

Otero County Preservation Council

HOW TO NOMINATE A PROPERTY TO THE OTERO COUNTY REGISTER OF HISTORIC PLACES

Any person or organization may prepare an Otero County Register nomination. This includes property owners, publication agencies, private institutions, local historical societies, local preservation commissions, local planning offices, social or merchant organizations, professional consultants, college professors and their students, special interest groups, or interested members of the general public.

COMPLETING THE NOMINATION FORM

Please **type or print in black ink** the form and complete each blank.

SECTION I

Name of Property

The historic name is generally the name associated with the significance of the property. For a building this is usually the name of the original owner or builder, the original business, the original use, or the most significant use of the property. Residences without a formal name are often referred to by the original owner or the most prominent owner.

Other names may reflect the property's history, ownership or use. Therefore, it may be appropriate to list several names, including the current property name. For archaeological properties, it is important to list all the known names.

Address of Property

Give the current address of the property. In the case of archaeological or rural properties, give the names of the closest roads or highways, and the nearest city or town. Use "vicinity of" before the town name. If you do not want the property address to be published, place a notation to that effect next to the address.

Present Owner of Property

Give the name, address and phone number of the present owner(s) of the land and property. Attach an additional sheet in the case of multiple ownership of the nominated property.

Proof of Ownership

Proof of ownership is required for all properties nominated to the County Register. This proof may be obtained from county land records (county clerk's office) or tax assessor's records.

Preparer of Nomination

Give the name, address and phone number of the person preparing the nomination. Enter the date the form was completed. Also include the name of the organization to which the preparer is affiliated, if applicable.

SECTION II

Use of Property

Give all the known past (historic) and current uses of the property.

Original Owner

If known give the name of the original owner of the property. Historical research may be required to locate the name of the original owner. The name may be found in an abstract included with the deed and title documents or may be found by tracing the chain of title at the Otero County Courthouse. Other sources may include tax assessor's records, local newspaper articles, city directories or other public records. Indicate the source where the information was found.

Year of Construction

If known give the year the original construction was completed for buildings, structure and objects. Indicate the source where the information was found.

Architect, Builder, Engineer, Artist or Designer

If known give the name of the architect, builder, etc. Indicate the source where the information was found.

Locational Status

Indicate if a building or structure has been moved. If moved, provide the date of the move if known.

SECTION II

Description of the Property

Use one or more continuation sheets to describe the present and original (if known) physical appearance of the nominated property, and to describe and date known alterations (if possible). Discuss the exterior and interior features of the building or structure, as well as landscaping and the setting. For historic and archaeological sites, describe the features of the site and the setting.

The Otero County Register is patterned on the Colorado State Register of Historic Properties. It may be helpful to look at the State Register instructions for details and examples relevant to the County Register forms.

If possible, the following types of information should be included in your description based on the property classification:

Historical and Architectural Nominations

Buildings, Structures and Objects

Associated landscaping and environmental settings along with other Historic or intrusive elements that are part of the nomination.

General characteristics of the nominated property such as overall shape building; number of stories; construction materials.

Specific features (placement of porches, windows, doors, chimneys, etc.)

Important **decorative elements**.

Major interior features (note any original features such as stairways, trim and molding, fireplaces, mantles, or lighting fixtures).

Description of all buildings on the property, both historic and recent Construction.

Alterations to the property over time. If known describe and list the Dates of exterior changes and significant interior changes to the building Or structure. Changes may include such things as additions, removal of Features (such as stairways, fireplaces, walls) and changes in window or door sizes.

Archaeological Properties

Archaeological Properties

The description of the prehistoric or historic archaeological properties should include the following information if possible:

Environmental setting of the property today and, if different, its setting during the periods of occupation or use.

Period of time when the property is known or projected to have been occupied or used.

Identity of the persons, ethnic groups or archaeological cultures who created the archaeological property.

