The Preliminary Evaluation Application

Preliminary Evaluation for an Individual Resource

You will need to submit the following:

__ Statement of Integrity
__ Statement of Significance
__ Photographs
__ Floor plans
__ Site plans For more than 1 resource (garage, barn, gazebo, etc.)
__ Location map

Complete The Fillable PDF Form

Contact Information

- Name/Organization: Address:
- E-mail:
- Phone number:

- If submitting as a group, please use one contact person. Include the entire mailing address (town, zip code, etc.)

Historic Property Information

- Historic name (if known):
- Number and street name:
- City or village:
- County:

- The historic name is derived from the property's significance. Often it is the original use or the the original owner, if residential.

Indicate why you are seeking National Register designation.

- Recognition
- Incentives
- Threatened Property
- Other (fill in blank)

- Keep in mind that National Register listing does not prevent demolition of a property. Our office is not aware of any brick-and-mortar grants for privately-owned properties.

Statement of Integrity

Describe the physical features that relate to the property's significance

In order for a property to have sufficient integrity, it should have a majority of its historic materials and minimal changes to its design.

Explain what has changed since its construction

Describe all alterations that have happened to the property since its construction, including relocation, additions, interior remodeling, or new features, such as windows and/or doors.

Include Dates

Some changes may acquire significance over time. If you do not know the actual date, you can provide an estimate (e.g. after 1970, before 1930).

Provide Sources

Identify the methods used to determine changes to the property and the dates they occurred (Sanborn Maps, oral history, visual inspection, etc.).

Sample Statement of Integrity

The property generally maintains historic integrity besides several modifications. In 1950, a three-story addition was built onto the West entrance of the original structure. The addition “contained 5 classrooms, a choral room, a band room with practice cubicles, an industrial arts shop with a separate finishing room, and a teachers’ lounge” (History of Ford County, 1985, p.91).

At some point (possibly the 1970s) the ceilings were lowered, and the original windows were replaced likely to reduce the cost to heat the classrooms. The original plaster ceilings still exist above the added material. The original windows were removed, smaller windows replaced them, and the empty spaces were bricked in.

Sample Statement of Integrity, continued

In the auditorium most of the original rows of seating were removed, but one row remains intact in the balcony as an example (it is unclear whether the original seats still exist in storage, but that is unlikely). There were likely modifications to the original cafeteria over the years, and the teacher's lounge might have been renovated at some point, but that is also unclear. Several safety doors have been added to the interior, but the structure was not modified too much in this process, and there is potential that they could be easily removed if necessary.

Despite these renovations, many of the original features of the building remain intact. The original ticket booth in the auditorium, the original trophy case, the safe, key storage, etc. The bathrooms and tile are also historic in character (whether original or added during a historic period). The lockers in the hallways are original. The blackboards, trim, cabinets, molding, doors are all historic and remain mostly intact. The layout of the classrooms also appears to be unmodified.

Statement of Significance

Summarize the Property's Importance

Discuss the significance of the property as it pertains to one or more of these areas: Events (History), People, Architecture, Archaeology.

Put it in context

Provide background for the property's area of significance. For example, if a property is important for its use a school, explain its significant within the educational history of the community. If the property is home to a state senator, give details that demonstrate his/her importance within state government. Include other properties in the community that share similar histories. For architectural significance, include photographs of other comparable properties.

Include Important Dates

If the property is important for its architecture, provide dates of construction and alterations. For significant events, provide the dates that it served as its historic function. For significant persons, provide the duration of their association with the property.

Provide References: Web Links, Footnotes and/or Bibliography

Indicate the sources you used. **Do not send large documents, web links, or source material in place of written statements.**

Sample Statement of Significance

The Joliet Labor Temple is significant in respect to the social, humanitarian and political history of Joliet and the labor movement throughout the United States. In 1924, the Joliet area International Hod Carriers and Common Laborers Union of America pioneered the erection of the Joliet Labor Temple and established a headquarters for the cooperative movement, realizing the vision of workers “united in one common brotherhood, regardless of nationality, creed, or color.”1

Early unions in the United States were established along both trade and ethnic lines, leading to small, fractured, and financially insolvent bodies with limited political reach. Conditions were particularly bad for the hod carriers and building laborers, who were typically excluded from organizations and apprenticeship programs. By 1903, the American Federation of Labor’s president, Samuel Gompers, called for a national union for these building laborers and hod carriers, with the explicit goal of being inclusive to all. 2 In the next two decades, it would add shipyard laborers, street cleaners, tunnel and subway workers to their body and it would merge with the International Compressed Air and Foundation Workers of the US and Canada. By 1926, this unifying union would boast over 100,000 members, a strike fund, and death benefits, including those killed in the line of duty in World War I.

Sample Statement of Significance, continued

In 1920, a Labor Session hosted by the American Federation of Labor in Springfield, IL
would push for the unified labor movement locally. Notably, the “Labor Temple” building type as a headquarters for laborers was endorsed as the means to control work conditions and workers rights. John Walker, the president of the State Federation, remarked: “The workers have decided that the only method by which they can serve their own interests in a practical, rational, intelligent, safe and sure way at all times is through the establishment, maintenance, and upbuilding of an organization in which they themselves are members and that they themselves control.”3

Twenty five delegates from trade unions in Joliet were present at the convention.4 Four years later, they would dedicate the subject property as their own Labor Temple. The Joliet Labor Temple would prove to be a valuable asset to the community, particularly during the Great Depression. Services would include fighting for the rights of the local worker and providing employment opportunities. In August of 1930, meetings were held to “outline plans in demands that Chicago plastering contractor engaged on a local job, employ only Joliet men”.5

By 1931, unemployment in Joliet was soaring and the malcontent were congregating at the courthouse steps and standing idly downtown. A local paper made note of these gatherings and urged the unemployed to make their way to the Labor Temple, where “an honest effort was being made… to connect workers with jobs.”6

Photographs

Photographs should be saved as a PDF file.

More than one can be included per page. Make sure the pictures are labeled,

Include current photographs of each exterior side of the building

Oblique photographs showing two elevations are acceptable. For commercial properties, include all visible elevations.
Do not send websites in lieu of photographs.

