



HOW TO COMPLETE A DC STATE HISTORIC PRESERVATION OFFICE DETERMINATION OF ELIGIBILITY (DOE) FORM

PROPERTY INFORMATION

- Property Name:** List the preferred name first, followed by any known historical names.
- Street Address(es):** Please provide complete addresses, including the appropriate quadrant of the City (e.g. NW, SE etc.) and zip code.
- Square(s) and Lot(s):** Square and Lot numbers can be obtained by entering the relevant address into the website available at <http://propertyquest.dc.gov/>
- Property Owner(s):** The current property owner should be listed first. If numerous property owners are known, they should be included in the property description section.

The property/properties is/are being evaluated for potential historical significance as/for:

Review the options provided, select the description that most accurately relates to the property being evaluated and check the box to the left of the selected description (see instruction below). Please be certain to type the requested information (e.g. name of historic district to which the subject property may contribute, the type of object being evaluated etc.) immediately to the right of the selected description. If any of the requested information is unknown, please contact the DC State Historic Preservation Office (DC SHPO) directly by using the contact information listed at the bottom of this document.

- An individual building or structure.
- A contributing element of a historic district (specify):
- A possible expansion of a historic district (specify):
- A previously unevaluated historic district to be known as (specify):
- An archaeological resource with site number(s) (specify):
- An object (e.g. statue, stone marker etc.) (specify):
- A new multiple property/thematic study regarding (specify):
- Association with a multiple property/thematic study (specify):
- Other (specify):

To check the box in Microsoft Word, simply double click the desired box and change the “Default Value” to “Checked” as show below.

The screenshot shows the 'Check Box Form Field Options' dialog box in Microsoft Word. The 'Default value' section has 'Checked' selected, indicated by a red arrow. The background shows the DOE form with various checkboxes and text fields.

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Description, rationale for determination, photos and other pertinent information:

First of all, please insert a digital photograph which illustrates the property being evaluated. If multiple properties are being evaluated, a representative photograph will suffice.

Secondly, this section should not contain information about the Section 106 undertaking for which the DOE is being prepared since the determination of eligibility must be made without being biased by circumstances relating to the proposed project. Instead, include specific facts about the subject property including a physical description, evaluation of integrity, architectural style, date(s) of construction, materials used, name of architect, archaeological time period and/or culture, types of artifacts or features present, summary of how the property may have been altered over time, associated significant historical events or persons, summary of any previous evaluations and all other relevant information. Current and historical digital images of the property, maps, drawings, plans and related subjects are highly encouraged and should be incorporated directly into this section, preferably adjacent to the areas where the text refers to them. Please provide descriptions (e.g. north façade, etc.) and specific/approximate dates for images.

This section must also include a narrative historical context and specific statements as to how and why the subject property meets or does not meet each of the National Register Criteria, any applicable Criteria Considerations and an explanation of how the property does, or does not retain integrity (information on the Criteria, Considerations and Integrity is provided below). The amount of text should relate to how much relevant information is known and how much is necessary to properly evaluate the property for National Register eligibility within its historical context. If the property is not being evaluated for archaeological significance, please specifically state that it is not being evaluated under Criterion D.

PREPARER'S DETERMINATION

Check the appropriate boxes in this section and enter the requested information about the person who prepared the form. Additional contact information such as an address, phone number and email address is encouraged. Please remember to enter the date the form was prepared.

Eligibility Recommended <input type="checkbox"/>	Eligibility Not Recommended <input type="checkbox"/>		
Applicable National Register Criteria: A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/>		Applicable Considerations: A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G <input type="checkbox"/>	
Prepared By: (specify Name, Title & Organization): _____			
Date: _____			

DC SHPO REVIEW AND COMMENTS

This section is for use by the DC State Historic Preservation Office only:

Concurs with Recommendation <input type="checkbox"/>	Does Not Concur with Recommendation <input type="checkbox"/>
<input type="text"/>	
<input type="text"/>	
Reviewed By (specify): _____	Date: _____
DC Government Project/Permit Project Log Number (if applicable): _____	

