

INSTRUCTIONS
FOR
COMPLETING THE
MANHATTAN REGISTER OF
HISTORIC PLACES

INSTRUCTIONS FOR COMPLETING THE MANHATTAN REGISTER OF HISTORIC PLACES NOMINATION FORM

For nominated historic structures and historic sites, complete the nomination form by following the instructions below.

For nominated historic districts, complete items 1-10 of the Manhattan Register of Historic Places Nomination Form for each property within the proposed district boundaries. Complete the remainder of the nomination form (items 11-19) for the nominated district by following the instructions below. In addition to completing the nomination form as described above, to nominate a historic district the applicant must prepare a statement of significance for the nominated district. Use additional sheets of 8 ½ x 11 paper as necessary to provide a statement of the significance of the proposed district as described in item 8. Evaluation of Criteria for Designation of the Manhattan Register of Historic Places Nomination Form and these instructions.

1. PROPERTY NAME

Enter the historic name and common name of the nominated property, if known.

2. LOCATION

Enter the street address for the nominated property.

3. CLASSIFICATION

Check the appropriate box under each heading. By "public access" the form means is the property open to the public in a restricted (sometimes locked or closed) or unrestricted (never locked or closed) manner or is it not open to the public at all, such as with a private residence. See the ordinance for definitions, if necessary.

4. LEGAL DESCRIPTION

Give the lot and block designation (or the section, township, and range if no lot and block available) as shown on the property deed.

5. REPRESENTATION IN EXISTING HISTORIC INVENTORY

If the property has been inventoried by the City of Manhattan check yes and, (1) provide the inventory number, date, and eligibility status from the inventory form, and (2) identify the location of the inventory records, i.e. Riley County Historical Museum, Community Development Office, or Kansas State Historical Society. If the City of Manhattan has not inventoried the property, check no and continue to number 6.

6. DESCRIPTION

- Provide the original date(s) of construction, if known. The original construction date can often be found in public records for building or water permits or can be assumed from major changes in valuation on property tax records.
- Provide a description of the original use, for example home, library, school, dry goods store, etc. The original use may be found in the property deed, city directories, newspapers, etc.
- If known, provide the names of the original builder and architect or designer.
- Provide the name of the original owner of the building, structure or site. Typically the original owner's name is found on the property deed, in the County's property tax records, or in public records for building or water permits.
- Identify the overall physical condition of the property.
- Check the appropriate boxes regarding alterations and provide known or estimated date(s) for properties that have been altered.
- Check the appropriate box regarding original site or moved and give a known or estimated date for moved structures/buildings.

7. PHOTOGRAPH

Affix one photograph of an overall view of the nominated property to the page with photograph mounting adhesive. Color or black and white photographs are acceptable, however Polaroid or instant-developing photographs are not acceptable.

8. EVALUATION OF CRITERIA AND SIGNIFICANCE FOR DESIGNATION

A. CRITERIA FOR EVALUATION

Check one or more categories of applicable criteria.

B. SIGNIFICANCE

Explain how the structure, site, property within a district, or district meets the criteria checked in 8.A.

9. INTEGRITY

Explain how the structure, site, property within a district, or district maintains integrity of association, design, materials, setting, and/or workmanship as they are defined below:

Provide a response for each of the following types of integrity.

- 1) **Integrity of association:** A property's direct connection with a significant event or person. To have integrity of association, the property must be where the significant event or activity occurred, and it must be sufficiently intact to convey the connection to an observer.
- 2) **Integrity of design:** The combination of elements that create the form, plan, space, structure, style, and regional character of a property as it was originally conceived. It includes such elements as organization of space, proportion, skill, technology, ornamentation, and materials.
- 3) **Integrity of materials:** The physical elements that originally were combined to form a property. For a rehabilitated property to have integrity of materials, most of its historical materials must have been preserved; it must be an actual historic property, not a re-creation.
- 4) **Integrity of setting:** The physical environment (including natural or manmade features) related to a property's functions, its significant role, or its design. Setting refers to the character of the place where a property played its significant role in history.
- 5) **Integrity of workmanship:** The physical evidence of the crafts of a particular culture or people during the period in history or prehistory when a property was created.

