USING VCRIS TO PREPARE LOCATION MAPS FOR PRELIMINARY INFORMATION FORMS AND NATIONAL REGISTER NOMINATIONS

A Guide to Mapping Properties for the Register Program at the Department of Historic Resources (DHR)

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What is VCRIS?

**VCRIS** is the acronym for the Virginia Cultural Resource Information System. This system uses state-of-the-art technology to provide online access to information in DHR’s Archives. It streamlines data entry and reporting, and offers enhanced functionality for responding to a user's data requests.

Serving as DHR’s online cultural resource inventory, VCRIS provides information about individual properties, sites, and historic districts. It displays mapping and geographic information, and presents evaluative information about the historic significance of resources.

VCRIS also allows clients to add new information to existing records or create new records in the DHR Archives and resource database.

How Can I Access VCRIS?

DHR offers two methods for accessing VCRIS.

- The Public Portal provides limited information about architectural resources in VCRIS, such as a DHR ID, property name, street address, county/city location, property name, and whether it is in a historic district.

- Generally, the Public Portal is designed to make DHR’s basic cultural resources information available to the public at no cost to the individual.

- Historic districts also can be searched for by name, and a list will be generated of the properties within the historic district (note that district boundaries are not available through the public portal).

- To access the Public Portal go to
How Can I Access VCRIS? (continued)

The second method to access VCRIS is via a paid subscription service.

- The Paid Subscription Service provides detailed information about architectural and archaeological resources in VCRIS, multiple ways to search for and compile information, and the ability to print VCRIS records, maps, and reports.

- Generally, the Paid Subscription Service is most useful to professionals in historic preservation, architectural history, archaeology, and related fields.

- To access the Paid Subscription Service, go to https://vcris.dhr.virginia.gov/vcris/Account/Login.

- If you want to know how to obtain a VCRIS subscription, please refer to the VCRIS user guide for instructions on how to set up an account: http://www.dhr.virginia.gov/archives/Account_Getting_Started.pdf.
What is a Preliminary Information Form?

The Preliminary Information Form (PIF) is designed to provide sufficient information for DHR staff and the State Review Board to evaluate if an individual property or a proposed historic district may be eligible for listing in the Virginia Landmarks Register and the National Register of Historic Places. If a property is recommended eligible for listing, the information provided in a PIF serves as the foundation for the more detailed nomination form. Even if a property is not recommended eligible, the PIF provides important documentation on Virginia’s historic and cultural heritage and will be retained in DHR’s archives.

For detailed guidance on how the evaluation and nomination processes are conducted by DHR, please visit this webpage: http://www.dhr.virginia.gov/registers/register_pif.htm.

PIFs and Nomination Forms are available for download from DHR’s website at this page: http://www.dhr.virginia.gov/registers/downloading_register_forms.htm.
How Do I Find Out if My Property is Already in VCRIS?

To find out if your property, or even your proposed historic district, already is in VCRIS, you may contact DHR’s Archives staff via email at Quatro.Hubbard@dhr.virginia.gov.

• If your property or historic district has been previously recorded, or evaluated for National Register eligibility, the Archivist will provide you with this material.

• Obtaining previously recorded information could save you a significant amount of time in preparing all of your PIF materials as you will not have to duplicate work that already has been completed.

• The Archivist will also provide you with the address of the regional office to which you should send your completed PIF materials.
Location Maps for Preliminary Information Forms (PIFs)

Location maps for PIFs serve a very basic purpose: to provide sufficient information about the location and boundaries of a specific individual property or historic district to DHR’s Register Program.

• For an individual property, the location map may be as simple as providing a street address and a location map showing the property’s exact location marked with a symbol. Individual properties that include a large amount of acreage can be marked with multiple symbols, such as at each corner of the property’s boundaries.

• For a historic district, the location map should provide the best sense of the proposed district boundary as possible. This can be accomplished by marking boundaries with multiple symbols, or by drawing a boundary on the map.

By obtaining a location map, DHR staff can add a newly identified individual property or historic district to VCRIS and begin creating a record for it. For a previously identified property or historic district, DHR staff will update the VCRIS record and confirm that it is correctly mapped in VCRIS.

Step-by-step instructions for creating location maps are provided in the following pages of this guide.
Using the Public Portal to VCRIS

The following pages will provide guidance for creating location maps for the following scenarios:

- Newly Identified Individual Property with a Street Address
- Newly Identified Property without a Street Address
- Newly Identified Historic District
- Previously Identified Individual Property with or without a Street Address
- Previously Identified Historic District

To access the Public Portal go to https://vcris.dhr.virginia.gov/vcris/MapViewer/Account/Logon?returnUrl=%2Fvcris%2FMapviewer%2F

Please note that this guidance illustrates the minimum amount of information needed by DHR staff to process a location map.
To access the Public Portal go to

Please note that this guidance illustrates the minimum amount of information needed by DHR staff to process a location map.
Location Map for a Newly Identified Individual Property with a Street Address

Click on the Map tab

NOTE: Remember to consult with DHR’s Archivist to make sure that your property has never been surveyed. If a DHR ID has been assigned, then go to the instructions in this guide for mapping a previously identified resource. If a DHR ID has not already been assigned, click on the Map tab as shown above.
Location Map for a Newly Identified Individual Property with a Street Address

Type your property’s address in the Address Bar and click Search.
Location Map for a Newly Identified Individual Property with a Street Address

1) Choose the map background from this dropdown list. The “Aerials with Labels” option is often the most user-friendly, but feel free to experiment. Use the scale to zoom in and out of the map view.

NOTE: When on the map, your mouse arrow automatically becomes a pan tool (hand symbol); left click and scroll to pull the map up, down, and side-to-side to get to the view you want.

2) Check location marker. Confirm that the mapped location is correct based on your own knowledge of the property’s physical location. If it is not correct, then click the X at the top right corner of the Geocode Result box. Next, place your mouse arrow at the correct location, right click, and select “Add Pushpin Here,” then complete each section of the dialog box as shown on the next page of this guide.
Location Map for a Newly Identified Individual Property with a Street Address

1) Right click on the location to be marked and choose “Add Pushpin Here” from the dialog box.

2) Type a title (i.e., 1940 Adkins Rd., Richmond, VA) and description (i.e., location of primary resource). Choose a color that shows up easily on the map.

