

**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. Archival paper is not required for either copy.
- 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 black and white photographs labeled with the name of the property, county, and state on the back. On continuation sheets provide the information requested in Bulletin 16A, page 64. Resin coated papers are acceptable for photos, although gummed labels are not. (One set of photos must be 5 X 7 or larger.)
- Five or more good quality color photographs picturing the major elevation(s) and significant features of the property. 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 and county.
- A sketch map clearly showing the boundaries of the property, footprints of all counted resources and important landscape features, a scale, and north arrow.
- 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. 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.