

# National Register of Historic Places Nomination Guide



**STATE HISTORIC  
PRESERVATION  
OFFICE OF IOWA**

IOWA DEPARTMENT OF CULTURAL AFFAIRS

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# The Basics of Nominating a Property

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Nominating a property for the National Register of Historic Places can be an exciting yet lengthy journey, involving research, preparation, documentation and multiple reviews.

Throughout the nomination and review process you are responsible for all research, writing and revisions. You may choose to hire a professional historian or researcher to nominate the property.

## **Research and Evaluation**

The first step is to research and evaluate the property you wish to nominate. It should be evaluated using the [National Park Service's Criteria for Evaluation](#). Extensive historical research and documentation are required to determine the significance and integrity of the property. If you are not working with a historian or architectural historian to evaluate your property, please complete the [Historic Preliminary Evaluation](#) form online prior to beginning work on a nomination. Please note this preliminary form is not a nomination, but instead provides us with the information we need to provide an opinion whether National Register eligibility is a possibility.

## **Preparation**

The next step is to prepare the digital [Nomination Form](#). This is how you will document the details about the property, how it meets the evaluation criteria, its significance and integrity, and more. [Detailed instructions](#) on how to prepare nomination materials are provided both in this document and from the [National Park Service](#).

## **Submission**

Once you've completed the nomination form and reviewed the Nomination Form Preparation Checklist, submit the nomination and other required materials through eSHPO.

## **Review by State Historic Preservation Office**

Nomination forms may undergo several reviews by the State Historic Preservation Office of Iowa. During this time the preservation office will work with you and provide feedback to strengthen your nomination. Reviews are completed through email with comments and corrections in the draft nomination. Once you have completed the requested changes and answered staff questions, you may submit a new draft for review.

## **Review by State Nominations Review Committee**

When the nomination has passed the final review, the State Historic Preservation Office of Iowa will submit it to the State Nominations Review Committee. This committee is made up of professionals in architecture, archaeology, architectural history, as well as interested citizens. Committee meetings are open to the public and held three times each year to review drafts of nominations. If the nomination is approved by the State Nominations Review Committee it will be submitted to the National Park Service for final review and listing.

### **Review by Certified Local Government**

If your community has an established Certified Local Government program for local historic preservation, a copy of the nomination will be sent to the local committee at least 60 days prior to the State Nominations Review Committee meeting. You will be notified of the meeting and invited to participate by the local historic preservation committee.

## **Listing on the National Register of Historic Places**

The final review and approval of a nomination rests with the National Park Service. Owners, consultants and elected officials are notified of listing in writing. If your nomination is not approved you may appeal the decision.

# Research and Evaluation

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The first step is to research and evaluate the property you wish to nominate. It should be evaluated using the [National Park Service's Criteria for Evaluation](#). Extensive historical research and documentation are required to determine the significance and integrity of the property. If you are nominating a moved building please contact us for additional guidance. Review the [Nomination Preparation Form Checklist](#) to get familiar with what types of information you will need to research and document.

## Age and Integrity

Is the property old enough to be considered historic (generally at least 50 years old) and does it still look much the way it **did** in the past?

Properties less than 50 years old may be considered eligible if they are of exceptional importance and have achieved historic significance. Consult the National Park Service's guide for evaluating and nominating [properties that have achieved significance within the past fifty years](#).

Whether or not the property has enough physical integrity to be eligible for the National Register of Historic Places depends on the appearance of the property and whether it still possesses enough historic qualities and materials to convey its historic significance. Integrity is based on seven characteristics in what is known as "the seven aspects of integrity." In order to maintain integrity, a property must have several and usually most of the following aspects intact: location, design, setting, materials, workmanship, feeling and association. Consult [How to Apply the National Register Criteria for Evaluation](#) for guidance on evaluating the integrity of a property.

## Significance

Is the property associated with events, activities, or developments that were important in the past? With the lives of notable people? With significant architectural history, landscape history, or engineering achievements? Does it have the potential to yield information through archaeological investigation?

Please note that history and historic context are not the same thing as historic significance.

