

**OKLAHOMA NATIONAL REGISTER NOMINATION
AND REQUEST FOR FORMAL DETERMINATION OF ELIGIBILITY
MANUAL**

State Historic Preservation Office
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INTRODUCTION

The National Register of Historic Places is a catalog of buildings, districts, structures, sites, and objects significant in America's history, architecture, archeology, culture, and engineering. Properties may be significant on a national, state, or local level. This Manual provides instructions for preparing nominations to the National Register or for requesting formal determinations of eligibility by the Keeper of the Register.

The information presented in the National Register nomination forms is essential to many programs of the State Historic Preservation Office, federal agencies, other state agencies, and local governments, as well as individuals. Therefore, it is crucial that nominations be accurate and complete, prepared in accordance with the instructions contained in this Manual. The nominations become a part of the permanent records of the State Historic Preservation Office (SHPO) and the United States Department of the Interior, National Park Service. Only those properties that clearly meet the National Register Criteria for Evaluation will be nominated.

Preparation of acceptable nomination forms is not an easy task. People not experienced in historical research, writing, and architectural description will find preparation of acceptable nominations extremely difficult. We recommend engaging the services of a professional nomination preparer to compile the submission. A list of professional nomination preparers is available from the SHPO. Those who choose to prepare nominations themselves should consult with the Architectural Historian at the SHPO (405/521-6249) for guidance and assistance.

Prior to preparing a National Register nomination, preparers should consult with the SHPO for a preliminary opinion regarding the eligibility of the property. This step will save you time and money in the event the property clearly does not meet the National Register criteria for eligibility. In most instances, we will ask you to submit a Historic Preservation Resource Identification Form and photographs so that we may render a preliminary opinion. Contact the SHPO for a National Register packet.

All instructions for the preparation of National Register nominations must be carefully followed. Submissions must conform to the supplemental requirements and packaging instructions of the SHPO, as well as to the *How to Complete the National Register Registration Form*. In addition, instructions contained in other applicable National Register bulletins must be followed. National Register bulletins covering a wide variety of special topics may be obtained as needed from the SHPO; a list is provided in this manual.

Nominations received in the State Historic Preservation Office will be reviewed for consistency with the instructions in this Manual and all other applicable National Register bulletins. Those judged not in compliance will be returned to the preparer for correction.

GETTING ORGANIZED

Writing successful National Register nominations requires scholarly research, adherence to the various guidelines for preparing National Register nominations, and good organizational, descriptive, and writing skills. The first step is to collect the necessary forms and guidelines and to obtain materials that can help guide you in researching your historic property. The following checklist is designed to help you get started. For further assistance, please contact the staff at the Oklahoma SHPO at 405/521-6249.

Checklist

- Ask the SHPO staff whether the property is already listed in the National Register either individually or as part of a district. Contributing properties within National Register districts are already listed and individual nominations are unnecessary.
- Ask the SHPO staff for a preliminary opinion regarding the eligibility of the resource. This will save you time and money in the event a resource clearly does not meet the National Register criteria. Upon request, the SHPO staff will send you a Historic Preservation Resource Identification Form and instructions so that an informal opinion can be provided. The staff will also provide guidance regarding selection of the appropriate National Register criteria and the appropriate area(s) of significance.
- Ask the SHPO staff whether the property has been documented as part of a statewide survey or is otherwise contained in the Oklahoma Landmarks Inventory. Obtain a copy of the inventory form.
- Read through this entire manual carefully. A good understanding of the National Register guidelines for completing nominations and the Oklahoma SHPO supplemental requirements will make it much easier to write a successful nomination. The manual also provides many helpful tips for writing good nominations.
- Ask the SHPO staff whether the property is within the jurisdiction of a Certified Local Government (see page 16). If the property is located within the jurisdiction of a Certified Local Government, contact the city and obtain copies of any survey or landmarks documentation, historic preservation plans, or context documents that relate to your resource.
- Obtain the appropriate National Register bulletins for the type of nomination you are writing (see page 19). Upon request, these may be obtained free of charge from the SHPO, the SHPO website or from the National Park Service website.
- Ask the SHPO staff whether a historic context document applicable to the property has been prepared and obtain a copy.
- Check your local library, your local historical society, and back issues of *The Chronicles of Oklahoma* for background information regarding your resource.
- Obtain appropriate reference books to aid you in describing your resource. Suggested references are provided on pages 20 and 21, but you may need to locate additional references to assist in describing special resources such as barns and bridges.

OKLAHOMA STATE HISTORIC PRESERVATION OFFICE

NATIONAL REGISTER NOMINATION SUPPLEMENTAL REQUIREMENTS

In completing the “National Register of Historic Places Nomination Form,” instructions contained in *How to Complete the National Register Registration Form* must be followed. The same forms and instructions should be followed for formal determinations of eligibility by the Keeper of the Register.

