

III. COMPLETING THE CONNECTICUT REGISTER FORM

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GENERAL INSTRUCTIONS

Use a typewriter, word processor, or computer to complete the form.

Language and Terminology

Certain conventions and terms are used for documenting Connecticut Register properties. Although there may be other ways to classify resources, describe functions or architectural influences, or state the significance of properties, the standardized terminology and approaches adopted by the Connecticut Register program ensure consistency of records. Definitions of these terms and explanations of how they are used occur throughout the instructions. A glossary of State Register terms can be found on the State Park Service website at: http://www.nps.gov/history/nr/publications/bulletins/nrb16a/nrb16a_appendix_IV.htm

MAPS AND PHOTOGRAPHS

Additional documentation in the form of photographs, a map, and, for districts, a site plan or sketch map **must** accompany completed Connecticut Register forms.

HOW TO ENTER INFORMATION

Complete all items accurately and thoroughly. Narrative statements should be concise and well-organized. Enter "N/A" for "not applicable" for any item where the information requested is not relevant to the property being documented. (Do not, however, put "N/A" in each box or line within an item.) Use continuation sheets for additional information and narrative statements.

1. NAME OF PROPERTY

HISTORIC NAME

Enter the name that best reflects the property's historic importance or was commonly used for the property during the period of significance. List additional historic names under *Other Names/Site Number*.

The term "property" refers to the entire geographic area being nominated or considered for eligibility. It may be an individual building, site, structure, or object, or it may be a district comprising a variety of buildings, sites, structures, or objects. Properties may be named for persons, events, characteristics, functions, or historic associations. Archeological sites are commonly referred to by site numbers, but may be given other names as well. The historic name is preferred for general reference because it continues to be meaningful regardless of changes in ownership or use and most often relates to the reasons the property is eligible for Connecticut Register listing.

USING NAMES OF PERSONS

When the name of a person is used to identify a property, use the following format: last name, first name, and building type.

Bennett, John, House

Enter the names of well-known persons as they are listed in the *Dictionary of American Biography*.

Willard, Emma Hart

If a property is significant for more than one person, choose the most prominent. If the persons are equally important, include as many names as appropriate. A property may be named for both the husband and wife

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who owned it. If there is not enough space for both names, choose the most prominent person's name or eliminate the first names altogether.

Chestnut, General James and Mary, House or Chestnut House

NAMING DISTRICTS

Use traditional terms such as "village," "ranch," "courthouse square," or "townsite," or the generic terms "historic district" or "archeological district," to indicate the kind of district when naming districts based on their location or historic ownership. Modifiers such as "prehistoric," "commercial," "civic," "rural," "industrial," or "residential" may also be used to define the predominant historic quality of a district. Names of historic and archeological districts should reflect the area as a whole rather than specific resources within it.

Mystic Townsite Historic District

Snake Valley Archeological District

NAMING ARCHEOLOGICAL PROPERTIES

Name archeological sites and districts by historic or traditional names. If an archeological property does not have a historic or traditional name, enter "N/A" and list, under *Other Names/Site Number*, the site number or a name derived from current ownership, an aspect of cultural significance, location, or geographic features. Identify the number or name to be used in Connecticut Register records by adding "(preferred)" after the entry.

AK 43287 (preferred)

PROPERTIES WITH COMMON NAMES

Differentiate properties with common names by numbering them or adding the location to the name.

United States Post Office - Walnut Street Branch

World War II Japanese Fortification - Site 2

PROPERTIES WITHOUT HISTORIC NAMES

If a property does not have a historic name, enter "N/A," and see below.

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OTHER NAMES AND SITE NUMBER

"Other names" may reflect the property's history, current ownership, or popular use and may or may not fall into the categories given for historic names. Site numbers are sometimes assigned to properties, especially archeological sites, by a State or local government or Federal agency for identification.

HISTORIC NAMES

The historic name is generally the name associated with the significance of the property. Historic names fall into several categories:

A. Original owner or builder

B. Significant persons or events associated with the property

C. Original or later significant uses of the property

D. Location

E. Innovative or unusual characteristics

F. Accepted professional, scientific, technical, or traditional names

2. LOCATION

STREET AND NUMBER

Enter the name and number of the street or road where the property is located.

120 Commerce Street

Use abbreviations to save space if necessary, for example, "SR" for State route, "Jct" for junction or intersection, "N" for north, and "mi" for mile.

GUIDELINES FOR ENTERING STREET AND NUMBER

- For **districts**, enter either the inclusive street address numbers for all buildings and structures or a rough description of the boundaries.

12-157 Main St., 380 Frost St., and 20-125 Oak St. Roughly bounded by Smithfield Lake, North and

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Lowell Avenues, and Interstate 73 Eight blocks in downtown Huntersville centered around University Square

NOT FOR PUBLICATION

Mark "x" in the boxes for both "not for publication" and "vicinity" to indicate that a property needs certain protection. To protect fragile properties, particularly those subject to looting and vandalism, the State Historic Preservation Office will withhold information about the location and character of the property from the general public. Enter "N/A" if there is no reason to restrict information about the property.

CITY OR TOWN

Enter the name of the city or town where the property is located.

COUNTY

Enter the name of the county where the property is located.

ZIP CODE

Enter the postal zip code for the area being registered.

3. STATE AGENCY CERTIFICATION

The State Historic Preservation Officer will complete this portion.

4. CLASSIFICATION

OWNERSHIP OF PROPERTY

Mark "x" in all boxes that apply to indicate ownership

CATEGORY OF PROPERTY

Mark "x" in the box for the kind of property being documented: building, district, site, structure, or object. Mark only one box.

PROPERTIES CONTAINING MORE THAN ONE RESOURCE

Classify a property having a main resource and a small number of related secondary resources by the main resource.

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House, garage, and barn = Building (for house)

City park with small fountain = Site (for park)

Lighthouse, keeper's house, and oil shed = Structure (for lighthouse)

Outdoor sculpture with low wall = Object (for sculpture)

Similarly, if **two or more resources are attached** , classify them by the most important resource.

Lighthouse with attached keeper's house = Structure

House with attached garage = Building

STATE REGISTER PROPERTY AND RESOURCE TYPES

Type	Definition	Examples
BUILDING	<p>A building, such as a house, barn, church, hotel, or similar construction, is created principally to shelter any form of human activity.</p> <p>"Building" may also be used to refer to a historically and functionally related unit, such as a courthouse and jail or a house and barn.</p>	<p>houses, barns, stables, sheds, garages, courthouses, city halls, social halls, commercial buildings, libraries, factories, mills, train depots, stationary mobile homes, hotels, theaters, schools, stores, and churches.</p>
SITE	<p>A site is the location of a significant event, a prehistoric or historic occupation or activity, or a building or structure, whether standing, ruined, or vanished, where the location itself possesses historic, cultural, or archeological value regardless of the value of any existing structure.</p>	<p>habitation sites, funerary sites, rock shelters, village sites, hunting and fishing sites, ceremonial sites, petroglyphs, rock carvings, gardens, grounds, battlefields, ruins of historic buildings and structures, campsites, sites of treaty signings, trails, areas of land, shipwrecks, cemeteries, designed landscapes, and natural features, such as springs and rock formations, and land areas having cultural significance.</p>
STRUCTURE	<p>The term "structure" is used to distinguish from buildings those functional constructions made usually for purposes other than creating human shelter.</p>	<p>bridges, tunnels, gold dredges, firetowers, canals, turbines, dams, power plants, corncribs, silos, roadways, shot towers, windmills, grain elevators, kilns, mounds, cairns, palisade fortifications,</p>

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earthworks, railroad grades, systems of roadways and paths, boats and ships, railroad locomotives and cars, telescopes, carousels, bandstands, gazebos, and aircraft.

OBJECT The term "object" is used to distinguish from buildings and structures those constructions that are primarily artistic in nature or are relatively small in scale and simply constructed. Although it may be, by nature or design, movable, an object is associated with a specific setting or environment.

sculpture, monuments, boundary markers, statuary, and fountains.

DISTRICT A district possesses a significant concentration, linkage, or continuity of sites, buildings, structures, or objects united historically or aesthetically by plan or physical development

college campuses; central business districts; residential areas; commercial areas; large forts; industrial complexes; civic centers; rural villages; canal systems; collections of habitation and limited activity sites; irrigation systems; large farms, ranches, estates, or plantations; transportation networks; and large landscaped parks.

District applies to properties having:

- a number of resources that are relatively equal in importance, such as a *neighborhood*, or
- large acreage with a variety of resources, such as a *large farm, estate, or parkway*.

A district may also contain individual resources that although linked by association or function were separated geographically during the period of significance, such as discontinuous archeological sites or a canal system with manmade segments interconnected by natural bodies of water. A district may contain **discontiguous** elements only where the historic interrelationship of a group of resources does not depend on visual continuity and physical proximity.

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Examples: houses, barns, stables, sheds, garages, courthouses, city halls, social halls, commercial buildings, libraries, factories, mills, train depots, stationary mobile homes, hotels, theaters, schools, stores, and churches.

SITE - A site is the location of a significant event, a prehistoric or historic occupation or activity, or a building or structure, whether standing, ruined, or vanished, where the location itself possesses historic, cultural, or archeological value regardless of the value of any existing structure.

Examples: habitation sites, funerary sites, rock shelters, village sites, hunting and fishing sites, ceremonial sites, petroglyphs, rock carvings, gardens, grounds, battlefields, ruins of historic buildings and structures, campsites, sites of treaty signings, trails, areas of land, shipwrecks, cemeteries, designed landscapes, and natural features, such as springs and rock formations, and land areas having cultural significance.

STRUCTURE - The term "structure" is used to distinguish from buildings those functional constructions made usually for purposes other than creating human shelter.

Examples: bridges, tunnels, gold dredges, firetowers, canals, turbines, dams, power plants, corncribs, silos, roadways, shot towers, windmills, grain elevators, kilns, mounds, cairns, palisade fortifications, earthworks, railroad grades, systems of roadways and paths, boats and ships, railroad locomotives and cars, telescopes, carousels, bandstands, gazebos, and aircraft.

OBJECT - The term "object" is used to distinguish from buildings and structures those constructions that are primarily artistic in nature or are relatively small in scale and simply constructed. Although it may be, by nature or design, movable, an object is associated with a specific setting or environment.

Examples: sculpture, monuments, boundary markers, statuary, and fountains.

DISTRICT - A district possesses a significant concentration, linkage, or continuity of sites, buildings, structures, or objects united historically or aesthetically by plan or physical development.

Examples: college campuses; central business districts; residential areas; commercial areas; large forts; industrial complexes; civic centers; rural villages; canal systems; collections of habitation and limited activity sites; irrigation systems; large farms, ranches, estates, or plantations; transportation networks; and large landscaped parks.

NUMBER OF RESOURCES WITHIN PROPERTY

Enter the number of resources that make up the property in each category

- Classify each resource by category: building, site, structure, or object.

