

REGISTER NOMINATIONS



Landmarks Preservation Commission
Tacoma Community and Economic Development Department

1101 WEST 10TH STREET • SUITE 100 • TACOMA, WA 98401-1101 • 252.641.1222

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 13.07.060. Type all entries and complete all required sections. Complete the "Historic Preservation Officer" and "Submitter" sections at the bottom of this form.

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

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

Nominating Elements

Please indicate below significant elements of the property that are included in the nomination by checking the appropriate boxes below. These elements should be described specifically in the narrative section of this form.

<input type="checkbox"/> Historic Structure	<input type="checkbox"/> Site
<input type="checkbox"/> Historic Actions	<input type="checkbox"/> Historic Landscaping, Fencing, Walkways, etc.
<input type="checkbox"/> Ancillary Buildings/Outbuildings	<input type="checkbox"/> Interior Spaces/Other (interior or exterior)

Owner of Property

Name: _____ City: _____ State: _____ Zip: _____
Address: _____
Is the owner the sponsor of the nomination? Yes No

Form Preparer

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

Nomination Checklist—Attachments

<input type="checkbox"/> \$100 Ping Pong Ball to City Request	<input type="checkbox"/> Distribution Sheets
<input type="checkbox"/> 3x5 INCH PHOTOS (3)	<input type="checkbox"/> Reference Plans
<input type="checkbox"/> PHOTOGRAPHY (REQUIRED) - please state or explain photography and include a photographer's note	<input type="checkbox"/> Other Attachments (REQUIRED)
<input type="checkbox"/> Last One of the REQUIRED - this document can be used as evidence for other projects that require a nomination	<input type="checkbox"/> FOR OFFICE USE

City: _____ Date Received: _____
City: _____ Date Received: _____

Applications to the Tacoma Register of Historic Places are processed according to the procedures and criteria established in Tacoma Municipal Code 13.07.060. Applications for historic preservation are processed by the City of Tacoma's Historic Preservation Commission. Applications are processed on a first-come, first-served basis. Applications are processed on a first-come, first-served basis. Applications are processed on a first-come, first-served basis.

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PART 2: PHYSICAL DESCRIPTION

Extent of Changes

Please indicate the extent of any original exterior, interior, and other significant elements to be retained, as shown below. If the property has been previously nominated, there may be indicators on the (Property) Date (Historic) Property Form. These changes should be described specifically in the narrative section of this form.

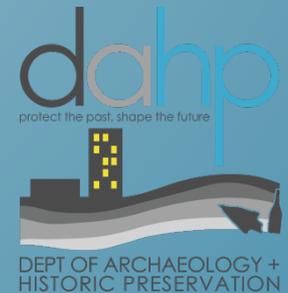
Original Historic Part	Original Historic Part
Part (i.e. No exterior to historic structure or work of art)	Yes <input type="checkbox"/> No <input type="checkbox"/> Other (describe, frame, fencing, etc.)
Original Structure	Yes <input type="checkbox"/> No <input type="checkbox"/> Other (describe)
Original (for apartment, condo or apartment added)	Yes <input type="checkbox"/> No <input type="checkbox"/>

Physical Description Narrative

Describe in detail the present and original (if known) exterior, interior, condition and structure, character (use appropriate terms if necessary).

What to Include and Why

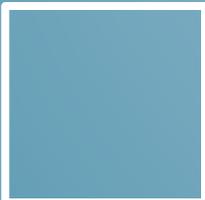
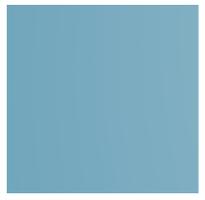
Michael Houser, State Architectural Historian





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?*



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?*

