



## PRELIMINARY INFORMATION FORM

### HISTORIC DISTRICT

A historic district is defined as a significant concentration of buildings, structures, or sites that are united historically and aesthetically by plan or physical development. The Preliminary Information Form (PIF) constitutes an application for preliminary consideration of a historic district for eligibility for the Virginia Landmarks Register and the National Register of Historic Places. The PIF is **not** the same as a nomination to the Registers, but is a means for evaluating the **eligibility** of a historic district for listing. The PIF is evaluated by Department of Historic Resources (DHR) staff and the State Review Board and their recommendations regarding the property's eligibility will be provided to the applicant in writing.

#### **Before Preparing a PIF**

Contact DHR's Archivist for assistance in obtaining any information DHR may have on file about your property, such as a previous architectural survey record or eligibility evaluation. You are welcome to use this information in preparing your PIF. Contact DHR's Archivist by phone at (804) 482-6102, or by email at [Quatro.Hubbard@dhr.virginia.gov](mailto:Quatro.Hubbard@dhr.virginia.gov).

Staff at one of DHR's three Regional offices are available to answer questions you may have as you begin preparing your PIF. Locations and contact information for each office is at [http://dhr.virginia.gov/regional\\_offices/regional\\_offices.htm](http://dhr.virginia.gov/regional_offices/regional_offices.htm). (You also are welcome to ask DHR's Archivist for the contact information.)

#### **Preparing a PIF**

A PIF consists of three equally important parts:

1. **Form:** Complete the attached form to the best of your ability, using your own research about the proposed historic district as well as any information that DHR has provided. Remember that DHR's Regional staff also are available to assist you. The form may be completed using Microsoft Word software, typed, or hand-written. If using MS Word, the PIF can be submitted via CD, email, ftp, or other file sharing means.

#### **Your PIF will not be evaluated if it is missing any of the following information:**

- Applicant/Sponsor's signature
  - Contact information for the person submitting the form (if different from the applicant/sponsor)
  - Contact information for the City Manager or County Administrator where the property is located
2. **Photos:** Provide color photographs of the proposed historic district's general streetscape and a sample of individual buildings, sites, and/or structures that are representative of the district's character. Submit photo prints on 4" x 6" glossy photo paper and digital images on CD or other file sharing means approved by DHR's Regional staff.
  3. **Maps:** A minimum of two maps must accompany your PIF:
    - **Location map:** This map shows the exact location of the proposed historic district. The map can be created using Google Maps, Google Earth, Bing, or other mapping websites. A copy of a road map also may be used as long as the district's exact location and proposed boundaries are shown on the map. DHR's Archivist can assist in providing an acceptable location map with boundaries.
    - **Sketch map:** This map shows the proposed boundaries and locations of all resources within the proposed historic district as well as major landscape features such as a stream, formal gardens, roads, and parking areas. The sketch map can be drawn by hand; or an annotated aerial view, tax parcel map or survey map may be used. For large historic districts, the local government may be able to provide a base map that includes roads, tax parcel boundaries, and other information. Contact staff at the local government's planning and permitting office for assistance.

**Note:** All submitted materials become the property of DHR and will be retained in our permanent Archive. In addition, the materials will be posted on DHR's public website for a period of time during the evaluation process.

*Thank you for taking the time to submit this Preliminary Information Form. Your interest in Virginia's historic resources is helping to provide better stewardship of our cultural past.*



**PRELIMINARY INFORMATION FORM (PIF) for HISTORIC DISTRICTS**

**Purpose of Evaluation**

Please use the following space to explain briefly why you are seeking an evaluation of this property.

Are you interested in applying for State and/or Federal Rehabilitation Tax Credits? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you interested in receiving more information about DHR's easement program? Yes \_\_\_\_\_ No \_\_\_\_\_

**1. General Information**

District name(s): \_\_\_\_\_

Main Streets and/or Routes: \_\_\_\_\_

City or Town: \_\_\_\_\_

Name of the Independent City or County where the property is located: \_\_\_\_\_

**2. Physical Aspects**

Acreage: \_\_\_\_\_

Setting (choose only one of the following):

Urban \_\_\_\_\_ Suburban \_\_\_\_\_ Town \_\_\_\_\_ Village \_\_\_\_\_ Hamlet \_\_\_\_\_ Rural \_\_\_\_\_

Briefly describe the district's overall setting, including any notable landscape features:

### 3. Architectural/Physical Description

Architectural Style(s): \_\_\_\_\_

If any individual properties within the district were designed by an architect, landscape architect, engineer, or other professional, please list here:

\_\_\_\_\_

If any builders or developers are known, please list here:

\_\_\_\_\_

Date(s) of construction (can be approximate): \_\_\_\_\_

Are there any known threats to this district? \_\_\_\_\_

#### **Narrative Description:**

In the space below, briefly describe the general characteristics of the entire historic district, such as building patterns, types, features, and the general architectural quality of the proposed district. Include prominent materials and noteworthy building details within the district, as well as typical updates, additions, remodelings, or other alterations that characterize the district..

Discuss the district's general setting and/or streetscapes, including current property uses (and historic uses if different), such as industrial, residential, commercial, religious, etc. For rural historic districts, please include a description of land uses.

#### **4. District's History and Significance**

In the space below, briefly describe the history of the district, such as when it was established, how it developed over time, and significant events, persons, and/or families associated with the property. Please list all sources of information used to research the history of the property. (It is not necessary to attach lengthy articles or family genealogies to this form.) Normally, only information contained on this form is forwarded to the State Review Board.

If the district is important for its architecture, engineering, landscape architecture, or other aspects of design, please include a brief explanation of this aspect.

**5. Property Ownership** (Check as many categories as apply):

Private: \_\_\_\_\_ Public\Local \_\_\_\_\_ Public\State \_\_\_\_\_ Public\Federal \_\_\_\_\_

**6. Applicant/Sponsor** (Individual and/or organization sponsoring preparation of the PIF, with contact information. For more than one sponsor, please list each below or on an additional sheet.)

name/title: \_\_\_\_\_

organization: \_\_\_\_\_

street & number: \_\_\_\_\_

city or town: \_\_\_\_\_ state: \_\_\_\_\_ zip code: \_\_\_\_\_

e-mail: \_\_\_\_\_ telephone: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**•• Signature required for processing all applications. ••**

In the event of organization sponsorship, you must provide the name and title of the appropriate contact person.

Contact person: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_

**Applicant Information** (Individual completing form if other than applicant/sponsor listed above)

name/title: \_\_\_\_\_

organization: \_\_\_\_\_

street & number: \_\_\_\_\_

city or town: \_\_\_\_\_ state: \_\_\_\_\_ zip code: \_\_\_\_\_

e-mail: \_\_\_\_\_ telephone: \_\_\_\_\_

**7. Notification**

In some circumstances, it may be necessary for DHR to confer with or notify local officials of proposed listings of properties within their jurisdiction. In the following space, please provide the contact information for the local County Administrator, City Manager, and/or Town Manager.

name/title: \_\_\_\_\_

locality: \_\_\_\_\_

street & number: \_\_\_\_\_

city or town: \_\_\_\_\_ state: \_\_\_\_\_ zip code: \_\_\_\_\_

telephone: \_\_\_\_\_