RULES FOR COUNTING RESOURCES

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- Count all buildings, structures, sites, and objects located within the property's boundaries that are **substantial in size and scale**. Do not count minor resources, such as small sheds or grave markers, unless they strongly contribute to the property's historic significance.
- Count a building or structure with attached ancillary structures, covered walkways, and additions as a single unit unless the attachment was originally constructed as a separate building or structure and later connected.
- Count rowhouses individually, even though attached.
- Do not count interiors, facades, or artwork separately from the building or structure of which they are a part.
- Count gardens, parks, vacant lots, or open spaces as "sites" only if they contribute to the significance of the property.
- Count a continuous site as a single unit regardless of its size or complexity.
- Count separate areas of a discontinuous archeological district as separate sites.
- Do not count ruins separately from the site of which they are a part.
- Do not count landscape features, such as fences and paths, separately from the site of which they are a part unless they are particularly important or large in size and scale, such as a statue by a well-known sculptor or an extensive system of irrigation ditches.

For additional guidance, contact the SHPO.

5. HISTORIC PRESERVATION COUNCIL

Completed by the SHPO Staff

6. FUNCTION OR USE

GUIDELINES FOR ENTERING FUNCTIONS

GENERAL

- Enter the most specific category and subcategory. For example, "EDUCATION/education-related housing" rather than "DOMESTIC/institutional housing" for a college dormitory.
- If no subcategory applies, enter the general category by itself. If, in addition, none of the general categories relates to the property's function, enter "OTHER:" and an appropriate term for the function.
- For **properties with many functions**, such as a farm, list only the principal or predominant ones, placing the most important first.
- For **districts**, enter the functions applying to the district as a whole, such as DOMESTIC/village site or EDUCATION/college.
- For districts, also enter the functions of buildings, sites, structures, and objects that are:

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1. of outstanding importance to the district, such as a county courthouse in a commercial center (GOVERNMENT/county courthouse) or,
 2. present in substantial numbers, such as apartment buildings in a residential district (DOMESTIC/multiple dwelling) or storage pits in a village site (TRADE/trade).
- For districts containing resources having different functions and relatively equal importance, such as a group of public buildings whose functions are GOVERNMENT/city hall, GOVERNMENT/courthouse, and GOVERNMENT/post office.

HISTORIC FUNCTIONS

- Select functions that relate directly to the property's significance and occurred during the period of significance (see *Period of Significance*).
- Enter functions for **extant resources only**.
- Enter only functions that can be verified by research, testing, or examination of physical evidence.
- Enter functions related to the property itself, not to the occupation of associated persons or role of associated events. For example, the home of a prominent doctor is "DOMESTIC/single dwelling" not "HEALTH CARE/medical office" unless the office was at home (in which case, list both functions).

CURRENT FUNCTIONS

- For properties undergoing **rehabilitation, restoration, or adaptive reuse**, enter "WORK IN PROGRESS" in addition to any functions that are current or anticipated upon completion of the work.

HISTORIC AND CURRENT FUNCTIONS

From the list, *Data Categories for Functions and Uses*, below, **select one or more category and subcategory that most accurately describe the property's principal functions. Enter one category and subcategory in each blank** on the form. Use a continuation sheet, if additional space is needed. For categories with several names, such as COMMERCE/ TRADE, enter the one that best relates to the property.

DOMESTIC/single dwelling = House

COMMERCE/financial = Bank

RELIGION/religious facility = Church or temple

DOMESTIC/hotel and COMMERCE/restaurant = Inn, hotel, or way station providing both lodging and meals

DATA CATEGORIES FOR FUNCTIONS AND USES

Category: DOMESTIC

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Subcategory: *single dwelling*

Examples: rowhouse, mansion, residence, rockshelter, homestead, cave

Subcategory: *multiple dwelling*

Examples: duplex, apartment building, pueblo, rockshelter, cave

Subcategory: *secondary structure*

Example: dairy, smokehouse, storage pit, storage shed, kitchen, garage, other dependencies

Subcategory: *hotel*

Examples: inn, hotel, motel, way station

Subcategory: *institutional housing*

Examples: military quarters, staff housing, poor house, orphanage

Subcategory: *camp*

Examples: hunting campsite, fishing camp, summer camp, forestry camp, seasonal residence, temporary, habitation site, tipi rings

Subcategory: *village site*

Examples: pueblo group

Category: **COMMERCE/TRADE**

Subcategory: *business*

Examples: office building

Subcategory: *professional*

Examples: architect's studio, engineering office, law office

Subcategory: *organizational*

Examples: trade union, labor union, professional association

Subcategory: *financial institution*

Examples: savings and loan association, bank, stock exchange

Subcategory: *specialty store*

Examples: auto showroom, bakery, clothing store, blacksmith shop, hardware store

Subcategory: *department store*

Examples: general store, department store, marketplace, trading post

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Subcategory: *restaurant*

Examples: cafe, bar, roadhouse, tavern

Subcategory: *warehouse*

Examples: warehouse, commercial storage

Subcategory: *trade (archeology)*

Examples: cache, site with evidence of trade, storage pit

Category: SOCIAL

Subcategory: *meeting hall*

Examples: grange; union hall; Pioneer hall; hall of other fraternal, patriotic, or political organization

Subcategory: *clubhouse*

Examples: facility of literary, social, or garden club

Subcategory: *civic*

Examples: facility of volunteer or public service organizations such as the American Red Cross

Category: GOVERNMENT

Subcategory: *capitol*

Examples: statehouse, assembly building

Subcategory: *city hall*

Examples: city hall, town hall

Subcategory: *correctional facility*

Examples: police station, jail, prison

Subcategory: *fire station*

Examples: firehouse

Subcategory: *government office*

Examples: municipal building

Subcategory: *diplomatic building*

Examples: embassy, consulate

Subcategory: *custom house*

Examples: custom house

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Subcategory: *post office*

Examples: post office

Subcategory: *public works*

Examples: electric generating plant, sewer system

Subcategory: *courthouse*

Examples: county courthouse, Federal courthouse

Category: EDUCATION

Subcategory: *schools*

Examples: schoolhouse, academy, secondary school, grammar school, trade or technical school

Subcategory: *college*

Examples: university, college, junior college

Subcategory: *library*

Examples: library

Subcategory: *research facility*

Examples: laboratory, observatory, planetarium

Subcategory: *education-related*

Examples: college dormitory, housing at boarding schools

Category: RELIGION

Subcategory: Examples:

Subcategory: *religious facility*

Examples: church, temple, synagogue, cathedral, mission, temple, mound, sweathouse, kiva, dance court, shrine

Subcategory: *ceremonial site*

Examples: astronomical observation post, intaglio, petroglyph site

Subcategory: *church school*

Examples: religious academy or schools

Subcategory: *church-related residence*

Examples: parsonage, convent, rectory

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Category: FUNERARY

Subcategory: *cemetery*

Examples: burying ground, burial site, cemetery, ossuary

Subcategory: *graves/burials*

Examples: burial cache, burial mound, grave area, crematorium

Subcategory: *mortuary*

Examples: mortuary site, funeral home, cremation

category: RECREATION AND CULTURE

Subcategory: *theater*

Examples: cinema, movie theater, playhouse

Subcategory: *auditorium*

Examples: hall, auditorium

Subcategory: *museum*

Examples: museum, art gallery, exhibition hall

Subcategory: *music facility*

Examples: concert-hall, opera house, bandstand, dancehall

Subcategory: *outdoor recreation*

Examples: park, campground, picnic area, hiking trail

Subcategory: *fair*

Examples: amusement park, county fairground

Subcategory: *monument/marker*

Examples: commemorative marker, commemorative monument

Subcategory: *work of art*

Examples: sculpture, carving, statue, mural, rock art

Category: AGRICULTURE/SUBSISTENCE

Subcategory: *processing*

Examples: meatpacking plant, cannery, smokehouse, brewery, winery, food processing site, gathering site, tobacco barn

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Subcategory: *storage*

Examples: granary, silo, wine cellar, storage site, tobacco warehouse, cotton warehouse

Subcategory: *agricultural field*

Examples: pasture, vineyard, orchard, wheatfield, crop marks, stone alignments, terrace, hedgerow

Subcategory: *animal facility*

Examples: hunting & kill site, stockyard, barn, chicken coop, hunting corral, hunting run, apiary

Subcategory: *fishing facility or site*

Examples: fish hatchery, fishing grounds

Subcategory: *horticultural facility*

Examples: greenhouse, plant observatory, garden

Subcategory: *agricultural outbuilding*

Examples: wellhouse, wagon shed, tool shed, barn

Subcategory: *irrigation facility*

Examples: irrigation system, canals, stone alignments, headgates, check dams

Category: INDUSTRY/PROCESSING/EXTRACTION

Subcategory: *manufacturing facility*

Examples: mill, factory, refinery, processing plant, pottery kiln

Subcategory: *extractive facility*

Examples: coal mine, oil derrick, gold dredge, quarry, salt mine

Subcategory: *waterworks*

Examples: reservoir, water tower, canal, dam

Subcategory: *energy facility*

Examples: windmill, power plant, hydroelectric dam

Subcategory: *communications facility*

Examples: telegraph cable station, printing plant, television station, telephone company facility, satellite tracking station

Subcategory: *processing site*

Examples: shell processing site, toolmaking site, copper mining and processing site

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Subcategory: *industrial storage*

Examples: warehouse

Category: HEALTH CARE

Subcategory: *hospital*

Examples: veteran's medical center, mental hospital, private or public hospital, medical research facility

Subcategory: *clinic*

Examples: dispensary, doctor's office

Subcategory: *sanitarium*

Examples: nursing home, rest home, sanitarium

Subcategory: *medical business/office*

Examples: pharmacy, medical supply store, doctor or dentist's office

Subcategory: *resort*

Examples: baths, spas, resort facility

Category: DEFENSE

Subcategory: *arms storage*

Examples: magazine, armory

Subcategory: *fortification*

Examples: fortified military or naval post, earth fortified village, palisaded village, fortified knoll or mountain top, battery, bunker

Subcategory: *military facility*

Examples: military post, supply depot, garrison fort, barrack, military camp

Subcategory: *battle site*

Examples: battlefield

Subcategory: *coast guard facility*

Examples: lighthouse, coast guard station, pier, dock, life-saving station

Subcategory: *naval facility*

Examples: submarine, aircraft carrier, battleship, naval base

Subcategory: *air facility*

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Examples: aircraft, air base, missile launching site

Category: LANDSCAPE

Subcategory: *parking lot*

Examples:

Subcategory: *park*

Examples: city park, State park, State park

Subcategory: *plaza*

Examples: square, green, plaza, public common

Subcategory: *garden*

Examples:

Subcategory: *forest*

Examples:

Subcategory: *unoccupied land*

Examples: meadow, swamp, desert

Subcategory: *underwater*

Examples: underwater site

Subcategory: *natural feature*

Examples: mountain, valley, promontory, tree, river, island, pond, lake

Subcategory: *street furniture/object*

Examples: street light, fence, wall, shelter, gazebo, park bench

Subcategory: *conservation area*

Examples: wildlife refuge, ecological habitat

Category: TRANSPORTATION

Subcategory: *rail-related*

Examples: railroad, train depot, locomotive, streetcar line, railroad bridge

Subcategory: *air-related*

Examples: aircraft, airplane hangar, airport, launching site

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Subcategory: *water-related*

Examples: lighthouse, navigational aid, canal, boat, ship, wharf, shipwreck

Subcategory: *road-related (vehicular)*

Examples: parkway, highway, bridge, toll gate, parking garage

Subcategory: *pedestrian-related*

Examples: boardwalk, walkway, trail

Category: UNKNOWN

Category: VACANT/NOT IN USE

(use this category when property is not being used)

Category: OTHER

7. DESCRIPTION

ARCHITECTURAL CLASSIFICATION

Complete this item for properties having architectural or historical importance. Select one or more subcategory to describe the property's architectural styles or stylistic influences from the list, *Data Categories for Architectural Classification*, below. Enter one subcategory in each blank on the form, placing those most important to the property first. Use a continuation sheet for additional entries.

