

VIRGINIA'S HISTORICAL REGISTERS:  
*A Guide for Property Owners*

## INTRODUCTION

Virginia's landmarks are an unparalleled resource, illuminating the culture and history of America from 16,000 B.C. to the present. The Commonwealth of Virginia encourages preserving and protecting Virginia's historic, architectural, and archaeological sites. Much of the state's appeal and significant income are derived from these resources. Our landmarks serve both as a major tool for urban renewal and as a key element of the state's multi-billion tourism industry.

Historic properties give communities a sense of identity and stability, adding richly to their quality of life. These historic places—the houses, stores, train stations, warehouses, iron furnaces, canals, landscapes, and bridges—are woven into the fabric of our daily lives. They are a part of what shapes the unique character and spirit of each community. Together, they define this place we call Virginia, and us as Virginians.

Preserving these resources greatly contributes to the vitality of our cities, towns, and villages, and ensures that reminders of our heritage will remain for future generations. The Department of Historic Resources coordinates the state and federal register programs that identify and recognize our cultural resources: the National Register of Historic Places and the Virginia Landmarks Register. The register programs are administered by the Virginia Department of Historic Resources, which actively seeks public involvement in the registration process.

This booklet is designed to answer property owners' questions about the register programs. It describes how the programs came into being, the benefits of listing in the registers, the process of evaluation and nomination, the kinds of historic districts, and the rights of property owners. The booklet also contains a question and answer section, a glossary, and appendices.

For several decades, the national and state register programs have encouraged property owners voluntarily to protect Virginia's historic places. Thousands of Virginians have asked to list their properties on these honor rolls, in hopes that the owners who come after them may be likewise encouraged. The Department of Historic Resources applauds private stewardship and strives to give property owners the information and incentives to succeed. If you wish to be a part of this enterprise, please visit our web site at [www.dhr.virginia.gov](http://www.dhr.virginia.gov), call 804-367-2323, or write the Department at 2801 Kensington Avenue, Richmond, VA 23221.

Julie V. Langan  
Director and State Historic Preservation Officer

## HISTORIC DESIGNATION PROGRAMS

### National Register of Historic Places

In early 1966, the Virginia General Assembly established the Virginia Historic Landmarks Commission, one of the first preservation offices in the country.

Later that year, the U.S. Congress passed the National Historic Preservation Act. The Act created the National Register of Historic Places as the official list of structures, sites, objects, and districts that embody the “historical and cultural foundations of the nation.” It named the National Park Service, in the Department of the Interior, to manage the Register. The Keeper of the National Register of Historic Places is responsible for listing eligible properties

To carry out its provisions, the Act authorized the creation of a State Historic Preservation Officer and a State Review Board in every state and territory. In Virginia, the day-to-day activities of the State Historic Preservation Officer were carried out by the Virginia Historic Landmarks Commission and its staff. Since 1989, the State Historic Preservation Officer and a professional staff of historians, architectural historians, architects, archaeologists, and policy and administrative specialists have comprised the Virginia Department of Historic Resources, the successor to the Virginia Historic Landmarks Commission. The Governor appoints the State Historic Preservation Officer, who in turn appoints the members of the State Review Board.

Since 1966, nearly 100,000 historic buildings, sites, structures, objects, and districts have been listed in the National Register of Historic Places nationwide, frequently on the initiative of their owners. (This figure includes over 1 million contributing buildings within the districts.) In Virginia alone, over 2500 resources of all types are listed in the National Register. (More than 50,000 contributing properties lie within districts.)

The National Register of Historic Places continues to reflect the desire of Americans, as expressed in the National Historic Preservation Act, that “the historical and cultural foundations of the nation should be preserved as a living part of our community life and development in order to give a sense of orientation to the American people.”

Listing in the National Register may qualify property owners for federal tax credits or other benefits administered by the Department of Historic Resources. Listing does not restrict or prevent an owner from altering, tearing down, or otherwise disposing of the property. Nor does listing dictate what an owner must do. Rather, listing recognizes the property’s importance and invites its preservation. Although any person may propose a nomination to the register, properties may not be listed in the National Register over the objection of the owner, or, in the case of a historic district, a majority of the owners (see **Rights of Owners to Comment and/or Object to Listing in the National Register and the Virginia Landmarks Register**).

The Department actively seeks the early participation of owners in the registration process. At each step in any proposed nomination, the Department writes owners and local officials, as well as owners of adjacent properties, to keep them apprised. This notification is required by state and federal law (*see* **Evaluation Process and Nomination Process**).

The Department provides matching grants for surveys of cities, counties, and towns to identify cultural resources and recommend properties for registration. In the survey archives, the register program staff is compiling a list of places of state-wide or national significance under a variety of cultural themes. These themes include: Domestic; Agricultural/Subsistence; Government/Law/Political; Health Care/Medicine; Education; Military/Defense; Religion; Social; Recreational/Arts; Transportation/Communication; Commerce/Trade; Industry/ Processing/Extraction; Landscape; Funerary; Ethnicity/Immigration; Settlement Patterns; Architecture/Landscape Architecture/Community Planning; Technology/Engineering.

## Virginia Landmarks Register

The Virginia General Assembly created the Virginia Landmarks Register when it established the Virginia Historic Landmarks Commission in 1966 and authorized the Commission to list eligible properties in the Register. Today, the Board of Historic Resources, the successor to the Virginia Historic Landmarks Commission, has that authority.

The Board of Historic Resources and the State Review Board use the same criteria to evaluate properties for eligibility. Each property that the State Review Board considers for the National Register of Historic Places is likewise considered by the Board of Historic Resources for listing in the Virginia Landmarks Register. The same form is used to nominate a property to both registers.

Listing in the Virginia Landmarks Register conveys information, confers honor, and heightens awareness. It gives owners access to the Virginia Preservation Easement and Technical Assistance programs. It may also qualify owners for state tax credits. Like the National Register listing, it does not restrict or prevent an owner from altering, tearing down, or otherwise disposing of the property. Rather, listing recognizes the property's importance and invites its preservation. In the words of the *Code of Virginia*, it is “an act of official recognition designed (i) to educate the public to the significance of the designated resource and (ii) to encourage local governments and property owners to take the designated property's historic, architectural, archaeological and cultural significance into account in their planning, the local government comprehensive plan and their decision making.” Listing does not “regulate the action of local governments or property owners with regard to the designated property.” Properties may not be listed in the Virginia Landmarks Register over the objections of the owner, or, in the case of historic districts, a majority of the owners (*see **Rights of Owners to Comment and/or Object to Listing in the National Register and the Virginia Landmarks Register***). Most properties listed in the register were nominated at the initiative of the owners.

