

**CHAPTER 103**  
(HISTORIC PRESERVATION)

**8:407. Definitions.**

For the purposes of this chapter, the following words and phrases shall have the meanings described in this section:

(18) *Resource* means 1 or more publicly or privately owned historic or nonhistoric buildings, structures, sites, objects, features, or open spaces located within a historic district.

**8:408. Historic District Study Committee.**

(3) The study committee shall do all of the following:

(a) Conduct a photographic inventory of resources within any proposed historic district following procedures established or approved by the SHPO.

(b) Conduct basic research of each proposed historic district and the historic resources located within that district.

(c) Determine the total number of historic and non-historic resources within a proposed historic district and the percentage of historic resources of that total. In evaluating the significance of historic resources, the study committee shall be guided by the selection criteria for evaluation issued by the United States secretary of the interior for inclusion of resources in the national register of historic places, as set forth in 36 CFR part 60, as amended, and criteria established or approved by the SHPO, if any.

## Basic Preservation Principles

While all work within Ann Arbor's historic districts must be reviewed, not all properties within the districts are considered historic resources. Newer construction and buildings that have been significantly altered may be considered non-contributing resources.

Resources within locally designated historic districts are defined as contributing or non-contributing when the district is surveyed and during the preparation of the study committee report. Where this information does not exist the staff of the Historic District Commission will prepare information and history about the property in order to determine if the resource contributes to the historic character of the district. The State Historic Preservation Office and Secretary of the Interior provide a definition for historic and non-historic resources.

**Contributing Resources.** A contributing (historic) resource, is one that adds to the historic association, historic architectural quality, or archaeological values for which a property is significant because it was present during the period of significance, relates directly to the documented significance, and possesses historic integrity.

**Non-Contributing Resources.** A non-contributing (non-historic) resource is one that does not add to the historic architectural qualities or historic association of a district because it was not present during the period of significance, does not relate to the documented significance, or due to alteration, additions, and other changes it no longer possesses historic integrity.

## 36 CFR § 60.4 - Criteria for evaluation.

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### § 60.4 Criteria for evaluation.

The criteria applied to evaluate properties (other than areas of the National Park System and National Historic Landmarks) for the National Register are listed below. These criteria are worded in a manner to provide for a wide diversity of resources. The following criteria shall be used in evaluating properties for nomination to the National Register, by [NPS](#) in reviewing nominations, and for evaluating National Register eligibility of properties. Guidance in applying the criteria is further discussed in the “How To” publications, Standards & Guidelines sheets and Keeper's opinions of the National Register. Such materials are available upon request.

*National Register criteria for evaluation.* The quality of significance in American history, architecture, archeology, engineering, and culture is present in districts, sites, buildings, structures, and [objects](#) that possess integrity of location, design, setting, materials, workmanship, feeling, and association and

- (a) that are associated with events that have made a significant contribution to the broad patterns of our history; or
- (b) that are associated with the lives of [persons](#) significant in our past; or
- (c) that embody the distinctive characteristics of a type, period, or method of construction, or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; or
- (d) that have yielded, or may be likely to yield, information important in prehistory or history.

*Criteria considerations.* Ordinarily cemeteries, birthplaces, or graves of historical figures, properties owned by religious institutions or used for religious purposes, [structures](#) that have been moved from their original locations, reconstructed historic buildings, properties primarily commemorative in nature, and properties that have achieved significance within the past 50 years shall not be considered eligible for the National Register. However, such properties will qualify if they are integral parts of [districts](#) that do meet the criteria of if they fall within the following categories:

- (a) A religious property deriving primary significance from architectural or artistic distinction or historical importance; or
- (b) A [building](#) or [structure](#) removed from its original location but which is significant primarily for architectural value, or which is the surviving [structure](#) most importantly associated with a historic [person](#) or event; or
- (c) A birthplace or grave of a historical figure of outstanding importance if there is no appropriate [site](#) or [building](#) directly associated with his productive life.
- (d) A cemetery which derives its primary significance from graves of [persons](#) of transcendent importance, from age, from distinctive design features, or from association with historic events; or
- (e) A reconstructed [building](#) when accurately executed in a suitable environment and presented in a dignified manner as part of a restoration master plan, and when no other [building](#) or [structure](#) with the same association has survived; or
- (f) A property primarily commemorative in intent if design, age, tradition, or symbolic value has invested it with its own exceptional significance; or
- (g) A property achieving significance within the past 50 years if it is of exceptional importance.

