

## THE NATIONAL REGISTER NOMINATION PROCESS IN TEXAS

The process of listing a property in the National Register of Historic Places is coordinated between the applicant, the Texas Historical Commission (THC) and the National Park Service (NPS). Information and documentation required by NPS is very specific, and the obligation for preparing a fully documented nomination rests with the applicant.

The steps for nominating a property are:

### **DETERMINATION OF ELIGIBILITY**

Applicant submits information to the THC for preliminary determination of eligibility. Staff requests the following materials:

- current photographs of the property (not digital images)
- date of construction and other significant dates (such as dates of alterations)
- overview of the property's history
- biographies of significant persons, if applicable
- current and historic maps and plans
- copies of historic photos

If THC staff determines the property eligible, the applicant will receive forms and instructions. This preliminary review is not binding — it merely facilitates requests and discourages the investment of time and money in properties that fall short of the federal criteria. For districts or multiple property nominations, THC staff will make a site visit.

### **PREPARATION OF DRAFT NOMINATION**

Applicant prepares a fully documented and completed National Register Nomination Form filled out in accordance with NPS and THC guidelines and submits it to THC staff. Most nominations are prepared by private consultants hired either by individual property owners or by local governments or organizations. Some owners are interested in preparing their own nominations and are capable of doing so. The level of description, historical documentation, analysis and writing in every nomination must meet accepted professional standards. The THC will not submit substandard nominations to the National Register, and staff cannot make major revisions or provide detailed critiques of inadequate nominations.

Submissions must include both a hard copy and computer disk (IBM compatible, Microsoft Word preferred) version of the text, photo documentation consisting of both black-and-white prints and color slides, location map, site plan, floor plans where applicable, a bibliography and boundary description. Scanned copies of maps and historic photos are acceptable with prior approval from THC staff.

### **STAFF REVIEW AND EDITING**

The THC's National Register staff is responsible for reviewing, editing and processing nominations. THC staff specifies any additional information or revisions needed to complete the nomination.

## **PLACING THE NOMINATION ON THE STATE BOARD OF REVIEW AGENDA**

Once all components of a nomination are received and a final draft is prepared, THC staff schedules the nomination for consideration by the State Board of Review. Staff will not place a nomination on the State Board of Review agenda until it has had the opportunity to thoroughly review the nomination and approve the final draft. Property owners receive official notification of when and where the nomination will be considered by the State Board of Review. Final drafts must be received by the THC at least 45 days (75 days for properties in Certified Local Government communities) in advance of the meeting date in order to comply with legal notification requirements. The State Board of Review meets at least three times annually (usually late spring, late summer and late fall). Property owners have the opportunity to comment on the proposed action, either by supporting the nomination or by submitting an objection to the THC. If you wish to object, you must do so in a notarized letter that certifies both your ownership of the property and your objection to the nomination.

- Please note that nominations are placed on the State Board of Review agenda on a first-come, first-served basis, and that staff cannot guarantee the placement of a nomination on an agenda until the final edited draft is approved.

## **PRESENTATION TO THE STATE BOARD OF REVIEW**

The THC staff presents National Register nominations to the State Board of Review at its public meetings. The State Board of Review is a citizen committee of experts in the fields of Texas architecture, history, archeology and related disciplines. In public meetings, the board assesses each nominated property according to the National Register criteria for evaluation. The board may vote to accept, reject or postpone a nomination. Postponed nominations may be scheduled for a rehearing. Rejected nominations may be appealed to the Keeper of the National Register at NPS.

## **FINAL EDIT AND SUBMISSION TO THE NATIONAL PARK SERVICE**

THC staff, with assistance from the applicant, performs any additional revisions requested by the State Board of Review, completing final formatting of all nominations on archival paper and submitting them to the Keeper of the National Register at NPS.

## **LISTING IN THE NATIONAL REGISTER OF HISTORIC PLACES**

Upon receipt of the nomination, NPS posts the nomination in the Federal Register and, in most cases, lists it within 45 days.

## **NOTIFICATION**

THC staff notifies the property owner(s). Property owners may receive a letter and certificate of listing signed by the State Historic Preservation Officer stating that the property is listed in the National Register of Historic Places. Property owners may also purchase a National Register plaque through the THC. The THC currently offers three sizes of bronze plaques costing \$75, \$125 or \$150, depending upon size.

For further information regarding the National Register, financial incentives, criteria for evaluation or nomination procedures, contact the Texas Historical Commission's History Programs Division at 512/463-5853.

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**TEXAS  
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*The State Agency for Historic Preservation*