Virginia Department of Historic Resources

Library and Archives

2801 Kensington Avenue, Richmond, VA 23221 (804) 367-2323

www.dhr.virginia.gov

Information on previously surveyed historic resources and archaeological sites is available in the Virginia Department of Historic Resources (DHR) archives for use in project review/consultation for Section 106, planning or research. These materials include written and photographic documentation of recorded historic properties, structures, districts and objects, and information regarding previous evaluations of those resources for their potential for listing in the National Register of Historic Places (NRHP).

Hours

DHR's archives are open Tuesday through Thursday from 9 a.m. until 5 p.m. (excluding state holidays). The archives are closed on Monday and Friday. There is no charge to visit the DHR archives, but nominal fees are charged for photocopies and color printouts of maps. For additional information, please visit the Archival Research section of the DHR website. For additional information on the DHR's Data Sharing System (DSS), which may be used in lieu of an Archives Search, please visit the DSS section of the DHR website.

Archives Search Completed by DHR

If travel to the archives at DHR's Richmond office is not feasible, DHR archives staff can process Archives Search requests for a fee. See following pages for descriptions of the types of searches available through this service and the fee structures for each.

For DHR archives staff to conduct an Archives Search, the following three items are required:

1. The DHR Archives Search request form, filled out in full. Incomplete forms will not be processed until the missing information is submitted, thus delaying the return of the search results.

2. A shapefile, clearly delineating the Area of Potential Effects (APE) for both direct and indirect effects. A shapefile is a commonly used GIS file format storing the location and shape of geographic features. The format (which refers to a set of related files) can be created or exported from most GIS and CAD software. A copy of a portion of a USGS topographical quad map clearly outlining the APEs may be submitted in lieu of a shapefile. It is not necessary to send in full-sized quad maps, as the portion showing the project area will suffice. The quadrangle map portion should be at the standard (1:24,000) scale. Additional map or maps that may more clearly depict the APEs may also be submitted, but the search request will not be processed until the shapefile or the marked USGS quad map portion is received.

   If you do not have GIS software, the National Map Viewer hosted by the USGS National Map website will allow you to create and export shapefiles to send to DHR. Also, digital copies of topographic maps are available for download from the USGS store at USGS store at http://store.usgs.gov. If you use the TerraGo GeoPDF add-on, you can also create and export shapefiles to send to DHR.

3. A signed and dated "Conditions for Use" agreement.

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Billing for Services

Do **not** send pre-payment with the request form, as an invoice will be included with the search results. To issue an invoice, DHR requires either the company's Federal ID number or the Social Security number of the individual making the request on the search request form. Invoices will be sent to the person listed on the form.

Standard Service

DHR archives staff will strive to complete the search within ten business days of receipt of all three components of a complete search request.

Expedited Service

If the results of the search are required urgently, **expedited service resulting in the completion of the search within three business days may be obtained for an additional fee of $150.** Please mark the "Expedite" box on the search request form ***in addition*** to the selected ORC Project Review or General Planning/Research box if this faster service is preferred.

DHR archives staff makes every attempt to complete expedited searches in three business days or less from the day on which all three required items are received. If circumstances prevent DHR archives staff from successfully completing the search within the three-day goal, notice of an estimated time frame will be provided.

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Shipping

For digital files, DHR will return the results by the VITAShare FTP (file transfer) site. For paper or CD media, results of the selected search services will be sent by U.S. Postal Service standard mail unless other arrangements are pre-approved. The postage cost will be added to your invoice. A space is provided on the search request form to include a Federal Express number or UPS number for overnight delivery, if that method of delivery is preferred.

For VITAShare, you will receive an email with a link and a PIN number to use in order to download your files. Files will be available to download for 14 days before they are deleted from the VITAShare FTP site.

Conditions

DHR is the Virginia State Historic Preservation Office and serves as the official state repository for information on historic resources. This information has been compiled primarily by independent cultural resource consultants. DHR makes no warranty as to the fitness of the data for any purpose.