The Department of Historic Resources actively seeks the early participation of owners in the registration process. At each step in any proposed nomination, the Department writes owners and local officials, as well as owners of adjacent properties, to keep them apprised. This notification is required by state law (see **Evaluation Process and Nomination Process**).

## National Historic Landmark Program

The National Historic Landmark Program is older than either the National Register of Historic Places or the Virginia Landmarks Register. It was created in 1960 by the National Park Service; the Secretary of the Interior designates National Historic Landmarks. Once so named, a National Historic Landmark also will be listed in the National Register of Historic Places, if it is not already.

Typically, National Park Service staff identifies National Historic Landmarks through studies of historical themes, although properties of national significance may be proposed by other sources. More than 2000 sites in the United States have been termed National Historic Landmarks, among them the Alamo in Texas, The Frank Lloyd Wright Home and Studio in Illinois, and the Wright Brothers National Memorial in North Carolina. More than 100 Virginia properties, including 12 historic districts, have been named National Historic Landmarks since 1960. This is more than twice the average number of National Historic Landmarks in any other state.

Many of America's most important architectural, archaeological, and historical treasures are found in Virginia. Virginia's National Historic Landmarks include such national treasures as Monticello and Mount Vernon. They also include many lesser-known landmarks, such as the modest Arlington home of Dr. Charles Richard Drew, whose pioneering work in the use of blood plasma helped save thousands of lives in World War II. Others include Fort Monroe in Hampton, Monumental Church in Richmond, Sailor's Creek Battlefield in Amelia County, Natural Bridge in Rockbridge County, and the Thunderbird Archaeological District in Warren County. As with listing in the National Register of Historic Places and the Virginia Landmarks Register, naming a property a National Historic Landmark carries with it no restrictions. It recognizes the property's national importance and welcomes its preservation. Properties may

not be designated National Historic Landmarks over the objections of the owner, or, in the case of historic districts, a majority of the owners.

## Districts

The National Park Service defines a district as “a significant concentration, linkage, or continuity of sites, buildings, structures, or objects united historically or aesthetically by plan or physical development.”

The boundaries of districts listed in the National Register of Historic Places and the Virginia Landmarks Register are identical. They are drawn using the same criteria. Because a local historic preservation ordinance may include other criteria, the boundaries of a locally designated district may differ from those of a state or national register district.

Boundaries are drawn to include the greatest number of resources that add, or contribute, to the significance of the district. There will often be properties within the district that are noncontributing. Since the concept of a historic district precludes its looking like a doughnut or a slice of Swiss cheese, noncontributing properties are within the boundaries but are recorded as noncontributing elements.

The Virginia Department of Historic Resources actively seeks the early participation of owners in the registration process. Department staff apprises owners and local officials, as well as owners of adjacent properties, of each step in any proposed nomination. This written notification is required by state law (see **Evaluation Process and Nomination Process**).

A district will not be registered if a majority of owners object to its listing (*see* **Rights of Owners to Comment and/or Object to Listing in the National Register and the Virginia Landmarks Register**). Single properties within the district, however, whether contributing or noncontributing, cannot be excluded solely because of owner objection.

## Local Historic Preservation Ordinances

The *Code of Virginia* authorizes any local government to adopt a historic preservation ordinance as part of the local land use and planning process. Adopting such an ordinance follows public hearings and comment by local citizens. The ordinance generally includes the following elements:

- definition of terms;
- a provision for district overlay zoning;
- criteria for inclusion;
- provision for a professional board to review proposed changes to historic properties;
- conditions under which proposed changes may be permitted or denied;
- standards for such changes.

Using its own criteria, a community may create a local district with boundaries that differ from, or are even independent of, National Register or Virginia Landmarks Register district boundaries.

More than 70 Virginia cities, towns and counties have adopted local historic preservation ordinances. A number of these localities have applied for status as Certified Local Governments (*see* **Glossary**) and been so named by the Secretary of the Interior. With this certification, localities can apply for grants to assist in local historic resource survey, planning, and rehabilitation projects.

It is only through local historic preservation ordinances that owners may be restricted in the use of their property. Local preservation ordinances often prohibit changing (including tearing down) the outside of historic properties without review and approval by a local review board. There are no such restrictions in either the National Historic Preservation Act or the *Code of Virginia*, which govern the National Register of Historic Places and the Virginia Landmarks Register, respectively.

## **Benefits of State and National Registration**

Each owner of a single property or a historic district listed in the Virginia Landmarks Register may purchase an aluminum plaque for the Virginia Historic Landmark.

Each owner of an individually registered property receives an official certificate of appreciation signed by the Governor of Virginia and the State Historic Preservation Officer.

From time to time, the Department of Historic Resources publishes *The Virginia Landmarks Register*, a book filled with photographs and descriptions of all properties and districts in the state. It is the official work of the register program. Interim listings appear in the Department's journal, *Notes on Virginia*.

Listing in the National Register of Historic Places and the Virginia Landmarks Register may qualify property owners for these benefits administered by the Department:

- technical assistance with repair and maintenance and rehabilitation projects;
- federal and state tax incentives for the appropriate rehabilitation of income-producing properties;
- the opportunity to grant a preservation easement to the Board of Historic Resources, which ensures preservation of the property, and to receive possible tax benefits (real estate and donation).

Listing can help reinvigorate commercial and residential areas by preserving the spirit and character that make them special places. Over the long run, preservation can help maintain the economic vitality of a community. In urban centers, many downtown historic districts flourish with a balance of old and new. The act of registration itself encourages owners and neighboring owners to maintain their properties, thereby keeping property values stable and making an area a desirable place to live or work.

Most of all, listing in the National Register informs the local, state and federal governments that a historic resource exists. Federal agencies are required to consider the effects of their actions on historic resources. In keeping with Section 106 of the National Historic Preservation Act, if a federal project is proposed, it must be reviewed by the State Historic Preservation Officer for any potential effect on properties listed in, or potentially eligible for listing in, the National Register. The review ensures that before any federal undertaking, the federal agency involved will consult with the State Historic Preservation Officer to see whether there is a way to carry out the project without affecting the property. Under the act only consultation and consideration—not preservation—are required. The decision to proceed with the project rests with the lead federal agency. Listing in the National Register can speed up the review process by providing information to the federal agency at the beginning of the project.

A similar review takes place for those state agency actions requiring an environmental assessment (when state funds or permits are required to execute a project) or when an agency wishes to alter or tear down a state-owned historic property.

The Project Review staff at the Department of Historic Resources reviews thousands of Section 106 projects annually. Reviews must be completed within 30 days. Only a small percentage of these reviews involve historic resources.

## **PROCESS**

### **Evaluation of Eligibility for the Registers in Virginia**

The complete registration process consists of two parts: evaluation and nomination.

