



Antiquities, Monuments & Museum Corporation Historic Preservation Department



NATIONAL REGISTER OF HISTORIC RESOURCES APPLICATION FORM

The National Register of Historic Resources is the official national list of building, structures, districts, sites and objects significant in the history, architecture, archaeology, paleontology, engineering and culture of the Commonwealth of The Bahamas. These resources contribute to an understanding of the historic and cultural foundation of the Nation. The National Register includes:

- All prehistoric and historic resources under the mandate of the National Museum of The Bahamas, Antiquities, Monuments and Museums Corporation.
- National historic landmarks, which are properties recognized by the Minister as possessing national significance.
- Properties that have historical significance in Islands of the Commonwealth of The Bahamas and its communities that may have been nominated by previous agencies.
- Other properties/resources that have been approved for listing by the Antiquities, Monument and Museums Corporation.

Governed by the Antiquities, Monuments and Museum Act (1998) & the Regulations (1999), the National Register listing is designed to assist in the preservation of historic resources in several ways:

- **To recognize and appreciate the importance of historic properties/resources.**
- **To consider historic properties in national planning projects.**
- **To allow owners of historic properties eligibility to tax concessions and other benefits.**

The Antiquities, Monuments and Museum Act (1998) & Regulations (1999) authorized the Minister responsible, to nominate properties and other resources to the National Register. Additionally, the Minister has the authority to carry out other preservation activities. Consequentially, preservation officers from the Antiquities, Monuments and Museums Corporation have been mandated to nominate resources which are significant to the Bahamian patrimony.

A. WHAT QUALIFIES AS A RESOURCE FOR LISTING?

Applications for properties/resources requesting to be listed in the National Register of Historic Resources MUST first be evaluated in accordance with one or more criteria for listing.

Generally a property must be fifty years of age or more to be considered a historic resource.

Historic Significance

- Association with historic events or activities,
- Association with important persons,
- Distinctive design or physical characteristics, or
- Potential to provide important information about prehistory or history.

Historic Integrity must also be evident through historic qualities including location, design, setting, materials, workmanship, feeling, and association.

Historic Context: information in relation to major trends of history in their community, island or the nation. Information about historic properties and trends is organized by their place and time which can be used to weigh the historic significance and integrity of a property/resource.

B. WHO MAY PREPARE A REGISTER APPLICATION?

Prior to submitting the **NATIONAL REGISTER OF HISTORIC RESOURCES APPLICATION FORM**, the applicant is required to review **Step 1: PRELIMINARY QUESTIONS** of this Form. This will not only guide the Applicant in determining whether the resource is eligible for inclusion on the National Register of Historic Resources, but also whether he/she should continue completing the Form.

Any person or organization may prepare the Questionnaire and the subsequent National Register Application Form. This includes property owners, public agencies, private institutions, local historical societies, local preservation agencies, special interest groups, or other interested members of the general public.

Applicants must submit the completed forms to the Antiquities, Monuments & Museums Corporation, Historic Preservation Section or to the local Island Administrator's where the property/resource is located (to the attention of the Director of the Antiquities, Monuments & Museum Corporation)

Enquiries regarding whether a property/resource may be deemed historic must be submitted to the Antiquities, Monuments and Museums Corporation c/o the Historic Preservation Section. You will receive helpful hints regarding the documenting of your resources – historic houses, commercial buildings, churches public buildings etc. – as well as guidance on determining whether the resource meets the criteria for being listed.

ATTACHMENTS

It is extremely important in the evaluation of potential historic properties/resources that appropriate attachments are submitted. This will aid the decision-making process regarding the eligibility for listing to the Register.

The following back up information must be submitted. This information would ably assist in the evaluation of the application.

☐ PHOTOGRAPHS

(N. B. Photographs will not be returned, and will become a permanent part of the AMMC site records)

- Clear and descriptive photographs (recent and older photographs where possible) that show all elevations/facades of the exterior of the structure; view/s of significant interior features; any other associated structures
- It may be necessary to submit as many photographs as needed to represent the current condition as well as significant aspects of the property/resource. The photos should illustrate the qualities discussed in the description and statement of significance
- The size of each digital image must be 1600x1200 pixels at 300ppi (pixels per inch) or larger. A photo sheet is attached to this application.
- If available, historic photos of the property are also useful to supplement the application. Photocopies of historic photographs area also accepted.

