



# 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.*

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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](http://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](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.



# DHR | Virginia Department of Historic Resources

## **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.*

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Nomination packets are submitted to the appropriate DHR Regional staff member for review. (See [www.dhr.virginia.gov](http://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](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, 2022 – January 31, 2023**

**Spring: February 1, 2023 – April 30, 2023**

**Summer: May 1, 2023 – July 31, 2023**

**Fall: August 1, 2023 – October 31, 2023**

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 (available to download at this webpage - <https://www.dhr.virginia.gov/historic-register/register-forms-for-downloading/>), along with all accompanying notification materials.

**PLEASE NOTE:** Submission 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.



# DHR | Virginia Department of Historic Resources

## ARCHITECTURAL SURVEY FOR HISTORIC DISTRICT NOMINATIONS

*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.*

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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](mailto: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](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/historic-register/register-forms-for-downloading/>. Scroll down the page to the Photo Policy Information heading to find the link to the guidance document.

Guidance for preparing a Sketch Map and other maps for a historic district nomination is available at <https://www.dhr.virginia.gov/historic-register/register-forms-for-downloading/>. Scroll down the page to the Photo Policy Information heading to find the link to the guidance document.

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**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.**



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Historic district nomination packets are submitted to the appropriate DHR Regional staff member for review. (See [www.dhr.virginia.gov](http://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 are available for download at [http://www.dhr.virginia.gov/registers/downloading\\_register\\_forms.htm](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, as noted above,

- 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](mailto: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, 2022 – January 31, 2023**  
**Spring: February 1, 2023 – April 30, 2023**  
**Summer: May 1, 2023 – July 31, 2023**  
**Fall: August 1, 2023 – October 31, 2023**

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 (available for download at <https://www.dhr.virginia.gov/historic-register/register-forms-for-downloading/>), along with all accompanying notification materials.

**PLEASE NOTE:** Submission 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.