

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

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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.

To learn more about VCRIS, please visit DHR's webpage at [http://www.dhr.virginia.gov/archives/archiv\\_vcrisHome.htm](http://www.dhr.virginia.gov/archives/archiv_vcrisHome.htm).

## 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 <https://vcris.dhr.virginia.gov/vcris/MapView/Account/Logon?returnUrl=%2Fvcris%2FMapView%2F>

## 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](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/register/register\\_pif.htm](http://www.dhr.virginia.gov/register/register_pif.htm).

PIFs and Nomination Forms are available for download from DHR's website at this page:

[http://www.dhr.virginia.gov/register/downloading\\_register\\_forms.htm](http://www.dhr.virginia.gov/register/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](mailto: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/MapView/Account/Logon?returnUrl=%2Fvcris%2FMapView%2F>

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

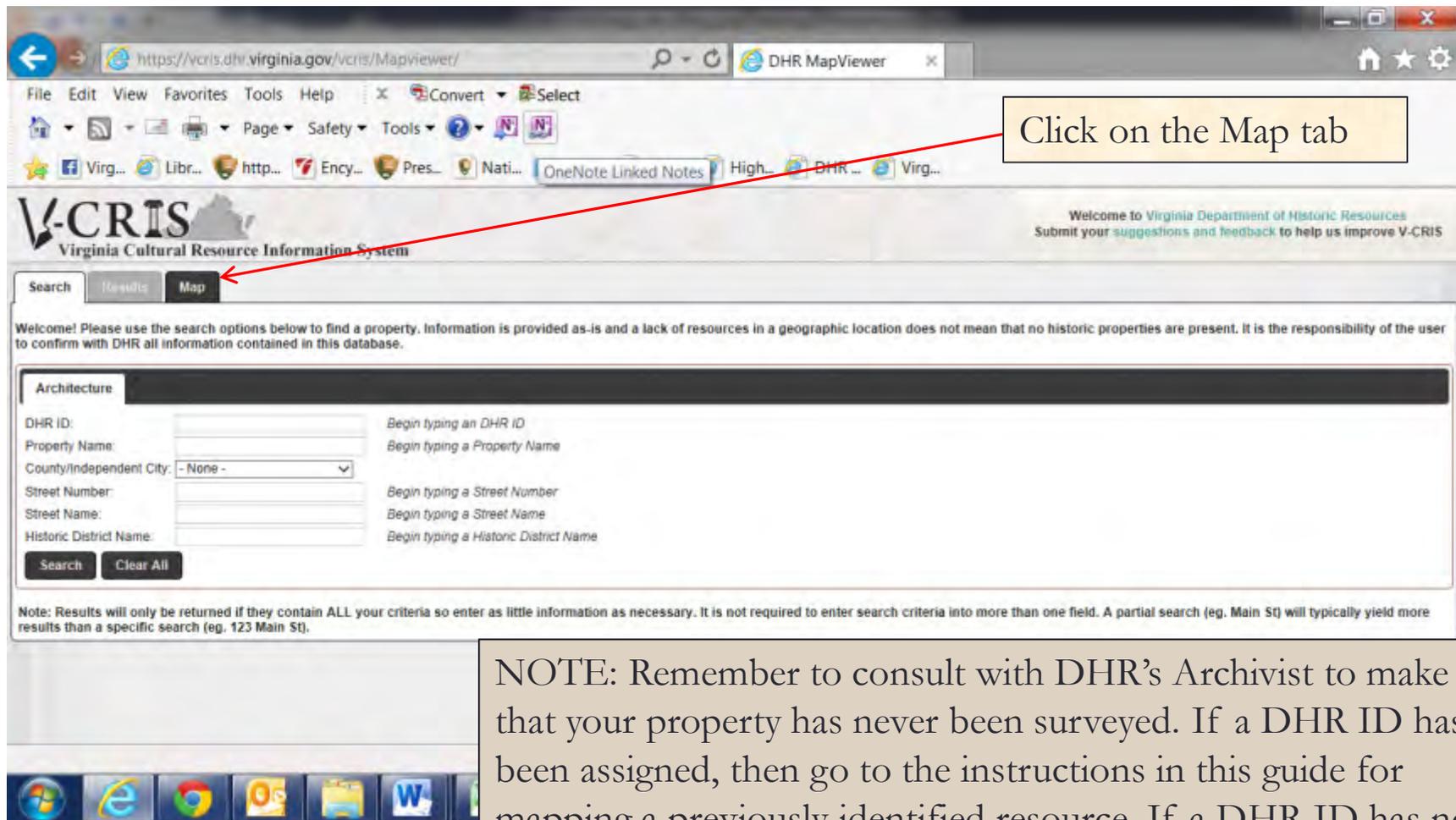
# Using the Public Portal to VCRIS – Location Map for a Newly Identified Individual Property with a Street Address

To access the Public Portal go to

<https://vcris.dhr.virginia.gov/vcris/MapView/Account/Logon?returnUrl=%2Fvcris%2FMapView%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 Individual Property with a Street Address



Click on the Map tab

Welcome to Virginia Department of Historic Resources  
Submit your suggestions and feedback to help us improve V-CRIS

V-CRIS  
Virginia Cultural Resource Information System

Search Results **Map**

Welcome! Please use the search options below to find a property. Information is provided as-is and a lack of resources in a geographic location does not mean that no historic properties are present. It is the responsibility of the user to confirm with DHR all information contained in this database.

Architecture

DHR ID:  Begin typing an DHR ID

Property Name:  Begin typing a Property Name

County/Independent City:

Street Number:  Begin typing a Street Number

Street Name:  Begin typing a Street Name

Historic District Name:  Begin typing a Historic District Name

Search Clear All

Note: Results will only be returned if they contain ALL your criteria so enter as little information as necessary. It is not required to enter search criteria into more than one field. A partial search (eg. Main St) will typically yield more results than a specific search (eg. 123 Main St).

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

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

The screenshot displays the V-CRIS (Virginia Cultural Resource Information System) Map Viewer interface. The browser address bar shows the URL <https://vcris.dhr.virginia.gov/vcris/Mapviewer/>. The page title is "DHR MapViewer". The interface includes a search bar at the top right with the text "Address: 1940 Adkins Road, Richmond" and a "Search" button. A red arrow points to the search bar. The map area shows a satellite view of a property with a red outline. The left sidebar contains a "Map Layers" panel with various options checked, including "Historic Resources" and "Reference Data". The bottom of the screen shows the Windows taskbar with various application icons and the system tray displaying the time as 3:46 PM on 5/27/2015.

Type your property's address in the Address Bar and click Search.

Map Page of the Public Portal

# 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.

Map Layers

- DHR Map Layers
  - Historic Resources
    - Architecture Labels
    - Architecture Points
    - Historic Districts
  - Reference Data
    - USGS GIS Place Names
  - Roads
    - Streams (NHD)
    - County Boundaries
    - Congressional District
    - Virginia House District
    - Jurisdictional Boundary
    - Zip Code Boundary
    - Hydrologic Unit Code Boundar
    - Topo Quad Grid
    - Towns

Geocode Result  
address: 1940 Adkins Rd, Richmond, Virginia, 23236  
match score: 100  
[Summary](#) | [Edit](#) | [Coordinates](#) | [What's Nearby?](#)

Address: 1940 Adkins Road, Richmond, VA Search

Aerials (with labels)

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.

**Map Page of the Public Portal, showing the location of a physical address**

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

The screenshot displays the DHR MapViewer web application. The browser address bar shows the URL <https://vcris.dhr.virginia.gov/vcris/Mapviewer/>. The page features a search bar with the address "1940 adkins road, richmond, va" and a search button. A map of the area is shown with a green pushpin marker. A dialog box is open over the map, allowing the user to enter a title and description for the location. The dialog box includes a "Title" field with "XY Location" entered, a "Description" field with "1940 Adkins Road" entered, and a section for selecting an icon style from a set of colored pushpins. The "Save" button is highlighted. The left sidebar shows the "Map Layers" panel with "Temporary Markup" and "DHR Map Layers" sections. The "Temporary Markup" section includes "XY Location". The "DHR Map Layers" section includes "Historic Resources" and "Reference Data".

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.

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

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 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

Map Page of the Public Portal showing the Export Map & Print dialog box

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

Address: 1940 adkins road, richmond, va Search

**Export Map & Print**

Your Export Has Completed Successfully

[View Export](#)

To save the file, right click the above link and choose "Save Target As..."

[Generate Another Map Export](#)

**Export Area**

Click "View Export" to see your map in a new tab

Deg Min Sec ^ Lon (X): 77° 34' 35.20"W Lat (Y): 37° 28' 00.43"N

11:08 PM  
10/3/2015

Map Page of the Public Portal showing the View Export dialog box



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

individual with address6.pdf - Adobe Acrobat

File Edit View Window Help

Create

1 / 1 89.9%

Virginia Dept. of Historic Resources  
V-CRIS  
Virginia Cultural Resource Information System

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

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.

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

qaf45223  
6/2/2015 5:10:25 PM  
Location of 1940 Adkins Road. Historic boundary should be drawn to match the property's tax parcel lines.

Title: 1940 Adkins Road, Richmond, VA

DISCLAIMER: Records of the Virginia Department of Historic Resources (DHR) have been gathered or depicted in a cumulative view of field observations over time and may not reflect current ground conditions intended for engineering, legal or other site-specific uses. Maps may contain errors and is provided "as is". More information is available in the DHR Archives located at DHR's Richmond office.

Notice of AE sites: Locations of archaeological sites may be sensitive to the National Historic Preservation Act (NHPA), and the Archaeological Resources Protection Act (ARPA) and Code of Virginia §2.2-3705.7 (10). Release of precise locations may threaten archaeological sites and historic resources.

200 feet

5:11 PM  
6/2/2015

Location Map Example as shown in Adobe Reader

# 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/MapView/Account/Logon?returnUrl=%2Fvcris%2FMapView%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

The screenshot shows a web browser window with the URL <https://vcris.dhr.virginia.gov/vcris/Mapviewer/>. The browser's address bar and tabs are visible. The website header includes the V-CRIS logo and the text "Virginia Cultural Resource Information System". A navigation menu at the top has tabs for "Search", "Results", and "Map", with the "Map" tab highlighted. A red arrow points from a text box to the "Map" tab. Below the navigation menu is a search form with fields for "Architecture", "DHR ID", "Property Name", "County/Independent City", "Street Number", "Street Name", and "Historic District Name". A "Search" button and a "Clear All" button are at the bottom of the form. A note below the form states: "Note: Results will only be returned if they contain ALL your criteria so enter more than a specific search (eg. 123 Main St)." The Windows taskbar is visible at the bottom of the browser window.

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 Public Portal

# Location Map for a Newly Identified Property without a Street Address

https://vcris.dhr.virginia.gov/vcris/Mapviewer/

DHR MapViewer

File Edit View Favorites Tools Help X Convert Select

Page Safety Tools ?

Virg... Libr... http... Ency... Pres... Nati... V-CR...

**V-CRIS**  
Virginia Cultural Resource Information System

Submit your suggestions and feedback to help us improve V-CRIS

Search Results Map

Map Layers Results Tools Print Bookmarks Help

Address: Beach Road, Chesterfield, VA Search

Map Layers

- DHR Map Layers
  - Historic Resources
    - Archaeological Sites
    - Historic Districts
  - Reference Data
    - USGS GIS Project History
  - Roads
    - Streets (NHDP)
    - County Boundaries
    - Congressional District
    - Virginia House District
    - Jurisdictional Boundary
    - Zip Code Boundary
    - Hydrologic Unit Code Boundar
    - Topo Quad Grid
    - Towns

25 mi

Deg Min Sec Lon (X): 74° 53' 32.80\" W Lat (Y): 38° 20' 26.30\" N

87%

7:08 PM 5/27/2015

Map Page of the Public Portal

# Location Map for a Newly Identified Property without a Street Address

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.

**Map Page of the Public Portal, showing the a general location based on search term.**

## 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.

**Map Page of the Public Portal zoomed to an unmarked location.**

# 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

Map Page of the Public Portal showing the View Export dialog box

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

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

Map title is shown here

Location marker remains but the information box is removed.

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

Virginia Dept. of Historic Resources  
**V-CRIS**  
 Cultural Resource Information System  
 Legend  
 Architecture Labels  
 Architecture Points  
 USGS GIS Place names  
 County Boundaries

**Title: Smith's Mill Site, Chesterfield, VA** **Date: 6/2/2015**

DISCLAIMER: Records of the Virginia Department of Historic Resources (DHR) have been gathered over many years from a variety of sources and the representation depicted is a cumulative view of field observations over time and may not reflect current ground conditions. The map is for general information purposes and is not intended for use in any legal proceeding. More information is available in the DHR Archives located at DHR's website.

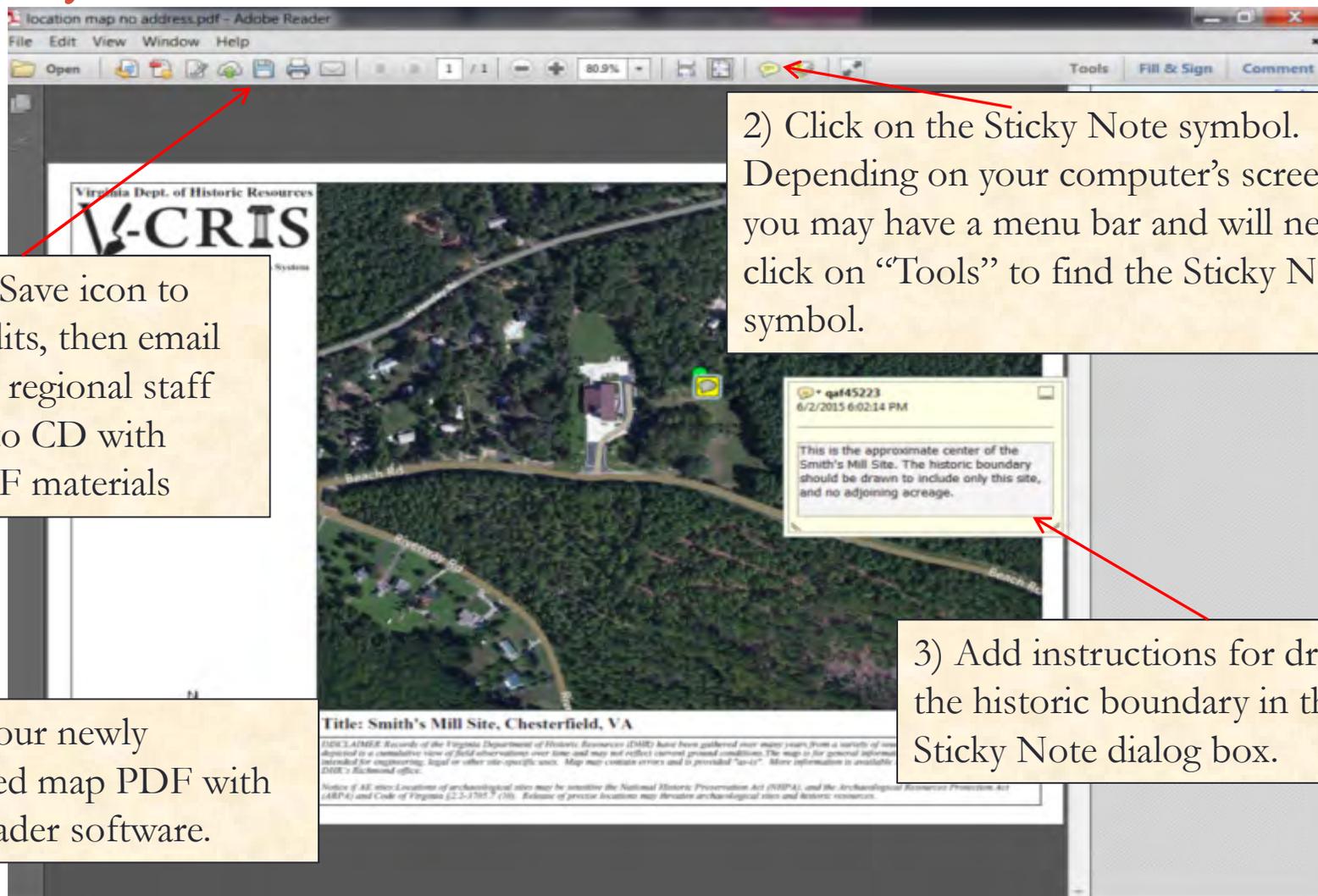
Scale: 0 100 200 300 400 Feet  
 14,614 / 1" = 378 Feet

Virginia.gov/vcris/Output/mapExport\_e987a427155243c4936ee38127b04aaa.pdf

5:58 PM  
6/2/2015

Location Map Example

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



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.

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

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

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

Location Map Example as shown in Adobe Reader

# 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/MapView/Account/Logon?returnUrl=%2Fvcris%2FMapView%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 Historic District

The screenshot shows a web browser window with the URL <https://vcris.dhr.virginia.gov/vcris/MapViewier/>. The browser's address bar and menu bar are visible. The website header includes the V-CRIS logo and the text "Virginia Cultural Resource Information System". A navigation bar contains tabs for "Search", "Results", and "Map". A red arrow points from a yellow callout box to the "Map" tab. Below the navigation bar is a search form with fields for "DHR ID", "Property Name", "County/Independent City", "Street Number", "Street Name", and "Historic District Name". A "Search" button and a "Clear All" button are at the bottom of the form. A note below the form states: "Note: Results will only be returned if they contain ALL your criteria so enter more than a specific search (eg. 123 Main St)." A second yellow callout box with a red arrow points to the "Map" tab, containing the text: "Click on the Map tab".