The evaluation process typically begins when a property owner requests it, when a federal project is reviewed, or at the conclusion of a resource survey conducted in cooperation with a local government. During evaluation, the

Department staff and the State Review Board study the proposed historic resource. They decide whether or not it meets the criteria set by Congress and the Virginia General Assembly for listing in the National Register of Historic Places and the Virginia Landmarks Register, respectively. An affirmative response signals that the property also qualifies for listing in the Virginia Landmarks Register, because the Virginia Board of Historic Resources uses the same criteria.

As part of the evaluation process, the Department has developed a Preliminary Information Form to help the staff determine if a property or district meets the criteria for the registers. The Department's regional offices will send Preliminary Information Forms and information about the process on request (*see* **Virginia Department of Historic Resources Regional Offices and Service Areas**). Regional office staff members will answer any questions about completing the form, and will forward finished forms to the Department's central office in Richmond.

After receiving the Preliminary Information Form, the National Register Evaluation Team—a group of Department staff members representing several disciplines and agency programs—will review it at one of the team's semi-monthly meetings. The Department then takes the team's evaluation to the State Review Board, which currently meets quarterly. The State Review Board considers the staff's advice in completing its review of the form.

Any interested person or group may submit a Preliminary Information Form for a property. It must be accompanied by the name and address of the owner(s) of the property. The Department will only consider a Preliminary Information Form after notifying the owner(s)/applicant, and local officials. Updates are sent during the evaluation process.

*A detailed outline of the evaluation process appears in the following pages.*

***The decision that a resource meets the criteria does not automatically result in a listing in either register.*** The evaluation process serves a number of purposes:

- saves owners of properties not eligible for the registers the effort of preparing a nomination;
- assists federal and state agencies in complying with Section 106 Review process;
- can serve as a focus for community efforts to list a local historic district;
- assures applicant that the boards are *likely* to approve the listing of the property on the registers in the Nomination Process (*see* next section);
- adds to the body of knowledge in the Department archives and helps define a context for the historic resources within a community.

## **Register Nomination Process in Virginia**

The Department of Historic Resources staff works with the applicant to complete a National Register form that meets standards set by the National Park Service. The form is used to nominate resources to both the National Register of Historic Places and the Virginia Landmarks Register.

The Department's regional offices will send National Register nomination form and information about the process on request (*see* **Virginia Department of Historic Resources Regional Offices and Service Areas**). Regional office staff members will answer questions about completing the form, and will forward finished forms to the Department's central office in Richmond.

Anyone may submit a National Register nomination for a resource. He or she must supply the name and address of the site's owner(s), as well as the names and addresses of any owners of property adjacent to the area to be listed. The Department strongly recommends, but does not require, that the resource be evaluated to see that it meets the criteria set by the National Park Service before beginning the nomination process. A property that does not meet these criteria will not be listed in the registers (*see* **Evaluation of Eligibility for the Registers in Virginia**).

The staff reviews drafts of a nomination and gives advice on how to research a resource and meet the rigorous National Park Service standards of documentation. The Department arranges for the nomination to be presented to the

State Review Board. At the meeting, the Board will vote to approve or reject the nomination. Once the Board approves the form, it instructs the State Historic Preservation Officer to send the form to Washington, D.C., for listing in the National Register of Historic Places. The staff also takes the form to the Virginia Board of Historic Resources, which places the resource on the Virginia Landmarks Register.

The National Register process in Virginia ensures careful, professional review of the records on a property before it can be listed in the registers. It also is designed to encourage the full participation of property owners. Pursuant to the requirements of state and federal law, the Department informs all interested parties that listing in the registers is being considered. The Department notifies the owner or owners of a property, the local officials of the city or county where the property is located, and owners of property adjacent to the proposed boundary of the area under consideration. The Department also informs owners of their right to object to a property's listing in the registers. In the case of historic districts, the Department sends letters to every property owner in and adjacent to the proposed district, publishes legal notices in the local newspaper and holds an information meeting in the area. *A detailed outline of the nomination process appears in the following pages.*

## **PROCESS DETAIL**

### **Evaluation of Eligibility for the Registers in Virginia**

1. Applicant completes and submits the Preliminary Information Form with all supporting materials, including names and address of property owners, current photographs, map and names and addresses of local officials to appropriate regional office where the property is located -- *do **not** send form or any associated materials to Richmond office.* (See **Regional Offices and Services Areas** previously listed.)
2. Regional office staff review the Preliminary Information Form for completeness, requests applicant to supply any missing information, if necessary.
3. Regional office forwards the Preliminary Information Form to the Central Office in Richmond.
4. Register staff in the Central Office in Richmond notify the property owner/applicant acknowledging receipt of the form. Local officials are notified, informing them of the Department's plans to consider if the property meets the criteria for listing at an up-coming meeting of the National Register Evaluation Team.
5. If the National Register Evaluation Team is unable to make a recommendation based on the information submitted, it may request additional information of a specific nature. The National Register Evaluation Team will reconsider the Preliminary Information Form when the applicant has submitted the information requested.
6. After the National Register Evaluation Team has reviewed the Preliminary Information Form and formed its recommendation based on the National Park Service Criteria for eligibility, the Department notifies the owner/applicant and local officials the intent of the Department to present the recommendation to the State Review Board.
7. Thirty days prior to the State Review Board meeting, the Department sends a letter to the owner/applicant informing them of the date and location of the meeting. In the case of a historic district, the sponsor/applicant will receive a letter informing them of the date and location of the meeting.
8. Two weeks prior to the State Review Board meeting, the Department sends to each member of the Board copies of all Preliminary Information Forms to be considered so members may review the forms in preparation for the meeting.
9. State Review Board meetings are open to the public. Interested parties may make presentation to the Board at the discretion of the National Register Program Manager and the Board chairman. Preliminary Information Forms are presented along with the staff recommendation.
10. The Board may agree or disagree with the staff recommendation. The Board will find the property does or does not meet the criteria for listing by a simple majority vote of the members present.
11. If the Board is unable to complete an evaluation based on the information submitted, it may request additional information of a specific nature. The State Review Board will reconsider the Preliminary Information Form when the applicant has submitted the information requested.
12. The Department sends a letter to the owner/applicant reporting the decision of the State Review Board regarding the property's meeting the criteria for potential listing.
13. The archivist files the Preliminary Information Form and any other information on the property in the Department archives, completing the evaluation process. The National Register Evaluation Team will, upon request, reconsider the evaluation if someone submits additional information on the property.

14. The evaluation process ascertains which properties within Virginia are eligible for the registers, but does *not* result in the listing of a property on the Virginia Landmarks Register or the National Register for Historic Places. Applicants seeking to list a property on the register must complete the register nomination process.

### **Register Nomination Process in Virginia**

1. Applicant completes and submits a typed, double-spaced first draft of the nomination with all supporting materials, including names and addresses of property owner(s) and adjacent property owners.