Include photographs of all of the main spaces on the interior

Focus on the public spaces, like living areas in residential properties or retail areas in commercial properties. For properties with multiple similar spaces, like schools, show one or two examples. Include hallways and stairs.

Include photographs of outbuildings

Take pictures of other resources on the property, such as garages, barns, storage sheds, etc.

Key photographs to a floor plan

Number the photograph and indicate where it appears on the plan. Include an arrow showing the camera's direction.

Limit close-ups

One or two close-ups of important features are fine, but try to capture entire elevations or rooms.

Sample Photographs -- Exterior

Pictures showing an individual elevation (left) or more than one elevation (right) are preferred.

Sample Photographs -- Exterior

Close-up pictures (left) of features usually are not necessary. If a particular feature is significant, include a photograph that places it in context (right).

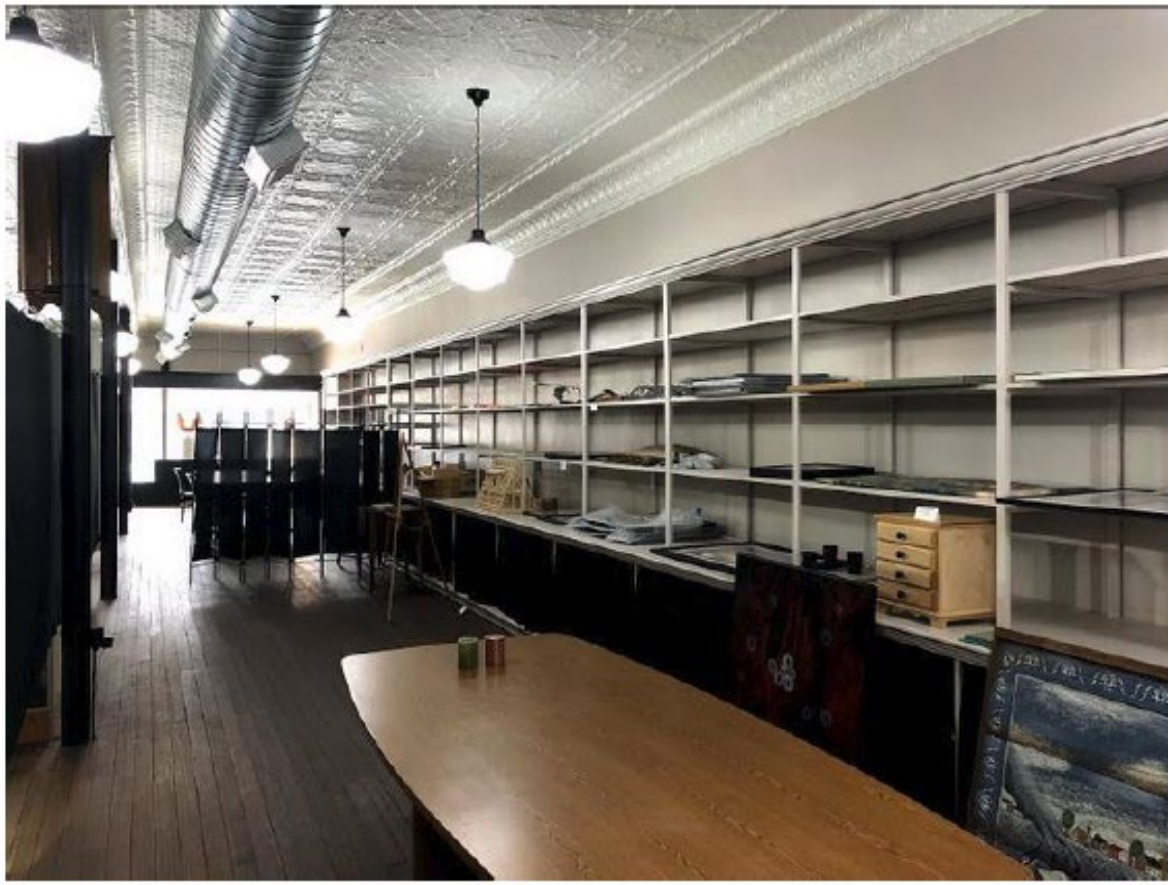
Sample Photographs -- Interior

Include pictures that show rooms in their entirety. Photographs of primary public rooms taken from different angles are particularly helpful.

Sample Photographs -- Interior

Limit the number of photographs of rooms/features that do not depict the property's significance.

