

## **Checklist for Submission of Determination of Eligibility (DOE) Forms to the Maryland Inventory of Historic Properties**

To facilitate the review process and subsequent accessioning of Determination of Eligibility (DOE) forms into the Maryland Historical Trust Library, please check that the following requirements have been completed prior to the submittal of the hard-copy documentation (and accompanying digital files) for review by MHT staff.

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All DOE forms and accompanying documentation must be provided to MHT in hardcopy and digital formats. PDF copies of DOE forms may be substituted for the hardcopy at the discretion of your MHT reviewer. Electronic copies of the DOE Access database must be supplied to MHT along with the DOE materials. Printed materials must be 3-hole punched.

The inventory number as issued by MHT must be included in the appropriate space at the top of each page of the form and on all continuation sheets, maps, drawings, and photographs. The inventory number and property name should be consistent with the associated property record in Medusa. If the name or address has changed, please notify MHT's Inventory Registrar.

A fully-justified National Register evaluation is provided that explores all applicable National Register of Historic Places Criteria for Evaluation and aspects of integrity.

For National Register-eligible resources, a narrative boundary justification is provided and contributing structures, features and elements of the resource are identified.

Two maps (8½ x 11 inches) created using the appropriate section of the USGS topographical quad map, properly labeled, and clearly illustrating the location and boundaries of the resource are required, one at 1:24,000-scale and one at a zoomed-in view such as 1:12,000. For urban properties, a current tax, block and parcel map should be included along with the two USGS quad maps (p. 36). Aerial imagery may be submitted in addition to, but not in substitution for, the two USGS quad maps.

Images are supplied on properly formatted Photo Pages with an accompanying Photo Log.

An archival CD containing all digital image files.

Electronic copy of the Access DOE database or Word document.

Printed and digital DOE Forms are organized in the following order: DOE form, supplemental figures (e.g., drawings or historic images), location maps, photo pages and photo logs.

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For detailed guidance, please refer to MHT's *Instructions and Resources for Preparing Compliance-Generated Determinations of Eligibility*. Please coordinate with your MHT Staff Reviewer to confirm the appropriate transmittal method of your project materials.