



## How to Complete the Preliminary Eligibility Assessment Form

### Introduction:

Information provided on the preliminary eligibility assessment form allows staff of the Missouri State Historic Preservation Office to provide an opinion on a property's eligibility for listing on the National Register of Historic Places. The assessment is based on staff understanding of the National Register Criteria for Evaluation (see Appendix) and the information provided. We feel it important to underscore that our assessment is the opinion of the staff and does not insure a property will be enrolled on the National Register of Historic Places.

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. Use additional sheets if you have more information than will fit on the assessment form.

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### Front of form

#### 1. Location:

Legal description: Lot, block addition, year of addition. This information can be obtained from the local tax assessor, at the courthouse and, in some cases, the local city hall. Rural addresses rarely have this information. If this information is not available, an address and/or brief description of location should be included (i.e. ½ mile east of the intersection of County Rd. 345 and Hwy J).

City/vicinity: Name of the municipality in which the property is located. Use the nearest municipality for rural buildings (indicate "vicinity" if appropriate).

County: Name of the county in which the property is located.

2. Current building name: Current name of the building, or address of building if there is no name associated with the property.
3. Historic name(s): Original and subsequent names of the building, if known.
4. Building address: Exact physical address of the building with zip code.
5. Owner name and address: Indicate the name and mailing address of the property owner.
6. Original owner: Name of original property owner, if known.
7. Historic use: Briefly note the property's historic use (i.e. residence, general store, cemetery, etc.).
8. Present use: Briefly note the property's current use (i.e. residence, vacant, work in progress, etc.).
9. Architect/builder: List the names of known architects, builders or contractors involved in designing or constructing the property.
10. External materials:

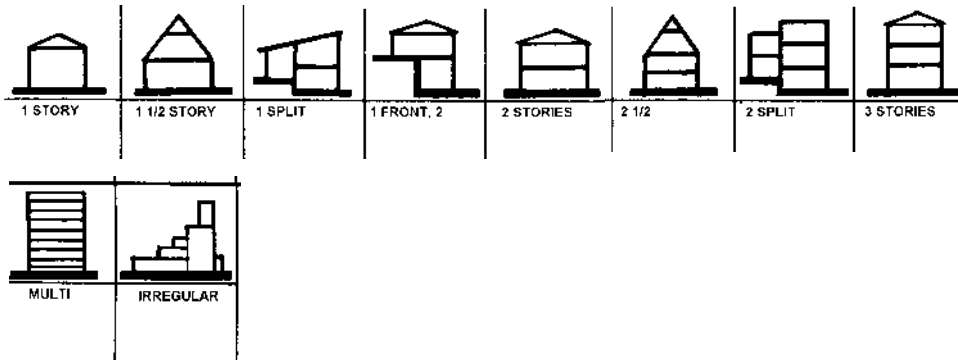
Foundation: Note foundation material (i.e. brick, limestone, concrete).

Wall covering: Note exterior siding or wall treatment (i.e. clapboard, brick, stone, vinyl).

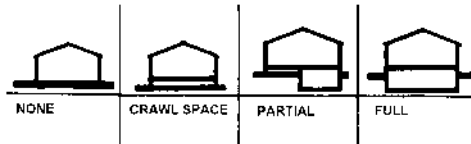
Roof: Note roof covering material (i.e. asbestos shingle, wood shingle, metal)

11. Construction:

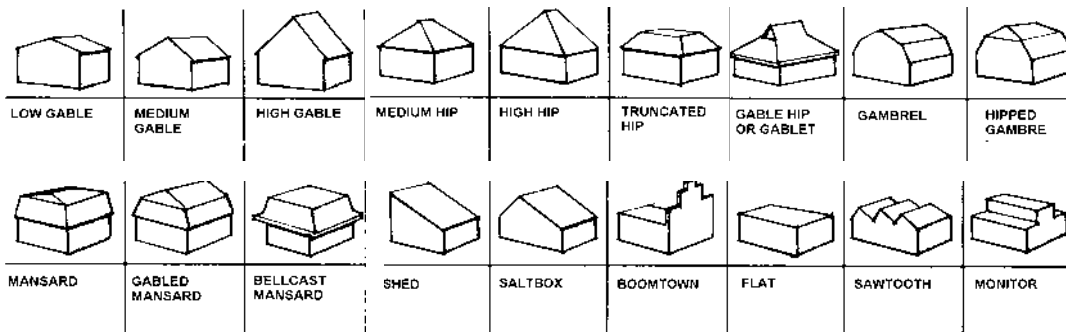
No. of stories: Note number of stories.