GUIDELINES FOR ARCHITECTURAL CLASSIFICATION

If none of the subcategories describes the property's style or stylistic influence, enter:

1. the category relating to the general period of time, and
2. if possible, enter in the next blank "other:" and the term (not exceeding 28 characters) commonly used to describe the style or stylistic influence.

Late 19th and 20th Century Revivals

Other: Chateausque

(Enter the general category by itself if no specific style or stylistic influence is apparent but the general characteristics of the period are present.)

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For **properties not described by any of the listed terms** - including bridges, ships, locomotives, and buildings and structures that are prehistoric, folk, or vernacular in character, **enter "other:"**

Other: Pratt through truss

Other: Gloucester fishing schooner

Other: I-house

For properties not having any buildings or structures, such as many **archeological and historic sites** , enter "N/A."

For **buildings and structures not described by the listed terms or by "other" and a common term** , enter "No style."

DATA CATEGORIES FOR ARCHITECTURAL CLASSIFICATION

The following list has been adapted from *American Architecture Since 1780: A Guide to Architectural Styles* by Marcus Whiffen; *Identifying American Architecture* by John J. G. Blumenson; *What Style Is It?* by John Poppeliers, S. Allen Chambers, and Nancy B. Schwartz; and *A Field Guide to American Houses* by Virginia and Lee McAlester.

The categories appearing in capital letters in the far left column, relate to the general stylistic periods of American architecture. The subcategories, appearing in the indented left column, relate to the specific styles or stylistic influences that occurred in each period. The right column lists other commonly used terms. From the two left columns, select the categories or subcategories that most closely relate to the period and stylistic character of the property.

Category	Subcategories	Other Stylistic Terminology
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NO STYLE

COLONIAL	French Colonial	
	Spanish Colonial	Mexican Baroque
	Dutch Colonial	Flemish Colonial
	Postmedieval English	English Gothic; Elizabethan; Tudor; Jacobean or Jacobethan; New England Colonial; Southern Colonial
	Georgian	

EARLY REPUBLIC	Early Classical	Jeffersonian Classicism;
Revival		Roman Republican; Roman Revival;
		Roman Villa; Monumental Classicism;
		Regency

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Federal Adams or Adamesque

MID-19TH CENTURY Early Romanesque Revival
Greek Revival
Gothic Revival Early Gothic Revival
Italian Villa
Exotic Revival Egyptian Revival; Moorish Revival
Octagon Mode

LATE VICTORIAN Victorian or High Victorian
Eclectic
Gothic High Victorian Gothic; Second Gothic Revival
Italianate Victorian or High Victorian Italianate
Second Empire Mansard
Queen Anne Queen Anne Revival; Queen Anne-Eastlake
Stick/Eastlake Eastern Stick; High Victorian Eastlake
Shingle Style
Romanesque Romanesque Revival; Richardsonian Romanesque
Renaissance Renaissance Revival; Romano-Tuscan Mode;
North Italian or Italian Renaissance;
French Renaissance; Second
Renaissance Revival

LATE 19TH & 20TH CENTURY REVIVALS Beaux Arts Beaux Arts Classicism
Colonial Revival Georgian Revival
Classical Revival Neo-Classical Revival
Tudor Revival Jacobean or Jacobethan Revival;
Elizabethan Revival
Late Gothic Revival Collegiate Gothic
Mission/Spanish
Colonial Revival Spanish Revival; Mediterranean Revival
Italian Renaissance
French Renaissance
Pueblo

LATE 19TH & EARLY 20TH CENTURY AMERICAN MOVEMENTS Sullivanesque
Prairie School
Commercial Style
Chicago
Skyscraper
Bungalow/Craftsman Western Stick; Bungalowoid

MODERN MOVEMENT New Formalism; Neo-Expressionism;
Brutalism; California Style or
Ranch Style; Post-Modern; Wrightian

Moderne Modernistic; Streamlined Moderne; Art Moderne

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InterState Style Miesian
Art Deco

OTHER

MIXED More than three styles from different periods
(for a building only)

MATERIALS

Enter one or more terms from the list, *Data Categories for Materials*, to describe the principal exterior materials of the property. Enter both historic and nonhistoric materials.

Enter one category or subcategory in each blank for "foundation," "walls," and "roof." Under "other," enter the principal materials of other parts of the exterior, such as chimneys, porches, lintels, cornices, and decorative elements. Use a continuation sheet for additional entries, making sure to list them under the headings: "foundation," "walls," "roof," or "other." For properties not having any buildings or structures, such as many **archeological and historic sites**, enter "N/A."

DATA CATEGORIES FOR MATERIALS

EARTH

WOOD

Weatherboard; Shingle; Log; Plywood/particle board; Shake

BRICK

STONE

Granite; Sandstone (including brownstone); Limestone; Marble; Slate

METAL

Iron; Copper; Bronze; Tin; Aluminum; Steel; Lead; Nickel; Cast iron

STUCCO

TERRA COTTA

ASPHALT

ASBESTOS

CONCRETE

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ADOBE

CERAMIC TILE

GLASS

CLOTH/CANVAS

SYNTHETICS

Fiberglass; Vinyl; Rubber; Plastic

OTHER

GUIDELINES FOR ENTERING MATERIALS

- **Enter only materials visible from the exterior** of a building, structure, or object. Do not enter materials of interior, structural, or concealed architectural features even if they are significant.
- For **structures and objects**, complete "foundation," "walls," and "roof" only if these features are present, as in a wooden covered bridge on stone piers. Use "other" for exterior features, such as the deck of a ship, that cannot reasonably qualify as a roof, foundation, or wall.
- For **historic districts**, list the major building materials visible in the district, placing the most predominant ones first.
- Enter the materials of above-ground ruins under the feature they correspond to, such as foundation or walls, or under "other."

NARRATIVE DESCRIPTION

Provide a narrative describing the property and its physical characteristics on one or more continuation sheets. Describe the setting, buildings and other major resources, outbuildings, surface and subsurface remains (for properties with archeological significance), and landscape features. The narrative should document the evolution of the property, describing major changes since its construction or period of significance.

Begin with a **summary paragraph** that briefly describes the general characteristics of the property, such as its location and setting, type, style, method of construction, size, and significant features. Describe the current condition of the property and indicate whether the property has historic integrity in terms of location, design, setting, materials, workmanship, feeling, and association.

The Edward Jones House is a 1 and 1/2 story, frame, Arts and Crafts style bungalow with a modified rectangular plan, an intersecting gable roof, and a front porch. The walls and roof are finished with wood shingles, and the foundation, chimneys, and porch piers are built of fieldstone. Above the front porch is an open-timbered end gable with Japanese-influenced joinery. The interior of the house reflects the Arts and

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Crafts style in the oak woodwork and built-in cabinetry. The house is in the Shadyside neighborhood, a middle-class subdivision with tree-lined streets and 50-foot wide lots. The house fronts west onto Oak Street and is set behind a modest, cultivated lawn which slopes slightly toward the street. Behind the house, a rock garden incorporates the stonework of the foundation and chimney and is enclosed by a stone wall. A garage, echoing the house in design and materials, is set at the northeast corner of the lot and reached by a straight driveway from the street. The property is in excellent condition and has had very little alteration since its construction.

In additional paragraphs provide the information listed in *Guidelines for Describing Properties* below. Include specific facts and, wherever possible, dates. Organize the information in a logical manner, for example, by describing a building from the foundation up and from the exterior to the interior. Districts usually require street by street description with a more detailed description of pivotal buildings.

The amount of detail needed in the description depends on the size and complexity of the property and the extent to which alterations, additions, and deterioration have affected the property's integrity. For example, the more extensively a building has been altered, the more thorough the description of additions, replacement materials, and other alterations should be. Photographs and sketch maps may be used to supplement the narrative.

The description should be concise, factual, and well organized. The information should be consistent with the resource counts in section 5, functions in section 6, and architectural classification and materials in section 7. Identify, in a list or on the accompanying sketch map, all of the resources counted in section 5 and indicate whether they are contributing or noncontributing. Also identify any previously listed resources.

Use common professional terms when describing buildings, structures, objects, sites, and districts. Define any terms regional or local in derivation that are not commonly understood or in general use, including any terms entered under *Architectural Classification*.

WRITING AN ARCHITECTURAL DESCRIPTION

Some general principles for describing buildings:

- Begin the description with a summary paragraph that creates a rough "sketch" of the building and its site. Use subsequent paragraphs to fill in the details following the outline established in the summary paragraph.
- Describe the building in a logical sequence - from the ground up, facade by facade, from the exterior to the interior.
- Use simple but clear language and avoid complex sentences. If you have difficulty understanding and using the terms found in the suggested guides listed below, consult with the SHPO or FPO staff.
- Clearly delineate between the **original** appearance and **current** appearance. Begin by describing the current appearance of a particular feature. Then describe its original appearance and any changes, noting when the changes occurred.
- When describing groups of buildings, including historic districts, begin by describing the general character of the group and then describe the individual buildings one by one. For large districts, describe the pivotal buildings

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and the common types of buildings, noting their general condition, original appearance, and major changes. Follow a logical progression, moving from one building to the next or up and down each street in a geographical sequence.

The following publications may be helpful:

BUILDINGS

Marcus Whiffen's *American Architecture Since 1780: A Guide to the Styles* (M.I.T. Press, Cambridge, 1969).

John Blumenson's *Identifying American Architecture* (American Association for State and Local History, Nashville, 1977).

Cyril Harris's *Dictionary of Architecture and Construction* (McGraw-Hill, New York, 1975).

John Poppeliers and S. Allen Chambers's *What Style Is It?* (Preservation Press, Washington, DC, 1983).

Virginia and Lee McAlester's *A Field Guide to American Houses* (Alfred A. Knopf, Inc., New York, 1984).

INDUSTRIAL AND ENGINEERING STRUCTURES

David Weitzman's *Traces of the Past: A Guide to Industrial Archaeology* (Charles Scribner's Sons, New York, 1980).

ARCHEOLOGICAL PROPERTIES

James Deetz's *Invitation to Archeology* (Natural History Press, Garden City, New York, 1967) and *In Small Things Forgotten: The Archeology of Early American Life* (Doubleday, Garden City, New York, 1977).

The Handbook of North American Indians (Smithsonian Institution Press, Washington, DC, 1978+), a series of 15 volumes based on geographical regions and edited by William C. Sturtevant.

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GUIDELINES FOR DESCRIBING PROPERTIES

BUILDINGS, STRUCTURES, AND OBJECTS

A. **Type or form**, such as dwelling, church, or commercial block.

B. **Setting**, including the placement or arrangement of buildings and other resources, such as in a commercial center or a residential neighborhood or detached or in a row.

