



**New York State Office of Parks,  
Recreation and Historic Preservation**

**Andrew M. Cuomo**  
Governor

**Rose Harvey**  
Commissioner

**To:** Owners of Historic Properties and Nomination Sponsors  
**From:** Ruth L. Pierpont, Deputy Commissioner for Historic Preservation

Thank you for your recent inquiry concerning the State and National Registers of Historic Places program in New York State, administered by the Field Services Bureau of the Office of Parks, Recreation and Historic Preservation (OPRHP), also known as the State Historic Preservation Office (SHPO). Established by the National Historic Preservation Act of 1966, the National Register of Historic Places is the official list of historic properties that have been recognized as significant in American history, architecture, archaeology, engineering, or culture. The Field Services Bureau also coordinates the parallel State Register program.

New York State continues to be a leader in the National Register program, with more than 5,000 listings, including approximately 90,000 properties.

The enclosed packet contains background information and application materials that must be completed in order to begin the nomination process. These include:

- Frequently Asked Questions About the State and National Registers of Historic Places
- “Where Do I Go From Here?” – The Nomination Process for the State and National Registers of Historic Places
- Application for State and National Register Nomination
- Historic Resource Inventory Form
- Statement of Owner Support

For more information about the National Register Program, contact our office or visit our website at [www.nysparks.com/shpo](http://www.nysparks.com/shpo) and select the “National Register” link. You can find out who your National Register representative is by visiting our website and selecting the “Contact” link or by calling 518-237-8643.

The State and National Registers of Historic Places are important tools for community planning efforts. In addition to being an honor, listing a community’s rich collection of historic and cultural resources has the potential to help advance a variety of community development and enhancement goals. We look forward to working with you in preserving New York State’s historic and cultural resources.



# NATIONAL REGISTER OF HISTORIC PLACES

## RECOGNIZING AND DOCUMENTING NEW YORK STATE'S RICH AND DIVERSE HERITAGE

**HISTORIC PROPERTIES ARE TANGIBLE LINKS WITH THE PAST THAT PROVIDE A SENSE OF IDENTITY AND INSPIRE PRIDE IN OUR HERITAGE. NEW YORK STATE CONTINUES TO BE A LEADER IN THE NATIONAL REGISTER PROGRAM, WITH MORE THAN 5,000 LISTINGS, INCLUDING APPROXIMATELY 90,000 PROPERTIES.**

### What is the National Register of Historic Places?

Established by the National Historic Preservation Act of 1966, the National Register of Historic Places is the official list of historic properties that have been recognized as significant in American history, architecture, archaeology, engineering, or culture. The Division for Historic Preservation in the Office of Parks, Recreation and Historic Preservation coordinates the National Register program in New York State, as well as the parallel State Register program.

### What qualifies a property for listing on the National Register?

There are five categories of historic properties that are eligible for listing on the National Register: buildings, sites, structures, objects, and districts.

**Buildings** are houses, churches, barns, railroad stations, theatres, schools, and factories.

**Sites** range from designed landscapes, such as parks and cemeteries, to archaeological sites.

**Structures** are bridges, fire towers, roadways, and ships.

**Objects** are often artistic in nature and can include outdoor sculptures, monuments, and fountains.

**Districts** are groupings of properties such as residential neighborhoods, commercial areas, and industrial complexes.

In order to qualify for listing properties must:

- be associated with events that have made a significant contribution to our history,
- **and/or** be associated with persons significant in our past,
- **and/or** clearly illustrate an architectural style, period, type, or method of construction,
- **and/or** yield information important in prehistory or history (archaeological sites).

In general, properties must retain the integrity of their historic location, design, setting, materials, workmanship, feeling, and association. Properties less than 50 years old are not usually considered eligible for National Register listing.

### What are the benefits of listing?

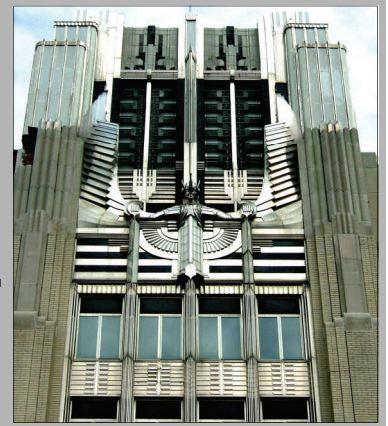
The National Register is a recognized and visible component of public and private land-use planning and promotes heritage tourism, economic development, and appreciation of historic resources. Benefits include:

#### Recognition

- Listing honors the property by recognizing its importance to its community, state, or the nation.
- Listing raises the community's awareness and pride in its past.

