

GUIDELINES FOR PREPARING DISTRICT NOMINATIONS FOR THE NATIONAL REGISTER

(Revised August 2005, August 2007, October 2009, June 2012)

NOTE: Until notified otherwise, please continue to use the Florida Nomination Proposal, available upon request from the Bureau of Historic Preservation, for your nomination proposals, rather than the new form available on the National Park Service's National Register website.

District: A district possesses a significant concentration, linkage, or continuity of sites, buildings, structures, or objects united historically or aesthetically by plan or physical development.

Examples: central business districts; residential areas; industrial complexes; college campuses; civic centers; rural villages; canal systems; collections of habitation and limited activity sites; irrigation systems; large estates, farms, ranches, or plantations; transportation networks; and large landscaped parks.

I. Guidelines for Evaluating and Stating Significance

Fundamental to the evaluation of a district is an understanding what its essential significance is. The mere existence of resources that are at least fifty years old and retain their historic character is not sufficient justification to determine them significant. The resources must be evaluated in light of their historical context. What were the events and circumstances that led to their creation? Essential to this evaluation is a determination of the appropriate period or periods of significance.

The tightly related events and circumstances can be defined by a period or several distinct periods of significance. Districts that encompass an **entire community or its commercial area** may have a very long period of significance that includes the interconnected broad developments, such as the construction of the residential, commercial, governmental, religious, and educational resources during the historic period. **Distinct neighborhoods**, however, should be evaluated within much tighter periods of time, usually limited to the construction dates of the vast majority (80-90%) of the neighborhood's historic resources. For example, a 1920s boom time subdivision in which 80-90% of the resources date from the 1920s up to World War II would have a period of significance of say, 1923-1941. Resources dating from other periods of significant development separated by a long break in years when there was not much construction, should be given separate periods of significance, (e.g., important post-World War II resources).

Each period of significance must be documented with information about the context, circumstances, and people associated with the resources, e.g., architects, builders, developers, residents, proprietors, and social history. Discussions should also address the important architectural developments the district exhibits. What were the technological changes that affected design (e.g., air conditioning, and the expanded use of the automobile)? The following questions should be addressed in developing an understanding of the district's significance.

It should be noted that **resources that pre-date a district's period of significance** may, because they were present during the period of significance, be considered contributing resources. They may have been part of what made the area attractive for development. For example: a subdivision was laid out in the early 1900s in an area that was the site of large homestead dating from the 1870s. The house from the 1870s remains, and two other houses were built (1905 and 1912), but the subdivision was not significantly developed until 1922-1926, during the Florida Land Boom. The district's significance, however, is tied to the development of the subdivision. The period of significance for the district, therefore, would be 1922-1926. Because the 1870s, 1905, and 1912 buildings were part of the 1922-1926 development, they could be counted as contributing resources.

- a. What are the features and characteristics that distinguish the district?
- b. What are the origins and historical developments of the district? Are any architects, builders, designers, or planners important to the district's development?
- c. Does the district convey a sense of historic or architectural cohesiveness through its design, setting, materials, workmanship, or association?
- d. How do the architectural styles or elements within the district contribute to the feeling or time and place?
- e. How have significant individuals or events contributed to the development of the district?
- f. How has the district affected the historical development of the community, region, or state? How does the district reflect the historical development of the community, region, or state?
- g. How have intrusions and noncontributing structures and buildings affected the district's ability to convey a sense of significance?
- h. What are the qualities that distinguish the district from its surroundings?
- i. How does the district compare to other similar areas in the locality, region, or state?

- j. If there are any preservation or restoration activities in the district, how do they affect the significance of the district?
- k. What is the significance of any resources lying outside the period of significance that should be considered contributing? For example, did resources predating the district's period(s) of significance set the stylistic tone of the district, or contribute to the street layout and spatial patterns of development? Did they make the area attractive for later development?
- l. If the district has industrial significance, how do the industrial functions or processes represented relate to the broader industrial or technological development of the locality, region, state or nation? How important were the entrepreneurs, engineers, designers, and planners who contributed to the development of the district? How do the remaining buildings, structures, sites and objects within the district reflect industrial production or processes?
- m. If the district is rural, how are the natural and man-made elements of the district linked historically or architecturally, functionally, or by common ethnic or social background? How does the open space constitute or unite significant features of the district?
- n. Does the district have any resources of possible archaeological significance? If so, how are they likely to yield important information?