3) Clicking “Save” will add the location to the Temporary Markup list in the left column of your screen. The location is not permanently saved; it will only be available to you during your session on this website and will disappear when you leave the website.
Location Map for a Newly Identified Individual Property with a Street Address

1) To print the map, click the Print tab.

2) This lighter area shows the approximate dimensions of the map that will be created. Make sure your property’s location is within the print area. To change the print area, click the X at the top right corner of the Export Map & Print box, use your mouse to change the view, and click the Print tab again.

3) In the Print dialog box, type in the property’s name and/or address, then click Export.
Location Map for a Newly Identified Individual Property with a Street Address

Click “View Export” to see your map in a new tab

Map Page of the Public Portal showing the View Export dialog box
Location Map for a Newly Identified Individual Property with a Street Address

1) Click the Save icon to save a PDF of the map to your computer.

2) After saving the map, close tab by clicking on the X.

Location marker remains but the information box is removed.

Map title is shown here.

Location Map Example
Location Map for a Newly Identified Individual Property with a Street Address

1) Open your newly downloaded map PDF with Adobe Reader software.

2) Click on the Sticky Note symbol. Depending on your computer’s screen size, you may have a menu bar and will need to click on “Tools” to find the Sticky Note symbol.

3) Add instructions for drawing the historic boundary in the Sticky Note dialog box.

4) Click Save icon to retain edits, then email to DHR regional staff or save to CD with other PIF materials.
Using the Public Portal to VCRIS – Location Map for a Newly Identified Individual Property without a Street Address

To access the Public Portal go to https://vcris.dhr.virginia.gov/vcris/MapViewer/Account/Logon?returnUrl=%2Fvcris%2FMapviewer%2F

Please note that this guidance illustrates the minimum amount of information needed by DHR staff to process a location map.
Location Map for a Newly Identified Property without a Street Address

NOTE: Remember to consult with DHR’s Archivist to make sure that your property has never been surveyed. If a DHR ID has been assigned, then go to the instructions in this guide for mapping a previously identified resource. If a DHR ID has not already been assigned, click on the Map tab as shown above.
Location Map for a Newly Identified Property without a Street Address

Type the approximate location of your property in the Address Bar and click Search. A road, town name or county name can be used for searching.
1) Choose the map background from the dropdown list. The Aerials with Labels option is often the most user-friendly, but the USA Topo Map also may help orient you. Feel free to experiment with backgrounds. Use the scale to zoom in and out of the map view.

NOTE: Your mouse arrow automatically becomes a pan tool (hand symbol); left click and scroll to pull the map up, down, and side-to-side to get to the view you want.

2) Check location marker. Confirm that the mapped location is correct based on your own knowledge of the property’s physical location. If it is not correct, then click the X at the top right corner of the Geocode Result box to close it. Next, place your mouse arrow at the correct location, right click, and select “Add Pushpin Here,” then complete each section of the dialog box as shown on the next page of this guide.
Location Map for a Newly Identified Property without a Street Address

1) Use your mouse to pan to and zoom in to the approximate location of your property.

2) Right click on the location to be marked and choose “Add Pushpin Here” from the dialog box.

3) Type a title (i.e., property’s historic name) and description (i.e., approximate location). Choose a color that shows up easily on the map.

4) Clicking “Save” will add the location to the Temporary Markup list in the left column of your screen. The location is not permanently saved; it will only be available to you during your session on this website and will disappear when you leave the website.
**Location Map for a Newly Identified Individual Property without a Street Address**

1) To print the map, click the Print tab.

2) This lighter area shows the approximate dimensions of the map that will be created. Make sure your property’s location is within the print area. To change the print area, click the X at the top right corner of the Export Map & Print box, use your mouse to change the view, and click the Print tab again.

3) In the Print dialog box, type in the property’s name and/or approximate location, then click Export.

Map Page of the Public Portal showing the Export Map & Print dialog box
Location Map for a Newly Identified Individual Property without a Street Address

Click “View Export” to see your map in a new tab
Location Map for a Newly Identified Individual Property without a Street Address

1) Click the Save icon to save a PDF of the map to your computer.

2) After saving the map, close tab by clicking on the X.

Location marker remains but the information box is removed.

Map title is shown here

Location Map Example
Location Map for a Newly Identified Individual Property without a Street Address

1) Open your newly downloaded map PDF with Adobe Reader software.

2) Click on the Sticky Note symbol. Depending on your computer’s screen size, you may have a menu bar and will need to click on “Tools” to find the Sticky Note symbol.

3) Add instructions for drawing the historic boundary in the Sticky Note dialog box.

4) Click Save icon to retain edits, then email to DHR regional staff or save to CD with other PIF materials.
Using the Public Portal to VCRIS – Location Map for a Newly Identified Historic District

To access the Public Portal go to

https://vcris.dhr.virginia.gov/vcris/MapViewer/Account/Logon?returnUrl=%2Fvcris%2FMapviewer

Please note that this guidance illustrates the minimum amount of information needed by DHR staff to process a location map.
Location Map for a Newly Identified Historic District

NOTE: Remember to consult with DHR’s Archivist to make sure that your property has never been surveyed. If a DHR ID has been assigned, then go to the instructions in this guide for mapping a previously identified resource. If a DHR ID has not already been assigned, click on the Map tab as shown above.

Home Page of the Public Portal
Type the approximate location of your proposed historic district in the Address Bar and click Search. Typically, the main road within the proposed district is a good search term to use, but you also can use a town or county name, or an address in the approximate center of the district.
Location Map for a Newly Identified Historic District

1) Choose the map background from the dropdown list. The Aerials with Labels option is often the most user-friendly, but the USA Topo Map also may help orient you. Feel free to experiment with backgrounds.

Use the scale to zoom in and out of the map view.

NOTE: Your mouse arrow automatically becomes a pan tool (hand symbol); left click and scroll to pull the map up, down, and side-to-side to get to the view you want.

2) Check location marker. Confirm that the mapped location is correct based on your own knowledge of the property’s physical location. If it is not correct, then click the X at the top right corner of the Geocode Result box to close it. Next, place your mouse arrow at the correct location, right click, and select “Add Pushpin Here,” then complete each section of the dialog box as shown on the next page of this guide.
Location Map for a Newly Identified Historic District

1) Use your mouse to pan to and zoom in and out. Notice the different levels of detail you can see. You can zoom in closely to mark the district boundaries, then zoom out to show the boundary as a whole on the screen.