#### Economic Incentives

- Owners of historic *commercial* properties (e.g. office, industrial, rental residential) listed on the National Register may qualify for a preservation tax credit. The Tax



*Niagara Mohawk Building, Syracuse*



*Guaranty Building, Buffalo*



*Blast furnace, 1854, Tabanus, Essex County*



**DIVISION FOR HISTORIC PRESERVATION**

**NEW YORK STATE OFFICE OF PARKS, RECREATION AND HISTORIC PRESERVATION**

**WWW.NYSPARKS.COM/SHPO ♦ 518.237.8643**



*Abel-Bennett Historic District, Binghamton*



*Campbell-Whittlesey House, Rochester*



*Above: Waits Methodist Episcopal Church and Cemetery, Town of Omega, Tioga Co.*

*Below: WWII Army Tug LT-5*



Reform Act of 1986 allows a 20 percent federal tax credit for the substantial rehabilitation of income-producing historic properties. The work performed must meet federal preservation standards. NYS legislation also provides an additional state tax credit for income-producing properties and for rehabilitating owner-occupied homes in eligible census tracts.

- National Register listing is often a prerequisite for historic preservation grants and loans available through not-for-profit organizations, private foundations and government agencies.
- Not-for-profit organizations and municipalities that own registered properties are qualified to apply for New York State historic preservation matching grants.

#### Protection

- Properties listed on the National Register or determined eligible for listing receive protection and consideration in the planning of projects that involve state or federal funding, permits or licenses. State and federal agencies must consult with the Historic Preservation Field Services Bureau to avoid, minimize or mitigate adverse project effects.
- In New York State, the State Environmental Quality Review Act (SEQRA) provides additional protection to listed properties.

#### Are there any restrictions?

When private or local funds are used, and a project does not require state or federal permits or SEQRA reviews, listing on the National Register does not in any way interfere with a property owner's right to remodel, alter, manage, sell, or even demolish a property. If state or federal funding is used or a project requires a state or federal permit, project developers are required to consult with SHPO staff regarding the plans. The consultation process considers how historic resources may be impacted and considers whether there are alternative plans that will bring about the

desired results. National Register listing does not provide an absolute protection against any change to a property.

It is important to note that many municipalities have, at their discretion and for their own planning objectives, enacted local preservation ordinances that may provide further protection for historic properties.

#### What is the process for listing properties?

1. Sponsor contacts the Division for Historic Preservation for application and instructions;
2. Property is evaluated by National Register staff for eligibility;
3. If property is eligible, the sponsor prepares required nomination materials (description, history, photos, and maps) under guidance of National Register staff;
4. Nomination is reviewed by the New York State Board for Historic Preservation. The board's recommendation is forwarded for approval to the State Historic Preservation Officer, who is the NYS OPRHP Commissioner;
5. If approved, property is listed on State Register and forwarded to the National Park Service for approval and listing on the National Register.

#### For more information

The National Register website has detailed guidelines on criteria, how to prepare nominations, etc.:

[www.nps.gov/history/nr/](http://www.nps.gov/history/nr/)

National Park Service has online and printed publications on preservation topics, including technical issues: [www.nps.gov/history/hps/tps/topics/index.htm](http://www.nps.gov/history/hps/tps/topics/index.htm)

Or visit our website, listed below.

**National Register Unit**  
**Division for Historic Preservation**  
**NYS Office of Parks, Recreation & Historic Preservation**  
**Peebles Island, P.O. Box 189**  
**Waterford, NY 12188-0189**  
**518.237.8643 [www.nysparks.com/shpo](http://www.nysparks.com/shpo)**  
**[www.nysparks.com/shpo/national-register](http://www.nysparks.com/shpo/national-register)**

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## FIELD SERVICES BUREAU • DIVISION FOR HISTORIC PRESERVATION

### STATE AND NATIONAL REGISTERS OF HISTORIC PLACES PROGRAM

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#### ***Frequently Asked Questions about the State and National Registers of Historic Places in New York State***

***What are the State and National Registers of Historic Places?*** Administered by the State Historic Preservation Office (SHPO), which is part of the New York State Office of Parks, Recreation and Historic Preservation (OPRHP), the registers are the official lists of properties that are significant in history, architecture, engineering, landscape design, archeology and culture within local, state and/or national contexts. More than 90,000 historic properties in New York have received this prestigious recognition.