Sample Photographs – PDF Files

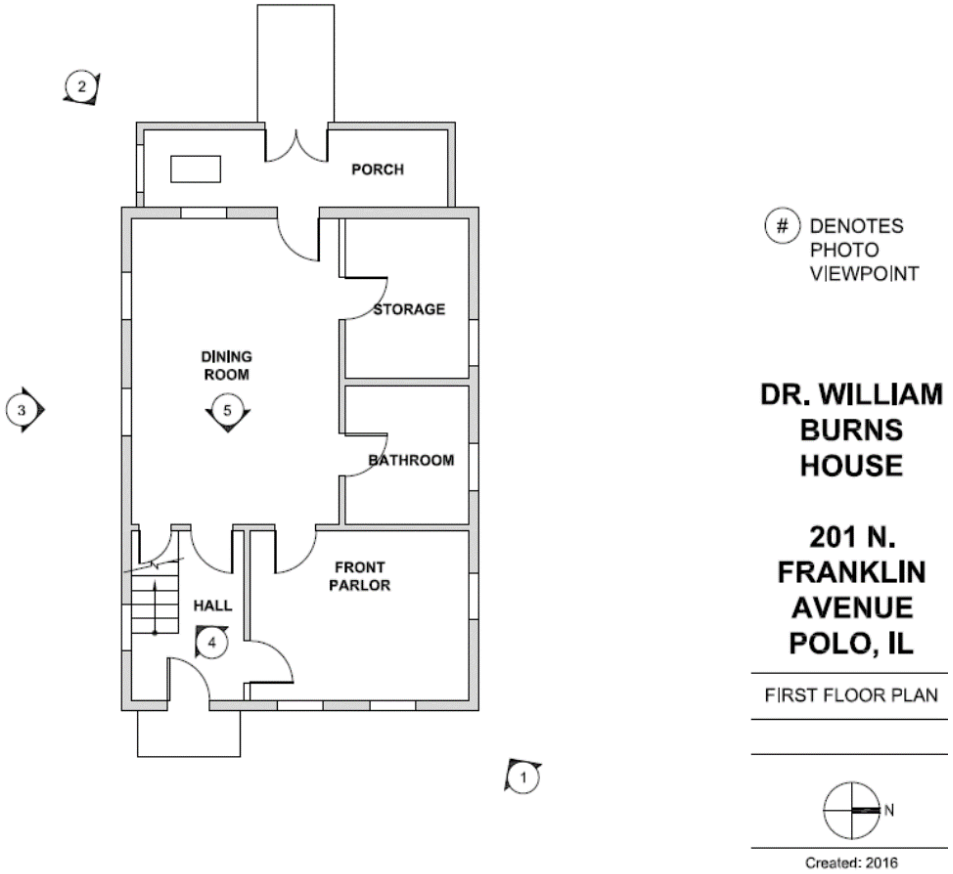


Ground floor, creative space, showing original shelving and schoolhouse lights

Gallery space, showing tin ceiling

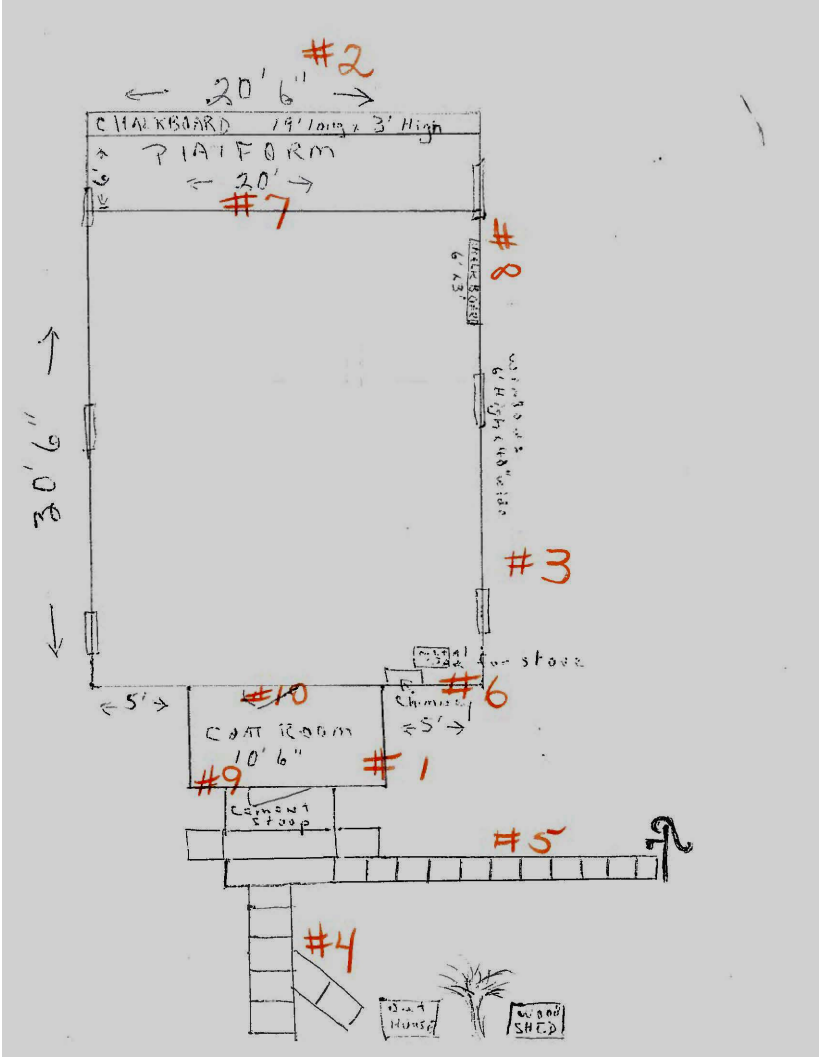
Label photographs of rooms/features. Limit 2 per page.

Photographs - Photo Key



Example from a professional

Photographs - Photo Key



Example from a property owner

Historic Photographs

Historic photographs are extremely helpful but may not be used as a substitute for current photographs.

Floor Plans

Include a floor plan for each story of the building.

Focus on the main levels. Basements and attics can be excluded. If the property has identical floor plans for multiple levels (schools, apartment buildings, etc.), one will suffice.

Floor plans do not have to be professionally prepared

Plans can be hand-drawn and do not have to be to scale.

