

How do I get a historic property listed?

- The first step toward getting a property listed is to complete and submit a [National Register Questionnaire](#) (NRQ) to the Idaho State Historic Preservation Office (SHPO) with current photographs. The information in this questionnaire will allow SHPO staff to evaluate the property and determine whether it is likely to be eligible for the NRHP. **Applications are due by January 15th.**

While the Federal regulations do not require a property owner to go through a local historic preservation commission, it would be preferable for a property owner who is interested in pursuing this process to contact city staff to come talk to the City's Historic Preservation Commission to see if the commission can help with research or applying for the Certified Local Government (CLG) grant to fund the nomination.

- If it is determined that the property is likely eligible for listing, the SHPO will contact you and the next step would be the completion of a National Register Nomination Form.
- Completed nominations are submitted to the Idaho SHPO, with two sets of photos and a full, original USGS Quadrangle map with the property located on it.
- SHPO staff reviews the nomination. The nomination may be sent back for revisions by the preparer if substantive changes or additions are required. SHPO staff is available to work with property owners to provide assistance and guidance in completing the form.
- Once a completed document is in-hand, the nomination is scheduled before the next meeting of the Idaho State Historic Sites Review Board. 30-60 days prior to the meeting, legal notices are sent to the property owner and local governments.
- The Idaho State Historic Sites Review Board meets and either approves the nomination, rejects the nomination, or conditionally approves it pending modifications.
- Approved nominations are sent to the Keeper of the National Register of Historic Places at the National Park Service, and if approved, the property is formally listed in the NRHP.

This process generally takes at least 1 year from beginning to end.

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