2. The draft of the nomination is submitted to the appropriate regional office for review. Staff returns the draft to the applicant with comments and requests for any additional information or materials needed to meet National Park Service standards.

3. Regional Office staff reviews subsequent drafts, corresponds with applicant to develop a technically correct and historically accurate nomination.

4. Once Regional Office staff determines that the National Register nomination has been completed to National Park Services standards, the completed nomination is forwarded to the National Register Manager, Central Office in Richmond. The Department places the nomination on the agenda of the earliest joint meeting of the State Review Board and Board of Historic Resources that allow the Department to meet its notification responsibilities: **30-DAY NOTICE** for most individually eligible properties, **60-DAY NOTICE** for historic districts to allow for information meeting and **60-DAY NOTICE** for any property with a Certified Local Government.

5. For individually eligible properties, the Department sends a letter to the owner(s)/applicant and local officials 30 days prior to the joint meeting of the State Review Board and Board of Historic Resources informing them of the date and location of the joint meeting and the rights of owners to comment and/or object to listing in the National Register of Historic Places and the Virginia Landmarks Register. Notice of the date and location of the joint meeting is also sent to owners of property adjacent to any property proposed for listing. In the case of a historic district, the Department publishes legal notices in the local paper and holds an informational meeting more than 30 days in advance of the joint board meeting so that residents have the opportunity to ask Department staff questions about the register programs and process. The Department sends a letter to every owner of property within and adjacent to the proposed district, as well as to local officials, informing them of the information meeting and the upcoming joint meeting State Review Board and Board of Historic Resources.

6. A Certified Local Government is entitled to more active participation in the process. Sixty days before a property within a Certified local Government is taken before the State Review Board, notification letters are sent to the local officials and the Chairman of the Architectural Review Board set up by the Certified Local Government. Additionally, the chief elected official of the locality and chairman of the Architectural Review Board receive copies of the National Register nomination for review. The State Review Board considers at the meeting any comments these officials of the Certified Local Government submit.

7. Two weeks prior to the joint meeting of the State Review Board and the Board of Historic Resources, the Department sends to each member of the boards copies of all the National Register nominations to be considered.

8. The joint meetings of the State Review Board and the Board of Historic Resources are open to the public. Interested parties may make presentations to the Boards at the discretion of the chairmen. Department staff briefly present the nominations to members of the State Review Board and Board of Historic Resources.

9. If the State Review Board and/or the Board of Historic Resources are unable to accept the nomination, as presented, additional information of a specific nature may be requested.

10. If the State Review Board accepts the nomination, it recommends that the State Historic Preservation Officer or designee sign the nomination and that the Department forward the nomination to the Keeper of the National Register of Historic Places in Washington, D.C. If the Board of Historic Resources accepts the nomination, as presented, the property is listed on the Virginia Landmarks Register at that time. If a majority of property owners objects, the property will not be listed. The Department sends a letter to the owner(s) informing them of the Board's recommendation.

11. Department staff forwards the signed nomination to the Keeper, along with any letters of comment or objection.

12. The National Park Service, upon receipt, logs in receipt of the nomination. At the end of a 45-day review period, the National Park Service informs the Department of Historic Resources that the resource has been listed on the National Register of Historic Places. The Department sends a letter to the owner(s) notifying them of the placement. If the Park Service cannot list the property because of a problem with the documentation, the Department seeks to resolve the issue to bring about the property's listing. However, if the Keeper determines that the property is eligible for listing, the documentation will be accepted and the property termed *eligible but not listed*.

13. If the State Review Board does not accept the nomination because it feels the property does not meet the criteria for listing, the applicant may appeal to the Keeper for a review of the nomination.

## **QUESTIONS AND ANSWERS**

### **Do I have to open my property to the public if it is registered?**

No. Listing in the National Register of Historic Places or the Virginia Landmarks Register does not require that you open your house to the public.

### **Will registration or listing increase or decrease my property values and tax burden?**

Many factors affect the value of real estate: location; improvements; supply and demand; zoning; surroundings; local and national economic conditions; business cycles; actions of national, state, and local governments. Changes in any of these factors may affect the value of property. The experience of the Department of Historic Resources has been that in times of economic prosperity (other factors being equal), owners of historic properties sometimes are concerned that listing may drive up values and taxes. Conversely, when downturns occur in the business cycle, some property owners fear that listing may drive down values. Much of the evidence for either case is anecdotal rather than statistical, and until recently there have been few studies of the effect, if any, of listing. In 1991, the General Assembly asked the Department to conduct such a study. The Department wrote to local commissioners of revenue and asked them to compare the changes in assessed values of properties in and outside districts over the long term. Nearly all who responded wrote that there was no significant difference in assessed values in rural areas. In urban districts, however, the value of properties rose over time at a significantly greater rate than similar properties outside the districts. This was confirmed by a recent study of Fredericksburg. From 1971 to 1990, residential property values in the Fredericksburg historic district rose an average of 674 percent compared to an increase of 410 percent for properties outside the district. Commercial property values rose 480 percent within the district compared with 280 percent for sites outside the district.

### **Can a property be nominated individually if it's within a district?**

Yes. However, property owners in districts already are eligible to receive the same benefits as owners of individually listed properties. In other words, if your property is listed as a contributing structure within the district, it is already "just as registered" as if it were listed individually.

### **How much information is needed to complete a nomination?**

It is not necessary to write a thesis to be successful. Rather, the object of the nomination is to prove the case for eligibility. The descriptive part must contain enough information to present a clear image in words of the current physical condition of the resource. The historical narrative must justify the selected criteria by placing the resource within the context of its time. Department regional office staff will advise you as you conduct research and write the nomination report, to ensure that the case for listing is made and that the documentation is thorough but not excessive.

### **Can vinyl-sided buildings be registered?**

Yes. Although vinyl siding is not a recommended treatment for historic buildings (it conceals the historic fabric and may damage it through moisture retention), the national and state registers do not exclude vinyl-sided buildings from consideration.

### **How are decisions made about what gets listed?**

The process consists of evaluation and nomination. During the evaluation phase, preliminary information about the property is examined initially by the Department of Historic Resources Regional Office staff. The Regional Office then forwards the preliminary information to the Evaluation Team, Central Office in Richmond which then recommends to the State Review Board properties it considers to meet the criteria for registration (*see National Register Criteria for Evaluation*).

### **Isn't it true that only sites associated with famous people or events get registered?**

No. The criteria (*see National Register Criteria for Evaluation*) apply to places of national, state, or local significance. Many places listed in the registers exemplify themes or architectural styles important in national, state, or local history.

