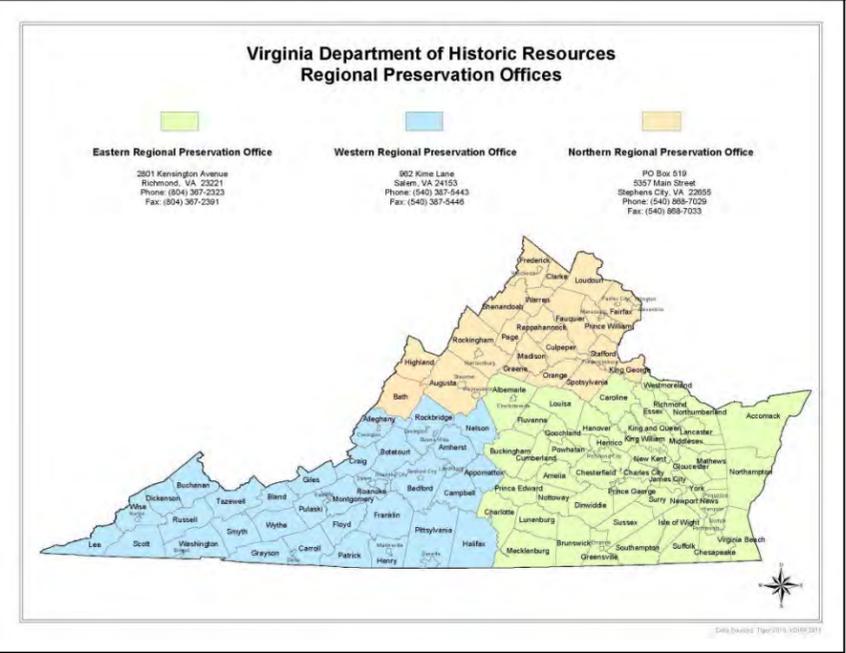


The National Register/Virginia Landmarks Register Process as Managed by the Virginia Department of Historic Resources

Step 1. Contact the [Regional Preservation Office](#) that serves the area where your property is located to introduce yourself and learn about the basics of nominating a property. The Virginia Department of Historic Resources (DHR) maintains three Regional Offices as shown below.



Step 2. Prepare a Preliminary Information Form (PIF) for your property. This form is available for download at [Register Forms for Downloading - DHR \(virginia.gov\)](#).

Regional Staff can assist you with completing the form.

Step 3. The Regional Staff will present your PIF to DHR's Architecture Evaluation Team and/or the Archaeology Evaluation Team, whichever is appropriate for your property

The Evaluation Teams are composed of historians, architectural historians, and archaeologists who are staff members at the Virginia Department of Historic Resources.

Step 4. The Evaluation Team(s) will evaluate your property and will recommend if it meets the National Register and Virginia Landmarks Register criteria for listing.

Step 5. The Regional Staff will convey to you the Evaluation Team's recommendation of whether to proceed with a nomination, to provide more information, or not to proceed with a nomination.

A property that is recommended not to proceed to a nomination can be reevaluated should additional information about it become available.

Step 6. If your property is recommended by the Evaluation Team to proceed with a nomination, the Regional Staff will present your PIF to the Virginia State Review Board (SRB) for evaluation.

The Regional staff member will provide you with details about the SRB meeting's time and place. You are invited, but not required, to attend the meeting.

Step 7. The SRB will review your PIF and provide recommendations for potential avenues of research and guidance for preparing the nomination

From time to time, the SRB does not agree with the Evaluation Team's recommendation. In such cases, the SRB's recommendation will be followed.

Step 8. If the SRB has recommended that you proceed with a nomination, you are encouraged to begin work on the nomination packet.

The National Register and Virginia Landmarks Register use the same nomination form and guidelines, all of which are available at [Register Forms for Downloading - DHR \(virginia.gov\)](#).

Regional Staff can provide technical assistance to complete this form, but cannot be expected to prepare the form for you.

The National Register/Virginia Landmarks Register Process as Managed by the Virginia Department of Historic Resources

