



**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. cd with photographs numbered and identified as directed in the NRHP photo policy
 - c. site plan and map
2. **Office of History & Archaeology** (State Historic Preservation Office) reviews nomination and works with proposer. If the owner was not involved in preparation of the documentation, OHA notifies the owner about the nomination. Particular attention in the review is given to:
 - a. completeness
 - b. physical description
 - c. period of significance
 - d. level of significance
 - e. statement of significance
 - f. historic context
 - g. special criteria considerations
 - h. relation to the Alaska Historic Preservation Plan
3. If the property is within the boundaries of one of OHA's **Certified Local Governments**, the local preservation commission reviews the nomination:
 - a. solicits comments on the nomination
 - b. finds the property eligible for the register and forwards voting record and comments to OHA
 - c. requests more information and forwards voting record and comments to OHA
 - d. determines the property not eligible for the register and forwards voting record and comments to OHA
4. **Thirty days** prior to the Alaska Historical Commission (state review board) meeting:
 - 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 two times a year) sets time for members of the public to speak regarding the nomination at its meeting before taking action, reviews nomination and all written comments, then:
 - a. recommends the property is eligible for listing and the nomination be submitted to the Keeper of the National Register
 - b. tables the nomination for additional study or information
 - c. determines the property is not eligible for listing in the register
6. **Owner** advised of the commission's action:
 - a. concurs
 - b. disagrees and appeals decision to Keeper of the National Register
7. **State Historic Preservation Officer:**
 - a. reviews final nomination package, including all written comments on the nomination
 - b. signs nomination
8. Nomination and all written comments regarding it are sent by OHA to the **Keeper of the National Register**, National Park Service, Washington, D.C. for final review. The Keeper in 45 days:
 - a. determines the property eligible and lists it in the register
 - b. requests additional information from the Office of History and Archaeology
 - c. determines the property not eligible for the register