



# N O M I N A T I O N I N S T R U C T I O N S

## Deadline: October 31, 2023

### 1. NAME

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Name of Property: 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.

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

### 2. LOCATION

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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

### 3. Date of Construction

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Please provide the date of construction.

### 4. Date(s) of Alterations

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

### 5. Website

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Please provide your website if you have one.

### 5. Historic Designation

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Please check if your property is listed. Historic register information can be found on our Historic Preservation Map at <https://ahc.alabama.gov/historicpreservationmap.aspx>

### 7. Property Owner Information

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Please provide the property owner information. Property Owner permission is required.

### 8. Nominator Information & Other Groups Involved with the Property

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Please provide your contact information if you do not own the property and any other associated groups involved.

## 9. Resource Type, Significance, and Threat

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Please check all that apply.

## 10. History

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Using our guide to [Researching and Documenting Old Buildings in Alabama](#), carefully research the history of the property, its owners, and events associated with it. You should include this information in the History section of 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 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 information:**

1. Name and significant historical information about the person, company, or public entity for which the building was constructed, including important dates for the occupancy of the structure, including names and information about subsequent owners.
2. If the building is significant for association with an event or activity, include a description of the event or activity and relate it to the building.
3. Information on the architectural significance of the building (if applicable).
4. Names of craftsmen and/or architects and references to other known buildings by these persons.
5. The sequence and dates of any alterations to the building.
6. Current use of the property.

## 11. Threat to the Property

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Please provide a description as to why this property is in peril. In great detail, please describe the nature and imminence of the threat to the property.

## **12. Project Efforts and Goals**

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Please identify any entities, organizations and/or individuals that have a goal to save the property and describe how they willing to work towards the preservation of the property

Also, what are your goals? What do you hope the outcome of being listed in Place in Peril will bring?

## **13. MAJOR BIBLIOGRAPHICAL REFERENCES**

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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.

## **14. Additional Materials**

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- Map - A map showing the location of the property. [www.google.com/maps](http://www.google.com/maps) is a helpful site.
- 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 building was originally constructed, 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.
- Photographs - Digital images are the preferred image type with Places in Peril 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**

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Along with this completed application, include the additional materials and send them to:

Alabama Historical Commission  
Attn: Paige Thomas  
468 S. Perry Street  
Montgomery, Alabama 36130-0900  
334-230-2644  
[Paige.Thomas@ahc.alabama.gov](mailto:Paige.Thomas@ahc.alabama.gov)

Please note, this nomination form works best with Adobe Acrobat Reader. You should download and save a copy of the nomination form to your computer to ensure your responses are saved in the form.