This exception is described further in [NPS](#) “How To” #2, entitled “How to Evaluate and Nominate Potential National Register Properties That Have Achieved Significance Within the Last 50 Years” which is available from the National Register of Historic Places Division, National Park Service, United States Department of the Interior, Washington, D.C. 20240.

## **Secretary of the Interior's Standards for Evaluation**

Evaluation is the process of determining whether identified properties meet defined criteria of significance and therefore should be included in an inventory of historic properties determined to meet the criteria. The criteria employed vary depending on the inventory's use in resource management.

### **Standard I. Evaluation of the Significance of Historic Properties Uses Established Criteria**

The evaluation of historic properties employs criteria to determine which properties are significant. Criteria should therefore focus on historical, architectural, archeological, engineering and cultural values, rather than on treatments. A statement of the minimum information necessary to evaluate properties against the criteria should be provided to direct information gathering activities.

Because the National Register of Historic Places is a major focus of preservation activities on the Federal, State and local levels, the National Register criteria have been widely adopted not only as required for Federal purposes, but for State and local inventories as well. The National Historic Landmark criteria and other criteria used for inclusion of properties in State historic site files are other examples of criteria with different management purposes.

### **Standard II. Evaluation of Significance Applies the Criteria Within Historic Contexts**

Properties are evaluated using a historic context that identifies the significant patterns that properties represent and defines expected property types against which individual properties may be compared. Within this comparative framework, the criteria for evaluation take on particular meaning with regard to individual properties.

### **Standard III. Evaluation Results in A List or Inventory of Significant Properties That Is Consulted In Assigning Registration and Treatment Priorities**

The evaluation process and the subsequent development of an inventory of significant properties is an on-going activity. Evaluation of the significance of a property should be completed before registration is considered and before preservation treatments are selected. The inventory entries should contain sufficient information for subsequent activities such as registration or treatment of properties, including an evaluation statement that makes clear the significance of the property within one or more historic contexts.

### **Standard IV. Evaluation Results Are Made Available to the Public**

Evaluation is the basis of registration and treatment decisions. Information about evaluation decisions should be organized and available for use by the general public and by those who take part in decisions about registration and treatment. Use of appropriate computer-assisted data bases should be a part of the information dissemination effort. Sensitive information, however, must be safeguarded from general public distribution.

# Secretary of the Interior's Guidelines for Evaluation

## Introduction

These Guidelines link the Standards for Evaluation with more specific guidance and technical information. These Guidelines describe one approach to meeting the Standards for Evaluation. Agencies, organizations, or individuals proposing to approach evaluation differently may wish to review their approach with the National Park Service.

**The Guidelines are organized as follows:**

[The Evaluation Process](#)

[Criteria](#)

[Application of Criteria within a Historic Context](#)

[Inventory](#)

[Recommended Sources of Technical Information](#)

## The Evaluation Process

These Guidelines describe principles for evaluating the significance of one or more historic properties with regard to a given set of criteria.

Groups of related properties should be evaluated at the same time whenever possible; for example, following completion of a theme study or community survey.

Evaluation should not be undertaken using documentation that may be out of date. Prior to proceeding with evaluation the current condition of the property should be determined and previous analyses evaluated in light of any new information.