- History involves all of the facts about a property. Examples include when was it built and by whom; when were alterations made; who lived there and what did they do; what events happened on the property; and so on.
- Historic context is the backdrop that informs the property's history and serves as the basis for significance. This usually refers to a specific topic, geographic region, and time period. Examples include late 19th century agriculture in northeastern Iowa and mid-20th century commerce in Newton. Various factors for historic context include environment, architecture, economics, politics, transportation, technology, settlement, and so on.
- Significance is the argument for why a property is important to local, state, or national history. Significance must be backed up by history and context. The existence of a property during an historic period of time does not necessarily mean it is significant.

When evaluated within its historic context, a property must be shown to be significant for one or more of the four criteria for evaluation: A, B, C, or D. The criteria describe how properties are significant for their association with important events or persons, for their importance in design or construction, or for their information potential.

### Criterion A: Events

Properties can be eligible for the National Register if they are associated with events that have made a significant contribution to the broad patterns of history.

### Criterion B: Person

Properties may be eligible for the National Register if they are associated with the lives of significant persons in the past.

### **Criterion C: Design/Construction**

Properties may be eligible for the National Register if they embody the distinctive characteristics of a type, period, or method of construction, or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction.

### **Criterion D: Information Potential**

Properties may be eligible for the National Register if they have yielded, or may be likely to yield, information important to local, state, or national history.

### **Research Resources**

Extensive historical research and documentation are required when nominating a property for the National Register of Historic Places. Local libraries, historical societies and county government offices are a good place to start.

The [State Historic Preservation Office of Iowa](#) in Des Moines houses historic and archaeological site inventories, previous nominations, Multiple Property Documentation Forms/Multiple Property Submissions, architect files and more. Documents not available online are available in person during research hours.

The collections available at the [State Historical Research Centers](#) in Des Moines and Iowa City include maps, state archives, photographs, census records, county records, newspapers, vital records and much more.

## **Preparation**

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All new National Register of Historic Places nomination drafts should be submitted through [eSHPO](#). Further info on eSHPO is available through the eSHPO training guide is at the bottom of this [page](#). The following documents are included within this packet and must be used. Do not replace these forms with others or create new ones.

- Nomination Submission and Review Process Overview
- [Nomination Form](#)
- Nomination Form Preparation Checklist
- [Multiple Property Owner List Spreadsheet](#) (only for historic district nominations or properties with multiple owners)

All research, writing, revisions, editing, and preparation of nominations are the responsibility of whoever prepares the nomination. The State Historic Preservation Office will provide suggestions, directions, and advice throughout the revision process but will not prepare, research, edit, or write nominations for you. If you have trouble with formatting within the nomination, please see our [troubleshooting guide](#) or reach out to a technology professional for assistance.

### **Before You Begin**

If you are not working with an historian or architectural historian in the preparation of your nomination, please complete the [Historic Property Preliminary Evaluation](#) form online prior to beginning a nomination. This form does not take the place of a nomination, but it will provide us with the information we need to evaluate whether the property may be eligible for the National Register.

## Plagiarism, Citations and Sources

National Register of Historic Places nominations are public documents that represent the research and work of their authors. **Presenting another researcher's words or ideas as one's own or without proper citation is plagiarism. This includes direct quotes and paraphrased text or ideas.** In the case of draft nominations that are then later continued by new researchers, the nomination form must include the name of the original preparer(s) if any of the original text, ideas, or research is retained or used. [Plagiarism.org](http://Plagiarism.org) offers additional guidance on the subject.

Footnotes are the State Historic Preservation Office of Iowa's preferred form for in-text citations. They should include the page number on which the information may be found within each source. One to three block quotes from other authors or researchers may be acceptable as long as the passage is properly cited and relevant. Reliance upon a large number of block quotes assembled from various sources, however, and the copying-and-pasting of large sections of text regardless of citation, should be avoided and the information synthesized and cited as appropriate instead. Avoid using "blanket citations" to indicate a main source of material at the beginning of the nomination in lieu of in-text citations. Additionally, bibliographies must include all sources used to prepare the nomination, including figures. The referral of readers to in-text citations instead of listing them individually in the bibliography is not acceptable. See [The Chicago Manual of Style Online](#) for further guidance on citations.

Using reliable historical sources is crucial to the accuracy of National Register of Historic Places nominations and understanding of the property. Research should focus on primary sources, which provide first-hand evidence of historical events, such as newspaper articles, property records, maps, and photographs that were created at the time the event occurred. Information on using and citing primary sources can be found on the [Library of Congress website](#). Secondary sources, such as books, essays, or articles about a specific subject, may be used as additional reference to help provide historic context and improve understanding of the property within its time period and geographic area. Avoid the use of Wikipedia and other similar compilations of information as a source of information for nominations.