It is possible that the area in question has not been systematically surveyed for historic resources. **The absence of historic resources in DHR records does not indicate that no historic properties are present.** It is advisable to check with local government planning offices for information on any properties that may meet the age and significance criteria for listing in the National Register of Historic Places (NRHP) and have not yet been recorded in the DHR archives. Additional field studies to identify historic properties may also be warranted.

Obtaining information on previously recorded historic properties does not constitute review under Section 106 of the National Historic Preservation Act. If a project is federally funded, licensed, or permitted, the federal agency may require you to obtain DHR comment under Section 106. If requesting a review of a project on behalf of a federal agency, register and submit your application for review at DHR's ePIX web portal (http://apps.cao.virginia.gov/epix/). For cell tower and other FCC projects, the FCC's E-106 system must be used to submit an application. For more details visit DHR's Cell Tower webpage. When submitting a project for DHR review, the results of this Archives Search must be included.

A review of a project under Section 106 of the National Historic Preservation Act is a separate process. The DHR Archives Search is one portion of this process. The information received as a result of this Archives Search, including the search results cover letter, should be submitted with the Project Review application.

Submit Request

The completed Archives Search request form, Conditions for Use agreement and shapefile and/or marked USGS quadrangle map section may be submitted by any of the following methods.

1) E-mail digital copies to the DHR archivist at quatro.hubbard@dhr.virginia.gov. For files greater than 2 MB, utilize the VITAShare FTP (file transfer) site at https://vitashare.vita.virginia.gov. NOTE: Do not send a social security number using e-mail or the VITAShare FTP site. Archives will contact you for this information.

2) Mail printed copies to:
   Archives Search Service
   c/o Quatro Hubbard
   Department of Historic Resources
   2801 Kensington Avenue
   Richmond, VA 23221-2470

If there are any additional questions concerning this information, please contact:
Quatro Hubbard at (804) 367-2323, extension 124
Fax: (804) 367-2391
E-mail: Quatro.Hubbard@dhr.virginia.gov

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DESCRIPTIONS AND FEE SCHEDULES FOR THE SEARCH SERVICES ARE AS FOLLOWS:

ORC Project Review Search

(Federal Section 106, Federal Section 110, State Environmental Review, NEPA, FCC Cell Tower 04-222, Form 620)

A search of the DHR's cultural resource inventory for locational data on all previously recorded historic resources within the project's Area of Potential Effects (APE) is needed. For guidance in determining your APE, please see DHR's Defining Your APE.

DHR archives staff will produce and transmit:

- A digital USGS topographic quad map section at a scale appropriate to the project (up to 1:24,000 scale) showing the locations and DHR identification numbers of previously recorded architectural resources and archaeological sites in your designated APE.
- PDF copies of architectural survey forms and archaeological site forms for those resources identified in your project area. This will also include PDF reports for each resource from the DHR's DSS database.
- Copies of exterior photographs of primary architectural resources, with a minimum of one and maximum of three provided for each primary resource. Representative images of secondary resources on a historic property will be provided as warranted.
- Excel exports from our Archives inventory and Archaeological inventory databases listing all of the resources within your project's APE. These exports detail the resource name, DHR file number and fields indicating if the resource is currently listed in the Virginia Landmark Register and/or National Register of Historic Places, or if the resource has been formally evaluated for its potential eligibility for listing in the registers. A Word document explaining each field will be included.
- A summary letter on the search results.

Note:

If 10 or more previously identified resources are returned in the project area, DHR archives staff will make contact to potentially refine the search request prior to copying the details on all of those resources and labeling the search results USGS quad map.

Cost:

$75 for each letter-sized (8.5" x 11") map. The largest scale reproduced map will be at a 1:24,000 scale. If more than one letter-sized map is required to display the designated APE at an appropriate scale, a standard 2' x 3' (C-size) plotter page will be created as a PDF. The cost of the large format PDF files are $150 for each page required to display your designated APE.

- Even if no previously identified resources are present within the designated area, DHR will produce the map reflecting this information, and the fee for the map will still be assessed.

$5 each for the details of any previously identified historic resource within the area of interest.

- If the archaeological site form or architectural survey form of a historic resource in the DHR inventory cannot be reproduced, then that will be noted and the $5 fee will not be charged for that resource.