Basement: Mark yes or no and choose type from below.



Roof type: Note type of roof. Use the following for reference.



Construction method: Note method used to construct building (i.e. frame, brick bearing wall, log construction).

12. Construction date: Determine date of construction with care. Inclusive dates can be given for resources constructed over time (i.e. 1899-1902). If an exact date is unknown provide an estimated date of construction (i.e. after 1866 and before 1880).

13. Dates of known alterations: Provide estimated date of additions or major alterations to the property. These dates could include historic additions or more recent changes such as the installation of new windows or modern siding.

14. Number and type of outbuildings: Indicate the existence of any outbuildings (i.e. separate garage, shed, privy).
15. Plan shape: Provide a sketch of the building's exterior footprint (the outline of the building) and/or floorplan. If outbuildings exist, also note their approximate location on the plan. Include an arrow indicating north.

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16. Property type: Put an "X" by the description that seems most appropriate.

**Building:** A resource used for human habitation/shelter (i.e. house, commercial buildings, factories).

**Site:** The location of an important event (i.e. cemetery, battlefield, archeological site).

**Structure:** Architectural or engineering resource not expressly built for human shelter (i.e. bridge, tunnel, railroad system, boat).

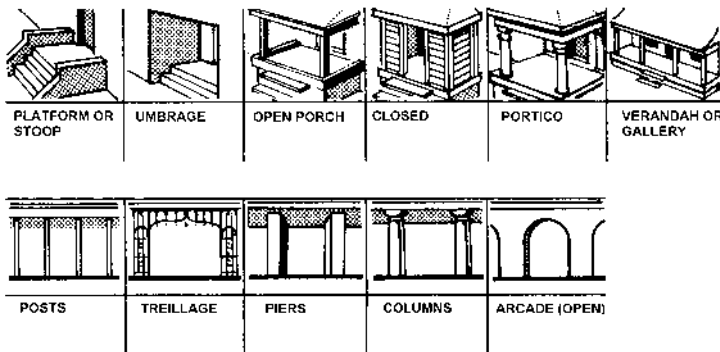
**Object:** Relatively small-scale resources primarily artistic in nature (i.e. sculptures, monuments, fountains).

**District:** A grouping of buildings, structures, sites and/or objects that are connected physically, historically and/or aesthetically (i.e. residential neighborhoods, historic commercial areas, college campuses, large farms).

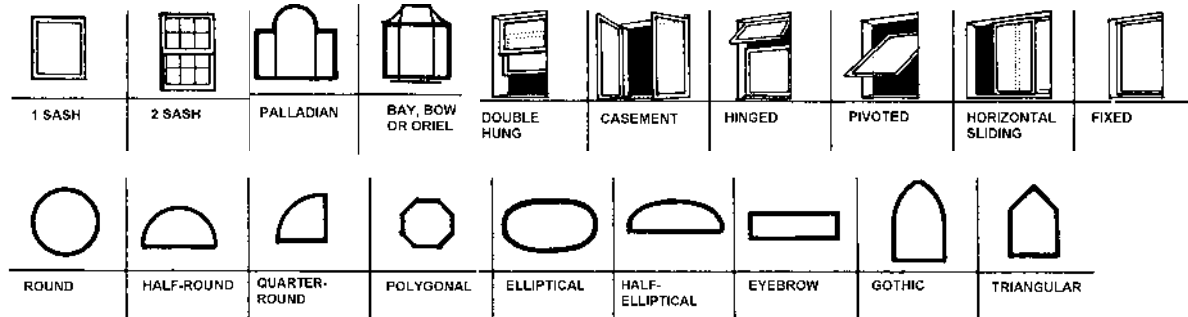
17. Architectural Description: Briefly describe major features of the property. Be sure to mention such elements as porches, window types, decoration, roof types and other distinguishing characteristics.

Use the following aids for reference and terminology:

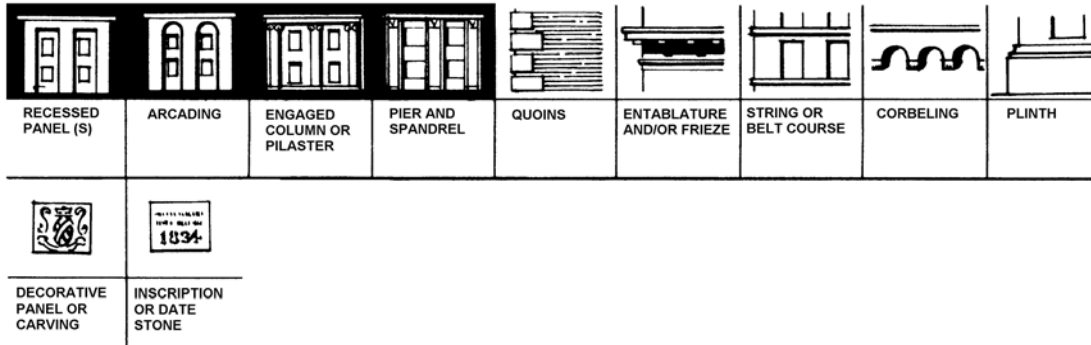
**Porch Types and Exterior Supports**



**Window Types**



Design Details



18. Construction History: Briefly describe the original construction and major alterations, additions and demolitions to the resource.
19. Historical Background: Briefly discuss the history of the property and the events/people that are associated with it.
20. Information Sources: List sources and references used to prepare form. Be sure to include interviews, newspaper articles (with dates), books and other sources.
21. Statement of Significance. Explain why this building is significant to your community's history. Is it a representative example of a particular architectural style? Is it associated with an important person in your community's history? Did an important single event or broad pattern of historic events (such as education or commerce) occur in the building?

Form prepared by: Provide the name, address, phone and other contact information of the person who completed the evaluation form.

Documentation enclosed: Please include any additional information that may assist the SHPO staff in understanding and evaluating the history and significance of the property.

**Photographs: Provide several current photographs showing each side of the building or structure and any associated resources. Interior photographs of buildings are greatly appreciated, but not absolutely necessary. Black and white or color photographs (no Polaroid please) are acceptable. Place loose photographs in an envelope and attach them to the form. Eligibility cannot be assessed without photographs.**

If you have more information than will fit on the form, please include additional sheets as necessary.

Return the completed evaluation form to: Missouri State Historic Preservation Office  
P.O. Box 176  
Jefferson City, MO 65102

If you have any questions, please contact the State Historic Preservation Office at 573-751-7858 or by e-mail at [moshpo@dnr.mo.gov](mailto:moshpo@dnr.mo.gov).

## Historic Sites/Cemeteries

While the form and instructions are geared toward the built environment (buildings, bridges, structures), it can also be used to provide information on historic sites such as cemeteries, battlefields, and locations of significant events where no buildings or structures remain.

### For Cemeteries

Cemeteries are generally excluded from listing on the National Register of Historic Places. There are exceptions to this guideline when the burial ground has significance and importance for reasons beyond personal or familial sentiment. A cemetery may derive eligibility from graves of significant people (if no building or other resource related to that person remains). It may also be significant for distinctive design features, or association with historic events. To assess the eligibility of such a cemetery, provide information on the form describing overall character and history of the site. Under "Construction History," describe the cemetery in general terms such as topography and size. Make note of any existing plantings that are historically associated with cemeteries such as cedar trees, yucca and iris. Include information about the burials, noting the number of burials, range of dates the cemetery was in use. Also provide general information about grave markers (types, material), describing any distinctive markers in more detail. In the section on "Historical background," tell some of the history of the community and/or family with which the cemetery is associated. If available, provide a brief biographical sketch of any person buried in the cemetery who played an important role in the community's history. As with buildings, **photographs are essential**. Provide several photographs showing overviews of the cemetery, important features, and distinctive grave markers.

### For Other Historic Sites

A site is the location of a significant event that has historic, cultural, or archeological value. Historic sites include a variety of resources such as prehistoric habitation sites, ceremonial sites, battlefields, trails, and designed landscapes. Under "Construction history" provide a general description of the topography. Note natural features (hills, streams, forests, etc) that still exist on site that may have influenced the historic use of the site or outcome of the historic event which occurred on the site. Also include general information on historic or modern development (earthmoving, construction, etc.) they may have impacted the site. In the "Historical background" section provide information on the history of the site and the event(s) that occurred there. **Provide photographs** showing a general overview of the site as well as any natural or manmade features.

## Appendix

### National Register Criteria of Evaluation

The National Register's standards for evaluating the significance of properties were developed to recognize the accomplishments of all peoples who have made a significant contribution to our country's history and heritage. The criteria are designed to guide state and local governments, federal agencies and others in evaluating potential entries in the National Register.

The quality of significance in American history, architecture, archaeology, engineering and culture 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 history; or
- B. That are associated with the lives of significant persons in or past; or
- C. That embody the distinctive characteristics of a type, period or method of construction; that represent the work of a master; 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 history or prehistory.