

WELCOME TO THE DCA HPD NATIONAL REGISTER ONLINE DATABASE!

As of May 30, 2024, the Georgia National Register program will be digital! Online submission of National Register materials will streamline the National Register process, and HPD therefore strongly encourages digital submissions. Exceptions can be made for those unable to submit materials digitally - please contact nationalregister@dca.ga.gov for more information.

Link To Database Login Screen: <https://hpd.ga.gov/nrtigers/login>

Contents

CREATING A USER PROFILE	2
Registering as a New User.....	2
Registering as an Existing User.....	3
SEARCH FOR THE PROPERTY	4
CREATE A NEW PROPERTY	9
CREATE A NEW PROJECT SUBMITTAL	16
FIND YOUR SAVED BUT NOT SUBMITTED PROPERTY OR SUBMISSION.....	27
FREQUENTLY ASKED QUESTIONS.....	28

Helpful tips:

1. You will be automatically logged out of the system after 10 (ten) minutes of inactivity. Ensure that you are periodically saving as you enter information!

You can save a submission before submitting. It will remain available in the system under "View Pending Forms" for editing and later submission for 10 (ten) days.

2. Document uploading
 - a. Document names must be 20 (twenty) characters or less
 - b. The system will not accept uploads that exceed 50 mb. Large files can take a minute or two to upload. You can divide documents that exceed 50MB into multiple uploads.
 - c. You can batch upload documents! Simply hold down the CTRL key while selecting documents to upload.
3. Properties cannot be deleted from the system once formally submitted. To ensure timely review and avoid creating duplicates, **please ensure that you thoroughly search for a property before creating one a new in the system** (go to: [SEARCH FOR THE PROPERTY](#)). Even if the property is “new” to you (i.e. you have not yet created or added anything to the property), HPD’s system may already contain information on it from previous public interest or HPD involvement.
4. PDIL/PDHD (tax incentives project) applicants: Welcome to the National Register module! You’ll be using the same processes as any other applicant (outlined above and below), except that there are some distinct document types and options specific to tax incentive project applicants. Be sure to keep an eye out when reviewing the tables outlining the required document types (below) for anything that provides a PDIL/PDHD-specific option.

CREATING A USER PROFILE

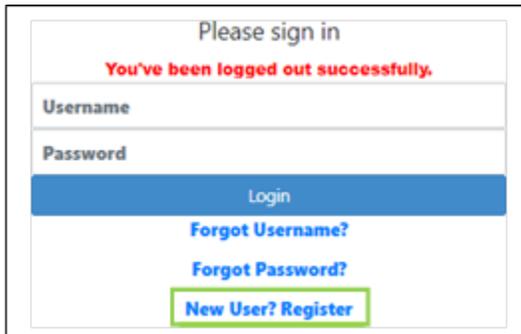
Registering as a New User

These instructions are for those who have *not* used HPD's online database previously for any program.

If you already have a profile, but need to register to submit materials to the National Register module? Skip to the "Existing Users" directions on the next page!

To access the database, you will need a user profile.

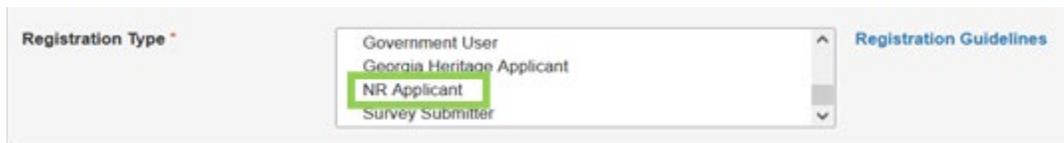
On the login screen, select: New User? Register



The screenshot shows a login form titled "Please sign in". At the top, there is a red message: "You've been logged out successfully." Below this are two input fields: "Username" and "Password". A blue "Login" button is positioned below the password field. Underneath the button are two links: "Forgot Username?" and "Forgot Password?". At the bottom of the form, the link "New User? Register" is highlighted with a green rectangular box.

Read and accept the Terms and Conditions.

The first box on the Registration page asks for Registration Type. Select registration type "NR Applicant"



The screenshot shows a dropdown menu labeled "Registration Type". The menu is open, displaying four options: "Government User", "Georgia Heritage Applicant", "NR Applicant", and "Survey Submitter". The "NR Applicant" option is highlighted with a green rectangular box. To the right of the dropdown menu, there is a link labeled "Registration Guidelines".

