



# Illinois Department of Natural Resources

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www.dnr.illinois.gov

JB Pritzker, Governor  
Colleen Callahan, Director

## National Register of Historic Places Illinois Submittal Policy

Nomination preparers are required to submit a preliminary draft before submitting a final draft. This will enable SHPO staff to provide a constructive review and offer suggestions for any needed revisions. Completed nomination packets, including all required components must be received **90 days** before a scheduled IHSAC meeting. To view the IHSAC meeting schedule, go to their website below. Meeting this deadline however does NOT guarantee placement on an upcoming agenda. The SHPO reserves the right to schedule only those nominations considered complete and proficient for consideration by the IHSAC.

### Illinois Historic Sites Advisory Council (IHSAC) website:

<https://www2.illinois.gov/dnrhistoric/Preserve/pages/illinois-historic-sites-advisory-council.aspx>

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Staff WILL NOT begin a review until ALL of the following components are submitted: **(Historic Districts also require a complete inventory of resources and additional mapping requirements)**

SUBMIT NOMINATION DOCUMENTS TO THE FOLLOWING LINK:

<https://filet.illinois.gov/filet/pimupload.asp>

1. Notification Form (submit as a separate PDF)
2. National Register Registration Form - submit as one single Word Document  
Word Document should include:
  - Site plan with a north arrow showing the nominated resource(s) and boundary line
  - Sketch of room layouts (does not have to be to scale) or architectural floor plan
  - GIS location map
  - if applicable historic images, figures, drawings/sketches, etc...
3. One PDF with current photographs. No more than 2 per page; label under each photo.
4. After the nomination has been scheduled for an upcoming IHSAC Meeting, you will be required to submit one set each of TIFF digital images, JPEG digital images, printed photos. Please wait for staff to contact you before forwarding these items.