

How to Nominate a Property to the Durango Register of Historic Properties

COMPLETING THE NOMINATION FORM

Please type the form and complete each blank. Nomination forms are available in digital format.

Nomination forms and related materials are available on the City's website at

<http://durangogov.org/historicpreservation>. Please contact City staff prior to submitting a nomination.

SECTION I

NAME OF PROPERTY

The historic name is generally the name associated with the significance of the property. For a building this is usually the name of the original owner or builder, the original business, the original use or the most significant use of the property. Residences without a formal name are often referred to by the original owner or the most prominent owner (e.g., Charles Boettcher Mansion). Other names may reflect the property's history, ownership, or use. Therefore, it may be appropriate to list several names, including the current property name. For archaeological properties, it is important to list all the known names.

ADDRESS OF PROPERTY

Give the current street address of the property. In the case of archaeological or rural properties, give the names of the closest roads or highways, and the nearest city or town. To protect an archaeological site, you may place a check in the box if you do not want the property's location to be published.

PRESENT OWNER OF PROPERTY

Give the name, address, and phone number of the present owner(s) of the land and property. Attach a list of all owners in the case of multiple ownership of the nominated property.

OWNER CONSENT

While not required, it is highly recommended to secure the permission of the property owner prior to submitting a nomination. Please photocopy additional consent forms if necessary. All completed forms submitted must contain original signatures.

PREPARER OF NOMINATION

Give the name, address, and phone number of the person preparing the nomination. Enter the date the form was completed. Also include the name of the organization to which the preparer is affiliated, if applicable.

SECTION II

USE OF PROPERTY

Give all the past (historic) and current uses of the property.

ORIGINAL OWNER

Historical research is usually required to locate the name of the original owner of a property. The name may be found in an abstract included with the deed and title documents or may be found by tracing the chain of title. Other sources may be tax assessor records, local newspaper articles, city directories,

County property cards, or other public records. Indicate the name of the agency, document, or the name and date of the publication where the information was found.

DATE(S) OF CONSTRUCTION

Give the year the original construction was completed for buildings, structures, and objects. For districts, give a range of dates beginning with the earliest construction and ending when the majority of construction within the district was completed. Indicate the name of the agency, document, or the name and date of the publication where the information was found. For archaeological properties, include estimated dates of construction or use and indicate dating source(s).

ARCHITECT, BUILDER, ENGINEER, ARTIST OR DESIGNER

This information may be available at the local building department, tax assessor's office, water department or in local newspaper articles. Indicate the name of the agency, document, or the name and date of the publication where the information was found.

ARCHITECTURAL STYLE

List the architectural style or styles present on the property.

CULTURAL AFFILIATION

If the property or archaeological site represents a specific cultural group, and this is part of the significance of the property, please list which group or groups are represented.

OTHER HISTORIC DESIGNATIONS

List the type of historic designation and the date of listing.

LOCATIONAL STATUS

Indicate if a building or structure has been moved. If moved, provide the date of the move.

VERBAL BOUNDARY DESCRIPTION

Describe the proposed boundaries of the nominated property using one of the following formats:

- 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 human-made structure.

SECTION III

DESCRIPTION OF THE PROPERTY

Describe the present and original (if known) physical appearance of the nominated property, and to describe and date known alterations. Discuss the exterior and interior features of the building or structure, as well as the landscaping and the setting. For historic and archaeological sites, describe the features of the site and the setting. The Durango Register program is patterned on the National Register of Historic Places. You may find it helpful to look at the National Register instruction book for details and examples relevant to the Durango Register forms. Contact City staff if you have questions or need help with the property description.

HISTORICAL AND ARCHITECTURAL NOMINATIONS

Buildings, Structures and Objects

Describe the building or structure in a logical sequence. Begin with a brief overview of the setting. Then describe each building from the foundation up and from side to side around the exterior; work from the exterior to the interior. Clearly distinguish between the current and the original (if known) appearance of the property.

- Associated landscaping and environmental settings along with other historic or intrusive elements that are part of the nomination.
- General characteristics of the nominated property such as overall shape of plan; number of stories; construction materials; and roof shape.
- Specific features (placement of porches, windows, doors, chimneys and dormers).
- Important decorative elements.
- Major interior features (note any original features such as stairways, trim and molding, fireplaces and mantles, or lighting fixtures).
- Descriptions of all buildings on the property, both historic and recent construction. Briefly describe minor buildings and provide dates of construction. This includes garages, sheds, barns, privies, and other outbuildings.
- Alterations to the property over time. Describe and give the dates of all exterior changes and any significant interior changes to the building or structure. Changes include additions, removal of features (such as stairways, fireplaces, walls or porches), and changes in window or door sizes and placement. A restoration is considered an alteration even if an attempt has been made to restore the property to its historic form. It is often helpful to include a sketch of the property which shows original construction and subsequent alterations/additions.

