

The City of Seattle

## Landmarks Preservation Board

Mailing Address: PO Box 94649 Seattle WA 98124-4649  
Street Address: 700 5th Ave Suite 1700

### Landmark Nomination Submittal Requirements

- A completed Nomination Application Form (a blank form is attached to this document).** Completely fill in all fields on the nomination application form. The Assessor's File No. and the complete Legal Description can be found by contacting the King County Recorders Office (<http://www.metrokc.gov/recelec/records/>).
- Nomination text.** The nomination text should be unbound and formatted with the following main headings: Description, Statement of Significance, Photographs, Figures, and Bibliography. Also, please use a standard font for all text and headings. A table of contents is extremely helpful.
  - Description.** Present and original (if known) physical appearance and characteristics. The description section should include a complete, detailed architectural description of all elevations of the exterior of the building and a complete description of all the site elements. A description of the interior features should also be included. Please include a brief description of the surrounding neighborhood and its development, including relevant features such as neighboring buildings, natural features, topography, major roadways, etc. A complete description of the alterations to the exterior of the building must be included as well.
  - Statement of Significance.** The statement of significance section should be a comprehensive history of the property including date of construction, architect, original owners, original and later uses, and any other relevant information. This section should also include a section on the building's historic context, and explain how the building fits into the history of the city and the neighborhood.
  - Photographs.** Please provide (5" by 7" or larger for the primary elevations, minimum 4" by 6" for the other photos) photos (prints, not color photocopies or digital photos on copy paper) of all of the elevations. Please also provide historic photographs, if available, and neighborhood context photos showing the immediate area. Also, all of the photos, including the historic photos, need to be clearly identified. Photo captions should include the following

information: Name of property, Date of photograph, Description of view including direction of camera (i.e. East facade looking North).

- Plans, Maps and other Figures.** Please provide an accurate site plan of the nominated property and any other relevant maps or figures. If the original plans and elevation drawings are available, please provide these as well. All plans, maps and other figures should be clearly identified. All figures, including drawings, plans and maps, (excluding photographs, see above requirements) should be of a standard size (8.5"by 11", 11" by 14", or 11" by 17").
- Application submittal package.** *Both a paper copy and an electronic copy are required to be submitted.*
  - A paper copy of the Nomination Application form and attachments with original signatures should be submitted to the City of Seattle Historic Preservation Program:

**Via United States Mail**

Mailing Address:

Department of Neighborhoods  
Historic Preservation Program  
PO Box 94649  
Seattle, WA 98124-4649

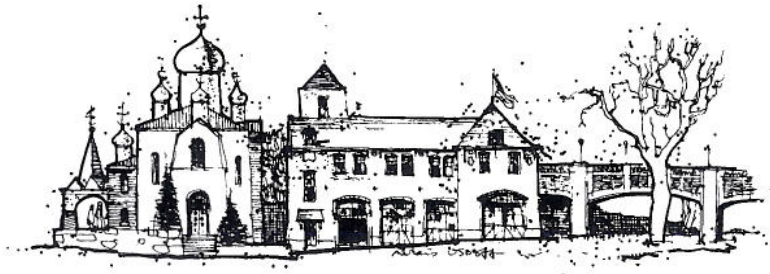
**Via hand delivery**

Physical Address:

Department of Neighborhoods  
700 5th Avenue, Suite 1700

- An electronic version of the completed Nomination Application Form and attachments may be submitted on CD-ROM with the paper copy OR separately via E-mail. The electronic copy shall be a single Word document in a standard letter size of 8.5" by 11" that is comprised of each document required according to the Landmark Nomination Application, including all text, photographs, plans, maps and figures.
- E-mail to:** [sarah.sodt@seattle.gov](mailto:sarah.sodt@seattle.gov) **AND** [erin.doherty@seattle.gov](mailto:erin.doherty@seattle.gov)
- Examples of complete landmark nominations.** These nominations are available electronically at <http://www.seattle.gov/neighborhoods/preservation/landmarks.htm>

Cooper House  
Medical-Dental Building  
Seafirst Bank/Bank of America



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Name \_\_\_\_\_ Year Built \_\_\_\_\_  
(Common, present or historic)

