

REGISTER NOMINATIONS



Landmarks Preservation Commission
Tacoma Community and Economic Development Department

747 MAYNARD STREET • ROOM 1022 • TACOMA, WA 98402-3783 • 252.531.1222

**TACOMA REGISTER OF HISTORIC PLACES
NOMINATION FORM**

This form is required to nominate properties to the Tacoma Register of Historic Places per Tacoma Municipal Code 12.07.020. Type all entries and complete all applicable sections. Contact the Historic Preservation Office with any questions at 252-691-0220.

PART 1: PROPERTY INFORMATION (for 'HELP' press the F1 key)

Property Name: _____
 Location: _____
 Street Address: _____ Zip: _____
 Parcel No(s): _____ Legal Description and Plat or Addition: _____

Nominated Elements
 Please indicate below significant elements of the property that are included in the nomination by checking the appropriate box(es) below. These elements should be described specifically in the narrative section of this form.

Principal Structure Site
 Historic Address Historic Landscaping, Fencing, Walkways, etc.
 Ancillary Buildings/Outbuildings Interior Spaces/Other (Inventory in Narrative)

Owner of Property
 Name: _____ City: _____ State: _____ Zip: _____
 Is the owner the sponsor of this nomination? Yes No

Form Preparer
 Name/Title: _____ Company/Organization: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Phone: _____ Email: _____

Nomination Checklist—Attachments

\$100 filing fee payable to City/Treasurer continuation sheets
 site map (required) historic plans
 photographs required: street view or exterior photographs and include a photograph index Other (please include): _____ FPO OFFICE USE
 Last Date of the Submission: this document can only be submitted for review and consideration if the date of last filing is on or after the date of this submission. Date Received: _____
 \$100000 _____ Fee Paid: _____

Applications to the Tacoma Register of Historic Places are processed according to the procedures and standards described in TAC 12.07 and 12.07.020. Submittal of an application does not constitute an approval by the City. To obtain a copy of the Register or current Review Procedures for property owner, documents submitted for review, or other information, please contact the Historic Preservation Office at 252-691-0220. Additional requirements may be required for other City, State, or Federal regulations.

Landmarks Preservation Commission
Nomination to the Tacoma Register of Historic Places Page ____ of ____

Narrative (continued)

PART 2: PHYSICAL DESCRIPTION

Extent of Changes
 Please summarize the changes to plan, original location, windows, interior and other significant elements by selecting the choice below. If the property has been previously documented, these may be indicated on the Transcription Sheet Historic Property Inventory Form. These changes should be described specifically in the narrative section of this form.

	Original Features intact:		Original Features intact:		
Plan (i.e., no addition to footprint, relocation of walls, or new plan)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Interior finishes, fixtures, flooring, etc.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Original coloring	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Other elements	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Windows (no replacement windows or replacement sashes)	Yes <input type="checkbox"/>	No <input type="checkbox"/>			

Physical Description Narrative
 Describe in detail the present and original (if known) physical appearance, condition and structural characteristics (use continuation sheets if necessary).

What to Include and Why

Michael Houser, State Architectural Historian





GENERAL

- *Is the nomination accurate / factual?*
- *Does the document use footnotes or endnotes*
- *Is there primary/period research*
- *Is it well written?*
- *Is everything filled out?*
- *Have the preparers used the right form?*



DESCRIPTION



- *Be Specific*
- *Summary paragraph*
- *Functional and stylistic type*
- *Location and compass orientation*
- *General characteristics*
- *List of character defining features*



DESCRIPTION



- *Overall shape and basic dimensions of ground plan*

Number of stories , structural frame

- *Wall construction and finish materials*

Roof shape and material, foundation type and material, wall finish, etc..



DESCRIPTION



- *Special features including location, number and appearance of:*

Porches (verandas, stoops, shed attachments, etc..)

Windows, doors, chimneys, dormers, etc.

Other salient features

- *Important decorative elements (window and door trim, porch trim, etc..)*

- *Interior*

Layout of spaces, principal features (staircases, fireplaces, etc..) Distinguishing finish work and decorative features



DESCRIPTION



- *Outbuildings (number, type, relative location & status)*
- *Important features of the immediate environment (topographic elements, landscaping planting, roads, water courses etc..)*
- *Description of modifications (with dates)*



STATEMENT OF SIG.

