



# **Tennessee Historical Commission**

## **National Register of Historic Places Information Packet**



Tennessee Historical Commission,  
2941 Lebanon Road, Nashville, Tennessee 37214  
615/532-1550  
<http://www.tn.gov/environment/history/>

## INTRODUCTION

The National Register of Historic Places is the nation's list of cultural resources considered worthy of preservation. Our office can tell you if the building you are interested in is listed in the National Register, or if it is included in a survey of historic buildings. If your building has other historic buildings surrounding it, it could be in a historic district. If you think your building is in a historic district, but you do not know its name, provide our office with the name of some surrounding streets.

The first step in determining whether your property is eligible for the National Register of Historic Places is to complete the Tennessee Historical Commission National Register Information Form. Send the completed form to our office along with current photographs of the exterior (all sides and additions) and the interior, a sketch/plan of the property showing the main building and outbuildings, and a statement that explains why the property is historically or architecturally important. Photographs can be 35 mm or digital. Including a sketched floor plan of the building with the dates of major changes to the building will help us evaluate the property. For properties with multiple buildings on the site, a sketched site plan should be included.

Send the completed information to the address on the front page. The staff will review your information, make a preliminary determination of eligibility, and assist you with the National Register process. We may also want to come and look at your building. See the links in the box below for additional information on the National Register of Historic Places.

This form is intended for individual buildings. If you are interested in nominating a site or a historic district, there is additional information at the end of the packet.

**Note: if this information packet is more than one year old, call our office at (615) 532-1550 to see if an updated information packet is available. Changes in Federal regulations or staff policy may make this packet outdated.**

Two documents that will help you when completing this Information Packet can be accessed at <http://www.nps.gov/nr/publications/index.htm> They are *Researching a Historic Property* and two brochures on the National Register: *My Property is Important to America's Heritage* and *The National Register of Historic Places*.

This program receives Federal funds from the National Park Service. Regulations of the U.S. Department of the Interior strictly prohibit unlawful discrimination in departmental federally assisted programs on the basis of race, color, national origin, age or disability. Any person who believes he or she has been discriminated against in any program, activity or facility operated by a recipient of Federal assistance should write to: Director, Equal Opportunity Program, U.S. Department of the Interior, National Park Service, P.O. Box 37127, Washington, D.C. 20013-7127 and Linda T. Wynn, Title VI Coordinator, Tennessee Historical Commission, 2941 Lebanon Road, Nashville, TN 37214.

DEPARTMENT OF ENVIRONMENT AND CONSERVATION

TENNESSEE HISTORICAL COMMISSION

NATIONAL REGISTER INFORMATION APPLICATION

**PROPERTY NAME**

Historic \_\_\_\_\_

Current \_\_\_\_\_

**PROPERTY ADDRESS**

Street \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_

**OWNER (S) OF PROPERTY**

Name(s) \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Source of Information (Information must be from legal records - e.g., tax records, deeds)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROPERTY USE** (example: residence, school, warehouse)

Historic \_\_\_\_\_

Current \_\_\_\_\_

**DATE OF CONSTRUCTION** \_\_\_\_\_

Source of Information

\_\_\_\_\_  
\_\_\_\_\_

**ARCHITECT/BUILDER** \_\_\_\_\_

Source of Information

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Include dates or approximate dates of all changes.*

**NUMBER OF STORIES**

Historic \_\_\_\_\_

Current \_\_\_\_\_

**WALL COVERING** (example: weatherboard, brick veneer, stucco)

Historic \_\_\_\_\_

Current \_\_\_\_\_

**CONSTRUCTION** (example: log, frame, brick)

Historic \_\_\_\_\_

Current \_\_\_\_\_

**ROOF SHAPE** (example: gable roof, asphalt shingles; hip roof, metal)

Historic \_\_\_\_\_

Current \_\_\_\_\_

**TRIM - TYPE AND MATERIAL** (example: wood porch ornamentation, limestone lintels)

Historic \_\_\_\_\_

Current \_\_\_\_\_

**FLOOR PLAN** (example: rectangular, L-shaped, irregular)

Historic \_\_\_\_\_

Current \_\_\_\_\_

**WINDOWS**

Historic \_\_\_\_\_

Current \_\_\_\_\_

**INTERIOR FEATURES** (example: fireplaces, staircases, wainscoting)

Historic \_\_\_\_\_

\_\_\_\_\_

Current \_\_\_\_\_

\_\_\_\_\_

**MAJOR ALTERATIONS AND DATE** (example: rear addition ca. 1925; windows replaced ca. 1960; interior changes ca. 1919)

\_\_\_\_\_

**OTHER BUILDINGS ON PROPERTY - TYPE AND DATE OF CONSTRUCTION**

(example: garage - 1940; barn - 1920; smokehouse - 1860)

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**ACREAGE OF PROPERTY** \_\_\_\_\_

**SITE FEATURES** (example: rural, city lot, wooded lot, etc.)

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**IS THE PROPERTY THREATENED?** (Explain briefly: by neglect, new roads, etc.)

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**SIGNIFICANCE** Check the box by the criterion under which you believe your property is eligible.

Refer to brochures for the criteria.

- Criterion A** (history)
- Criterion B** (person)
- Criterion C** (architecture)
- Criterion D** (archaeology)

**Write a brief history of the property and why it is important.** Use separate pages and include your sources of information.

Application Prepared By \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_ Date \_\_\_\_\_

## **Sites**

Sites include cemeteries, battlefields, and archaeological sites. In addition to the location of the property, owner information, and contact information for the preparer of the form, include the following:

- Photographs of the site. Photographs should represent the entire site, not just a portion of a site.
- Sketched site map, showing what part of the site is historic and, if appropriate, what part is modern. In many instances cemeteries and similar sites have older areas but they have expanded in recent years or the land has been altered in recent years.
- As for buildings, include a brief history of the property and why you believe it meets one of the National Register criteria.

## **Historic Districts**

Historic districts can include a handful of buildings or several hundred buildings. Most districts will require a site visit from the staff but we need some basic information before we can make a visit. In addition to the location of the property, owner information, and contact information for the preparer of the form, include the following:

- Photographs of representative streetscapes in the proposed district. If the area has a lot of trees you will need to take photographs of individual buildings instead. Ideally you should take both streetscape views and a few individual houses. The photographs should depict historic buildings and modern buildings in the proposed district.
- A map showing the proposed boundaries of the district. The photographs you take should be keyed to this map.
- A brief history of the proposed district. This can include how the neighborhood developed, architectural styles in the area, and, where appropriate, information on selected prominent individuals in the proposed district. We do not need a history of every house or resident of the area.

## **Farmsteads**

Farms consist of a primary residence/farmhouse, historic outbuildings, and landscape features. Complete the information form for the farmhouse and farm history. Also include a sketched map of the property showing all of the outbuildings and photographs showing outbuildings and landscape features. The history of the farmstead should include the use of the land in addition to the use of the buildings.