## Research Resources

Extensive historical research and documentation are required when nominating a property for the National Register of Historic places. Local libraries, historical societies and county government offices are a good place to start.

The [State Historic Preservation Office of Iowa](#) in Des Moines houses historic and archaeological site inventories, previous nominations, Multiple Property Documentation Forms/Multiple Property Submissions, architect files and more. Documents not available online are available in person during research hours.

The collections available at the [State Historical Research Centers](#) in Des Moines and Iowa City include maps, state archives, photographs, census records, county records, newspapers vital records and much more.

## Digital Resources

### National Register of Historic Places Guidelines, Bulletins and Resources

The [National Park Service](#) provides sample nominations, instructional bulletins, policy clarifications and special publications that can help you in researching and preparing a nomination for the National Register of Historic Places.

### Iowa State Historic Preservation Office

[Research Resources and Programs Information](#)

## Nomination Form Preparation Checklist

Prior to submitting your nomination form, use this checklist to self-evaluate the completeness of your nomination to ensure a smooth review process. This check list is for your own personal use and should not accompany the submitted application form. If you have any questions on preparing a nomination or would like examples to follow, please contact the State Historic Preservation Office of Iowa at [nationalregister@iowa.gov](mailto:nationalregister@iowa.gov) or (515) 281-3989.

✓	General Review	Reference
	Used National Register of Historic Places - Iowa Nomination/Registration Form (do not use previous or alternate versions of the form)	<a href="#">Nomination Form</a>
	Completed all form fields, including "n/a" in fields that are not relevant.	
	Cited research sources throughout text where appropriate, using inline citations or footnotes.	
	Completed nomination package and assembled according to Iowa guidelines.	
✓	Section 1: Name	Reference
	The property name best reflects the historic importance and/or was the most commonly used name during the period of significance.	<a href="#">How to Complete the National Register Nomination Form</a> (p. 8-9)
	The name is clear and identifiable with no abbreviations.	
✓	Section 2: Location	Reference
	All fields are complete.	<a href="#">How to Complete the National Register Nomination Form</a> (p. 10-11)
✓	Section 3: State/Federal Agency Certification	Reference
	All fields left blank. (State Historic Preservation Office will advise if and when to check fields.)	
✓	Section 4: National Park Service Certification	Reference
	All fields left blank. (National Park Service to complete.)	

✓	<b>Section 5: Classification</b>	<b>Reference</b>
	Checked appropriate ownership and category boxes.	<a href="#">How to Complete the National Register Nomination Form</a> (p. 14)
	Contributing and noncontributing resource counts are clear and consistent with Section 7 narrative.	<a href="#">How to Complete the National Register Nomination Form</a> (p. 15-17)
✓	<b>Section 6: Function or Use</b>	<b>Reference</b>
	All historic functions listed were selected from “Data Categories for Functions and Uses” from Bulletin 16A. (Example: DOMESTIC/single-dwelling)	<a href="#">How to Complete the National Register Nomination Form</a> (p. 20-23)
	Historic functions listed are for contributing resources only, relate directly to the property’s significance, and are related to the property itself (not to the occupation of assorted persons or role of associated events).	<a href="#">How to Complete the National Register Nomination Form</a> (p. 18-23)
	All current functions listed were selected from “Data Categories for Functions and Uses” and include functions of both contributing and noncontributing resources.	<a href="#">How to Complete the National Register Nomination Form</a> (p. 20-23)
	Each function is listed on a separate line.	<a href="#">How to Complete the National Register Nomination Form</a> (p. 18-23)
✓	<b>Section 7: Description</b>	<b>Reference</b>
	<p><b>Architectural Classification</b></p> <p>Terms listed were selected from “Data Categories for Architectural Classification,” or directions were followed for classifying buildings that don’t fit the subcategories or are not described by the listed terms.</p> <p><b>Example:</b> LATE VICTORIAN/Queen Anne</p> <p><b>Example:</b> LATE 19TH AND EARLY 20TH CENTURY REVIVALS</p> <p>Other: Chateausque</p>	<a href="#">How to Complete the National Register Nomination Form</a> (p. 24-26)
	<p><b>Materials</b></p> <p>Materials listed were selected from “Data Categories for Materials” and include only those visible from the exterior of the building with foundation, wall and roof materials on separate lines.</p>	<a href="#">How to Complete the National Register Nomination Form</a> (p. 27)
	<p><b>Summary Paragraph of Narrative Description</b></p> <p>A brief, general physical description of the property in the following order:</p>	<a href="#">How to Complete the National Register Nomination Form</a> (p. 28)
	1. Location and setting	<a href="#">How to Complete the National Register Nomination Form</a> (p. 24-34)
	2. Type, style, method of construction, size and significant features	<a href="#">How to Complete the National Register Nomination Form</a> (p. 24-34)

