

# Hawaii and National Register Nomination Process

The Hawaii Register of Historic Places and the National Register of Historic Places are the official lists of properties worthy of preservation. The State and National Register programs are administered by the State Historic Preservation Division (SHPD). SHPD encourages State and National Register nominations from the public for a wide variety of properties including: buildings, archaeological sites, historic trails, cultural landscapes, and more. The process for nominating historic properties, the eligibility criteria for listing historic properties, and the application forms for listing historic properties in the Hawaii Register of Historic Places are the same as those required for listing properties in the National Register in Hawaii.

Anyone or any group can write a nomination. SHPD encourages nominators to talk to property owners before writing a nomination. Though you do not need owner consent to list a property on the Hawaii Register of Historic Places, you do need owner consent for listing a property on the National Register of Historic Places. Additionally, one must have the majority of owner consent for listing a district or multiple property nomination to the National Register of Historic Places.

There is no cost or fee to submit a National Register nomination to SHPD. Listing on the register provides some protection to historic properties, recognizes them as significant places and qualifies residential and commercial properties for historic tax incentives.

## Part 1: Where to Start

### Identification and Evaluation of Historic Properties for Eligibility, Significance, and Integrity

#### I. Identification

Determine if the property you want to nominate is historic and eligible for listing to a historic register. Properties are generally considered historic if they are over 50 years old. However, if a property is of exceptional importance, it does not have to be 50 years old to be listed. Historic properties include several different types of properties, including:

- Building – e.g. a house, school or courthouse, store
- Site – cemetery or battlefield landscapes, homestead, farm
- Structure – e.g. a bridge, tunnel or bandstand
- Object – a monument, fountain or sculpture
- District – neighborhoods, downtowns, landscapes, or whole cities



Opaekaa Bridge, Kauai 2015

## II. Significance

In addition to being historic, a property must be significant to be listed on a historic register. Significance is defined by the National Register Criteria for Evaluation. A property must meet at least one of the following four National Register Criteria regarding significance:

- Criterion A: Association with historic events or activities
- Criterion B: Association with important persons
- Criterion C: Distinctive design or physical characteristics (architecture, landscape architecture and/or engineering)
- Criterion D: Potential to provide important information about prehistory or history (usually through archaeological investigation)

The National Park Service has provided guidelines for applying the National Register Criteria to historic properties [\[National Register Bulletin 15\]](#). The historic property must meet one of the four criteria to eligible for listing.

## III. Integrity

The National Park Service recognizes a property's integrity through seven aspects of an integrity [\[Aspects of Integrity\]](#). A property must retain a majority of these aspects of integrity in order to maintain its distinction as a historic property worthy of preservation.

These seven aspects of integrity include:

- Location
- Design
- Setting
- Materials
- Workmanship
- Feeling
- Association.



Ku'emanu Heiau, Hawaii 2014

\*To assist you in determining whether your historic property has historic significance and integrity and might qualify for listing in the National Register, we suggest that you contact one of the division's architectural historians. Our National Register staff will review the preliminary information and give you guidance on the next step in the process. Please send the information digitally to our office via mail or via [dlr.intake.SHPD@hawaii.gov](mailto:dlr.intake.SHPD@hawaii.gov). Primary information and nominations must be submitted in Microsoft Word format with focused photographs.

If your historic property appears to be eligible for listing, a letter will be sent to you with suggestions for research, sources of information, or examples of similar properties already listed in the National Register. Letters requesting additional information or a site visit to the property may be sent for clarification. If the property does not appear to meet the National Register Criteria, SHPD staff will send a letter explaining why the property does not appear to be eligible.

