

National Register of Historic Places Nomination Deadline Calendar

Revised: January 29, 2021



The SHPO requires completed, final nominations to be submitted to SHPO ninety (90) calendar days prior to a State Historic Preservation Review Board meeting for Certified Local Government (CLG) communities, and seventy-five (75) calendar days (or the nearest business day before that day) before a Review Board meeting for non-CLG communities. This schedule allows for final SHPO review, SHPO notification to required parties in accordance with federal regulations, and Review Board evaluation.

Please note: preparing a nomination is a complex and lengthy process. A draft nomination may go through several reviews. Deadline dates below are for complete nominations, not drafts. We encourage you to plan for a minimum of two drafts. Note that you can help shorten the time required for SHPO reviews by submitting a thorough and grammatically correct nomination that conforms to the [Michigan State Historic Preservation Office Style Guide](#). Nomination packages **must be received by 4:00 pm** on the respective deadline date noted below.

A complete nomination package is one that has been approved by SHPO staff and includes (please see the [National Register of Historic Places Nomination Submission Checklist](#) for additional information for the items below):

1. A completed National Park Service 10-900 [National Register of Historic Places Registration Form](#).
2. A letter from the property owner(s) stating their support of or opposition to the nomination.
3. Photographs that meet or exceed the “best” specifications in the [National Register Photo Policy Factsheet](#) (2013).
4. Maps that meet the requirements on page 1 of the [National Register Draft Electronic Map Policy Factsheet](#) (2012).
5. A list of those to be notified of the nomination (minimum: property owner and chief elected officials of both municipality and county)
6. Supporting documentation
7. PowerPoint presentation for the property

All of the above items must be reviewed by the SHPO staff and found acceptable. Nominations are generally reviewed in the order received. However, if more nominations are received than can be processed in accordance with federal regulations, the nominations will be reviewed in accordance with the priorities listed below:

- Nominations with grant or funding deadlines (including tax incentives, grants, contracts, etc.)
- Nominations of properties located in [Certified Local Government communities](#)
- Nominations that address priorities addressed in [Michigan’s statewide historic preservation plan](#)
- All others

If a nomination arrives on a deadline date and is not complete, it will not be placed on the review board agenda. Complete and acceptable nominations received by the SHPO are scheduled for the first possible meeting of the board.

Review Board Meeting Date	CLG Communities	Non-CLG Communities
	<i>Submission Deadline</i>	<i>Submission Deadline</i>
May 21, 2021	February 18, 2021	March 5, 2021
September 24, 2021	June 25, 2021	July 12, 2021
January 28, 2022	October 28, 2021	November 12, 2021
<i>May 27, 2022 (tentative)</i>	February 24, 2021	March 11, 2021
<i>September 30, 2022 (tentative)</i>	June 30, 2021	July 15, 2021
<i>January 27, 2023 (tentative)</i>	October 27, 2021	November 11, 2021