10. SIGNIFICANT ARCHITECTURAL FEATURES

The following images and lists are provided to help the applicant prepare the description of significant architectural features for the nominated property. Applicants may find the book *A Field Guide to American Houses* by Virginia and Lee McAlester helpful as well. If there are secondary structures that are significant, copy pages six through nine of the nomination form and complete "10. Significant Architectural Features" for the primary structure and each significant secondary structure. Label each set of responses to identify which structure is being described.

After making the appropriate selections from the lists below (or developing "other" descriptions), transfer the descriptive information to the appropriate locations on the nomination form. In addition, the applicant must submit numbered and labeled photographs (mounted on 8 1/2" x 11" paper) to show significant architectural features and details as well as colors, textures, patterns, and placement of materials. Color or black and white photographs are acceptable, however Polaroid or instant-developing photographs are not acceptable.

If the applicant is preparing a nomination for a historic district, in addition to preparing a completed form for each property within the district, the applicant must prepare a description that addresses the district as a whole. Using the format and order on the application form, describe the typical or common character-defining features of the district as well as the significant, i.e. character-defining, physical variations found in the district.

A. EXTERIOR CHARACTERISTICS

1) Setting

a. Land/Site:

- Expansive (large site with, or without, buildings as minor components of the landscape)
- Icon (building on a green or set apart from the context)
- Standard Parcel
 - 1850-1910 (orig. plat with standard grid of lots & blocks)
 - 1910-1940 (extension of the original grid with a few modifications)
 - 1940-1960 (beyond the grid, curvilinear, yet still relatively small lots)
 - 1960-Present (larger lots, mostly curvilinear streets)
- In a complex of buildings/structures/sites
- Number of Acres _____

b. Setback:

- None (building wall abuts the property line)
- Typical (similar to adjacent properties, i.e., respects the order or pattern of the neighboring development), approx. _____ feet
- Atypical (not similar to adjacent properties/development), approx. _____ feet

c. Spacing:

- Continuous (buildings abut as in row houses or commercial buildings)
- Typical (like adjacent properties); approx. _____ feet from neighboring buildings.
- Atypical (not like adjacent properties); approx. _____ feet from neighboring buildings.

d. Delineation of Street Space:

- Continuous street edge
 - Curbs
 - Sidewalks
 - Street trees/vegetation
 - Street lights
 - Drainage ditch
 - Retaining walls
 - Fences
 - Other: _____
- Discontinuous street edge (i.e., ill-defined or interrupted frequently so as to erode the continuity of the street edge.)

e. Garage Placement:

- Rear yard
- Side yard
- Front yard
- Detached
- Attached
- None

f. Garage Access/Driveway Location:

- From rear/alley
- From side street
- From front street
- None

g. Other Secondary Structure Location(s):

- Rear yard
- Side yard
- Front yard
- None

2) Landscape

a. Public/Private Spaces in the Landscape:

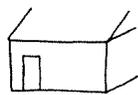
- Separation of public, semi-public and private areas through
 - Vegetation
 - Fences
 - Retaining Walls
 - Change in topography
 - Other: _____
- No separation of public, semi-public and private areas

b. Plantings:

- Perimeter plantings, i.e. plantings around the foundation of the building
- Planting beds / flower gardens
- Kitchen gardens
- Hedge rows
- Orchards
- Trees in rows
- Trees in groups
- Specimen plantings
- Other: _____
- None

3) Height, Shape and Directional Emphasis

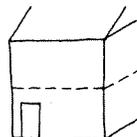
a. Height:



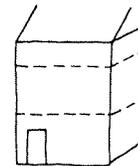
One story



One-and-one-half story



Two story



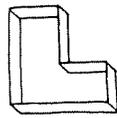
Two-and-one-half story

Other: _____

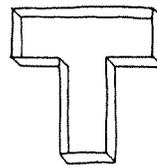
b. Shape:



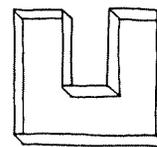
Square or rectangle



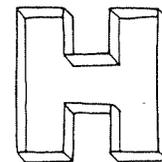
L-plan



T-plan

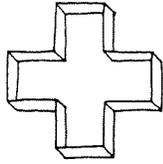


U-plan

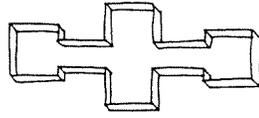


H-plan

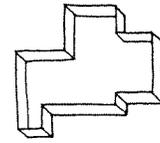
b. Shape, continued:



Cross plan



Complex--Regular



Complex—Irregular

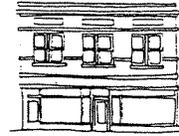
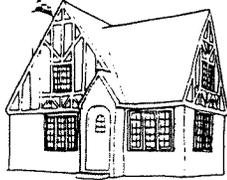
c. Directional Emphasis:

Does the primary structure have an architecturally vertical or horizontal orientation?

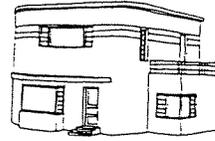
See examples below:



Vertical

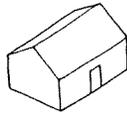


Horizontal

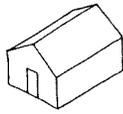


4) Roof and Roof Features

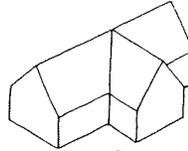
a. Shape:



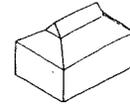
Side Gable



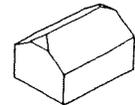
Front Gable



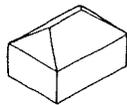
Cross Gable



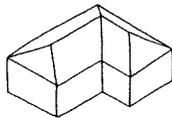
Gable-on-hip



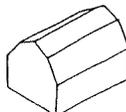
Hip-on-gable



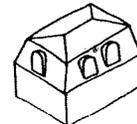
Hip



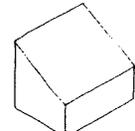
Cross Hip



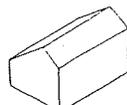
Gambrel



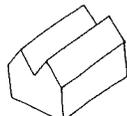
Mansard



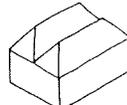
Shed



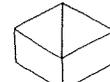
Saltbox



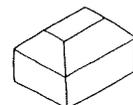
Parallel Gables



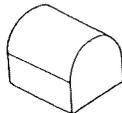
Parallel Hip



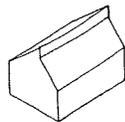
Pyramidal



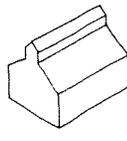
Truncated Pyramidal
(flat-topped hip)



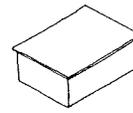
Arched/Barrel



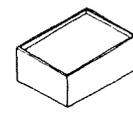
Monitor



Gable w/Clearstory

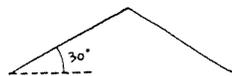


Flat w/eaves



Flat w/parapets

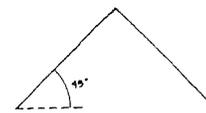
b. Pitch:



Low (less than 30°)
Includes "flat" roofs

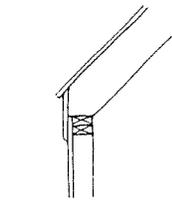


Medium (30° to 45°)

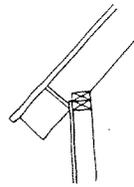


Steep (more than 45°)

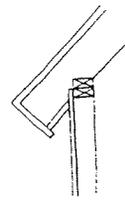
c. Roof/Wall Junctions:



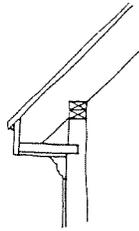
Closed eave with cornice



Open eave with exposed rafters



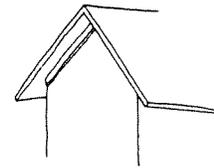
Open eave with enclosed rafters



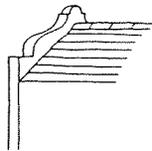
Boxed eave with cornice



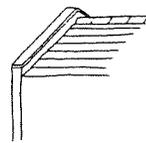
Closed rake (gable end)



