STATE HISTORIC PRESERVATION OFFICE OF IOWA NATIONAL REGISTER OF HISTORIC PLACES NOMINATION GUIDE

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THE NATIONAL REGISTER OF HISTORIC PLACES

Directed by the National Park Service and administered by the State Historic Preservation Office (SHPO) of Iowa, the National Register of Historic Places (National Register) is the federal government's official list of the nation's cultural resources worthy of preservation. Properties listed in the National Register include districts, sites, buildings, structures and objects that meet established criteria for historic significance and that possess integrity of location, design, setting, materials, workmanship, feeling and association. Nominating a property for listing in the National Register requires extensive research, preparation, documentation and multiple drafts. The nomination and review process can be lengthy, and the applicant is responsible for all research, writing and revisions. Nominations can be prepared by property owners, historical societies, preservation organizations, governmental agencies, consultants and other individuals or groups, and SHPO staff will provide support through the process.

The National Register of Historic Places Nomination Guide was created to aid applicants through the nomination process in Iowa and is intended to supplement, not replace, <u>National Register Bulletin 16A: How to Complete the National Register Registration Form</u>. The Nomination Guide contains information specific to Iowa's procedures and submission standards for National Register nominations and provides additional technical assistance in using the ESHPO submission platform.

THE BASIC STEPS OF THE NOMINATION PROCESS

RESEARCH AND DOCUMENTATION

Extensive research and documentation are required to evaluate the historic significance and integrity of a property using the <u>National Register</u> <u>Bulletin 15: How to Apply the National Register Criteria for Evaluation</u>.

HISTORIC PROPERTY PRELIMINARY EVALUATION

Prior to beginning work on the nomination form, preparers and property owners may complete a <u>Historic Property Preliminary Evaluation</u> to request SHPO's assessment of a resource's eligibility for the National Register and to receive guidance on preparing a nomination.

PREPARATION

Nominations must be submitted using the <u>nomination form</u>, which includes a narrative description of the property, explains how it meets the National Register Criteria for Evaluation, provides an understanding of its historic significance and integrity, and documents its current appearance. Detailed instructions on how to prepare nomination materials are provided both in this document and in <u>How to Complete the National Register</u> <u>Registration Form</u>.

SUBMISSION

Once the nomination form and all items on the <u>Nomination Form</u> <u>Preparation Checklist</u> have been completed, preparers must submit the nomination digitally to SHPO via <u>ESHPO</u>.

REVIEW BY STATE HISTORIC PRESERVATION OFFICE

Nomination forms may undergo several reviews by SHPO. During this time, National Register reviewers will work with preparers and provide guidance to strengthen each nomination. Reviews are completed through ESHPO, and responses will be directed via email to the preparer and property owner.

REVIEW BY STATE NOMINATIONS REVIEW COMMITTEE

Once SHPO has reviewed the nomination and determined that it is adequately documented, and that it is technically and professionally correct and sufficient, the completed nomination will be submitted to the <u>State Nominations Review Committee (SNRC)</u>. This committee is comprised of 14 volunteer members who represent various academic disciplines—history, architectural history, architecture and archaeology as well as interested citizens. Committee meetings are open to the public and held <u>three times each year</u> to review nomination drafts. If SNRC determines the nomination meets the National Register Criteria for Evaluation and recommends it for listing, SHPO will submit the nomination to the National Park Service for final review and approval after necessary revisions have been made.

REVIEW BY CERTIFIED LOCAL GOVERNMENT

If the community where the nominated property is located has an established Certified Local Government program, a copy of the nomination will be sent to the local historic preservation commission at least 60 days prior to the SNRC meeting. The property owner, chief elected official and nomination preparer should be notified of the local historic preservation commission meeting and invited to participate in the nomination's review.

LISTING IN THE NATIONAL REGISTER OF HISTORIC PLACES

Complete nominations, with certifying recommendations, are submitted by SHPO to the National Park Service for final review and listing by the Keeper of the National Register of Historic Places. SHPO will notify property owners, nomination preparers and chief elected officials of National Register listings. If a nomination is not approved, the decision may be appealed to the Keeper of the National Register of Historic Places.

