

2010 NATIONAL REGISTER SUBMISSION SCHEDULE

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

Board Meeting Date	Complete Nomination Package to Regional Office No later than:
March 18, 2010 (Thursday) All Historic District and CLG Individual Nominations Non-CLG Individual Resource Nominations	Friday, December 4, 2009 Monday, December 28, 2009
June 17, 2010 (Thursday) All Historic District and CLG Individual Nominations Non-CLG Individual Resource Nominations	Friday, March 5, 2010 Monday, March 29, 2010
September 30, 2010 (Thursday) All Historic District and CLG Individual Nominations Non-CLG Individual Resource Nominations	Friday, June 4, 2010 Monday, June 28, 2010
December 16, 2010 (Thursday) All Historic District and CLG Individual Nominations Non-CLG Individual Resource Nominations	Friday, September 3, 2010 Monday, September 27, 2010

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

Certified Local Governments (CLGs): Thirty-one localities in Virginia have requested and received CLG status. In the register process, the CLG, with jurisdiction over the nominated property, must have an opportunity to comment on the proposed nomination. Their comments are passed on to the department director and our review boards. These nominations require extra lead-time to allow localities to receive the nominations for their Architectural Review Board consideration. **The nomination must be finished and complete and approved by Virginia Department of Historic Resources staff before it is submitted for CLG review.** A list of CLG localities can be found here: http://www.dhr.virginia.gov/clg/clg_list.htm

Preliminary Information Form (PIF) Submission Schedule

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

Board Meeting Date:

September 30, 2010
December 16, 2010

Last date Regional Office accepts PIFs for this meeting:

July 8, 2010
October 14, 2010