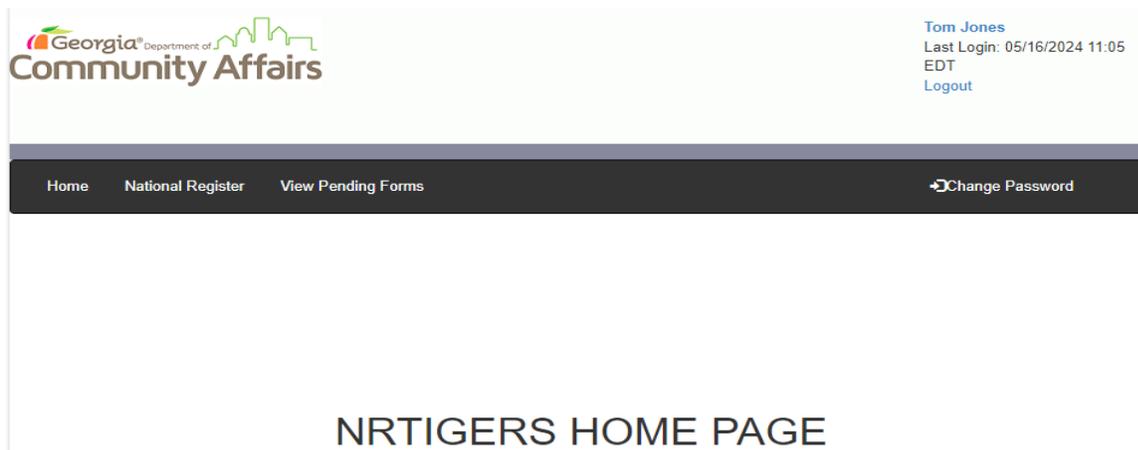
Create the role and infill your details.

Note: this will generate a request that will require approval by HPD before materials can be submitted under that user profile. Please note that this may take up to one week and you will not be able to access the system until the user profile has been approved. You will receive an email once your registration has been approved. Please be aware that no user registration documentation is required.

Registering as an Existing User

These instructions are for those who have previously registered in HPD's online system for other programs (e.g. Tax or Environmental Review). **Be sure to follow the instructions in this guidance, as the NR-TIGERS National Register module is separate from and does not operate in the same manner as the Tax or Environmental Review modules.**

An external user who has previously registered and wants to add a National Register user role, can add one by clicking on their blue username shown as **Tom Jones** on the screen below.



In the User and **Company Information Screen**, use the CTRL key (⌘ on Mac) to select multiple roles from the **Registration Type** drop-down menu.



Scroll to the bottom of the screen and **Save** the updated registration.

Note: this will generate a request that will require approval by HPD before materials can be submitted under that user profile. Please note that this may take up to one week and you will not be able to access the system until the user profile has been approved. You will receive an email once your registration has been approved. Please be aware that no user registration documentation is required.

SEARCH FOR THE PROPERTY

Once you have successfully logged in, you will either:

- Create an entirely new property
-or-
- Add to a property that is already in the system

If you are not sure whether or not your property may be in a National Register-listed historic district, or are unfamiliar with the listed districts in the vicinity of the property you want to nominate, please email nationalregister@dca.ga.gov before searching for your property here.

Access the National Register module home screen by clicking **National Register** in the black band at the top of the screen.

The screenshot shows the Georgia Department of Community Affairs National Register search interface. The page header includes the Georgia Department of Community Affairs logo and user information: Registration Testing, Last Login: 04/15/2024 13:54 EDT, and Logout. The navigation bar contains links for Home, CLG, National Register (highlighted), Survey, View Pending Forms, and Change Password. The search form includes fields for Property Name, Property Name as Submitted, Property Address, City, County(s) (with a dropdown menu showing 'Please Choose...', 'Appling', 'Atkinson', and 'Bacon'), Sponsor Name, Preparer Firm, Agency or Organization name, Preparer/Consultant Last Name, Listed in the National Register (with a dropdown menu showing 'Please Choose...'), and NRIS Number. There are 'Reset' and 'Search' buttons. Below the form is a table of search results.

Property Name†	Address†	City†	County(s)	Listed in National Register†
East Thomaston School	205 Park Lane	Thomaston	Upson	No
New Property for Manual	60 Executive Park South NE	atlanta	DeKalb	No

SEARCH FOR THE PROPERTY, cont.

Before creating a new property, perform a search to determine if the property is already in the National Register database system in some form. It is important to avoid creating duplicate entries in the system because once a property is created in the system, it cannot be deleted or modified! Even if you have not created the property or submitted anything on it previously, it may already be in the system, so please do not skip this step! **Creating a duplicate property will result in a delay in processing your application.**

Keep the initial search broad and narrow it down as necessary to ensure you are not duplicating a property that is already in the system. As properties can be called different names over time, addresses can change, etcetera, you will need to search in various ways to ensure that if your property is already in the system, you successfully find it. This will avoid creating a new entry for a property that is already in the system.

The National Register module home screen provides a variety of search options.

Create New
Property

Property Name:

MPDF/Context

Property Name as Submitted:

Property Address:

City:

County(s):
Appling
Atkinson
Bacon

Please search by multiple attributes to ensure any pre-existing entry for your property is found.

SEARCH FOR THE PROPERTY, cont.

Start broad and select [Search](#), properties that are in the system and that match your search terms will appear like these on the screenshot below.

Example of search techniques:

Search for Property Name – “Baptist Church” and the system pulls up over 100 potential properties.

[Create New Property](#)
[MPDF/Context](#)

Property Name:

Property Name as Submitted:

Property Address:

City:

County(s):

- ▲ Please Choose...
- Appling
- Atkinson
- ▼ Bacon

Sponsor Name

Preparer Firm, Agency or Organization name, if relevant

Preparer/Consultant Last Name

Listed in the National Register:

NRIS Number:

Property Name†↓	Address†↓	City†↓	County(s)	Listed in National Register†
Mars Hill Baptist Church		Dallas	Paulding	No
First Antioch Missionary Baptist Church	515 North Oak Street	Valdosta	Lowndes	No
Center Grove Baptist Church		Near Pendergrass	Jackson	No
Bethany Baptist Church	Bethany Church Rd. near GA 354	Near Pine Mountain	Harris	No
Shoal Creek Baptist Church and Cemetery	Locust Grove/Griffin Road	Locust Grove	Henry	No

Total Records:123
Page 1 of 13

SEARCH FOR THE PROPERTY, cont.

