



# Map Requirements for National Register Nominations in Michigan

Revised October 21, 2024

Preparers of National Register nominations are encouraged to review [How to Complete the National Register Registration Form](#) (National Register Bulletin 16A), especially pages 61 through 63; and the 2012 [National Register Draft Electronic Map Policy Factsheet](#), available from the National Register of Historic Places website, [www.nps.gov/subjects/nationalregister/index.htm](http://www.nps.gov/subjects/nationalregister/index.htm), and [General Guidance and Requirements for National Register of Historic Places Nominations in Michigan](#), available from the State Historic Preservation Office website, [www.michigan.gov/nrhp](http://www.michigan.gov/nrhp), prior to reading these specifications. This document does not supplant the NPS requirements but serves as a supplement to them and is meant to provide clear instructions for submitting maps with National Register nominations in Michigan.

## Introduction

Maps are an integral part of a National Register of Historic Places nomination. Maps provide essential information about a property, including its location, the relationship of the property to its setting, the types of resources within the property, the relationship of resources to one another, and the geographic boundaries of a property. Maps can illustrate or provide important information about the history, development, significance, or historic integrity of a property. It is also important to understand that a National Register nomination is a document with certain legal implications. For example, the boundaries of a property, and thus the location of a building can determine that a property or resource is, or is not, eligible for historic preservation tax credits. Clear and accurate maps, and, especially, clear and accurate boundaries, are essential.

Prior to 2012, United States Geological Survey (USGS) topographic maps were the primary locational maps submitted with a National Register nomination. As of 2012, however, maps may be produced with online mapping services such as Google or professional Geographic Information System (GIS) applications such as ArcGIS. Please note that paper maps are no longer accepted by the Michigan State Historic Preservation Office (SHPO), and although digital versions of USGS topographic maps may be used to create nomination maps, aerial locational maps are preferred. If USGS topographic maps are submitted, they must meet all other requirements of National Register Bulletin 16A, the 2012 *National Register Draft Electronic Map Policy Factsheet*, and this document.

Please note, that the map requirements discussed in this document do not address the requirements for a Photo Key, which is addressed in *Photograph Requirements for National Register Nominations in Michigan*.

Maps that do not meet both the specifications of NPS and SHPO will be returned for revision.

## **Types of Maps**

All National Register nominations require, at minimum, two locational maps. Certain nominations, however, will either require or necessitate additional maps. The types and number of maps required depend upon the type, form, and complexity of the property to be nominated. The various types of maps are described below.

### **Locational Maps**

Locational maps depict a property in its geographical setting. All National Register nominations require two (2) locational maps: a large-scale map and a small-scale map.

#### *Large-Scale Locational Map*

A large-scale map depicts the property in a wide geographic context similar to the scale of a USGS map. These views are typically captured when the map is set at an altitude of five hundred to one thousand feet, but sometimes distances of two thousand feet, or even one mile are required to adequately portray the property. A specific aerial distance is not required, but a scale must be included.

#### *Small-Scale Locational Map*

A small-scale map depicts the entire nominated property from an “up close” perspective. The property is generally viewed within the full extent of the map. These types of views are typically captured at an altitude of fifty to one hundred feet, but other aerial distances may be necessary. A specific distance is not required, but a scale must be included.

### **Boundary Map**

A boundary map depicts the boundary of the nominated property. Boundary maps are typically used when the nominated property consists of large acreage or the complexity of the property warrants a visual depiction of the boundary,

such as in the case of a historic district, industrial complex, educational campus, and the like. Boundary maps must match the Verbal Boundary Description in Section 10 of the *National Register of Historic Places Registration Form*.

### **Resource Map**

A resource map identifies all resources within a property and classifies those resources as contributing or noncontributing. Resource maps should be included when submitting a nomination when the property has several minor resources that are not easily discernible from aerial imagery or are covered by foliage and not easily viewed from aerial imagery. Such maps should account for the entire nominated property, including land, and, to the extent possible, identify any major features of the surrounding environment. For definitions and more information on the difference between “property” and “resource,” please see *General Guidance and Requirements for National Register of Historic Places Nominations in Michigan* (link above). Each building, structure, object, and site that is substantial in size, scale, or importance should be labeled by name, number, or other symbol, and marked as contributing or noncontributing.

### **Floor Plans**

Floor plans depict the historical or current layout of a building. These maps aid in understanding the spatial relationships of spaces, rooms, and their uses, and how the property may have changed over time. Floor plans also help determine if additional photographs are necessary.

### **Photo Key**

A photo key plots the view and direction of the photographer on a map of the property or floor plan of the property. A Photo Key is not the same as a Photo Log, which is a list of the photographs provided in the *National Register of Historic Places Registration Form*. Please see *Photograph Specifications for National Register Nominations in Michigan* for more information on photo keys and photo logs.

### **Sketch Maps and Other Depictions**

Some properties, typically industrial buildings, have been modified over time. Often these modifications take the form of additions and demolitions. A sketch map that notes when each addition was constructed or when a section was removed should be submitted with the nomination. The Narrative Description section of the registration form should be clear in describing these changes and reference the relevant map or figure. This information may be combined with other maps (such as a Photo Key or Boundary Map) if the information is clear.

The identification of additions and demolitions facilitates the understanding of how the property has changed over time.

In other cases, certain aspects of the significance, history, or historical development of the property is better understood by illustration. When this is the case, a sketch map or figure should be included with the nomination. Please contact SHPO with questions about maps and figures.

## General Requirements

The requirements provided in this document are based on the National Register Bulletin *How to Complete the National Register Registration Form* and the NPS 2012 *National Register Draft Electronic Map Policy Factsheet*. National Register nominations submitted in Michigan must also meet the requirements explained in this document. Each map submitted with a nomination must have the following elements:

1. A clearly distinguishable property
2. The historic name of the property and its location, including the street address, city, county, and state.
  - a. The property name must include the full historic name as listed in Section 1 of the *National Register of Historic Places Registration Form*.
  - b. The locational information must match the information provided in Section 2 of the *National Register of Historic Places Registration Form*.
3. The website or software used to generate the map. The default datum for most mapping websites and software is WGS84.
4. A north arrow
5. A point or polygon that clearly identifies the nominated property.
  - a. A single geographical reference point is used for properties of 9.99 acres or less. The point should be placed in the center of the property or the center of the primary resource of the property. The point icon must be easily discernible. **NOTE:** *If a small polygon is used to identify a single property (e.g., a house, garage, and yard), only a single data point centered on the significant or primary resource must be included on the map and in the registration form.*
  - b. A general polygon is used for properties of ten (10) acres or more. When drawing a general polygon around a large property like a historic district, the boundaries of the district must be drawn inside the polygon. The polygon is not a property boundary, but a mechanism for deriving simplified geographical reference points. Additional instructions and requirements for creating a polygon and deriving geographical reference points are provided on pages 54



and 55 of National Register Bulletin 16A. **NOTE:** polygons should be drawn as simply as possible. Rectangles and squares often work best. Please contact SHPO before drawing complex shapes.

6. A list of latitude and longitude points in decimal degrees to the sixth decimal place, derived from the vertices of the general polygon. **These points must also be entered in Section 9 of the National Register of Historic Places Registration Form.** Do not use or latitude and longitude points in degrees-minutes-seconds format. Do not use or provide Universal Transverse Mercator references.

In addition, all maps must:

1. Be reproducible in black and white (this necessitates the use of shading or crosshatching in the creation of maps, do not use color coding to classify resources).
2. Be clear, legible, and of high resolution.
3. Be submitted as a document no smaller than 8.5 inches by 11 inches and no larger than 11 inches by 17 inches with standard one-inch margins (margins may also be set to one-half-inch, if preferred).
4. Be submitted as a separate document. Do not embed maps in the *National Register of Historic Places Registration Form* (NPS Form 10-900) and do not use the National Register registration form continuation pages (NPS Form 10-900a) for maps.

Map documents may be submitted in JPEG or PDF format, or as a Microsoft Word document. All map documents may be compiled into one PDF document.

## Maps for Individual, Non-Archaeological Properties

Nominations of properties classified in Section 5 of the *National Register of Historic Places Registration Form* as Building(s), Site, Structure, or Object, and not submitted as an archaeological property or as a landscape, must include the two locational maps described in the "Types of Maps" section. Additional maps, such as floor plans, photo keys, etc., and are recommended. In some cases, additional maps may be requested depending on the complexity of the property or the clarity of the text in the registration form.

## Maps for Complexes and Historic Districts

A complex is a property like an industrial facility, an educational campus, or a cluster of associated religious buildings. A historic district, by contrast, can involve multiple resource types (buildings, sites, structure, and objects) or a large number of similar resources. Complexes and Historic districts are typically

nominated under Criterion A and Criterion C. A group of archaeological sites may also be nominated as a historic district. Please note that “complex” is not an official NPS property classification category. Complexes are usually nominated under “Building(s),” but in some case may be more appropriately classified as a district. Either way the registration form is organized like a historic district.

Maps for complexes and historic districts must include the two locational maps described in the “Types of Maps” section. In addition, a boundary map and a detailed resource map (or series of such maps) is required for all properties meeting the definition of a historic district in National Register Bulletin 16A. Resource maps must identify the following:

1. Property boundary
2. All contributing and non-contributing resources within the property identified by grayscale shading or crosshatching. Color may **not** be used to identify properties. **Note:** *the number and classification of resources must match the resource count in Section 5 of the National Register of Historic Places Registration Form and the inventory of resources in Section 7.*
3. Property or parcel street addresses for each resource, or other appropriate numbering system
4. Roadways and major natural and man-made features
5. Other significant features of the complex or historic district

For irregularly shaped properties that encompass ten (10) or more acres, a polygon (generally a rectangle) should be drawn around the resource boundaries and geographic reference points taken at the vertices of the polygon. In this case, the actual boundaries of the property **must** be drawn within the polygon. Each vertex of the polygon must be labeled by sequential number, beginning in the northwest corner, and continuing clockwise.

