National Register of Historic Places Submission Checklist

<u>Submission Checklist for First Draft Nomination Packet</u>

Nominations that are submitted with all required components will be considered complete submissions and scheduled for first draft review. Nominations that are incomplete may be accepted and will not be scheduled for review until all necessary items have been submitted.

1. <u>Digital copy of nomination in MS Word.</u> Digital drafts can be submitted via email attachment if file is smaller than 20MB, or via file sharing service (Dropbox, Google Drive, etc.) if larger.

2. An electronic (PDF) <u>USGS map</u> or equivalent (7.5 or 15 minutes series) marked with the property(s) location and latitude and longitude coordinates should be submitted with the nomination materials. Ohio SHPO staff can assist in providing a USGS map if needed.

3. <u>Sketch Map</u> is needed for historic districts to show the district boundaries and contributing and non-contributing resources. For a district, this map can also be used as the Photo Key. For an individual building, the Photo Key is included in the Continuation Sheets, see below.

4. <u>Photographs</u> are required for a nomination submission. The Ohio SHPO follows the National Park Service updated guidance and has specific submission requirements for the state office. More information on <u>Photograph and Photo Log</u> requirements can be found here: <u>https://www.ohiohistory.org/wp-content/uploads/2024/06/National-Register-of-Historic-Places-Photo-Submission-Guide-2.pdf</u>.

5. <u>Owner Notification Sheets</u> are required for every nomination. This is a requirement of the SHPO and can be found here - <u>https://www.ohiohistory.org/wp-content/uploads/2022/01/NR_OwnerNotificationSheet_revised2019.doc</u>. Complete the sheet with accurate information about property owners and elected officials. Failure to compete this could result in a delay in nominating the property(s).

6. <u>Continuation Sheets</u> used for any additional documentation that is included to support

the nomination such as Maps (boundary, parcel, historic), Photo Key, Floor Plans, and Figures (historical images, historical documents, etc.).

7. For Historic Districts, a <u>National Register Historic District Property Sheet</u> will need to be completed. This form was created by the State Historic Preservation Office to provide a comprehensive, consistent method to document and manage information about properties within the boundaries of NRHP nominated Historic Districts. The fillable form can be located here: https://www.ohiohistory.org/wp-content/uploads/2022/01/NRHP_HD_property_sheet.xlsx.