II. Guidelines for Describing Districts

Once the district's significance is identified, it is possible to determine which resources visually convey that significance.

Include discussion of:

- a. The natural and man-made elements comprising the district, including prominent topographical features and structures, buildings, sites, objects, and other kinds of development;
- b. Architectural styles or periods represented and predominant characteristics such as scale, proportions, materials, color, decoration, workmanship, and quality of design;
- c. The general physical relationship of buildings to each other and to the environment: facade lines, street plans, squares, open spaces, density of development, landscaping, principal vegetation, and important natural features. Discuss any changes to these relationships over time. Some of this information may be provided on the map of the district;

- d. The appearance of the district during the period(s) when the district achieved significance and any changes or modifications since;
- e. The general character of the district, such as residential, commercial or industrial and the types of buildings, including outbuildings, found in the district;
- f. The general condition of buildings, including alterations and additions, and any restoration or rehabilitation activities;
- g. The identity of the buildings, groups of buildings or other resources that do and do not contribute to the district's significance. (See attached sheets on contributing and noncontributing resource). These should be evaluated in relationship to the descriptive characteristics and the areas and periods of significance of the overall property. Specific information about each resource including its date, function, associations, information potential, and physical characteristics should be considered. All resources should be keyed as contributing or noncontributing on the map of the district submitted with the form;
- h. The ratio of primary noncontributing buildings, sites, structures, and objects to the total number of resources within the district;
- i. Primary contributing buildings, sites, structures, and objects;
- j. The qualities distinguishing the district from its surroundings, i.e., the qualities that make the district a distinct entity;
- k. The presence of any archaeological resources and their potential to yield important information; and
- l. Open spaces such as parks, agricultural areas, wetlands, and forests; open spaces that once contained significant structures.
- m. **For Industrial Districts:**
 - 1. Industrial activities and processes that took or are taking place within the district; important natural and geographical features related to these processes or activities such as waterfalls, quarries, or mines;
 - 2. Original and other historic machinery still in place;
 - 3. Linear systems within the district such as canals, railroads, and roads, including their approximate length and width and the location of terminal points.

n. For Rural Districts:

1. Geographical and topographical features such as valleys, vistas, mountains, and bodies of water that convey a sense of cohesiveness or give the district its rural or natural characteristics;
2. Examples and types of vernacular, folk, and other architecture, including outbuildings, within the district;
3. Man-made features and relationship making up the historic and contemporary landscape, including the arrangement and character of fields, roads, irrigation systems, fences, bridges, and vegetation; and
4. The historic appearance and current condition of natural features such as vegetation, principal plant materials, open space, cultivated fields, or a forest.

III. Assessing Historical Integrity

The second critical consideration in evaluating eligibility for listing in the National Register is integrity, the degree to which a property retains its historical character. The following is taken from “Historic Residential Suburbs in the United States, 1830-1960,” a Multiple Property Submission cover document prepared for the National Park Service by Linda Flint McClelland and Sarah Dillard Pope, Historians with the National Park Service, and David L. Ames, University of Delaware. Although developed for evaluating suburbs, the guidelines are useful in evaluating non-archaeological districts in general. The guidelines state:

For National Register eligibility, a historic residential suburb must possess historic integrity, that is, it must visibly reflect the overall physical appearance it gained during the period of historical significance. Historic integrity is the composite of seven qualities: location, design, setting, materials, workmanship, feeling and association. Historic integrity requires that the various features that made up the neighborhood in the historic period be present today in the same configuration and similar condition. These qualities are applied to dwellings, as well as roadways, open spaces, garages, and other aspects of the historic design.

The presence of certain characteristics may be more important than others. Where the general plan of development has importance, integrity should be present in the original boundaries, circulation pattern of streets, and walkways, and the division of housing lots. Where architectural design is of greatest significance, integrity will depend heavily on the design, materials, and workmanship of individual houses. Elements such as roadways, the arrangement of house lots, walls, plantings, walkways, parkland, ponds, statuary, and fountains may likewise contribute strongly to importance in landscape architecture. Although historic plantings generally enhance historic integrity, it is important to

recognize that as trees, shrubs, and other vegetation mature, they may sometimes erase intended vistas.

