

# Nomination Submittal Dates and Submittal Policy

## Department of Archaeology and Historic Preservation

Consultants, Nomination Authors, Sponsors and CLG Coordinators, please make note of the following procedural policies, meeting dates, and deadlines for submitting National Register and Washington Heritage Register nominations to the Department of Archaeology and Historic Preservation (DAHP).

**NOMINATION DRAFTS:** Nomination authors are required to submit nominations in draft forms before the final submittal deadline. This will enable DAHP staff to provide a constructive review and offer suggestions for any needed revision. If the nomination is within a Certified Local Government (CLG), the final nomination will be forwarded to the CLG by DAHP staff.

**Important:** *A nomination submitted for the first time by the submittal deadline will not be guaranteed placement on the upcoming agenda of the Washington State Advisory Council on Historic Preservation (ACHP). The State Historic Preservation Officer reserves the right to schedule only those nominations considered complete and proficient for consideration by the ACHP.*

**SUBMITTAL DEADLINES:** Completed nominations, including *all* required elements (See list below), must be received by the following dates. **No exceptions will be made, and faxes will not be accepted.**

| FIRST SUBMITTAL DATE<br><small>To reserve a place on the agenda if the nomination qualifies</small> | FINAL SUBMITTAL DATE         | ACHP MEETING DATE                         |
|---|------------------------------|---|
| <del>March 17, 2014</del>   | <del>April 14, 2014</del>    | <del>June 20, 2014 - LaConner</del>       |
| <del>July 14, 2014</del>  | <del>August 18, 2014</del>   | <del>October 24, 2014 - Walla Walla</del> |
| <del>November 17, 2014</del>  | <del>December 15, 2014</del> | <del>February 20, 2015 - Cancelled</del>  |
| February 20, 2015   | March 16, 2015               | May 20, 2015 - Olympia                    |
| July 13, 2015   | August 17, 2015              | October 22, 2015 -                        |

## CLG REVIEW

*The National Historic Preservation Act requires that nominations for properties located within Certified Local Governments (CLGs) be reviewed by the local historic preservation commission prior to consideration by the ACHP. DAHP will forward National Register nominations to the appropriate CLG for review at least 60-days prior to the next scheduled ACHP meeting. It is the responsibility of the CLG to review the nomination at a public meeting of the historic preservation commission and then forward their recommendations to DAHP on the "Certified Local Government National Register Nomination Evaluation Report Form". The 60-day review period may be expedited with concurrence of both the SHPO and the CLG. Expedition of the process does not preclude the local historic commission's review of the nomination, rather it simply shortens the 60-day review period.*

*The state shall proceed with the nomination process, subsequent to CLG review, under the following conditions: 1) if both the commission and chief local elected official recommend that a property be*

*nominated to the National Register, 2) if the commission and the chief local elected official fail to agree on a recommendation, or 3) if the SHPO does not receive a report and recommendation before the end of the 60-day review period.*

*In the event that both the local historic preservation commission and the chief local elected official recommend that a property not be nominated to the National Register, the SHPO shall take no further action on the nomination unless the application for nomination is appealed.*

## **Requirements for NR Submission**

Only one single-sided copy is required for submission to the DAHP. This includes the NR form and its accompanying documentation, including Assessor's or plat map showing property boundaries, sketch floor and site plans, and other exhibits. **Note: NPS & DAHP are now allowing for full digital submittals.** These documents should not be stapled, punched, or bound in any manner, and should be arranged in the following order:

1. Completed nomination form (in editable Word format) saved to a CD rom or e-mailed.
2. Assessor's or plat map (or 8 ½ x 11 inch),
3. Google Earth Map/Bing Map (8 ½ 11 inch excerpt from the map) with coordinates identified, or full size USGS Quad
4. site sketch plan with north arrow,
5. sketch floor plans or architectural drawings (8 ½ x 11 format),
6. any additional exhibits in 8 ½ x 11 format,
7. digital TIFF images with accompanied disc meeting NPS standards (300 DPI min.), or properly labeled chemically processed photographs (2 sets of 5x7)

*Note that the submittal requirements for districts, and Multiple Properties Documents are slightly different than the above list. Please check with DAHP staff before submitting nominations.*

## **Requirements for WHR Submission**

Only one single-sided copy is required for submission to the DAHP. The following documents should not be stapled, punched, or bound in any manner:

1. Completed nomination form (in editable format) saved to a CD rom or e-mailed.
2. Assessor's or plat map (or 8 ½ 11 inch), showing nominated area
3. Google Earth Map/Bing Map (8 ½ 11 inch excerpt from the map) with coordinates identified, or full size USGS Quad
4. site plan with north arrow,
5. sketch floor plans or architectural drawings (8 ½ x 11 format),
6. any additional exhibits in 8 ½ x 11 format,
7. digital JPG images with accompanied disc (300 DPI min.), or properly labeled chemically processed photographs (1 set of 5x7)