

**NOMINATION REVIEW  
Technical Checklist**

Item 1	Are the Historic name, Other name, and Name of related Multiple Property Listing completed or marked n/a?
Item 2	Have the boxes for “not for publication” and “vicinity” been marked either n/a or with an X?
Item 3	For SHPO use only, leave blank. The most up to date form will not identify a specific individual as the Deputy SHPO. See website for correct form.
Item 4	For NPS use only, leave blank.
Item 5	<ul style="list-style-type: none"> <li>• Is Ownership of Property marked? (more than one may be marked)</li> <li>• Is the Category of Property (only one) marked?</li> <li>• Is the Number of Resources within Property completed and totals correct?</li> <li>• Is the Number of Previously Listed Resources completed or marked n/a?</li> </ul>
Item 6	Are the Historic and Current Functions completed (one per line) and compatible with categories in Bulletin 16A (available on website)?
Item 7	<ul style="list-style-type: none"> <li>• Is Architectural Classification completed with a category and subcategory from Bulletin 16A?</li> <li>• Are Materials categories completed and consistent with Bulletin 16A?</li> <li>• Is the Narrative Description on Continuation Pages box checked?</li> </ul>
Item 8	<ul style="list-style-type: none"> <li>• Is the Criteria marked consistent with the Section 8 summary paragraph?</li> <li>• If appropriate, is a Criteria Consideration marked?</li> <li>• Are the correct Areas of Significance marked and consistent with the Section 8 summary paragraph?</li> <li>• Is the Period of Significance completed and consistent with the Section 8 summary paragraph?</li> <li>• Are Significant Dates completed or marked n/a? Do the dates fall within the period of significance? Are they mentioned in the Section 8 summary?</li> <li>• Is the Significant Person marked n/a , unless criterion B is checked?</li> <li>• Is the Cultural Affiliation marked n/a, unless Criterion D is checked?</li> <li>• Is the Architect/Builder completed (last name first) or marked Unknown?</li> <li>• Is the Statement of Significance on Continuation Pages box checked?</li> </ul>
Item 9	<ul style="list-style-type: none"> <li>• Is the Previous documentation on file marked, if appropriate? (usually left blank)</li> </ul> <p>If a Federal Part 1 Tax Credit application has been submitted to the NPS, is “Preliminary determination of individual listing . . . “ checked?</p> <ul style="list-style-type: none"> <li>• Is the Primary location of additional data marked? (usually marked SHPO)</li> </ul>
Item 10	<ul style="list-style-type: none"> <li>• Acreage should be completed to the nearest tenth (0.0), or if less than one acre write as “less than one acre.”</li> <li>• Is the Latitude/Longitude or UTM References complete? Are they accurate? Do they match the coordinates on the associated map? If using UTM, include a USGS map.</li> <li>• Are the verbal boundary description and boundary justification is included on a continuation sheet?</li> </ul>
Item 11	<p>Items to be completed in full.</p> <p>Photographs and figures:</p> <ul style="list-style-type: none"> <li>• Has the Photo and Figure log been completed and a list of photos provided in this section?</li> <li>• Has the camera direction been noted for each photograph?</li> <li>• If figures are imbedded in the narrative, are the associated page numbers added to the figure log?</li> <li>• Are the photographs keyed to a map on a continuation page?</li> <li>• Are the sources for figures noted on the figure page or with the figure caption?</li> <li>• Are the sources for figures included in the Bibliography?</li> <li>• Are all the photographs and figures referenced in the nomination?</li> </ul> <p>Continuation Sheets:</p> <ul style="list-style-type: none"> <li>• Are the Section numbers and page numbers (including jacket) numbered consecutively (regardless of Section)?</li> </ul>

		<ul style="list-style-type: none"> <li>• Are the headings of each page filled out correctly and is the name of multiple listing completed or marked n/a?</li> <li>• Is the property owner's names and physical addresses provided on a separate sheet?</li> <li>• If a single site nomination, are the current floor plans included and referenced in Section 7?</li> <li>• Does Section 7 have a summary, setting, property description, and integrity subsection?</li> <li>• Are construction dates tied in?</li> <li>• Does Section 8 contain a clear and coherent argument for the selected area(s) of significance, level(s) of significance, and period(s) of significance?</li> <li>• If applicable, does Section 8 contain appropriate comparisons?</li> </ul> <p>Bibliography</p> <ul style="list-style-type: none"> <li>• Is the Bibliography completed in full using the Chicago/Turabian style accurately?</li> <li>• Does the Bibliography account for all sources cited in the document (footnotes, figures, etc)?</li> <li>• Are footnotes completed in full using the Chicago/Turabian style accurately?</li> </ul>
		<p>Accompanying Materials - Photographs</p> <ul style="list-style-type: none"> <li>• Has a disc of digital color images been provided? (TIF format and labeled according to NPS standards due with first submission.)</li> </ul>
		<p>Accompanying Materials – Maps</p> <ul style="list-style-type: none"> <li>• Has a Latitude/Longitude map with KML or KMZ file been provided? If a Latitude/Longitude map is used, does it have a North arrow, Scale, and Latitude/Longitude listed on the page?</li> <li>• Has a contextual map been added and referenced in Section 7?</li> <li>• Is a detailed boundary/footprint map provided (for Historic Districts only)?</li> <li>• If map is larger than 11x17, are two copies enclosed?</li> </ul>