

National Register District Nomination HPF Grant Application Guidance Georgia Historic Preservation Division (HPD)

CLGs are encourage to apply for HPF funding to support the completion of a draft National Register of Historic Places nomination for a proposed historic district within their jurisdiction. **HPF funding cannot be used to support nomination of an individual property.**

Applicants applying for a grant to complete a National Register nomination for a property or proposed historic district **must submit preliminary information and receive an official eligibility determination from HPD's National Register staff PRIOR** to applying for funding. Please plan accordingly and allow 45 days for HPD review.

If a proposed property or historic district has been previously identified as eligible as part of an HPD-approved Georgia Historic Resources Survey, preliminary information for the property or district must still be submitted to HPD for review prior to applying for funding. Again, please plan accordingly and allow 45 days for HPD review.

Georgia's Preliminary Assessment of Eligibility for the Georgia and National Registers forms are available on HPD's website at <http://georgiashpo.org/nominationprocess>.

Please note that property owner support is required for a National Register nomination. For a historic district nomination, a majority of the proposed district's property owners of record must not object to the listing. A letter of support for the nomination from the property owner in the case of an individual property or the neighborhood association, historical society, downtown development authority, or other representative group must accompany the application in the case of a district nomination.

More information about the National Register nomination process is available on our website at <http://georgiashpo.org/nominationprocess>.

A National Register nomination is not complete until you receive a letter from HPD's National Register staff indicating that the nomination has been documented to NPD and HPD standards and the nomination is ready for the next step in the process (scheduling for a Georgia National Register Review Board hearing). 99% of first drafts of National Register nominations submitted to HPD require additional information and editing, so anticipate your nomination requiring multiple drafts. Make sure that your consultant is prepared to follow up with necessary requests for additional information until such time as HPD can approve the draft nomination as completed to National Park Service (NPS) and HPD standards. It is good practice to schedule payments to your consultant in installments to ensure timely follow up.

To strengthen your application, please include or discuss the following items in your application, as appropriate:

1. All nominations must meet NPS and HPD standards. The nomination shall be prepared in accordance with *How to Complete the National Register Registration Form Bulletin* (available online at <http://www.cr.nps.gov/nr/publications/bulletins/nrb16a/>) and HPD's

National Register nomination process and research guidance (available online at <http://georgiashpo.org/registerandsurvey>).

2. HPF-funded nominations are generally prepared by a preservation consultant who meets the Secretary of the Interior's *Professional Qualification Standards* set forth in 36 CFR Part 61 (available online at http://www.cr.nps.gov/local-law/arch_stnds_9.htm).
3. You are encouraged to discuss your proposed National Register nomination project with HPD staff prior to submitting your application. Please feel free to contact Stephanie L. Cherry-Farmer, National Register & Survey Program Manager, at 770-389-7843 or by email at stephanie.cherry-farmer@dnr.ga.gov if you have any questions or want to discuss a proposed nomination. Please include copies of previous correspondence with your application.
4. Include with your application a map with proposed boundaries, current representative photographs of historic and nonhistoric properties and streetscapes, and a written summary description of the property or area proposed for nomination, including a justification for the proposed boundaries. Also include a narrative describing what National Register criteria you believe the property or district meets and why. Refer to the National Register bulletin linked in #2 above for a definition of National Register criteria.
5. Please note that the project schedules for National Register nominations have different due dates to allow for HPD's National Register staff review and site visits. Please see [the Example Scope of Work](#) for a typical schedule.
6. National Register district boundaries are determined according to NPS and HPD standards and are often different than locally-designated district boundaries or preconceived community boundaries. Boundaries for a National register nomination need to be justifiable to NPS and proposed boundaries may need to be changed or modified based on documentation and/or a site visit at any time during the nomination process. In an application for nomination of a proposed historic district, please be sure to justify the boundaries you propose.
7. Photographs meeting NPS and HPD standards are required as part of a draft National Register nomination. Photographic standards are outlined in Section B of HPD's Historic District Information Form (HDIF) (available online at <http://georgiashpo.org/sites/default/files/hpd/pdf/NominationProcessPart2.pdf>).