**Don't historic buildings and archaeological sites stop a lot of government projects like highways and water systems that are important for many people?**

No. There are no laws or regulations concerning historic structures or sites that stop or prevent the construction of federal, state, or local government projects. The consultation process mandated by Section 106 of the National Historic Preservation Act only requires that federal agencies consider whether the project may have an effect on a historic resource, and if so, whether some way might be found to lessen or eliminate that effect. There is nothing in this process that prohibits the construction of, improvements to, or maintenance of, the roads, bridges, water systems, and other infrastructure built and maintained by state or federal agencies or utility companies. Likewise, the listing of an element of the infrastructure—a scenic byway, bridge, or tunnel, for example—in the National Register of Historic Places does not excuse an agency of government from its statutory obligations to maintain or improve it as needed for the public welfare.

**If my property is listed in the national or state registers, will it be protected from undesirable development or destruction by government projects?**

No. Listing or registration informs owners, local planners, government agencies, and others involved in land-use planning of the existence of a historic resource. Neither the National Historic Preservation Act nor the *Virginia Code*, however, requires property owners, developers, or government agencies to avoid affecting or destroying historic resources. Even after the Section 106 consultation process is completed, in most cases the federal or state project proceeds even if it affects or destroys the resource. On rare occasions, the force of public opinion may persuade developers or government agencies to spare the resource, but that outcome usually depends on negotiations reached outside the Section 106 process.

**Will anyone be able to stop me if I want to alter or tear down my property once it's listed?**

No. With only a few exceptions and not because of listing on the registers. A local historic preservation ordinance may require a property owner to follow the local architectural review process before receiving a construction or demolition permit, whether or not the property is listed in the state or national registers. If a property owner donates a historic preservation easement on the property, receives federal or state tax credits, or accepts a federal or state rehabilitation grant, then certain restrictions on alterations or demolitions will apply. Most often, however, only local building codes and permit requirements must be satisfied, as with any property.

**Will I be able to leave my property to my children or to anyone I want if it is listed?**

Yes. Listing in the national or state registers in no way affects the transfer of property from one owner to another, or any other rights or responsibilities of property ownership.

**My property is included within the boundaries of a historic district even though my house is too new to be historic. Why can't I just be left out of the district?**

The concept of a district precludes its looking like a doughnut or a slice of Swiss cheese. The boundaries of a district are drawn to include the highest concentration of resources that contribute to the significance of the district, but there will often be properties within the district that do not contribute to it. (Similarly, a historic farm complex is likely to have modern structures that do not contribute to the significance of the complex.) These properties are included within the district boundary but recorded as noncontributing.

**BENEFITS OF LISTING IN THE NATIONAL REGISTER OF HISTORIC PLACES**

**Federal Rehabilitation Tax Credits**

The owner of a property listed in the National Register of Historic Places may qualify for a federal rehabilitation tax credit. The credit is equal to 20 percent of the owner's cost of rehabilitating listed commercial and residential buildings. To qualify, properties must be income-producing; for instance, a dwelling used solely as the owner's residence would be ineligible. All rehabilitations must adhere to the Secretary of the Interior's Standards for Rehabilitation.

Another rehabilitation tax credit, totaling 10 percent, is available only for certain non-historic commercial buildings constructed before 1936. The buildings must be located in historic districts listed on the National Register, but they must also be noncontributing to the district. Historic buildings in the district are not available for this credit.

For details, please contact the Office of Preservation Incentives Manager at the Virginia Department of Historic Resources central office in Richmond at (804) 367-2323.

### **Federal Rehabilitation Grants**

Federal grants may be available for the rehabilitation of historic buildings. All rehabilitations must adhere to the Secretary of Interior's Standards for Rehabilitation.

For details, please contact the Virginia Department of Historic Resources central office in Richmond at (804) 367-2323.

## **BENEFITS OF LISTING IN THE VIRGINIA LANDMARKS REGISTER**

### **State Rehabilitation Tax Credits**

The owner of a property that is eligible for or listed on the Virginia Landmarks Register may qualify for a state rehabilitation tax credit. The credit is equal to 25 percent of the owner's cost of rehabilitating eligible or listed residential or commercial buildings, whether or not the buildings are income-producing. Owners of buildings that are contributing components of historic districts listed on the Virginia Landmarks Register also may be eligible for the tax credit. All rehabilitations must adhere to the Secretary of the Interior's Standards for Rehabilitation.

For details, please contact the Office of Preservation Incentives Manager at the Virginia Department of Historic Resources central office at (804) 367-2323.

### **State Rehabilitation Grants**

State grants may also be available for the rehabilitation of historic buildings. All rehabilitations must adhere to the Secretary of the Interior's Standards for Rehabilitation.

For details, please contact the Virginia Department of Historic Resources central office in Richmond at (804) 367-2323.

### **State Historic Preservation Easements**

Owners of property listed on the Virginia Landmarks Register are eligible for the historic preservation easement program. An easement is a voluntary transfer of some rights associated with land ownership—an agreement, set forth in a legal document, that allows the donor to retain ownership and possession of an historic landmark, while granting to someone else the authority to protect its historic, architectural, and archaeological features. Through the easement program, a private owner has the opportunity to guarantee the perpetual protection of an important historic resource without giving up ownership, use, or enjoyment of the property. Such easements also contain covenants that obligate the owner to refrain from actions that are incompatible with the preservation of the landmark. This means that they pass with the title to the land, and bind all subsequent owners. A portion of the value of the easement may be claimed as a tax credit, within certain dollar limits.

For details, please contact the Office of Preservation Incentives Manager at the Virginia Department of Historic Resources in central office in Richmond at (804) 367-2323.

## **RIGHTS OF OWNERS TO COMMENT OR OBJECT TO LISTING IN THE REGISTERS**

Owners of private properties nominated to the National Register have an opportunity to agree with or object to listing in accord with the National Historic Preservation Act and 36 CFR 60. Any owner or partial owner of private property who chooses to object to listing may submit to the State Historic Preservation Officer a notarized statement certifying that the party is the sole or partial owner of the private property and objects to listing. Owners of public property, such as government entities, do not have the right to object under the regulations governing the National Register.

Each owner or partial owner has one vote regardless of the portion of the property that the party owns. If a majority of private property owners objects, the property will not be listed. The State Historic Preservation Officer shall, however, submit the nomination to the Keeper of the National Register for a determination of eligibility of the property for listing in the National Register. If the property is determined to be eligible for listing, the documentation will be accepted and the property termed eligible, but not listed. This determination will speed up any subsequent Section 106 Review wherein a federal agency is required to give the Advisory Council on Historic Preservation the opportunity to comment before the agency may fund, license, or assist a project that will affect the property.

Under state law, owners of properties under consideration for listing in the Virginia Landmarks Register have the opportunity to agree with or object to listing in the Virginia Landmarks Register. A written, attested, and notarized statement may serve to certify the owner's objection to the listing of the same property in both the Virginia Landmarks Register and the National Register of Historic Places.

