



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.

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), 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 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.

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, “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.

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.

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.