

## **FAIRFAX COUNTY INVENTORY OF HISTORIC SITES INDIVIDUAL PROPERTY NOMINATION INSTRUCTIONS**

The main goal of the Inventory of Historic Sites nomination form is to tell the reader why the property nominated is historically important in Fairfax County. The purpose of the form is to:

- Identify and locate the property,
- Explain why it meets one or more of the listed criteria, and
- Make a case for why the property has significance.

To be considered for listing, the property must meet criteria for significance and integrity:

Significance—How is the property important in the history of Fairfax County?

Integrity—Does the site or building look much like it did in the past?

These criteria were established by the Fairfax County Board of Supervisors to identify sites of importance. The criteria are found in the Policy Plan section of the County's Comprehensive Plan.

Anyone may prepare a nomination form. Preparation of the form requires knowledge of the property, which may require research, as well as site visits. The property's age, integrity, and significance must be examined. Listed below are some good resources to get you started in researching a property:

- *Fairfax County Inventory of Historic Sites - Research Guidelines* on the Fairfax County website at <http://www.fairfaxcounty.gov/dpz/historic/ihs/research.htm>.
- *How to Research Your Historic Virginia Property* at the Virginia Department of Historic Resources website at [http://www.dhr.virginia.gov/pdf\\_files/HowtoResearch.pdf](http://www.dhr.virginia.gov/pdf_files/HowtoResearch.pdf).
- *Researching the History of Your House* at the University of Maryland website at <http://www.lib.umd.edu/NTL/Houseguide/>.
- The Virginia Room at the City of Fairfax Regional Library maintains an extensive collection of local historical information including maps and local history books.
- While the National Register of Historic Places nomination form requires much more detail, online guides and examples for filling out National Register forms may be helpful. They can be found at <http://www.nps.gov/nr/publications/index.htm> under "The Basics."

The Inventory of Historic Sites nomination form is meant to be a stand-alone report about a historic property. The reader of the report must be able to read the form and understand the location, history, and significance of the site. All questions on the nomination form must be answered within the submitted nomination. Additional documentation about the site, for example a report written by others, is welcome as supplemental information but cannot substitute for the thorough completion of the nomination form. Any documentation specifically requested by the form, such as maps, photographs, and sources of information, must be submitted with the nomination.

Drafts are welcome prior to a final submission. After completion, the form and supporting documents should be submitted to heritage resource staff at the Department of Planning and Zoning to review for completeness. When deemed complete, the nomination is then presented to

the Fairfax County History Commission at one of its monthly meetings. The commission then has one month to consider the nomination for acceptance into the Inventory of Historic Sites.

There are several sections in a complete Inventory of Historic Sites nomination package:

- the fill-in-the-blank form itself (Part 1 and Part 2, Numbers 1 through 7, and 13)
- the narrative report and list of sources (Part 2, Numbers 8, 9, and 12)
- the supplemental visual materials (Part 2, Numbers 10 and 11).

The narrative section should specifically address the information requested and explain why the property is being nominated.

You will see the use of the word “resource” throughout the form and nomination process. This word refers to the building, structure, object, or site that is being considered in the nomination form. For example, Number 7B of the nomination form asks for the date of the “resource.”

A step-by-step guide to the nomination form follows with examples from a successful and complete nomination for Dunn Loring Elementary School. That complete example with notations is available in a separate file on the Inventory of Historic Sites website at <http://www.fairfaxcounty.gov/dpz/historic/ihs/>.

There are different forms for nominations of individual properties and districts. Districts require slightly different information and are addressed in a separate set of instructions.

## **PART 1**

The form begins with a list of criteria of significance or importance. The site being nominated must meet one or more of these items to qualify for listing. Choose one or more by checking the box next to the item. Each item checked must be explained in the narrative under Part 2, Number 9.

## **PART 2**

### **1. NAME OF PROPERTY:**

#### **A. Historic name (if not known, use current name or address):**

A building or site may be known by different names throughout its existence. Choose a name that reflects the most appropriate name used during the building’s history. *EXAMPLE: Dunn Loring Elementary School is now called Dunn Loring Center. However, it was called Dunn Loring Elementary School during the period of its history which is considered significant, so that is used as the historic name. See Number 7H.*

#### **B. Other name(s)/site number (if applicable):**

List additional names besides the name entered above if any are known, otherwise leave blank. Do not use a property address here. *EXAMPLE: Dunn Loring Center is used for Dunn Loring Elementary School since that is the building’s current name.*

Architectural or archaeological site numbers are sometimes assigned to properties which have been recorded at the Virginia Department of Historic Resources. That number would begin with 029 or 44FX. If you come across a VDHR site number, enter it here after any other names. Otherwise leave blank.