Changes and additions to the neighborhood since the period of significance, including infill development substantial additions, widened roads, and nonhistoric recreational facilities, diminish historic integrity and are considered noncontributing. Historic subdivisions containing such changes are eligible for listing despite these changes if the overall historic plan is intact and a substantial number of historic characteristics possessing integrity of design, location, materials, and workmanship are present. The amount of infill and other changes that a historic neighborhood can withstand before losing integrity will depend on its size and scale, and the presence of significant features, and the suburban context in which it developed. The division of suburban lots beyond that specified in historic plans and deed restrictions threatens a historic neighborhood's integrity of design and should be viewed as a compatible pattern of development only if the subdivisions occurred as a result of historically important events during the period of significance.

The seven qualities of integrity are applied to historic neighborhoods in the following ways:

Location is the place where significant activities that shaped the neighborhood took place. This quality requires that to a large extent the boundaries that historically defined the suburb remain intact and correspond to those of the historic district being nominated. It also requires that the location of streets and the size and shape of the house lots have remained constant. The location of historic suburbs was often determined by proximity to transportation corridors . . . and accessibility to places of employment. While the presence of historic transportation systems may add to a district's significance their loss or relocation does not detract in a major way from the integrity of the district.

Design is the composition of elements comprising the form, plan, and spatial organization of a historic neighborhood. This includes the arrangement of streets, division of blocks into house lots, arrangement of yards and construction of houses and other buildings. Design may have resulted from conscious planning decisions set forth in the historic plat, project specifications, building contracts or deed restriction, or it may be the result of the personal tastes and individual efforts of homeowners to shape their domestic environment. Integrity of design can be affected by changes to the size of housing lots by recent subdivision or consolidation and alterations to individual dwellings in the form of additions, siding, window replacements, and other changes. Small-scale additions, such as the construction of modest porches or garages, may not detract in a major way from the historic character of individual homes and the neighborhood. Large-scale additions, however, that double the elevation, add substantially to the mass of a historic house or alter the spatial relationship between house and street generally threaten integrity of design.

Setting is the physical environment within and surrounding a historic suburb. Many historic neighborhoods were designed to provide a semi-rural environment within commuting distance of the city joining nature and urban amenities. A semi-rural character was often created through the design of an open, park-like setting of landscaped streets, private yards, and sometimes, public parks. Subdivisions were often surrounded by buffers of trees or bordered by undeveloped stream valleys to reinforce the separation of city and suburb. Integrity of setting requires that a strong sense of historical setting be maintained within the boundaries of the nominated property. This relies to a large extent on the retention of built resources, street plantings, parks and open space. Elements of design greatly affect integrity of setting, and those consistent with the neighborhood's historic character or dating from the period of significance add to integrity. Small-scale elements such as individual planting, gateposts, fences, swimming pools, playground equipment, and parking lots detract from the integrity of setting unless they date to the period of significance. The setting outside many historic neighborhoods will have changed substantially since the period of significance. Evidence of early streetcar or railroad systems in large part has disappeared, and arterial corridors have been widened and adapted to serve modern automobile traffic. Historic train stations, stores, churches, schools and community buildings, however, may still be present, and may be nominated separately, or, if located within or on adjoining parcels, may be included within the boundaries of a historic residential suburb.

Materials include the construction materials of dwellings, garages, roadways, walkways, fences, curbing, and other structures, as well as vegetation, planted as lawns, shrubs, trees, and gardens. The presence of particular building materials (e.g., stone, stucco, brick, or horizontal or vertical siding) may be important indicators of architectural style and methods of construction that give some neighborhoods a cohesive historic character. Integrity of materials in an architecturally significant neighborhood requires that the majority of dwellings retain the key exterior materials that marked their identity during the historic period. The retention of original materials in individual dwellings may be less important in assessing the integrity of a neighborhood significant for its plan or landscape design. Original plant materials may enhance the integrity, but their loss does not necessarily destroy it. Vegetation similar in historic species, scale, type and visual effect will generally convey integrity of setting although integrity of materials may be lost.

Workmanship is evident in the ways materials have been fashioned for functional and decorative purposes to create houses, other buildings and structures and a landscaped setting. This includes the treatment of materials in house design, the planting and maintenance of vegetation, as well as the construction methods of small-scale features such as curbs and walls. Integrity of workmanship requires that architectural features in the landscape, such as portals, pavement curbs, and walls, exhibit the artistry of craftsmanship of their builders and that the vegetation historically planted for decorative and esthetic purposes be maintained in an appropriate fashion and replaced in kind when damaged or destroyed.