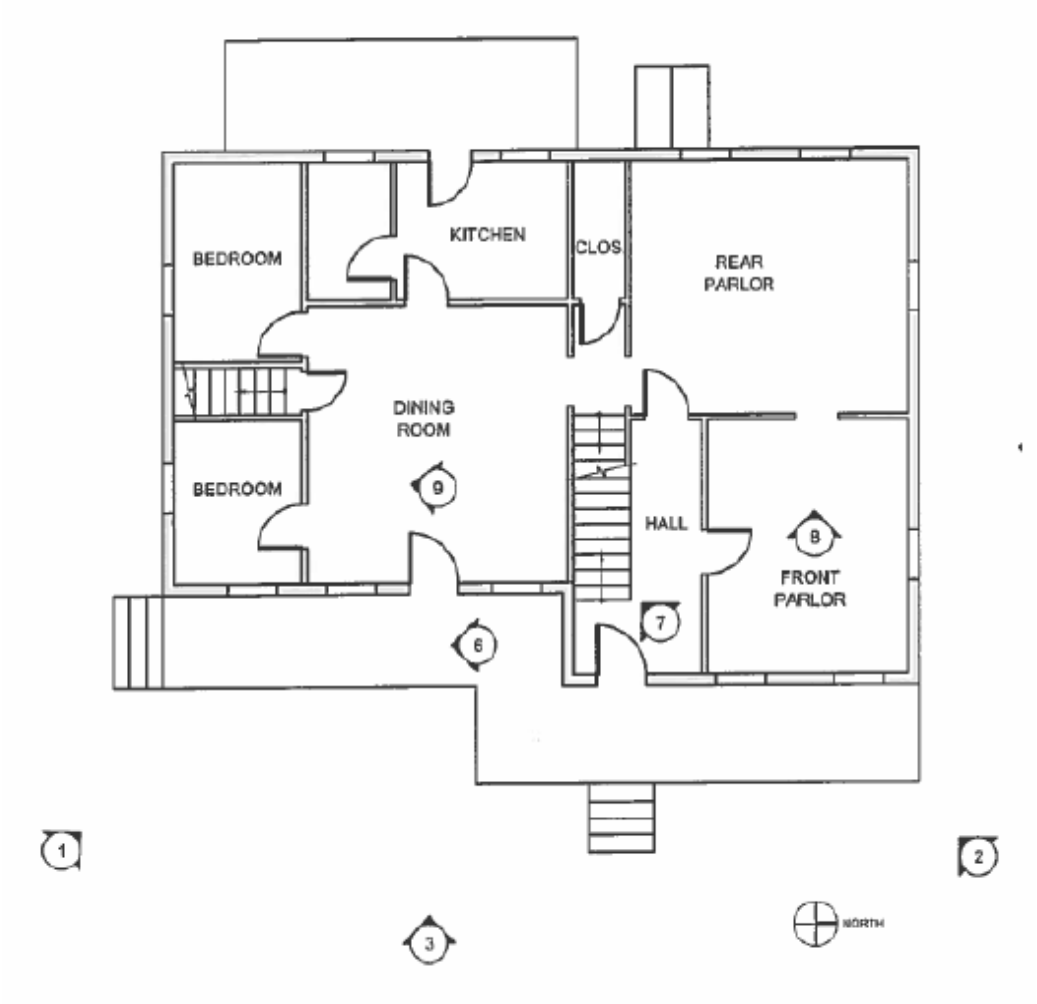
Label the rooms

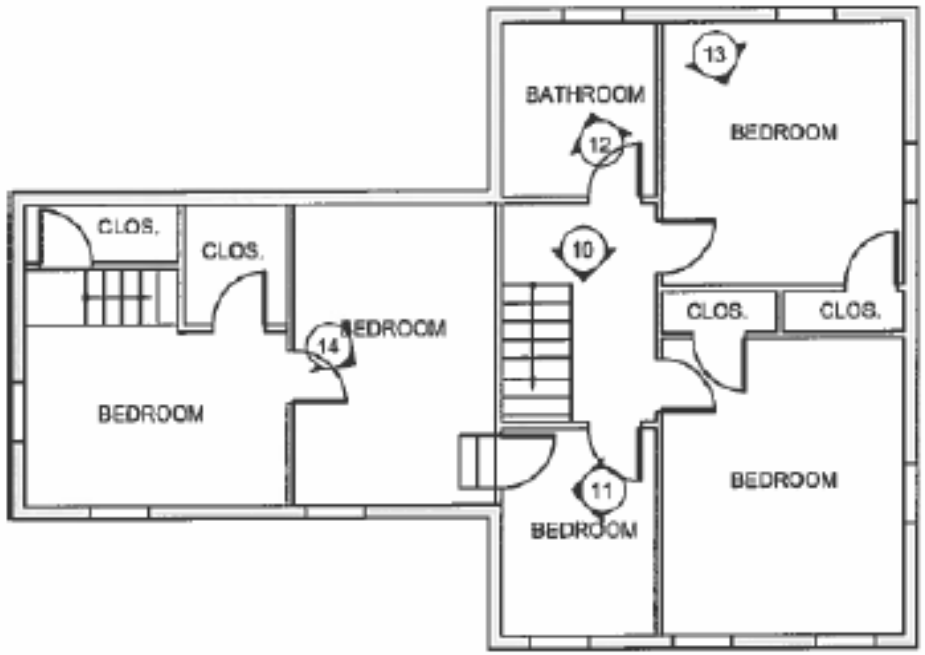
If using historic plans, make sure the room names match the current use and other changes (additions, etc.) are recorded.

Provide directional indicators

Either include a north arrow or label each elevation of the property.

