

National Register Nomination Check List Virginia Department of Historic Resources (DHR)

Use this form to assist in filling out a nomination. DHR staff members are available to assist with any questions.

PLEASE THOROUGHLY CHECK THE LIST BELOW BEFORE YOU INITIAL TO MAKE SURE
ALL MATERIALS
ARE BEING SUBMITTED ALONG WITH THE NOMINATION BY THE DEADLINES TO AVOID DELAYS.

IMPORTANT:

- There is a separate legal requirement form which must also be completed along with your nomination submittal.
- All forms pertaining to National Register nominations are available at this webpage:
http://www.dhr.virginia.gov/registers/downloading_register_forms.htm.
- **Extensive guidance** for preparing all parts of the National Register nomination is available through DHR's Register Program webpage: <http://www.dhr.virginia.gov/registers/register.htm>.
- Any missing information or unjustified dates, criteria, etc., will cause delays or a returned nomination. Where information is not applicable, **enter N/A. The completed nomination must be reviewed and approved by DHR staff before it is scheduled for a particular agenda.**
- Ink, white-out, tape, or other adhesives are not acceptable on any documents.
- Cite reference materials using endnotes, parenthetical references, or footnotes.
- For survey requirements with nominations, please refer to the survey guidelines as available online at http://www.dhr.virginia.gov/review/Survey_Manual_Web.pdf or from staff; survey records are required with all individual and district nominations unless other arrangements have been made with staff.

The Bulletin referenced herein is *National Register Bulletin 16A How to Complete the National Register Registration Form*. NRHP bulletins and resources are available to download for free at <http://www.nps.gov/nr/publications/index.htm> (National Park Service website) or from our regional offices. We advise first-time nomination authors to follow the step-by-step guidance in *Bulletin 16A* as they are preparing the nomination form and to refer to the guidance materials DHR has provided through our Register Program webpage at <http://www.dhr.virginia.gov/registers/register.htm>.

Resource Name and DHR ID Number _____

Location (County/City) _____

Locality Contact (necessary with districts) _____

Consultant _____ Telephone: _(_____)_____

Property Owner _____ Telephone: _(_____)_____

Regional Reviewer _____ Date _____

Each nomination submission must include the following components (each will be addressed in more detail below):

A. Nomination form

B. Location map (such as a digitally generated location map or USGS quadrangle map), sketch map, photo key, and additional documentation and maps as necessary

C. Photographic documentation, with accompanying CD-R or DVD-R (if applicable)

D. Legal requirement form with owner/adjacent owner labels and tax parcel information and Public Hearing form

E. Option for Submitting All-Electronic Materials

A. Nomination Form

(The nomination form template may be accessed at www.dhr.virginia.gov/registers/downloading_register_forms.htm or requested from DHR staff.)