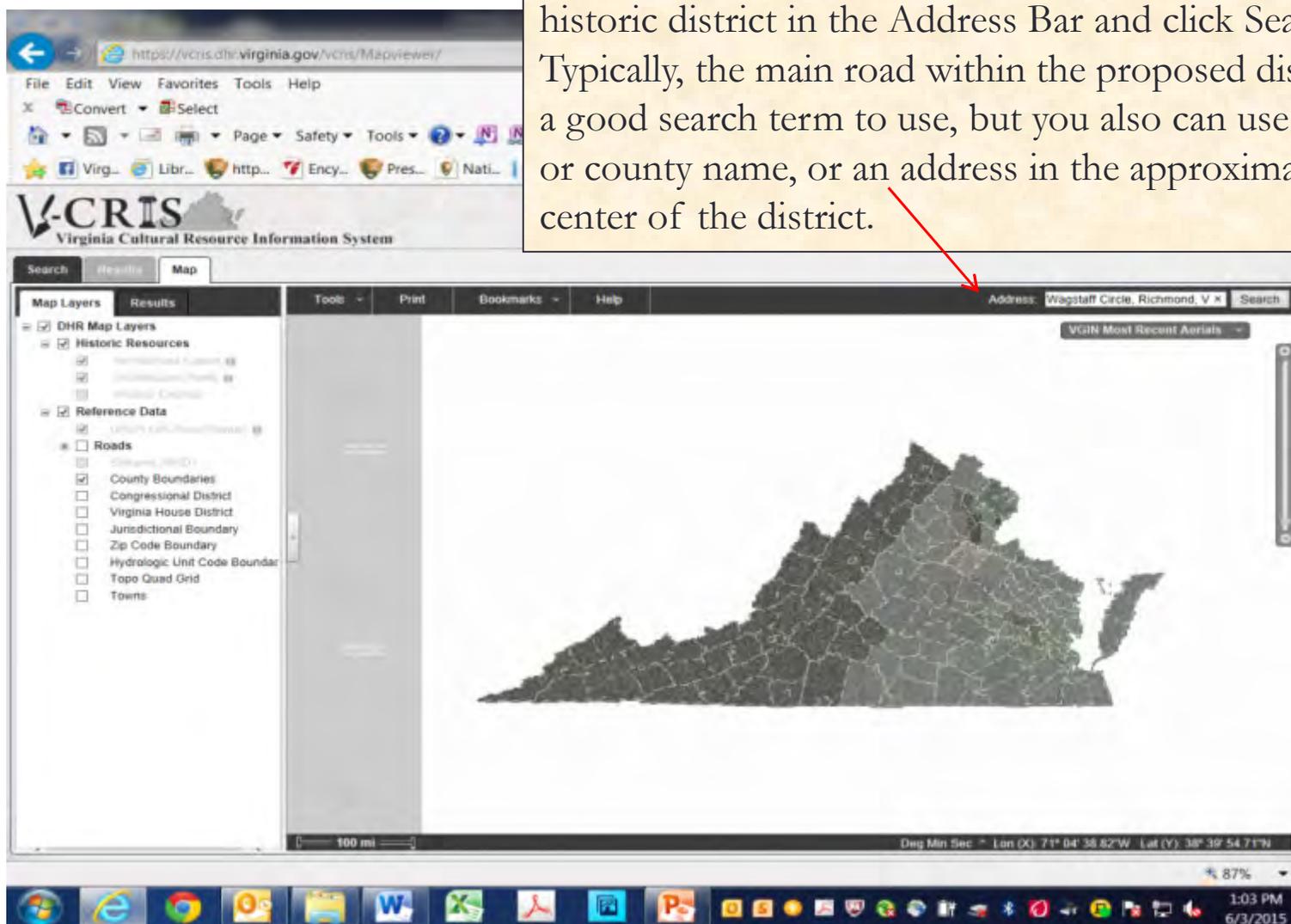
Click on the Map tab

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 Public Portal

# Location Map for a Newly Identified Historic District

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.



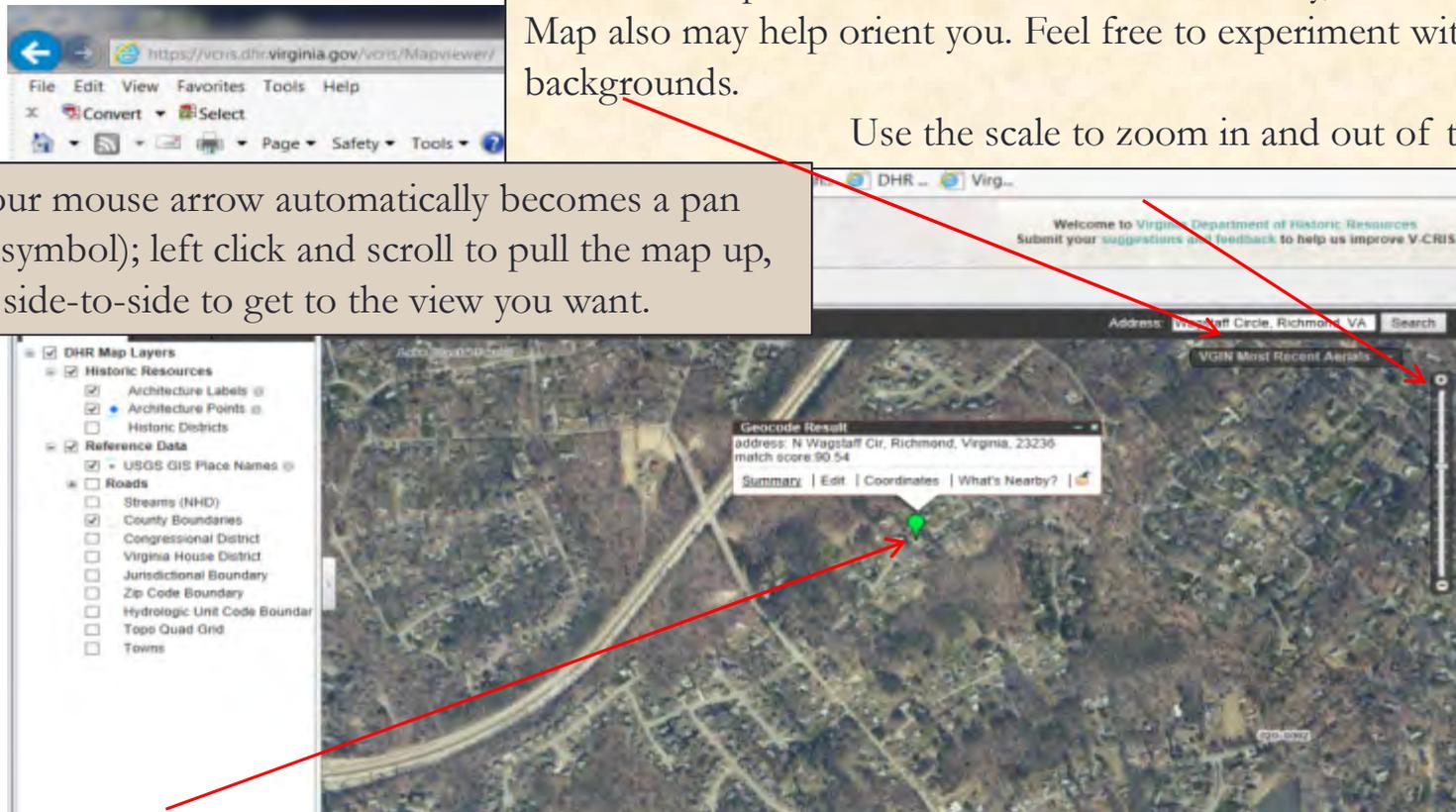
Map Page of the Public Portal

# 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.

**Map Page of the Public Portal**

# 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.

**Map Page of the Public Portal zoomed to an unmarked location.**

# Location Map for a Newly Identified Historic District

The screenshot shows the V-CRIS (Virginia Cultural Resource Information System) Map Viewer interface. The browser address bar displays <https://vcris.dhr.virginia.gov/vcris/Mapviewer/>. The page title is "V-CRIS Virginia Cultural Resource Information System". The search bar contains "Wagstaff Circle, Richmond, VA". The map displays an aerial view of the area with several green pins marking a proposed historic district. The "Map Layers" panel on the left shows a "Temporary Markup" column with multiple "Wagstaff Circle HD" entries, each with a green pin icon. A red arrow points from a text box to one of these entries. Another red arrow points from a text box to the pins on the map. The Windows taskbar at the bottom shows the system time as 1:25 PM on 6/3/2015.

Save each pin to the Temporary Markup column.

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

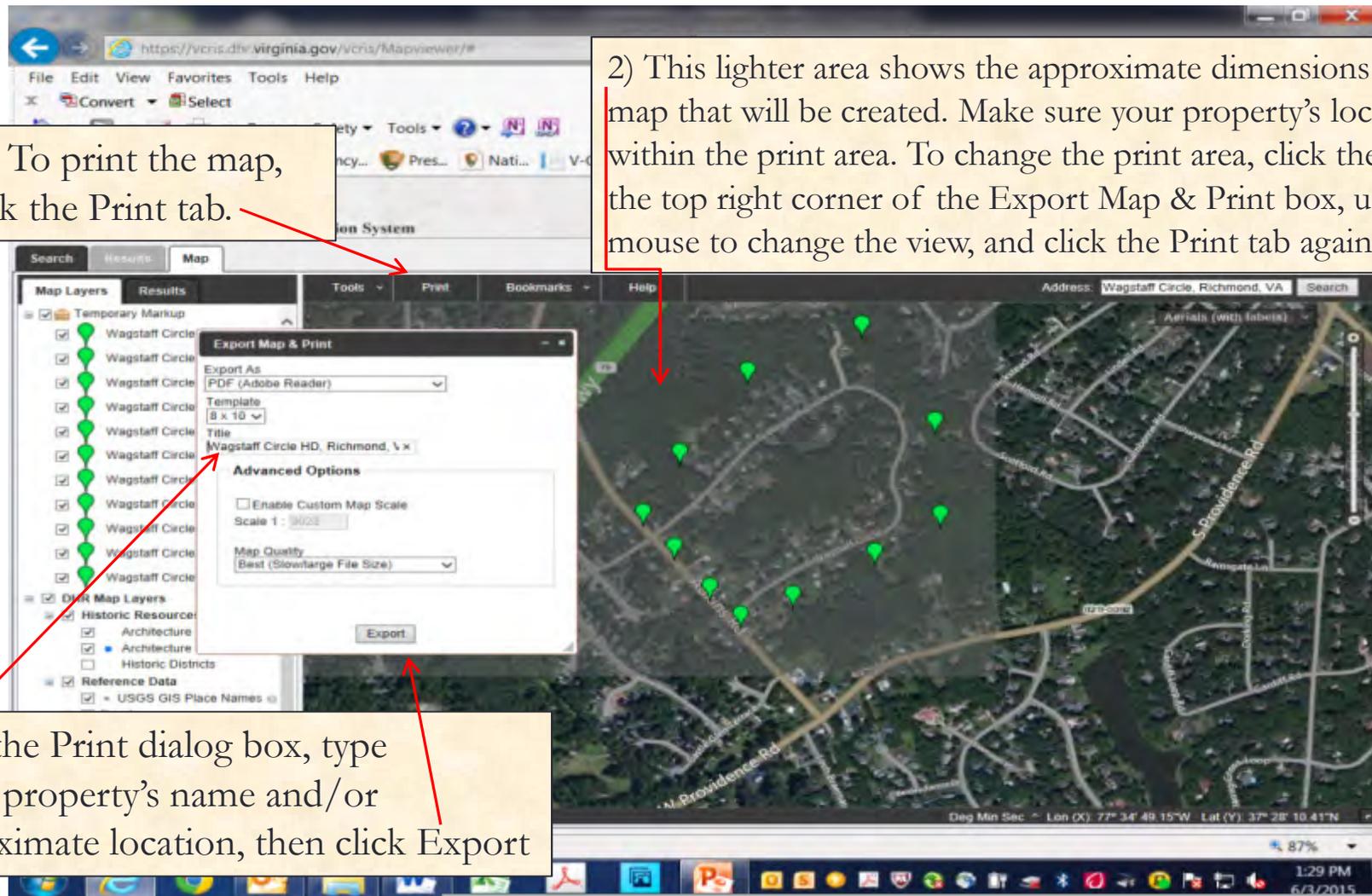
Map Page of the Public Portal zoomed to an unmarked location.

# 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



Map Page of the Public Portal showing the Export Map & Print dialog box

# Location Map for a Newly Identified Historic District

The screenshot displays the V-CRIS web application interface. The browser address bar shows the URL <https://vcris.dhr.virginia.gov/vcris/Mapviewer/#>. The page title is "DHR MapViewer". The V-CRIS logo and "Virginia Cultural Resource Information System" are visible at the top. A search bar contains the text "Wagstaff Circle, Richmond, VA". The map shows an aerial view of a residential area with several green location markers. A dialog box titled "Export Map & Print" is open, displaying the message: "Your Export Has Completed Successfully" and "View Export". Below this, it says: "To save the file, right-click the above link and choose 'Save Target As...'", followed by a link: "(JavaScript: Another Map Export)". A red arrow points from the "View Export" link in the dialog box to a yellow callout box. The callout box contains the text: "Click 'View Export' to see your map in a new tab". The Windows taskbar at the bottom shows various application icons and the system clock indicating 1:32 PM on 6/3/2015.

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

The screenshot shows the Adobe Reader interface with a PDF document titled "Wagstaff Circle.pdf". The map displays a satellite view of a residential area with several green pushpin markers and a yellow sticky note. The sticky note contains the text: "Draw district boundary by connecting the pushpin markers." Four red arrows point to specific elements: the top toolbar, the sticky note symbol, the sticky note text, and the Save icon.

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

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.

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

Location Map Example as shown in Adobe Reader

# 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/MapView/Account/Logon?returnUrl=%2Fvcris%2FMapView%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 Previously Identified Individual Property with or without a Street Address

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

2) Click Search

**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.

Home Page of the Public Portal

# 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.

DHR ID	Property name	County or Independent City	Address	Historic District
020-5120	Insurance Building	Chesterfield (County)	4232 Old Hundred Road	

Results Page of the Public Portal

# 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.

Search Results Map

Map Layers Results

DHR Map Layers

- Historic Resources
  - Architecture Labels
  - Architecture Points
  - Historic Districts
- Reference Data
  - USGS GIS Place Names
  - Roads
  - Streams (NHD)
  - County Boundaries
  - Congressional District
  - Virginia House District
  - Jurisdictional Boundary
  - Zip Code Boundary
  - Hydrologic Unit Code Boundar
  - Topo Quad Grid
  - Towns

Tools Print Bookmarks Help

Address: 1940 Adkins Road, Richmond, V Search

Architecture Points

ArchitecturePropertySurveyID:	207412
Dhr ID:	020-5120
Property Names:	Chesterfield Band (Historic), Insu
Construction Year:	1909
Architecture Style:	Other
Property Addresses:	4232 Old Hundred Road

Details Coordinates What's Nearby?

125 ft

Deg Min Sec Lon (X): 77° 26' 39.07"W Lat (Y): 37° 21' 22.28"N

87%

4:45 PM 5/27/2015

Map Page of the Public Portal

# 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.

ArchitecturePropertySurveyID: 207412  
 Dhr ID: 020-5120  
 Property Names: Chesterfield Band (Historic), Insu  
 Construction Year: 1909  
 Architecture Style: Other  
 Property Addresses: 4232 Old Hundred Road

Address: 1040 Adkins Road, Richmond, V Search

Aerials (with labels)

Deg Min Sec. Lon (X): 77° 26' 39.07"W Lat (Y): 37° 21' 22.28"N

87%

4:45 PM  
5/27/2015

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

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

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

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.

**Architecture Points**

ArchitecturePropertySurveyID:	207412
Dhr ID:	020-5120
Property Names:	Cheslerfield Band (Historic), Insu
Construction Year:	1909
Architecture Style:	Other
Property Addresses:	4232 Old Hundred Road

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.

**Architecture Points**

ArchitecturePropertySurveyID:	207412
Dhr ID:	020-5120
Property Names:	Chesterfield Band (Historic), Insu
Construction Year:	1909
Architecture Style:	Other
Property Addresses:	4232 Old Hundred Road

Address: 1940 Adkins Road, Richmond, V Search

Map Layers: DHR Map Layers, Historic Resource, Reference Data, Roads, Streams (NH), County Bound, Congressional, Virginia Hous, Jurisdictional, Zip Code Bou, Hydrologic Un, Topo Quad G, Towns

Export Map & Print: Export As (PDF (Adobe Reader)), Template (8 x 10), Title (Chesterfield Band, Chester, VA), Advanced Options (Enable Custom Map Scale, Scale 1: 2257, Map Quality (Best (Slow/large File Size))), Export

Map Page of the Public Portal showing the Print dialog box

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

Address: 1940 Adkins Road, Richmond, V

Export Map & Print

Your Export Has Completed Successfully

[View Export](#)

To save the file, right click the above link and choose "Save Target As..."

[Generate Another Map Export](#)

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

The screenshot shows a web browser window with the URL [https://vcris.dhr.virginia.gov/vcris/Output/mapExport\\_7c03d05fa5c14](https://vcris.dhr.virginia.gov/vcris/Output/mapExport_7c03d05fa5c14). The browser tabs include "DHR MapViewer" and "vcris.dhr.virginia.gov". A red arrow points to the close button (X) on the "vcris.dhr.virginia.gov" tab.

