

National Register of Historic Places Nomination Guide



**STATE HISTORIC
PRESERVATION
OFFICE OF IOWA**
IOWA DEPARTMENT OF CULTURAL AFFAIRS

The Basics of Nominating a Property

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.

1 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.

2 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.

3 Submission

Once you've completed the nomination form and reviewed the [Nomination Form Preparation Checklist](#), you may submit the nomination digitally to the State Historic Preservation Office. You can [request a group review meeting](#) as little as 30 days after submission.

4 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.

5 Review by State Nominations Review Committee

When the nomination has passed the final review by the State Historic Preservation Office of Iowa it will be submitted 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 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.

6 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.

1 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 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?

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, important information about prehistory or 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.

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. Frequently used resources include:

- Bulletin 15: [How to Apply the National Register Criteria for Evaluation](#)
- Bulletin 16A: [How to Complete the National Register Nomination/Registration Form](#)
- Bulletin 39: [Researching an Historic Property](#)
- Bulletin 22: [Guidelines for Evaluating and Nominating Properties that Have Achieved Significance Within the Past 50 Years](#)
- Bulletin 40: [Guidelines for Identifying, Evaluating, and Registering America's Historic Battlefields](#)
- Bulletin 30: [Guidelines for Evaluating and Documenting Rural Historic Landscapes](#)
- [The Components of Historic Context](#)
- [Evaluating the Significance of Additions and Accretions](#)
- [National Register of Historic Places NPGallery Database](#)
- [How to Submit a Nomination to the National Register of Historic Places on Disk](#)
- [National Park Service Technical Review Checklist](#)
- [National Park Service Substantive Review Checklist](#)

Architectural Style

Resources for determining architectural style can be found online or in books at your local library. Some helpful resources include:

- A Field Guide to American Houses: The Definitive Guide to Understanding America's Domestic Architecture ([Find which libraries have it.](#))
- American House Styles: A Concise Guide ([Find which libraries have it.](#))
- "What Style is Your House?" by the Iowa Architectural Foundation
- "[Architectural Styles Categories](#)" by the Pennsylvania Historical and Museum Commission

Census and Demographics

- [State Data Center](#)
- [FamilySearch.org](#)

Digital Libraries

- [Iowa Heritage Digital Collections](#)
- [Library of Congress Prints & Photographs](#)
- [University of Iowa Digital Library](#)

Maps

- [General Land Office Surveys](#)
- [Historic Aerial Photo Project](#) by the Iowa Department of Natural Resources
- [Hixson Plat Map Atlases of Iowa](#)
- [Iowa Aerial Photo Indices](#)
- [Iowa Counties Historic Atlases](#)
- [Iowa Geographic Map Server](#)
- [Iowa Maps](#)
- [Sanborn Fire Insurance Maps](#) from the State Library of Iowa
- [Sanborn Fire Insurance Maps](#) from the Library of Congress

Newspapers

- **Microfilm:** The State Historical Society of Iowa's research centers in Des Moines and Iowa City have hundreds of newspaper titles with more than 22 million pages, from 1836 to the present [available on microfilm](#).
- **Online:** View a comprehensive list of [digitized Iowa newspapers](#) available from numerous repositories.

Other Resources

- [Annals of Iowa](#) (digital issues from 1863-present)
- [Educator Primary Source Sets](#)
- [Iowa Pathways](#)
- [Polk County Auditor - Real Estate Transfer Index Search](#)

2 Preparation

All new National Register of Historic Places nomination drafts should be submitted digitally via email to nationalregister@iowa.gov. The following documents are included within this packet and must be used. Do not replace these forms with others or create new ones.

- [Plagiarism, Citations and Sources](#)
- [Nomination Submission and Review Process Overview](#)
- [Nomination Information Form](#)
- [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.

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.

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 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.

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 or (515) 281-5111.

✓	General Review	Reference
	Used National Register of Historic Places - Iowa Nomination/Registration Form (do not use previous or alternate versions of the form)	Nomination Form
	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.	How to Complete the National Register Nomination Form (p. 8-9)
	The name is clear and identifiable with no abbreviations.	
✓	Section 2: Location	Reference
	All fields are complete.	How to Complete the National Register Nomination Form (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.)	