☐ OTHER INFORMATION

- Other documentation regarding the property, such as deed/s of ownership is required with the application.
- Additional documentation such as newspaper articles; excerpts from books; family histories etc. - any information to enhance the application should also be submitted.
- The Historic Preservation Section also accepts **completed** applications via e-mail. Applications may be submitted to info@ammcbahamas.com

☐ ELIGIBILITY FOR TAX CONCESSIONS (DUTY FREE AND REAL PROPERTY TAX EXEMPTIONS)

- Properties meeting the Criteria and Eligibility for being listed on the National Register of Historic Resources are also eligible for Duty Free and Real Property Tax Exemptions as administered by the Ministry of Finance.
- The Application Form for these Concessions are also available from the Historic Preservation Section of the Antiquities, Monuments & Museum Corporation and from the Ministry of Finance



The National Museum of The Bahamas
Antiquities, Monuments & Museums Corporation

National Register of Historic Resources
Individual Property Form

This questionnaire is designed to help to determine whether a property is eligible to qualify for nomination in the National Register of Historic Places. Upon completion, submit the Form with attachments to the *National Museum of the Bahamas – Historic Preservation Section, P. O. Box EE 15082, Nassau, N. P. The Bahamas*

Step 1: PRELIMINARY QUESTIONS:

Is the structure/resource at least 50 years old?

Yes No

Is the property/resource historically significant?

Yes No

Is the structure/resource historically significant?

Yes No

If Yes – in what way is it historically significant?

If the answer to one or more of the above questions is 'NO' – the property/resource may not be eligible to be listed on the National Register of Historic Resources.

If the answer is 'YES' to all questions go to **Step 2.**

Step 2

ISLAND

Step 3: OWNER/LOCATION OF PROPERTY/RESOURCE

1. NAME OF APPLICANT/OWNER/AGENT

NOTE: Deed of Ownership must be attached to this Application

2. ADDRESS OF APPLICANT/OWNER/AGENT:

Street: _____

Town _____ P. O. Box. _____

City: _____ Country: _____

State _____ Zip Code _____

3. OTHER INFORMATION *(if any)*

Street: _____

Town _____ P. O. Box. _____

City: _____ Country: _____

State _____ Zip Code _____

Step 4: ABOUT THE PROPERTY/RESOURCE

4. Historic Name *(if known)*

5. Original date of construction *(if known)*

6. Status of Property:

- Occupied Vacant Abandoned

CLASSIFICATION

7. (a) **Ownership of Property**
(Check boxes that apply)

- Private
 Public/Government
 Public/Corporation
 Other _____

(b) **Category of Property**
(Check one box only)

- Buildings
 District
 Site
 Structure
 Object

(c) **Number of Resources within Property**

Contributing (historic #)	Non Contributing (non-historic #)
--------------------------------------	--

_____ Buildings	_____
_____ Sites	_____
_____ Structures	_____
_____ Objects	_____
_____ Totals	_____

FUNCTION OR USE

8. (a) **Use of Property**
(Check boxes that apply)

- Residential
 Commercial
 Industrial
 Educational
 Religious
 Other _____

DESCRIPTION

9. (a) **Architectural Classification/Style**

(Select one)

- Georgian
 Colonial
 Classical
 Gothic
 Romanesque
 Key West
 Eclectic
 Other _____

(b) **Materials**

(Enter Category)

- Foundation (e.g. stone) _____
 Walls (internal) (e.g. wood) _____
 Walls (external) (e.g. stone) _____
 Roof (e.g. tiles) _____
 Other _____

(c) Briefly describe the structure/resource *(building type, method of construction, materials used, distinctive features, etc.)*

(d) What, if any, changes were made to the structure/resource that contribute to the historic integrity of the structure/resource? – *(example: additions, new windows, siding, roof, internal and external configurations, etc.)*

Step 5: PHOTOS*

(Checklist)

Existing photos of structure/resource

Exterior

Front Elevation

Side Elevations

Back Elevation

N. B. Photos *MUST BE LABELLED* to state view of building

Interior

Pictures of the main rooms, wall, ceiling, floor etc.

