

Illinois National Register Nomination Submittal Policy & Draft Deadlines

Division of Preservation Services, Illinois Historic Preservation Agency

Nomination preparers are required to submit a preliminary draft before submitting a final draft. This will enable IHPA staff to provide a constructive review and offer suggestions for any needed revisions. Completed nomination packets, including all required components (see below) must be received by the deadline dates in order to be considered. Meeting these deadlines however does not guarantee placement on an upcoming agenda. IHPA reserves the right to schedule only those nominations considered complete and proficient for consideration by the IHSAC.

Draft Deadlines

August 3, 2012
October 26, 2012
March 29, 2013
July 26 2013

2012/2013 IHSAC Meetings

November 2, 2012 - Springfield
February 22, 2013 - Springfield
June 28, 2013 – TBA
October 25, 2013 – TBA

REQUIRED NR SUBMITTAL COMPONENTS (hard copies)

e-mailed submissions can be submitted in addition but not in place of

1. completed registration form (paper copy)
2. map showing the location of the property (8½ x 11)
3. site plan (multiple resources) with north arrow showing the boundary (8½ x 11); historic districts should include a detailed contributing and non-contributing resource map
4. sketch floor plans / architectural drawings of room layout
5. properly labeled prints (2 sets) accompanied with tiff images on a CD/DVD (2 copies)-
follow IHPA photo standards
6. one full size US Geological Survey Topographic Map (for NPS only)

CLG Review Requirements

Nominations for properties located within Certified Local Governments (CLG's) must be reviewed by the local historic preservation commission prior to consideration by the IHSAC. IHPA will forward nominations to the appropriate CLG for review at least 60-days prior to the next scheduled IHSAC meeting. It is the responsibility of the CLG to review the nomination at a public meeting of the local historic preservation commission. The 60-day review period may be shortened with concurrence of both IHPA and the CLG.

The IHPA shall proceed with the nomination process, subsequent to CLG review, under the following conditions: 1) if both the commission and chief local elected official recommend that a property be nominated to the National Register, 2) if the commission and the chief local elected official fail to agree on a recommendation, or 3) if the IHPA does not receive a recommendation before the end of the 60-day review period. In the event that they both agree the property should NOT be nominated, the IHPA will take no further action unless the nomination is appealed.