C. **General characteristics:**

1. Overall shape of plan and arrangement of interior spaces.
2. Number of stories.
3. Number of vertical divisions or bays.
4. Construction materials, such as brick, wood, or stone, and wall finish, such as type of bond, coursing, or shingling.
5. Roof shape, such as gabled, hip, or shed.
6. Structural system, such as balloon frame, reinforced concrete, or post and beam.

D. **Specific features**, by type, location, number, material, and condition:

1. Porches, including verandas, porticos, stoops, and attached sheds.
2. Windows.
3. Doors.
4. Chimney.
5. Dormer.
6. Other.

E. **Important decorative elements**, such as finials, pilasters, bargeboards, brackets, half-timbering, sculptural relief, balustrades, corbelling, cartouches, and murals or mosaics.

F. **Significant interior features**, such as floor plans, stairways, functions of rooms, spatial relationships, wainscoting, flooring, paneling, beams, vaulting, architraves, moldings, and chimneypieces.

G. **Number, type, and location of outbuildings**, with dates, if known.

H. **Other manmade elements**, including roadways, contemporary structures, and landscape features.

I. **Alterations or changes to the property**, with dates, if known. A restoration is considered an alteration even

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if an attempt has been made to restore the property to its historic form (see L below). If there have been numerous alterations to a significant interior, also submit a sketch of the floor plan illustrating and dating the changes.

J. **Deterioration** due to vandalism, neglect, lack of use, or weather, and the effect it has had on the property's historic integrity.

K. **For moved properties:**

1. Date of move.
2. Descriptions of location, orientation, and setting historically and after the move.
3. Reasons for the move.
4. Method of moving.
5. Effect of the move and the new location on the historic integrity of the property.

L. **For restored and reconstructed buildings:**

1. Date of restoration or reconstruction.
2. Historical basis for the work.
3. Amount of remaining historic material and replacement material.
4. Effect of the work on the property's historic integrity.
5. For reconstructions, whether the work was done as part of a master plan.

M. **For properties where landscape or open space adds to the significance** or setting of the property, such as rural properties, college campuses, or the grounds of public buildings:

1. Historic appearance and current condition of natural features.
2. Land uses, landscape features, and vegetation that characterized the property during the period of significance, including gardens, walls, paths, roadways, grading, fountains, orchards, fields, forests, rock formations, open space, and bodies of water.

N. **For industrial properties** where equipment and machinery is intact:

1. Types, approximate date, and function of machinery.
2. Relationship of machinery to the historic industrial operations of the property.

ARCHEOLOGICAL SITES

A. **Environmental setting** of the property today and, if different, its environmental setting during the periods of occupation or use. Emphasize environmental features or factors related to the location, use, formation, or preservation of the site.

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B. Period of time when the property is known or projected to have been occupied or used. Include comparisons with similar sites and districts that have assisted in identification.

C. Identity of the persons, ethnic groups, or archeological cultures who, through their activities, created the archeological property. Include comparisons with similar sites and districts that have assisted in identification.

D. Physical characteristics:

1. Site type, such as rockshelter, temporary camp, lithic workshop, rural homestead, or shoe factory.
2. Prehistorically or historically important standing structures, buildings, or ruins.
3. Kinds and approximate number of features, artifacts, and ecofacts, such as hearths, projectile points, and faunal remains.
4. Known or projected depth and extent of archeological deposits.
5. Known or projected dates for the period when the site was occupied or used, with supporting evidence.
6. Vertical and horizontal distribution of features, artifacts, and ecofacts.
7. Natural and cultural processes, such as flooding and refuse disposal, that have influenced the formation of the site.
8. Noncontributing buildings, structures, and objects within the site.

E. Likely appearance of the site during the periods of occupation or use. Include comparisons with similar sites and districts that have assisted in description.

F. Current and past impacts on or immediately around the property, such as modern development, vandalism, road construction, agriculture, soil erosion, or flooding.

G. Previous investigations of the property, including,

1. Archival or literature research.
2. Extent and purpose of any excavation, testing, mapping, or surface collection.
3. Dates of relevant research and field work. Identity of researchers and their institutional or organizational affiliation.
4. Important bibliographic references.

HISTORIC SITES

A. Present condition of the site and its setting.

B. Natural features that contributed to the selection of the site for the significant event or activity, such as a spring, body of water, trees, cliffs, or promontories.

C. Other natural features that characterized the site at the time of the significant event or activity, such as vegetation, topography, a body of water, rock formations, or a forest.

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D. Any **cultural remains** or other manmade evidence of the significant event or activities.

E. **Type and degree of alterations** to natural and cultural features since the significant event or activity, and their impact on the historic integrity of the site.

F. **Explanation** of how the current physical environment and remains of the site reflect the period and associations for which the site is significant.

ARCHITECTURAL AND HISTORIC DISTRICTS

A. **Natural and manmade elements** comprising the district, including prominent topographical features and structures, buildings, sites, objects, and other kinds of development.

B. **Architectural styles** or periods represented and predominant characteristics, such as scale, proportions, materials, color, decoration, workmanship, and quality of design.

C. **General physical relationship of buildings** to each other and to the environment, including facade lines, street plans, squares, open spaces, density of development, landscaping, principal vegetation, and important natural features. Any changes to these relationships over time. Some of this information may be provided on a sketch map.

D. **Appearance of the district during the time** when the district achieved significance (see Period of Significance) and any changes or modifications since.

E. **General character** of the district, such as residential, commercial, or industrial, and the **types of buildings and structures**, including outbuildings and bridges, found in the district.

F. **General condition of buildings**, including alterations, additions, and any restoration or rehabilitation activities.

G. **Identity of buildings**, groups of buildings, or other resources that do and do not contribute to the district's significance.

H. **Most important contributing buildings, sites, structures, and objects**. Common kinds of other contributing resources.

I. **Qualities** distinguishing the district from its surroundings.

J. **Presence of any archeological resources** that may yield important information with any related paleo-environmental data (see guidelines for describing archeological sites and districts).

K. **Open spaces** such as parks, agricultural areas, wetlands, and forests, including vacant lots or ruins that

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were the site of activities important in prehistory or history.

L. For industrial districts:

1. Industrial activities and processes, both historic and current, within the district; important natural and geographical features related to these processes or activities, such as waterfalls, quarries, or mines.
2. Original and other historic machinery still in place.
3. Transportation routes within the district, such as canals, railroads, and roads including their approximate length and width and the location of terminal points.

M. For rural districts:

1. Geographical and topographical features such as valleys, vistas, mountains, and bodies of water that convey a sense of cohesiveness or give the district its rural or natural characteristics.
2. Examples and types of vernacular, folk, and other architecture, including outbuildings, within the district.
3. Manmade features and relationships making up the historic and contemporary landscape, including the arrangement and character of fields, roads, irrigation systems, fences, bridges, earthworks, and vegetation.
4. The historic appearance and current condition of natural features such as vegetation, principal plant materials, open space, cultivated fields, or forests.

ARCHEOLOGICAL DISTRICTS A. Environmental setting of the district today and, if different, its environmental setting during the periods of occupation or use. Emphasize environmental features or factors related to the location, use, formation, or preservation of the district.

B. Period of time when the district is known or projected to have been occupied or used. Include comparisons with similar sites and districts that have assisted in identification.

C. Identity of the persons, ethnic groups, or archeological cultures who occupied or used the area encompassed by the district. Include comparisons with similar sites and districts that have assisted in identification.

D. Physical characteristics:

1. Type of district, such as an Indian village with outlying sites, a group of quarry sites, or a historic manufacturing complex.
2. Cultural, historic, or other relationships among the sites that make the district a cohesive unit.
3. Kinds and number of sites, structures, buildings, or objects that make up the district.
4. Information on individual or representative sites and resources within the district .For small districts, describe individual sites. For large districts, describe the most representative sites individually and others in summary or tabular form or collectively as groups.
5. Noncontributing buildings, structures, and objects within the district.

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E. Likely appearance of the district during the periods of occupation or use. Include comparisons with similar sites and districts that have assisted in description.

F. Current and past impacts on or immediately around the district, such as modern development, vandalism, road construction, agriculture, soil erosion, or flooding. Describe the integrity of the district as a whole and, in written or tabular form, the integrity of individual sites.

G. Previous investigations of the property, including:

1. Archival or literature research.
 2. Extent and purpose of any excavation, testing, mapping, or surface collection.
 3. Dates of relevant research and field work. Identity of researchers and their institutional or organizational affiliation.
 4. Important bibliographic references.
-

8. STATEMENT OF SIGNIFICANCE

APPLICABLE STATE REGISTER CRITERIA

Mark "x" in one or more of the boxes to identify the State Register criteria for which the property qualifies for listing. The State Register criteria are listed below.

For districts with properties individually meeting the State Register criteria, mark x in the box that identifies the criterion for which that property is significant as well as the criterion for the district as a whole.

A historic district significant for its collection of period revival houses also contains the home of an influential newspaper publisher who contributed to local labor reforms in the 1920s. Check boxes B and C.

Properties are often significant for more than one criterion. Mark only those boxes for qualifying criteria that are supported by the narrative statement of significance. A State Register nomination may claim and document significance for one criterion only, even when a property appears likely to meet additional criteria.

CRITERIA CONSIDERATIONS

Mark "x" in the box for any criteria consideration applying to the property. Mark all that apply. Leave this section blank if no considerations apply.

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The criteria considerations are part of the State Register criteria (see below). They set forth special standards for listing certain kinds of properties usually excluded from the State Register.

For **districts** , mark only the criteria considerations applying to the entire district or to a predominant resource or group of resources within the district.

THE STATE REGISTER CRITERIA

Criteria: The quality of significance in Connecticut history, architecture, archeology, engineering, and culture is present in districts, sites, buildings, structures, and objects that possess integrity of location, design, setting, materials, workmanship, feeling and association, and:

1. That are associated with events that have made a significant contribution to our history and the lives of persons significant in our past; or
2. That embody the distinctive characteristics of a type, period, or method of construction or that represent the work of a master, that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; or
3. That have yielded, or may be likely to yield, information important in prehistory or history.

AREAS OF SIGNIFICANCE

Select one or more areas of prehistory or history, from the list, *Data Categories for Areas of Significance*, below, in which the property qualifies for State Register listing. **Enter one category or subcategory in each blank** , placing the ones most important to the property first. Use a continuation sheet for additional entries.

If no category or subcategory applies to the property, enter "other:" with the name of the area in which the property attained significance.

An area of significance must be entered for each criterion marked on the form. Enter only areas that are supported by the narrative statement.

For districts, enter areas of significance applying to the district as whole. If properties within the district individually meet the State Register criteria, enter their areas of significance also.

GUIDELINES FOR SELECTING AREA OF SIGNIFICANCE

Criterion 1: For a property significant under Criterion 1, select the category relating to the historic event or role for which the property is significant, such as "transportation" for a railroad station, trolley car, or

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stagecoach stop. If listed for a significant person, list the contributions for which he or she is known or for which the property is illustrative: for example, "literature" and "politics and government" for the home of a well-known political theorist and statesman.

