



National Register Nomination Pre-Submission Self-Review Checklist

Revised: July 13, 2026

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 some basic aspects of preparing a nomination that SHPO and National Park Service (NPS) reviewers consider when reviewing 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 NPS and SHPO before beginning a National Register of Historic Places nomination. All nomination materials (registration form, maps, photographs, etc.) are reviewed and approved by SHPO National Register staff as complete 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?
- ☐ Is only one name entered in the Historic Name field?
- ☐ 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 not be nominated under a multiple property form, has “N/A” been entered?
- ☐ If the property will be nominated under a Multiple Property Documentation Form (MPDF), is the correct, full name of that document provide?

Section 2 – Location

- ☐ For an individual property, does the street address entered reflect the current, legal address for the property?
- ☐ For a historic district, does the street address provide general boundaries for the district?
- ☐ Does the municipality entered reflect the current legal (or tax parcel) 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 first?

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 in the “Ownership” section?
- ☐ 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
- ☐ For complexes and districts: do the resource classification(s) and counts for “Number of Resources within Property” match the resource map?

Section 6 – Function or Use

- ☐ Do the historic and current functions entered reflect the guidance provided on pages 18-19 of the National Register Bulletin *How to Complete the National Register Registration Form* (Bulletin 16A)?

- ☐ Do the historic and current functions entered reflect the terminology **and** format provided on pages 20-23 of the National Register Bulletin *How to Complete the National Register Registration Form* (Bulletin 16A)?

Section 7 - Description

Architectural Classifications

- ☐ Do the architectural classification(s) of the property reflect the terminology **and** format found on pages 24-26 of the National Register Bulletin *How to Complete the National Register Registration Form* (Bulletin 16A)?

Materials

- ☐ Are the materials listed only those that can be considered "principal" and only those found on the exterior of the building?
- ☐ Have the materials been entered using the format provided on page 27 of the National Register Bulletin *How to Complete the National Register Registration Form* (Bulletin 16A)?
- ☐ Have the locations (e.g., foundation, walls, roof, etc.) of the materials been omitted from this line?

Narrative Description Summary Paragraph

- ☐ Does the Narrative Description Summary Paragraph provide a brief overview of the location; physical characteristics of the property, including a summary description of its setting and environment, general characteristics, exterior, interior, additions, alterations; and historic integrity?
- ☐ If the property contains more than one resource, does the summary paragraph identify the number of resources, the resource types, and which resources are contributing and noncontributing.

Narrative Description

- ☐ Does the Narrative Description begin with a description of the setting (immediate area) and environment (broader area) in which the property is located? Does this text address important changes to the setting and environment over time?
- ☐ Does the discussion of the setting address how many resources are present within the property and how those resources are arranged?

- ☐ Does the Narrative Description discuss the general features of the property, including the 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.?
- ☐ Does the Narrative Description describe each visible elevation of each resource?
For individuals properties and small complexes: does the Narrative Description describe the interior of each resource?
- ☐ Does the Narrative Description identify and discuss the important, character-defining features of the property?
- ☐ Does the Narrative Description address changes to the property, its resources, and its setting over time?
- ☐ For **historic districts**, does the text describe how the district – as a whole – developed and changed over time? Does the text address which changes, if any, relate to the district as a whole? Does the text address which change are significant and which are not?
- ☐ For **historic districts**, have all contributing and noncontributing resources been identified and described?
- ☐ For **historic districts**, does the text include a methodology section that describes how resources were identified, how they were classified, and how the inventory of resources is arranged?
- ☐ For all properties with multiple resources: does each resource entry identify the resource by name or address? Is the year of construction included? Is an architect identified, if known? Is the contributing status and count included?
- ☐ Are key features of the property cross-referenced to photographs?
- ☐ Has an analysis of historic integrity been provided? Have all seven aspects of integrity been considered and evaluated? 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?
- ☐ 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?

- ☐ Does the text reflect the guidance and requirements provided in *General Guidance and Requirements for National Register of Historic Places in Michigan*?
- ☐ Does the narrative text conform to the *Michigan State Historic Preservation Office Style Guide*?
- ☐ For any embedded images or figures, has permission been received to use the image or figure? Is a full caption provided? Is alternative text (Alt Text) provided?

Section 8 – Statement of Significance

Applicable National Register Criteria

- ☐ Are the appropriate National Register Criteria checked?
- ☐ 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?

Criteria Considerations

- ☐ If the property must meet a Criteria Consideration, is that Criteria Consideration checked and explained and justified in the Narrative Statement of Significance? See *The National Register Bulletin How to Apply the National Register Criteria for Evaluation* (Bulletin 15) for an explanation of Criteria Considerations.

Areas of Significance

- ☐ Do the Areas of Significance entered on these lines reflect the **significance** of the property and not its historical association(s), use(s), or function(s)?
- ☐ Is each Area of Significance entered supported by a historic context in the Narrative Statement of Significance?

Period of Significance

- ☐ Are the beginning and ending dates addressed in the Statement of Significance Summary Paragraph?
- ☐ 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 association, use, or function?

Significant Dates

- ☐ Is each Significant Date addressed in the Narrative Statement of Significance?
- ☐ If no significant dates are associated with the property, has "N/A" been entered on the first line?

