



VIRGINIA BEACH HISTORICAL REGISTER PROGRAM INFORMATION AND NOMINATION/APPLICATION FORM INSTRUCTIONS

Program Information: The Virginia Beach Historical Register was established by the Virginia Beach City Council in 1999. The register recognizes buildings, structures and sites that are important to and/or illustrative of the historical development of the city and its predecessor jurisdictions. Nomination/application to the register is voluntary and must have the consent of the property owner. A property's standing on the register is honorary and carries no restrictions or regulatory oversight.

Properties placed on the register are recognized by the issuance of a certificate that notes their status as a local historic landmark and their contribution to the character of Virginia Beach. Property owners also receive a bronze plaque to identify the building's placement on the register.

Program Benefits: Properties listed on the Virginia Beach Historical Register are eligible to participate in the local real estate tax abatement program (Virginia Beach City Code Section 35-80.1). The program provides the opportunity to realize reduced property tax fees for buildings based upon qualifying rehabilitation projects. Tax abatement program application is made through the Real Estate Assessor's Office prior to initiation of construction.

Properties listed on the Virginia Beach Historical Register that are located in the Oceanfront Resort District are eligible to receive a parking ratio exemption per Section 6.2.3 of the Form-Based Code for that district.

Application Instructions: The completion and submittal of this form constitutes the formal nomination and application of a property to the *Virginia Beach Historical Register*. Complete applications will be forwarded to the Virginia Beach Historic Preservation Commission for consideration. Written notification of the Commission's action will be provided to the applicant.

Application Submittal: Applications must be submitted via United States Postal Service, other delivery services or hand delivered to the Virginia Beach Department of Planning and Community Development, 2875 Sabre Street, Suite 500, Virginia Beach, VA 23452-7385. Applications received via electronic mail or facsimile will not be considered.

To complete the application by using an electronic fillable form, go to www.vbgov.com/historicpreservation and select the form under "Related Documents." Please note that photographs and a location map are required to be submitted with the completed form. All submitted materials become the property of the City of Virginia Beach.

Application Review: Complete application packages are forwarded to the Historical Register Committee of the Virginia Beach Historic Preservation Commission. The Historical Register Committee meets quarterly to review applications. The Committee will make a visit to each applicant property prior to considering and acting on the merits of the application.

Basic Standards of Qualification for the Historical Register

- a). The property's association with significant events in the history and development of the City.
- b). The property's association with persons who have made important contributions to the history of the City.
- c). The extent to which the property embodies principal or distinctive features of an architectural style that represents a specific period in the history of the City.
- d). Whether the property has yielded, or is likely to yield, artifacts and other materials important to understanding the City's historical background and context.
- e). The age of the property, which shall, absent exceptional historic value, be no less than fifty (50) years.

VIRGINIA BEACH HISTORICAL REGISTER NOMINATION/APPLICATION FORM

- 1). **HISTORIC NAME(S) OF PROPERTY** (If any are known.)

- 2). **LOCATION**

Street Address: _____

Subdivision (if applicable) and Zip Code: _____

- 3). **LEGAL PROPERTY OWNER** (List all addresses if multiple owners.)

NAME: _____

ADDRESS: _____

CITY/STATE: _____ ZIP CODE: _____

TELEPHONE: _____ (Day) _____ (Cell)

EMAIL: _____

SIGNATURE: _____ DATE: _____

(Signature is required for processing all applications.)

- 4). **APPLICANT INFORMATION** (If an individual other than the Property Owner has completed this form, please list contact information and sign below)

NAME: _____

ADDRESS: _____

CITY/STATE: _____ ZIP CODE: _____

TELEPHONE: _____ (Day) _____ (Cell)

EMAIL: _____

SIGNATURE: _____ DATE: _____

(Signature is required for processing all applications.)

5). **GENERAL INFORMATION**

- A. Construction Date of Building(s): _____
- B. Approximate Acreage: _____
- C. Architect or Builder (if known): _____
- D. Historical Use: _____
- E. Present Use: _____
- F. Secondary Buildings Present: Yes _____ No _____

Briefly list and describe any additional structures on the property that may contribute to the overall significance.

