

## Archives Search Form Instruction Sheet

The Virginia Department of Historic Resources is the State Historic Preservation Office. DHR fosters, encourages, and supports the stewardship and use of Virginia's significant architectural, archaeological, and historic resources as valuable assets for the economic, educational, social, and cultural benefit of citizens and communities.

This archives search service provides a geographic search of the Department of Historic Resources cultural resource inventory for information on all previously recorded historic resources within the designated project area, also known as the Area of Potential Effects (APE). This search can be used for General Planning/Research Level purposes or for Section 106 Project Review application purposes. For guidance in defining the area you need searched, or the APE, please see DHR's [Defining Your APE](#). Or **Please contact the lead DHR reviewer for your project with any questions regarding this requirement.**

### Archives Search Results Include:

- A digital map section at a scale appropriate to the project (up to 1:24,000 scale) showing the locations and DHR identification numbers of previously recorded architectural resources and archaeological sites in your defined APE. If there are no previously identified resources within the search area, DHR will produce a map illustrating this, and the fee for the map will still be assessed.
- Survey forms for any resources identified in the project area from our digital catalogue, Virginia Cultural Resource Information System (VCRIS). DHR survey forms display the resource/site name, DHR ID number, if the resource is currently listed in the Virginia Landmark Register and/or National Register of Historic Places, or if the resource has been formally evaluated for its potential eligibility for listing in the registers.
- Excel spreadsheets from our Archives Architectural and Archaeological inventory databases listing all of the resources within your project's APE. Each spreadsheet will display an abbreviated form of the information from the VCRIS survey forms.

### Note:

If 10 or more previously identified resources are returned in the project area, DHR archives staff will contact the requestor prior to producing the search results to potentially refine the search request prior to copying the details on all of those resources and labeling the search results map.

### Fee Structure:

- \$75 for each search of contiguous project area, which fits on a 1: 24,000 scale or smaller. All results are returned via email. If applicant wishes to travel to DHR and conduct the research on their own, there is no fee charged for use of the DHR computers and software. An archives member is available to assist in the process, Tuesday through Thursday from 9am-5pm.
- \$5 each for the details of any previously identified historic resource within the area of interest.

### Additional Services

- **Expedited Service:** \$150
- For more immediate results, please mark the "Expedite" box on the search request form to have your results within three business days

- **Custom Geospatial Query Supplement: \$150**
- This search will provide shapefiles for those resources found in the designated area; attribute data included.
- **Phase I Archaeological Survey Report Search: \$25**
- This option provides a search of the DHR's data on all previously reported archaeological Phase I survey areas within a designated project area or APE. If any reports are found, information on each will be included. These report details will include the report's title page, abstract, recommendations and project area mapping.

#### **Billing for Services**

- An invoice will be included with the completed search results. DHR requires the company's Federal ID number on the search request form. Invoices are emailed to the address listed on the form and returned when the search is complete.
- Do **not** send pre-payment with the request form. Invoices are issued upon completion of the search.

#### **Conditions**

DHR is the Virginia State Historic Preservation Office and serves as the official state repository for information on historic resources. Primarily independent cultural resource consultants have compiled this information. DHR makes no warranty as to the fitness of the data for any purpose.

It is possible that the area in question has not been systematically surveyed for historic resources. **The absence of historic resources in DHR records does not indicate that no historic properties are present.** It is advisable to check with local government planning offices for information on any properties that may meet the age and significance criteria for listing in the National Register of Historic Places (NRHP) and have not yet been recorded in the DHR archives. Additional field studies to identify historic properties may also be warranted.

**Obtaining information on previously recorded historic properties does not constitute review under Section 106 of the National Historic Preservation Act. If a project is federally funded, licensed, or permitted, the federal agency may require you to obtain DHR comment under Section 106.** If requesting a review of a project on behalf of a federal agency, register and submit your application for review at DHR's ePIX web portal <http://apps.cao.virginia.gov/epix/>. For cell tower and other FCC projects, the FCC's E-106 system must be used to submit an application. For more details visit [DHR's Cell Tower](#) webpage. When submitting a project for DHR review, the results of this Archives Search must be included.

***This due diligence search for previously documented historic resources in your project area is only one step in the Environmental Review Process. Applicant will use the results from this search to complete the additional steps to finish the Environmental Review Process.***