

NATIONAL HISTORIC LANDMARKS PROGRAM INSTRUCTIONS

OMB Control Number 1024-0276



National Historic Landmarks Program

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How to Fill out the NHL Nomination Form: Section 1

Section 1: Name of Property

Historic Name

Select the historic name reflecting the property's national significance. For example:

- Bethune, Mary McLeod, Home
- Princeton Battlefield
- Virginia City Historic District

Other Names/Site Number

Enter any other names by which the property has been commonly known. These names may reflect the property's history, current ownership, or popular use and may or may not reflect the historic name. Site numbers are often assigned to archeological sites for identification. This number may be placed on this line.

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Section 2: Location

Enter the street address of the property or the most specific location when no street number exists.

Mark an "x" in the boxes for both "not for publication" and "vicinity" (and add the name of the nearest city or town in the provided blank) to indicate that a property needs certain protection. The NPS shall withhold from disclosure to the public information about the location, character, or ownership of a historic resource if the Secretary of the Interior and the NPS determine that disclosure may

- 1) cause a significant invasion of privacy,
- 2) risk harm to the historic resource, or
- 3) impede the use of a traditional religious site by practitioners.

The Federal Register will indicate "Address Restricted" and give the nearest city or town as the property's location. The NHL database will also refer to the location this way. Further, the NPS will exclude location and other appropriate information from any copies of documentation requested by the public.

Any information about the location, boundaries, or character of a property that should be restricted should be compiled on a separate sheet. On the same sheet, explain the reasons for restricting the information.

When it has been determined that this information should be withheld from the public, the Secretary, in consultation with the official recommending the restriction of information, shall determine who may have access to the information for the purpose of carrying out the National Historic Preservation Act.

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How to Fill out the NHL Nomination Form: Section 3

Section 3: Classification

Ownership of Property

Mark an "x" in all boxes that apply to indicate ownership of the property.

Category of Property

Mark an "x" in only one box to indicate the type of property being documented. Please read the section below titled [National Register Property and Resources Types](#) for explanations and examples of these categories.

Name of Multiple Property Listing

Enter the name of the multiple property listing if the property is being nominated as part of a multiple property submission.

Number of Resources Within Property

Enter the number of resources in each category that make up the property. Count contributing resources separately from noncontributing resources. Total each column. Please see the section below titled [Rules for Counting Resources](#) for more detail.

A contributing building, site, structure, or object adds to the historical associations, historic architectural qualities, or archeological values for which a property is nationally significant because it was present during the period of significance, relates to the documented significance of the property, and possesses a high degree of historical integrity.

A noncontributing building, site, structure, or object was not present during the period of national significance, does not relate to the documented national significance of the property, or due to alterations, disturbances, additions, or other changes, it no longer possesses a high degree of historical integrity. If resources of state or local significance are included and their significance is justified in the documentation, they should be counted separately from those that contribute to the national significance.

Number of Contributing Resources Previously Listed in the National Register

Enter the number of any contributing resources already listed in the National Register. This would include both previously designated NHLs and authorized historic units of the National Park System as well as other previously listed National Register properties. If no resources are already listed, enter "N/A."

National Register Property and Resource Types

- **Building** - A building, such as a house, barn, church, hotel, or similar construction, is created principally to shelter any form of human activity. "Building" may also be used to refer to a historically and functionally

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How to Fill out the NHL Nomination Form: Section 4

Section 4: State/Federal Agency Certification

Preparers should leave this section blank.

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How to Fill out the NHL Nomination Form: Section 5

Section 5: National Park Service Certification

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How to Fill out the NHL Nomination Form: Section 6

Section 6: Function or Use

Historic Function

Select one or more category and subcategory that most accurately describe the property's principal historic functions. Enter functions for contributing resources only and for extant resources only. Select functions that relate directly to the property's significance and occurred during the period of national significance. Enter only functions that can be verified by research, testing, or examination of physical evidence.

Please see below for [Guidelines for Entering Functions](#) and [Data Categories for Functions and Uses](#).

Current Function

Select one or more category and subcategory that most accurately describe the property's most recent principal functions. Enter functions for both contributing and noncontributing resources.