If the nominated property includes an alteration (increase or decrease) to the boundary of a listed property, the boundary map must indicate and differentiate both the original and revised boundaries.

The boundary map and resource map may be combined into a single map or series of maps, so long as all other requirements are met, and the map or series of maps clearly depicts the features and resources of the property.

## Maps for Archaeological Properties

Maps for archaeological properties must include two locational maps, as described in “Types of Maps” and a resource map. In addition, resource maps for nominations of archaeological properties that also meet the definition of

historic district (National Register Bulletin 16A, p. 15) or that is classified as a large site or that could be considered a complex must identify:

1. the distribution of resources within the district
2. the location of specific significant features and artifact loci
3. the location and extent of disturbances, including previous excavations.

Maps for archaeological properties must identify contributing and noncontributing features. If necessary, a separate “features” map, or series of maps may be submitted in addition to the locational maps and resource map. Maps for properties of large acreage may be drawn over a series of maps. When this occurs, one, general map key that illustrates the arrangement of the series of maps must be included.

## **Maps for Landscapes**

Maps for landscape properties must include the two locational maps, as described in “Types of Maps” and a resource map. In addition, resource maps for nominations for landscape properties must also identify:

1. principal landscape characteristics
2. circulation networks and roadways
3. major land uses
4. known archeological sites, as applicable
5. prominent natural features such as large areas of vegetation, waterways, bodies of water, and so forth.

Maps for landscapes must identify contributing and noncontributing features. Maps for properties of large acreage may be drawn over a series of maps. When this occurs, one, general map key that illustrates the arrangement of the series of maps must be included.

## **Miscellaneous or Supplemental Maps**

Nominations may include a series of maps that show the evolution of the property at various periods of time. Other maps, such as historical maps that illustrate various aspects of the history, development, significance, or integrity of a property, should be included with a preliminary questionnaire or as supporting documentation for a National Register nomination. Supplemental maps may be included with nominations in a set of figures appended to the registration form, when they are key to understanding the location, setting, history, development, change over time, or significance of a property. The narrative text should include in-text references to the relevant map(s). For example:

“...it relationship to the adjacent building (Figure 2).”

Note: in-text figure references do not constitute an in-text citation, as addressed in the *Michigan State Historic Preservation Office Style Guide* and should be made as described here.

Please discuss these types of maps with SHPO staff before embedding any figures in the registration form or appending figures to a nomination. When figures are included with a nomination, a Figure Log, similar to the required Photo Log, should be included with the nomination.

Please contact SHPO staff for questions about including figures and figure logs.

## **Maps for Properties with Restricted Information**

When a nominated property will be restricted from public access, maps as described in the foregoing sections must be provided to SHPO and NPS.

In the event a nominated property contains information that will be partially restricted from public access, two sets of maps must be provided. One set should be considered a “public” set that will be available to the public that does not provide the location of the restricted information and a second set that meets all of the requirements in the foregoing sections and that should be considered a “restricted” set that provides all information to SHPO and NPS reviewers.

The activity that is the subject of this project has been financed in part with federal funds from the National Park Service, U.S. Department of the Interior, through the Michigan Strategic Fund, State Historic Preservation Office. However, the contents and opinions herein do not necessarily reflect the views or policies of the Department of the Interior nor does the mention of trade names or commercial products herein constitute endorsement or recommendation by the Department of the Interior or the Michigan Strategic Fund, State Historic Preservation Office. This program receives federal financial assistance for identification and protection of historic properties. Under Title VI of the Civil Rights Act of 1964, Section 504, of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, the U.S. Department of the Interior prohibits discrimination on the basis of race, color, national origin, age, sex, marital status, or disability.

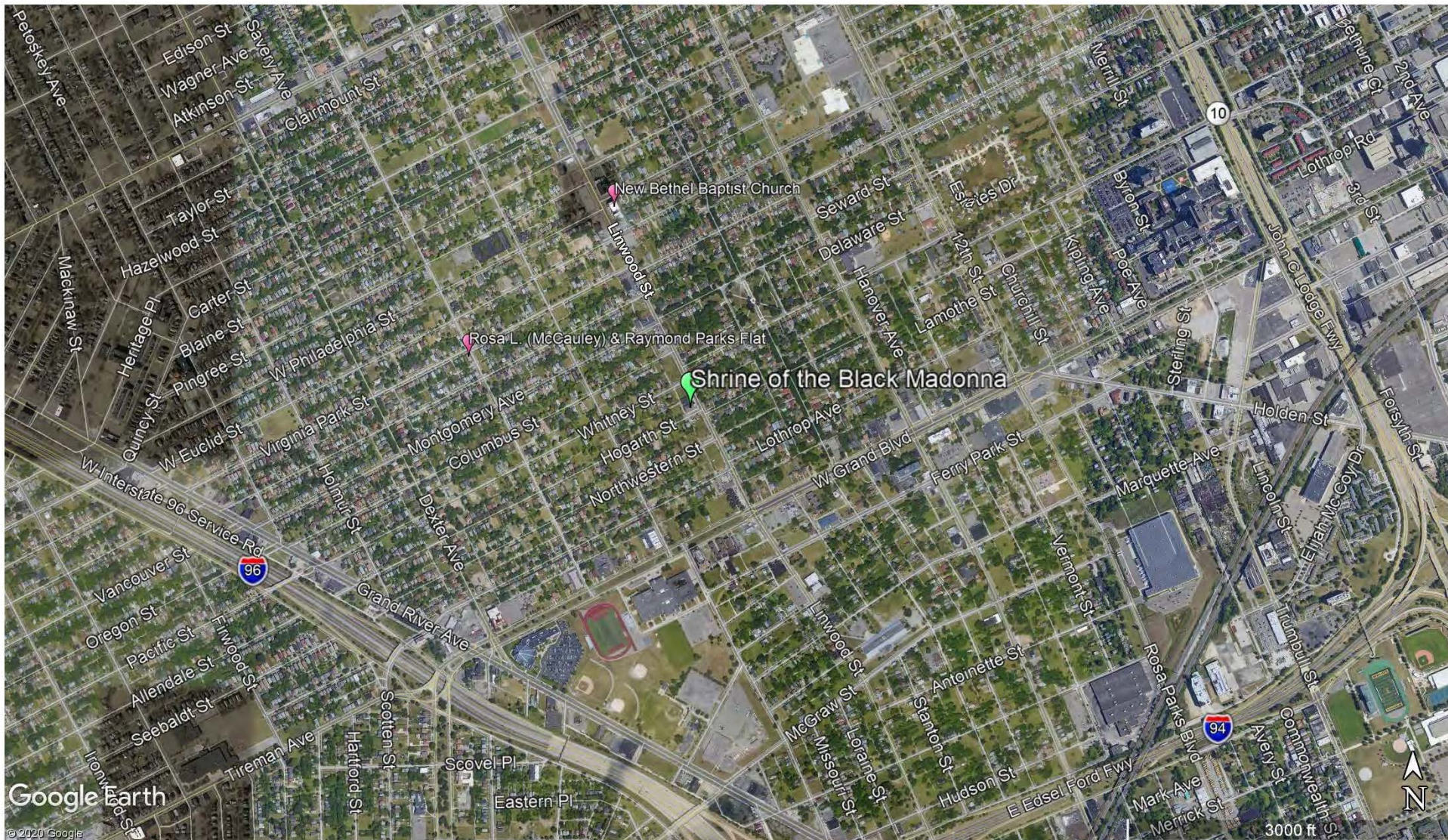
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## APPENDIX A SAMPLE MAPS

This section contains several sample maps for various, but not all, property types. Included in the section are:

1. Large- and small-scale locational maps for an individual property (Shrine of the Black Madonna of the Pan African Orthodox Christian Church)
2. Large- and small-scale locational maps for a historic district (Sault Ste. Marie Historic Commercial Districts)
3. Resource map for a small historic district (Oxford Downtown Historic District)
4. Resource maps as a series for a large historic district (Charlotte Central Historic District)
5. Boundary map for a complex (South Fox Island Light Station)
6. Combined map depicting boundaries, geographical references, contributing and noncontributing resources, and a photo key (Vicksburg Historic District)
7. Sketch map for an individual property depicting contributing and noncontributing additions (Warren Motor Car Company Factory)
8. Sketch map for an individual property depicting historical development (Fulton Manor)
9. Sketch map for an individual property depicting elevations and floor plans (Malcolm X House)
10. Sketch map for an archaeological district (Apple Island Historic Archaeological Site)





**Shrine of the Black Madonna of the Pan African Orthodox Christian Church**  
 7625 Linwood Street, Detroit, Wayne County, Michigan

