



National Register of Historic Places Nomination Package Checklist

Revised July 13, 2026

When submitting a National Register of Historic Places nomination to the Michigan State Historic Preservation Office, the items in this checklist must be included, additional items may be requested upon review of the nomination package.

All nominations must be submitted via a flash drive (also called a "thumb" or "USB" drive) or on a CD or DVD. All items must be clearly labeled and organized. Unclear, unorganized, or partial submissions cannot be accepted and will be returned to the applicant.

- ☐ A **completed** National Park Service Form 10-900, *National Register of Historic Places Registration Form*, in Microsoft Word .docx format that meets the requirements in [General Guidance and Requirements for National Register of Historic Places Nominations in Michigan](#). Other formats cannot be accepted.
- ☐ A set of digital photographs that meet the requirements found in [Photograph Requirements for National Register Nominations in Michigan](#).
- ☐ A set of maps that meet the requirements described in [Map Requirements for National Register Nominations in Michigan](#).
- ☐ A completed Property Owner Acknowledgement form or letter from each full or partial property owner acknowledging the nomination and indicating their support or objection. The Property Owner Acknowledgment form is available in Appendix A of [General Guidance and Requirements for National Register of Historic Places Nominations in Michigan](#).
- ☐ For single-property nominations: Salutation, First Name, Last Name, Title, Organization, and Mailing Address for each full or partial property owner, the chief elected official of the county, and the chief elected official of the municipality in which the property is located. Information for interested parties may also 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 .xlsx format, and include the following as separate fields (columns): Salutation, First Name, Last Name, Title, Organization, Street Number, Street Name, City, State, Postal Code, and District Property Owned
- ☐ **Recommended:** Copies of research materials, as available, including historical photographs, historical maps, and source materials used in preparing the nomination.