



State Historic Preservation Office

South Carolina Department of Archives and History
8301 Parklane Road | Columbia, SC | 29223
scdah.sc.gov

Submittal Requirements for National Register Nominations

CHECKLIST

Please utilize the following checklist to ensure your nomination is complete prior to submittal:

☐ The completed nomination form in electronic format (Microsoft Word document, NOT a PDF) submitted by e-mail or file sharing service, or on CD/DVD/flash drive. Receipt will be confirmed by SHPO staff via email. In order to be considered complete, the nomination form MUST include the following:

☐ Substantially complete Section 7, describing ALL resources within the nominated boundary in a numbered inventory. The inventory must include construction date(s), contributing status, and resource type (building, structure, object, or site). All references to direction must use cardinal directions (north, southwest, etc.), Do not use left/right. *Recommended: Provide parenthetical in-text references to photos and figures.*

☐ Substantially complete Section 8, written in multi-paragraph narrative form and with proper citations of sources. A bullet point list or other non-narrative formats will not be accepted. Narratives that are copied and pasted from other sources will also not be accepted. *Recommended: Provide parenthetical in-text references to photos and figures.*

☐ Correctly formatted footnotes (preferably following the [Chicago Manual of Style](#)) or parenthetical citations. Citations MUST include page numbers and should correspond to the bibliography in Section 9.

☐ A complete bibliography that follows an accepted academic style guide, preferably the [Chicago Manual of Style](#).

☐ Name and mailing address of the owner(s) of the nominated property (or properties).

☐ Property Plat or County Tax Map (full-sized is preferable to smaller, online version, if available) showing the nominated boundary. DO NOT submit a topographic map.

☐ Sketch Map showing the boundary of the nominated property and identifying every contributing and non-contributing resource from Section 7. For large properties, use multiple and/or inset maps as needed. Examples available upon request. Can be combined with Photo Key.

☐ Photo Key corresponding to Photo Log. For large properties, use multiple and/or inset maps as needed. Examples available upon request. Can be combined with Sketch Map.

☐ Completed Photo Log (and, if applicable, Index of Figures). Images in Photo Log must be current. Older images may be included as Figures.

☐ Color digital images (JPEGs or TIFFs) through file sharing service on CD/DVD, flash drive. Photos should follow [NPS photo policy](#) and appropriately document the nominated property. DO NOT embed photos in the nomination form. DO NOT send black and white digital images. DO NOT send printed images. File names MUST be numbered to correspond to nomination's Photo Log (and, if applicable, the Index of Figures).

For complete instructions on completing the National Register nomination form, please see [National Register Bulletin 16A](#) and the SHPO Supplemental Instructions.

SHPO REVIEW PROCESS

In order to facilitate the thorough and expedient review of National Register nominations, the SHPO will process draft nominations as follows:

- The National Register staff will complete a baseline review of the nomination within 30 days of receipt. If any of the elements enumerated above are absent, staff will notify the preparer and request a revised nomination. Substantive review comments will not be provided if the nomination is incomplete.
- When staff determine the nomination is complete, they will review the substantive content of the nomination and provide comments back to the preparer within 30 days.
- The National Register staff will schedule nominations for consideration by the South Carolina State Board of Review as soon as possible after an acceptable draft has been reviewed and any necessary revisions have been made. Our review may require a visit to the property by staff before it is scheduled for a board meeting.
- State Board of Review meetings are usually scheduled on the third Friday of March, the fourth Friday of July, and the third Friday of November. Nominations will be placed on the earliest available meeting agenda after: (1) the SHPO staff have reviewed and commented on a complete draft of the nomination; (2) the draft has been revised based on SHPO comments and resubmitted; and (3) the revised draft is accompanied by all required photos, maps, and other relevant attachments.

Submit your completed National Register nomination to:

Virginia E. Harness

vharness@scdah.sc.gov

State Historic Preservation Office

SC Dept. of Archives and History

8301 Parklane Road

Columbia, SC 29223

803-896-6179

Updated March 2023