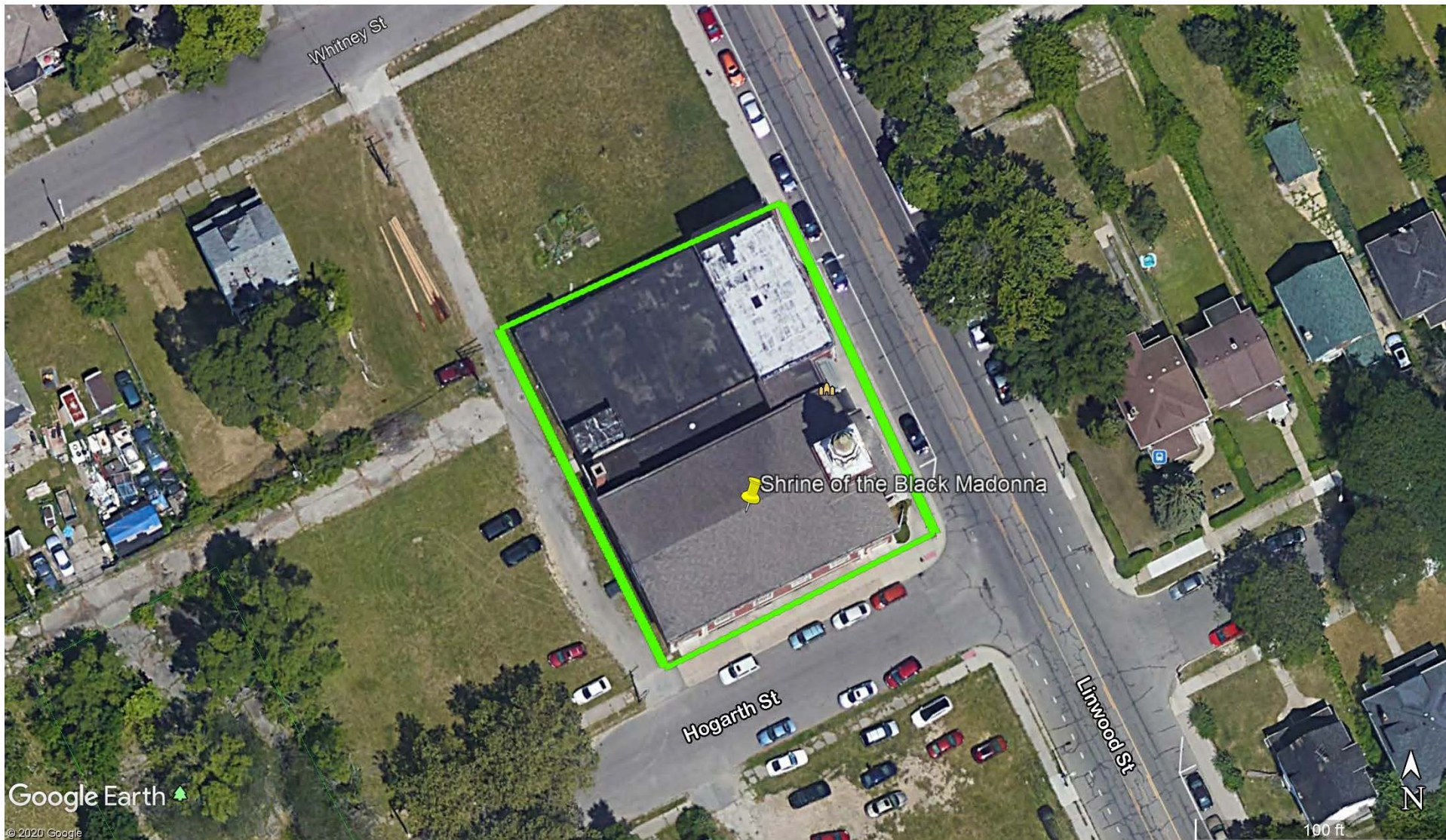
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Longitude: -83.102117

Map note: map depicts two properties (fuschia markers) related under the *Civil Rights Movement in Detroit, Michigan, 1900-1976*, MPDF to illustrate geographic relationship





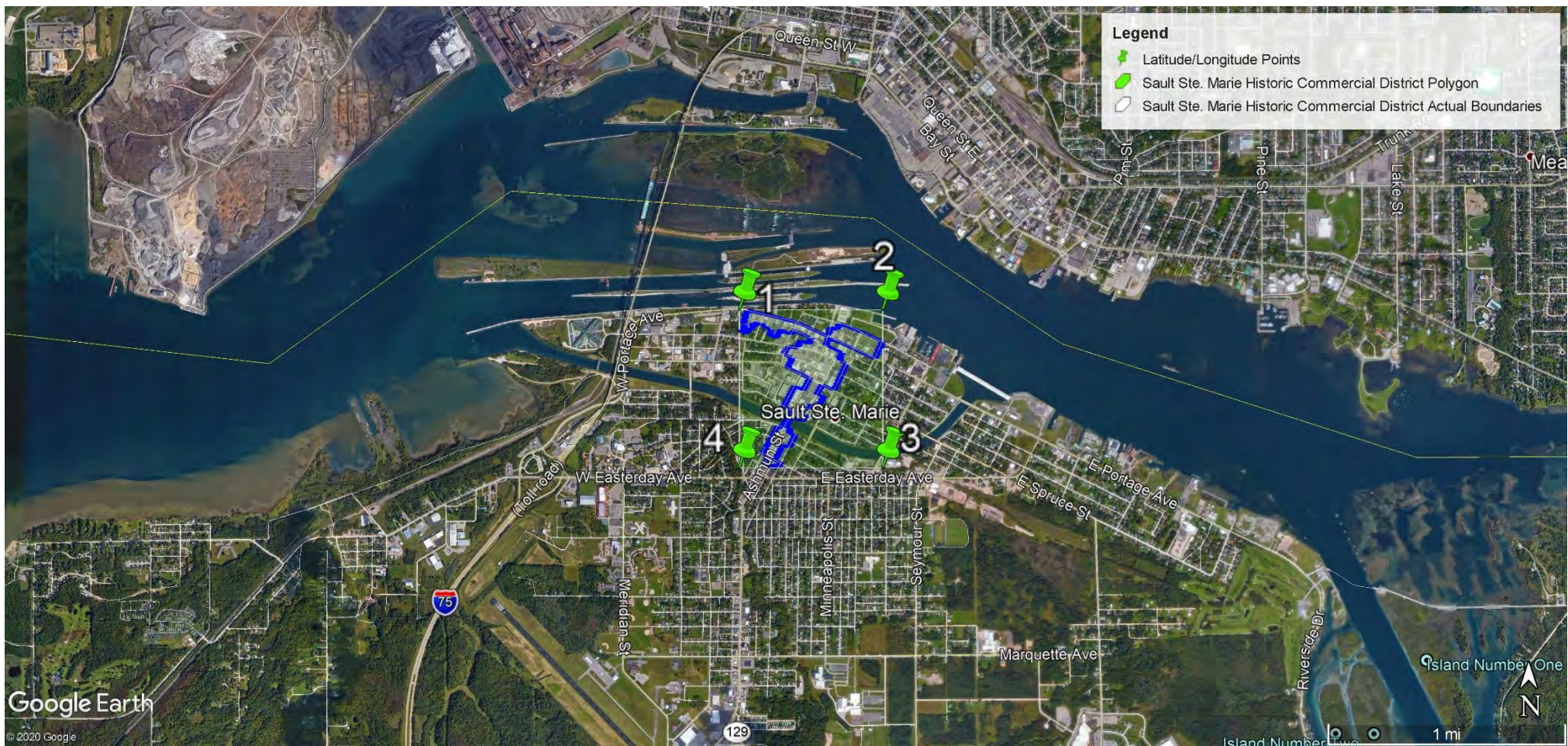


**Shrine of the Black Madonna of the Pan African Orthodox Christian Church**  
7625 Linwood Street, Detroit, Wayne County, Michigan

Latitude: 42.362968  
Longitude: -83.102117







## Sault Ste. Marie Historic Commercial District

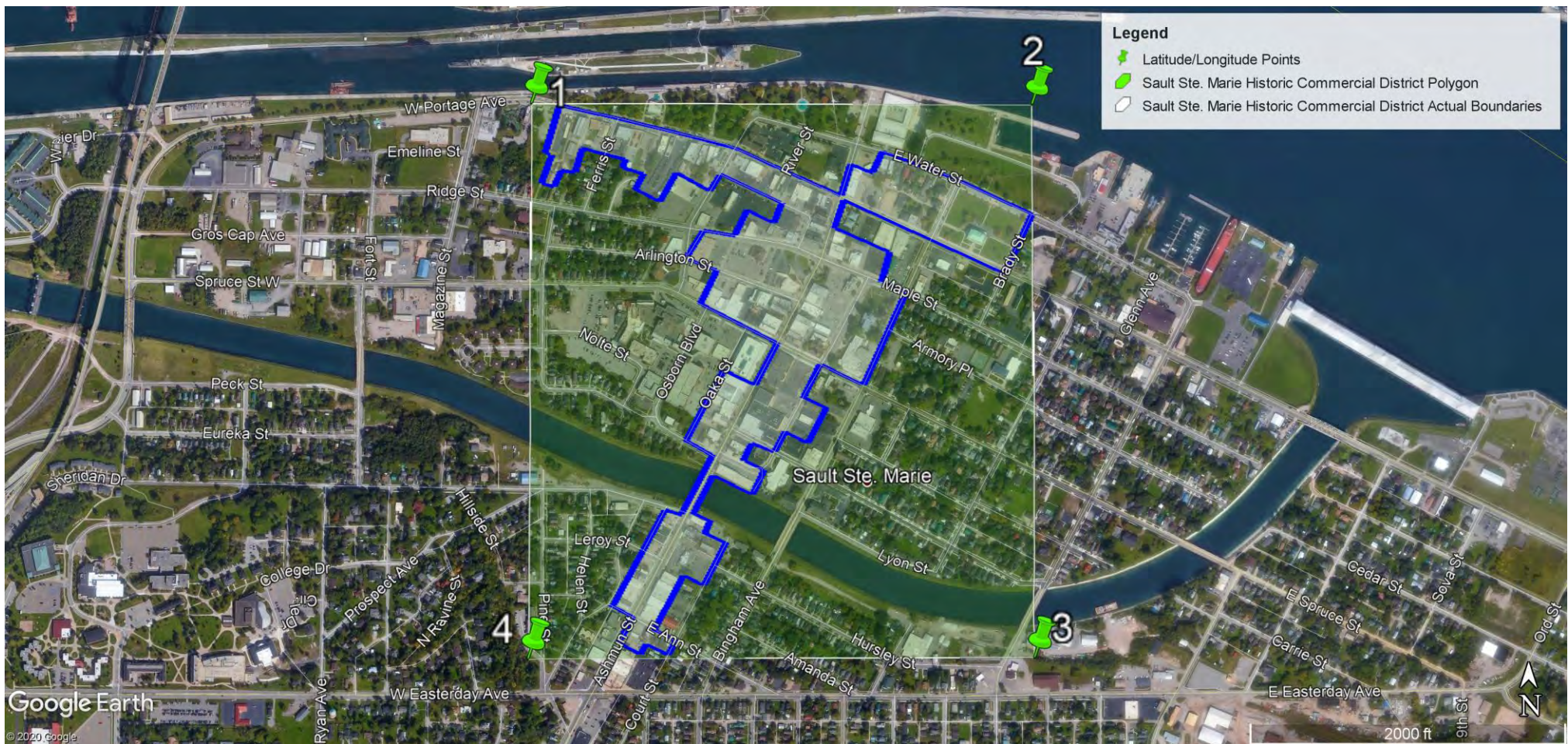
Sault Ste. Marie, Chippewa County, Michigan