Add "Chatham County" to the search and there are seven potential choices.

Property Name as Submitted:

Property Address:

City:

County(s):

Sponsor Name

Preparer Firm, Agency or Organization name, if relevant

Preparer/Consultant Last Name

Listed in the National Register:

NRIS Number:

[Create New Property](#)
[MPDF/Context](#)

Property Name↑↓	Address↑↓	City↑↓	County(s)	Listed in National Register↑↓
Isle of Hope Union Baptist Church Sandfly Community	8415 Ferguson Avenue	Savannah vicinity	Chatham	No
New Ogeechee Missionary Baptist Church	751 Chevis Rd.	Savannah	Chatham	Yes
First Bryan Baptist Church	575 W. Bryan St.	Savannah	Chatham	Yes
Zion-White Bluff Baptist Church		Savannah	Chatham	No
Houston Baptist Church and Cemetery	8000 GA Highway 21	Port Wentworth	Chatham	No
Richmond Baptist Church		Port Wentworth	Chatham	No
Nicholsonville Baptist Church	White Bluff Rd.	Nicholsonville	Chatham	Yes

Total Records: 7

SEARCH FOR THE PROPERTY, cont.

Add “First African” to “Baptist Church” and there are five potential entries

Property Name:

Property Name as Submitted:

Property Address:

City:

County(s):

- Appling
- Atkinson
- Bacon

Sponsor Name

Preparer Firm, Agency or Organization name, if relevant

Preparer/Consultant Last Name

Listed in the National Register:

NRIS Number:

[Create New Property](#)
[MPDF/Context](#)

Property Name↑↓	Address↑↓	City↑↓	County(s)	Listed in National Register↑↓
First African Baptist Church and Parsonage	615 Knight St. and 407 Satilla Blvd.	Waycross	Ware	Yes
First African Baptist Church	110 W. Calhoun Street	Thomasville	Muscogee,Lauren	Yes
First African Baptist Church at Raccoon Bluff	E side of Sapelo Island, approximately 2 mi. N of Hog Hammock	Hog Hammock, Sapelo Island	McIntosh	Yes
First African Baptist Church Parsonage	911 5th Ave.	Columbus	Muscogee	Yes
First African Missionary Baptist Church	515 Webster St.	Bainbridge	Decatur	Yes

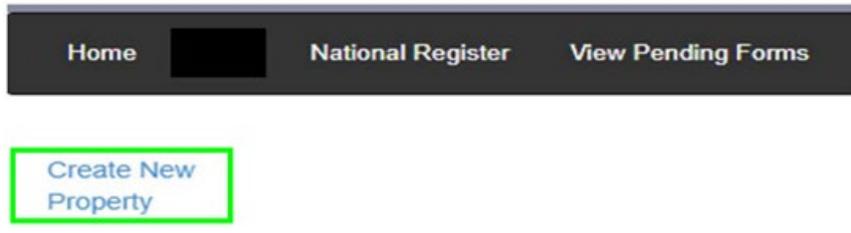
Total Records:5

If you are unable to find the property in the system, go to: [CREATE A NEW PROPERTY](#) instructions in this guide.

If you find the property is already in the system, select the property by clicking on the blue property name and go to: [CREATE A NEW PROJECT SUBMISSION](#) instructions in this guide.

CREATE A NEW PROPERTY

If you are unable to find the property in the system and you are sure that you need to create an entirely new property, click on the [Create New Property](#) link found in the menu in blue text to the far left of the **National Register Module** home screen. **Remember, creating a duplicate property will result in a delay in processing your application.**



Create a new property by completing the fields on this page. You can [Save](#) the new property and return to it within 10 days to fully complete the new property information. You cannot [Submit](#) a new property unless documents are attached.

REMINDER: The system will time out after 10 minutes of inactivity and your work will not be saved. It is possible to [Save](#) an incomplete submission as a draft and come back to it within 10 days.

CREATE A NEW PROPERTY, cont.

New Property

Property Name as Submitted *

Property Address/Location

Address1

Address2

Bounding Streets as submitted (if a district/larger site)

Latitude (ONLY if address or bounding streets do not apply)

Longitude (ONLY if address or bounding streets do not apply)

City *

County *
Appling
Atkinson
Bacon

State *

Zip * -

To find the Georgia House and Senate District and the U.S. Congressional District for the property go to:
<https://pluralpolicy.com/find-your-legislator/>

For District nominations please infill **“Multiple”** as the **Property Owner Name**

Property Owner Contact Information

Same as Sponsor?

Property Owner Name *

CREATE A NEW PROPERTY, cont.

