

2016 NATIONAL REGISTER AND PIF SUBMISSION SCHEDULE

Please refer to the Register Check List, Legal Notification Form, and, for historic districts, the Public Hearing Information Form for all materials that must be submitted along with the nomination as a complete package by the appropriate deadline. These forms are available at http://www.dhr.virginia.gov/registers/downloading_register_forms.htm.

2016 BOARD MEETING DATES

March 17, 2016 (Thursday)
June 16, 2016 (Thursday)
September 15, 2016 (Thursday)
December 15, 2016 (Thursday)

DETAILED SUBMITTAL SCHEDULE FOR NATIONAL REGISTER NOMINATIONS

DHR's Register Program, Architectural Survey, and Regional staff have collaborated to create the following schedule to allow adequate time to review and process National Register nominations that meet the regulatory requirements established by the Federal government and the Virginia General Assembly. Register and Regional staff review up to 20 nominations per quarter and you need to allow time for a careful review. This schedule is based on the ongoing commitments maintained at DHR's current staffing level and allocation of resources. Due to the extensive commitments that all staff must meet for all of DHR's programs, the *deadlines provided herein are not flexible*.

NOMINATIONS FOR INDIVIDUAL PROPERTIES

For an individual property nomination, once you have a complete nomination draft, it should be submitted to the appropriate Regional staff member for review. (See www.dhr.virginia.gov, "Contact Us" section for regional offices and their coverage areas.) Draft nominations for individual properties are reviewed by both Regional staff and Register Program staff to provide authors with a thorough set of comments. Some items may require revision; the nomination and all supporting materials must be approved by DHR staff before being added to a particular Board Meeting agenda.

There are two types of nominations for individual properties: those that are within the jurisdiction of a Certified Local Government (CLG), and those that are not within the jurisdiction of a CLG. For a current list of CLGs in Virginia, please refer to http://www.dhr.virginia.gov/clg/clg_list.htm. Following are the deadline dates for submitting a complete nomination packet for individual properties for each of the Board meetings scheduled to take place in 2016. Nomination authors are welcome to submit their materials earlier than the dates listed below. *Deadlines must be met or a nomination will not be placed on a meeting's final agenda.*

March 17, 2016, Board Meeting

Individual property within a CLG jurisdiction *DRAFT* nomination packet
Individual property not within a CLG jurisdiction *DRAFT* nomination packet
Individual property within a CLG jurisdiction *FINAL* nomination materials
Individual property not within a CLG jurisdiction *FINAL* nomination materials

Submittal Deadline

Wednesday, November 25, 2015
Friday, December 4, 2015
Monday, December 28, 2015
Friday, January 15, 2016

June 16, 2016, Board Meeting

Individual property within a CLG jurisdiction *DRAFT* nomination packet
Individual property not within a CLG jurisdiction *DRAFT* nomination packet
Individual property within a CLG jurisdiction *FINAL* nomination materials
Individual property not within a CLG jurisdiction *FINAL* nomination materials

Friday, February 26, 2016
Friday, March 11, 2016
Friday, April 1, 2016
Friday, April 15, 2016

September 15, 2016, Board Meeting

Individual property within a CLG jurisdiction *DRAFT* nomination packet
Individual property not within a CLG jurisdiction *DRAFT* nomination packet
Individual property within a CLG jurisdiction *FINAL* nomination materials
Individual property not within a CLG jurisdiction *FINAL* nomination materials

Friday, May 27, 2016
Friday, June 10, 2016
Friday, June 24, 2016
Friday, July 15, 2016

December 15, 2016, Board Meeting

Individual property within a CLG jurisdiction *DRAFT* nomination packet
Individual property not within a CLG jurisdiction *DRAFT* nomination packet
Individual property within a CLG jurisdiction *FINAL* nomination materials
Individual property not within a CLG jurisdiction *FINAL* nomination materials

Friday, August 26, 2016
Friday, September 9, 2016
Friday, September 23, 2016
Friday, October 7, 2016