Significant Person

- ☐ If the property is not to be nominated under Criterion B, has "N/A" been entered on the first line?
- ☐ For properties to be nominated under Criterion B, is the full, formal name of the person entered? Are nicknames excluded?
- ☐ For properties to be nominated under Criterion B, is the significant person's name entered in "Last Name, First Name" format?
- ☐ 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? Have other properties associated with the person been discussed in the text?

Cultural Affiliation

- ☐ For properties to be nominated under Criterion D, is the appropriate cultural affiliation entered?
- ☐ If the property is not to be nominated under Criterion D, has "N/A" been entered on the first line?

Architect/Builder

- ☐ When the architect, builder, engineer, landscape architect, artist, of a property is known, is the full, formal name of that person entered in "Last Name, First Name" format?
- ☐ If the architect or builder is unknown, has "Unknown" been entered on the first line?
- ☐ Have the names of known tradespeople been omitted from this section?

Statement of Significance Summary Paragraph

- ☐ Does the Statement of Significance Summary Paragraph include a summary that identifies the pertinent National Register Criterion/Criteria,

Criteria Consideration(s), Area(s) of Significance, Level(s) of Significance, and Period(s) of Significance and explains why they were selected?

- ☐ Does the summary paragraph provide a brief justification for each claim of significance in the Narrative Statement of Significance that follows?
- ☐ If the property will be nominated under an MPDF does the summary explain how and why it meets the registration requirements in the MPDF

Narrative Statement of Significance

- ☐ 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 text written in a clear, concise, and complete manner?
- ☐ Has a historic context been provided for each Area of Significance selected?
- ☐ Does the Narrative Statement of Significance distinguish between facts or association and significance?
- ☐ Does the Narrative Statement of Significance make a clear and specific argument (or arguments) for the significance of the property?
- ☐ Does the text compare the place to be nominated with other places that share its historic context(s)?
- ☐ Does the text provide evaluation and analysis of the property and its significance beyond providing historical information?
- ☐ 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?
- ☐ Are all facts, quotations, paraphrases, etc. cited using footnotes?
- ☐ Does the text reflect the guidance and requirements provided in *General Guidance and Requirements for National Register of Historic Places in Michigan*?
- ☐ Does the narrative text conform to the *Michigan State Historic Preservation Office Style Guide*?
- ☐ For any embedded images or figures, has permission been received to use the image or figure? Is a full caption provided? Is alternative text (Alt Text) provided?

Section 9 – Major Bibliographical References

Bibliography

- ☐ Are bibliographic sources provided?
- ☐ Have “major” sources been entered only?
- ☐ Are the bibliographic entries complete, consistent, and formatted and organized correctly?
- ☐ Is there evidence that the bibliographic sources noted have been used in the preparation of the nomination?

Previous documentation on file (NPS)

- ☐ If any previous documentation of the property to be nominated is on file with NPS, has the appropriate line been checked?

Primary location of additional data

- ☐ Has the location of additional data about the property to be nominated been checked and noted?

Section 10 – Geographical Data

Acreage

- ☐ Is the specific number of acres given? Is it consistent with the size of the area noted within the boundaries?

Latitude/Longitude Coordinates

- ☐ Are latitude and longitude coordinates to six (6) decimal places provided in Decimal Degrees (ex. 42.733669, -84.555475)? NOTE: do not use or enter latitude and longitude in Degrees, Minutes and Seconds; Degrees, Decimal Minutes; or Universal Transverse Mercator (UTM) coordinates.
- ☐ Are the coordinates entered in the correct order (see foregoing example)?

Verbal Boundary Description

- ☐ 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 any areas historically associated with the property been artificially excluded?
- ☐ Have the boundaries and the acreage been justified in the narrative text?

Boundary Justification

- ☐ Does the Boundary Justification provide a concise explanation of why the boundaries were chosen and how the selected boundaries reflect the significance of the property?
- ☐ If areas historically associated with the property have been excluded, does the Boundary Justification explain why?

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 requirements 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 property?
- ☐ For historic districts and complexes, are the photos keyed to the map of the property?
- ☐ Do the photographs meet the requirements described in [Photograph Requirements for National Register Nominations in Michigan](#)?
- ☐ Is the Photo Log completed according to the requirements described in [Photograph Requirements for National Register Nominations in Michigan](#)?
- ☐ For any included historical photographs, has permission been received and is a full caption provided?

General Considerations

- ☐ Are the files clearly labeled and organized? Are folders and subfolders labeled clearly? Are the proper files in each folder?
- ☐ Are the files included in the submission related to the National Register nomination only?
- ☐ Is the form unaltered from its official, authorized format? Are blank lines left in place? Are font sizes and types unchanged? Are margins left in place? Is line and paragraph spacing unchanged?
- ☐ Is the Historic Name of the property in Section 1 entered in the headers starting on page two of the registration form?
- ☐ Is the county name and two-letter state code entered in the headers starting on page two of the registration form (e.g., "Baraga County, MI")?
- ☐ Are footnotes entered appropriately?

Questions

If you have questions about a particular topic, please contact the State Historic Preservation Office by email at preservation@michigan.gov 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