Feeling, although intangible, is evoked by the presence of physical characteristics that convey the sense of past time and place. Integrity of feeling reflects the cumulative effect of setting, design, materials, and workmanship. A streetcar suburb retaining its original street pattern, lot sizes, and variety of housing types and materials will reflect patterns of suburban life reminiscent of the late nineteenth and early twentieth centuries.

Association is the direct link between a historic suburb and the important events that shaped it. Continued residential use and community traditions, as well as the renewal of design covenants and deed restrictions, help maintain a neighborhood's integrity of association. Additions and alterations that introduce new land use and erase the historic principles of design threaten integrity. Integrity of association requires that a historic neighborhood convey the period when it achieved importance and that despite changing patterns of ownership, it continues to reflect the design principles and historic associations that shaped it during the historic period.

III. Guidelines for Selecting Boundaries

Carefully select boundaries to encompass, but not exceed, the full extent of the significant resources making up the district. The area to be registered should be large enough to include all the features of the district, but should not include "buffer zones" or acreage not directly contributing to the significance of the district.

For historic and architectural districts, select the boundaries for a single parcel of land that encompasses the significant concentration of buildings, sites, structures, or objects making up the district. Boundaries may be used on:

- a. visual barriers that mark a change in the historic character of the area or that break the continuity of the district, such as a new construction, highways, or development of a different character;
- b. boundaries at a specific time in history, such as the original city limits or the legally recorded boundaries of a housing subdivision, estate or ranch;
- c. visual changes in the character of the area due to different architectural styles, types or periods, or to a decline in the concentration of contributing resources;
- d. natural topographic features such as a ridge, valley, river, or forest;
- e. clearly differentiated patterns of historical development, such as commercial versus residential or industrial; and
- f. man-made features such as the inside edges of highways, streets, and roads, or the edges of new construction or other structures.

- g. Avoid “ragged edge” or “broken tooth” boundaries, where the boundary lines are drawn to exclude buildings in the middle of a block.

Verbal Boundary Description

Provide a verbal description of the precise boundaries for the district. The verbal boundary description should precisely delineate the acreage rather than merely indicate the general location of the district. It may be the name of a city lot, a sequence or metes and bounds, or the dimensions of a parcel of land fixed upon a given point such as the intersection of two streets, a natural feature or a man-made structure. If only a portion of a city lot is included, identify the specific portion, for example the south ½ of Lot 36 or the eastern 20 feet of Lot 57.

The verbal boundary description may also refer to a line drawn on a base map accompanying the nomination form, if the map is drawn to a scale of at least 1 inch = 200 feet, and if boundaries of the district are clearly drawn on the map in relationship to standing structures or natural or man-made features such as rivers, highways, or shorelines. The scale and a north arrow must appear on all maps used for this purpose.

A verbal boundary description may indicate street names, property lines, geographical features and other lines of convenience if the previously mentioned option is not feasible. Such a description should commence at a fixed reference point and proceed to follow the perimeter of the district, incorporating both dimensions and direction. When streets, highways, and other roadways or similar rights-of-way are used, proceed along one of the edges of the corridor, not along the center line. If the corridor is historically associated with the district, use the outer edge or curb line. If not, run the boundary along the inner edge.

Examples:

1. The boundary of Livermore Plantation is shown as the dotted line on the accompanying map entitled “Survey Livermore Plantation, 1958.”
2. Beginning at a point on the east bank of the Lazy River and 60’ south of the center of Maple Avenue, proceed east 150’ along the rear property lines of 212-216 Maple Avenue to the west curblines of Main Street. Then proceed north 150’ along the west curblines of Main Street, turning west for 50’ along the rear property line of 217 Maple Avenue. Then proceed north 50’ to the rear property line of 215 Maple Avenue, turning west for 100’ to the east bank of the Lazy River. Then proceed south along the river bank to the point of origin.

Boundary Justification

Provide a brief and concise narrative explaining the rationale for selecting the boundaries that encompass the district. The justification should state the basis for determining each boundary and should conform to the “Guidelines for Selecting Boundaries.”. The complexity of the discussion depends on the nature of the property, the irregularity of the boundaries, and the methods used to determine the boundaries.