2) Right click at one corner of the district and choose “Add Pushpin Here” from the dialog box.

3) Type a title (i.e., district name) and description (i.e., approximate location). Choose a color that shows up easily on the map.

4) Clicking “Save” will add the location to the Temporary Markup list in the left column of your screen. The location is not permanently saved; it will only be available to you during your session on this website and will disappear when you leave the website.
Location Map for a Newly Identified Historic District

1) Continue adding pins until you have outlined the approximate perimeter of the proposed historic district.

Save each pin to the Temporary Markup column.
Location Map for a Newly Identified Historic District

1) To print the map, click the Print tab.

2) This lighter area shows the approximate dimensions of the map that will be created. Make sure your property’s location is within the print area. To change the print area, click the X at the top right corner of the Export Map & Print box, use your mouse to change the view, and click the Print tab again.

3) In the Print dialog box, type in the property’s name and/or approximate location, then click Export.
Location Map for a Newly Identified Historic District

Click “View Export” to see your map in a new tab

Map Page of the Public Portal showing the View Export dialog box
Location Map for a Newly Identified Historic District

1) Click the Save icon to save a PDF of the map to your computer.

2) After saving the map, close tab by clicking on the X.

Map title is shown here

Location markers should all be displayed.

Location Map Example
Location Map for a Newly Identified Historic District

1) Open your newly downloaded map PDF with Adobe Reader software.

2) Click on the Sticky Note symbol. Depending on your computer’s screen size, you may have a menu bar and will need to click on “Tools” to find the Sticky Note symbol.

3) Add instructions for drawing the historic boundary in the Sticky Note dialog box.

4) Click Save icon to retain edits, then email to DHR regional staff or save to CD with other PIF materials.
Using the Public Portal to VCRIS – Location Map for a Previously Identified Individual Property with or without a Street Address

To access the Public Portal go to https://vcris.dhr.virginia.gov/vcris/MapViewer/Account/Logon?returnUrl=%2Fvcris%2FMapviewer

Please note that this guidance illustrates the minimum amount of information needed by DHR staff to process a location map.
1) Search for the property using one of the options on the Search tab.

NOTE: Having a DHR ID number is the easiest way to search for a previously identified resource. You can search for your property by street address or property name to see if it is VCRIS, or you can contact Archives staff for assistance in determining if your property already has a DHR ID.

2) Click Search
Location Map for a Previously Identified Individual Property with or without a Street Address

If the map doesn’t open automatically, then click the map tab.

The Results page will open automatically after you click Search.
Select your property by hovering the mouse arrow over the correct result to highlight it, then left click to open a map showing your property’s location.
Location Map for a Previously Identified Individual Property with or without a Street Address

NOTE: If you see a DHR ID number in the place where your property is located, this means it already is in our VCRIS. Do not add a new location marker. Follow instructions on the next page to create your location map with the already-marked location.
Location Map for a Previously Identified Individual Property with or without a Street Address

1) Choose the map background from the dropdown list. The Aerials with Labels option is often the most user-friendly. Use the scale to zoom in and out of the map view.

NOTE: Your mouse arrow automatically becomes a pan tool (hand symbol); left click and scroll to pull the map up, down, and side-to-side to get to the view you want.

2) Check location marker and basic data for the DHR ID you selected on the Results page. Confirm that the mapped location is correct based on your knowledge of the property’s physical location. If it is not correct, then place your mouse arrow at the correct location, right click, and select “Add Pushpin Here,” then complete each section of the dialog box as shown on the next page of this guide.

NOTE: The Public Portal does not show the property’s boundaries but rather an approximate center point. Confirming the DHR ID and approximate center point are sufficient for a PIF’s location map. Please refer to the PIF form for other materials to submit with your PIF.
Location Map for a Previously Identified Individual Property with or without a Street Address

1) Right click on the location to be marked and choose “Add Pushpin Here” from the dialog box.

2) Type a title (i.e., property’s historic name) and description (i.e., approximate location). Choose a color that shows up easily on the map.

3) Clicking “Save” will add the location to the Temporary Markup list in the left column of your screen. The location is not permanently saved; it will only be available to you during your session on this website and will disappear when you leave the website.

Map Page of the Public Portal showing location marker and information box.
Location Map for a Previously Identified Individual Property with or without a Street Address

1) To print the map, click the print tab.

2) This lighter area shows the approximate dimensions of the map that will be created. Make sure your property’s location is within the print area. To change the print area, click the X at the top right corner of the Export Map & Print box, use your mouse to change the view, and click the Print tab again.

3) In the Print dialog box, type in the property’s DHR ID, name, and/or address, then click Export.
Location Map for a Previously Identified Individual Property with or without a Street Address

Click View Export to see your map in a new tab

Map Page of the Public Portal showing the View Export dialog box
Location Map for a Previously Identified Individual Property with or without a Street Address

1) Click the Save icon to save a PDF of the map to your computer.

2) After saving the map, close tabs by clicking on the X.

Location marker remains but the information box is removed.

Map title is shown here

Location Map Example
Location Map for a Previously Identified Individual Property with or without a Street Address

1) Open your newly downloaded map PDF with Adobe Reader software.

2) Click on the Sticky Note symbol. Depending on your computer’s screen size, you may have a menu bar and will need to click on “Tools” to find the Sticky Note symbol.

3) Add instructions for drawing the historic boundary in the Sticky Note dialog box.

4) Click Save to retain edits, then email to DHR regional staff or save to CD with other PIF materials.
Using the Public Portal to VCRIS – Location Map for a Previously Identified Historic District

To access the Public Portal go to
https://vcris.dhr.virginia.gov/vcris/MapViewer/Account/Logon?returnUrl=%2Fvcris%2FMapviewer

Please note that this guidance illustrates the minimum amount of information needed by DHR staff to process a location map.
Location Map for a Previously Identified Historic District

1) Search for the historic district using one of the options on the Search tab.

2) Click Search

This drop-down list shows variations of the search term you’re using.