Common spaces, such as living, dining, kitchen, enclosed verandah, classroom, auditorium, warehouse etc.

Private spaces, bedrooms etc.

Old and/or Historic Photographs

Photos of the structure/resource may be submitted as scans, photocopies, newspaper clippings etc.

DO NOT SUBMIT YOUR ORIGINAL PHOTOS AS THEY WILL NOT BE RETURNED.

Additional photos that may be submitted include any or all of the following:

- | | |
|---|---|
| <input type="checkbox"/> Front Door and Door Frame | <input type="checkbox"/> Ornamental Plaster |
| <input type="checkbox"/> Window and Window Frame | <input type="checkbox"/> Old Lighting Fixtures |
| <input type="checkbox"/> Ornamental Details | <input type="checkbox"/> Vintage Equipment |
| <input type="checkbox"/> Cornerstone Dome | <input type="checkbox"/> Tower, Steeple, |
| <input type="checkbox"/> Stained Glass | <input type="checkbox"/> Old or New Alterations |
| <input type="checkbox"/> Barns, Stables, Outbuildings | <input type="checkbox"/> Staircases |
| <input type="checkbox"/> Iron, Wire, or Wooden Fences | <input type="checkbox"/> Mantels |
| <input type="checkbox"/> Gardens, Terraces, Setting | <input type="checkbox"/> Fine Woodwork |
| <input type="checkbox"/> Other _____ | |

Step 6: SUBMITTING THE COMPLETED FORM

Completed Forms are to be submitted to:

**Antiquities, Monuments & Museum Corporation
Centreville House Complex
#34 Collins Avenue
P. O. Box EE15802
Nassau, Bahamas**

The completed Application Form will be reviewed by Committee, and the Applicant will be contacted regarding whether the Structure/Resource is eligible for Listing in the Bahamas National Register of Historic Resources

Contact Information:

Street: _____

Town _____ P. O. Box. _____

City: _____ Country: _____

State _____ Zip Code _____

E-mail Address: _____

Any other contact information: _____

Step 7: DATE OF APPLICATION

National Antiquities, Monuments & Museum Corporation
Historic Preservation Section

**NATIONAL REGISTER OF HISTORIC
RESOURCES
INDIVIDUAL PROPERTY FORM**

*(This sheet may be copied to accommodate the
number of photographs to be submitted)*

Name of Property

Island

(any other details)