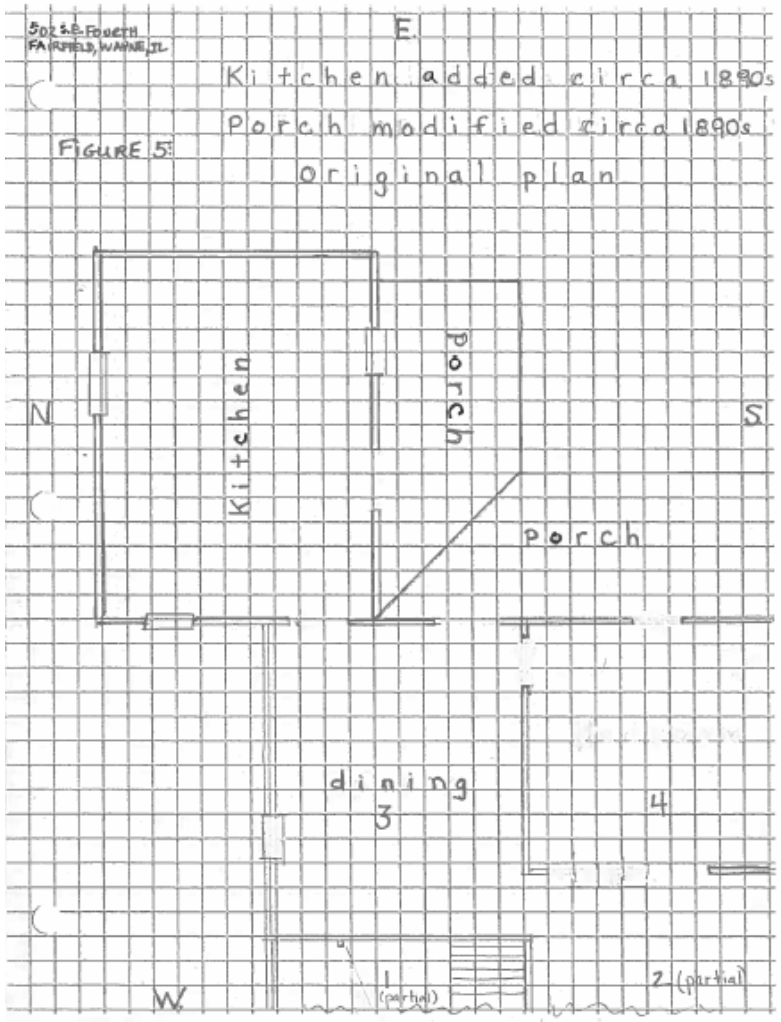
Floor Plans --Sample

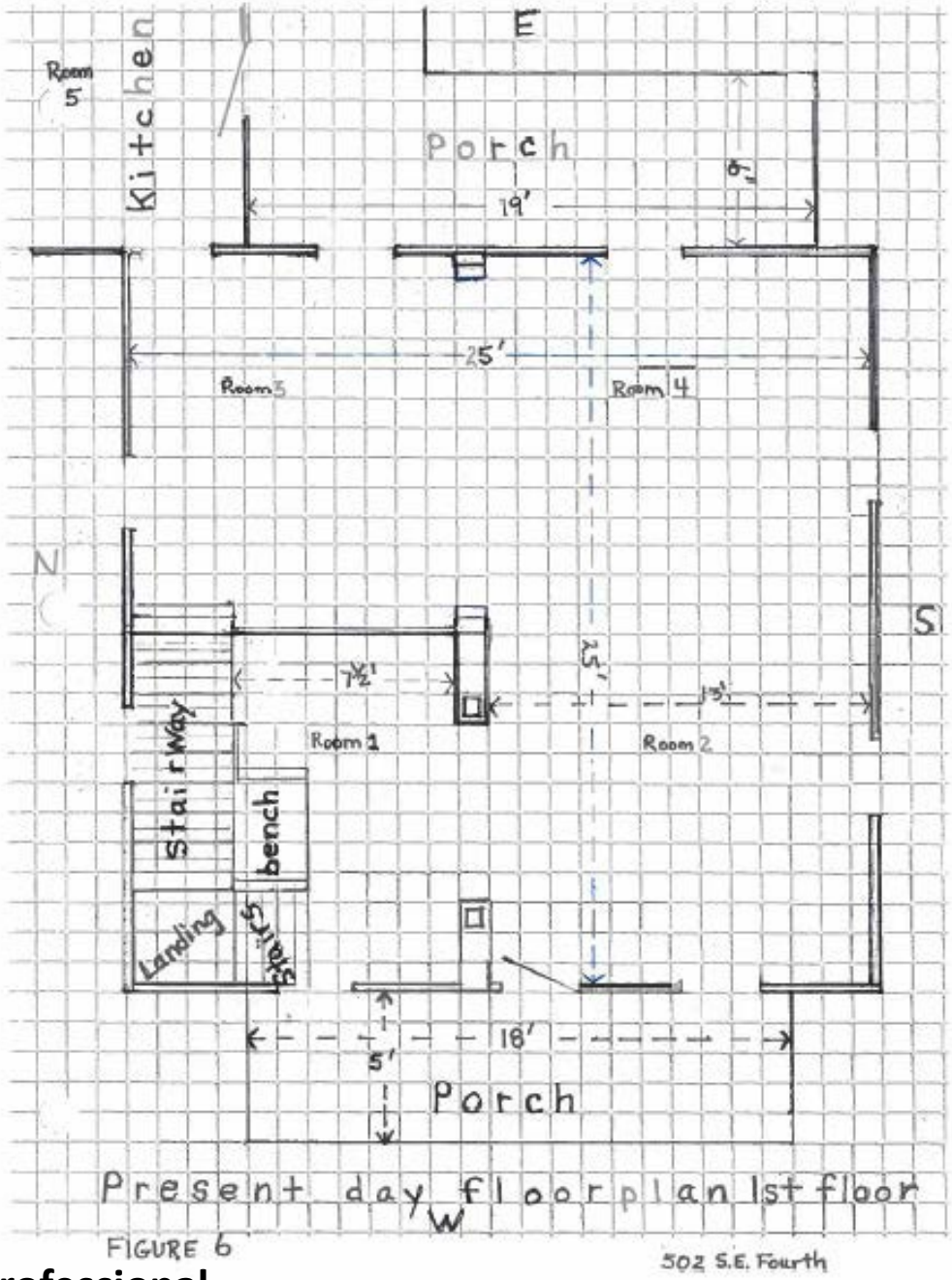




Example from a professional

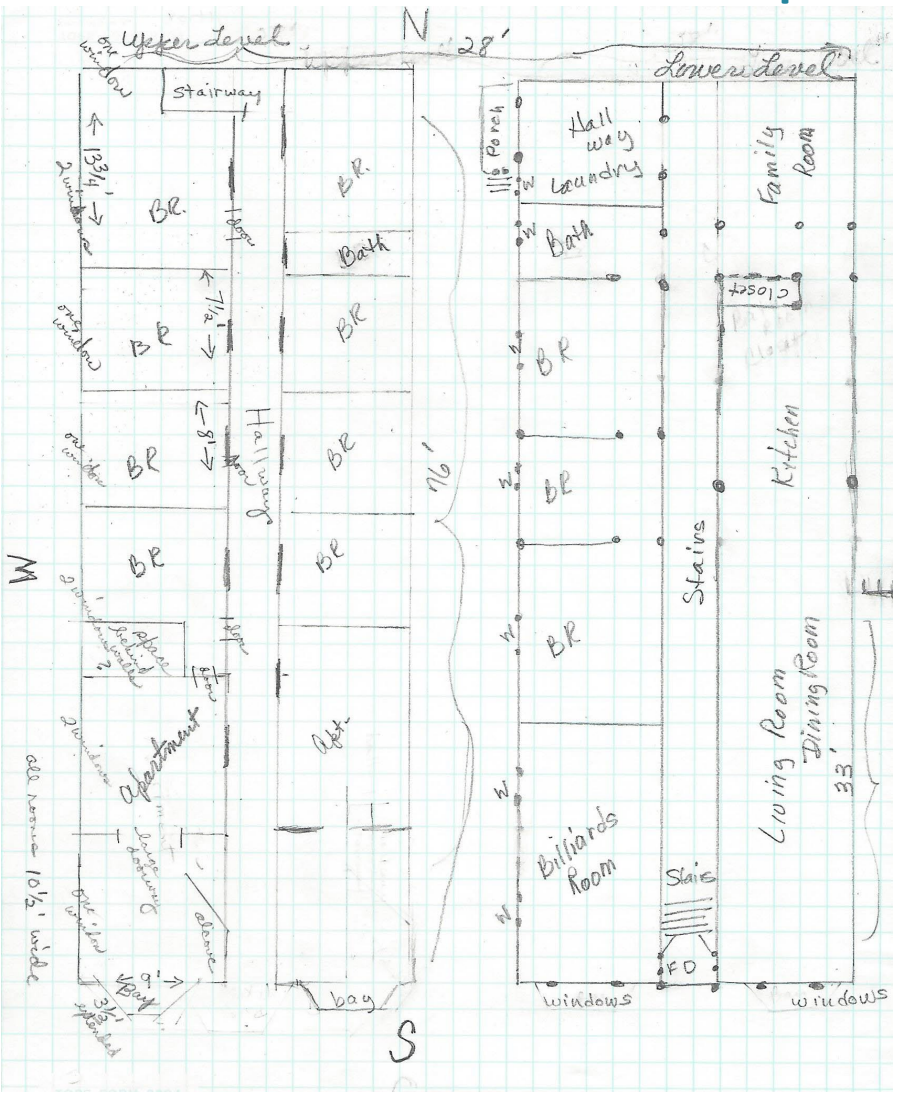
