



National Register of Historic Places Nomination Submission Checklist

Revised October 20, 2021

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 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. **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 site plan or line map for properties with more than one (1) resource that indicates the location of all contributing **and** noncontributing resources in relation to each other as well as any major geographical features (roads, fields, bodies of water, etc.).
- Two (2) locational maps that meet the specifications of [Bulletin 16A](#) and the [National Register Draft Electronic Map Policy Factsheet](#).
- A set of digital photographs that fully illustrate the property. Photographs must meet the specifications provided in [Photograph Specifications for National Register Nominations in Michigan](#). **For historic districts, photographs must be keyed to a map.**
- 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 does not present nominations.
- Copies of primary and secondary source materials cited in the nomination. Sources read for contextual development or understanding need not be included.
- Copies of historical photographs and historical maps, as available.
- A letter from the property owner(s) stating their support of, or opposition to, listing the property in the National Register.
- For single-property nominations: a list of individuals to be notified of the nomination, including the property owner(s), the chief elected official of the county, and the chief elected official of the municipality in which the property is located. A select list of other interested parties may be included, as applicable or desired (this may include historical societies, state and federal elected officials, and so on).
- For historic district nominations: in addition to the three parties noted above, a complete nomination package must include a mailing list of all property owners affected by the nomination, including owners of noncontributing resources and vacant parcels. For properties owned by an organization, a name and title for the appropriate person to be notified must be provided. The mailing list must be provided in Microsoft Excel format, and include the following as separate fields: First Name, Last Name, Title, Organization, Street Number, Street Name, City, State, Postal Code.

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