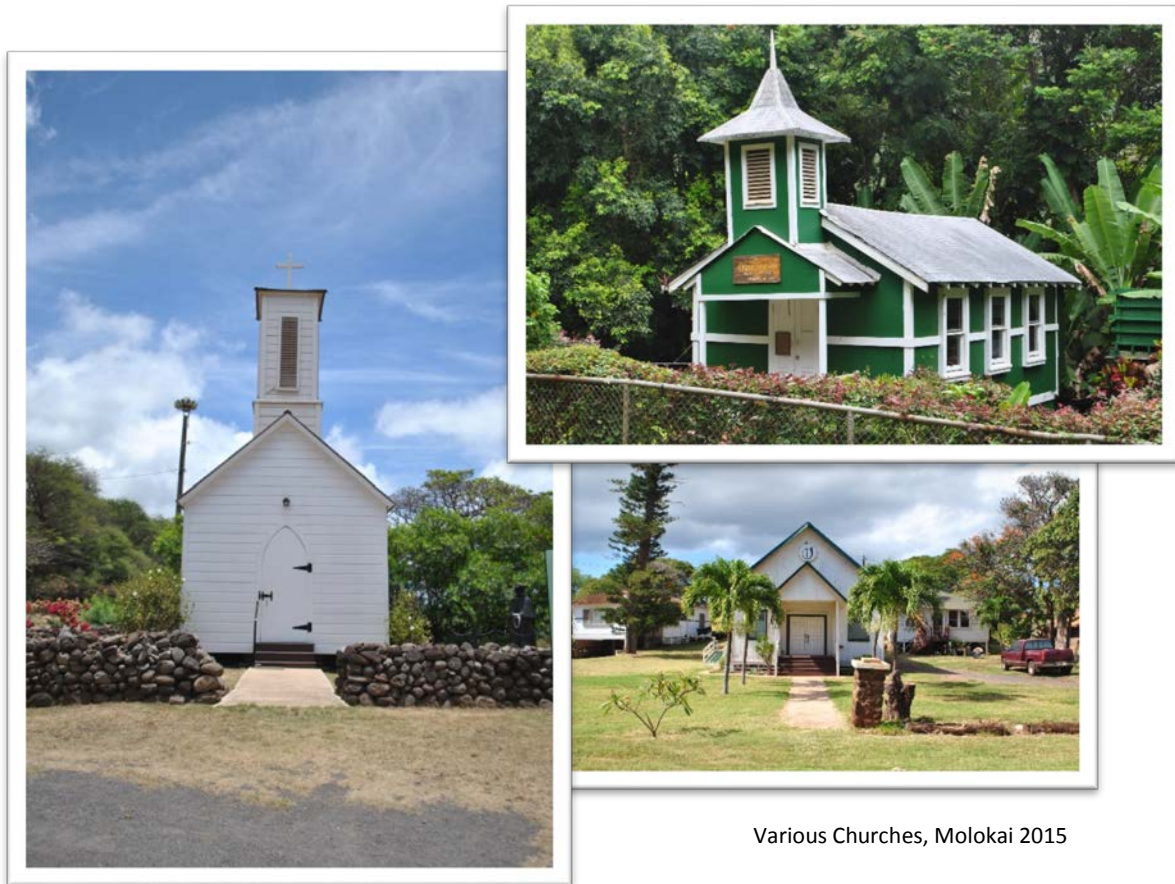
## Part 2: Application Forms

Once you have submitted your preliminary questionnaire and received a letter from SHPD stating that the property is likely eligible for listing, you can start writing your nomination.

The National Register Nomination Form is the official form documenting the property as a historic resource. The form can be found on the National Park Service website [[National Register Form](#)], along with guidance documents explaining how to complete the National Register nomination form [[National Register Bulletins](#)].

Photographs and a USGS map must be included in your nomination. Photographs must meet the National Park Service's photo policy [[National Register Photo Policy](#)]. USGS maps may be downloaded free of charge from [[USGS Map Locator](#)]. Please do not edit the original USGS pdf file to zoom in on the historic property site.

Nominations can be submitted in paper or digital format. If you are submitting digitally, SHPD requires that nominations be submitted as a Microsoft Word document **in addition to** following the National Park Service's guidelines for submitting National Register Nominations on a disk [[Submitting Nominations Digitally](#)].



Various Churches, Molokai 2015

### Part 3: SHPD's Review Process of Proposed Nominations

The state-level review process begins when a completed National Register Nomination Form with the required supporting documentation is submitted to SHPD.

