



Nominating Properties to the National Register of Historic Places State Historic Preservation Office

How To Complete the Form

The National Register nomination form (NPS Form 10-900) is comprised of eleven different sections. The following instructions are organized sequentially by section number and are meant to be used in conjunction with the enclosed National Park Service's bulletin, How to Complete the National Register Registration Form (NRB 16a) which can be found below:

1. <https://www.nps.gov/subjects/nationalregister/upload/NRB16A-Complete.pdf>

The bulletin is a publication of the National Park Service and the corresponding pages from the bulletin are noted in the following instructions as NRB. Refer to the NRB for more detailed instructions and examples for each section. Additionally, the categorical lists that you will need to choose from in Sections 5-8 will be found in the NRB (specific page numbers below).

Note: Guidance set forth by the National Park Service for required materials in a National Register of Historic Places Nomination Packet in the original documentation have been updated throughout the operation of the National Register Program. For the most up to date requirements, visit the National Park Service website for the program:

<https://www.nps.gov/subjects/nationalregister/index.htm>.

Additionally, states may vary on guidelines and requirements for submissions. The best way to ensure a complete and accurate nomination submittal for Ohio is to follow our guidance that can be found below and on our website: <https://www.ohiohistory.org/preserving-ohio/national-register-of-historic-places/nomination-submission-process/>. If you have any questions, you can email our office at snrohpo@ohiohistory.org.

1. Section 1: Name of Property (NRB pg. 8-9)

- Enter the name that best reflects the property's historic importance or that was commonly used for the property during the period of significance. Later or current names can be listed in the space below (other names/site number).

2. **Section 2: Location (NRB pg. 10-11)**

- Enter the location for the property. If it is a district, enter the streets that the district is roughly bounded by.

3. **Section 3: State/Federal Agency Certification**

- This section is for office use only. **Do not complete.**

4. **Section 4: National Park Certification**

- This section is for office use only. **Do not complete.**

5. **Section 5: Classification (NRB pg. 14-17)**

- This section requests basic information about the ownership and resources on the property. There are three sub-sections: Ownership of Property, Category of Property, and Number of Resources within Property. See NRB pages for specifics on how to identify and count resources.
- *Note – the resource counts in this section and the counts in the Narrative Section should reflect the same numbers. Ensure that this same resource count is consistent in maps, figures, or other instances in the nomination.
 - If nominating a Historic District – a National Register Historic District Property Sheet must be completed. To do this, number each of the resources in the district and fill out the sheet accordingly. Both the sheet and guidance for completing the sheet can be found on our website.

6. **Section 6: Function or Use (NRB pg. 18-23)**

- Section 6 is used to identify the historic and current function of the resource. These functions must be selected from the data categories located on NRB pgs. 20-23.

7. **Section 7: Description (NRB pg. 24-34)**

This section is reserved for describing the current, physical description of the nominated property(s). An outline for organizing this section of the nomination can be found in our guidance section located on our website. Refer to the document Annotated Form 10-900 and NRB pages 24-34. Photo references should be used throughout this section.

- Fill in sub-category Architectural Classification from the list of Architectural Styles on pages 25-26. Sub-Category Materials should be completed using the list of materials on page 27.

8. Section 8: Statement of Significance (NRB pg. 35-51)

This section should support the significance of the property(s). An outline for organizing this section of the nomination can be found in our guidance section located on our website.

- Mark the Criteria or Criterion that the property(s) are being nominated under, as well as any Criteria Considerations that apply. See National Park Service's bulletin, How to Apply the National Register Criteria for Evaluation, for guidance in choosing the most applicable Criteria and Criteria Considerations, if applicable.
- For the Areas of Significance, select the category(s) from the Data Lists on NRB pages 40-41.
- Enter the Period of Significance that relates to the time period when the property(s) attained the significance that qualifies it for nomination. Additional information can be found on NRB page 42. Significant Dates associated with the property will be listed below. Additional information can be found on NRB page 43. Please note that significant dates should be within the period of significance.
- If the property(s) is being nominated under Criterion B, fill out the Significant Person section. Cultural Affiliation will only be filled out if Criterion D is selected.
- If the Architect/Builder is known, put their names in the appropriate section.

9. Section 9: Major Bibliographical References (NRB pg. 52)

- Enter primary and secondary sources in this section. Use a standard bibliographical style such as the Chicago Manual of Style:
https://www.chicagomanualofstyle.org/tools_citationguide.html.

10. Section 10: Geographical Data (NRB 55-58)

- Fill in the Acreage of the Property and either the Latitude/Longitude Coordinates **or** the UTM References. (Ohio SHPO staff can assist as needed).
- The Verbal Boundary Description should reflect the current boundaries of the property, i.e. using the legal description.

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- The Boundary Justification explains why the boundaries were selected as they relate to the historic significance of the resource(s) **during** the period of significance. More information for properly selecting boundaries can be found on NRB pgs 56-57.

11. Section 11: Form Prepared By

- Fill in information for form preparer.

Additional Documentation

1. An electronic (PDF) USGS map or equivalent (7.5 or 15 minutes series) marked with the property(s) location and latitude and longitude coordinates should be submitted with the nomination materials. Ohio SHPO staff can assist in providing a USGS map if needed.
2. Sketch Map is needed for historic districts to show the district boundaries and contributing and non-contributing resources. For a district, this map can also be used as the Photo Key. For an individual building, the Photo Key is included in the Continuation Sheets, see below.
3. Photographs are required for a nomination submission. The Ohio SHPO follows the National Park Service updated guidance and has specific submission requirements for the state office. More information on Photograph and Photo Log requirements can be found here: <https://www.ohiohistory.org/wp-content/uploads/2024/06/National-Register-of-Historic-Places-Photo-Submission-Guide-2.pdf>.
4. Owner Notification Sheets are required for every nomination. This is a requirement of the SHPO and can be found here - <https://www.ohiohistory.org/wp-content/uploads/2022/01/NR-OwnerNotificationSheet-revised2019.doc>. Complete the sheet with accurate information about property owners and elected officials. Failure to complete this could result in a delay in nominating the property(s).
5. Continuation Sheets should be used for any additional documentation that is included with the nomination such as Maps (boundary, parcel, historic), Photo Key, floor plans, and

Figures (historical images, historical documents, etc.). Place these on a continuation sheet and label them with a corresponding, numerical figure number. These will be placed at the end of the nomination. Continuation Sheet forms can be downloaded here:

https://www.nps.gov/subjects/nationalregister/upload/NPS-Form-10-900a-NRHP-Continuation-Sheet-2023-2026_508.docx.