Examples:

1. The boundary includes the farmhouse, outbuildings, fields, orchards, and forest that have historically been part of Meadowbrook Farm and that maintain historic integrity. That parcel of the original farm south of Highway 61 has been excluded because it has been subdivided and developed into a residential neighborhood.
2. The boundaries of the district are irregular and reflect the concentrated development of the district from c1886 to c1928. They are defined by usage and historical and visual continuity. The rough boundaries are Church Street on the north, Florida Avenue on the west, Howry Avenue on the south, and the rear property lines of the buildings along Woodland Boulevard on the east. The boundaries mark the historical congested area of downtown DeLand and the transition from the business sector and the surrounding residential areas. Although present commercial usage extends both north and south of the historic district along Woodland Boulevard, those buildings outside the district boundaries represent a later period of development and building styles dissimilar to the contributing structures located within the Downtown DeLand Historic District. Note that the justification is explicit, explaining why some things are within and others are outside of the boundaries.

IV. District Maps

Submit at least one detailed map, preferably drawn in AutoCAD for large districts, or a sketch map for small districts. Hand-drawn sketch maps may be used for small districts (fifteen buildings or fewer). Information must be clearly displayed on maps by cross-hatching, numbering, or other graphic techniques. Color can be used, if the meaning of the colors can be easily differentiated on black and white copies of the map.

A district map does not need to be precise in scale (unless it also substitutes for the verbal boundary description), but should identify or be keyed to identify:

- a. the boundaries of the district, carefully delineated, and showing what is historic and non-historic in the areas immediately outside the district (approximately 2 blocks) to show the physical context.
- b. buildings and structures should be represented by their footprint outlines as represented on aerial or Sanborn fire insurance maps whenever possible. Contributing buildings should be

represented as filled or crosshatched shapes, while noncontributing buildings are shown as simple outlines.

- c. The names of streets and highways should appear on the map, and street address numbers should appear in the front of buildings near the street curb line. Other resources to be labeled include railroad line, lakes, and parks. For rural districts, land use, and natural features, for example, woods, fields, orchards, and quarries may appear on the map.
- d. Maps require both a north arrow and scale. The direction of north may be approximate. Although number scales, e.g. 1" = 200', are allowed, a scale bar is better, especially on maps drawn in AutoCAD, since maps may be printed at a variety of sizes and still be relatively accurate.
- e. Photographs of contributing and noncontributing buildings accompanying the nomination proposal should be keyed to map, using the sequence numbers of the photos.
- f. Resources such as sculptures, monuments, and memorials found in such public spaces as parks should also be included in those photographed.

V. Photographs

Submit as many photographs as necessary to depict a cross-section of building types and styles, pivotal buildings, and important topographical or spatial elements that define the character of the district. Photographs of both individual buildings and streetscape views are recommended. Photographs should also depict representative noncontributing resources and their setting. Key all photographs to the map for the district.

Number each photograph on the back in pencil only. Do not write any other information on the back of the photos. Provide the following information, in the order given below, for each photograph in the final section of the continuation sheets of the nomination proposal:

- 1) the name of the property (if appropriate) followed by the street address and the name of the district.
- 2) city, county, and state where the property is located
- 3) name of photographer
- 4) date of photograph
- 5) location of original negative or photograph
- 6) description of view indicating direction of camera
- 7) photograph number, e.g. Photo 2 of 22

The National Register has expanded its policy for accepting archival quality photographs to include digitally produced prints in light of the increasing unavailability of traditional photographic processing of black and white prints. To view all these changes, you can go to the following web site: <http://www.nps.gov/history/nr/policyexpansion.htm>.

Black-and-white prints produced from digital images that have been demonstrated to meet or exceed a 75-year permanence standard also are acceptable. The Federal government does not endorse any particular commercial product or process. A non-comprehensive list of photographic ink and paper combinations that have been demonstrated to meet the 75-year permanence standard may be found under the Digital Photographs section as guidance for implementing this policy expansion.

Prints produced from digital photographs submitted as official documentation must be accompanied by corresponding electronic image files. Electronic image files must be saved as uncompressed .TIF (Tagged Image File format) files on CD-R media. The size of each image must be 1600x1200 pixels at 300 ppi (pixels per inch) or larger. It is recommended that digital images be saved in 8-bit (or larger) color format, which provides maximum detail even when printed in black-and-white. The file name for each electronic image saved on the CD-R must correspond with the photo log included in the nomination and the information labeled on the back of each photograph, and it should also reference the state and county in which the property is located. For example, the image files for the James Smith House in Jefferson County, Alabama, would be saved as “AL_JeffersonCounty_Smith0001.tif,” “AL_JeffersonCounty_Smith0002.tif,” and so forth.

