



PRELIMINARY INFORMATION FORM FOR HISTORIC DISTRICTS

The Preliminary Information Form (PIF) constitutes an application for preliminary consideration of a historic district for eligibility for the Virginia Landmarks Register and the National Register of Historic Places. The PIF is **not** the same as a nomination to the Registers, but is a means for evaluating the **eligibility** of a historic district for listing. The PIF is evaluated by Department of Historic Resources (DHR) staff and the State Review Board (SRB) based on information available at the time of preparation. Recommendations are subject to change if additional information becomes available. DHR and SRB recommendations regarding the property's eligibility will be provided to the property owner in writing.

Before Preparing a PIF

Contact **DHR's Archivist** for assistance in obtaining any information DHR may have on file about the proposed district, such as a previous architectural survey record or eligibility evaluation. You are welcome to use this information in preparing your PIF. Contact **DHR's Archivist** by phone at (804) 482-6102, or by email at Quatro.Hubbard@dhr.virginia.gov. Staff at one of DHR's three Regional offices also are available to answer questions you may have as you begin preparing your PIF. Locations and contact information for each office is at <https://www.dhr.virginia.gov/about-dhr/regional-preservation-offices/>. (You also are welcome to ask DHR's Archivist for the contact information.)

Preparing a PIF

A PIF consists of three equally important parts:

1. **Form:** Complete the attached form to the best of your ability, using your own research about the proposed historic district as well as any information that DHR has provided. Remember that DHR's Regional staff also are available to assist you. The form may be completed using Microsoft Word software, typed, or hand-written. If using MS Word, send the electronic file via CD, email, ftp, or other file sharing means to **DHR's Archivist**.
Your PIF will not be evaluated if it is missing the property owner's signature and/or contact information for the person submitting the form (if different from the property owner)
2. **Photos:** Provide color digital images (JPGs are preferred) of the proposed historic district's general streetscape and a sample of individual buildings, sites, and/or structures that are representative of the district's character. Also provide one set of photo prints on 4" x 6" glossy photo paper. Digital images can be submitted on CD, USB drive, or other file sharing means. Contact **DHR's Archivist** if you need assistance working with digital images. For further guidance on how to take photos, please refer to DHR's [Architectural Survey Guidelines](#).
3. **Maps:** A minimum of two maps must accompany your PIF:
 - **Location map:** This map shows the exact location of the proposed historic district. The map can be created using Google Maps, Google Earth, Bing, or other mapping websites. A copy of a road map also may be used as long as the district's exact location and proposed boundaries are shown on the map. If you need assistance, **DHR's Archivist** can provide you an example of an acceptable location map that shows boundaries.
 - **Sketch map:** This map shows the proposed boundaries and locations of all resources within the proposed historic district as well as major landscape features such as a stream, formal gardens, roads, and parking areas. The sketch map can be drawn by hand; or an annotated aerial view, tax parcel map or survey map may be used. For large historic districts, the local government may be able to provide a base map that includes roads, tax parcel boundaries, and other information. Contact staff at the local government's planning and permitting office for assistance.

Submitting a PIF

Once you have completed the PIF, submit it to **DHR's Archivist** at the mailing address at the top of this page or via email at Quatro.Hubbard@dhr.virginia.gov. The PIF will be forwarded to the Regional staff member who will review your PIF and will answer any questions you may have about the evaluation process. Do not include materials for other DHR programs, such as easements or tax credits, with your PIF.

Note: All submitted materials become the property of DHR and will be retained in our permanent Archive. In addition, the materials will be posted on DHR's public website for a period of time during the evaluation process.

Thank you for taking the time to prepare and submit a Preliminary Information Form to DHR!



PRELIMINARY INFORMATION FORM (PIF) for HISTORIC DISTRICTS

Note: PIFs are prepared by applicants and evaluated by DHR staff and the State Review Board based on information known at the time of preparation. Recommendations concerning PIFs are subject to change if new information becomes available.

DHR No. (to be completed by DHR staff) _____

1. General Information

District name(s): _____

Main Streets and/or Routes: _____

City or Town: _____

Name of the Independent City or County where the property is located: _____

2. Physical Aspects

Acreage: _____

Setting (choose only one of the following):

Urban _____ Suburban _____ Town _____ Village _____ Hamlet _____ Rural _____

Briefly describe the district's overall setting, including any notable landscape features:

3. Architectural/Physical Description

Architectural Style(s): _____

If any individual properties within the district were designed by an architect, landscape architect, engineer, or other professional, please list here:

If any builders or developers are known, please list here:

Date(s) of construction (can be approximate): _____

Are there any known threats to this district? _____

Narrative Description:

In the space below, briefly describe the general characteristics of the entire historic district, such as building patterns, types, features, and the general architectural quality of the proposed district. Include prominent materials and noteworthy building details within the district, as well as typical updates, additions, remodelings, or other alterations that characterize the district..

Discuss the district's general setting and/or streetscapes, including current property uses (and historic uses if different), such as industrial, residential, commercial, religious, etc. For rural historic districts, please include a description of land uses.

4. District's History and Significance

In the space below, briefly describe the history of the district, such as when it was established, how it developed over time, and significant events, persons, and/or families associated with the property. Please list all sources of information used to research the history of the property. (It is not necessary to attach lengthy articles or family genealogies to this form.) Normally, only information contained on this form is forwarded to the State Review Board.

If the district is important for its architecture, engineering, landscape architecture, or other aspects of design, please include a brief explanation of this aspect.

5. Property Ownership (Check as many categories as apply):

Private: _____ Public\Local _____ Public\State _____ Public\Federal _____

6. Applicant/Sponsor (Individual and/or organization sponsoring preparation of the PIF, with contact information. For more than one sponsor, please list each below or on an additional sheet.)

name/title: _____
organization: _____
street & number: _____
city or town: _____ state: _____ zip code: _____
e-mail: _____ telephone: _____

Applicant's Signature: _____

Date: _____

•• Signature required for processing all applications. ••

In the event of organization sponsorship, you must provide the name and title of the appropriate contact person.

Contact person: _____

Daytime Telephone: _____

Applicant Information (Individual completing form if other than applicant/sponsor listed above)

name/title: _____
organization: _____
street & number: _____
city or town: _____ state: _____ zip code: _____
e-mail: _____ telephone: _____
Date: _____

7. Notification

In some circumstances, it may be necessary for DHR to confer with or notify local officials of proposed listings of properties within their jurisdiction. In the following space, please provide the contact information for the local County Administrator, City Manager, and/or Town Manager.

name/title: _____

locality: _____

street & number: _____

city or town: _____ state: _____ zip code: _____

telephone: _____