In addition to the requirements specified in *How to Complete the National Register Registration Form*, the Oklahoma State Historic Preservation Office requires supplemental information and materials. Those supplemental requirements are listed below, along with technical instructions for meeting federal requirements for nominations. All instructions in this Manual should be followed carefully, and nominations should be assembled according to the packaging instructions provided on page 13.

The SHPO staff encourages submission of draft nominations for an informal review to assist the preparer in crafting a strong nomination and to ensure the preparer is following the instructions. Questions about the nomination process and any technical items may be addressed to the State Historic Preservation Office staff at 405/521-6249.

SUPPLEMENTAL REQUIREMENTS

- **Nominations must use most recent NRHP computerized form and a letter-quality typeface (Times New Roman or Arial) must be used.** Handwritten nominations will be returned without review.
- **Nominations should follow the *Chicago Manual of Style* for English usage, punctuation, and capitalization.**
- **Section 9 (Bibliography) of the Registration Form must be completed using the format provided in the *Chicago Manual of Style*.**
- **Nominations must be documented using endnotes or footnotes.** Use the format provided in the *Chicago Manual of Style*. Nominations of archeological sites may follow the format for internal author-date citations or the format used by *American Antiquity*. When citing government documents, it may be helpful to consult *The Complete Guide to Citing Government Documents: A Manual for Writers and Librarians*, by Diane L. Garner and Diane H. Smith (Bethesda, MD: Congressional Information Service, 1984).
- **Nomination and photographs must be submitted on CD.** Nominations must be submitted in hard copy (for review) and on CD (final) so that our staff can correct minor errors easily.
- **A completed “Property Owner Form” must be submitted with the nomination.** This form is provided as Exhibit A at the end of this section on “Supplemental Requirements.” Every owner of record must be listed on this form. Nominations cannot be processed without this form, and inaccurate information may result in a delisting of the property by the National Register. If

there are more than 5 property owners, the property owner information must be submitted in an Excel spreadsheet (Contact SHPO for blank spreadsheet).

- **A completed “Elected Officials Form” must be submitted with the nomination.** Use the form provided as Exhibit B at the end of this section on “Supplemental Requirements.”
- **Two maps must be included for each nominated property or district.** One map is sent to the National Register and the other is retained in the SHPO files. Latitude and Longitude (to six decimal places) must be included for each individual property. For district nominations, each corner of the district must be marked, labeled A-Z, and Latitude and Longitude coordinates must be computed for each coordinate.
- **For district nominations, two (2) copies of a map of the entire district, showing the district boundaries and indicating contributing and noncontributing resources, must be submitted.** The address of each resource and the names of streets should be labeled clearly. The map should also include the name of the district, a north arrow, the scale (if drawn to scale) or the statement “not drawn to scale,” and a key to the symbols for contributing and noncontributing resources. **In addition, two (2) copies of a photo key map indicating the camera position for each streetscape photograph must be provided.**
- **If other maps or sketches are necessary to illustrate the nominated property, two (2) originals must be provided with the nomination.** One copy is sent to the National Register and the other is retained in the SHPO files.
- **Photographs of the nominated property must be provided as follows:**
 - **Two sets of high quality photographic documentation.** The nomination must contain a sufficient number of photographs to clearly illustrate the entire nominated property (a minimum of two (2) exterior views). Photographs must meet the requirements set forth in the February 2010 Photographic Policy issued by the National Register. This policy is available at http://www.nps.gov/history/nr/publications/bulletins/photopolicy/photo_policy.htm or can be obtained from the OK/SHPO. The policy outlines the acceptable use of digital media in National Register submissions. Black and white prints or color prints produced from digital images are preferred. Film photographs must be taken with 35mm T-Max ASA 100 film. All negatives will be submitted to the OK/SHPO with the final product. The prints must be black and white, either 4” x 6” or 5” x 7” in size, archival-quality prints on fiber-based or resin-coated (RC) papers. All photographs must be keyed to Item #7 of the nomination form.
 - **For district nominations funded by SHPO subgrants, every contributing and noncontributing resource within the district must be included in a streetscape photograph.** Buildings at the end of streetscapes must be visible in their entirety. In addition to streetscape photographs, individual photographs of particularly notable buildings should be provided. These photographs must conform to the specifications stated above.

- **Two CDs with .tif files of the photographs, as outlined in the NPS Photograph Policy, will be required.**
- **Good quality photocopies of research materials other than references found in standard secondary sources must be submitted with each nomination.** For example, newspaper articles clearly showing the name and date of the newspaper from which they were obtained, should be included. Notes from interviews, copies of manuscript materials, and other sources should be included. If research materials cannot be photocopied, these should be listed on the “Supplemental Materials Form” shown as Exhibit C at the end of this section on “Supplemental Requirements.”