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

Map title is shown here

Location marker remains but the information box is removed.

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

The map itself is an aerial view of a residential area in Chester, VA. It features a legend with categories: Architecture Labels, Architecture Points, USGS GIS Place names, and County boundaries. A scale bar at the bottom left indicates 0 to 200 feet. The map title is "Chesterfield Band, Chester, VA" and the date is "5/27/2015". A red arrow points to a location marker on the map, and another red arrow points to the Save icon in the map's toolbar.

Location Map Example

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

The screenshot displays the Adobe Reader interface with a PDF titled "VCRIS map - PIF - individual - previously identified.pdf". The map shows an aerial view of a residential area in Chester, VA, with streets like W Hundred Rd and Harrowgate Rd. A yellow sticky note is placed over the map, containing text about a DHR ID and historic boundary. Red arrows point to the Sticky Note symbol in the toolbar and the sticky note itself. A yellow arrow points from the sticky note to the map.

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

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.

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

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

**Title: Chesterfield Band, Chester, VA**

DISCLAIMER: Records of the Virginia Department of Historic Resources (DHR) have been gathered over many years from a variety of sources and are not intended to be a cumulative view of field observations over time and may not reflect current ground conditions. The map is for general informational purposes only and is not intended for engineering, legal, or other site-specific uses. Map may contain errors and is provided "as is". More information is available at [www.dhr.virginia.gov](http://www.dhr.virginia.gov).

Notice: All user locations of archaeological sites may be sensitive under the National Historic Preservation Act (1906), and the Antiquities Act (1906) and Code of Virginia (§ 2.2-1701.7 (1)). Release of precise location may threaten archaeological sites and historic resources.

5/27/2015

Location Map Example in Adobe Reader

## 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/MapView/Account/Logon?returnUrl=%2Fvcris%2FMapView%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 Previously Identified Historic District

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

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.

2) Click Search

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

DHR ID	Other DHR ID(s)	Property Name(s)	Addresses	Jurisdiction(s)	Incorporated Town(s)	Primary Resource Type	Secondary Resource
020-5087	020-5443-0003	Chester Methodist Church Parsonage (H	12020 Winfree Street	Chesterfield (County)		Parsonage/Glebe	Church/Chapel
020-5093	020-5443-0010	Eichelberger House, 12332 Winfree Street	12332 Winfree Street				
020-5098	020-5443-0002	Chester #94 Masonic Lodge (Historic/Cur	4111 Dodomeade Str				
020-5102	020-5443-0008	Pretlow House (Historic/Current), Snead	3800 Curtis Street				
020-5118	020-5443-0011	Walter Stiles House (Historic)	4201 Old Hundred Rd				
020-5128	020-5443-0009	Chester Hotel Cottage (Historic), White-F	3901 Curtis Street, W				
020-5443		Chester Historic District (Current)					
020-5443-0001		Shed, Dodomeade Street (Function/Local	Dodomeade Street				
020-5443-0004		House, 12108 Winfree Street (Function/L	12108 Winfree Street				
020-5443-0005		House, 12116 Winfree Street (Function/L	12116 Winfree Street				
020-5443-0006		House, 12116 Railroad Street (Function/L	12116 Railroad Street				
020-5443-0007		House, Richmond Street (Function/Local	Richmond Street				

Home Page of the Public Portal

# 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.

DHR ID	Property name	County or Independent City	Address	District
020-5443	Chester Historic District	Chesterfield (County)		Chester Historic District
020-5443-0004		Chesterfield (County)	Dodomaade Street	Chester Historic District
020-5443-0005		Chesterfield (County)	12108 Winfree Street	Chester Historic District
020-5443-0006		Chesterfield (County)	12116 Railroad Street	Chester Historic District
020-5443-0007		Chesterfield (County)	Richmond Street	Chester Historic District

Results Page of the Public Portal

# 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

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

Map title is shown here

Location marker remains but the information box is removed.

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

Location Map Example

# Location Map for a Previously Identified Historic District

The screenshot shows the Adobe Reader interface with a PDF document titled "Chester HD.pdf". The document content includes the Virginia Dept. of Historic Resources (V-CRIS) logo and an aerial map of Chester, Virginia. A yellow sticky note is placed over the map, containing the following text:

qaf45223  
6/3/2015 12:44:01 PM

Chester Historic District, DHR ID 020-5443. use attached street map to compare existing historic district boundary in VCRIS against proposed boundary for nomination.

Four numbered instructions are overlaid on the screenshot:

- 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/MapView/Account/Logon?returnUrl=%2Fvcris%2FMapView%2F>

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

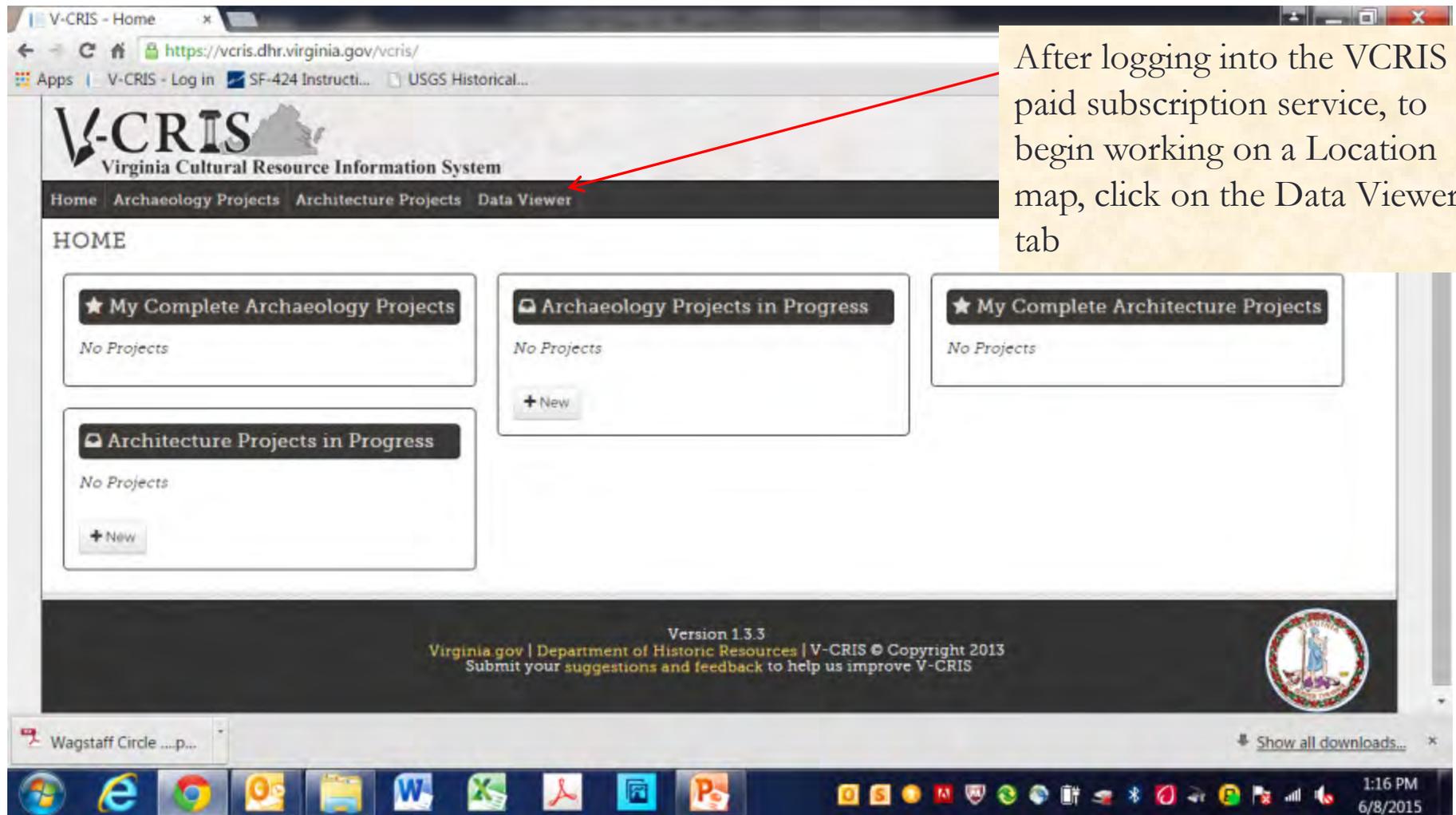
# Using the Paid Subscription Service to VCRIS – Location Map for a Newly Identified Individual Property with a Street Address

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](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 with a Street Address



The screenshot shows the V-CRIS Home Page in a web browser. The browser's address bar displays the URL <https://vcris.dhr.virginia.gov/vcris/>. The page features a navigation menu with the following items: Home, Archaeology Projects, Architecture Projects, and Data Viewer. The main content area is titled "HOME" and contains four project status boxes: "My Complete Archaeology Projects" (No Projects), "Archaeology Projects in Progress" (No Projects, + New), "My Complete Architecture Projects" (No Projects), and "Architecture Projects in Progress" (No Projects, + New). A red arrow points from a text box to the "Data Viewer" tab in the navigation menu. The footer includes the text "Version 1.3.3", "Virginia.gov | Department of Historic Resources | V-CRIS © Copyright 2013", and "Submit your suggestions and feedback to help us improve V-CRIS". The Windows taskbar at the bottom shows the system clock as 1:16 PM on 6/8/2015.

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

AmtrakConnect x DHR MapViewer (log x)

https://vcris.dhr.virginia.gov/vcris/Mapviewer/

V-CRIS Virginia Cultural Resource Information System

Welcome, Log Out

Submit your suggestions and feedback to help us improve V-CRIS

Search Results Details **Map** Historic District Reports

Welcome! Please use the search options below to find a property. Information is provided as-is and a lack of resources in a geographic location does not mean that no historic properties are present. It is the responsibility of the user to confirm with DHR all information contained in this database.

Archaeology **Architecture** Both

Show Advanced Search Options

DHR ID:  *Begin typing a DHR ID*

Property Name:  *Begin typing a Property Name*

Street Number:  *Begin typing a Street Number*

Street Name:  *Begin typing a Street Name*

Street Direction:

County/Independent City:

USGS Quad:

Alternate Route Number:

Incorporated Town:

Magisterial District:

Note: Results will only be returned if they contain ALL your search criteria. (Broad St) will typically yield more results than a specific search.

https://vcris.dhr.virginia.gov/vcris/Mapviewer/#searchtab

1:21 PM 6/5/2015

Home Page of the Data Viewer in the VCRIS Paid Subscription Service

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

Type your property's address in the Address Bar and click Search.

Address: 1940 Adkins Road, Richmond, VA Search

Map Layers: DHR Data, Reference Data, Roads

100 mi

Deg Min Sec ^ Lon (X): 75° 43' 48.54"W Lat (Y): 37° 37' 42.36"N

1:23 PM 6/5/2015

Map Page of the Paid Subscription Service

# 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.

Address: 1940 Adkins Road, Richmond, VA Search

VGIN Most Recent Aerials

**Geocode Result**  
 address: 1940 Adkins Rd, Richmond, Virginia, 23236  
 match score: 100  
[Summary](#) | [Edit](#) | [Coordinates](#) | [What's Nearby?](#)

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

The screenshot displays the V-CRIS MapViewer web application. The browser address bar shows the URL <https://vcris.dhr.virginia.gov/vcris/Mapviewer/>. The page header includes the V-CRIS logo and the text "Virginia Cultural Resource Information System". A search bar at the top right contains the address "1940 Adkins Road, Richmond, VA" and a search button. The main interface features a map of the property location, a left-hand sidebar with "Map Layers" and "Results" tabs, and a top navigation bar with "Tools", "Print", "Bookmarks", "Map Manager", and "Help" options. The "Tools" menu is open, showing options: "Identify", "Markup", "Measure", "Swipe", "Zoom to XY", and "View In". A red arrow points to the "Markup" option. The map shows an aerial view of a residential area with a street grid. The bottom of the screen shows a Windows taskbar with various application icons and a system tray displaying the time "1:33 PM" and date "6/5/2015".

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

Map Page of the Paid Subscription Service showing the Tools menu.

# 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!

The screenshot shows the V-CRIS interface with the following elements:

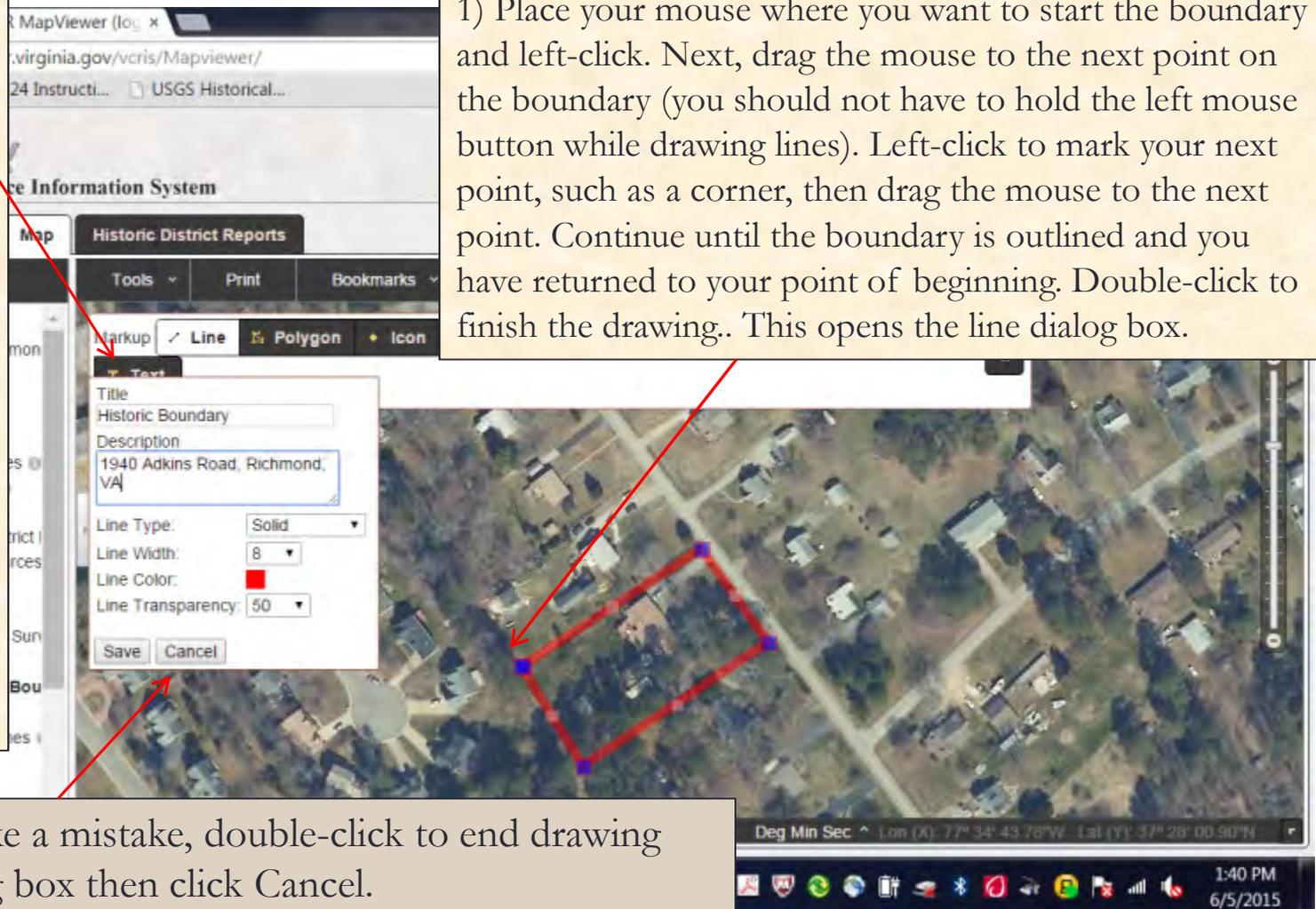
- Browser tabs: AmtrakConnect, DHR MapViewer (log out)
- URL: <https://vcris.dhr.virginia.gov/vcris/Mapviewer>
- Page Title: V-CRIS Virginia Cultural Resource Information System
- Map Layers: Temporary Markup (1940 Adkins Road, Richmond), DHR Data (Historic Resources: Architecture Resources, Architecture Labels, Architecture Points, Individual Historic District)
- Markup Menu: Line, Polygon, Icon, FreeHand, Arrow, Rectangle, Buffer, Text
- Address: 1940 Adkins Road, Richmond, VA
- Coordinates: Deg Min Sec Lon (X): 77° 34' 45.21"W Lat (Y): 37° 28' 02.60"N
- System Tray: 1:35 PM 6/5/2015

Map Page of the Paid Subscription Service showing the Markup menu.

# Location Map for a Newly Identified Individual Property with a Street Address – Drawing a Line

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.

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.

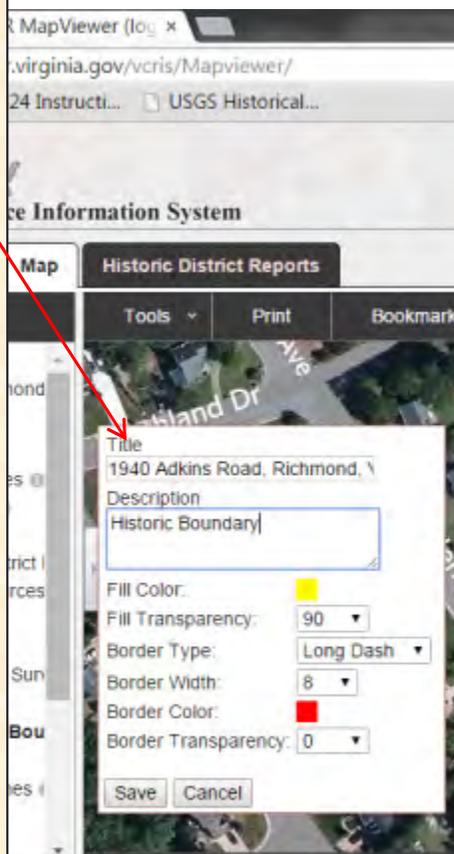


NOTE: If you make a mistake, double-click to end drawing and open the dialog box then click Cancel.