Criterion 2 : For a property significant under Criterion 2, select "architecture," "art," "landscape architecture," "engineering," or "community planning and development" depending on the type of property and its importance. Generally "architecture" applies to buildings and "engineering" to structures; however, if a building is notable for its advanced construction technology it may be significant under both "architecture" and "engineering." For example, a 1930s public building significant for a Depression-era mural is significant under "art," a cathedral noted as the work of Richard Upjohn and for stained glass by Tiffany under "architecture" and "art"; and an early example of a concrete rainbow arch bridge under "engineering."

Criterion 3: For a property significant under Criterion 3, enter the subcategory of archeology that best describes the type of historic or prehistoric group about which the property is likely to yield information. Also, enter any categories and subcategories about which the site is likely to provide information, for example, "prehistoric archeology," "agriculture," and "engineering" for the ruins of an ancient irrigation system that is likely to provide information about prehistoric subsistence and technology.

ADDITIONAL GUIDELINES

- Do not confuse area of significance with historic function. **Historic function**, entered in section 6, relates to the practical and routine uses of a property, while area of significance relates to the property's contributions to the broader patterns of American history, architecture, archeology, engineering, and culture. For example, a stagecoach stop's function would be "hotel" and its area of significance would most likely be "transportation."
- When selecting "archeology" or "ethnic heritage," enter the subcategory that best applies to the property's significance. If no subcategory applies, enter the general category.
- When selecting "archeology," "ethnic heritage," or "maritime history," also enter areas of significance that closely relate to the events, activities, characteristics, or information for which the property is significant, for example, "industry" for a prehistoric tool-making site or "military" for a liberty ship that was engaged in an important battle.
- Do not enter "local history" with "other." Local history is a **level of significance**, not an area of significance. Instead, enter the area that most closely relates to the theme or pattern in local history with which the property is associated, for example, "health/medicine" for the home of an eminent local physician, "commerce" for the site of a traditional marketplace, or "community planning and development" for a residential subdivision that established a pattern for a community's expansion.

DATA CATEGORIES FOR AREAS OF SIGNIFICANCE

Category	Subcategory	Definition
AGRICULTURE		The process and technology of cultivating soil, producing crops, and raising livestock and plants.

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ARCHITECTURE The practical art of designing and constructing buildings and structures to serve human needs.

ARCHEOLOGY The study of prehistoric and historic cultures through excavation and the analysis of physical remains.

Prehistoric Archeological study of aboriginal cultures before the advent of written records.

Historic---
Aboriginal Archeological study of aboriginal cultures after the advent of written records.

Historic---
Non-Aboriginal Archeological study of non-aboriginal cultures after the advent of written records.

ART The creation of painting, printmaking, photography, sculpture, and decorative arts.

COMMERCE The business of trading goods, services, and commodities.

COMMUNICATIONS The technology and process of transmitting information.

COMMUNITY PLANNING AND DEVELOPMENT The design or development of the physical structure of communities.

CONSERVATION The preservation, maintenance, and management of natural or manmade resources.

ECONOMICS The study of the production, distribution, and consumption of wealth; the management of monetary and other assets.

EDUCATION The process of conveying or acquiring knowledge or skills through systematic instruction, training, or study.

ENGINEERING The practical application of scientific principles to design, construct, and operate equipment, machinery, and structures to serve human needs.

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**ENTERTAINMENT/
RECREATION** The development and practice of leisure activities for refreshment, diversion, amusement, or sport.

ETHNIC HERITAGE The history of persons having a common ethnic or racial identity.

Asian The history of persons having origins in the Far East, Southeast Asia, or the Indian subcontinent.

Black The history of persons having origins in any of the black racial groups of Africa.

European The history of persons having origins in Europe.

Hispanic The history of persons having origins in the Spanish-speaking areas of the Caribbean, Mexico, Central America, and South America.

Native American The history of persons having origins in any of the original peoples of North America, including American Indian and American Eskimo cultural groups.

Pacific Islander The history of persons having origins in the Pacific Islands, including Polynesia, Micronesia, and Melanesia.

Other The history of persons having origins in other parts of the world, such as the Middle East or North Africa.

**EXPLORATION/
SETTLEMENT** The investigation of unknown or little known regions; the establishment and earliest development of new settlements or communities.

HEALTH/MEDICINE The care of the sick, disabled, and handicapped; the promotion of health and hygiene.

INDUSTRY The technology and process of managing materials, labor, and equipment to produce goods and services.

INVENTION The art of originating by experiment or ingenuity an object, system, or concept

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of practical value.

LANDSCAPE ARCHITECTURE The practical art of designing or arranging the land for human use and enjoyment.

LAW The interpretation and enforcement of society's legal code.

LITERATURE The creation of prose and poetry.

MARITIME HISTORY The history of the exploration, fishing, navigation, and use of inland, coastal, and deep sea waters.

MILITARY The system of defending the territory and sovereignty of a people.

PERFORMING ARTS The creation of drama, dance, and music.

PHILOSOPHY The theoretical study of thought, knowledge, and the nature of the universe.

POLITICS/GOVERNMENT The enactment and administration of laws by which a nation, State, or other political jurisdiction is governed; activities related to political process.

RELIGION The organized system of beliefs, practices, and traditions regarding mankind's relationship to perceived supernatural forces.

SCIENCE The systematic study of natural law and phenomena.

SOCIAL HISTORY The history of efforts to promote the welfare of society; the history of society and the lifeways of its social groups.

TRANSPORTATION The process and technology of conveying passengers or materials.

OTHER Any area not covered by the above categories.

PERIOD OF SIGNIFICANCE

Enter the dates for one or more periods of time when the property attained the significance qualifying it for State Register listing. Some periods of significance are as brief as a single year. Many, however, span many years and consist of beginning and closing dates. Combine overlapping periods and enter them as one longer period of significance.

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DEFINITION OF PERIOD OF SIGNIFICANCE

Period of significance is the length of time when a property was associated with important events, activities, or persons, or attained the characteristics which qualify it for State Register listing. Period of significance usually begins with the date when significant activities or events began giving the property its historic significance; this is often a date of construction. For prehistoric properties, the period of significance is the broad span of time about which the site or district is likely to provide information; it is often the period associated with a particular cultural group.

For **periods in history**, enter one year or a continuous span of years:

1928

1875 - 1888

For **periods in prehistory**, enter the range of time by millennia.

8000 - 6000 B.C.

Base the period of significance on specific events directly related to the significance of the property, for example, the date of construction for a building significant for its design or the length of time a mill operated and contributed to local industry.

Enter one period of significance in each blank on the form, placing the ones most important to the property first. Use a continuation sheet, if more space is needed. Complete this item for all properties, even if the period is less than one year.

GUIDELINES FOR SELECTING THE PERIODS OF SIGNIFICANCE

Criterion 1 : For the site of an important event, such as a pivotal five-month labor strike, the period of significance is the time when the event occurred. For properties associated with historic trends, such as commercial development, the period of significance is the span of time when the property actively contributed to the trend. The period of significance for a property significant for an association with an individual, it is usually the length of time the property was associated with the important person.

Criterion 2 : For architecturally significant properties, the period of significance is the date of construction and/or the dates of any significant alterations and additions.

Criterion 3 : The period of significance for an archeological site is the estimated time when it was occupied or used for reasons related to its importance, for example, 3000-2500 B.C.

ADDITIONAL GUIDELINES

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- The property must possess historic integrity for all periods of significance entered.
- Continued use or activity does not necessarily justify continuing the period of significance. The period of significance is based upon the time when the property made the contributions or achieved the character on which significance is based.
- **Fifty years** ago is used as the closing date for periods of significance where activities begun historically continued to have importance and no more specific date can be defined to end the historic period. (Events and activities occurring within the past 50 years must be exceptionally important to be recognized as "historic" and to justify extending a period of significance beyond the limit of 50 years ago.)

SIGNIFICANT DATES

Enter the year of any events, associations, construction, or alterations qualifying the property for State Register listing or adding to its significance. A property may have several dates of significance; all of them, however, must fall within the periods of significance. Enter one date in each blank, placing those most important to the property first. Use a continuation sheet for additional entries.

Some properties with a period of significance spanning many years may not have any specific dates of significance. In these cases, enter "N/A."

DEFINITION OF SIGNIFICANT DATE

A **significant date** is the year when one or more major events directly contributing to the significance of a historic property occurred. Examples include:

- *construction of an architecturally significant building*
- *opening of an important transportation route*
- *alteration of a building that contributes to its architectural importance*
- *residency of an important person*

GUIDELINES FOR IDENTIFYING SIGNIFICANT DATES

- The property must have historic integrity for all the significant dates entered.
- The beginning and closing dates of a period of significance are "significant dates" **only if** they mark specific events directly related to the significance of the property, for example, the date of construction that also marked the beginning of an important individual's residency, or the closing of a mine that ended a community's growth.
- For a property significant for Criterion C, enter the date of the construction or alterations through which the property achieved its importance. Enter the dates of alterations only if they contribute to the property's significance.
- For **districts**, enter construction dates of only those buildings that individually had an impact on the character of the district as a whole. Enter dates of events for which the district as a whole and not individual buildings is

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significant, for example, the opening of a trolley line that spurred a community's suburban development.

SIGNIFICANT PERSON

Complete this item only if Criterion B is checked as a qualifying criterion. Enter the full name of the person with whom the property is importantly associated. Do not exceed 26 characters, including spaces and punctuation.

Enter as complete a name as possible, placing the last name first. If the individual is listed in the *Dictionary of American Biography*, enter the name as it appears in that source.

White, Edward Gould

Bartlett, Stephen Jameson

For properties associated with several important persons, enter the name of the person most important to the property on the form, and list all others in order of their importance on a continuation sheet. (If no one stands out as most important, place the name of the person

with the earliest associations on the form.) For additional guidance on evaluating properties for Criterion B, see *State Register Bulletin 32: Guidelines for Evaluating and Documenting Properties Associated with Significant Persons*.

If Criterion B has not been marked, enter "N/A."

GUIDELINES FOR ENTERING NAMES OF SIGNIFICANT PERSONS

- Do not enter the name of a family, fraternal group, or other organization.
- Enter the names of several individuals in one family or organization, if **each** person made contributions for which the property meets Criterion B.
- Enter the name of a property's architect or builder only if the property meets Criterion B for association with the life of that individual, such as the home, studio, or office of a prominent architect.

CULTURAL AFFILIATION

Complete only if Criterion D is marked on the form. Enter one or more cultural affiliations reflected by the site or district. Use only commonly accepted and used terms. Enter one cultural affiliation in each blank, placing the most important or predominant ones first. Use a continuation sheet for additional entries.

Enter important cultural affiliations for properties significant for other criteria, including ethnographic properties, as areas of significance. Enter "ethnic heritage" following the instructions in [Guidelines for Selecting Area of Significance](#).

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If a cultural affiliation cannot be identified, enter "undefined."

DEFINITION OF CULTURAL AFFILIATION

Cultural affiliation is the archeological or ethnographic culture to which a collection of artifacts or resources belongs. It is generally a term given to a specific cultural group for which assemblages of artifacts have been found at several sites of the same age in the same region.

