

Telephone: (501) 324-9880
E-mail: info@arkansaspreservation.org
Website: www.arkansaspreservation.org

**ARKANSAS HISTORIC
PRESERVATION PROGRAM**
An agency of the Department of Arkansas Heritage
1500 Tower Bldg., 323 Center Street
Little Rock, AR 72201



**THE
TOP**

6

**Most
Commonly
Asked
Questions**

**THE
NATIONAL
REGISTER**

**HISTORIC
PLACES**

**ARKANSAS HISTORIC
PRESERVATION PROGRAM**

An agency of the Department of Arkansas Heritage



What is the National Register of Historic Places?

The National Register (NR) is the official list of the country's cultural and/or historic resources worthy of preservation. The NR is a national program that is administered free of charge by the Arkansas Historic Preservation Program for the National Park Service under the Secretary of the Interior.

What role does the Arkansas Historic Preservation Program (AHPP) play in the National Register Process?

The AHPP is charged with the responsibility of nominating to the NR those properties in Arkansas that meet the necessarily strict requirements.

What types of properties are listed on the National Register of Historic Places?

A historic resource (building, object, structure, or site) or grouping of historic resources (district) that are **at least 50 years** of age and retain enough of their original architectural design and materials to properly reflect their period of significance.

The property *must* be significant for one or more of the following criteria:

Criterion A: Association with a significant event or pattern of events in local, state or national history

Criterion B: Association with the lives of persons significant in our past whose contributions to local, state or national history can be identified and documented

Criterion C: Significant architectural design or method of construction

Criterion D: Archeological potential to yield information important in prehistory or history

How do I get my property listed in the National Register of Historic Places?

Getting one's property listed in the NR is a five-step process.

TURN PAGE FOR 5 STEPS

Step One - Determination of Eligibility

After you contact our office, we will mail you a Determination of Eligibility (DOE) packet, or you can obtain a copy at www.arkansaspreservation.org. Enclosed in the DOE packet is a list of questions. A thorough and accurate response to these questions will enable the AHPP staff to evaluate the potential eligibility of the property. The packet also specifies that photographs be submitted to our office so that our staff can determine if the property is potentially eligible for listing in the NR. Once the review is completed (usually within 30 days of receipt), a letter outlining the staff's determination will be mailed to you.

Step Two - Site Visit

If your property is determined eligible, AHPP staff members will contact you to arrange a site visit to the property at a mutually convenient time. While surveying the site, the AHPP staff will take both black-and-white and color slide photographs of the building. We will also fill out an architectural survey form for your property.

Step Three - Nomination Form

After your property has been determined eligible and after the site visit has been completed, you will be responsible for completing the NR nomination form. To assist in this process, the AHPP staff provides two training sessions each year to answer questions and provide instructions on filling out the form. They are held the 4th Wednesday in April, and the 2nd Wednesday in October at the Tower Building at 323 Center Street in Little Rock. These sessions are free and are open to the public. For those who are unable to attend a training session, the AHPP will provide a reading list of materials that explain how to fill out the NR form. Constituents also have the option of hiring a contractor to complete their nomination form. A list of qualified contractors is available from the AHPP on request. After the completed nomination form is submitted to the AHPP, it will be edited and returned to you for corrections, if needed. When the NR form is completed and corrected, the AHPP will notify you in writing and schedule the property for consideration at a future meeting of the State Review Board. *All nominations must be completed and submitted six weeks before the next scheduled meeting of the State Review Board Meeting* to be included in that meeting's agenda. For your convenience, the NR form is available on a computer disk provided by the AHPP on request. The AHPP recommends that you use this disk if possible, since it will streamline the process of correcting the form.

Step Four - State Review Board Meeting

On acceptance of a completed nomination by the specified deadline, the staff will schedule the property for presentation to the State Review Board. The State Review Board is a governor-appointed group of eleven professionals who must approve the staff's recommendations before the nominations can be forwarded to the National Register office in Washington, D.C. The staff will prepare a short (usually five to ten minutes) presentation with color slides of the property for the State Review Board meeting. The applicant and/or property owner will receive a notification letter one month prior to the date of this meeting to inform him/her of the location and approximate time of day that the property will be presented. Attendance by the applicant is voluntary but encouraged.

Step Five - National Register Listing

After approval by the State Review Board, the AHPP staff prepares the final nomination, including any changes requested by the board, provided the nomination was submitted on a computer disk (*if not on disk, the constituent will be responsible for making any needed corrections to the final form*). The nomination is then forwarded to the National Register office of the National Park Service in Washington, D.C. A determination will be made by their staff within 45 days of receipt of the nomination. Once official notification of listing is received, the AHPP will notify the applicant of the decision by letter. If requested, the AHPP can provide owners of listed properties with a certificate of listing that is signed by the governor and state historic preservation officer. The AHPP does not provide plaques; however, information on ordering a plaque will be mailed, if requested, to the owner and/or applicant of the listed property along with the letter announcing the property's listing in the NR.

What benefits do I receive from placing my property in the National Register?

Having one's home listed in the NR is mainly an honor. The monetary benefits are very few and are only available in certain instances. Technical advice relating to all aspects of restoration, adaptive reuse, and renovation of older structures is available from the AHPP upon request by owner.

Tax Benefits: A 20% investment tax credit may be available for the rehabilitation of certain commercial, industrial and residential income-producing properties that have been certified as historic structures. Also, the Tax Treatment Extension Act of 1980 includes provisions regarding the donation of conservation easements, which are partial interests of historically important sites or structures.

Grant Money: The Historic Preservation Restoration Grant is the only grant available through AHPP for properties listed individually in the National Register. Generally, only properties that are owned by a not-for-profit organization or a local government are eligible to apply for these matching grants.

What restrictions will be placed on my property should I choose to list it in the National Register?

NONE! Having one's property listed in the NR is mainly honorific. The only thing that will happen should you choose to alter the integrity of your home (i.e. artificial siding, a huge addition, etc.) is that your property will be removed from the NR. Restrictions are placed on a property only if you choose to donate an easement on the property to the AHPP. It is important to note that listing a property on the National Register can provide several benefits. Listing a property on the National Register can bring about increased publicity, an increased knowledge and pride in local history, and a proven increase in property value.

If you have any questions regarding the National Register nomination process, please contact the National Register staff, AHPP, 1500 Tower Building, 323 Center Street, Little Rock, AR 72201, phone: (501) 324-9880 [TDD (501) 324-9811], or send e-mail to info@arkansasheritage.org

For more information please visit our website at www.arkansaspreservation.org