

# Alabama Register of Landmarks and Heritage Instructions for Completing the Nomination Form

## 1. Name of Property

---

**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.

If the property is listed in the Alabama Register, AHC staff will prepare a certificate indicating its listing that is signed by the Governor and AHC's Executive Director. Please select if you prefer the historic name or common name on the certificate.

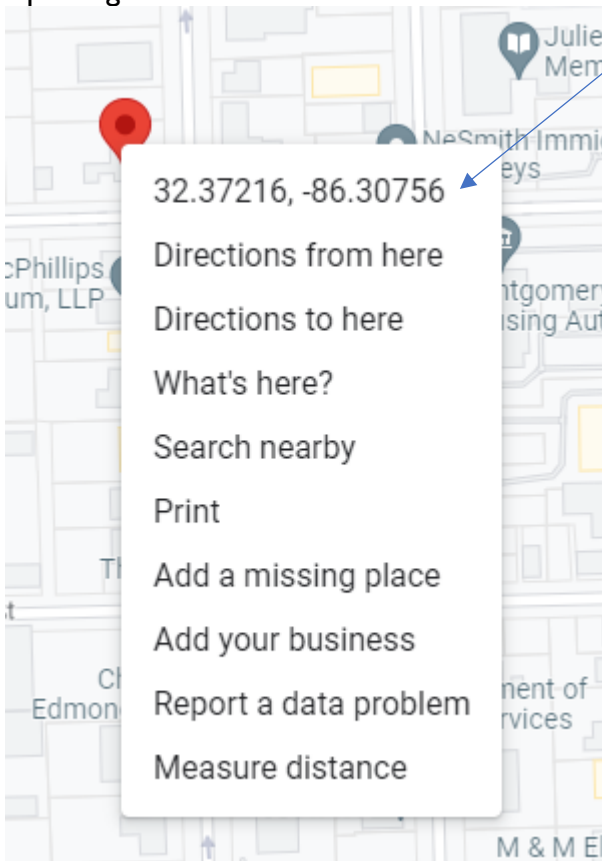
## 2. Location

---

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

Latitude and Longitude can be generated using [Google maps](#). Search for the address in Google Maps. Right click on the location to find the latitude and longitude.



### **3. Owner of Property**

---

If known, provide information about the current property owner(s). Property owner information may be available through a county tax assessor's website or GIS map.

### **4. Person Applying for Historic Register Designation**

---

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

### **5. Acreage of Nominated Property**

---

Provide the acreage of the property. Acreage may be available through a county tax assessor's website or [https://www.mapdevelopers.com/area\\_finder.php](https://www.mapdevelopers.com/area_finder.php).

#### **GUIDELINES FOR SELECTING BOUNDARIES**

Summarized from How to Complete the National Register Registration Form, p. 56

Select boundaries to encompass but not exceed the extent of the significant resources and land areas comprising the property. In urban settings this may be a city lot(s), rural settings may include a house, outbuildings, gardens and fields. This is not just the footprint of the building.

- Include all historic features of the property, including outbuildings, but do not include buffer zones or acreage not directly contributing to the significance of the property.
- Exclude peripheral areas that no longer retain integrity due to alterations in physical conditions or setting caused by human forces, such as development, or natural forces, such as erosion.
- Include small areas that are disturbed or lack significance when they are completely surrounded by eligible resources. "Donut holes" are not allowed.

Helpful websites:

- <https://app.regrid.com/us/a/#b=admin>
- [Drawing on Google Maps 1](#)
- [Drawing on Google Maps 2](#)

### **6. Date of Construction**

---

Provide information about the date of construction. Properties should be 40 years of age or older. Many counties now have property information available online through GIS maps produced by County Revenue Commissioners, which often includes construction dates. Perform a Google search: [Name of County] Online Property Maps.

Example: search for [Name of County] Online Property Maps.

*Note for churches: The date of construction is NOT the date the congregation was established, but rather the date of construction of the current, existing church building.*

## 7. Date(s) of Alterations

If known, provide information about the dates of any alterations that have occurred. This includes additions, renovations, new buildings on the property, etc.

## 8. Description

<b>Architect/Builder</b>	If known, provide the name of the primary individual or firm responsible for designing & building the property.
<b>Contractor</b>	If known, indicate the name of the primary individual or company responsible for constructing the building.
<b>Original Owner / Dates of Occupancy</b>	If known, provide the original owner and the dates he/she occupied the property.
<b>Subsequent Owners / Dates of Occupancy</b>	If known, provide the subsequent owners and the dates he/she occupied the property.
<b>Physical Condition</b>	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. 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
<b>Remaining Historic Materials &amp; Features</b>	Indicate whether the building retains a <b>High, Medium,</b> or <b>Low</b> amount of its original historic materials. This estimate, based on visual observation and/or archival research, includes materials, finishes, details, and any character-defining features. High: most historic materials/features are intact Medium: some alterations; most historic materials/features are present Low: still recognizable as a historic building, but with major alterations (windows, siding, porch, etc.)
<b>Historic/Current Use</b>	Choices include: agriculture; commerce/trade; defense; education; government; healthcare; industry/processing; multiple dwelling; recreation/culture; religion; residence—farm; residence—non-farm; social; transportation; unknown
<b>Number of Stories</b>	Indicate the number of stories (vertical levels) in the building.
<b>Historic construction material(s)</b>	Enter the selection that best describes the type of structural material that was used to construct the building: brick; cast iron; concrete; glass; log; metal; stone; stucco, terra cotta; tile; wood-frame; other.
<b>Current covering</b>	Enter the selection that best describes the <b>current, predominate</b> 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.
<b>Main roof configuration</b>	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.
<b>Roof finish material</b>	Enter the selection that best describes the roof finish materials (i.e. asphalt, built-up, composite, metal, slate, tar, tile, wood, other or unknown).
<b>Foundation material</b>	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).
<b>Window type and materials</b>	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).
<b>Interior Materials</b>	Include any details such as wall finishes (e.g. plaster, plank, beadboard), ceiling finishes (e.g. plaster plank, beadboard), floors (plank, tongue and groove, linoleum), etc.
<b>Interior Details</b>	Include any interior details such as, stairs, fireplaces, mantels, doors, molding, built-in furniture, etc.