**To object** to the listing of your property, your written, attested, and notarized objection must be submitted to the State Historic Preservation Officer, Virginia Department of Historic Resources, 2801 Kensington Avenue, Richmond, VA 23221, at least seven (7) business days before the scheduled meeting of the State Review Board noted in your letter.

**To comment** on the nomination of the property to the National Register and/or the Virginia Landmarks Register, please send your comments the State Historic Preservation Officer, Virginia Department of Historic Resources, 2801 Kensington Avenue, Richmond, VA 23221, before the State Review Board considers the nomination. A copy of the nomination and information on the National Register and the Federal Tax Provisions are available from the above address on request.

## APPENDICES

### List of National Register Bulletins

#### *The Basics*

- Bulletin 15** How to Apply National Register Criteria for Evaluation
- Bulletin 16** Guidelines for Completing National Register of Historic Places Forms
  - Part A: How to Complete the National Register Registration Form
  - Part B: How to Complete the National Register Multiple Property Documentation Form
- Bulletin 39** Researching a Historic Property
- Bulletin** How to Prepare National Historic Landmarks Nominations

#### *Property Types*

- Bulletin** Historic Residential Suburbs: Guidelines for Evaluation and Documentation for the National Register
- Bulletin 36** Guidelines for Evaluating and Registering Archeological Properties
- Bulletin** Guidelines for Evaluating and Registering Historic Aviation Properties
- Bulletin 34** Guidelines for Evaluating and Registering Aids to Navigation
- Bulletin 40** Guidelines for Identifying, Evaluating, and Registering America's Historic Battlefields
- Bulletin 41** Guidelines for Evaluating and Registering Cemeteries and Burial Places
- Bulletin 18** How to Evaluate and Nominate Designed Historic Landscapes
- Bulletin 42** Guidelines for Identifying, Evaluating, and Registering Historic Mining Properties
- Bulletin 22** Guidelines for Evaluating and Registering Properties that Have Achieved Significance Within the Past Fifty Years
- Bulletin 13** How to Apply National Register Criteria to Post Offices
- Bulletin 30** Guidelines for Evaluating and Documenting Rural Historic Landscapes
- Bulletin 32** Guidelines for Evaluating and Documenting Properties Associated with Significant Persons
- Bulletin 38** Guidelines for Evaluating and Documenting Traditional Cultural Properties
- Bulletin 20** Nominating Historic Vessels and Shipwrecks to the National Register of Historic Places

#### *Technical Assistance*

- Bulletin** Defining Boundaries for National Register Properties  
**Bulletin 23** How to Improve the Quality of Photographs for National Register Nominations  
**Bulletin** Photographs Policy Expansion 2005  
**Bulletin** Telling the Stories: Planning Effective Interpretive Programs for Places Listed in the National Register of Historic Places  
**Bulletin 28** Using the UTM Grid System to Record Historic Sites  
**Bulletin 19** Reviewing National Register Nominations

*General Guidance*

- Bulletin 24** Guidelines for Local Surveys: A Basis for Preservation Planning  
**Bulletin 35** Examples of Documentation: National Register Casebook  
**Bulletin** Code of Federal Regulations: 36 CFR Part 60 National Register of Historic Places

The above publications may be obtained by writing to the National Register of Historic Places, National Park Service, 1849 C Street, Washington, DC 20240. Most of these bulletins are also available in electronic form on the National Register of Historic Places website: <http://www.nps.gov/history/nr/>.

**Virginia Department of Historic Resources Regional Offices and Service Areas**

**Capital Region Preservation Office**

**Ann Andrus, Director**  
**2801 Kensington Avenue**  
**Richmond, Virginia 23221**  
**804-367-2323, ext. 133**  
**FAX 804-367-2391**

Albemarle County  
Amelia County  
Amherst County  
Appomattox County  
Ashland, Town of  
Blackstone, Town of  
Brunswick County  
Buckingham County  
Campbell County  
Caroline County  
Charles City County  
Charlotte County  
Charlottesville, City of  
Chesterfield County  
Colonial Heights, City of  
Cumberland County  
Dinwiddie County  
Farmville, Town of  
Fluvanna County  
Goochland County  
Greene County  
Halifax County  
Hanover County  
Henrico County  
Hopewell, City of

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Louisa County  
Lunenburg County  
Mecklenburg County  
Nelson County  
New Kent County  
Nottoway County  
Petersburg, City of  
Powhatan County  
Prince Edward County  
Prince George County  
Richmond, City of  
South Boston, Town of  
South Hill, Town of

**Tidewater Regional Preservation Office**  
**Randolph Turner, Director**  
**14415 Old Courthouse Way**  
**Newport News, Virginia 23608**  
**757-886-2807**  
**FAX 757-886-2808**

Accomack County  
Chesapeake, City of  
Emporia, City of  
Essex County  
Franklin, City of  
Gloucester County  
Greenville County  
Hampton, City of  
Isle of Wight County  
James City County  
King and Queen County  
King William County  
Lancaster County  
Mathews County  
Middlesex County  
Newport News, City of  
Norfolk, City of  
Northampton County  
Northumberland County  
Poquoson, City of  
Portsmouth, City of  
Richmond County  
Southampton County  
Suffolk, City of  
Surry County  
Sussex County  
Virginia Beach, City of  
Westmoreland County  
Williamsburg, City of  
York County

**Roanoke Regional Preservation Center**  
**John Kern, Director**  
**1030 Penmar Avenue, SE**  
**Roanoke, Virginia 24013**  
**540-857-7585**  
**540-857-7588 FAX**

Alleghany County  
Bland County  
Bedford, City of  
Bedford County  
Blacksburg, Town of  
Botetourt County  
Bristol, City of  
Buchanan County  
Buena Vista, City of  
Carroll County  
Christiansburg, Town of  
Clifton Forge, City of  
Covington, City of  
Craig County  
Danville, City of  
Dickenson County  
Floyd County  
Franklin County  
Galax, City of  
Giles County  
Grayson County  
Henry County  
Lee County  
Lexington, City of  
Lynchburg, City of  
Marion, Town of  
Martinsville, City of  
Montgomery County  
Norton, City of  
Patrick County  
Pittsylvania County  
Pulaski, City of  
Pulaski County  
Radford, City of  
Roanoke, City of  
Roanoke County  
Rocky Mount, Town of  
Russell County  
Salem, City of  
Scott County  
Smyth County  
Tazewell, Town of  
Tazewell County  
Vinton, Town of  
Washington County

Updated: December 18, 2014

Wise County  
Wythe County  
Wytheville, Town of

**Northern Regional Preservation Office**  
**P.O. Box 519 (for deliveries: 5357 Main St.)**  
**Stephens City, Virginia 22655**  
**540-868-7030**  
**FAX 540-868-7033**