Map Page of the Paid Subscription Service showing the Line dialog box.

# Location Map for a Newly Identified Individual Property with a Street Address – Drawing a Polygon

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.

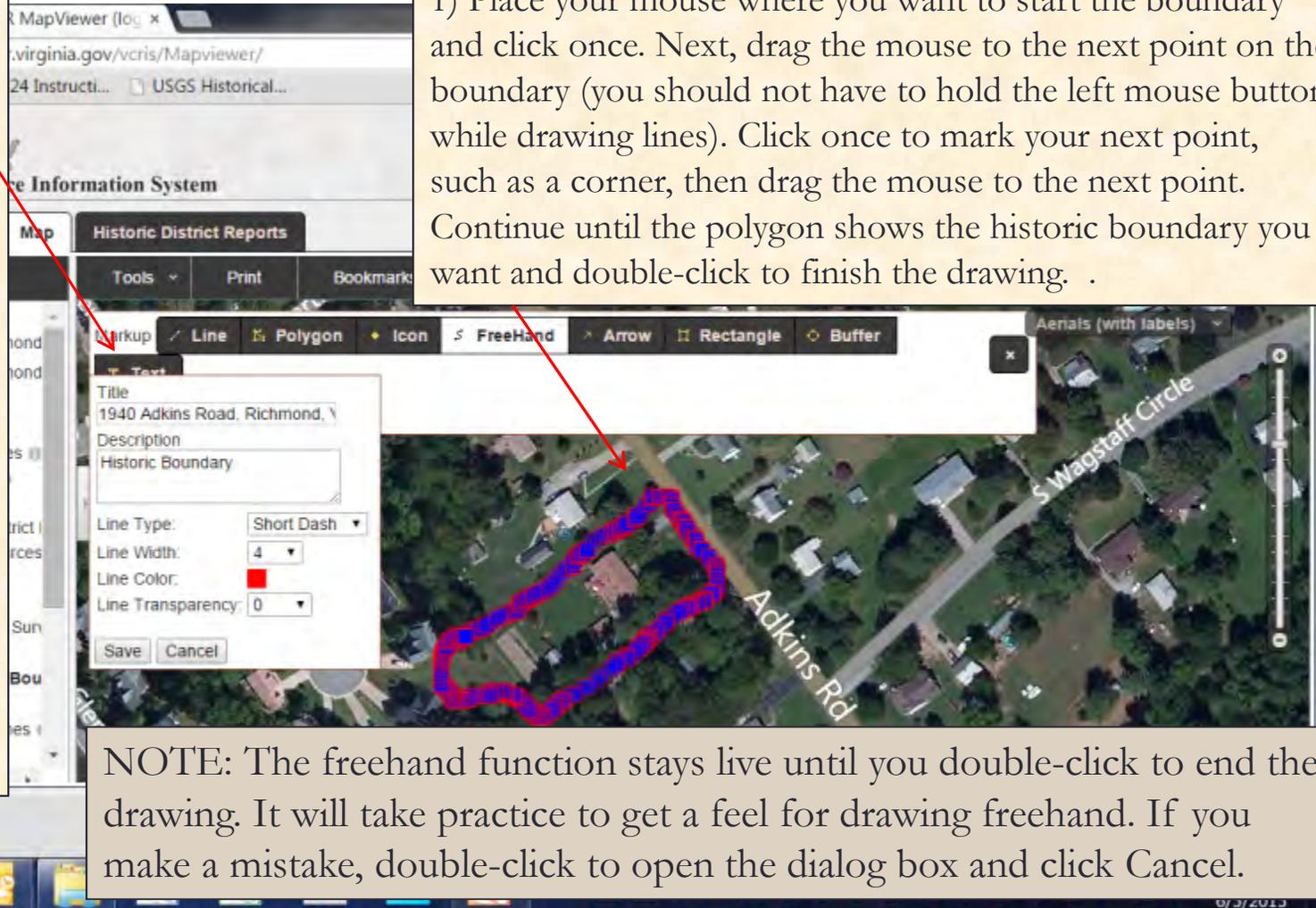
NOTE: Notice how the polygon begins to take shape as you move your mouse from point to point. The polygon's shape mirrors the actions of your mouse. If you make a mistake, double-click to open the dialog box and click Cancel.

Map Page of the Paid Subscription Service showing the Polygon dialog box.

# Location Map for a Newly Identified Individual Property with a Street Address – Drawing Freehand

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.

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: 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.

Map Page of the Paid Subscription Service showing the Freehand dialog box.

# Location Map for a Newly Identified Individual Property with 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.

The screenshot displays the V-CRIS web application interface. The browser address bar shows the URL <https://vcris.dhr.virginia.gov/vcris/Mapviewer/>. The page title is "V-CRIS Virginia Cultural Resource Information System". The interface includes a search bar with the address "1940 Adkins Road, Richmond" and a search button. The map shows an aerial view of a residential area with streets labeled "Glenhurst Ct", "Adkins Rd", and "S Wagstaff Circle". A red dashed boundary is drawn around a property. The left sidebar contains a "Map Layers" panel with the following sections:

- Temporary Markup
  - 1940 Adkins Road, Richmond
  - 1940 Adkins Road, Richmond
- DHR Data
  - Historic Resources
    - Architecture Resources
    - Architecture Labels
    - Architecture Points
    - Individual Historic District
    - Archaeological Resources
    - Archaeology Labels
    - Archaeology Points
    - Archaeology Phase 1 Sun
    - DHR Easements
  - ABPP Civil War Battlefield Bou
  - Reference Data
    - USGS GIS Place Names
  - Roads

The bottom of the screenshot shows a Windows taskbar with various application icons and a system tray displaying the time "2:44 PM" and date "6/5/2015".

Map Page of the Paid Subscription Service.

# 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.

The screenshot shows the DHR MapViewer interface. The 'Export Map & Print' dialog box is open, displaying the following options:

- Export As: PDF (Adobe Reader)
- Template: 8 x 10
- Title: 1940 Adkins Road, Richmond, VA
- Advanced Options:
  - Enable Custom Map Scale:
  - Scale 1: 2257
  - Map Quality: Best (Slow/large File Size)
- Export button

The map shows an aerial view of a residential area with streets labeled 'Glenhurst Ct' and 'Adkins Rd'. A red rectangle labeled 'Export Area' is overlaid on the map, indicating the area to be printed. The address '1940 Adkins Road, Richmond, VA' is entered in the search bar at the top right of the map viewer.

3) In the Print dialog box, type in the property's name and/or address, then click Export

Map Page of the Paid Subscription Service showing the Export Map & Print dialog box

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

The screenshot shows the V-CRIS (Virginia Cultural Resource Information System) web application. The browser address bar displays <https://vcris.dhr.virginia.gov/vcris/Mapviewer/#>. The user is logged in as `lena.mcdonald@dhr.virginia.gov!`. The search bar contains the address `1940 Adkins Road, Richmond`. The map shows an aerial view of a residential area with a red outline around a property labeled `Export Area`. A dialog box titled `Export Map & Print` is open, displaying the message: `Your Export Has Completed Successfully` with a `View Export` link. Below this, it says: `To save the file, right click the above link and choose "Save Target As..."` with a `Generate Another Map Export` link. A red arrow points from the `View Export` link in the dialog box to the `View Export` link in the search bar area. The map layers on the left include `Temporary Markup`, `1940 Adkins R`, `Historic Bounda`, `Line`, `DHR Data`, `Historic Resource`, `Architecture`, `Individual Hi`, `Archaeological Resources`, `Archaeology Labels`, `Archaeology Points`, `Archaeology Phase 1 Sun`, `DHR Easements`, and `APPP Civil War Battlefield Bou`. The bottom of the screen shows the Windows taskbar with various application icons and the system clock displaying `2:03 PM 6/5/2015`.

Click "View Export" to see your map in a new tab

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

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

The screenshot shows a web browser window displaying the V-CRIS (Virginia Cultural Resource Information System) interface. The browser's address bar shows the URL: [https://vcris.dhr.virginia.gov/vcris/Output/mapExport\\_fac9e695593f42b6ab7c950323a9b89b.pdf](https://vcris.dhr.virginia.gov/vcris/Output/mapExport_fac9e695593f42b6ab7c950323a9b89b.pdf). The map itself is titled "1940 Adkins Road, Richmond, VA" and is dated "6/5/2015". A red rectangular boundary is drawn on the map, indicating the historic boundary of the property. The map includes a legend, a scale bar (0 to 200 feet), and a north arrow. The legend lists various resource types: Architecture Resources, Architecture Labels, Individual Historic District Properties, Archaeological Resources, Archaeology Labels, DHR Easements, USGS GIS Place names, and County Boundaries. The map also features a toolbar with icons for navigation and saving.

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

Map title is shown here

Historic boundary is shown.

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

Location Map Example

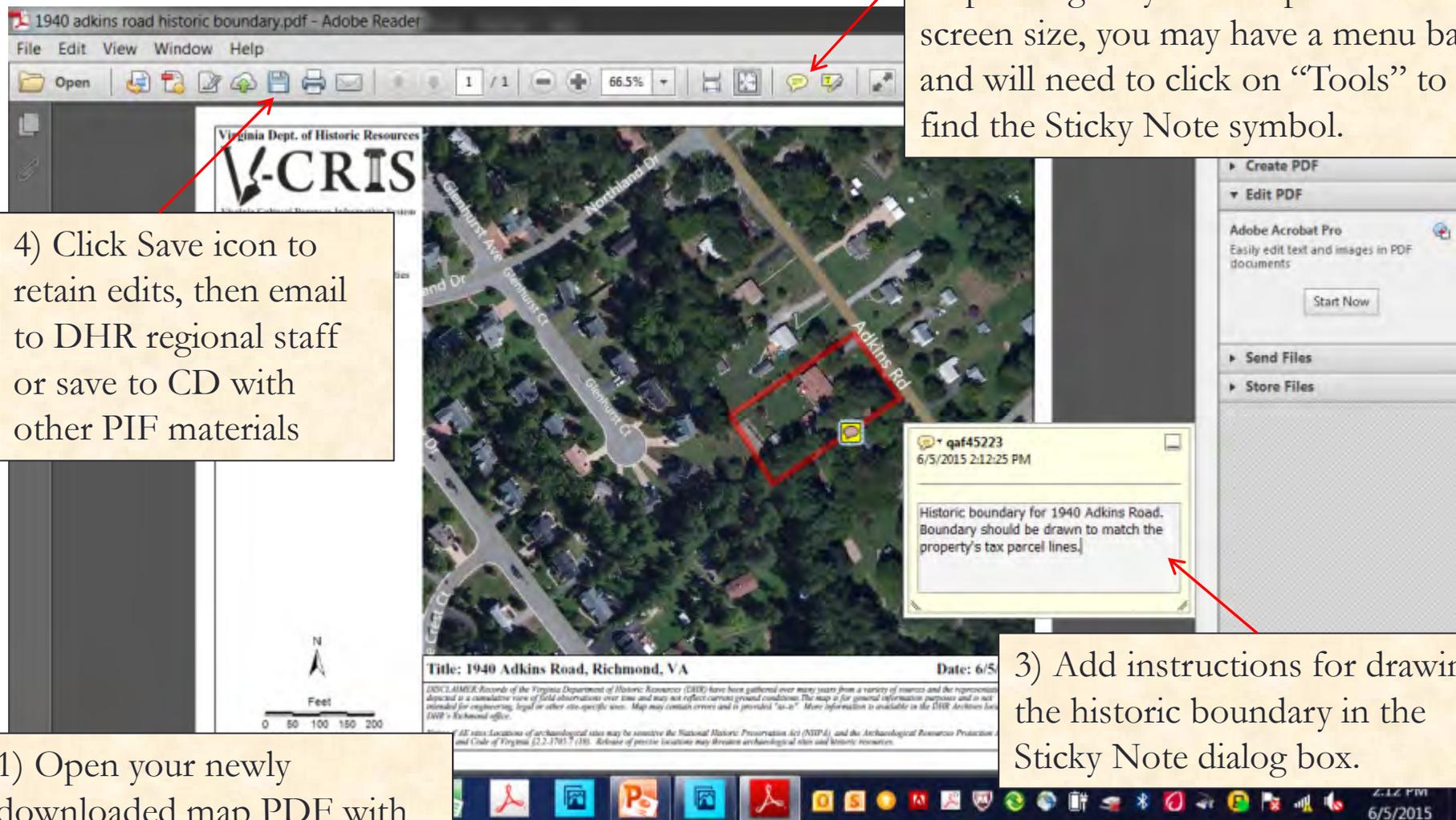
# Location Map for a Newly Identified Individual Property with a Street Address

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.

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

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

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



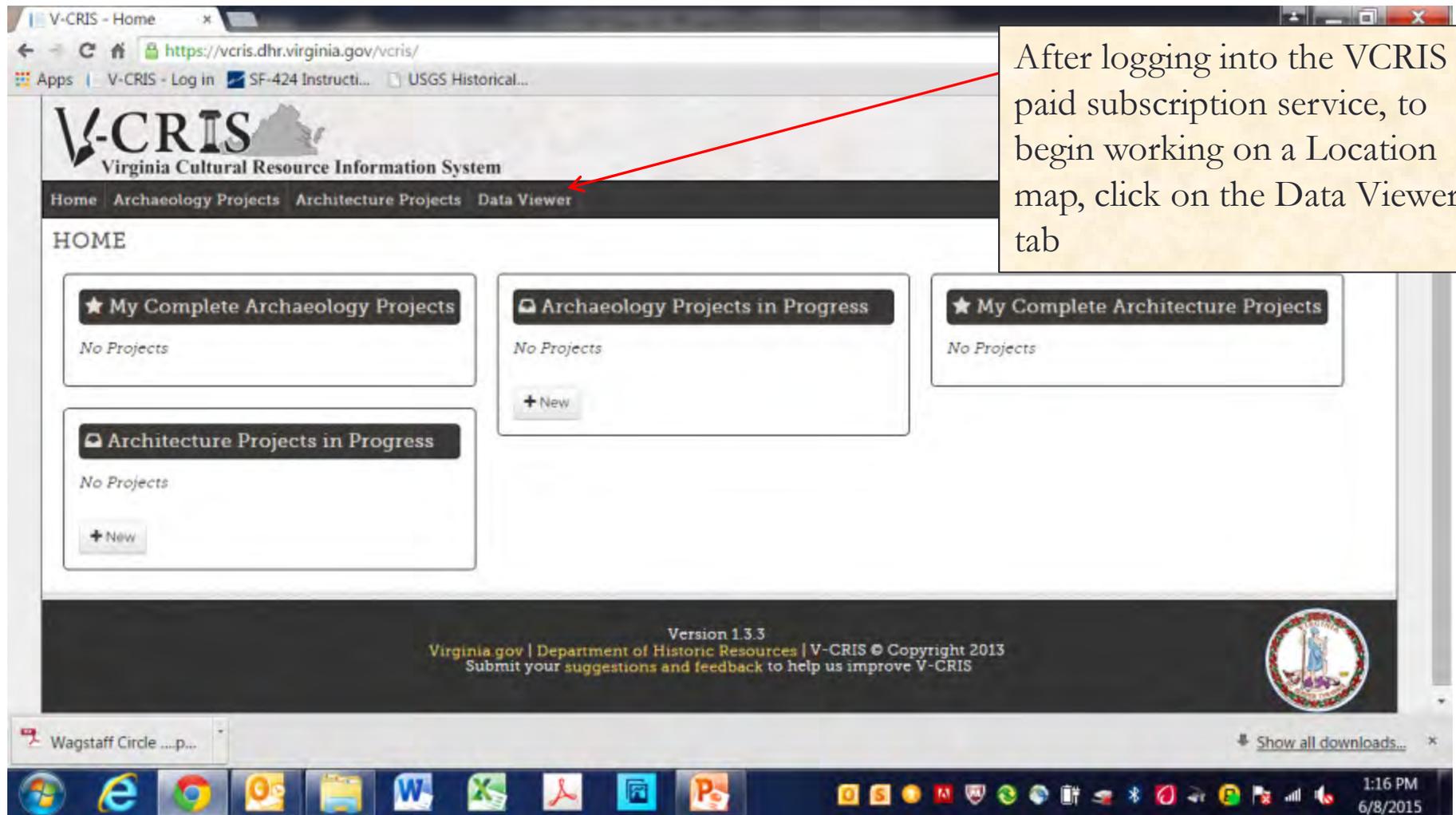
Location Map Example as shown in Adobe Reader

## 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](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



The screenshot shows the V-CRIS Home Page in a web browser. The browser address bar displays <https://vcris.dhr.virginia.gov/vcris/>. The page header includes the V-CRIS logo and the text "Virginia Cultural Resource Information System". Below the header is a navigation menu with the following items: Home, Archaeology Projects, Architecture Projects, and Data Viewer. The main content area is titled "HOME" and contains four project status boxes: "My Complete Archaeology Projects" (No Projects), "Archaeology Projects in Progress" (No Projects, + New), "My Complete Architecture Projects" (No Projects), and "Architecture Projects in Progress" (No Projects, + New). A red arrow points from a text box to the "Data Viewer" tab in the navigation menu. The footer of the page includes the text "Version 1.3.3", "Virginia.gov | Department of Historic Resources | V-CRIS © Copyright 2013", and "Submit your suggestions and feedback to help us improve V-CRIS". The Windows taskbar at the bottom shows the time as 1:16 PM on 6/8/2015.

