomination,” for detailed instructions for each required item noted below.

These guidelines are based on instructions provided by the National Park Service for the submission of digital nomination documents to the agency and National Register Bulletin 16A, “How to Complete the National Register Registration Form.” All National Register nominations must be completed in Microsoft Word, on the form provided by the Oregon SHPO, and include a National Register nomination cover sheet. Please note that paper applications are no longer accepted by the National Park Service.



Parks can also be listed in the National Register. The Halprin Open Space Sequence is a series of modern parks in downtown Portland.

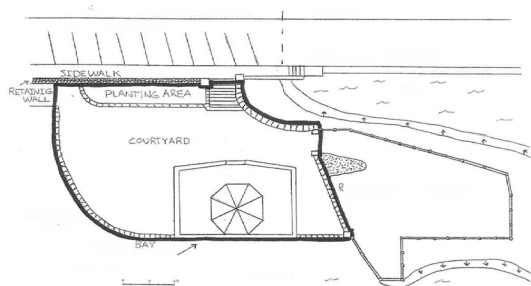
I. The National Register Form

- Digital copy of the National Register form (including required figures, photo log, and photos) in a single .doc or .docx file submitted via email to ORSHPO.NationalRegisterProgram@opr.d.oregon.gov. If the file exceeds 15MB, please send a message to the above email address requesting a file transfer link.
- Name the digital file in the following format: State_County_PropertyName
Ex: OR_MarionCounty_SmithBuilding

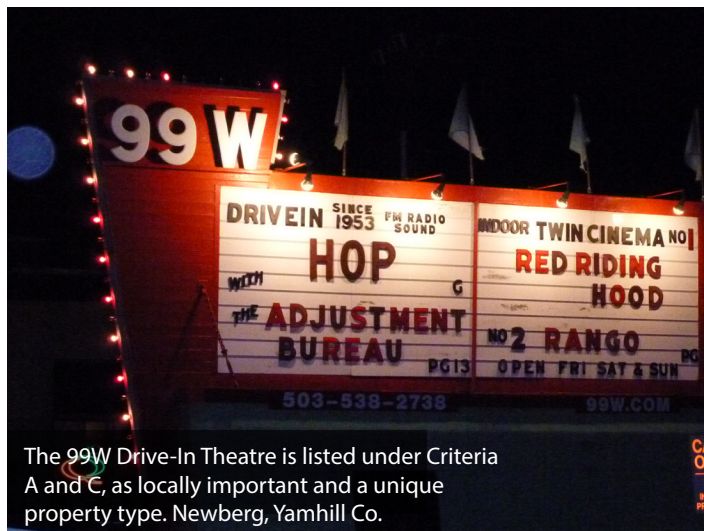
2. Figures

General requirements for figures:

- Location maps, tax lot map, site plan(s), floor plan(s), and other figures such as historic photographs must be noted in a list of figures and placed on Additional Documentation sheets at the end of the National Register form in the following order: regional location map, local location map, tax lot map, current site plan, current floor plan, historic maps, historic site and floor plans, and historic photos, followed by other materials as appropriate.
- Provide each figure on a separate page with its own number and caption noting the source. Place the caption with the figure number above the item and include a shortened version in the list of figures.
- Orient maps, aerial photographs, and site and floor plans so that north is at the top of the page and include a north arrow and scale. If site or floor plans are not to scale, note this in the



A site plan is an important component of a National Register nomination. Depoe Bay Ocean Wayside, Depoe Bay, Lincoln Co.



caption. If necessary, images may be oriented so the top is at the left margin to allow for more space.

- All inserted images must be in .jpg format and not exceed 300kb in file size. Images may be resized.
- Please submit only those images and maps that will copy and print well in black-and-white.

Required Figures:

Location Maps (2 separate maps required)

- At a scale similar to a 7.5-minute USGS map, submit a clear digital “regional location map” showing adjacent towns, major highways, etc. surrounding the nominated property. Locate the nominated property by marking the geographic center with a “pin,” “callout,” or by shading the entirety of the nominated area. Include a graphic scale, north arrow, and caption that states the latitude and longitude coordinates in decimal degrees to at least the sixth decimal point.
- A close up “local location map” centered on the property as a separate map with the nominated boundary marked. Include a scale, north arrow, and caption that includes the same information provided in the regional location map as described above.

Tax Lot Map

- Tax lot map from the County Assessor. Please indicate the boundary of the nominated area by shading or outlining the subject area. Include key street or road names if they are not already on the map.

