



# NEW JERSEY AND NATIONAL REGISTERS OF HISTORIC PLACES PRELIMINARY APPLICATION

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## WHAT THIS APPLICATION IS FOR, AND WHEN IT SHOULD BE PREPARED

The preliminary application is used by the New Jersey Historic Preservation Office (HPO) to aid in its evaluation of properties for listing in the New Jersey and National Registers of Historic Places. This form should only be completed when the HPO is unable to evaluate eligibility based on information currently available at HPO. The preliminary application is not an application to nominate a property for listing in the Registers; it is only used for judging eligibility. If a formal opinion of eligibility for a historic property has been rendered in the past by the State Historic Preservation Officer and if HPO staff is convinced that it continues to be eligible, then a preliminary application should not be prepared. In addition, individuals seeking investment tax credits for certified rehabilitations under the federal Historic Preservation Tax Incentives Program are encouraged to complete the Historic Preservation Certification Application, Part One, in place of this application. Use of this application is meant to reduce effort in the Registration process, by ensuring that Register nominations are not prepared for properties that are not eligible.

## GENERAL DIRECTIONS AND ADVICE

A complete preliminary application contains the following elements:

- the Preliminary Application Questionnaire. This questionnaire helps HPO to properly process the application, and any Register nomination that may follow for the same property.
- a map showing the precise location of the property in question.
- current photographs of the resource (both interior and exterior). It is essential that enough photos be included to fairly and adequately represent the historic resource. Photos may be submitted in any size, finish, or color (Polaroid photos are not recommended) as long as they show the significant character-defining features, including alterations and additions.
- historical information that:
  - identifies the National Register Criteria that the property meets and the areas of significance that corresponds to each criterion. (To assist you, the text of the National Register criteria and a list of the areas of significance are provided for you in this application. If you wish to learn more about the criteria and how they are applied, ask HPO for a copy of National Register Bulletin 15.)
  - sketches the arguments that support each area of significance that the preparer expects to later demonstrate in a Register nomination. The preliminary application offers a preparer an opportunity to rehearse arguments for significance before the effort of preparing a nomination is made, so that strong justifications can be identified early and weak ones set aside.
  - explains to the degree already known the historical associations of the property (who the owners and occupants of the property have been, how they have shaped the property during its existence). Experience has shown that additional research will likely be needed to prepare a successful nomination, but the preliminary application can be used to focus that research and save time.
  - descriptive information to address any integrity issues not covered in the current photographs provided. HPO recommends that preparers use the enclosed forms to aid in organizing both descriptive and historical information about the property in question.

## **CERTIFICATIONS OF ELIGIBILITY [COEs]**

A formal finding that a historic property is eligible for listing in the New Jersey Register of Historic Places known as a Certification of Eligibility [COE], which is issued by the State Historic Preservation Officer, may be requested if any of the following circumstances apply:

- an unlisted historic property is owned by a county or municipal government or agency thereof, or is owned or leased by a nonprofit corporation, either of which intends to apply to the New Jersey Historic Trust for grant or loan funds;
- the owner of the property intends to apply to a county historic preservation fund for grant support, and needs a COE letter under the requirements of that program;
- a determination is needed whether a specific property in a historic district is a contributing or a noncontributing property;
- an unlisted building that is to be repaired or rehabilitated, and needs to qualify as a historic building under the provisions of the New Jersey Rehabilitation SubCode.

## **REVIEW AND PROCESSING OF THE APPLICATION**

Once received by HPO, the preliminary application becomes a public document. You may opt, however, for HPO to keep confidential your personal information provided on the Preliminary Application Questionnaire, by checking the box provided for that purpose (subject to the limitations of the New Jersey Open Public Records Act). After an application is received, a HPO staff member will review it and evaluate the historic property as eligible or not eligible for the Registers. If eligible, and a request is made, a COE will be prepared. In addition, a Register nomination application package will be sent to the preparer, to begin the second stage of the Registration process. For more on that process, see the HPO website, at [www.state.nj.us/dep/hpo](http://www.state.nj.us/dep/hpo)

## **THE NATIONAL REGISTER CRITERIA**

(from the National Historic Preservation Act of 1966, as amended)

Criteria: The quality of significance in American history, architecture, archaeology, culture, and engineering 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 past; or
- B.** that are associated with the lives of persons significant in our 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 prehistory or history.