NEW NATIONAL REGISTER REQUIREMENTS

How to Complete the National Register Registration Form provides instructions for completing the National Register of Historic Places nomination form. In 2011, the National Park Service developed a new nomination form. This form is available from the SHPO digitally at our website: <http://www.okhistory.org/shpo/shpoforms.htm>

In 2010, requirement for photographs were changed while in 2012, requirements for maps changed. These requirements are explained below.

PHOTOGRAPHY

Selecting a Digital Camera

BEST: Six megapixel or greater digital SLR camera

Acceptable: Two – five megapixel point-and-shoot digital camera

Not acceptable: Camera phones, disposable or single-use digital cameras, digital cameras with fewer than two megapixels of resolution

Image File Format (Set the camera for highest image quality).

BEST: Tag Image File format (TIFF) or RAW format images. This allows for the best image resolution.

Acceptable: JPEGs converted to TIFFs, by a computer conversion process, are acceptable; however, JPEGs must not be altered in any way prior to conversion, (other than renaming them).

Do not use the JPEG setting on the camera, if a higher quality setting is available.

RGB color digital TIFFs are preferred.

Digital Camera Resolution (Set the camera to the maximum or largest pixel dimension the camera allows).

BEST: Six megapixels or greater (2000 x 3000 pixel image) at 300 dpi

Acceptable: Minimum two megapixels (1200 x 1600 pixel image) at 300 dpi

Renaming the digital TIFF image

All digital image files must be renamed using a standard naming format.

The TIFF file name must include:

State_county_property name (or district name)_0001

(Use zeros in image numbers to create 4 digit number, e.g. 0002, 0003, etc.)

Example for individual properties:

OK_Oklahoma County_Oklahoma Historical Society_0001

Example for district labels:

OK_Oklahoma County_Oklahoma Historical Society Historic District_0125

Example for nominations within MPS:

OK_Oklahoma County_Oklahoma Historical SocietyMPS_Main Building_0001

Burning the Images onto an Archival Disk

A CD or DVD containing all TIFF images must accompany the photos.

Reminder: JPEGs converted to TIFFs, by a computer conversion process, are acceptable; however, JPEGs must not be altered in any way prior to conversion, (other than renaming them). When image is open on your computer, right click and you will see the image properties (Dimensions, dpi, etc.).

BEST: CD-R Archival Gold or DVD-R Archival Gold disk

Acceptable: CD-R, DVD-R, or any disk obtained from a commercial photo processor.

Not acceptable: CD-RW or DVD-RW (if packaging says "rewriteable" do not use).

Labeling the Disk

BEST: Labels printed directly on the disk by laser printer (non-adhesive).

Acceptable: Hand-written labels using CD/DVD safe markers OR other markers (Sharpies)

Not Acceptable: Ammonia/solvent-based markers or adhesive stickers



Printing the Images

Print photos at 300 dpi (select this option in your computer's print menu).

Selecting the Paper and Inks

Archival quality paper:

BEST: Manufacturer recommended paper for photograph prints

Some examples:

Epson Premium Glossy Paper

Kodak Ultra Photo Premium

HP Professional Satin Photo Paper

Matte Epson Ultra Premium Glossy Photo Paper

HP Premium Plus Photo Paper

Acceptable: Commercially printed color prints are acceptable (if accompanied by a disk containing the image files produced at the time the prints were made).

Not acceptable: Regular copy/printer papers or the disk only, without prints

Printer Inks:

BEST: Manufacturer recommended ink for photograph printing

Some examples:

Epson UltraChrome K3

Kodak No. 10 Pigmented Inks

HP Vivera Pigment Inks

Epson Claria "Hi-Definition Inks"

Epson DuraBrite Ultra Pigmented Inks

HP Vivera 95 dye-based inks

Note: NPS and the SHPO does not endorse any particular commercial product or process. The product examples indicated have met established archival standards but do not represent a comprehensive list. Any questions concerning other possible products should be directed to the National Register Program Coordinator at 405/521-6249

Identifying Photographic Prints

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.

BEST: Write the label information within the white margin on the front of the photograph using an archival photo labeling pen. Label information can also be generated by computer and printed directly in the white margin (no adhesive labels).

Acceptable: If information is placed on the back of the photograph, write the information using a soft lead pencil or archival photo-labeling pen.

Do not print information on the actual image – use only the photo margin or back of the photograph for labeling.

At a minimum, photographic labels must include the following information:
Photograph number, Name of the Property, County, and State.

Labeling the photographs

Acceptable Examples:

OK_Oklahoma County_Oklahoma Historical Society Commercial Historic District_0001

OR

Photograph 1 of 25: OK_Oklahoma County_Oklahoma Historical Society Commercial Historic District_0001

OR

Oklahoma Historical Society Commercial Historic District, Oklahoma County,OK
1 of 25

OR

Oklahoma Historical Society Commercial Historic District
Oklahoma County, OK
Photo 1 of 25

NR Nomination Photograph Log Page
Examples of acceptable photo pages

Name of Property: Oklahoma Historical Society
City or Vicinity: Oklahoma City
County: Oklahoma County
State: OK
Name of Photographer: Jane Doe
Date of Photographs: August 2008
Location of Original Digital Files: 800 Nazih Zuhdi Dr, Oklahoma City, OK 73105

Photo #1 (OK_OklahomaCounty_OklahomaHistoricalSociety_0001)
South façade (left) and east elevation (right), camera facing northwest.