Ashmun Street between Water and Easterday Streets and Portage Avenue between Brady and Ferris Streets, and Ashmun Street cross street blocks of Ridge, Maple, Arlington, Ann, and Spruce Streets

- |    |                          |                       |
|----|--------------------------|-----------------------|
| 1. | (NW) Latitude: 46.501900 | Longitude: -84.353834 |
| 2. | (NE) Latitude: 46.501900 | Longitude: -84.341104 |
| 3. | (SE) Latitude: 46.492252 | Longitude: -84.341104 |
| 4. | (SW) Latitude: 46.492252 | Longitude: -84.353834 |







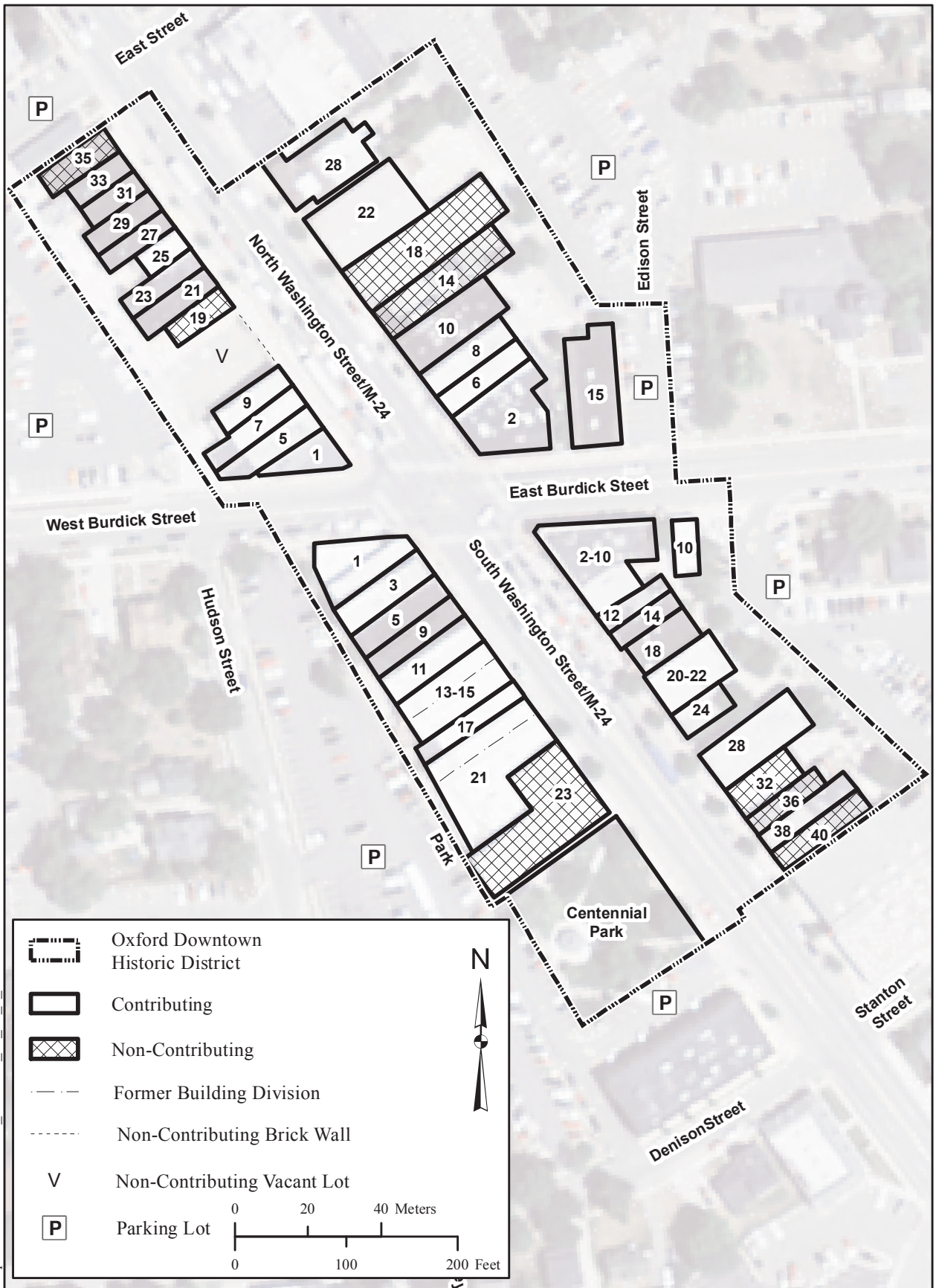
## Sault Ste. Marie Historic Commercial District

Sault Ste. Marie, Chippewa County, Michigan

Ashmun Street between Water and Easterday Streets and Portage Avenue between Brady and Ferris Streets, and Ashmun Street cross street blocks of Ridge, Maple, Arlington, Ann, and Spruce Streets

- |    |                          |                       |
|----|--------------------------|-----------------------|
| 1. | (NW) Latitude: 46.501900 | Longitude: -84.353834 |
| 2. | (NE) Latitude: 46.501900 | Longitude: -84.341104 |
| 3. | (SE) Latitude: 46.492252 | Longitude: -84.341104 |
| 4. | (SW) Latitude: 46.492252 | Longitude: -84.353834 |









Map Reference: USGS m\_4208314\_nc\_17\_1\_20120626 2012

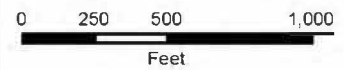
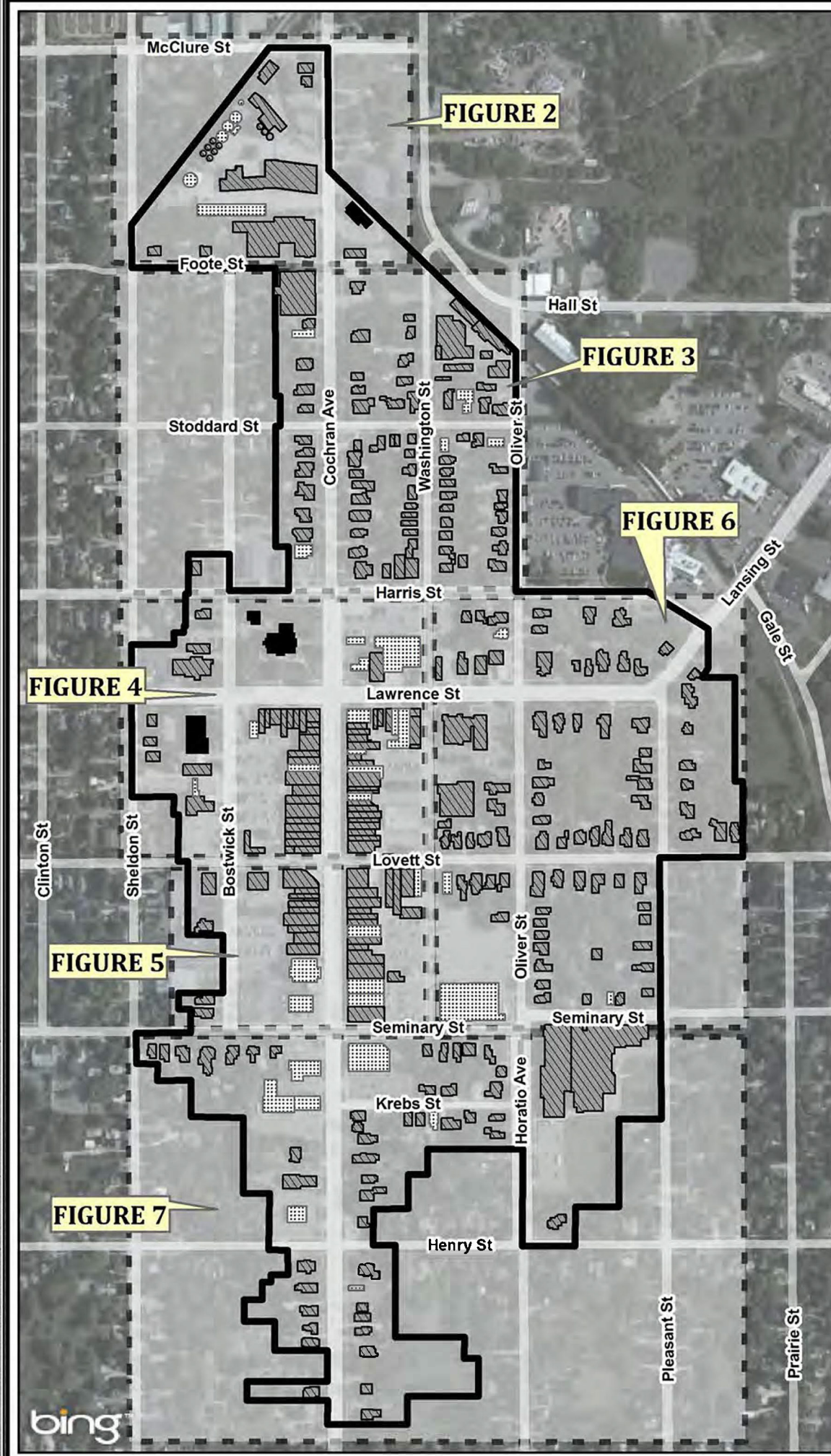
Date: 9/7/2018

