



# PRESERVATION HOTLINE #1

South Carolina State Historic Preservation Office, South Carolina Department of Archives and History

[scdah.sc.gov](http://scdah.sc.gov)

## How to Nominate a South Carolina Property to the National Register of Historic Places

Nominations to the National Register of Historic Places can be undertaken either by the owner of the property or by anyone else who is an interested party. All nominations go through a review process that begins with a preliminary review by the State Historic Preservation Office (SHPO), continues with the State Board of Review, and ends with a review by the National Register Office of the National Park Service. The nominating process is outlined below.

The referenced Forms, Bulletins, and Documents are available at <https://scdah.sc.gov/historic-preservation/programs/national-register/listing-property>.

- 1) Complete a *Preliminary Information Form* to determine if the property is eligible for listing in the National Register and send it to the SHPO with the requested attachments, including historical documentation and photographs. For more information on what makes a property eligible, please see National Register Bulletin 15. For research help, please see our *Useful Sources for Researching Historic Properties*.
- 2) The SHPO will review the information and make a recommendation on the property's potential for listing in the National Register based on the National Register criteria.
- 3) If the property is determined eligible for the National Register, complete the nomination form or hire a consultant to complete the nomination for you. For guidance on how to complete the form, please see National Register Bulletin 16A and the SHPO Supplemental Instructions. Because of limited staff time, the SHPO is not able to prepare nominations. The SHPO will provide instructions, forms, and sample nominations to assist you.
- 4) Before submitting a draft, check that the nomination meets the SHPO's Submittal Requirements. Send the completed draft nomination to the SHPO for review in a .doc format. For large files, please use a file transfer service to submit the nomination. Staff will review the draft and provide comments and suggest revisions. You may have to make some corrections to ensure the nomination meets National Park Service standards.
- 5) When the nomination is finalized it will be placed on the next available agenda for the [South Carolina State Board of Review](#) (Review Board), which meets three times a year, usually in March, July, and November. A brief presentation will be made to the Review Board, typically by the preparer of the nomination, about the property and its significance.

6) Once approved by the Review Board, the nomination will be revised if necessary, and then sent within 45 days to Washington D.C. for approval by the Keeper of the National Register at the National Park Service, which also has 45 days to act on the nomination. If the owner/majority of owners object to listing, the nomination will be forwarded to the Keeper for an official determination of eligibility, but not listed.

7) After final approval by the Keeper of the National Register, the property will be officially listed in the National Register and the owner will receive a confirmation letter from the SHPO. Nominations and select photos for listed properties will be made available online via the [South Carolina Historic Properties Record \(SCHPR\)](#). At any time after the official listing, you may request a certificate and elect to purchase a bronze National Register plaque for the property.

For more information about the National Register program in South Carolina visit: <https://scdah.sc.gov/historic-preservation/programs/national-register>.

**Questions?** SC Department of Archives & History / 8301 Parklane Road / Columbia, SC 29223 / 803-896-6179 or 803-896-6182

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