



DHR | Virginia Department of Historic Resources

SUBMITTING PRELIMINARY INFORMATION FORMS (PIFs) TO DHR

Thank you for your interest in DHR's Historic Registers program. By undertaking a nomination project, you are contributing to public understanding of Virginia's history, architecture, and archaeology.

The Department of Historic Resources staff accepts Preliminary Information Forms (PIFs) on a rolling basis throughout the year. You are encouraged to submit your PIF as soon as it is completed.

PIFs must be submitted to the appropriate Regional staff member for review. (See www.dhr.virginia.gov, "Contact Us" section for a list of Regional offices with contact information and their coverage areas.)

Detailed information about the PIF and DHR's evaluation process is available at <https://www.dhr.virginia.gov/historic-register/preliminary-evaluation-and-nomination-processes/>.

A blank PIF is available for download at https://www.dhr.virginia.gov/registers/downloading_register_forms.htm.

Upon completion of review and evaluation of your PIF, DHR Regional office staff will provide you with guidance on next steps.

PIFs are placed on the agenda of a State Review Board meeting at the discretion of DHR staff.



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SUBMITTING NOMINATIONS OF INDIVIDUAL PROPERTIES TO DHR FOR REVIEW

Thank you for your interest in DHR's Historic Registers program. By undertaking a nomination project, you are contributing to public understanding of Virginia's history, architecture, and archaeology.

Nomination packets are submitted to the appropriate DHR Regional staff member for review. (See www.dhr.virginia.gov, "Contact Us" section for regional offices and their coverage areas.)

Please refer to the Register Checklist for detailed instructions on preparing the materials that will make up your nomination packet. The list is available for download at http://www.dhr.virginia.gov/register/downloading_register_forms.htm.

Both DHR Regional staff and Register program staff review nomination packets to assure that all technical and substantive requirements are met. DHR's staff conduct review of nomination packets on a quarterly basis. Each calendar year is divided into quarters as shown below:

DHR's Review Quarters

Winter: November 1, 2018 – January 31, 2019

Spring: February 1, 2019 – April 30, 2019

Summer: May 1, 2019 – July 31, 2019

Fall: August 1, 2019 – October 31, 2019

If you complete your nomination packet during a review quarter that is already underway, you are welcome to submit it at that time, and DHR staff will commence review as soon as possible.

Upon completion of review of your draft nomination packet, DHR Regional office staff will provide you with review comments and guidance on next steps.

Upon final approval of a nomination packet, DHR's Regional staff will request that you submit a Legal Notification Form, along with all accompanying notification materials.

PLEASE NOTE: Submittal of a nomination packet by a date listed above *does not guarantee* your nomination packet will be presented to the Virginia Board of Historic Resources and the Virginia State Review Board at one of their quarterly meetings. Nominations are placed on the Boards' joint meeting agenda at the discretion of Virginia's State Historic Preservation Officer.



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SUBMITTING HISTORIC DISTRICT NOMINATIONS TO DHR FOR REVIEW

Thank you for your interest in DHR's Historic Registers program. By undertaking a nomination project, you are contributing to public understanding of Virginia's history, architecture, and archaeology.

Nomination packets are submitted to the appropriate DHR Regional staff member for review. (See www.dhr.virginia.gov, "Contact Us" section for regional offices and their coverage areas.)

Please refer to the Register Checklist for detailed instructions on preparing the materials that will make up your nomination packet. For historic district nominations, a Public Engagement Form and related documentation also must be included. Both of these forms are available for download at http://www.dhr.virginia.gov/registers/downloading_register_forms.htm.

DHR's Regional and Register program staff **cannot commence review** of historic district draft nomination packets until

- 1) all survey materials have been approved by DHR's Architectural Survey management team;
- 2) A VCRIS-generated final inventory report for the district has been included in the nomination form.

For additional information about architectural survey requirements, please email Architectural Survey Manager Blake McDonald at Blake.McDonald@dhr.virginia.gov.

Both DHR Regional staff and Register program staff review nomination packets to assure that all technical and substantive requirements are met. DHR's staff conduct review of nomination packets on a quarterly basis. Each calendar year is divided into quarters as shown below:

Start Dates of DHR's Quarterly Review Cycles

Winter: November 1, 2018 – January 31, 2019

Spring: February 1, 2019 – April 30, 2019

Summer: May 1, 2019 – July 31, 2019

Fall: August 1, 2019 – October 31, 2019

Upon completion of review of your draft nomination packet, DHR Regional office staff will provide you with review comments and guidance on next steps.

Upon final approval of a district nomination packet, DHR's Regional staff will request that you submit a Public Hearing Information Form and a Legal Notification Form, along with all accompanying notification materials.

PLEASE NOTE: Submittal of a nomination packet by a date listed above *does not guarantee* your nomination packet will be presented to the Virginia Board of Historic Resources and the Virginia State Review Board at one of their quarterly meetings. Nominations are placed on the Boards' joint meeting agenda at the discretion of Virginia's State Historic Preservation Officer.