Map 2. Oxford Downtown Historic District, Oxford, Oakland County, Michigan

**FIGURE 1**  
**CHARLOTTE CENTRAL**  
**HISTORIC DISTRICT**  
 Charlotte,  
 Eaton County, Michigan

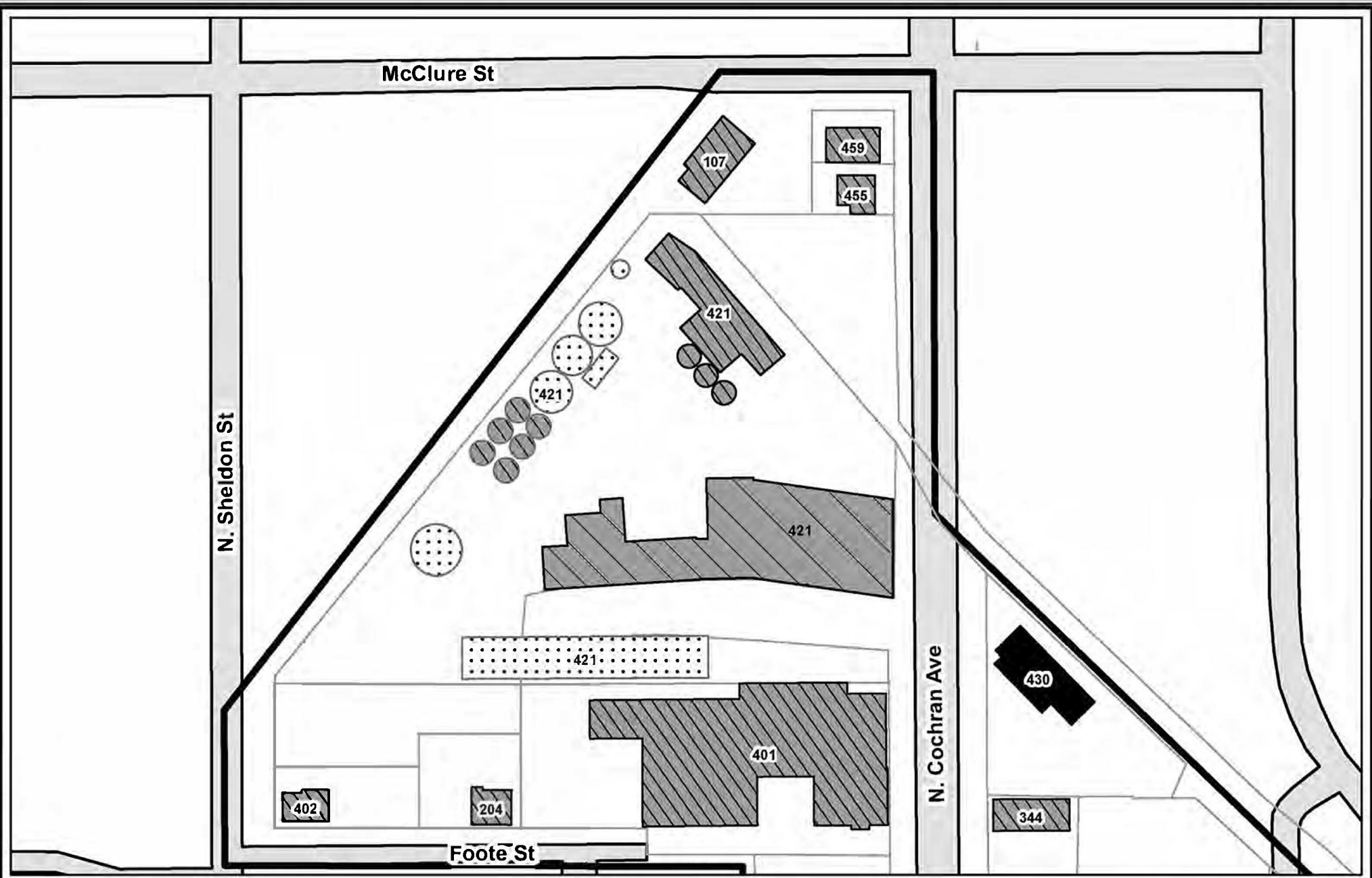
**Legend**

-  District Boundary
- District Structures**
-  National Register-Listed
-  Contributing
-  Noncontributing








Map Revision Date: 25 April 2017


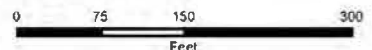




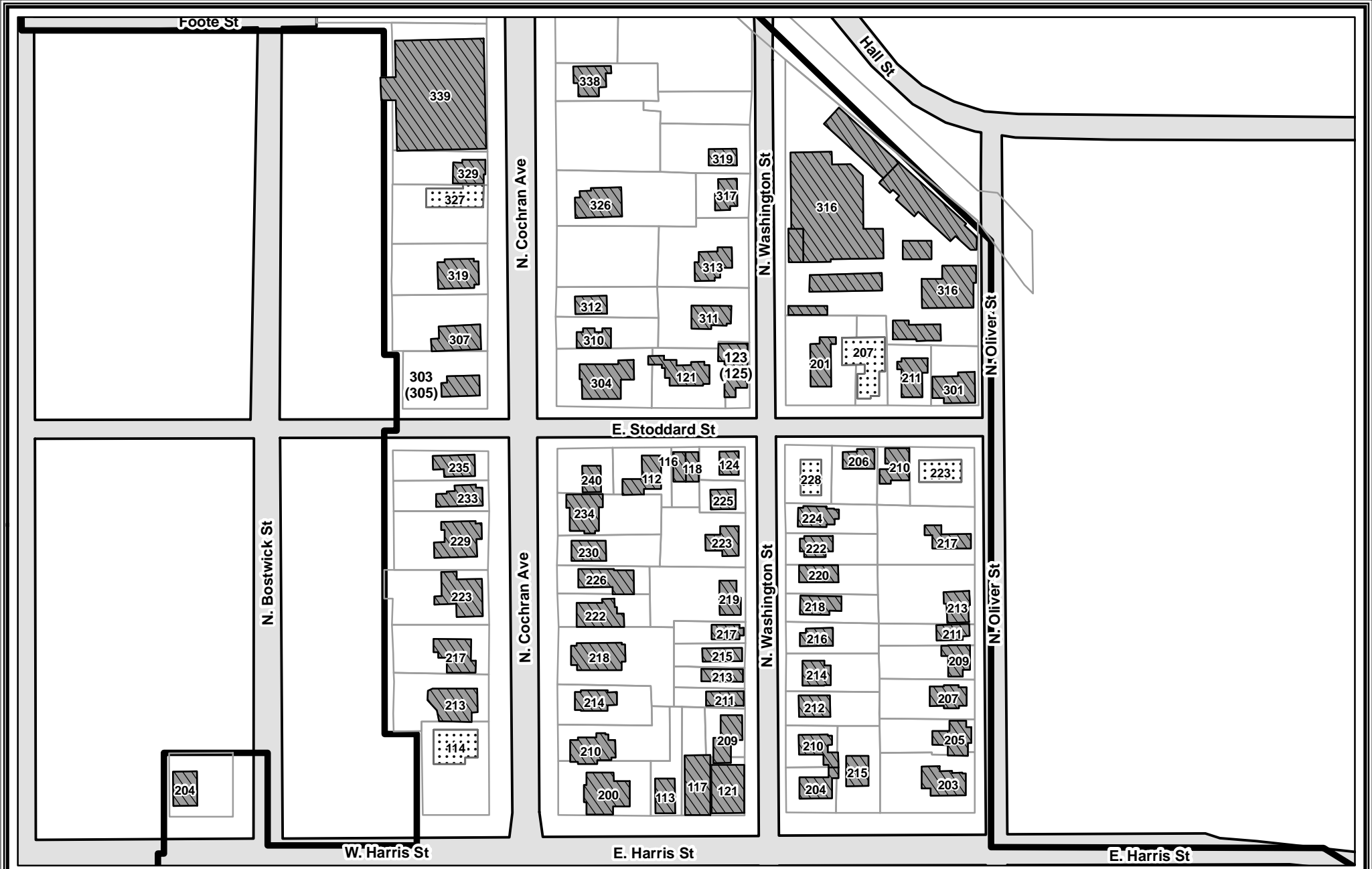
**LEGEND**

-  District Boundary
-  Property Boundaries
-  National Register-Listed
-  Contributing
-  Noncontributing