## **9. Architectural Description**

Describe the architectural style or type, any significant features, and/or what makes the property unique, etc. Search the web for "architectural style guides in the South."

## **10. Setting**

Describe the setting and general surroundings around the historic property. Is it located in an urban setting or a rural area? What is the landscape like? Example: *The setting of the Mary Jenkins House is rural in character. The building is easily visible from both Hwy 14 and Parker Road and has a large, manicured garden to the south. The house is surrounded by large oak and pine trees to the north and east. The vicinity remains wooded and the area is still sparsely inhabited.*

## **11. Why should this property be listed in the Alabama Register?**

In a few concise and factual paragraphs, explain the history of the property and the reasons why it should be listed in the Alabama Register. The history should include how the property developed over time, how the property was historically and is currently used, information about the people who lived/worked there, and any significant events or activities that happened there. How does the history of this place fit within the history of the local community, county, and/or state? Include a chronological history of the property. 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. This should include the sequence of physical changes to the building (additions, changes in siding and window materials, remodeling, etc.) and surroundings.

### **Information that may be included:**

- Name and significant historical data about the person or company for which the building was constructed, including dates of birth, death, and occupancy
- Names and information about subsequent significant owners

- If the building is significant for associations with an event or activity from history (such as agriculture, commerce, transportation, etc.), include a description of the event or activity and relate it to the building
- A discussion of the architectural significance of the building.
- Name of craftsmen or architects and references to other known buildings by these persons.
- The sequence of physical changes to the building (additions, changes in siding and window materials, remodeling, etc.)
- A short statement of the present or planned preservation efforts, or current threats to the property.

Using the [Guide to Researching Old Buildings in Alabama](#), online resources, local libraries, Archives, historical societies, etc. carefully research the history of the property, its owners, and events associated with it. Although intended for use while completing National Register nominations, National Park Service [Bulletin 39](#) is a useful research tool for Researching a Historic Property.

## **12. Major Bibliographical References**

---

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

## **13. 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.

## **14. Maps**

---

Attach one map that shows the exact location of the property being nominated. Attach another map that shows the acreage boundaries.

Useful websites:

<https://app.regrid.com/us/a/#b=admin>

[Drawing on Google Maps 1](#)

[Drawing on Google Maps 2](#)

## **15. Photographs**

---

All photos (except for historic images) must accurately reflect the current appearance of the property AND must be less than two years old.

Photographs should capture each exterior elevation, remarkable interiors or details, and streetscapes. 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 materials, original trim, original door and window hardware, historic light fixtures, original doors, mantels, and staircases.

Photographs submitted as official documentation must be clear, in focus, well-composed, and provide an accurate visual representation of the property and its significant features. Photographs should show historically significant features and any alterations that have affected the property's historic integrity. Do not submit images of historic furnishings or people unless they are crucial to understanding the significance of the property.

The necessary number of photographs depends on the size and complexity of the property. Submit as many photographs as needed to depict the current condition and significant features of the property. A few photographs may be sufficient to document a single building. Larger, more complex properties will require more photos. A single building may be sufficiently documented with 10-15 photos. More complex properties might include up to 50 photos.

If there are additional outbuildings associated with the property, such as a garage, barn, etc., please provide images of all the buildings.

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

### **Submission Process**

Along with this completed application, include attachments for Items 11, 12, and 13.

The AHC prefers all nominations and all attachments be emailed to [Jada.Jones@ahc.alabama.gov](mailto:Jada.Jones@ahc.alabama.gov)

Applications can be mailed to:

Alabama Historical Commission  
Attn: Jada Jones  
468 S. Perry Street  
Montgomery, Alabama 36130-0900

For questions contact Jada Jones at 334-230-2444 / [Jada.Jones@ahc.alabama.gov](mailto:Jada.Jones@ahc.alabama.gov)

### **\*\*IMPORTANT NOTE\*\***

Beginning January 2, 2024, hard copies and emailed versions of the nomination form, maps, photographs, and all other supporting materials will no longer be accepted. Alabama Register nominations and all required documentation must be submitted electronically using the free online program [Submittable](#). Applicants will need to create a username and password to use the site. Specific information will be on our website in December.