



# Preservation Information

State Historic Preservation Office

## NATIONAL REGISTER NOMINATION PREPARATION

### **GENERAL INFORMATION ON NOMINATION PREPARERS**

The names on the attached list are provided as an accommodation. You should not consider this list a recommendation. The Wisconsin Historical Society cannot guarantee that the named parties will produce a satisfactory nomination in a given case. Your selection is not limited in any way to this list. There are others who can prepare adequate and complete National Register nominations.

Any consultant you hire must understand that by submitting a nomination packet to the State Historic Preservation Office (SHPO) the consultant acknowledges that the SHPO shall have the final edit on all State and National Register materials. SHPO shall have the final authority to reproduce, alter, modify, publish, and display all nomination content as necessary in the opinion of SHPO, to conform to and comply with the requirements and standards of the Wisconsin Historical Society and the National Park Service.

This list is comprised of individuals who have independently prepared at least one complete National Register nomination that has been approved by the State Historic Preservation Review Board during the past two years (since December 2018). Individuals who have prepared nominations in other states during this period may be placed on the list if the Division approves materials submitted for this purpose.

Individuals or groups hiring National Register nomination preparers should seek estimates from at least two preparers. Before retaining a preparer, the sponsor of a nomination should enter into a comprehensive contract with the preparer that details the expected work product and performance standards. A sample of such a contract is also attached. See our web site for additional information at [www.wisconsinhistory.org](http://www.wisconsinhistory.org)

### **LIST OF NATIONAL REGISTER NOMINATION PREPARERS December 2020-December 2021**

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## ELEMENTS THAT SHOULD BE CONSIDERED PRIOR TO SELECTING A NATIONAL REGISTER NOMINATION PREPARER

Has the consultant prepared successful nominations and has personally presented them to the State Historic Preservation Review Board (i.e., nominations that were subsequently listed in the National Register)?

Is the consultant aware that the Wisconsin Historical Society promulgates supplementary guidelines in addition to the guidelines specified in the federal publication How to Complete National Register Forms?

Is the consultant willing to sign a contract that addresses the products of the nomination package, the guidelines that must be followed, a schedule for completion, additional research that may be necessary after the review board has acted upon the nomination, fees, and the depository of nomination products?

Before entering into a contract with a nomination preparer, we recommend that you:

- Discuss the nomination with at least two nomination preparers
- Ask to see copies of successful nominations that the preparer has completed
- Establish the fee

Sponsors of the nomination should be aware that nominations cannot be scheduled for a meeting of the State Historic Preservation Review Board until the State Historic Preservation office receives a complete nomination package.

The following items must be submitted:

1. One electronic copy *and* one paper copy of the National Register 10-900 nomination form. A copy of the form may be found at: <http://wihist.org/NR-Form>

2. One electronic copy *and* one paper copy of a 200-300 word summary of the importance of the property.

3. An original USGS quadrangle map for each nomination and prepared in the standard method required for National Register nominations.

4. Two commercially printed sets of digitally produced images and associated disk. Digital (TIFF) images must be produced with a digital SLR camera and the disk and prints must comply with best practices guidelines set forth by the National Park Service in the National Register Photographic Imaging Policy: [https://www.nps.gov/subjects/nationalregister/upload/Photo\\_Policy\\_update\\_2013\\_05\\_15\\_508.pdf](https://www.nps.gov/subjects/nationalregister/upload/Photo_Policy_update_2013_05_15_508.pdf). Prints must be 5" x 7" or 4" x 6". Photos should be labeled on back with a pencil. (A soft 5B pencil works well.)

5. A PowerPoint presentation for the Review Board meeting. The presentation should be compressed and submitted on a CD with the nomination packet.

6. Individual image files from the nomination and the PowerPoint for upload to the Architecture and History Inventory (AHI) record. Image files should be in JPG format at a minimum resolution of 300 DPI and a minimum width of 2000 pixels on the longest side. This should result in a file size of around 7 MB. The individual image files should be labeled with the AHI number and descriptive detail (if necessary).

7. Attachments, exhibits, figures, floor plans, and site plans, as necessary. All must be labeled with full property/site name and location. All maps and plans should also contain a scale and a North arrow.

