



ALABAMA REGISTER OF LANDMARKS & HERITAGE INSTRUCTIONS FOR COMPLETING THE NOMINATION FORM

1. NAME

Historic Name: Enter the original name of the property. The name should be associated with either the original resident/tenant or a resident/tenant during the historic period. The name should be one that will continue to be meaningful despite changes in occupancy or use.

Common Name: This is the name by which the property is commonly known.

2. LOCATION

Enter the number and street address. **EXAMPLE:** 469 Court Street

For properties with no standard address, give distance and direction from nearest town or crossroads. **EXAMPLE:** 2.7 miles north of U.S. Hwy 231 on Alabama Hwy 9

If known, enter the USGS Quad map on which the property is located. Also indicate the Section, Township and Range.

3. CLASSIFICATION

Building: any work constructed to house human activity (house, store, factory, church, barn)

District: A collection of buildings of similar architectural style, age, or history

Structure: Bridges, tunnels, and dams

Site: Archaeological component

Object: a work of art or monument

PUBLIC ownership is ownership by a public agency or unit of government.

PRIVATE ownership includes church organizations, civic clubs, and private individuals.

Status/Public Acquisition/Accessible: Enter the appropriate answer.

4. OWNER OF PROPERTY

If known, provide information about the current property owner(s).

5. SKETCH FLOOR PLAN/SITE PLAN.

The floor plan/site plan can be hand drawn or computer generated. Indicate on floor plan/site plan dates of additions or demolitions to the original building. Also give dates for any outbuildings (i.e., well houses, outhouse, barn, corn crib, storage facility, smokehouse, etc.) that are still standing on the property. If, however, when the house was originally built, it had one or more of these buildings that are no longer standing, indicate on the site map where these buildings were, when they were built, and when they were torn down.

6. DESCRIPTION

Construction Date/Source	If known, indicate the exact date(s) of construction. If the exact date is not known, give the construction date by circa date. Source of date (i.e. maps, stylistic evidence, cornerstone) should be cited.
Alteration Date/Source	If known, indicate the exact date(s) of alterations. If the exact date is not known, give the alteration date by circa date. Source of date (i.e. maps, stylistic evidence, cornerstone) should be cited.
Architect/Builder	If known, provide the name of the primary individual or firm responsible for designing & building the property.
Contractor	If known, indicate the name of the primary individual or company responsible for constructing the building.
Physical Condition	Based on an inspection of the exterior, this refers solely to the physical condition of the building, not its architectural integrity or extent of alterations. Excellent: No visible repair work needed Good: Need for general maintenance Fair: In need of more than routine maintenance Poor: In need of major repairs Ruinous: Structural collapse
Remaining Historic Fabric	Indicate whether the building retains a High, Medium, or Low amount of its original historic fabric. This estimate, based on visual observation and/or archival research, includes materials, finishes, details, and any character-defining features. High=a majority of character-defining features are intact Medium= some alterations; most character-defining features are present Low=still recognizable as a historic building, but with major alterations (windows, siding, porch, etc.)
No. of Stories	Indicate the number of stories (vertical levels) in the building.
Historic/Current Use	Multiple entries are allowed. Choices include: agriculture; commerce/trade; defense; education; government; healthcare; industry/processing; multiple dwelling; recreation/culture; religion; residence—farm; residence—non-farm; social; transportation; unknown; vacant/not in use; or other.