Properties not normally eligible for listing in the Registers include cemeteries, birthplaces, graves of historical figures, property owned by religious institutions or used for religious purposes, moved buildings (especially if moved within the past 50 years), properties of a commemorative nature, and properties that have achieved significance within the past 50 years. However, seven “Criteria Considerations” (A through G) recognize exceptions to these exclusions. Paraphrased, they are as follows:

- A.** religious properties must derive “primary significance from architectural or artistic distinction or historical importance”;
- B.** moved buildings that are architecturally significant or are the surviving building most importantly associated with an historic person or event;
- C.** birthplace or grave of outstanding historic figure if no other property survives associated with his/her productive career;
- D.** cemetery with graves of transcendent historic figures, of extreme age, of fine landscape design, or of artistic stone carving;

- E.** accurately reconstructed building in a restoration setting;
- F.** commemorative property intrinsically important for art or because the commemoration itself has become an historic event;
- G.** exceptionally important properties less than 50 years old.

### **AREAS OF SIGNIFICANCE**

The above criteria are judged within the context of American history broadly defined as outlined by the following Areas of Significance. Think of the areas of significance as subsets of the field of history. While the Criteria A through D identify the nature of the property’s association with history, the areas of significance identify those sub-areas within the history field to which the property relates. At least one area of significance must be identified for each property to be eligible. Identify the appropriate areas of significance in your application:

*Agriculture, Architecture, Archaeology, Art, Commerce, Communications, Community Planning and Development, Conservation, Economics, Education, Engineering, Entertainment/Recreation, Ethnic Heritage, Exploration/Settlement, Health/Medicine, Industry, Invention, Landscape Architecture, Law, Literature, Maritime History, Military, Performing Arts, Philosophy, Politics/Government, Religion, Science, Social History, or Transportation.*

### **WHAT’S ELIGIBLE? AGE, INTEGRITY, CRITERIA, AND AREAS OF SIGNIFICANCE.**

To be eligible for listing on the New Jersey and National Registers, a property must:

1. Be at least 50 years old, unless it is exceptionally important;
2. Be historically or architecturally significant on the national, state, or local level; and
3. Possess “integrity” from the period during which it earned its significance. Integrity can be defined as a high degree of retention of character-defining features that permits a property to convey a strong sense of its historic qualities.



**Mail Code 501-04B**  
**New Jersey Department of Environmental Protection**  
**Historic Preservation Office**  
**PO Box 420, Trenton, New Jersey 08625-0420**  
**TEL: (609) 984-0176 FAX: (609) 984-0578**  
**[www.nj.gov/dep/hpo](http://www.nj.gov/dep/hpo)**



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**PRELIMINARY APPLICATION QUESTIONNAIRE**

**DETACH & RETURN**

(Please type or print)

Name of Property: \_\_\_\_\_

Location or Street Address: \_\_\_\_\_

Municipality: \_\_\_\_\_ County: \_\_\_\_\_

Your Name: \_\_\_\_\_ Daytime Telephone Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Address: \_\_\_\_\_

Do you wish to have your name, address, telephone number and e-mail address kept confidential?

**WHICH OF THE FOLLOWING CLOSELY DESCRIBES YOUR REASON FOR PURSUING REGISTRATION FOR THIS PROPERTY.**

*(Check all the reasons that apply)*

- To seek public recognition of its historical, architectural, engineering, industrial, or archaeological value.
- To seek protection for this property from a harmful federal, state, county, or municipal project or undertaking. (Describe the undertaking under "Threats" below)
- (For counties, municipalities, or non-profit organizations only)* apply for restoration or rehabilitation grant funds from the New Jersey Historic Trust.
- To apply for an investment tax credit for the rehabilitation of an income-producing historic building.
- To apply for a grant from a county historic preservation program.
- To get relief from the strict interpretation of building codes by demonstrating that this property is an historic building, and therefore subject to the historic building provisions of the New Jersey Rehabilitation Subcode.
- Other – Explain: \_\_\_\_\_

Check if you are requesting a Certification of Eligibility letter (COE) (see instructions)

**OWNERSHIP**

*( Note: Applicants do not have to be the owners of the properties they seek to register, but if the owner of a privately-owned individual property objects the listing, the property will not be listed in the National Register and might not be listed in the New Jersey Register.)*

Do you own the property?  Yes  No If not, give the name, address, and telephone number of the owner.

Name of owner: \_\_\_\_\_ Daytime Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_

**THREATS: IS THE PROPERTY THREATENED IN ANY WAY?**

*Describe how or from what source the property is threatened.*

Describe Threat (attach an extra sheet if necessary): \_\_\_\_\_

**FOR HISTORIC PRESERVATION OFFICE USE ONLY**

- Map
- Base Form
- CLG
- Photos
- Attachment
- Eligibility Worksheet
- Property subject to NJ Pinelands Commission jurisdiction