

Alabama Register of Landmarks and Heritage Instructions for Completing an Application

1. NAME

Historic Name: Enter the original name of the property. The name should be associated with either the original resident/tenant or a resident/tenant during the historic period. The name should be one that will continue to be meaningful despite changes in occupancy or use.

Common Name: This is the name by which the property is commonly known.

2. LOCATION

Enter the number and street address. EXAMPLE: 469 Court Street

For properties with no standard address, give distance and direction from nearest town or crossroads. EXAMPLE: *2.7 miles north of U.S. Hwy 231 on Alabama Hwy 9*

If known, enter the USGS Quad map on which the property is located. Also indicate the Section, Township and Range.

3. OWNER OF PROPERTY

If known, provide information about the current property owner(s).

4. Person Applying for Historic Register Designation

Please provide your information if different from the property owner(s).

5. Geographical Data

If known, please provide the acreage of the property

6. Date of Construction

Please provide information about the date of construction.

7. Date(s) of Alterations

If known, provide information about the dates of any alterations that have occurred.

8. DESCRIPTION

Architect/Builder	If known, provide the name of the primary individual or firm responsible for designing & building the property.
Contractor	If known, indicate the name of the primary individual or company responsible for constructing the building.
Original Owner / Dates of Occupancy	If known, provide the original owner and the dates he/she occupied the property.
Subsequent Owners / Dates of Occupancy	If known, provide the subsequent owners and the dates he/she occupied the property.
Physical Condition	<p>Based on an inspection of the exterior, this refers solely to the physical condition of the building, not its architectural integrity or extent of alterations.</p> <p>Excellent: No visible repair work needed Good: Need for general maintenance Fair: In need of more than routine maintenance Poor: In need of major repairs Ruinous: Structural collapse</p>
Remaining Historic Fabric	<p>Indicate whether the building retains a High, Medium, or Low amount of its original historic fabric. This estimate, based on visual observation and/or archival research, includes materials, finishes, details, and any character-defining features.</p> <p>High=a majority of character-defining features are intact Medium= some alterations; most character-defining features are present Low=still recognizable as a historic building, but with major alterations (windows, siding, porch, etc.)</p>
Historic/Current Use	<p>Choices include: agriculture; commerce/trade; defense; education; government; healthcare; industry/processing; multiple dwelling; recreation/culture; religion; residence—farm; residence—non-farm; social; transportation; unknown;</p>
Number of Stories	Indicate the number of stories (vertical levels) in the building.

Historic construction material(s)	Enter the selection that best describes the type of material that was used to construct the building: brick; cast iron; concrete; glass; log; metal, stone; stucco, terra cotta; tile; wood-frame; other.
Current covering	Enter the selection that best describes the current, predominate type of materials that covers the exterior of the resource: asbestos; asphalt; brick; cast iron; concrete; glass; log; metal, stone; stucco, terra cotta; tile; vinyl, wood-frame; other.
Main roof configuration	Choose from the following: clipped gable/jerkinhead, conical, cross gable, flat, front gable, gable on hip, gambrel, hip, hip on gable, hip with cross gables, hip with double front gables, hip with triple front gables, mansard, monitor, multi-gable, pyramidal, round, sawtooth, shed, side gable, spraddle, and vaulted.
Roof finish material	Enter the selection that best describes the roof finish materials (i.e. asphalt, built-up, composite, metal, slate, tar, tile, wood, other or unknown).
Foundation material	Enter the selection that best describes the materials used to construct the foundation (i.e. brick, concrete block, poured concrete, stone, wood, other or unknown).
Window type and materials	Enter the selection that best describes the principal window type (i.e. awning, casement, double hung, fixed, hopper, and jalousie) and materials (i.e. metal, synthetic, and wood).
Interior Materials	Please include any details such as finishes, walls, ceiling, floors, etc.
Interior Details	Please include any interior details such as, stairs, fireplaces, mantels, doors, molding, built-in furniture, etc.
General Character and surroundings	Please include the how the property is characterized and how the surroundings appear, such as, rural, small town, commercial area, urban, etc.

9. HISTORY

Statement of Significance

The statement of significance is a concise, factual statement of the reason for nominating the property to the Alabama Register and should contain a chronological history of the property.

Using ***Researching and Documenting Old Buildings in Alabama***, carefully research the history of the property, its owners, and events associated with it. You should prepare a summary sheet of the information and submit it with the nomination. Photocopies of the documents are not necessary, although photocopies of early photographs or maps are helpful, particularly if the property being nominated is a building that has been altered. The written statement should be divided into two parts:

1. why the property is important and why it is it worthy of being nominated.
2. A chronological history of the property and its significant associations. 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.

The nomination should include the following data:

- a. Date of construction
- b. Name and significant historical data about the person or company for which the building was constructed, including dates of birth, death, and occupancy
- c. Names and data about subsequent significant owners
- d. If the building is significant for associations with an event or activity, include a description of the event or activity and relate it to the building.
- e. A discussion of the architectural significance of the building.
- f. Name of craftsmen or architects and references to other known buildings by these persons
- g. The sequence of changes to the building
- h. A short statement of the present or planned preservation efforts, or current threats to the property.

10. MAJOR BIBLIOGRAPHICAL REFERENCES

The bibliography should record all sources of information, including interviews. Correct bibliographical form must be used. Include name of author, title, publisher, place of publication, and date of publication. See ***Researching and Documenting Old Buildings in Alabama*** for examples.

11. FLOOR PLAN & SITE PLAN

The floor plan/site plan can be hand drawn or computer generated. Indicate on floor plan/site plan dates of additions or demolitions to the original building. Also give dates for any outbuildings (i.e., well houses, outhouse, barn, corn crib, storage facility, smokehouse, etc.) that are still standing on the property. If, however, when the house was originally built, it had one or more of these buildings that are no longer standing, indicate on the site map where these buildings were, when they were built, and when they were torn down.

12. MAP

Please attach a map of the property.

13. PHOTOGRAPHS

Digital images are the preferred image type with Alabama Register submissions. Digital pictures can be sent as prints or on a CD or DVD. Make sure images are clear and in focus, and well illuminated. If you cannot submit digital pictures, please send color photographs that are at least 4x6 in size.

We must have sufficient photographic representation of the nominated property. If there are additional outbuildings associated with the property, such as a garage, barn, etc., please provide images of **all** the buildings. For the main property, provide exterior images of all four sides of the building, views of the general setting, overall views of the property, close up images of the main entrances and notable historic features. On the interior, provide overall room views that show historic wall, ceiling, and floor material, original trim, original door and window hardware, historic light fixtures, original doors, mantels, and staircases.

If the property that is being nominated is not a building, please provide as many images of the property as possible that would provide us the most comprehensive view of the property's physical characteristics.

Please do not submit images of historic furnishings unless they are crucial to understanding the significance of the property.

14. REMINDER

Along with this completed application, include attachments for Items 11, 12, and 13 and send them to:

Alabama Historical Commission
Attn: Rebekah Reader
468 S. Perry Street
Montgomery, Alabama 36130-0900

For additional questions contact
Rebekah Reader at
334-230-2699 or Rebekah.Reader@ahc.alabama.gov