

National Register of Historic Places Nomination Submission Checklist

Revised April 1, 2019



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 submitted via CD or DVD or flash drive (also called a “thumb” or “USB” drive).

- A completed National Park Service Form 10-900, [National Register of Historic Places Registration Form](#), in Microsoft Word .doc or .docx format. Please note that nominations typically go through several drafts prior to being scheduled for presentation to the State Historic Preservation Review Board.
- A letter from the property owner stating their support of, or opposition to, the nomination and listing in the National Register.
- A site plan or line map for complexes (more than one resource) or districts indicating the location of buildings and other resources in relation to each other as well as roads and major landscape features. Maps must identify both contributing **and** non-contributing features.
- A set of digital JPEG photographs that fully illustrate the property or district. At a minimum, photographs must be 2000 x 3000 pixels, and be labeled as noted in the [National Register Photo Policy Factsheet](#) and National Register Bulletin 16A, pages 63-65. **For historic districts, photographs must be keyed to a map.**
- A large-scale (close-up view) map that depicts the entire nominated property within the full extent of the map. This map should follow the instructions in the [National Register Draft Electronic Map Policy Factsheet](#).
- A small-scale map that depicts the nominated property in a wider geographical context (similar to the scale of a USGS topographical map). This map should follow the instructions in the [National Register Draft Electronic Map Policy Factsheet](#).
- A Microsoft PowerPoint file (.ppt or .pptx format) for presentation to the Michigan State Historic Preservation Review Board. The applicant, owner, or their consultant must present the nomination to the Review Board. SHPO staff will not present nominations.
- Historical photographs, as available, and historical maps.
- A copy of all primary and secondary source materials **cited** in the nomination. Sources read for contextual development or understanding need not be included. Labeled digital photographs of source materials are acceptable.
- For single-site nominations: a list of individuals to be notified of the nomination, including the property owner(s), the chief elected official of the county **and** municipality in which the site is located, and other interested parties, as applicable or desired (this may include historical societies, state and federal elected officials, and so on).

For district nominations: in addition to the parties noted above, a complete nomination package will include a mailing list of all property owners affected by the nomination. For churches, institutional properties, and properties owned by governmental bodies, a name and title for the appropriate person to be notified must be provided. For districts containing twenty or more properties, the mailing list must be provided in Microsoft Excel .xls or .xlsx format.

NOTE: The list of owners must be obtained from either official land recordation records or tax records, whichever is more appropriate.