NOTE: Some historic districts have been identified at DHR but have not yet been officially nominated. Having a DHR ID number is the easiest way to search for a previously identified resource. Contact Archives staff for assistance in determining if your proposed district already has a DHR ID.
Location Map for a Previously Identified Historic District

The Results page will open automatically after you click Search. Select your district by hovering the mouse arrow over the correct result to highlight it, then left click to open a map showing your property’s location.
Location Map for a Previously Identified Historic District

1) Choose the map background from the dropdown list. The Aerials with Labels option is often the most user-friendly. Use the scale to zoom in and out of the map view.

NOTE: Your mouse arrow automatically becomes a pan tool (hand symbol); left click and scroll to pull the map up, down, and side-to-side to get to the view you want.

2) Check location marker and basic data for the DHR ID you selected on the Results page. Confirm that the mapped location is correct based on your own knowledge of the district's general location.

NOTE: The Public Portal does not show the full boundaries of the historic district but rather an approximate center point. Confirming the DHR ID and approximate center point are sufficient for a PIF’s location map. Please refer to the PIF form for other materials to submit with your PIF.

Map Page of the Public Portal showing location marker and information box.
Location Map for a Previously Identified Historic District

To make your map less crowded, try turning off the “Architecture Labels” by clicking on the box to uncheck it. Rechecking the box will restore the labels.

1) To print the map, click the print tab.

2) In the Print dialog box, type the property’s DHR ID, name, and/or address, then click Export.

This lighter area shows the approximate dimensions of the map that will be created. Make sure your property’s location is within the print area. To change the print area, click the X at the top right corner of the Export Map & Print box, use your mouse to change the view, and click the Print tab again.

Map Page of the Public Portal showing the Print dialog box
Location Map for a Previously Identified Historic District

Click View Export to see your map in a new tab

Map Page of the Public Portal showing the View Export dialog box
Location Map for a Previously Identified Historic District

1) Click the Save icon to save a PDF of the map to your computer.

2) After saving the map, close tabs by clicking on the X.

Location marker remains but the information box is removed.

Map title is shown here

Location Map Example
Location Map for a Previously Identified Historic District

1) Open your newly downloaded map PDF with Adobe Reader software.

2) Click on the Sticky Note symbol. Depending on your computer’s screen size, you may have a menu bar and will need to click on “Tools” to find the Sticky Note symbol.

3) Add instructions for drawing the historic boundary in the Sticky Note dialog box.

4) Click Save to retain edits, then email to DHR regional staff or save to CD with other PIF materials.

Location Map Example in Adobe Reader
Using the Paid Subscription Service to VCRIS

The following pages will provide guidance for creating location maps for the following scenarios:

• Newly Identified Individual Property with a Street Address
• Newly Identified Property without a Street Address
• Newly Identified Historic District
• Previously Identified Individual Property with or without a Street Address
• Previously Identified Historic District

To access the Public Portal go to https://vcris.dhr.virginia.gov/vcris/MapViewer/Account/Logon?returnUrl=%2Fvcris%2FMapviewer%2F

Please note that this guidance illustrates the minimum amount of information needed by DHR staff to process a location map.
Using the Paid Subscription Service to VCRIS – Location Map for a Newly Identified Individual Property with a Street Address


Please note that this guidance illustrates the minimum amount of information needed by DHR staff to process a location map.
Location Map for a Newly Identified Individual Property with a Street Address

After logging into the VCRIS paid subscription service, to begin working on a Location map, click on the Data Viewer tab.
Location Map for a Newly Identified Individual Property with a Street Address

Click on the Map tab

NOTE: Remember to consult with DHR’s Archivist to make sure that your property has never been surveyed. If a DHR ID has been assigned, then go to the instructions in this guide for mapping a previously identified resource. If a DHR ID has not already been assigned, click on the Map tab as shown above.
Location Map for a Newly Identified Individual Property with a Street Address

Type your property’s address in the Address Bar and click Search.
Location Map for a Newly Identified Individual Property with a Street Address

1) Choose the map background from this dropdown list. The “Aerials with Labels” option is often the most user-friendly, but feel free to experiment. Use the scale to zoom in and out of the map view.

NOTE: When on the map, your mouse arrow automatically becomes a pan tool (hand symbol); left click and scroll to pull the map up, down, and side-to-side to get to the view you want.

2) Check location marker. Confirm that the mapped location is correct based on your own knowledge of the property’s physical location. If it is not correct, then click the X at the top right corner of the Geocode Result box to close it. Pan and zoom as needed to move to the mapped view you want, and follow instructions on the next page to begin marking the property’s boundary.

Map Page of the Paid Subscription Service, showing the location of a physical address
Location Map for a Newly Identified Individual Property with a Street Address

1) To draw a boundary to mark your property, click on the tools menu and choose Markup.
Location Map for a Newly Identified Individual Property with a Street Address

1) To draw a boundary, the Line, Polygon, and Freehand options are most often used. Line and Polygon work well with relatively straight boundaries. Freehand is a good choice for an irregular boundary.

NOTE: It is not necessary to draw your boundary precisely to match the property’s legal boundary. DHR’s GIS staff will refine the boundary when the location is important into our database.

Don’t forget you may have to zoom in or out of your map view to draw the entire boundary. If possible, zoom to the required scale before starting to draw. Otherwise simply use your mouse to click on the scale as needed, then go back to drawing the boundary. Pay attention to where you click as the drawing function will stay active!
Location Map for a Newly Identified Individual Property with a Street Address – Drawing a Line

1) Place your mouse where you want to start the boundary and left-click. Next, drag the mouse to the next point on the boundary (you should not have to hold the left mouse button while drawing lines). Left-click to mark your next point, such as a corner, then drag the mouse to the next point. Continue until the boundary is outlined and you have returned to your point of beginning. Double-click to finish the drawing. This opens the line dialog box.

2) In the line dialog box, type a title and description for the boundary you have drawn. Choose a line type, width, color, and transparency that are easily visible on your map’s background. Click Save to finish.

NOTE: If you make a mistake, double-click to end drawing and open the dialog box then click Cancel.
1) Place your mouse where you want to start the boundary and click once. Next, drag the mouse to the next point on the boundary (you should not have to hold the left mouse button while drawing lines). Click once to mark your next point, such as a corner, then drag the mouse to the next point. Continue until the polygon shows the historic boundary you want and double-click to finish the drawing.

NOTE: Notice how the polygon begins to take shape as you move your mouse from point to point. The polygon’s shape mirrors the actions of your mouse. If you make a mistake, double-click to open the dialog box and click Cancel.