Site Plan

- Illustration showing all buildings, structures, and major landscape features within the subject property, including a label for each feature. Clearly mark the boundary of the nominated area and include adjacent streets. Hand drawn plans are acceptable if the illustration is reasonably to scale. The tax lot map may also be used as the site sketch if the subject building is built to the lot lines, as is the case for many commercial buildings.

Current Floor Plans (if relevant to property type)

- Floor plans for each floor (basement to attic) for the contributing building(s) or structure(s) (residence, commercial building, etc.). Illustrate the width of exterior walls and interior partitions, window and door locations, and major features including fireplaces, built-in cabinetry, etc. Label each room (kitchen, dining room, etc.). Hand-drawn plans are acceptable if the illustration is reasonably to scale. Historical plans and architectural drawings may be used to fulfill this requirement if they accurately depict the current floorplan. If they do not, they may be included as optional exhibits but do not fulfill this requirement.

3. Photos

- In general, provide no more than 15 photos for a single property.
- Preferred pixel dimensions are 2000 by 3000 pixels (2:3 ratio), but 1200 x 1600 pixels (3:4 ratio) is acceptable.

In the nomination form, include:

- Photo Log including file names and description captions (including camera direction).
- Photograph Continuation Sheets meeting the following standards:
 - Orient photos so that the top of the image is aligned with the top of the page. Arrange two photos per page.
 - Include the file name and a descriptive caption, including camera direction, at the bottom of the each image.

Separate from the nomination form, submit:

- Digital image files (.tiff or .jpg) for each image included in the Photograph Continuation Sheets. Name the files in the following format:
State_County_PropertyName_0001
Ex: OR_MarionCounty_SmithBuilding_0001

See the National Park Service's Consolidated and Updated Photograph Policy (2024) for more details:
<https://www.nps.gov/subjects/nationalregister/upload/NR-NHL-photo-policy-2024-01-02.pdf>

Tips for Writing Successful Nominations

Writing a successful National Register nomination requires attention to detail and an understanding of the technical requirements described in National Register Bulletins 165 and 16A. The following tips may not be applicable in every situation, but do apply to most properties.

General Tips:

- Complete all form blanks except for the “meets”/“does not meet” and signature and date lines on the first page (in Sections 3 and 4). Enter “0” or “N/A” as appropriate.
- Reference an architectural dictionary or handbook, such as Virginia McAlester's *Field Guide to American Houses*, John Blumenson's *Identifying American Architecture*, or Richard Longstreth's *The Buildings of Main Street*, and use correct architectural terminology to describe architectural style and materials.
- Use topic headings to organize the narratives in Sections 7 and 8.



The Winn Barn is individually listed, separate from the other farm buildings, under Criterion C for its unique design. Weston vcty, Umatilla Co.

- Avoid repetition and be as direct as possible.
- Ensure that the number and type of resources noted in the form are consistent in name, type, and number throughout the document and appendices.
- Avoid long quotes unless they are very important to help explain the history and importance of the property.
- When using quotes, state who is quoted and why what they say is important (Example: In *Space, Style, and Structure: Building in Northwest America*, architect Philip Dole explains...)

Citations:

- Provide citations for all quotes and specific information, such as a date of construction, using an appropriate and consistently-applied format.
- While any consistently applied academic citation method is acceptable, the National Park Service prefers footnotes, the academic standard for history. Footnotes provide the essential publication information without cluttering the text, and are an easy way to clarify a point, cite a fact, or tell a brief side-story without distracting the reader.
- The SHPO recommends using the most recent edition of *The Chicago Manual of Style* or Turabian's *A Manual for Writers* as guidance for footnotes and the bibliography.

Section 7

Section 7 is the physical description and includes three parts. The first part is a series of form fields that must be completed using only the architectural styles, materials, etc. provided in National Register Bulletin 16A, "How to Complete the National Register Registration Form." The second part is the written "Summary Paragraph," which includes basic information about the property's physical characteristics and historic integrity, and the third part is the longer and more detailed "Narrative Description." The tips below describe how to successfully write an accurate architectural description.

Summary Paragraph

- In one succinct paragraph, summarize the appearance of the nominated property.

- Begin by describing the category (building, structure, site, object, or district), function, location, setting, and orientation of the property or properties, and continue to describe (as applicable) the style or type, footprint/form, height, foundation type and material, structural system, roof form and material, exterior cladding, door and window types, materials, and arrangement, major exterior appendages and ornamentation, and any major exterior alterations. After describing the exterior, give a brief discussion of the interior focused on the number, type, and arrangement of rooms and any notable interior finishes, as well as any major interior alterations. Follow with brief descriptions of secondary buildings on the nominated property, such as barns or garages, and note whether each is contributing or noncontributing to the property's significance. Conclude with a brief summary of the property's integrity.