Additional Interested Parties Add

Interested Party Title	Primary Contact First Name	Primary Contact Last Name	Address 1	Address 2	City	State	Zip and ZipExt	Telephone	Email Address	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	GA	<input type="text"/>	<input type="text"/>	<input type="text"/>	Delete

Note: Once a property/submittal is created in the system, it cannot be deleted or modified. Please verify all information and attachments before submitting your information. Be sure to save a copy of your submission materials for your personal reference, as you will not be able to retrieve this information once it is submitted.

Cancel Save Submit

Document Upload

Document: * No file chosen

Document Type: *

Although there is a **Submit** button above the **Document Upload** part of the form, you will not be able to **Submit** (officially create) the new property without uploading documents for the submission. Under the grey **Document Upload** bar, select the corresponding document type. Upload the documents and photographs that are required for the submission you are making according to the tables on pages 13 through 15 under the grey **Document Upload** bar. Be sure to select the corresponding document type, as this defines the document type so that it can be identified, located, and retrieved in the system.

Document Type options are:

- Initial Georgia/National Register Nomination Draft – NR
- Map/Floor plan/Site Plan – NR
- NR Packet Item 1 – NR
- NR Packet Submission Checklists – NR
- Photography – NR
- Preliminary Eligibility Application – NR
- Property Inventory – NR
- Property Owner Support – NR
- Supporting Documentation – NR

CREATE A NEW PROPERTY, cont.

The screenshot shows the 'Document Upload' section of a web application. At the top, there is a header 'Document Upload'. Below it, the 'Document' field contains the filename 'BLTN-v3_maps.pdf' and a 'Choose Files' button. The 'Document Type' dropdown menu is set to 'Map/Floor Plan/Site Plan - NR'. An 'Upload' button is visible below the form. A green banner indicates 'Document uploaded successfully'. Below the banner, there is a search bar and a 'Show 10 entries' dropdown. A table lists the uploaded document with columns for Repository Doc ID, Document Name, Document Type, Description, Size, and Filed Date. The table contains one entry with Doc ID 6515, Document Name 'BLTN-v3_maps.pdf', Document Type 'Map/Floor Plan/Site Plan', Description 'Document Panel', Size '2689069', and Filed Date '05/15/2024'. 'View' and 'Download' buttons are next to the entry.

Repository Doc ID	Document Name	Document Type	Description	Size	Filed Date	
6515	BLTN-v3_maps.pdf	Map/Floor Plan/Site Plan	Document Panel	2689069	05/15/2024	View Download

Once you successfully upload the documents, the green band will appear above the entries saying "**Document uploaded successfully**" and your document will appear in the list.

At this point, you can choose to [Save](#) the new property submission for up to 10 days or [Submit](#) it for HPD review.

Note: PLEASE ENSURE THAT YOUR SUBMISSION IS COMPLETE AND INCLUDES ALL ELEMENTS BEFORE SUBMITTING. Once submitted, you will not be able to retrieve nor amend the submission, and HPD must reject incomplete submissions, which will require that you start again, both creating the property and submit everything anew. This will result in increased response time from HPD staff. If [Save](#) is selected, the system will save the form for 10 days. If [Submit](#) is selected, the form and materials will be placed in the queue for HPD review.

In the event that you accidentally submit something that is incomplete, please do not submit anything additional- instead, contact HPD at nationalregister@dca.ga.gov for advice.

Once you select [Submit](#), your new property goes into the system as a Preliminary Eligibility Application or as a National Register Nomination. Because you have created a new property that is not in the system, it must be approved by HPD's National Register (NR) staff. Once the new property and your Preliminary Eligibility Application and/or National Register nomination materials have been verified to be complete, they will be officially logged into the system by HPD's NR staff. At this point, you will receive an email from our office confirming receipt of the submission and advising you of a review time frame.

CREATE A NEW PROPERTY, cont.

The following table outlines the required document types for an *initial* Preliminary Eligibility Application submission on a new property, offers guidance regarding what types of information should be uploaded, and describes required document types and required formats.

Be sure your submission meets all requirements of the Preliminary Eligibility Application found on the HPD website!

Preliminary Eligibility Application

Document options available on drop-down menu for this submission type	Instructions	Required document formats for this submission type
Preliminary Eligibility Application	Completed Preliminary Eligibility Application.	Upload as one combined PDF
Photography	Current photographs of the resource(s) being nominated & numbered per instructions in the Preliminary Eligibility Application. Convert photographs to PDF and combine them into one PDF document with the photos in numerical order.	Upload as one combined PDF (or multiple if the PDF exceeds 50 mb)
Map/floorplan/site plan	Combine map/floorplan/site plan into one PDF	Upload as one combined PDF
Supporting documentation	Scan any supporting documentation not mentioned above as one PDF	Upload as one combined PDF (or multiple if the PDF exceeds 50 mb)

REMEMBER:

- Limit document names to 20 (twenty) characters
- Documents can be batch uploaded. Each uploaded document is limited to 50 mb.
- To batch upload, hold down the CTRL key while selecting documents to upload.
- The system supports the following document and photography formats:
 - Word
 - PDF
 - EXCEL
 - JPEG
 - JPG

CREATE A NEW PROPERTY, Cont.

The following table outlines the required document types for an *initial* National Register nomination submission on a new property, offers guidance regarding what types of information should be uploaded, and describes required document types and required formats.