2) In the polygon dialog box, type a title and description for the boundary you have drawn. Choose a fill color and transparency, and border type, width, color, and transparency that are easily visible on your map’s background. Don’t hesitate to experiment with these.
1) Place your mouse where you want to start the boundary and click once. Next, drag the mouse to the next point on the boundary (you should not have to hold the left mouse button while drawing lines). Click once to mark your next point, such as a corner, then drag the mouse to the next point. Continue until the polygon shows the historic boundary you want and double-click to finish the drawing.

2) In the freehand dialog box, type a title and description for the boundary you have drawn. Choose a line type, width, color, and transparency that are easily visible on your map’s background. Don’t hesitate to experiment with these.

NOTE: The freehand function stays live until you double-click to end the drawing. It will take practice to get a feel for drawing freehand. If you make a mistake, double-click to open the dialog box and click Cancel.
Each boundary you save will be placed in the Temporary Markup column. You can turn the drawings on or off by checking/unchecking their respective boxes. This allows you to compare different boundary types/styles you’ve drawn.
Location Map for a Newly Identified Individual Property with a Street Address

1) To print the map, click the Print tab.

2) This lighter area shows the approximate dimensions of the map that will be created. Make sure your property’s location is within the print area. To change the print area, click the X at the top right corner of the Export Map & Print box, use your mouse to change the view, and click the Print tab again.

3) In the Print dialog box, type in the property’s name and/or address, then click Export.
Click “View Export” to see your map in a new tab.
Location Map for a Newly Identified Individual Property with a Street Address

1) Click the Save icon to save a PDF of the map to your computer.

2) After saving the map, close tab by clicking on the X.

Map title is shown here

Historic boundary is shown.

Location Map Example
Location Map for a Newly Identified Individual Property with a Street Address

1) Open your newly downloaded map PDF with Adobe Reader software.

2) Click on the Sticky Note symbol. Depending on your computer’s screen size, you may have a menu bar and will need to click on “Tools” to find the Sticky Note symbol.

3) Add instructions for drawing the historic boundary in the Sticky Note dialog box.

4) Click Save icon to retain edits, then email to DHR regional staff or save to CD with other PIF materials.
Using the VCRIS Subscription Service – Location Map for a Newly Identified Individual Property without a Street Address

To access the Paid Subscription Service, go to https://vcris.dhr.virginia.gov/vcris/Account/Login. If you want to know how to obtain a VCRIS subscription, please refer to the VCRIS user guide for instructions on how to set up an account: http://www.dhr.virginia.gov/archives/Account_Getting_Started.pdf.

Please note that this guidance illustrates the minimum amount of information needed by DHR staff to process a location map.
Location Map for a Newly Identified Individual Property without a Street Address

After logging into the VCRIS paid subscription service, to begin working on a Location map, click on the Data Viewer tab.

Home Page of the VCRIS Paid Subscription Service
Location Map for a Newly Identified Individual Property with a Street Address

Click on the Map tab

NOTE: Remember to consult with DHR’s Archivist to make sure that your property has never been surveyed. If a DHR ID has been assigned, then go to the instructions in this guide for mapping a previously identified resource. If a DHR ID has not already been assigned, click on the Map tab as shown above.
Location Map for a Newly Identified Individual Property without a Street Address

Type the approximate location of your property in the Address Bar and click Search. A road, town name or county name can be used for searching.
Location Map for a Newly Identified Individual Property without a Street Address

1) Choose the map background from this dropdown list. The “Aerials with Labels” option is often the most user-friendly, but the USA Topo Map also may help orient you. Feel free to experiment. Use the scale to zoom in and out of the map view.

NOTE: When on the map, your mouse arrow automatically becomes a pan tool (hand symbol); left click and scroll to pull the map up, down, and side-to-side to get to the view you want.

2) Check location marker. Confirm that the mapped location is correct based on your own knowledge of the property’s physical location. If it is not correct, then click the X at the top right corner of the Geocode Result box to close it. Next, pan and zoom to the correct location and open the Markup menu as shown on the next page of this guide.
1) To draw a boundary to mark your property, click on the tools menu and choose Markup.
1) To draw a boundary, the Line, Polygon, and Freehand options are most often used. Line and Polygon work well with relatively straight boundaries. Freehand is a good choice for an irregular boundary.

NOTE: It is not necessary to draw your boundary precisely to match the property’s legal boundary. DHR’s GIS staff will refine the boundary when the location is important into our database.

Don’t forget you may have to zoom in or out of your map view to draw the entire boundary. If possible, zoom to the required scale before starting to draw. Otherwise simply use your mouse to click on the scale as needed, then go back to drawing the boundary. Pay attention to where you click as the drawing function will stay active!
1) Place your mouse where you want to start the boundary and left-click. Next, drag the mouse to the next point on the boundary (you should not have to hold the left mouse button while drawing lines). Left-click to mark your next point, such as a corner, then drag the mouse to the next point. Continue until the boundary is outlined and you have returned to your point of beginning. Double-click to finish the drawing. This opens the line dialog box.

2) In the line dialog box, type a title and description for the boundary you have drawn. Choose a line type, width, color, and transparency that are easily visible on your map’s background. Click Save to finish.

NOTE: If you make a mistake, double-click to end drawing and open the dialog box then click Cancel.
Location Map for a Newly Identified Individual Property w/out a Street Address – Drawing a Polygon

1) Place your mouse where you want to start the boundary and click once. Next, drag the mouse to the next point on the boundary (you should not have to hold the left mouse button while drawing lines). Click once to mark your next point, such as a corner, then drag the mouse to the next point. Continue until the polygon shows the historic boundary you want and double-click to finish the drawing.

2) In the polygon dialog box, type a title and description for the boundary you have drawn. Choose a fill color and transparency, and border type, width, color, and transparency that are easily visible on your map’s background. Don’t hesitate to experiment with these. Click Save to finish.

NOTE: Notice how the polygon begins to take shape as you move your mouse from point to point. The polygon’s shape mirrors the actions of your mouse. If you make a mistake, double-click to open the dialog box and click Cancel.
Location Map for a Newly Identified Individual Property without a Street Address—Drawing Freehand

1) Place your mouse where you want to start the boundary and click once. Next, drag the mouse to the next point on the boundary (you should not have to hold the left mouse button while drawing lines). Click once to mark your next point, such as a corner, then drag the mouse to the next point. Continue until the polygon shows the historic boundary you want and double-click to finish the drawing.

