



**VIRGINIA DEPARTMENT OF HISTORIC RESOURCES
Historic Preservation Easement Program**

ADMINISTRATIVE FEES¹ ~ BILLING STATEMENT

*Please note that review of the application will begin only when valid payment for processing fees is received.
Please submit a scanned copy of the completed billing statement with your electronic application and a hard copy with your check.*

Name of property:	_____		
Address of property:	Street	_____	
	City	County	State: <u>VA</u> Zip _____
Project contact:	Name	_____	
	Street	_____ City _____	
	State	Zip	Daytime Phone Number _____
	Email _____		
Owner:	Name	_____	
	Street	_____ City _____	
	State	Zip	Daytime Phone Number _____
	Email _____		

Check fee that applies:

	Fee	Amount	Due
<input type="checkbox"/>	Easement Application Fee	\$500	With application
<input type="checkbox"/>	Grant Funded Easements Requiring Additional Restrictions (for new applications submitted between 7/1/2018 and 12/31/2020)	2% of grant award	At disbursement of grant
<input type="checkbox"/>	Grant Funded Easements (for new applications submitted after 1/1/2021)	\$10,000	Invoiced at the time the baseline documentation site visit is scheduled
<input type="checkbox"/>	Reconsideration of Easement Offer	\$1,000	With application
<input type="checkbox"/>	Update or Revision of Baseline Documentation	\$1,500	Prior to DHR conducting work
<input type="checkbox"/>	Amendment of Existing Easement	\$2,000	With application
<input type="checkbox"/>	Conversion/Diversion (Under Section 10.1-1704 of the Open Space Land Act) Review Fee	\$1,600	With application
<input type="checkbox"/>	Conversion/Diversion (Under Section 6(f)(3) of the Land and Water Conservation Fund Act) Review Fee ²	\$1,600	With application
<input type="checkbox"/>	Conversion/Diversion Processing Fee	\$1,600 for first 40 hours ³	With application
<input type="checkbox"/>	Boundary Line Adjustment Review	\$1,600	With application
<input type="checkbox"/>	Expedited Project Review**	\$500	Upon approval of request

****Expedited Review Fees:**

Upon request, DHR may agree to review complete Project Review applications within ten (10) business days. The Division Director is authorized to agree or decline to conduct an expedited review based on factors described in *Easement Program Policy #12: Administrative Fees*. To inquire about expedited review, please contact Megan Melinat at megan.melinat@dhr.virginia.gov.

Send your check made out to “Virginia Department of Historic Resources” with a copy of this completed form to:

Easement Program
Virginia Department of Historic Resources
2801 Kensington Avenue
Richmond, Virginia 23221

¹ For complete information on the administrative fee schedule as adopted and revised by the Board of Historic Resources, please see *Easement Program Policy #12: Administrative Fees* https://www.dhr.virginia.gov/wp-content/uploads/2021/03/VBHR_Easement_Program_Policy_12_Administrative_Fees.pdf

² Land and Water Conservation Fund Act (54 U.S.C. §§ 200301 - 200310 (2017, as amended)), specifically Section 200305(f)(3), commonly known and hereinafter referred to as “Section 6(f)(3).”

³ Additional fees may apply if staff time extends beyond 40 hours.