✓	Section 5: Classification	Reference
	Checked appropriate ownership and category boxes.	How to Complete the National Register Nomination Form (p. 14)
	Contributing and noncontributing resource counts are clear and consistent with Section 7 narrative.	How to Complete the National Register Nomination Form (p. 15-17)
✓	Section 6: Function or Use	Reference
	All historic functions listed were selected from “Data Categories for Functions and Uses” from Bulletin 16A. (Example: DOMESTIC/single-dwelling)	How to Complete the National Register Nomination Form (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).	How to Complete the National Register Nomination Form (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.	How to Complete the National Register Nomination Form (p. 20-23)
	Each function is listed on a separate line.	How to Complete the National Register Nomination Form (p. 18-23)
✓	Section 7: Description	Reference
	<p>Architectural Classification</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>Example: LATE VICTORIAN/Queen Anne</p> <p>Example: LATE 19TH AND EARLY 20TH CENTURY REVIVALS</p> <p>Other: Chateausque</p>	How to Complete the National Register Nomination Form (p. 24-26)
	<p>Materials</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>	How to Complete the National Register Nomination Form (p. 27)
	<p>Summary Paragraph of Narrative Description</p> <p>A brief, general physical description of the property in the following order:</p>	How to Complete the National Register Nomination Form (p. 28)
	1. Location and setting	How to Complete the National Register Nomination Form (p. 24-34)
	2. Type, style, method of construction, size and significant features	How to Complete the National Register Nomination Form (p. 24-34)

✓	Section 7: Description	Reference
	<p>3. Historic integrity according to the seven aspects of integrity.</p> <p>Example summary paragraph:</p> <p><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>How to Apply the National Register Criteria for Evaluation (p. 44-45)</p>
	<p>Narrative Description Describes the current physical characteristics of the property in the following order:</p>	<p>How to Complete the National Register Nomination Form (p. 28-34)</p> <p>University of Vermont's Building Description Tips</p> <p>How to Write a Building Description</p>
	<p>1. Location and setting, including landscape features</p>	<p>How to Complete the National Register Nomination Form (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>How to Complete the National Register Nomination Form (p. 28-34)</p>
	<ul style="list-style-type: none"> • If proof of nonextant features exists, such as original windows, doors, or other architectural features, the nonextant features are described in addition to the current conditions. 	<p>How to Complete the National Register Nomination Form (p. 28-34)</p>
	<ul style="list-style-type: none"> • Interior characteristics - floor plan, staircases, materials and significant features/architectural detail 	<p>How to Complete the National Register Nomination Form (p. 28-34)</p>
	<p>3. Other buildings/resources present, including descriptions of each</p>	<p>How to Complete the National Register Nomination Form (p. 28-34)</p>
	<p>4. Alterations and additions – major changes (including approximate dates for each) since original construction</p>	
	<p>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</p>	<p>How to Complete the National Register Nomination Form (p. 28-34)</p> <p>How to Apply the National Register Criteria for Evaluation (p. 44-45)</p>
	<p>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.</p>	

✓	Section 8: Statement of Significance	Reference
	Areas of Significance	How to Complete the National Register Nomination Form (p. 35-51)
	<ul style="list-style-type: none"> Appropriate boxes marked to indicate the time period and areas in which the property is significant 	How to Complete the National Register Nomination Form (p. 36-39)
	<ul style="list-style-type: none"> Areas of significance were selected from Data Categories for Areas of Significance with one area per line Example: ENTERTAINMENT/RECREATION 	How to Complete the National Register Nomination Form (p. 40-41)
	<ul style="list-style-type: none"> If Criterion B is checked, "Significant Person" is completed. 	How to Complete the National Register Nomination Form (p. 35-51) Guidelines for Evaluating and Documenting Properties Associated with Specific Persons
	<ul style="list-style-type: none"> If Criterion D is checked, "Cultural Affiliation" is completed. 	How to Complete the National Register Nomination Form (p. 35-51) Guidelines for Evaluating and Registering Archaeological Properties
	Statement of Significance Summary Paragraph Description is clear, general, concise and includes:	How to Complete the National Register Nomination Form (p. 45-46)
	<ul style="list-style-type: none"> Level of significance (local, state or national) 	
	<ul style="list-style-type: none"> 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. 	How to Apply the National Register Criteria for Evaluation
	<ul style="list-style-type: none"> 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> 	

