



Illinois Department of Natural Resources

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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>

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)**

1. Notification Form (download from website below)
 2. Completed National Register Registration Form (download from website below)
 3. Site plan with a north arrow showing the nominated resource(s) and boundary line
 4. Sketch of room layouts (does not have to be to scale) or architectural floor plans
 5. Google Earth GIS location map – (see GIS map instructions for Google Earth)
 6. One set of printed photographs properly labeled (review photo policy)
 7. One TIFF digital photo CD/DVD – (review photo policy)
 8. One JPEG digital photo CD/DVD – (for SHPO only)
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Illinois National Register website:

<https://www2.illinois.gov/dnrhistoric/Preserve/Pages/Places.aspx>