***What qualifies a property for listing on the registers?*** The registers criteria recognize the value of all aspects of New York's diverse culture. Properties must represent a significant historic theme (e.g., architecture, agriculture, industry, transportation) and retain sufficient integrity to illustrate their association with that theme -- specifically, properties must possess integrity of location, design, setting, materials, workmanship, feeling and association. Properties less than 50 years of age, with rare exceptions, are not considered eligible for listing.

***What kinds of properties can be included in the registers?*** Buildings and structures such as residences, churches, commercial buildings and bridges; sites such as cemeteries, landscapes and archaeological sites; districts or groups of buildings, structures or sites that are significant as a whole, such as farmsteads, residential neighborhoods, industrial complexes and cultural landscapes; and objects such as fountains and monuments.

***What is a historic district?*** A historic district is a group of buildings, structures, and sites related architecturally and/or historically and listed together on the State and National Registers. A district may include any number of properties.

***What is the process for listing a property on the registers?*** To begin, an application must be submitted to the State Historic Preservation Office for evaluation. If the property is determined eligible for listing, the nomination sponsor is responsible for providing documentation that describes the property's setting and physical characteristics, documents its history, conveys its significance in terms of its historic context and demonstrates how it meets the registers criteria. Once complete, the nomination is reviewed by the New York State Board for Historic Preservation. If the board recommends the nomination, the New York State Historic Preservation Officer (Commissioner of the Office of Parks, Recreation and Historic Preservation) lists the property on the State Register and forwards it to the National Park Service for review and listing on the National Register.

***Can an owner object to having his or her property listed on the registers?*** Yes. An individual privately owned property cannot be listed on the National Register over the objection of its owner. A district cannot be listed over the objection of a majority of owners. It is the policy of the SHPO to work closely with nomination sponsors and communities to provide information about the registers program and opportunities for comment.

***How long does it take to get a property listed?*** In New York State, the length of time required for the preparation and review of an individual nomination proposal typically varies from six to twelve months depending upon the promptness with which a complete nomination form can be prepared. Historic districts often require more time for preparation and public comment.

***What are the benefits of being listed on the registers?*** The State and National Registers are a recognized and visible component of public and private planning. The registers promote heritage tourism, economic development and appreciation of historic resources. Benefits include:

- Official recognition that a property is of significance to the nation, the state, or the local community.
- Listing raises the community's awareness and pride in its past.
- Listing is a requirement for participation in state and federal rehabilitation tax credit programs.
- Not-for-profit organizations and municipalities that own listed properties are eligible to apply for New York State historic preservation grants. Additional grants are available through other public and private sources which may also consider whether a property is listed.
- Properties that meet the criteria for registers listing receive a measure of protection from state and federal undertakings regardless of their listing status. State and federal agencies must consult with the SHPO to avoid, minimize or mitigate adverse effects to listed or eligible properties.

***Will State and National Registers listing restrict the use of a property?*** Listing on the registers does not interfere with a property owner's right to remodel, alter, paint, manage, sell, or even demolish a historic property, local zoning or ordinances notwithstanding. If state or federal funds are used or if a state or federal permit is required, proposed alterations will be reviewed by the SHPO staff – regardless of listing status.

***How can an owner get a State and National Registers plaque to display on his or her building?*** The State and National Registers program does not provide plaques. A list of manufacturers is available upon request.

***Must owners of listed buildings open their buildings to the public?*** No. There is absolutely no requirement to open registers listed properties to the public.

***Will a property owner be able to leave his property to his children or anyone else he/she wishes?*** Yes. Listing on the registers in no way affects the transfer of property from one owner to another.

***Will listing on the State and National Registers, either individually or in a historic district, affect local property taxes or zoning?*** No. Listing has no direct bearing on any of these local actions.

***How do the State and National Registers differ from local landmark designation?*** State and National Registers listing should not be confused with local landmark designation. Many communities have enacted local historic landmark ordinances that establish local commissions and review procedures for locally designated properties. These commissions are established and operated independently from the State and National Registers, although the goals are similar -- to protect and preserve properties important in our past.

***How does listing protect a building and its surroundings?*** The registers are a valuable tool in the planning of publicly funded, licensed or permitted projects. Government agencies are responsible for avoiding or reducing the effects of projects on properties that are eligible for or listed on the registers. Listing raises awareness of the significance of properties, helping to ensure that preservation issues are considered early and effectively in the planning process.

