**National Register of Historic Places**

**Preliminary Questionnaire**

*Updated June 30, 2022*

Thank you for your interest in the National Register of Historic Places. The National Register is the official list of the nation’s historic places worthy of preservation. It plays an important role in the planning activities of federal, state, tribal, and local governments as well as private organizations. Listing in the National Register also brings honor and recognition to a property and community and can be used to celebrate our shared history as Michiganders. Listing in the National Register can also facilitate investment through rehabilitation projects and tourism and support some grant funding.

The process for listing a property in the National Register in Michigan typically begins with the *National Register of Historic Places Preliminary Questionnaire*. This is not an application for listing in the National Register, but a preliminary evaluation by State Historic Preservation Office (SHPO) staff to determine if the property meets the criteria for listing in the National Register so that you can move forward with the formal nomination process. Please complete the required forms and submit them, with the required documentation, to SHPO at the address provided at the end of this form.

It is recommended that preparers read all relevant guidance provided by the National Park Service and SHPO prior to beginning a preliminary questionnaire (or a nomination). Understanding the unique requirements of the program from the outset will facilitate an efficient nomination process. Guidance and instructions can be found at [www.michigan.gov/nrhp](http://www.michigan.gov/nrhp) and [www.nps.gov/subjects/nationalregister/publications.htm](http://www.nps.gov/subjects/nationalregister/publications.htm). Please contact SHPO with any questions about the National Register program.

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| **1** | **PROPERTY NAME AND LOCATION** |

Historic Name of Property: Click or tap here to enter text.

Other Historical Name(s) of Property: Click or tap here to enter text.

Street Address: Click or tap here to enter text.

Municipality: Click or tap here to enter text. County: Click or tap here to enter text.

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| **2** | **APPLICANT INFORMATION** |

*Enter the contact information of the primary or representative consultant here.*

Name: Click or tap here to enter text. Title: Click or tap here to enter text.

Organization: Click or tap here to enter text.

Mailing address: Click or tap here to enter text.

City: Click or tap here to enter text. State: Click or tap here to enter text. ZIP Code: Click or tap here to enter text.

Applicant Email: Click or tap here to enter text. Telephone: Click or tap here to enter text.

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| **3** | **OWNER INFORMATION** |

*Enter the contact information of the primary or representative owner if. If a property is owned by multiple owners, please provide contact information for each owner on a separate, labeled page.*

Name: Click or tap here to enter text. Title: Click or tap here to enter text.

Organization: Click or tap here to enter text.

Mailing address: Click or tap here to enter text.

City: Click or tap here to enter text. State: Click or tap here to enter text. ZIP Code: Click or tap here to enter text.

Email: Click or tap here to enter text. Telephone: Click or tap here to enter text.

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| **4** | **IDENTIFICATION FORM** |

Each *National Register of Historic Places Preliminary Questionnaire* **must** include the appropriate identification form. These forms are available at the “[Survey and Identification Forms Library](https://www.miplace.org/historic-preservation/research-resources/forms-library/)” page of the SHPO website, [www.michigan.gov/shpo](http://www.michigan.gov/shpo), and via the links below. Include only one form and check only one box below.

[ ] [*Architectural Properties Identification Form*](https://www.miplace.org/4aab9b/globalassets/documents/shpo/research-resources/forms-library/mishpo-identification-form-architectural-property.docx)

[ ] [*Architectural District/Complex Identification*](file:///C%3A%5CUsers%5Ctwals%5CDocuments%5CSHPO%5CSHPO%20Documents%5CNRPQ%5CArchitectural%20District%5CComplex%20Identification)

[ ] [*Cultural Landscape Identification Form*](https://www.miplace.org/4aab87/globalassets/documents/shpo/research-resources/forms-library/mishpo-identification-form-landscape.docx) (use this form for all “sites”)

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| **5** | **PREVIOUS DOCUMENTATION** |

1. Has this property been documented previously in a historic or archaeological survey, National Register preliminary questionnaire or nomination (including a historic district nomination), study committee report, multiple property documentation form, etc.? [ ] Yes [ ] No
	1. If so, please describe: Click or tap here to enter text.
2. Has the property been reported previously as an archaeological site? [ ] Yes [ ] No
	1. If so, please provide the site number: Click or tap here to enter text.

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| **6** | **PREVIOUS OCCUPATION AND USE** |

1. Has information about past occupation of the property, such as a Native American camp site or village or an early farmstead or homestead, been documented or discovered? [ ] Yes [ ] No
	1. If so, please describe: Click or tap here to enter text.
2. Has anyone (researcher, property owner, etc.) found artifacts on the property, or observed evidence of an earlier occupation such as an old foundation or an old well? [ ] Yes [ ] No
	1. If so, please describe: Click or tap here to enter text.

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| **7** | **ASSOCIATED PROJECTS** |

1. Is this property a current or proposed historic preservation tax credit project? [ ] Yes [ ] No
	1. If the project has been assigned a SHPO Tax Credit Project Number, enter that here: Click or tap here to enter text.
2. Has this property received a preliminary determination of individual listing (PDIL) from the Keeper of the National Register? [ ] Yes [ ] No
3. Is this property associated with a Section 106 Review [ ] Yes [ ] No
	1. If so, please enter the project number here: Click or tap here to enter text.

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| **8** | **COMPARABLE PROPERTIES** |

As part of evaluating properties within their historic context, a National Register nomination must typically compare the property to be nominated with other, similar properties. It is important and often necessary to consider other properties of the same or similar architectural style, the same historical associations, the same historical functions, etc.