**FIGURE 2**  
**CHARLOTTE CENTRAL**  
**HISTORIC DISTRICT**  
**Charlotte, Eaton County, Michigan**

  
 Map Revision Date: 25 April 2017  



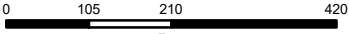


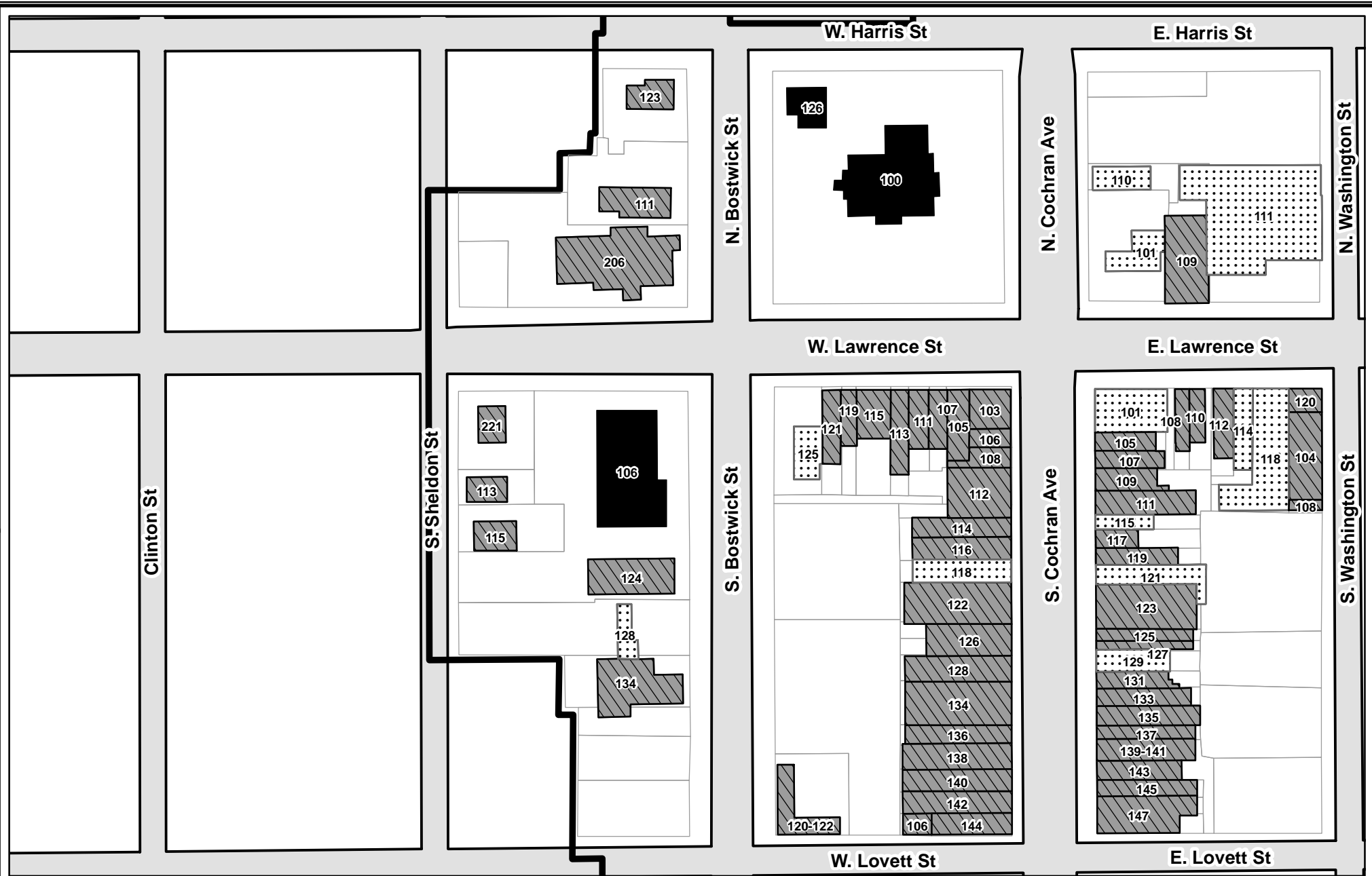


**LEGEND**






-  District Boundary
-  Property Boundaries
-  Contributing
-  Noncontributing
-  National Register-Listed

**FIGURE 3**  
**CHARLOTTE CENTRAL**  
**HISTORIC DISTRICT**  
**Charlotte, Eaton County, Michigan**

  
 Map Revision Date: 25 April 2017  
  
 0      105      210      420  
 Feet



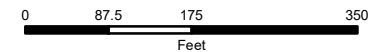
**LEGEND**

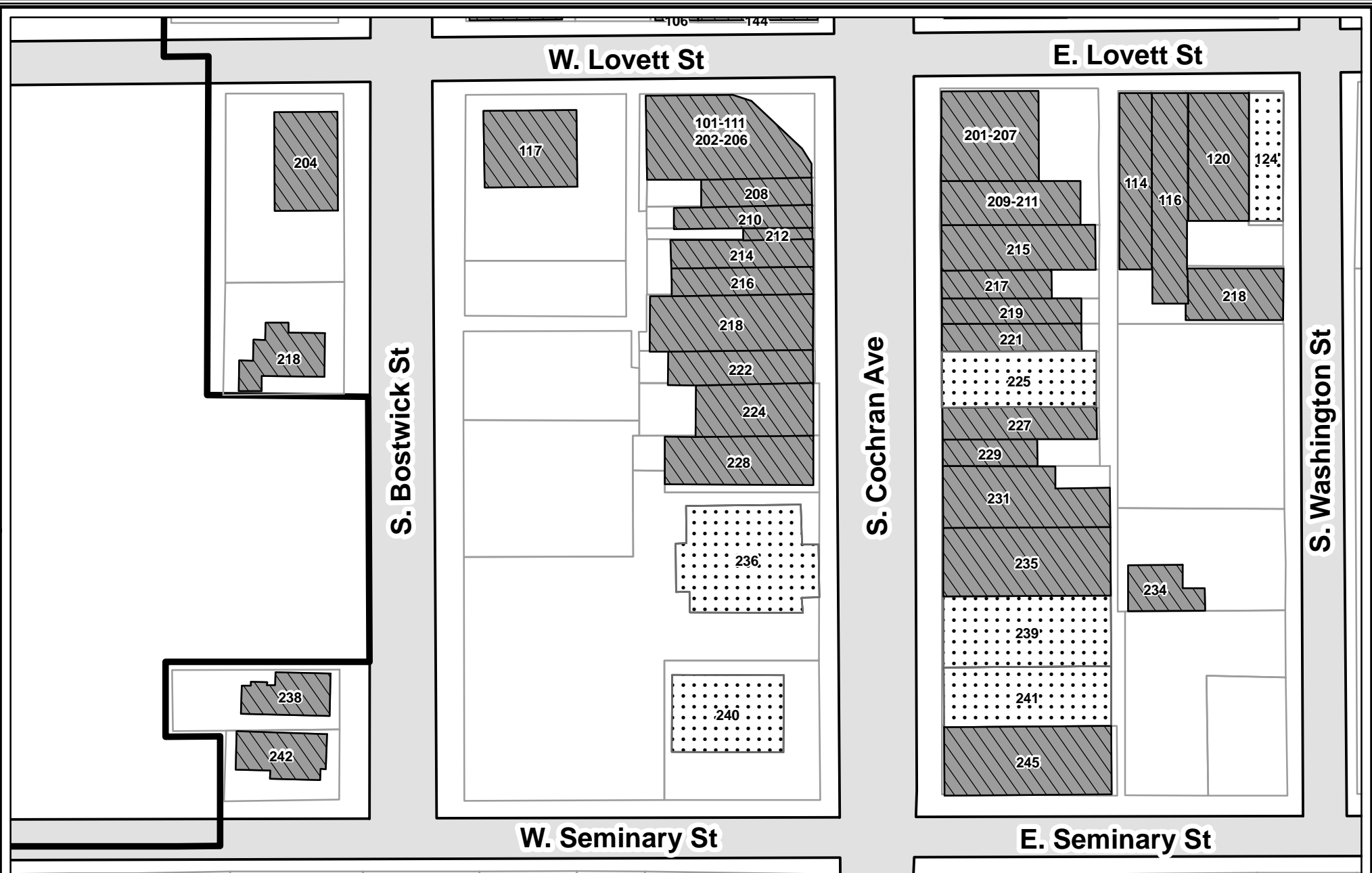
-  Property Boundaries
-  District Boundary
-  National Register-Listed
-  Contributing
-  Noncontributing

**FIGURE 4**  
**CHARLOTTE CENTRAL**  
**HISTORIC DISTRICT**  
 Charlotte, Eaton County, Michigan








Map Revision Date: 25 April 2017


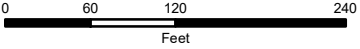


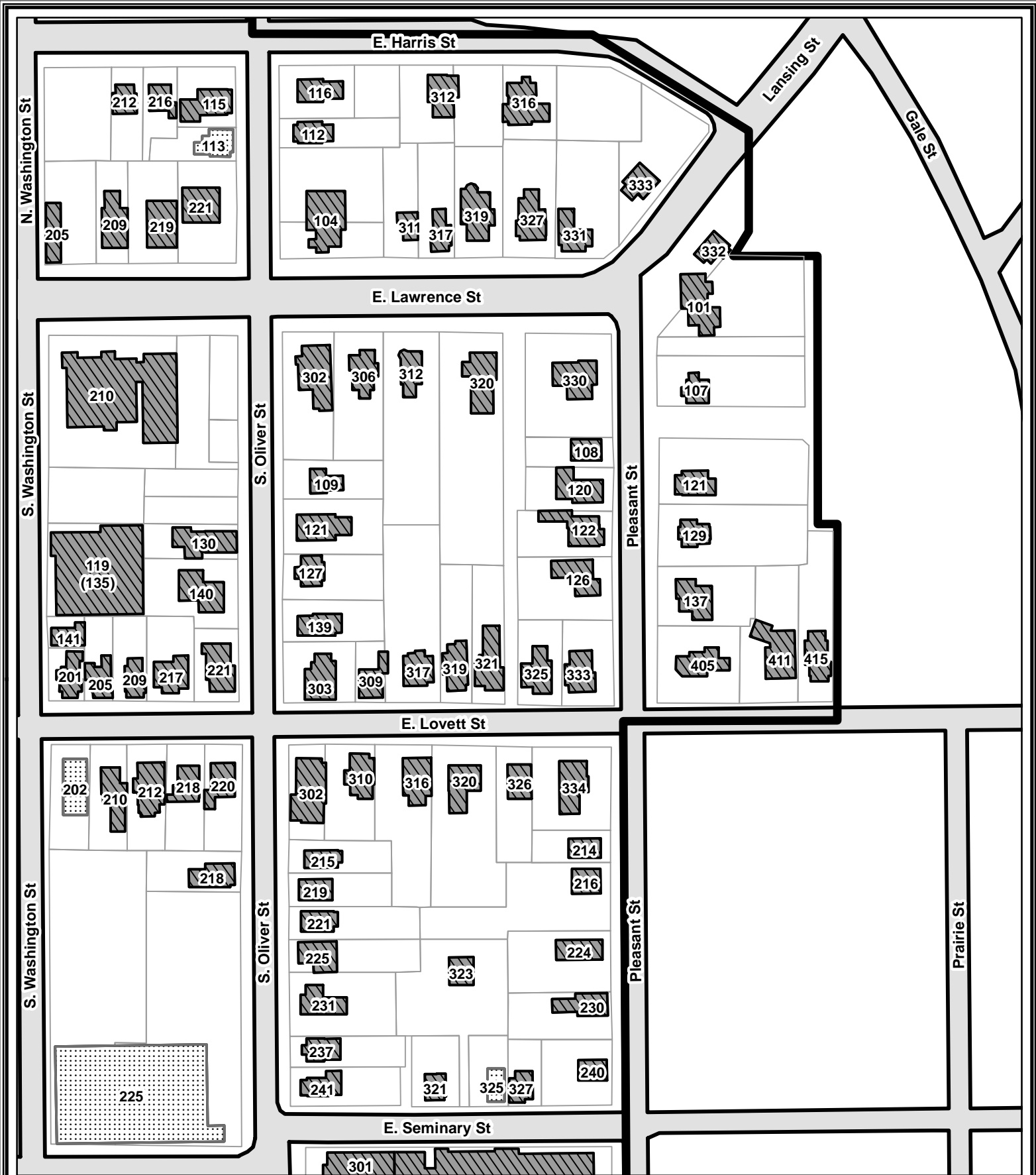


**LEGEND**






-  District Boundary
-  Property Boundaries
-  Contributing
-  Noncontributing
-  National Register-Listed

