



# National Register of Historic Places Nomination Package Checklist

Revised November 13, 2023

When submitting a National Register of Historic Places nomination to the Michigan State Historic Preservation Office, the following items must be included. All items must be clearly labeled and organized. All items must be submitted via CD or DVD or flash drive (also called a “thumb” or “USB” drive).

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- A **completed** National Park Service Form 10-900, [National Register of Historic Places Registration Form](#), in Microsoft Word .doc or .docx format. **Other formats will be returned.** Please note that nominations typically go through several drafts prior to being scheduled for presentation to the State Historic Preservation Review Board.
  - A site plan or line map for properties with more than one (1) resource that indicates the location of all contributing **and** noncontributing resources, major geographical features (roads, fields, bodies of water, etc.), and a north arrow.
  - Two (2) locational maps that meet the specifications described in [Map Requirements for National Register Nominations in Michigan](#).
  - A set of digital photographs that fully illustrate the property. Photographs must meet the specifications provided in [Photograph Requirements for National Register Nominations in Michigan](#). **For historic districts, photographs must be keyed to a map.**
  - A Microsoft PowerPoint file (.ppt or .pptx format) for presentation to the Michigan State Historic Preservation Review Board. The applicant, owner, or their consultant must present the nomination to the Review Board. SHPO staff does not present nominations.
  - Copies of property-specific primary and secondary source materials cited in the nomination. Copies of widely available general works need not be submitted.
  - Copies of historical photographs and historical maps, as available.
  - A signed *Statement of Owner Intent* or letter from each full or partial property owner. Form available in Appendix A of [General Guidance and Requirements for National Register of Historic Places Nominations in Michigan](#).
  - For single-property nominations: contact information for each property owner, the chief elected official of the county, and the chief elected official of the municipality in which the property is located.
  - For historic district nominations: a mailing list of all property owners affected by the nomination, including owners of noncontributing resources and vacant parcels, and the chief elected official of the county, and the chief elected official of the municipality in which the property is located. For properties owned by an organization, a name and title for the appropriate person to be notified must be provided.

The mailing list must be provided in Microsoft Excel format, and include the following as separate fields (columns): Salutation, First Name, Last Name, Title, Organization, Street Number, Street Name, City, State, Postal Code.

**NOTE:** The list of owners must be obtained from either official land recordation records or tax records, whichever is more appropriate.