

Steps to Listing a Property

The process of nominating a property in the National Register of Historic Places and/or the Register of Historic Kansas Places involves several steps.

- Find information about the Registers of Historic Places: kshs.org/14635
- Find information about listing a district: kshs.org/17351

Request an Initial Determination of Eligibility (IDOE)

State Historic Preservation Office (SHPO) staff can evaluate information about a property initially to determine if it may be eligible for register(s) listing. Requesting an Initial Determination of Eligibility (IDOE) requires two steps: completing a Kansas Historic Resources Inventory (KHRI) record and submitting an online questionnaire. A property owner or sponsor should complete this step.

- Find an IDOE: kshs.org/14654

Receive Eligibility Determination

Within about 30 days of submitting the IDOE, the property sponsor will receive a written response from SHPO staff indicating whether the property is eligible for either register. If the property is eligible, the response will include a nomination form and instructions on how to proceed with the nomination.

Submit a Draft Register Nomination

Register forms consist of two main parts: a narrative architectural description of the nominated property and a statement of significance. This statement must provide a history of the property and justification of its importance based on the appropriate areas of significance tied to the appropriate Register criteria. The nomination sponsor or a hired consultant is responsible for compiling the draft nomination.

- Find a list of consultants: kshs.org/14649
- Find guidance to complete the form: nps.gov/nr/publications/bulletins/nrb16a
- Find assistance researching your property: kshs.org/14639
- Find National & State Register draft forms: kshs.org/14654

Receive SHPO Feedback

Staff members carefully review each nomination and provide comments. They suggest revisions with the intention of helping the author produce the strongest nomination possible. Revisions may continue until the materials adequately meet the documentation standards. Staff will then schedule the nomination for consideration by the Kansas Historic Sites Board of Review. Property owners and sponsors will be notified of the meeting. Obtaining the written consent of the property owner to proceed with the nomination is strongly recommended before notices are distributed.

Consideration by the Board

Once a nomination is complete, it will be considered by the Kansas Historic Sites Board of Review. This board is appointed by the Governor to review and recommend nominations to the Registers. Nominations are presented to the board by SHPO staff or qualified

Frequently Asked Questions

What properties are eligible?

Districts, sites, buildings, structures, landscapes, and objects significant to the prehistory or history of the community, state, or nation are eligible.

How old must my property be?

Generally, a property must be at least 50 years old to be eligible.

How do I apply?

First submit an Initial Determination of Eligibility (IDOE) for staff screening, and then a Register nomination. (The application process is detailed in the list on this page.)

What kind of information must I include in the initial submission?

Provide a description of the property, a summary of the property's history and/or architecture, current interior and exterior photographs, any available historic photographs and, if available, a construction date.

Where can I find information about my property?

Local historical societies or libraries are a good place to start. They may have books or documents such as tax records, city directories, maps, photographs, building permits, and newspapers to help in your search. SHPO staff provide research guidance, but it is the responsibility of the property sponsor to complete the research.

What are the benefits of listing my building?

Listed buildings are eligible for technical assistance and funding programs, including grants and tax credits. Find more information: kshs.org/15605

professional consultants. Nomination sponsors are encouraged to attend this public meeting.

- Find information about the Kansas Historic Sites Board of Review: kshs.org/14601
- Find consultants to assist preparing a nomination: kshs.org/15681

Kansas Historic Sites Review Board Approves Properties in the Kansas Register

If approved by the review board and the State Historic Preservation Officer, the property will be listed in the Register of Historic Kansas Places as part of the meeting.

National Park Service Considers Nomination to the National Register of Historic Places

If the approved property is being nominated to the National Register, the nomination will be forwarded to the National Park Service for consideration. The nomination sponsor and property owner will receive notification from the SHPO when a property is officially entered in the National Register.

- Approved nominations are uploaded to the register database: kshs.org/14638
- Nomination process takes between 12 and 18 months to complete

Questions?

Contact the Cultural Resources Division at 785-272-8681, ext. 240;
kshs.shpo@ks.gov
kshs.org

