



Illinois Department of Natural Resources

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www.dnr.illinois.gov

JB Pritzker, Governor
Colleen Callahan, Director

Updated 4/1/2021

National Register of Historic Places in 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:

1. Notification Form (download from website below)
2. Completed National Register Registration Form (download from website below) in Word
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 (individual)
5. Sketch Map showing contributing/noncontributing resources (districts)
6. Photo Key (districts)
7. Google Earth GIS location map – (see GIS map instructions for Google Earth)
8. Local Location Map
9. TIFF digital images of current photographs submitted via Illinois.Gov File Transfer (review photo policy)

Please complete checklist and include with your submittal.

Illinois National Register website:

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

Illinois.Gov File Transfer page:

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