



**VIRGINIA DEPARTMENT OF HISTORIC RESOURCES  
Historic Preservation Easement Program**

**ADMINISTRATIVE FEES ~ BILLING STATEMENT**

The Board of Historic Resources has adopted an administrative fee schedule.

See *Easement Program Policy #12: Administrative Fees* for complete information: [https://www.dhr.virginia.gov/wp-content/uploads/2018/06/VBHR\\_Easement\\_Program\\_Policy\\_12\\_Administrative\\_Fees.pdf](https://www.dhr.virginia.gov/wp-content/uploads/2018/06/VBHR_Easement_Program_Policy_12_Administrative_Fees.pdf)

*Please note that review of the application will begin only when valid payment for processing fees is received.*

*Please submit a scanned copy of the completed billing statement with your electronic application and a hard copy with your check.*

|  |  |
|--|--|
| <b>Name of property:</b>                     | _____  |
| <b>Easement File Number (if applicable):</b> | _____  |
| <b>Address of property:</b>                  | Street _____   |
|  | City _____ County _____ State <u>VA</u> Zip _____    |
| <b>Project contact:</b>                      | Name _____   |
|  | Street _____ City _____                              |
|  | State _____ Zip _____ Daytime Telephone Number _____ |
|  | Email _____  |
| <b>Owner:</b>                                | Name _____   |
|  | Street _____ City _____                              |
|  | State _____ Zip _____ Daytime Telephone Number _____ |
|  | Email _____  |

**Check fee that applies:**

|                          | Fee  | Amount  | Due                                |
|--------------------------|--|---|------------------------------------|
| <input type="checkbox"/> | Easement Application Fee   | \$500   | At the time of application         |
| <input type="checkbox"/> | Grant Funded Easements Requiring Additional Restrictions   | 2% of grant award   | At disbursement of grant           |
| <input type="checkbox"/> | Reconsideration of Easement Offer  | \$1,000   | At time of re-application          |
| <input type="checkbox"/> | Update or Revision of Baseline Documentation   | \$1,500   | Prior to DHR conducting work       |
| <input type="checkbox"/> | Amendment of Existing Easement   | \$2,000   | At the time of application         |
| <input type="checkbox"/> | Conversion/Diversion (Under Section 10.1-1704 of the Open Space Land Act) Review Fee                             | \$1,600   | At the time of application         |
| <input type="checkbox"/> | Conversion/Diversion (Under Section 6(f)(3) of the Land and Water Conservation Fund Act) Review Fee <sup>1</sup> | \$1,600   | At the time of application         |
| <input type="checkbox"/> | Conversion/Diversion Processing Fee  | \$1,600 for first 40 hours with potential for additional fees if staff time extends beyond 40 hours | At the time of application         |
| <input type="checkbox"/> | Boundary Line Adjustment Review  | \$1,600   | At the time of application         |
| <input type="checkbox"/> | Expedited Project Review**   | \$500   | Prior to submission of application |

**\*\*Expedited Review Fees:**

Upon request, if the current workload permits, the department may review complete, fully documented applications within ten (10) business days. The Division Director reserves the right to deny requests for expedited review if the current workload at the department so warrants. To inquire about expedited review, please contact Elizabeth Tune at [Elizabeth.Tune@dhr.virginia.gov](mailto:Elizabeth.Tune@dhr.virginia.gov).

**Send your check made out to “Virginia Department of Historic Resources” with a copy of this completed form to:**

Easement Program  
Virginia Department of Historic Resources  
2801 Kensington Avenue  
Richmond, Virginia 23221

<sup>1</sup> Land and Water Conservation Fund Act (54 U.S.C. §§ 200301 - 200310 (2017, as amended)), specifically Section 200305(f)(3), commonly known and hereinafter referred to as “Section 6(f)(3).”