



# COMMONWEALTH of VIRGINIA

## Department of Historic Resources

Matt Strickler  
*Secretary of Natural Resources*

2801 Kensington Avenue, Richmond, Virginia 23221

Julie V. Langan  
*Director*

June 30, 2020

Tel: (804) 367-2323  
Fax: (804) 367-2391  
[www.dhr.virginia.gov](http://www.dhr.virginia.gov)

Jeff Werner  
City of Charlottesville Neighborhood Development Services  
610 E. Market St.  
Charlottesville, VA 22903

### Re: Tenth and Page Historic District, City of Charlottesville

Dear Mr. Werner:

Congratulations. After careful consideration of the Preliminary Information Form (PIF) on **May 7, 2020**, DHR's Evaluation Committee recommended the above-referenced property to be eligible for nomination to the National Register of Historic Places and the Virginia Landmarks Register. Additionally, at its meeting on **June 18, 2020**, the Virginia State Review Board concurred with DHR's recommendation.

**Please Note:** Approval of the PIF does not result in formal listing in the Registers, nor does it guarantee the property will be formally listed. The recommendation of eligibility referenced here is also subject to re-evaluation if, at any time, the property is insensitively altered or remodeled, partially demolished, or if additional research reveals it to be less historically significant than originally proposed.

To proceed with nomination of this property, the next step is to draft an official nomination packet. I strongly encourage you to coordinate with me throughout the nomination process. **You are welcome to prepare the draft materials or hire a consultant to draft the packet for you; in either case you are responsible for ensuring that the published mandatory procedures are followed. (Please be advised that failure to follow mandatory procedures may result in significant delay in official register listing.)** The completed packet will be the justification for nomination to both the Virginia Landmarks Register and the National Register. Both the **Nomination Form** and the **National Register Checklist** are available to download at [http://dhr.virginia.gov/register/download\\_register\\_forms.htm](http://dhr.virginia.gov/register/download_register_forms.htm).

As a courtesy, an **abbreviated** version of the nomination checklist is provided on the reverse of this letter.

Once you have a completed nomination packet, please submit it to me. DHR staff and I will review the nomination to assure it is 1) complete; 2) adequately demonstrates the eligibility of the property for Register listing; 3) supports the arguments presented in the PIF, and 4) resolves any questions raised by DHR staff or State Review Board members during the evaluation process.

Please contact me at 804-482-6099 for advice on proceeding with the nomination and also consult the online guidance materials available at <http://dhr.virginia.gov/register/trainingGuidance.htm>. DHR staff and I will be happy to provide you with notice prior to any formal action concerning your participation in the Register program.

Sincerely,

Marc C. Wagner  
Director, Eastern Region Preservation Office

Western Region Office  
962 Kime Lane  
Salem, VA 24153  
Tel: (540) 387-5443  
Fax: (540) 387-5446

Northern Region Office  
5357 Main Street  
PO Box 519  
Stephens City, VA 22655  
Tel: (540) 868-7029  
Fax: (540) 868-7033

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## ABBREVIATED NOMINATION CHECKLIST

Each nomination packet must include the following components:

1. Nomination form prepared using Microsoft Word software
2. Maps
  - a. Location map
  - b. Sketch map and photo key
  - c. Additional documentation and maps as necessary
3. Photo prints and accompanying CD-R or DVD-R
4. Legal Notification Form with owner/adjacent owner labels and tax parcel information
5. Public Hearing form (for historic district nominations)

Detailed instructions on the nomination process are available on the DHR website, [www.dhr.virginia.gov/refisters/register.htm](http://www.dhr.virginia.gov/refisters/register.htm).

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## ADDITIONAL PROCEDURAL INFORMATION

When a recommendation has been made by DHR staff that a nomination is ready to advance, it is placed on the next available agenda of a joint meeting of the Virginia State Review Board and the Board of Historic Resources. The Boards meet four times per year, in March, June, September, and December.

- The **State Review Board** (SRB) is responsible for recommending a nomination proceed to the National Park Service for inclusion in the National Register of Historic Places (NRHP). If the NPS requires no additional information after its review, it is listed within a brief period of time in the NRHP.
- The **Board of Historic Resources** (BHR) is empowered to list the property in the Virginia Landmarks Register (VLR). If the BHR requires no additional information, it is listed immediately in the VLR.

We caution you that if either DHR staff or a majority of the membership of either Board find the nomination to be insufficient for listing in the Registers, it may not go forward without addressing the recommended revisions.

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