Architectural Style Category	Choose from the following: No Style; Colonial; Early Republic; Mid-19 th Century; Late Victorian; Late 19 th & 20 th Century Revivals; Late 19 th & Early 20 th Century American Movements; Modern Movement; Mixed; Other.
Architectural Style Subcategories	Choose from the following: French Colonial; Spanish Colonial; Dutch Colonial; Postmedieval English; Georgian; Early Classical Revival; Federal; Greek Revival; Gothic Revival; Italian Villa; Exotic Revival; Octagon Mode; Eclectic; Gothic; Italianate; Second Empire; Queen Anne; Stick/Eastlake; Shingle Style; Romanesque; Renaissance; Beaux Arts; Colonial Revival; Classical Revival; Tudor Revival; Late Gothic Revival; Mission/Spanish Colonial Revival; Italian Renaissance; French Renaissance; Pueblo; Prairie School; Commercial Style; Chicago; Skyscraper; Bungalow/Craftsman; Moderne; International Style; Art Deco; Other.
Basic Typology	Choose from the following: Arcaded Block; Bungalow; Center block with wings; Coastal/Creole Cottage; Dogtrot (open hall); Double pile; Double shotgun; Extended I-House; Enframed Block; Enframed Window Wall; Four-Square; I-House (single pile); One-Part Commercial Block; Pre-Fabricated Buildings; Quonset; Upright with Wing; Raised Cottage; Ranch-style; Saddlebag; Shotgun; Split-Level; Stacked Vertical Block; Temple Front; Three-Part Commercial Block; Tidewater Cottage; Two-Part Commercial Block; Vault; Other.
Basic Shape	Choose from the following: Center block with wings; crescent; cruciform; E-shaped; H-shaped; equilateral cross; L-shaped; rectangular; round; square; T-shaped; U-shaped; Other.
Basic Floor Plans	Choose from the following: Akron-plan; center-hall; hall-and-parlor/hall-and-chamber; nave-and-chancel; open plan; side-hall; single room; two-room; other; unknown.
Current covering	Enter the selection that best describes the current, predominate type of materials that covers the exterior of the resource: asbestos; asphalt; brick; cast iron; concrete; glass; log; metal, stone; stucco, terra cotta; tile; vinyl, wood-frame; other.
Historic construction material(s):	Enter the selection that best describes the type of material that was used to construct the building: brick; cast iron; concrete; glass; log; metal, stone; stucco, terra cotta; tile; wood-frame; other.
Main roof configuration	Choose from the following: clipped gable/jerkinhead, conical, cross gable, flat, front gable, gable on hip, gambrel, hip, hip on gable, hip with cross gables, hip with double front gables, hip with triple front gables, mansard, monitor, multi-gable, pyramidal, round, sawtooth, shed, side gable, spraddle, and vaulted.
Roof finish material	Enter the selection that best describes the roof finish materials (i.e. asphalt, built-up, composite, metal, slate, tar, tile, wood, other or unknown).
Porch Type	Enter the selection that best describes the porch type (i.e. attached, door hood, entry porch, inset/loggia, porte cochere, recessed, stoop, other or unknown).
Foundation material	Enter the selection that best describes the materials used to construct the foundation (i.e. brick, concrete block, poured concrete, stone, wood, other or unknown).

Window type and materials	Enter the selection that best describes the principal window type (i.e. awning, casement, double hung, fixed, hopper, and jalousie) and materials (i.e. metal, synthetic, and wood).
Number and type of all outbuildings	Enter in the total number of outbuildings associated with the main resource and the type of outbuildings present. Choices included: barn, blacksmith, cellar, chicken coop, cotton gin, crib, dairy, equipment shed, fence/wall, flower pit, garage, gazebo/summerhouse, granary, greenhouse, hog parlor, ice house, kitchen, kitchen with breezeway, milk house, office, privy, shed, silo, smokehouse, stable, storm shelter, tenant dwelling, well/spring house.

7. SIGNIFICANCE

Areas of significance

Check the appropriate areas. You must justify in section E each area checked. Do not check areas you cannot justify.

Statement of Significance

The statement of significance is a concise, factual statement of the reason for nominating the property to the Alabama Register and should contain a chronological history of the property.

Using ***Researching and Documenting Old Buildings in Alabama***, carefully research the history of the property, its owners, and events associated with it. You should prepare a summary sheet of the information and submit it with the nomination. Photocopies of the documents are not necessary, although photocopies of early photographs or maps are helpful, particularly if the property being nominated is a building that has been altered. The written statement should be divided into three parts:

1. The specific area of significance that the property is being nominated for and a summary as to why the property is important.
2. A chronological history of the property and its significant associations. Briefly describe the prehistory or history of the community where the property is located as it directly relates to the property. Highlight any notable events and patterns of development that affected the property's history, significance, and integrity.

