



# DEPARTMENT OF HISTORIC RESOURCES

2801 Kensington Avenue, Richmond, Virginia 23221

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

## PRELIMINARY INFORMATION FORM

### INDIVIDUAL PROPERTY

The following constitutes an application for preliminary consideration of eligibility for the nomination potential of a property 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 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 DHR archivist to determine if previous survey material for this property is on file, and if the resource has been previously evaluated by DHR. Obtaining previously recorded information could save a significant amount of time in preparing this Preliminary Information Form (PIF). The archivist may be reached by phone at (804) 367-2323, ext. 124, or by email at [Quatro.Hubbard@dhr.virginia.gov](mailto:Quatro.Hubbard@dhr.virginia.gov). The archivist 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.

**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.

**Photographs:** Please provide at least four (4) black and white (B&W) photographs (generally North, South, East and West elevations) and at least four (4) B&W photographs of the interior space. Also provide B&W photographs of other buildings on the property and views of the general setting. Photograph size 4" x 6" is preferred, and they should be printed on glossy paper. The inclusion of the printed B&W photographs is essential to the completion of this application. **Without photographs, the application cannot be evaluated.** Photographs should be labeled on the reverse side on the bottom right hand corner in soft pencil (8b or 9b) or china marker only, and are not to be mounted or affixed with adhesives in any way. Labeling should include the name of the property, city or county, view, and the approximate date of the image. In addition to the images printed on photographic paper, digital images, if available, should be submitted in TIF or JPEG format and can be included on the same disc as the PIF.

**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 property and its location on the map labeled with a pencil (USGS Quadrangle maps can be printed free of charge from <http://store.usgs.gov>).
- A sketch site plan (tax base map, or hand-drawn) showing the primary resource, outbuildings, potential and/or known archaeological sites (if known), main roads (noting street and route numbers), and other features that are important in conveying the significance of the total property. Please include a "North" arrow, date, and "Not to Scale", if appropriate.

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

- Labeled USGS Quadrangle map showing the location and boundaries of your property
- Sketch site plan map of the property
- B&W photographic prints
- Disc with digital files (Word documents, 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.

<b>General Property Information</b>	For Staff Use Only DHR ID #: _____
Property Name(s): _____	
Property Date(s): _____ <input type="checkbox"/> Circa <input type="checkbox"/> Pre <input type="checkbox"/> Post <span style="margin-left: 100px;">Open to Public? <input type="checkbox"/> Yes <input type="checkbox"/> Limited <input type="checkbox"/> No</span>	
Property Address: _____ City: _____ Zip: _____	
County or Ind. City: _____ USGS Quad(s): _____	

<b>Physical Character of General Surroundings</b>
Acreage: _____ Setting (choose one): <input type="checkbox"/> Urban <input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> Suburban <input type="checkbox"/> Rural <input type="checkbox"/> Transportation Corridor
Site Description Notes/Notable Landscape Features:   
Secondary Resource Description (Briefly describe any other structures (or archaeological sites) that may contribute to the significance of the property):   
Ownership Category: <input type="checkbox"/> Private <input type="checkbox"/> Public-Local <input type="checkbox"/> Public-State <input type="checkbox"/> Public-Federal

<b>Individual Resource Information</b>
What was the historical use of this resource? Examples include: Dwelling, Grist Mill, Bridge, Store, Tobacco Barn, etc...  
What is the current use? (if other than the historical use) _____
Architectural style or elements of styles: _____
Architect, builder, or original owner: _____
# of stories _____ Condition: <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Deteriorated <input type="checkbox"/> Poor <input type="checkbox"/> Ruins <input type="checkbox"/> Rebuilt <input type="checkbox"/> Renovated
Are there any known threats to this property? _____

**Resource Component Information**

Please answer the following questions regarding the individual components of the resource. If the component does not exist, answer "n/a." If you feel uncomfortable in answering the question, please leave the space blank. Photographs of the features can also help our staff identify specific feature components. Usually, priority is given to describing features on the primary (front) facade of the structure.

**Foundation:** Describe the foundation that supports the structure. Examples include piers, continuous brick, poured concrete.

**Structure:** Describe the primary structural component of the resource. Include primary material used. Examples include log, frame (sawn lumber), and brick. Also include the treatment, such as a particular brick bond or type of framing, if known.

**Walls:** Describe the exterior wall covering such as beaded weatherboard or asbestos shingles.

**Windows:** Describe the number, material, and form of the primary windows. This includes the number of panes per sash, what the sashes are made of, and how the sashes operate (are they hinged or do they slide vertically) Have the windows been replaced?

**Porch:** Briefly describe the primary (front) porch. List the primary material, shape of the porch roof, and other defining details.

**Roof:** Describe the roof, listing the shape and the covering material.

**Chimney(s):** List the number of chimneys and the materials used. Include the brick bond pattern if possible.

**Architectural Description of Individual Resource:** *(Please describe architectural patterns, types, features, additions, remodelings, or other alterations. A sketch of the current floor plan would be appreciated)*

**Significance Statement:** Briefly note any significant events, personages, and/or families associated with the property. (Detailed family genealogies are not necessary.) Please list all sources of information. It is not necessary to attach lengthy articles or genealogies to this form. Normally, only information contained on this form will be posted for consideration by the State Review Board.

**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 property.

Would you be interested in the State and/or the Federal Rehabilitation Tax Credits? Yes  No   
Would you be interested in the easement program? Yes  No