

National Register Nomination Process

Part 2: Application Forms

In Georgia, we encourage property owners and/or sponsors to send in the Preliminary Eligibility Application before continuing to this step of the process. If the historic property appears to be eligible for listing in the National Register, our staff will send a letter encouraging you to complete a National Register of Historic Places Registration Form (10-900), using the appropriate packet described below.

[The Packet for Nominating Individual Resources to the National Register of Historic Places](#) is used to document an individual building, site, structure, or object (ex: a house, church, depot, school, cemetery, bridge, monument, etc.). It can also be used to document a small complex of related historic properties (ex: church and cemetery; house and garden; courthouse and jail; farmhouse and outbuildings).

[The Packet for Nominating Historic Districts to the National Register of Historic Places](#) is used to document a historic district or number of related historic properties (ex. residential neighborhood; downtown commercial area; entire city; college campuses; large farms with outbuildings, tenant houses, and agricultural fields).

The packets were developed by HPD's National Register staff to allow for successful nominations. Experience has shown that a careful reading and following of directions in the packets will expedite the nomination process – PLEASE read and follow ALL directions. The packets provide a step-by-step outline and guidance on how to fill out the [10-900](#) and the information needed to document a property to HPD and National Register standards. The packets explain what is needed for written documentation in the 10-900 (the description, history, and significance sections) and what is needed for supporting documentation (photographs, maps, floor plans, site plans, photocopies of historical research). The packets also ask for the identification and contact information of property owners and/or sponsors of the nomination.

Anyone can complete a packet with consent from the property owner(s). In Georgia, a majority of proposed nominations are written by the property owner or a sponsoring organization. Sponsors may be a local historical society, neighborhood association, volunteer, historic preservation commission, or other interested party. A professional consultant can be

hired to prepare your nomination also. HPD's website has a [directory of preservation consultants](#).

This is academic-level documentation that will be sent to the NPS. Please prepare it keeping in mind that it is a scholarly document.

Please send your completed packet via U.S. mail to:

Stephanie Cherry-Farmer, National Register & Survey Program Manager
DNR Historic Preservation Division
Jewett Center for Historic Preservation
2610 GA Hwy 155, SW
Stockbridge, GA 30281

There is no cost or fee to submit a National Register nomination to HPD. Please save resources and do not mail nomination materials in plastic page covers and/or binders of any kind. Please do not mount photographs on paper or send in plastic sleeves. Please keep packaging and formatting simple and recyclable. Any oversized maps may be neatly folded and included with the other material or, if necessary, sent separately in a mailing tube.