



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 three radio buttons: 'Not checked', 'Checked', and 'Checked'. A red arrow points to the 'Checked' radio button. The background shows the 'PROPERTY INFORMATION' section of the DOE form, including the list of property types and the 'The property/properties is/are being evaluated for potential historical significance as/for:' section.

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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"/>
<div style="border: 1px solid black; height: 50px; width: 100%;"></div>	
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
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/nrb34/nrb34_8.htm)

The National Register traditionally recognizes a property's integrity through seven aspects or qualities: location, design, setting, materials, workmanship, feeling, and association. These qualities should also be discussed under the Statement of Significance, Section 8 of the registration form.

Location

Location is the place where the historic property was constructed or the place where the historic event took place. Integrity of location refers to whether the property has been moved or relocated since its construction. A property is considered to have integrity of location if it was moved before or during its period of significance. Relocation of an aid during its active career if the move enhanced or continued its function is not a significant loss of integrity. For example, in 1877, the 1855-built Point Bonita Light was relocated from a high bluff to a rocky promontory to improve its visibility to mariners. Aids to navigation relocated to serve new purposes after being decommissioned suffer a serious loss of integrity of location, but are not automatically precluded from listing.

Design

Design is the composition of elements that constitute the form, plan, space, structure, and style of a property. But properties change through time. Lighthouses may be raised or shortened; buildings may be added or removed from a light station; sound signal equipment and optics may change to reflect advancing technology. Changes made to continue the function of the aid during its career may acquire significance in their own right. These changes do not necessarily constitute a loss of integrity of design. However, the removal of equipment that served as the actual aid to navigation--a fog signal, lens and lamp, or the distinctive daymarkings on a tower--has a considerable impact on the property. Removal of an optic from a lighthouse, a fog horn or bell from its building, or painting over a historic lighthouse's pattern has a serious adverse effect on its design integrity. The design integrity of light stations is reflected by the survival of ancillary buildings and structures. The decision to nominate a station should include an assessment of the design integrity of the property as a complex. The loss or substantial alteration of ancillary resources, such as keeper's quarters, oil houses, cisterns, and tramways, for example, may constitute a significant loss of design integrity.

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Setting

Setting is the physical environment of a historic property that illustrates the character of the place. Integrity of setting remains when the surroundings of an aid to navigation have not been subjected to radical change. Integrity of setting of an isolated lighthouse would be compromised, for example, if it were now completely surrounded by modern development.

Materials

Materials are the physical elements combined in a particular pattern or configuration to form the aid during a period in the past. Integrity of materials determines whether or not an authentic historic resource still exists.

Workmanship

Workmanship is the physical evidence of the crafts of a particular culture or people during any given period of history. Workmanship is important because it can furnish evidence of the technology of the craft, illustrate the aesthetic principles of a historic period, and reveal individual, local, regional, or national applications of both technological practices and aesthetic principles.

Feeling

Feeling is the quality that a historic property has in evoking the aesthetic or historic sense of a past period of time. Although it is itself intangible, feeling is dependent upon the aid's significant physical characteristics that convey its historic qualities. Integrity of feeling is enhanced by the continued use of an historic optic or sound signal at a light station. The characteristic flashing signal of a light adds to its integrity. While sounds themselves, such as the "Bee-ooooohhh" of a diaphone, cannot be nominated to the National Register, they enhance the integrity of feeling. The mournful call of fog horns on San Francisco Bay is an integral part of experiencing life there.

Association

Association is the direct link between a property and the event or person for which the property is significant. A period appearance or setting for a historic aid to navigation is desirable; integrity of setting, location, design, workmanship, materials, and feeling combine to convey integrity of association.