Evaluation must be performed by persons qualified by education, training and experience in the application of the criteria. Where feasible, evaluation should be performed in consultation with other individuals experienced in applying the relevant criteria in the geographical area under consideration; for example, the State Historic Preservation Officer or local landmarks commission.

Evaluation is completed with a written determination that a property is or is not significant based on provided information. This statement should be part of the record.

## Criteria

The purposes of evaluation criteria should be made clear. For example, the criteria may be used "to evaluate properties for inclusion in the county landmarks list," or "to implement the National Register of Historic Places program."

For Federal cultural resource management purposes, criteria used to develop an inventory should be coordinated with the National Register criteria for evaluation as implemented in the approved State comprehensive historic preservation plan.

**Content of Criteria:** Criteria should be appropriate in scale to the purpose of the evaluation. For example, criteria designed to describe national significance should not be used as the basis for creating a county or State inventory. Criteria should be categorical and not attempt to describe in detail every property likely to qualify. Criteria should outline the disciplines or broad areas of concern (history, archeology, architectural history, engineering and culture, for example) included within the scope of the inventory; explain what kinds of properties, if any, are excluded and the reasons for exclusion; and define

how levels of significance are measured, if such levels are incorporated into the criteria. If the criteria are to be used in situations where the National Register criteria are also widely used, it is valuable to include a statement explaining the relationship of the criteria used to the National Register criteria, including how the scope of the inventory differs from that defined by the National Register criteria and how the inventory could be used to identify properties that meet the National Register criteria.

**Information Needed to Evaluate Properties:** The criteria should be accompanied by a statement defining the minimum information necessary to evaluate properties to insure that this information is collected during identification activities intended to locate specific historic properties. Generally, at least the following will be needed:

1. Adequately developed historic contexts, including identified property types. (See the Guidelines for Preservation Planning for discussion of development of historic contexts.)
2. Sufficient information about the appearance, condition and associative values of the property to be evaluated to:
  - a. Classify it as to property type;
  - b. Compare its features or characteristics with those expected for its property type; and
  - c. Define the physical extent of the property and accurately locate the property.

To facilitate distinguishing between facts and analysis, the information should be divided into categories including identification and description of pertinent historical contexts; description of the property and its significance in the historical context; and analysis of the integrity of the property relative to that needed to represent the context.

Usually documentation need not include such items as a complete title history or biography of every owner of a property, except where that information is important in evaluating its significance. Information on proposed or potential treatments or threats, such as destruction of a property through uncontrollable natural processes, is also not needed for evaluation, unless those effects are likely to occur prior to or during the evaluation, thereby altering the significant characteristic of the property. If archeological testing or structural analysis is needed for evaluation, it should not proceed beyond the point of providing the information necessary for evaluation and should not unnecessarily affect significant features or values of the property.

**When more information is needed:** Evaluation cannot be conducted unless all necessary information is available. (See Information Needed to Evaluate Properties.) Any missing information or analysis should be identified (e.g. development of context or information on the property) as well as the specific activities required to obtain the information (archival research, field survey and testing, or laboratory testing). When adequate information is not available, it is important to record that fact so that evaluation will not be undertaken until the information can be obtained. In some cases needed information is not obtainable, for example, where historical records have been destroyed or analytical techniques have not been developed to date materials in archeological sites. If an evaluation must be completed in these cases, it is important to acknowledge what information was not obtainable and how that missing information may affect the reliability of the evaluation.

## **Application of the Criteria within a Historic Context**

The first step in evaluation is considering how the criteria apply to the particular historic context. This is done by reviewing the previously developed narrative for the historic context and determining how the criteria would apply to properties in that context, based on the important patterns, events, persons and cultural values identified. (See the discussion of the historic context narrative in the Guidelines for Preservation Planning.) This step includes identification of which criteria each property type might meet and how integrity is to be evaluated for each property type under each criterion. Specific guidelines for

evaluating the eligibility of individual properties should be established. These guidelines should outline and justify the specific physical characteristics or data requirements that an individual property must possess to retain integrity for the particular property type; and define the process by which revisions or additions can be made to the evaluation framework.

