

BHP Return Policy for Technically Incomplete National Register Nominations

Effective December 1, 2002, technically incomplete National Register nominations will not be reviewed by the BHP and will be returned to the preparer.

First Submissions

One copy of each of the following components is required for review of a nomination:

Individual Properties:

- Completed Nomination Form (NPS 10-900)
- Properly labeled 7.5 minute USGS map
- Properly labeled, black and white photos
- Floor plans and site map, if applicable

Historic Districts:

- Completed Nomination form (NPS 10-900)
- Properly labeled 7.5 minute USGS map
- Properly labeled, black and white photos
- District site map indicating historic district boundary and contributing and non-contributing properties
- Resource inventory

Materials from technically complete first submissions will be retained by the BHP

Second Submissions

*Second submissions **must** include all of the above items, and any requested supplemental documentation, as well as the following:*

- Notification sheets
- Report on Public Participation Strategy for historic districts
- Second copies of black and white photos, floor plans, sketch maps and inventories if not included in first submission

Submissions that do not include all the elements required for adequate review will be returned to the preparer, and will not be scheduled for presentation to the State Historic Preservation Board until the nomination is considered complete. Please refer to the NR Bulletin How to Complete the National Register Registration Form, as well as the Bureau's Supplemental Guidelines for Completing the National Register Nomination Form when preparing your nomination. If you have additional questions, please contact the Bureau at 717-783-8946.

Color slides and slide list for historic districts should be submitted with second submission or prior to Board meeting.