Be sure your submission meets all requirements of the “Packet for Nominating HISTORIC DISTRICTS to the National Register of Historic Places” or the “Packet for Nominating INDIVIDUAL RESOURCES to the National Register of Historic Places,” available on the HPD website.

Georgia National Register (NR) Packet Submission

Document options available on drop-down menu for this submission type	Instructions	Required document formats for this submission type
Georgia/National Register Nomination Draft	Completed first draft of the NPS 10-900 National Register Registration form	10-900 Draft in Word
NR Packet Item 1	Completed Item 1	PDF or Word
NR Packet Submission Checklist	Complete Checklist of Submission Materials from Packet	PDF or Word
Supporting Documentation	Scan supporting documents such as: Sanborn Fire Insurance Maps Historic maps Plats Advertisements Historic photographs Deeds Wills Diaries Newspaper Articles Architectural Drawings Landscape Designs Scholarly Articles Oral interviews Webpages Scans from books/magazines	PDF (uploaded as one combined PDF) Uploads cannot exceed 50 mg
Property Inventory	Formatting instructions and table for Property Inventory required for Suburban historic districts are in the Packet	Word or Excel
Maps/Floor Plan/Site Plan	Property appraiser map Bing Map or Google Map Floor plans Site Plan	PDF (uploaded as individual files)

CREATE A NEW PROPERTY, Cont.

Property Owner Support	Letter(s) of support if owner is different from preparer/applicant. List of owners and mailing addresses (if required per Packet)	PDF
Photography	Current photographs of the resource(s) being nominated & numbered per instructions in the Packet	JPEGS uploaded as individual files (see batch upload instructions in FAQ). NOTE: If you are submitting a PDIL/PDHD (a national Register Packet in support of an active tax incentives application), your photography can be submitted as a single PDF document meeting the tax incentives application photography specifications.

REMEMBER:

- Limit document names to 20 (twenty) characters
- Documents can be batch uploaded. Each uploaded document is limited to 50 mb.
- To batch upload, hold down the CTRL key while selecting documents to upload.
- The system supports the following document and photography formats:
 - Word
 - PDF
 - EXCEL
 - JPEG
 - JPG

CREATE A NEW PROJECT SUBMITTAL

For a property that is already in the system, you can add material and information to it by creating a [New Project Submittal](#). Start by clicking on the property name in the blue hyperlink. In the sample case below, [New Property for Manual](#) is the name of the property.

Property Name	Address	City	County(s)	Listed in National Register
New Property for Manual	60 Executive Park South NE , south	atlanta	DeKalb	No

Clicking on the property name will bring up the property dashboard. To add to or update the existing property, click on the [New Project Submittal](#) button shown below.

The screenshot shows a web interface for property management. At the top is a navigation bar with links for Home, CLG, National Register, Survey, and View Pending Forms, along with a Change Password link. Below this is a 'Back' button. The main section is titled 'Property Details' and contains the following information:

- Property Name: [New Property for Manual](#) Original Construction Year(s):
- Property Name as Submitted: [New Property for Manual](#)
- Property Address: 60 Executive Park South NE, south, atlanta, GA, 30329 Bounding Streets: south
- City: atlanta
- GNAHRGIS ID: Listed in the National Register?: No
- Type Of Property: Date Listed in the National Register:
- NRIS Number:

Below the details is a 'Property Submittals' section. A blue button labeled 'New Project Submittal' is highlighted with a green box. Below this is a table of submittals:

Submittal Type	Date Received	Date Due
Preliminary Eligibility Assessment	04/01/2024	

A 'View Documents' button is located to the right of the submittal table.

CREATE A NEW PROJECT SUBMITTAL, cont.

The **Property Submittal** page will open.

Select what type of submission you wish to add to the existing property from the **Submittal Type** drop down menu.

Submittal Type options are:

- Additional Documentation (amendment to existing National Register listing) Submission
- Additional Information (secondary NR drafts and/or supporting documentation) for NR drafts
- Delisting Request/Submission
- Initial Georgia/National Register Nomination Submission
- Preliminary Eligibility Assessment
- Public Comment
- Relocation Request/Submission for a Property Within a listed District
- Relocation Request/Submission for an Individually listed Property

If the project involves tax incentives, be sure to select **Yes** to the "Is submittal a PDIL/PDHD active tax incentives project?" from the drop-down menu.

Property Submittal

Submittal Type: *

Is submittal a PDIL/PDHD (active tax incentives project)?:

Note: Once a property/submittal is created in the system, it cannot be deleted or modified. Please verify all information and attachments before submitting your information.

Document Upload

Document: * No file chosen

Document Type: *

CREATE A NEW PROJECT SUBMITTAL, cont.

Once the **Submittal Type** is selected you can add documents and photographs to the property on this page under **Document Upload**. For each document or photograph you upload, select the appropriate document type from the drop-down menu. This step is important as it defines the document type so that it can be identified, located, and retrieved in the system.