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

AmtrakConnect x DHR MapViewer (log x)

https://vcris.dhr.virginia.gov/vcris/Mapviewer/

V-CRIS Virginia Cultural Resource Information System

Welcome! [Log Out](#)

Submit your [suggestions and feedback](#) to help us improve V-CRIS

Search Results Details **Map** Historic District Reports

Welcome! Please use the search options below to find a property. Information is provided as-is and a lack of resources in a geographic location does not mean that no historic properties are present. It is the responsibility of the user to confirm with DHR all information contained in this database.

Archaeology **Architecture** Both

Show Advanced Search Options

DHR ID:  *Begin typing a DHR ID*

Property Name:  *Begin typing a Property Name*

Street Number:  *Begin typing a Street Number*

Street Name:  *Begin typing a Street Name*

Street Direction:

County/Independent City:

USGS Quad:

Alternate Route Number:

Incorporated Town:

Magisterial District:

Note: Results will only be returned if they contain ALL your search criteria. (Broad St) will typically yield more results than a specific search.

https://vcris.dhr.virginia.gov/vcris/Mapviewer/#searchtab

1:21 PM 6/5/2015

Home Page of the Data Viewer in the VCRIS Paid Subscription Service

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

The screenshot displays the V-CRIS MapViewer web application. The browser address bar shows the URL <https://vcris.dhr.virginia.gov/vcris/Mapviewer/>. The page title is "DHR MapViewer (log x)". The V-CRIS logo and "Virginia Cultural Resource Information System" are visible at the top. The interface includes a search bar with the text "Address: Beach Road, Chesterfield, VA" and a "Search" button. A yellow callout box with a red arrow pointing to the search bar contains the text: "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..". The map area shows a satellite view of a region in Virginia, with a scale bar indicating 100 miles. The bottom of the screen shows a Windows taskbar with various application icons and a system tray displaying the time as 3:47 PM on 6/5/2015.

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..

Map Page of the Paid Subscription Service

# 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.

Map Page of the Paid Subscription Service, showing a general location based on search terms

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

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

The screenshot displays the V-CRIS (Virginia Cultural Resource Information System) DHR MapViewer interface. The browser address bar shows the URL <https://vcris.dhr.virginia.gov>. The page header includes the V-CRIS logo and the text "Virginia Cultural Resource Information System". A navigation bar contains "Search", "Results", "Details", and "Map" tabs. Below this, there are sections for "Map Layers" and "Historic District Reports". The "Map Layers" section is expanded, showing various resource categories like "DHR Data", "Historic Resources", "Reference Data", and "Roads". The "Tools" menu is open, with "Markup" highlighted in blue. Other options in the menu include "Identify", "Measure", "Swipe", "Zoom to XY", and "View In". The main map area shows an aerial view of a residential area with streets labeled "Beach Rd" and "Brandy Oaks Terrace". The address bar at the top right contains "Address: Beach Road, Chesterfield, VA" and a "Search" button. The bottom of the screen shows a Windows taskbar with various application icons and a system tray displaying the time "3:55 PM" and date "6/5/2015".

Map Page of the Paid Subscription Service showing the Tools menu.

# Location Map for a Newly Identified Individual Property without 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.

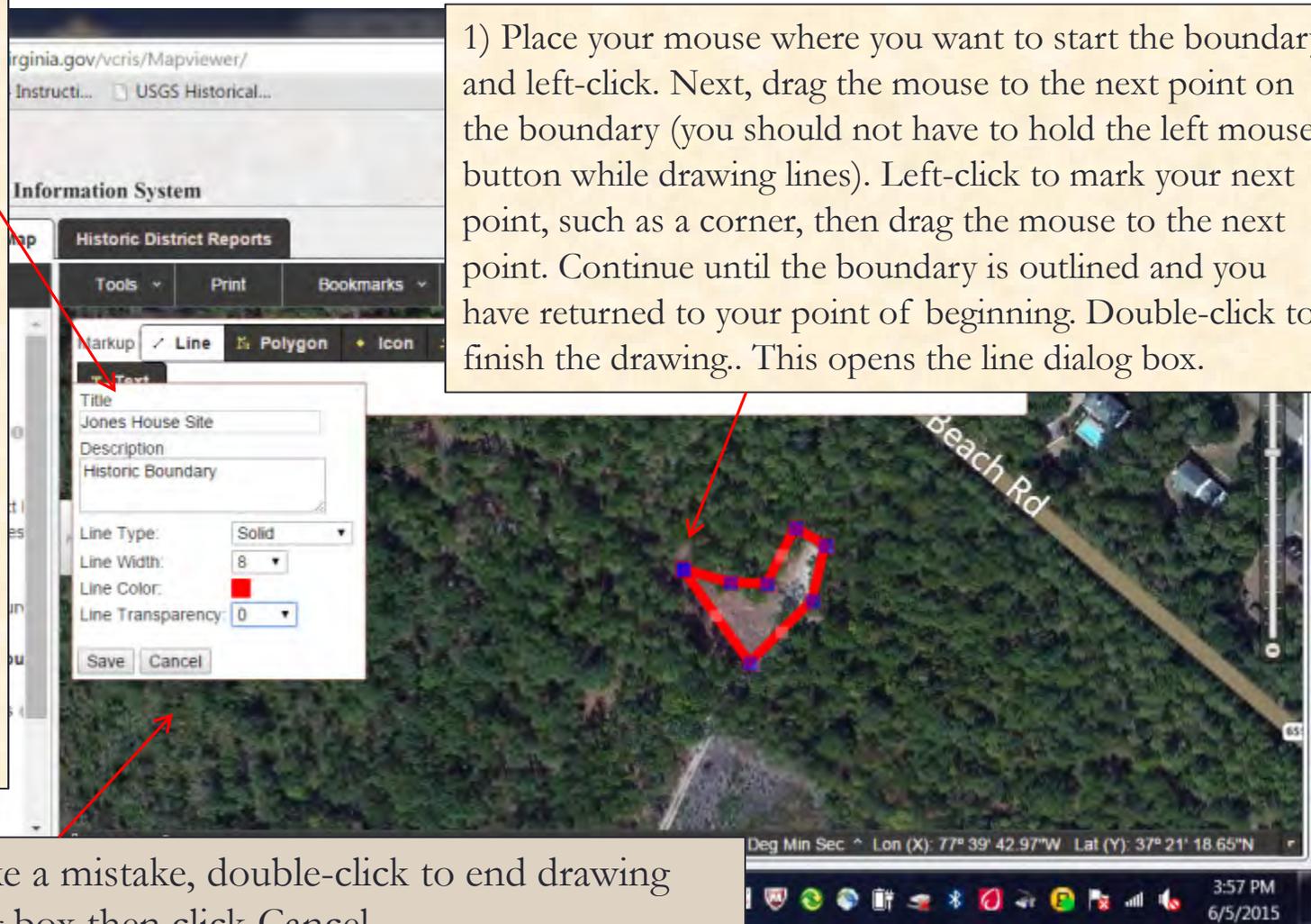
Don't forget you may have to zoom in or out of your map view to draw the entire boundary. If possible, zoom to the required scale before starting to draw. Otherwise simply use your mouse to click on the scale as needed, then go back to drawing the boundary. Pay attention to where you click as the drawing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

Map Page of the Paid Subscription Service showing the Markup menu.

# Location Map for a Newly Identified Individual Property without a Street Address – Drawing a Line

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.

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.



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

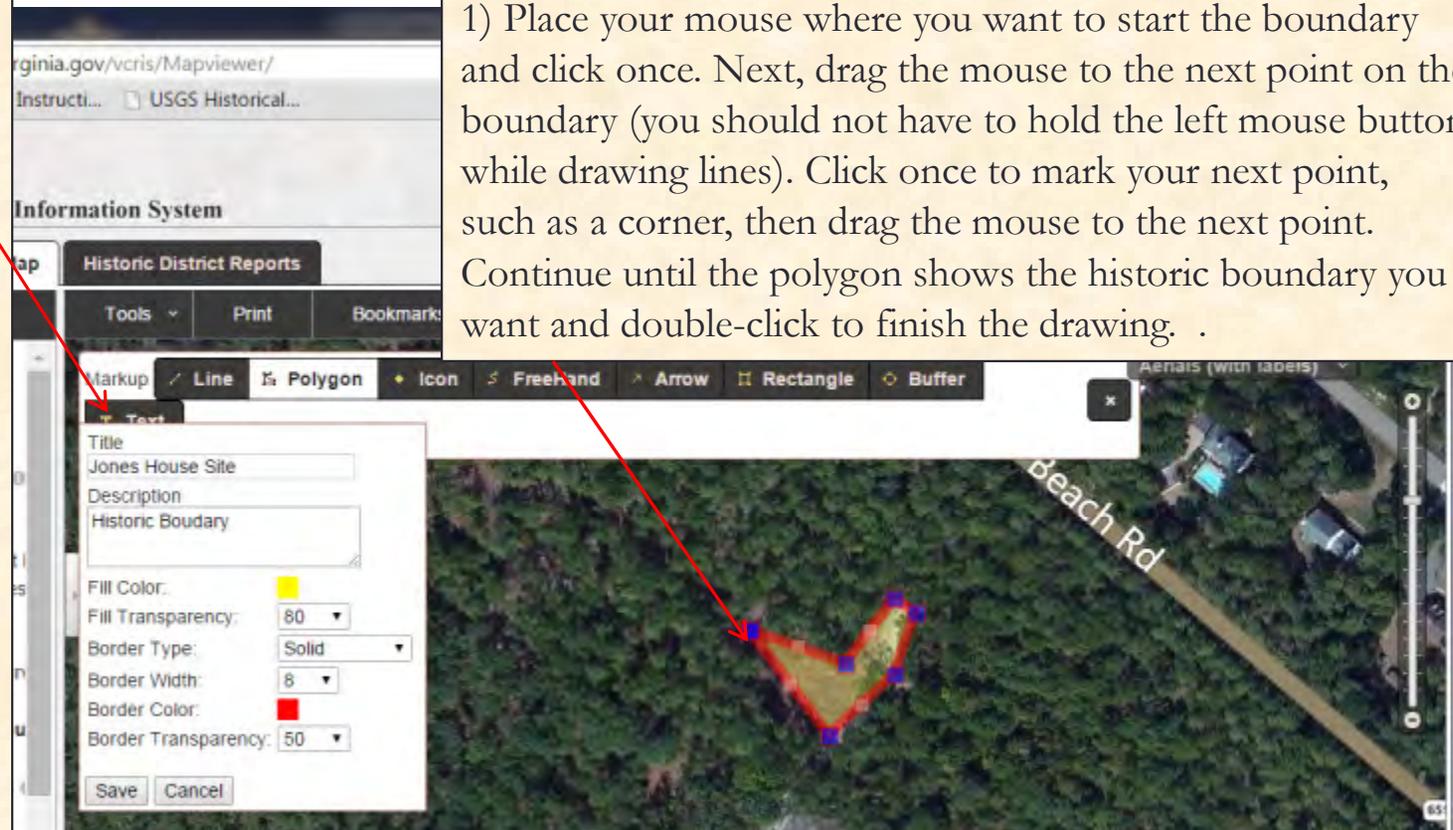
Map Page of the Paid Subscription Service showing the Line dialog box.

# Location Map for a Newly Identified Individual Property w/out a Street Address –Drawing a Polygon

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.

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 mirror's the actions of your mouse. If you make a mistake, double-click to open the dialog box and click Cancel.

**Map Page of the Paid Subscription Service showing the Polygon dialog box.**

# Location Map for a Newly Identified Individual Property without a Street Address—Drawing Freehand

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.

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: 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.

Map Page of the Paid Subscription Service showing the Freehand dialog box.

# 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.

Map Page of the Paid Subscription Service.

# 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

**Map Page of the Paid Subscription Service showing the Export Map & Print dialog box**

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

The screenshot displays the V-CRIS MapViewer interface. The browser address bar shows the URL <https://vcris.dhr.virginia.gov/vcris/Mapviewer/#>. The page header includes the V-CRIS logo and the text "Virginia Cultural Resource Information System". A welcome message for user `lena.mcdonald@dhr.virginia.gov!` is visible, along with "VCRIS Home" and "Log Out" buttons. The main navigation bar contains "Search", "Results", "Details", "Map", and "Historic District Reports". The "Map" tab is active, showing a search bar with "Beach Road, Chesterfield, VA" and a "Search" button. The map displays an aerial view with a red checkmark indicating the "Export Area". An "Export Map & Print" dialog box is open, showing a success message: "Your Export Has Completed Successfully" and a "View Export" link. Below the link, it says: "To save the file, right click the above link and choose 'Save Target As...'". A "Generate Another Map Export" link is also present. A yellow callout box with a red arrow points to the "View Export" link, containing the text: "Click 'View Export' to see your map in a new tab". The Windows taskbar at the bottom shows various application icons and the system clock displaying "12:24 PM 6/8/2015".

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

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

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

Map title is shown here

Historic boundary is shown.

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

Location Map Example

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

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.

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

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

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

The screenshot displays the Adobe Reader application window titled 'No Address.pdf - Adobe Reader'. The main content is a map from the Virginia Dept. of Historic Resources (DHR) CRIS system. The map shows a wooded area with a red checkmark and a yellow sticky note icon. A sticky note dialog box is open, containing the text: 'Draw the historic boundary to encompass the site's dimensions as shown here and on the attached sketch map.' The sticky note's title bar reads 'qaf45223' and '6/8/2015 12:27:48 PM'. The map's title block includes 'Title: Jones House Site, Chesterfield County' and 'Date: 6/8/2015'. A scale bar at the bottom left indicates 0 to 400 feet. The Adobe Reader interface includes a menu bar, a toolbar, and a right-hand sidebar with 'Edit PDF' options.

Location Map Example as shown in Adobe Reader

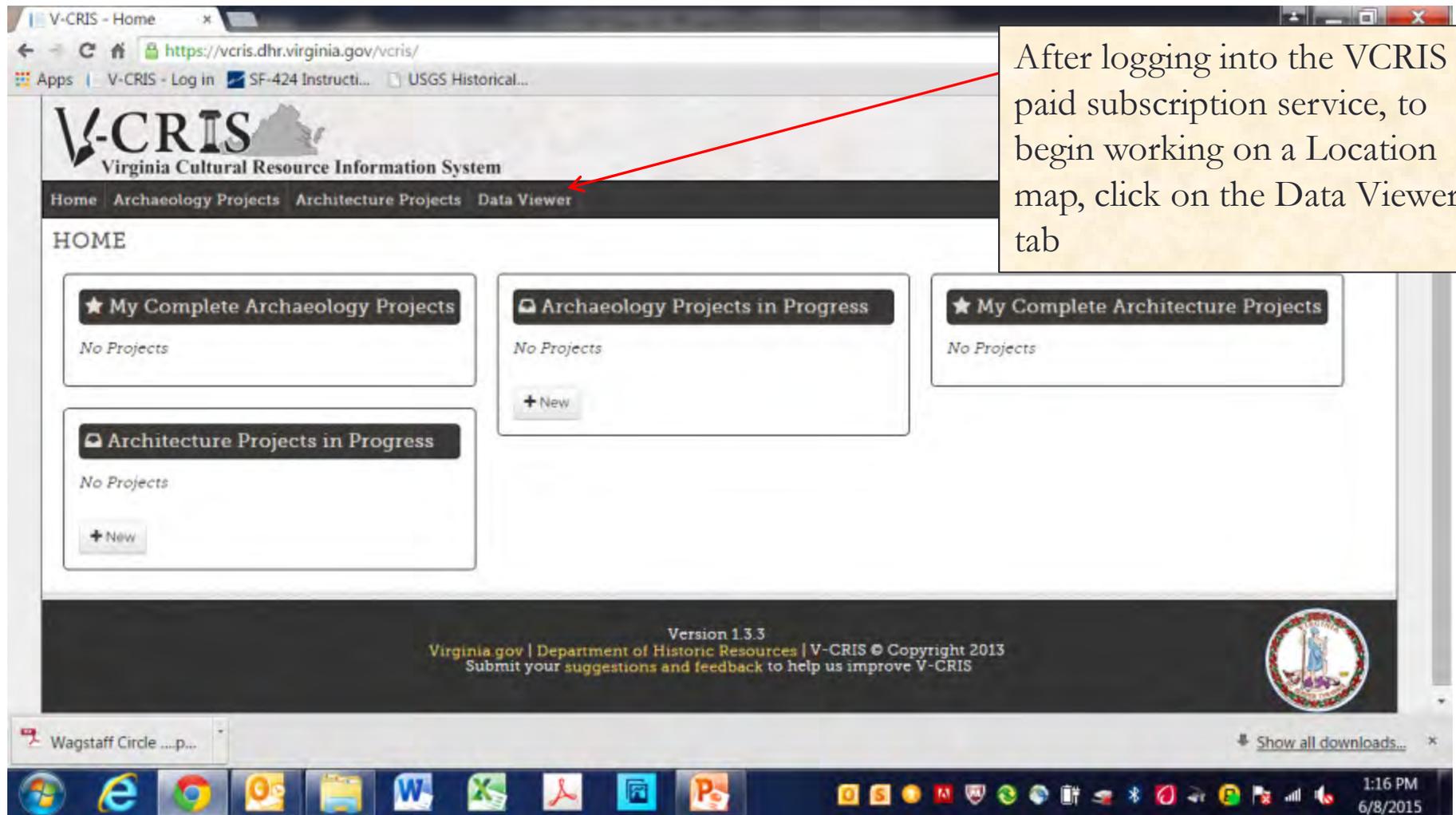
## Using the VCRIS Subscription Service – Location Map for a Newly Identified Historic District

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](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 Historic District



The screenshot shows the V-CRIS Home Page in a web browser. The browser address bar displays <https://vcris.dhr.virginia.gov/vcris/>. The page header includes the V-CRIS logo and the text "Virginia Cultural Resource Information System". Below the header is a navigation menu with the following items: Home, Archaeology Projects, Architecture Projects, and Data Viewer. The main content area is titled "HOME" and contains four project status boxes: "My Complete Archaeology Projects" (No Projects), "Archaeology Projects in Progress" (No Projects, + New), "My Complete Architecture Projects" (No Projects), and "Architecture Projects in Progress" (No Projects, + New). A red arrow points from a text box to the "Data Viewer" tab in the navigation menu. The footer of the page includes the text "Version 1.3.3", "Virginia.gov | Department of Historic Resources | V-CRIS © Copyright 2013", and "Submit your suggestions and feedback to help us improve V-CRIS". The Windows taskbar at the bottom shows the time as 1:16 PM on 6/8/2015.

