



DHR | Virginia Department of Historic Resources

SUBMITTING PRELIMINARY INFORMATION FORMS (PIFs) TO DHR

Thank you for your interest in DHR's Historic Registers program. By undertaking a nomination project, you are contributing to public understanding of Virginia's history, architecture, and archaeology.

The Department of Historic Resources staff accepts Preliminary Information Forms (PIFs) on a rolling basis throughout the year. You are encouraged to submit your PIF as soon as it is completed.

PIFs must be submitted to the appropriate Regional staff member for review. (See www.dhr.virginia.gov, "Contact Us" section for a list of Regional offices with contact information and their coverage areas.)

Detailed information about the PIF and DHR's evaluation process is available at <https://www.dhr.virginia.gov/historic-register/preliminary-evaluation-and-nomination-processes/>.

A blank PIF is available for download at https://www.dhr.virginia.gov/registers/downloading_register_forms.htm.

Upon completion of review and evaluation of your PIF, DHR Regional office staff will provide you with guidance on next steps.

PIFs are placed on the agenda of a State Review Board meeting at the discretion of DHR staff.



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SUBMITTING NOMINATIONS OF INDIVIDUAL PROPERTIES TO DHR FOR REVIEW

Thank you for your interest in DHR's Historic Registers program. By undertaking a nomination project, you are contributing to public understanding of Virginia's history, architecture, and archaeology.

Nomination packets are submitted to the appropriate DHR Regional staff member for review. (See www.dhr.virginia.gov, "Contact Us" section for regional offices and their coverage areas.)

Please refer to the Register Checklist for detailed instructions on preparing the materials that will make up your nomination packet. The list is available for download at http://www.dhr.virginia.gov/registers/downloading_register_forms.htm.

Both DHR Regional staff and Register program staff review nomination packets to assure that all technical and substantive requirements are met. DHR's staff conduct review of nomination packets on a quarterly basis. Each calendar year is divided into quarters as shown below:

DHR's Review Quarters

Winter: November 1, 2020 – January 31, 2021

Spring: February 1, 2021 – April 30, 2021

Summer: May 1, 2021 – July 31, 2021

Fall: August 1, 2021 – October 31, 2021

If you complete your nomination packet during a review quarter that is already underway, you are welcome to submit it at that time, and DHR staff will commence review as soon as possible.

Upon completion of review of your draft nomination packet, DHR Regional office staff will provide you with review comments and guidance on next steps.

Upon final approval of a nomination packet, DHR's Regional staff will request that you submit a Legal Notification Form, along with all accompanying notification materials.

PLEASE NOTE: Submittal of a nomination packet by a date listed above *does not guarantee* your nomination packet will be presented to the Virginia Board of Historic Resources and the Virginia State Review Board at one of their quarterly meetings. Nominations are placed on the Boards' joint meeting agenda at the discretion of Virginia's State Historic Preservation Officer.



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SUBMITTING HISTORIC DISTRICT NOMINATIONS TO DHR FOR REVIEW

Thank you for your interest in DHR's Historic Registers program. By undertaking a nomination project, you are contributing to public understanding of Virginia's history, architecture, and archaeology.

Nomination packets are submitted to the appropriate DHR Regional staff member for review. (See www.dhr.virginia.gov, "Contact Us" section for regional offices and their coverage areas.)

Please refer to the Register Checklist for detailed instructions on preparing the materials that will make up your nomination packet. For historic district nominations, a Public Engagement Form and related documentation also must be included. Both of these forms are available for download at http://www.dhr.virginia.gov/registers/downloading_register_forms.htm.

DHR's Regional and Register program staff **cannot commence review** of historic district draft nomination packets until

- 1) all survey materials have been approved by DHR's Architectural Survey management team;
- 2) A VCRIS-generated final inventory report for the district has been included in the nomination form.

For additional information about architectural survey requirements, please email Architectural Survey Manager Blake McDonald at Blake.McDonald@dhr.virginia.gov.

Both DHR Regional staff and Register program staff review nomination packets to assure that all technical and substantive requirements are met. DHR's staff conduct review of nomination packets on a quarterly basis. Each calendar year is divided into quarters as shown below:

Start Dates of DHR's Review Quarters
Winter: November 1, 2020 – January 31, 2021
Spring: February 1, 2021 – April 30, 2021
Summer: May 1, 2021 – July 31, 2021
Fall: August 1, 2021 – October 31, 2021

Upon completion of review of your draft nomination packet, DHR Regional office staff will provide you with review comments and guidance on next steps.

Upon final approval of a district nomination packet, DHR's Regional staff will request that you submit a Public Hearing Information Form and a Legal Notification Form, along with all accompanying notification materials.

PLEASE NOTE: Submittal of a nomination packet by a date listed above *does not guarantee* your nomination packet will be presented to the Virginia Board of Historic Resources and the Virginia State Review Board at one of their quarterly meetings. Nominations are placed on the Boards' joint meeting agenda at the discretion of Virginia's State Historic Preservation Officer.



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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.



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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 not 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.

Milestone Dates and Deliverables of DHR's Quarterly Reviews

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



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Milestone 3. Friday, October 16, 2020 100% of Architectural survey materials
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
VCRIS inventory report
Draft sketch map of district

Milestone 3. Friday, January 22, 2021 100% of Architectural survey materials
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
VCRIS inventory report
Draft sketch map of district

Milestone 3. Friday, April 16, 2021 100% of Architectural survey materials
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
VCRIS inventory report
Draft sketch map of district

Milestone 3. Friday, July 16, 2021 100% of Architectural survey materials
Final sketch map (for inclusion with nomination)



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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 _____