Submit as many photographs as necessary to depict a cross-section of building types and styles, pivotal buildings, and important topographical or spatial elements that define the character of the district. Photographs of both individual buildings and streetscape views are recommended. Photographs should also depict representative noncontributing resources and their setting. Key all photographs to the map for the district.

VI. Contributing/Noncontributing Resources

Number of Resources within the District: Enter the number of contributing and noncontributing buildings, sites, structures, and objects that make up the district and have not previously been listed in the National Register. Total each column.

For the purposes of completing National Register forms, the term “resource” refers to the elements comprising a documented property. Use the definitions found in the instructions (p.1) to determine whether the resources comprising the district are buildings, structures, sites, or objects. Then apply the following definitions to classify a component resource as “contributing” or “noncontributing”

1. A **contributing** building, site, structures, or object adds to the historic architectural qualities, historic associations, or archaeological values for which a district is significant because a) it was present during the period of significance, and possesses historic integrity reflecting its character at that time, or is capable of yielding important information about the period, or b) it independently meets the National Register criteria.

2. A **noncontributing** building, site, structure, or object does not add to the historic architectural qualities, historic associations, or archaeological values for which a district is significant because, a) it was not present during the period of significance, b) due to alterations, disturbances, additions, or other changes, it no longer possesses historic integrity reflecting its character at that time, or is incapable of yielding important information about the period, or c) it does not independently meet the National Register criteria.

Guidelines for Counting Contributing and Noncontributing Resources

1. Only count buildings, structures, sites, and objects located within the district's boundaries that are substantial in size and scale. For instance, a primary residence, garage apartment, garage and large shed found on a property should all be included in the resource count and shown on the district map. Minor structures or objects incapable of providing human shelter (small sheds, bird baths, etc.) need not be counted or shown on the map.
2. When a resource made up of elements representing different resource types is being counted (for example, a lighthouse and attached keeper's dwelling), the most historically important element should be used to classify the resource.
3. A ruin is a building or structure no longer possessing original design or structural integrity and is classified as a "site." For instance, a visible masonry building foundation should be classified as a site and may be either contributing or noncontributing depending on the date of construction or on the significance of the overall property.

Example: A district consisting of 267 residences, 15 garage apartments, 40 garages, a small landscaped park, and a bridge built during the district's period of significance; and 35 houses, 23 garages built after the period of significance counts as 324 contributing resources, and 58 noncontributing resources.

Guidelines for Creating the Resource List

Lists of contributing and noncontributing resources should be separate lists, arranged by streets presented in alphabetical order. Columns for contributing resources should include: building number (address), style (if appropriate), current use, year built, and Florida Master Site File number. Columns for noncontributing resources should indicate the address, type of resource (building, structure, site, or object), style (if appropriate), year built, and the reason it is non-contributing. Those reasons usually are that the property does not date from a period of significance (too early or too late) or that although it dates from a period of significance, it no longer retains its historic character (too altered). Be specific about this. If altered, what alterations have been made that render it noncontributing? This is valuable information for future use, especially as it

relates to tax credits. Some alterations can be reversed and the status of the building changed to contributing.

**ADDITIONAL CHECKLIST FOR
DISTRICT NOMINATIONS**

1. Do all the contributing resources fit the historic context(s) _____
historic context(s) established for the district?
 - a. Are the periods or period of significance appropriate for the district? _____
 - b. Is the contextual and specific historic significance for the each _____
period sufficiently documented?
2. Does the boundary accurately reflect the contributing resources? _____
3. Does the list of properties indicate:
 - Contributing and noncontributing? _____
 - Date of construction for each? _____
 - Correct address for each? _____
 - Historic name of each? _____
 - Individual architectural style? _____
4. Does the map show:
 - Contributing and noncontributing properties? _____
 - Correct address for each property? _____
 - Vacant areas within boundaries? _____
 - Properties within two blocks outside the district? _____
 - Key to indicate where photos were taken _____
 - Boundaries correctly placed (not on center lines of streets)? _____
 - North directional arrow? _____
 - Scale of at least 1 inch = 200 feet? _____

- Names of streets, highways, and natural features if applicable
(ex. rivers, lakes, etc.)? _____
5. Photographs:
- Photos of properties mentioned in the text _____
Streetscape views? _____
- Examples of noncontributing buildings in district? _____
- Keyed to the district map? _____
6. Do the property list, map, photographs, and text agree? _____