



2801 Kensington Avenue, Richmond, Virginia 23221; Telephone: (804) 367-2323; Fax: (804) 367-2391

## PRELIMINARY INFORMATION FORM (PIF) for INDIVIDUAL PROPERTIES

The Preliminary Information Form (PIF) constitutes an application for preliminary consideration of a property 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 property 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 your property, 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](mailto: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 property to be evaluated 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 your property's exterior and major interior spaces, with emphasis on architectural features instead of furnishings. Digital photos typically include views of the main building from all sides, as well as important ornamental and/or functional details; any outbuildings or secondary resources; and the property's general setting. 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 your property. 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 property's exact location and physical address 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 locations of all resources on your property, such as the main building; any secondary resources (often referred to as outbuildings); major landscape features such as a stream, formal gardens, driveways, and parking areas, and the road on which the property fronts. The sketch map can be drawn by hand, or an annotated aerial view, tax parcel map or survey map may be used.

### **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](mailto: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!*



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*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 Property Information**

Property name: \_\_\_\_\_

Property address: \_\_\_\_\_

City or Town: \_\_\_\_\_

Zip code: \_\_\_\_\_

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

Category of Property (choose only one of the following):

Building \_\_\_\_\_ Site \_\_\_\_\_ Structure \_\_\_\_\_ Object \_\_\_\_\_

**2. Physical Aspects**

Acreage: \_\_\_\_\_

Setting (choose only one of the following):

Urban \_\_\_\_\_ Suburban \_\_\_\_\_ Town \_\_\_\_\_ Village \_\_\_\_\_ Hamlet \_\_\_\_\_ Rural \_\_\_\_\_

Briefly describe the property's overall location and setting, including any notable landscape features:

### 3. Architectural Description

Architectural Style(s): \_\_\_\_\_

If the property was designed by an architect, landscape architect, engineer, or other professional, please list here: \_\_\_\_\_

If the builder is known, please list here: \_\_\_\_\_

Date of construction (can be approximate): \_\_\_\_\_

**Narrative Description (Please do not exceed one page in describing the property):**

Briefly describe the property's general characteristics, such as its current use (and historic use if different), as well as the primary building or structure on the property (such as a house, store, mill, factory, depot, bridge, etc.). Include the materials and method(s) of construction, physical appearance and condition (exterior and interior), and any additions or other major alterations.

In a bullet list, include any outbuildings or secondary resources or major landscape features (such as barns, sheds, dam and mill pond, storage tanks, scales, railroad spurs, etc.), including their condition and their estimated construction dates.

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#### **4. Property's History and Significance (Please do not exceed one page)**

Briefly explain the property's historic importance, such as significant events, persons, and/or families associated with the property.

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

Please list all sources of information used to research the history of the property, such as deeds, census and tax records, and/or published articles and books. (It is not necessary to attach lengthy articles or family genealogies to this form.)

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

Private: \_\_\_\_\_ Public\Local \_\_\_\_\_ Public\State \_\_\_\_\_ Public\Federal \_\_\_\_\_

**Current Legal Owner(s) of the Property** (If the property has more than one owner, please list each below or on an additional sheet.)

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

Legal Owner's Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

•• *Signature required for processing all applications.* ••

In the event of corporate ownership you must provide the name and title of the appropriate contact person.

Contact person: \_\_\_\_\_  
Daytime Telephone: \_\_\_\_\_

**Applicant Information** (Individual completing form if other than legal owner of property)

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

PLEASE DO NOT ATTACH CONTINUATION SHEETS TO THIS FORM. THANK YOU!