Completed nominations are submitted to the SHPO for review by the deadline. Staff reviews nomination and sends preparer a memo detailing what revisions are suggested.

When revisions are complete, preparers resubmit nominations for final review.

Staff reviews revisions, and if the revised nomination is complete it is placed on the agenda for the next SACHP meeting.

Preparer makes final revisions to the nomination and re-submits it to the SHPO.

If the nomination is not listed, the document is returned to the SHPO. The preparer can choose whether or not to continue to seek listing.

If the nomination is listed, the SHPO is notified by the Keeper of the National Register and sends out letters to the property owner(s), preparer, and local officials. The SHPO also sends out a news release for all interested press. The listed nomination is also scanned into a PDF and made available on the SHPO website.

Staff reviews the final revisions for up to 90 days after the SACHP meeting. If all revisions are adequately addressed, the nomination is sent to the Keeper of the National Register. Incomplete nominations are returned to the preparer.

Staff submits final nomination to the Keeper of the National Register. The Keeper has 45 days to make a decision of whether or not to list the nomination.

National Register nominations are reviewed by the SACHP.

If the nomination is not passed by the SACHP, the nomination is revised and re-submitted to the SHPO at the next deadline.

If the nomination is passed by the SACHP, staff sends a memo with required revisions to the preparer within two weeks of the meeting.

If the nomination is not listed, the SHPO is notified by the Keeper of the National Register and sends out letters to the property owner(s), preparer, and local officials. The SHPO also sends out a news release for all interested press. The listed nomination is also scanned into a PDF and made available on the SHPO website.

Staff formats nominations, including standardizing font, text size, and headings, and delivers a copy of the nomination to the preparer either through email or through the agency’s website. The preparer reviews the nomination and notifies staff of any errors.

Staff send the formatted nomination 60 days before the SACHP meeting to local governments and commissions, a meeting memo and a draft agenda to all involved parties. 30 days before the SACHP meeting, staff sends the nomination to SACHP members for review.