

HOW TO LIST A PROPERTY IN THE NATIONAL REGISTER IN CONNECTICUT

National Register of Historic Places designation is a special status that a property or area can have, which promotes stewardship through recognition and appreciation. The National Register is a National Park Service (NPS) program. Listing is achieved through a specific process that involves archival research, documentation, and the completion of a National Register nomination form.

The nomination form is a scholarly document that is used to communicate what important themes in history a resource is associated with and how the property is significant to our culture. The format of this document follows NPS standards. Nomination forms include architectural descriptions, focused statements of historical significance with references, a bibliography, photographs, and maps.

Any entity (such as property owners, community groups, or municipal staff) may nominate a property for National Register listing. For nomination of individual properties, please note that applicants will need access to the property for the purposes of documentation. Completion of the nomination form is the responsibility of the applicant. Since the nomination form requires intensive research and an understanding of the National Register Criteria for Evaluation, many applicants choose to hire a cultural resource professional to complete the form. Municipalities and non-profit groups may apply for grant assistance from the State Historic Preservation Office (SHPO) for National Register nominations. All owners of nominated property are notified during the nomination process.

STEP 1: Contact the National Register Coordinator at the Connecticut State Historic Preservation Office (SHPO) / Preliminary Evaluation of National Register Eligibility

*Before beginning a nomination project, please fill out the Historical Evaluation Request by visiting [Historical Evaluation Request | ConnCRIS](#). You may also contact Jenny Scofield, National Register Coordinator at jenny.scofield@ct.gov with any questions.

SHPO staff will first check whether the resource you are interested in nominating currently has a historic designation. Staff can also explain the different types of historic designations, help determine which of our programs match your goals, and describe what makes resources eligible for National Register listing.

Completing the online Historical Evaluation Request involves uploading a few current photographs of the resource you would like to nominate, along with some basic information about the property's history and alterations that may have occurred over time. Staff reviews this information to evaluate whether the resource physically retains historic features/materials and assess what types of historical significance may apply. For districts, you can also mark an online map with a proposed district study boundary.

Staff will contact the applicant and discuss whether or not the resource appears eligible for National Register listing. During the preliminary review, additional information may be requested or staff may ask to visit the property. If you are not sure whether to apply for State or National Register listing, staff will assist you with this during the preliminary evaluation. State Register listing also occurs as part of the National Register nomination process. If the property is eligible for listing, staff will provide the National Register forms and appropriate NPS guidance to the applicant or nomination author. This is also a good time to discuss what to focus on in the nomination text.

*SHPO will not accept nominations without prior communication and preliminary review.

If the historical significance of the property is not clear or the applicant disagrees with SHPO's preliminary opinion, staff may present the proposed district or individual property to the State Historic Preservation Review Board for feedback.

*It is highly recommended that the applicant communicate with the owners of property proposed for nomination at the beginning of a project, before a nomination is drafted. SHPO staff is available to meet with property owners and offers community presentations for proposed districts.

STEP 2: Draft National Register Nomination

A standard [National Register Nomination Form](#) for the district or individual property is prepared by the applicant or by a professionally qualified National Register consultant. [National Register Bulletin 16A](#) provides guidance on the completion of the form and is available for download from the NPS site. [Additional bulletins](#) on specific topics such as forming districts or how to list cemeteries are also available at the website. SHPO staff is available to provide technical assistance, but will not be able to prepare the nomination form. If SHPO staff did not visit the nominated property during the preliminary evaluation, staff will schedule a field visit while the nomination is being drafted.

Schedule of Submittals:

First Draft(s)

The first complete draft of the nomination should be digitally submitted to the NR Coordinator as a Word file. A PDF including the photographs may also be sent. **Photographs should be current and taken as high-resolution color digital TIFFs.** Nominations for individual properties (and some small districts) also require photos of interiors and outbuildings. The first draft is edited by staff and comments are returned to the author in track changes. Applicants are welcome to reach out to SHPO with questions while completing a draft nomination. Draft nominations are generally reviewed in the order received. A nomination will not be placed in queue for review until all sections are adequately completed. Review time is dependent on the number of active nominations and the amount of editing needed. Some nominations may require multiple drafts.

State Review Board Draft

SHPO will notify the applicant/nomination author once a draft is ready for review by the State Historic Preservation Review Board (SRB). The National Register Coordinator will post the digital copy of the nomination on SHPO's website and distribute it to the SRB approximately 30 days before the SRB meeting.

