



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.

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.

Detailed information about the PIF and DHR's evaluation process is available at <https://www.dhr.virginia.gov/historic-registers-2/preliminary-evaluation-and-nomination-processes/>. The review and evaluation process does not have a specific time frame for completion. The minimum standards for PIFs that are described at the above weblink must be met before the review and evaluation process can be completed.

The following steps typically are followed for PIFs:

- Blank PIFs are available for download at <https://www.dhr.virginia.gov/historic-registers-2/register-forms-for-downloading>.
- Select the PIF that is appropriate for the type of place that will be evaluated – an individual property, an archaeological site, a historic district, or a Multiple Property Documentation proposal form.
- Submit your completed PIF to the appropriate DHR Regional Preservation Office staff member for review. (See <https://www.dhr.virginia.gov/about/regional-preservation-offices/> to identify the regional office that serves the area where the property to be evaluated is located).
- DHR Regional Preservation Office staff will inform you if any additional information is needed in order to complete their review of your PIF.
 - An incomplete PIF will not be further processed.
- After the Regional Preservation Office staff member approves your PIF, the staff member will present the PIF to DHR's internal evaluation committee. This committee evaluates each PIF and provides a recommendation of whether the evaluated property is eligible for the Virginia Landmarks Register and the National Register of Historic Places.
- DHR Regional Preservation Office staff will inform you of the evaluation committee's recommendation and provide you with guidance on next steps.

PIFs that are complete and are recommended to proceed by DHR's evaluation committee are placed on the agenda of a State Review Board meeting at the discretion of DHR staff. The State Review Board convenes four times per year, in March, June, September, and December. DHR staff cannot guarantee placement of a PIF on a specific meeting's agenda until after the PIF is completed, it has been approved by the Regional Preservation Office staff member, and DHR's evaluation committee have recommended the PIF to proceed to an SRB meeting.

PLEASE NOTE: Approval of a PIF by DHR's evaluation committee and the State Review Board does not include specification of a schedule for completion of a subsequent nomination project.

DHR's Regional Preservation Office staff will respond to submission of a nomination packet within 60 days of receipt and will inform applicants of any revisions that are needed. After the Regional Preservation Office staff member has approved the nomination packet, DHR's Register Historian will review it within 60 days of receipt. Please refer to the Submission and Review Guidelines for Individual Property Nominations and for Historic Districts that are included in this PDF.

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.

Nomination packets are submitted to the appropriate DHR Regional Preservation Office staff member for review. (See <https://www.dhr.virginia.gov/about/regional-preservation-offices/> to identify the regional office that serves the area where the property to be nominated is located).

Please refer to the Register Checklist for detailed instructions on preparing the materials that make up a complete nomination packet. The list is available for download at [Register_Nomination_Checklist_revised_2023.pdf \(virginia.gov\)](#)

Photography requirements for nominations are available at <https://www.dhr.virginia.gov/historic-registers-2/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-registers-2/register-forms-for-downloading>. Scroll down the page to the Map Guidelines heading to find the link to the guidance document.

As required under federal Register program regulations at [36CFR60.11](#), DHR's Regional Preservation Office staff will respond in writing within 60 days to any person or organization who has submitted a completed National Register nomination packet or has requested consideration for any previously prepared nomination on record at DHR. The staff response will provide a technical opinion concerning whether or not the property is adequately documented and appears to meet the National Register criteria for eligibility.

If DHR's Regional Preservation Office staff inform an applicant that the submitted nomination packet does not appear to be adequately documented, the applicant takes responsibility of the applicant to provide necessary additional documentation. Upon resubmission of the nomination packet, the 60-day review period begins again in accordance with the federal program [regulations](#).

DHR's Regional Preservation Office will continue to assist each applicant with their nomination, including providing technical assistance and explaining the Register program's guidelines and practices.

Upon approval of a nomination packet by a DHR Regional Preservation Office staff member, DHR's Register Historian will review the nomination packet to assure that all technical and substantive requirements are met. DHR's Register Historian will complete review within 60 days of their receipt of the nomination packet and, if necessary, will return the nomination for revisions.

Upon final approval of a nomination packet by the Register Historian, DHR staff will schedule the nomination for presentation at the next available joint meeting of the Virginia Board of Historic Resources and the State Review Board.

After the nomination has been placed on the agenda for an upcoming board meeting, DHR's Regional Preservation Office staff will request that the applicant submit a Legal Notification Form (available to download at <https://www.dhr.virginia.gov/historic-registers-2/register-forms-for-downloading>), and its accompanying notification materials.

PLEASE NOTE: Due to the unique nature of each nomination, DHR staff cannot guarantee when a nomination will be placed on the agenda for a joint board meeting. The boards convene four times per year, in March, June, September, and December. Nominations are placed on the Boards' joint meeting agenda at the discretion of Virginia's State Historic Preservation Officer.

GRANT-FUNDED PROJECTS

For nominations that are being prepared through a state or federal grant, the schedule provided in the grant contract will include submission dates and a target date for placement of the completed nomination on the agenda for a joint meeting of the Virginia Board of Historic Resources and State Review Board.



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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.

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 until the applicant has provided evidence of public engagement activities that took place before and during the survey project. A list of recommended engagement activities is available at https://www.dhr.virginia.gov/wp-content/uploads/2024/2024_Public_Engagement_for_HDs_Final.pdf.

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), along with a list of public engagement activities that have taken place.

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 and at <https://www.dhr.virginia.gov/programs/vcris/>.

Photography requirements for historic district architectural surveys and nominations are available at <https://www.dhr.virginia.gov/historic-registers-2/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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GRANT-FUNDED HISTORIC DISTRICT SURVEY PROJECTS

For historic district surveys and nominations that are being prepared through a state or federal grant, the schedule provided in the grant contract will include submission dates for architectural survey materials.

Most historic district nomination projects are phased, with architectural survey taking place in the first phase, preparation of the nomination in the second phase, and presentation of the completed nomination to the Virginia Board of Historic Resources and State Review Board in the third phase.

Following approval of the architectural survey materials, historic district nomination packets are submitted to the appropriate DHR Regional Preservation Office staff member for review. (See <https://www.dhr.virginia.gov/about/regional-preservation-offices/> to identify the regional office that serves the area where the property to be nominated is located).

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 **mandatory** to complete. They are available for download at

http://www.dhr.virginia.gov/register/downloading_register_forms.htm.

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