

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

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**Checklist for Submission:
National Register of Historic Places Nomination Packet**

To nominate a California property to the National Register of Historic Places, you must supply the following items by mail. 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 name and complete address. Please identify, by name, a contact person or owner representative who should receive correspondence regarding the nomination. For districts with multiple owners, [download our Excel spreadsheet](#).
- **One** CD-R/DVD-R, flash drive or other digital media containing all nomination documents in Microsoft Word format, nomination photos in TIFF format, owner information file in Excel format, and any additional images or maps in JPEG or PDF format. Please ensure that you are using the latest version of the NPS 10-900 nomination forms ([the latest forms can be found on our website](#).)
- **Two** printed paper copies of the National Register nomination forms (NPS 10-900 form and continuation sheets.) Archival paper is *not* required.
- **Two** sets of color photographs of the nominated property, labeled according to the instructions in the [National Park Service Photo Policy Fact Sheet](#). Nomination photos must be less than 5 years old. Do not include historic photographs or maps as printed nomination photos; these should be included as figures in the Microsoft Word document, separate from the color photographs.
- **Digital photo files** must be in TIFF format. Minimum photo resolution is 2 megapixels (1200x1600 pixels), recommended resolution 6 megapixel (2000x3000 pixels) or larger, at 300 dpi. Images must be uncompressed.
- **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 CD-R. Key all nomination photographs to this map. Floor plans are highly recommended but not required. Maps and plans can be in JPEG or PDF format.
- **A location map** showing the property's location in *decimal* degrees is required. This map can be submitted in JPEG or PDF format, placed on the CD-R and/or pasted into the nomination document. [Draft policy for creating electronic maps can be found via this link](#). Hardcopy USGS maps showing the property location in UTM coordinates are still accepted, but digital USGS maps are not.
- **Contact the Registration Unit** by phone or email if you have questions regarding nomination requirements or required components for a nomination. [Consult National Register Bulletins 15 and 16A](#) for general guidance regarding how to evaluate properties and complete the Nomination Form.