**FIGURE 5**  
**CHARLOTTE CENTRAL**  
**HISTORIC DISTRICT**  
 Charlotte, Eaton County, Michigan

  
 Map Revision Date: 25 April 2017  




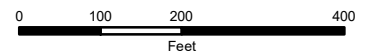
**LEGEND**

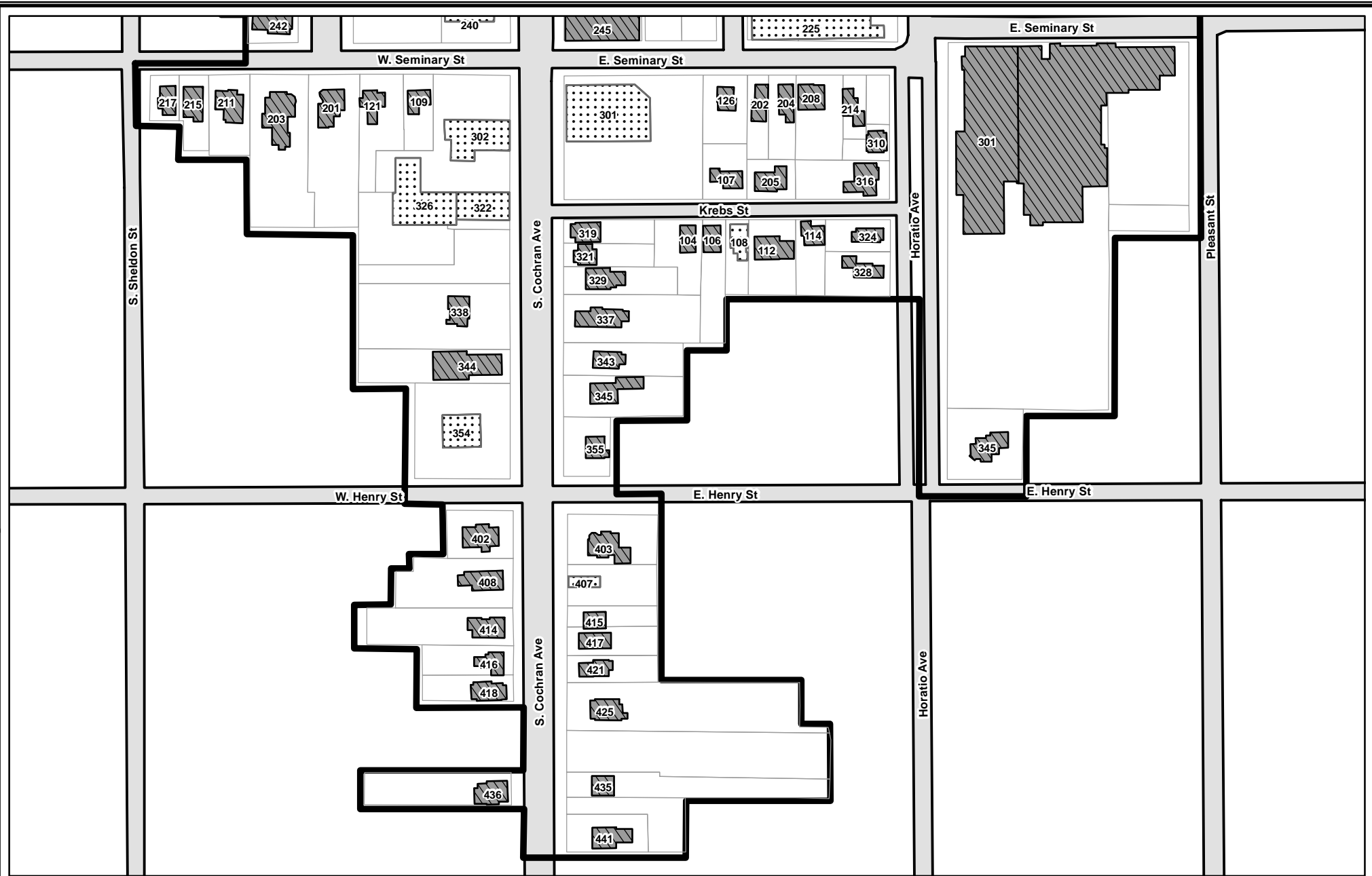
-  District Boundary
-  Property Boundaries
-  National Register-Listed
-  Contributing
-  Noncontributing

**FIGURE 6**  
**CHARLOTTE CENTRAL**  
**HISTORIC DISTRICT**  
**Charlotte, Eaton County, Michigan**








Map Revision Date: 25 April 2017





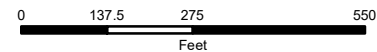
**LEGEND**

-  District Boundary
-  Property Boundaries
- District Structures**
-  National Register-Listed
-  Contributing
-  Noncontributing

**FIGURE 7**  
**CHARLOTTE CENTRAL**  
**HISTORIC DISTRICT**  
 Charlotte, Eaton County, Michigan







Map Revision Date: 25 April 2017





# South Fox Island Light Station National Register Boundary and Site Map

-  National Register Boundary
-  Building Footprint
- 1 Building Inventory Number
-  Sidewalk
-  Coordinates



1 inch = 400 feet








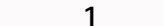
## Latitude/Longitude Coordinates (WGS84)

1:	45.379197	-85.838428
2:	45.379001	-85.835446
3:	45.377891	-85.836039
4:	45.377801	-85.836108
5:	45.377334	-85.838182
6:	45.377339	-85.838383
7:	45.377942	-85.838997
8:	45.378001	-85.839075
9:	45.378364	-85.839018





# Vicksburg Historic District National Register Boundary Map Kalamazoo County, Michigan

-  Vicksburg Historic District Boundary
-  Contributing Building
-  Non-Contributing Building
-  Street Address
-  Vacant Lot
-  Photo View
-  Coordinates
-  Vacant Lot Associated with Adjoining Parcel



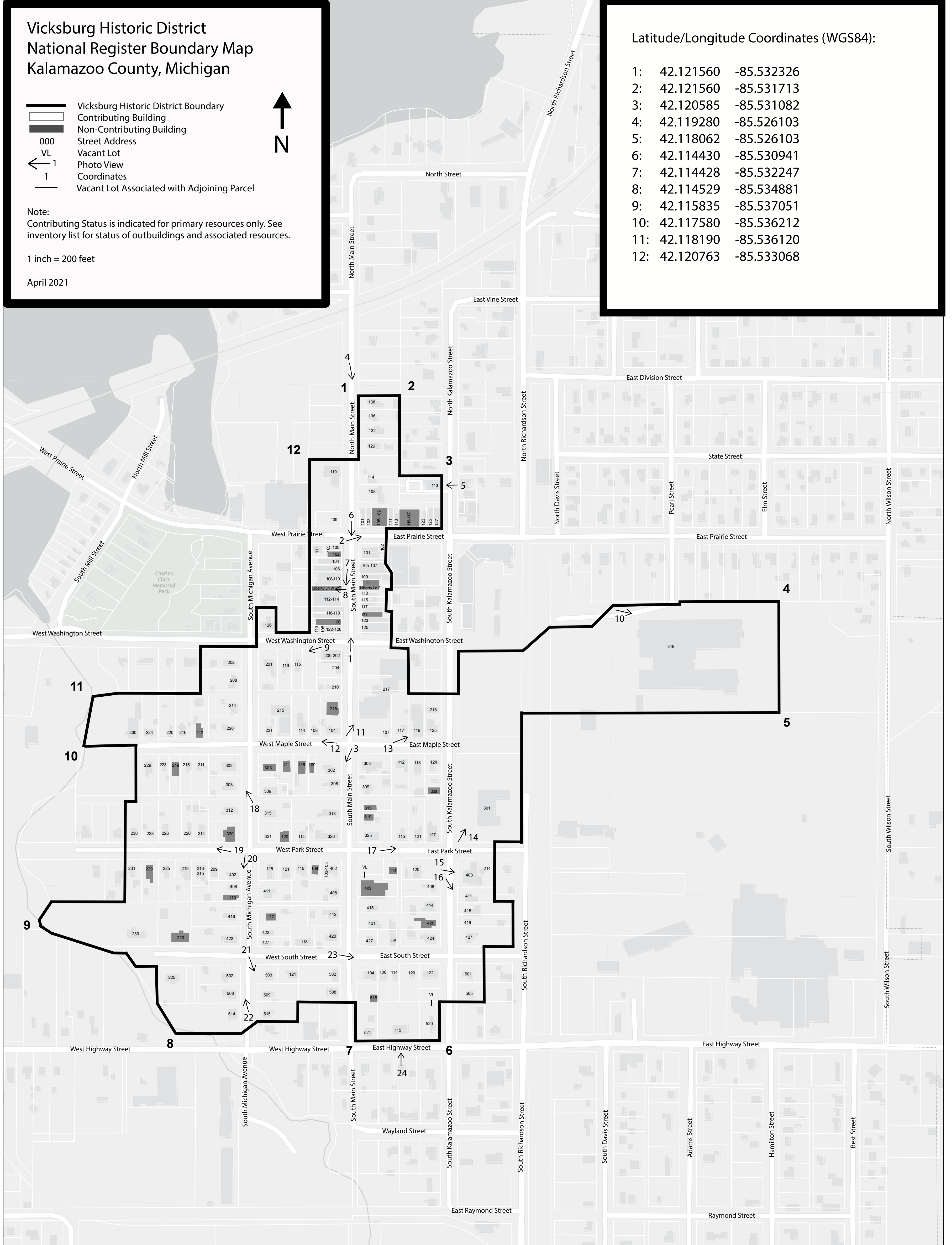
Note:  
Contributing Status is indicated for primary resources only. See inventory list for status of outbuildings and associated resources.

