

## HOW TO COMPLETE THE PRELIMINARY PROPERTY EVALUATION FORM

Please type or print and fill in the form as completely as possible. Complete information will allow us to evaluate the building's significance and eligibility for nomination to the National Register of Historic Places and the Colorado State Register of Historic Properties. Use additional sheet if you have more information than will fit on the inventory form.

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### Front of Form

**County and city** - County and municipality in which the building is located. Use nearest municipality for rural buildings.

**Historic name(s)** - Original and subsequent names of the building, if known.

**Current building name and address** - Current name of the building and the exact address with zip code.

**Owner name and address** - Correct owner name and address is crucial for the inventory. Indicate the name and address of a private individual or a specific federal or state agency.

**Original owner** - Name of original building owner.

**Use** - Briefly note the building's historic use(s) and present use.

**Local landmark designation** - Indicate whether the building is an official locally designated landmark. State the designating organization and the date the designation was made.

**Plan shape** - Provide a sketch of the building exterior floor plan to show the basic shape of the building and associated outbuildings. Include an arrow indicating North.

**Township, range, section, and USGS topographic quad map name, date, and scale** - Much of this information should be available at the local tax assessor or planning office as part of the property record files. Attach a photocopy portion of the United States Geographical Survey (USGS) topographical quad map to the form. The building or its location should be circled. If a USGS map is not available then a planning or similar small scale map be substituted.

**Lot, block, addition and year of addition** - This information can be obtained from the local tax assessors or planning office. Rural addresses rarely have such information. If there are no block or lot numbers, then the township, range, and section are crucial.

**Original site or moved** - Indicate whether the building is on its original site or has been moved. Note the date of the move.

**Construction date** - Determine the construction date with care. Inclusive dates can be given for buildings built over a period of years (e.g. 1899-1902). If an exact date is unknown, after and before dates can be used (e.g. after 1887 and before 1893). Provide the name of the source for the construction date (e.g. tax assessor office or building permit).

**Architect and builder/contractor** - List the names of the architect and the builder or contractor of the building, if known. Give the information source. Indicate if information is unknown.

**External materials, stories, and dimensions** - List the major exterior building materials, number of stories, and the overall dimensions of the building.

**Associated buildings** - Indicate the existence of any outbuildings (e.g. privy, separate garage, or shed)

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Back of Form

**Architectural description** - Briefly describe the major stylistic elements of the building. Be sure to mention such features as porches, window styles, ornamentation, chimneys, roof types and any other distinguishing features.

**Photographs** - Provide photographs showing each side of the building and any associated buildings. Black and white photographs are preferred as color photographs fade over time, however color photographs are acceptable. Place the photographs in an envelope and attach to the back of the inventory form.

**Construction history** - Briefly describe the original construction and major alterations, additions, and demolitions to the building listing relevant names, dates, and materials.

**Historical background** - Briefly discuss the history of the building as it relates to important events and persons.

**Information sources** - List the information sources and references used in the preparation of this form. List individuals interviewed, newspapers (with dates), and books consulted or the source of historic photographs and other materials used. This is especially important for the information contained in the construction history and historical background sections.

**Significance** - Indicate the appropriate area(s) of significance for the building.

**Statement of significance** - Explain the reasons why this building is significant to your community's history. For example, is it the only or best remaining example of a particular architectural style? Does the building possess high artistic value or is it the work of a master architect or builder? Is the building closely associated with a person who was important in your community's history. Is the building associated with important historic events?

**Preparer of form** - Please provide the name, address and day-time phone number of the person who completed the evaluation form.

**Materials request** - You may indicate here materials you wish to receive after the property has been reviewed for its eligibility for listing in the National and State Registers.

If you have more information than will fit in any of the boxes, attach additional sheets as necessary.

Return the completed evaluation form to:

Office of Archaeology & Historic Preservation  
Colorado Historical Society  
1300 Broadway  
Denver, CO 80203-2137

Contact the Office of Archaeology and Historic Preservation at the Colorado Historical Society if you have any questions. The phone number is 303-866-3392. Information and forms are also available through the Colorado Preservation Information Network on the Internet at [www.CoPIN.org](http://www.CoPIN.org).