RESEARCH AND DOCUMENTATION

Extensive research and documentation are required to evaluate the historic significance and integrity of a property using the National Register Criteria for Evaluation. Certain kinds of properties are not usually considered for listing in the National Register, and preparers should consult <u>How to Apply the National Register Criteria for Evaluation</u> for information on applicable Criteria Considerations. Review the <u>Nomination</u> <u>Form Preparation Checklist</u> for guidance on the research, information and documentation needed within a nomination.

SIGNIFICANCE

When evaluated within their historic contexts, properties listed in the National Register must be significant for one or more of the four National Register Criteria for Evaluation:

Criterion A: Event

Properties may 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 if they represent the work of a master, or if they possess high artistic values, or if they 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.

HISTORIC CONTEXT

For the purposes of the National Register, historic contexts are those patterns, themes or trends in history by which a specific occurrence, property or site is understood and its significance within history is made clear. Contexts can apply to significance at the local, state or national level and can be organized around geographical areas, time frames and themes. Examples include late 19th-century agriculture in Madison County and mid-20th century commerce in Newton. Various factors for historic context include environment, architecture, economics, politics, transportation, technology, settlement and so on.

- Alternatively, history involves all the facts about a property. Examples include when it was built and by whom; when alterations were made; who lived there and what did they do; what events happened on the property; and so on.
- Significance is the argument for why the property is important to local, state or national history. Significance must be justified by historic context and history. The existence of a property during a historic time period does not necessarily mean it is significant or that it has integrity.

INTEGRITY

To be listed in the National Register, a property must not only be shown to be significant under the National Register Criteria for Evaluation, but it must also have integrity, which is a property's ability to convey its significance through essential physical features and how they relate to the property's historic context. There are seven aspects to consider when assessing a property's integrity: location, design, setting, materials, workmanship, feeling and association. To retain integrity, a property should possess several, and usually most, of the seven aspects. Determining which aspects are most important to a particular property requires knowing why, where and when a property is significant. Consult <u>How to Apply the National Register Criteria for Evaluation</u> to learn more about each of the seven aspects and for guidance on how to assess the integrity of a property.

HISTORIC PROPERTY PRELIMINARY EVALUATION

Prior to beginning work on the nomination form, preparers and property owners should complete a <u>Historic Property Preliminary Evaluation</u> to request SHPO's assessment of a resource's eligibility for the National Register and to receive guidance on preparing a nomination. <u>Preliminary</u> <u>evaluations</u> are not nominations nor do they constitute a <u>Part 1 tax credit</u> <u>application</u>; they provide SHPO with the basic information needed to form an eligibility opinion and to ascertain if a formal nomination should be pursued.

To complete the Historic Property Preliminary Evaluation form, preparers should first review <u>How to Apply the National Register Criteria for</u> <u>Evaluation</u> to understand key aspects of eligibility before conducting initial research into the property's history.

Once basic research is compiled, preparers should complete the online form, which is available on <u>SHPO's website</u>, and provide as much information as possible about the property's historic significance. Preparers must also include several current photographs of the property for SHPO's evaluation. Current photographs should be taken no more than 60 days prior to submitting the form and should incorporate four exterior photographs (one of each elevation), one photograph depicting the property in its broader setting, and a minimum of five interior photographs showing broad views of character-defining spaces. Historic photographs are not required but are encouraged.

Once SHPO receives a complete Historic Property Preliminary Evaluation submission, staff will respond within 30 days with either a request for more information or an eligibility opinion. Should SHPO concur that the property is eligible for the National Register, additional guidance will be provided on nomination preparation. Professional historians, architectural historians and archaeologists should complete the <u>Iowa Site Inventory Form</u> and upload to ESHPO for the purpose of a preliminary evaluation.



