



**Nomination Checklists**  
**Kansas State Historic Preservation Office (SHPO)**  
**(785) 272-8681**

Property Name and/or Address: \_\_\_\_\_

***Procedure Checklist***

The following three requirements must be met *before* a nomination will be scheduled for a Historic Sites Board of Review meeting:

- Property has been evaluated for eligibility by SHPO staff through a PSIQ or Part 1
- An initial draft has been provided to SHPO for review and comment
- This submittal incorporates revisions suggested by and/or discussed with SHPO

When above are checked, please indicate at which Historic Sites Board of Review meeting you prefer the nomination be presented (see [www.kshs.org/15655](http://www.kshs.org/15655) for dates): \_\_\_\_\_

***Submittal Checklist***

Upon consultation with register coordinator, the following items should be submitted as part of the final nomination package. Items with asterisk (\*) may be sent electronically.

- Nomination in Microsoft Word® format\*
- Signed letter of consent from property owner(s), if submitter is not owner
- Current list of property owner(s) with current addresses\*
- Two blank cds
- Photographs in .tif format\*
- One set of archival quality photographic prints (preferably black-and-white)
- GIS file (if property is larger than 10 acres)\*

When above are checked, please return this form to SHPO with submittal package. The register coordinator will be in touch with you upon receipt.

Mailing Address:  
Kansas Historical Society  
Attn.: National Register Coordinator  
6425 SW 6<sup>th</sup> Ave.  
Topeka, KS 66615

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