



National Register of Historic Places Nomination Deadline Calendar

Revised: January 28, 2022

Preparing a National Register of Historic Places nomination can be a complex and lengthy process that typically takes between twelve (12) and eighteen (18) months. A nomination typically goes through several drafts and reviews before it is ready to be presented to the State Historic Preservation Review Board. We encourage you to plan for a minimum of two drafts. Note that you can help shorten the time required for SHPO reviews by reviewing applicable NPS and SHPO guidance and 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.

SHPO requires complete and 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 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. Deadline dates below are for **complete** nominations, **not drafts**.

A complete nomination package is one that has been reviewed and 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 the specifications found in [Photograph Specifications for National Register Nominations in Michigan](#).
4. A list of individuals to be notified of the nomination (minimum: property owner and chief elected officials of both municipality and county)
5. Supporting documentation
6. PowerPoint presentation for the property

Nominations are generally reviewed in the order received. If a nomination arrives on a deadline date and is not complete, it will be returned to the preparer and will not be placed on the review board agenda. Complete and accepted nominations received by the SHPO are scheduled for the first possible meeting of the board. When the seventy-fifth or ninetieth day falls on a weekend day, the deadline date is the next business day.

Review Board Meeting Date	CLG Communities	Non-CLG Communities
	<i>Submission Deadline</i>	<i>Submission Deadline</i>
May 27, 2022	February 24, 2022	March 11, 2022
September 30, 2022	June 30, 2022	July 15, 2022
January 27, 2023	October 27, 2022	November 11, 2022
May 19, 2023	February 20, 2023	March 6, 2023
September 22, 2023	June 26, 2023	July 10, 2023
January 26, 2024	October 30, 2023	November 13, 2023