✓	Section 7: Description	Reference
	<p>3. Historic integrity according to the seven aspects of integrity.</p> <p><b>Example summary paragraph:</b>  <i>Located on the eastern side of First Street in Anytown, Any County, Iowa, the Wadsworth Manufacturing Company is a seven bay by nine bay, two-story, Romanesque Revival style industrial building with brick exterior walls, arched windows, a corbelled brick cornice, and flat roof. Completed in 1893, it is located on a lot bordered along the east by the Big River, which flows in a southeasterly direction in this section of the city. The neighborhood is a mixed use area consisting of green spaces to the north of the building along the river, parking lots, businesses, single-family and multi-family dwellings, and municipal buildings. The building is in good condition and all seven aspects of historic integrity are present. It remains on the original site of construction and only minor alterations to design elements, setting, materials, and workmanship have occurred. Additionally, feeling and association are maintained through the building's architectural details that reflect late 19th trends.</i></p>	<p><a href="#">How to Apply the National Register Criteria for Evaluation</a> (p. 44-45)</p>
	<p><b>Narrative Description</b>  Describes the current physical characteristics of the property in the following order:</p>	<p><a href="#">How to Complete the National Register Nomination Form</a> (p. 28-34)  <a href="#">How to Write a Building Description</a></p>
	<p>1. Location and setting, including landscape features</p>	<p><a href="#">How to Complete the National Register Nomination Form</a> (p. 28-34)</p>
	<p>2. Exterior characteristics - building massing, size, foundation, walls, roof, windows, doors, materials and significant features/architectural details. Description of the exterior, from the foundation up and beginning with the front facade.</p>	<p><a href="#">How to Complete the National Register Nomination Form</a> (p. 28-34)</p>
	<ul style="list-style-type: none"> <li>• If proof of nonextant features exists, such as original windows, doors, or other architectural features, the nonextant features are described <b>in addition to</b> the current conditions.</li> </ul>	<p><a href="#">How to Complete the National Register Nomination Form</a> (p. 28-34)</p>
	<ul style="list-style-type: none"> <li>• Interior characteristics - floor plan, staircases, materials and significant features/ architectural detail</li> </ul>	<p><a href="#">How to Complete the National Register Nomination Form</a> (p. 28-34)</p>
	<p>3. Other buildings/resources present, including descriptions of each</p>	<p><a href="#">How to Complete the National Register Nomination Form</a> (p. 28-34)</p>
	<p>4. Alterations and additions – major changes (including approximate dates for each) since original construction</p>	



