

GENERAL INSTRUCTIONS FOR THE NOMINATION FORM

1. All nominations must be typed and signed, with all items completed.
2. Continuation sheets, consisting of plain white 8-1/2 x 11 paper, should be used wherever space is insufficient on the nomination form itself. Some of the items generally will require more space. Clearly indicate for each such item that a continuation sheet has been used; please use item numbers on the continuation sheets to key them to the nomination form.
3. Statements of fact should be documented whenever possible. Documentation may consist of references to books or other publications (please include title, author, date of publication, publisher, and page number; if possible, include photocopies of relevant passages), or letters from authorities or eyewitnesses (these should be included as part of the nomination materials). Photocopied pages from relevant sources may accompany the nomination, as an appendix, but may not replace the narrative on the nomination form.
4. Nominations must include a topographic or other published map, showing the location of the nominated property.
5. At least one current representative photograph (exterior for buildings) is required. If available, please also include at least one historical photo and additional modern views.

INCOMPLETE OR INCORRECTLY PREPARED NOMINATIONS WILL BE RETURNED WITHOUT REVIEW BY THE COMMITTEE.

A successful nomination depends on the worthiness of the nominated property as well as on the ability of those preparing nominations to convey an accurate and complete picture in their presentations.

Both of these factors make it important for potential nominators to understand the basic criteria that the Landmarks Committee uses to evaluate nominations.

There are many different qualities that the Committee looks for in a nominated property. The following are some of the questions the Committee will pose in evaluating the nomination:

- .How *important* historically was the property to its community or to Santa Barbara County in general? What *role* did it play in community life and for how long? How many people were affected by it? For most properties, this is perhaps the most crucial set of questions.
- .Was the property *associated with any historical figures or events* of local, regional, or national prominence? For buildings, was the construction the work of a famous or popular architect, builder, or craftsman?
- .Is the property *well-preserved*, with few or no recent modifications? Alterations that conflict with the historical style or that substantially alter the visual impact of the property will weigh especially heavily against the nomination.
- .Is the property a good *representative* example of a once-common or significant historical type or architectural style? Unconventional forms would not score highly here, although they may on other criteria. Is the form or style *rare* today, or are there still many surviving cases.
- .What is the *age* of the property? Relative age is often as important as absolute age. Thus, properties that are among the "oldest surviving examples" of established historical or architectural forms are likely candidates for approval.
- .What would be the *impact today and on future generations* if the property were destroyed or drastically modified?

Preparers should understand that a successful nomination does not require that all or even several of these criteria apply. In fact, only one strong criterion may be sufficient in exceptional circumstances. It is unlikely that a property would be approved, however, if none of these distinguishing factors applied.

All of these qualifying factors should be kept in mind when preparing nominations, and all that are applicable should be addressed in the responses. It is suggested that preparers develop a list of the property's strong points in advance, as a way of making sure that their nomination is as complete and convincing as possible.