



## 10 Easy Steps to listing your property on the Clark County Heritage Register

### 1) Visit the website or gather the starter materials from the Historic Museum

Go to Historic Preservation at [www.clark.wa.gov](http://www.clark.wa.gov) or visit the research library at the Historic Museum at 1511 Main Street, Vancouver. Materials include hand-outs on tax incentives, advantages to listing your property, and how to research historic sites.

### 2) Call Staff

There are many ways that staff can help you save time and effort. There may be research already done for your property. Call 564-397-2280 Community Planning and ask for the Historic Program Manager. The direct extension is 564-397-2375 (ext 4913 or ext 4909).

### 3) Write a description of the structure or site

Focus mostly on the exterior. Many books can provide an easy guide for writing a description. You can also review model nominations.

### 4) Write a brief history of the structure or site

Resources for this effort are mostly found at the Historic Museum. Staff has generated a hand out with these sources summarized. You can find it on-line or at the Museum.

### 5) Fill in application

Just do the easy questions. Staff will help with the rest. The important part is the architectural description and the history (steps 3 and 4 above). The application is in Microsoft Word format on-line.

### 6) Submit materials to staff for review

The best way to apply, is to let staff review your work first and recommend any needed changes.

### 7) Complete remaining tasks

The staff may ask for additional work to make the application complete. You may need to take a couple extra photos or answer a couple more questions. Then resubmit the “fully-complete” application. Staff can assist with the hard stuff.

### 8) Arrange a site visit

Before the hearing, Preservation Commissioners will need to visit the site.

### 9) Attend the Hearing

The Historic Preservation Commission meetings are open to the public, and held at the General O.O. Howard House on the second Tuesday evening of the month.

### 10) Sign Certificate

If the Preservation Commission rules in your favor, your old house or building is likely to be preserved for many generations to come. Staff will contact you to arrange for any press coverage, photographs to be added to The Heritage Register (bound version), and to have you sign the Certificates of Listing.