OR

Name of Property: Oklahoma Historical Society
City or Vicinity: Oklahoma City
County: Oklahoma County
State: OK
Name of Photographer: Jane Doe
Date of Photographs: August 2008
Location of Original Digital Files: 800 Nazih Zuhdi Dr, Oklahoma City, OK 73105
Number of Photographs: 10

Photo #1
South façade (left) and east elevation (right), camera facing northwest.

OR

Name of Property: Oklahoma Historical Society
City or Vicinity: Oklahoma City
County: Oklahoma County
State: OK
Name of Photographer: Jane Doe
Date of Photographs: August 2008
Location of Original Digital Files: 800 Nazih Zuhdi Dr, Oklahoma City, OK 73105

OK_OklahomaCounty_OklahomaHistoricalSociety_0001
South façade (left) and east elevation (right), camera facing northwest.

35 mm Photography

Use the following standards:

Selecting a 35mm Camera

- BEST:** 35MM SLR Camera
- Acceptable: 35MM point-and-shoot camera
- Not acceptable: Disposable Cameras

Selecting the Film

- Acceptable: 35MM black/white film
- Or
- 35MM color film with accompanying disk containing the image files

Choosing Photographic Paper

- Acceptable: Photographic paper specifically designed for black/white prints
- Or
- 35mm black/white images printed on paper designed for *color* prints with an accompanying disk containing digital copies of the images (Disk generated at the time of developing the film)
- Or
- 35mm color images printed on paper designed for *color* images with an accompanying disk containing digital copies of the images

Labeling the Disk & Naming the Files

Follow the same disk labeling and renaming the digital file processes as outlined under the digital photography policy guidelines.

If you use a commercial photo printer and receive a disk of image files to submit with your nomination, you will not be required to rename the files. That disk may be submitted as received from your photo processor.

MAPPING

As of February 7, 2012, nominations will no longer require USGS maps as part of the submittal package. The National Park Service has developed guidelines for map and coordinates submittal with nominations. Please see instructions below:

Coordinates:

You will no longer be required to submit UTMs but rather submit Longitude and Latitude in decimal degrees. You are required to carry them out six decimal places at a minimum. Also, please remember to include the negative or you will end up with a point in the wrong hemisphere!

Example: 35.494247 -97.499868

Requirements for coordinates:

- 1) Must submit on Longitude/Latitude continuation sheet (see SHPO website for form)
- 2) Must include datum information
 - a. Digital format will be WGS datum 1984
 - b. Paper maps will be datum NA 1927 or NA 1983

Maps:

You may utilize free mapping software available to everyone. These include “Bing,” “Google Earth,” and “ArcGIS Explorer.” Each mapping program has its unique characteristics. Contact OK/SHPO for instructions on producing maps.

Requirements for maps:

- 1) Must be submitted on a continuation sheet
 - a. Includes Longitude and Latitude on map
- 2) Must include KML, PDF, ArcGIS (or equivalent) electronic file



Example:

**see longitude and latitude at bottom of map

Guidelines for Photographic Coverage

Photographs submitted to the National Register of Historic Places and the National Historic Landmarks Survey as official documentation should be clear, well-composed, and provide an accurate visual representation of the property and its significant features. They must illustrate the qualities discussed in the description and statement of significance. Photographs should show historically significant features and also any alterations that have affected the property's historic integrity.

The necessary number of photographic views depends on the size and complexity of the property. **Submit as many photographs as needed to depict the current condition and significant features of the property.** A few photographs may be sufficient to document a single building or object. Larger, more complex properties and historic districts will require a number of photos. Prints of historic photographs may supplement documentation and be particularly useful in illustrating changes that have occurred over time.

Buildings, structures, and objects:

Submit photographs showing the principal facades and the setting in which the property is located.

Additions, alterations, intrusions, and dependencies should appear in the photographs.

Include views of interiors, outbuildings, landscaping, or unusual features if they contribute to the significance of the property.

Historic and archeological sites:

Submit photographs showing the condition of the site and any above-ground or surface features and disturbances.

If relevant to the evaluation of significance, include drawings or photographs illustrating artifacts that have been removed from the site.

At least one photograph must show the physical environment and topography of the site.

Historic Districts (key all photographs to the sketch map for the district):

Submit photographs showing major building types and styles, pivotal buildings and structures, and representative noncontributing resources.

Streetscapes and landscapes are recommended. Aerial views may also be useful. Views of significant topographic features and spatial elements should also be submitted.

