

Nomination Submittal Requirements – Updated 11/18/2016 Kansas State Historic Preservation Office

Overview

The following are minimum requirements for National Register of Historic Places and Register of Historic Kansas Places nomination submittals to the Kansas State Historic Preservation Office:

Before submitting a nomination: Has the property/district being nominated been reviewed by SHPO staff for a determination of eligibility through the PSIQ, survey, or a Federal Tax Credit - Part 1 application? If not, please complete this process first.

There are three essential parts to a nomination submittal – form, photographs, and maps – all of which may be submitted electronically. **When submitting a nomination, please provide a cover letter noting on behalf of whom the nomination is submitted and copy the nomination sponsor and property owner(s).**

➤ **Submittal Deliverables Checklist:**

- Electronic Microsoft Word document of nomination
- Photographs in .tif format
- USGS map (only if a web-generated map is not used)
- .kmz, .kml, or similar file (of properties larger than 10 acres)
- One set of archival quality photographic prints
- Two blank CDs/DVDs **NEW!!**
- Current list of property owners
- Letter of consent from property owner

Part 1: Nomination Form

- A. The NPS has revised its National Register form. The revised form is on our website at this link: kshs.org/14654.
- B. Nomination form saved in MS Word format.
- C. The NPS now allows digital images to be embedded within the text of a nomination. **NEW!!**
- D. Include any map images, site plans, scanned historic photographs, and other applicable images within the nomination or at the end of the nomination rather than in a separate document. Exceptions can be made if the document becomes too large and unmanageable.

Part 2: Photographs

- A. Digital images saved as .tif files following the NPS photograph policy (minimum 1200x1600 pixels, 300 dpi)
- B. Digital Image File Name examples:
 - a. KS_DouglasCounty_SmithJosephHouse_001.tif
 - b. KS_DouglasCounty_HistoricResourcesofLawrence_HardwareStore_001.tif
- C. Number of photographs must correspond to photograph log in nomination form.
- D. Note photograph directions on an aerial image or site plan
- E. The NPS National Register office no longer requires photographs prints. KSHS requires 1 copy of photograph prints (at least 4x6, black-and-white).

For guidance from the NPS on photographs, see: www.nps.gov/nr/publications/bulletins/photopolicy/index.htm.

Part 3: Maps

- A. The NPS accepts 2 types of maps:
 - a. Hard copy of USGS Quad map with UTM coordinates noted in pencil in the margin
OR
 - b. Web-generated map image embedded into the nomination or on a separate MS Word document. **NEW!!**
- B. If submitting a web-generated map instead of a USGS map, the following is required:
 - a. Figure latitude and longitude coordinates in decimal degrees to at least six decimal places: Example: 39.072290, -94.645300 (don't forget the negative symbol or your map will appear in the wrong hemisphere!)
 - i. List the datum information with the map attachment: Digital format will be WGS datum 1984 (USGS paper maps will be NAD 1927 or NAD 1983)
 - b. Map Attachments:

- i. A close-up, large-scale aerial image (embedded into the nomination (preferred) or on a separate MS Word document) depicting the nomination boundaries
 - ii. A zoomed-out, smaller-scale aerial image (embedded into the nomination (preferred) or on a separate MS Word document) depicting the nominated property in a broader context.
 - iii. Include with the aerial map images the WGS datum; latitude/longitude points in decimal degrees extending to at least six decimal places; labels clearly noting the property; a scale; a north arrow.
 - iv. Map images can be obtained from free mapping software such as Bing.com, Google Earth, or ArcGIS Explorer. Simply capture the desired image, paste it into a photo editing program, and label appropriately. The image can then be pasted into the nomination.
- c. The map images should be reproducible in black-and-white.
 - d. Using free mapping software such as Bing.com, Google Earth, or ArcGIS Explorer, save the map point or image file with latitude/longitude coordinates in .kmz or .kml format (or equivalent) on the same or a separate CD.
 - i. For properties less than 10 acres, include a single latitude/longitude point.
 - ii. For properties more than 10 acres, provide latitude/ longitude points at the corners of the polygon representing the boundaries.

Example maps included in Appendix A.