6). **HISTORY**

Provide an overview of the history of the building(s) and/or site. Briefly note any significant uses, events, personages and/or families associated with the property. Please do not provide detailed family genealogies. When possible, please note the documentary source of information.

7). **ARCHITECTURAL ELEMENTS: Please check all that apply to the main structure on your property.**

| | | |
|--|--|---|
| <p>Foundation</p> <p><input type="checkbox"/> Continuous Brick</p> <p><input type="checkbox"/> Brick piers</p> <p><input type="checkbox"/> Cinderblock</p> <p><input type="checkbox"/> Poured concrete</p> <p><input type="checkbox"/> Slab</p> <p><input type="checkbox"/> Other:</p> <p>Structure</p> <p><input type="checkbox"/> Brick</p> <p><input type="checkbox"/> Stone</p> <p><input type="checkbox"/> Wood frame</p> <p><input type="checkbox"/> Other:</p> <p>Walls (Exterior Treatment)</p> <p><input type="checkbox"/> Stucco</p> <p><input type="checkbox"/> Cedar shakes</p> <p><input type="checkbox"/> Asbestos shingles</p> <p><input type="checkbox"/> Weatherboards/Clapboards</p> <p><input type="checkbox"/> Aluminum siding</p> <p><input type="checkbox"/> Vinyl siding</p> <p><input type="checkbox"/> Brick veneer</p> <p><input type="checkbox"/> Other:</p> <p>Roof</p> <p><i>Shape</i></p> <p><input type="checkbox"/> Front Gable</p> <p><input type="checkbox"/> Side gable</p> <p><input type="checkbox"/> Hipped</p> <p><input type="checkbox"/> Gambrel</p> <p><input type="checkbox"/> Saltbox</p> <p><input type="checkbox"/> Flat</p> <p><input type="checkbox"/> Other:</p> <p><i>Materials</i></p> <p><input type="checkbox"/> Cedar shakes</p> <p><input type="checkbox"/> Asbestos shingles</p> <p><input type="checkbox"/> Composition/ Architectural shingles</p> <p><input type="checkbox"/> Slate</p> <p><input type="checkbox"/> Tin</p> <p><input type="checkbox"/> Tile</p> <p><input type="checkbox"/> Other:</p> | <p>Windows</p> <p><i>Materials</i></p> <p><input type="checkbox"/> Wood</p> <p><input type="checkbox"/> Vinyl/ Replacement</p> <p><input type="checkbox"/> Other:</p> <p><i>Type</i></p> <p><input type="checkbox"/> Single-hung</p> <p><input type="checkbox"/> Double-hung</p> <p><input type="checkbox"/> Casement</p> <p><input type="checkbox"/> Louvered</p> <p><input type="checkbox"/> Sliding</p> <p><input type="checkbox"/> Other:</p> <p><i>Number of panes per sash:</i></p> <p><input type="checkbox"/> 1</p> <p><input type="checkbox"/> 2</p> <p><input type="checkbox"/> 3</p> <p><input type="checkbox"/> 4</p> <p><input type="checkbox"/> 6</p> <p><input type="checkbox"/> 9</p> <p><input type="checkbox"/> 12</p> <p><input type="checkbox"/> Other</p> <p>Front Porch</p> <p><input type="checkbox"/> Entry</p> <p><input type="checkbox"/> Full-height</p> <p><input type="checkbox"/> Full façade (2-story)</p> <p><input type="checkbox"/> Full width (1-story)</p> <p><input type="checkbox"/> Wrap</p> <p><input type="checkbox"/> Open</p> <p><input type="checkbox"/> Enclosed</p> <p><input type="checkbox"/> Screened</p> <p><input type="checkbox"/> Other:</p> <p>Dormers</p> <p><input type="checkbox"/> Gable</p> <p><input type="checkbox"/> Hipped</p> <p><input type="checkbox"/> Shed</p> <p><input type="checkbox"/> Flat</p> <p><input type="checkbox"/> Eyebrow</p> <p><input type="checkbox"/> Other:</p> <p>Chimneys</p> <p><i>Number of chimneys: _____</i></p> <p><i>Material</i></p> <p><input type="checkbox"/> Stone</p> <p><input type="checkbox"/> Brick</p> <p><i>If brick, pattern</i></p> <p><input type="checkbox"/> English bond</p> <p><input type="checkbox"/> Flemish bond</p> <p><input type="checkbox"/> American/common bond</p> | <p>Architectural Style</p> <p><input type="checkbox"/> Dutch Colonial</p> <p><input type="checkbox"/> Georgian</p> <p><input type="checkbox"/> Federal</p> <p><input type="checkbox"/> Greek Revival</p> <p><input type="checkbox"/> Gothic Revival</p> <p><input type="checkbox"/> Italianate</p> <p><input type="checkbox"/> Queen Anne</p> <p><input type="checkbox"/> Shingle</p> <p><input type="checkbox"/> Victorian</p> <p><input type="checkbox"/> Four Square</p> <p><input type="checkbox"/> Colonial Revival</p> <p><input type="checkbox"/> Neoclassical</p> <p><input type="checkbox"/> Tudor</p> <p><input type="checkbox"/> Mission</p> <p><input type="checkbox"/> Prairie</p> <p><input type="checkbox"/> Craftsman</p> <p><input type="checkbox"/> Modern</p> <p><input type="checkbox"/> Vernacular</p> <p><input type="checkbox"/> Other:</p> <p>Decorative Elements</p> <p><input type="checkbox"/> Cornice detailing such as dentils or modillions</p> <p><input type="checkbox"/> Exposed rafters</p> <p><input type="checkbox"/> Decorative rafters</p> <p><input type="checkbox"/> Decorative verge boards (in gable peaks)</p> <p><input type="checkbox"/> Decorative roofing such as hexagonal shingling or fish scales</p> <p><input type="checkbox"/> Decorative wall treatment such as fish scales, diamonds, various patterns</p> <p><input type="checkbox"/> Towers</p> <p><input type="checkbox"/> Other:</p> |
|--|--|---|

