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| *Complete cover sheet and submit with National Register nomination form. Deadlines for submission are March, July and November 1st for hearings in June, October, and February. See “Preparing National Register Nominations in Oregon” for complete Instructions.*  |
| **SECTION 1: PROPERTY INFORMATION** |
| **Name of Property:** |
| Street Address: |
| City: | Is the property in city limits? Yes [ ]  No [ ]  | County: |
| **SECTION 2: CONTACT INFORMATION** |
| **Property owner(s):** |
| Name of organization: |
| Project contact name and title: |
| Street Address, City, Zip: |
| Phone: | Email: |
| *Preparer: Complete only if different than owner above, otherwise leave blank. Also complete Section 11 of nomination form* |
| **Preparer:**  |
| Name of organization: |
| Project contact name and title: |
| Street Address, City, Zip: |
| Phone: | Email: |
| *Interested Party/Owner: Include the name and contact information of additional preparers and private or public owners,* ***not including*** *the primary owner listed above, preparer, chief elected official, or local landmarks commission contact. Add additional sheets if needed.* |
| **Interested Party/Owner:** |
| Organization or agency: |
| Contact name and title: |
| Street address, City, Zip: |
| Phone: | Email: |
| **Interested Party/Owner:** |
| Organization or agency: |
| Contact name and title: |
| Street address, City, Zip: |
| Phone: | Email: |
| **SECTION 3: Submission Checklist** *See our publication “Preparing National Register Nominations in Oregon” for more information* |
| [ ]  | **Completed National Register Form**: One single-sided hard copy on plain paper and completed photograph list and  photograph continuation sheet(s) |
| [ ]  | **Printed photos:** One set of labeled color 4x6 or larger prints with matt or glossy finish |
| [ ]  | **CD(s) with digital images**: Photos in tif format, 3000x2000 pixels in size, 8-bit format, and 300ppi; and nomination in  Wood 2003 or higher version. |
| [ ]  | **Digital regional and local location maps:** Digital Bing, Google, or USGS maps with the property location marked.  Map must include latitude and longitude coordinates, north arrow, and scale |
| [ ]  | **Tax lot map:** Map from the County Assessor with the appropriate tax lot outlined with a thick black line. |
| [ ]  | **Site plan:** Map showing the nominated area with all buildings, structures, and landscape features labeled. |
| [ ]  | **Floor plans, if appropriate:** Doors, windows, walls, and built-in cabinetry shown, drawn reasonably to scale with a  scale and north arrow. |
| [ ]  | **Additional appendices:**  Any additional information the preparer believes is relevant to the nomination. |