

Nomination to the National Register

IDAHO REQUIREMENTS AND DUE DATES

REVIEW PROCESS

Whether prepared by private citizens or by consultants, most nominations – regardless of size – go through at least two drafts before consideration by the Idaho Historic Sites Review Board (HSRB) at one of its bi-annual meetings (schedule below). SHPO staff must review all submitted nominations to ensure that they adequately document the property and its significance; and meet the standards set by the National Park Service’s National Register program. When needed, staff will provide written comments and/or a marked copy of the nomination to the preparer.

To assist preparers in providing the documentation necessary for review, the SHPO has compiled the *Preparing National Register Nominations in Idaho* manual and the *ID-National Register Check List* for all materials that **must** be submitted along with the nomination as a complete package. Nomination preparers are encouraged to submit materials earlier than the dates listed below. **Deadlines must be met or a nomination will not be placed on a meeting’s final agenda.**

These forms are available by contacting the National Register Coordinator: Matt Halitsky: Matt.Halitsky@ishs.idaho.gov or (208) 488-7468

Idaho SHPO requires a Preliminary Eligibility Questionnaire be completed prior to preparing or submitting a nomination. It is also recommended that first time preparers contact the SHPO early in the nomination process as staff can often times provide assistance.

HISTORIC DISTRICT NOMINATIONS

A nomination for a potential historic district consists of two separate components:

1. **Cultural Resource Survey materials:** consisting of Idaho Site Inventory Form for each property (regardless of date of construction), Idaho SHPO Access database entries, etc. (see detailed list in “Preparing National Register nominations in Idaho” manual).
2. **A nomination packet:** that includes a resource inventory list produced by the Access database entries – and will follow all requirements of the “Preparing National Register Nominations in Idaho” manual and checklist.

All cultural resource survey materials must be completed and approved by SHPO staff by the deadlines listed below. The final historic district nomination and all supporting materials **must be approved by SHPO staff** (not merely “received”) before it can be added to the HSRB meeting agenda.

For more information regarding cultural resource survey, contact SHPO staff.

INDIVIDUAL PROPERTY NOMINATIONS:

For an individual property nomination, the completed NRHP Nomination Forms should be submitted to the Idaho SHPO National Register Coordinator and local CLG Contact (if applicable) for review. Some sections of the Nomination may require revision. The final-draft nomination - and all supporting materials - **must be approved by SHPO staff** (not merely “received”) before it can be added to the HSRB meeting agenda.

The National Register Coordinator typically will respond within 30-45 days after receipt.

MEETING SCHEDULE AND DEADLINES FOR SUBMISSIONS

The HSRB meets bi-annually and the public is welcome and encouraged to attend. Nomination preparers are required to attend in order to communicate directly with the HSRB. Due dates for nomination submissions are set to provide adequate time for SHPO staff to review and comment on the substantially complete draft-nomination, as well as, time for the preparer to make any necessary revisions.

Nominations are required to meet the regulatory requirements established by the Federal government and the National Park Service. Due to these requirements and commitments that SHPO staff must meet the **deadlines provided herein are not flexible.**

Initial Draft Deadline* (150 days prior)	Revision Deadline* (75 days prior)	HSRB Meeting Date
April 30	July 9	September 22, 2018
October 9	December 17	March 2, 2019
May 6	July 15	September 28, 2019
October 15	December 23	March 7, 2020
May 4	July 13	September 26, 2020

**Please note that submission by the due date does not guarantee that a nomination will be reviewed by the HSRB at its upcoming meeting. SHPO staff will provide comments to the nomination preparer between 30-45 days after the Initial Deadline. No further drafts will be accepted prior to the HSRB Meeting after the Revision Deadline. If a nomination is approved by the HSRB, any changes are due 45 days following the meeting.*