Briefly note which elements checked on the previous page are the original materials/features, what additions have been made and when if known.

8). **PHOTOGRAPHS**

A minimum of four (4) interior and four (4) exterior photographs must be submitted.

Photograph Quality

- Photographs must be in a digital/electronic format and may be in color or black and white.
- Photographs should be made using the highest quality setting allowed on your digital camera.
- Photographs should be submitted in a TIFF format.
- Photographs may be accepted in a JPEG format if they have been taken using the lowest compression setting and are the first generation (unedited) of the photo.

Photograph Views

- Interior photographs should illustrate important architectural features as well as broad room views.
- Exterior photographs should illustrate each face of the building, if possible.
- Close up views of exterior architectural features, such as dentil moldings, are desirable in addition to broad views.
- Where outbuildings are present, include photographs of these structures.
- Please provide a descriptive caption with each electronic photograph.
- Four interior and four exterior photographs is the minimum number required, but please submit as many photographs as you believe will best illustrate the character and details of the property.
- Historic images of the building(s) are always welcome and help to illustrate the building's retention of its historical integrity.

Photograph Submittal

- Photographs must be submitted on a compact disc or on a USB Drive (flash drive).
- Printed copies of at least four interior and four exterior photos must be included with the application.
- The printed copies should be labeled and submitted with no more than two photographs per 8.5" x 11" page.
- Applications that do not include photographs will not be considered.

9). **MAP**

Please include a map indicating the location of the property. A sketch map is acceptable if street names and route numbers are included. Please include a directional arrow for North. A narrative description may be added to the map to provide additional specific details about the property's location.

Please submit completed applications to:

Historic Preservation Planner
Department of Planning and Community Development
Planning Administration Division
2875 Sabre Street, Suite 500
Virginia Beach, VA 23452-7385

757-385-4621

FOR OFFICE USE ONLY

| | |
|--------------------|---------------------|
| DATE REC. _____ | SITE VISIT _____ |
| DHR# _____ | ACTION _____ |
| NRHP/VLR _____ | PLAQUE _____ |
| HISTCULTDIST _____ | CERTIFICATE _____ |
| GPIN _____ | PRESS RELEASE _____ |