NATIONAL REGISTER NOMINATION SUBMISSION CHECKLIST
(7/2012)

NAME OF PROPERTY:_____

DATE:_____   **WHS Reviewer Initials:**_____

SECTION I: **NOTES:**
Historic Name of property
    Yes   No   NA   Format: Last name, comma first
Other Names/Site Number
    Yes   No   NA   N/A entered were applicable

SECTION 2:
    Yes   No   NA   Full address, <u>no</u> abbreviations
    Yes   No   NA   Address or boundary in historic
                   district nomination (<u>not</u> "various")
    Yes   No   NA   N/A entered where applicable
    Yes   No   NA   "Wisconsin Code" as WI -- <u>not</u> a number
    Yes   No   NA   County Code (number) correct
    Yes   No   NA   Zip code provided

SECTION 3:
    Yes   No   NA   All three Blanks checked?
    Yes   No   NA   Federal or other signature
    Yes   No   NA   State Register signature

Section 4:
    For NPS only

SECTION 5:
    Yes   No   NA   Federal owner notified
    Yes   No   NA   Ownership of property correct
    Yes   No   NA   Category Correct

    Number of Resources
        Yes   No   NA   Agrees with inventory
        Yes   No   NA   Agrees with site map
        Yes   No   NA   Is correct in not including previously
                   listed property
        Yes   No   NA   N/A entered where applicable

SECTION 6:
    Historic Functions
        Yes   No   NA   Bulletin 16 Terminology [pp. 20-23]
        Yes   No   NA   Historic use related to significance
    Current Functions
        Yes   No   NA   Bulletin 16 Terminology [pp. 20-23]
        Yes   No   NA   Use related to significance

SECTION 7:

Architectural Classification
    Yes No NA   Bulletin 16 Terminology [pp. 25-26]

Materials
    Yes No NA   Bulletin 16 Terminology [p. 27]

Building Description

Yes No NA		Setting and Site
Yes No NA		Dates of construction and alteration
Yes No NA		Style
Yes No NA		Size
Yes No NA		Foundation
Yes No NA		Materials
Yes No NA		Roof Shape
Yes No NA		Windows
Yes No NA		Details
Yes No NA		Plan
Yes No NA		Interior
Yes No NA		If altered, has impact been assessed
Yes No NA		Classification of C and NC resources
Yes No NA		ALL resources classified
Yes No NA		Rationale discussed for C and NC Status

SECTION 8:

  Yes No NA   Criteria Checked [pp. 35-39]
    Yes No NA If "B" check Significant Person Blank-Format: last name, first
    Yes No NA If "D" check Cultural Affiliation Blank

Criteria Considerations
    Yes No NA Discussed in text?
Criteria Considerations/Exception Checked
    If so, which exception:_____

Area of Significance
    Yes No NA Bulletin 16 Terminology [pp. 40-41]
    Yes No NA Reflects Significance, not just use

Period of Significance (POS)

Yes No NA		POS is correct and does not predate resource
Yes No NA		POS is correct by using the date of first ***contributing*** resource
Yes No NA		POS is correct and does not postdate 50 yrs ***Or justification for extension***
Yes No NA		POS is discussed in text or footnoted

Significant Date

Yes No NA		Significant Date Listed
Yes No NA		Discussed in text? OR
Yes No NA		Significant Date Footnoted
Yes No NA		All Significant Dates included in POS date(s)

Architect/Builder
Known   Unknown
Yes   No   NA   Footnoted or discussed
Yes   No   NA   Format: last name, first name
Introductory Paragraph for Section 8
Yes   No   NA   NOTE: <u>Level</u> **(national, state,or local)**
                                  of Significance in the first paragraph of text
Yes   No   NA   Criteria
Yes   No   NA   Areas of Significance
Yes   No   NA   Justification or Rationale

Yes   No   NA   Significance Related to Resource

Yes   No   NA   Historical context developed

Yes   No   NA   Relate integrity to resource

Historic Districts
Yes   No   NA   Preservation Activity
Yes   No   NA   Archeological Potential

SECTION 9

Yes   No   NA   Check footnotes, correctly numbered, etc.
Yes   No   NA   Includes <u>Cultural Resource Management in WI</u>?
                       (NOTE: Answer should be "NA" for Shipwrecks or Archeol. sites)
Yes   No   NA   Previous Determinations **(Was this a tax credit project?)**
Yes   No   NA   Additional Data

SECTION 10:
Acreage
Yes   No   NA   Precisely to nearest acre or
Yes   No   NA   Less than one acre
UTM References
Checked: Yes   No   NA for shipwrecks & NOAA maps
Yes   No   NA   Correct? Agrees with map?
Yes   No   NA   10 or more acres require 3 UTMs
Verbal Boundary
Yes   No   NA   Accurate and specific
Boundary Justification
Yes   No   NA   Well defined
Yes   No   NA   Methodology
Yes   No   NA   Relationship of significance and Boundary
Yes   No   NA   Exclude Buffer zones

SECTION 11:
Yes   No   NA   Complete information

PROPERTY OWNER:
Yes   No   Complete information

ADDITIONAL FORM and SUBMISSION DETAIL CHECK:

Form 10-900
    Yes No NA   Header on each page (Name of Property/County and State)

Continuation Sheets
    Yes No NA   Labeled with title, city, county, state
    Yes No NA   Numbered correctly

Sketch / Map / Attachments / Figures / Other _____
    Yes No NA   Labeled with title, city, county, state
    Yes No NA   Legend
    Yes No NA   Legend for Contributing and Non-Contributing
    Yes No NA   North Arrow
    Yes No NA   Scale or Not-to-scale designation
    Yes No NA   Shows boundary
    Yes No NA   Tied to photos

USGS/NOAA MAP
    Yes No NA   Labeled with title, city, county, state (PENCIL Only)
    Yes No NA   Property located and UTMs printed on map (PENCIL Only)
    Yes No NA   References agree with Section 10
    Yes No NA   No adhesive labels

Digital Submission?   **Yes No NA**
    Yes No NA   File(s) on diskette labeled with title
    Yes No NA   Diskette TIFF image files labeled per NPS rules with:
                      State_County_Title_Sequential 4-digit nos. [ex:0001,0002 …]
    Yes No NA   Diskette labeled per NPS rules /w Month & Date images <u>captured</u>
    Yes No NA   No adhesive labels

Photos
    Yes No NA   Labeled only /w PENCIL on back ***[Do not use markers!]***
    Yes No NA   Labeled: photo number and total (ex: #1 of 6, #2 of 6, …),
                      title, [city], county, state
    Yes No NA   Full photo documentation provided(either on photo or in nom)
    Yes No NA   Depict current resource
    Yes No NA   Adhesive labels are absent
    Yes No NA   Size: 5" x 7", or 8" x 10"
    Yes No NA   If label isn't "complete" check text for additional info.

SPELLING AND GRAMMAR CHECK
    Yes No   Using computer program
                     NOTE Some architectural terms will appear as errors so
                     review all system-suggested changes.