



Nomination Checklists
Kansas State Historic Preservation Office (SHPO)
(785) 272-8681

Property Name and/or Address: _____
KHRI #: _____ County: _____

Procedure Checklist for Drafts

The following three requirements must be met *before* a nomination will be scheduled for a Historic Sites Board of Review meeting:

- Property has been evaluated for eligibility by SHPO staff through a PSIQ or Part 1
- An initial draft (in Word format) has been provided to SHPO for review and comment
- This submittal incorporates revisions suggested by and/or discussed with SHPO

Once SHPO has processed all items, staff will alert you to which Historic Sites Board of Review meeting the nomination will be presented at (see www.kshs.org/15655 for future dates).

Submittal Checklist for Final Drafts

Upon consultation with the register coordinator, the following items must be submitted as part of the final nomination package.

***All items can be sent electronically via a flash drive or shared-cloud link (this is preferred).**

- Nomination in Microsoft Word® format
- Signed letter of consent from property owner(s), if submitter is not owner
- Current list of property owner(s) with current addresses
- Digital photographs in TIFF, RAW, or high-resolution JPEG format
- GIS file (if property is larger than 10 acres)

When above are checked, please return this form to SHPO with the submittal package. The register coordinator will be in touch with you upon receipt.

Mailing Address:
Kansas Historical Society
Attn.: National Register Coordinator
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Topeka, KS 66615

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