PREPARATION

All National Register nomination drafts must be submitted through <u>ESHPO</u>. Further information on ESHPO is available through the <u>ESHPO</u> <u>Quick Training Reference Guide</u>. Nominations must also be submitted using the following forms and documents:

- Nomination form
- <u>Nomination Form Preparation Checklist</u> (use for preparation, but do not submit)
- <u>Multiple Property Owners List spreadsheet</u> (only for historic district nominations or properties with multiple owners)

All research, writing, revisions, editing and preparation of nominations are the responsibility of the nomination preparer. SHPO will collaborate with preparers by providing suggestions, direction and advice throughout the revision process, but staff will not prepare, research, edit or write nominations. For formatting issues with the nomination, please consult Microsoft Support's online tutorials or reach out to a technology professional for assistance.

RESEARCH RESOURCES

National Register of Historic Places Guidelines,

Bulletins and Resources

The National Park Service provides <u>instructional bulletins</u>, <u>best practices</u>, <u>policy clarifications</u>, <u>sample nominations and special publications</u> that provide guidance in researching and preparing a nomination for listing in the National Register.</u>

State and Local Resources

Extensive historical research and documentation are required when nominating a property for the National Register. Local libraries, historical societies and county government offices are good places to start. <u>SHPO</u> houses historic and archaeological site inventories, previous nominations, National Register of Historic Places Multiple Property Documentation Forms/Multiple Property submissions, architect files and more. The <u>lowa</u> <u>Inventory</u> of historic properties and related files is available digitally by request.

The collections available at the <u>State Historical Society of Iowa Research</u> <u>Centers</u> in Des Moines and Iowa City include maps, state archives, photographs, census records, county records, newspapers, vital records, etc.

Research Resources and Programs Information

PLAGIARISM, CITATIONS AND SOURCES

National Register 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. <u>Plagiarism.org</u> offers additional guidance on the subject.

The Chicago Manual of Style is SHPO's preferred method for document formatting and in-text citations. Footnotes offer writers an opportunity to comment on sources and provide additional information not included in the nomination text. The first note for each source should include all relevant information: author's full name, source title and facts of the publication, including location and date. Similarly, figure labels should follow The Chicago Manual of Style formatting. Block quotes from other authors and researchers should only be used if the passage is properly cited, relevant and contributes to the argument for significance. Reliance upon a large number of block quotes assembled from various sources and the copying and pasting of large sections of text, regardless of citation, should be avoided and the information instead synthesized and cited as appropriate. Avoid using blanket citations to indicate a main source of material at the beginning of the nomination in lieu of footnotes. Additionally, bibliographies must include all sources used to prepare the nomination, including figures. See <u>The Chicago Manual of Style Online</u> for further guidance on citations.

Using reliable historical sources is crucial to the accuracy of National Register nominations and understanding of the property. Research should focus on primary sources, which provide firsthand knowledge or direct evidence of historical events, and include resources such as newspaper articles, property records, maps and photographs. 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 references to help provide historic context and improve understanding of the property within its period of significance and geographic area. Avoid the use of Wikipedia and other similar encyclopedic compilations of information as sources for nominations.

NOMINATION FORM PREPARATION CHECKLIST

Prior to submitting the nomination form, use this checklist to self-evaluate the completeness of the nomination to ensure a smooth review process. This checklist is for the preparer's personal use and should not accompany the submitted application form. For questions on preparing a nomination or to request example nominations, please contact SHPO at nationalregister@iowaeda.com or 515.348.6294.

GENERAL REVIEW	REFERENCE
Use the Iowa National Register of Historic Places Registration Form. (Do not use previous or alternate versions of the form.)	Nomination form
Complete all form fields. Insert "N/A" in fields that are not relevant.	
Cite research sources using The Chicago Manual of Style where appropriate in footnotes and the bibliography.	
Assemble the complete nomination package according to lowa guidelines.	

SECTION 1: NAME	REFERENCE
Enter the historic name, which best reflects the property's historic importance or how it was commonly used during the period of significance.	How to Complete the National Register Registration Form (p. 8–9)
Ensure the historic name is clear and identifiable with no abbreviations.	

SECTION 2: LOCATION	REFERENCE
Complete all fields.	How to Complete the National Register Registration Form (p. 10–11)

SECTION 3: STATE/FEDERAL AGENCY CERTIFICATION	REFERENCE
Leave all fields blank (SHPO to complete).	