NOMINATIONS FOR HISTORIC DISTRICTS

The nomination process for a historic district is comprised of two distinct products: 1) architectural survey materials, consisting of VCRIS data entry and completed survey files (see below under Historic District Survey Materials for a complete description of required materials); and 2) a nomination packet that includes an inventory report generated by VCRIS. All architectural survey materials *must be completed and approved* by DHR's Architectural Survey Staff by the deadlines listed below before a nomination packet will be scheduled for review by DHR's Regional and Register Program staff. The nomination packets must be *completed and approved* by DHR's Register Program staff before a historic district nomination will be placed on the final agenda of a specific Board meeting.

The milestone dates for submitting historic district nominations are the same, regardless if the proposed historic district is or is not within a CLG jurisdiction. Nomination authors are welcome to submit their materials earlier than the dates listed below. All of the deadlines must be met in order for a historic district nomination to be placed on a particular meeting's final agenda.

March 17, 2016, Board Meeting

1) Architectural Survey Materials

10% of Architectural survey materials submitted to Richmond office for preliminary review by Architectural Survey Staff

100% of VCRIS data entry completed and submitted for final review and approval by Architectural Survey Staff

100% of Architectural survey materials submitted to Richmond office for final review and approval by Architectural Survey Staff

If the survey materials for a historic district nomination are incomplete by the deadline listed above, DHR's Regional and Register staff will not schedule a draft nomination packet for review.

2) Nomination Packet

Historic District *DRAFT* nomination packet

Historic District *FINAL* nomination packet

June 16, 2016, Board Meeting

1) Architectural Survey Materials

10% of Architectural survey materials submitted to Richmond office for preliminary review by Architectural Survey Staff

100% of VCRIS data entry completed and submitted for final review and approval by Architectural Survey Staff

100% of Architectural survey materials submitted to Richmond office for final review and approval by Architectural Survey Staff

If the survey materials for a historic district nomination are incomplete by the deadline listed above, DHR's Regional and Register staff will not schedule a draft nomination packet for review.

2) Nomination Packet

Historic District *DRAFT* nomination packet

Historic District *FINAL* nomination packet

September 15, 2016, Board Meeting

1) Architectural Survey Materials

10% of Architectural survey materials submitted to Richmond office for preliminary review by Architectural Survey Staff

100% of VCRIS data entry completed and submitted for final review and approval by Architectural Survey Staff

100% of Architectural survey materials submitted to Richmond office for final review and approval by Architectural Survey Staff

If the survey materials for a historic district nomination are incomplete by the deadline listed above, DHR's Regional and Register staff will not schedule a draft nomination packet for review.

2) Nomination Packet

Historic District *DRAFT* nomination packet

Historic District *FINAL* nomination packet

Submittal Deadline

Friday, October 2, 2015

Friday, October 16, 2015

Friday, October 30, 2015

Wednesday, November 25, 2015

Monday, December 28, 2015

Monday, January 4, 2016

Friday, January 15, 2016

Friday, January 29, 2016

Friday, February 26, 2016

Friday, April 1, 2016

Friday, April 1, 2016

Friday, April 15, 2016

Friday, April 29, 2016

Friday, May 27, 2016

Friday, June 24, 2016

December 15, 2016, Board Meeting

1) Architectural Survey Materials

10% of Architectural survey materials submitted to Richmond office for preliminary review by Architectural Survey Staff Friday, July 1, 2016

100% of VCRIS data entry completed and submitted for final review and approval by Architectural Survey Staff Friday, July 15, 2016

100% of Architectural survey materials submitted to Richmond office for final review and approval by Architectural Survey Staff Friday, July 29, 2016

If the survey materials for a historic district nomination are incomplete by the deadline listed above, DHR's Regional and Register staff will not schedule a draft nomination packet for review.