✓	Section 8: Statement of Significance	Reference
	Narrative Statement of Significance	How to Complete the National Register Nomination Form (p. 45-51)
	<ul style="list-style-type: none"> Outline of chronology and historic development of the property. 	How to Complete the National Register Nomination Form (p. 45-51)
	<ul style="list-style-type: none"> 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.) 	How to Complete the National Register Nomination Form (p. 45-51)
	<ul style="list-style-type: none"> 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. 	How to Complete the National Register Nomination Form (p. 46-50) The Components of a Historic Context (Download)
	<ul style="list-style-type: none"> 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. 	
	Figures and Images	
	<ul style="list-style-type: none"> 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. 	
	<ul style="list-style-type: none"> All figures have a unique sequential number, captions describing what is depicted, date of the image (can be a circa date), and its source. 	
✓	Section 9: Major Bibliographic References	Reference
	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.	How to Complete the National Register Nomination Form (p. 52-53)
	Online sources include the author (if known), title of the article, website name, web address, and date accessed.	Chicago Manual of Style Online
	Appropriate documentation in National Park Service files and locations of additional data are marked.	Purdue Online Writing Lab: MLA Formatting

✓	Section 10: Geographical Data	Reference
	Boundaries are drawn to include all features related to the significance of the property.	How to Complete the National Register Nomination Form (p. 54-58) Defining Boundaries for National Register Properties National Register Draft Electronic Map Policy
	Verbal boundary description delineates precise area within the boundaries of the property.	
	Latitude/longitude coordinates and/or Universal Transverse Mercator (UTM) coordinates are provided.	
✓	Section 11: Form Preparer	Reference
	Full contact information for preparer, including phone number and email address is provided.	How to Complete the National Register Nomination Form (p. 59)
✓	Maps	Reference
	USGS maps or other online maps, such as those retrieved from Google Earth or Bing.	National Register Draft Electronic Map Policy
	<ul style="list-style-type: none"> 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. 	
	<ul style="list-style-type: none"> 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. 	
	<ul style="list-style-type: none"> Large and small scale maps are either embedded within Section 7 Narrative Description or follow Section 11 with Sketch Maps (below). 	
	Sketch maps of property and interior floors with photographs keyed to map. These maps may be hand-drawn and follow Section 11.	How to Complete the National Register Nomination Form (p. 62)
	Floor plans for all properties nominated under Criterion C. Floor plans are optional for those nominated under other criteria. Floor plans are not required for properties being nominated within a historic district.	

✓	Photographs	Reference
	Photo log is completed according to the format detailed on the form. Overall exterior photographs should appear first, followed by interior views and details.	How to Complete the National Register Nomination Form (p. 63-64)
	Photos are listed in proper format along with description of view, indicating direction of camera.	National Register Photo Policy Fact Sheet
	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"> For historic districts only, photos include streetscapes, representatives of major building types and styles, and aerial views (optional). 	

3 Submission

All new National Register of Historic Places nomination drafts should be submitted digitally via email to nationalregister@iowa.gov. 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 nationalregister@iowa.gov using a file transfer service for large files, such as Google Drive or Drop Box.

- Completed [Nomination Information Form](#)
- Completed [Nomination Form](#) in Microsoft Word (use the Nomination Preparation Checklist to guide completion)
- Folder with all nomination photos in jpg/jpeg format (CDs of .tiff photos and nomination in .pdf form will be requested when the nomination is ready to forward to the National Park Service)
- 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. You can [request a group review meeting](#) as little as 30 days after submission.

