



State Historic Preservation Office

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Supplemental Instructions for National Register Nominations

BEFORE YOU BEGIN

The South Carolina SHPO provides the following instructions and guidelines to supplement **(not replace)** [National Register Bulletin 16A: *How to Complete the National Register Registration Form* \(Revised 1997\)](#). *Complete instructions for the successful completion of a National Register nomination given in NR Bulletin 16A are **NOT** repeated here.* Rather, the intent of these instructions is to explain and update specific parts of the bulletin. This document is intended as an aid to preparers of National Register of Historic Places documentation in the state of South Carolina.

Familiarize yourself with the three concepts that are briefly outlined in the Introduction and Getting Started sections of NR Bulletin 16A (Pages 1-7): **Historic Significance, Historic Context, and Historic Integrity**. Together, these three terms comprise the core of the National Register program. The mere fact that a property is *old* does not mean that it is *historically significant*. In order to be listed in the National Register it will be necessary for the preparer to make the case for its significance within the parameters of the National Register program. After a reader is done reading the National Register nomination, they should be able to answer the question, *why does this place matter?* You should be prepared to answer that question before you begin preparing the nomination.

*****If you are submitting documentation to update an existing nomination (Boundary Increase and/or Additional Documentation), please contact the SHPO prior to beginning work on the nomination*****

RESOURCES

[NPS National Register Publications](#): The National Park Service (NPS) offers other National Register bulletins and other publications to help guide nomination preparers.

[NPS Sample List of National Register Nominations](#): It is often useful to consult previous nominations that have been successfully listed in the National Register. NPS provides a curated list of example nominations.

[South Carolina Historic Properties Record \(SCHPR\)](#): All National Register nominations in South Carolina are available online via SCHPR. Please contact [SHPO staff](#) for relevant sample nominations.

[Useful Resources for Researching Historic Properties](#): SHPO guide to potential research sources

[Submittal Requirements for National Register Nominations](#): SHPO checklist and review process steps

APPENDICES (included at the end of this document)

Appendix A: Updated Data Categories – Architectural Classifications

Appendix B: Additional Subcategories for Ethnic Heritage and Social History

FILLING OUT THE NATIONAL REGISTER NOMINATION FORM

1. Name of Property (NR Bulletin 16A – Pages 8-9)

- If a property is named for a resident family, then the name should, in most cases, reflect both the husband and wife who headed the household (e.g. Chestnut, General James and Mary, House).
- Enter the name of any Multiple Property Listings of which the resource is a part. If a property is not associated with a Multiple Property Listing then enter "N/A." For a partial listing of Multiple Property Listings in South Carolina, check the SHPO's list of [Historic Contexts/Survey Reports](#). NOTE: Multiple Property Listings are not nominations or historic districts, but historic contexts under which specific properties may be listed. If a property is part of a Multiple Property Listing then the Significance Statement (Section 8) should make reference to the context developed in that document.

2. Location (NR Bulletin 16A – Pages 10-11)

- Not for Publication is typically reserved for archeological sites.
- For a district, enter either the inclusive street numbers or a general description of the boundaries on the "Street Number" line.

3. State/Federal Agency Certification: DO NOT FILL OUT

4. National Park Service Certification: DO NOT FILL OUT

5. Classification (NR Bulletin 16A – Pages 14-17)

- All buildings, structures, sites, and objects located within the properties boundaries that are substantial in size and scale should be counted. This means that outbuildings and ancillary structures (garages, hydrant houses, guard houses, bandstands, etc.), should be accounted for in both the resource count and the inventory in Section 7.
- Large complexes with more than a few resources, such as farms or mills, are typically classified as districts.
- Make sure that the resource count provided under Number of Resources within Property is accurate (see "Rules for Counting Resources" in NR Bulletin 16A – Page 17) and consistent with the inventory of resources that is included in Section 7. Note that parking lots with ten or more spaces should be counted as structures.
- Contributing resources are those that date from the period of significance and either add to the historic, architectural, and/or archeological significance of the property or are considered part of the historic setting.
- If there are not any previously listed resources then enter "N/A" on the line for "number of contributing resources previously listed in the National Register."

6. Function or Use (NR Bulletin 16A – Pages 18-23)

- Use only data categories provided in NR Bulletin 16A (Pages 20-23) for both current and historic uses.

- For properties undergoing rehabilitation, restoration, or adaptive reuse, enter "WORK IN PROGRESS."