✓	<b>Section 7: Description</b>	<b>Reference</b>
	5. Statement of Integrity – Includes level of integrity present with examples according to each of the seven aspects of integrity: location, design, setting, materials, workmanship, feeling and association	<a href="#">How to Complete the National Register Nomination Form</a> (p. 28-34) <a href="#">How to Apply the National Register Criteria for Evaluation</a> (p. 44-45)
	6. Historic Districts only – A complete inventory that concurs with the district map(s). Formatted in a table and includes address, thumbnail photo, construction date, architect (if known), brief building description, brief history, and if it's a contributing or non-contributing resource.	
	7. Future plans	
✓	<b>Section 8: Statement of Significance</b>	<b>Reference</b>
	<b>Areas of Significance</b>	<a href="#">How to Complete the National Register Nomination Form</a> (p. 35-51)
	<ul style="list-style-type: none"> <li>• Appropriate boxes marked to indicate the time period and areas in which the property is significant</li> </ul>	<a href="#">How to Complete the National Register Nomination Form</a> (p. 36-39)
	<ul style="list-style-type: none"> <li>• Areas of significance were selected from Data Categories for Areas of Significance with one area per line Example: ENTERTAINMENT/RECREATION</li> </ul>	<a href="#">How to Complete the National Register Nomination Form</a> (p. 40-41)
	<ul style="list-style-type: none"> <li>• If Criterion B is checked, "Significant Person" is completed.</li> </ul>	<a href="#">How to Complete the National Register Nomination Form</a> (p. 35-51)  <a href="#">Guidelines for Evaluating and Documenting Properties Associated with Specific Persons</a>
	<ul style="list-style-type: none"> <li>• If Criterion D is checked, "Cultural Affiliation" is completed.</li> </ul>	<a href="#">How to Complete the National Register Nomination Form</a> (p. 35-51)  <a href="#">Guidelines for Evaluating and Registering Archaeological Properties</a>
	<b>Statement of Significance Summary Paragraph</b> Description is clear, general, concise and includes:	<a href="#">How to Complete the National Register Nomination Form</a> (p. 45-46)
	<ul style="list-style-type: none"> <li>• Level of significance (local, state or national)</li> </ul>	
	<ul style="list-style-type: none"> <li>• Applicable criteria (A, B, C, and/or D) and any applicable criteria considerations (if any). Included are specific ways in which the property contributed to the area of significance and history of its locality, state, or nation during the period of significance, including important themes or historic contexts.</li> </ul>	<a href="#">How to Apply the National Register Criteria for Evaluation</a>

✓	<b>Section 8: Statement of Significance</b>	<b>Reference</b>
	<ul style="list-style-type: none"> <li>Justification for period of significance. Example Summary Paragraph: <i>The Wadsworth Manufacturing Company is eligible for its local significance under Criterion A. It derives its significance from its association with an important era of industrial expansion in Anytown that saw many factories, processing plants, and railroads spreading down the eastern and western banks of the Big River during the late 19th century. Its historic associations together with its character-defining features, such as utilitarian design, two-story brick construction, and loading bays on the ground level, help to convey the specific time and place of its construction and use within Anytown's industrial corridor. The period of significance begins in 1893, when the building was constructed, and ends in 1924, when the Wadsworth Manufacturing Company ceased business and the building became vacant.</i></li> </ul>	
	<b>Narrative Statement of Significance</b>	<a href="#">How to Complete the National Register Nomination Form</a> (p. 45-51)
	<ul style="list-style-type: none"> <li>Outline of chronology and historic development of the property.</li> </ul>	<a href="#">How to Complete the National Register Nomination Form</a> (p. 45-51)
	<ul style="list-style-type: none"> <li>Each criterion/area of significance has at least one paragraph that demonstrates how the property meets the criterion and is significant. (Opening sentence example: The John J. Smith House is eligible for the National Register of Historic Places under Criterion C as an excellent local example of 1920s Tudor Revival style.)</li> </ul>	<a href="#">How to Complete the National Register Nomination Form</a> (p. 45-51)
	<ul style="list-style-type: none"> <li>Supporting paragraphs discuss the history and historic context of the property, relating it to important prehistoric or historic themes, and briefly describe the prehistory/history of the community and/or geographic region in a well-crafted argument for historic significance of the property. Note: A chronological report of events cannot be substituted for the development of historic context and an argument for significance.</li> </ul>	<a href="#">How to Complete the National Register Nomination Form</a> (p. 46-50) <a href="#">The Components of a Historic Context</a> (Download)
	<ul style="list-style-type: none"> <li>For properties not nominated under Criterion D, a statement about whether or not any archaeological remains within or beyond the footprint of the property were assessed as part of this nomination is included under the subheading Archaeological Assessment.</li> </ul>	
	<b>Figures and Images</b>	
	<ul style="list-style-type: none"> <li>Figures and other images, such as Sanborn Fire Insurance Maps, historic maps, and historic photos, are either embedded within the Narrative Statement of Significance or follow it.</li> </ul>	
	<ul style="list-style-type: none"> <li>All figures have a unique sequential number, captions describing what is depicted, date of the image (can be a circa date), and its source.</li> </ul>	

