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National Register Submission Guidelines
Maine Historic Preservation Commission
2016

All National Register nominations must be prepared in accordance with "How to Complete the National Register Registration Form," also known as Bulletin 16A.

Pre-Schedule

1. Contact National Register coordinator to evaluate eligibility status of property.

Schedule

2. Contact National Register Coordinator to discuss being placed on the agenda for a Maine Historic Preservation Commission Review Board meeting. The Review Board generally meets the fourth Friday of January, April, July and October. Consultants are encouraged to contact the NR coordinator at least six months prior to the meeting at which they wish the nomination to be considered. A limited number of nominations may be considered at each meeting and the agenda is often full or nearly full six to twelve months in advance. Placement on the agenda is at the discretion of the Commission staff.

Deadlines

3. A first draft is due no less than 12 weeks prior to the Review Board Meeting. This draft will be submitted as hard copy, on disk as a Word or Word Perfect document, and e-mailed to the National Register Coordinator. The draft will be submitted on the appropriate National Register form (10-900, 10-900a[1], 10-900b), available at from the Maine Historic Preservation Commission.

The first draft submission will consist of the following:

- □ Sections 1, 2, 5, 6, 7, 8 and 9 of the nomination completed;
- □ Section 10, verbal boundary description and boundary justification of the nomination completed;
- □ a statement explaining the origin of the nomination (tax credit, grant related, Section 106); and
- □ a statement summarizing any public meetings, publicity, or other information pertinent to the nomination process.

In addition, for individually eligible properties:

- □ a sketch map showing the location of all buildings, sites, structures or objects on the property;
- □ a list of property owners' names, addresses, and contact information (obtain this information from the official tax rolls at the town office);
- □ a statement from the property owner acknowledging his or her support for the nomination process, to date; and
- □ digital images on compact disc, showing the entire property including interior and exterior of each resource. These images are for reference only, but need to be shot at a minimum of 2 megapixels (1200 x 1600 pixel image) at 300 dpi. These images will also be used in the Review Board presentation and must adequately represent the resource.

In addition, for historic districts:

- □ a spreadsheet showing property owners', names, addresses and contact information (obtain this information from official tax rolls at town office); property information (inventory number and address) and contributing or non-contributing status;
- □ a map showing the location of all properties within the district, with inventory numbers and contributing status;
- □ digital images on compact disk depicting each resource (or representative types, if the district is large) as well as

[1] The newest version of the National Register form 10-900 has been formatted so that Continuation sheets (10-900a) are seldom ever required.

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streetscapes. These images are for reference only, but need to be shot at a minimum of 2 megapixels (1200 x 1600 pixel image) at 300 dpi. These images will also be used in the Review Board presentation and must adequately represent the resource.

4. If the property is located in a community with Certified Local Government (CLG) status the first draft is due no less than 16 weeks prior to the Review Board Meeting.

5. The first draft will be reviewed for technical accuracy and content. Specifically, Commission staff will be looking to see if an analytical case has been made for all criteria cited and to determine if the property is adequately and correctly described. Grammar and spelling will be reviewed. The *National Register Technical and Substantive Review Checklists* will be utilized to evaluate the nomination. http://www.nps.gov/history/nr/publications/downloads/review_checklist.pdf . Every effort will be made to return the draft and comments to the consultant within two weeks. Please be aware that the nomination may need to go through multiple revisions before it is approved for final submission and leave time accordingly. The final list of photographs to be submitted should be made in consultation with the National Register Coordinator.

6. The final submission is due no less than eight weeks prior to the Review Board Meeting (twelve weeks for CLG communities). At this time the following materials must be submitted:

- □ completed nomination form: all sections completed. *Submit on disk and via e-mail;*
- □ two sets of black and white photographs, 5" x 7" with borders. **Do not** write anything on the prints other than the photo number, which needs to be written lightly in pencil on the back. *For digital images submit a separate statement explaining what paper, ink and printer combinations were utilize;.*
- □ if the photographs were generated from digital media, submit two CD's containing the digital images. (See National Register Photographic Requirements for labeling and numbering directions, size and image type, etc.);
- □ one set of **Black and White film negatives**, in an archival, three ring binder sleeve. Label negative sleeve with property name and location, photographer's name, and date of images. DO NOT write in the section labeled "File #". **Black and white film 35 mm negatives are required;**
- □ photocopy or digital copy of the topographic 7.5 USGS quadrangle map for the property. Circle the location of the property (if less than 10 acres), or draw its boundaries (if over 10 acres), on the map. *Original topographic maps are no longer required; and*
- □ municipal tax map with the location of the property or district highlighted.

Additional material for Historic Districts:

- □ district map with each resource labeled with the property inventory number. This map needs to show the district boundaries, contributing and non-contributing resources, and previously listed resources. The map must contain a graphic scale, north arrow, title block and date.

- □ photo key. Generate a second copy of the district map and key the photographs to this map.

The Commission reserves the right to postpone the nomination at this point if Commission staff feel the draft needs more than minimal revision, or if it needs additional research or documentation. Incomplete submissions will result in the postponement of the nomination.

Forms

7. Consultants need to use the most recent version of the National Register forms (2012), available from the Maine Historic Preservation Commission.

Photographs

8. All photographs generated for, and submitted with the nominations must conform to the National Register Photographic Policy outlined at http://www.nps.gov/history/nr/publications/bulletins/photopolicy/index.htm. However, the **Maine Historic Preservation Commission does not accept color prints**. All photographs for nominations in Maine must be 5 x7, black and white, with borders. Please consult with the Commission to determine the appropriate number and subjects of the prints be submitted.