**2. STREET ADDRESS:**

**3. FAIRFAX COUNTY TAX MAP REFERENCE NUMBER(S):**

**4. FAIRFAX COUNTY SUPERVISOR DISTRICT:**

**5. LEGAL OWNER(S) OF PROPERTY:**

In Number 2, identify the current street address for the property. Numbers 3 through 5 may be obtained by visiting the Fairfax County Department of Taxation website. Go to <http://www.fairfaxcounty.gov> and find **Real Estate Assessments** in the list at the left. At the top of the next webpage, click on **Property Search**. Enter the address number and street name and click the “**SEARCH**” button. If a list of properties appears on the screen, select your property from the list. Print the **Printable Summary**. On the summary, Map # is Number 3, Tax Map Reference Number(s); District Name is Number 4, Supervisor District; and Owner is Number 5, Legal Owner of Property. Enter the owner’s name as well as the address if different from the street address listed in Number 2.

In addition to the property owner’s name and address, additional contact information for the owner may also be included, such as phone number or email.

**6. ACKNOWLEDGEMENT OF PROPERTY OWNER(S):**

**Has the property owner(s) been informed that this application has been prepared and submitted for consideration? Person(s) contacted and date of contact:**

The Fairfax County History Commission requires property owners to be notified that their property is being nominated to the County’s Inventory of Historic Sites. Please include the name of the person(s) you contacted and the date of contact. This information may be verified before the nomination is processed.

**7. GENERAL DATA**

**A. Type of property:**

Please choose a property type from the following choices:

TYPE	DEFINITION	EXAMPLES
Building	Constructed to provide shelter for primarily human activity	house, barn, store, mill, hotel, school, church
Site	Location of a historic event, occupation or activity, vanished building, or of archaeological value	garden, village site, cemetery, ruins of historic building, trail, farm, battlefield
Structure	Constructed for use other than shelter	bridge, tunnel, gold mine, earthworks, canal
Object	Primarily artistic or small in scale	sculpture, marker, monument, fountain
District	A number of sites or buildings connected by historic attributes or physical development (must use the district nomination form)	residential area, village, central business district, large park, farms

**B. Date(s) of resource(s) and source:**

Enter the date that the site was established or the building, structure, or object was constructed. If you cannot establish an exact date, use a circa date. A circa date provides a range in which the date could fall. For example, circa 1890 assumes a range of about five years each way to include a range of 1885-1895. You may also use a range for a circa date. Circa 1900-1920 covers any date within that range.

Be prepared to explain your assumptions in the narrative section of the nomination in Number 8 or 9.

You must also provide the source for your date(s) for verification purposes. Was the date noted in a particular book, newspaper, or meeting minutes? Provide that detailed information here and also note the source in your list of sources in Number 12.

**C. Number of accessory buildings, structures, or objects and brief description:**

Accessory buildings, structures, or objects are secondary resources on a property that are not the primary resource being nominated. For example, a farmhouse may also have a barn and chicken coop on the same property; therefore there are two accessory buildings.

**D. Approximate area or acreage:**

This information can be found on the Tax Department's Printable Summary for your property if you are nominating the entire parcel. If you are nominating a partial parcel, calculate or estimate the area.

**E. Architect or builder (if known):**

Sometimes research will uncover the names of architects, builders, or designers of a building, site, structure, or object. Enter those names here. If they are not known, enter "Unknown."

**F. Original or historical use:**

Enter the historical use of the property which relates to the reason it is being nominated.

**G. Present use:**

Enter the present use of the property.

**H. Date(s) of significance:**

When was the property important or significant? It may be different than the date built or established. Multiple dates and date ranges may be used. For example, Fairfax County Courthouse was built in 1800; however it was most significant in its role during the Civil War from 1861-1865 (its dates of significance).

**8. GENERAL DESCRIPTION**

**Describe the present and historical physical appearance of the building or site, including architectural features, additions, and any alterations to the property over time.**

**Description should also address building or site condition, setting, and any significant landscape features. Information should be submitted on typed, consecutively numbered 8½" x 11" sheets, as necessary.**

This section will require in-person visits to the site in order to provide a current description, including the current condition. Research may be required in order to describe its historical appearance and changes in appearance over time. *Refer to the example nomination form for Dunn Loring Elementary School, available in a separate file.*

A description normally starts with a general location and setting. Where is the resource located? Where is it on the property? What surrounds it?

