



DEPARTMENT OF HISTORIC RESOURCES

2801 Kensington Avenue, Richmond, Virginia 23221

Telephone: (804) 367-2323 Fax: (804) 367-2391

PRELIMINARY INFORMATION FORM ARCHAEOLOGICAL SITE

The following constitutes an application for preliminary consideration of eligibility for the nomination potential of a site to the Virginia Landmarks Register and the National Register of Historic Places. This does **not** mean that a property is being nominated to the registers at this time. Rather, it is being evaluated by the Virginia Department of Historic Resources (DHR) staff and the State Review Board to determine if the property qualifies for such listings. Applicants will be notified of the staff's and the State Review Board's recommendations.

Contact the appropriate DHR Regional Archaeologist to determine if previous survey material for this site is on file, and if the site has been previously evaluated by DHR. Help identifying the correct regional office is available [here](#). Obtaining previously recorded information could save a significant amount of time in preparing this Preliminary Information Form (PIF). The site must be recorded with DHR, if it has not been previously entered into the DHR inventory. The archaeological inventory manager can assist with the recordation of the site, and will also provide you with the address of the regional office to which you should send your completed PIF materials.

PIF Materials: The printed version of this form should be submitted on 8½" X 11" paper, along with the electronic version, preferably in Word format. The form may be typed or hand-written, if an electronic format is not available. The electronic version of this PIF should be submitted on a disc, or it may be attached to an email to the archivist. In addition, a printout of the site form from the DHR database should be submitted with the PIF. A copy of the site database printout may be obtained from the archaeological inventory manager.

Note: All submitted materials become the property of the Department of Historic Resources and will not be returned. In addition, the materials will be posted on the DHR public website for a period of time during the evaluation process. Please address questions regarding the PIF application to the archivist or regional office staff.

Maps: Please include two (2) maps showing the location of the property:

- A copy of a section of a USGS topographical Quad map with the date, the name of the county/city and the quad printed on the map, and with the name of the site with its state site number and its location on the map labeled with a pencil (USGS Quadrangle maps can be printed free of charge using the Map Locator at the USGS store: <http://store.usgs.gov>).
- A sketch site plan showing the site boundaries in relationship to other features that are important in conveying the location of the site. Please include the name of the site, the state site number, a "North" arrow, date, and "Not to Scale" (if appropriate).

Note: Maps may also be generated free-of-charge using DHR's [public V-CRIS MapViewer tool](#).

Before submitting this form, please make sure that you have included the following:

- Section of labeled USGS Quadrangle map showing the location and boundaries of your property
- Sketch site plan map of the site
- Disc with digital files (Word document, TIFs, JPEGs)
- Completed Resource Information Sheet, including
 - Owner's signature – **this is required. The PIF will not be evaluated without owner(s) signature.**
 - Applicant contact information
 - City or county official's contact information

Thank you for taking the time to submit this Preliminary Information Form. Your interest in Virginia's historic resources is helping to provide better stewardship of our cultural past.

Virginia Department of Historic Resources PIF Resource Information Sheet

This information sheet is designed to provide the Virginia Department of Historic Resources with the necessary data to be able to evaluate the significance of the property for possible listing in the Virginia Landmarks Register and the National Register of Historic Places. This is not a formal nomination, but a necessary step in determining whether or not the property could be considered eligible for listing. Please take the time to fill in as many fields as possible. A greater number of completed fields will result in a more timely and accurate assessment. Staff assistance is available to answer any questions you have in regards to this form.

General Site Information	For Staff Use Only DHR Site #:
Site Name(s): _____	
Site Date(s): _____ <input type="checkbox"/> Circa <input type="checkbox"/> Pre <input type="checkbox"/> Post Open to Public? <input type="checkbox"/> Yes <input type="checkbox"/> Limited <input type="checkbox"/> No	
Site Address: _____ City: _____ Zip: _____	
County or Ind. City: _____ USGS Quad(s): _____	

Physical Character of General Surroundings	
Acreage: _____ Approximate Dimensions: _____	
Site Description Notes/Notable Landscape Features: 	
Current Use of Site: 	
Any Known Threats to the Site: 	
Ownership Category:	<input type="checkbox"/> Private <input type="checkbox"/> Public-Local <input type="checkbox"/> Public-State <input type="checkbox"/> Public-Federal

Archaeological Description: Discuss (a) archaeological deposits present at the site and their level of integrity, and (b) prior investigations at the site as well as prior historical documentation for the site, citing all available references. For sites being evaluated for the Threatened Sites Fund, also discuss types of threats facing the resource, the severity of such threats, and if threats are immediate or long-term in nature.

Archaeological Significance Statement: Discuss historical and archaeological reasons that the site is likely to be significant. Briefly note any significant events, personages, and / or families associated with the site. Detail what research issues could be effectively addressed with the archaeological remains preserved at this site.

Legal Owner(s) of the Property (For more than one owner, please use a separate sheet.)

Mr. Mrs. Dr.
Miss Ms. Hon. _____
(Name) (Firm)

(Address) (City) (State) (Zip Code)

(Email Address) (Daytime telephone including area code)

Owner's Signature: _____ Date: _____
•• Signature required for processing all applications. ••

In the event of corporate ownership you must provide the name and title of the appropriate contact person.

Contact person: _____

Daytime Telephone: () _____

Applicant Information (Individual completing form if other than legal owner of property)

Mr. Mrs. Dr.
Miss Ms. Hon. _____
(Name) (Firm)

(Address) (City) (State) (Zip Code)

(Email Address) (Daytime telephone including area code)

Applicant's Signature: _____ Date: _____

Notification

In some circumstances, it may be necessary for the department to confer with or notify local officials of proposed listings of properties within their jurisdiction. In the following space, please provide the contact information for the local County Administrator or City Manager.

Mr. Mrs. Dr.
Miss Ms. Hon. _____
(Name) (Position)

(Locality) (Address)

(City) (State) (Zip Code) (Daytime telephone including area code)

Please use the following space to explain why you are seeking an evaluation of this site.

Would you be interested in the easement program? Yes No