GUIDELINES FOR ENTERING CULTURAL AFFILIATION

- For **aboriginal prehistoric and historic cultures**, enter the name commonly used to identify the cultural group, or enter the period of time represented by the archeological remains.
- *Cochise Red Ochra Hopewell Paleo-Indian Mississippian Late Archaic*
- For **non-aboriginal historic cultures**, enter the ethnic background, occupation, geographical location or topography, or another term that is commonly used to identify members of the cultural group.

Sea Islander Italian-American Appalachian Shaker Black Freedman Euro-American

ARCHITECT/BUILDER

Enter the full name of the person(s) responsible for the design or construction of the property. This includes architects, artists, builders, craftsmen, designers, engineers, and landscape architects.

Enter as complete a name as possible, not exceeding 36 characters. If the person is listed in the *Dictionary of American Biography*, enter the name as it appears in that source.

Richardson, Henry Hobson

Benton, Thomas Hart

Enter one name in each blank. For more than one architect/builder, place the name of the one most important to the property first. Use a continuation sheet, if additional space is needed.

If the property has no built resources, enter "N/A."

GUIDELINES FOR ENTERING NAME OF ARCHITECT/BUILDER

- Enter the names of architectural and engineering firms, only if the names of the specific persons responsible for the design are unknown.
- If the property's design is derived from the stock plans of a company or government agency and is credited to a specific individual, enter the name of the company or agency.

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U.S. Treasury Southern Pacific Railroad U.S. Army

- Enter the name of property owners or contractors **only** if they were actually responsible for the property's design or construction.
- For **districts** , enter the names of the known architect/builders in order of their importance to the district.
- If the **architect or builder is not known** , enter "unknown."

NARRATIVE STATEMENT OF SIGNIFICANCE

Explain how the property meets the State Register criteria, using one or more continuation sheets. Drawing on **facts** about the history of the property and the historic trends--local, State, or State--that the property reflects, make the case for the property's historic significance and integrity. The statement should explain the information entered on the form for the following:

- State Register criteria
- criteria considerations
- significant persons
- period of significance
- significant dates
- areas of significance
- cultural affiliation

The statement of significance contains several parts:

1. A paragraph **summarizing** the property's significance.

2. Several **supporting** paragraphs that briefly discuss:

- the history of the property, particularly as it represents important historic contexts and reflects the significant events, associations, characteristics, or other reasons the property meets the State Register criteria, and the **historic contexts, themes, trends, and patterns of development** relating to the property.

The statement should be concise, factual, well-organized, and in paragraph form. Include only information pertinent to the property and its eligibility. Additional documentation should be maintained by the SHPO, Certified Local Government, Federal agency, or another institution.

WRITING A STATEMENT OF SIGNIFICANCE

Some general principles for stating significance:

- In the summary paragraph, simply and clearly state the reasons why the property meets the State Register criteria. Add to the information marked on the form for section 8, by providing brief facts that explain how the property meets the criteria, how it contributed to the areas of significance listed, and the ways it was important

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to the history of its locality, State, or the nation during the period of significance. Mention the important themes or historic contexts to which the property relates.

- Using the summary paragraph as an outline, make the case for significance in subsequent paragraphs. Begin by providing a brief chronological history of the property. Then for each area of significance, beginning with the ones of primary importance, discuss the facts and circumstances in the property's history that led to its importance. Make clear the connection between each area of significance, its corresponding criterion, and period of significance.
- Be selective about the facts you present. Consider whether they directly support the significance of the property. Avoid narrating the entire history of the property. Focus on the events, activities, or characteristics that make the property significant. For example, identify significant architectural details if a building is significant for its design, or explain the role the property played in local commerce or industry.
- Be specific in all references to history or geography. Give dates and proper names of owners, architects or builders, other people, and places. Keep in mind the reader who will have little or no knowledge of the property or the area where it is located.
- Include descriptive and historical information about the area where the property is located to orient the reader to the property's surroundings and the kind of community or place where it functioned in the past. Again, focus on facts that help explain the property's role and illustrate its importance.

SUMMARY PARAGRAPH

Identify the following items:

- Specific **associations or characteristics** through which the property has acquired significance, including historic events, activities, persons, physical features, artistic qualities, architectural styles, and archeological evidence that represent the historic contexts within which the property is important to the history of the local community, the State, or the nation.
- Specific ways the property meets the qualifying criterion and has contributed to each **area of significance** entered on the form.
- Role of any **important persons or cultural affiliations** entered on the form.
- Ways the property meets the special standards for any **criteria considerations** marked on the form.

The Edward Jones House, built in 1911, is a product of the dissemination of the Arts and Crafts philosophy and aesthetic in America and is an exceptional example of the craftsmanship of a regionally prominent master builder. Contextually it relates to the influence of the American Arts and Crafts Movement in Texas and to the statewide context, Arts in Texas. Secondly, the Jones House relates to the context, Community and Regional Planning in Texas, as a product of the urban growth of Hilldale and the planned development of Shadyside. The house meets State Register Criterion C in the area of Architecture as one of the best residential examples of the Arts and Crafts style in the State and as the work of master builder and craftsman Gustav Gustavsen.

SUPPORTING PARAGRAPHS - HISTORY OF PROPERTY

Discuss the chronology and historic development of the property. Highlight and focus on the events,

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activities, associations, characteristics, and other facts that relate the property to its historic contexts and are the basis for its meeting the State Register criteria. Follow the *Guidelines for Evaluating and Stating Significance* listed below. The guidelines, in the form of questions, address the key points that should be covered. Consult with SHPO and FPO staff to determine what and how much information is needed to support the property's **significance** and **integrity**.

GUIDELINES FOR EVALUATING AND STATING SIGNIFICANCE

The following questions should be considered when evaluating the significance of a property and developing the statement of significance. Incorporate in the narrative the answers to the questions directly pertaining to the property's historic significance and integrity.

ALL PROPERTIES

- A. What events took place on the significant dates indicated on the form, and in what ways are they important to the property?
- B. In what ways does the property physically reflect its period of significance, and in what ways does it reflect changes after the period of significance?
- C. What is the period of significance based on? Be specific and refer to existing resources or features within the property or important events in the property's history.

BUILDINGS, STRUCTURES AND OBJECTS

- A. If the property is significant for its association with historic events, what are the historically significant events or patterns of activity associated with the property? Does the existing building, object, or structure reflect in a tangible way the important historical associations? How have alterations or additions contributed to or detracted from the resource's ability to convey the feeling and association of the significant historic period?
- B. If the property is significant because of its association with an individual, how long and when was the individual associated with the property and during what period in his or her life? What were the individual's significant contributions during the period of association? Are there other resources in the vicinity also having strong associations with the individual? If so, compare their significance and associations to that of the property being documented.
- C. If the property is significant for architectural, landscape, aesthetic, or other physical qualities, what are those qualities and why are they significant? Does the property retain enough of its significant design to convey these qualities? If not, how have additions or alterations contributed to or detracted from the significance of the resource?

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D. Does the property have possible archeological significance and to what extent has this significance been considered?

E. Does the property possess attributes that could be studied to extract important information? For example: does it contain tools, equipment, furniture, refuse, or other materials that could provide information about the social organization of its occupants, their relations with other persons and groups, or their daily lives? Has the resource been rebuilt or added to in ways that reveal changing concepts of style or beauty?

F. If the property is no longer at its original location, why did the move occur? How does the new location affect the historical and architectural integrity of the property?

HISTORIC SITES

A. How does the property relate to the significant event, occupation, or activity that took place there?

B. How have alterations such as the destruction of original buildings, changes in land use, and changes in foliage or topography affected the integrity of the site and its ability to convey its significant associations? For example, if the forested site of a treaty signing is now a park in a suburban development, the site may have lost much of its historic integrity and may not be eligible for the State Register.

C. In what ways does the event that occurred here reflect the broad patterns of American history and why is it significant?

ARCHEOLOGICAL SITES

A. What is the cultural context in which the property is considered significant? How does the site relate to what is currently known of the region's prehistory or history and similar known sites?

B. What kinds of information can the known data categories yield? What additional kinds of information are expected to be present on the basis of knowledge of similar sites? What similarities permit comparison with other known sites?

C. What is the property's potential for research? What research questions may be addressed at the site? How do these questions relate to the current understanding of the region's archeology? How does the property contribute or have the potential for contributing important information regarding human ecology, cultural history, or cultural process? What evidence, including scholarly investigations, supports the evaluation of significance?

D. How does the integrity of the property affect its significance and potential to yield important information?

E. If the site has been totally excavated, how has the information yielded contributed to the knowledge of American cultures or archeological techniques to the extent that the site is significant for the investigation

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that occurred there?

F. Does the property possess resources, such as buildings or structures, that in their own right are architecturally or historically significant? If so, how are they significant?

ARCHITECTURAL AND HISTORIC DISTRICTS

A. What are the physical features and characteristics that distinguish the district, including architectural styles, building materials, building types, street patterns, topography, functions and land uses, and spatial organization?

B. What are the origins and key events in the historical development of the district? Are any architects, builders, designers, or planners important to the district's development?

C. Does the district convey a sense of historic and architectural cohesiveness through its design, setting, materials, workmanship, or association?

D. How do the architectural styles or elements within the district contribute to the feeling of time and place? What period or periods of significance are reflected by the district?

E. How have significant individuals or events contributed to the development of the district?

F. How has the district affected the historical development of the community, region, or State? How does the district reflect the history of the community, region, or State?

G. How have intrusions and noncontributing structures and buildings affected the district's ability to convey a sense of significance?

H. What are the qualities that distinguish the district from its surroundings?

I. How does the district compare to other similar areas in the locality, region, or State?

J. If there are any preservation or restoration activities in the district, how do they affect the significance of the district?

K. Does the district contain any resources outside the period of significance that are contributing? If so, identify them and explain their importance (see Determining Contributing and Noncontributing Resources).

L. If the district has industrial significance, how do the industrial functions or processes represented relate to the broader industrial or technological development of the locality, region, State or nation? How important were the entrepreneurs, engineers, designers, and planners who contributed to the development of the district? How do the remaining buildings, structures, sites, and objects within the district reflect industrial

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production or process?

M. If the district is rural, how are the natural and manmade elements of the district linked historically or architecturally, functionally, or by common ethnic or social background? How does the open space constitute or unite significant features of the district?

N. Does the district have any resources of possible archeological significance? If so, how are they likely to yield important information? How do they relate to the prehistory or history of the district?

ARCHEOLOGICAL DISTRICTS

A. What is the cultural context in which the district has been evaluated, including its relationship to what is currently known about the area's prehistory and history and the characteristics giving the district cohesion for study?

B. How do the resources making up the district as a group contribute to the significance of the district?

C. How do the resources making up the district individually or in the representative groupings identified in section 7 contribute to the significance of the district?

D. What is the district's potential for research? What research questions may be addressed at the district? How do these questions relate to the current understanding of the region's archeology? How does the property contribute or have the potential for contributing important information regarding human ecology, cultural history, or cultural process? What evidence, including scholarly investigations, supports the evaluation of significance? Given the existence of material remains with research potential, what is the context that establishes the importance of the recoverable data, taking into account the current state of knowledge in specified topical areas?

E. How does the integrity of the district affect its significance and potential to yield important information?

F. Does the district possess resources, such as buildings or structures, that in their own right are architecturally or historically significant? If so, how are they significant?