Describe the building, site, structure, or object. What does it look like? Is it a certain shape or style? Does it have specific features? Of what materials is it built? Was the original building or site changed by adding other features, such as additions or landscaping? What is the condition of the site or building?

If it is a large or complicated site or building, it may be easier to break it down into sections. Start with a general description and then describe any details. Each side or elevation of a building is usually described starting with the front.

## **9. SIGNIFICANCE AND HISTORY:**

**Choose the criterion of significance from Part 1 above and explain why the property meets the chosen criterion. More than one may be chosen, however each must then be explained. Describe the history of the site and why the site is important in the history of Fairfax County, the State, and/or the Nation. Note any significant features, events, personages and/or families associated with the property. Include the time periods or dates associated with the significance of the site. Please cite all sources of information. Information should be submitted on typed, consecutively numbered 8 ½" x 11" sheets, as necessary.**

*Refer to the example nomination form for Dunn Loring Elementary School, available in a separate file.*

## **10. MAPS:**

**A County Parcel Identification Map section map showing the precise location of the property must be provided. A sketch showing the location of the primary building, structure, or object and any accessory buildings on the site should also be provided. Please include the overall dimensions of the major building(s) and/or an approximate scale.**

County Parcel Maps may currently be found on the county's website. A copy from a street atlas may also be used. The Parcel Number is the same as the Tax Map Identification Number in Number 3 of this form. Go to the county website at <http://www.fairfaxcounty.gov> and in the left column of options under **Maps, Facts & Stats** click on **Geographic Information Systems (GIS)**. In the list on the left, click on Digital Map Viewer. On the left under **Step 1**, choose **Property Map** from the drop-down list. Under **Step 2**, select the map grid from your tax map identification number.

*EXAMPLE: Dunn Loring Elementary School's tax map number is 0394 01 0024. The map grid number is the first three numbers then a dash and the fourth number 39-4 (the first zero is eliminated if the number is below 100).*

You may skip **Step 3**, as the most current map available will automatically return. Under **Step 4**, click Submit. The map may be printed and the property marked to identify it. Please include any other maps or sketches required as noted above. *Refer to the maps in the example nomination form for Dunn Loring Elementary School, available in a separate file.*

## 11. PHOTOGRAPHS:

**Black and white or color exterior photographs that show all elevations should be provided. Photographs of other buildings on the property and views of the general setting are also required. If available, black and white or color interior photographs may be provided. 35mm photographs should be identified on the reverse in pencil and should not be mounted or affixed in any way. Digital photos should be printed and identified and a CD submitted with the photo files in TIFF or JPEG format. Identification should describe the property view in the photograph and the date of the image. A numbered photo log (list) may be submitted with photos in place of individual identification; however each photo should then be numbered.**

There are different ways photographs may be incorporated into a nomination. Images may appear throughout the body of the text, as in magazines and books, or together at the end of the text. If historic photographs are included, also include some current photographs of the same views for comparison. *For Dunn Loring Elementary School, the photos were added at the end of the report due to the large number of images. The photos are digital images and include captions to identify the building, view, and year the photo was taken. Scanned photos also include the source of the image. A current photo was taken to show the same view of the building as the historic photo. Refer to the example nomination form for Dunn Loring Elementary School, available in a separate file.*

## 12. SOURCES:

**Provide a list of all sources consulted to gather information on the property (a bibliography).**

List all books, newspapers, interviews, websites, or any other sources you used to gather information about the historic site. If you are unsure of how to document sources, there are many books and websites to consult about formatting. *The Chicago Manual of Style* is preferred. However, it is most important that the sources be documented in a way that someone else could easily find the information.

Some primary sources are preferred in research. These sources are first-hand contemporary accounts of information, such as deeds and newspaper articles authored during the time period researched. Secondary sources are second-hand sources of information, such as articles and books that used primary sources in research. *For Dunn Loring Elementary School, primary sources include Fairfax County Public Schools School Board Minutes and newspaper articles from the time period when the building was being constructed and dedicated. Secondary sources include books and articles written later, such as the book A History of Dunn Loring, Virginia by Lee and Ruth Saegesser from 1986, which used research from primary sources.*

## 13. APPLICANT (the person who prepared this form):

**By submitting this nomination, I hereby state that all original information and images produced for this nomination and submitted herewith may be used and/or republished by Fairfax County and its agencies for informational, educational or any other County-related purposes.**

Enter your name and contact information. Fairfax County requires this waiver to grant permission for their use of information submitted to the County.