

**07 NCAC 04R .0304 NATIONAL REGISTER NOMINATIONS**

- (a) An applicant who wishes to have a property nominated to the National Register shall submit a draft nomination in writing by mail to the address in Rule .0301(c) of this Section. Nomination forms are available at [www.nps.gov/nr/publications/forms.htm](http://www.nps.gov/nr/publications/forms.htm). Forms 10-900, 10-900a, and 10-900b are hereby incorporated by reference, including subsequent amendments and editions. The forms are available online at no cost.
- (b) Upon request, the HPO shall provide nomination applicants with an electronic copy of the National Register Bulletin "How to Apply the National Register Criteria for Evaluation," available at <https://www.nps.gov/nr/publications/bulletins/nrb15/> and the National Register Bulletin "How to Complete the National Register Form" available at [www.nps.gov/nr/publications/bulletins/nrb16a/](http://www.nps.gov/nr/publications/bulletins/nrb16a/). Both Bulletins are hereby incorporated by reference, including subsequent amendments and editions. The Bulletins are available online at no cost. Applicants shall use the Bulletins as a guide when completing the National Register nomination form.
- (c) The HPO shall review draft nomination forms using the standards in the Bulletins incorporated in Paragraph (b) of this Rule. The HPO shall provide written guidance to the applicant on necessary revisions to ensure the nomination meets the standards set forth in the Bulletins.
- (d) When the HPO determines the nomination form is complete and in compliance with the Bulletins incorporated in subsection (b) of this Rule, the HPO shall send the application to the NRAC for consideration.
- (e) The HPO shall provide written notice to the owner or owners of the nominated property in accordance with 36 C.F.R. 60.6. The HPO shall notify owners listed in the official land recordation records or tax records. The owner or owners shall have the opportunity to object to the nomination by submitting a written and notarized statement in accordance with 36 C.F.R. 60.6(g) to the address in Rule .0301(c) of this Section. If a majority of the owners of private property submit objections to its nomination, the SHPO shall follow the procedure set forth in 36 C.F.R. 60.6(n).
- (f) Individuals and local government entities may provide comments on a proposed nomination as provided in 36 C.F.R. 60.6(g).
- (g) The NRAC shall review nominations pursuant to 36 C.F.R. 60.4 and 60.6(j). The NRAC shall provide a recommendation to the SHPO as to whether the property meets the National Register Criteria for Evaluation in 36 C.F.R. 60.4 and should be forwarded to the Keeper of the National Register for listing in the National Register.
- (h) The SHPO shall review the nomination and the NRAC's recommendation along with any public comments. The SHPO may, in his or her discretion, submit the nomination and comments to the Keeper of the National Register, Department of the Interior, National Park Service, Washington, D.C. 20240. The SHPO shall notify the property owner or owners and applicant of his or her final decision regarding the nomination.
- (i) Following review by the Keeper of the National Register and receipt by the SHPO from that office of notice of approval or rejection of the nomination, the SHPO shall send to the property owner and chief executive officer of the local governmental unit notification of the disposition of the nomination and, if approved, a certificate signed by the SHPO stating that the property is listed in the National Register of Historic Places.

*History Note: Authority G.S. 121-8(b); 143B-62; 36 C.F.R. 60.6, 60.11;  
Eff. February 1, 1985;  
Amended Eff. June 1, 1989;  
Readopted Eff. June 1, 2017.*