

PA SHPO Instructions for Determination of Eligibility (DOE) Attachments

Instructions for DOE Attachments

Thank you for your interest in having a property evaluated for National Register eligibility. The first step in preparing the National Register process is to request a Determination of Eligibility (DOE). Tax credit projects and certain grant programs, such as [Keystone Construction Grants](#), also require DOEs.

If you have any questions about the DOE process described below, please contact the PA SHPO's National Register staff for additional guidance.

When to Submit a DOE Request

SHPO policy requires DOEs for:

- Unevaluated resources.
- Previously evaluated resources with DOEs that are over five years old.
- Previously evaluated resources that have experienced significant changes since the last DOE.

What to Submit with Your DOE Request

The level of documentation required for a DOE depends on the situation and level of previous documentation.

For resources that have not yet had a DOE:

- Submit all of the full DOE Attachment described below.

For resources needing an updated DOE:

- If the previous documentation for the resource in PA-SHARE is comprehensive, submit a narrative describing changes to the resource, an updated plan, and current photos.
- If information for the resource in PA-SHARE is incomplete, submit the full DOE Attachment described below.

Please consult with SHPO National Register staff if you are uncertain about the level of documentation required.

How to Submit a DOE Request

Step-by-step instructions for how to submit your DOE request through our PA-SHARE online system is available in this [tutorial](#).

Using PA-SHARE, you'll select the "Submit" option and then "DOE request," and you'll be guided to submit data about the property. Fill out all of the required fields, which are marked with a red asterisk. If a field isn't marked "required," you may leave it blank. If you are uncertain about how to respond to a required field, enter your best guess. We can make corrections if needed after submission.

If you encounter any technical issues or need further assistance with PA-SHARE, please reach out to our help desk at pashare@pa.gov.

The DOE Attachment

This is the most important part of your submission for eligibility evaluation purposes.

As part of the PA-SHARE submission, you will need to upload a pdf document that provides a written physical description and history of the property, with supporting photos and plans. Your document can incorporate all

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photos and plans, so you do not need to upload multiple items. Please save your final document as a pdf to upload into the PA-SHARE submission as an “Attachment.”

Below in the following pages is guidance for preparing the attachment to upload as part of your PA-SHARE submission. Feel free to tweak the order this information is presented, but your document should include the type of detail and items outlined below. Please prepare this document prior to beginning your PA-SHARE submission—it will make it easier to move through the submission process.

Attachment Contents

Identifying information for the DOE request.

- Date Prepared
- Name of Property (historic and/or current—not every name is required, just those most common)
- Street Address and/or Location
- Borough and/or Township Name(s)
- County Name(s)
- Your Name and Email Address

Physical Description of the historic property.

- Describe all historically related land/resources, even if now on separate tax parcels or under various ownerships. The boundary proposed for eligibility may change following staff review, but we want to understand those historic relationships and how the property has physically evolved up to present day.
- Briefly describe the overall current setting, noting locations where resources have been removed, any infill construction, and changes to the landscape up to present day. Explain the relationship of the property to its surroundings and neighboring properties.
- Explain the relationships of the property’s resources to each other and briefly describe the buildings, structures, sites, and major landscape features (fences, formal plantings, lanes, etc.).
- Summarize substantial changes to the property, especially the primary resources, noting approximate or exact dates of those changes when possible.

Current Color Photos of the overall property and the interior of primary buildings.

- Generally, 10-30 photos are sufficient to reflect the setting of the overall property, the exterior of historic buildings, and the interior of the primary buildings.
- Photos should be placed directly within the document, approximately 4x6 inches in size, either within the text as relevant or at the end of the document.
- Include a caption under each photo that has a photo number, notes the subject of the image, and calls attention to important details or changes.
- Do not upload all photos individually into PA-SHARE. Instead, incorporate all photos into one document with the rest of the required information and upload everything as one attachment. (When completing your PA-SHARE submission, you also will be prompted to upload one image as an individual file. This is the only image that needs to be submitted individually.)

Current Site Plan that shows the footprints of all resources (historic and modern) and major landscape features.

- The plan can be based on an aerial view, tax parcel plan, a similar pre-existing map/plan, or sketched by hand. Place the plan(s) within the text where it seems appropriate, or at the end of the document.

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- Include a North arrow and approximate scale bar or the exterior dimensions of the primary building(s) or site.
- Label buildings, structures, adjacent streets, and landscape features (creeks, parking lots, etc.).
- If some historic resources have been demolished, please indicate approximate former location with a dashed outline, if locations are known.
- Key the setting and exterior photos to the site plan by placing the photo # in the location the photographer was standing and adding a small arrow pointing the direction the camera was facing.

Current Floor Plans for the interior of the primary building(s). Place the plans within the text where it seems appropriate, or at the end of the document.

- The plans can be sketched, and don't need to be professionally drawn or computer-generated.
- Include a North arrow and approximate scale bar or the exterior wall dimensions of the primary building(s).
- Show location of windows, doors, stairs, fireplaces, partition walls and other key features.
- Label rooms/spaces by function.
- Key the interior photos to the floor plans by placing the photo # in the location the photographer was standing and adding a small arrow pointing the direction the camera was facing.
- If substantial changes to the plan have been made over time, provide notes on the plans or a version of the plan that shows where changes occurred. If the interior floor plan has evolved dramatically, provide a sketch showing the original plan, if possible.

Summarized History of the property.

- Summarize the history, use, and evolution of the property up to present day, and highlight any important roles it played in the community or other ways it might be considered significant.
- Focus on the period directly related to the reasons you feel the property is important but remember to continue the history briefly up to present day.
- Compare the property to similar ones in the area. What makes this an important example of a style, or a type, or a trend or theme in our history?
- Historic photos, aerial views, maps, etc. can be very effective in conveying how a property has developed over time and can be incorporated into this document with captions that identify the date and source.
- When possible, please add the boundary proposed for eligibility to historic maps or aerial views.

Bibliography of the important resources used for your research and to prepare this document. (The bibliography does not need to be provided in the fill-in-the-blank space in the PA-SHARE submission screen.)

Please don't worry too much about getting all the details requested in PA-SHARE exact in your initial submission. Areas, periods, and levels of significance can be refined later in the process during the review of the actual National Register nomination drafts.