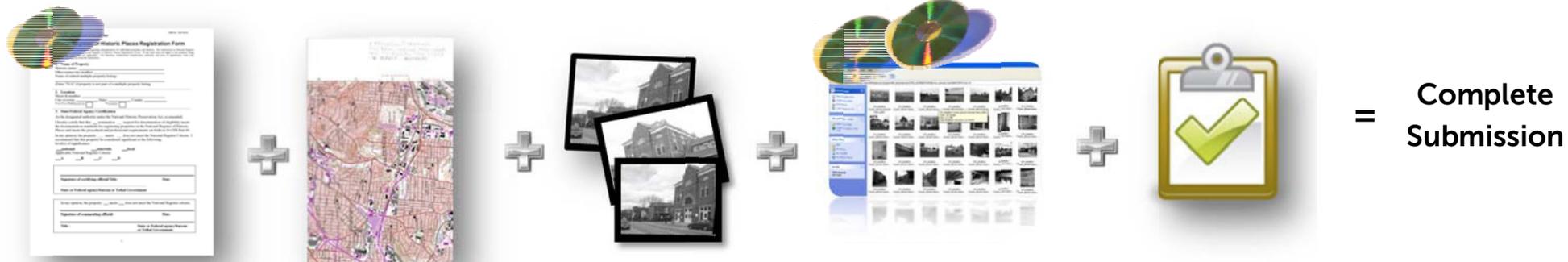


Submission Checklist



Is Your First Draft Nomination Packet Complete ?

- Digital copy of nomination form in MS Word. Digital drafts can be submitted via email attachment if file is smaller than 20MB in size, or via file sharing service [Dropbox, Google Drive, etc.] if larger.
- Sketch map/photo key showing photo views.
- Color .tiff files that are labeled with appropriate naming conventions. Digital photographs cannot be submitted via email but can be sent via file sharing service or on CD or flash drive.
- One set of black and white photo prints, minimum size of 3 ½ "x 5" (optional with first draft, mandatory for final nomination submission*).
- Check that all substantive narratives are completed, all fields, boxes, sections are completed.
- Complete Owner Notification sheet.



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 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.

Nominations that are submitted with all required components: all sections of the form filled out including substantive completion of Sections 7 and 8, 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.