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 Paid Subscription Service

# Location Map for a Newly Identified Historic District

The screenshot shows the V-CRIS website interface. At the top, there is a navigation bar with tabs for Search, Results, Details, Map, and Historic District Reports. The 'Map' tab is highlighted with a red arrow pointing to it. A yellow callout box with the text 'Click on the Map tab' is positioned above the 'Map' tab. Below the navigation bar, there is a search form with fields for DHR ID, Site Name, County/Independent City, USGS Quad, and Physiographic Province. A 'Search' button and a 'Clear All' button are located below the search fields. A note below the search form states: 'Note: Results will only be returned if they contain ALL your criteria. A search for (Main St) will typically yield more results than a specific search (e...'. The bottom of the screenshot shows a Windows taskbar with various application icons and a system tray displaying the time as 12:29 PM on 6/8/2015.

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

# Location Map for a Newly Identified Historic District

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.

The screenshot shows the V-CRIS Map Viewer interface. The browser address bar contains the URL <https://vcris.dhr.virginia.gov/vcris/Mapviewer/>. The search bar at the top right of the map area contains the text "Address: Wagstaff Circle, Richmond, VA" and a "Search" button. A red arrow points from the text box above to the search bar. The map displays a satellite view of a region with a network of roads and a highlighted area. The left sidebar shows map layers including "DHR Data", "Historic Resources", "Reference Data", and "Roads". The bottom status bar shows coordinates: "Lon (X): 79° 09' 28.35\"

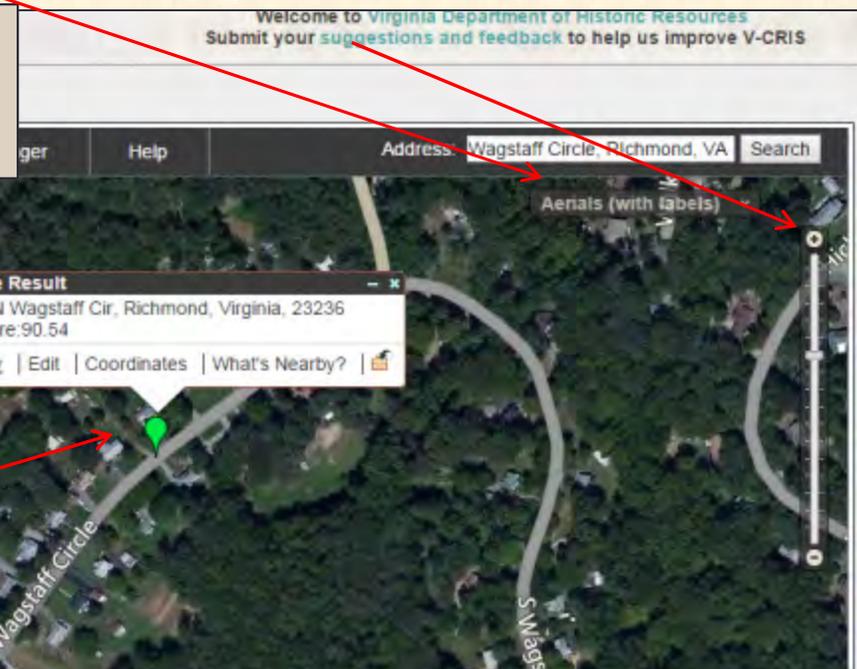
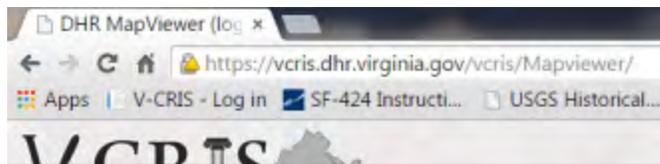
Map Page of the Paid Subscription Service

# 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 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.

**Map Page of the Paid Subscription Service, showing the general location of the search term**

# 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.

The screenshot shows the V-CRIS (Virginia Cultural Resource Information System) interface. The browser address bar displays <https://vcris.dhr.virginia.gov/vcris/Mapviewer/>. The page title is "DHR MapViewer (log x)". The main navigation bar includes "Search", "Results", "Details", and "Map". The "Map" tab is active, showing a satellite map of a residential area in Richmond, VA, centered on Wagstaff Circle. A green boundary is drawn on the map, indicating a proposed historic district. The "Tools" menu is open, with "Markup" selected. Other options in the menu include "Identify", "Measure", "Swipe", "Zoom to XY", and "View In". The "Map Layers" panel on the left shows various layers, including "DHR Data", "Historic Resources", "Reference Data", and "Roads". The "Address" field at the top right shows "Wagstaff Circle, Richmond, VA". A scale bar is visible on the right side of the map, and a red arrow points to it.

Map Page of the Paid Subscription Service showing the Tools menu.

# Location Map for a Newly Identified Historic District

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!

DHR MapViewer (log x) | https://vcris.dhr.virginia.gov/vcris/Mapviewer | V-CRIS - Log in | SF-424 Instructi... | USGS Histori... | V-CRIS Home | Log Out | Historic Resources | Help us improve V-CRIS

V-CRIS Virginia Cultural Resource Information System

Search Results Details Map Historic District Reports

Map Layers Results

DHR Data

Historic Resources

Architecture Resources

Architecture Labels

Architecture Points

Individual Historic District

Archaeological Resources

Archaeology Labels

Archaeology Points

Tools Print Bookmarks Map Manager Help Address: Wag

Markup

Line Polygon Icon FreeHand Arrow Rectangle Buffer

Text

Adkins Rd

S Wagstaff Circle

Deg Min Sec Lon (X): 77° 34' 17.21"W Lat (Y): 37° 28' 00.87"N

12:52 PM 6/8/2015

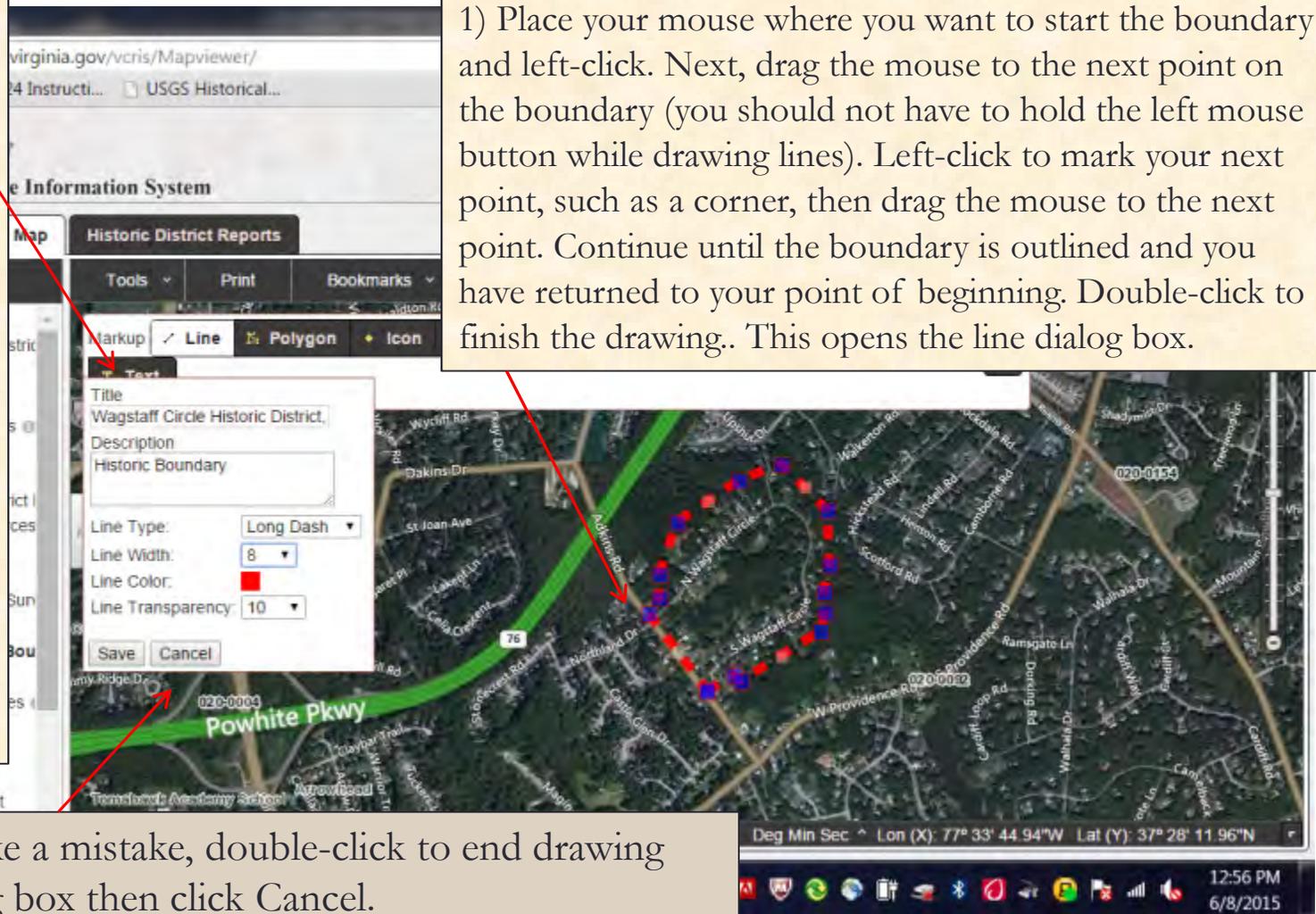
Map Page of the Paid Subscription Service showing the Markup menu.

# Location Map for a Newly Identified Historic District

## – Drawing a Line

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.

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.



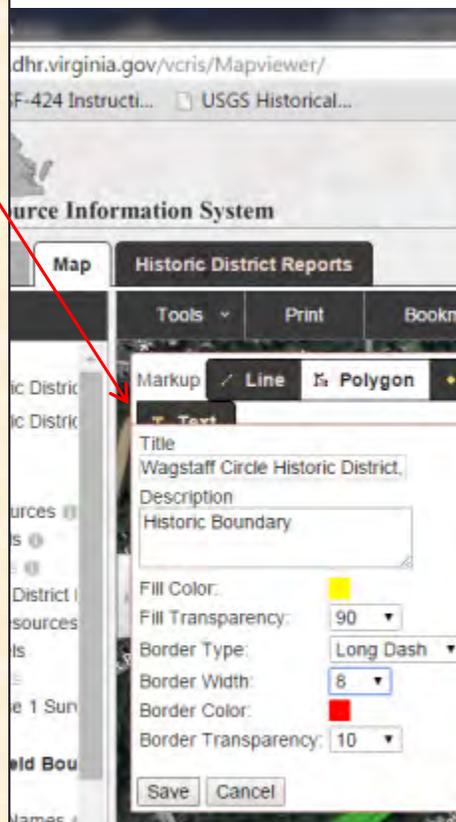
NOTE: If you make a mistake, double-click to end drawing and open the dialog box then click Cancel.

Map Page of the Paid Subscription Service showing the Line dialog box.

# Location Map for a Newly Identified Historic District

## – Drawing a Polygon

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.

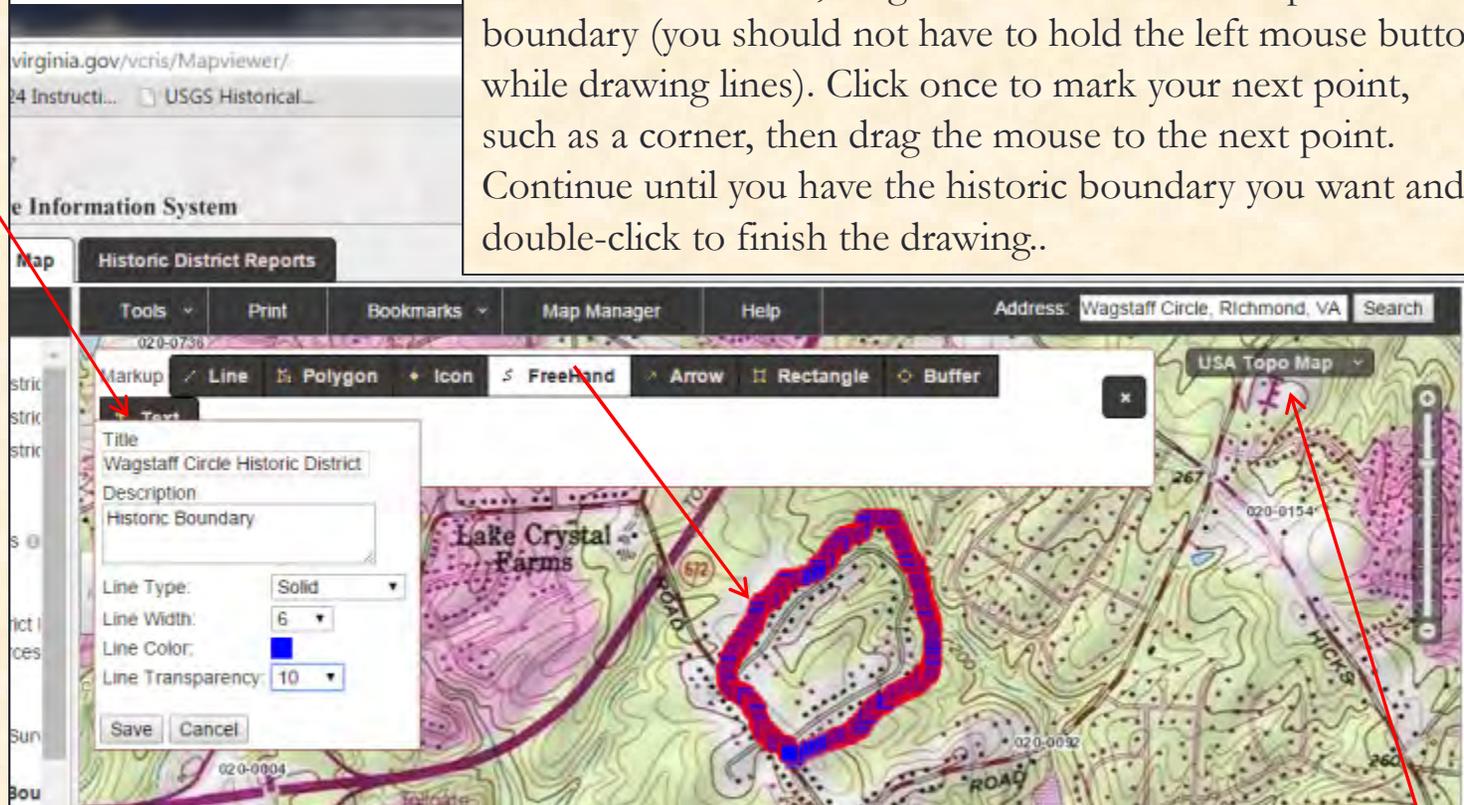
Map Page of the Paid Subscription Service showing the Polygon dialog box.

# Location Map for a Newly Identified Historic District

## – Drawing Freehand

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.