Districts

When nominating a district for its architectural or historical significance, include the following information:

- General overall description of the natural and man-made elements of the district.
- Number of buildings, structures and/or objects in the historic district. For archaeological districts, give the number of sites and/or features.
- General description of the types, styles, and periods of architecture in the district. Include predominant construction materials.
- List of all buildings, regardless of age, with dates of construction and a short description of each. Key the buildings to a sketch map.

ARCHAEOLOGICAL NOMINATIONS

Archaeological Properties

The description for prehistoric or historic archaeological properties should include the following information:

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

- Site type, such as rockshelter, temporary camp, lithic workshop, rural homestead, or shoe factory.
- Prehistorically or historically important standing structures, buildings or ruins.
- Kinds and approximate number of features, artifacts, and ecofacts, such as hearths, projectile points, and faunal remains.
- Known or projected depth and extent of archaeological deposits.
- Known or projected dates for the period when the site was occupied or used, with supporting evidence. Vertical and horizontal distribution of features, artifacts, and ecofacts.
- Natural and cultural processes, such as flooding and refuse disposal, that have influenced the formation of the site.
- All buildings, structures, and objects within the site. Likely appearance of the site during the periods of occupation or use. Include comparisons with similar sites and districts that have assisted in description. Current and past impacts on or immediately around the property, such as modern development, vandalism, road construction, agriculture, soil erosion, or flooding.
- Previous investigations of the property, including: Archival or literature research; extent and purpose of any excavation, testing, mapping, or surface collection; dates of relevant research and field work. Identity of researchers and their institutional or organizational affiliation; and important bibliographic references.

Archaeological Districts

- 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.
- Type of district, such as an Ancestral Puebloan village with outlying sites, a group of quarry sites or a historic manufacturing complex.
- Cultural, historic, or other relationships among the sites that make the district a cohesive unit.
- Kinds and number of sites, structures, buildings, or objects that make up the district.
- Information on individual or representative sites and resources within the district (see Archaeological Properties above). 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.
- All buildings, structures, and objects within the district.
- 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.
- Identity of the persons, ethnic groups, or archaeological cultures who occupied or used the area encompassed by the district. Include comparisons with similar sites and districts that have assisted in identification.
- Likely appearance of the district during the periods of occupation or use. Include comparisons with similar sites and districts that have assisted in description.
- 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.
- Previous investigations of the property, including: Archival or literature research; extent and purpose of any excavation, testing, mapping, or surface collection; dates of relevant research and field work. Identity of researchers and their institutional or organizational affiliation; and important bibliographic references.

SECTION IV

SIGNIFICANCE OF THE PROPERTY

A property considered for nomination must meet one or more of the following criteria. Please check the appropriate criterion on the form. Remember that each criterion chosen must be justified in the Statement of Significance.

Historic Sites

Historic sites shall meet one or more of the following:

- a. Architectural.
 1. Exemplifies specific elements of an architectural style or period.
 2. Example of the work of an architect or builder who is recognized for expertise nationally, State-wide, regionally, or locally.
 3. Demonstrates superior craftsmanship or high artistic value.
 4. Represents an innovation in construction, materials, or design.
 5. Style particularly associated with Durango area.
 6. Represents a built environment of a group of people in an era of history.
 7. Pattern or grouping of elements representing at least one of the above criteria.
 8. Significant historic remodel.
- b. Social.
 1. Site of historic event that had an effect upon society.
 2. Exemplifies cultural, political, economic, or social heritage of the community.
 3. Association with a notable person or the work of a notable person.
- c. Geographic / Environmental.
 1. Enhances sense of identity of the community.
 2. Reflects an established and familiar natural setting or visual feature of the community.

Prehistoric and Historic Archaeological Sites

Prehistoric and historic archaeological sites shall meet one or more of the following:

- a. Architectural.
 1. Exhibits distinctive characteristics of a type, period or manner of construction.
 2. A unique example of structure.
- b. Social.
 1. Potential to make an important contribution to the knowledge of the area's history or prehistory.
 2. An association with an important event in the area's development.
 3. An association with a notable person(s) or the work of a notable person(s).
 4. A typical example/association with a particular ethnic group.
 5. A unique example of an event in Durango's history.
- c. Geographic / Environmental.

1. Geographically or regionally important. Buried human remains will be handled in as culturally sensitive and appropriate manner as possible.