- ___ **1. Name of Property:** The National Park Service (NPS) **prefers** the resource's historic name (corresponding to the period of significance) to be used for the main name. Other names and the DHR ID file number must be entered on the second line (*Bulletin* pages 8-9). If the property is being nominated under a Multiple Property Documentation, write the name of the MPD on the third line (i.e., Historic Residential Suburbs in the United States, 1830-1960).
- ___ **2. Location:** Typically this is the street address for individual properties. In the case of districts, this section should only provide a *brief general description* of the area. The NPS has a limited number of character spaces (only 128) for entering this data into their system. The full description and boundary information is detailed on a continuation sheet under Section 10. (*Bulletin* pages 10-11) The box labeled "not for publication" should have "N/A" unless the resource has sensitive information that should be protected—usually archaeological sites.
- ___ **3. State/Federal Agency Certification:** Check only one blank for either "nomination meets" or "nomination does not meet," National Register Criteria, and check at least one level of significance – "local," "statewide," or "national." Check the appropriate Criteria (A, B, C, and/or D). Make sure the level and criteria chosen are justified in the Statement of Significance summary and narrative. (*Bulletin* page 12)
- ___ **4. This section is for the National Park Service only and should not be marked.** (*Bulletin* page 13)
- ___ **5. Classification:** Both Ownership and Category should be properly marked. There may be multiple ownership checks. With regard to ownership in historic districts, it is very important to note if any property within the district is owned by the Commonwealth of Virginia or the U.S. government; this includes post offices, parks, military facilities, and government offices. **Only one** box under Category should be checked; consult with DHR staff as needed to determine the correct category. Check to see that all **contributing** and **non-contributing** resources are accounted for and that they match the description/inventory in Section 7 and the sketch map. Check for previously listed resources, whether in earlier districts or individually. **Enter 0** where no resource is counted – do not leave blanks. (*Bulletin* pages 14-17)
- ___ **6. Function or Use:** Be sure these categories are correct; adhere to the capitalization format used in the Bulletin. (*Bulletin* pages 18-23)
- ___ **7. Description:** (*Bulletin* pages 24-34)
- ___ **Architectural Classification:** Check to see that the classification is correct; adhere to the capitalization format used in the Bulletin. (*Bulletin* pages 24-26)
- ___ **Materials:** Be sure to provide all material types that apply to your resource, including non-historic materials. In districts you may list the most commonly used materials throughout the district. (*Bulletin* page 27) It is not necessary to state where on the building the material is used; just list the materials themselves. Adhere to the capitalization format used in the Bulletin.
- ___ **Narrative Description:** This section should be incorporated into the body of the form; continuation sheets are not necessary. (*Bulletin* pages 28-34)

Summary Description: This paragraph needs to capture the physical essence of your resource. Follow the instructions on the form for the type of information to provide. You should include all the basic information, such as location, date of construction, size, general characteristics, type, style, method of construction, significant features, number of resources, and acreage. A summary of the secondary resources should also be included in this section. Try to do it in one concise paragraph not exceeding 200 words.

Narrative Description: The next paragraph(s) in this section should describe the resource being nominated in a logical fashion. Do not describe every detail, space, or artifact, but just describe those elements that capture the essence of the resource. Individual nominations should also include a summary of secondary resources with dates, form, and building materials, noting whether they are contributing or non-contributing. For individual properties with a large number of secondary resources, an inventory of the resources is helpful. For historic districts, an architectural analysis and an inventory of contributing and non-contributing resources is required (see below). On average, this section should be no longer than 3-5 pages (historic districts and unusual resources may require more description). Include contextual aspects of the resource or district; describe important land features, natural and designed settings, and streetscapes. **Don't forget to address the architectural evolution of the resource – buildings, structures, and sites change over time. Also address the current physical integrity of the resource.**

___ **Inventory:** Provide a statement as to how and why inventory resources are called contributing (C) or non-contributing (NC). This should be based on the Area(s) of Significance, Period(s) of Significance, and physical (or material) integrity. Historic districts must have inventories that itemize each property; DHR's electronic survey database should be used to generate an inventory automatically (consult DHR staff if you are not using the database). District inventories are to be generated by the database and are organized alphabetically by street, then numerically by address (DHR staff can assist with generating the inventory report). **Brief** descriptive information is provided, such as architectural style and construction date, as well as the Contributing or Non-Contributing status of the resource (ask Register staff for inventory examples). Also provide any descriptions for questionable C or NC status calls. The DHR ID number for each resource within the district must be included in this section as well (#124-5897-0001, #124-5897-0002, etc.). If the property has more than one DHR ID number, all must be noted (124-0034 and 124-5897-0002). Vacant lots **are not** counted unless they are considered archaeological or otherwise important sites.

___ **Archaeology Nominations Data:** If Criterion D is checked, then some data that confirms the physical integrity of the site is needed as part of Section 7. This may consist of field study mapping, an inventory of artifacts, historic recordation of prominent features, and/or consistent and focused historical information that confirm the existence of the site and a significant degree of intactness. Note: the existence of above ground features may indicate archaeological potential, but is not an indication of physical integrity of the site. If you are not an archaeologist, please consult with a professional archaeologist when assessing potential archaeology. Consult with DHR staff to discuss the threshold for using Criterion D.

