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

- **One** cover letter from the applicant, identifying the property being nominated, the property owner, the applicant, and any person or organization on whose behalf the nomination is being submitted. Property owner contact information, and applicant contact information, must include the name of a contact person and complete mailing address. For districts with multiple owners, *all* property owners must be identified as above; [use our Excel spreadsheet for districts](#).
- **One** USB drive containing all nomination documents below, including 10-900 Form in Microsoft Word format, nomination photos in TIFF format, district 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 via our website](#). *Do not use DPR 523 forms* for National Register nominations.
- **One** printed paper copy of the National Register 10-900 nomination form. Archival paper is *not* required. Do not bind or use presentation folders. Back-to-back printing is optional.
- **One** set of color photographs of the property, labeled according to the instructions in the [National Park Service Revised Photo Policy Fact Sheet](#). You may paste JPEG versions of the nomination photo into the nomination, with number and caption. Nomination photos must be less than 5 years old. Do not include historic photos or maps as printed nomination photos; these should be included as figures in the nomination, separate from the recent photos.
- **Digital photo files** showing the property in its current condition must also be supplied as separate files, in uncompressed TIFF format. Minimum photo resolution is 2 megapixels (1200x1600 pixels), recommended resolution 6 megapixel (2000x3000 pixels) or larger, at 300 pixels per inch. Do not edit or alter the photo files. **Nomination photos should not have people visible in the shot.**
- **A sketch map and a photo key** showing property boundaries, indicating the footprints of all resources and landscape features (contributing or non-contributing), scale, and north arrow should be included in the nomination. Key all nomination photos to the photo key map. Floor plans are highly recommended, but not required, for nominations of individual buildings. Paste maps and plans into the nomination form.
- **A location map** using *decimal degrees to six decimal places, not degrees/minutes/seconds*, is required. This map must be in JPEG or PDF format, and pasted into the nomination form. [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 National Register Bulletins 15 and 16A](#) for guidance regarding how to evaluate properties and complete the Nomination Form