

Register of Historic Places

PRELIMINARY INFORMATION FORM (PIF)



PIF for INDIVIDUAL PROPERTIES

The Preliminary Information Form (PIF) constitutes an application for preliminary consideration of a property for eligibility for the Museum of Chincoteague Island (MOCI) Register of Historic Places. The PIF is **not** the same as a nomination to the Registers, but is a means for evaluating the **eligibility** of a property for listing. The PIF is evaluated by the Museum Board of Directors and staff based on information available at the time of preparation. Recommendations are subject to change if additional information becomes available. MOCI's recommendations regarding the property's eligibility will be provided to the property owner in writing. Note: MOCI Historic nominations do not affect valuation of property or contribute to any eligibility for external programs, registers or historic precedence.

Staff at the Museum are available to answer questions you may have as you begin preparing your PIF. Location and contact information for the Museum of Chincoteague is available at <https://chincoteaguemuseum.com/>.

Preparing a PIF

A PIF consists of three equally important parts:

1. **Form:** Complete the attached form to the best of your ability, using your own research about the property to be evaluated as well as any information available through other historic archives. The form may be completed using Microsoft Word software, typed, or hand-written. If using MS Word, send the electronic file via email to operations@museumofci.org

Your PIF will not be evaluated if it is missing the property owner's signature and/or contact information for the person submitting the form (if different from the property owner)

2. **Photos:** Provide color digital images (JPGs are preferred) of your property's exterior and major interior spaces, with emphasis on architectural features instead of furnishings. Digital photos typically include views of the main building from all sides, as well as important ornamental and/or functional details; any outbuildings or secondary resources; and the property's general setting. Digital images can be submitted on USB drive, or other file sharing means.
3. **Maps:** A minimum of one map must accompany your PIF.
 - **Location map:** This map shows the exact location of your property. The map can be created using Google Maps, Google Earth, Bing, or other mapping websites. A copy of a road map also may be used as long as the property's exact location and physical address are shown on the map.
 - **Sketch map (optional):** This map shows the locations of all resources on your property, such as the main building; any secondary resources (often referred to as outbuildings); major landscape features such as a stream, formal gardens, driveways, and parking areas, and the road on which the property fronts. The sketch map can be drawn by hand, or an annotated aerial view, tax parcel map or survey map may be used.

Submitting a PIF

Once you have completed the PIF, submit it to **Museum Staff** at the mailing address at the top of this page or via email at operations@museumofci.org. The PIF will be forwarded to the Board of Directors who will review your PIF and will answer any questions you may have about the evaluation process.

Note: All submitted materials become the property of Museum of Chincoteague Island and will be retained in our permanent Archive. In addition, the materials may be posted on the Museum of Chincoteague Island's public website for educational resources and promotion of future historic preservation.

Thank you for taking the time to prepare and submit a Preliminary Information Form to MOCI!

Museum of Chincoteague Island



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Note: PIFs are prepared by applicants and evaluated by Museum staff and the Board of Directors based on information known at the time of preparation. Recommendations concerning PIFs are subject to change if new information becomes available.

MOCIHR No. (to be completed by MOCI staff) _____

1. General Property Information

Property name: _____

Property address: _____

City or Town: _____

Zip code: _____

Latitude: _____ Longitude: _____

Name of the Independent City or County where the property is located: _____

Category of Property (choose only one of the following):

Building _____ Site _____ Structure _____ Object _____

2. Physical Aspects

Acreage: _____

Setting (choose only one of the following):

Urban _____ Suburban _____ Town _____ Village _____ Hamlet _____ Rural _____

Briefly describe the property's overall location and setting, including any notable landscape features:

3. Architectural Description

Architectural Style (if known): _____

If the property was designed by an architect, landscape architect, engineer, or other professional, please list here: _____

If the builder is known, please list here: _____

Date of construction (can be approximate): _____

Narrative Description (Please do not exceed one page in describing the property):

Briefly describe the property's general characteristics, such as its current use (and historic use if different), as well as the primary building or structure on the property (such as a house, store, mill, factory, depot, bridge, etc.). Include the materials and method(s) of construction, physical appearance and condition (exterior and interior), and any additions or other major alterations.

In a bullet list, include any outbuildings or secondary resources or major landscape features (such as barns, sheds, dam and mill pond, storage tanks, scales, railroad spurs, etc.), including their condition and their estimated construction dates.

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4. Property's History and Significance (Please do not exceed one page)

Briefly explain the property's historic importance, such as significant events, persons, and/or families associated with the property.

If the property is important for its architecture, engineering, landscape architecture, or other aspects of design, please include a brief explanation of this aspect.

Please list all sources of information used to research the history of the property, such as deeds, census and tax records, and/or published articles and books. (It is not necessary to attach lengthy articles or family genealogies to this form.)

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

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

Current Legal Owner(s) of the Property (If the property has more than one owner, please list each below or on an additional sheet.)

Name/Title: _____

Organization: _____

Street & Number: _____

City or Town: _____ State: _____ Zip Code: _____

E-mail: _____ Telephone: _____

Legal Owner's Signature: _____

Date: _____

• • Signature required for processing all applications. • •

In the event of corporate ownership you must provide the name and title of the appropriate contact person.

Contact Person: _____

Daytime Telephone: _____

Applicant Information (Individual completing form if other than legal owner of property)

Name/Title: _____

Organization: _____

Street & Number: _____

City or Town: _____ State: _____ Zip Code: _____

E-mail: _____ Telephone: _____

Date: _____

PLEASE DO NOT ATTACH CONTINUATION SHEETS TO THIS FORM. THANK YOU!