



MULTIPLE PROPERTY DOCUMENTATION PROJECT PROPOSAL

A Multiple Property Documentation Form (MPD) is a cover document that serves as a basis for evaluating the National Register eligibility of related properties:

- An MPD is not a Register nomination in its own right.
- In the MPD, the themes, trends, and patterns of history shared by the related properties are organized into historic contexts.
- The property types that represent those historic contexts are defined, and nomination requirements for each type are specified.
- Information common to the group of related properties is presented in the MPD, while information specific to each individual property is placed on a separate nomination form.
- The MPD streamlines organization of surveys and research of historic properties. It can be used to inform historic preservation planning and to prioritize nominations.
- The MPD facilitates the evaluation of individual properties by comparing them with resources that share similar physical characteristics and historical associations.

Before Preparing the MPD Proposal

Contact **DHR's Archivist** for assistance in obtaining any information DHR may have on file about your property, such as a previous architectural survey record or eligibility evaluation. You are welcome to use this information in preparing your PIF. Contact **DHR's Archivist** by phone at (804) 482-6102, or by email at Quatro.Hubbard@dhr.virginia.gov.

Staff at one of DHR's three Regional offices also are available to answer questions you may have as you begin preparing your PIF. Locations and contact information for each office is at <https://www.dhr.virginia.gov/about-dhr/regional-preservation-offices/>. (You also are welcome to ask DHR's Archivist for the contact information.)

Examples of completed Multiple Property Documentation Forms are available here: <https://www.dhr.virginia.gov/historic-registers/mpd/>.

Preparing the MPD Proposal

The MPD proposal consists of three equally important parts:

1. **Form:** Complete the attached form to the best of your ability, using your own research about the proposed MPD as well as any information that DHR has provided. Remember that DHR's Regional staff also are available to assist you. The form may be completed using Microsoft Word software, typed, or hand-written. If using MS Word, the proposal can be submitted via CD, email, ftp, or other file sharing means to **DHR's Archivist**.

Your MPD proposal will not be considered if it is missing any of the following information:

- Applicant/Sponsor's signature
 - Contact information for the person submitting the form (if different from the applicant/sponsor)
2. **Photos:** Provide color digital images (JPGs are preferred) of representative examples of resources that will be covered by the proposed MPD. Also provide one set of photo prints on 4" x 6" glossy photo paper. Digital images can be submitted on CD, USB drive, or other file sharing means. Contact **DHR's Archivist** if you need assistance working with digital images.
 3. **Maps:** A map showing the approximate geographic area to be covered by the MPD.
 - Precise boundaries for the MPD's coverage area are not required.
 - The map can be created using Google Maps, Google Earth, Bing, or other mapping websites.
 - If a field survey was conducted, a map showing the survey area may be included with the MPD, but it is not required *and* this map need only show a geographic area that was investigated, not boundaries of individual resources or historic districts.

Note: All submitted materials become the property of DHR and will be retained in our permanent Archive. In addition, the materials will be posted on DHR's public website for a period of time during the evaluation process.



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Note: MPD proposals are prepared by applicants and evaluated by DHR staff and the State Review Board based on information known at the time of preparation. Recommendations concerning MPDs are subject to change if new information becomes available.

Resources that are mentioned in an MPD are not automatically listed in the VLR and National Register. A nomination form must be prepared for a resource mentioned in the MPD in order for the resource to be listed in the National Register. The nomination of each building, site, district, structure, or object within a thematic group is presented on its own form. The name of the thematic group, denoting the historical framework of nominated properties, is the multiple property listing. When nominated and listed in the National Register of Historic Places, the MPD, together with nominations for specific properties, constitute a multiple property submission. For this reason, DHR recommends that a Preliminary Information Form (PIF) for a property planned to be nominated under the MPD be submitted along with this proposal form.

1. General Information

MPD name: _____

Name(s) of the Independent City and/or County that will be included in the MPD proposal (multiple jurisdictions can be included):

2. Historic Context(s) for Proposed MPD

Identify and summarize one or more historic contexts that will be used in the MPD. Each context should include three elements: a historical theme, geographical area, and chronological period. Please list all sources of information used to research the historic context(s). (It is not necessary to attach lengthy articles or family genealogies to this form.)

3. Associated Property Types (description, significance, and registration requirements)

Architectural style(s) significant to the MPD proposal:

If any individual properties covered by the proposed MPD were designed by an architect, landscape architect, engineer, or other professional, please list here:

If any builders or developers are known, please list here:

Date(s) of construction (can be approximate): _____

Are there any known threats to the individual properties? _____

Have you identified a property or district that could be nominated under the MPD? Yes ___ No ___

If yes, please provide the property's name and locality: _____

Has a Preliminary Information Form (PIF) been submitted for the property? Yes ___ No ___

Narrative Description:

In the space below, briefly describe the general characteristics of the resource types that will be included in the proposed MPD, such as notable building patterns, types, and features. Include prominent materials and noteworthy building details, as well as typical updates, additions, remodelings, or other alterations that characterize these resource types.

For resource types proposed for inclusion in the MPD, discuss important aspects of the general setting and/or streetscapes, including current land and property uses (and historic uses if different), such as industrial, residential, commercial, religious, etc.

4. Summary of Identification and Evaluation Methods

Briefly explain how historic properties associated with the proposed MPD were identified and evaluated. Identification methods typically include field survey at least at a reconnaissance level, historic research (including review of historic maps), a check of repositories such as DHR's archives, and/or interviews with people with expertise in the subject matter.

5. Property Ownership (Check as many categories as apply):

Private: _____ Public\Local _____ Public\State _____ Public\Federal _____

6. Applicant/Sponsor (Individual and/or organization sponsoring preparation of the MPD Proposal, with contact information. For more than one sponsor, please list each below or on an additional sheet.)

name/title: _____

organization: _____

street & number: _____

city or town: _____ state: _____ zip code: _____

e-mail: _____ telephone: _____

Applicant's Signature: _____

Date: _____

• • Signature required for processing all applications. • •

In the event of organization sponsorship, you must provide the name and title of the appropriate contact person.

Contact person: _____

Daytime Telephone: _____

Applicant Information (Individual completing form if other than applicant/sponsor listed above)

name/title: _____

organization: _____

street & number: _____

city or town: _____ state: _____ zip code: _____

e-mail: _____ telephone: _____