



# Nomination Submittal Dates & 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 <small>To reserve a place on the agenda if the nomination qualifies</small>	FINAL SUBMITTAL DATE	ACHP MEETING DATE
March 16, 2018	April 20, 2018	<b>June 22, 2018</b>
July 13, 2017	August 17, 2018	<b>October 19, 2018</b>
November 16, 2018	December 21, 2018	<b>March 15, 2019</b>
March 22, 2019	April 19, 2019	<b>June 28, 2019</b>
July 12, 2019	August 16, 2019	<b>October 25, 2019</b>
November 15, 2019	December 20, 2019	<b>March 13, 2020</b>

### 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**

DAHP requires all submission to be fully digital. 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.

1. Completed nomination form (in editable Word format) saved to a CD rom, thumb drive or e-mailed with all attachments embedded into the nomination file. This includes but is not limited to:
  - Assessor's or plat map
  - Google Earth Map/Bing Map (excerpt from the map) with coordinates identified
  - site sketch plan with north arrow,
  - sketch floor plans or architectural drawings for individual buildings,
2. digital TIFF images with an accompanied disc meeting NPS standards (300 DPI min.) that are property labeled.

*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**

DAHP prefers that submittals are fully digital, but will accept paper copy of attachments, maps, etc.. The following documents should not be stapled, punched, or bound in any manner:

1. registration form,
2. Assessor's or plat map (or 8 ½ 11 inch) which shows the specific boundaries of the nominated site,
3. Google / Bing Map excerpt (8 ½ 11 inch) which shows the location of nominated site in relation to major roads,
4. site plan with north arrow which show the footprint of the nominated resource in relation to the nominated site,
5. sketch floor plans or architectural drawings (8 ½ x 11 format),
6. any additional exhibits in 8 ½ x 11 format,
8. color digital images of the property, min.150 dpi JPG files (eight to twelve representative property views), or properly labeled archival photographs (1 set of 5x7),
9. and a copy of the nomination saved to a CD rom, thumb drive or e-mail to DAHP.