Upon receipt, nominations are entered into SHPD's intake database. A checklist is completed to verify that all the required documentation has been submitted (See checklist). If information critical for a review, such as current photographs, floor plans, site plans, and/or district maps, is not included, the nomination will be put "on-hold". Complete nomination forms will be reviewed by SHPD's Architecture Branch staff.

SHPD has three architectural historians that review nominations. Reviews of proposed nominations follow guidance set forth by the National Park Service in the National Register Bulletins. Review will determine whether the nomination adequately documents the property and if the property appears to meet the National Register Criteria for Evaluation. State regulations require that SHPD review the nomination and provide comments within 30 days.

Nominations are reviewed for their accuracy and completeness. SHPD staff reviews Section 7, the written description, and compare it to the current and historic photographs, floor plans, site plans, and maps. Questions reviewers ask about the description section include:

- Does the description provide a current "verbal photograph" of the entire property?
- Are character defining features noted?
- Are all changes, alterations, and/or additions over time thoroughly described? For individual properties, exterior and interior changes to materials, design, floor plan, setting, and workmanship are reviewed. For historic districts, loss of historic buildings; new construction; and changes in design, materials, setting, and workmanship to historic buildings, sites, structures, and/or objects in the district are evaluated.
- Is the property's integrity assessed?

Next, SHPD staff review Section 8, or the significance statement, and all additional supporting documentation for accuracy and thoroughness. Some of the things staff look for are:

- Is the developmental history a concise, factual account of the history and development of the property, from its origins to the present time?
- Is the information presented chronologically and organized by major historical periods or eras associated with the property with specific dates provided?
- Does the developmental history document specific important persons, events, and activities associated with the property?
- Are original, subsequent, and current uses and functions of the property identified?
- Is the acquisition of land, the construction of buildings and other structures, the development of landscaping, and any major changes to the property over time, with specific attention to extant buildings, structures, and landscape features thoroughly discussed?
- Are any known architects, engineers, builders, contractors, landscape architects, gardeners, and/or other artists or craftsmen identified with basic biographical information?
- Were critical primary and secondary sources of information researched and properly cited?



After the review is completed, SHPD notifies the property owner(s) of the nomination and sends the division's comments to the nominator. The four possible outcomes of our state-level review are:

1. The property is fully documented to National Register and SHPD standards.
2. The property is not fully documented but appears to be eligible for listing. A majority of nominations need additional research and documentation. SHPD will send a letter requesting additional information and provide guidance on what is needed, why it is needed, and where to find the information. It is the responsibility of the property owner/sponsor to provide the additional information. The proposed nomination is put "on hold" in our office until we receive the requested information. There is no deadline or expiration date and proposed nominations are kept in our office indefinitely until we receive the additional information.
3. SHPD cannot determine whether a property is eligible for listing based on the information submitted. SHPD will request a site visit to the property or additional information.
4. SHPD determines that the property is not eligible for listing in the Hawaii or National Registers. In this case, SHPD will send a letter explaining the basis for the decision. If you want to appeal the decision to the Hawaii Historic Places Review Board and/or the Keeper of the National Register, the appeals process is available online in the Hawaii Administrative Rules (Chapter 198) and the Code of Federal Regulations (36 CFR 60.12) respectively.

Once the property is fully documented to SHPD and National Register standards, the nomination will be scheduled for a Hawaii Historic Places Review Board meeting, the next step in the state-level review.



Haleakala Crater, Maui 2013

## Part 4: Hawaii Historic Places Review Board

The review board is responsible for listing properties onto the Hawaii Register of Historic Places and reviewing and recommending nominations to the National Register of Historic Places. The Hawaii Historic Places Review Board is made up of ten members and must have at least a historian, archaeologist, sociologist, architect, and Hawaiian cultural specialist. The board meets four times a year in Honolulu.

SHPD takes several actions before a review board meeting. Staff recommendations are prepared for each nomination. Formal notifications of the proposed nominations are sent out to local government offices, property owners, and the public. The final draft of each National Register Nomination is uploaded onto SHPD's website for public review and comment.