✓	<b>Section 9: Major Bibliographic References</b>	<b>Reference</b>
	All books, articles, and other sources (including online) are listed alphabetically according to a standard bibliographic format (e.g. Chicago Style, MLA, scientific). This includes all newspaper articles, regardless of whether or not there are in-text citations.	<a href="#">How to Complete the National Register Nomination Form</a> (p. 52-53)
	Online sources include the author (if known), title of the article, website name, web address, and date accessed.	<a href="#">Chicago Manual of Style Online</a>
	Appropriate documentation in National Park Service files and locations of additional data are marked.	<a href="#">Purdue Online Writing Lab: MLA Formatting</a>
✓	<b>Section 10: Geographical Data</b>	<b>Reference</b>
	Boundaries are drawn to include all features related to the significance of the property.	<a href="#">How to Complete the National Register Nomination Form</a> (p. 54-58)
	Verbal boundary description delineates precise area within the boundaries of the property.	<a href="#">Defining Boundaries for National Register Properties</a>
	Latitude/longitude coordinates and/or Universal Transverse Mercator (UTM) coordinates are provided.	<a href="#">National Register Draft Electronic Map Policy</a>
✓	<b>Section 11: Form Preparer</b>	<b>Reference</b>
	Full contact information for preparer, including phone number and email address is provided.	<a href="#">How to Complete the National Register Nomination Form</a> (p. 59)
✓	<b>Section 12: Maps</b>	<b>Reference</b>
	USGS maps or other online maps, such as those retrieved from Google Earth or Bing.	<a href="#">National Register Draft Electronic Map Policy</a>
	<ul style="list-style-type: none"> <li>One large scale map depicting the entire property within the full extent of the map. Street names are labeled, a scale and a north arrow are present, and property boundaries are marked. Source of map is indicated.</li> </ul>	
	<ul style="list-style-type: none"> <li>One small scale map that depicts the property in a wider context. A scale and a north arrow are present and the property location is indicated by label and arrow. Source of map is indicated.</li> </ul>	
	<ul style="list-style-type: none"> <li>Large and small scale maps are either embedded within Section 7 Narrative Description or follow Section 11 with Sketch Maps (below).</li> </ul>	
	Sketch maps of property and interior floors with photographs keyed to map. These maps may be hand-drawn and follow Section 11.	<a href="#">How to Complete the National Register Nomination Form</a> (p. 62)

✓	<b>Section 12: Maps</b>	<b>Reference</b>
	Floor plans for all properties nominated under Criterion C. Floor plans are optional for those nominated under other criteria.	
✓	<b>Section 13: Photographs</b>	<b>Reference</b>
	Photo log is completed according to the format detailed on the form. Overall exterior photographs should appear first, followed by interior views and details.	<a href="#">How to Complete the National Register Nomination Form</a> (p. 63-64) <a href="#">National Register Photo Policy Fact Sheet</a>
	Photos are listed in proper format along with description of view, indicating direction of camera.	
	Photographic coverage includes all façades/elevations of building, additions, outbuildings, and environment or setting through streetscapes. Streetscapes show the building in its wider context and must accompany the nomination.	
	<ul style="list-style-type: none"> <li>For historic districts only, photos include streetscapes, representatives of major building types and styles, and aerial views (optional).</li> </ul>	

## **Submission**

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All new National Register of Historic Places nomination drafts should be submitted digitally via [eSHPO](#). The following documents are included within this packet and must be used. Do not replace these forms with others or create new ones.

When submitting a new nomination for consideration, place the following completed items into a zipped or compressed folder

- and submit to Completed [Nomination Form](#) in Microsoft Word (use the Nomination Preparation Checklist to guide completion)
- Folder with all nomination photos in .tiff format
- Completed [Multiple Property Owner List Spreadsheet](#) (only for historic district nominations or properties with multiple owners)

To ensure a timely review, be sure to complete and include all required documents within the folder. Reviews will not be scheduled unless all requested documents are completed and sent to the State Historic Preservation Office.

## **Review by State Historic Preservation Office**

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### **Reviews**

- Comments and corrections made by the preservation office will be made in Microsoft Word with the “track changes” feature to enable collaboration between you and the reviewers.
- A copy of the draft with comments from the preservation office will be emailed to you. Review times may take up to 30 days.

### **Revisions**

- You are responsible for making corrections and additions as needed and sending the revised draft via [eSHPO](#)
- Your changes must be made in Microsoft Word with the “track changes” feature turned on.

