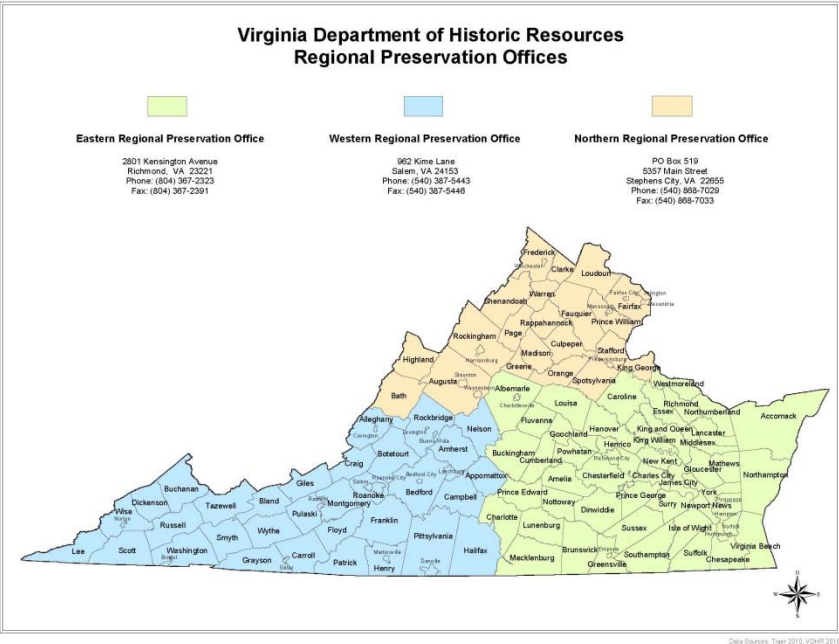


The National Register/Virginia Landmarks Register Process as Managed by the Virginia Department of Historic Resources

Step 1. Contact the Regional Office that serves the area where your property is located to introduce yourself and learn about the basics of nominating a property. The Virginia Department of Historic Resources (DHR) maintains three Regional Offices as shown below.



Step 2. Prepare a Preliminary Information Form (PIF) for your property. This form is available for download at this webpage: http://www.dhr.virginia.gov/register/downloading_register_forms.htm.

Regional Staff can assist you with completing the form.

Step 3. The Regional Staff will present your PIF to the Architecture Evaluation Team and/or the Archaeology Evaluation Team, whichever is appropriate for your property

The Evaluation Teams are composed of historians, architectural historians, and archaeologists who are staff members at the Virginia Department of Historic Resources.

Step 4. The Evaluation Team(s) will evaluate your property to see if it meets the National Register and Virginia Landmarks Register criteria for listing.

Step 5. The Regional Staff will convey to you the Evaluation Team's recommendation whether to proceed with a nomination, to provide more information, or not to proceed with a nomination.

Step 6. If your property is recommended to proceed with a nomination, the Regional Staff will present your PIF to the Virginia State Review Board (SRB) for evaluation.

DHR will send you a notification letter with details about the SRB meeting's time and place, no less than twenty days prior to the meeting.

Step 7. The SRB will review your PIF and provide recommendations for potential avenues of research and guidance for preparing the nomination

From time to time, the SRB does not agree with the Evaluation Team's recommendation. In such cases, the SRB's recommendation will be followed.

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