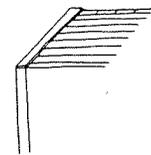
Open rake



Shaped parapet



High straight parapet

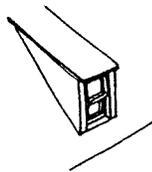


Low straight parapet

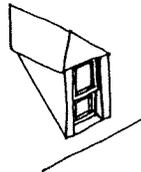
d. Dormers:



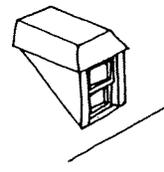
Gable



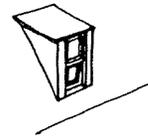
Shed



Hip



Deck (flat on hip)



Flat



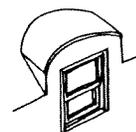
Polygonal



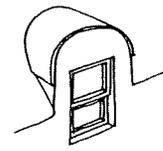
Eyebrow



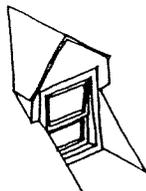
Curved



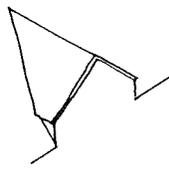
Segmental



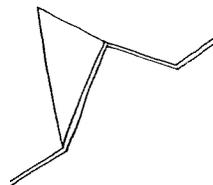
Arched



Inset



Engaged

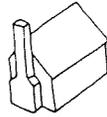


Cross Gable

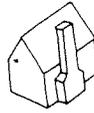
e. Skylights:

- Yes
- No

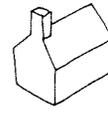
f. Chimneys:



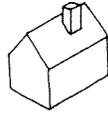
Exterior on gable end



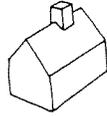
Exterior on eave end



Interior on end



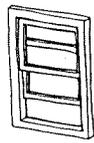
Interior on slope



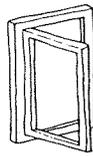
Interior on ridge

5) Windows

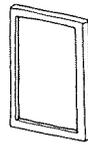
a. Type:



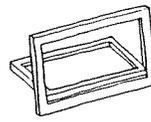
Double-hung



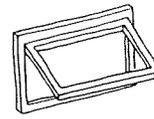
Casement



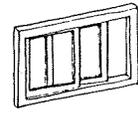
Fixed



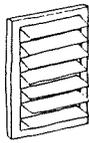
Hopper



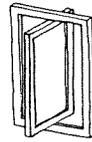
Awning



Sliding



Louver



Pivot

b. Shape and Proportion:

- Rectangle
 - Vertical (approx. width to length ratio is ____ : ____)
 - Top rectangular
 - Top arched



Full



Segmental



Flattened



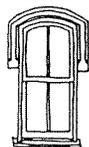
Pointed



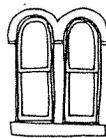
Ogee

- Horizontal (approx. height to width ratio is ____ : ____)
- Square
- Oval
 - Vertical (approx. width to length ratio is ____ : ____)
 - Horizontal (approx. height to width ratio is ____ : ____)
- Round
- Other: _____

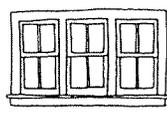
c. Rhythm and Balance:



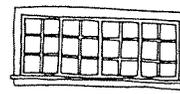
Single



Paired



Grouped in ribbons of _____



c. Rhythm and Balance, continued:

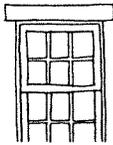


Regular spacing/rhythm

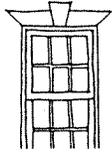


Irregular spacing/rhythm

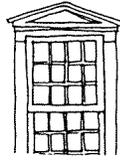
d. Lintels and Surrounds:



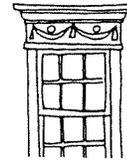
Flat lintel



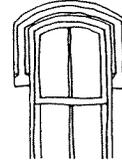
Keystone lintel



Pediment



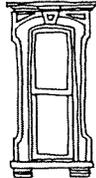
Entablature



Hooded

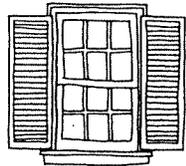


Bracketed



Framed

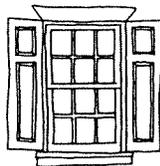
e. Shutters:



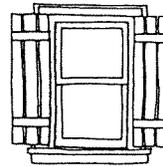
Louvers

Operable

Non-operable



Panels



Vertical Board

6) Principal Doorways

a. Placement:

- Centered on primary façade
- Off-center on primary façade
- Corner (diagonal)
- Not on primary façade

b. Surrounds:

- Enframed



Simple entablature (flat)

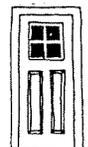


Pedimented



Arched

- Not enframed



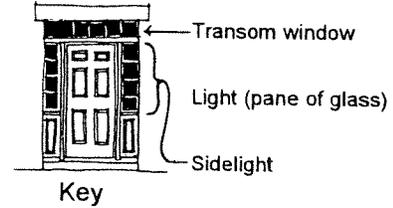
c. Door:



Batten Paneled Flush

Other: _____

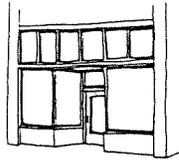
- With light(s)
- Without light(s)
- With sidelight(s)
- Without sidelight(s)
- With transom window(s)
- Without transom window(s)



Key

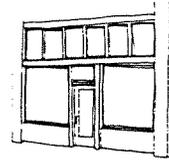
7) Exterior Architectural Elements, if needed see the McAlesters' "Field Guide."

- Balcony
- Bays
- Cupola
- Door platform or steps
- Exterior stairs and decks
- Commercial entrances

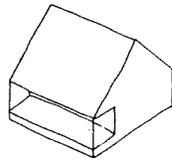


Recessed

- Porches

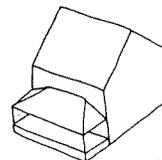


Flush



Recessed

- Roofwalks and platforms
- Tower/turret



Projecting

8) Trim and Secondary Features, if needed see the McAlester' "Field Guide."

- Watertable
- Banding
- Quoins
- Bulkhead
- Awnings
- Signs
- Gutters, downspouts, collector boxes, etc.
- Cornice
- Brackets
- Dentils/Molding
- Rosettes/medallions
- Columns
- Pilasters
- Beams
- Railings/Balustrades
- Ornamental millwork

8) Trim and Secondary Features, continued

- Vents
- Light fixtures
- Bas-relief
- Mosaic
- Other: _____

9) Materials

Use the following list of possibilities to identify on the nomination form which features are made of which materials.

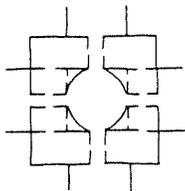
- | | |
|--|---------------------------------------|
| <input type="checkbox"/> Earth | <input type="checkbox"/> Stucco |
| <input type="checkbox"/> Wood | <input type="checkbox"/> Terra Cotta |
| <input type="checkbox"/> Horizontal Siding | <input type="checkbox"/> Asphalt |
| <input type="checkbox"/> Vertical Siding | <input type="checkbox"/> Asbestos |
| <input type="checkbox"/> Shingle | <input type="checkbox"/> Concrete |
| <input type="checkbox"/> Log | <input type="checkbox"/> Adobe |
| <input type="checkbox"/> Brick | <input type="checkbox"/> Ceramic Tile |
| <input type="checkbox"/> Stone | <input type="checkbox"/> Glass |
| <input type="checkbox"/> Granite | <input type="checkbox"/> Cloth/Canvas |
| <input type="checkbox"/> Sandstone | <input type="checkbox"/> Synthetics |
| <input type="checkbox"/> Limestone | <input type="checkbox"/> Fiberglass |
| <input type="checkbox"/> Marble | <input type="checkbox"/> Vinyl |
| <input type="checkbox"/> Slate | <input type="checkbox"/> Rubber |
| <input type="checkbox"/> Metal | <input type="checkbox"/> Plastic |
| <input type="checkbox"/> Iron | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Copper | |
| <input type="checkbox"/> Bronze | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Tin | |
| <input type="checkbox"/> Aluminum | |
| <input type="checkbox"/> Steel | |
| <input type="checkbox"/> Lead | |
| <input type="checkbox"/> Nickel | |