Narrative Description

- Consider dividing the description into subsections for the location and setting, exterior, interior, outbuildings, alterations and additions, and integrity. Guidance for writing each of these subsections follows.
- Location and Setting: As appropriate, include a paragraph that describes in further detail the location and immediate setting of the resource. If the grounds or landscaping is significant, it may be discussed in detail in an additional subsection following the discussion of the main buildings or the outbuildings.
- Exterior: Describe each side of the resource in an orderly manner. For example, a building can be described from the foundation and up, and then around the building beginning with the main facade. If one facade is similar to another there is no need to repeat the description. Instead, state that the facade is similar to another and note any unique characteristics.
- Interior: Organize the interior description so that it moves from the entryway through the building in a commonsense manner (e.g. first describe the entryway, then the hallway, then the living room, etc.). If helpful, note where windows, doors, fireplaces, closets, and built-in cabinetry are located within each room. Describe trim and finishes (flooring, wall finishes, etc.) briefly.

Describe notable historic lighting and plumbing fixtures and hardware fittings generally, but avoid a detailed discussion unless these features are known to be original, unusual, or if a particular piece serves as a focal point for a room.

- Outbuildings, structures, and other secondary resources (garages, sheds, barns, wells, etc.): Include a brief exterior and interior description of the building, structure, object, or site as applicable, as well as materials, and describe how each one relates to the others. Be sure to note whether these resources are “contributing,” if they relate to the property’s historic significance and retain integrity, or are “non-contributing,” if they were recently constructed or have been altered. Include more detailed description for resources that are contributing.
- Alterations and Additions: Describe any alterations and additions made to the property and the approximate dates the alterations occurred in one or more paragraphs either after each resource discussed or at the end of the Section 7, whichever is more appropriate.
- Integrity: Evaluate the property’s integrity with regard to the seven aspects described in National Register Bulletin 15, “How to Apply the National Register Criteria”: location, design, setting, materials, workmanship, feeling, and association.

Section 8:

Section 8 consists of five parts, each intended to accomplish a specific purpose. As in Section 7, the first is a series of form fields that must be completed using only the categories provided in National Register



Bulletin 16A, “How to Complete the National Register Form.” The second and third are short narrative sections justifying the period of significance and any applicable Criteria Considerations. Next is the Summary Statement of Significance, which succinctly identifies the selected significance Criterion or Criteria and level(s), area(s), and period(s) of significance under which the subject property is being nominated, and which includes several sentences justifying these arguments. Finally, the Narrative Statement of Significance provides a developmental history of the property and the historic context in which its significance can be evaluated. To be considered complete, the Narrative Statement of Significance must justify the argument summarized in the Summary Statement of Significance.

Summary Statement of Significance

- In a single paragraph state the eligibility Criterion or Criteria and level(s), area(s), and period(s) of significance for the property being nominated and justify each. See National Register Bulletins 15 and 16A for more information about selecting Criteria, and level(s), area(s), and period(s) of significance.
- Note any Criteria Considerations and provide a one or two sentence justification for each. See National Register Bulletin 15, “How to Apply the National Register Criteria for Evaluation,” for an explanation of the National Register Criteria Considerations and guidance in determining whether any apply to your property.





Petersen Rock Garden is listed under Criterion C for its unique design and as an excellent example of a roadside attraction. Redmond vcty, Deschutes Co.

person, etc.) from other, similar resources within the same historic context. This argument must be based on the selected Criterion or Criteria and the level(s), area(s), and period(s) of significance. Address similar properties with one or two sentences describing the resource, noting if it is listed in the National Register, and discussing how it is related to the historic context with which the subject property is associated. Usually two or three comparisons are sufficient. A more in-depth discussion may be required for properties being nominated for their architectural importance, while unique properties may not need a complete comparative analysis.

- A comparative analysis may be separate section integrated into the body of the text or addressed in a specific stand-alone passage.

Narrative Statement of Significance

- The Narrative Statement of Significance provides the historic context. Generally, this section begins with a discussion of general topics before moving to more specific information about the property. For example, for a historic school, a successful nomination would talk generally about the development of the area, the town, and educational system, then will provide the architectural context and the construction history of the building. The nomination would then draw on information already presented to make an argument for how the school represents important trends in local development and education, and finally tell the reader why the building should be listed in the National Register.
- In general, include only the facts that support the argument for listing and limit the discussion of events that took place before and after the selected period of significance. While it may be necessary to explore a variety of topics to appropriately set a property within its historic context, a nomination is not a complete history of a property, locale, or region. Opportunities for additional research can be cited in footnotes as appropriate.

