

## National Register of Historic Places and Virginia Landmarks Register Evaluation Process

*Note: The evaluation process ascertains which Virginia properties are eligible for registration, but does not result in the listing of a property on the Virginia Landmarks Register or the National Register of Historic Places. Applicants seeking to list a property on the register must complete the nomination process.*

1. Applicant requests, completes, and submits Preliminary Information Form (PIF) with all supporting materials to the appropriate DHR regional office based on where the property is located (see regional lists for areas and contacts). Contact Quatro Hubbard, Archivist, Phone: (804) 482-6102; Fax: (804) 367-2391; or e-mail [quatro.hubbard@dhr.virginia.gov](mailto:quatro.hubbard@dhr.virginia.gov) to determine whether there is currently a DHR file for the resource in question. Send the PIF and any associated materials to the appropriate DHR regional office.
2. Regional office reviews the PIF for completeness; applicant supplies additional information if needed. The PIF will be assigned to a meeting of the DHR National Register Evaluation Committee in **the earliest State Review Board meeting cycle for which it meets the deadline** (See 2013 Submission Schedule: [http://www.dhr.virginia.gov/pdf\\_files/2013\\_National\\_Register\\_Submission\\_Schedule.pdf](http://www.dhr.virginia.gov/pdf_files/2013_National_Register_Submission_Schedule.pdf) )
3. Regional office staff forwards complete PIF package to central office in Richmond and presents the PIF to the Evaluation Committee, who will consider whether the property meets National Park Service register program criteria (<http://www.nps.gov/nr/publications/bulletins/nrb15/>) and make a recommendation to the State Review Board. Evaluation Committee meetings are held **every other Thursday**.
4. If the committee is unable to make a recommendation based on the information submitted, it may request additional information. The committee will then reconsider the PIF at a future meeting.
5. **Within one week** after the committee has reviewed the PIF and made a determination of eligibility, regional office staff informs the owner and applicant of the committee's recommendation.
6. **At least 20 days before the State Review Board meeting**, DHR sends a notification letter to the owner (or sponsor, for a historic district) and applicant of all properties, whether recommended eligible or not eligible, with the committee's recommendation and announcing the date and location of the meeting.
7. **Approximately 30 days before the State Review Board meeting**, DHR posts all PIFs recommended eligible on the department's website so Board members may review the forms before the meeting.
8. State Review Board meetings are open to the public. The DHR National Register Evaluation Committee recommendations are presented with the PIFs. The Board may agree or disagree with Committee recommendations. The Board will find that a property does or does not meet the register criteria by a simple majority vote of the members present.
9. If the Board is unable to complete the evaluation based on the information submitted, it may request additional information. The State Review Board will then reconsider the PIF at a future meeting.
10. **Within 14 days after the meeting**, DHR will send a letter to the owner and applicant reporting the decision of the State Review Board.

11. The DHR archivist files the PIF in the department archives, completing the evaluation process. The National Register Evaluation Committee will, on request, reconsider the evaluation if it has received additional information on the resource. As part of the DHR Archives the records are open to the public, although access to archaeological information is limited (for PIFs that have mapping of sites).

12. The Staff and Board recommendation is an indication of potential for successful designation at the nomination level. The applicant may still go forward with a nomination even when the Staff and Board recommend not to proceed.