Views of individual buildings are not necessary if streetscape views clearly illustrate the significant historical and architectural qualities of the district.

Archeological Districts:

Submit photographs of the principal sites and site types within the district following the guidelines for archaeological sites (see above).

Embedding Images

Color and black-and-white images may not be embedded within the text of a nomination. **As of March 1, 2010, any nominations with embedded images within the text will not be accepted and will be returned for correction.**

Historic photographs, views, or maps are acceptable--on separate Continuation Sheets as Additional Documentation--placed at the end of a nomination and not embedded within the text. These items can be labeled as figures (e.g. Fig. 1, Fig 2) and *referenced by this label within the nomination text* (e.g. See Figure 1). An "Index of Figures" (similar to a photograph log) identifying these figures, should also be included in the Additional Documentation section.

Use of National Register Photographs

By allowing a photograph to be submitted as official documentation, photographers grant permission to the National Park Service to use the photograph for print and electronic publication, and for other purposes, including but not limited to, duplication, display, distribution, study, publicity, and audiovisual presentations.

PACKAGING THE NOMINATION FOR SUBMISSION CHECKLIST

National Register nominations and their accompanying materials must be packaged in the following manner for submission to the Oklahoma SHPO. You may use this as a handy checklist to ensure that all of the necessary materials are included in the submission.

Checklist

- The materials must be submitted in an expandable, 8 ½" x 11" file folder. Do not bind the materials in any way or mount them on sheets of paper, cardboard, or other material.
- Place the "Property Owner Form" followed by the "Elected Officials Form" first in the expandable folder.
- Place the National Register of Historic Places Registration Form, followed by its Continuation Sheets, behind the "Elected Officials Form."
- Place the CD containing the National Register nomination and photographs behind the Registration Form.
- Place the two (2) maps, two (2) copies of any historic district maps, sketch maps, floor plans, or any other maps behind the CD or the Registration Form. Maps should be neatly folded to fit inside an 8 ½" x 11" file folder.
- Place each of the two (2) sets of photographs in separate, plain manila envelopes. Place the photographs and gold archival CD with photographs behind the maps.
- Place the photocopies of supplemental materials (newspaper articles and so forth) in a top-tab-cut, 8 ½" x 11", regular-style file folder. If the "Supplemental Materials Form" is used, place it first in the file folder. Place the folder behind the slides.
- Label the expandable file folder with a typed, self-adhesive label displaying the name of the nominated property, the city (or vicinity), and the county.

ARCHIVAL QUALITY DOCUMENTATION

Archival quality is required for nomination materials to extend the life of the materials, which are the permanent records of the Oklahoma State Historic Preservation Office and the National Register. Archival-quality paper for Registration Forms and photographs is manufactured to resist chemical changes which cause paper to turn yellow or brown as it ages. Air pollutants and skin oils may combine with water vapor in the air to create acids in papers which cause them to deteriorate. Archival-quality paper is generally acid-free and has an alkaline reserve or buffer in it. Acid-free paper is manufactured by removing or neutralizing any acids that may have been used in processing the paper pulp. Paper with a high level of rag content will also be relatively acid-free. An alkaline buffer is a non-acid or alkaline substance added to the paper pulp during the manufacturing process to protect or buffer it from any acid which may be left or may be introduced into the paper at a later time, such as through skin oils.

With photographs, automatic processing poses potential problems for long-term stability. Chemical residuals frequently collect, particularly around the edges of the papers, and accelerate oxidation in the form of yellowing. Not only will chemicals damage the photographic image; they also threaten other materials they come in contact with in the National Register file.

Acid-Free Paper

The SHPO will print the final nomination form on archival-quality paper prior to its submission to the Keeper of the Register. The nomination preparer does not need to submit the draft nomination on archival-quality paper.

Archival-Quality Photographs

If photographs submitted with the nomination are 35 mm, archival processing is required. Archival printing calls for the use of fiber-based papers, special processing including two-part fixing, hypo-clearing, and extensive washing. Treatment with a hypo-clearing or neutralizing agent, such as “permawash,” will clear residual chemicals. Toning in selenium or sepia is also recommended but not required. Toning will protect the photographs from contaminants such as fingerprints, dust, dirt, chemicals, and fumes that may come in contact with photographs during storage and use. If you are unable to locate a photo finisher in your area who can provide archival-quality processing, contact the staff at the SHPO at 405/521-6249 for names of processors.

For digital prints, see requirements on page 5.

STATE HISTORIC PRESERVATION OFFICE USE OF NOMINATION MATERIALS

The State Historic Preservation Office reserves the right to use materials submitted as part of any National Register nomination in publications, presentations, and other programs. Photographer credits will be given if photographs are published and the photographer is indicated on the photograph.

Materials become a permanent part of the State Historic Preservation Office's historic properties' files, known as the "Oklahoma Landmarks Inventory." If a property is judged ineligible for listing in the National Register, the SHPO will retain the nomination forms, maps, one set of photographs, digital files, and the supplemental material as part of the permanent file. The other set of prints will be returned to the nomination preparer upon request.