Comparative Analysis

- All National Register nominations need to explain how the nominated property is differentiated (e.g., more architecturally notable, more closely associated with an important historic event or



The 1959 Paul Bunyan statue in Portland was constructed in honor of Oregon's centennial. It is listed under Criterion C as roadside architecture.

National Register Review Process

As part of the nomination process every document is reviewed by the local city or county government, the Oregon State Historic Preservation Office (SHPO) staff, the State Advisory Committee on Historic Preservation (SACHP) (a governor-appointed citizen commission of preservation experts), and the National Park Service. Interested private citizens and public officials will also have the opportunity to comment. The decision to list or not list a property is based only on the merits of property, adequacy of the documentation, and, in the case of an individual private property, owner consent. Public agencies may object to the listing of their property, but their objection will not prevent listing. Historic districts are not listed in the Register if the majority of the property owners object to the designation. Please see the Oregon SHPO website for more information on how to support or object to listing a property in the National Register. See also the “National Register Process Flowchart” on the following page.

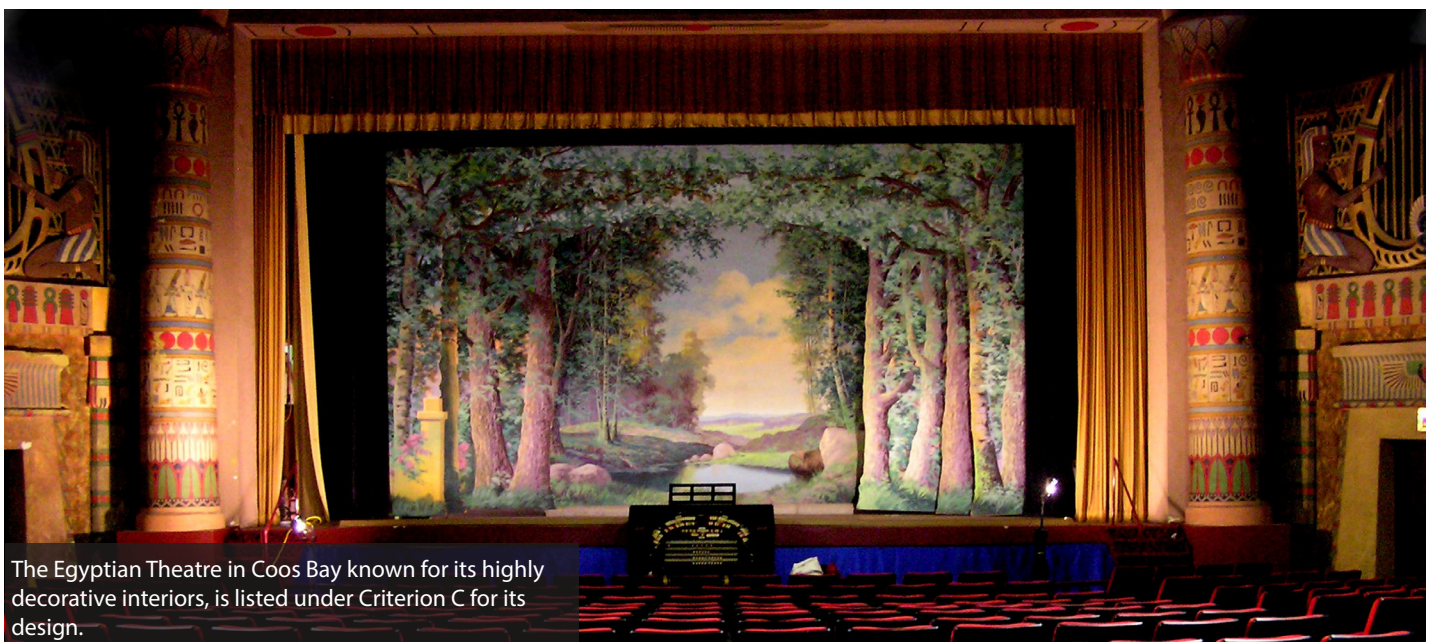
State Historic Preservation Office (SHPO)

The nomination process begins when the preparer submits the document to the SHPO for review during one of the three annual submission periods. Staff will review the nomination according to the requirements

established in National Register Bulletin 16a, “How to Complete the National Register Form,” these supplemental instructions, and any property-specific guidance available from the National Park Service in other National Register Bulletins, all of which are available here: <https://www.nps.gov/subjects/nationalregister/publications.htm>. If revisions are needed, a staff member will provide a memo that outlines required changes to address before the nomination advances to the next step, and suggested changes to improve the document. Preparers have approximately two to three weeks to fully address the required revisions and resubmit the nomination for final editing by SHPO staff.