Street and Number \_\_\_\_\_

Assessor's File No. \_\_\_\_\_

Legal Description \_\_\_\_\_

Plat Name: \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Present Owner: \_\_\_\_\_ Present Use: \_\_\_\_\_

Address: \_\_\_\_\_

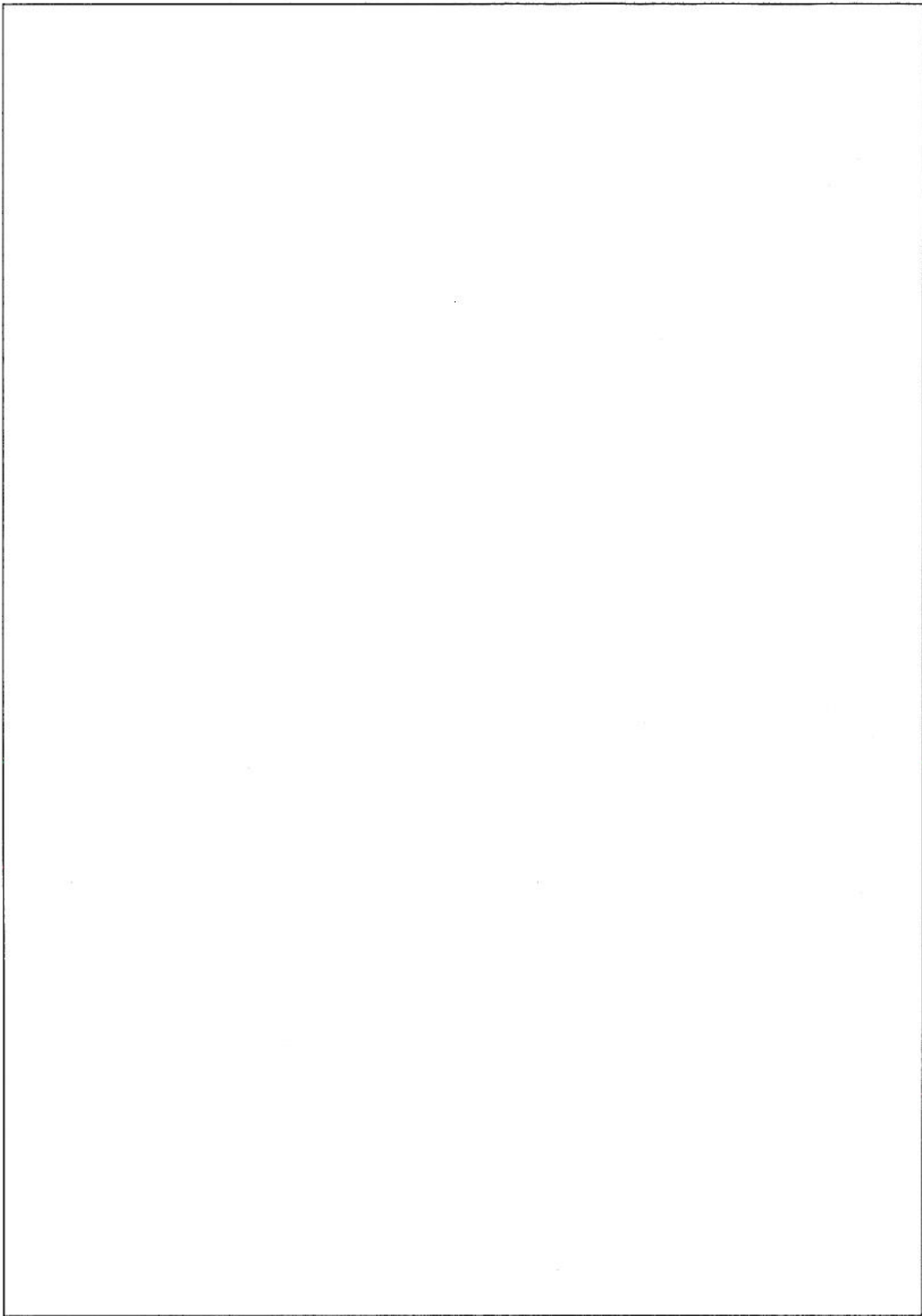
Original Owner: \_\_\_\_\_

Original Use: \_\_\_\_\_

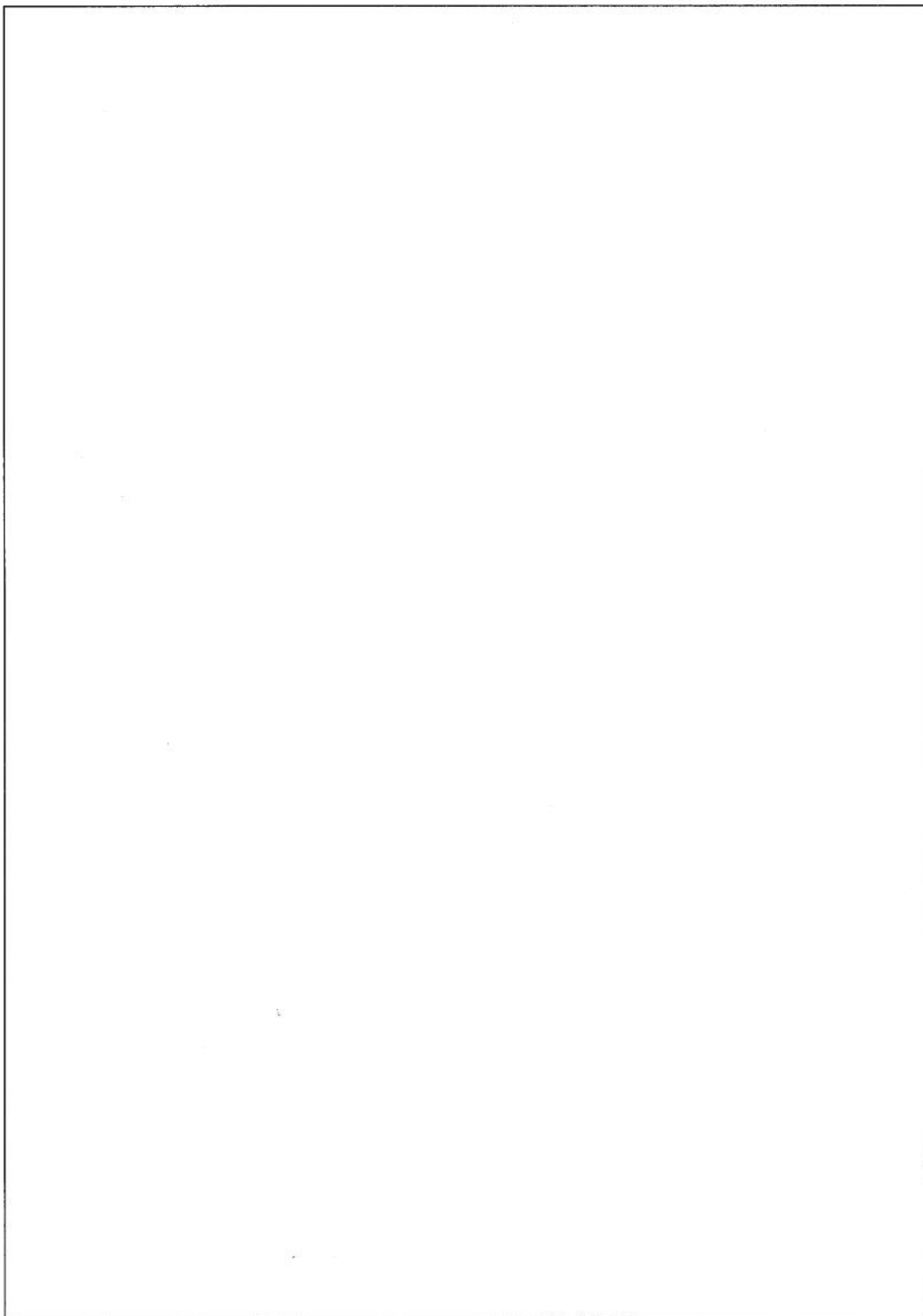