B. INTERIOR CHARACTERISTICS

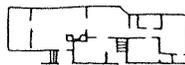
(Complete this section only if the interior is being nominated for historic designation.)

1) Plan Organization

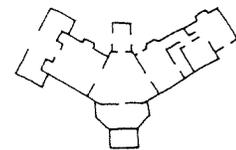
Diagrammatic examples of each plan organization type are shown below. Select the one that most closely resembles the plan type for the nominated structure or building.



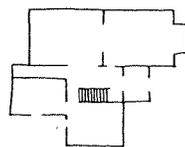
Centralized



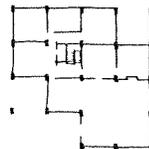
Linear



Radial



Clustered



Grid

2) Primary Spaces

Primary spaces include foyers, lobbies, assembly rooms, parlors, etc. They are often the public areas of the building and are the most architecturally detailed spaces. In simple buildings, they may be distinguishable only by their location, size, proportion, or use. Identify and describe the significant primary spaces on the nomination form.

3) Secondary Spaces

Secondary spaces include utilitarian spaces such as kitchens, bathrooms, storerooms, service corridors, etc. Identify and describe the significant secondary spaces on the nomination form.

4) Features, Materials, and Finishes

Interior features and materials that characterize a property include such things as ornamental plasterwork and woodwork, floor materials, wall materials, ceiling materials, fireplace mantels, staircases, built-ins, casework, murals, hardware, light fixtures, mechanical system fixtures, exposed structural elements, etc. Interior finishes that characterize a property may include such things as faux grained woodwork, stained and varnished woodwork, stencil painting, ceramic tile, wallpaper, ornamental painting on slate mantels, floor cloths and carpets, etc. Identify and describe the significant interior features, materials, and finishes on the nomination form.

11. DESIGN GUIDELINES

In preparing the design guidelines to be used with the Criteria for Review when evaluating a proposed project for issuance of a Certificate of Appropriateness, it is necessary to avoid the use of vague or ill-defined language. The design guidelines submitted as part of the nomination form must avoid use of vague phrases such as "New development shall respect the prevalent architectural character of . . ." The design guidelines need to describe in precise terms and with precise illustrations (when appropriate) of what is considered acceptable design for a proposed modification or addition to the listed structure, site, or district. Place the illustrations (drawings and photographs) to the right of the text or on additional labeled 8 ½" x 11" sheets of paper as necessary.

The answers prepared to complete item 10. Significant Architectural Features of this nomination form have provided a description of the character-defining features of the property. As you prepare design guidelines for each of the following issues, consider the kinds of changes that might be proposed. Consider which changes would be acceptable and which changes would not be acceptable. Part of the process of developing design guidelines is determining how important each character-defining feature is to the preservation of the property. For example, it may be far more important that the size of an addition be smaller than the historic building than that the exterior material of the addition match the historic brick construction of the historic building. If more space is required, attach 8 ½" x 11" sheets with clearly marked continuations.

For historic districts, the design guidelines should establish design criteria, or parameters, that help to preserve the significant character of the district as a whole. Design guidelines for districts will likely identify and protect the important, or character-defining, patterns within the district.

It is possible that the design guidelines for a listed property will be more stringent than current zoning requirements, sign regulations, or other development/design parameters affecting the property.

Design Guideline Issues

A. Demolition

Are there any insignificant features or portions of the nominated property that could be demolished without compromising the integrity of the historic property?

B. Exterior Alterations

Could materials and features be removed and replaced or new features, like gutters and downspouts, added without compromising the integrity of the historic property?

