



# Preservation Hotline #1

South Carolina Department of  
Archives & History  
8301 Parklane Road  
Columbia, SC 29223-4905  
**State Historic  
Preservation Office**  
<http://shpo.sc.gov/>

## How to nominate a South Carolina property to the National Register of Historic Places

Nominations to the National Register of Historic Places can be pursued either by the owner of a property or by anyone else who is an interested party. All nominations undergo scrutiny in a process that begins with a preliminary review by the State Historic Preservation Office (SHPO), continues with a review by the South Carolina State Board of Review, and ends with a review by the National Register Office of the National Park Service. The nominating process is outlined below.

- 1** As a first step, you should request a Preliminary Information Form (PIF) by calling 803-896-6172, or you can print a PIF from our website at <http://shpo.sc.gov/programs/natreg/pages/listing.aspx>. You should complete the PIF and return it to the above address along with the required historical documentation, photographs, and maps.
- 2** The process will begin when the SHPO reviews the information and makes a recommendation on the property's potential for listing in the National Register. This preliminary review is not binding. It merely facilitates requests and discourages the investment of time and money in properties that fall short of the federal criteria.
- 3** Following the preliminary review, the SHPO will notify you of its recommendation. If the recommendation is negative, the SHPO will discourage you from continuing the process. If the recommendation is positive, the SHPO will encourage you to pursue a formal National Register nomination. You can prepare the nomination yourself, or you can hire a professional historic preservation consultant to do it for you. Because the SHPO has limited time and staff, it is not able to prepare nominations.
- 4** The SHPO's National Register staff will provide instructions, forms, and guidance to preparers of nominations. Staff will review your nomination for adherence to National Park Service criteria and technical standards. Draft nominations may be submitted anytime during the year. Staff will examine it and return it to you with any suggested revisions. You must revise your draft and return your nomination in final form. Completed nominations will be placed on the agenda of the State Board of Review for consideration as soon as possible after they have been reviewed and approved by staff. The Board is made up of historians, architectural historians, architects,

archaeologists, and other citizens interested in historic preservation. It holds public meetings three times each year, usually in March, July, and November. Meeting dates are subject to change.

- 5** The SHPO will send you an official notification of intent if you are the owner of a property that South Carolina's State Board of Review will be considering for nomination. As the owner, you will have the opportunity to comment on the proposed action, either by supporting the nomination or by submitting an objection to the SHPO. If you wish to object, you must do so in a notarized letter that certifies both your ownership of the property and your objection to the nomination.
- 6** National Register nominations are presented to the Review Board at its public meetings. Nominations that the Board approves are revised by the SHPO staff, if necessary, then signed by the Deputy State Historic Preservation Officer and forwarded to the National Park Service in Washington. The National Register Office of the Park Service reviews the nominations and has 45 days to approve or reject them for listing in the National Register or to return nominations that are technically or professionally inadequate to the SHPO for correction and resubmission.
- 7** When the National Park Service approves a nomination, the nominated property is usually listed in the National Register. If the private property owner (or a majority of private property owners if the property is a historic district), has objected to the nomination, the property will be approved for listing but not entered in the National Register. The Park Service will notify the SHPO of its action on the nomination, and the SHPO will then relay the information to you. You will be issued a certificate and may, as an owner or other interested party, purchase a bronze plaque designating the nominated property as a National Register listing.

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