**Consideration of property type and integrity:** After considering how the criteria apply to the particular historic context, the evaluation process for a property generally includes the following steps:

1. A property is classified as to the appropriate historic context(s) and property type(s). If no existing property type is appropriate, a new property type is defined, its values identified, and the specific characteristics or data requirements are outlined and justified as an addition to the historic context. If necessary, a new historic context is defined for which values and property types and their integrity requirements are identified and justified.
2. A comparison is made between the existing information about the property and the integrity characteristics or data required for the property type.
  - a. If the comparison shows that the property possesses these characteristics, then it is evaluated as significant for that historic context. The evaluation includes a determination that the property retains integrity for its type.
  - b. If the comparison shows that the property does not meet the minimum requirements, one of several conclusions is reached:
    1. The property is determined not significant because it does not retain the integrity defined for the property type.
    2. The property has characteristics that may make it significant but these differ from those expected for that property type in that context. In this case, the historic context or property types should be reexamined and revised if necessary, based on subsequent research and survey.

The evaluation should state how the particular property meets the integrity requirements for its type. When a property is disqualified for loss of integrity, the evaluation statement should focus on the kinds of integrity expected for the property type, those that are absent for the disqualified property, and the impact of that absence on the property's ability to exemplify architectural, historical or research values within a particular historic context.

The integrity of the property in its current condition, rather than its likely condition after a proposed treatment, should be evaluated. Factors such as structural problems, deterioration, or abandonment should be considered in the evaluation only if they have affected the integrity of the significant features or characteristics of the property.

## **Inventory**

An inventory is a repository of information on specific properties evaluated as significant.

**Content:** The inventory should include:

1. Summaries of the important historic contexts. These may be in the form of an approved plan or analysis of historic contexts important in the history of the geographical area covered by the inventory.

2. Descriptions of significant property types of these contexts, whether or not any specific properties have been identified.
3. Results of reconnaissance surveys or other identification activities, even if the level of information on specific properties identified as part of those activities is not sufficient to evaluate individual properties.
4. Information on individual properties that was used in evaluation.
  - Historic contexts are identified by name, with reference to documents describing those contexts, or with a narrative statement about the context(s) where such documents do not exist.
  - A description of the property. Part of this description may be a photographic record.
  - A statement that justifies the significance of the property in relation to its context(s). This statement should include an analysis of the integrity of the property.
  - Boundaries of the property.
  - A record of when a property was evaluated and included in the inventory, and by whom.
  - Records on demolished or altered properties and properties evaluated as not significant should be retained, along with full description of areas surveyed, for the planning information these records provide about impacts to properties and about the location and character of non-significant properties to prevent redundant identification work at a later time.

**Maintenance:** Inventory entries should be maintained so that they accurately represent what is known about historic properties in the area covered by the inventory. This will include new information gained from research and survey about the historic contexts, property types, and previously evaluated properties, as well as information about newly evaluated properties. For individual properties, addition of kinds of significance, change in the boundaries, or loss of significance through demolition or alteration should be recorded.

**Uses and Availability:** An inventory should be managed so that the information is accessible. Its usefulness depends on the organization of information and on its ability to incorporate new information. An inventory should be structured so that entries can be retrieved by locality or by historic context.

The availability of the inventory information should be announced or a summary should be distributed. This may be in the form of a list of properties evaluated as significant or a summary of the historic contexts and the kinds of properties in the inventory. Inventories should be available to managers, planners, and the general public at local, State, regional, and Federal agency levels.

It is necessary to protect information about archeological sites or other properties whose integrity may be damaged by widespread knowledge of their location. It may also be necessary to protect information on the location of properties such as religious sites, structures, or objects whose cultural value would be compromised by public knowledge of the property's location.

