

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

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**Checklist for Submission:
California Register of Historical Resources Nomination Packet**

To nominate a property to the California Register of Historical Resources, you must supply the following items by mail. All-electronic submissions are not accepted; the hardcopy documents and digital media listed below are required.

- **One** cover letter from the applicant, identifying the property being nominated, the property owner, and any person or organization on whose behalf the nomination is being submitted. Property owner contact information must include complete address and name of a person (the owner or owner's representative.) For districts with multiple owners, [download our Excel spreadsheet](#). Also include applicant's name, address, email address and phone number.
- **One** certified mail receipt indicating that you have submitted a copy of the nomination to the local government (city or county) where the nominated property is located at least 90 days prior to submittal to OHP.
- **One** CD-R/DVD-R or flash drive containing all nomination documents in Microsoft Word format, nomination photos in TIFF or JPEG format, district owner information file in Excel format, and any additional images or maps pasted into DPR 523 forms. Please ensure that you are using the current version of the DPR 523 nomination forms ([the latest forms can be found on our website](#).)
- **One** printed paper copy of the nomination's DPR 523 forms (DPR 523 A and B for individual properties; for districts, include DPR 523 D.) Archival paper is *not* required. Do not bind or use presentation folders; attach copies with a paperclip or binder clip.
- **One** set of color photographs of the nominated property, printed and labeled per instructions in the [National Park Service Photo Policy Fact Sheet](#). Nomination photos must be less than 5 years old. Photo files can be in JPEG or TIFF format. Minimum photo resolution is 2 megapixels (1200x1600 pixels) or larger. Photos should capture primary façade, important architectural details, rear, sides and interior if possible. **Nomination photos should not have people visible in the shot.**
- Do not include historic photographs, articles, or maps with photos; these should be included as figures in the DPR 523 documents.
- **A sketch map/photo key** clearly showing the property boundaries, footprints of all resources and landscape features, scale, and north arrow should be included on the DPR 523L continuation sheets in the nomination. Key all nomination photographs to this map. Floor plans are highly recommended but not required.
- **A location map** using *decimal degrees* is required. This map must be in JPEG or PDF format and included in the CD-R, and pasted into the nomination form. [Draft policy for creating electronic maps can be found via this link](#).

Contact the Registration Unit by phone or email if you have questions regarding nomination requirements or required components for a nomination. Consult Technical Assistance Bulletin 7 for general guidance regarding how to evaluate properties and complete the DPR 523 forms.