	SECTION 4: NATIONAL PARK SERVICE CERTIFICATION	REFERENCE
	Leave all fields blank (National Park Service to complete).	

SECTION 5: CLASSIFICATION	REFERENCE
Check appropriate ownership and category boxes.	How to Complete the National Register Registration Form (p. 14–17)
Ensure contributing and noncontributing resource counts are clear and consistent with section 7 narrative.	

SECTION 6: FUNCTION OR USE	REFERENCE
List historic functions for contributing resources as defined in "Data Categories for Functions and Uses." (Example: DOMESTIC/single-dwelling)	How to Complete the National Register Registration Form (p. 18–23)
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).	
All current functions listed were selected from "Data Categories for Functions and Uses" and include functions of both contributing and noncontributing resources.	
Each function is listed on a separate line.	

SECTION 7: DESCRIPTION	REFERENCE
ARCHITECTURAL CLASSIFICATIONTerms 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.Example: LATE VICTORIAN/Queen Anne Example: LATE 19TH- AND EARLY 20TH-CENTURY REVIVALS/Other: Châteauesque	How to Complete the National Register Registration Form (p. 24–26)
MATERIALS 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.	How to Complete the National Register Registration Form (p. 27)
 SUMMARY PARAGRAPH OF NARRATIVE DESCRIPTION Briefly describe the current condition of the property in the following order: Location and setting Property type, architectural style, method of construction, size and significant (character-defining) features Current condition and historic integrity according to the seven aspects of integrity Example summary paragraph: 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 a 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-century trends. 	How to Complete the National Register Registration Form (p. 24–34) Developing a Complete and Concise Property Description

SECTION 7: DESCRIPTION	REFERENCE
NARRATIVE DESCRIPTION	How to Complete the National Register Registration Form (p. 28–34)
Describe the current physical characteristics of the property in a concise, factual and well- organized narrative in the following order:	Developing a Complete and Concise Property Description
 Location and setting – including landscape features 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 façade. Reference figures and photographs as features are described. 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. 	University of Vermont's Building Description Tips How to Apply the National Register Criteria for Evaluation (p. 44–45)
 Interior characteristics – floor plan, materials and significant features/architectural detail described logically (i.e., starting with the ground floor and moving to upper floors). Reference figures and photographs as features are described. 	
 Other buildings/resources present – including descriptions of each 	
5. Alterations and additions – major changes (including approximate dates for each) since original construction	
6. Statement of Integrity – integrity present with examples according to the seven aspects of integrity: location, design, setting, materials, workmanship, feeling and association.	
7. Historic districts only – a complete inventory that concurs with the district map(s). The inventory should be formatted in a table and includes address, thumbnail photo, construction date, architect (if known), brief building description, brief history and if a property is a contributing or noncontributing resource.	

SECT	TION 8: STATEMENT OF SIGNIFICANCE	REFERENCE
 Ap Sig Ar wi Ex If 0 	S OF SIGNIFICANCE opropriate boxes are marked and information entered to indicate the Period of gnificance and areas in which the property is significant. eas of significance were selected from "Data Categories for Areas of Significance" th one area per line. EXAMPLE: ENTERTAINMENT/RECREATION Criterion B is checked, Significant Person is completed. Criterion D is checked, Cultural Affiliation is completed.	How to Complete the National Register Registration Form (p. 35–51) Guidelines for Evaluating and Documenting Properties Associated with Significant Persons Guidelines for Evaluating and Registering Archeological Properties
Descri Descri Ap Ind sig ind Ju Exam its loca expan down assoc story b time a of sign	 EMENT OF SIGNIFICANCE SUMMARY PARAGRAPH ption is clear, general and concise and includes: wel of significance (local, state or national). oplicable criteria (A, B, C and/or D) and any applicable criteria considerations. cluded are specific ways in which the property contributed to the area of gnificance and history of its locality, state or nation during the period of significance, cluding important themes or historic contexts. stification for period of significance. ple Summary Paragraph: The Wadsworth Manufacturing Company is eligible for al significance under Criterion A for its association with an important era of industrial sion in Anytown that saw many factories, processing plants and railroads spreading the eastern banks of the Big River during the late 19th century. Its historic iations together with its character-defining features, such as utilitarian design, two- prick construction and loading bays on the ground level, help to convey the specific nd place of its construction and use within Anytown's industrial corridor. The period ificance begins in 1893, when the building was constructed, and ends in 1924, the Wadsworth Manufacturing Company ceased business and the building became t. 	How to Complete the National Register Registration Form (p. 45–46) Preparing a Concise Significance Statement How to Apply the National Register Criteria for Evaluation

