



HISTORY Colorado

STATE REGISTER Nomination Check-Off List

This check-off list is to ensure that all necessary materials are turned in with the nomination form. Check off each item as you prepare the nomination for submission and include the check-off list in the submission. The Office of Archaeology and Historic Preservation (OAHP) State Register staff will use the list to verify the receipt of all materials.

PROPERTY NAME: _____

SITE #: _____

Is the nomination a deliverable for a project funded by a State Historical Fund (SHF) or a Certified Local Government (CLG) grant? *If so, the nomination must be submitted to the OAHP State Register staff at least 30 days prior to the nomination deadline.*

Does the property contain any water storage structures, such as a ditch? If so, please contact OAHP State Register staff prior to submitting the nomination *

Required Nomination Materials

For instructions and details regarding most of the below items, please refer to the forms and instructions at: <http://www.historycolorado.org/nomination-forms>. For other questions, please call OAHP staff at 303.866.3392.

Nomination materials may be submitted on CD(s) or by other digital means as arranged with OAHP State Register staff.

Sent	Received	
<input type="checkbox"/>	<input type="checkbox"/>	State Register form (in Word format), with all sections fully completed, including: Description section, Significance section, Bibliography, Verbal Boundary Description, Boundary Justification, Photograph logs (one corresponding to the current) *
<input type="checkbox"/>	<input type="checkbox"/>	Maps, including, as necessary: Sketch map(s), Photo location map, Digital topographic or Google Earth map (please discuss with OAHP State Register staff) *
<input type="checkbox"/>	<input type="checkbox"/>	Digital files of current color photographs in TIFF format and numbered to correspond with the current photo log (photos should have a minimum resolution of 300 pixels per inch, at minimum size of 4" x 6")
<input type="checkbox"/>	<input type="checkbox"/>	PDF of current photos, 2 per page, numbered and captioned to correspond with current photo log <i>This is a separate document from the Word nomination form itself.</i>
<input type="checkbox"/>	<input type="checkbox"/>	Current proof of ownership for each owner (e.g., online entry on county assessor website)
<input type="checkbox"/>	<input type="checkbox"/>	Signed owner consent form(s), one per owner (<i>original signed copy on paper must be submitted</i>)
<input type="checkbox"/>	<input type="checkbox"/>	Water rights owner information, as determined necessary by OAHP State Register staff

Please Note: Official nomination submissions must contain all required materials. Exceptions may occur only with the advance approval of History Colorado State Register staff. Only complete and adequately documented nominations will be added to the Review Board agenda. Draft nominations may be submitted at any time for staff review.

Use of Nomination Materials: Upon submission to the Office of Archaeology and Historic Preservation, all nomination forms and supporting materials become public records pursuant to CRS Title 24, and may be accessed, copied, and used for personal or commercial purposes in accordance with state law unless otherwise specifically exempted. History Colorado may reproduce, publish, display, perform, prepare derivative works or otherwise use the nomination materials for History Colorado and/or National and State Register purposes.

Nomination materials on CD or thumb drive may be mailed or delivered to:

History Colorado
Attn: State Register
1200 Broadway
Denver, CO 80203

To arrange for submittal via the internet,
please contact OAHP State Register staff at
303.866.3392 or oahp@state.co.us

* Based on the property and type of resources, additional documentation may be required