Architect: \_\_\_\_\_

Builder: \_\_\_\_\_

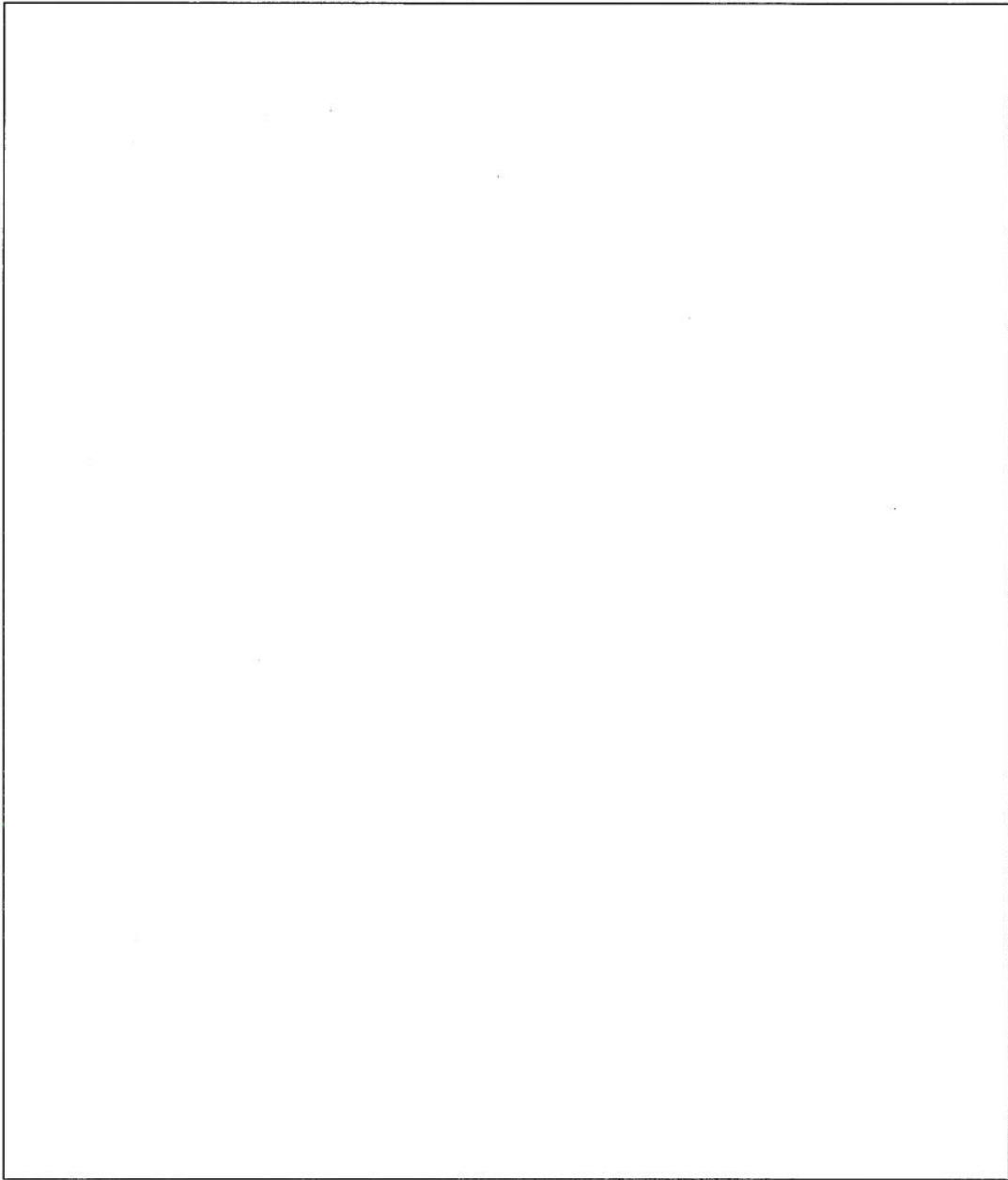
Description: Present and original (if known) physical appearance and characteristics:

A large, empty rectangular box with a thin black border, intended for a detailed description of the physical appearance and characteristics of an object or subject. The box is currently blank.

Statement of significance:

A large, empty rectangular box with a thin black border, intended for the user to write a statement of significance. The box is vertically oriented and occupies most of the page's width and height.

Photographs



Submitted by: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Date \_\_\_\_\_

Reviewed: \_\_\_\_\_ Date \_\_\_\_\_

Historic Preservation Officer