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 assigned HPO reviewer 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 comments and revisions include staff's best advice based on experience with the Park Service and knowledge of the National Register Criteria. Edits are intended to benefit the preparer and help the preparer 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.

NATIONAL REGISTER NOMINATION SUBMISSION CHECKLISTS

NATIONAL REGISTER FIRST DRAFT NOMINATION CHECKLIST:
INDIVIDUAL PROPERTY

o   National Register First Draft Nomination Submission Checklist _____

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

o   Digital copy of completed National Register Form in MS Word format (preferred) _____

o   Working File, which is a hard-copy, physical file that includes research material, field notes, etc. _____

o   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) _____

o   DVD-R, CD-R, or new thumb drive with properly labeled digital survey photos _____

o   **Location Map** - a small scale map that depicts the nominated property in a wider context similar to the scale of the USGS topo map (Latitude/Longitude coordinates with vertices can be added to the location map) (1:24000) * _____

o   **National Register Boundary Map** - drawn on a tax map layer (Latitude/Longitude coordinates with vertices can be added to the NR boundary map) * _____

o   **Coordinates map** – the coordinates & vertices can be shown on their own map ___

o   **Site plan/sketch map** for properties with multiple resources, such as a farmstead or industrial complex* _____

o   **Floor plan(s)** of principal resource for individual property (if Criterion C significance is claimed) _____

o   **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 (from the proof sheets) _____

*Map guidance:

o   Work with your National Register reviewer and/or coordinator for feedback on clarity of maps and to ensure the map is not overcrowded.

o   See Section 10 and Additional Documentation section (pp.61-63) in NR Bulletin 16a

o   NC HPO mapping guidance: https://www.ncdcr.gov/historic-preservation-office/survey-and-national-register/north-carolina-hpo-national-register-map-requirements/open

o   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 (hard-copy, physical file that includes research material, field notes, etc.) _____
- DVD-R, CD-R, or thumb drive with properly labeled digital survey .jpeg photos _____
- **Location Map** - a small scale map that depicts the nominated property in a wider context similar to the scale of the USGS topo map (1:24000) *_____
- **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 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 _____
- **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 _____

*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

FINAL DRAFT 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 below. 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 FINAL DRAFT NOMINATION CHECKLIST:
INDIVIDUAL PROPERTY**

o National Register Final Draft Nomination Submission Checklist _____

o 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. _____

o 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). _____

o Electronic and hard copies of the **National Register Boundary Map** of the property, if revisions required _____

o **Coordinates map** – the coordinates & vertices can be shown on their own map ___

o 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) _____

o Electronic and hard copies of the **Floor plan of the primary floor** (if claiming Criterion C architectural significance), if revisions required _____

o Electronic and hard copies of the **Photo Key** (if not included on Site plan) that shows the vantage points of the final NR Photo set _____

o **One set** of 5" x 7" prints of the National Register photo set which are labeled on the back. To order photos through the HPO, work directly with NR review staff) _____

o Save NR photo set as .jpeg files on a new flash drive or CD-R and include with final submission packet. _____

o 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

o National Register Final Draft Nomination Submission Checklist _____

o 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. _____

o Physical survey files, containing properly labeled photo proof sheets (see below), hard copy of the project database survey report forms, and any other survey products, arranged in the order of the Section 7 inventory list _____

o Hard copy of labeled Survey Photograph proof sheets – one or more proof sheets per Survey Site Number - that meet our Architectural Survey Manual standards https://www.ncdcr.gov/media/12569/open (four to nine images per page for first draft) _____

o Electronic and hard copies of additional research material to be added into the Working File _____

o Completed District/Neighborhood/Area report form (in Access database) _____

o Fully populated project database saved to a DVD-R, CD-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. *** _____

o 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* ___

o Electronic and hard copies of the **Location Map** - a small scale map that depicts the nominated property in a wider context similar to the scale of the USGS topo map (1:24000) * _____

o 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 * _____

o **One set** of 5" x 7" prints of the National Register photo set which are labeled on the back. To order photos through the HPO, work directly with NR review staff) _____

o 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 § 36 CFR 60.6(c)] _____