

Step by Step Guidelines for completing the Nomination Form

Step 1: Name of Property

Historic Name

The historic name identifies the specific property being nominated and provides a means of identifying and recording the different names by which the property has been known through the years. The historic name is important because it continues to be meaningful regardless of changes in occupancy or use. This is the name that is generally preferred in referring to a property since it ordinarily represents one of the following:

- Original owner or builder
(i.e. Donaldson House; Larson Building)
- Significant persons, organizations, or events associated with the property
(i.e. Stimson-Green Mansion; Masonic Temple)
- Original or later significant uses of the property
(i.e. Capitol Theatre; Union Station)
- Innovative or unusual characteristics of the property
(i.e. South Cle Elum Substation, Georgetown Steam Plant)
- Accepted professional, scientific, technical, or traditional names
(Puget Power Building, Pike Place Market Historic District)

Common Name

The common name represents the title by which the property is known locally. It may be representative of the history of the property or it may represent another facet (present ownership, etc.). This name will identify the property locally as well as provide a convenient means of differentiating it from similarly named properties.

Step 2: Location

Include the number and the name of the street or road on which the property is located. If the road has a number rather than a name, indicate whether it is a federal, state or county road. If a property does not have a specific address, give the names of the nearest roads.

Step 3: Classification

Category

Mark one box which applies to the nominated property as described below:

A **district** is a geographically definable area, urban or rural, possessing a significant concentration, linkage, or continuity of sites, buildings, structures, or objects which are united by past events or aesthetically by plan or development. A district also may be comprised of individual elements that are separated geographically but are linked by association or history.

Example: First Street Historic District

A **site** is the location of a significant event, activity, building, structure, or archaeological resource where the significance of the location and any archaeological remains outweigh the significance of any existing structures.

Example: Whitman Mission Site

A **building** is a structure created to shelter any form of human activity. This may refer to a house, barn, church, hotel, or similar structure. Building may refer to a historically related complex, such as a courthouse and jail or a house and barn.

Examples: Collins House and Granary; Mary Olson Farm

A **structure** is any kind of human construction made up of interdependent and interrelated parts in a definite pattern of organization. A structure is often an engineering work.

Examples: The Coleman Bridge; [WW II Watch Tower](#)

An **object** is a material thing of functional, aesthetic, cultural, historical, or scientific value that may be, by nature or design, movable yet related to a specific setting or environment.

Examples: Schooner Wawona; [Indian War Canoe](#)

Ownership

Public ownership is property owned by a federal, state, or local government entity. Private ownership is, in most cases, easily determined by the name of the owner.

Public-Acquisition

If public acquisition is involved, indicate on a Continuation Sheet the stage which negotiations have reached.

Status

It is possible to check more than one blank. If preservation work is in progress, [then \(delete?\)](#) the proposed alterations should be discussed in the description (Item 5).

Accessible to the public

This section indicates whether the public has access to the property.

"Restricted" means that access is regulated. Regulation may include visits by appointment, scheduled hours, etc.

"Unrestricted" means that the public has access to view EXTERIORS seen from a public right-of-way.

Present Use

Information about the present use helps to determine the function of the

property.

Step 4: Owner of Property

The owner is the person or corporation that has legal title to the property.
For instance:

Ms. Jane Doe
120 Main Street
Yakima, WA 98901
(509) 867-5309
janedoe@myemail.com

Jones Building, LLC
7 Walnut Street, Suite 200
Yakima, WA 98901
(509) 555-1234
jonesllc@yahoo.com

For properties involving multiple owners, use a Continuation Sheet.

Step 5. Physical Description

The condition of the property is important to make an accurate judgment of its merits.

Check the blanks which best describe the present condition of the property.

Excellent indicates that the building is structurally sound and weatherproof, with no damage.

Good indicates that the building is structurally sound and weatherproof. There may be loose siding, cracked masonry, or a faulty roof.

Fair indicates that the building may or may not be structurally sound and weatherproof. There may be loose siding, cracked masonry, or a faulty roof.

Deteriorated indicates that the building is not structurally sound and weatherproof. Major elements are open to the weather. Structure facing, either masonry or wood, collapsing. Usually abandoned and not maintained.

Ruins and Unexposed generally refers to archaeological sites. In district nominations, more than one blank may be checked.

Ruins: The visible remains of a structure which is no longer recognizable as an entity whose original appearance is evident.

Unexposed: A term used to indicate most archaeological sites or other subterranean resources.

Altered or Unaltered: The conditions "altered" and "Unaltered" refer to the present state of the property as compared to its condition at the time it achieved significance.

