

Bureau for Historic Preservation (BHP)
Return Policy for Technically Incomplete National Register Nominations

*Technically incomplete National Register nominations
will not be reviewed by the BHP and will be returned to the preparer.*

First Submissions

One copy of each of the following components is required for review of a nomination:

Individual Properties:

- Completed Nomination Form (NPS 10-900)
- Properly labeled 7.5 minute USGS map
- Properly labeled/titled photos, photo key map, and photo list, printed or on a disc
- Floor plans and site map, if applicable

Historic Districts:

- Completed Nomination form (NPS 10-900)
- Properly labeled 7.5 minute USGS map
- Properly labeled photographs
- District site map indicating historic district boundary and contributing and non-contributing properties
- Resource inventory

Materials from technically complete first submissions will be retained by the BHP

Second Submissions

*Second submissions **must** include all of the above items, and any requested supplemental documentation, as well as the following:*

- Notification sheets
- Report on Public Participation Strategy for historic districts
- Second/final set of photographs, floor plans, sketch maps, and inventories if not included in the first submission

Submissions that do not include all the elements required for adequate review will be returned to the preparer, and will not be scheduled for presentation to the State Historic Preservation Board until the nomination is considered complete. Please refer to the NR Bulletin How to Complete the National Register Registration Form, as well as the BHP's supplemental Guidelines for Completing the National Register Nomination Form when preparing your nomination. If you have additional questions, please contact the BHP at 717-783-8947.