Anyone can examine the materials in the Oklahoma Landmarks Inventory housed at the Oklahoma State Historic Preservation Office, Oklahoma Historical Society, 800 Nazih Zuhdi Drive, Oklahoma City, OK 73105. The materials may not be removed from the offices of the SHPO; however, photocopies will be provided upon request. To ensure that someone will be available to assist you with the files, we recommend making an appointment by calling 405/521-6249.

CERTIFIED LOCAL GOVERNMENTS AND NATIONAL REGISTER NOMINATIONS

The State Historic Preservation Office administers the Certified Local Governments (CLG) Program. Local governments enforcing historic preservation zoning ordinances are eligible to participate in accordance with *Certified Local Governments Program in Oklahoma*. This program provides assistance to local preservation efforts, and CLGs carry out certain responsibilities delegated to them by the State Historic Preservation Officer.

One of those responsibilities is the review and processing of nominations to the National Register of Historic Places. When the SHPO receives a nomination for a property within the jurisdiction of a CLG, the nomination is forwarded to the CLG for review and processing. If the CLG approves the nomination, it is forwarded to the SHPO to submit to the Historic Preservation Review Committee.

The SHPO will inform persons requesting nomination forms whether the property under consideration is within a CLG's jurisdiction. Additional information about the CLG program is available from the State Historic Preservation Office.

CLG Participants

City of Anadarko
City of Ardmore
City of Cordell
City of Enid
City of Grandfield
City of Guthrie
City of Muskogee
City of Norman
City of Oklahoma City
City of Okmulgee
City of Ponca City
City of Sapulpa
City of Tulsa

EMPLOYING A PROFESSIONAL NATIONAL REGISTER PREPARER

The preparation of acceptable nomination forms is not an easy task. People not experienced in historical research, writing, and architectural description will find preparation of acceptable nominations extremely difficult. We recommend engaging the services of a professional nomination preparer to compile the submission. A list of professional nomination preparers is attached.

Before selecting a private consultant to prepare a nomination, the qualifications, experience, and scope of services offered by the consultant should be examined to determine:

1. If the consultant meets the Secretary of the Interior's Qualifications (see below).
2. If the consultant has prepared successful nominations, has personally presented them to the Oklahoma Historic Preservation Review Committee, and has succeeded in getting them listed in the National Register of Historic Places.
3. If the consultant has particular expertise in preparing the type of nomination you need. For example, it is best to hire a historian to prepare a nomination for a resource that is significant for its history, and it is best to hire an architectural historian or historical architect if the resource is significant for its architecture. For properties that fall under the Criteria Considerations, it is best to engage a professional with experience in writing nominations for those special types of properties.
4. If the consultant is aware that the Oklahoma Historical Society promulgates supplementary guidelines in addition to the guidelines specified in the federal publication *How to Complete the National Register Registration Form*.
5. If the consultant is willing to sign a contract that addresses the products of the nomination package, the guidelines that must be followed, a schedule for completion, additional research that may be necessary after the review committee has acted upon the nomination, fees, and the depository of nomination products. A sample contract is attached.

Before entering into a contract with a nomination preparer, we recommend that you:

1. Discuss the nomination with at least two nomination preparers.
2. Ask to see copies of successful nominations that the preparer has completed.
3. Establish the fee.

Sponsors of the nomination should be aware that nominations cannot be scheduled for a meeting of the Historic Preservation Committee until the State Historic Preservation Office receives a completed and acceptable nomination package. A completed nomination package is described in the sample contract attached.

Secretary of the Interior's Qualifications

Nominations prepared under SHPO subgrants must be conducted by a historian, an architectural historian, or a historical architect, depending on the type of resources to be nominated. Private citizens and organizations engaging the services of professional nomination preparers are also encouraged to select a consultant who meets these qualifications. The minimum qualifications for these professional positions are as follows:

Historian - (1) A graduate degree in history or a closely related field, or (2) a bachelor's degree in history or a closely related field and at least two years of full-time experience in research, writing, teaching, or interpreting history at an academic institution, historical organization or agency, museum, or other professional institution, or substantial contribution to the body of scholarly knowledge in history through research and publication.

Architectural Historian - (1) A graduate degree in architectural history, art history, historic preservation, or a closely related field, with coursework in American architectural history, or (2) a bachelor's degree in one of those fields and at least two years of full-time experience in research, writing, or teaching American architectural history or restoration architecture at an academic institution, historical organization or agency, museum, or other professional institution, or substantial contribution to the body of scholarly knowledge in architectural history through research and publication.

Historical Architect - A professional degree in architecture or a state license to practice architecture, plus at least one year of graduate study in architectural preservation, American architectural history, preservation planning, or a closely related field, or at least one year of full-time professional experience on historic preservation projects.

