**DHR** | Virginia Department of Historic Resources

## ARCHITECTURAL SURVEY FOR HISTORIC DISTRICT NOMINATIONS

Prior to preparing a nomination for a historic district, an architectural survey must be completed. A survey project has two equally important components:

1)  completion of architectural survey for every property within the proposed district;
2)  public engagement with property owners and residents within the proposed district.

**NOTE: DHR will not commence review of architectural survey materials without evidence of public engagement taking place during the survey project.**

Survey materials consist of the following components:

1)  photographs and maps of surveyed properties;
2)  an inventory report generated by VCRIS;
3)  a district sketch map and photo key;
4)  representative digital photographs of the district.

Submit all architectural survey materials directly to DHR's Architectural Survey Manager, Blake McDonald (blake.mcdonald@dhr.virginia.gov), along with the attached Survey Submissions Milestones Form and the Public Engagement Form.

All architectural survey materials must be approved by DHR's Architectural Survey Manager before DHR will accept a historic district nomination for review.

Guidance for conducting architectural surveys and for data entry in the Virginia Cultural Resources Information System (VCRIS) is available at https://www.dhr.virginia.gov/wp-content/uploads/2018/06/SurveyManual_2017.pdf and at https://www.dhr.virginia.gov/v-cris/.

Photography requirements for architectural surveys and nominations are available at https://www.dhr.virginia.gov/wp-content/uploads/2018/04/DHR_Register_Photo_Policy_2017_FINAL.pdf.

Guidance for preparing a Sketch Map for a historic district nomination is available at https://www.dhr.virginia.gov/wp-content/uploads/2018/04/DHR-Guidance-for-Maps-for-NR-Nominations_2014_FINAL.pdf.

**Architectural Survey Milestones for Historic Districts**

1. *10% Survey Milestone*
- Authors are required to submit to DHR's Architectural Survey Manager 10% of the total number of VCRIS survey records being prepared for a historic district nomination.
- Electronic versions of the survey form, photos, and scanned site plan are to be submitted so that any problems with the data entry process can be identified early in the review process and to ensure the survey data entries are complete and accurate.

2. *100% Data Entry Milestone*
- Authors are required to complete all data entry in VCRIS and submit the data to DHR's Architectural Survey Manager for review and approval. All completed Architectural survey materials for the entire district are submitted to the Architectural Survey Manager in Richmond.
- A VCRIS-generated historic district inventory report and a draft district Sketch Map must be submitted when 100% of survey materials are submitted.

3. *100% Survey Materials Milestone*
- The hard copy survey materials for each property consist of color photo prints in archival sleeves, digital color images (JPGs) saved to a CD, site plans, and printed VCRIS forms, all labeled and submitted in Archives folders according to DHR's survey guidelines.
- Along with the survey materials, the district's final Sketch Map must be submitted directly to DHR's Architectural Survey Manager.

\*\*\*\*\*

**PLEASE NOTE: This schedule pertains to survey projects that are <u>not</u> being funded by Cost Share, CLG, or other grant funds administered by DHR. If you are preparing survey materials for a grant project, you must use the project schedule for that particular grant.**
\*\*\*\*\*

**<u>Milestone Dates and Deliverables of DHR's Quarterly Reviews</u>**
All deliverables are to be submitted directly to DHR's Architectural Survey Manager, Blake McDonald (blake.mcdonald@dhr.virginia.gov). DHR's survey staff conduct review of architectural surveys for historic districts on a quarterly cycle as follows:

**Fall Quarter**
Milestone 1. Friday, September 18, 2020      10% of Architectural survey materials

Milestone 2. Friday, October 2, 2020      100% of VCRIS data entry
                                          VCRIS inventory report
                                          Draft sketch map of district

DHR | Virginia Department of Historic Resources

| Milestone 3. Friday, October 16, 2020 | 100% of Architectural survey materials<br>Final sketch map (for inclusion with nomination) |

**Winter Quarter**

| Milestone 1. Monday, December 28, 2020 | 10% of Architectural survey materials |
| Milestone 2. Friday, January 15, 2021 | 100% of VCRIS data entry<br>VCRIS inventory report<br>Draft sketch map of district |
| Milestone 3. Friday, January 22, 2021 | 100% of Architectural survey materials<br>Final sketch map (for inclusion with nomination) |

**Spring Quarter**

| Milestone 1. Friday, March 19, 2021 | 10% of Architectural survey materials |
| Milestone 2. Friday, April 2, 2021 | 100% of VCRIS data entry<br>VCRIS inventory report<br>Draft sketch map of district |
| Milestone 3. Friday, April 16, 2021 | 100% of Architectural survey materials<br>Final sketch map (for inclusion with nomination) |

**Summer Quarter**

| Milestone 1. Friday, June 18, 2021 | 10% of Architectural survey materials |
| Milestone 2. Friday, July 2, 2021 | 100% of VCRIS data entry<br>VCRIS inventory report<br>Draft sketch map of district |
| Milestone 3. Friday, July 16, 2021 | 100% of Architectural survey materials<br>Final sketch map (for inclusion with nomination) |

 **DHR** | Virginia Department of Historic Resources

## SURVEY SUBMISSION MILESTONES FORM

This form must be emailed to the Register Program Historian (lena.mcdonald@dhr.virginia.gov) and the Architectural Survey Manager (blake.mcdonald@dhr.virginia.gov) at the time of each milestone submission.

All architectural survey materials *must be completed and approved* by DHR's Architectural Survey Staff before a district's nomination packet will be scheduled for review by DHR's Regional and Register Program staff.

Full Name of Historic District: _____

Location (City or County [and Town if applicable]): _____

DHR Regional Office (Eastern, Northern, or Western): _____

District DHR Number (example: 127-6093): _____

Range of DHR Tertiary Numbers Issued (example: -0001 thru 0298):

_____

Historic District Sponsor: _____

Submission Milestone (Check the Milestone that Applies):
1. 10% of Survey Records for Preliminary Review _____
2. 100% Completion of VCRIS Data Entry _____
3. 100% Submission of Survey Records _____