



State Historic Preservation Office

South Carolina Department of Archives and History
8301 Parklane Road | Columbia, SC | 29223
scdah.sc.gov

Supplemental Instructions for National Register Nominations

BEFORE YOU BEGIN

The South Carolina SHPO provides the following instructions and guidelines to supplement **(not replace)** [National Register Bulletin 16A: *How to Complete the National Register Registration Form* \(Revised 1997\)](#). *Complete instructions for the successful completion of a National Register nomination given in NR Bulletin 16A are **NOT** repeated here.* Rather, the intent of these instructions is to explain and update specific parts of the bulletin. This document is intended as an aid to preparers of National Register of Historic Places documentation in the state of South Carolina.

Familiarize yourself with the three concepts that are briefly outlined in the Introduction and Getting Started sections of NR Bulletin 16A (Pages 1-7): **Historic Significance, Historic Context, and Historic Integrity**. Together, these three terms comprise the core of the National Register program. The mere fact that a property is *old* does not mean that it is *historically significant*. In order to be listed in the National Register it will be necessary for the preparer to make the case for its significance. After a reader is done reading the National Register nomination, they should be able to answer the question, *why does this place matter?* You should be prepared to answer that question before you begin preparing the nomination.

RESOURCES

[NPS National Register Publications](#): The National Park Service (NPS) offers other National Register bulletins and other publications to help guide nomination preparers.

[NPS Sample List of National Register Nominations](#): It is often useful to consult previous nominations that have been successfully listed in the National Register. NPS provides a curated list of example nominations.

[South Carolina Historic Properties Record \(SCHPR\)](#): All National Register nominations in South Carolina are available online via SCHPR. Please contact [SHPO staff](#) for relevant sample nominations.

[Useful Resources for Researching Historic Properties](#): SHPO guide to potential research sources

[Submittal Requirements for National Register Nominations](#): SHPO checklist and review process steps

FILLING OUT THE NATIONAL REGISTER NOMINATION FORM

1. Name of Property (NR Bulletin 16A – Pages 8-9)

- If a property is named for the owner, then the name should, in most cases, reflect both the husband and wife who owned it (e.g. Chestnut, General James and Mary, House).
- Enter the name of any Multiple Property Listings of which the resource is a part. If a

property is not associated with a Multiple Property Listing then enter "N/A." For a partial listing of Multiple Property Listings in South Carolina, check the SHPO's list of [Historic Contexts/Survey Reports](#). NOTE: Multiple Property Listings are not nominations or historic districts, but historic contexts under which specific properties may be listed. If a property is part of a Multiple Property Listing then the Significance Statement (Section 8) should make reference to the context developed in that document.

2. Location (NR Bulletin 16A – Pages 10-11)

- Not for Publication is typically reserved for archeological sites. Enter "N/A" in this section if there is no reason to restrict the property information.
- For a district, enter either the inclusive street numbers or a general description of the boundaries on the "Street Number" line.

3. State/Federal Agency Certification: DO NOT FILL OUT

4. National Park Service Certification: DO NOT FILL OUT

5. Classification (NR Bulletin 16A – Pages 14-17)

- All buildings, structures, sites, and objects located within the properties boundaries that are substantial in size and scale should be counted. This means that outbuildings and ancillary structures (garages, hydrant houses, guard houses, bandstands, etc.), should be accounted for in both the resource count and the inventory in Section 7.
- Make sure that the resource count provided under Number of Resources within Property is accurate and consistent with the inventory of resources that is included in Section 7.
- Contributing resources are those that both date from the period of significance and add to the historic, architectural, and/or archeological significance of the property.
- The one exception to the above statement is in the case of a property that is located within the boundaries of a historic district and is individually eligible for listing in the National Register. In that case, the property is considered a contributing property to the historic district even if it does not date from the period of significance and/or is unrelated to the area(s) of significance for the district. See [Additional Guidance Addendum to the National Register Bulletin, How to Complete the National Register Registration Form](#) for more information.
- If there are not any previously listed resources then enter "N/A" on the line for "number of contributing resources previously listed in the National Register."

6. Function or Use (NR Bulletin 16A – Pages 18-23)

- Use only data categories provided in NR Bulletin 16A (Pages 20-23) for both current and historic uses.
- For properties undergoing rehabilitation, restoration, or adaptive reuse, enter "WORK IN PROGRESS."

7. Description (NR Bulletin 16A – Pages 24-34)

- Section 7 should be organized as an inventory, with all resources, contributing and non-contributing, described (exterior AND interior).
- For nominations that include multiple resources, label contributing resources with numbers, non-contributing resources with letters. Include a sketch map that labels all resources in accordance with the inventory.

- Describe, in narrative form, all elevations of all significant resources within the nominated boundary.
- It is very helpful to key your description to the photos that are referenced in the photo log (e.g. "The canopy is supported by masonry columns surfaced in stucco with brick bands around the base. Columns project through the flat roof and are stepped inward at the top (Photos 16 and 17).")