Physical characteristics:

1. Site type, such as rockshelter, temporary camp, or rural homestead.
2. Prehistorically or historically important standing structures, buildings or ruins.
3. Kinds and approximate number of features and artifacts.
4. Known or projected depth and extent of archaeological deposits.
5. Known or projected dates for the period when the site was occupied or used.
6. If known distribution of features and artifacts.
7. If known natural and cultural processes, such as flooding, that have influenced the formation of the site.

Likely appearance of the site during the periods of occupation or use.

Previous investigations of the property, including:

1. Archival and literature research.
2. Important bibliographic references.

SECTION III

Significance of the Property

A property considered for nomination must meet one or more of the following criteria. Please check the appropriate criterion on the form.

Nomination Criteria

A The property is associated with events that have made a significant contribution to history, such as the founding of a town, or a pattern of events that were important in the history of the locality, state or nation.

B The property is connected with persons significant in history, and which can be documented. The property should have a documented association with the person, such as a office, home or studio but should not be a property merely owned or briefly visited by the prominent person.

C The property has distinctive characteristics of a type, period, method of construction or artisan. Buildings may qualify under this criterion if they have artistic merit in design or individual elements. A building nominated for a particular architectural style must possess the distinctive characteristics which make up that particular style. A building may also qualify if it can be demonstrated that the building exemplifies important local building practices, techniques, or materials. Architectural features must be intact enough to retain information concerning construction methods and materials.

D The geographic importance of the property refers to its location. A building or structure commonly recognized as a visual landmark due to its prominent location may qualify under Criterion D. A park in the center of town, or a cemetery on top of a hill, may have geographic importance. The property should possess physical integrity.

E The property contains the possibility of important discoveries related to prehistory or history. Properties nominated under Criterion E must have, or have had, information that contributes to our understanding of history or prehistory, **and** that information must be considered important.

Areas of Significance

Select one or more areas of significance from the list. Check the areas on the form.

Historic Integrity

In addition to meeting the criteria listed above, a property must have retained a significant degree of its historic physical **integrity**. Integrity can best be defined as the ability of a property to convey its history and significance. The evaluation of integrity is sometimes a subjective judgment, but it must be grounded in an understanding of a property's physical features and how they relate to its significance.

To retain integrity a property will always possess several, and often most, of the aspects.

Seven Aspects of Integrity

1. **Location** is the place where the historic property was constructed or the place where the historic event occurred.
2. **Setting** is the physical environment of a historic property.
3. **Design** is the combination of elements that create the form, structure and style of the property.
4. **Materials** are the physical elements that were combined or deposited during a particular period of time in a particular pattern to form a historic property.
5. **Workmanship** is the physical evidence of the crafts of a particular culture or people, or cultural movement during any give period in history.
6. **Feeling** is the property's expression of the aesthetic or historic sense of a particular period of time.
7. **Association** is the direct link between an important historic event or person and a historic property.

Significance Statement

Make a case for the property's significance. The narrative should be concise, factual and well-organized. Be **selective** in the facts you present. Consider whether the fact really support the significance of the property.

SECTION IV

Geographical Information

For property within towns, give the lot, block and addition name. If possible the verbal boundary description should include information such as legal parcel number, block and lot number, and dimensions of the parcel of land.

SECTION V

Photographic log should include good quality 3” x 5” or larger photographs which clearly show the current appearance of **all sides of each building or major feature** in the site. Include photographs of the **important interior features**.

Please label the backs of the photographs using **soft pencil** or **indelible ink**. Information should include the name of the property and photograph number. Please do not mount or glue photographs to the nomination form.

SECTION VI

Sketch Map

Provide a **sketch map showing the location of buildings and other significant features**. The map may be hand drawn and need not be to scale.

Optional Information

You may submit any other information which might be helpful in considering the eligibility of this property. Optional materials may include: newspaper clippings, brochures, photo copies of historic photographs, journals discussing the property, tape recorded interview concerning the property.

****Once a property is listed on the Otero County Historical Register every effort should be made to avoid moving the property. Such a relocation may cause the property to lose its historical significance.**