- *Assume the reader knows nothing about the resource and its context*
- *Statement of significance should be concise, factual, well-organized and in paragraph form*
- *It should tell a story*
- *Use endnotes or footnotes*



STATEMENT OF SIG.

- *Use a summary paragraph to outline your case*
- *Be selective about the facts you present, do they support the significance of the property*
- *Be specific in all references to history or geography*
- *Offer a comparative analysis*



STATEMENT OF SIG.

- *State which criteria property is being nominated under and how it meets criteria*
- *Provide opening summary paragraph*
- *Clearly state the Period of Significance*
- *Focus on the Facts*
- *Job is to “make the case” for listing*



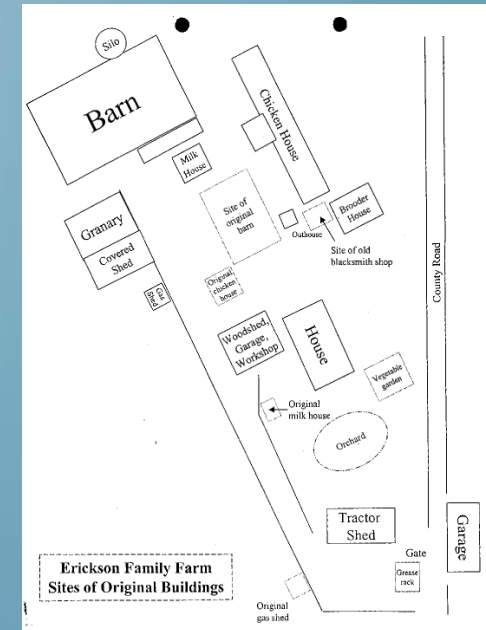
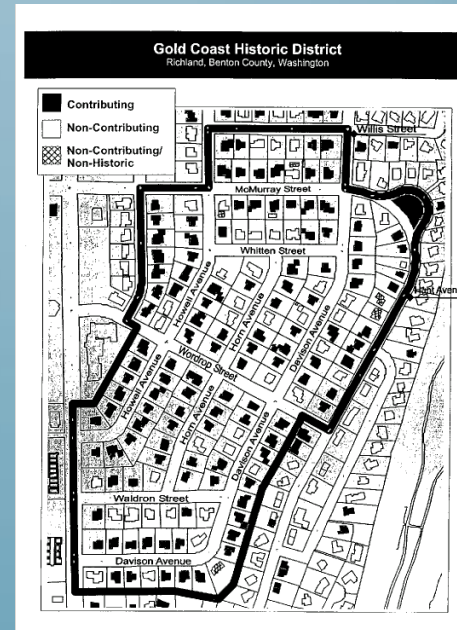
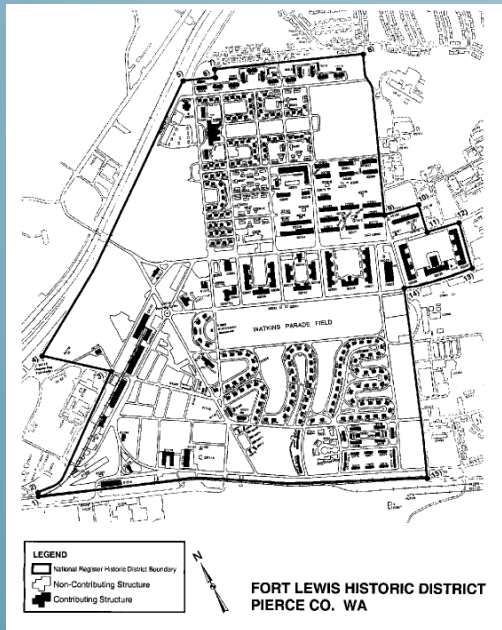
RESOURCE COUNT

- *What is the number of resources on the site?*
- *Are they contributing vs. non-contributing?*
- *Are they adequately described?*



MAPS

- *Does the map clearly define nominated site?*
- *Does it show all the resources on site?*
- *Does it have a legend and north arrow?*
- *Is it an accurate representation of what is on the nominated site?*



PHOTOGRAPHS

- *Do you have images of all resources on nominated site? Do you need them?*
- *Do you have images of all elevations?*
- *Are they good images? Properly labeled?*

