



# National Register of Historic Places Nomination Package Checklist

Revised June 2, 2026

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 a flash drive (also called a "thumb" or "USB" drive) or on a CD or DVD.

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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 that meets the requirements of [General Guidance and Requirements for National Register of Historic Places Nominations in Michigan](#). **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 set of digital photographs that meet the requirements provided in [Photograph Requirements for National Register Nominations in Michigan](#). **For historic districts and complexes**, photographs must be keyed to a map. A photo key is recommended for all properties, however.
- A set of maps that meet the requirements described in [Map Requirements for National Register Nominations in Michigan](#).
- A completed Statement of Owner Intent or letter from each full or partial property owner acknowledging the nomination. The owner-intent form is available in Appendix A of *General Guidance and Requirements for National Register of Historic Places Nominations in Michigan*. Note that owner **objections** must be notarized or meet the requirements of [28 U.S.C. 1746 Unsworn Declarations Under Penalty of Perjury](#).
- 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. Contact information for interested parties may be included.
- 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. The list of owners must be obtained from either official land recordation records or tax records, whichever is more appropriate. For properties owned by an organization, a name and title for the appropriate person to be notified must be provided. Contact information for interested parties may be included. 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.
- Recommended:** Copies of historical photographs and historical maps, as available, and copies of source materials used in preparing the nomination.