

NATIONAL REGISTER NOMINATION SUBMISSION CHECKLISTS

FIRST DRAFT SUBMISSION CHECKLISTS

All of the following items must be submitted in hard copy and digital format to the Historic Preservation Office (HPO) in Raleigh with the first draft nomination, **including the appropriate checklist**.

Print the checklist that applies to your application: individual property or historic district. Please check off each item included in the submission and include it in the HPO mailing or mark N/A if not included in the submission.

All components on the nomination checklist are required for the first draft to be considered complete according to § 36 CFR 60. First draft nominations are not placed into queue for review until all nomination components are received. Please retain all nomination components until everything is assembled, then submit the entire packet to the HPO. **Nomination components will not be reviewed piecemeal.**

Upon receipt of a nomination submission, the National Register Coordinator will review the submission against the first draft nomination checklist. If all required components are included in the submission, the HPO will notify the preparer (via e-mail) and an HPO reviewer will be assigned. The HPO will also notify the preparer (via e-mail) of any missing components.

The HPO has 60 days to provide substantive comments on the draft. Return of these comments to the preparer ends the 60-day review window, but the nomination editing process continues until a final draft has been completed by the preparer. This timeline is described in § 36 CFR 60.11.

The HPO National Register staff provides comments and revisions to meet the requirements of § 36 CFR 60.11, but the HPO staff also provides revisions in support of the preparer's efforts to successfully list a resource in the National Register. HPO'S comments and suggested revisions include the staff's best advice based on experience with the National Park Service and knowledge of the National Register Criteria. Edits are intended to benefit the preparer in their effort to create the strongest case for successful listing in the National Register.

Preparers are strongly encouraged to take advantage of this assistance and make the recommended edits.

FINAL DRAFT SUBMISSION CHECKLISTS

After the National Register staff has reviewed the first draft nomination and any requested intermediate drafts for technical and substantive compliance with state and federal standards, the preparer is ready to produce the final nomination.

The final draft includes an edited nomination and all the supporting materials as listed on the Checklist. Upon receipt of a complete final draft, the HPO will schedule the nomination's review at the next available National Register Advisory Committee meeting.

NATIONAL REGISTER NOMINATION SUBMISSION CHECKLISTS

NATIONAL REGISTER FIRST DRAFT NOMINATION CHECKLIST: INDIVIDUAL PROPERTY

- _____ National Register First Draft Nomination Submission Checklist
- _____ Hard Copy of completed National Register Registration Form, double-spaced Sections 7 and 8
- _____ Digital copy of completed National Register Form in MS Word Format (preferred)
- _____ Working File, which is a hard-copy, physical file that includes research material
- _____ Completed [Historic Property Field Data Form](#) using these [instructions](#)
- _____ **Location Map** – a small-scale map that depicts the nominated property in a wider context on a section of the appropriate USGS topo map (1:24000) (A full scale size of the USGS quad map is not required) ***NOTE:** Latitude/Longitude coordinates with vertices can be added to the Location Map title block or be shown on their own Coordinates Map.
- _____ **National Register Boundary Map** – drawn on a tax map layer (Latitude/Longitude coordinates with vertices can be added to the NR boundary map) *
- _____ **Coordinates map** - the coordinates & vertices can be shown on their own map
- _____ DVD-R, CD-R, or new thumb drive with **properly labeled** digital survey photos
- _____ Hard copy of **labeled Survey Photograph proof sheets** that meet our Architectural Survey Manual standards <https://www.ncdcr.gov/media/12569/open> (four to nine images per page for first draft)
- _____ **Site plans/sketch map** for properties with multiple resources, such as a farmstead or Industrial complex*
- _____ **Floor plan(s)** – of principal resource for individual property (if Criterion C significance is claimed)
- _____ **Draft Photo Key** – these are typically shown on the site plan/sketch map and floor plan but create a separate map for more complex individual properties and key them to the survey photo set

*Map guidance:

- Work with your National Register reviewer and/or coordinator for feedback on clarity of maps and to ensure the map is not overcrowded
- See Section 10 and Additional Documentation section (pp. 61-63) in NR Bulletin 16a
- NC HPO Mapping Guidance: <https://www.ncdcr.gov/historic-preservation-office/survey-and-national-register/north-carolina-hpo-national-register-map-requirements/open>
- https://www.nps.gov/subjects/nationalregister/upload/GIS_Guidance_2013_05_15_508.pdf

Note: Intermediate drafts (i.e., **those other than the final draft**) may be sent in an electronic/digital format directly to your National Register Reviewer

NATIONAL REGISTER NOMINATION SUBMISSION CHECKLISTS

NATIONAL REGISTER FIRST DRAFT NOMINATION CHECKLIST: *HISTORIC DISTRICT*

- _____ National Register First Draft Nomination Submission Checklist
- _____ Hard Copy of completed National Register Registration Form, double-spaced Sections 7 and 8
- _____ Digital copy of completed National Register form in MS Word Format (preferred)
- _____ Overall District Working File, (a hard-copy, physical file that includes research material)
- _____ Project database in draft form
- _____ **Location Map** – a small-scale map that depicts the nominated property in a wider context on a section of the appropriate USGS topo map (1:24000) (A full scale size of the USGS quad map is not required) ***NOTE:** Latitude/Longitude coordinates with vertices can be added to the Location Map title block or be shown on their own Coordinates Map.
- _____ **National Register Historic District Boundary Map** – all properties keyed to the Section 7 Inventory list by address and contributing or noncontributing status, preferably indicated on a tax parcel map *
- _____ **Tax Map** (with National Register boundary overlay) – **required only when the tax map is not the base map for the historic district boundary map**
- _____ **Coordinates map** – Latitude/Longitude coordinates and vertices can be added to the Location Map or the Historic District boundary map or they can be shown on their own map; do not put coordinates over vertices
- _____ DVD-R, CD-R, or thumb drive with **properly labeled** digital survey .jpeg photos
- _____ **Draft Photo Key** – these vantage points are typically shown on the NR Boundary map but create a separate map if that map is too crowded

Please review this suggested [methodology](#) for consultants to ensure accuracy of architectural field data in both the survey project database and the Section 7 inventory.