***Where can I find out more about the State and National Registers?*** For more information contact the Field Services Bureau at (518) 237-8643, visit our website at [www.nysparks.state.ny.us/shpo/register/index.htm](http://www.nysparks.state.ny.us/shpo/register/index.htm) or see the National Park Service website at [www.nps.gov/history/nr/](http://www.nps.gov/history/nr/).





## FIELD SERVICES BUREAU • DIVISION FOR HISTORIC PRESERVATION STATE AND NATIONAL REGISTERS OF HISTORIC PLACES PROGRAM

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### ***Where Do I Go From Here?***

#### **The Nomination Process for the New York State and National Registers of Historic Places**

Preparing a State and National Registers nomination is a cooperative effort between the sponsor -- most often the owner of the property -- and the Office of Parks, Recreation and Historic Preservation in its federally designated role as the State Historic Preservation Office (SHPO).

On request, SHPO will send a packet containing information about the State and National Registers and an application for assistance in preparing and processing the nomination. Completed applications will be reviewed by the SHPO staff assigned to your county.

With sufficient documentation, SHPO staff will make a preliminary determination of eligibility based on the State and National Registers criteria and will inform the sponsor either that SHPO supports the nomination or that the property does not appear eligible.

SHPO staff will usually request a site visit to gather additional information and to take photographs needed for review and for archival documentation. A site visit may also be needed to evaluate the property for State and National Registers eligibility.

The project sponsor and SHPO staff will gather any additional documentation needed and prepare a draft nomination for review by the State Board for Historic Preservation, also known as the State Review Board or SRB.

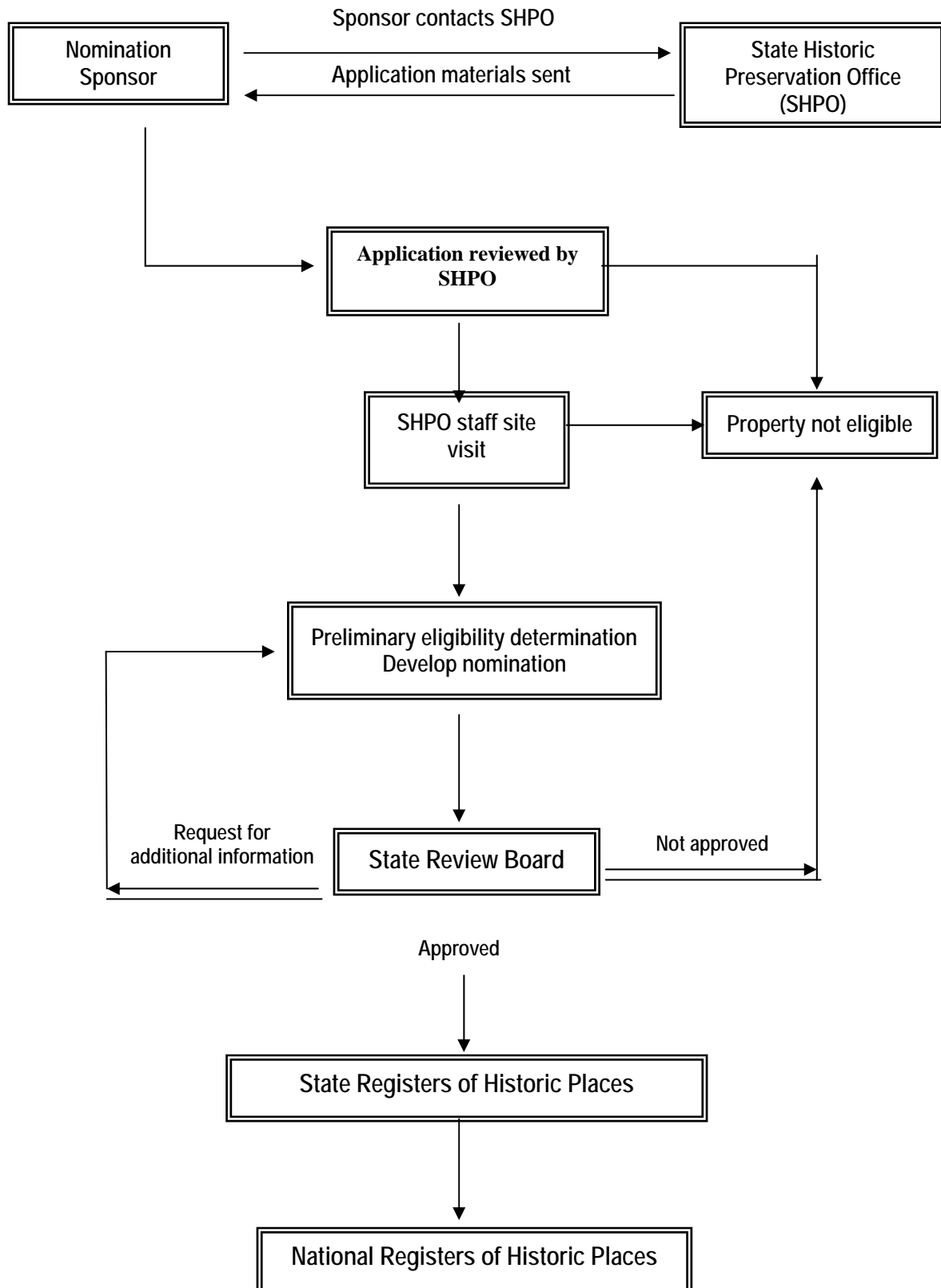
The level of participation by the project sponsor will vary based on the type and scale of the proposal, the resources available to the sponsor and the SHPO staff work load. Most often, a sponsor will provide a draft nomination form, background material and accompanying documentation that may be assembled and edited by SHPO staff. Some sponsors may be able to prepare nomination documents nearly ready for SRB review. Proposals for large or complex properties or for unusual property types may warrant the assistance of a preservation consultant in drafting the nomination. Sponsors should, at the least, be prepared to provide additional documentation and clarification during the preparation and review process, as questions arise.