Local Government

Sixty-five to seventy days before the SACHP meeting, the SHPO will mail notification of the upcoming hearing to the chief elected official (mayor or county commissioner); preparer(s); and owner(s) for each property. If the county or city in which the property is located participates in the Certified Local Government (CLG) Program, a state-local government preservation partnership, then a copy of any nominations within their jurisdiction will be made available to the local historic preservation commission for review.



The Egyptian Theatre in Coos Bay known for its highly decorative interiors, is listed under Criterion C for its design.



The local commission will hold a public hearing to review applicable National Register nominations, and preparers should plan on participating in the local review process.

State Advisory Committee on Historic Preservation (SACHP)

It is the responsibility of the SACHP to review nomination documents for completeness and accuracy and to make recommendations to the State Historic Preservation Officer. The SACHP can recommend to forward or not to forward a nomination to the National Park Service, or delay a decision to the next meeting to allow the preparer to make further revisions. After the SACHP meets, SHPO staff compile comments from the local government, SACHP, and staff into a revision memo. The preparer then has approximately 45 days to make changes. SHPO staff will review the revised nomination for completeness and make any necessary

final revisions before presenting the document to the Oregon State Historic Preservation Officer, who will make a recommendation concerning the property’s eligibility for listing before forwarding the nomination to the National Park Service for final consideration.

National Park Service

Comments by the local government, SACHP, and SHPO are advisory. Only the National Park Service has the authority to list a property in the National Register. Once received from the SHPO, the National Park Service has 45 days to review the documentation. The agency will notify the SHPO by email when the property is listed in the National Register of Historic Places. Staff will then inform the owners and preparers by letter. As part of the SHPO’s efforts to promote the program, the office will issue a press release announcing the listing and will post the nomination document on the SHPO website.



Appendix A:

Oregon SHPO National Register Format Standards

The following is a summary of the format standards used by Oregon State Historic Preservation Office staff to prepare all nominations to the National Register of Historic Places. Applicants are encouraged to prepare their documents to the following standards to ensure efficient processing; however, nominations will not be rejected if they do not. However, staff will format documents not meeting the standards before they are forwarded to the State Advisory Committee on Historic Preservation (SACHP), which may result in delays.

Text (general):

Form Blanks: Arial font, 10 point size, with text set off one space from the left-hand margin.

Narrative: Arial font, 11 point size; no indent, one single line separating each paragraph.

Footnotes: Arial font, 10 point size.

Section 1, Name of Property:

When the name of a person is used to identify a property, use the following format: last name, first name, and building type. *Ex: Marshall, Dr. John D., Building*

Section 3, State/Federal Agency Certification:

Use a capital bold “X” to check the “nomination” blank and the correct Criterion or Criteria and level(s) of significance. Leave other blanks empty.

Header (second page of form and continuation sheets):

Property name typed as it appears on the first page.

Appropriate county name followed by abbreviations “Co.” and “OR.”.

Example: Marion Co., OR

Section 5, Classification:

Ownership of Property and Category of Property: Use a capital bold “X” to check all boxes that apply.

Number of Resources: Indicate the number of buildings, sites, structures and objects with counting numbers, 1, 2, 3, etc. On the “Total Line” add up each column. Enter “0,” if appropriate.

Do not count properties already listed in the National Register in this section.

Number of Contributing Resources Previously Listed in the National Register: Enter “N/A” if this blanks does not apply.

Section 8, Statement of Significance:

In the blanks at the beginning of this section, list the names of significant persons, builders, architects, etc., by last name, then first. For builders, architects, or similar, include the role following the name. *Ex: Jacobberger, Joseph, Architect*

Section 9, Bibliography:

Provide an alphabetical listing of all resources following a recognized documentation standard, preferably the Chicago Manual of Style. Include only those resources used in the preparation of the document, not all materials that were viewed as part of the research. Check all relevant blanks in the “previous documentation” section with an “X.” Leave irrelevant blanks blank.

Section 10, Geographical Information:

Enter the latitude and longitude location coordinates (rounded to the sixth decimal point) and estimated acreage. If the acreage is 0.99 acre or less, enter "Less Than One" in the blank. Do not include properties already listed in the National Register in the acreage calculation.