Normal weathering or aging does not ordinarily constitute an alteration. Known alterations should be described and documented in the narrative description statement.

It is particularly important to supply dates if available.

In cases involving numerous alterations to buildings, it would be helpful to include a floor plan with the nomination.

Moved or Original Site: If a property has been moved, the following information should be given in the description wherever possible: (1) date of move; (2) original location and description; (3) distance the property has been moved; (4) explanation of the effect of the move on the historic integrity of the property and upon its new location; and (5) justification for the move.

Narrative Description of the Property

This section describes the physical character of the property. The description verifies the essential integrity of the property. A thorough and systematic description of the property begins with a summary characterization and flows in a logical manner from the general to the specific; from the setting and exterior of the structure to the interior, from the main building or buildings to accessory features. The developmental history of the property is an important aspect of the description. A portion of the descriptive narrative should be devoted to significant alterations or changes to the property over time. Information relating to the history, significance, or use of the property is NOT included in this section; it belongs in Item 6. For individual buildings, the following outline may be helpful in developing an orderly description.

1. Type of building (home, church, store, mill, etc.)
2. Location and compass orientation
3. General characteristics:
 - Overall shape or plan (rectangle, U-shaped, etc.)
 - Number of stories
 - Number of vertical divisions or bays
 - Structural frame
 - Wall construction and finish materials (brick, frame, masonry, etc.)
 - Roof shape and material (gabled, hipped, shed, etc.)
 - Foundation type and material
4. Special features including location, number, appearance of:
 - Porches
 - Windows
 - Doors
 - Chimneys
 - Dormers
 - Other salient features
5. Decorative elements (window and door trim, porch elements, brackets, etc.)

6. Interior: (if applicable)
Layout of spaces
Principal features (staircases, fireplaces, etc.)
Distinguishing finish work and decorative features (interior trim, wall coverings)
Floors
Lighting fixtures
7. Number, type, and location of outbuildings, as well as construction dates, if known
8. Important features of the immediate environment (roads, landscaping, topography, water courses)
9. Description of modifications to the property

Step 6. Significance

Year Built

Give the date of construction of the property. This is usually derived from building permits, architectural drawings, assessor's records, chain of title searches, or newspaper articles written at the time of construction.

Builder/Architect

Give the name(s) of the builder and/or architect if known.

Narrative Description of Significance

The second narrative section of the nomination form defines the significant qualities and associations that make a property eligible for listing in the Langley Register. The key to preparing a successful essay is to stay focused on the applicable criteria for evaluation and to demonstrate how the property meets those criteria. The narrative should state in the opening paragraph which criterion the resource is being nominated under and the reasons why it follows that criterion. The narrative must demonstrate whether the property is a good representative example of the period and area of significance.

Step 7. Major Bibliographical References

This section contains a list of sources from which information of the form was compiled. Use a standard bibliographical style, listing author, full title, location of publication, publisher, and date.

For an article, list the magazine or journal from which it was taken, volume number, and date. For unpublished manuscripts, indicate where copies are available. Interviews should also be listed, giving name and address of the informant and date of the interview.

Step 8. Additional Information

Include maps, photographs, and any other additional information this section. See previous section on Minimum Requirements for Application.

Step 9. Geographical Data

Verbal boundary description: All nominations must include a concise description. The following is a recommended format for boundary descriptions.

“The nominated property is located in Section 19 in Township 14, Range 19 in Langley, Washington.”

Legal description, tax parcel number; and plat/block/lot. This information can be obtained from the Island County Assessor’s Office or through its website: <http://www.islandcounty.net/default.htm>

Step 10. Criteria for Evaluation

It is very important to specify those features that characterize the basis for nomination.

Step 11. Description of Architectural Character

Describe in words, and document with photographs, those features that constitute the essential character of the property being nominated.

This forms the basis for evaluating whether the nominated property qualifies for placement on the Register, and will be used in determining whether or a Certificate of Appropriateness is issued should an application be submitted for major change or demolition of a site or structure on the Register.

Step 12. Integrity

List all those categories of features that establish the historic character of the site or structure, and provide a written description of each.

Step 13. Form Prepared By

Write in the name(s), address(es), email address(es), and telephone number(s) of the person(s) directly involved in compiling information contained in the form. Include zip code.

Step 14. Informational Plaque

Signing the nomination form indicates that owners of properties placed on the Register will seriously consider placement of a plaque indicating key historic information on the premises.

Step 15. Information sharing

The HPC would like permission to share photographs and written descriptions of properties on the Register with the community.

Step 16. Signature of Property Owner

The stated owner of the property under Section 4 in this form should sign the nomination.