Guidelines for Entering Functions

GENERAL

- Enter the most specific category and subcategory. For example, "EDUCATION/education-related housing" rather than "DOMESTIC/institutional housing" for a college dormitory.
- If no subcategory applies, enter the general category by itself. If, in addition, none of the general categories relates to the property's function, enter "OTHER:" and an appropriate term for the function.
- For **properties with many functions**, such as a farm, list only the principal or predominant ones, placing the most important first.
- For **districts**, enter the functions applying to the district as a whole, such as DOMESTIC/village site or EDUCATION/college.
- For districts, also enter the functions of buildings, sites, structures, and objects that are:
 1. of outstanding importance to the district, such as a county courthouse in a commercial center (GOVERNMENT/county courthouse) or,
 2. present in substantial numbers, such as apartment buildings in a residential district (DOMESTIC/multiple dwelling) or storage pits in a village site (TRADE/trade).
- For districts containing resources having different functions and relatively equal importance, such as a group of public buildings whose functions are GOVERNMENT/city hall, GOVERNMENT/courthouse, and GOVERNMENT/post office.

HISTORIC FUNCTIONS

- Enter functions for contributing resources only.
- Select functions that relate directly to the property's significance and occurred during the period of

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significance (see Period of Significance).

- Enter functions for **extant resources** only.
- Enter only functions that can be verified by research, testing, or examination of physical evidence.
- Enter functions related to the property itself, not to the occupation of associated persons or role of associated events. For example, the home of a prominent doctor is "DOMESTIC/single dwelling" not "HEALTH CARE/medical office" unless the office was at home (in which case, list both functions).

CURRENT FUNCTIONS

- Enter functions for both contributing and noncontributing resources.
- For properties undergoing **rehabilitation, restoration, or adaptive reuse**, enter "WORK IN PROGRESS" in addition to any functions that are current or anticipated upon completion of the work.

Data Categories for Functions and Uses

CATEGORY: DOMESTIC	
Subcategory:	Examples:
single dwelling	Examples: single dwelling rowhouse, mansion, residence, rockshelter, homestead, cave
multiple dwelling	duplex, apartment building, pueblo, rockshelter, cave
secondary structure	dairy, smokehouse, storage pit, storage shed, kitchen, garage, other dependencies
hotel	inn, hotel, motel, way station
institutional housing	military quarters, staff housing, poor house, orphanage
camp	hunting campsite, fishing camp, summer camp, forestry camp, seasonal residence, temporary habitation site, tipi rings
village site	pueblo group
CATEGORY: COMMERCE/TRADE	
Subcategory:	Examples:
business	office building
professional	architect's studio, engineering office, law office
organizational	trade union, labor union, professional association
financial institution	savings and loan association, bank, stock exchange
specialty store	auto showroom, bakery, clothing store, blacksmith shop, hardware store
department store	general store, department store, marketplace, trading post
restaurant	cafe, bar, roadhouse, tavern
warehouse	warehouse, commercial storage
trade (archeology)	cache, site with evidence of trade, storage pit
CATEGORY: SOCIAL	
Subcategory:	Examples:
meeting hall	grange; union hall; Pioneer hall; hall of other fraternal, patriotic, or political organization
clubhouse	facility of literary, social, or garden club
civic	facility of volunteer or public service organizations such as the American Red

	Cross
CATEGORY: GOVERNMENT	
Subcategory:	Examples:
capitol	statehouse, assembly building
city hall	city hall, town hall
correctional facility	police station, jail, prison
fire station	firehouse
government office	municipal building
diplomatic building	embassy, consulate
custom house	custom house
post office	post office
public works	electric generating plant, sewer system
courthouse	county courthouse, Federal courthouse
CATEGORY: EDUCATION	
Subcategory:	Examples:
school	schoolhouse, academy, secondary school, grammar school, trade or technical school
college	university, college, junior college
library	library
research facility	laboratory, observatory, planetarium
education-related	college dormitory, housing at boarding schools
CATEGORY: RELIGION	
Subcategory:	
religious facility	church, temple, synagogue, cathedral, mission, temple, mound, sweathouse, kiva, dance court, shrine
ceremonial site	astronomical observation post, intaglio, petroglyph site
church school	religious academy or schools
church-related residence	parsonage, convent, rectory
CATEGORY: FUNERARY	
Subcategory:	
cemetery	burying ground, burial site, cemetery, ossuary
graves/burials	burial cache, burial mound, grave area, crematorium
mortuary	mortuary site, funeral home, cremation
CATEGORY: RECREATION AND CULTURE	
Subcategory:	
theater	cinema, movie theater, playhouse
auditorium	hall, auditorium
museum	museum, art gallery, exhibition hall
music facility	concert-hall, opera house, bandstand, dance hall

