

NATIONAL REGISTER NOMINATION SUBMISSION CHECKLISTS

FIRST DRAFT SUBMISSION CHECKLISTS

All of the following items must be submitted in **hard copy AND in digital format** to the Historic Preservation Office (HPO) in Raleigh with the first draft nomination, **including the appropriate checklist. In addition, hard copies may be required with the final draft submission in the event of revisions, etc. during editing.**

Our office processes documentation associated with National Register nominations, architectural surveys, and other associated projects. Subsequent to the completion of these projects, the hard copy documents and their digital documents, such as image files, are stored in our architectural file room on a permanent basis. In this capacity, our office is the archives for the Historic Preservation Office.

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*

PLEASE BE MINDFUL OF THE ELECTRONIC AND ANALOG COPIES REQUIREMENT – THANK YOU.

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. This is at the discretion of the Reviewer so be sure to check with them about this.

_____ National Register First Draft Nomination Submission Checklist

_____ Property name: _____; Submission Date: _____; SSN (if known): _____

_____ Hard Copy of completed National Register Registration Form, double-spaced Sections 7 and 8

_____ Digital copy of completed National Register Registration Form in MS Word Format (preferred) double-spaced Sections 7 and 8

_____ 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, but the coordinates should in the title block and not on the map itself obscuring the vertices.

_____ DVD-R, CD-R, or new thumb drive with properly labeled **digital survey image files** (preferably .jpeg files; refer to *Practical Advice Survey Manual*)

_____ 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)** – If claiming significance under Criterion C, floor plans (each floor documented, each plan should be labeled with the appropriate floor number. Hand drawn copies are acceptable but include a title block) should be prepared and submitted.

_____ **Draft Photo Key** - These are typically reflected in the site plan/sketch map/floor plan (if applicable). However, create a separate map/key 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.hpo.nc.gov/survey-and-national-register/national-register-mapping-handout/open>
- https://www.nps.gov/subjects/nationalregister/upload/GIS_Guidance_2013_05_15_508.pdf

NATIONAL REGISTER NOMINATION SUBMISSION CHECKLISTS

NATIONAL REGISTER FIRST DRAFT NOMINATION CHECKLIST: *HISTORIC DISTRICT*

PLEASE BE MINDFUL OF THE ELECTRONIC AND ANALOG COPIES REQUIREMENT – THANK YOU.

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. This is at the discretion of the Reviewer so be sure to check with them about this.

_____ National Register First Draft Nomination Submission Checklist

_____ Property name: _____; Submission Date: _____; SSN (if known): _____

_____ Federally owned properties within district: _____

_____ Hard Copy of completed National Register Registration Form, double-spaced Sections 7 and 8

_____ Digital copy of completed National Register Registration form in MS Word Format (preferred) double-spaced Sections 7 and 8

_____ 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 but rather in the title block.

_____ DVD-R, CD-R, or thumb drive with **properly labeled digital image files** (preferably .jpeg files)

_____ **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.hpo.nc.gov/survey-and-national-register/national-register-mapping-handout/open>
- https://www.nps.gov/subjects/nationalregister/upload/GIS_Guidance_2013_05_15_508.pdf

NATIONAL REGISTER NOMINATION SUBMISSION CHECKLISTS

NATIONAL REGISTER FINAL DRAFT NOMINATION CHECKLIST: INDIVIDUAL PROPERTY

PLEASE BE MINDFUL OF THE ELECTRONIC AND ANALOG COPIES REQUIREMENT – THANK YOU.

_____ National Register Final Draft Nomination Submission Checklist

_____ Property name: _____; Submission Date: _____; SSN (if known): _____

_____ 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)

_____ Floor Plans: **These are only necessary if revisions were made to the floor plans (any aspect) during the editing phase.** Each floor of the dwelling must be shown on a separate floor plan. Each plan should be labeled with the appropriate floor number.

_____ **Site Plan:** Create a separate map for more complex individual properties and key them to the survey image file set.

_____ 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.

NATIONAL REGISTER NOMINATION SUBMISSION CHECKLISTS

NATIONAL REGISTER *FINAL DRAFT* NOMINATION CHECKLIST: *HISTORIC DISTRICT*

PLEASE BE MINDFUL OF THE ELECTRONIC AND ANALOG COPIES REQUIREMENT – THANK YOU.

_____ National Register Final Draft Nomination Submission Checklist

_____ Property name: _____; Submission Date: _____; SSN (if known): _____

_____ Federally owned properties within district: _____

_____ Electronic version of the National Register registration form – single-spaced and 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. 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 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)