The State Review Board meets quarterly to view presentations of each nominated property by SHPO staff. Approval by the SRB is a recommendation to the Commissioner of Parks, Recreation & Historic Preservation to list the property on the State Registers of Historic Places and to forward the nomination to the National Park Service (NPS) for listing on the National Registers of Historic Places.

The sponsor will be informed by letter that the nomination has been forwarded to the NPS and that the property has been listed on the State Register of Historic Places. A second notification will be mailed when we are informed that the property has been listed on the National Register of Historic Places.

The sponsor should expect the State and National Registers listing process to take 6-12 months, depending on staff schedules, sponsor participation and the completeness of the documentation provided. Complex nominations, such as for historic districts, multiple resources or unusual property types, will take longer.

**Please call (518) 237-8643 for the State and National Registers representative for your area**

**STATE AND NATIONAL REGISTER OF HISTORIC PLACES PROCESS**





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STATE AND NATIONAL REGISTERS OF HISTORIC PLACES PROGRAM

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**APPLICATION**  
**State and National Registers Nomination**

NAME AND STREET LOCATION (e.g. "John Smith House, 125 Main St", "Main Street Historic District, Main-Church-court-Broad Streets"):

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Municipality and County: \_\_\_\_\_

TYPE OF NOMINATION

☐ Building      ☐ Structure      ☐ District      ☐ Site  
(e.g. single house)      (e.g. bridge or dam)      (multiple buildings)      (historic landscape; archaeological property)

☐ Multiple Property nomination (involving one or more categories of historic properties components above)

APPLICANT:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: Day \_\_\_\_\_ Evening \_\_\_\_\_

E-mail: \_\_\_\_\_

**Does owner support nomination?** ☐ **yes** ☐ **no**

OWNER (if different from applicant):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

OTHER CONTACT, IF ANY (Preservation consultant or other project contact, **not** OPRHP staff):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

*(please also complete the reverse side)*

### NOMINATION PRIORITIES

Please check the goals that are relevant to your proposal and provide a brief explanation of any goal and/or add any additional comments you would care to make. Use additional sheets if necessary.

#### GOALS OF NOMINATION PROPOSALS THAT PROMOTE ECONOMIC REVITALIZATION

- ☐ State and Federal investment tax credit projects
- ☐ Main Street projects
- ☐ Public and not-for-profit grant projects
- ☐ Heritage tourism and recreation enhancement projects
- ☐ Projects that will use historic preservation as a marketing tool

#### GOALS OF NOMINATION PROPOSALS THAT GENERATE BROAD PUBLIC SUPPORT

- ☐ Projects sponsored by certified local governments (CLGs)
- ☐ Projects sponsored by other municipalities
- ☐ Projects sponsored by community organizations
- ☐ Projects benefitting from widespread citizen participation