8. Statement of Significance: (*Bulletin* pages 35-51)

___ **Applicable National Register Criteria:** Be sure at least one Criterion is checked, and make sure each is justified in the summary and narrative of Section 8. The Criteria checked in Section 8 should exactly match the Criteria checked in Section 3 on page 1 of the form. (*Bulletin* pages 36-37)

___ **Criteria Considerations:** Check the appropriate box if the property also falls under a Criterion Consideration, and make sure this is justified in the summary and narrative of Section 8. (*Bulletin* pages 36-37)

___ **Areas of Significance:** Be sure this is completed using the guidance and information on *Bulletin* pages 38-41. You will need to be sure that the narrative statement of this section discusses **each area** of significance that is checked. The Area of Significance is not necessarily the same as historic function from Section 6. Detailed architectural descriptions provided in Section 7 **do not** constitute a statement of significance for Criterion C. To

nominate a resource under Criterion C, a statement of significance must be provided that explains how the resource is significant for its architecture, design, workmanship, or whatever aspects make it significant.

____ **Period of Significance:** It is important to have a beginning and an ending date. The ending date is often not automatically the fifty-year mark, but, whatever the dates, they must be justified within the narrative. It is possible for a period to be within one year (a short historical event or construction date, etc). Multiple periods of significance can be used, however, periods that overlap (i.e., 1640-1690 for association with settlement and 1680-1720 for association with a significant individual) should have a single combined period of significance (1640-1720). Separate periods of significance also can be used, such as 1740-1780 for association with commerce and 1890-1930 for association with a significant individual. (*Bulletin* page 42)

____ **Significant Dates:** All dates entered here must also be justified in the narrative. It is not necessary to include the start and end dates of the period of significance here, unless those dates also mark specific events directly associated with the property's significance. Enter dates of alterations only if the alterations contribute to the property's significance. (*Bulletin* page 43)

____ **Significant Person:** Noted only if Criterion B is selected, otherwise enter **N/A**. (*Bulletin* page 43)

____ **Cultural Affiliation:** Noted only if Criterion D is checked, otherwise enter **N/A**. (*Bulletin* page 44)

____ **Architect/Builder:** If not known, enter "unknown" here. If known, enter the architect's last name first, as in, Davis, Alexander Jackson. (*Bulletin* page 45)

____ **Narrative Statement of Significance:** This should be incorporated in the body of the form; continuation sheets are not necessary. (*Bulletin* pages 45-51)

Summary Paragraph: Follow the instructions on the form for the type of information to provide. Summarize the significance of the property, and address how the property meets the criteria selected above and justifies the period and level of significance and any significant dates chosen. State the criteria or criterion selected, including the corresponding letter(s), and any criteria considerations that may also apply, providing some justification for these selections. Try to do it in one concise paragraph not exceeding 200 words.

Narrative Statement of Significance: The purpose of this section is to show *why* the resource is significant. Use only basic facts that directly support the resource's significance, contained in the Criteria, Areas of Significance, and Period of Significance. This section should be no longer than 3-5 pages, except for unusual resources. This is not for reporting a complete deed trace or detailed genealogy, but your opportunity to make a solid argument to justify historic recognition and a historical overview. Including subheadings is also helpful to the reader and speeds review. **This section must include a context for the resource.** Be sure to cite the reference materials that you used to prepare the context; use endnotes, footnotes, or parenthetical references. (*Bulletin* page 51)

