

STATE OF NEW MEXICO
DEPARTMENT OF CULTURAL AFFAIRS
HISTORIC PRESERVATION DIVISION

BATAAN MEMORIAL BUILDING
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How to List Your Property in the State Register of Cultural Properties and/or the National Register of Historic Places

The National Register of Historic Places was authorized under the National Historic Preservation Act of 1966. The National Register is the “official list of the nation’s historic places worthy of preservation.” The State Register of Cultural Properties, authorized in 1969, is the State’s “official list of historic properties worthy of preservation in New Mexico.” The process for listing in either Register program is as follows:

How to Determine if the Property is Eligible for Listing:

1. Applicant should obtain a “Preliminary Questionnaire”. The Questionnaire is available on the Historic Preservation Division’s website (See “Resources”, verso) or the applicant can contact the State and National Register Coordinator.
2. Applicant completes the questionnaire and provides as much information about the subject property or group of properties for HPD staff to evaluate the property’s history and integrity. Questionnaire should include numerous photographs that depict all elevations and the interior of the subject property/properties.
3. Applicant sends completed questionnaire and photographs to NR/SR Coordinator. (see contact information, verso).
4. HPD staff will review the questionnaire and photographs and, if possible, determine if the subject property/properties could be eligible for listing.
5. If subject property is eligible, applicant may move forward in completing the remainder of the steps, see page two.



The La Bajada South section of the El Camino Real de Adentro was listed in the National Register of Historic Places in 2017

Steps to Nominate an Eligible Property:

1. Applicant should contact the NR/SR Coordinator at HPD to plan a strategy to complete the National Register Registration Form.
2. Applicant will complete a National Register Registration Form for the subject property. This form is used for listing a property in both the State Register and the National Register. Applicant may opt to complete the form themselves or hire a consultant to help with the drafting of the Registration Form.
3. Applicant will submit completed draft of National Register Registration Form.
4. HPD Staff will review and evaluate the draft of the Registration Form and provide comments
5. Applicant will revise Registration Form and make changes per HPD staff recommendations.
6. Applicant will submit revised Registration Form.
6. HPD Staff will review revised Registration Form and provide additional comments.
7. If the Registration Form is complete, HPD Staff will submit the registration form to be on the next available agenda of the Cultural Properties Review Committee (CPRC). The CPRC meets every two months.
8. HPD Staff presents information about the subject property and the proposed Registration Form at the CPRC meeting. The CPRC may ask questions of HPD Staff.
10. The CPRC will review the Registration Form and determine if the subject property meets the criteria for listing. If it meets the criteria they may approve the application for listing in the State Register and recommend that the registration form be forwarded to the National Park Service for their review for possible listing in the National Register. If the Registration Form does not meet the criteria, the CPRC may recommend revisions or deny the application.
11. National Register staff in Washington, D.C., will review the Registration Form to determine whether to list the property in the National Register.

Resources

Historic Preservation Division website:
<http://nmhistoricpreservation.org/>

Historic Preservation Division website, for registers, (the questionnaire, fact sheet, and NR Registration form may found on the website):
<http://nmhistoricpreservation.org/programs/registers.html>

NRHP Website (National Park Service)
<https://www.nps.gov/subjects/nationalregister/index.htm>

National Register Bulletin: How to Complete the National Register Registration Form
<https://www.nps.gov/nr/publications/bulletins/nrb16a/>

National Register Publications
<https://www.nps.gov/nr/publications/>

Cultural Properties Review Committee (CPRC)
<http://nmhistoricpreservation.org/cprc.html>

State/National Register Coordinator:

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The Lincoln-Jackson School in Clovis, New Mexico, was listed in the National Register of Historic Places in 2017