Floor Plans --Sample

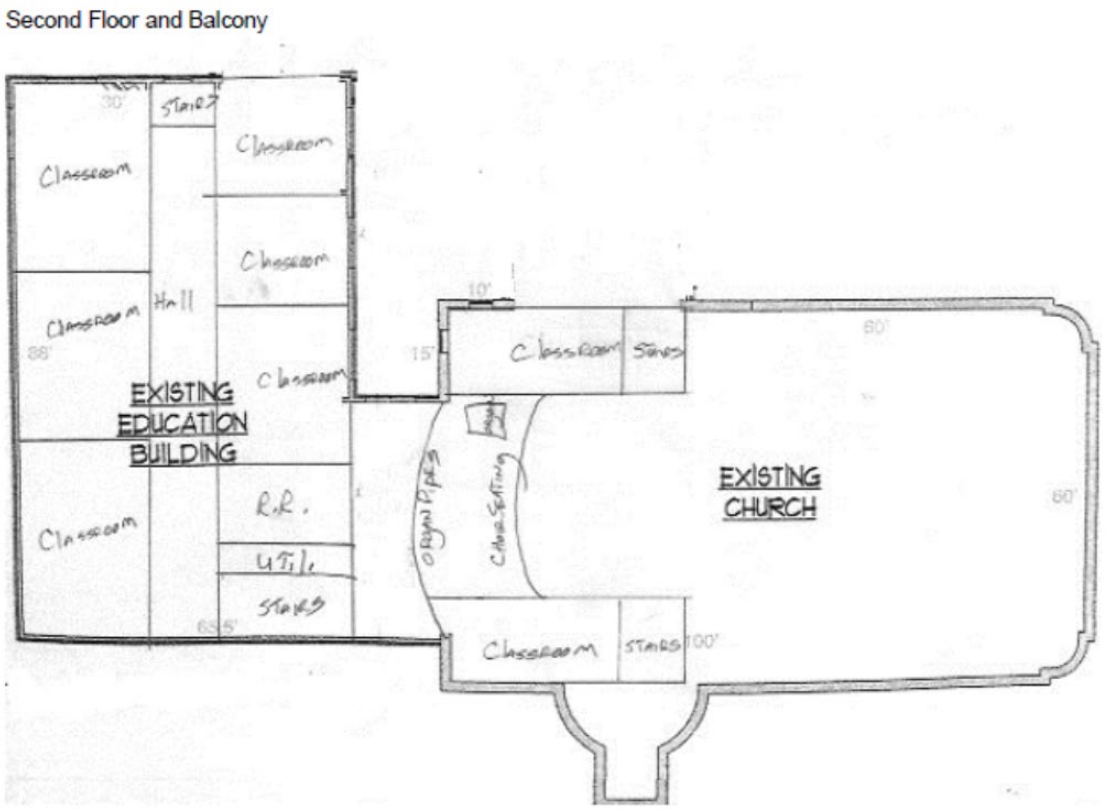




Example from a non-professional

Floor Plans --Sample

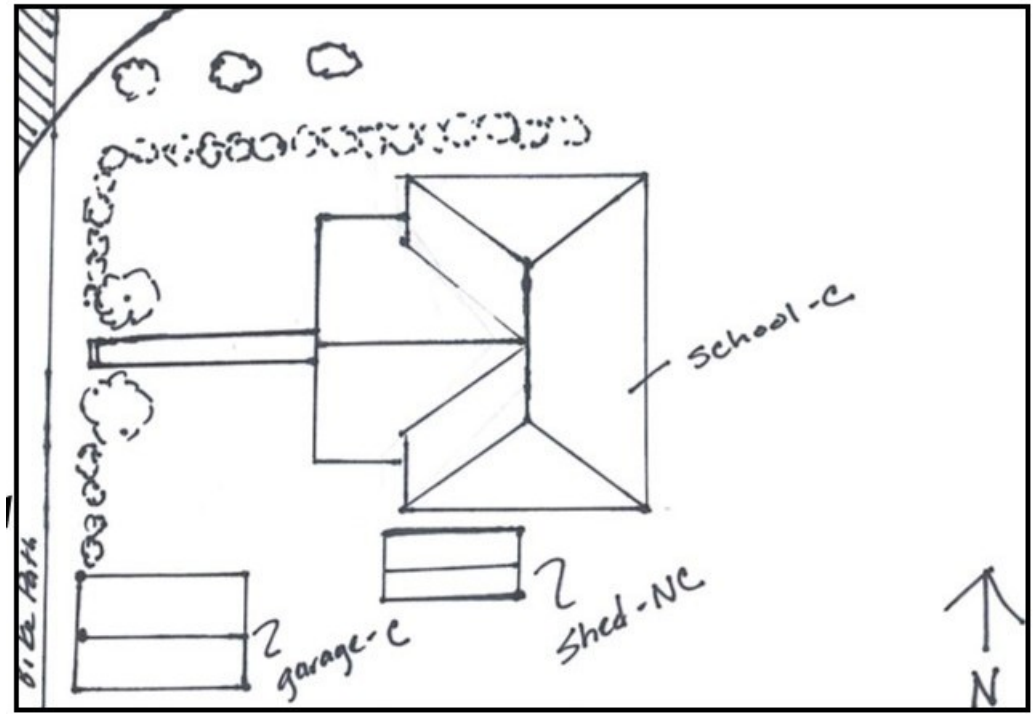




Examples from non-professionals

