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/registers/downloading_register_forms.htm](http://www.dhr.virginia.gov/registers/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.
Step 8. If the SRB has recommended that you proceed with a nomination, you are encouraged to begin work on the nomination packet.

The National Register and Virginia Landmarks Register use the same nomination form, available for download at this webpage - http://www.dhr.virginia.gov/registers/downloading_register_forms.htm. Regional Staff can provide technical assistance to complete this form, but cannot be expected to prepare the form for you.

Step 9. Submit the National Register packet to the Regional Staff for review.

Nominations must meet scholarly standards, be factually accurate, and conform to state and federal regulations.

Step 10. If the Regional Staff member finds that the nomination packet is complete, it will be forwarded to the Register Program staff at DHR’s Central Office in Richmond.

Regional Staff will return incomplete nominations to you along with guidance for completing the materials.

Step 11. The Register Program staff will review the nomination packet and send any review comments to the Regional Staff. The Regional Staff will forward any such comments to you.

Step 12. After addressing any review comments, resubmit the nomination packet to the Regional Staff.

Step 13. Only after DHR has determined the nomination meets all program requirements will your nomination be placed on the agenda for one of the quarterly joint meetings of the Virginia State Review Board (SRB) and the Board of Historic Resources (BHR).

Step 14. At the joint meeting, the BHR recommends whether to list your property in the Virginia Landmarks Register (VLR). If the BHR approves your nomination, your property is immediately added to the VLR. DHR Register Program staff will send you written notification of the date your property was listed in the VLR.

If the BHR does not approve your nomination, your property will not be listed in the VLR.

Step 15. At the joint meeting, the SRB recommends that your nomination be forwarded to the National Park Service (NPS) for listing in the National Register of Historic Places.

DHR’s Register Program staff will send the nomination packet to the NPS.

If the SRB does not recommend that your nomination be forwarded to the National Park Service, then DHR’s Register Program staff will not do so, but will provide you with information about appealing the SRB’s recommendation.

Step 16. The National Park Service requires 45 days to review a nomination. If the nomination is approved, your property will be listed in the National Register.

DHR Register Program staff will send you written notification of the date your property is listed in the National Register.