4 Review by State Historic Preservation Office

Once the complete nomination packet is received by the State Historic Preservation Office of Iowa, a meeting will be scheduled to review the first draft of the nomination with you (the preparer). This meeting will take place via phone unless an in-person meeting at the preservation office in Des Moines is requested.

Reviews

- Prior to the meeting, the team at the preservation office will review the nomination for both content and completeness.
- 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.
- The phone meeting will address these comments and questions.
- Following the meeting, a copy of the draft with comments from the preservation office will be emailed to you.

Revisions

- You are responsible for making corrections and additions as needed and sending the revised draft to nationalregister@iowa.gov within approximately two weeks unless prior arrangements have been made or an earlier deadline is required due to an upcoming State Nominations Review Committee meeting.
- Your changes should 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 nomination forms have 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. They’ll be scheduled instead for the following State Nominations Review Committee meeting.
- You are responsible for being aware of all deadlines and submitting new drafts in a timely fashion. Due to unpredictable workloads, the preservation office cannot always accommodate last-minute submissions of new drafts, especially in cases where nominations need a lot of work.

5 Review by State Nominations Review Committee

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 email to nationalregister@iowa.gov:

- A copy of the nomination form in .pdf format;
- A document containing all photos listed in the Photo Log, two photos per page and numbered, 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 or 515-281-5111 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 45 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

The State Historic Preservation Office will create a Power Point slide show for each nomination using the photos that you submitted with the nomination form.

- For single-property nominations, be ready to spend about five minutes presenting the nomination with the slide show 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. 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) to nationalregister@iowa.gov. 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 CDs with a .pdf copy of the nomination form and all photos in .tiff format from you. Multiple CDs may be used if all photos do not fit onto one disk. Follow the National Park Service's guidance on submitting nominations on CD by referring to "[Guidance on How to Submit a Nomination on Disk](#)." The CD(s) can either be dropped off in person at the State Historic Preservation Office during public office hours or mailed to:

State Historical Building
Attn: State Historian/National Register of Historic Places
600 E. Locust St.
Des Moines, IA 50319

Once the final nomination package is received in the office, it will be forwarded to the National Park Service with a recommendation of listing on the National Register of Historic Places. 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	Date of First Review	Deadline for Final Preservation Office Review	Deadline to Submit to State Nominations Review Committee	State Nominations Review Committee Meeting	Post-State Nominations Review Committee Meeting
-------	----------------------	---	--	--	---

2020

1	Aug. 5, 2019	Nov. 18, 2019	Dec. 3, 2019	Feb. 14, 2020	As needed
2	Dec. 3, 2019	Mar. 17, 2020	Apr. 2, 2020	Jun. 12, 2020	As needed
3	Apr. 2, 2020	Jul. 17, 2020	Jul. 29, 2020	Oct. 9, 2020	As needed

2021

1	Aug. 3, 2020	Nov. 16, 2020	Nov. 30, 2020	Feb. 12, 2021	As needed
2	Dec. 7, 2020	Mar. 15, 2021	Mar. 29, 2021	Jun. 11, 2021	As needed
3	Apr. 5, 2021	Jul. 16, 2021	Jul. 28, 2021	Oct. 8, 2021	As needed