Archeological nominations have special requirements and should be prepared by a professional archeologist. The minimum qualifications are:

Archeologist - A graduate degree in archeology, anthropology, or a closely related field, plus at least one year of full-time, professional experience or equivalent specialized training in archeological research, administration or management, at least four months of supervised field and analytic experience in general North American archeology, and demonstrated ability to carry research to completion. In addition, a professional in prehistoric archeology must have at least one year of full-time professional experience at a supervisory level in the study of prehistoric archeology. A professional in historic archeology must have at least one year of full-time professional experience at a supervisory level in the study of historic archeology.

NATIONAL REGISTER BULLETINS SELECTIVE LIST

National Register Bulletins are available free of charge from the Oklahoma State Historic Preservation Office, on the Oklahoma State Historic Preservation Office website or from the National Park Service website. The guidelines contained in these Bulletins must be followed in preparing National Register nominations, as appropriate. This selective list (see below) will help to guide you in requesting Bulletins appropriate to the nomination you are preparing. For a complete list of Bulletins that are currently available, see <http://www.cr.nps.gov/nr/publications/index.htm>

The Basics

How to Apply the National Register Criteria for Evaluation
How to Complete the National Register Registration Form
How to Complete the National Register Multiple Property Documentation Form
How to Prepare National Historic Landmark Nominations
Researching a Historic Property

Property Types

Historic Residential Suburbs: Guidelines for Evaluation and Documentation for the National Register of Historic Places
Guidelines for Evaluating and Registering Archeological Properties
Guidelines for Identifying, Evaluating, and Registering America's Historic Battlefields
Guidelines for Evaluating and Registering Cemeteries and Burial Places
How to Evaluate and Nominate Designed Historic Landscapes
Guidelines for Identifying, Evaluating and Registering Historic Mining Properties
Guidelines for Evaluating and Nominating Properties That Have Achieved Significance Within the Past Fifty Years
How to Apply the National Register Criteria to Post Offices
Guidelines for Evaluating and Documenting Rural Historic Landscapes
Guidelines for Evaluating and Documenting Properties Associated with Significant Persons
Guidelines for Evaluating and Documenting Traditional Cultural Properties

Technical Assistance for Preparing Nominations

Defining Boundaries for National Register Properties (with Appendix, Definition of National Register Boundaries for Archeological Properties)
How to Improve the Quality of Photographs for National Register Nominations (and Photo Policy Update)

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Nomination Examples

All National Register of Historic Places nominations in Oklahoma are available on the Oklahoma State Historic Preservation Office website. The following list is the most recent nominations that are excellent examples of specific types of nominations. Please visit the website at: <http://www.ocgi.okstate.edu/shpo/natreg.htm>. If hard copies are necessary, please contact the OK/SHPO at 405/521-6249.

House

[The Bassett House](#)

[Garnett, Elmer and Lela, House](#)

[Lassen, Henry, House](#)

Cemetery

[Frazer Cemetery](#)

[Silver City Cemetery](#)

Historic District

[Brady Historic District](#)

[Buena Vista Park Historic District](#)

[Downtown Ponca City Historic District](#)

[Edwards Historic District](#)

Archeological Site (nominations available only upon request)

[34JF109](#)

[34LV181](#)

[34LV184](#)

Bridge

[Keel Creek Bridge](#)

[Little Cabin Creek Bridge](#)

[Squirrel Creek Bridge](#)

APPENDIX A:

**CREATING NATIONAL REGISTER NOMINATION LOCATION MAPS
WITH ARCGIS EXPLORER SOFTWARE**

Creating National Register Nomination Location Maps with ArcGIS Explorer Software

January 2013

Creating National Register Nomination Location Maps with ArcGIS Explorer Software

Following are the steps to take to create basic location maps that will meet National Park Service and OK/SHPO guidelines for National Register nominations. **ArcGIS Explorer** offers a variety of functions for mapping and GIS that are not covered in this set of guidelines. Users interested in learning more about ArcGIS Explorer are encouraged to go to ESRI's help website at <http://webhelp.esri.com/arcgisexplorer/1700//en/index.html#>. This site can also be accessed by clicking on the "?" symbol at the top right of the program's screen.

The National Park Service is now in the process of updating Bulletin 16A, *How to Complete the National Register Registration Form*. In the meantime, please consult the current version of the bulletin, available online at <http://www.nps.gov/nr/publications/bulletins/nrb16a/>, for additional guidance on recording location coordinates, such as the number of coordinates to record and how to mark irregularly shaped boundaries.

