

2012 NATIONAL REGISTER SUBMISSION SCHEDULE

Please refer to the Register Check List and Legal Requirement Form for all materials that must be submitted along with the nomination as a complete package by the appropriate deadline.

BOARD MEETING DATE

Complete Nomination Package to Regional Office by:

March 15, 2012 (Thursday)

**All Historic District and CLG Individual Nominations
Non-CLG Individual Resource Nominations**

**Friday, December 2, 2011
Monday, December 26, 2011**

June 21, 2012 (Thursday)

**All Historic District and CLG Individual Nominations
Non-CLG Individual Resource Nominations**

**Friday, March 9, 2012
Monday, April 2, 2012**

September 20, 2012 (Thursday)

**All Historic District and CLG Individual Nominations
Non-CLG Individual Resource Nominations**

**Friday, June 8, 2012
Monday, July 2, 2012**

December 13, 2012 (Thursday)

**All DSS Survey Files for Historic District Nominations
All Historic District and CLG Individual Nominations
Non-CLG Individual Resource Nominations**

**Friday, August 1, 2012
Friday, August 31, 2012
Monday, September 24, 2012**

Scheduling: Once you have a complete nomination draft, it should be submitted to the appropriate regional office for review. (See www.dhr.virginia.gov, "Contact Us" section for regional offices and their coverage areas.) Draft nominations are reviewed in the Richmond Office along with the regional staff to provide consultants a thorough set of comments. Some items may require revision; the nomination and all supporting materials must be approved by DHR staff before being added to a particular agenda. To ensure the process meets all legal requirements, we require adequate time for review and comment. Register and regional staff review up to 20 to 30 nominations a quarter and you need to allow time for a careful review. Nominations that arrive just prior to final deadlines may not be given priority treatment.

Historic Districts: A *minimum* of six weeks prior to submitting district nominations, authors are advised to submit to the appropriate Regional office and DHR's Architectural Survey Coordinator 10% of the total number of DSS files being prepared for a historic district nomination. Hard copies of photos in sleeves, maps, site plans, a survey envelope, and DSS forms, all labeled according to DHR's survey guidelines, are to be submitted to the regional office so that any problems with the files can be identified early in the review process. Digital copies of the DSS forms should be submitted to the Architectural Survey Coordinator simultaneously to ensure the DSS entries are complete and accurate. A *minimum* of 30 days prior to submittal of the historic district nomination, all completed DSS and survey files for the entire district are due to the regional office and the Survey Coordinator. This allows opportunity to review the survey before DSS is used to generate the district inventory for inclusion in the nomination.

Certified Local Governments (CLGs): Thirty-one localities in Virginia have requested and received CLG status. In the register process, the CLG with jurisdiction over the nominated property must have an opportunity to comment on the proposed nomination. Their comments are passed on to the department director and our review boards. These nominations require extra lead-time to allow localities to receive the nominations for their Architectural Review Board consideration.

The nomination must be finished and approved by Virginia Department of Historic Resources staff before it is submitted for CLG review. A list of CLG localities is here: http://www.dhr.virginia.gov/clg/clg_list.htm

Preliminary Information Form (PIF) Submission Schedule

Each quarterly board meeting has an associated "cut-off" Evaluation Committee meeting, after which no more PIFs will be added to that particular board agenda. In order to allow the Regional Office time to review submitted materials and work with the author to ensure that all information necessary for evaluation is in hand, PIFs intended for each "cut-off" evaluation team meeting must be received *no later than* two weeks prior to the in-house Committee meeting. The lead time also allows for the proper and timely notification of all parties involved in the PIF process and adequate time for State Review Board members to review multiple PIFs on the DHR website.

Board Meeting Date:

March 15, 2012
June 21, 2012
September 20, 2012
December 13, 2012

Last date Regional Office accepts PIFs for this meeting:

January 5, 2012
April 12, 2012
July 19, 2012
October 11, 2012