

# National Register of Historic Places

## Illinois Submittal Policy

\*Updated December 2024

Completed nomination packets, including all required components listed below must be submitted before a property can be reviewed by staff. Nomination preparers should expect comments and recommendations that will need to be incorporated into a subsequent draft(s). Because of an influx of nominations, placement on an upcoming agenda cannot be guaranteed, so deadlines have been eliminated. National Register staff reserves the right to schedule only those nominations considered complete and proficient for consideration by the Illinois National Register Advisory Council (INRAC) in the order they are received.

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Staff WILL NOT begin a review until all of the following components are submitted: **(Historic Districts also require a complete inventory of resources and additional mapping requirements)**

1. Completed National Register Registration Form (download from website)
2. Site plan with a north arrow showing the nominated resource(s) and boundary line
3. Sketch of room layouts (does not have to be to scale) or architectural floor plans
4. Google Earth GIS location map – (see guidelines on the following pages)
5. Current TIFF digital images (see guidelines on the following pages)
6. Current Images embedded into a Word doc or PDF doc **(no more than two images per page)**

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Upload your nomination materials digitally to the link below:

[NR\\_New\\_Submission](#)

1. A Google Earth map with the nominated property clearly labeled. The point or district should be instantly distinguishable from the rest of the map.
2. A scale.
3. A north arrow.
4. Reproducibility in black and white (same standards for black and white reproducibility as a site map).
5. Latitude and Longitude Coordinates, with decimal degrees for each point, extending to at least six decimal places.

#### GIS Map – Properties with fewer than 10 Acres

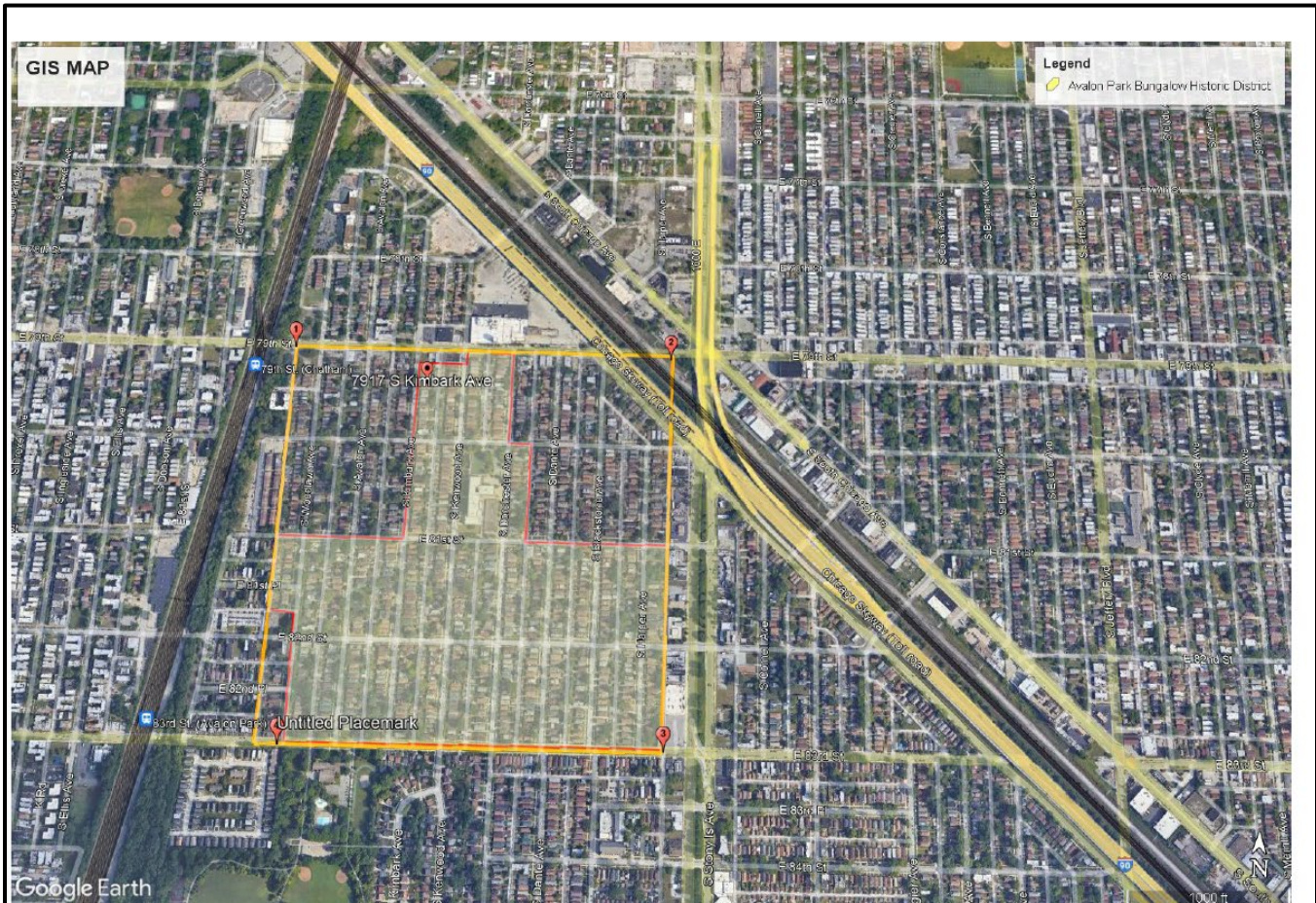
For latitude/longitude coordinates, place the point in the center.





## GIS Map – Properties with 10 acres or more

Outline the district boundaries. Draw a box around the boundaries and number each corner, beginning in the upper right.



### Avalon Park Bungalow Historic District

1	41.751336°	-87.59638°	3	41.744182°	-87.586449°
2	41.751358°	-87.586615°	4	41.744046°	-87.595447°

## Illinois SHPO Guidance for Photographs for the National Register of Historic Places

1. Photographs must be at least 1200 x 1600 pixels.
2. Submit photographs as TIF files.
3. Use this format for the name each file: IL\_COUNTYNAME\_PROPERTYNAME\_0001, and so on.  
(Example: IL\_Sangamon\_Old State Capitol\_0001).
4. Do not add text on the front of the image.
5. Do not include borders.
6. Only save current photographs as TIF files. Historic photographs and other images should be included in the “Figures” section of the document
7. For additional guidance, see the National Register of Historic Places and National Historic Landmarks Program Consolidated and Updated Photograph Policy 2024  
<https://www.nps.gov/subjects/nationalregister/upload/NR-NHL-photo-policy-2024-01-02.pdf>