INSTRUCTIONS FOR PROCESSING COMPLETED DOE FORMS

Once complete, the draft DOE form should be sent *electronically* to andrew.lewis@dc.gov **IN MICROSOFT WORD FORMAT**. Please type “DOE Form” and the name of the property in the subject line of the email. If the file is too large to submit via regular email, please submit it using the “drop box” indicated below or mail the file on a compact disc to the address below. The DC SHPO may also request paper copies of the forms if a large number of properties are being evaluated or for other reasons. The DC SHPO will enter its comments (if any) and return the DOE for revision until the document is finalized. Once complete, a final “pdf” version of the DOE will be returned to the sender. Additional information about the DC SHPO can be found at: www.planning.dc.gov/historicpreservation

DC Office of Planning
Historic Preservation Office
1100 4th Street, SW, Suite E650
Washington, DC 20024
202-442-7600

Drop Box: <https://www.hightail.com/u/DCArchaeology>

NATIONAL REGISTER CRITERIA FOR EVALUATION

CRITERIA FOR EVALUATION (http://www.nps.gov/nr/publications/bulletins/nrb15/nrb15_2.htm)

The quality of significance in American history, architecture, archeology, engineering, and culture is present in districts, sites, buildings, structures, and objects that possess integrity of location, design, setting, materials, workmanship, feeling, and association, and:

- A. That are associated with events that have made a significant contribution to the broad patterns of our history; or
- B. That are associated with the lives of significant persons in or past; or
- C. That embody the distinctive characteristics of a type, period, or method of construction, or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; or
- D. That have yielded or may be likely to yield, information important in history or prehistory.

Criteria Considerations

Ordinarily cemeteries, birthplaces, graves of historical figures, properties owned by religious institutions or used for religious purposes, structures that have been moved from their original locations, reconstructed historic buildings, properties primarily commemorative in nature, and properties that have achieved significance within the past 50 years shall not be considered eligible for the National Register. However, such properties *will qualify* if they are integral parts of districts that do meet the criteria or if they fall within the following categories:

- a. A religious property deriving primary significance from architectural or artistic distinction or historical importance; or

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b. A building or structure removed from its original location but which is primarily significant for architectural value, or which is the surviving structure most importantly associated with a historic person or event; or

c. A birthplace or grave of a historical figure of outstanding importance if there is no appropriate site or building associated with his or her productive life; or

d. A cemetery that derives its primary importance from graves of persons of transcendent importance, from age, from distinctive design features, or from association with historic events; or

e. A reconstructed building when accurately executed in a suitable environment and presented in a dignified manner as part of a restoration master plan, and when no other building or structure with the same association has survived; or

f. A property primarily commemorative in intent if design, age, tradition, or symbolic value has invested it with its own exceptional significance; or

g. A property achieving significance within the past 50 years if it is of exceptional importance.

INTEGRITY (http://www.nps.gov/nr/publications/bulletins/nrb15/nrb15_8.htm#seven%20aspects)

SEVEN ASPECTS OF INTEGRITY

- Location
- Design
- Setting
- Materials
- Workmanship
- Feeling
- Association

Understanding the Aspects of Integrity

Location

Location is the place where the historic property was constructed or the place where the historic event occurred. The relationship between the property and its location is often important to understanding why the property was created or why something happened. The actual location of a historic property, complemented by its setting, is particularly important in recapturing the sense of historic events and persons. Except in rare cases, the relationship between a property and its historic associations is destroyed if the property is moved. (See Criteria Consideration B in [Part VII: How to Apply the Criteria Considerations](#), for the conditions under which a moved property can be eligible.)

Design

Design is the combination of elements that create the form, plan, space, structure, and style of a property. It results from conscious decisions made during the original conception and planning of a property (or its significant alteration) and applies to activities as diverse as community planning, engineering, architecture, and landscape architecture. Design includes such elements as organization of space, proportion, scale, technology, ornamentation, and materials.

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A property's design reflects historic functions and technologies as well as aesthetics. It includes such considerations as the structural system; massing; arrangement of spaces; pattern of fenestration; textures and colors of surface materials; type, amount, and style of ornamental detailing; and arrangement and type of plantings in a designed landscape.

