

New York State and National Registers of Historic Places

FINAL NOMINATION REQUIREMENTS CHECKLIST

The following checklist outlines the final required materials that must be prepared for submission to the New York State Board for Historic Preservation and the National Park Service. Refer to this checklist when preparing your submission.

- ▶ **DRAFT NOMINATION** – Provide an electronic Word-formatted final draft to the NYSHPO. The nomination text can be in a blank, unformatted document or in a National Register nomination form provided to you by your National Register representative.
- ▶ **COLOR PHOTOS** – High-quality, clear, photographs are a required part of the project. The National Park Service requires that photos be provided in TIFF file format, two megapixels or greater, 2,000 x 3,000 pixels. Photo files must be labeled, per NPS requirements as:
State_county_property name (or district name)_0001

These images can be submitted as files via CD, thumb drive, or digitally; do not send printed photos. If you would prefer to share files by email or through an online file sharing service, please contact your National Register representative.
- ▶ **MAP** – Provide a map, showing the nomination boundary. This can be a site survey or a parcel map drawn from a public GIS website (through the municipality or county). Staff at NY SHPO will produce the final maps for the nomination using your map, so accuracy is important. We do not need USGS topo maps. Additional maps are required for historic districts, showing the locations of non-contributing resources, vacant lots, and photo views. Consult with your NR representative for further guidance.
- ▶ **FLOOR PLANS/SITE MAP** – Provide some sort of documentation, computer drawn or hand sketched, showing the basic interior layout of the building. While this does not have to be to scale, it should accurately reflect the relationship of interior spaces. If the nomination has multiple buildings, provide a site plan showing the layout, orientation, and locations of the buildings as well as any significant landscape features such as paths, driveways, gardens, farm fields, etc.
- ▶ **PHOTO KEY** – If the nomination includes multiple buildings (farm, estate, historic district, etc.), provide a photo key showing the location and direction that each photograph was taken.
- ▶ **PROJECT CONTACTS** – You must provide the name and contact information for the owner(s), project sponsor, and any interested parties involved in the nomination. If you are nominating a historic district with multiple owners, contact your National Register representative for more information.
- ▶ **OPTIONAL (BUT HELPFUL!)** – Provide digital JPEG files of historic images, maps, drawings, advertisements, and other information included in the nomination.

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