Historic Integrity

Historic properties either retain integrity (i.e., convey their significance) or they do not. Within the concept of integrity, the Durango Register criteria recognize seven aspects or qualities that, in various combinations, define integrity. To retain historic integrity a property will always possess several, and usually most, of the aspects. The retention of specific aspects of integrity is paramount for a property to convey its significance.

Assessing Integrity in Properties

Remember, only after significance is fully established can you proceed to the issue of integrity. The steps in assessing integrity are:

- Define the essential physical features that must be present for a property to represent its significance;
- Determine whether the essential physical features are visible enough to convey their significance;
- Determine whether the property needs to be compared with similar properties;
- Determine, based on the significance and essential physical features, which aspects of integrity are particularly vital to the property being nominated and if they are present.

SIGNIFICANCE STATEMENT

Make the case for the property's significance. Additional information may be attached to the form but this information cannot serve as a substitute for providing a narrative justification of the property's significance on the nomination form. The narrative should be concise, factual, and well-organized. Be selective in the facts you present. Consider whether the facts really support the significance of the property. Focus only on those facts that help explain the property's role in history and that illustrate its significance. Be specific about dates and proper names of people and places. Begin with a summary paragraph that simply and clearly states the criteria and areas of significance met by the property and why these criteria apply.

BIBLIOGRAPHY

List the research sources used in documenting and evaluating the property and in preparing this form. Use a standard bibliographical style. For all printed materials, list the author, full title, publisher, location, and date of publication. For articles, include the name, volume, and/or date of the journal or magazine. For unpublished manuscripts, indicate where copies are available. For interviews, include the name of the person interviewed, the name of the interviewer, the date and location of the interview, and the location where the tape or transcript is stored.

SECTION V

PHOTO LOG

Prints produced from digital photographs submitted as official documentation must be accompanied by corresponding electronic image files. The size of each image should be 1600x1200 pixels at 300 ppi (pixels per inch) or larger.

The file name for each electronic image must correspond with the photo log included in the nomination. For example, the image files for the James Smith House would be saved as “Smith1.tif”, “Smith2.tif”, and so forth.

Guidelines for Photographic Coverage

Photographs should illustrate the qualities discussed in the description and statement of significance. Photographs should show historically significant features and also any alterations that have affected the property’s historic integrity. The necessary number of photographic views depends on the size and complexity of the property. Submit as many images as needed to depict the current condition and significant features of the property. A few photographs may be sufficient to document a single building or object. Larger, more complex properties and historic districts will require a number of photos. Prints of historic photographs may supplement photo documentation and be particularly useful in illustrating changes that have occurred or the lack of change over time.

Historic property

- Submit photographs showing all sides of each building or major feature and the setting in which the property is located.
- Additions, alterations, intrusions and dependencies should appear in the photographs.
- Include views of interiors, outbuildings, landscaping or unusual features if they contribute to the significance of the property.

Archaeological sites

- Submit photographs showing the condition of the site and any above-ground or surface features and disturbances.
- If relevant to the evaluation of significance, include drawings or photographs illustrating artifacts that have been removed from the site.
- At least one photograph must show the physical environment and topography of the site.

Historic districts

- Submit photographs showing major building types and styles, pivotal buildings and structures, and representative intrusive resources.
- Streetscapes and landscapes are recommended. Aerial views may also be useful. Views of significant topographic features and spatial elements should also be submitted.
- Views of individual buildings are not necessary if streetscape views clearly illustrate the significant historical and architectural qualities of the district.
- Key all photographs to the sketch map for the district.

Archaeological districts

- Submit photographs of the principal sites and site types within the district following the guidelines for archaeological sites.

SECTION VI

ADDITIONAL MATERIALS TO ACCOMPANY NOMINATION

The nomination may include additional information to support the case for significance or to illustrate the history of the property. Be aware that nominations are considered public record, so any submitted

materials will be available to the public. Information on archaeological sites will generally be restricted to property owners and qualified researchers in order to protect the site from looting and destruction.

OWNER CONSENT FORM

Please submit an owner consent form. A historic district nomination requires 51% of property owners to consent.

DIGITAL IMAGES

Electronic copies may be emailed to staff or submitted on a CD or jump drive.

SITE MAP

Site maps portray the location of property in relation to its surrounding context.

SKETCH MAP

Provide a sketch map showing the location of buildings and other features. The map may be hand drawn and need not be to scale, but should identify the following:

- The proposed nomination boundaries;
- The names of streets and places;
- All buildings, sites, structures and objects;
- Land use and natural features for rural areas (woods, orchards or bodies of water); and,
- A north arrow.
- If the nomination is for buildings, then a sketch plan of each floor is helpful.

OPTIONAL MATERIALS

You may submit any other information which might be helpful in considering the eligibility of the property. However, this material is not a substitute for providing the requested information on the nomination form.