Design can also apply to districts, whether they are important primarily for historic association, architectural value, information potential, or a combination thereof. For districts significant primarily for historic association or architectural value, design concerns more than just the individual buildings or structures located within the boundaries. It also applies to the way in which buildings, sites, or structures are related: for example, spatial relationships between major features; visual rhythms in a streetscape or landscape plantings; the layout and materials of walkways and roads; and the relationship of other features, such as statues, water fountains, and archeological sites.

Setting

Setting is the physical environment of a historic property. Whereas location refers to the specific place where a property was built or an event occurred, setting refers to the *character* of the place in which the property played its historical role. It involves *how*, not just *where*, the property is situated and its relationship to surrounding features and open space.

Setting often reflects the basic physical conditions under which a property was built and the functions it was intended to serve. In addition, the way in which a property is positioned in its environment can reflect the designer's concept of nature and aesthetic preferences.

The physical features that constitute the setting of a historic property can be either natural or manmade, including such elements as:

- Topographic features (a gorge or the crest of a hill);
- Vegetation;
- Simple manmade features (paths or fences); and
- Relationships between buildings and other features or open space.

These features and their relationships should be examined not only within the exact boundaries of the property, but also between the property and its *surroundings*. This is particularly important for districts.

Materials

Materials are the physical elements that were combined or deposited during a particular period of time and in a particular pattern or configuration to form a historic property. The choice and combination of materials reveal the preferences of those who created the property and indicate the availability of particular types of materials and technologies. Indigenous materials are often the focus of regional building traditions and thereby help define an area's sense of time and place.

A property must retain the key exterior materials dating from the period of its historic significance. If the property has been rehabilitated, the historic materials and significant features must have been preserved. The property must also be an actual historic resource, not a recreation; a recent structure fabricated to look historic is not eligible. Likewise, a property whose historic features and materials have been lost and then reconstructed is usually not eligible. (See Criteria Consideration E in Part VII: How to Apply the Criteria Considerations for the conditions under which a reconstructed property can be eligible.)

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Workmanship

Workmanship is the physical evidence of the crafts of a particular culture or people during any given period in history or prehistory. It is the evidence of artisans' labor and skill in constructing or altering a building, structure, object, or site. Workmanship can apply to the property as a whole or to its individual components. It can be expressed in vernacular methods of construction and plain finishes or in highly sophisticated configurations and ornamental detailing. It can be based on common traditions or innovative period techniques.

Workmanship is important because it can furnish evidence of the technology of a craft, illustrate the aesthetic principles of a historic or prehistoric period, and reveal individual, local, regional, or national applications of both technological practices and aesthetic principles. Examples of workmanship in historic buildings include tooling, carving, painting, graining, turning, and joinery. Examples of workmanship in prehistoric contexts include Paleo-Indian clovis projectile points; Archaic period beveled adzes; Hopewellian birdstone pipes; copper earspools and worked bone pendants; and Iroquoian effigy pipes.

Feeling

Feeling is a property's expression of the aesthetic or historic sense of a particular period of time. It results from the presence of physical features that, taken together, convey the property's historic character. For example, a rural historic district retaining original design, materials, workmanship, and setting will relate the feeling of agricultural life in the 19th century. A grouping of prehistoric petroglyphs, unmarred by graffiti and intrusions and located on its original isolated bluff, can evoke a sense of tribal spiritual life.

Association

Association is the direct link between an important historic event or person and a historic property. A property retains association if it is the place where the event or activity occurred and is sufficiently intact to convey that relationship to an observer. Like feeling, association requires the presence of physical features that convey a property's historic character. For example, a Revolutionary War battlefield whose natural and manmade elements have remained intact since the 18th century will retain its quality of association with the battle.

Because feeling and association depend on individual perceptions, their retention *alone* is never sufficient to support eligibility of a property for the National Register.

ASSESSING INTEGRITY IN PROPERTIES

Integrity is based on significance: why, where, and when a property is important. Only after significance is fully established can you proceed to the issue of integrity. The steps in assessing integrity are:

- Define the **essential physical features** that must be present for a property to represent its significance.
- Determine whether the **essential physical features are visible** enough to convey their significance.
- Determine whether the property needs to be **compared with similar properties**. And,
- Determine, based on the significance and essential physical features, **which aspects of integrity** are particularly vital to the property being nominated and if they are present.

Ultimately, the question of integrity is answered by whether or not the property retains the **identity** for which it is significant.