Additional Costs for Hard Copy Printed Materials:

$25 **additional cost** will be applied for each 8.5" x 11" color copy of the map that is requested as a hard copy.
$5 **additional cost** will be applied if the site forms, survey forms and photographs of historic resources are requested as a hard copy.
$100 **additional cost** will be applied for each 2' x 3' (C-size) plotter page that is requested as a hard copy. These will be printed on 2' x 3' plotter pages.
$5 **additional cost** will be applied per compact disc if digital results by mail are preferred.

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General Planning/Research Query Search

The General Planning/Research Level Search should **not** be requested for use with a Section 106 Project Review application. The map will be tagged to indicate that it was created for General Planning purposes only. The results of this search will not be accepted for Section 106 projects. Maps and any resultant details from an ORC Project Review Search are the only materials that will be accepted with an application for review of a project at DHR. **Please contact the lead DHR reviewer for your project with any questions regarding this requirement.**

A search of the DHR's cultural resource inventory for locational data **only** on all previously recorded historic resources.

DHR archives staff will produce and transmit:

- A digital copy of a USGS quad map section at 1:24,000 scale showing the locations and DHR identification numbers of previously recorded architectural resources and archaeological sites in your designated area. **No other information on the resources will be provided with this level of service.**
- An explanatory letter on the search results.

Cost:

$75 for each letter-sized (8.5" x 11") USGS topographic map, which will be returned at an appropriate scale as a PDF file. The largest scale reproduced map will be at a 1:24,000 scale. If more than one letter-sized USGS topographic map is required to display the designated area at an appropriate scale, a PDF for a standard 2' x 3' (C-size) page will be created. The cost of the large format PDF files are $150 for each page required to display your area of interest.

Additional Costs for Hard Copy Printed Materials:

$25 **additional cost** will be applied for each 8.5" x 11" color copy of the map that is requested as a hard copy.
$100 **additional cost** will be applied for each 2' x 3' (C-size) page that is requested as a hard copy. These will be printed on 2' x 3' plotter pages.
$5 **additional cost** will be applied per compact disc if digital results by mail are preferred.

Additional/Supplemental Information:

Phase I Archaeological Survey Report Search

This consists of a search of the DHR's USGS topographic quad maps for locational data on all previously reported archaeological Phase I survey areas within a designated quadrangle map or area of interest.

DHR archives staff will produce and transmit:

- A digital image of a portion of all designated quadrangle maps, indicating the survey area boundaries. The image will be transmitted as a JPEG.
- Copies of the title page, management summary section and project area map from any Phase I archaeological survey report indicated to be within the area of interest. Data will be scanned and transmitted as a PDF.

Cost:

$25 for each resulting 11" x 17" JPEG map image (digital format only).
$5 each for any previously accessioned Phase I archaeological survey report within the area of interest.
Results will be transmitted via the VITAShare site.

- If no previously accessioned reports are mapped within the designated area, DHR will produce the JPEG reflecting this information, and the fee for the digital image will still be assessed.

Additional Cost for Hard Copy Printed Materials:

$10 per map and $5 per report excerpt (see above) costs will be applied for mailing via standard mail.
$5 **additional cost** will be applied per compact disc if digital results by mail are preferred.

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Custom Geospatial Query Search

To conduct a custom geospatial query, the following items are required

1. The DHR Archives Search request form, filled out in full. Incomplete forms will not be processed until the missing information is submitted, thus delaying the returning of the search results.
2. A signed “Conditions for Use” agreement.
3. A shapefile defining the area of interest may be submitted electronically to DHR via e-mail.

DHR archives staff will produce and transmit:

- The shapefiles for those resources found to be in the designated area, with Virginia compliant metadata.
- A geotiff image of the area indicating the nearby architectural and archaeological resources available.
- Reference maps showing the general distribution at 1:24,000-scale.
- An explanatory letter on the search results.

Cost: $150

If an ORC Project Review search or a General Planning/Research Level search is also requested, the search fee will be assessed in addition to the charge for the Custom Geospatial Query search.