#### GOALS OF NOMINATION PROPOSALS THAT CONTRIBUTE TO PLANNING AND EDUCATION

- ☐ Multiple property nominations that result from comprehensive surveys
- ☐ Historic district nominations that result from surveys
- ☐ Projects that provide recognition to properties that are currently under-represented in the State and National Registers
- ☐ Projects that foster pride in community history
- ☐ Projects that foster awareness of historic properties
- ☐ Projects that can be incorporated into local school curricula

OTHER REASONS/GOALS:

**Note:** *This form should be submitted along with the Statement of Owner Support and the Historic Resource Inventory forms.*

*Revised 9/09*





# HISTORIC RESOURCE INVENTORY FORM

OFFICE USE ONLY

USN: \_\_\_\_\_

## IDENTIFICATION

Property name(if any) \_\_\_\_\_

Address or Street Location \_\_\_\_\_

County \_\_\_\_\_ Town/City \_\_\_\_\_ Village/Hamlet: \_\_\_\_\_

Owner \_\_\_\_\_ Address \_\_\_\_\_

Original use \_\_\_\_\_ Current use \_\_\_\_\_

Architect/Builder, if known \_\_\_\_\_ Date of construction, if known \_\_\_\_\_

## DESCRIPTION

Materials -- please check those materials that are visible

Exterior Walls: ☐ wood clapboard ☐ wood shingle ☐ vertical boards ☐ plywood  
☐ stone ☐ brick ☐ poured concrete ☐ concrete block  
☐ vinyl siding ☐ aluminum siding ☐ cement-asbestos ☐ other: \_\_\_\_\_

Roof: ☐ asphalt, shingle ☐ asphalt, roll ☐ wood shingle ☐ metal ☐ slate

Foundation: ☐ stone ☐ brick ☐ poured concrete ☐ concrete block

Other materials and their location: \_\_\_\_\_

Alterations, if known: \_\_\_\_\_ Date: \_\_\_\_\_

Condition: ☐ excellent ☐ good ☐ fair ☐ deteriorated

Explain: \_\_\_\_\_

## ATTACHMENTS

### **Photos**

Provide several clear, original photographs of the property proposed for nomination. Submitted views should represent the property as a whole. For buildings or structures, this includes exterior and interior views, general setting, outbuildings and landscape features.

Please staple one photograph providing a complete view of the structure or property to the front of this sheet. Additional views should be submitted in a separate envelope or stapled to a continuation sheet.

### **Maps**

Attach a printed or drawn map indicating the location of the property in relation to streets, intersections or other widely recognized features so that the property can be accurately positioned. Show a north arrow. Include a scale or estimate distances where possible.

Prepared by: \_\_\_\_\_ Address \_\_\_\_\_

Telephone: \_\_\_\_\_ Email \_\_\_\_\_ Date \_\_\_\_\_

(Continued on reverse)

**PLEASE PROVIDE THE FOLLOWING INFORMATION**

**Narrative Description of Property:** Briefly describe the property and its setting. Include a verbal description of the location (e.g., north side of NY 17, west of Jones Road); a general description of the building, structure or feature including such items as architectural style (if known), number of stories, type and shape of roof (flat, gabled, mansard, shed or other), materials and landscape features. Identify and describe any associated buildings, structures or features on the property, such as garages, silos, privies, pools, gravesites. Identify any known exterior and interior alterations such as additions, replacement windows, aluminum or vinyl siding or changes in plan. Include dates of construction and alteration, if known. Attach additional sheets as needed.

**Narrative Description of Significance:** Briefly describe those characteristics by which this property may be considered historically significant. Significance may include, but is not limited to, a structure being an intact representative of an architectural or engineering type or style (e.g., Gothic Revival style cottage, Pratt through-truss bridge); association with historic events or broad patterns of local, state or national history (e.g., a cotton mill from a period of growth in local industry, a seaside cottage representing a locale's history as a resort community, a structure associated with activities of the "underground railroad."); or by association with persons or organizations significant at a local, state or national level. Simply put, why is this property important to you and the community. Attach additional sheets as needed.

*Revised 9/09*





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**STATEMENT OF OWNER SUPPORT**

Before an individual nomination proposal will be reviewed or nominated, the owner(s) of record must sign and date the following statement:

I, \_\_\_\_\_, am the owner of the property at  
(print or type owner name)

\_\_\_\_\_  
(street number and name, city, village or town, state of nominated property)

I support its consideration and inclusion in the State and National Registers of Historic Places.

\_\_\_\_\_  
(signature and date)

Mailing Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Revised 9/09*