____ **9. Major Bibliographical References:** Provide a bibliography that includes, at minimum, all references cited in Sections 7 and/or 8, as well as any major standard reference works that were used. Organize the bibliography alphabetically by author in standard format, such as the *Chicago Manual of Style*. Under **Previous Documentation and Primary Location of Additional Data**, be sure all appropriate boxes are checked, including the SHPO (State Historic Preservation Office) then type *Virginia Department of Historic Resources, Richmond, Virginia*, on the "name of repository" line. Also note any other main repositories. Please be as complete as possible for any Internet citations. Insertion of the "link" alone is not a full citation! (*Bulletin* pages 52-53)

____ **9a. Inserting References/Citations:** The nomination form is set up for Endnotes to be placed at the end of the document. It *is not necessary* to try to segregate Endnotes in Section 7 of the form from those in Section 8. Footnotes and/or parenthetical in-text citations also are acceptable. Choose one Citation format and use it consistently throughout the document.

___ **10. Geographic Data:** Verify the acreage and the latitude/longitude or UTM coordinates that are entered and make sure those listed on the form match those noted on the Location Map. See the map guidance below for the number of necessary coordinate points. Written guidance for generating digital maps is available from DHR staff. UTM instructions are in *Bulletin* pages 54-58 and Appendix VIII

___ **Verbal Boundary Description:** Whenever possible, a legal tax parcel number is preferred for use in the verbal boundary description. Include the parcel's block and lot and note where the information was obtained (usually local government records), and provide a copy of the tax map with the nomination. If a tax parcel number is not feasible, you may use a narrative boundary description copied from a recent deed description; or refer to an included scaled map, such as a USGS topographic map with boundaries marked with UTM coordinates. A detailed sketch or base map is required for historic districts and for properties with several resources. If you are not using a tax parcel or detailed map, please consult with your DHR regional contact for assistance in setting appropriate legal boundaries. If you are using a sketch or base map to depict your boundary **in lieu of a verbal description**, the scale must be 1"= 200' or larger. (*Bulletin* pages 55-58)

Correct boundaries are essential as they will define what actually comprises the historic area of the property. Remember that 20, 50, or 100 years from now, planners, engineers, and private entities will need to know the exact definition of the nominated area of your resource. Be specific and accurate. We will not assign a nomination to a board meeting agenda until a boundary meets our and NPS's standards.

___ **Boundary Justification:** Be sure the justification is brief and concise. The justification should be based on the property's historic boundaries and the resources contributing to the property's significance. If you are nominating a large parcel, make sure that you can justify the acreage, especially if the primary significance is based on the architectural characteristics of one building. (*Bulletin* pages 55-57)

___ **11. Form Prepared by:** Be sure all information is complete, including a telephone number. (*Bulletin* page 59)

___ **CD or email:** DHR requires that you submit your nomination in electronic form (MS Word is preferred), so it can be downloaded into our archives database and onto our website. **The electronic form will be returned if it is not presented in one document, including the inventory section for historic districts.** The CD may also contain any extra photographs for the resource, aside from the digital ones being submitted with the nomination (which must be on a separate photo CD as described under the Photographs section below). Before you spend quality time downloading photographs onto a disk, please check our photographic standards so you will know the requirements for sizing and color. See "Photographs" section below.

B. Location and Sketch Maps and Photo Key

For detailed guidance on preparing maps, please refer to DHR's **Guidelines for Preparing Maps for National Register Nominations in Virginia** and **Step-by-Step Instructions for Creating Digital Location Maps**. Both are available through DHR's Register Program webpage, <http://www.dhr.virginia.gov/register/register.htm>.

___ Without exception, maps must be finalized by the deadline for submitting the final nomination packet to Register staff in Richmond. Nominations will not be placed on a Board meeting agenda without final maps, nor will the public notification process commence. Please refer to DHR's "Guidelines for Maps for National Register Submission in Virginia" for detailed guidance on how to prepare maps.

___ Provide either a Digital Location Map or a USGS quadrangle map; it is not necessary to provide both. In addition, provide a Sketch Map for the property you are nominating, as specified below.