SHPO generally reviews nominations in the order received (by date of complete first draft) but may prioritize nominations for threatened properties, grant-in-aid projects, properties for which the owners are seeking a historic preservation easement, or nominations containing properties seeking certification for purposes of the Historic Rehabilitation Tax Credit program. Incomplete nominations or those requiring substantial edits will not receive priority. SHPO does not promise placement on specific SRB agendas; inclusion on a meeting agenda occurs once initial revisions to the draft are received and reasonably addressed.

STEP 3: Public Notifications of National Register District and Individual Property Nominations

SHPO follows federal regulations regarding notification of pending National Register nominations. At least 30 days before the State Historic Preservation Review Board meeting, the Chief Executive Officer of the municipality, property owners, and municipal preservation board (if applicable) will be notified that the nomination is on the SRB's meeting agenda. Notice may be completed by email and/or direct mail. The SHPO identifies other parties to include in notification as appropriate, such as municipal planning staff, community or homeowner groups, and historic commissions or historical societies. Certified Local Governments are also invited to submit a response to proposed nominations within their municipality.

For districts of substantial scale, property owners are offered at least one community meeting to learn about the National Register program.

Written comments on a district's or property's significance may be sent to the SHPO during the noticing period prior to the State Review Board meeting. The noticing period is 30-60 days before the meeting and begins on the date of the first legal notice. SHPO requests that letters be submitted by the date of the State Review Board meeting (or that any issues in doing so are communicated to the National Register coordinator). If a letter from an owner is received but is not complete to be counted (in terms of legibility, signatures, or the penalty of perjury statement), the National Register Coordinator will offer the owner an opportunity to correct any error in the letter format. All letters expressing support or objection to a nomination are shared with the State Review Board and National Park Service. Public comments may also be made during the State Historic Preservation Review Board meeting and recorded in the minutes.

STEP 4: State Historic Preservation Review Board Meeting

The individuals who prepare National Register nomination forms are *required to attend the State Historic Preservation Review Board meeting (digitally, by phone, or in person) at which the forms they prepared are evaluated*; their absence may be waived only with the prior permission of the State Historic Preservation Officer. A majority of the SRB must vote to approve the district or individual property nomination to the National Register. If the SRB votes in favor of a nomination, the property or district is listed in the State Register of Historic Places as of that moment.

The SRB typically has suggestions or edits, which will need to be incorporated before final submission to the NPS. SHPO may also complete or request additional edits to the nomination document before signing it and submitting it to the National Park Service. The National Register Coordinator will compile all final comments into one document with track changes and share it with the nomination consultant/author. The nomination consultant/author is responsible for making the requested edits. SHPO expects final nomination edits to be completed within approximately 6 months of receipt. If the final nomination is not received within one year, additional edits to document current conditions of the property may be required. If substantial time passes, SHPO may recommend additional noticing to property owners.

STEP 5: SHPO Transmittal of the Nomination to the National Park Service

*The applicant/nomination author must address all comments and edits requested by SHPO and the SRB. Once these revisions are made, email a digital version of the final nomination to the National Register Coordinator. Original photo TIFFs that meet the National Park Service photograph standards are also required/ SHPO staff will review the final draft.

Staff will notify the preparer when the nomination is ready for final submittal. SHPO will sign the nomination and then forward both the approved National Register nomination and the written comments received regarding the district's or property's significance to the Keeper of the National Register of Historic Places. Any letters of support for or objection to the nomination from property owners received during the noticing period are also forwarded to the National Park Service.

STEP 6: Listing in the National Register of Historic Places

Once the nomination is received by the NPS it is listed in the Federal Register as "pending National Register approval". The NPS has 45 days from receipt to respond with further edits, list a property, or reject the nomination. When a district is listed in the National Register of Historic Places, an announcement is sent to the Chief Executive Officer of the municipality. When an individual property is listed on the National Register, an announcement is sent by to the owner and a copy of this letter is sent to the Chief Executive Officer of the municipality. The owners of a National Register property or of a property within a National Register district may purchase a plaque from the State Historic Preservation Office of the Department of Economic and Community Development.

The National Register of Historic Places is administered in accordance with federal regulations established by the U. S. Department of the Interior. Where State procedures are inconsistent with federal regulations, the federal regulations shall prevail.