Include with the preliminary questionnaire a separate document that identifies known, associated properties that are located within the geographic scope identified by the level of significance (local, state, or national). In some cases, “local” may mean a broader area than a small town or village or an unincorporated community.

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| **9** | **ADDITIONAL DOCUMENTATION** |

As part of the preliminary questionnaire, please submit the following materials:

**MAPS**

[ ]  **Individual** **Property**:

* One current aerial map with the property and all associated resources clearly identified.

[ ]  **Complex** (e.g., industrial site or farm):

* A current aerial map(s);
* A line drawing or annotated aerial map that identifies the contributing and noncontributing resources and additions and that provides the construction date of each addition and resource.

[ ]  **Historic District**:

* Current aerial map(s) showing the location of the district within the community;
* A line drawing or annotated aerial map that identifies the potential boundaries and denotes contributing and noncontributing resources.

[ ]  **Site** (i.e., landscape):

* Current aerial map(s);
* A line drawing or annotated aerial map that identifies the potential boundaries, all contributing and noncontributing resources, and major natural and man-made features.

**PHOTOGRAPHS**

Provide a set of current digital photographs of the property. For additional guidance on photographs for the please review [*Photograph Specifications for National Register Nominations in Michigan*](https://www.miplace.org/4a7723/globalassets/documents/shpo/programs-and-services/national-register-of-historic-places/guidance-and-instructions/nr-photograph-specifications-for-national-register-nominations-in-michigan2.pdf), available online at the National Register page of the SHPO web site, [www.michigan.gov/nrhp](http://www.michigan.gov/nrhp). Photographs should be accompanied by a brief description of what is depicted in each view.

Detail views (cornices, window hoods, column capitals, newel posts, etc.) of an individual property are generally unnecessary. General views, taken at high resolution, are typically sufficient for reviewers to discern character-defining details.

When a historical photograph is submitted, please try to take a current photograph from the same viewpoint. This is especially helpful for understanding change over time and determining historic integrity.

Current photographs should include the following, at minimum:

[ ]  **Individual Property (building(s), structure, and object)**:

* General exterior views of the property and its associated resources, including each elevation of the primary resource.
* General interior views of the primary resource and important secondary resources; detail views are generally unnecessary for a preliminary questionnaire.
* General views of the setting in which the property is located

[ ]  **Historic District:**

* A series of views that depict streetscapes, primary or important resources, examples of dominant forms or styles, and examples of noncontributing resources.
* General views of adjacent areas (areas immediately outside of the proposed boundaries).
* Photographs for historic districts should be arranged by street address.

[ ]  **Site**:

* General views of the proposed site and adjacent areas. Include views of all contributing and noncontributing resources and major natural and man-made features.

Photographs should be of high resolution, clear, and document the property in its entirety. Photographs should be organized and labeled in a logical manner.

**SUPPORTING DOCUMENTATION**

Preparers are encouraged to read the National Register Bulletins [*How to Apply the National Register Criteria for Evaluation*](https://www.nps.gov/subjects/nationalregister/upload/NRB-15_web508.pdf) (Bulletin 15), [*How to Complete the National Register Registration Form*](https://www.nps.gov/subjects/nationalregister/upload/NRB16A-Complete.pdf) (Bulletin 16A), [*Researching a Historic Property*](https://www.nps.gov/subjects/nationalregister/upload/NRB39-Complete.pdf) (Bulletin 39), and other applicable bulletins prior to beginning a preliminary questionnaire. As stated in Bulletin 39, “researching a historic property for National Register nomination differs from researching a property for other purposes. Information collected must be directed at determining the property's historical significance.” Significance is determined by evaluating a property in its historic context and a property must possess historic integrity.

To aid in an accurate and efficient evaluation, a preliminary questionnaire should include historical maps, historical photographs (including historical postcards), and historical documentation that supports and illustrates the significance of the property. When submitting copies of historical materials, be certain to annotate or highlight the relevant items to your application. For example, when submitting a copy of a page from a city directory to show occupancy and use of the property, be certain to highlight the relevant property and information.

Historical maps may include plat maps, Sanborn fire insurance maps, bird’s eye views, and any other historical maps that depict the property and its environs.

Oftentimes, a series of historical maps or line drawings are needed to accurately convey changes over time. Submit as many maps as is needed to accurately illustrate the history of the property.

When no historical maps are available, current maps must note the location lost resources, additions, features, etc. Likewise, the former and current location of moved resources must also be identified.

Historical photographs may include historical postcards and historical views from newspapers and other publications.

Please include as much of the date of the photograph as known in the file name. The preferred format is “YYYYMMDD Name.” For example: 19190302 Smith Hotel, 19360400 Smith Hotel, or 19100000 Smith Hotel.

**SUBMITTING THE PRELIMINARY QUESTIONNAIRE**

Prior to submitting the preliminary questionnaire, please ensure that all of the preceding materials are included. Please review the description, significance, and historic context sections of the selected identification form are completed.

Please do not submit: genealogical information, unless it supports significance; documentation not central to the significance of the property; an excessive number of photos; too few photos; poor quality photos; poor quality maps; property deeds or tax records, unless relevant to significance; Wikipedia articles; poorly organized materials; materials in plastic sleeves; or bound materials, including pages inserted into binders, unless submitting books, booklets, etc.

Send your completed questionnaire, identification form, maps, photographs, and supporting documentation on a flash (USB, thumb) drive or compact disc (CD/DVD) to:

National Register Coordinator

State Historic Preservation Office

300 North Washington Square

Lansing, Michigan 48913

Bound materials may be sent in print form. Submissions by email or file transfer website are not accepted at this time.