Submission Checklist

Is Your First Draft Submission Complete (With Digital Photos)?

☐ Printed nomination form

☐ Digital copy of nomination form in MS Word. Digital drafts can be submitted on a CD or via email attachment if file is smaller than 5MB in size. Digital photographs cannot be submitted via email

☐ Original USGS map labeled in PENCIL only. If submitting an all-digital nomination packet, include a digital map, created following NPS requirements.

☐ CD/DVDs with only color, .tiff files that are labeled with appropriate naming conventions. (For submissions using digital photos)*

☐ Sets of black and white photo prints, minimum size of 3 ½ "x 5" (optional with first draft, mandatory for final nomination submission). * For an all-digital nomination, only one set of prints is required.

☐ Check that all substantive narratives are completed, all fields, boxes, sections are completed.

☐ Complete Owner Notification sheet.

= **Complete Submission**

Send nomination submission to:
Ohio Historic Preservation Office
800 E. 17th Ave.
Columbus, Ohio 43211

*With your first draft submission, you may choose to send only the CD with color, .tiff images correctly labeled. We can review these images and then respond back to you either to go ahead and get prints made, or, if the images need fixed to address those and then send prints in with the second submission of the photo CD.

Nominations that are submitted with all required components: all sections of the form filled out including substantive completion of Sections 7 and 8, USGS map, Owner Notification Sheet, and photographs will be considered complete submissions. (See Checklist) Nominations that are incomplete, i.e. missing photos or substantial text from the narrative sections will be accepted but not scheduled for review until all necessary items have been submitted. OHPO will notify the preparer of any missing elements that will need to be submitted.