sports facility	gymnasium, swimming pool, tennis court, playing field, stadium
outdoor recreation	park, campground, picnic area, hiking trail, fair, amusement park, county fairground
monument/marker	commemorative marker, commemorative monument
work of art	sculpture, carving, statue, mural, rock art
CATEGORY: AGRICULTURE/SUBSISTENCE	
Subcategory:	
processing	meatpacking plant, cannery, smokehouse, brewery, winery, food processing site, gathering site, tobacco barn
storage	granary, silo, wine cellar, storage site, tobacco warehouse, cotton warehouse
agricultural	pasture, vineyard, orchard, wheatfield, crop field marks, stone alignments, terrace, hedgerow
animal facility	hunting & kill site, stockyard, barn, chicken coop, hunting corral, hunting run, apiary
fishing facility/site	fish hatchery, fishing grounds
horticultural facility	greenhouse, plant observatory, garden
agricultural outbuilding	wellhouse, wagon shed, tool shed, barn
irrigation facility	irrigation system, canals, stone alignments, headgates, check dams
CATEGORY: INDUSTRY/PROCESSING/EXTRACTION	
Subcategory:	
manufacturing facility	mill, factory, refinery, processing plant, pottery, kiln
extractive facility	coal mine, oil derrick, gold dredge, quarry, salt mine
waterworks	reservoir, water tower, canal, dam
energy facility	windmill, power plant, hydroelectric dam
communications facility	telegraph cable station, printing plant, television station, telephone company facility, satellite tracking station
processing site	shell processing site, toolmaking site, copper mining and processing site
industrial storage	warehouse
CATEGORY: HEALTH CARE	
Subcategory:	
hospital	veteran's medical center, mental hospital, private or public hospital, medical research facility
clinic	dispensary, doctor's office
sanitarium	nursing home, rest home, sanitarium
medical business/office	pharmacy, medical supply store, doctor or dentist's office
resort	baths, spas, resort facility
CATEGORY: DEFENSE	
Subcategory:	
arms storage	magazine, armory

fortification	fortified military or naval post, earth fortified village, palisaded village, fortified knoll or mountain top, battery, bunker
military facility	military post, supply depot, garrison fort, barrack, military camp
battle site	battlefield
coast guard facility	lighthouse, coast guard station, pier, dock, lifesaving station
naval facility	submarine, aircraft carrier, battleship, naval base
air facility	aircraft, air base, missile launching site
CATEGORY: LANDSCAPE	
Subcategory:	
parking lot	
park	city park, State park, national park
plaza	square, green, plaza, public common
garden	
forest	
unoccupied land	meadow, swamp, desert
underwater	underwater site
natural feature	mountain, valley, promontory, tree, river, island, pond, lake
street furniture/object	street light, fence, wall, shelter, gazebo, park bench
conservation area	wildlife refuge, ecological habitat
CATEGORY: TRANSPORTATION	
Subcategory:	
rail-related	railroad, train depot, locomotive, streetcar line, railroad bridge
air-related	aircraft, airplane hangar, airport, launching site
water-related	lighthouse, navigational aid, canal, boat, ship, wharf, shipwreck
road-related (vehicular)	parkway, highway, bridge, toll gate, parking garage
pedestrian-related	boardwalk, walkway, trail
CATEGORY: WORK IN PROGRESS	
	(Use this category when work is in progress.)

Continue reading about [writing the nomination](#)

NOTICES

Privacy Act Statement

Authority: This information is authorized by the Historic Sites Act of 1935 (16 U.S.C. 461-467) and 36 CFR part 65.

Purposes and Uses: This information is being collected to determine the eligibility of properties for nominations as a National Historic Landmark.

Effects of Nondisclosure: Voluntary, however, response to this request is required to obtain a benefit in accordance with the Historic Sites Act of 1935 (16 U.S.C. 461-467) and 36 CFR part 65.

Paperwork Reduction Act Statement

This information is being collected under the authority of the Historic Sites Act of 1935 (16 U.S.C. 461-467) and 36 CFR part 65. Your response is required to obtain or retain a benefit. We will use the information you provide to evaluate properties nominated as National Historic Landmarks. We may not conduct or sponsor and you are not required to respond to a collection of information unless it displays a currently valid OMB control number.

Estimated Burden Statement

We estimate the time to prepare an initial inquiry letter is 2 hours, including time to maintain records, gather information, and review and submit the letter. Average time to complete this the nomination process is 558 hours (the time varies from 256 hours to 603 hours, depending on respondent and/or activity). You may send comments on the burden estimate or any other aspect of this form to the Information Collection Clearance Officer, National Park Service, 13461 Sunrise Valley Drive, (MS-263) Herndon, VA 20191. Please do not send your form to this address.