

# Ohio Historic Preservation Office



## National Register of Historic Places Preliminary Questionnaire

This questionnaire is designed to help us help you determine whether a property is likely to be eligible for listing in the National Register of Historic Places. To list archaeological sites in the National Register, contact the Archaeology Survey and Data Manager at the Ohio Historic Preservation Office, (614) 298-2000. For all other properties, complete steps 1-7, and then return this form to the Ohio Historic Preservation Office.

### Step 1: Answer These Questions

Is your property at least 50 years old?

Yes     No

Does it still have historical integrity (important aspects of its original appearance and character)?

Yes     No

Is it significant in local, state, or national history?

Yes     No

If your answer to one or more of the above questions is no, the property is unlikely to be eligible for listing on the National Register of Historic Places, and you do not need to fill out the rest of this form.

If you answered yes to all three questions, go to Step 2.

### Step 2: Tell Us About The Property

1. In what county is it located?

2. What is the property's address?

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

3. What is the name and address of the owner?

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

4. If you're not the owner, have you been in contact with the owner?

Step 2 Continued:

5. Briefly describe the structure(s).

6. Draw the floor plan.



First Floor



Second Floor or Typical Upper Floor

**Step 3: Pick One or more Reasons Why the Property Should Be Listed on the National Register – A, B, C, or D. Answer the Questions In That Box, Then Go On to Step 4**

A property can be listed on the National Register of Historic Places for one of four reasons or criteria. Of the following criteria – A, B, C, or D – which one best describes the property? Complete the questions inside one of the boxes (A, B, C, or D) then go on to Step 4.

Criterion      **The property is associated with events that have made a significant contribution to the broad patterns of our history.**

**A**

**Example: A building that played an important role in the history of transportation in your community.**

Who built the property?

What was its original function?

How is its history associated with major historical developments in the community?

How did the pattern of events associated with the property contribute to the development of the community?

*Go to Step 4*

or  
Criterion

**The property is associated with the life of a person or people important in our past at the local, state, or national level.**

**B**

**Example: The only remaining house of the founder of a company important in your community.**

With what important person or people is this property associated?

### Step 3 Continued:

What makes this person or these people important in local, state, or national history?

During what time period did this person or these people gain importance?

What was the property's association with this person or these people during this time period? (examples: home, business, school, etc.)

*Go to Step 4*

or  
Criterion

**C**

**The property has the distinctive characteristics of a type, period, or method of construction, represents the work of a master, possesses high artistic values, or represents a significant and distinguishable entity whose components may lack individual distinction (e.g. a historic district).**

**Example: The only example of a Gothic Revival style house.**

What architectural style, building type or method of construction does the property represent?

What are the distinctive features of the property that are associated with this architectural style, building type, or method of construction?

*Go to Step 4*

### Step 3 Continued:

or  
Criterion

**The property has yielded, or may be likely to yield, information important in prehistory or history. This criterion typically applies to archaeological sites.**

**D**

**Example: An archaeological site that offers information about the lifeways of previous cultures.**

In order to list archaeological sites in the National Register, contract the Archaeological Manager at the Ohio Historic Preservation Office, (614) 298-2000

*Go to Step 4*

### Step 4: Tell Us About The Property's History

1. How many structures are there on the property? When, to the best of your knowledge, was each one built?
2. What changes have been made to the building(s), and, if you know, when did they occur? (examples: additions, new windows, siding, roof, etc.)
3. What are the names of the original and subsequent people or business(es) that occupied the property? Include the dates when they occupied the property, if you know.
4. If the property represents the work of an architect, builder, designer, or artist, whose work is it?

## **Step 4 Continued:**

5. Where have you found historical information about this property? (examples: city or county records, newspaper articles, books, etc.)

## **Step 5: Answer These Questions About the Property's Condition**

1. Is the property on its original site?
2. What are the important features of its setting? Are they intact?
3. What major historic materials does the property retain? (examples: wood siding, slate shingles, decorative trim)
4. Have any major historic materials been removed or covered with asbestos, aluminum, or vinyl siding?
5. Does the property retain the major features of its design and function such as the basic shape, room arrangements, and window and door openings?

## **Step 6: Take These Photos**

Enclose the following photos of the property as it looks today. Recent color snapshots are fine.

### **Outside**

- Front
- Sides
- Back

### **Inside If Assessable**

- Pictures of the main rooms or public spaces, such as the Hall, Living Room, Dining Room, Lobby, Ballroom, Auditorium, Classroom, etc.

### Old Photographs

If you have photographs that show how this property looked at an earlier time, sending photocopies may help us better advise you on its National Register eligibility. Please do not send original historic photos.

Additional photos may help us better help you. If the property has any of the following features, or other features you think are interesting, consider sending photos of them, as well:

- |   |   |
|---|---|
| <input type="checkbox"/> Front Door and Door Frame    | <input type="checkbox"/> Ornamental Plaster     |
| <input type="checkbox"/> Window and Window Frame      | <input type="checkbox"/> Old Lighting Fixtures  |
| <input type="checkbox"/> Ornamental Details           | <input type="checkbox"/> Vintage Equipment      |
| <input type="checkbox"/> Cornerstone                  | <input type="checkbox"/> Tower, Steeple, Dome   |
| <input type="checkbox"/> Stained Glass                | <input type="checkbox"/> Old or New Alterations |
| <input type="checkbox"/> Barns, Stables, Outbuildings | <input type="checkbox"/> Staircases             |
| <input type="checkbox"/> Iron, Wire, or Wooden Fences | <input type="checkbox"/> Mantels                |
| <input type="checkbox"/> Gardens, Terraces, Setting   | <input type="checkbox"/> Fine Woodwork          |

### Step 7: Send Us Your Completed Questionnaire

**Please do not put questionnaire in folder or binder**

**Ohio Historic Preservation Office  
567 East Hudson Street  
Columbus, OH 43211-1030**

After looking over your questionnaire, we'll contact you to let you know whether the property appears to be eligible for the National Register or not. Please give us the address at which you'd like to be contacted:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ FAX (\_\_\_\_) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_