Site Plans

Site plans are necessary if there are more than 1 building on the property.



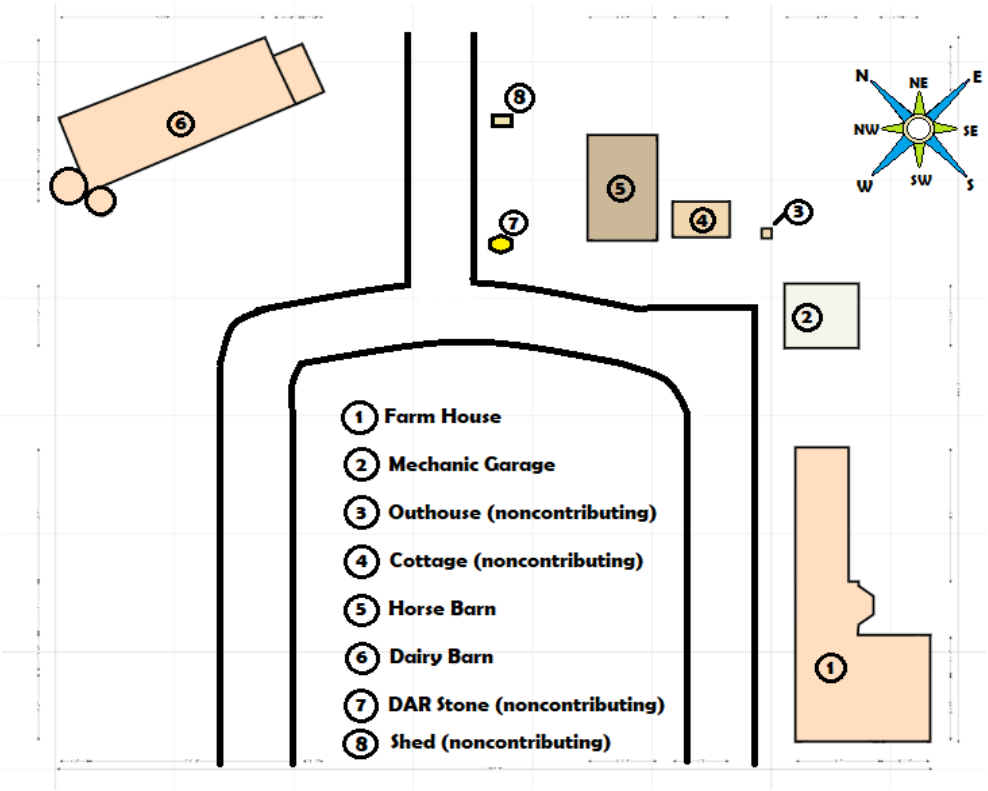
Drawings or aerial maps are acceptable.