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Archives Search Request Form

Name: _____

Company Affiliation: _____

FED ID #/: _____

Street or Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Fax: _____ E-mail: _____

Project Location:

Project Name: _____

Name of Quadrangle(s): _____

Name of County: _____

Street Address, if known: _____

City: _____ State: _____ Zip Code: _____

DHR Project Review File Number, if known: _____

Search Type:

☐ ORC Project Review – federal Section 106, FCC cell tower, state environmental review, NEPA
Submit a shapefile (or map) of the APE
Or Select Range for Height of Proposed Cell Tower: < 199 feet 200 – 400 feet > 400 feet
Name of primary agency funding, licensing or permitting the project:

_____

☐ General Planning/Research Query
Specify search radius: _____mile(s)

Additional/Supplemental Information:

☐ Phase I Archaeological Survey Report Search
☐ Custom Geospatial Query

Shipping Options:

☐ Digital Files – sent from VITAShare ftp site, no cost
☐ Digital Files – sent on CD U.S. Postal Service Standard Delivery, $5 cost/CD
☐ Paper – sent U.S. Postal Service Standard Delivery, shipping cost
☐ Paper and/or CD – customer provided account number
Federal Express _____ UPS _____

Additional Fees:

☐ Expedite search in three business days, $150 cost

DHR requires a signed "Conditions for Use" agreement before requested search is conducted.

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Conditions for Use, DHR Data

The mission of the Virginia Department of Historic Resources (Virginia's State Historic Preservation Office) is to identify, evaluate, register, and help communities and citizens preserve, interpret, and use Virginia's rich historic assets for the economic, educational and cultural benefit of all.

From the Code of Virginia, the following FOIA exemption applies to data distributed by the Department of Historic Resources.

Code of Virginia
§2.2-3705.7 (10)

> "Records containing information on the site specific location of rare, threatened, endangered or otherwise imperiled plant and animal species, natural communities, caves, and significant historic and archaeological sites if, in the opinion of the public body that has the responsibility for such information, disclosure of the information would jeopardize the continued existence or the integrity of the resource. This exemption shall not apply to requests from the owner of the land upon which the resource is located."

The term "User" applies to the party agreeing to the conditions herein. Any User with whom DHR shares data of the location of significant historic and archaeological sites assumes the responsibility for the information as stated in §2.2-3705.7 (10) and agrees to the following conditions:

Use of this data is subject to the following:

1. User understands and acknowledges that release of precise locations may threaten archaeological and historical resources. User shall take reasonable precautions to ensure the security of site locations.
2. User will identify "Virginia Department of Historic Resources" as data source on any map or publication using DHR locational data. User will also include the date that data was obtained from DHR.
3. Photographs may only be reproduced in commercial publications if specific permission is granted by DHR.
4. User understands and acknowledges that the accuracy of these data is time-limited. User agrees to use DHR-provided data only for the term specified by DHR, and to incorporate all updates provided by DHR. Under no circumstances shall User continue using DHR-provided historic resource data for more than six months following its generation.
5. User will provide DHR with two copies of any reports prepared using Virginia Department of Historic Resources data if requested by DHR.
6. Although DHR maintains high standards of data quality control, data is supplied "as is". DHR makes no warranty that the data are necessarily accurate or complete.
7. Obtaining information on previously recorded historic properties does not constitute review under Section 106 of the National Historic Preservation Act. If a project is federally funded, licensed, or assisted, the federal agency may require you to obtain DHR comment under Section 106. If you are also requesting a review of your project on behalf of a federal agency, you may download a Project Review Form from our web site at **www.dhr.virginia.gov**.
8. If there are charges, User shall pay agreed charges within 30 days of being billed by DHR.
9. User will indemnify and hold DHR and its officers and employees harmless against any claims by third parties arising out of the use by User of the data provided hereunder.
10. This Agreement is the entire agreement between the parties with respect to the subject matter hereof. It shall be construed in accordance with the law of the Commonwealth of Virginia and may be amended only in writing signed by both parties.

By accepting the DHR data, User agrees to abide by all of the above conditions.

User Signature _____ Printed Name _____

User Title and Affiliation _____ Date _____

15 December 2010