

1. Process for Nominating a Property to the National Register of Historic Places



Before beginning the National Register of Historic Places nomination process, please contact SHPO.

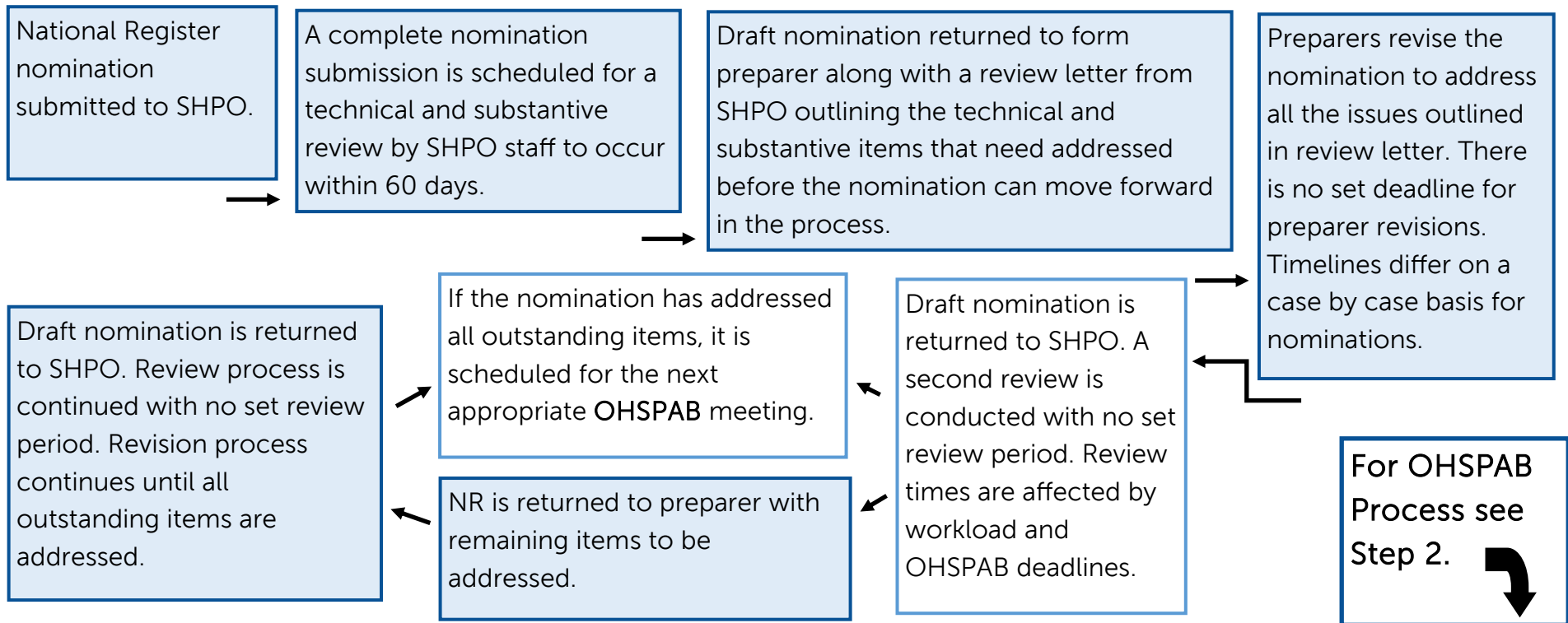
In Ohio, the first step in nominating a property is to complete a National Register Preliminary Questionnaire. This is designed to help determine whether an individual property or district is likely to qualify for nomination to the National Register of Historic Places.

Nominations can be submitted at any time during the calendar year. It is normal for nominations to take nine months to one year to be listed from the point of initial submission. Nominations typically require more than one draft before being scheduled for an upcoming OHSPAB meeting.

Nominations that are submitted with all required components (see checklist: [National Register Submission Checklist.pdf](#)) will be considered complete submissions and be scheduled for an initial 60 day review period for a technical and substantive review by SHPO staff. Nominations that are incomplete will be accepted, but not scheduled for review until all necessary items have been submitted. SHPO will notify the preparer of any missing components.

Once a nomination is determined to be finalized and ready to move forward, it will then be scheduled for the next appropriate OHSPAB meeting.

Submitting a nomination prior to the first submission deadline does not guarantee that it will be scheduled for the next scheduled meeting.



2. Process for Nominating a Property to the National Register of Historic Places



Property owners, local government entities, and State Representatives are notified via certified letter at least 60 days prior to the OHSPAB meeting for properties located in a Certified Local Government (CLG) and 30 days prior for properties located in a non-CLG. *If a Historic District has over 50 property owners, a public hearing will be held at least 30 days prior to the OHSPAB meeting.

OHSPAB meeting agenda and nomination presentation order are posted on the SHPO website three weeks prior to the meeting. Nomination presentations are ordered by distance, closest first, to give time for property owners and attendees coming from farther away more travel time. Interested parties can also attend meetings virtually.

Attendees RSVP to SHPO no later than the week of the OHSPAB meeting. RSVP deadline will be included in notification letters. Anyone can attend a meeting regardless of affiliation with a property being nominated.

At the OHSPAB meeting, a short, two minute presentation on each nomination is given by SHPO staff.

Nomination is **recommended** to be forwarded to NPS.

After each presentation, the board discusses and votes to give their recommendation on whether the property meets the National Register criteria and should be forwarded to the National Park Service (NPS).

Nomination is **tabled** and can be presented before OHSPAB again, if specified issues are addressed.

Nomination is **not recommended** to be forwarded to NPS.

What is OHSPAB?

The Ohio Historic Site Preservation Advisory Board is a 17-member, governor appointed board that advises the State Historic Preservation Officer and the Ohio History Connection Board of Trustees on historic preservation issues. The Board evaluates the significance of properties nominated to the National Register of Historic Places and makes recommendations to the State Historic Preservation Officer.

The Board meets four times a year. The Board includes a majority of professionals such as architects, historians, planners, architectural historians, archaeologists, and public members from around the state who have expertise in Ohio history, architecture, and archaeology and demonstrate a knowledge of and interest in historic preservation.

- Want to know if your property is in a Certified Local Government? Check out our website to learn more: [Certified Local Governments - Ohio History Connection](#)
- Website for OHSPAB agenda and meeting information: [Ohio Historic Site Preservation Advisory Board - Ohio History Connection](#)

3. Process for Nominating a Property to the National Register of Historic Places

