

Steps to Listing a Property

The process of nominating a property the National Register of Historic Places and/or the Register of Historic Kansas Places involves several steps.

- For more information about the National and State Registers see: kshs.org/14635
- Find information about listing a district at: kshs.org/17351

File a Preliminary Site Information Questionnaire (PSIQ)

This is a four-page form that the State Historic Preservation Office (SHPO) uses to evaluate whether properties meet the requirements for listing in the registers. A property sponsor should submit this form, along with photographs of the property, to the Cultural Resources Division. The PSIQ form is available online or by calling 785-272-8681, ext. 240.

- Find updated online PSIQ forms in Word document or PDF at: kshs.org/14652

Receive eligibility letter

Within a few weeks of submitting the PSIQ, the property sponsor will receive a letter from SHPO staff members indicating whether the property is eligible for either National or State Registers. If the property is eligible, the letter will include a nomination form and instructions on how to proceed with the nomination.

Submit a draft register nomination

A National Register form consists of two main parts: a narrative architectural description of the nominated property and a statement of significance. The statement of significance must provide a history of the property and justification of its significance in accordance with the applicable National Register criteria. The State Register form mimics that of the National Register. The nomination sponsor or a hired consultant is responsible for compiling the draft nomination.

- For a list of consultants see Preservation Standards and Techniques at: kshs.org/14649
- For guidance on completing the form, refer to: nps.gov/nr/publications/bulletins/nrb16a
- Find assistance researching your property at: kshs.org/14639

National and State Register draft forms are available online.

- National Register form: kshs.org/preserve/docs/2013nrform.doc
- State Register form: kshs.org/preserve/docs/2011srform.doc

Frequently Asked Questions

What properties are eligible?

Districts, sites, buildings, structures, landscapes, and objects significant to the prehistory or history of the community, state, or nation are eligible.

How old must my property be?

Generally, a property must be at least 50 years old to be eligible.

How do I apply?

First submit a Preliminary Site Information Questionnaire (PSIQ) for staff screening, and then a National Register nomination. (The application process is detailed in the checklist on this page.)

What kind of information must I include on the preliminary application?

Provide a description of the property, a summary of the property's history and/or architecture, current interior and exterior photographs, any available historic photographs and, if available, a construction date.

Where can I find information about my property?

Local historical societies or libraries are a good place to start. They may have books or documents such as tax records, city directories, maps, photographs, building permits, and newspapers to help in your search. SHPO staff members provide research guidance, but must rely on the efforts of the nomination sponsor to complete the research.

What are the benefits of listing my building?

Listed buildings are eligible for technical assistance and funding programs, including grants and tax credits. Visit kshs.org or call 785-272-8681, ext. 240, for more information.

Receive SHPO staff feedback

Staff members carefully review each nomination and respond within 60 days. They usually suggests revisions with the intention of helping the author produce the strongest nomination possible. Revisions may continue until staff members believe the document is ready to be scheduled for consideration by the Kansas Historic Sites Board of Review. Obtaining the written consent of the property owner to proceed with the nomination is strongly recommended.

Consideration by the board

Once a nomination is complete, it will be considered by the Kansas Historic Sites Board of Review. This board, which meets quarterly, is appointed by the Governor to make recommendations on the nomination of properties to the National and State Registers. Nominations are presented to the board by Cultural Resources Division staff members or qualified professional consultants. Nomination sponsors are encouraged to attend this public meeting.

- For more information about the Kansas Historic Sites Board of Review and Professional Qualification Standards see:
 - kshs.org/14601
 - nps.gov/history/local-law/arch_stnds_9.htm

Review Board Lists Property in the Kansas Register

If approved by the review board and the State Historic Preservation Officer, the property will be listed in the Register of Historic Kansas Places following the meeting.

National Park Service considers nomination to the National Register of Historic Places

If the property is being nominated to the National Register, the nomination will be forwarded to the National Park Service for consideration. The nomination sponsor and property owner will receive notification from the SHPO when a property is officially entered in the National Register.

- Approved nominations are uploaded to the register database at:
kshs.org/14638
- The nomination process takes between six and 12 months to complete.

Questions?

Contact the Cultural Resources Division at 785-272-8681, ext. 240; cultural_resources@kshs.org.

