## Process to have the Downtown Historic District added to Register listing

To be listed on the state and national historic registers, a district must go through a two-step process that begins with a preliminary evaluation. If the district passes the evaluation, then next step is to request a formal nomination to the state and national registers.

During the preliminary evaluation, the district will be reviewed by the Department of Historic Resources and DHR's State Review Board. The board makes its preliminary determination of whether the district is eligible for the register based on the information submitted in a Preliminary Information Form (PIF).

The first step is to submit a PIF, which is a separate document from the formal nomination report that is completed for step two. The purpose of the PIF is to provide sufficient information for the State Review Board to judge if the proposed historic district warrants more detailed documentation for nomination, as required by the Virginia Landmarks Register and National Register of Historic Places.

If the State Review Board determines the district is eligible for register listing, a formal nomination to the registers comes next. Nomination forms require detailed historical and architectural documentation proving that the resource meets certain criteria.