7. Description (NR Bulletin 16A – Pages 24-34)

- The National Park Service provided SHPOs with an updates list of stylistic categories in November 2015 (see Appendix A: Updated Data Categories – Architecture Classifications).
- Ensure the summary paragraph includes all the elements noted in the instructions provided on the nomination form.
- Section 7 should be organized as a numbered inventory, with all resources, contributing and non-contributing, described (exterior AND interior).
- Each inventory entry should begin with a subheading including the resource's name, construction date(s), resource type, and contributing status (e.g. 1. Main Mill (1903) – Contributing Building). Note that contributing status is assigned to resources as a whole (i.e. do not assign contributing or non-contributing status to additions).
- For nominations that include multiple resources, use a continuous numbering system for all contributing and non-contributing resources.
- For resources with substantial additions, use additional subheadings and subnumbers to show that they are part of the main resource. For example, the description for a large picker room addition to a mill might have the subheading: 1a. Picker Room Addition (1921). See example: [Greer Mill](#).
- Include a sketch map that labels all resources in accordance with the inventory.
- For properties with multiple major building campaigns, provide a construction phases map. See example: [Greer Mill](#).
- Describe, in narrative form, all elevations of all significant resources within the nominated boundary. Organize your description in a way that will be easy for the reader to follow. An elevation by elevation description works well for building that are generally rectangular in plan, but a modified organizational approach may be better for more complex plan types, such buildings with U- or E-shaped plans.
- You are strongly encouraged to key your description to the photos that are referenced in the photo log (e.g. "The canopy is supported by masonry columns surfaced in stucco with brick bands around the base. Columns project through the flat roof and are stepped inward at the top (Photos 16 and 17).")
- Include a subsection titled "Integrity." In this subsection, evaluate all seven aspects of the property's integrity: location, design, setting, materials, workmanship, feeling, and association. See "How to Evaluate the Integrity of a Property" in [National Register Bulletin 15](#), pages 44-49.

8. Statement of Significance (NR Bulletin 16A – Pages 35-51)

- Summary Paragraph
 - Identify the level of significance (local, state, and/or national). If multiple levels of significance apply, identify the level for each criteria/area of significance and the applicable period of significance (e.g. the Cheraw Historic District is significant under Criterion C: Architecture at the state level of significance from 1768 to 1860 and at the local level of significance from 1861 to 1970).

- Identify applicable criteria and areas of significance together, separating the criterion and area with a colon (i.e. Criterion A: Industry).
- Identify the period of significance and provide a clear historical justification for the selected dates.
- If any significant dates were identified, they should be noted in the summary and discussed in the narrative.
- If applicable, identify any criteria considerations (see below).
- Criteria and Criteria Considerations
 - For specific guidance on the National Register Criteria for Evaluation and Criteria Considerations, please see [National Register Bulletin 15: *How to Apply the National Register Criterion for Evaluation*](#).
 - The guidance in [NR Bulletin 32](#) and [NR Bulletin 36](#) should be utilized for properties nominated under Criterion B or Criterion D, respectively.
 - Do not check Criterion Considerations when they apply to only a small number of properties within a historic district.
 - When Criterion Consideration G applies, use the guidance provided in [NR Bulletin 22](#).
- Areas of Significance
 - The National Park Service provided SHPOs with updated subcategories for the areas of Ethnic Heritage and Social History in March 2021. This list is included below in Appendix B: Additional Subcategories for Ethnic Heritage and Social History.
- Period of Significance
 - Avoid using "circa" dates for the period of significance. For some resources, the date of construction or date of abandonment will be unknown. Make it clear in the narrative statement when that is the case, but strive to develop and justify a clearly defined period of significance.
- Significant Dates
 - The beginning and closing dates of a period of significance are "significant dates" only if they mark specific events directly related to the significance of the property, for example, the date of construction that **also** marked the beginning of an important individual's residency, or the closing of a mine that ended a community's growth. Any significant dates identified must be discussed and explained in the narrative.
 - Not all properties will have associated significant dates. If there are no significant dates, then enter "N/A"
 - It should be clear upon reading the narrative statement *why* the significant date(s) listed were included.
- Narrative Statement of Significance
 - To argue for the significance of the property, it will be necessary to consider how it compares to similar properties within the given context. In order to develop a comparative context, consider similar properties within the local,

state, or national context. As the scope widens the scrutiny that a property must withstand increases. **A vast majority of all properties listed in the National Register are listed at the local level of significance.**

