



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

Property Name and/or Address:

KHRI #: _____

County: _____

Review Process

All nominations will go through two types of reviews: technical and substantive.

First, a technical review will determine if all items are complete and correct, and if all attachments and supplemental information is included and properly formatted. Once a nomination passes the technical review, SHPO staff will inform the preparer and then move the nomination forward through the process.

Second, a substantive review is conducted which evaluates the documentation and context provided for each nomination. Once SHPO staff have determined the nomination adequately meets the documentation standards, staff will schedule the nomination for a Historic Sites Board of Review meeting.

Checklist for Nomination Submissions

The following items must be submitted before the technical review can begin.

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

- A completed nomination form in Microsoft Word® format
- We strongly encourage a signed letter of consent from property owner(s) if the submitter is not the property 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)

SHPO staff will return each nomination with comments if revisions are required. Please don't hesitate to contact staff if you have any questions or need assistance.

Mailing Address:

Kansas Historical Society
Attn: National Register Coordinator
6425 SW 6th Ave.
Topeka, KS 66615

Contact Info:

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