For guidance from the NPS on mapping, see:

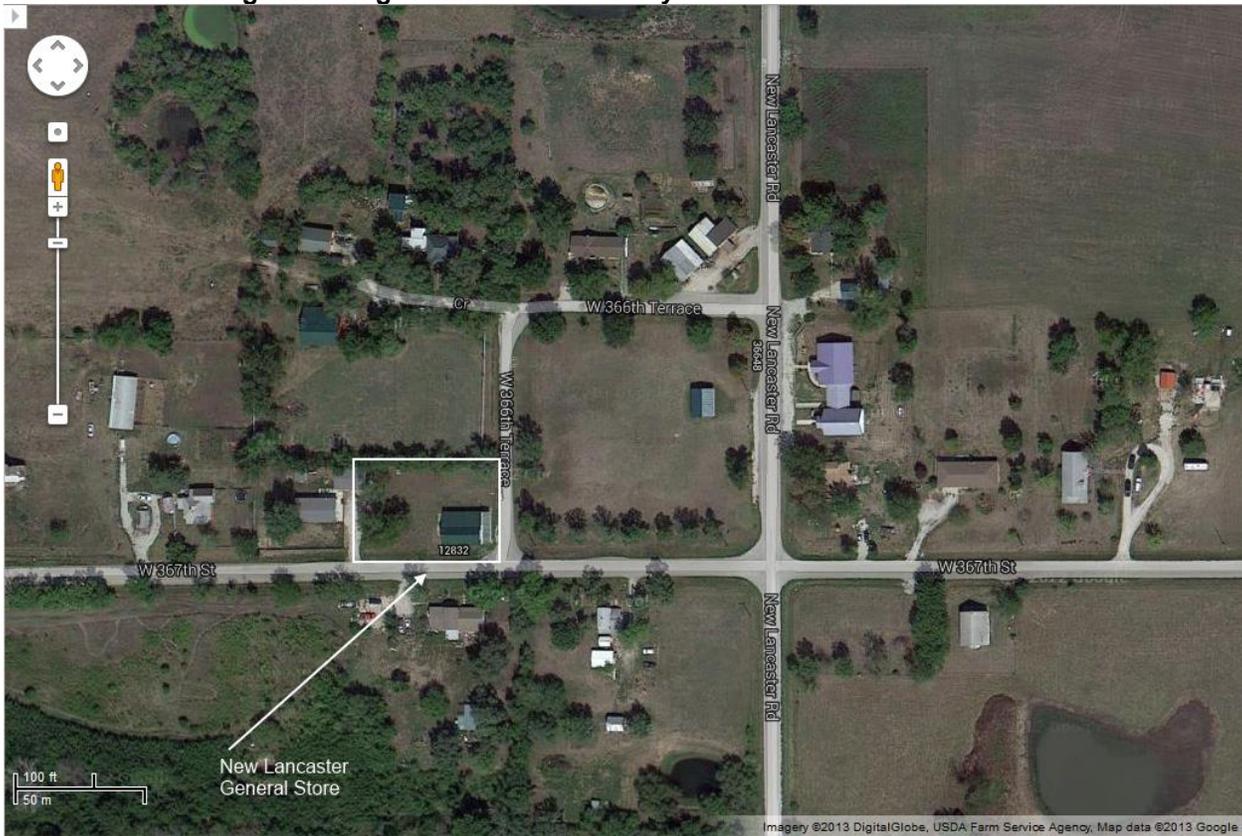
www.nps.gov/history/nr/publications/bulletins/GIS_maps/GIS_Guidance_2013_05_15.pdf.

Part 4: Additional Documentation

- A. A current list of property owners with mailing address as recorded by the county's Register of Deeds
- B. A letter of consent from the property owner regarding the nomination
- C. Electronic or paper copies of correspondence from other interested parties related to the nomination (optional)
- D. A paper copy of the nomination form (optional)

Appendix A: Map Example 1

Close-in Aerial Image Showing Nomination Boundary



Google.com (2013)
New Lancaster General Store
New Lancaster, Miami County, KS
Latitude / Longitude: 38.462185 / -94.734055
Datum WGS84

Note: Image includes scale and north arrow

Contextual Aerial Image



Google.com (2013)
New Lancaster General Store
New Lancaster, Miami County, KS
Latitude / Longitude: 38.462185 -94.734055
Datum WGS84

Note: Image includes scale and north arrow

Map Example 2

Close-in Aerial Image Showing Nomination Boundary



Google Earth (2013)

Riverside Park

Oswego, Labette County, KS

Latitude / Longitude:

A. 37.175560 / -95.103160

B. 37.176380 / -95.099430

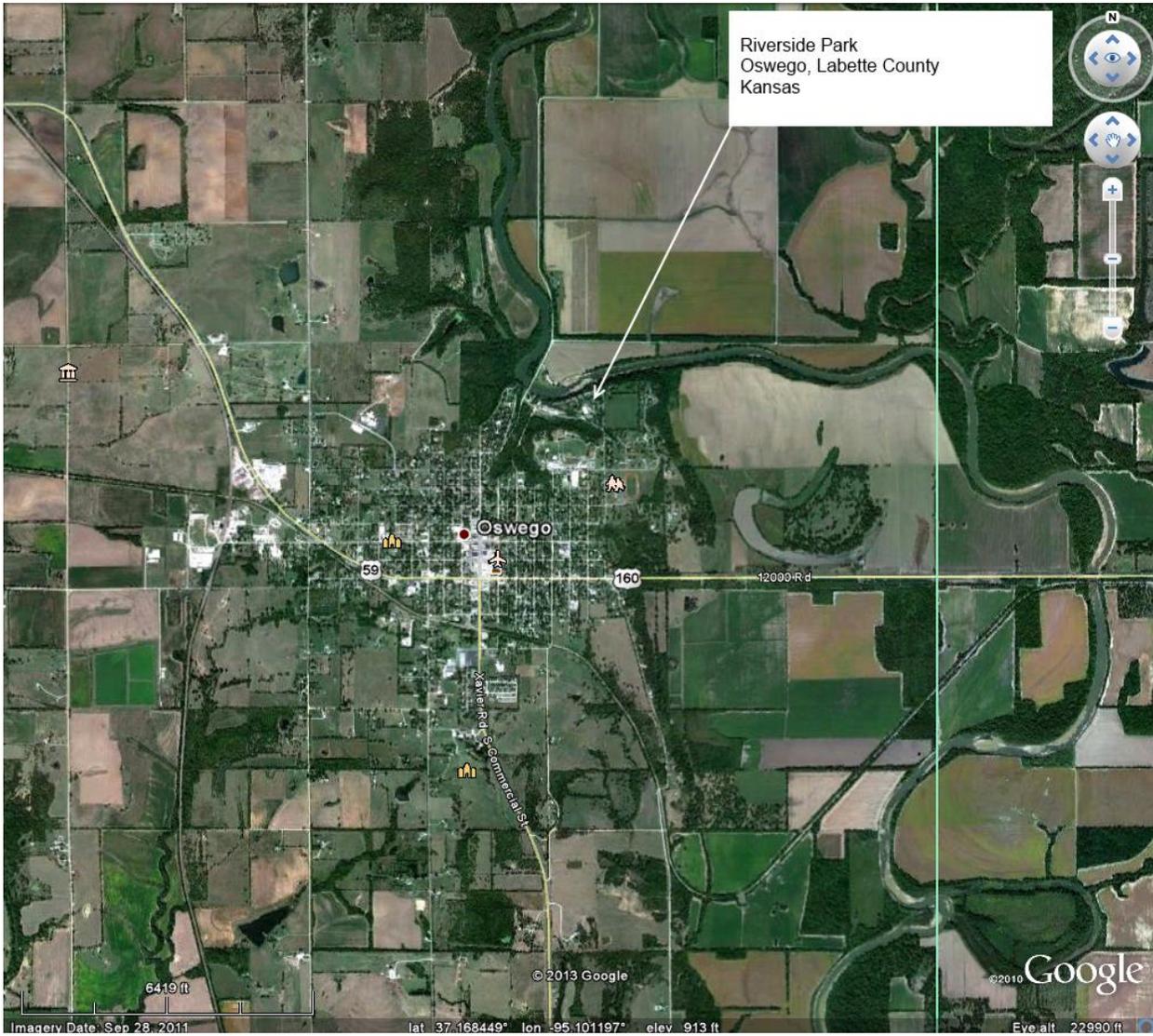
C. 37.173620 / -95.099350

D. 37.174250 / -95.101150

Datum WGS84

Note: Image includes scale and north arrow

Contextual Aerial Image



Google Earth (2013)
Riverside Park
Oswego, Labette County, KS
Latitude / Longitude:
A. 37.175560 / -95.103160
B. 37.176380 / -95.099430
C. 37.173620 / -95.099350
D. 37.174250 / -95.101150

Datum WGS84

Note: Image includes scale and north arrow