2) In the freehand dialog box, type a title and description for the boundary you have drawn. Choose a line type, width, color, and transparency that are easily visible on your map’s background. Don’t hesitate to experiment with these. Click Save to finish.

NOTE: The freehand function stays live until you double-click to end the drawing. It will take practice to get a feel for drawing freehand. If you make a mistake, double-click to end drawing and open the dialog box then click Cancel.
Location Map for a Newly Identified Individual Property without a Street Address

Each boundary you save will be placed in the Temporary Markup column. You can turn the drawings on or off by checking/unchecking their respective boxes. This allows you to compare different boundary types/styles you’ve drawn.

1) To change your drawing after it’s finished, click on any part of it to open the information box, then click Edit.
Location Map for a Newly Identified Individual Property without a Street Address

1) To print the map, click the Print tab.

2) This lighter area shows the approximate dimensions of the map that will be created. Make sure your property’s location is within the print area. To change the print area, click the X at the top right corner of the Export Map & Print box, use your mouse to change the view, and click the Print tab again.

3) In the Print dialog box, type in the property’s name and/or address, then click Export.
Location Map for a Newly Identified Individual Property without a Street Address

Click “View Export” to see your map in a new tab
Location Map for a Newly Identified Individual Property without a Street Address

1) Click the Save icon to save a PDF of the map to your computer.

2) After saving the map, close tab by clicking on the X.

Map title is shown here

Historic boundary is shown.
Location Map for a Newly Identified Individual Property without a Street Address

1) Open your newly downloaded map PDF with Adobe Reader software.

2) Click on the Sticky Note symbol. Depending on your computer’s screen size, you may have a menu bar and will need to click on “Tools” to find the Sticky Note symbol.

3) Add instructions for drawing the historic boundary in the Sticky Note dialog box.

4) Click Save icon to retain edits, then email to DHR regional staff or save to CD with other PIF materials.
Using the VCRIS Subscription Service – Location Map for a Newly Identified Historic District

To access the Paid Subscription Service, go to https://vcris.dhr.virginia.gov/vcris/Account/Login. If you want to know how to obtain a VCRIS subscription, please refer to the VCRIS user guide for instructions on how to set up an account: http://www.dhr.virginia.gov/archives/Account_Getting_Started.pdf.

Please note that this guidance illustrates the minimum amount of information needed by DHR staff to process a location map.
After logging into the VCRIS paid subscription service, to begin working on a Location map, click on the Data Viewer tab.
Location Map for a Newly Identified Historic District

Click on the Map tab

NOTE: Remember to consult with DHR’s Archivist to make sure that your property has never been surveyed. If a DHR ID has been assigned, then go to the instructions in this guide for mapping a previously identified resource. If a DHR ID has not already been assigned, click on the Map tab as shown above.

Home Page of the Paid Subscription Service
Type the approximate location of your proposed historic district in the Address Bar and click Search. Typically, the main road within the proposed district is a good search term to use, but you also can use a town or county name, or an address in the approximate center of the district.
1) Choose the map background from the dropdown list. The Aerials with Labels option is often the most user-friendly, but the USA Topo Map also may help orient you. Feel free to experiment with backgrounds.

NOTE: Your mouse arrow automatically becomes a pan tool (hand symbol); left click and scroll to pull the map up, down, and side-to-side to get to the view you want.

2) Check location marker. Confirm that the mapped location is correct based on your own knowledge of the proposed district’s location. If it is not correct, then click the X at the top right corner of the Geocode Result box to close it. Pan and zoom as needed to move to the mapped view you want, and follow instructions on the next page to begin marking the property’s boundary.
Location Map for a Newly Identified Historic District

1) To draw a boundary to mark your property, click on the tools menu and choose Markup.

The mapped view has been zoomed out to show the extent of the proposed district. Using the scale, you can zoom in and out as needed to begin drawing your historic boundary.
1) To draw a boundary, the Line, Polygon, and Freehand options are most often used. Line and Polygon work well with relatively straight boundaries. Freehand is a good choice for an irregular boundary.

NOTE: It is not necessary to draw your boundary precisely to match the legal boundaries or tax parcel of properties within the district. DHR’s GIS staff will refine the boundary when the location is important into our database.

Don’t forget you may have to zoom in or out of your map view to draw the entire boundary. If possible, zoom to the required scale before starting to draw. Otherwise simply use your mouse to click on the scale as needed, then go back to drawing the boundary. Pay attention to where you click as the drawing function will stay active!
1) Place your mouse where you want to start the boundary and left-click. Next, drag the mouse to the next point on the boundary (you should not have to hold the left mouse button while drawing lines). Left-click to mark your next point, such as a corner, then drag the mouse to the next point. Continue until the boundary is outlined and you have returned to your point of beginning. Double-click to finish the drawing. This opens the line dialog box.

2) In the line dialog box, type a title and description for the boundary you have drawn. Choose a line type, width, color, and transparency that are easily visible on your map’s background. Click Save to finish.

NOTE: If you make a mistake, double-click to end drawing and open the dialog box then click Cancel.
2) In the polygon dialog box, type a title and description for the boundary you have drawn. Choose a fill color and transparency, and border type, width, color, and transparency that are easily visible on your map’s background. Don’t hesitate to experiment with these.

1) Place your mouse where you want to start the boundary and click once. Next, drag the mouse to the next point on the boundary (you should not have to hold the left mouse button while drawing lines). Click once to mark your next point, such as a corner, then drag the mouse to the next point. Continue until the polygon shows the historic boundary you want and double-click to finish the drawing.

NOTE: Notice how the polygon begins to take shape as you move your mouse from point to point. The polygon’s shape mirrors the actions of your mouse. If you make a mistake, double-click to open the dialog box and click Cancel.
1) Place your mouse where you want to start the boundary and click once. Next, drag the mouse to the next point on the boundary (you should not have to hold the left mouse button while drawing lines). Click once to mark your next point, such as a corner, then drag the mouse to the next point. Continue until you have the historic boundary you want and double-click to finish the drawing.

2) In the freehand dialog box, type a title and description for the boundary you have drawn. Choose a line type, width, color, and transparency that are easily visible on your map’s background. Don’t hesitate to experiment with these.

