

# HISTORIC PRESERVATION SERIES



Series No. 6

Office of History and Archaeology  
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## The National Register of Historic Places Nomination Process

1. **Owner**, consultant, or interested individual submits to the Office of History and Archaeology (OHA) completed:
  - a) Nomination form
  - b) Black & white photographs with no labels or markings in ink on them (on front or back)
  - c) Site plan
2. If the property is within on of OHA's **Certified Local Governments**, the CLG's preservation commission reviews the nomination and:
  - a) Solicits comments on the nomination
  - b) Finds the nomination eligible for the register and forwards voting record and comments to the OHA
  - c) Requests more information as needed and forwards voting record and comments to the OHA
  - d) Determines the property not eligible for the register and forwards voting record and comments to the OHA
3. **Office of History and Archaeology (OHA)** reviews the nomination through the State Historic Preservation Office, looking particularly for:
  - a) Completeness
  - b) Physical description
  - c) Period of significance
  - d) Level of significance
  - e) Statement of significance
  - f) Historic content
  - g) Special criteria considerations
  - h) Relation to the Alaska Historic Preservation Plan
4. **Thirty days** prior to the Alaska Historical Commission (state review board) meeting the following should occur:
  - a) Owner advised of meeting and given opportunity to review and comment on nomination
  - b) Appropriate local government officials given opportunity to comment on nomination
5. **Alaska Historical Commission** (meets three times a year)