

**OFFICE OF HISTORIC PRESERVATION
DEPARTMENT OF PARKS AND RECREATION**

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**NATIONAL REGISTER OF HISTORIC PLACES
CHECKLIST FOR NATIONAL REGISTER SUBMISSIONS**

- Two copies of the completed National Register registration form, using the current NR 10-900 form. Archival paper is not required for either copy. If possible, submit an electronic copy of the nomination forms in Microsoft Word format on a CD-R.
- Each application must be accompanied by a cover letter from the applicant for the nomination. Please identify any person or organization on whose behalf the application is being submitted. If there is some need for urgency in processing the application, e.g. imminent demolition, please provide an explanation.
- Two sets of photographs labeled, in pencil, according to the instructions in National Register Bulletin 16A, *How to Complete the National Register Registration Form*. If the nomination is for a district, show representative streetscapes or vistas and major contributors. Please label each photograph with the name of the property, county, and a photo number. Digital photographs must be printed on inkjet paper intended for photo prints.
- For digital photographs, include a CD-R of all digital photos in TIFF format. Minimum resolution is 2 megapixels, image size 1200x1600 pixels at 300 dpi. Recommended resolution is 6 megapixels, 2000x3000 pixels at 300 dpi. NPS recommends including a photo log on a continuation sheet with digital photo submissions. Archival gold CD-Rs are not required.
- A sketch map clearly showing the boundaries of the property, footprints of all counted resources and important landscape features, a scale, and north arrow, on a National Register continuation sheet.
- Floor plans are not required but they are strongly recommended, especially for properties being nominated under Criterion C. Floor plans may be reduced copies of originals or hand drawn roughly to scale.
- An original U.S.G.S. topographical map with the property location marked clearly in pencil. An original map must be submitted; the National Register does not accept photocopied maps or printed versions of electronic maps. It is not necessary to calculate the UTM coordinates.
- Names and complete mailing addresses of all fee simple owners of the property. National Register regulations require that this information be taken from current assessor's records. If there are more than five property owners, please provide the owners' names and addresses on four sets of mailing labels.