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| --- | --- | --- |
| **Name of Property:** |  | |
| **Consultant Name, Phone, & Email Address:** | |  |
|  | | |

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| --- | --- |
| Is this nomination associated with a Rehabilitation Tax Credit project? | YES/ NO |
| Is this nomination associated with a CLG community? | YES/ NO |
| If you answered “yes”, a complete packet must be submitted at least **75 days** prior to the next review board meeting to be considered for that agenda.  (Remember: it is not guaranteed for that agenda.) | |

Complete NRHP Nomination. Are you using the “Wisconsin Preferred” form from our website? Please submit one paper (single-sided) copy with no staples and as word file on a disc. All figures should be embedded in the form with JPEGs on the WHS disc.

Attachments/Exhibits/Figures/Sketch Maps/Historic Images/Other (as applicable). A List of Figures is required if there are more than 2 figures. Please embed figures in the nomination and include a JPEG file. “Earth view” images are not accepted for boundary or site maps.  Labeled: site, location, scale, north arrow.

Floor Plan (required for individual nominations). Please embed the floor plan in the nomination form **and** as a JPEG file.  Labeled: site, location, scale, north arrow.

Historic District – 2 Sets of owners’ names mailing labels (Avery 5160 or 5161) to be submitted when scheduled for the Review Board.

Historic District/Boundary Map.  Labeled: site, location, scale, north arrow, Contributing/Noncontributing. Please embed the map in the nomination form and as a JPEG file. No “earth view” images are accepted.

Historic District Photographs including streetscapes/landscapes/spatial elements that define the character of district.

Photo Key (required per NPS for historic districts; required by WHS for individual nominations having multiple resources). Please embed in the nomination form and as a JPEG file. No “earth view” images are accepted.

USGS/NOAA Map:  Site Located (**in pencil**);  Labeled with UTM or Latitude/ Longitude Coordinates (**in pencil**) or the digital equivalent – Bing, Google, ArcGIS: <https://www.nps.gov/subjects/nationalregister/upload/GIS_Guidance_2013_05_15_508.pdf>

PowerPoint (compressed, saved onto the WHS nomination disc)

**NRHP Photo Print Checklist**

**Photo Checklist (digital and printed):**

WHS nomination disc:  JPEGs of National Register Images;  appropriate size (300ppi, 2000 pixels);  Labeled with AHI # and description

Print Images:  Acceptable print quality (4”x6” or 5”x7”, professionally printed). Do not include people in the photos.  Prints of all digital images (1 set); Labeling per NPS standards (in pencil, on the back: Photograph 1 of 25: WI\_Adams County\_John and Jane Smith House\_0001).

**Individual Nomination:**

The front of the building is in its setting. Has the photographer stood far enough away to show the building, its setting, and its neighbors?

The primary façade: Is the image straight? No distortion? No part of the building cut off or obscured?

The remaining façades: is the image straight? No distortion? No part of the building cut off or obscured?

Do photographs illustrate other landscape features? (a stone wall, or a playground, etc.)

Do interior photographs include important character defining spaces?

Do photographs exclude people?

**District Nomination:**

Street views. (Street views help show buildings in their setting)

Noncontributing buildings. (It is okay to show noncontributing buildings)

Is the variety of styles represented?

Is there broad coverage across the district?

Do photographs exclude people?

**NPS Bulletin 16A, page 64:**

GUIDELINES FOR PHOTOGRAPHIC COVERAGE

The 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 aspects of the property. Include representative views of both contributing and noncontributing resources. Prints of historic photographs may supplement documentation and may be particularly useful in describing the historic integrity of properties that have undergone many alterations or changes.

BUILDINGS, STRUCTURES, AND OBJECTS • Submit one or more views to show the principal facades and the environment or 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 details if the significance of the property is entirely or in part based on them.

HISTORIC AND ARCHEOLOGICAL SITES • Submit one or more photographs to depict the condition of the site and any above-ground or surface features and disturbances. • If they are relevant to the evaluation of significance, include drawings or photographs that illustrate artifacts that have been removed from the site. • At least one photograph should show the physical environment and configuration of the land making up the site.

ARCHITECTURAL AND HISTORIC DISTRICTS • Submit photographs representing the major building types and styles, pivotal buildings and structures, representative noncontributing resources, and any important topographical or spatial elements defining the character of the district. • Streetscapes, landscapes, or aerial views are recommended. • Views of individual buildings are not necessary, if streetscapes and other views clearly illustrate the significant historical and architectural qualities of the district. • Key all photographs to the sketch map for the district.

ARCHEOLOGICAL DISTRICTS • Submit photographs of the principal sites and site types within the district following the guidelines above for archeological sites.