___ All location maps submitted with National Register nominations must include the following information:

- Clear labeling of the property being nominated. The location of the point or the district boundaries should be instantly distinguishable from the rest of the map.
 - For properties with less than 10 acres, a single location point must be shown.

- For properties with more than 10 acres, a minimum of three location points must be shown, based on the shape of the historic boundary.
 - For irregularly shaped resources encompassing more than 10 acres, a polygon can be drawn around the resource boundaries and location points taken at the vertices of the polygon.
- A scale.
- A North arrow.
- The name and city/county and state of the property being nominated (i.e., Dr. Jane Doe House, Washington County, VA), as well as its DHR file number (i.e., 002-0542).
- Latitude/longitude coordinates for each point, extending to at least six decimal places; coordinates shown on the map must match the coordinates listed in Section 10 of the nomination form.
- Location maps must be reproducible in black and white (same standards for black and white reproducibility as a sketch map). Maps reliant on color will not be accepted.
- The background may be a topographic map, street map, or aerial photo, as long as it reproduces clearly in black-and-white.
- *Optional:* The Location Map may also include the historic boundary of the property being nominated. The historic boundary must be precisely drawn and a true representation of where the nominated property is physically located.

____ **Digital Location Maps Option:** A digitally generated map also must include the WGS datum (the default datum is WGS84 for most readily available mapping websites and software) and the website or software used to generate the map (i.e., Bing Maps; Google Earth; ArcGIS; etc.). Print the map on 8.5" x 11" paper. If you are able, you can include the shapefile used to generate the map on the same CD as the electronic nomination form. The shapefile will typically be a .kmz or .kml file. Provide two copies of location maps. **Detailed, step-by-step instructions and assistance for creating digital location maps are available through DHR's Register Program webpage, <http://www.dhr.virginia.gov/register/register.htm>.**

____ **USGS Quadrangle Maps Option:** Use a clean, original, full-size United States Geological Survey Quadrangle map for boundaries (no pen marks, tape or tears). **Property name, location, DHR ID number, Quad name, North American Datum (NAD), and UTM reference points must be written in pencil (no ink, no labels, and no whiteout) in the white border of the quad map with a line drawn to the resource. Improper labeling will result in a delayed nomination.** Regional offices can answer any questions regarding how to mark the UTM's on your Quad map (*Bulletin* pages 61-63)

____ **Sketch Map and Photo Key:** All sketch maps submitted with National Register nominations must include the following information:

- The name and city/county and state of the property being nominated (i.e., Dr. Jane Doe House, Washington County, VA).
- A North arrow
- Adjacent streets/roads and any major natural features (rivers, lakes, etc.) and land uses in the immediate vicinity
- Historic boundaries
 - The boundaries must match the verbal description in Section 10 of the nomination form and, if shown, the boundaries on the location map.
- All associated resources and whether they are contributing or non-contributing
 - The number and types of resources on the sketch map must match the resource counts in Section 5 of the nomination form.
 - Resources shown on the map must match the resources described in Section 7 of the nomination form, including contributing/non-contributing status.
- The sketch map must be reproducible in black-and-white; do not use multi-color shading or color lines on the map.

- A digitally generated sketch map may have a topographic map, street map, tax parcel map, GIS-based map, or aerial photo, as long as it prints clearly in black-and-white; a hand-drawn sketch map may be drawn on plain white paper or graph paper.
- A photo key can be included on the sketch map; the photo locations and numbers must match those provided in the Photo Log section of the nomination form
 - If the photo key is not included on the sketch map, it must be submitted as a separate map
 - Photo key information also must be reproducible in black-and-white.

_____ For individually nominated resources, if you are using a sketch or base map to depict your boundary **in lieu of a verbal description**, the scale must be 1"= 200' or larger.

