

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

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**NATIONAL REGISTER OF HISTORIC PLACES
INSTRUCTIONS TO APPLICANTS**

There are a number of ways you can assist this office to insure that your nomination will be processed in the most expeditious manner.

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 nomination is being submitted. If there is some need for urgency in processing the nomination, e.g. imminent demolition, please provide an explanation.

All nominations must be competently researched and significance must be documented. The National Register in Washington, D. C., is now requiring that nominations follow exactly the Guidelines for Completing National Register of Historic Places Forms (National Register Bulletin 16). A copy of this booklet has been enclosed. Please follow the directions exactly. **NOMINATIONS THAT DO NOT FOLLOW THESE GUIDELINES WILL BE RETURNED TO THE APPLICANT.**

The United States Department of the Interior regulations require that all nominations submitted to the National Register by the states must be prepared under the supervision of a full-time professional staff responsible to the State Historic Preservation Officer. As a result, nominations will normally undergo editing by the staff in order to conform to the National Register requirements. Copies of revised nominations will be available upon request.

If the property is being proposed as an historic district, please contact the Registration Unit at the Office of Historic Preservation early in the application preparation process to discuss technical issues such as, boundaries and contributing resources.

In accordance with federal regulations, property owners will be notified of pending nominations, and private property owners have the opportunity to object to the nomination. Consequently, although the nomination form does not provide space for it, the names and addresses of all property owners must be provided. Please make sure to use the most current information available from the assessor's or recorder's office (whichever is appropriate). Please note also that federal regulations require us to notify "fee simple" owners rather than holders of easements. Make sure that you are providing the names of owners that fall into that first category.

Inadequate nominations will be returned to the applicant for further work. Nominations will be scheduled for a Commission agenda after the Registration Unit has completed its review. Your cooperation in following the above guidelines will assist the office in processing your application in the timeliest manner.