- The summary paragraph should be a *single paragraph* outlining the argument(s) presented in the Narrative Statement. The reason(s) that the property meets the Criteria for Eligibility should be clearly stated. Also offer a brief explanation of the period of significance.
- Include a separate heading for each Criteria with a narrative argument supporting the area(s) of significance provided under each heading (e.g. Criterion A: Education). A mere collection of facts and dates is not an argument. They are necessary components of an argument, but they alone are not sufficient for making that argument.
- Please use the [Chicago Manual of Style](#) as the standard style guide for National Register nominations. Use footnotes to cite all sources and include page numbers. The [Purdue Online Writing Lab](#) provides a useful (and free) overview of Chicago Manual citation standards.

9. Major Bibliographical References (NR Bulletin 16A – Pages 52-53)

- Please use the Chicago Manual of Style (CMS) as reference for formatting the bibliography (see [CMS Citation Quick Guide](#) and/or [Purdue Online Writing Lab](#)).
- See NPS [National Register FAQ](#) for how to cite previous National Register Nominations.
- **Previous Documentation on File (NPS)**
 - If a “Part I” tax application has been completed then please check “preliminary determination of individual listing (36 CFR 67) has been requested.”
 - “Previously determined eligible by the National Register” only refers to a determination by the Keeper of the National Register, **not** the SHPO.

10. Geographical Data (NR Bulletin 16A – Pages 54-58)

- Acreage can typically be found in tax records. Acreage can also be estimated in Google Earth by creating a polygon that conforms to the property boundaries.
- Please provide coordinates in Latitude/Longitude format instead of, or in addition to, UTM references.

11. Additional Documentation (NR Bulletin 16A – Pages 59-65)

- Maps (**SEE BELOW FOR IMPORTANT UPDATES**)
 - A USGS topographical map is no longer required. A GIS Map is now required. [NPS GIS Map Guidance](#) is available. The map must include lat/long coordinates, which should match those provided in Section 10 of the nomination. We will complete a GIS map for you if you are unable.
 - Please provide a county tax map and/or plat of the property.
 - All nominations must be accompanied by a sketch map that clearly shows the contributing and non-contributing resources within the nominated boundaries. Resources should be labeled with the names used to identify them in Section 7 and/or according to the number scheme used in the inventory of Section 7.

- Owner Information
 - Please provide complete information regarding the **property owner of record**. This information must be accurate as it is used for mailings related to the required notification period. If you do not already know this information, it is available in most counties through the tax assessor's office.
- Photographs (NR Bulletin 16A – Pages 63-65, **SEE BELOW FOR IMPORTANT UPDATES**)
 - Photographs must be submitted to the SHPO in color and as digital files (JPEGs or TIFFs). Please see the [National Register Photo Policy Factsheet](#) for further information. Note: most cell phones now meet the camera requirements set in 2013.
 - **Do not** embed images in the nomination Word document.
 - Photos should document the property's current condition and typically should be taken within 12 months of the submission of the first draft.
 - If photos were taken on multiple dates and/or by multiple people, note which photos correspond to which date and/or photographer in the log [e.g. Photographer: A.S. Salley (Photos 1-16), Susan Pringle Frost (Photos 17-25)].
 - Photographs should be labeled in the following manner: SC_County_Historic Name_0001 and numbers must correspond with the numbers provided in the Photo Log. Figures should be labeled in the same manner, but with Fig before the number (e.g. SC_Richland Co_Salley House_Fig0001).
 - A photo key must be included.
 - Any historic or non-current images should be labeled as figures and should be listed separately on the Photo Log under a heading for Index of Figures. **Do not** label historic images or non-current images as photographs or include them in the Photo Log.

For instructions on submitting a completed draft nomination, please see the SC SHPO's [Submittal Requirements for National Register Nominations](#).

Revised March 2023

Appendix A

Updated Data Categories - Architectural Classifications

Terms in red text are from a list of additional subcategories provided by the National Park Service in November 2015.

