

**DEPARTMENT OF PARKS AND RECREATION  
OFFICE OF HISTORIC PRESERVATION**

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Armando Quintero, Director

**Checklist for Submission:  
National Register of Historic Places Nomination Packet**

To nominate a California property to the National Register of Historic Places, you must supply the following items by mail. All-electronic submissions are not accepted; the hardcopy documents and digital media listed below are required.

- **One** cover letter from the applicant, identifying the property being nominated, the property owner, and any person or organization on whose behalf the nomination is being submitted. Property owner contact information *must include name and complete address*. Please identify, by name, a contact person or owner representative to receive correspondence regarding the nomination. For districts with multiple owners, [use our Excel spreadsheet](#).
- **One** CD-R/DVD-R, flash drive, or other digital media containing all nomination documents in Microsoft Word format, nomination photos in TIFF format, owner information file in Excel format, and any additional images or maps in JPEG or PDF format. Please ensure that you are using the latest version of the NPS 10-900 nomination forms ([the latest forms can be found via our website](#).)
- **Two** complete paper copies of the NPS 10-900 National Register nomination form. Do not bind or use presentation folders; a binder clip or paperclip is sufficient.
- **One** set of color photographs of the nominated property, labeled according to the instructions in the [National Park Service Photo Policy Fact Sheet](#), either printed on NPS 10-900 form pages or as separate photo prints. Nomination photos must be less than 5 years old. **Nomination photos should not have people visible in the shot.** Do not include historic photos or maps as printed nomination photos; these should be included as figures in the 10-900 Word document, separate from the nomination photos.
- **Digital photo files** must be in TIFF format and labeled according to the instructions above. Minimum photo resolution is 2 megapixels (1200x1600 pixels), recommended resolution 6 megapixel (2000x3000 pixels) or larger, at 300 dpi. Images must be uncompressed.
- **A sketch map/photo key** clearly showing the property boundaries, footprints of all resources and landscape features, scale, and north arrow should be included on the CD-R. Key all nomination photographs to this map. Floor plans are highly recommended but not required. Paste maps and plans into the nomination form.
- **A location map** using *decimal degrees, not UTM*s, is required. This map must be in JPEG or PDF format and included in the CD-R, and pasted into the nomination form. [Draft policy for creating electronic maps can be found via this link](#).

[Contact the Registration Unit](#) by phone or email if you have questions regarding nomination requirements or required components for a nomination. [Consult National Register Bulletins 15 and 16A](#) for guidance regarding how to evaluate properties and complete the Nomination Form.