NOTE: You cannot zoom in and out of the map view while using the freehand tool. Thus, the USA Topo background was a better choice for this map. The freehand function stays live until you double-click to end the drawing. It will take practice to get a feel for drawing freehand. If you make a mistake, double-click to open the dialog box and click Cancel.
Location Map for a Newly Identified Historic District

Each boundary you save will be placed in the Temporary Markup column. You can turn the drawings on or off by checking/unchecking their respective boxes. This allows you to compare different boundary types/styles you’ve drawn.
Location Map for a Newly Identified Historic District

1) To print the map, click the Print tab.

2) This lighter area shows the approximate dimensions of the map that will be created. Make sure your property’s location is within the print area. To change the print area, click the X at the top right corner of the Export Map & Print box, use your mouse to change the view, and click the Print tab again.

3) In the Print dialog box, type in the property’s name and/or address, then click Export.
Location Map for a Newly Identified Historic District

Click “View Export” to see your map in a new tab
Location Map Example

1) Click the Save icon to save a PDF of the map to your computer.

2) After saving the map, close tab by clicking on the X.

Historic boundary is shown.

Map title is shown here

Location Map for a Newly Identified Historic District
Location Map for a Newly Identified Historic District

1) Open your newly downloaded map PDF with Adobe Reader software.

2) Click on the Sticky Note symbol. Depending on your computer’s screen size, you may have a menu bar and will need to click on “Tools” to find the Sticky Note symbol.

3) Add instructions for drawing the historic boundary in the Sticky Note dialog box.

4) Click Save icon to retain edits, then email to DHR regional staff or save to CD with other PIF materials.

Location Map Example as shown in Adobe Reader
Using the VCRIS Subscription Service – Location Map for a Previously Identified Individual Property with or without a Street Address


Please note that this guidance illustrates the minimum amount of information needed by DHR staff to process a location map.
Location Map for a Previously Identified Individual Property with or without a Street Address

After logging into the VCRIS paid subscription service, to begin working on a Location map, click on the Data Viewer tab.

Home Page of the VCRIS Paid Subscription Service
1) Search for the property using one of the options on the Search tab.

NOTE: Having a DHR ID number is the easiest way to search for a previously identified resource. You can search for your property by street address or property name to see if it is VCRIS, or you can contact Archives staff for assistance in determining if your property already has a DHR ID.

2) Click Search
Location Map for a Previously Identified Individual Property with or without a Street Address

1) Each property in VCRIS has its own DHR ID number. Check the ID number on the VCRIS Record and the location information on this page to confirm this is your property. Additional information is available on the other tabs above ("Primary Resource," etc.).

NOTE: Another way to check if you have the correct VCRIS Record is to click the Map tab and confirm the location.

2) Click here to print the full VCRIS record or save it as a PDF.
Location Map for a Previously Identified Individual Property with or without a Street Address

This information box provides summary data for the property with this DHR ID. Click the “View Details” link to see the full VCRIS record for this DHR ID.

To unclutter your map view, you can turn off one or more map layers by unchecking the boxes beneath the Historic Resources heading. Click the minimize symbol to reduce the Architecture Labels box so you can see the map without obstructions.

Map Page of a VCRIS Record for a Previously Identified Resource
Choose the map background from the dropdown list. The Aerials with Labels option is often the most user-friendly, but the USA Topo Map also may help orient you. Feel free to experiment with backgrounds.

Use the scale to zoom in and out of the map view.

Notice that the historic boundary does not seem to be drawn to enclose the full parcel of this property, or even the entire building. You can help DHR to correct the boundary, as shown on the following pages.
Click the Tools tab and select the Markup option.
Location Map for a Previously Identified Individual Property with or without a Street Address

1) To draw a revised boundary, select the Line tool.

NOTE: It is not necessary to draw your boundary precisely to match the legal boundaries or tax parcel of properties within the district. DHR’s GIS staff will refine the boundary when the location is important into our database.

Don’t forget you may have to zoom in or out of your map view to draw the entire boundary. If possible, zoom to the required scale before starting to draw. Otherwise simply use your mouse to click on the scale as needed, then go back to drawing the boundary. Pay attention to where you click as the drawing function will stay active!
Location Map for a Previously Identified Individual Property with or without a Street Address

1) Place your mouse where you want to start the boundary and left-click. Next, drag the mouse to the next point on the boundary (you should not have to hold the left mouse button while drawing lines). Left-click to mark your next point, such as a corner, then drag the mouse to the next point. Continue until the boundary is outlined and you have returned to your point of beginning. Double-click to finish the drawing. This opens the line dialog box.

2) In the line dialog box, type a title and description for the boundary you have drawn. Choose a line type, width, color, and transparency that are easily visible on your map’s background. Click Save to finish.

NOTE: If you make a mistake, double-click to end drawing and open the dialog box then click Cancel.

Map Page of a VCRIS Record for a Previously Identified Resource, showing the Line Options
Location Map for a Previously Identified Individual Property with or without a Street Address

This is a summary of your revised boundary for 020-5120.

NOTE: Each boundary you save will be placed in the Temporary Markup column. You can turn the drawings on or off by checking/unchecking their respective boxes.

Map Page of a VCRIS Record for a Previously Identified Resource
Location Map for a Previously Identified Individual Property with or without a Street Address

1) To print the map, click the Print tab.

2) This lighter area shows the approximate dimensions of the map that will be created. Make sure your property’s location is within the print area. To change the print area, click the X at the top right corner of the Export Map & Print box, use your mouse to change the view, and click the Print tab again.

3) In the Print dialog box, type in the property’s name and/or address, then click Export.
Location Map for a Previously Identified Individual Property with or without a Street Address

Map Page of the Paid Subscription Service showing the View Export dialog box

Click “View Export” to see your map in a new tab
Previously Identified Individual Property with or without a Street Address

1) Click the Save icon to save a PDF of the map to your computer.

2) After saving the map, close tab by clicking on the X.

Current and revised historic boundaries are shown.

Map title is shown here

Location Map Example
Previously Identified Individual Property with or without a Street Address

1) Open your newly downloaded map PDF with Adobe Reader software.

2) Click on the Sticky Note symbol. Depending on your computer’s screen size, you may have a menu bar and will need to click on “Tools” to find the Sticky Note symbol.

