

Procedures and Checklist for National Register Nominations

Utah State Historic Preservation Office (SHPO)

(Updated July 2024)

All National Register nominations must be approved by the Utah National Register Review Committee before they can be submitted to the National Register Office in Washington, DC, for final review and listing. If a property is located in a community that is participating in the Certified Local Government (CLG) program, then it must be reviewed by the local historic preservation commission **before** it is reviewed by the Review Committee.

The Review Committee typically meets three times a year but schedules may vary. Call the Preservation Office (801-245-7242) to find out when the next meeting is scheduled. Meeting agendas are finalized 60 days in advance, so **complete** supporting documentation must be submitted prior to that deadline (photo updates may be submitted by the Committee meeting date if approved). It is recommended that nominations be submitted **at least 12 weeks** in advance in case corrections or additional information are required to make the documentation complete. In addition, federal regulations require that the legal property owner be allowed a minimum of 30 days to comment on the proposed nomination. Local review by a CLG is allowed a minimum of 60 days.

Please coordinate with the Historic Preservation Office when completing a nomination. Nominations and inquiries should be directed to: coryjensen@utah.gov or Utah State Historic Preservation Office, ATTN: National Register Coordinator, 3760 South Highland Drive, Salt Lake City, Utah 84106. Phone (801) 245-7242.

All submitted documentation and research materials including image files, digital storage, maps, etc., become the property of the Division of State History for the purpose of reproduction, publication, or distribution. Copies of any National Register materials can be obtained for a nominal fee.

Checklist

As of January 2020, the **Utah SHPO accepting digital-only submissions** (no paper).^{*} The following materials must be submitted before a property can be scheduled for presentation to the Board of State History

- Nomination form (in MS Word, which can be emailed or submitted on CD with digital images and scanned research materials) completed per National Register guidelines (NPS Bulletin 16A, "How to Complete the National Register Registration Form").
- Aerial imagery (from Google Earth, Bing Maps, or other spatial mapping service) with building and property lines clearly marked and latitude/longitude (in degrees/decimal) provided (two maps are required: one close-up showing property boundaries, the other showing a broader context of the surrounding area). Aerial maps must include property name, Lat/Long coordinates (decimal degrees), address, city and county, a north arrow and scale. Any other accompanying maps or drawings. Photo-key maps/floor plans are also required, showing photo number, location, and direction from which each photo was taken. For historic districts, a spreadsheet of all properties in the district is required, along with a shape file or .kmz file showing the district boundaries.
- High-quality digital images in TIF format (at least 2000 x 3000 pixels at 300 ppi) either emailed, shared in Google Drive or on a flash drive. Image files should be named per NPS guidelines (i.e., UT_County_full name of nomination_0001, etc.) Photos should show principal façade, rear and side elevations and interior and exterior details, panoramic view of site, and all outbuildings. District photos should show representative buildings (including both contributing and a sample of non-contributing) and streetscapes.
- Name (including contact name if it is an organization), email address and mailing address of the legal owner(s) of record.
- Scanned copies of all research materials and title search information included on a CD or emailed.
- Local historic preservation commission review and approval for properties in a CLG community.

^{*} In special circumstances, paper submissions and photographs on film may be submitted. Please contact the SHPO National Register coordinator for approval.