- Additional Documentation (amendment to existing National Register listing)
- Additional Information (Secondary National Register Nomination Draft)
- Delisting Petition/Submission
- Initial Georgia/National Register Nomination Draft
- Preliminary Eligibility Assessment
- Map/Floor Plan//Site Plan
- NR Packet Item 1
- NR Packet Submission Checklists
- Photography
- Property Inventory
- Property Owner Support
- Public Comment
- Relocation Request/Submission for a Property Within a listed District
- Relocation Request Submission for an Individually listed Property
- Supporting Documentation

REMEMBER:

- Limit document names to 20 (twenty) characters
- Documents can be batch uploaded, each uploaded document is limited to 50 mb.
- To batch upload, hold down the CTRL key while selecting documents to upload.
- The system supports the following document and photography formats:
 - Word
 - PDF
 - EXCEL
 - JPEG
 - JPG

The following tables outline the required document types for the various types of submissions (in order of their occurrence), offers guidance regarding what types of information should be uploaded, and describes required document types and required formats. For more information about the documents and photographs for each **Submittal Type** see the tables below.

CREATE A NEW PROJECT SUBMITTAL, cont.

Preliminary Eligibility Assessment

Document options available on drop-down menu for this submission type	Instructions	Required document formats for this submission type
Preliminary Eligibility Assessment (first submission of a Preliminary Eligibility Application on a property that is already in the system or answering a request for more information by adding additional/secondary information to an existing property in the preliminary stage)	The completed preliminary application will need to be scanned and converted into one PDF document. However, Photographs and Map/ floorplan/ site plan need to be separate PDFs	Uploaded as one combined PDF
Photography	Photographs for the Preliminary Eligibility Application need to be submitted in PDF. Convert photographs to PDF and combine them into one PDF document	Uploaded as one combined PDF
Map/floorplan/site plan	Scanned	Uploaded as one combined PDF
Supporting Documentation	Scan any supporting documentation not mentioned above as one PDF	Uploaded as one combined PDF

CREATE A NEW PROJECT SUBMITTAL, cont.

Initial Georgia/National Register Nomination Submission

Document options available on drop-down menu for this submission type	Instructions	Required document formats for this submission type
Georgia/National Register Nomination Draft. For NRs that require creating a new property in the system	Completed first draft of the NPS 10-900 National Register Registration form	10-900 Draft in Word
NR Packet Item 1	Complete the fields in Item 1	PDF or Word
NR Packet Submission Checklist	Complete Checklist of Submission Materials from Packet	PDF or Word
Supporting Documentation	Scan supporting documents such as: Sanborn Fire Insurance Maps Historic maps Plats Advertisements Historic photographs Deeds Wills Diaries Newspaper Articles Architectural Drawings Landscape Designs Scholarly Articles Oral interviews Webpages Scans from books/magazines	PDF (uploaded as one PDF) Uploads cannot exceed 50 mg
Property Inventory	Formatting instructions and table for Property Inventory required for Suburban historic districts are in the Packet	Word or Excel
Maps/Floor Plan/Site Plan	Property appraiser map Bing Map or Google Map Floor plans Site Plan	PDF (uploaded individually)
Property Owner Support	Letter(s) of support if owner is different from preparer/applicant. List of owners and mailing addresses (if required per Packet)	PDF

Photography	Current photographs of the resource(s) being nominated & numbered per instructions in the Packet	JPEG uploaded individually or see batch upload instructions in FAQ <u>NOTE: If you are submitting a PDIL/PDHD (a national Register Packet in support of an active tax incentives application), your photography can be submitted as a single PDF document meeting the tax incentives application photography specifications.</u>
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CREATE A NEW PROJECT SUBMITTAL, cont.

Additional Information (secondary NR drafts and/or supporting documentation for NR drafts

Document options available on drop-down menu for this submission type	Instructions	Required document formats for this submission type
Additional Information (secondary National Register Nomination Draft)	Edited (per HPD instructions) draft of the NPS 10-900 National Register Registration form	10-900 Draft in Word
NR Packet Item 1	Complete Item 1 fields	PDF or Word
NR Packet Submission Checklist	Complete Checklist of Submission Materials	PDF or Word
Supporting Documentation	Scan supporting documents such as: Sanborn Fire Insurance Maps Historic maps Plats Advertisements Historic photographs Deeds Wills Diaries Newspaper Articles Architectural Drawings Landscape Designs Scholarly Articles Oral interviews Webpages Scans from books/magazines	PDF (uploaded as one PDF) Uploads cannot exceed 50 mg
Property Inventory	Formatting instructions and table for Property Inventory required for Suburban historic districts are in the Packet	Word or Excel
Maps/Floor Plan/Site Plan	Property appraiser map Bing Map or Google Map Floor plans Site Plan	PDF (uploaded individually)
Property Owner Support	Letter(s) of support if owner is different from preparer/applicant. List of owners and mailing addresses (if required per Packet)	PDF

Photography	Current photographs of the resource(s) being nominated. Numbered per instructions in the Packet	JPEG uploaded individually or see batch upload instructions in FAQ <u>NOTE: If you are submitting a PDIL/PDHD (a national Register Packet in support of an active tax incentives application), your photography can be submitted as a single PDF document meeting the tax incentives application photography specifications.</u>
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CREATE A NEW PROJECT SUBMITTAL, cont.