CATEGORY	SUBCATEGORY	OTHER STYLISTIC TERMINOLOGY
NO STYLE		
COLONIAL	French Colonial	
	Spanish Colonial	Mexican Baroque
	Dutch Colonial	Flemish Colonial
	Postmedieval English	English Gothic; Elizabethan; Tudor; Jacobean or Jacobethan; New England Colonial; Southern Colonial
	Georgian	Georgian Cottage
EARLY REPUBLIC	Early Classical Revival	Jeffersonian Classicism; Roman Republican; Roman Revival; Roman Villa; Monumental Classicism; Regency
	Federal	Adams or Adamesque
MID-19 TH CENTURY		Early Romanesque Revival
	Greek Revival	
	Gothic Revival	Early Gothic Revival
	Carpenter Gothic	
	Italian Villa	
	Exotic Revival	Egyptian Revival; Moorish Revival; Oriental Revival
	Octagon Mode	
LATE VICTORIAN		Victorian or High Victorian Eclectic
	Gothic	High Victorian Gothic; Second Gothic Revival
	Italianate	Victorian or High Victorian Italianate
	Second Empire	Mansard
	Queen Anne	Queen Anne Revival; Queen Anne-Eastlake

CATEGORY	SUBCATEGORY	OTHER STYLISTIC TERMINOLOGY
	Folk Victorian	
	Late Victorian Commercial	Commercial Italianate
	Shingle Style	
	Romanesque	Romanesque Revival; Richardsonian Romanesque
	Renaissance	Renaissance Revival; Romano-Tuscan Mode; North Italian or Italian Renaissance; French Renaissance; Second Renaissance Revival
LATE 19 TH AND EARLY 20 TH CENTURY REVIVALS	Beaux Arts	Beaux Arts Classicism
	Colonial Revival	Georgian Revival
	Dutch Colonial Revival	
	Classical Revival	Neo-Classical Revival
	Stripped Classical	
	Tudor Revival	Jacobean or Jacobethan Revival; Elizabethan Revival; English Cottage
	Late Gothic Revival	Collegiate Gothic
	Mission/Spanish Colonial Revival	Spanish Revival; Mediterranean Revival
	Monterey	
	Italian Renaissance	
	French Renaissance	
	Chateausque	
	Pueblo	
	Swiss Chalet	Swiss
LATE 19 TH AND EARLY 20 TH CENTURY AMERICAN MOVEMENTS		Sullivanese
	Prairie School	
	Commercial Style	
	Chicago	
	Skyscraper	
	Bungalow/Craftsman	Western Stick; Bungaloid
	Rustic	WPA Rustic
MODERN MOVEMENT		New Formalism or Neo-Formalism; Neo-Expressionism; Organic/Expressionism; Brutalism; California Style or

CATEGORY	SUBCATEGORY	OTHER STYLISTIC TERMINOLOGY
		Ranch Style; Corporate Modernism ; Post-Modern; Corporate Postmodernism ; Wrightian; Deconstructivism ; Neo-Modernism ; Second Modernism
	Moderne	Modernistic; Streamlined Moderne; Art Moderne
	International Style	Miesian
	Art Deco	
	Googie/Populuxe	
OTHER		Neo-Traditional ; Neo-Tudor ; Neo-Mediterranean
MIXED		More than three styles from different periods (for a building only)

Appendix B

Additional Subcategories for Ethnic Heritage and Social History

New subcategories were provided to SHPOs by NPS via an NRHP E-Blast in March 2021. This list provides additional options for subcategories for Ethnic Heritage but is by no means comprehensive of all national, cultural, or ethnic identities. NPS notes that: “The current subcategory lists are envisioned as open-ended with potential additions as research and documentation efforts expand into new areas or themes.”

Current Area of Significance Category	Additional Subcategories
Ethnic Heritage – Asian	Cambodian
	Chinese
	Filipino
	Indian
	Indonesian
	Japanese
	Korean
	Laotian
	Thai
Ethnic Heritage – European	Vietnamese
	Albanian
	Austrian
	Basque
	Croatian
	Czech
	Danish
	Dutch
	English
	Finnish
	French
	German
	Greek
	Hungarian
	Irish
	Italian
	Lithuanian
	Luxembourgian
	Norwegian
	Polish
	Portuguese
	Romanian
	Russian

	Scandinavian
	Scottish
	Spanish
	Swedish
	Swiss
	Turkish
	Ukrainian
	Welsh
Ethnic Heritage – Hispanic	Caribbean
	Central American
	Cuban
	Dominican
	Mexican
	Puerto Rican
	South American
Ethnic Heritage – Pacific Islander	Guamian
	Chamorro
	Native Hawaiian
	Samoan
Social History	Civil Rights
	Disability History
	Labor History
	LGBTQ History
	Traditional Cultural History*
	Women's History

*It is anticipated that this subcategory will be used to reflect the nomination of traditional cultural places or TCPs.