

How to Complete the Montana Historic Property Record Form

Please type or print and fill in the form as completely as possible. Complete information will allow us to evaluate the property's significance and eligibility for nomination to the National Register of Historic Places. Feel free to use additional sheets if you have more information than will fit on the inventory form. Do not attach items that need to be returned.

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County and City: County and municipality in which the property is located. Use nearest municipality for rural properties. (e.g., near Winnett)

State Site Number: The State of Montana tracks all cultural resources (historic buildings, properties, and archaeological sites) through a specific "Smithsonian" trinomial numbering system. If the site number is unknown, leave this space blank.

Historic and Current Property Names: Original, subsequent, and current names for the property, if known.

Use: Briefly note the property's historic use(s) and current use. (e.g., residence, clothing store, cattle ranch)

Property Address: Exact street address of the property, including zip code.

USGS 7.5 minute Quad Name: Indicate the name and year of the United States Geographical Survey (USGS) 7.5 minute topographic quadrangle map on which the property appears. Attach a photocopy portion of the map to the form. Draw in the property boundaries (if the property is over 10 acres) or circle the location (if the property is less than 10 acres) on the map copy. If a USGS map is not available, then a planning, city, or similar small-scale map should be substituted.

Owner Name and Address: Correct owner name and complete mailing address is crucial for the record. If there are multiple owners, attach a list of these names and addresses to the form.

Legal Location: Township, Range, and Section information is available at the county tax assessor or planning office in their property records. It can also be obtained from USGS 7.5 minute topographic quadrangle map. Information down to the $\frac{1}{4}$ $\frac{1}{4}$ $\frac{1}{4}$ section is required to properly record the property in our database system. For properties located within a municipality, lot, block and addition information can be obtained from the county tax assessor or planning office.

Original Owner: Name of the original historic owner of the property.

Original site or moved: Indicate whether the building(s) on the property are in their original location or have been moved. Note the date of any move. This information is crucial to the evaluation of the property, as moved buildings are generally not eligible for listing in the National Register of Historic Places. Exceptions are granted under certain circumstances.

Building Plan/Site Map: Provide a sketch of the building exterior floor plan to show the basic shape of the building and associated outbuildings. Additionally, an 8 ½ " x 11" sketch map of the property, depicting boundary lines and all resources (buildings, ditches, fences, agricultural fields, etc.) should be attached to the form. The map should be to scale, but if it is not, it must show the relationship of the resources to each other. (Please be sure to include a north arrow.)

Construction Date: Determine the construction date with care. Inclusive dates can be given for buildings built over a period of years. If an exact date is unknown, after and before dates can be used (e.g., after 1887 and before 1893).

Architect and Builder/Contractor: List the names of the architect and the builder or contractor if known. Indicate if the information is unknown.

Building Materials: List the major exterior building materials, specifically the foundation, exterior walls, and roof.

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Architectural Description: Please provide a basic description of the property, including the setting, buildings, and other resources (ditches, fences, agricultural fields, etc.). Individual buildings should be described according to the shape of the building, number of stories, architectural style, roof shape, type of foundation, type of construction, exterior wall materials, and any other major stylistic elements or distinguishing features (chimneys, porches, window and door types, etc.). Indicate, if known, whether the interiors of the buildings contribute to their integrity.

Construction History: Note any additions or alterations to the buildings, including the relevant names, dates, and materials.

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History of Property: Briefly discuss the history of the property as it relates to important events and persons.

Statement of Significance: Explain why this property is significant. A property can be eligible for listing in the National Register for its association with historic events or broad patterns of history, for its association with a significant person, for its architectural merits, or for its potential to yield answers to particular research questions (archaeology). Properties can be significant at the local, state, and national levels.

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Integrity: The National Register also evaluates a property's eligibility for listing according to its integrity, or ability to convey its significance. There are seven aspects or qualities that, in various combinations, define integrity:

- ❖ *Location* is the place where the historic property was constructed or the place that the historic event occurred.
- ❖ *Design* is the combination of elements that create the form, plan, space, structure, and style of a property.
- ❖ *Setting* is the physical environment or surroundings of a historic property.
- ❖ *Materials* are the physical elements that were combined or deposited during a particular period of time in a particular pattern or configuration to form a historic property.
- ❖ *Workmanship* is the physical evidence of the crafts of a particular culture or people during any given period in history or prehistory.
- ❖ *Feeling* is a property's expression of the aesthetic or historic sense of a particular period of time.
- ❖ *Association* is the direct link between an important historic event or person and a historic property.

In this section, please provide a brief integrity statement, indicating which aspects of integrity the property retains, and whether or not the property is reflective of its period of significance. In other words, how original is the property and how much do any changes detract from its historical appearance?

Information Sources/Bibliography: List the information sources used to prepare the form. Include interviews, newspapers (with dates), and books consulted or the source of historic photographs or other materials used.

Preparer: Provide the name, address, and daytime telephone number of the person who completed the form.

Completing the Documentation

When you submit the Montana Historic Property Record to the State Historic Preservation Office, [P.O. Box 201202, Helena, MT 59620-1202], please attach the following materials:

Current photographs: Include current photographs of the property, including views of each side of the main buildings, other resources, and overviews of the property. Black and white photographs, processed with chemicals specifically designed for black and white printing, are preferred. For preliminary evaluations, color or digital photographs are acceptable. Place the photographs in an envelope and clip them to the form.

Site Map: A sketch map of the property, including boundary lines, all resources cited on the form, and a north arrow, should be attached to the back of the form. The map does not need to be to scale, but should show the relationship of the resources to each other.

Topographic Map: A copy of the portion of the USGS 7.5 minute topographic map containing the property should be labeled to show the property location, and include the name of the quadrangle map, and the Township, Range, and section(s) shown. If you wish to submit an original, full-size 7.5 minute quad map, please to do NOT mark it with ink or attach labels to it.