Appendix B: Grammar and Punctuation Guidelines

The following is a summary of the grammar and punctuation standards adopted from the Historic American Building Record (HABS); Historic American Engineering Record (HAER); and Historic American Landscape Survey (HALS) standards published by the National Park Service and used by Oregon State Historic Preservation Office staff to prepare nominations to the National Register of Historic Places. Applicants are encouraged to prepare their documents to the following standards; however, nominations will not be rejected if they do not. Staff will format documents not meeting the standards before they are forwarded to the State Advisory Committee on Historic Preservation, which may result in delays.

- Years:** 1930s, '30s
Do not use spell out the decade, as in "Thirties," or use an apostrophe, as in "1930's."
1850-57, 1950-87, 1999-2000
Do not repeat the century unless it changes.
Always include the decade, i.e., not "1850-7."
First quarter of the nineteenth century
Spell out the century, i.e., not "first quarter of the 1800s."
spring 1888, January 2012
Do not capitalize season, or state as "spring of 1977."
Do not use a comma when only the month and year are provided, as in "May, 1995."
- Dates:** December 14, 2009, was a great day
Note commas before and after the year.
ca. 1850
Do not use "c." or "circa" (written out).
- Towns:** Tempe, Arizona, is a lovely town.
Note commas before and after the state.
- Numbers/
Numerals:** All numbers from one to ninety-nine are written out while 100 and above are cited as numerals, except in the case of ages, street numbers, dimensions, and millions.
- Percent:** 0.7 percent, 50 percent
Always use a numeral, and use the % symbol only in a chart or graph
- Money:** \$5.87, \$24.00, \$234.98, 1 cent, 10 cents, 99 cents
Write out "cents" when the value is less than a dollar; do not write out "dollars" for larger sums.
- Dimensions:** 10'-6", 5'-2-1/3", 2'-0", approximately 40' wide
Measurements and dimensions are never written out; they always appear as numerals. Use a lowercase x, not "by," between dimensions and use apostrophes and quotation marks for feet and inches, respectively. Hyphenate all feet and inches numerals and any fractions. An even measurement may be denoted with "-0." However, approximate measurements do not require the "-0."

Streets/ 1495 Evergreen Ave.

Addresses: Capitalize and abbreviate street, avenue, boulevard, etc., but not short items such as road and lane when the number prefaces the street name.

Eric Page lived on Chinook Street.

Write out and capitalize street, avenue, etc. when no number is given.

It is at the intersection of Rucker and 41st streets.

When two proper names (also true of companies, rivers, etc.) are listed, do not capitalize “street.”

The houses surveyed are No. 15 and No. 27 Almon St.

“Number(s)” is always capitalized and abbreviated as No. or Nos.

Capitalization: In the United States, U.S. Department of the Interior, U.S. exports

Write out “United States” when it is the noun, but not when it is an adjective. Do not place a space between U. and S.

Hyphenations: Many phrases are clarified when augmented by a hyphen; the following architectural terminology is clarified using the general rules of hyphenation:

1. Hyphenate adjectival constructions that precede the subject.
2. Do not hyphenate an adverb ending in “ly,” including “federally.”
3. Do not hyphenate “late” or “early” before a century.

Ex: one-over-one-light, double-hung sash (write out numbers)
bird’s-eye view, bulls-eye window
load-bearing brick wall; but the brick wall is load bearing
stained-glass windows, but the windows contain stained glass
five- and seven-course bond (note division form in a series)
single-family and multi-family dwellings
nineteenth-century light house
Palladian-style, ... a Mission-style roofline.

Append “-style” to an established architectural term if the subject is reminiscent of the original but not an example of the actual model, except in cases of proper names, like International Style.

Quotations: In 1934, President Franklin Roosevelt said, “There is nothing so American as our national parks.”

Use a comma before a quote when it is introduced by a dialogue tag or dependent clause.

Beatrice Morrow Cannady saw her house as a space where racial barriers could be demolished by encouraging her multiracial guests to have a “‘close-up’ view of one another”; by providing a setting for individuals of different races to interact socially, she believed, her events lifted ‘the veil of mystery surrounding each race [...] as nothing else has done.’

A comma or period at the end of the quotation always goes inside the quotation marks, while a colon or semicolon always goes outside the quotation marks.

Appendix C: National Register Photograph Standards

Photographs for National Register of Historic Places nominations must meet specific requirements for image and printing quality. Digital images and prints not meeting the requirements will be returned to the preparer for correction. Unfortunately, staff cannot offer guidance on camera or software operation.

1. Adjust camera settings

Set the camera to take .tiff or .raw images

The National Park Service prefers that images be taken as original-capture .tiff or as .raw files and then converted to .tiff. If taking images as .raw files, a photo enhancement program such as Adobe Photoshop is needed to read the file and convert it to .tiff format. Refer to the camera's user manual to determine whether it can take .tiff or .raw images and how to set this function.

