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PRELIMINARY INFORMATION FORM (PIF) for Archaeological Sites

The Preliminary Information Form (PIF) constitutes an application for preliminary consideration of a property for eligibility for the Virginia Landmarks Register and the National Register of Historic Places. The PIF is **not** the same as a nomination to the Registers, but is a means for evaluating the **eligibility** of a property for listing. The PIF is evaluated by Department of Historic Resources (DHR) staff and the State Review Board and their recommendations regarding the property's eligibility will be provided to the applicant and property owner.

Before Preparing a PIF

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

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

Preparing a PIF

A PIF consists of three equally important parts:

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

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

- Property owner's signature
 - Contact information for the person submitting the form (if different from the property owner)
2. **Photos:** Provide color photographs of the site's current condition as well as photographs from any field investigations that may have occurred.
 3. **Maps:** A minimum of two maps must accompany your PIF:
 - **Location map:** This map shows the exact location of the site. The map can be created using Google Earth, DHR's VCRIS mapping application, or other mapping websites. A copy of a section of a USGS topographic quadrangle map also may be used. The location map must include the date, county/city where the site is located, site name, a "North" arrow, and its DHR inventory number (if already assigned). (Sections of USGS quadrangle maps can be printed free of charge using the Map Locator at the USGS website: <https://store.usgs.gov/maps>).
 - **Sketch map:** This map depicts the site's boundaries in relationship to other features that are important in conveying the location of the site, such as major roads, waterways, and topographic features. The sketch map must include the date, county/city where the site is located, site name, its DHR inventory number (if already assigned), a "North" arrow, and "Not to Scale" (if appropriate). The sketch map can be drawn by hand, or an annotated aerial view, tax parcel map or survey map may be used.

Submitting a PIF

Once you have completed the PIF, submit it to the appropriate Regional office. The Regional staff member will inform you when DHR staff will review your PIF and answer any questions you may have about the evaluation process.

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

Thank you for taking the time to submit this Preliminary Information Form.

Your interest in Virginia's historic resources is helping to provide better stewardship of our cultural past.



DHR No. (to be completed by DHR staff) _____

Purpose of Evaluation

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

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

1. General Property Information

Site name: _____

Site address (or distance to nearest intersection): _____

Town (if applicable): _____

Zip code: _____

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

USGS Quadrangle: _____

2. Physical Character of General Surroundings

Acreage: _____

Approximate Dimensions: _____

Site Description Notes/Notable Landscape Features:

Current Use of Site:

Any Known Threats to the Site:

Briefly describe the site's overall location and setting, including any notable landscape features:



Archaeological Description: Discuss (a) archaeological deposits present at the site and their level of integrity, and (b) prior investigations at the site as well as prior historical documentation for the site, citing all available references. For sites being evaluated for the Threatened Sites Fund, also discuss types of threats facing the resource, the severity of such threats, and if threats are immediate or long-term in nature.



Archaeological Significance Statement: Discuss historical and archaeological reasons that the site is likely to be significant. Briefly note any significant events, personages, and / or families associated with the site. Detail what research issues could be effectively addressed with the archaeological remains preserved at this site.



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

Private: _____ Public\Local _____ Public\State _____ Public\Federal _____

Current Legal Owner(s) of the Property (If the property has more than one owner, please list each below or on an additional sheet.)

name/title: _____

organization: _____

street & number: _____

city or town: _____ state: _____ zip code: _____

e-mail: _____ telephone: _____

Legal Owner's Signature: _____

Date: _____

•• Signature required for processing all applications. ••

In the event of corporate ownership you must provide the name and title of the appropriate contact person.

Contact person: _____

Daytime Telephone: _____

Applicant Information (Individual completing form if other than legal owner of property)

name/title: _____

organization: _____

street & number: _____

city or town: _____ state: _____ zip code: _____

e-mail: _____ telephone: _____