Public Comment

Document options available on drop-down menu for this submission type	Instructions	Required Document Formats for this submission type
Public Comment	Public Comment for HPD during advertised comment period regarding an in process National Register listing. Notarized objection or comments in support of nomination.	PDF

Additional Documentation (amendment to existing National Register listing) Submission

Document options available on drop-down menu for this submission type	Instructions	Required Document Formats for this submission type
Additional Documentation (amendment to existing National Register listing)	Primary documentation based on HPD guidance for your particular amendment. NR amendments must be discussed with HPD prior to submittal. Different options exist for amendments, depending on the nature of the property and existing nomination, and as such, required amendment documentation will vary on a case-by-case basis.	Word
Supporting Documentation	Scan documents to support the amendment including any historic photographs and any historic maps such as Sanborn Fire Insurance Maps	PDF
Suburban Historic District nominations require a Property Inventory	Table and format for Property Inventory are in the Packet	Word or Excel
Photography	Current photographs of the resource(s) to be considered for amendment all scanned as one PDF	PDF

CREATE A NEW PROJECT SUBMITTAL, cont.

Relocation Request/Submission for a Property within a Listed District

Document options available on drop-down menu for this submission type	Instructions	Required Document Formats for this submission type
Relocation Request/ Submission for a Property Within a Listed District	Contact HPD for directions on this type of submission	Contact HPD

Relocation Request/ Submission for an Individually Listed Property

Document options available on drop-down menu for this submission type	Instructions	Required Document Formats for this submission type
Relocation Request/ Submission for an Individually Listed Property	Contact HPD for directions on this type of submission	Contact HPD

Delisting Request/Submission

Document options available on drop-down menu for this submission type	Instructions	Required Document Formats for this submission type
Delisting Petition/Submission	Contact HPD for directions on this type of submission	Contact HPD
Photography	Contact HPD for directions on this type of submission	Contact HPD

CREATE A NEW PROJECT SUBMITTAL, cont.

Document Upload

Document: *
 BLTN-v3_maps.pdf

Document Type: *

Once you successfully upload the document(s) and photographs, the green band will appear at the top of the entries and say: "**Document Uploaded Successfully**" and the document will appear in the list.

REMINDER: Be sure to click the **Upload** button after you choose the file and document type.

Document uploaded successfully

Show entries Search:

Repository Doc ID	Document Name	Document Type	Description	Size	Filed Date		
6509	BLTN-v3_maps.pdf	Map/Floor Plan/Site Plan	Document Panel	2689069	05/15/2024	<input type="button" value="View"/>	<input type="button" value="Download"/>

After you have uploaded all your documents, you can choose to **Save** the draft submission for completion within up to 10 days, or **Submit** it for HPD review.

You cannot update or view the submission once it has been submitted.

REMINDER: The system will time you out after 10 minutes of inactivity and your work will not be saved.

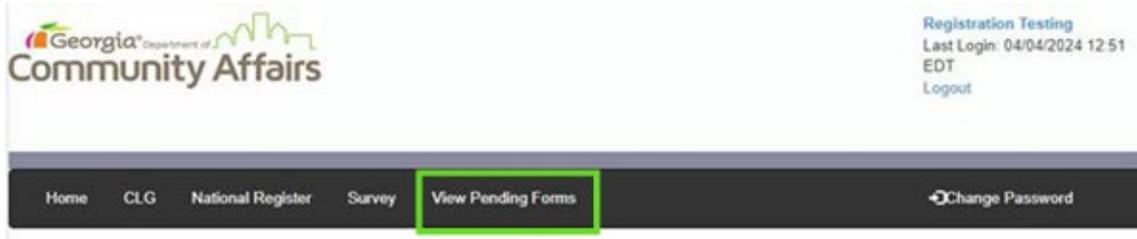
PLEASE ENSURE THAT YOUR SUBMISSION IS COMPLETE AND INCLUDES ALL ELEMENTS BEFORE SUBMITTING. Once submitted, you will not be able to retrieve nor amend the submission, and HPD must reject incomplete submissions, which will require that you start again and submit everything anew, and will result in increased response time from HPD staff. Once **Submit** is selected, the form and materials will be placed in the queue for HPD review.

In the event that you accidentally submit something that is incomplete, please do not submit anything additional- instead, contact HPD at nationalregister@dca.ga.gov for advice.

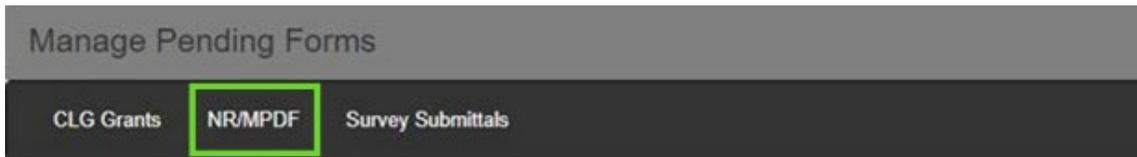
Once you select **Submit**, your submission goes into the system. Your submission must be approved by HPD's National Register staff. You will receive an email from our office confirming receipt of your submission. Once we have reviewed your submission and materials, you will receive another email regarding our decision on your submission.