Frances E. Bryant House

Shed

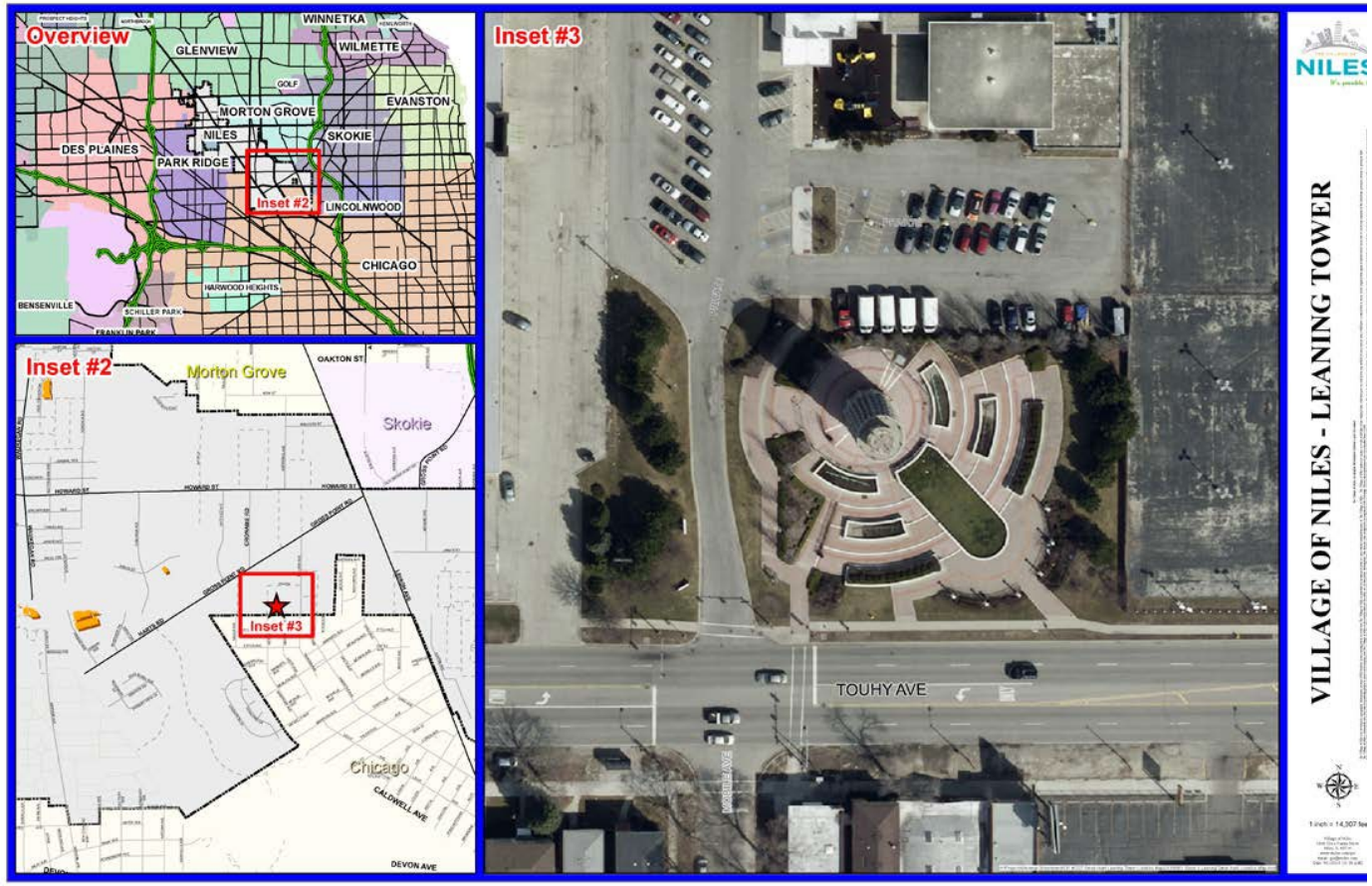
The Frances E. Bryant House nomination consists of two buildings, the house (contributing) and the shed (non-contributing). The wood -framed, board-and-batten shed was constructed outside of the period of significance for storage. It is one-story tall and measures approximately 10 by 12 feet . The roof has a front facing gable, with the northern slope longer than the southern side. The entrance, which is on the west elevation beneath the roof's peak, is also board and batten with strap hinges.

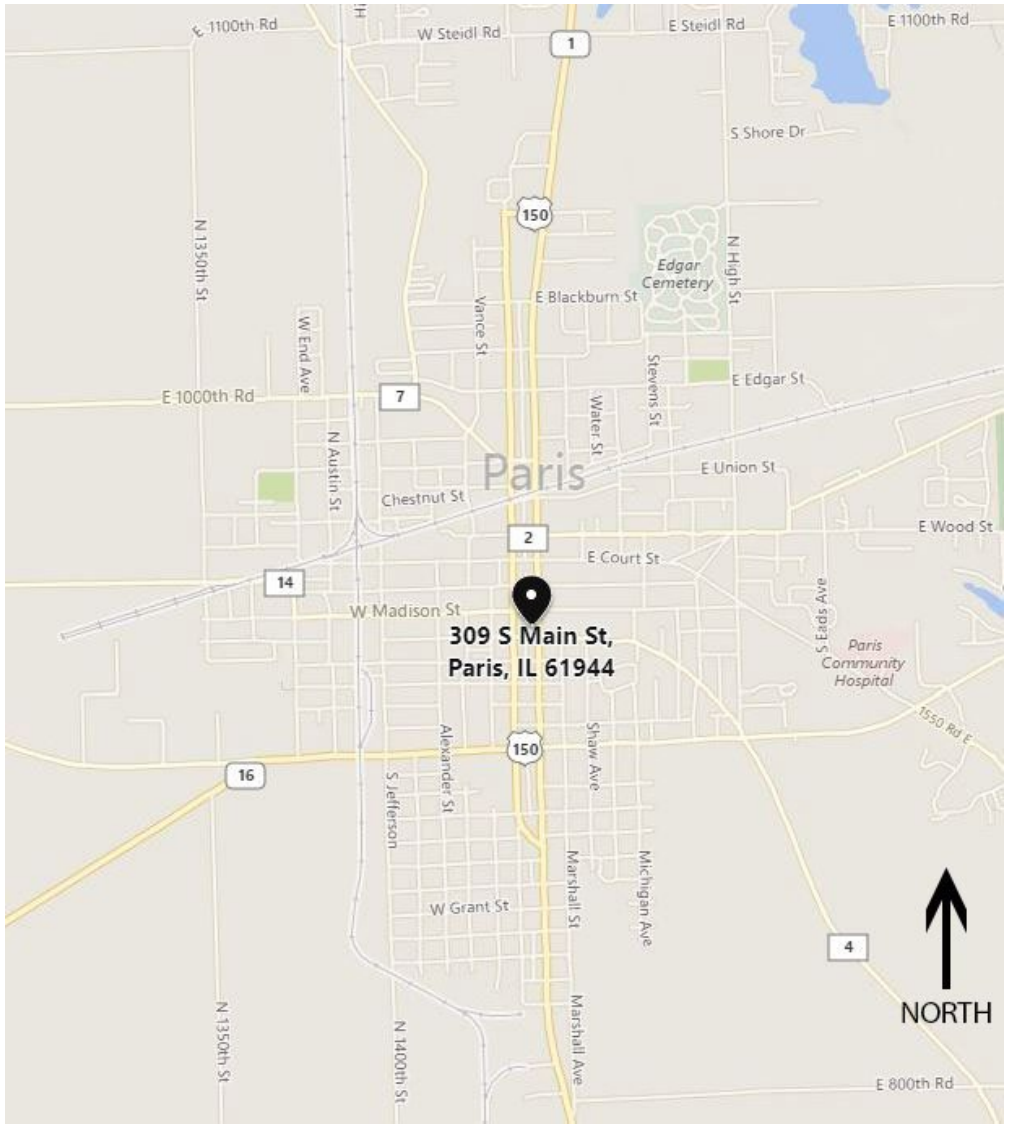
Site Plans, continued



Larger properties may require keys

Location Map





Most maps are acceptable. Be sure that street names are included.