### **Additional Reviews and Revisions**

- Please consult the review schedule and be aware that many nominations need multiple drafts and reviews prior to being submitted to the State Nominations Review Committee.
- Nomination forms that need additional review by the preservation office after the “Deadline for State Nominations Review Committee Submission” will not be scheduled on the next State Nominations Review Committee meeting agenda and will instead be scheduled for the following meeting.
- Please be advised that it is your responsibility to submit new drafts in a timely manner if you wish for the State Nomination Review Committee to review it at a specific meeting. Please see the Review Schedule for deadlines. Due to unpredictable workloads, the preservation office cannot accommodate last-minute submissions, especially in cases where nominations need a lot of work.



## Review by State Nominations Review Committee

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When a nomination is ready for review by the State Nominations Review Committee, the team at the preservation office will request that you submit the following via [eSHPO](#):

- A copy of the nomination form in .pdf format;

The preservation office will forward a copy of the nomination form and photos to the State Nominations Review Committee approximately six to eight weeks prior to the meeting date.

### Scheduling and Attendance

State Nominations Review Committee meetings take place on the second Friday of February, June, and October of each year. You are responsible for being aware of all State Nominations Review Committee meeting dates and deadlines.

- Contact the State Historic Preservation Office at [nationalregister@iowa.gov](mailto:nationalregister@iowa.gov) prior to the meeting agenda being issued if there are any time conflicts.
- You will receive a meeting agenda with your scheduled time slot approximately six to eight weeks prior to the meeting.
- Time slots are pre-assigned and cannot be changed.
- You are expected to attend the review committee meeting if possible, arriving about 30 minutes prior to your scheduled time. You may leave after the committee has voted on whether to forward your nomination to the National Park Service.

### Preparation

To present at the meeting, you will need to prepare a Power Point for each nomination using the photos that you submitted with the nomination form. Presentations for a single resource should include a maximum of eight photos and historic districts should include no more than 15 photos. If you will not be attending the meeting, send your presentation to [nationalregister@iowa.gov](mailto:nationalregister@iowa.gov).

- For single-property nominations, be ready to spend about five minutes presenting the nomination and about 10 minutes addressing the committee's comments and questions.
- For historic district nominations, a total of 20 minutes for presentation and questions will be allotted.

### Final Revisions

Following the State Nominations Review Committee meeting, the preservation office will review and send the meeting minutes to you via email approximately six to eight weeks following the meeting. The minutes will include specific comments and requested changes from the committee. You will then address all committee comments and submit a revised draft (in Microsoft Word with "track changes" turned on) through [eSHPO](#). The preservation office will review the nomination for completeness, ensuring all the committee's comments and requested revisions were completed.

### Final Nomination Packet

If the final draft is acceptable, the preservation office will request a .pdf copy of the nomination form.

Once the final nomination package is received in the office, it will be forwarded to the National Park Service. Generally, it takes a minimum of two months for the National Park Service to alert us of acceptance or recommendations for changes prior to listing.

## Review Schedule

The multi-step review process, first by the State Historic Preservation Office of Iowa and then the State Nominations Review Committee, will follow the schedule below.

Round	Round Opens	Deadline for Submission of final drafts to SHPO	Deadline for Final SHPO Comments to Preparers	Deadline for finalized nomination documents for Review Committee	State Nominations Review Committee Meeting
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### 2023

1	Aug. 8, 2022	Nov 7, 2022	Nov. 21, 2022	Nov. 28, 2022	Feb. 10, 2023
2	Dec. 5, 2022	Mar 6, 2023	Mar. 20, 2023	Mar. 27, 2023	Jun. 9, 2023
3	Apr. 3, 2023	Jul 10, 2023	Jul. 24, 2023	Jul 31, 2023	Oct. 13, 2023

