

# **Historic Property Nomination Instructions**

## **I. Name of Property**

List all names by which the property is and has been known. Explain the meaning of each name according to one or more of the following rationales: (A) original owner of guild; (B) significant persons or events associated with the property; (C) original or later uses of the property or activities that have taken place of the property; (D) innovative, unusual, or distinctive characteristics of the property; (E) accepted professional, technical, family, or traditional names; or (F) other (explain).

## **II. Description of Property**

### **a. Narrative description**

The narrative description should be straightforward and factual. It should be based on a thorough examination of the property. Most, if not all of the following points should be addressed. For each point, the narrative may consist of single words, phrases, sentences, or short paragraphs, as appropriate. Professional terminology is not required but may be used.

1. Overall character and appearance of property, including style, type, period, and general arrangement.
2. Exterior materials, finishes, and craftsmanship.
3. Exterior details, ornamentation, hardware, and craftsmanship.
4. Interior arrangement, organization of interior spaces.
5. Interior materials, finishes, and craftsmanship.
6. Interior details, ornamentation, hardware and craftsmanship.
7. Structural system, including type(s) of structural system(s), kinds of structural materials and joints, and craftsmanship.
8. Historical mechanical systems, utilities, and services (such as heating and ventilation equipment, plumbing, electric wiring or gas piping, fixtures, etc.).
9. Grounds, including natural terrain and landscaping.
10. Outbuildings, including their identity, location, date, brief description, condition, current and previous uses, and relationship to property.

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11. Archaeological potential, if known or reliably inferred, such as sites of previously existing structures, landscape features, or activities.
12. General character and appearance of the property's surroundings, and relationship of property to its surroundings.
13. Changes to the property, including alterations, additions, demolitions, and remodelings, and their dates. If the property has been moved, provide the following: date(s) moved; reason(s) for move; method of moving; previous location(s) and distance from current location; character and appearance of previous location and its surroundings and character and appearance of current location before the move (include photographs and sketch maps if available); and effect of the move(s) on the architectural integrity of the property.

### b. Condition

State the overall condition of the property using the following categories:

- Excellent (recently restored or rehabilitated; well-maintained)
- Good (structurally sound and cosmetically sound; in need of only routine maintenance)
- Fair (structurally sound; in need of cosmetic repair as well as routine maintenance)
- Poor/deteriorated (in need of structural as well as cosmetic repair and routine maintenance)
- Ruinous (in need of reconstruction)
- Unexposed (ruins below surface)

### c. Acreage of Property

State the approximate acreage of the property.

### d. Boundaries of Property

Briefly describe and justify the proposed boundaries of the property. Explain the choice of boundaries according to one or more of the following rationales: (1) intact historic boundaries; (2) remaining intact historic acreage associated with the property; (3) current legal boundaries; (4) environmental considerations (natural terrain, landscape features, views, aesthetics, etc.); (5) concentration of distribution pattern of significant historic resources; or (6) other (explain).

### e. Photographs

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Provide one set of photographs of the property and surrounding area (non-returnable). Black and white or color prints, snapshots or instant prints are acceptable; slides are not acceptable in lieu of prints. Expensive, professional quality photographs are not required, nor are enlargements, but all photographs should be sharply focused, well-framed, and properly exposed. All photographs must also be identified and dated. Exterior photographs should be keyed to the sketch map (see below); interior photographs should be keyed to the floor plan (see below). There is not a required number of photographs—provide just enough to give a good representation of the property. Photographs may be used to illustrate the narrative description above. At a minimum they should include exterior views of all sides of major structures, exterior details, major interior spaces and details, outbuildings, landscape features, and the surroundings of the property.

### f. Floor Plan(s) of Principal Buildings

Provide one or more floor plans of the principal buildings and structures on the property. Floor plans do not need to be drawn to scale: freehand sketches are acceptable. They should be drawn on 8½ by 11 inch paper or folded to fit in a standard letter file folder. Floor plans should include the overall arrangement of interior spaces; the approximate location of the windows, doorways, stairways, fireplaces, built-in furniture, porches, etc.; additions, alterations, or previously existing parts of the structure; approximate scale or dimensions; north arrow; date; the name of the property; and the name of the person or agency who prepared the floor plan.

### g. Maps

1. Provide a sketch map of the property. The sketch maps should be drawn on 8½ by 11 inch paper or folded to fit in a standard letter-sized folder. It should include all existing buildings and structures on the property, principal landscape features, sites of previously existing structures or landscape features (if known), current land uses if acreage is extensive, proposed boundaries of the property, north arrow, approximate scale or dimensions, date, name of the person or agency who prepared the map. Structures and landscape features should be identified on the map or keyed to a legend. Photograph locations should also be marked on the sketch map.
2. Provide a larger scale map of the property and its immediate surroundings with streets and property lines clearly shown. (Tax maps are ideal for this purpose and may be obtained at county government offices.)

## III. History

### a. Summary of Historical Facts:

Provide a summary of historical facts:

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1. Original owner or occupant.
2. Subsequent owners or occupants (give dates).
3. Original use of property.
4. Subsequent uses of property.
5. Architect or engineer.
6. Builder or contractor.
7. Other artists or craftsmen.
8. Date of construction.
9. Date(s) of significant alteration.

### b. Historical Narrative

The historical narrative should be a brief factual account of the history of the property, from its origins to the present. If appropriate, organize the narrative according to historical periods. Include important dates, people, events, activities, lifestyles, conditions, legends, etc. associated with the property. Refer to the buildings, structures, landscape features, and acreage of the property as appropriate. Place the history of the property in the context of the historical development of DeKalb County and the metro Atlanta area and, if possible, the state and the nation.

## IV. Significance

From the list below, identify the areas of significance that you believe may apply to the property and for each area of significance write a short statement explaining why you believe the property is historical significant in this respect. This statement should stress the historical importance – not the history – of the property. Indicate why you believe the property deserves to be designated historic. Be sure to place the property in its local context; if possible, put the property in a state of national context as well.

Archeology-prehistoric	archeology-historic	agriculture
Architecture	art	commerce
Communications community	planning	commerce
Economics	education	engineering
Exploration/settlement	industry	invention
Landscape architecture	law	literature
Military	music	philosophy
Politics/government	religion	science
Sculpture	social/humanitarian	theater
Transportation	other (specify)	

## V. Sources of Information

The following are suggested sources of information that should be consulted to adequately research historic properties. Please refer to *Documenting a Structure in Georgia* by Kenneth H. Thomas, Jr. (available from the Preservation Commission) for further guidance on the location of record, research, techniques, sources and interpretation of data. Indicate which sources were available and consulted, giving a complete citation with date for every source. It is not necessary to provide a copy of material

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consulted; however you may submit copies of material you believe would be particularly helpful in the review process.

- DeKalb County architectural survey (Available for review at DeKalb History Center Offices)
- Architectural plans (cite date, title or legend, and location)
- Architectural histories
- Biographical sketches
- Census records
- City, business, social and telephone directories
- City records
- County histories
- County record at courthouse or DeKalb Historical society (including deeds and estate records)
- Gazetteers
- Insurance records
- Interviews (specifying who, when, where, by whom)
- Maps and plats
- Newspapers
- Oral histories
- Photographs and postcards
- Personal/family papers (letters, diaries, recollections)
- Periodicals/magazines (professional, business, popular)
- Sanborn Fire Insurance Maps (available at Georgia State University Library)
- Tax digests
- Other (specify)