2022

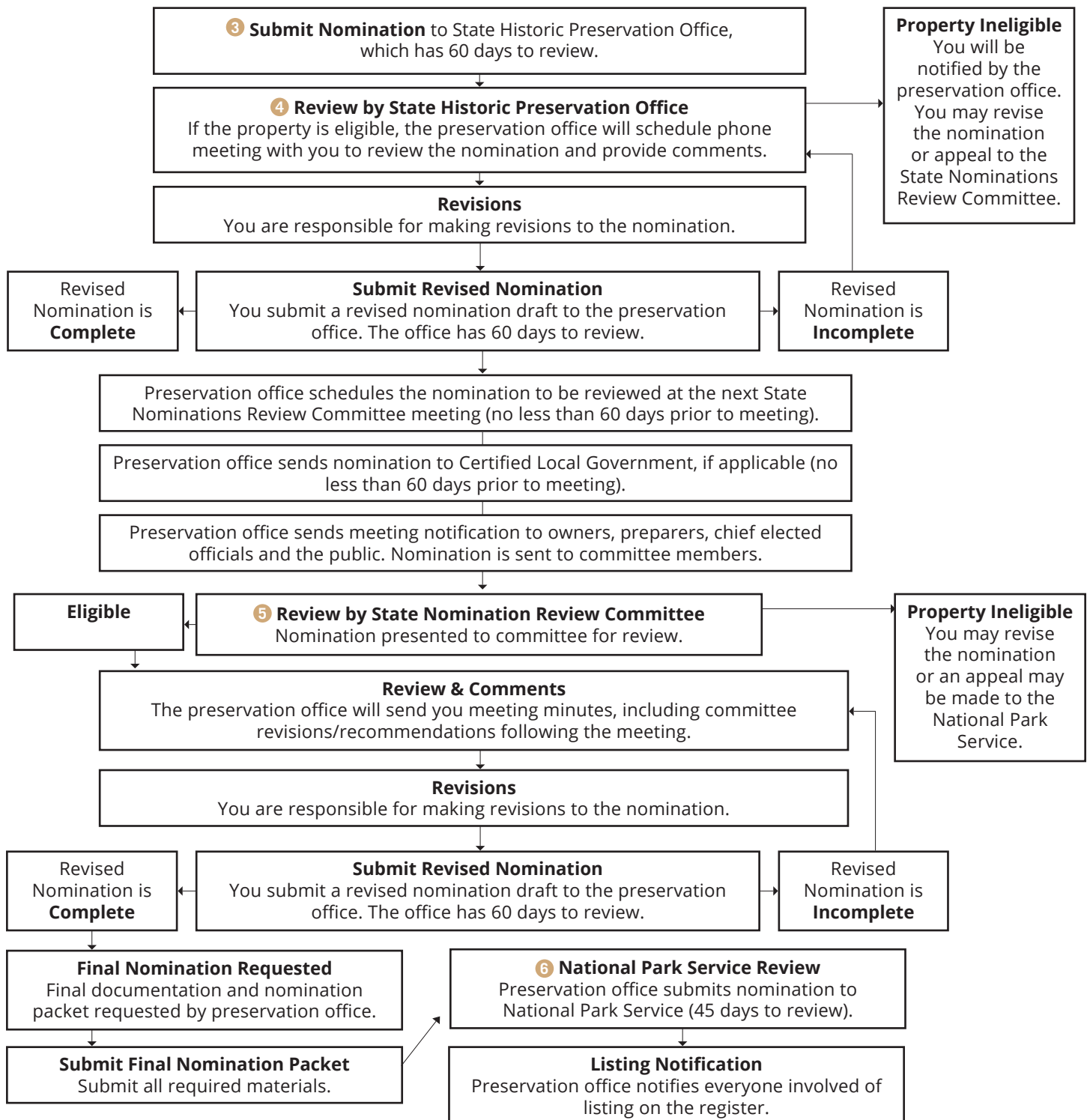
1	Aug. 2, 2021	Nov. 19, 2021	Nov. 30, 2021	Feb. 11, 2022	As needed
2	Dec. 6, 2021	Mar. 21, 2022	Apr. 4, 2022	Jun. 10, 2022	As needed
3	Apr. 4, 2022	Jul. 18, 2022	Aug. 1, 2022	Oct. 14, 2022	As needed

2023

1	Aug. 8, 2022	Nov. 18, 2022	Nov. 30, 2022	Feb. 10, 2023	As needed
2	Dec. 5, 2022	Mar. 17, 2023	Mar. 29, 2023	Jun. 9, 2023	As needed
3	Apr. 3, 2023	Jul. 17, 2023	Aug. 1, 2023	Oct. 13, 2023	As needed

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?

State Historic Preservation Office of Iowa
600 E. Locust St.
Des Moines, IA 50319

nationalregister@iowa.gov
(515) 281-5111

**STATE HISTORIC
PRESERVATION
OFFICE OF IOWA**

IOWA DEPARTMENT OF CULTURAL AFFAIRS