_____ **Sketch Maps for Historic Districts (VERY IMPORTANT):** In addition to a digitally generated location map or a full-size USGS map, a detailed sketch map is required for historic districts. The map should show building footprints and must note which resources are contributing and non-contributing, including secondary resources. Do not use color to denote contributing or non-contributing status, or boundary lines; all information should be understandable if the map is copied in black and white. *Use of color will result in a returned nomination.* **Please note that DHR does not have the capability to print large format maps (larger than 11" x 17"). If you are working on a large historic district or rural historic district, please consult with DHR staff for advice on large scale mapping requirements.** For detailed guidance on preparing maps, please refer to DHR's **Guidelines for Preparing Maps for National Register Nominations in Virginia**

C. Photographs and Historic Images

Please note: Photo requirements for National Register nominations are different than for survey or DHR archives. The following relates *only* to photographs for submission with National Register nominations. Use the guidance on the nomination form for photographs with regard to size, number, labeling, and keying to a photo key.

Requirements for nomination photographs in Virginia are explained in DHR's **Photograph Guidance for National Register Nominations in Virginia available through DHR's Register Program webpage**, <http://www.dhr.virginia.gov/register/register.htm>. All photographs intended for submittal with the nomination must adhere to these policies. For survey (not Register) requirements, please see: http://www.dhr.virginia.gov/review/Survey_Manual_Web.pdf.

Indicate which photo format option you included with your nomination (**only one format can be used; a mix of some digital and some film images cannot be submitted for the same nomination**):

_____ **1. Digital Option** – two sets of color prints, plus a CD/DVD with the same prints in color (always required); black and white prints can be submitted in lieu of color prints but *must* meet DHR requirements for black-and-white processing. Digital images must be saved in the format and resolution specified by DHR and the National Park Service.

_____ **2. 35 mm Film Option** – two sets of labeled black-and-white photo prints and labeled and sleeved negatives that must be processed using true black-and-white film processing. Incorrectly processed black-and-white prints *will not be accepted*. Please note that DHR strongly recommends the Digital Option due to the difficulty in finding commercial labs with true black-and-white processing capabilities.

_____ All digital image files must be named with the state abbreviation, locality, property name, and image number, using the format below. The image numbers should be 4 digits: e.g. 0002, 0003, but 0010, 0011, etc. *Numbers must match the numbers on printed photos and in the nomination photo log.*

- Example for individual properties: **VA_Albemarle County_Blenheim_0001**
- Example for historic districts: **VA_Albemarle County_Woolen Mills Historic District_0012**
- Example for nominations within MPD: **VA_Virginia Beach City_Virginia State Parks Built by the CCC MPD_First Landing State Park_0005**

____ Due to digital storage limitations, DHR no longer accepts TIFFs greater than 10 megabytes per file. Image resolution must be set to a minimum resolution of 1200 x 1600 pixels and cannot exceed 2000 x 3000 pixels. Images also should be set to a minimum of **300 dpi**. If you are having difficulty resizing images, please contact Register Program staff for assistance.

____ **Labeling prints:** At a minimum, hardcopy prints must be labeled to include the following information: Photograph number, Name of the Property, County, and State. Please note that the information should be written directly on the print using a soft lead or archival labeling pencil; adhesive labels should not be used. Acceptable examples of label information:

- VA_Albemarle County_Blenheim_0001
- Photograph 1 of 25: VA_Albemarle County_Blenheim_0001
- Blenheim
Albemarle County, VA
1 of 25
- Blenheim
Albemarle Co., VA
Photo 1 of 25

____ **Photo Log:** Provide a photo log at the end of the nomination form beneath the Photo Log heading. The log must contain:

- Property name, county or city and state, name of photographer, date the photos were taken and location of the original files (DHR Archives). To save space, these may be listed once on the photo log if the information is the same for each photo.
- Photograph number corresponding with the print *and* the CD/DVD
- Photograph view (e.g. east elevation)
- Photo Log example:
Photo 1 of 15: VA_Powhatan County_John Doe Plantation_0001
View: Primary dwelling, northeast elevation, camera facing southwest

