



## **VIRGINIA DEPARTMENT OF HISTORIC RESOURCES**

### **Historic Preservation Easement Program**

#### **POLICY #5**

#### **Requests for Approval**

Requests for approval, as required by the terms of an easement, shall be submitted to the easement staff of the Department, who will present the proposal to the Easement Committee of the Department for its consideration and approval.

The Department shall strive to respond to a request for approval within 30 days of the receipt of a complete application, unless otherwise specified in the easement. A complete application should include: a letter from the property owner, architect, architectural historian, or other expert summarizing the work that is proposed and why it is necessary; plans, schematic drawings, or other design documents developed for the project; photographs of the property, specifically existing conditions that are to be addressed and historic fabric that would be affected by the proposed work; and any other information necessary to understand the proposal.

Easement staff may contact the owner, architect, architectural historian, etc. to schedule a site visit or to request additional information required by the Department in making its decision. Occasionally, regional office staff will be asked to conduct a site visit and/or participate in review of the application. Easement staff shall identify and coordinate with other program areas that may be involved, e.g. rehabilitation tax credit, Section 106 project review, and grants. Easement staff shall inform the appropriate program managers, and when more than one program is involved, all staff will follow the Guidelines for Multi-Program Projects.

Requests for approval shall be considered by the Easement Committee, and evaluated according to the *Secretary of the Interior's Standards for the Treatment of Historic Properties* (generally, the *Standards for Rehabilitation*), and for consistency with the terms of the easement. Upon the recommendation of the Easement Committee, the request for approval may be heard by the Board of Historic Resources before a final response is issued. Requests for approval shall not be unreasonably withheld, unless the request is not consistent with the terms of the easement. A response to the request shall be sent on official Department letterhead by U.S. mail.