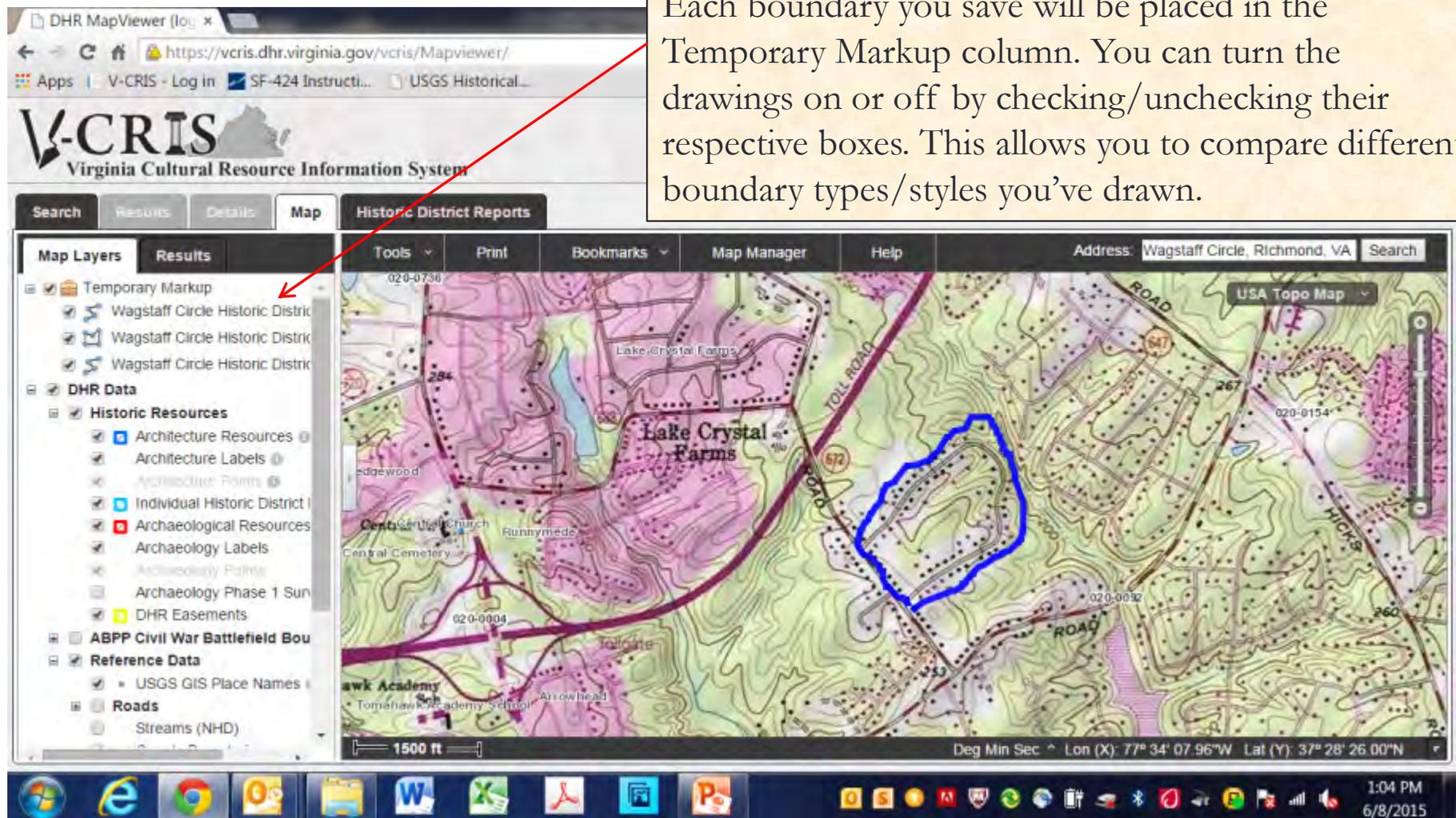
1) Place your mouse where you want to start the boundary and click once. Next, drag the mouse to the next point on the boundary (you should not have to hold the left mouse button while drawing lines). Click once to mark your next point, such as a corner, then drag the mouse to the next point. Continue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



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.

Map Page of the Paid Subscription Service showing the Freehand dialog box.

# Location Map for a Newly Identified Historic District



The screenshot displays the V-CRIS MapViewer interface. The browser address bar shows the URL <https://vcris.dhr.virginia.gov/vcris/Mapviewer/>. The page title is "V-CRIS Virginia Cultural Resource Information System". The interface includes a search bar with the address "Wagstaff Circle, Richmond, VA" and a search button. The map shows a topographic view of the Lake Crystal Farms area, with a blue boundary drawn around a specific section. The map layers panel on the left is expanded to show "Temporary Markup" and "DHR Data". The "Temporary Markup" section includes three entries for "Wagstaff Circle Historic District". The "DHR Data" section includes "Historic Resources" (Architecture Resources, Architecture Labels, Architectural Points, Individual Historic District, Archaeological Resources, Archaeology Labels, Archaeology Points, Archaeology Phase 1 Sun) and "ABPP Civil War Battlefield Bou". The "Reference Data" section includes "USGS GIS Place Names" and "Roads". The "Streams (NHD)" section is also visible. The map includes a scale bar for 1500 feet and coordinates: Lon (X): 77° 34' 07.96"W, Lat (Y): 37° 28' 26.00"N. The system tray at the bottom shows the time as 1:04 PM on 6/8/2015.

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.

Map Page of the Paid Subscription Service.

# 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

Map Page of the Paid Subscription Service showing the Export Map & Print dialog box

# Location Map for a Newly Identified Historic District

The screenshot displays the V-CRIS (Virginia Cultural Resource Information System) MapViewer interface. The browser address bar shows the URL <https://vcris.dhr.virginia.gov/vcris/Mapviewer/>. The user is logged in as `lena.mcdonald@dhr.virginia.gov!`. The interface includes a search bar with the address `Wagstaff Circle, Richmond, VA` and a search button. The map shows an aerial view of a residential area with a red dashed line outlining an "Export Area". A dialog box titled "Export Map & Print" is open, displaying the message "Your Export Has Completed Successfully" and a link to "View Export". Below the link, it instructs the user to right-click the link and choose "Save Target As...". There is also a link for "Generate Another Map Export". A red arrow points from the "View Export" link to a text box that reads: "Click 'View Export' to see your map in a new tab". The Windows taskbar at the bottom shows the time as 1:08 PM on 6/8/2015.

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

# Location Map for a Newly Identified Historic District

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

Historic boundary is shown.

Map title is shown here

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

**V-CRIS**  
Virginia Cultural Resource Information System

**Legend**

- Architecture Resources
- Architecture Labels
- Individual Historic District Properties
- Archaeological Resources
- Archaeology Labels
- DHR Easements
- USGS GIS Place names
- County Boundaries

**Title: Wagstaff Circle Historic District, Richmond, VA** **Date: 6/8/2015**

Disclaimer: Records of the Virginia Department of Historic Resources (DHR) have been gathered over many years from a variety of sources and the representation depicted is a cumulative view of field observations over time and may not reflect current ground conditions. The map is for general information purposes and is not intended for engineering, legal or other site-specific uses. Map may contain errors and is provided "as-is". More information is available in the DHR Archives located at DHR's Richmond office.

Notice if DE sites locations of archaeological sites may be sensitive the National Historic Preservation Act (NHPA), and the Archaeological Resources Protection Act (ARPA) and Code of Virginia §2.2-370.7-1105. Release of precise locations may threaten archaeological sites and historic resources.

Location Map Example

# Location Map for a Newly Identified Historic District

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

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.

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

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

Draw historic boundary to correspond with rear property lines of resources on district perimeter, and parallel to the east side of Adkins Road.

Wagstaff Circle Historic District, Richmond, VA Date: 6/8/2015

The Virginia Department of Historic Resources (DHR) have been gathered over many years from a variety of sources and the representation of field observations over time and may not reflect current ground conditions. The map is for general information purposes and is not to be used for other site-specific work. Map may contain errors and is provided "as-is". More information is available in the DHR Archives located at [redacted].

of archaeological sites may be sensitive to the National Historic Preservation Act (NHPA) and the Archaeological Resources Protection Act (16 U.S.C. 4701-4705). Release of precise locations may threaten archaeological sites and historic resources.

Location Map Example as shown in Adobe Reader

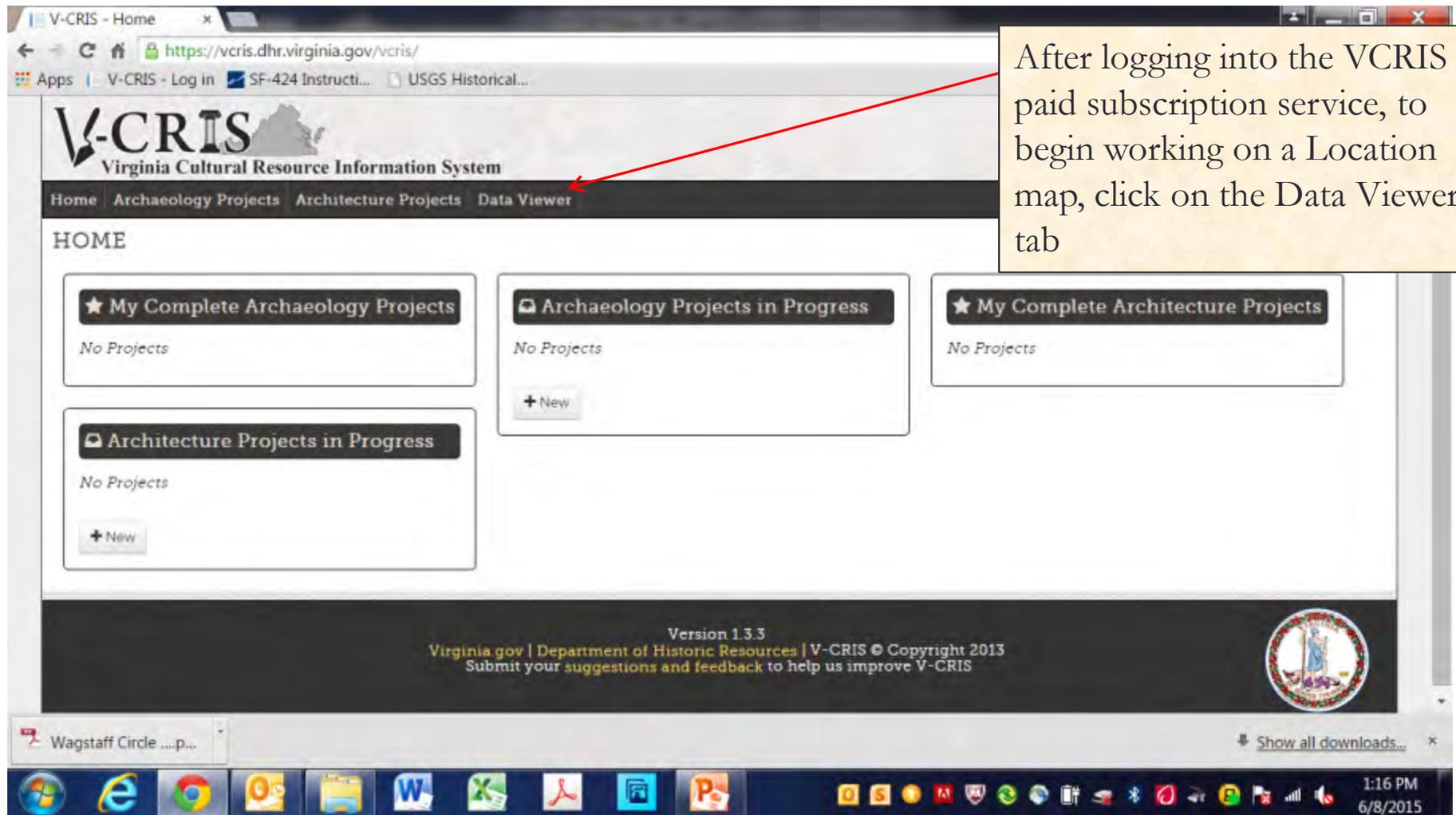
## Using the VCRIS Subscription Service – Location Map for a Previously Identified Individual Property with or without a Street Address

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](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



The screenshot shows the V-CRIS Home Page. The browser address bar displays <https://vcris.dhr.virginia.gov/vcris/>. The page header includes the V-CRIS logo and the text "Virginia Cultural Resource Information System". A navigation menu contains "Home", "Archaeology Projects", "Architecture Projects", and "Data Viewer". The main content area is titled "HOME" and features four project status boxes: "My Complete Archaeology Projects" (No Projects), "Archaeology Projects in Progress" (No Projects, +New), "My Complete Architecture Projects" (No Projects), and "Architecture Projects in Progress" (No Projects, +New). A red arrow points from a text box to the "Data Viewer" tab in the navigation menu. The footer includes "Version 1.3.3", "Virginia.gov | Department of Historic Resources | V-CRIS © Copyright 2013", and a call to action: "Submit your suggestions and feedback to help us improve V-CRIS". The Windows taskbar at the bottom shows the time as 1:16 PM on 6/8/2015.

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 Previously Identified Individual Property with or without a Street Address

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

Home Page of the Data Viewer in the VCRIS Paid Subscription Service

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

2) Click here to print the full VCRIS record or save it as a PDF.

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

Virginia Cultural Resource Information System

Search Results Details **Map** Historic District Reports

Ponter-Friendly Include Map View In Map Back To Results

DHR ID: 020-5120 OtherDHR ID: No Data

Property Information Primary Resource Secondary Resource CRM Events Bibliographic Information File Attachments

Property Evaluation Status  
Not Evaluated

Property Names

Name Explanation:	Property Name
Historic	Chesterfield Band
Current	Insurance Building

Property Addresses

Address Type	Street Number
Current	4232

Location Information

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.

1:24 PM 6/8/2015

First Page of a VCRIS Record for a Previously Identified Resource

# 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.

**Architecture Labels**

DHR_ID:	<a href="#">020-5120 (View Details)</a>
ArchitecturePropertySurveyID:	207412
Other Dhr IDs:	null
Property Names:	Chesterfield Band (Historic).
Property Addresses:	4232 Old Hundred Road
Incorporated Towns:	null

Details | Dimensions | What's Nearby?

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

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.

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

Click the Tools tab and select the Markup option.

The screenshot displays the V-CRIS MapViewer interface. The browser address bar shows the URL <https://vcris.dhr.virginia.gov/vcris>. The page header includes the V-CRIS logo and the text "Virginia Cultural Resource Information System". A welcome message for user `lena.mcdonald@dhr.virginia.gov!` is visible, along with "VCRIS Home" and "Log Out" buttons. The main navigation bar contains tabs for "Search", "Results", "Details", and "Map". The "Map" tab is active, and a "Tools" dropdown menu is open, showing options: "Identify", "Markup", "Measure", "Swipe", "Zoom to XY", and "View In". The "Markup" option is highlighted. The map area shows an aerial view of a residential area with streets labeled "Harrowgate Rd" and "Old Hundred Rd". A green circle is drawn on a building. The bottom of the screen shows a Windows taskbar with various application icons and a system tray displaying the time "1:41 PM" and date "6/8/2015".

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

# 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!

Map Page of the Paid Subscription Service showing the Markup menu.

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

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.

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.

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

The screenshot shows the DHR MapViewer interface. The 'Export Map & Print' dialog box is open, displaying options for 'Export As' (PDF (Adobe Reader)), 'Template' (8 x 10), and 'Title' (020-5120 with Revised Boundary). The 'Advanced Options' section includes 'Enable Custom Map Scale' (checked), 'Scale 1 : 2257', and 'Map Quality' (Best (Slow/Large File Size)). The 'Export' button is visible at the bottom of the dialog. The map in the background shows an aerial view of a residential area with streets labeled 'Hundred Rd', 'Old Hundred Rd', and 'Richmond St'. A red dashed circle highlights the 'Export Area' around a property. The 'Print' tab is selected in the top navigation bar.

Map Page of the Paid Subscription Service showing the Export Map & Print dialog box

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

The screenshot displays the V-CRIS MapViewer interface. The browser address bar shows <https://vcris.dhr.virginia.gov/vcris/Mapviewer/>. The page header includes the V-CRIS logo and the text "Virginia Cultural Resource Information System". A welcome message for user [lena.mcdonald@dhr.virginia.gov](mailto:lena.mcdonald@dhr.virginia.gov) is visible, along with "VCRIS Home" and "Log Out" buttons. The interface features a navigation menu with "Search", "Results", "Details", "Map", and "Historic District Reports". A "Map Layers" panel on the left lists various data layers, including "DHR Data" and "Reference Data". The main map area shows an aerial view of a residential area with streets like "W Hundred Rd" and "Old Hundred Rd". A red dashed circle highlights a specific area labeled "Export Area". An "Export Map & Print" dialog box is open, displaying the message "Your Export Has Completed Successfully" and a "View Export" link. A red arrow points from the "View Export" link to a text box at the bottom left. The text box contains the instruction: "Click 'View Export' to see your map in a new tab". The Windows taskbar at the bottom shows various application icons and the system clock indicating 2:03 PM on 6/8/2015.

Click "View Export" to see your map in a new tab

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

# Previously Identified Individual Property with or without a Street Address

The screenshot shows the V-CRIS web application interface. The browser address bar displays the URL: [https://vcris.dhr.virginia.gov/vcris/Output/mapExport\\_4b5f4a0b4bf940949859c9007c7440dc.pdf](https://vcris.dhr.virginia.gov/vcris/Output/mapExport_4b5f4a0b4bf940949859c9007c7440dc.pdf). The map displays an aerial view of a residential area with street names: W Hundred Rd, Harrowgate Rd, Percival St, and Old Hundred Rd. A red arrow points to a green square on the map, indicating a specific property location.

Annotations and instructions:

- 2) After saving the map, close tab by clicking on the X.** (Points to the browser tab close button)
- Current and revised historic boundaries are shown.** (Points to the map area)
- 1) Click the Save icon to save a PDF of the map to your computer.** (Points to the save icon in the bottom toolbar)
- Map title is shown here** (Points to the map title: "020-5120 with Revised Boundary")

Map title: 020-5120 with Revised Boundary  
Date: 6/8/2015

Legend:  
USGS GIS Place names  
County Boundaries

Scale: 0 50 100 150 200 Feet  
1:2,257 / 1"=188 Feet

DISCLAIMER: Records of the Virginia Department of Historic Resources (DHR) have been gathered over many years from a variety of sources and the representation depicted is a cumulative view of field observations over time and may not reflect current ground conditions. The map is for general information purposes and is not intended for engineering, legal or other site-specific uses. Map may contain errors and is provided "as-is". More information is available in the DHR Archives located at DHR's Richmond office.