### Notification

SHPD notifies property owners by certified mail, at least 45 days before a review board meeting. The notification cover letter provides instructions on how private property owners can concur with or object to the proposed nomination. The letter also solicits written comments regarding the significance of the property or district from property owners, local government officials, and interested parties prior to the review board meeting.



If a property owner wishes to object to the listing, the property owner must send a notarized letter to SHPD that certifies:

1. they are the sole or partial owner of private property and
2. they officially object to the nomination. If a majority of private property owners object, the property proposed for nomination will not be officially listed in the National Register.

For districts with less than 50 property owners, a notification packet is sent to each property owner listed in official property tax records. For districts with more than 50 property owners, a legal advertisement is placed by SHPD in the local newspaper 30 to 75 days prior to the review board meeting.

For district nominations, SHPD staff will arrange a public information meeting with the local sponsor of the nomination. An informal public meeting is held at a public place in or near the district (i.e. city hall, community center, local historical society or other public meeting space) for residents of the district and other interested citizens. SHPD staff presents a PowerPoint presentation about the National Register and the proposed district nomination, answers questions, and solicits comments. The meeting also provides an educational opportunity for the public to learn more about SHPD's preservation programs and to get answers to questions about the National Register process.

Review board meetings are open to the public. Meetings start with the approval of previous meeting minutes and the present meeting's agenda. SHPD staff will also report new preservation initiatives and important projects to the review board. However, most of the meeting is dedicated to reviewing nominations. SHPD staff give short PowerPoint presentations, and the board has an opportunity to comment or ask questions about the proposed nomination. Additionally, property owners and other interested parties in attendance are given an opportunity to speak before the board. The board then

formally votes on whether or not to list the property on the Hawaii Register of Historic Places and recommend the nomination for listing on the National Register of Historic Places.

The possible outcomes of the Hawaii Historic Places Review Board are:

- The board votes in favor and the property is listed on the Hawaii Register of Historic Places.
- The board votes to defer the nomination (usually to request additional research or analysis).
- The board votes against the nomination and the property is not listed on the Hawaii Register of Historic Places. The property owner or nomination sponsor may appeal this determination or amend the nomination and resubmit it for consideration at a future meeting.
- The board votes in favor of recommending the nomination to the National Register of Historic Places.
- The board votes against recommending the nomination to the National Register of Historic Places. The property owner or nomination sponsor may appeal this determination or amend the nomination and resubmit it for consideration at a future meeting.

If the Hawaii Historic Places Review board votes in favor of listing a property on the Hawaii Register of Historic Places the property is automatically placed on the state register and the state nomination process has been completed.

## Part 5: Completing the National Register Nomination Process

The final step in the National Register nomination process is preparing the official documentation to submit to the National Register of Historic Places in Washington, DC. The requirements for submission to the National Register are provided in the National Register Bulletin: How to Complete the National Register Registration Form, within the National Park Service's Photo Policy, and within Guidance on How to Submit a Nomination to the National Register of Historic Places on Disk Summary (5/06/2013). A National Register nomination consists of the National Register Registration Form, archival-quality photographs, a United States Geological Survey map, one or more property or district maps, and additional supporting documentation, as required.

The completed nomination form is reviewed and signed by the Deputy State Historic Preservation Officer and sent to the Keeper of the National Register at the National Park Service, U.S. Department of the Interior, in Washington, DC. Once received, the Keeper has a 45-day review period. As part of the review process, the National Register publishes notice in the Federal Register that the property or district is being considered for listing in the National Register. A 15-day commenting period from date of publication is provided. When necessary to assist in the preservation of historic properties this 15-day period may be shortened or waived. A list of pending National Register nominations and the date they were received is available on the National Register's website.

At the end of the 45-day review period, the Keeper of the National Register determines whether the proposed nomination meets the National Register Criteria and has been adequately documented. If it meets these requirements, the nomination is officially listed in the National Register of Historic Places and an announcement is posted on the National Register's weekly list. In rare cases, a nomination may be returned to SHPD for additional research and documentation. If this occurs, it is the responsibility of the sponsor to provide additional research and documentation as necessary. In very rare cases, a proposed nomination is determined not to qualify for listing by the Keeper.