8. Statement of Significance (NR Bulletin 16A – Pages 35-51)

- Criteria and Criteria Considerations
 - For specific guidance on the National Register Criteria for Evaluation and Criteria Considerations, please see [National Register Bulletin 15: How to Apply the National Register Criterion for Evaluation](#).
 - The guidance in [NR Bulletin 32](#) and [NR Bulletin 36](#) should be utilized for properties nominated under Criterion B or Criterion D, respectively.
 - Do not check Criterion Considerations when they apply to only a small number of properties within a historic district.
 - When Criterion Consideration G applies, use the guidance provided in [NR Bulletin 22](#).
- Areas of Significance
 - Areas of Significance related to Labor History (strikes, labor organization, labor movements), Women's History, Gender History, LGBTQ History, Environmental History (how humans have shaped the environment and been shaped by it), etc., may fall under "Social History" or "Other."
- Period of Significance
 - Avoid using "circa" dates for the period of significance. For some resources, the date of construction or date of abandonment will be unknown. Make it clear in the narrative statement when that is the case, but strive to develop and justify a clearly defined period of significance.
- Significant Dates
 - 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.
 - Not all properties will have associated significant dates. If there are no significant dates, then enter "N/A"
 - It should be clear upon reading the narrative statement *why* the significant date(s) listed were included.
- Narrative Statement of Significance
 - To argue for the significance of the property, it will be necessary to consider how it compares to similar properties within the given context. In order to develop a comparative context, consider similar properties within the local, state, or national context. As the scope widens the scrutiny that a property

must withstand increases. **A vast majority of all properties listed in the National Register are listed at the local level of significance.**

- The summary paragraph should be a *single paragraph* outlining the argument(s) presented in the Narrative Statement. The reason(s) that the property meets the Criteria for Eligibility should be clearly stated. Also offer a brief explanation of the period of significance.
- Include a separate heading for each Criteria with a narrative argument supporting the area(s) of significance provided under each heading (e.g. Criterion A: Education). A mere collection of facts and dates is not an argument. They are necessary components of an argument, but they alone are not sufficient for making that argument.
- Please use the [Chicago Manual of Style](#) as the standard style guide for National Register nominations. Use footnotes to cite all sources and include page numbers. The [Purdue Online Writing Lab](#) provides a useful (and free) overview of Chicago Manual citation standards.

9. Major Bibliographical References (NR Bulletin 16A – Pages 52-53)

- Please use the Chicago Manual of Style (CMS) as reference for formatting the bibliography (see [CMS Citation Quick Guide](#) and/or [Purdue Online Writing Lab](#))
- See NPS [National Register FAQ](#) for how to cite previous National Register Nominations.
- **Previous Documentation on File (NPS)**
 - If a "Part I" tax application has been completed then please check "preliminary determination of individual listing (36 CFR 67) has been requested."
 - "Previously determined eligible by the National Register" only refers to a determination by the Keeper of the National Register, **not** the SHPO.

10. Geographical Data (NR Bulletin 16A – Pages 54-58)

- Acreage can typically be found in tax records. Acreage can also be estimated in Google Earth by creating a polygon that conforms to the property boundaries.
- Please provide coordinates in Latitude/Longitude format instead of, or in addition to, UTM references.

11. Additional Documentation (NR Bulletin 16A – Pages 59-65)

- Maps (**SEE BELOW FOR IMPORTANT UPDATES**)
 - A USGS topographical map is no longer required. A GIS Map is now required. [NPS GIS Map Guidance](#) is available. We will complete a GIS map for you if you are unable.
 - Please provide a county tax map and/or plat of the property.
 - All nominations should be accompanied by a sketch map that clearly shows the contributing and non-contributing resources within the nominated boundaries. Resources should be labeled according to the number/letter scheme used in the inventory of Section 7.
- Owner Information
 - Please provide complete information regarding the **property owner of record**.

This information must be accurate as it is used for mailings related to the required notification period. If you do not already know this information, it is available in most counties through the tax assessor's office.

- **Photographs (NR Bulletin 16A – Pages 63-65, SEE BELOW FOR IMPORTANT UPDATES)**
 - **Photographs must be submitted to the SHPO in color and as digital files (JPEGs or TIFFs).** Please see the [National Register Photo Policy Factsheet](#) for further information. Note: most cell phones now meet the camera requirements set in 2013.
 - Photographs should be labeled in the following manner: SC_County_Historic Name_0001 and numbers must correspond with the numbers provided in the Photo Log.
 - Any historic images should be labeled as figures and should be listed separately on the Photo Log under a heading for Index of Figures. Do not label historic images as photographs or include them along with contemporary photographs of the resource.

For instructions on submitting a completed draft nomination, please see the SC SHPO's [Submittal Requirements for National Register Nominations](#).

Revised November 2019