NATIONAL REGISTER OF HISTORIC PLACES
PROCESS FLOW CHART

Preliminary Submittal
(See the State Historic Preservation Office (SHPO) Review Schedule for National Register Nominations.)

National Register nominations can now be submitted digitally. Nomination preparers have a choice of submitting their digital nominations by email (size limit 10 mb or less), by use of a file share website (Google Drive is preferred) or sending a CD-R via U.S.P.S. mail. To submit some items in hardcopy, in compliance with the National Park Service (NPS) requirements you will need to submit ALL items in hardcopy (See the Digital National Register of Historic Places Submissions instructions.)

(SHPO has 60 days for review.)

Property Eligible
More information or editing needed: SHPO Group Review meetings are typically held every Wednesday morning. Preparers of nominations are encouraged to participate in the Group Review meetings, either in person or via conference call.

Incomplete

The preparer submits a revised nomination draft to SHPO. Revised nominations will be in Microsoft Word submitted with track changes turned on so staff can easily find revisions. Typically nominations require at least two or more staff reviews depending on complexity.
(SHPO has 60 days for review.)

Property found ineligible
The property is found to be ineligible for the National Register. Preparer is notified by SHPO.

The preparer may revise the nomination or an appeal may be made to the State Nomination Review Committee (SNRC).

The nomination is found ready for State Nominations Review Committee (SNRC) review and is scheduled on the agenda for the next possible SNRC meeting.
(60 days in advance of meeting.)

The SHPO electronically sends a .pdf copy of the nomination and .jpgs of the photos to the Certified Local Governments (CLG), if applicable.
Nominations and committee meeting documents are sent to printing on a CD-R to become a packet for each of the SNRC members
(60 days in advance of SNRC meeting)

The SHPO sends notification to Owners, Preparers, Chief Elected Officials and a Press Release of the SNRC meeting.
The SHPO sends committee packets to SNRC members.
(30 days in advance of SNRC meeting)

The State Nominations Review Committee Meeting: Held three times per year February, June, and October. (See the State Historic Preservation Office (SHPO) Review Schedule for National Register Nominations.)

Property found ineligible: The property is found to be ineligible for the National Register. Preparer is notified by SHPO.

The preparer may revise the nomination or an appeal may be made to the National Park Service.

Property found eligible by the SNRC: The minutes of the SNRC meeting will be electronically provided to each of the preparers as soon as responsibilities allow following the SNRC meeting.

After receiving the minutes, revised nominations will be in Microsoft Word submitted with track changes turned on so staff can easily find revisions. Unless the requested revisions are complex, preparers don't need to attend these reviews.
(SHPO has 60 days for review.)

Incomplete

More editing needed: Nominations may require more reviews depending on the complexity of the required revisions from the SNRC meeting.

When all of the revisions requested by the SNRC are complete the National Register Coordinator will request either a final digital copy of the nomination in .PDF and photographs in .TIFF on a CD-R or two hard copies on 25% cotton, acid free, archival paper.

Completed Nomination: The nomination will be provided to the Deputy SHPO for signature.

The nomination is sent to the National Park Service in Washington, DC for final review. It takes at least two months from the date the NPS receives the nomination to when the SHPO receives notice of listing.

The SHPO sends Owners, CLGs, Preparers, and Chief Elected Officials notification of National Register listing.

Revised October 21, 2015