3) Add instructions for drawing the historic boundary in the Sticky Note dialog box.

4) Click Save icon to retain edits, then email to DHR regional staff or save to CD with other PIF materials.

Location Map Example as shown in Adobe Reader
Using the VCRIS Subscription Service – Location Map for a Previously Identified Historic District

To access the Paid Subscription Service, go to https://vcris.dhr.virginia.gov/vcris/Account/Login. If you want to know how to obtain a VCRIS subscription, please refer to the VCRIS user guide for instructions on how to set up an account: http://www.dhr.virginia.gov/archives/Account_Getting_ Started.pdf.

Please note that this guidance illustrates the minimum amount of information needed by DHR staff to process a location map.
Location Map for a Previously Identified Individual Property with or without a Street Address

After logging into the VCRIS paid subscription service, to begin working on a Location map, click on the Data Viewer tab
Location Map for a Previously Identified Historic District

1) Search for the historic district using one of the options on the Search tab.

2) Click Search

NOTE: Some historic districts have been identified at DHR but have not yet been officially nominated. Having a DHR ID number is the easiest way to search for a previously identified resource. Contact Archives staff for assistance in determining if your proposed district already has a DHR ID.
Location Map for a Previously Identified Historic District

The Results page will open automatically after you click Search. A search for a historic district will bring up the district’s record as well as those for properties within the district. Select the district record by hovering the mouse arrow over the correct result to highlight it, then left click to open its VCRIS record.
Location Map for a Previously Identified Historic District

1) Each property in VCRIS, including historic districts, has its own DHR ID number. Check the ID number on the VCRIS Record and the location information on this page to confirm this is your district. Additional information is available on the other tabs above (“Primary Resource,” etc.

NOTE: Another way to check if you have the correct VCRIS Record is to click the Map tab and confirm the location.

2) Click here to print the full VCRIS record or save it as a PDF.
Location Map for a Previously Identified Individual Property with or without a Street Address

This information box provides summary data for the property with this DHR ID.

To unclutter your map view, you can turn off one or more map layers by unchecking the boxes beneath the Historic Resources heading.

Click the “View Details” link to see the full VCRIS record for this DHR ID.

Click the minimize symbol to reduce the Architecture Labels box so you can see the map without obstructions.

Map Page of a VCRIS Record for a Previously Identified Historic District
Location Map for a Previously Identified Historic District

1) Choose the map background from the dropdown list. The Aerials with Labels option is often the most user-friendly. Use the scale to zoom in and out of the map view.

NOTE: Your mouse arrow automatically becomes a pan tool (hand symbol); left click and scroll to pull the map up, down, and side-to-side to get to the view you want.

2) Check that the existing historic boundary matches the boundaries you are proposing. If they match, then you will be able to print the map without making any edits to the boundary. If you want to alter the boundaries in some way, follow the instructions on the next few pages.

Map Page of the Public Portal showing location marker and information box.
Location Map for a Previously Identified Historic District

Click the Tools tab and select the Markup option.

Map Page of a VCRIS Record for a Previously Identified Resource, showing the Tools Menu
Location Map for a Previously Identified Historic District

1) To draw a revised boundary, select the Line tool.

NOTE: It is not necessary to draw your boundary precisely to match the legal boundaries or tax parcel of properties within the district. DHR’s GIS staff will refine the boundary when the location is important into our database.

Don’t forget you may have to zoom in or out of your map view to draw the entire boundary. If possible, zoom to the required scale before starting to draw. Otherwise simply use your mouse to click on the scale as needed, then go back to drawing the boundary. Pay attention to where you click as the drawing function will stay active!

2) Use different line styles for different purposes, such as one for a boundary increase and another for a decrease.
1) Place your mouse where you want to start the boundary and left-click. Next, drag the mouse to the next point on the boundary (you should not have to hold the left mouse button while drawing lines). Left-click to mark your next point, such as a corner, then drag the mouse to the next point. Continue until the boundary is outlined and you have returned to your point of beginning. Double-click to finish the drawing. This opens the line dialog box.

2) In the line dialog box, type a title and description for the boundary you have drawn. Choose a line type, width, color, and transparency that are easily visible on your map’s background. Click Save to finish.

NOTE: If you make a mistake, double-click to end drawing and open the dialog box then click Cancel.
Location Map for a Previously Identified Historic District

NOTE: Each boundary you save will be placed in the Temporary Markup column. You can turn the drawings on or off by checking/unchecking their respective boxes.

When you are finished drawing, click Save to add your boundary line to the Temporary Markup layer.
Location Map for a Previously Identified Individual Property with or without a Street Address

1) To print the map, click the Print tab.

2) This lighter area shows the approximate dimensions of the map that will be created. Make sure your property’s location is within the print area. To change the print area, click the X at the top right corner of the Export Map & Print box, use your mouse to change the view, and click the Print tab again.

3) In the Print dialog box, type in the property’s name and/or address, then click Export.
Location Map for a Previously Identified Historic District

Click View Export to see your map in a new tab
Location Map for a Previously Identified Historic District

1) Click the Save icon to save a PDF of the map to your computer.

2) After saving the map, close tabs by clicking on the X.

Current and revised historic boundaries are shown.

Map title is shown here
1) Open your newly downloaded map PDF with Adobe Reader software.

2) Click on the Sticky Note symbol. Depending on your computer’s screen size, you may have a menu bar and will need to click on “Tools” to find the Sticky Note symbol.

3) Add instructions for drawing the historic boundary in the Sticky Note dialog box.

4) Click Save to retain edits, then email to DHR regional staff or save to CD with other PIF materials.
What’s Next?

After finishing your location map, save the PDF to the same CD that includes your digital photos. Print a hard copy of the map to attach to your PIF.

Submit your PIF and attachments to the appropriate DHR regional staff member. Select the regional staff member based on where your property is located. For guidance, please visit this webpage: http://www.dhr.virginia.gov/regional_offices/regional_offices.htm. The regional staff member will act as your primary point of contact for the remainder of the evaluation and nomination processes.

For detailed guidance on how the evaluation and nomination processes are conducted by DHR, please visit this webpage: http://www.dhr.virginia.gov/registers/register_pif.htm.

PIFs and Nomination Forms are available for download from DHR’s website at this page: http://www.dhr.virginia.gov/registers/downloading_register_forms.htm.