8. A site map with a photo key for all historic districts and for properties with multiple resources.

If you have questions about the preparation of a National Register Nomination or the selection of a nomination preparer, you may call the **State Historic Preservation office at (608) 264-6502.**

# SAMPLE

## NATIONAL REGISTER NOMINATION CONTRACT FOR ARCHITECTURAL AND HISTORICAL PROPERTIES

This is a contract between \_\_\_\_\_, who wishes to have prepared a complete nomination to the National Register of Historic Places (hereinafter the Sponsor), and \_\_\_\_\_, a preparer of National Register nomination (hereinafter the Consultant), to cause the preparation of a packet of materials in accordance with the standards of the National Park Service and the Wisconsin Historical Society (hereinafter the Standards), said packet to enable the Review of the nomination of the \_\_\_\_\_ property by the Wisconsin Historic Preservation Review Board (hereinafter the Board) and, in turn, the National Register in Washington, D.C.

The consultant agrees to prepare the following materials in accordance with the Standards and with respect to the subject property, and to submit them to the Sponsor:

1. A complete National Register of Historic Places Nomination-Registration Form (10-900) and a 200-300 word summary of the importance of the property.
2. Digital images produced with a digital SLR camera. Disks and prints must comply with best practices guidelines set forth by the National Park Service in the National Register Photographic Imaging Policy: <http://www.nps.gov/history/nr/publications/bulletins/photopolicy/index.htm>. Two commercially printed sets of digitally produced images; prints must be 5" x 7" or 4" x 6" and labeled with pencil on the back.
3. A PowerPoint presentation on disk with images fully illustrating the exterior and interior of the property, the grounds, and any associated outbuildings as well as a disk with JPG images for the AHI.
4. One original USGS quadrangle map with property/site label, location of the subject property indicated, along with properly computed U.T.M. coordinates for the property. (Use pencil only.)
5. Sketch maps or any other items that may be required because of the unusual nature of the property or type of nomination.
6. A site plan with a photo key for all historic districts and for properties having multiple resources.
7. A computer disk with the nomination and the 200-300 word summary on the importance of the property.

The Consultant agrees to submit the nomination materials to the Sponsor on or before \_\_\_\_\_, 20\_\_\_\_. The Consultant agrees to make any corrections, changes, or additions to the materials submitted at the request of SHPO, the Board or the National Park Service and agrees to attend the Board meeting at which the nomination will be considered. The Consultant warrants that all aspects of the nominations packet will be prepared in accordance with the Standards. The Consultant agrees SHPO is and will be the sole and exclusive owner of all right, title, and interest in and to the results and product of the Services including any materials ("Material") created or developed by the Recipient pursuant to this Agreement (collectively the "Works"), including all copyrights and other intellectual property rights therein, in perpetuity throughout the universe. In furtherance of the foregoing, Recipient agrees that the Works are works made for hire for SHPO as defined in Section 101 of the Copyright Act of 1976. To the extent any Work does not qualify as work made for hire, the Recipient hereby irrevocably: (1) assigns, transfers, and otherwise conveys to SHPO all right, title, and interest in and to such Works throughout the universe, including all copyrights and other intellectual property rights therein, including all registration, renewal, and reversion rights, and to register and sue to enforce such copyrights against infringers; and (2) waives any and all claims the Recipient may now or hereafter have in any jurisdiction to so-called "moral rights" or rights of droit moral with respect to such works. By submitting a nomination packet to the State Historic Preservation Office (SHPO) the consultant acknowledges that the SHPO shall have the final edit on all State and National Register materials. SHPO shall have the final authority to reproduce, alter, modify, publish, and display all nomination content as necessary in the opinion of SHPO to conform to and comply with the requirements and standards of the Wisconsin Historical Society and the National Park Service.

\*The Sponsor agrees to pay the consultant the sum of \$ \_\_\_\_\_ for the work according to this schedule:  
\$ \_\_\_\_\_ to be paid upon signature of this contract  
\$ \_\_\_\_\_ to be paid upon submission of the materials  
\$ \_\_\_\_\_ to be paid upon final action by the National Park Service whether or not said action is positive respecting the nomination.

SIGNATURES:

\_\_\_\_\_  
Sponsor of the nomination

\_\_\_\_\_  
Consulting nomination preparer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\*NOTE: The Sponsor and Consultant may prefer to agree on a different system and schedule of payment.