FIND YOUR SAVED BUT NOT SUBMITTED PROPERTY OR SUBMISSION

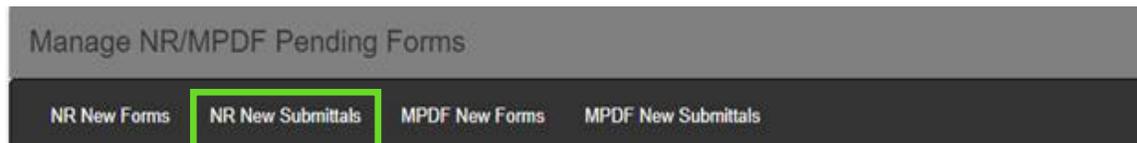
Remember that the system will only store your saved property for 10 days from creation. From the home screen select **View Pending Forms** from the ribbon.



From the **Manage Pending Forms** screen select **NR/MPDF** from the ribbon



From the **Manage NR/MPDF Pending Forms** screen, select **NR New Forms** for a saved but not submitted property and **NR New Submittals** for a saved but not submitted submission.



From the **New NR Applications** screen, find your saved property and click on the blue links titled **Form** or **Delete**

#	Property Name	Last Saved	Form	Delete
1	Saved Submission - no documents	04/04/2024	Form	Delete
2	xx	04/03/2024	Form	Delete
3	Beach House	03/27/2024	Form	Delete
4	Cat House	03/27/2024	Form	Delete

Complete the new property fields, upload your documents and photographs, and **Submit**.

FREQUENTLY ASKED QUESTIONS

Once I hit [Submit](#) what happens?

Your information goes into the system. Because this is new information, it must be approved by HPD's National Register (NR) staff. Once the materials have been verified to be **complete and correct**, you will receive an email confirming receipt of the submission and advising you of a review time frame.

How long does it take to hear back from HPD after I Submit something?

Once HPD determines the submission is complete and can be advanced to the National Register team for review, you will receive an email confirming such or a request for additional information. *Please note, as each submission requires staff review for acceptance, these emails will not be immediate.* Additionally, please be aware that you will not be able to search for your submission in the system until HPD completes its evaluation of the materials. If you have any questions, please contact nationalregister@dca.ga.gov.

What should I do if I accidentally submit an incomplete submission?

In the event that you accidentally submit something that is incomplete, please do not submit anything additional- contact HPD at nationalregister@dca.ga.gov for advice.

Why can't I find my submission directly after hitting the submit button?

Because new submittals are not released into the system automatically. All submittals are reviewed in a pending status ensuring 1) they do not duplicate a property already in the system and 2) they contain the needed document types for the NR team to complete a review.

Once a submission has been vetted, it is moved from pending status into the system. At that time you will be able to see your submission via the search in the portal (unless it determined Not For Publication). At this point you will receive an automated email from the system saying it has been received and advising of the expected review time. If for some reason a submission cannot be accepted, you will receive an email explaining why the submission must be rejected and what a revised submission should contain. These emails may take several hours to a day or so to arrive, depending on the time of the submission and the NR team's bandwidth at that moment! Feel free to reach out to us if it has been more than 48 hours.

Can I retrieve my submission from the system?

You cannot update, retrieve, or modify the submission once it has been submitted. Please verify all information and attachments before submitting your information.

Can I retrieve my documents from the system?

Be sure to save a copy of your submission materials for your personal reference, as you will not be able to retrieve this information once it is submitted.

FREQUENTLY ASKED QUESTIONS, cont.

Can I view other submissions in the system?

You will have access to other properties in the system once they have been released into the system by HPD staff. Certain properties which are designated as Not For Publication according to Federal Regulation cannot be viewed in the system.

Can I save my submission before I submit it?

Yes, for up to 10 (ten) days. The form can be changed at any time prior to submitting the application. Remember the system times out after 10 (ten) minutes of inactivity and if this happens your work will not be saved.

When will my submission be reviewed?

HPD reviews submissions on a first come first served basis. Under most circumstances, you will receive a response from us within 60 (sixty) days.

What file types can I upload?

PDF files

Word files

Excel spreadsheets

JPEG photographs

JPG photographs

All file types are limited to 50 mb per upload

How do I batch upload my documents and photographs?

To batch upload, hold down the CTRL key while selecting documents to upload.

Is there a naming protocol for the documents I upload?

Document names must be 20 (twenty) characters or less.

Is there a naming protocol for the photographs I upload?

The photographs must be numbered to correspond with the map/floorplan/site plan.

How should I save and upload my photographs?

For the Preliminary Eligibility Application, Public Comment, Delisting Petition, and Relocation Request submissions please upload all photos as a single PDF file.

For Initial National Register Nomination Draft, Secondary National Register Nomination Draft, Additional Documentation, Amendment to existing National Register listing submissions, please upload photographs individually in the accepted JPEG format or batch upload per the instructions above.

FREQUENTLY ASKED QUESTIONS, cont.

Is there a size limit to the documents and photographs I upload?

Yes. The system will not accept any uploads that exceed 50 mb per document upload.

Is there an application fee?

There is no cost or fee to submit a National Register nomination, Preliminary Eligibility Applications, or any other project submissions to HPD. Nor is there any cost or fee to submit a National Register nomination, Preliminary Eligibility Application in HPD's National Register module.

How do I find the Georgia House and Senate District and the U.S. Congressional District for the property?

go to: <https://pluralpolicy.com/find-your-legislator/> and type in the property address or zip code.