No. Photos Attached: _____

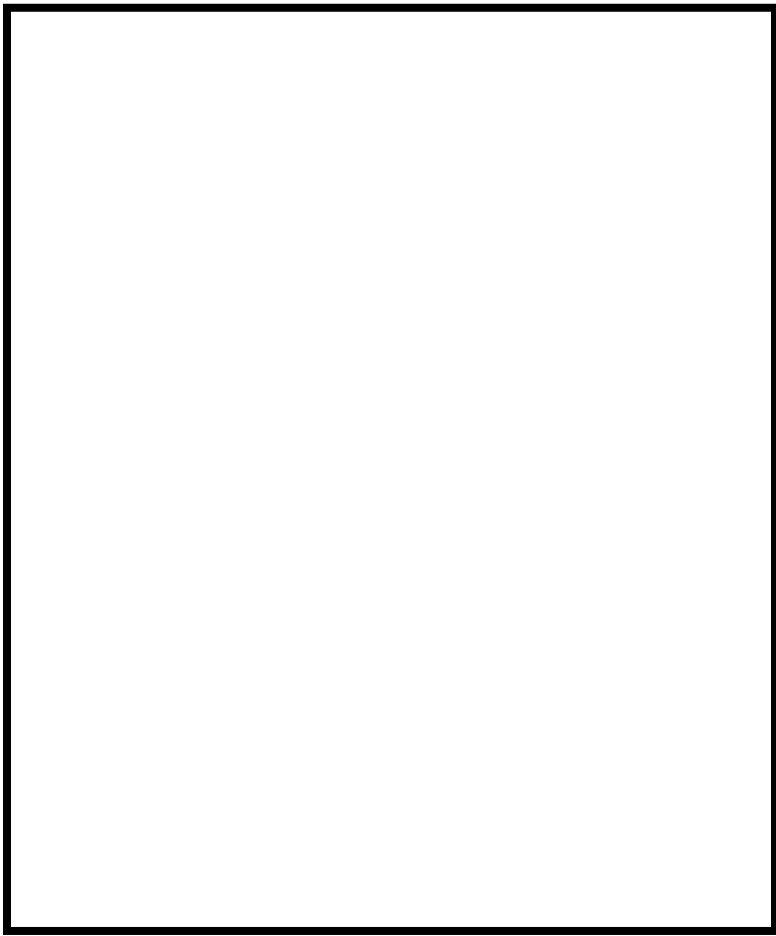


Photo No. _____

Name of Property: _____

Town or Vicinity: _____

Island: _____

Photographer: _____

Date Photographed: _____

*Adapted from the NATIONAL REGISTER BULLETIN:
U.S. Department of the Interior, National Park Service*

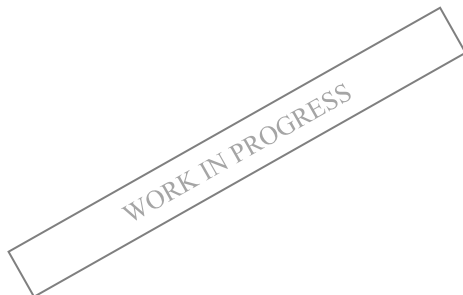
*APPENDIX 1

Photographs. The applicant must submit a sufficient number of good, clear photographs with Step 5 to document both interior and exterior conditions, including site and environment, prior to any rehabilitation work and to show the areas of proposed or completed work. Photographs of "before" conditions must be submitted even if the rehabilitation is completed; such documentation is necessary for the AMMC to evaluate the effect of the rehabilitation on the historic structure. Where such documentation is not provided, review and evaluation cannot be completed, resulting in denial of the requested certification. Elevations and interior features and spaces of the buildings should be shown. Photographs should be numbered, dated and labeled with the property name, the view (e.g. east side) and a brief description of what is shown; photographs should be keyed to the application narrative, where appropriate. In many cases, it may be helpful to mark directly on the photographs the areas of proposed or completed work. Photographs may be black and white or color, but must show architectural features clearly. Note that digitized photos are accepted but they **MUST BE CLEAR**. Photographs are not returnable.

Ref:

http://www.waxcabachie.com/document_center/heritage/Historic%20Preservation%20Certification%20Information.pdf

TIPS FOR TAKING EXTERIOR & INTERIOR PHOTOS



APPENDIX 2

GLOSSARY

Culture- A group of people linked together by shared values, beliefs, and historical associations, together with the group's social institutions and physical objects necessary to the operation of the institution.

Cultural Resource - See **Historic Resource**.

Evaluation - Process by which the significance and integrity of a historic property are judged and eligibility for The National Register of Historic Resources listing is determined.

Historic Context - An organizing structure for interpreting history that groups information about historic properties that share a common theme, common geographical area, and a common time period. The development of historic contexts is a foundation for decisions about the planning, identification, evaluation, registration, and treatment of historic properties, based upon comparative historic significance.

Historic Integrity - The unimpaired ability of a property to convey its historical significance.

Historic Property - See **Historic Resource**.

Historic Resource - Building, site, district, object, or structure evaluated as historically significant.

Identification - Process through which information is gathered about historic properties.

Listing - The formal entry of a property in The National Register of Historic Resources. See also, Registration.

Nomination - Official recommendation for listing a property in the National Register of Historic Resources.

Property Type - A grouping of properties defined by common physical and associative attributes.

Registration - Process by which a historic property is documented and nominated or determined eligible for listing in The National Register of Historic Resources.

Ref:

https://www.nps.gov/nr/publications/bulletins/nrb15/nrb15_10.htm