C. Additions

If an addition is desired, where is the best location for it? What are the limitations that should be placed on the addition with regard to size, setback, architectural character, materials, etc.?

D. New Structures

If a new structure on the site of the nominated property is desired, where is the best location for it? What are the limitations that should be placed on new structures with regard to size, setback, architectural character, materials, etc.?

E. Site Alterations

Is it acceptable to remove or add plant materials, sidewalks, fences, retaining walls, hitching posts, site lighting, patios, etc.? What limitations or conditions regarding location, materials, design, etc. would be appropriate?

F. Interior Alterations (for nominated historic interiors only)

Are there interior spaces, features, materials or finishes that can be altered? If so, what conditions for the alterations would be appropriate? Under what conditions, may interior elements be removed?

G. Sign Regulations

Identify the type, placement, size, character, etc. of signs that are acceptable.

H. Parking Regulations

Identify parking regulations, i.e. placement, number, paving materials, etc., that are acceptable. Are there any conditions that would be appropriate for the design or approval of new parking?

12. MAP

Provide a copy of a map with the location of the nominated property clearly and permanently marked and labeled. For districts, provide a copy of a map with 1) the boundaries of the proposed district and 2) the inventory number or address of each property within the district clearly and permanently marked and labeled. Base maps for this purpose should be acquired from the City of Manhattan Public Works Department.

Boundaries for proposed historic districts should be located so as to create a definable geographic area that can be distinguished from surrounding properties by changes such as density, scale, type, age, style of sites, buildings, and structures, or by documented differences in patterns of historic development or associations. District boundaries are seldom defined by the limits of current parcels of ownership, management, or planning boundaries. The boundaries must be based upon a shared relationship among the properties constituting the district.

13. OWNERSHIP LIST FOR NOTIFICATION

Attach a complete and correct ownership list of all the owners of record for all property within 200 feet of the property being nominated for historical designation. (The required form is attached to the nomination form.) If the property is adjacent to the City limits, the notification boundary shall be extended to 1,000 feet in the adjacent unincorporated area. Ownership information must be typewritten or printed legibly. An owner of record shall mean any person or entity who is reflected as the most recent owner or owners of property as documented in the (1) Riley County Register of Deeds or the (2) Riley County District Court, or the (3) Pottawatomie Register of Deeds, or the (4) Pottawatomie County District Court, or any combination thereof. The applicant should contact these offices, as appropriate by County, in order to complete a list of all owners of record of properties within the notification boundaries. The City of Manhattan will rely on the list provided by the applicant and will not check to verify its correctness. It may be prudent for the applicant to obtain the owner of record information through professional services, which are available locally. The fees for such services are to be paid by the applicant.

Ownership information shall be typewritten on the attached form(s) or shall follow the format as shown on the attached form.

14. OWNER'S CONSENT FOR DESIGNATION

Provide a completed Owner Consent for Designation form. (The required form is attached to the nomination form.) As appropriate, provide the signature and date of signature indicating each owner's consent to historical designation. For a historic district, the owners of record of fifty-one percent (51%) or more of the area in the proposed historic district must consent to historical designation.

15. FORM PREPARED BY

Provide name, title, organization, mailing address, telephone number, of the person or persons who prepared the form and the date of preparation.

16. SOURCES OF INFORMATION/BIBLIOGRAPHY

Identify the sources of information for this nomination such as, property deed(s), tax records, building and water permits, city directories, maps, local histories, census data, probate records/wills, newspapers, photographs, interviews with individuals (provide names, addresses, and dates), etc.

17. ADDITIONAL COMMENTS

Use this space to provide additional comments of any kind or to continue answers to other sections. If the space is used to continue answers from other sections, clearly identify the source of the continuation.

18. AUTHORIZATION AND CERTIFICATION

Provide a signature, date and printed or typed name of the signatory certifying that the information provided on the form is true and correct.

19. SUBMISSION

When the form and all attachments are complete, submit to:
Community Development Department
1101 Poyntz Avenue
Manhattan, KS 66502