Making Maps for an Individual Property of Less Than 10 Acres

1. To download and install the (free) software, go to <http://www.esri.com/software/arcgis/explorer/download>.
2. After opening the software, type the longitude and latitude of the property you're searching for in the Find box at the top left corner. If you do not have an exact address, ArcGIS Explorer will pan to a locality, such as Oklahoma City, OK, but not to a general location, such as Adair County, OK, or a place, such as Roman Nose State Park.¹
3. The software may return several search results. These will appear immediately below the search box. Double-click on a result and the map will zoom to its location. After you have the location you want, right-click on the result and choose Move to Map. This will begin the creation of your customized location map. Note that you now have two more menu tabs in the menu bar at the top of the screen – Tools and Appearance.
4. The name of the resource will appear in the Contents box on the lower left side of the screen. Left-click on the name once to highlight it and you can edit the name.
5. If none of the locations in the Find box are quite where you want them, you can manually enter a point location. Please be aware that all mapping software has a finite level of accuracy. Approximate location points are fine. You may want to refer to other mapping, such as parcel maps or online GIS data maintained by local and county governments, to help you with placement of points. Try to place the point in roughly the center of the property.
6. Click the Point icon in the top menu bar. Place the cursor at the location you want to mark and left-click once. In the dialog box that appears, type in a name for the location. This marks the location for use in creating your map and records location coordinates for it. You can remove

¹ ArcGIS Explorer works most efficiently with longitude and latitude. If you don't have this information, use the nearest locality name, then pan to the location you're seeking. You also may want to try Google Earth, which can find locations by major road names as well.

Creating National Register Nomination Location Maps with ArcGIS Explorer Software

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anything else in the Contents box that you no longer need; highlight an item, right-click, and choose Remove.

7. To change the symbol used to mark the location, on the top menu bar, choose Appearance, and scroll through the various symbols.
8. To toggle between street, topographic, and aerial maps, click on the Basemap icon and choose from the options presented.
9. To find the resource's location coordinates, click on the Display tab in the menu bar at the top of the screen.
10. On the Coordinates tab, click the arrow button to see the choices available for coordinates and choose Decimal Degrees. Below the Coordinates, set the Distance unit – typically this will be Feet, Miles.
11. Right-click on the pin that marks the location of the resource you are recording, and choose Properties. For a single resource with less than 10 acres, the latitude/longitude coordinates shown are sufficient to record the resource's location. Highlight each coordinate with the mouse, right-click, choose Copy, then go to the nomination form, section 10, and paste the coordinate in the appropriate place. Decimal degrees must be recorded to a minimum of 6 decimal places.
12. Zoom out your location map to give a general sense of where the resource is located. At least one road or street name should appear on the map.
13. To print the location map, go to the ArcGIS icon at the top left corner and choose Print. You can choose to print to Adobe PDF to create an electronic copy of the map, or print a hard copy. DHR requests that a pdf of the map be provided along with the hard copy.
14. Before printing the map, type a title into the Map Title box of the Print dialog box. For an individual resource, typically this would be the resource name and location.
15. When printed (or saved to pdf), your map will include a scale, source data for how the map was generated, a title, and a marked location. A North arrow and location coordinates should be added to the map as well; these can be marked by hand in pen or pencil, or added electronically, as the user prefers.
16. To save an electronic version of the map's location data, click on the ArcGIS icon at the top left corner and choose Save As. In the dialog box that appears, choose the top option, ArcGIS Explorer map. The default format for saving maps is .nmf. Please include this electronic file with other electronic files submitted with the nomination packet.
17. After printing and saving your map, you can remove the location from the Contents box. Highlight the resource name, right-click, and choose Remove. This permanently deletes the location from your Contents.

Marking a Map for Historic Districts or Individual Properties with more than 10 Acres

1. Download, install, and open the software as explained above in item 1.
2. Set the Coordinates and Distance unit as explained above in items 8-9.

Creating National Register Nomination Location Maps with ArcGIS Explorer Software

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3. Find the location you want to mark as explained above in items 2-5.
4. Customize the appearance of Symbols and the base map as explained above in items 6-7.
5. Historic districts and individual resources with more than 10 acres are likely to have irregular historic boundaries. You should record a location point at each major vertex of the boundary. Please be aware that all mapping software has a finite level of accuracy. Approximate location points are fine. You may want to refer to other mapping, such as parcel maps or online GIS data maintained by local and county governments, to help you with placement of points.
6. In the menu bar at the top of the screen, choose the Home tab, then choose the Point icon. Place a point at the northwest corner of the polygon and type a name for it (i.e., Point 1). You also can access the Point icon on the Tools tab.
7. Moving in a clockwise direction, place a point at each corner of the approximate boundary.
8. Right-click on each point and copy the latitude/longitude coordinates to Section 10 of the nomination form, as explained in item 10 above.
9. Right-click on each point, scroll down to Label, and choose Label again. This will cause the name of the point to appear as a label alongside the symbol.
10. Save and print the map as you did for the individual resource, as explained above in items 11-15.
11. When printed (or saved to pdf), your map will include a scale, source data for how the map was generated, a title, and a marked location. A North arrow and location coordinates should be added to the map as well; these can be marked by hand in pen or pencil, or added electronically, as the user prefers.