Alexandria, City of  
Augusta County  
Arlington County  
Bath County  
Clarke County  
Culpeper, Town of  
Culpeper County  
Fairfax, City of  
Fairfax County  
Falls Church, City of  
Fauquier County  
Frederick County  
Fredericksburg, City of  
Front Royal, Town of  
Harrisonburg, City of  
Highland County  
King George County  
Leesburg, Town of  
Loudoun County  
Madison County  
Manassas, City of  
Manassas Park, City of  
Orange, Town of  
Orange County  
Page County  
Prince William County  
Rappahannock County  
Rockingham County  
Shenandoah County  
Stafford County  
Spotsylvania County  
Staunton, City of  
Warren County  
Warrenton, Town of  
Waynesboro, City of  
Winchester, City of

### **National Register and Virginia Landmarks Register Criteria for Evaluation**

The quality of significance in American history, architecture, archaeology, engineering, and culture is present in districts, sites, buildings, structures, and objects that possess integrity of location, design, setting, materials, workmanship, feeling, and association; and that meet one or more of the following criteria:

Updated: December 18, 2014

- Criterion A: Properties that are associated with events that have made a significant contribution to the broad patterns of our history.
- Criterion B: Properties that are associated with the lives of persons significant in our past.
- Criterion C: Properties that embody the distinctive characteristics of a type, period or method of construction or that represent a significant and distinguishable entity whose components may lack individual distinction.
- Criterion D: Properties that have yielded, or may be likely to yield, information important in prehistory or history.

### Criteria Considerations (Exceptions)

Ordinarily, cemeteries, birthplaces or graves of historical figures, properties owned by religious institutions or used for religious purposes, structures that have been moved from their original locations, reconstructed historic buildings, properties primarily commemorative in nature, and properties that have achieved significance within the past 50 years **shall not be considered eligible** for the registers. However, such properties **will qualify** if they are integral parts of districts that do meet the criteria or if they fall within the following categories:

- A. a religious property deriving primary significance from architectural or artistic distinction or historical importance; or
- B. a building or structure removed from its original location but which is significant primarily for architectural value, or which is the surviving structure most importantly associated with a historic person or event; or
- C. a birthplace or grave of a historical figure of outstanding importance if there is no other appropriate site or building directly associated with his or her productive life; or
- D. a cemetery which derives its primary significance from graves of persons of transcendent importance, from distinctive design features, or from association with historic events; or
- E. a reconstructed building when accurately executed in a suitable environment and presented in a dignified manner as part of a restoration master plan, and when no other building or structure with the same association has survived; or
- F. a property primarily commemorative in intent if design, age, tradition, or symbolic value has invested it with its own historical significance; or
- G. a property achieving significance within the past 50 years if it is of exceptional importance.

### GLOSSARY

**Advisory Council on Historic Preservation**—an independent federal agency, the Council itself is composed of 19 members: a chairman, vice-chairman, six private citizens, a governor, and a mayor—all appointed by the President of the United States—as well as the Secretaries of the Interior and of Agriculture, the heads of four other federal agencies, the Architect of the Capitol, the Chairman of the National Trust for Historic Preservation, and the President of the National Conference of State Historic Preservation Officers. The Council members meet four or five times a year. The day-to-day business of the Council involving Section 106 Review is conducted by the Executive Director and a professional staff of historians, architects, archaeologists, community planners, lawyers, and administrative personnel.

**Area of Significance**—the aspect of history a property represents that makes it eligible for listing in the National Register of Historic Places, such as agriculture, industry, architecture, or engineering. A property may meet the criteria under more than one area of significance.

**Board of Historic Resources**—formerly the Virginia Historic Landmarks Commission, the board is composed of seven members appointed by the Governor in consultation with agencies and organizations in Virginia that have as their purpose the study of Virginia's history and the preservation of Virginia's historic, architectural, archaeological, and cultural resources. The board is empowered to place properties on the Virginia Landmarks Register and to remove properties from the Virginia Landmarks Register that have not retained the characteristics for which they were originally designated, to endorse appropriate practices for the care and management of designated landmarks, to approve the text for and manufacture of highway historical markers, to acquire by purchase or gift designated landmarks or sites, or easements or interests in designated landmarks, to review the programs and services of the Department of Historic Resources, and to comment on the Department's effectiveness to the director of the Department and to the Governor.

**Building**—a resource, such as a house, barn, store, factory, or warehouse, that shelters some form of human activity.

**Certified Local Government**—a local government, as it identifies and evaluates historic resources and plans for their protection, can expand this work through the Certified Local Government program. Certified Local Governments become partners with the Department of Historic Resources in the national historic preservation program and can apply for federal grants to carry out their preservation projects. To take part in the program, a local government must first meet special requirements set by the Department and the National Park Service.

**Contributing resource**—a building, site, structure, or object that adds to the historic significance of a property or district.

**Criteria**—standards set by the National Park Service by which it determines the eligibility of a resource for the National Register of Historic Places. The Board of Historic Resources has adopted these same standards to evaluate a resource for the Virginia Landmarks Register.

**Criteria Considerations**—additional eligibility standards set for certain kinds of properties, such as cemeteries, reconstructed or relocated buildings or structures, or properties less than 50 years old.

**Determination of Eligibility**—an action by the Keeper of the National Register through which the eligibility of a property for National Register listing is confirmed but the property is not actually listed. Nominating authorities and federal agency officials commonly request determinations of eligibility for federal planning purposes and in cases where a majority of private owners have objected to National Register listing.

**Historic**—related to the known or recorded past.

**Historic Context**—a compilation of information about historic properties that share a common theme, geographic area, and time period. The development of this information serves as a foundation for decisions about the identification, evaluation, registration, and treatment of historic properties, as well as for planning purposes.

**Historic District**—a significant concentration or continuity of sites, buildings, structures, or objects united historically or aesthetically by plan or physical development. *See* specific type—**Local Ordinance Historic District, National Historic Landmark District, National Register Historic District, or Virginia Landmarks Register District.**

**Historic Resource**—any prehistoric or historic district, building, site, structure, or object; specifically, any such resource that is listed in or meets the criteria for listing in the National Register of Historic Places.

**Identification**—process through which information about historic properties is gathered.

**Integrity**—the unimpaired authenticity of a property's historic or prehistoric identity, evidenced by surviving physical characteristics.

**Level of Significance**—geographic magnitude or scope of a property's historic significance: national, state, or local.

**Listing**—the formal entry of a property in the National Register of Historic Places or the Virginia Landmarks Register.