SECTION 8: STATEMENT OF SIGNIFICANCE	REFERENCE
 NARRATIVE STATEMENT OF SIGNIFICANCE Outline of chronology and historic development of the property. Each criterion/area of significance has at least one paragraph that demonstrates how the property meets the criterion and is significant. 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. 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. 	How to Complete the National Register Registration Form (p. 45–51) Preparing a Concise Significance Statement The Components of a Historic Context
 FIGURES AND IMAGES 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. All figures have a unique sequential number, captions describing what is depicted, the date of the image (can be a circa date) and its source. 	

SECTION 9: MAJOR BIBLIOGRAPHIC REFERENCES	REFERENCE
	How to Complete the National Register Registration Form (p. 52–53)
Online sources include the author (if known), title of the article, website name, web address and date accessed.	The Chicago Manual of Style Online
	Purdue Online Writing Lab: MLA Formatting and Style Guide

SECTION 10: GEOGRAPHICAL DATA	REFERENCE
Boundaries are drawn to include all features related to the significance	e of the property. <u>How to Complete the National Register</u> <u>Registration Form</u> (p. 54–58)
Verbal boundary description delineates precise area within the bound	
Latitude/longitude coordinates and/or Universal Transverse Mercator are provided.	(UTM) coordinates Properties
	National Register Draft Electronic Map Policy

	SECTION 11: FORM PREPARER	REFERENCE
		How to Complete the National Register
l k	provided.	Registration Form (p. 59)

MAPS	REFERENCE
U.S. Geological Survey maps or other online maps, such as those retrieved from Google Earth or Microsoft Bing.	National Register Draft Electronic Map Policy
 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. 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 a label and an arrow. Source of map is indicated. 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 the map. These maps may be hand-drawn and follow Section 11.	How to Complete the National Register Registration 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.	

РНС	OTOGRAPHS	REFERENCE
	to log is completed according to the format detailed on the form. Overall exterior tographs should appear first, followed by interior views and details.	How to Complete the National Register Registration Form (p. 63–64)
	tos are listed in proper format along with a description of the view, indicating the ction of the camera.	Consolidated and Updated Photo Policy 2024
outb	tographic coverage includes all façades/elevations of the building, additions, buildings and environment or setting through streetscapes. Streetscapes show the ding in its wider context and must accompany the nomination.	
	For historic districts only, photos include streetscapes, representatives of major ouilding types and styles, and aerial views (optional).	



SUBMISSION

All new National Register nomination drafts should be submitted digitally via <u>ESHPO</u>. The following documents should be included within this packet and must be approved. 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:

- Completed <u>nomination form</u> in Microsoft Word (use the <u>Nomination</u> <u>Form Preparation Checklist</u> to guide completion)
- Folder with all nomination photos in .tiff or .jpeg format OR a .pdf with all nomination photos
- Completed <u>Multiple Property Owners List spreadsheet</u> (only for historic district nominations or properties with multiple owners)

To ensure a timely review, be sure to complete and include all required documents. Reviews will not be scheduled unless all requested documents are completed and submitted through <u>ESHPO</u>.

REVIEW BY STATE HISTORIC PRESERVATION OFFICE

REVIEWS

- Reviews are completed by program staff to provide guidance on drafts and to ensure each nomination is adequately documented and prepared according to National Register guidelines and best practices.
- Comments and corrections made by SHPO will be made in Microsoft Word with the Track Changes and Comments features to enable collaboration between the preparer and SHPO reviewers.
- A copy of the nomination draft with comments from SHPO will be emailed to the preparer and the property owner following each review. Review times may take up to 60 days.