Most consumer-grade, point-and-shoot digital cameras take images as .jpeg or .jpg or proprietary image files and do not have the ability to take .tiff or .raw images. .jpeg or .jpg images may be used if they are converted to .tiff images using a photo enhancement program. See Step 3 below.

Adjust image size to at least 2 megapixels and 3000 x 2000 pixels in size and 300 dpi. Generally, to adjust the size (pixels) of an image the file size of the picture (number of megapixels) will need to be increased. See user manual to set this function.

Take images in 8-Bit, or higher, RGB color. This is the default setting for most cameras.

2. Take complete photo coverage of the resource

Exterior: Provide one image of the building(s) within the setting, and at least two images, taken from opposite corners, showing all four sides of the building. More photos may be necessary to show each facade in sufficient detail. Additionally, include at least one photo of each outbuilding and images of any notable architectural features. As appropriate, include images that show the relationships between the building(s) and features.

Interior: Include one image of each principal room (living room, kitchen, dining room, etc.). Large spaces may require two photos taken from opposite ends of the room. It is not necessary to provide a photo for similar rooms, such as bedrooms. Instead, choose a representative room. Take detail photos of notable features, such as a fireplace.

Please provide no more than 15 photos for a single building. Contact the office for guidance on photographing historic districts or properties with multiple buildings, such as agricultural properties.

3. Convert and name digital images

Convert .raw, .jpg, or proprietary image files to .tiff files.

A photo processing program such as Adobe Photoshop will be needed to convert image files to alternative formats. This step is not necessary if the image is already in .tiff format. Do not crop, color enhance, lighten, darken, or otherwise change images as part of this process. Retake poor-quality images that do not meet the image size specified in step 1.

Rename files according to the following conventions:

OR_CountyName_FullPropertyName_ImageNumber (in four digits)

Ex: Individual properties: OR_OregonCounty_SmithAnneHouse_0001

Ex: Historic Districts: OR_OregonCounty_SmithCommercialHistoricDistrict_0001

Ex: Multiple Property Document: OR_OregonCounty_SmithAnneHouse_SmithBuildingsMPD_0001

4. Create a photograph log

Complete the section of the nomination titled “Photographs,” including providing the property name, address information, photographer, date the images were taken and a description of each photo.

5. Key all photos to the site plan (Historic Districts or Complex Properties Only)

Using a computer program or by hand, place the image numbers on a clean copy of the site plan to indicate where each image was taken, and draw an arrow from the image number pointing the direction the photographer was facing. Insert a digital copy of this map in the nomination form after the photograph log on its own page.

6. Insert resized images into the National Register form

As part of the review process, photos are provided to local governments and the State Advisory Committee on Historic Preservation on photo continuation sheets at the end of the National Register nomination form. This appendix is provided to the National Park Service, and it is posted with the nomination on the Oregon SHPO website if the property is listed in the National Register.

Format the photo continuation sheets according to the instructions provided in this document under “Writing a National Register Nomination,” “Photos,” page 8. Insert two images per page.

Appendix D: Testifying Before the State Advisory Committee on Historic Preservation

Giving public testimony before the State Advisory Committee on Historic Preservation (SACHP) will be a positive experience if you are prepared. The hearing will begin with a brief presentation by Oregon State Historic Preservation Office (SHPO) staff. The public is then invited to give testimony about the property to the SACHP. Preparers and owners will have an opportunity to speak, but it is not required, and may choose to only be available to answer questions. Suggestions to help make your testimony successful are noted below.

Before the Meeting and the SACHP Process:

- Know the location of the meeting building, the meeting room number, and the meeting time. This is posted on the Oregon SHPO website, www.oregonheritage.org, on the “Commissions & Committees” page.
- If you want to give testimony or comments, fill out a testimony card (available at the front of the meeting room) and hand it to the committee chair or staff when you arrive at the meeting. Testifiers are not necessarily called in chronological order.
- If possible, arrive early to observe another hearing for a nomination prior to your own hearing to become familiar with the process.
- Be aware that meetings are open to the public, recorded, and livestreamed via YouTube.