1 inch = 200 feet

April 2021

## Latitude/Longitude Coordinates (WGS84):

- 1: 42.121560 -85.532326
- 2: 42.121560 -85.531713
- 3: 42.120585 -85.531082
- 4: 42.119280 -85.526103
- 5: 42.118062 -85.526103
- 6: 42.114430 -85.530941
- 7: 42.114428 -85.532247
- 8: 42.114529 -85.534881
- 9: 42.115835 -85.537051
- 10: 42.117580 -85.536212
- 11: 42.118190 -85.536120
- 12: 42.120763 -85.533068





# Warren Motor Car Company

1331 Holden Street  
Detroit, Wayne County, Michigan

## Contributing Additions:

1, 2, 3, 4, 5

## Non-Contributing Additions:

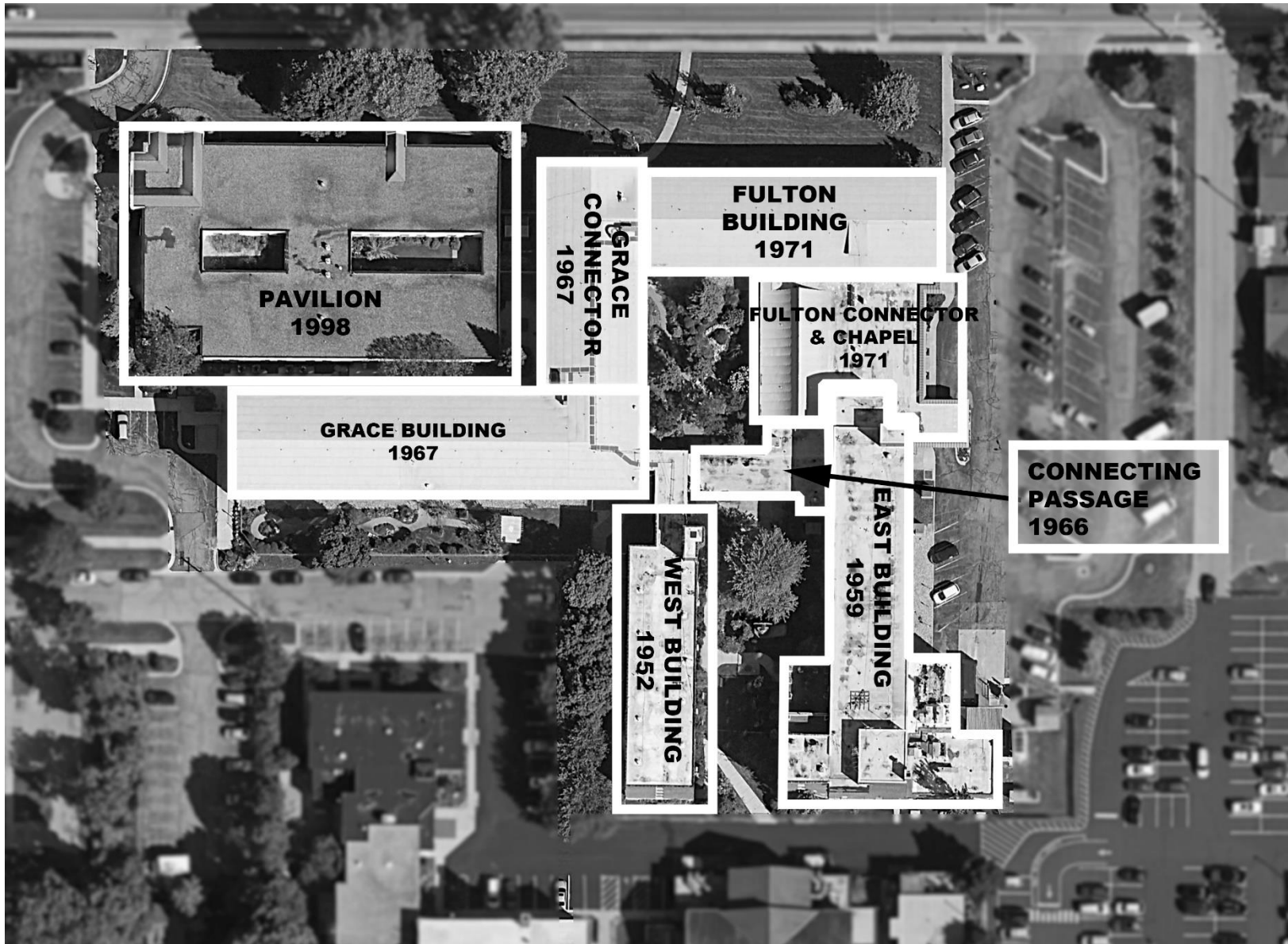
6, 7, 8, 9, 10, 11



National Register Boundary



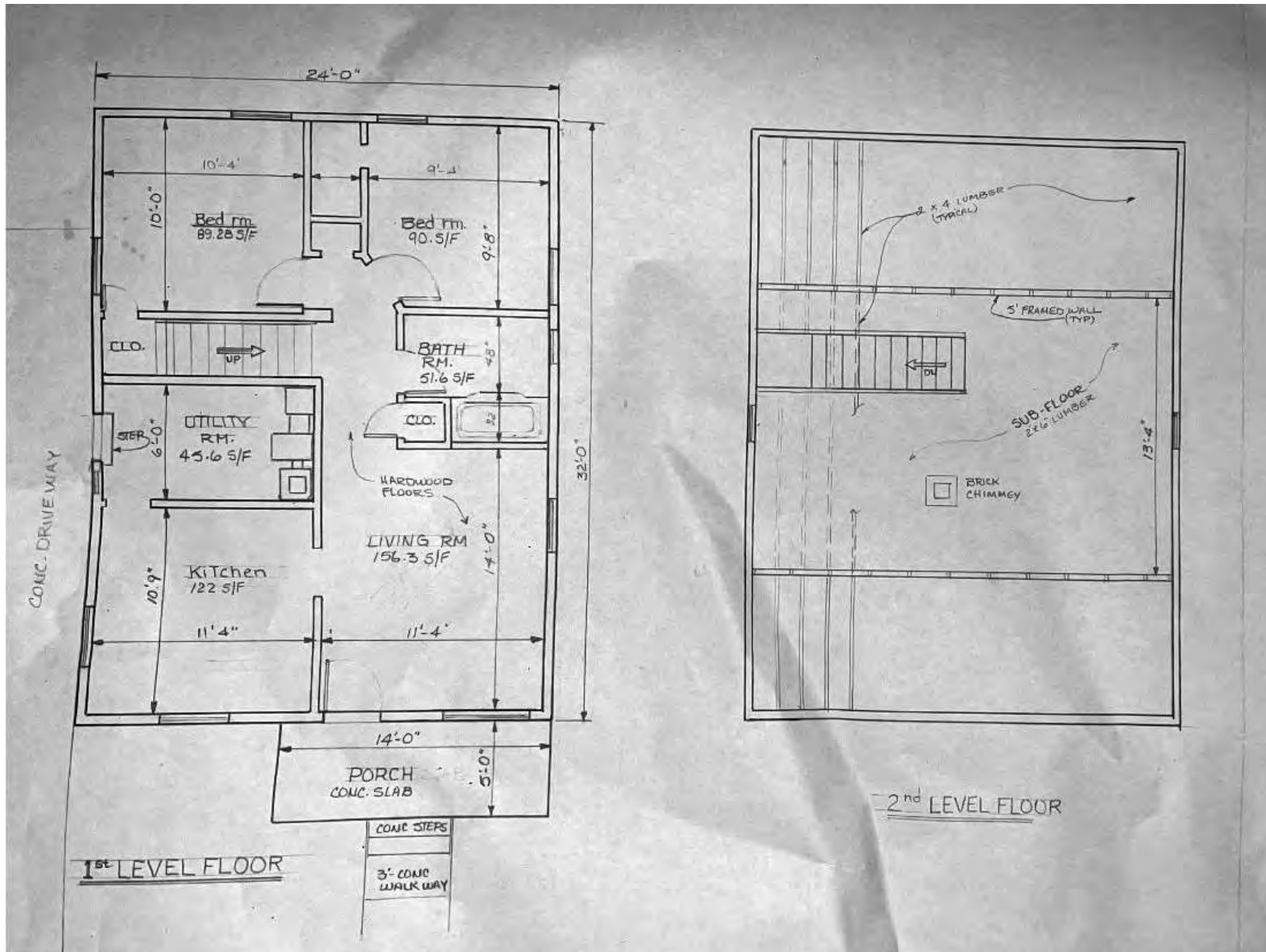




## **Fulton Manor**

1450 Fulton Street SE, Grand Rapids, Kent County, Michigan





**Malcolm X House (Wilfred and Ruth Little House) – Floor Plan**  
 4336 Williams Street, Inkster, Wayne County, Michigan



- 1: Campbell House
- 2: Caretaker's House and Generator
- 3: Ward House
- 4: Mayer Cottage
- 5: King Cottage
- 6: Ellison Cottage

- 7: F. Campbell House
- 8: Mayer/Loos Duplex
- 9: Large Refuse
- 10: Farm House
- 11: Harvey House
- 12: Devendorf Cottage

