NATIONAL REGISTER DESIGNATION

What does a National Register Designation mean?

These are buildings, structures, districts, sites, and objects which meet the National Register Criteria for Evaluation.

Benefits of National Register Listing

The primary benefit of this designation is for recognition or publicity. Receiving National Register Designation is viewed as receiving an award since there are stringent guidelines for such designations.

Process to Apply for National Register Designation

Any individual or organization can nominate properties for inclusion in the National Register. Applications for the review of National Register nominations should be submitted directly to the HPC located in the Community Development Division. The HPC, as a Certified Local Government, has been given the authority to accept, review, comment, make recommendations, and revise nominations as required. The HPC staff are available to provide technical assistance throughout the process. There is no fee for filing a National Register application for HPC review.

It may take up to one (1) year for the nomination process to be completed. Factors that affect the length of the process include the quality and completeness of the written nomination, the timing of State Review Board deadlines, and the number of structures included in the nomination. The steps necessary to initiate the nomination are:

1. Contact the Historic Preservation staff for assistance in determining if the property or district meets the National Register Criteria and for information on nomination forms and instructions.

2. Prepare the documents required by the National Register nomination form:
   a. a detailed architectural description of the property as it currently exists and was in the past;
   b. a boundary description;
   c. Site maps;
   d. USGS Quadrangle maps;
   e. high quality photographs of the property which thoroughly illustrate and document the present appearance (per National Park Service requirements);
   f. a documented statement of the property's historical and/or architectural significance developed in compliance with federal guidelines for completing National Register Forms.

3. Return the completed nomination form to HPC staff for review. Nominations must be determined technically complete prior to review by the HPC.

4. The HPC staff shall log complete nominations upon receipt. Staff shall have 60 days after receipt of an application to substantively review and revise the nomination of an individual property and 120 days for nominated districts.
5. The application, if complete and accurate, will be sent to the Historic Preservation Commission for review and approval.

6. Nominations determined to be technically incomplete shall be returned to the nominating party. The returned nomination shall be accompanied by a written notice listing the nomination's discrepancies.

7. If staff fails to revise, complete, and schedule for Commission review, a submitted or forwarded National Register Application within the above deadlines, the applicant, property owner, or any other interested party may appeal to the Indiana Department of Natural Resources - Division of Historic Preservation and Archeology for review of the application.

8. National Register applications will be scheduled for public comment and review by the Historic Preservation Commission. HPC staff shall notify owners, city and county officials, and the public of pending applications. The Commission, after reasonable opportunity for public comment, shall prepare a report as to whether or not such property, in its opinion, meets the criteria of the National Register. The Mayor, as chief local elected official, shall transmit the Commission's report and his recommendation to the State Historic Preservation Officer. [Once the nomination has been reviewed by the HPC, as described in the adopted procedures, the nomination will be forwarded to the Indiana Division of Historic Preservation and Archaeology?] for presentation to the State Review Board.

9. The State Review Board meets four (4) times a year to rule on nominations to the National Register. Its meetings are open to the public.

10. Private property owners are given the opportunity to concur or object to National Register nominations. If the owner formally objects, the property will not be listed until the objection is withdrawn. A majority of property owners in a nominated historic district must object in order to prevent its listing.

11. Nominations approved by the State Review Board are signed by the State Historic Preservation Officer and forwarded to the National Register of Historic Places in Washington, D.C.

12. Final approval (or disapproval) for the National Register of Historic Places application is granted by the National Park Service.

Proposed National Register properties which meet the eligibility criteria and are placed into the nomination process can be either INDIVIDUAL buildings, structures, districts, sites or objects, or they can be included in a DISTRICT.

A DISTRICT is a geographically defined area wherein the properties are unified by past events, by physical development, or by plan. A district will often include properties that are not considered eligible for National Register listing and are noted in the nomination as "non-contributing" to the historic district. However, buildings which are not, by themselves, outstanding but add to the district's sense of time, place, and historical development are normally considered as contributing to the character of the district and are included. FORT WAYNE'S WEST END HISTORIC DISTRICT IS A DISTRICT.