Presenting Your Testimony and Comments:

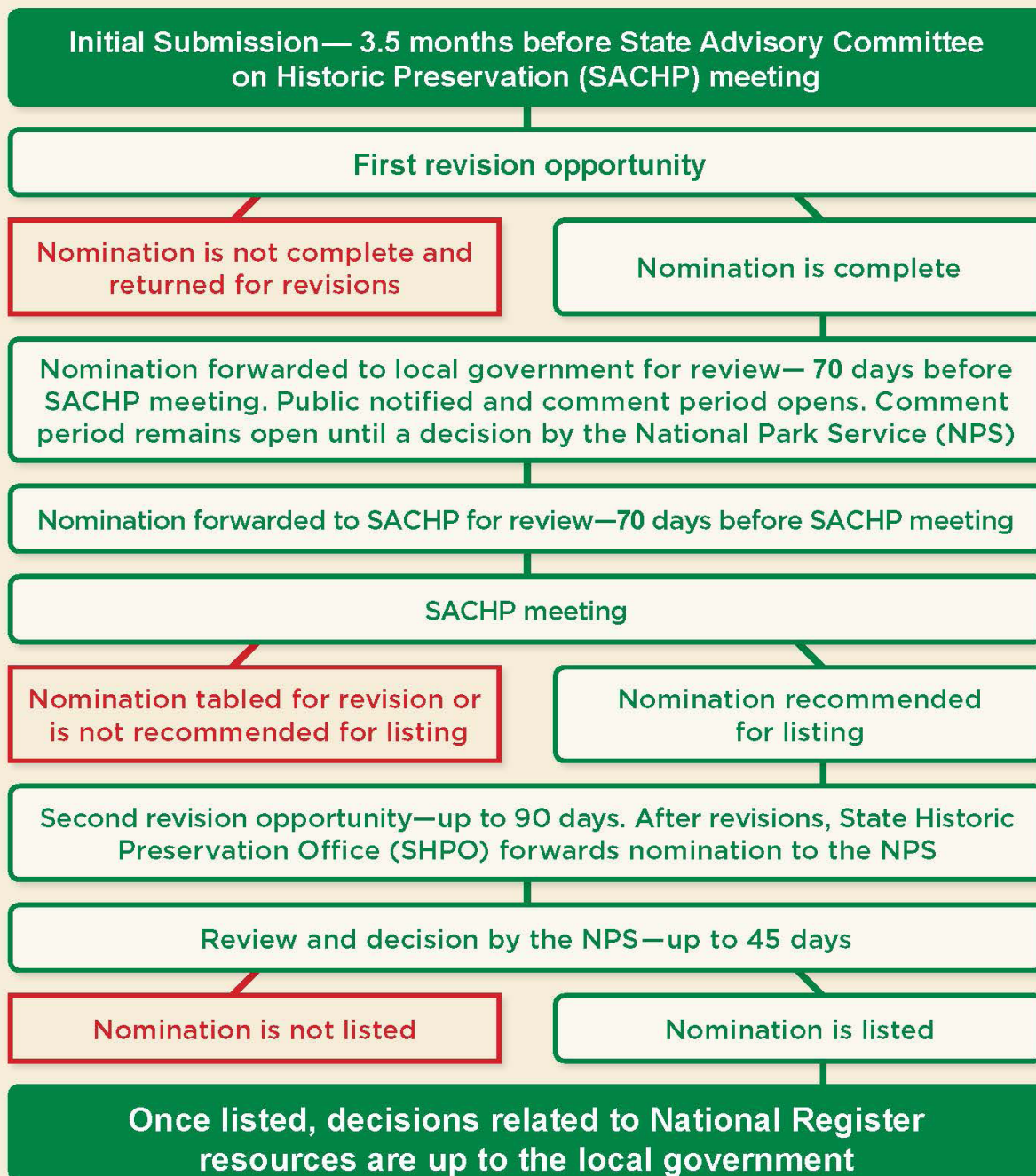
- Please sit at the testimony table when speaking.
- Keep in mind there are many agenda items for the Committee to get through and that you will have approximately 2-3 minutes to testify.
- Begin your testimony by addressing the committee. “For the record, my name is ...” and state your address and the organization or group you represent.
- State whether you support or oppose the nomination being heard and briefly explain why you believe the property is or is not eligible for the National Register. Provide facts that support your opinion. If possible, provide information that is pertinent to the nomination that the Committee might not already know.
- Be respectful and resist any temptation to put down the Committee or others.
- At the end of your testimony, thank the Committee members and offer to answer any questions. “Thank you for the opportunity to testify before you today. I would be happy to answer any questions.”
- Relax! The Committee members understand that this can be an intimidating experience, and they appreciate that you have taken time out of your day to come and testify before them.
- For group testimony, select specific people in your group to cover different topics so that the testimony is not repetitive.

NOTE: All proceedings of the SACHP are digitally recorded and available to the public upon request.

Appendix E: National Register Flow Chart



National Register Process Flow Chart



Note: The public may comment anytime during the process between the public posting of the agenda for the next meeting of the SACHP and the end of the NPS review period.