



The City of Seattle

Landmarks Preservation Board

Mailing Address: PO Box 94649, Seattle WA 98124-4649
Street Address: 600 4th Avenue, 4th Floor

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 Recorder's 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" x 7" or larger for 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

Public Disclosure/Disclaimer Statement

Consistent with the Public Records Act, Chapter 42.56 RCW, all records within the possession of the City may be subject to a public disclosure request and may be distributed or copied. Records include and are not limited to sign-in sheets, contracts, emails, notes, correspondence, etc. Use of lists of individuals or directory information (including address, phone or E-mail) may not be used for commercial purposes.

Administered by The Historic Preservation Program the Seattle Department of Neighborhoods

"Printed on Recycled Paper"

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 façade 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”).
- **Applicant 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
600 4th Avenue, 4th Floor

- 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 AND 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



The City of Seattle

Landmarks Preservation Board

Mailing Address: PO Box 94649, Seattle WA 98124-4649
Street Address: 600 4th Avenue, 4th Floor

Landmark NOMINATION Application

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 providing 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 their statement of significance. The box occupies most of the page below the text label.

Photographs



Submitted by: _____

Address: _____

Phone: _____ Date _____

Reviewed: _____ Date _____

Historic Preservation Officer