### 2024

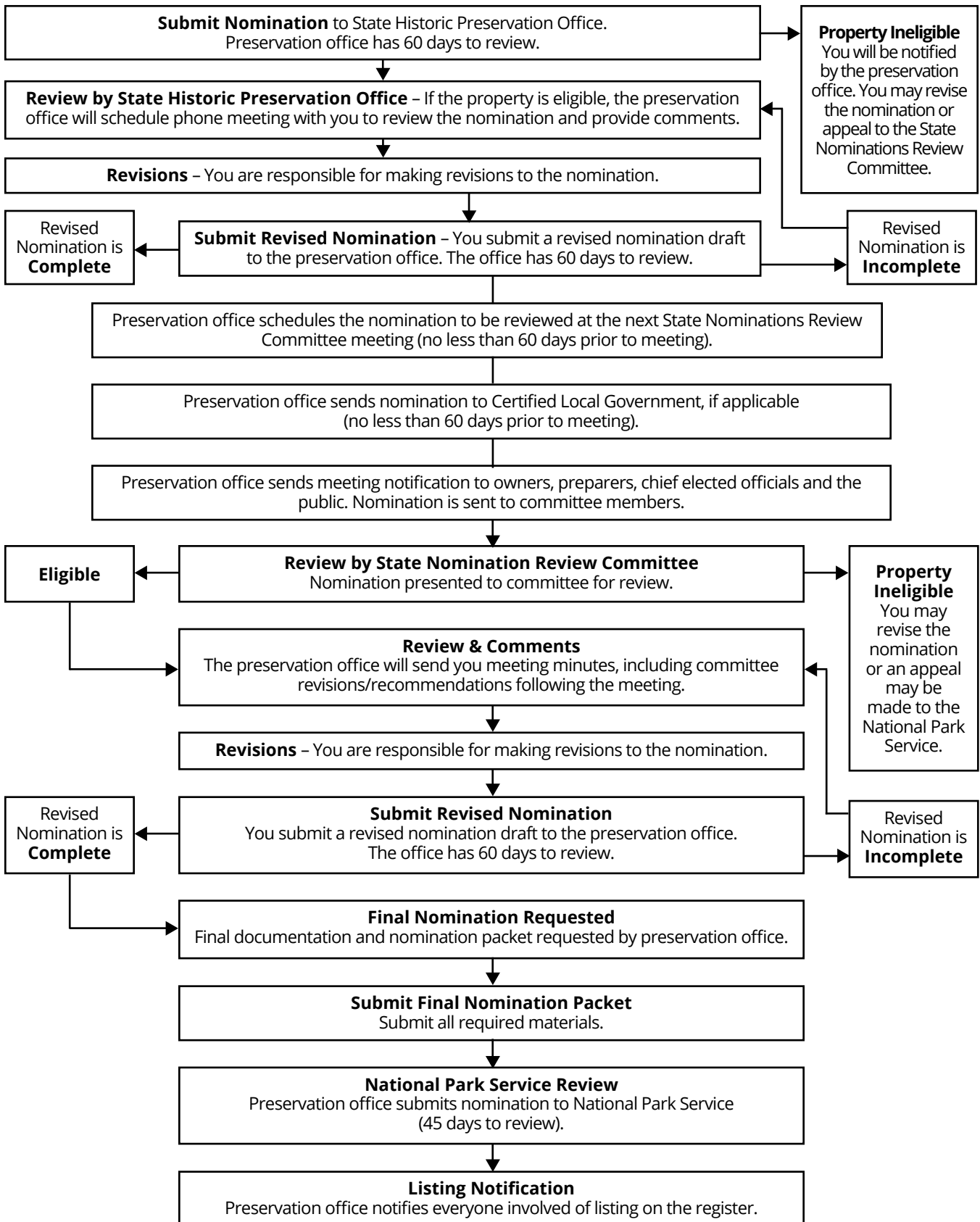
1	Aug. 7, 2023	Nov 6, 2023	Nov. 20, 2023	Nov. 27, 2023	Feb. 9, 2024
2	Dec. 4, 2023	Mar 11, 2024	Mar. 25, 2024	Apr. 1, 2024	Jun. 14, 2024
3	Apr. 8, 2024	Jul 8, 2024	Jul. 22, 2024	Jul. 29, 2024	Oct. 14, 2024

### 2025

1	Aug. 12, 2024	Nov. 12, 2024	Nov. 25, 2024	Dec. 2, 2024	Feb. 14, 2025
2	Dec. 9, 2024	Mar. 10, 2025	Mar. 24, 2025	Mar. 31, 2025	Jun. 13, 2025
3	Apr. 7, 2025	Jul. 7, 2025	Jul. 21, 2025	Jul. 28, 2025	Oct. 10, 2025

## Review Process

After the nomination has been researched, evaluated and submitted, it will go through a multi-step review process that follows the process below.





## Questions?

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