**PATH TO A SUCCESSFUL**

**NATIONAL REGISTER OF HISTORIC PLACES NOMINATION**

*Nominating a property to the National Register of Historic Places (NRHP) is collaboration between advocates for preservation and their State Historic Preservation Office (SHPO). The NRHP registration form requires both an understanding of the property and of technical guidance issued by the Office of the Keeper of the National Register (the Keeper). This information sheet lays out the steps an Applicant, in consultation with their SHPO, can move successfully to the listing of an eligible property in the NRHP. Primary guidance on evaluating the eligibility of a property for the NRHP can be found in the National Register bulletin “How to Apply the National Register Criteria for Evaluation.” Technical directions for filling out the registration form are in the bulletin “How to Complete the National Register Registration Form.” This information, and supplementary guidance documents, can be found at the NRHP website: https://www.nps.gov/nr/publications/index.htm.*

**STEPS IN THE NATIONAL REGISTER PROCESS**

***Is the property eligible for listing in the National Register of Historic Places?***

1. ***Send DOE to SHPO.*** To assist Applicants in determining whether or not a property meets the NRHP criteria for evaluation and is eligible for listing, the Arizona SHPO recommends Applicants fill out the Determination of Eligibility (DOE) form. The Applicant may consult with SHPO, prior to preparing a DOE form, to discuss the property and how best to proceed.
2. ***SHPO review.*** The Applicant provides a completed DOE form to SHPO for evaluation and determination of eligibility prior to preparing a National Register Nomination (NRN). A site visit by SHPO staff may be requested. SHPO makes its determination based on information provided in the DOE. SHPO may consult with the Keeper for advice and clarification.
3. ***SHPO provides information to Applicant.*** SHPO advises the Applicant on the property’s eligibility within 30 days of receipt of the DOE. Advice on properties deemed eligible will include the appropriate Criteria, Areas of Significance, Level of Significance, and Period of Significance. SHPO may also advise on the necessity of addressing other concerns or questions raised during review of the DOE form.

***Preparing a National Register Nomination***

1. ***Applicant completes and sends NRN packet to SHPO.*** The Applicant prepares the NRN on a standard National Register Registration Form (NRHP form 10-900) and submits it and the required documentation to SHPO. The Applicant should use the NRN checklist to ensure all components of the nomination are included. Incomplete packets will be returned to the Applicant without review.
2. ***SHPO reviews and notifies Applicant.*** Within 30 days of receipt of a complete NRN packet, SHPO staff will review it for technical, substantive, and editorial accuracy and notify the Applicant of the results.
3. ***NRN accepted or returned.*** A NRN packet not meeting the procedural and professional requirements set forth in NRHP regulations 36 CFR Part 60 can be revised and resubmitted to SHPO with the nomination process returned to Step 5 above. This step may be repeated when issues raised in the SHPO review guidance have not been adequately addressed.
4. ***NRN scheduled for HSRC review.*** A NRN packet meeting the procedural and professional requirements set forth in NRHP regulations 36 CFR Part 60 will be scheduled for consideration by the Historic Sites Review Committee (HSRC) at their next available meeting, subject to the required notification timelines below. (The HSRC reviews and approves National Register Nominations concerning whether or not they meet the criteria for evaluation prior to submittal to the Keeper's Office).

8. ***NRN information sent to CLG.*** When applicable, a copy of the NRN will be provided to the Certified Local Government (CLG), where the property is located, 60 days prior to the HSRC meeting for review and comment. To meet this required notification, Step 7 must be completed at least 90 days prior to the HSRC meeting, bearing in mind the 30-day review period by SHPO in Step 5. The CLG comments and recommendations will be provided to HSRC members prior to the HSRC meeting.

***Consideration of the NRN by the Historic Sites Review Committee (HSRC)***

9. ***HSRC given complete NRN information.*** A copy of the complete NRN packet will be provided to HSRC 30 days prior to their meeting. This includes all materials from the Applicant, including the initial DOE, SHPO comments, and a SHPO staff summary on the property.

10. ***Action Summary Motion.*** At the scheduled meeting the HSRC members will develop and agree on an action summary motion prior to voting on the final motion. This is to ensure that concise, clear direction is provided regarding the NRN.

11. ***Action summary provided by SHPO.*** SHPO staff provides final comprehensive guidance to the Applicant for any recommended revisions to the NRN. SHPO staff will provide a summary of the CLG, SHPO and HSRC pertinent comments to promote the listing of a historic property to the NRHP. (The State Historic Preservation Officer administers the State Historic Preservation Program and is the final authority for identifying and nominating eligible properties to the National Register).

12. ***NRN revisions completed and returned to SHPO.*** Applicant returns the revised NRN to SHPO. This step may be repeated until the issues raised in the SHPO comprehensive guidance have been adequately addressed.

***Submission of the NRN to the Keeper of the National Register of Historic Places***

13. ***Signing of NRN by SHPO.*** The final NRN is signed by the State Historic Preservation Officer and submitted to the Keeper of the National Register of Historic Places (Keeper's Office). The State Historic Preservation Officer's signature certifies that: 1) All procedural requirements have been met; 2) The nomination form is adequately documented; 3) The nomination form is technically and professionally correct and sufficient; 4) In the opinion of the State Historic Preservation Officer, the property meets the National Register criteria for evaluation.

14. ***Review by Keeper's Office.*** The Keeper's Office reviews the NRN and responds to the SHPO in 45 days.

15. ***Listing of property.*** The nominated property is listed in the National Register of Historic Places by the Keeper's Office.

16. ***Ineligible property.*** If the Keeper's Office determines a property is ineligible for listing in the NRHP, the Applicant, Property Owner, Elected Official, and the CLG are notified. No further action will be taken regarding this NRN property.

17. ***Revisions to the NRN.*** If the Keeper's Office returns the NRN for substantive revisions, the process returns to Step 11. The revised NRN is resubmitted to the Keeper's Office after the Applicant has made the required revisions and the NRN is approved and signed by SHPO. The Keeper's Office reviews the revised NRN and responds to the SHPO in 45 days.

18. ***Listing and notification.*** After a NRN property is listed in the National Register of Historic Places the following parties are notified: Applicant, Property Owner, Elected Official, CLG, and the HSRC is advised at their next scheduled meeting.