

**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 nomination 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. **Names and complete mailing addresses of the nominating party, and all fee simple owners of the property, must be included in the cover letter.** National Register regulations require that owner information be taken from current assessor's records. If there are more than five property owners, please provide the owners' names and addresses in a Microsoft Word or Excel document, submitted on CD-R (with nominating document) or via email.
- Two sets of **color** photographs labeled 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. The minimum size for photo prints is 5"x7".
- For digital photographs, include a CD-R of color digital photos in TIFF format. *Minimum* resolution is 2 megapixels, image size 1200x1600 pixels at 300 dpi. *Recommended* resolution is 6 megapixels or higher, 2000x3000 pixels at 300 dpi. NPS recommends including a photo log on a continuation sheet, rather than placing all information on the backs of the photos, with digital photo submissions.
- A sketch map clearly showing the boundaries of the property, footprints of all 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*, not a photocopied or printed map. It is not necessary to calculate the UTM coordinates. Alternately, a map using decimal degrees to identify site boundaries (using Google Earth, Bing Maps or ArcGIS etc.) may be used; contact Registration Unit staff for full details.