**West Virginia Endangered Properties Nomination Criteria:**

The West Virginia Endangered Properties List is a collection of the state’s historic resources in danger of being forever lost. The goal of this list is to draw attention to our Mountain State’s endangered historic properties and encourage the preservation of these special places.

To be considered for inclusion on the West Virginia Endangered Properties List, there must be some kind of **endangerment** threatening a **certified historic building** and **strong local support** for its saving. Common examples of endangerment are proposed demolition, neglect, abandonment, new development, natural disasters, encroaching rivers, flooding, or fire. Local support will be demonstrated through the submission of at least three letters of support.

A certified historic building is one that is listed individually on the National Register of Historic Places or a contributing structure in a National Register Historic District. To verify whether your property is listed, check with the West Virginia State Historic Preservation Office’s website, [“National Register of Historic Places Nominations”](https://wvculture.org/agencies/state-historic-preservation-office-shpo/register-of-historical-places/national-register-of-historic-places-nominations/).

**Properties not currently listed on the National Register of Historic Places may still be considered for this program if determined eligible for listing** by the West Virginia State Historic Preservation Office, which may be reached via telephone by calling 304-558-0220. Request to speak to the National Register Coordinator and ask for a letter of eligibility determination for the property. If a historic property inventory has not been completed for the property, you may have to prepare and submit this form to determine its eligibility. The historic property inventory can be located on the [state’s website](https://wvculture.org/wp-content/uploads/2021/03/Historic-Property-Inventory-Form.pdf).

**Nominations are due annually by December 31st (but may be submitted on a rolling basis throughout the year if an emergency arises).** A separate nomination form must be submitted for each nomination, but organizations or individuals may submit more than one nomination per year.

**West Virginia Endangered Property announcements will be made annually in conjunction with History Day at the State Capitol building in Charleston.** In 2024, this event will be held on February 21st.

Nominations should be submitted digitally by Google Form available [here](https://forms.gle/tSqDNDm4jm3Jed3H9).

**A complete list of nomination questions is available for preview on the following pages.** Applicants may wish to draft their responses, particularly the narrative description in section 6, prior to beginning the nomination process on the Google Form.

* Please note: the following preview pages should not be used instead of the nomination form. **Please use the** [**Google Form**](https://forms.gle/NGTgGo53dkUZa8ud6) **to nominate your property**.

**West Virginia Endangered Properties Nomination Questions Preview**

**Part 1. Nominator’s Information**

* Name of individual nominator or representative
* Name of nominating group/organization
* Nominator’s address
* Nominator’s phone number
* Nominator’s website and/or social media (if applicable)
* Is the nominator the owner of the property?

**Part 2. Owner Information**

* Is the property owner aware of the nomination?
* Type of ownership: public, private, or nonprofit?
* Owner’s name
* Owner’s address
* Owner’s phone number, if known
* Owner’s email, if known
* Owner’s website and/or social media, if applicable

**Part 3. Endangered Resource Information**

* Resource name (historic and/or common)
* Address or location
* County
* City/state/zip code
* Attach a map and directions to the property
* Date of construction
* List any city, county, or other community-based landmark designations
* Listed on National Register of Historic Places (individual or contributing to a historic district)? If no, continue to Part 4. If yes, continue to part 5.

**Part 4. If property is not currently listed on National Register of Historic Places:**

* Has the property been determined eligible to be listed on the National Register of Historic Places by the West Virginia State Historic Preservation Office (SHPO)?
* If determined eligible, date eligibility determined?
* Attach WV SHPO documentation of eligibility
* Attach a completed Historic Property Inventory Form. Form available [here](https://wvculture.org/wp-content/uploads/2021/03/Historic-Property-Inventory-Form.pdf). Instructions available [here](https://wvculture.org/wp-content/uploads/2021/08/Historic-Property-Inventory-Form-Directions.pdf).

**Part 5. Description of Endangered Site**

* If listed on the National Register of Historic Places (individually or contributing), identify the nomination on the [West Virginia State Historic Preservation Office’s website](https://wvculture.org/agencies/state-historic-preservation-office-shpo/register-of-historical-places/national-register-of-historic-places-nominations/) and include the nomination link below.
* Use the following questions to write a description of the endangered historic site:
1. Describe the site and surrounding area – include its current and previous uses, condition, and owner’s maintenance plan, if any.
2. When did the current owner obtain possession of the building?
3. Describe the impending threat. How imminent is the threat?
4. What is the historical significance of the site? For example, does it have local, state, and/or national significance? If so, please explain in detail.
5. Why do you believe the site should be saved?
6. What is the goal(s) of this preservation/restoration effort? Detail any short-term and/or long-range plans for the property. Please be as specific as possible.
7. Who is involved in saving the site? Does anyone oppose? If yes, please explain who opposes saving the site and why.
8. How do you think being listed as a WV Endangered Property will benefit preservation efforts?

**Part 6. Digital images of site**

* Attach 3 to 5 recent digital photographs of the site and its surrounding landscape. Submitted photographs must be copyright-free or copyright-waived for educational/promotional use by PAWV.
	+ Images should be in color, 300 dpi minimum
	+ Name each photo file with the name of the property and date taken

**Part 7. Letters of support**

* Please attach three letters of support for this project. Suggested supporters may include Historic Landmark Commissions, WV State Historic Preservation Office, municipalities, local historical and preservation societies, and affected community members.
	+ Accepted formats: document file, .PDF

**Part 8. Additional materials**

* Additional photos, news articles, or other documentation may also be submitted to americorps@pawv.org