NATIONAL REGISTER OF HISTORIC PLACES
PROCESS FLOW CHART

Nominee submits 3 draft copies of nomination and technical materials to the State Historic Preservation Office (SHPO) for preliminary review. (SHPO has 60 days for review.)

Property Eligible
Incomplete, more information or editing needed
Staff comments and editing are sent to Nominee for revisions.

Incomplete

Nominee submits 3 copies (with at least one being single-sided) of nomination draft to SHPO with revisions and any requested technical materials. (SHPO has 60 days for review.)

Property found ineligible
Property is found to be ineligible for the National Register. Nominee is notified by SHPO.

Nominee may revise the nomination or an appeal may be made to the State Nomination Review Committee (SNRC).

Nomination is reviewed, found adequate, and is scheduled on the agenda for the next possible State Nominations Review Committee (SNRC) meeting. (60 days in advance of meeting.)

60 days in advance of SNRC meeting:
- SHPO sends Certified Local Governments (CLG) a copy of the nomination and a set of photographs.
- SHPO sends mock-up committee packet and photographs to print shop.

30 days in advance of SNRC meeting:
- SHPO sends Owners, Applicants, Mayors, and Press notification of SNRC meeting (Includes agenda).
- SHPO sends committee packets to SNRC members.

State Nominations Review Committee Meeting
Three times per year February, June, and October.

Property found ineligible
Property is found to be ineligible for the National Register. Applicant is notified by SHPO.

Nominee may revise the nomination or an appeal may be made to the National Park Service.

Property found eligible
- 2 to 3 weeks after SNRC meeting, notice of revisions and editing requests provided by SNRC members are sent to Applicants by SHPO.
- Owners, Mayors, and CLGs are notified by SHPO of SNRC decision.

Applicant submits two single-sided revised copies of nomination on 25% cotton, acid free paper to SHPO.

Incomplete

Incomplete
More information or editing needed
Staff comments and editing are sent to Nominee for revisions.

Completed Nomination
Signed by the Deputy SHPO.

Nomination is sent to the National Park Service in Washington, DC for final review. (NPS has 45 days for review.)

Listing is posted 2 to 3 weeks after listing on the National Park Service website.

SHPO sends Owners, CLGs, Applicants, Legislators, and Mayors notification of National Register listing within 2 to 3 weeks.