The property should meet one or more of the following criteria:

CRITERION A If the property is significant for its association with **historic events**, what are the historically significant events or patterns of activity associated with the property? Does the existing building, object, or structure reflect in a tangible way the important historical associations? How have alterations or additions contributed to or detracted from the resource's ability to convey the feeling and association of the significant historic period?

Identify the local events and activities relating to the property and discuss their importance to local history

CRITERION B If the property is significant because of its association with an **individual**, how long and when was the individual associated with the property and during what period in his or her life? What were the individual's significant contributions during the period of association? Are there other resources in the vicinity also having strong associations with the individual? If so, compare their significance and associations to that of the property being documented.

Explain why the person with whom the property is associated is important to the history of the community, State, or nation.

CRITERION C If the property is significant for **architectural, landscape, aesthetic, or other physical qualities**, what are those qualities and why are they significant? Does the property retain enough of its significant design to convey these qualities? If not, how have additions or alterations contributed to or detracted from the significance of the resource?

Explain why the type, period or method of construction represents architectural features that are significant in the development of the community, state, or nation.

Provide facts about the career and work of the artist, architect, engineer, or landscape architect to explain how the person was accomplished in his or her field and made contributions to the art, architecture, or landscape architecture of the community, state, or nation.

CRITERION D If the property is associated with Alabama's history or prehistory. Property has yielded or may be likely to yield, information important in history or prehistory.

The most common type of property nominated under this Criterion is the archeological site (or a district comprised of archeological sites). Buildings, objects, and structures (or districts comprised of these property types), however, can also be eligible for their information potential.

The nomination should include the following data:

- a. Date of construction
- b. Name and significant historical data about the person or company for which the building was constructed, including dates of birth, death, and occupancy
- c. Names and data about subsequent significant owners
- d. If the building is significant for associations with an event or activity, include a description of the event or activity and relate it to the building.
- e. A discussion of the architectural significance of the building.
- f. Name of craftsmen or architects and references to other known buildings by these persons
- g. The sequence of changes to the building
- h. A short statement of the present or planned preservation efforts, or current threats to the property.

8. MAJOR BIBLIOGRAPHICAL REFERENCES

The bibliography should record all sources of information, including interviews. Correct bibliographical form must be used. Include name of author, title, publisher, place of publication, and date of publication. See *Researching and Documenting Old Buildings in Alabama* for examples.

9. GEOGRAPHICAL DATA

Acreage -- Individual structures located on city lots should include only the acreage of the lot. Give the measurements; we will figure the acreage.

Rural or isolated properties should include no more than the acreage immediately surrounding it. If you should have questions about how much acreage to include, please consult the staff.

10. PERSON APPLYING FOR HISTORIC REGISTER DESIGNATION

Provide the name and mailing address of the person completing the Alabama Register nomination. If there are any information requests or other questions concerning the nomination, this person will be the first point of contact.

11. DIGITAL IMAGES AND PHOTOGRAPHS

Digital images are the preferred image type with Alabama Register submissions. Digital pictures can be sent as prints or on a CD or DVD. Make sure images are clear and in focus, and well illuminated. If you cannot submit digital pictures, please send color photographs that are at least 4x6 in size.

We must have sufficient photographic representation of the nominated property. If there are additional outbuildings associated with the property, such as a garage, barn, etc., please provide images of **all** the buildings. For the main property, provide exterior images of all four sides of the building, views of the general setting, overall views of the property, close up images of the main entrances and notable historic features. On the interior, provide overall room views that show historic wall, ceiling, and floor material, original trim, original door and window hardware, historic light fixtures, original doors, mantels, and staircases.

If the property that is being nominated is not a building, please provide as many images of the property as possible that would provide us the most comprehensive view of the property's physical characteristics.

Please do not submit images of historic furnishings unless they are crucial to understanding the significance of the property.

12. REMINDER

Along with the completed application, include attachments for Items 5, 9 and 11 and send them to:

Alabama Historical Commission
Attn: Lee Anne
468 S. Perry Street
Montgomery, Alabama 36130-0900

Questions? Contact Lee Anne Wofford at 334.230.2659 or LeeAnne.Wofford@preserveala.org

Thank you for your interest in the Alabama Register of Landmarks & Heritage!