____ **Historic Images:** Nomination authors may choose to include historic images (photographs, maps drawings, etc.) in nominations if they are directly relevant to the property's historic significance. Each image should be identified on a list similar to the photograph list at the end of the nomination. If desired, digital images can be placed on continuation sheets, however, these must be saved as a separate document from the nomination form. Each continuation sheet must be labeled with the resource name, city/county, state, and the DHR ID number. **Alternatively, as of May 2013, the NPS officially permits embedding images within the nomination text:** <http://www.nps.gov/nr/publications/bulletins/photopolicy/index.htm>. If you choose to embed images within the nomination text, you must reduce the image's resolution and file size or the Word document will become too large to navigate effectively. Images can be easily resized using photo editing software such as Google's Picasa (free download), Adobe Photoshop Elements (purchased software), or Flickr (online photo sharing and editing website). Register Program and Archives staff are available to answer questions about reducing file sizes.

D. Legal Notification Form and Public Hearing Form

____ **Legal Notification Form:** A separate legal notification form must be completed and signed by the nomination author. See the form for detailed instructions on how to complete this form.

Failure to submit the form means that *the nomination will not be scheduled for presentation at a Board meeting, and the nomination will not be submitted for inclusion in either the Virginia Landmarks Register or National Register of Historic Places, because the nomination does not comply with the legal requirements of state and federal regulations.*

___ The following materials are to accompany the Legal Notification Form: lists of local officials, property owner(s), and adjacent owner(s); two sets of mailing labels for officials, owner(s) and adjacent owner(s); all mailing labels in electronic format (Excel or Word); and a tax parcel map showing the nominated property and all adjacent properties.

___ A **public hearing form** must be provided for historic districts and for multiple-ownership properties (i.e., those that have separate tax parcels with two or more unmarried or unrelated owners). Public hearings must be conducted as required under state and federal regulations. See the form for the date ranges within which public hearings must take place. Regional staff will work with nomination authors to coordinate the public hearing.

E. All-Electronic Submittal Materials

For detailed guidance on All-Electronic Submittals, please refer to DHR's **Guidance for All-Electronic National Register Nomination Submittals in Virginia**, available through DHR's Register Program webpage, <http://www.dhr.virginia.gov/registers/register.htm>.

___ As of May 2013, the National Park Service accepts all-electronic submission of nomination materials. An all-electronic submission will consist of the following:

- The nomination form in MS Word format
- PDFs or JPGs of the location map and sketch map
- Digital photos saved as TIFF files

___ Submit TIFF files on a CD. Remember to name and size the files according to the photograph guidelines specified above. Do not include any files other than the TIFFs on this CD.

___ Submit the nomination form, location and sketch maps, and any other documentation (such as historic images) on CD, via email (if files are less than 10 MB total), via DHR's file transfer site, <https://vitashare.virginia.gov/fcweb/jsp/logon.jsp> (click on the Public Access button to use the site), or a commercial file transfer site, such as DropBox (DHR staff must be provided with appropriate login credentials).

___ Even when all-electronic materials are submitted to the National Park Service, DHR continues to require the following materials in hard copy format:

- 1 set of photo prints (printed and labeled according to the photograph guidelines specified above)
- Location and/or Sketch maps larger than 11" x 17" (DHR does not have the capability to print or photocopy anything larger than 11" x 17")
- Legal notification form with original signature
- Mailing labels for property owners, adjacent owners, and local officials

A COPY OF THIS CHECK LIST AND THE LEGAL NOTIFICATION FORM MUST BE COMPLETED, INITIALED, AND SUBMITTED ALONG WITH A COMPLETED NOMINATION PACKAGE.

Once you have a completed nomination package, refer to the deadline schedule available online at http://www.dhr.virginia.gov/pdf_files/2014_National_Register_Submission_Schedule.pdf for the appropriate deadlines for each board meeting quarter as well as for Certified Local Government information.

Regional Reviewer-confirmed completeness

Initial and date _____

Applicant – I have completed the checklist

Initial and date _____