

# Detailed Instructions for Filling Out

## Access Tips:

1. The DOE file you download is called *DOEExtStructXP02.mdb* or *DOEExtArcheoXP02.mdb*. This file is a blank database.
2. For each project, use one database to record all structures and one database to record all archaeological sites. The database can contain one record or multiple records depending on your needs. The database file should then be sent to MHT on CD or via email for review.
3. To move between pages on the screen, click the labeled tabs at the top of the forms.
4. Press the "Tab" key to move between fields.
5. If desired, the text can be "cut-and-pasted" from a word processing program into the database.
6. Spell check is available. Please use it!

## Property & Project Data Screen

**Determination of Eligibility--Regular DOE Form**

**Property & Project Data** | Preparer's Recommendation | Justification

Inventory No.:  Name:

County:  Is the property an historic district?

Address:

Street No.	Prefix	Street Name	Street Type	Suffix	Route
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Other:

City:  Zip Code:

Quad:  and  and

Owner:

Tax Account ID:

Tax Map Number:  Tax Parcel Number:

Project:

Agency:

Select Doe To Edit:

**Add Record** **Preview Report** **Delete Record** **Close Form**

Record:  1 of 1  No Filter

<b>Field Name</b>	<b>Description</b>
Inventory No. *	Enter the Maryland Inventory of Historic Properties (MIHP) Inventory Number (architecture or archaeology number). If an MIHP number has not already been assigned to the resource, please request an inventory number from MHT's Architectural Registrar, Mary Kate Mansius, at <a href="mailto:mary.mansius@maryland.gov">mary.mansius@maryland.gov</a> . MIHP requests should include the names and addresses of all properties with the sites clearly located on a 7.5-minute United States Geological Survey (USGS) topographic quadrangle map (1:24,000-scale) and also include a zoomed-in view of the map with the exact boundary clearly marked.
Name	Enter the name by which the property is known. The term "property" refers to the entire historic resource being documented. (i.e. Lewistown Historic District, Wilson-Tannard House, Millard Farm, SHA Bridge No. 0201801) For archaeology sites, if the site does not have a name, please use the site number as the name.
County	Enter the county in which the property is located.
Is the property being evaluated as a historic district? *	Select "Yes" or "No". Do not use the Short Form to evaluate historic districts.
Address	Enter the street address of the property. For bridges, use the "Other" field to enter the street name/route number and the name of the feature being crossed [i.e. Belair Road (US 1) over Gunpowder Falls].
City	Enter the city in which the property is located.
Zip Code	Enter the postal code for the property.
Quad	Enter the name(s) of the United States Geological Survey quadrangle on which the property appears.
Owner *	Enter the name of the current owner of the property.
Tax Account ID *	Enter the tax account ID number of the property. This is the Property Account Identifier Number assigned to the property by the State Department of Assessments and Taxation (SDAT). This number can be found by searching SDAT's database at <a href="http://www.dat.state.md.us">www.dat.state.md.us</a> . In Baltimore City ward, section, block and lot are used instead. The numbers combined should be entered here.
Tax Map Number	Enter the number of the Tax Map on which the property is located. This number can be found by searching SDAT's database at <a href="http://www.dat.state.md.us">www.dat.state.md.us</a> .
Tax Parcel Number	Enter the number of the Parcel on which the property is located. This number can be found by searching SDAT's database at <a href="http://www.dat.state.md.us">www.dat.state.md.us</a> .
Project	If applicable, enter the name of the federal or state project for which this DOE is being prepared. (e.g. MD 410 road widening, Buckeystown Cell Tower Site 333, Viewmont Elementary Rehabilitation, etc.)
Agency	Enter the federal or state agency that is sponsoring the above project. (e.g. FCC, SHA, GSA, etc.)

\* This field is not found on the Short Form for Ineligible Properties

## Preparer's Recommendation Screen

Determination of Eligibility--Regular DOE Form

**Property & Project Data** **Preparer's Recommendation** Justification

**Preparer's Eligibility Recommendation:**

Eligibility Recommendation:

Criteria: ☐ A ☐ B ☐ C ☐ D Considerations: ☐ A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G ☐ None

☐ There is a previous DOE for this property

**To be completed only if the property is a contributing/ non-contributing resource:**

District Inventory Number  ☐ NR Listed District ☐ NR Eligible District

District Name:

**Prepared by:**

First Name  Last Name:

Agency:  Date:

*Please Continue to Justification Section*

Select Doe To Edit:

**Add Record** **Preview Report** **Delete Record** **Close Form**

Record: 1 of 1 No Filter Search

Field Name	Description
Eligibility Recommendation	This is the preparer's recommendation. Click the arrow and choose "Recommended" or "Not Recommended" from the list. For properties within historic districts, select "Recommended" for contributing resources and "Not Recommended" for resources that do not contribute to the historic district.
Criteria *	These are the National Register Criteria For Evaluation. Click to put an "a" in the applicable box(es). This applies only to resources recommended eligible for listing in the National Register.
Considerations *	These are the National Register Criteria Considerations. Click to put an "a" in the applicable box(es). This applies only to resources recommended eligible for listing in the National Register.
There is a previous DOE for this property *	Click here to put an "a" in the box if there has been a previous determination of eligibility for this resource.
To be completed only if the property is a contributing/ non-contributing resource:	Complete this section only when evaluating resources within National Register-listed or eligible historic districts.
District Inventory Number	Enter the district's MIHP number.



<b><i>Field Name</i></b>	<b><i>Description</i></b>
Documentation on the property is presented in *	Enter the name of the library, repository, or report from which the information was obtained. (e.g. Baltimore County Library, MIHP form, Phase II Archeological and Architectural Investigations)
Justification for decision	This is the preparer's judgment. Describe all structures and landscape features. Provide a history of the property. Explain in detail why the property is eligible or ineligible for listing in the National Register of Historic Places. Be certain to address all NR criteria and the integrity of the property.

\* This field is not found on the Short Form for Ineligible Properties