



# National Register Nomination Pre-Submission Self-Review Checklist

*Revised: June 21, 2024*

## Introduction

This checklist is meant to aid preparers in submitting an “adequately documented” and “technically and professionally correct and sufficient” (36 CFR 60.3) National Register of Historic Places nomination to the State Historic Preservation Office (SHPO), and to facilitate an efficient process. Preparers are not required to use this checklist and are not required to submit it with their nomination materials. Completion or submission of this checklist and the items described below does not constitute a completed or approved nomination, nor does it mean a property will be listed in the National Register of Historic Places. Likewise, this checklist is not a complete set of requirements but addresses the general aspects of preparing a nomination. This checklist is only a tool to be used by preparers to aid in the submission of a National Register nomination. Preparers are encouraged to read all relevant guidance from the National Park Service and SHPO before beginning a National Register of Historic Places nomination. All nomination materials (registration form, maps, photographs, etc.) must be reviewed and approved by SHPO staff before a nomination is scheduled for presentation to the State Historic Preservation Review Board and signed by the State Historic Preservation Officer.

## Section 1 – Name of Property

- Does the Historic Name reflect the significance of the property during the Period of Significance?
- Do any other names provided reflect other historical periods of use and not just variations of a name or current uses/ownership?
- Are all names – historic and other – explained in the narrative text?
- If the property will be nominated under a Multiple Property Documentation Form (MPDF), is the correct, full name of that document provide? If the property will not be nominated under a multiple property form, has “N/A” been entered?

## Section 2 – Location

- Does the street address provided reflect the current, legal address for the property?

- Does the municipality provided reflect the current legal location of the property and **not** its mailing address?
- If "Not For Publication" has been checked, has the preparer or property owner consulted with SHPO?

### **Section 3 – State/Federal Agency Certification**

- Are all lines blank?

### **Section 4 – National Park Service Certification**

- Are all lines blank?

### **Section 5 – Classification**

- Are the appropriate forms of ownership checked?
- Is only one "Category of Property" selected?
- Is the correct "Category of Property" selected? Please see page 15 of *How to Complete the National Register Registration Form*, <https://www.nps.gov/subjects/nationalregister/upload/NRB16A-Complete.pdf> for a list of resource types and examples.
- Do the resource classification(s) and counts for "Number of Resources within Property" match the resources listed and described in the Narrative Description and, for complexes and historic districts, the resource map?

### **Section 6 – Function or Use**

- Have the historic and current functions entered reflect the functions and format provided on page 18-23 of *How to Complete the NR Registration Form Bulletin* (Bulletin 16A)?

### **Section 7 - Description**

- Does the architectural classification(s) of the property reflect the terminology and format found on pages 24-26 of *How to Complete the NR Registration Form Bulletin* (Bulletin 16A)?
- Are the materials listed only those that can be considered "principal" and only those found on the exterior of the building? Are the materials entered using the format provided on page 27 of *How to Complete the NR Registration Form Bulletin* (Bulletin 16A)?

- Does the Narrative Description Summary Paragraph provide a brief overview of the physical characteristics of the property, including a summary description of its setting and environment, general characteristics, exterior, interior, additions, alterations, historic integrity, etc.?
- Does the Narrative Description accurately and fully describe the physical characteristics of the property and its resources, including its setting and environment, general characteristics, exterior, interior, additions, alterations, historic integrity, etc.?
- Does the Narrative Description identify and discuss the important, character-defining features of the property?
- Does the Narrative Description address changes to the property over time?
- Does the Narrative Description discuss the setting and environment, dates of construction and significant alterations, materials, architectural style, size and form, foundation, roof shape, number of stories, site plan, windows, details, floor plan, interior features, etc.?
- For historic districts, does the text describe how the district as a whole developed and changed over time?
- Have all contributing and noncontributing resources been identified and described?
- Has historic integrity been addressed? Have all seven aspects of integrity been considered and addressed? Does the text describe if and how the property has changed over time? Does the text address how the changes, if any, have affected the ability of the property to convey its significance? Does the text address whether any changes have become significant?
- Does the discussion of historic integrity relate to the overall property, not its features and parts?
- For properties to be nominated under Criterion B, are specific spaces within the property that are related to the significant person and their achievements identified in the narrative text?
- Does the narrative text conform to the *Michigan State Historic Preservation Office Style Guide*?

## **Section 8 – Statement of Significance**

- Does the Statement of Significance Summary Paragraph address the selected National Register Criterion/Criteria, Area(s) of Significance, Period(s) of Significance, and Level(s) of Significance and provide a summary of the facts and history that justify each of these?

