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 one 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)