From the City of Northville, MI

**Q. What are “contributing” and “non-contributing” resources in a historic district?**

A. A **contributing** building, site, structure, or object adds to the historic associations, historic architectural qualities, or archeological values for which a property is significant because:

- It was present during the period of significance, relates to the documented significance of the property, and possesses historic integrity or is capable of yielding important information about the period; or
- It independently meets the National Register criteria.

The National Register criteria include the following:

- A. Property is associated with events that have made a significant contribution to the broad patterns of our history.
  - B. Property is associated with the lives of persons significant in our past.
  - C. Property embodies the distinctive characteristics of a type, period, or method of construction or represents the work of a master, or possesses high artistic values, or represents a significant and distinguishable entity whose components lack individual distinction.
  - D. Property has yielded, or is likely to yield, information important in prehistory or history.
- A **noncontributing** building, site, structure, or object does not add to the historic associations, historic architectural qualities, or archeological values for which a property is significant because:

- It was not present during the period of significance, or does not relate to the documented significance of the property; or
- Due to alterations, disturbances, additions, or other changes, it no longer possesses historic integrity or is capable of yielding important information about the period; or
- It does not independently meet the National Register criteria.

Source: Pg. 16, National Register Bulletin: How to Complete the National Register Registration Form (<https://www.nps.gov/nr/publications/bulletins/pdfs/nrb16a.pdf> )

The Historic District Study Report Vol I (found here on the City’s website: [http://www.ci.northville.mi.us/Community/HistoricDistrict/R1320NorthvilleLocalHDStudyReport-VolumelDraft\\_Sept282018.pdf](http://www.ci.northville.mi.us/Community/HistoricDistrict/R1320NorthvilleLocalHDStudyReport-VolumelDraft_Sept282018.pdf) ) describes the term “period of significance” on page 4-1. This report also describes what is meant by “integrity” on page 4-3.

From the City of Los Angeles:  
WINDSOR SQUARE HPOZ PRESERVATION PLAN – SEPTEMBER 8, 2005

### **Contributing or Non-Contributing?**

To find out if a particular building or structure is contributing or non-contributing, consult the Historic Resources Survey, the Planner for the Windsor Square HPOZ area, or the Windsor Square HPOZ Board. The Historic Resources Survey is a document that identifies all Contributing and Non-contributing buildings and structures within the HPOZ. Depending on the Contributing/Non-Contributing status of a building or structure, different elements of the Guidelines should be used in the planning and review of projects.

### **Contributing Structures**

Contributing buildings and/or structures are identified as contributing in the Historic Resources Survey for this HPOZ. Generally, “Contributing” structures will have been built within the historic period of significance of the HPOZ, and will retain features that identify it as belonging to that period. The historic period of significance of the HPOZ is usually the time period in which the majority of construction in the area occurred. In some instances, structures that are compatible with the architecture of that period or that are historic in their own right, but were built outside of the period of significance of the district, will also be “Contributing.” Work involving contributing structures should follow the rehabilitation guidelines.

### **Non-Contributing Structures**

Non-contributing buildings and/or structures are those structures or sites identified as non-contributing in the Historic Resources Survey for this HPOZ. There are two types of Non-Contributing Structures: those that date from the period of significance and those that do not.

#### *Non-Contributing – from period of significance*

Non-contributing buildings and/or structures that date from the period of significance are structures that were built in the same time period as contributing structures, but have not retained their historic character through subsequent alterations or additions. As such, elements from both the rehabilitation guidelines chapter and the infill guidelines chapter can apply to these buildings and structures, where appropriate.

#### *Non-Contributing – not from period of significance or vacant lots*

Non-contributing buildings and/or structures not dating from the period of significance are those buildings that were constructed too recently to contribute to the historic nature of the district. An example might be a more recent apartment block or an infill house constructed much later than its neighbors in a different style. The infill guidelines will apply to these structures, as well as to new infill construction on vacant lots.

