



# HOW TO COMPLETE A DC STATE HISTORIC PRESERVATION OFFICE DETERMINATION OF ELIGIBILITY (DOE) FORM

## PROPERTY INFORMATION

- Property Name:** List the preferred name first, followed by any known historical names.
- Street Address(es):** Please provide complete addresses, including the appropriate quadrant of the City (e.g. NW, SE etc.) and zip code.
- Square(s) and Lot(s):** Square and Lot numbers can be obtained by entering the relevant address into the website available at <http://propertyquest.dc.gov/>
- Property Owner(s):** The current property owner should be listed first. If numerous property owners are known, they should be included in the property description section.

### The property/properties is/are being evaluated for potential historical significance as:

Review the options provided, select the description that most accurately relates to the property being evaluated and check the box to the left of the selected description (see instruction below). Please be certain to type the requested information (e.g. name of historic district to which the subject property may contribute, the type of object being evaluated etc.) immediately to the right of the selected description. If any of the requested information is unknown, please contact the DC State Historic Preservation Office (DC SHPO) directly by using the contact information listed at the bottom of this document.

<input type="checkbox"/>	An individual building or structure.
<input type="checkbox"/>	A contributing element of a historic district (specify):
<input type="checkbox"/>	A possible expansion of a historic district (specify):
<input type="checkbox"/>	A previously unevaluated historic district to be known as (specify):
<input type="checkbox"/>	An archaeological resource with site number(s) (specify):
<input type="checkbox"/>	An object (e.g. statue, stone marker etc.) (specify):
<input type="checkbox"/>	A new multiple property/thematic study regarding (specify):
<input type="checkbox"/>	A contributing element of a multiple property/thematic study (specify):
<input type="checkbox"/>	Other (specify):

To check the selected box in Microsoft Word, click View, Toolbars and then Forms. Click on the padlock symbol indicated by the red arrow below to “unlock” the boxes. Click on the appropriate box to mark it with an “X.” Click on the padlock symbol again to “lock” the boxes.



### Property description, rationale for determination and other pertinent information:

This section should include specific facts about the subject property including a physical description, evaluation of integrity, architectural style, date of construction, materials used, name of architect, archaeological time period and/or culture, types of artifacts or features present, summary of how the property may have been altered over time, associated significant historical events or persons, summary of any previous evaluations and all other relevant information. Current and historical digital images of the property and related subjects are highly encouraged and should be incorporated directly into this section. Please provide descriptions (e.g. north façade, etc.) and specific/approximate dates for images.

This section must also include a narrative historical context and specific statements as to how and why the subject property meets or does not meet each of the National Register Criteria and any applicable Criteria Considerations (provided below). The amount of text should relate to how much relevant information is known and how much is necessary to properly evaluate the property for National Register eligibility within its historical context. NOTE: The other sections of the form will automatically shift down as text and images are entered into this section.

### PREPARER'S DETERMINATION

Check the appropriate boxes in this section and enter the requested information about the person who prepared the form. Additional contact information such as an address, phone number and email address is encouraged. Please remember to enter the date the form was prepared.

Eligibility Recommended <input type="checkbox"/>	Eligibility Not Recommended <input type="checkbox"/>
Applicable National Register Criteria: A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/>	Applicable Considerations: A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G <input type="checkbox"/>
<input type="text"/>	
Prepared By: (specify Name, Title & Organization):	Date:

### DC SHPO DETERMINATION AND COMMENTS

This section is for use by the DC State Historic Preservation Office only:

Determined Eligible <input type="checkbox"/>	Determined Not Eligible <input type="checkbox"/>
<input type="text"/>	
<input type="text"/>	
Reviewed By (specify):	Date:
DC Government Project/Permit Project Log Number (if applicable): _____	

### INSTRUCTIONS FOR PROCESSING COMPLETED DOE FORMS

Once complete, the DOE form should be sent *electronically* to [andrew.lewis@dc.gov](mailto:andrew.lewis@dc.gov). Please type "DOE Form" and the name of the property in the subject line of the email. The DC SHPO may request paper copies of the forms if a large number of properties are being evaluated or for other reasons. Additional information about the DC SHPO can be found at [www.planning.dc.gov/hpo](http://www.planning.dc.gov/hpo)

DC Office of Planning  
Historic Preservation Office  
1100 4<sup>th</sup> Street, SW, Suite E650  
Washington, DC 20024  
202-442-7600

## **NATIONAL REGISTER CRITERIA FOR EVALUATION**

### **Criteria for Evaluation**

The quality of significance in American history, architecture, archeology, 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, or that represent the work of a master, or 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.

### **Criteria Considerations**

Ordinarily cemeteries, birthplaces, graves of historical figures, properties owned by religious institutions or used for religious purposes, structures that have been moved from their original locations, reconstructed historic buildings, properties primarily commemorative in nature, and properties that have achieved significance within the past 50 years shall not be considered eligible for the National Register. However, such properties *will qualify* if they are integral parts of districts that do meet the criteria or if they fall within the following categories:

- a.** A religious property deriving primary significance from architectural or artistic distinction or historical importance; or
- b.** A building or structure removed from its original location but which is primarily significant for architectural value, or which is the surviving structure most importantly associated with a historic person or event; or
- c.** A birthplace or grave of a historical figure of outstanding importance if there is no appropriate site or building associated with his or her productive life; or
- d.** A cemetery that derives its primary importance from graves of persons of transcendent importance, from age, from distinctive design features, or from association with historic events; or
- e.** A reconstructed building when accurately executed in a suitable environment and presented in a dignified manner as part of a restoration master plan, and when no other building or structure with the same association has survived; or
- f.** A property primarily commemorative in intent if design, age, tradition, or symbolic value has invested it with its own exceptional significance; or
- g.** A property achieving significance within the past 50 years if it is of exceptional importance.