SUPPORTING PARAGRAPHS - HISTORIC CONTEXT

Relate the property to important themes in the prehistory or history of its community, State, or the nation. Include information about the history of the community or larger geographical area that explains the ways the property is unique or representative of its theme, place, and time.

Consider, for example, the historic context of the Hartstene Island Community Hall. The significance of the hall is based on its role in the community over a period of 45 years. This significance becomes apparent when facts about the community's settlement, isolated location, and social activities are considered.

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Similarly, the context for a small town general store relies on facts about its role in the commercial development of the community:

The railroad affected the growth and development of Greeneville, creating the opportunity for businesses like Bartlett's General Store to flourish. Such a business, in turn, served not only its local community but took on the regional trade of farmers who came to town to ship their produce, collect staples and equipment, and conduct business. Greeneville flourished through the enterprising spirit and forward thinking of merchants and local leaders, such as Stephen Bartlett. Among the several commercial buildings established in the era following the railroad's introduction, Bartlett's Store was the largest and continued in business the longest, adapting to changing times and needs. Recognition of Bartlett's establishes a standard for the significance and integrity of a successful and pivotal commercial property reflecting the history of the town.

Incorporate the following information to the extent that it relates to the significance of the property:

- specific events
- activities and uses
- influence of technology
- aspects of development
- common architectural styles or types
- construction materials and methods
- role of important persons or organizations
- cultural affiliations
- political organization
- social or cultural traditions
- trends in local or regional development
- patterns of physical development
- economic forces
- presence and condition of similar properties

The discussion of historic context should do several things:

- Explain the role of the property in relationship to broad historic trends, drawing on specific facts about the property and its community.
- Briefly describe the prehistory or history of the community where the property is located as it directly relates to the property. Highlight any notable events and patterns of development that affected the property's history, significance, and integrity.
- Explain the importance of the property in each area of significance by showing how the property is unique, outstanding, or strongly representative of an important historic context when compared with other properties of the same or similar period, characteristics, or associations.

For example, the statement for a residential historic district should discuss how the associations, architectural styles and types, and periods reflected by the district represent one or several important aspects of the historic

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development of the community, whether the community has a number of neighborhoods with the same or similar qualities, and how the district is unique or representative in comparison to other districts representing its theme and period.

Incorporate the facts needed to make the case for significance and integrity. Consult with the SHPO or FPO staff for help in determining how much and what kinds of information are needed. The site of a pivotal battle or a textbook example of a prominent architectural style usually requires less documentation than a property associated with a commonplace local event or exhibiting a vernacular building form about which little is written.

GUIDELINES FOR DEVELOPING HISTORIC CONTEXT

Identify and provide facts about one or more themes of history to which the property relates through its historic uses, activities, associations, and physical characteristics. These facts should be organized by theme, geographical place, and period of time. Facts may relate to other properties having similar associations or characteristics and existing in the same place and time.

PROPERTIES SIGNIFICANT FOR CRITERION 1

Explain how the **event or pattern of events** made an important contribution to the history of the community, or State, and how related types of properties reflect these events, for example, how the advent of the railroad affected the growth and character of a town in the late 19th century and is represented today by the 1870 depot. Explain why the **person with whom the property is associated** is important to the history of the community or, State. Identify also other properties associated with the person and explain their role in the career of the person, for example, how an author who depicted the people, events, and places of her region achieved statewide recognition and how a rustic mountain retreat and boarding house where she wrote and found inspiration are the surviving properties best associated with her life and career.

PROPERTIES SIGNIFICANT FOR CRITERION 2

Type or method of construction: Explain why the type, period or method of construction represents architectural features that are significant in the development of the community, State, or nation, for example, how a local variation of a split-log I-house represents a once common but now rare housing type of the early 19th century regionally and is a good example of its type.

Work of a master : Provide facts about the career and work of the artist, architect, engineer, or landscape architect to explain how the person was accomplished in his or her field and made contributions to the art, architecture, or landscape architecture of the community, State, or nation, for example, how an architect achieved recognition for his homes of wealthy merchants and produced a large number of middle and upper class residences in the late 1700s in a prosperous seaport.

High artistic values : Describe the quality of artistry or craftsmanship present in comparable works in the

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community, State, or nation, for example, how the elaborate hand-carved woodwork apparent in the public buildings and private homes of a rural county seat in a western State is the notable achievement of a local carpenter and his family over several generations.

PROPERTIES SIGNIFICANT FOR CRITERION 3

Explain why the **information the site is likely to yield** is important to the knowledge of the prehistory or history of the community, State, or nation, for example, how the data on hunting and gathering practices and technology of a Late Archaic culture will broaden the knowledge and understanding of the culture's occupation regionally.

PROPERTIES OF LOCAL SIGNIFICANCE

Identify the local events and activities relating to the property and discuss their importance to local history.

PROPERTIES OF STATE SIGNIFICANCE

Discuss how the property reflects the history of the State and the ways in which the property is one of the best of similarly associated properties in the State to represent the theme.

9. MAJOR BIBLIOGRAPHICAL REFERENCES

BIBLIOGRAPHY

Enter the primary and secondary sources used in documenting and evaluating this property on one or more continuation sheets. These include books, journal or magazine articles, interviews, oral history tapes, planning documents, historic resource studies or survey reports, census data, newspaper articles, deeds, wills, correspondence, business records, diaries, and other sources. Do not include general reference works unless they provide specific information about the property or have assisted in evaluating the property's significance.

Use a standard bibliographical style such as that found in *A Manual of Style* or *A Manual for Writers* by Kate L. Turabian, both published by the University of Chicago Press.

Lancaster, Clay. The American Bungalow, 1880-1930 . New York: Abbeville Press, 1985.

Page, Jane. Gustave Gustavsen: Architect and Craftsman. Texas Journal of Art 2 (June 1989): 113-25.

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Stickley, Gustave. Craftsman Homes: Architecture and Furnishings of the American Arts and Crafts Movement . 2nd ed. New York: Craftsman Publishing Company, 1909; reprint ed. New York: Dover Publications, 1979.

PRIMARY LOCATION OF ADDITIONAL DATA

Mark "x" in the box to indicate where most of the additional documentation about the property is stored. Enter the name of any repository other than the SHPO.

GUIDELINES FOR BIBLIOGRAPHICAL REFERENCES

- For **all printed materials**, list the author, full title, location and date of publication, and publisher.
 - For **articles**, list also the name, volume, and date of the journal or magazine.
 - For **unpublished manuscripts**, indicate where copies are available.
 - For **interviews**, include the date of the interview, name of the interviewer, name and title of the person interviewed, and the location where the tape or transcript is stored.
 - **Cite any established historic contexts** that have been used to evaluate the property. (Contact the SHPO for information about historic contexts that may be useful.)
-

10. GEOGRAPHICAL DATA

This section defines the location and extent of the property being nominated. It also explains why the boundaries were selected. Review the guidelines below before selecting boundaries and completing this information. For additional guidance, see *State Register Bulletin 21: How to Establish Boundaries for State Register Properties* and *State Register Bulletin 12: Definition of State Register Boundaries for Archeological Properties*.

GUIDELINES FOR SELECTING BOUNDARIES

ALL PROPERTIES

- Carefully select boundaries to encompass, but not to exceed, the full extent of the significant resources and land area making up the property.
- The area to be registered should be large enough to include all historic features of the property, but should not include "buffer zones" or acreage not directly contributing to the significance of the property.
- Leave out peripheral areas of the property that no longer retain integrity, due to subdivision, development, or other changes.
- "Donut holes" are not allowed. No area or resources within a set of boundaries may be excluded from listing in the State Register. Identify nonhistoric resources within the boundaries as noncontributing.
- Use the following features to mark the boundaries:

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1. Legally recorded boundary lines.
2. Natural topographic features, such as ridges, valleys, rivers, and forests.
3. Manmade features, such as stone walls; hedgerows; the curblines of highways, streets, and roads; areas of new construction.
4. For large properties, topographic features, contour lines, and section lines marked on USGS maps.

BUILDINGS, STRUCTURES AND OBJECTS

- Select boundaries that encompass the entire resource, with historic and contemporary additions. Include any surrounding land historically associated with the resource that retains its historic integrity and contributes to the property's historic significance.
- For **objects**, such as sculpture, and **structures**, such as ships, boats, and railroad cars and locomotives, the boundaries may be the land or water occupied by the resource without any surroundings.
- For **urban and suburban properties** that retain their historic boundaries and integrity, use the legally recorded parcel number or lot lines.
- Boundaries for **rural properties** may be based on:

1. A small parcel drawn to immediately encompass the significant resources, including outbuildings and associated setting, or
2. Acreage, including fields, forests, and open range, that was associated with the property historically and conveys the property's historic setting. (This area must have historic integrity and contribute to the property's historic significance.)

HISTORIC SITES

- For **historic sites**, select boundaries that encompass the area where the historic events took place. Include only portions of the site retaining historic integrity and documented to have been directly associated with the event.

HISTORIC AND ARCHITECTURAL DISTRICTS

- Select boundaries to encompass the single area of land containing the significant concentration of buildings, sites, structures, or objects making up the district. The district's significance and historic integrity should help determine the boundaries. Consider the following factors:

1. **Visual barriers** that mark a change in the historic character of the area or that break the continuity of the district, such as new construction, highways, or development of a different character.
2. **Visual changes** in the character of the area due to different architectural styles, types or periods, or to a

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decline in the concentration of contributing resources.

3. **Boundaries at a specific time** in history, such as the original city limits or the legally recorded boundaries of a housing subdivision, estate, or ranch.

4. **Clearly differentiated patterns** of historical development, such as commercial versus residential or industrial.

- A historic district may contain **discontiguous** elements only under the following circumstances:

1. **When visual continuity is not a factor** of historic significance, **when resources are geographically separate** , and **when the intervening space lacks significance** : for example, a cemetery located outside a rural village.

2. **When manmade resources are interconnected by natural features** that are excluded from the State Register listing: for example, a canal system that incorporates natural waterways.

3. **When a portion of a district has been separated by intervening development** or highway construction and when the separated portion has sufficient significance and integrity to meet the State Register criteria.

ARCHEOLOGICAL SITES AND DISTRICTS

- The selection of boundaries for archeological sites and districts depends primarily on the scale and horizontal extent of the significant features. A regional pattern or assemblage of remains, a location of repeated habitation, a location or a single habitation, or some other distribution of archeological evidence, all imply different spatial scales. Although it is not always possible to determine the boundaries of a site conclusively, a knowledge of local cultural history and related features such as site type can help predict the extent of a site. Consider the property's setting and physical characteristics along with the results of archeological survey to determine the most suitable approach.
- Obtain evidence through one or several of the following techniques:

1. **Subsurface testing** , including test excavations, core and auger borings, and observation of cut banks.

2. **Surface observation** of site features and materials that have been uncovered by plowing or other disturbance or that have remained on the surface since deposition.

3. **Observation of topographic or other natural features** that may or may not have been present during the period of significance.

4. **Observation of land alterations** subsequent to site formation that may have affected the integrity of the site.

5. **Study of historical or ethnographic documents** , such as maps and journals.