REVISIONS

- Preparers are responsible for making corrections and additions as needed and sending the revised draft via <u>ESHPO</u>.
- Edits must be made in Microsoft Word with the Track Changes feature turned on.
- After the first draft of a nomination has been returned, the preparer and property owner may request a meeting with National Register reviewers to discuss comments and revisions. The objective of these meetings is not to discuss individual comments and/or suggested changes, but instead to discuss the overall themes, approaches and substantive issues that pertain to each nomination. These meetings are typically scheduled for 45 minutes via Microsoft Teams and are intended to complement, not replace, written comments and guidance on drafts.

ADDITIONAL REVIEWS AND REVISIONS

- Preparing a nomination is a complex process that requires multiple drafts, reviews and collaboration with SHPO staff. Nominations are reviewed in the order they are received. Preparers should submit drafts in a timely manner and should consult the review schedule for submission deadlines.
- A complete nomination package includes a nomination and its corresponding additional information, all of which has been reviewed and approved by SHPO. If SHPO determines the nomination is adequately documented, and technically and professionally correct and sufficient, the completed nomination will be submitted to the <u>SNRC</u>.
- Nomination forms that need additional review by SHPO after the deadline for <u>Final Nomination Documents for SNRC</u> will not be scheduled on the next SNRC meeting agenda. Instead, they will be scheduled for a future SNRC meeting if SHPO determines that the nomination is sufficient and can be considered a final draft prior to review schedule submission deadlines.

REVIEW BY STATE NOMINATIONS REVIEW COMMITTEE

When a nomination is ready for review by the <u>SNRC</u>, SHPO will request the following via <u>ESHPO</u>:

- A copy of the <u>nomination form</u> in .pdf format;
- A single .pdf file containing all photographs listed in the Photo Log, two photographs per page and labeled according to conventions listed in the <u>National Register photo policy</u> OR a zipped (compressed) folder with all photographs listed in the Photo Log and each photograph named according to conventions listed in the <u>National</u> <u>Register photo policy</u>.

SHPO will forward a copy of the nomination form and photographs to SNRC members approximately six to eight weeks prior to the meeting date.

SCHEDULING AND ATTENDANCE

SNRC meetings take place on the second Friday of February, June and October of each year. Preparers are responsible for being aware of all SNRC meeting dates and deadlines.

- Contact SHPO at <u>nationalregister@iowaeda.com</u> or 515.348.6294 prior to the meeting agenda being issued if there are any preexisting time conflicts.
- Preparers will receive a meeting agenda with scheduled time slots approximately six to eight weeks prior to the meeting.
- Time slots are preassigned and cannot be changed.
- Preparers are expected to attend the review committee meeting, if possible, arriving about 30 minutes prior to their scheduled time.
 Preparers should take detailed notes of SNRC comments, questions and suggested changes to use for final revisions. After the committee has voted on whether to forward the nomination to the National Park Service, preparers may either leave the meeting or stay for the review of other nominations.

PREPARATION

Preparers are responsible for briefly presenting their nomination at the SNRC meeting. Presentations should utilize Microsoft PowerPoint and include figures and photographs from the nomination as visual aids for discussion. Presentations for individual nominations should include a maximum of eight images, and historic district nominations should include include no more than 15 images. If a representative for the nomination will not be attending the meeting, the preparer should send a completed presentation to <u>nationalregister@iowaeda.com</u>.

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

FINAL REVISIONS

Nomination preparers are expected to take detailed notes of the SNRC discussion to inform final revisions. Approximately 30 days following the SNRC meeting, SHPO will review and send the meeting minutes to preparers. The minutes will include specific comments and requested changes from the committee. After addressing all comments and requested changes, the preparer will submit a revised draft (in Microsoft Word with the Track Changes feature on) through <u>ESHPO</u>. SHPO will review the nomination for completeness, ensuring all comments and requested revisions have been addressed.