*Map guidance:

- Work with your National Register reviewer and/or coordinator for feedback on clarity of maps and to ensure the map is not overcrowded
- See Section 10 and Additional Documentation section (pp. 61-63) in NR Bulletin 16a
- NC HPO Mapping Guidance: <https://www.ncdcr.gov/historic-preservation-office/survey-and-national-register/north-carolina-hpo-national-register-map-requirements/open>
- https://www.nps.gov/subjects/nationalregister/upload/GIS_Guidance_2013_05_15_508.pdf

NATIONAL REGISTER NOMINATION SUBMISSION CHECKLISTS

Note: Intermediate drafts (i.e., **those other than the final draft**) may be sent in an electronic/digital format directly to your National Register Reviewer)

NATIONAL REGISTER *FINAL* DRAFT NOMINATION CHECKLIST: *INDIVIDUAL PROPERTY*

- _____ National Register Final Draft Nomination Submission Checklist
- _____ Electronic version of the National Register registration form – single-spaced and sent by email, on a thumb drive, or on a DVD-R or CD-R.
- _____ Electronic and hard copies of the **Location map** (if revisions required) – list the Latitude/Longitude coordinates and vertices; Latitude/Longitude coordinates can be added to the Location Map if not too crowded (see Coordinates Map).
- _____ Electronic and hard copies of the **National Register Boundary Map** of the property, if revisions required
- _____ **Coordinates map** – the coordinates & vertices can be shown on their own map
- _____ Electronic and hard copies of the **Site plan** – final version keyed to the inventory list for properties with multiple resources and the National Register boundary delineated (Boundary Map and the site plan can be one-and-the-same)
- _____ Electronic and hard copies of the **Floor plan of the primary floor** (if claiming Criterion C architectural significance), if revisions are required
- _____ Electronic and hard copies of the **Photo Key** if not included on the Site plan) that shows the Vantage point of the final NR Photo set
- _____ **One set** of 5” x 7” prints of the National Register photo set which are **labeled** on the back (per [the National Register of Historic Places and National Historic Landmarks Program Consolidated and Updated Photograph Policy 2024](#)
To order photos through the HPO, work directly with NR review staff or Architectural File Room Manager
- _____ Save NR photo set as .jpeg files on a new flash drive or CD-R and include with final submission packet
- _____ Provide names and mailing addresses of the property owner(s), sponsor(s), local elected officials and other parties if applicable. **NOTE:** If the boundary encompasses multiple tax parcels, please include the PIN and the 911 address for each property owner.

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NATIONAL REGISTER FINAL DRAFT NOMINATION CHECKLIST: HISTORIC DISTRICT

- _____ National Register Final Draft Nomination Submission Checklist
- _____ Electronic version of the final draft National Register registration form – sent by e-mail, on a thumb drive, or on a DVD-R or CD-R.
- _____ Physical survey files containing the following:
 - **Properly labeled** photo proof sheets (both hard copy and digital) should meet our Architectural Survey Manual standards using this guidance:
<https://www.ncdcr.gov/media/12569/open>
 - Hard copy of the completed [Historic Property Field Data Form](#) using these [instructions](#)
 - Project database survey records
 - Any other survey products, arranged in the order of the Section 7 inventory
- _____ Electronic and hard copies of additional research material to be added into the Working File
- _____ Completed District/Neighborhood/Area report form (in Access database)
- _____ Fully populated project database saved to a DVD-R, DR-R, or thumb drive. The responsibility to make any necessary corrections that are found to be extensive rests with the consultant. **Note that these corrections may be necessary after the nomination has been submitted***
- _____ Electronic and hard copies of the **Historic District map** (in duplicate, full-size) - final version of the map keyed to the inventory list and showing photo vantage points*
- _____ Electronic and hard copies of the **Location Map** – a small-scale map that depicts the nominated property in a wider context on a section of the appropriate USGS topo map (1:24000)* (A full-scale map is not required)
- _____ Electronic and hard copies of the **NR Boundary Map** – a map that illustrates the boundary vertices and Latitude/Longitude coordinates, if revisions required; Latitude/Longitude coordinates can be added to the Location Map, or they can be shown on their own map*
- _____ **One Set** of 5” x 7” prints of the National Register photo set which are **labeled** on the back per [the National Register of Historic Places and National Historic Landmarks Program Consolidated and Updated Photograph Policy 2024](#)
To order photos through the HPO, work directly with NR review staff
- _____ Provide owner(s) names and mailing address(es) – keyed to the historic property address, unless owners number greater than 50 (the HPO will need to publicly notice the NRAC meeting where the nomination will be presented). In addition, provide the name(s) and mailing address(es) of any

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project sponsor(s) and any other parties, if applicable. This list must be obtained within a period of 90 days of the intent to nominate -- see § CFR 60.6(c)