

TEXAS HISTORICAL COMMISSION

real places telling real stories

National Register Form Checklist

Nominated property: _____

Nomination preparer: _____

Contact information: _____

This form allows nomination preparers to evaluate whether their National Register packet is complete by checking each major item that THC staff has requested. The preparer should not submit the packet unless they have self-checked each applicable item. Page numbers reference the NPS publication [How to Complete the National Register Registration Form](#). Should you have questions regarding this form or nominations in general, please contact National Register Coordinator Gregory Smith, at greg.smith@thc.state.tx.us or 512.463.6013.

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| ✓ | Check boxes on left to indicate each item included in your application. |
| National Register of Historic Places Registration Form | |
| | Completed National Register form in Word format. Do not password protect or restrict editing in any way. |
| | Property Owner Notification Form (available from the THC website). |
| Section 7 (Bulletin 16a pages 24-34) | |
| | Summary paragraph |
| | Narrative description of property |
| | Evaluation of integrity |
| Section 8 (Bulletin 16a pages 35-51) | |
| | Summary paragraph, including applicable criteria and level of significance |
| | Criteria Considerations and how they are met (if applicable). |
| | Narrative statement of Significance |
| Section 9 (Bulletin 16a pages 52-53) | |
| | Bibliography |
| Section 10 (Bulletin 16a pages 54-58) | |
| | Latitude and Longitude coordinates in decimal degrees (see current revised options) |
| | Verbal boundary description |
| | Boundary justification |
| Photographs (See National Register Photo Policy) | |
| | TIFF photos, following the photo policy format |
| | Photograph log, with data for each TIFF submitted |
| Figures (which may include copies of historic photographs, plans, illustrations) on continuation sheets. | |
| | Indicate date and source of the figure |
| | Do not embed photos or figures in Sections 7 & 8 (Description and Statement of Significance) |
| Site plans of the property (sketch map for historic districts), including: | |
| | Photo references keyed to the plan |
| | North arrow |
| | Major streets and landmarks |
| | Outline of all buildings and other features included in the property count |
| | All resource counts in the registration form and on maps agree |
| Location map, prepared according to NPS guidelines from a source such as Google Earth or ARC GIS. | |
| | Copy of the .kmz file |



RICK PERRY, GOVERNOR • MATTHEW F. KREISLE, III, CHAIRMAN • MARK WOLFE, EXECUTIVE DIRECTOR

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