Notice: If all sites (locations of archaeological sites) may be sensitive to the National Historic Preservation Act (NHPA), and the Archaeological Resources Protection Act (ARPA) and Code of Virginia (§2.2-1702.7 (1)). Release of precise locations may threaten archaeological sites and historic resources.

Location Map Example

# Previously Identified Individual Property with or without a Street Address

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.

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

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

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

The screenshot displays the Adobe Reader interface with a map PDF titled "020-5120.pdf". The map shows an aerial view of a residential area with streets labeled: W Hundred Rd, Harrowgate Rd, and Old Hundred Rd. A green line indicates the VCRIS boundary, and a red line indicates the corrected historic boundary. A sticky note with the text "VCRIS boundary (green line) is incorrect. Corrected historic boundary (red line) is drawn to encompass the property's legal parcel." is overlaid on the map. The Adobe Reader toolbar is visible at the top, and the Windows taskbar is at the bottom. A scale bar and north arrow are also present on the map.

**Title: 020-5120 with Revised Boundary** **Date: 6/8/2015**

DISCLAIMER: Records of the Virginia Department of Historic Resources (DHR) have been gathered over many years from a variety of sources and the representation depicted is a cumulative view of field observations over time and may not reflect current ground conditions. The map is for general information purposes and is not intended for engineering, legal or other site-specific uses. Map may contain errors and is provided "as-is". More information is available in the DHR Archives located at DHR's Richmond office.

Notice: If all sites locations of archaeological sites may be sensitive to the National Historic Preservation Act (NHPA) and the Archaeological Resources Protection Act (ARPA) and Code of Virginia (2.2-3701.3 (3)). Release of precise locations may threaten archaeological sites and historic resources.

Location Map Example as shown in Adobe Reader

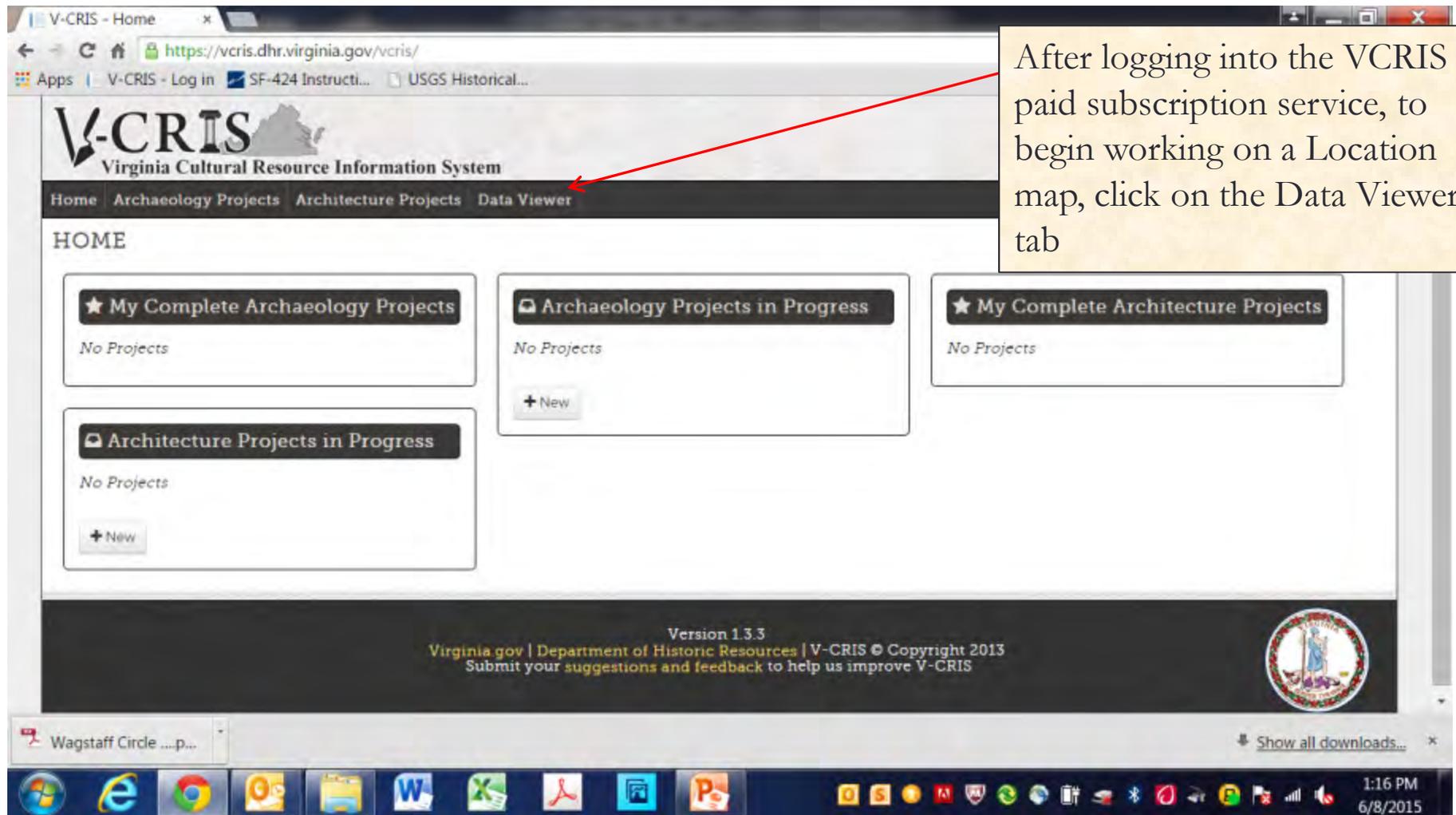
## Using the VCRIS Subscription Service – Location Map for a Previously Identified Historic District

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](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



The screenshot shows the V-CRIS Home Page in a web browser. The browser address bar displays <https://vcris.dhr.virginia.gov/vcris/>. The page header includes the V-CRIS logo and the text "Virginia Cultural Resource Information System". Below the header is a navigation menu with tabs for "Home", "Archaeology Projects", "Architecture Projects", and "Data Viewer". The "Data Viewer" tab is highlighted. The main content area is titled "HOME" and contains four project status boxes: "My Complete Archaeology Projects", "Archaeology Projects in Progress", "My Complete Architecture Projects", and "Architecture Projects in Progress". Each box shows "No Projects" and a "+ New" button. A red arrow points from a text box to the "Data Viewer" tab. The footer of the page includes the text "Version 1.3.3", "Virginia.gov | Department of Historic Resources | V-CRIS © Copyright 2013", and "Submit your suggestions and feedback to help us improve V-CRIS". The Windows taskbar at the bottom shows the time as 1:16 PM on 6/8/2015.

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 Previously Identified Historic District

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

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.

2) Click Search

Home Page of the Data Viewer in the VCRIS Paid Subscription Service

# 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.

DHR ID	Other DHR ID(s)	Property Name(s)	Address	County	Property Type	Other Features
<input type="checkbox"/> 020-5087	020-5443-0003	Chester Methodist Church Parsonage (H)	12020 Winfree Street	Chesterfield (County)		
<input type="checkbox"/> 020-5093	020-5443-0010	Eichelberger House, 12332 Winfree Street	12332 Winfree Street	Chesterfield (County)		
<input type="checkbox"/> 020-5098	020-5443-0002	Chester 994 Masonic Lodge (Historic/Cur	4111 Dodomeade St	Chesterfield (County)		
<input type="checkbox"/> 020-5102	020-5443-0008	Pretlow House (Historic/Current), Snead-	3800 Curtis Street	Chesterfield (County)		
<input type="checkbox"/> 020-5118	020-5443-0011	Walter Stiles House (Historic)	4201 Old Hundred Road	Chesterfield (County)	Single Dwelling	Garage, Secondary Dwelling
<input type="checkbox"/> 020-5128	020-5443-0009	Chester Hotel Cottage (Historic), White-F	3901 Curtis Street West	Chesterfield (County)	Hotel/Inn	
<input checked="" type="checkbox"/> 020-5443-0000	020-5443	Chester Historic District (Current)		Chesterfield (County)	Historic District	
<input type="checkbox"/> 020-5443-0001		Shed, Dodomeade Street (Function/Local	Dodomeade Street	Chesterfield (County)	Shed	
<input type="checkbox"/> 020-5443-0004		House, 12108 Winfree Street (Function/Lc	12108 Winfree Street	Chesterfield (County)	Single Dwelling	
<input type="checkbox"/> 020-5443-0005		House, 12116 Winfree Street (Function/Lc	12116 Winfree Street	Chesterfield (County)	Single Dwelling	Garage
<input type="checkbox"/> 020-5443-0006		House, 12116 Railroad Street (Function/L	12116 Railroad Street	Chesterfield (County)	Single Dwelling	
<input type="checkbox"/> 020-5443-0007		House, Richmond Street (Function/Local	Richmond Street	Chesterfield (County)	Single Dwelling	Secondary Dwelling

Results Page of the VCRIS Paid Subscription Service

# Location Map for a Previously Identified Historic District

2) Click here to print the full VCRIS record or save it as a PDF.

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

Virginia Cultural Resource Information System

Search Results Details **Map** Historic District Reports

Ponter-Friendly Include Map View In Map Back To Results

DHR ID: 020-5120 OtherDHR ID: No Data

Property Information Primary Resource Secondary Resource CRM Events Bibliographic Information File Attachments

Property Evaluation Status  
Not Evaluated

Property Names

Name Explanation:	Property Name
Historic	Chesterfield Band
Current	Insurance Building

Property Addresses

Address Type	Street Number	Street Name
Current	4232	Old Hun...

Location Information

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.)

2) Click here to print the full VCRIS record or save it as a PDF.

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

Windows taskbar: 1:24 PM 6/8/2015

First Page of a VCRIS Record for a Previously Identified Historic District

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

The screenshot shows the DHR MapViewer interface. The browser address bar displays <https://vcris.dhr.virginia.gov/vcris/Mapviewer/#>. The interface includes a 'Map Layers' panel on the left, a central map area, and an 'Architecture Labels' popup window. The popup window contains the following information:

DHR_ID:	020-5443 (View Details)
ArchitecturePropertySurveyID:	60591
Other Dhr IDs:	null
Property Names:	Chester Historic District (Cur
Property Addresses:	null
Incorporated Towns:	null

Annotations on the screenshot include:

- A callout box pointing to the 'View Details' link in the popup window: "Click the 'View Details' link to see the full VCRIS record for this DHR ID".
- A callout box pointing to the 'Map Layers' panel: "This information box provides summary data for the property with this DHR ID." (Note: this text is slightly misleading as the map layers panel shows general categories, not specific property data).
- A callout box pointing to the 'Architecture Labels' popup window: "Click the minimize symbol to reduce the Architecture Labels box so you can see the map without obstructions." (Note: the minimize symbol is not clearly visible in the image).
- A callout box pointing to the 'Historic Resources' section in the 'Map Layers' panel: "To unclutter your map view, you can turn off one or more map layers by unchecking the boxes beneath the Historic Resources heading." (Note: the checkboxes are not clearly visible in the image).

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.

The screenshot shows the DHR MapViewer interface. The top navigation bar includes a search field and a dropdown menu for map background options, which is currently set to 'Aerials (with labels)'. The map area displays an aerial view of a historic district with a green boundary overlay. The sidebar on the left contains various data layers, including 'DHR Data', 'Historic Resources', and 'Reference Data'. A red arrow points from the text above to the dropdown menu, and another red arrow points from the text above to the map area.

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.

The screenshot displays the V-CRIS (Virginia Cultural Resource Information System) web application. The browser address bar shows the URL <https://vcris.dhr.virginia.gov/vcris>. The page header includes the V-CRIS logo and the text "Virginia Cultural Resource Information System". A user login message reads "Welcome, lena.mcdonald@dhr.virginia.gov!" with "VCRIS Home" and "Log Out" buttons. Below the header, there are navigation tabs for "Search", "Results", "Details", and "Map". The "Map" tab is active, and a "Tools" dropdown menu is open, showing options: "Identify", "Markup", "Measure", "Swipe", "Zoom to XY", and "View In". The "Markup" option is highlighted. The main map area shows an aerial view of a residential area with a green polygon outlining a historic district. Labels on the map include "Harrow", "Laprade St", "Percival St", "West St", "Richmond St", "Shannon St", "Winfree St", "Petersburg St", and "Aenals (with labels)". A scale bar indicates "500 ft". The bottom of the screen shows a Windows taskbar with various application icons and a system tray displaying the time "2:41 PM" and date "6/8/2015".

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.

2) Use different line styles for different purposes, such as one for a boundary increase and another for a decrease.

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!

Map Page of the Paid Subscription Service showing the Markup menu.

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

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.

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.

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 Historic District, showing the Line Options

# 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.

The screenshot displays the V-CRIS MapViewer interface. The browser address bar shows 'https://vcris.dhr.virginia.gov'. The page title is 'DHR MapViewer (log x)'. The V-CRIS logo and 'Virginia Cultural Resource Information System' are visible. The interface includes a search bar, navigation tabs (Search, Results, Details, Map), and a 'Historic District Reports' section. The 'Map Layers' panel on the left shows 'Temporary Markup' and 'DHR Data' categories. The 'Markup' dialog box is open, showing a 'Line' type with a 'Dash Dot' line style, a width of 8, a red color, and 50% transparency. The 'Save' button is highlighted with a red arrow.

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

# 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

The screenshot displays the DHR MapViewer web application. The browser address bar shows the URL: <https://vcris.dhr.virginia.gov/vcris/Mapviewer/#>. The interface includes a search bar, navigation tabs (Search, Results, Details, Map, Historic District Reports), and a toolbar with options like Map Layers, Results, Tools, Print, Bookmarks, Map Manager, and Help. An 'Export Map & Print' dialog box is open, showing settings for 'Export As' (PDF), 'Template' (8 x 10), 'Title' (D20-5443 with Revised Boundaries), and 'Advanced Options' (Scale 1:18056, Map Quality: Best). A map of a residential area is visible, with a green rectangular 'Export Area' overlaid on a property. A red arrow points from the 'Print' tab in the toolbar to the dialog box. Another red arrow points from the 'Export' button in the dialog box to the text in the third instruction box. A third red arrow points from the 'Print' tab to the text in the first instruction box. A fourth red arrow points from the 'Export' button to the text in the second instruction box.

Map Page of the Paid Subscription Service showing the Export Map & Print dialog box

# Location Map for a Previously Identified Historic District

The screenshot shows the V-CRIS MapViewer interface. The browser address bar displays <https://vcris.dhr.virginia.gov/vcris/Mapviewer/#>. The page header includes the V-CRIS logo and the text "Virginia Cultural Resource Information System". A navigation menu at the top includes "Search", "Results", "Details", "Map", and "Historic District Reports". The "Map" tab is active, showing a map of a residential area with a green-shaded "Export Area" outlined in blue. A dialog box titled "Export Map & Print" is open, displaying the message "Your Export Has Completed Successfully" and a "View Export" link. A red arrow points from the "View Export" link in the dialog box to the "View Export" link in the browser's address bar. The map includes a scale bar for 1500 feet and coordinates: Deg Min Sec ^ Lon (X): 77° 26' 06.15"W Lat (Y): 37° 21' 00.68"N.

Click View Export to see your map in a new tab

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

# Location Map for a Previously Identified Historic District

The screenshot displays the V-CRIS (Virginia Cultural Resource Information System) map viewer. The browser address bar shows the URL: [https://vcris.dhr.virginia.gov/vcris/Output/MapExport\\_Dc4c9abaad4045f3938c2801c4a6ca83.pdf](https://vcris.dhr.virginia.gov/vcris/Output/MapExport_Dc4c9abaad4045f3938c2801c4a6ca83.pdf). The map shows an aerial view of a residential area with a green polygon and a blue square highlighting specific boundaries. A legend on the left identifies 'USGS GIS Place names' and 'County Boundaries'. A scale bar at the bottom left indicates a scale of 1:18,056 (1"=1,505 Feet). The map title is '020-5443 with Revised Boundaries' and the date is '6/8/2015'. A disclaimer at the bottom states: 'DISCLAIMER: Records of the Virginia Department of Historic Resources (DHR) have been gathered over many years from a variety of sources and the representation depicted is a composite view of field observations over time and may not reflect current ground conditions. The map is for general information purposes and is not intended for engineering, legal or other site-specific uses. Map may contain errors and is provided "as-is". More information is available to the DHR Archives located at DHR's Richmond office. Notice if all sites locations of archaeological sites may be sensitive to the National Historic Preservation Act (NHPA), and the Archaeological Resources Protection Act (ARPA) and Code of Virginia §2.2-370.7 (1b). Release of precise locations may threaten archaeological sites and historic resources.'

Annotations on the screenshot include:

- A callout box pointing to the browser tab: "2) After saving the map, close tabs by clicking on the X."
- A callout box pointing to the map area: "Current and revised historic boundaries are shown."
- A callout box pointing to the map title: "Map title is shown here"
- A callout box pointing to the save icon: "1) Click the Save icon to save a PDF of the map to your computer."

Location Map Example

# Location Map for a Previously Identified Historic District

The screenshot shows the Adobe Reader interface with a PDF document titled "Chester HD.pdf". The map displays a green-shaded area representing a historic district boundary. Two sticky notes are visible: one with the text "Proposed boundary decrease area" and another with "Proposed boundary increase area for the Chester Historic District (020-5443)". The Adobe Reader toolbar and a sidebar with "Send Files" and "Store Files" options are also visible.

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.

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

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

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

Location Map Example in Adobe Reader

## 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](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](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](http://www.dhr.virginia.gov/registers/downloading_register_forms.htm).