FINAL NOMINATION PACKET

Once SNRC approves a nomination, preparers are responsible for making final revisions and submitting the final nomination packet via <u>ESHPO</u>, according to deadlines in the <u>Review Schedule</u>. SHPO shall submit the nomination to the National Park Service within 90 days of SNRC approval. Generally, it takes a minimum of 45 days for the National Park Service to alert SHPO of the acceptance, return or rejection of a nomination.

REVIEW SCHEDULE

The multistep review process, by SHPO and SNRC, will follow the schedule below. For a nomination to be considered at a particular SNRC meeting, a substantial first draft must be submitted by the Consideration Deadline. Please note that SHPO determines when a nomination is complete and will be scheduled, and nominations submitted by the Consideration Deadline are not guaranteed to be scheduled on the next SNRC agenda. Nominations that require additional revisions will be scheduled for SNRC review at a future date.

Consideration Deadline	Deadline for Submission of Final Drafts to SHPO	Deadline for Final SHPO Comments to Preparers	Deadline for Final Nomination Documents for SNRC	State Nominations Review Committee Meeting	Deadline for Submission of Post- SNRC Revisions
Aug. 11, 2024	Nov. 12, 2024	Nov. 25, 2024	Dec. 2, 2024	Feb. 14, 2025	Mar. 31, 2025
Dec. 8, 2024	Mar. 10, 2025	Mar. 24, 2025	Mar. 31, 2025	Jun. 13, 2025	Jul. 28, 2025
Apr. 7, 2025	Jul. 7, 2025	Jul. 21, 2025	Jul. 28, 2025	Oct. 10, 2025	Nov. 24, 2025
Aug. 11, 2025	Nov. 10, 2025	Nov. 24, 2025	Dec. 1, 2025	Feb. 13, 2026	Mar. 30, 2026
Dec. 8, 2025	Mar. 9, 2026	Mar. 23, 2026	Mar. 30, 2026	Jun. 12, 2026	Jul. 27, 2026
Apr. 6, 2026	Jul. 6, 2026	Jul. 20, 2026	Jul. 27, 2026	Oct. 9, 2026	Nov. 23, 2026
Aug. 10, 2026	Nov. 9, 2026	Nov. 23, 2026	Nov. 30, 2026	Feb. 12, 2027	Mar. 29, 2027
Dec. 7, 2026	Mar. 8, 2027	Mar. 22, 2027	Mar. 29, 2027	Jun. 11, 2027	Jul. 26, 2027
Apr. 5, 2027	Jul. 5, 2027	Jul. 19, 2027	Jul. 26, 2027	Oct. 8, 2027	Nov. 22, 2027
Aug. 9, 2027	Nov. 8, 2027	Nov. 22, 2027	Nov. 29, 2027	Feb. 11, 2028	Mar. 27, 2028
Dec. 6, 2027	Mar. 6, 2028	Mar. 20, 2028	Mar. 27, 2028	Jun. 9, 2028	Jul. 24, 2028
Apr. 10, 2028	Jul. 10, 2028	Jul. 24, 2028	Jul. 31, 2028	Oct. 13, 2028	Nov. 27, 2028
Aug. 7, 2028	Nov. 6, 2028	Nov. 20, 2028	Nov. 27, 2028	Feb. 9, 2029	Mar. 26, 2029
Dec. 4, 2029	Mar. 5, 2029	Mar. 19, 2029	Mar. 26, 2029	Jun. 8, 2029	Jul. 23, 2029
Apr. 9, 2029	Jul. 9, 2029	Jul. 23, 2029	Jul. 30, 2029	Oct. 12, 2029	Nov. 26, 2029

REVIEW PROCESS

After the nomination has been researched, evaluated and submitted through ESHPO, it will go through a multistep review process that follows the progression detailed below.





IOWA ECONOMIC DEVELOPMENT AUTHORITY

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State Historic Preservation Office 1963 Bell Avenue, Suite 200 Des Moines, IA 50315 opportunityiowa.gov/shpo