2) Nomination Packet

Historic District *DRAFT* nomination packet Friday, August 26, 2016

Historic District *FINAL* nomination packet Friday, September 23, 2016

Historic District Survey Materials: A *minimum* of 8 weeks prior to submitting historic district nominations, authors are required to submit to DHR's Architectural Survey Coordinator 10% of the total number of VCRIS survey records being prepared for a historic district nomination. Electronic versions of the survey form, photos, and scanned site plan are to be submitted so that any problems with the data entry process can be identified early in the review process and to ensure the survey data entries are complete and accurate. A *minimum* of 6 weeks prior to submitting district nominations, authors are required to complete all data entry in VCRIS and submit the data to DHR's Architectural Survey Coordinator for review and approval. A *minimum* of 30 days prior to submittal of the historic district nomination, all completed Architectural survey materials for the entire district are due to the Architectural Survey Coordinator in Richmond. Each property within a historic district must be surveyed. The survey materials for each property consist of black-and-white hard copies of photos in archival sleeves, digital color images (TIFFs) saved to a CD, site plans, and printed VCRIS forms, all labeled and submitted in Archives folders according to DHR's survey guidelines. This allows opportunity to review all the survey materials before the VCRIS-generated historic district inventory report can be added to the draft district nomination. Historic district draft nominations that do not include a VCRIS-generated inventory report will not be accepted. Historic district draft nomination packets **will not be scheduled** for review by DHR's Regional and Register Program staff unless all survey materials have been approved by the Architectural Survey Coordinator within the deadlines listed above.

Certified Local Governments (CLGs): Thirty-three localities in Virginia have requested and received CLG status. In the nomination process for individual properties and for historic districts, the CLG with jurisdiction over the nominated property must have an opportunity to comment on the proposed nomination. Their comments are passed on to the department director and our review boards. These nominations require extra lead-time to allow localities to receive the nominations for their Architectural Review Board's consideration. **The nomination must be finished and approved by DHR staff before it is submitted for CLG review. A list of CLG localities is available at http://www.dhr.virginia.gov/clg/cl_list.htm.**

Preliminary Information Form (PIF) Submission Schedule

Each quarterly board meeting has an associated "cut-off" Evaluation Committee meeting, after which no more PIFs will be added to that particular board agenda. In order to allow the Regional Office time to review submitted materials and work with the author to ensure that all information necessary for evaluation is in hand, PIFs intended for each "cut-off" evaluation team meeting must be received *no later than* two weeks prior to the in-house Committee meeting. The lead time also allows for the proper and timely notification of all parties involved in the PIF process and adequate time for State Review Board members to review multiple PIFs on the DHR website.

Board Meeting Date:

March 17, 2016

June 16, 2016

September 15, 2016

December 15, 2016

Last date Regional Office accepts PIFs for this meeting:

January 7, 2016

April 7, 2016

July 7, 2016

October 6, 2016

SURVEY SUBMITTAL FOR HISTORIC DISTRICT NOMINATIONS

The nomination process for a historic district is comprised of two distinct products: 1) architectural survey materials, consisting of VCRIS data entry and completed survey files; and 2) a nomination packet that includes an inventory report generated by VCRIS. This form must be emailed to the Register Program Historian (lena.mcdonald@dhr.virginia.gov) and the Architectural Survey Coordinator (carey.jones@dhr.virginia.gov) at the time of each submittal. All architectural survey materials *must be completed and approved* by DHR's Architectural Survey Staff before a nomination packet will be scheduled for review by DHR's Regional and Register Program staff. The nomination packets must be *completed and approved* by DHR's Register Program staff before a historic district nomination will be placed on the final agenda of a specific Board meeting.

Full Name of Historic District: _____

Location (City or County [and Town if applicable]): _____

Regional Office (Eastern, Northern, or Western): _____

District DHR Number (example: 127-6093): _____

Range of DHR Tertiary Numbers Issued (example: -0001 thru 0298):

Submittal Milestone (Check the Milestone that Applies):

10% of Survey Records for Preliminary Review _____

100% Completion of VCRIS Data Entry _____

100% Submittal of Survey Records _____

Submittal Date (Refer to the 2016 National Register Submission Schedule to plan when you will submit survey materials): _____