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- **If the techniques listed above cannot be applied** , set the boundaries by conservatively estimating the extent and location of the significant features. Thoroughly explain the basis for selecting the boundaries in the boundary justification.
- **If a portion of a known site cannot be tested** because access to the property has been denied by the owner, the boundaries may be drawn along the legal property lines of the portion that is accessible, provided that portion by itself has sufficient significance to meet the State Register criteria and the full extent of the site is unknown.
- Archeological districts may contain **discontiguous elements** under the following circumstances:

1. When one or several outlying sites has a direct relationship to the significance of the main portion of the district, through common cultural affiliation or as related elements of a pattern of land use, and
2. When the intervening space does not have known significant resources.

(Geographically separate sites not forming a discontiguous district may be nominated together as individual properties within a multiple property submission.)

ACREAGE OF PROPERTY

Enter the number of acres comprising the property in the blank. Acreage should be accurate to the nearest whole acre; fractions of acres to the nearest tenth should be recorded, if known. If the property is substantially smaller than one acre, "less than one acre" may be entered.

UTM REFERENCES

Enter one or more Universal Transverse Mercator (UTM) grid references to identify the exact location of the property. Enter only complete, unabbreviated references.

Please contact the SHPO for assistance if you cannot complete this portion of the form.

GUIDELINES FOR ENTERING UTM REFERENCES

- For **properties less than 10 acres**, enter the UTM reference for the point corresponding to the center of the property.
- For **properties of 10 or more acres**, enter three or more UTM references. The references should correspond to the vertices of a polygon drawn on the USGS map according the following steps:
 1. Draw a polygon of three or more sides on the USGS map that approximately encompasses the area to be registered.
 2. Label the vertices of the polygon numerically, beginning at the northwest corner and moving clockwise.

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3. Determine the UTM reference for the point corresponding to each vertex

4. Enter the references numerically on the form. Use a continuation sheet for additional references.

- For **linear properties of 10 or more acres**, such as a railroad, canal, highway, or trail, enter three or more UTM references. The references should correspond to points along a line drawn on the USGS map according to the following steps:
- If UTM references define the boundaries of the property, as well as indicate location, the polygon or line delineated by the references must correspond exactly with the property's boundaries.

VERBAL BOUNDARY DESCRIPTION

Describe the boundaries of the property on one or more continuation sheets. Use one of the following forms:

- A map may be substituted for a narrative verbal boundary description. Reference to the map should be made in the blank on the form.
- A legal parcel number.
- A block and lot number.
- A sequence of metes and bounds.
- Dimensions of a parcel of land fixed upon a given point such as the intersection of two streets, a natural feature, or a manmade structure.

The description must be **accurate** and **precise**.

GUIDELINES FOR VERBAL BOUNDARY DESCRIPTION

- **A map drawn to a scale of at least 1" = 200'** may be used in place of a verbal description. When using a map, note under the heading "verbal boundary description" that the boundaries are indicated on the accompanying base map. The map must clearly indicate the boundaries of the property in relationship to standing structures or natural or manmade features such as rivers, highways, or shorelines. Plat, local planning, or tax maps may be used. Maps must include the scale and a north arrow.
- To describe only a **portion of a city lot**, use fractions, dimensions, or other means.

The south 1/2 of Lot 36

The eastern 20 feet of Lot 57

- If **none of the options listed above are feasible**, describe the boundaries in a narrative using street names, property lines, geographical features, and other lines of convenience. Begin by defining a fixed reference point and proceed by describing the perimeter in an orderly sequence, incorporating both dimensions and direction. Draw boundaries that correspond to rights-of-way to one side or the other but not along the centerline.

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Beginning at a point on the east bank of the Lazy River and 60' south of the center of Maple Avenue, proceed east 150' along the rear property lines of 212-216 Maple Avenue to the west curblineline of Main Street. Then proceed north 150' along the west curblineline of Main Street, turning west for 50' along the rear property line of 217 Maple Avenue. Then proceed north 50' to the rear property line of 215 Maple Avenue, turning west for 100' to the east bank of the Lazy River. Then proceed south along the river bank to the point of origin.

- For **rural properties** where it is difficult to establish fixed reference points such as highways, roads, legal parcels of land, or tax parcels, refer to the section grid appearing on the USGS map if it corresponds to the actual boundaries.

NW 1/4, SE 1/4, NE 1/4, SW 1/4, Section 28, Township 35, Range 17

- For **rural properties less than one acre**, the description may be based on the dimensions of the property fixed upon a single point of reference.

The property is a rectangular parcel measuring 50 x 100 feet, whose northwest corner is 15 feet directly northwest of the northwest corner of the foundation of the barn and whose southeast corner is 15 feet directly southeast of the southeast corner of the foundation of the farmhouse.

- For **objects and structures**, such as sculpture, ships and boats, railroad locomotives or rolling stock, and aircraft, the description may refer to the extent or dimensions of the property and give its location.

The ship at permanent berth at Pier 56.

The statue whose boundaries form a circle with a radius of 17.5 feet centered on the statue located in Oak Hill Park.

BOUNDARY JUSTIFICATION

For all properties, provide a brief and concise explanation of the reasons for selecting the boundaries. The reasons should be based on the property's historic significance and integrity, and they should conform to the *Guidelines for Selecting Boundaries*, above.

The **complexity and length** of the justification depends on the nature of the property, the irregularity of the boundaries, and the methods used to determine the boundaries. For example, a city lot retaining its original property lines can be justified in a short sentence, while a paragraph may be needed where boundaries are very irregular, where large portions of historic acreage have been lost, or where a district's boundaries are ragged because of new construction. Properties with substantial acreage require more explanation than those confined to small city lots.

The boundary includes the farmhouse, outbuildings, fields, orchards, and forest that have historically been part of Meadowbrook Farm and that maintain historic integrity. That parcel of the original farm south of Highway 61 has been excluded because it has been subdivided and developed into a residential neighborhood.

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Boundaries for **archeological properties** often call for longer justifications, referring to the kinds of methodology employed, distribution of known sites, reliability of survey-based predictions, and amount of unsurveyed acreage.

The southern boundary of the site is established by the limit of cultural materials and features and roughly corresponds to a lowering in grade. The highest artifact densities recovered during surface collection were noted at the northern and western edges of the plowed field. By extrapolation, it is likely that the site extends into the wooded areas to the north and west. The western boundary is established by the railroad cut which corresponds roughly to the original terrace edge. The northern and eastern boundaries are set by the contour line marking an abrupt fall to the wetland.

For **discontiguous districts**, explain in the boundary justification how the property meets the conditions for a discontiguous district and how the boundaries were selected for each area.

11. FORM PREPARED BY

This section identifies the person who prepared the form and his or her affiliation. This person is responsible for the information contained in the form. The SHPO may contact this person if a question arises about the form or if additional information is needed.

In the blanks, enter the following information:

1. Name of the person who prepared the form.
 1. Professional title, if applicable.
 2. Organization with which preparer is affiliated, if applicable.
 3. Address.
 4. Daytime telephone number and e-mail address
 5. Date the form was completed.

Use a continuation sheet, if more space is needed.

ADDITIONAL DOCUMENTATION

Continuation Sheets

Use the State Register Continuation Sheet or a computer-generated form for additional entries and narrative items.

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GUIDELINES FOR CONTINUATION SHEETS

- On each sheet, enter the following information:

1. Section and page number in the blanks at the top of the form.

2. Name of the property, county, and State in the space to the right of the page number or at the upper left below the line.

3. A heading for each item with the corresponding information.

- Information for several sections may be placed on one continuation sheet. In this case, enter the section numbers at the top of the page. Enter the information numerically by section.
- Order pages in numerical sequence regardless of the section number. For example, ten sheets accompanying a form would be numbered "1" through "10."

MAPS

SKETCH MAP

Submit at least one detailed map or sketch map for districts and for properties containing a substantial number of sites, structures, or buildings. Plat books, insurance maps, bird's-eye views, district highway maps, and hand-drawn maps may be used. Sketch maps need not be drawn to a precise scale, unless they are also used in place of a boundary description.

GUIDELINES FOR SKETCH MAPS

- Maps should be drawn or printed on archival paper and folded to fit an archival folder approximately 8 1/2 by 11 inches. When submitting a large map that is not on archival paper, fold the map and submit it in an archival folder no larger than 8 1/2 by 11 inches.
- Display on one or several identical maps the following information:

1. Boundaries of the property, carefully delineated.

2. Names of streets, including those bordering the district.

3. Names of places, such as street addresses or parcel numbers that correspond to the description of resources in section 7.

4. Highway numbers.

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5. A north arrow (magnetic or true).
6. Approximate scale.
7. Buildings, sites, structures, and objects, keyed to the photographs and sections 7 and 8.
8. Land uses and natural features covering substantial acreage or having historic significance, such as forests, fields, orchards, rivers, lakes, and harbors.
10. Number and vantage point of each accompanying photograph.
 - Use coding, crosshatching, numbering, transparent overlays, or other graphic techniques to indicate the information. Do not use color because it can not be reproduced by microfilming or photocopying.
 - For **archeological sites and districts** , include the following additional items:
 1. Location and extent of disturbances, including previous excavations.
 2. Location of specific significant features and artifact loci.

PHOTOGRAPHS

Submit clear and descriptive photographs with each registration form. Photographs should give an honest visual representation of the historic integrity and significant features of the property. They should illustrate the qualities discussed in the description and statement of significance.

BASIC REQUIREMENTS

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. Photos can be taken digitally, as long as they are clear and at least 3 x 5". They should be numbered and arranged two to a letter-sized page with captions beneath.

BUILDINGS, STRUCTURES, AND OBJECTS

- Submit at least one view of *each* the principal elevation and the environment or setting in which the property is located.

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- Additions, alterations, intrusions, and dependencies should appear in the photographs.
- Include views of interiors (at least three), outbuildings, landscaping, or unusual details if the significance of the property is entirely or in part based on them. Be sure to caption all photos to identify the subject and location.

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.

An **alternative method of labelling** is to use a continuation sheet. To do this, label the photographs by name of property, city and State, and photograph number (items 1, 2, and 7). List the remaining information (items 3-6) on a continuation sheet, identifying the number of each photograph and each item. Information common to all photographs, such as the photographer's name or the location of negatives, may be listed once with a statement that it applies to all photographs.

USE OF STATE REGISTER PHOTOGRAPHS

By allowing a photograph to be submitted to the State Park Service with a State Register form, **photographers grant permission to the State Historic Preservation Office** to use the photograph for publication and other purposes, including duplication, display, distribution, study, publicity, and audio-visual presentations.

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ADDITIONAL ITEMS

In addition to the requirements described in this bulletin, SHPOs may require additional information not requested on the State Register form. Additional items may include a duplicate set of photographs for the State files, sketch maps, footnotes, or chain of title. This information may have a variety of purposes, including documentation for State registers.

All SHPOs will need the names and addresses of all property owners. This information is used to notify owners of the intended nomination of their property to the State Register and afterwards its listing. The SHPO or FPO may ask applicants to enter this information on the form, on continuation sheets, or in another form.

When there are any special circumstances, the SHPO will also submit the following items with the completed State Register form:

- Comments received from property owners, public officials, and the general public.

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