- Is each selected National Register Criteria addressed and justified in the Narrative Statement of Significance?
- If the property must meet a Criteria Consideration, is that Criteria Consideration checked and explained and justified in the Narrative Statement of Significance?
- Do the Areas of Significance selected reflect the significance of the property and not just its use(s) or function(s)?
- Is each Period of Significance explained and justified in the Narrative Statement of Significance?
- Does the Period of Significance reflect the property's period of actual significance and not just its period of use or association?
- Is each Significant Date addressed in the Narrative Statement of Significance?
- For properties to be nominated under Criterion B, is the significant person's name entered appropriately (e.g., Last Name, First Name)?
- For properties to be nominated under Criterion B, does the Narrative Statement of Significance describe how the significant person or persons achieved significance in their group or profession? Is some comparative analysis provided with other members of the group or profession? Are other properties associated with the person discussed in the text?
- For properties to be nominated under Criterion D, is the appropriate cultural affiliation entered?
- When the architect, builder, engineer, or landscape architect of a property is known, is the name of that person entered appropriately (e.g., Last Name, First Name)?
- Does the Narrative Statement of Significance include a summary paragraph that identifies the pertinent National Register Criterion/Criteria, Criteria Consideration(s), Area(s) of Significance, Level(s) of Significance, Period(s) of Significance and provide a brief justification for each of these using the facts of the property?
- Has each National Register Criterion/Criteria, Area(s) of Significance, Level(s) of Significance, Period(s) of Significance been specifically addressed and justified in the Narrative Statement of Significance?
- Are any criteria considerations (if applicable) justified according to their specific requirements?
- Is the Narrative Statement of Significance written in a clear and complete manner?
- Is a historic context provided for each Area of Significance?
- Does the Narrative Statement of Significance make a clear and specific argument (or arguments) for the significance of the property?
- Are all facts, quotations, paraphrases, etc. cited using footnotes?
- Does the narrative text conform to the *Michigan State Historic Preservation Office Style Guide*?

- Do the context(s), arguments for significance, and facts presented for the property justify the level of significance (local, state, or national) chosen for the property?

## **Section 9 – Major Bibliographical References**

- Are bibliographic sources provided?
- Are the bibliographic entries complete, consistent, and formatted correctly?
- Is there evidence that the bibliographic sources noted have been used in the preparation of the nomination?
- If any previous documentation of the property to be nominated is on file with NPS, has the appropriate line been checked?
- Has the location of additional data about the property to be nominated been checked and noted?

## **Section 10 – Geographical Data**

- Is the specific number of acres given? Is it consistent with the size of the area noted within the boundaries?
- Are latitude and longitude coordinates to six (6) decimal places provided in Decimal Degrees? Are the coordinates entered in the correct order? NOTE: do not use or enter latitude and longitude in Degrees, Minutes and Seconds; Degrees, Decimal Minutes; or Universal Transverse Mercator (UTM) coordinates.
- Does the Verbal Boundary Description describe the precise area of the property, and not just a general location?
- For historic districts, is the boundary simple, rational, and easily understood?
- If the property is ten (10) or more acres in area, is the property enclosed in a polygon? If so, do the latitude and longitude points reference the vertices of the polygon?
- Have the boundaries been drawn to include all features directly related to the significance of the property?
- Have the boundaries and the acreage been justified in the narrative text?

## **Section 11 – Form Prepared By**

- Are all lines in this section complete?
- Are the individuals listed only those who are the primary preparers of the nomination?

## Additional Documentation

- Does the nomination include two locational maps that meet the specifications described in [Map Requirements for National Register Nominations in Michigan](#)?
- For historic districts and complexes, does the nomination include a resource map that clearly depicts and labels the contributing and noncontributing resources within the district?
- For historic districts and complexes, are the photos keyed to the map of the district?
- Do the photographs meet the specifications described in [Photograph Requirements for National Register Nominations in Michigan](#)?
- Is the Photo Log completed according to specifications described in [Photograph Requirements for National Register Nominations in Michigan](#)?

## Questions

If you have questions about a particular topic, please contact the State Historic Preservation Office by email at [preservation@michigan.gov](mailto:preservation@michigan.gov), by telephone at (517) 335-9840, or by mail at State Historic Preservation Office, 300 North Washington Square, Lansing, Michigan 48913.

The activity that is the subject of this project has been financed in part with federal funds from the National Park Service, U.S. Department of the Interior, through the Michigan Strategic Fund, State Historic Preservation Office. However, the contents and opinions herein do not necessarily reflect the views or policies of the Department of the Interior nor does the mention of trade names or commercial products herein constitute endorsement or recommendation by the Department of the Interior or the Michigan Strategic Fund, State Historic Preservation Office. This program receives federal financial assistance for identification and protection of historic properties. Under Title VI of the Civil Rights Act of 1964, Section 504, of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, the U.S. Department of the Interior prohibits discrimination on the basis of race, color, national origin, age, sex, marital status, or disability.

If you believe you have been discriminated against in any program, activity, or facility as described above, or if you desire further information, please write to: Chief, Office of Equal Opportunity Programs, U.S. Department of the Interior, National Park Service, 1849 C Street, NW, MS-2740, Washington, D.C. 20240