**Local Ordinance Historic District**—designation by local governments, generally through a zoning ordinance recognizing and protecting a historic building or group of buildings from unnecessary destruction or insensitive alteration to the exterior. Historic district zoning at the local level is carried out in a manner consistent with other zoning actions and is the only designation that regulates the property owner's use of the property. Local zoning decisions rest entirely with the local government and are made independently of any effort to list properties on the National Register of Historic Places or the Virginia Landmarks Register. Localities may offer tax or other preservation incentives to owners of designated properties.

**Multiple property documentation**—format through which historic properties related by theme, general geographic area, and period of time may be documented as a group and listed in the National Register of Historic Places.

**National Historic Landmark**—a program providing official federal recognition of nationally significant properties. There is no regulation of private or non-federal actions affecting National Historic Landmarks. Federal projects affecting a National Historic Landmark will go through Section 106 Review. The Department of the Interior provides Congress with a list of all threatened National Historic Landmarks annually. This designation places no restrictions on the private property owner.

**National Historic Landmark District**—official federal recognition of a group of historic resources determined to be nationally significant. This designation places no restrictions on the private owners of property within the district.

**National Historic Preservation Act of 1966, as amended**—federal legislation establishing the National Register of Historic Places and extending the national historic preservation programs to properties of state and local significance.

**National Register Historic District**—a group of historically related resources meeting the established criteria for eligibility and significant at the national, state, or local level. A public hearing is always held prior to the listing of a district on the Register. A district may contain both contributing and noncontributing resources. Individual properties may not be excluded within the boundaries of the historic district, but a majority of owners objecting to the listing may prevent the listing of a district on the Register. This designation places no restrictions on the private owners of property within the district.

**National Register of Historic Places**—the official federal list of districts, sites, buildings, structures, and objects significant in American history, architecture, archaeology, engineering, and culture. This federal program is administered by the National Park Service and coordinated in Virginia by the Department of Historic Resources. A historic property may not be listed if the owner objects or, in the case of historic districts, a majority of the owners object. This designation places no restrictions on the private owners of listed property.

**Nomination**—the document that proposes a property for listing in the National Register of Historic Places, and, in Virginia, for the Virginia Landmarks Register as well.

**Noncontributing**—a building, site, structure, or object that does not add to the historic significance of a property or district.

**Object**—a construction primarily artistic in nature or relatively small in scale and simply constructed, such as a statue or milestone.

**Overlay Zoning**—in this context, local zoning for historic preservation purposes that is “laid over” existing land use zones; its regulations apply in addition to existing land use regulations.

**Period of Significance**—the span of time during which a property attained the significance that makes it eligible for the National Register of Historic Places.

**Prehistoric**—related to the period before recorded history.

**Preliminary Information Form**—preliminary application to the National Register of Historic Places that is used to evaluate whether or not a property meets the criteria for listing on the registers.

**Preservation Easement**—a legal document in which in which the property owner and the Department of Historic Resources on behalf of the state enter into a legal agreement that grants the state specific rights to the property, including restrictions against inappropriate change and development. As a means of perpetual protection of a historic resource, the donation of a preservation easement is considered a charitable contribution for federal tax purposes. Properties listed in the Virginia Landmarks Register or deemed contributing within a listed historic district qualify for easement protection. (*See the Department publication [Vision and Choice: Protecting Our Historic Resources, A Virginia Property Owner's Guide to Preservation Easements.](#)*)

**Registration**—process by which a historic property is documented and nominated or determined to meet the criteria for listing in the National Register and the Virginia Landmarks Register.

**Section 106 Review**—the federal review process established by Congress as part of the National Historic Preservation Act of 1966 to ensure that before any federal or federally funded or licensed project goes forward, the effect of the project on any historic resources will be assessed. This review takes place in the course of all federal undertakings regardless of whether or not the property is listed in the Register. Registration does not “trigger” the review process; the federal undertaking triggers it. The review does not terminate projects, but requires consideration of alternatives to the destruction of historic properties. Complete regulations for the review process appear in the Code of Federal Regulations, 36 CFR Part 800.

**Significance**—*see* **Area of Significance, Level of Significance, Period of Significance.**

**Site**—location of a significant event, a prehistoric or historic occupation or activity, or a building or structure, whether standing, ruined, or vanished, where the location itself possesses significance independent of the value of any existing structure at that location.

**State Historic Preservation Office (SHPO)**—the office in state or territorial government that administers the preservation programs under the National Historic Preservation Act.

**State Historic Preservation Officer**—the official designated in each state and appointed by the governor to administer the programs created by the National Historic Preservation Act of 1966, as amended. He or she signs National Register nominations and forwards them to the register staff at the National Park Service in Washington, D.C.

**State Review Board (full, formal name: Virginia State Historic Preservation Office Review Board)**—a board of 12 members appointed by the State Historic Preservation Officer for the purpose of reviewing and approving or disapproving all non-federal nominations to the National Register of Historic Places prior to submission to the State Historic Preservation Officer for signing and submission to the keeper of the National Register, for confirming that the criteria are met for all federal nominations of Virginia properties to the National Register of Historic Places, and for advising the staff on the meeting of criteria of all preliminary applications for nomination to the National Register and the Virginia Landmarks Register. The board also reviews the Department's state historic preservation plan prior to submission to the Secretary of the Interior and provides general advice and guidance to the State Historic Preservation Office.

**Statement of Significance**—section of the nomination form that states and explains the reasons a property meets the criteria for listing in the National Register and the Virginia Landmarks Register.

**Structure**—a functional resource constructed for purposes other than to provide shelter, such as a bridge, windmill, or silo.

**Technical Assistance**—advice or recommendations made by the staff of the State Historic Preservation Office to persons outside the office; for example, advice on preservation treatments of historic sites and structures.

**Theme**—a trend or pattern in history or prehistory relating to a particular aspect of cultural development, such as dairy farming or coal mining.

**Virginia Landmarks Register**—a program established by the General Assembly in 1966 and administered by the Department of Historic Resources for the designation of historic landmarks, buildings, structures, districts, objects, and sites in Virginia that constitute the principal historical, architectural, and archaeological sites that are of local, statewide, or national significance. A historic property will not be listed if the owner objects or, in the case of historic districts, a majority of the owners object. This designation places no restrictions on the private owners of listed property.

**Virginia Landmarks Register District**—a group of historically related resources meeting the established criteria for eligibility and significant at the national, state, or local level. A public hearing is always held prior to the listing of a district on the Register. A district may contain both contributing and noncontributing resources. Individual properties may not be excluded within the boundaries of the historic district, but a majority of owners objecting to the listing will prevent the listing of a district on the Register. This designation places no restrictions on the private owners of property within the district.

**Virginia Department of Historic Resources**

2801 Kensington Avenue

Richmond, Virginia 23221

804-367-2323

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804-367-2386 TDD

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