



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 INSTRUCTIONS

Application documents are to be prepared electronically and submitted to the Landmarks Preservation Program staff via email. Staff contacts are noted below. If files are too large to email, ask the staff to provide you with a SharePoint folder. No other file-sharing software may be used for security purposes.

Provide a single PDF document that includes all application components, and a separate Word Document that includes the narrative text.

APPLICATION COMPONENTS IN SEQUENTIAL ORDER

- **Landmark Nomination Application Form**

A blank Word Doc template is provided separately. Replace the Xs in this form with the information requested. The King County Tax Assessor's Parcel No. and the complete Legal Description are available through the King County Tax Assessor's Office. Provide the recorded volume and page number in the legal description if it is a plat. Do not use abbreviations.

- **Landmark Nomination Narrative**

The nomination narrative text should be organized in sections as noted below. All text should be black, using a sans serif font (i.e., Arial, Helvetica, Calibri, etc.). Use a minimum twelve-point (12 pt.) size. Do not use all caps. The following are the individual narrative sections in sequential order:

- Title Page (optional)

You may provide a title page with a representative image.

- Table of Contents

List each part of the application and the page number on which it begins.

- Physical Description

Provide a detailed physical description of the place's appearance, characteristics, and setting. A "place" may be a site, building, structure, or object. The description should address the form, materials, features, composition, layout, etc. of the site, built features, natural features, etc. For buildings, the description should include the exterior and interior. Describe the place's original and current features, noting how

it may have changed and when (if known). Provide a description of the surrounding area or neighborhood as it exists now and what it was like in the past. Include relevant features such as topography, natural elements, open space, neighboring buildings, roadways, etc.

Cite your sources using footnotes or endnotes. Reference figure numbers in the narrative to help the reader link the text and images.

- History

In past nomination applications this may be referred to as the “Statement of Significance” or “Historic Context”. Provide a comprehensive history of the place and context to explain potential significance. Board members will use this information when considering the Designation Standards. Relevant history may include that of the neighborhood, city, or a much larger context. To determine relevant topics, review the detailed six [Designation Standards](#) the Board considers when reviewing a Nomination/Designation. In general, this includes: people or groups associated with the property, who lived, worked or gathered there; all of the past uses, tenants, and owners; historic events; cultural, political, and economic matters; architecture, engineering, and landscape design; the people responsible for design and/or construction and their body of work; and how the place is experienced or viewed within its physical context (does it stand apart visually?).

Provide the information objectively. Do not include opinions on the applicability of the Designation Standards. Cite your sources using footnotes or endnotes.

- Bibliography

Outline your sources for the narrative and images. Use a generally accepted style or format.

- **Landmark Nomination Images**

All images should be grouped in a section following the narrative, not distributed throughout the text. Image quality should be good, not heavily pixelated. It is understood that historic images may have some quality issues. Provide descriptive captions for each image and label each with a figure number. All text should be black, using a sans serif font (i.e., Arial, Helvetica, Calibri, etc.). Use a minimum twelve-point (12 pt.) size. Do not use all caps. Image descriptions must note the year of origin if known. Provide directional information, if applicable (i.e., “looking west toward the building” or “view of the north yard”). If the image is of a different property (not the one being nominated), provide its name, location, designer (if known), and clarify if it has been demolished. Include the following:

- List of Figures

In numerical order, note the number and the caption of each image.

- Vicinity Map(s)

A map of the city, or a region of the city, noting the location of the place.

- Basic Site Plan

A plan drawn to scale, showing the boundary of the property with overall dimensions. Show the footprint of the main building(s)/structure(s), or object(s), the

names of adjacent streets. Provide a north arrow. For places that are primarily about the landscape, provide additional details about the design features, hardscape and softscape.

- Existing Photographs of Subject Property
Show the property from different vantage points. If there are building(s), structure(s), or object(s), provide exterior photos on all sides. Provide representative interior photos if available.
- Existing Photographs of Context
Include images of the surrounding neighborhood to show what is next door, across from or down the street.
- Historic Maps
Old neighborhood maps from different eras. Show what was there before and how it may have evolved.
- Historic Photographs of Subject Property
Old photos from different eras. Show what has changed over time.
- Other Historic Photographs
Old photographs of related people and events that represent the place's history.
- Historic Drawings
Old plans, elevations, sections, and construction details. Show what has changed or time.
- King County Property Record Card
Old photos, notations about the property, and possibly a list of previous owners.

ADDITIONAL INFORMATION

Examples of [Recent Landmark Nominations](#) online

If you see a property on the [Landmarks List](#) and would like a copy of the nomination application, contact: nelson.pesigan@seattle.gov

Learn more about the [Nomination and Designation Process](#)

Seattle Department of Neighborhoods has recommendations for [Collecting Information on a Historic Property](#)

Seattle Municipal Archives have [Resources for Property History Research](#)

Seattle Department of Construction and Inspections (SDCI) has recommendations to [Research a Project, Permit, or Property](#)

The Seattle Public Library and the King County Archives have a [Guide for Researching the History of Seattle and King County Buildings](#)

LANDMARKS PRESERVATION PROGRAM STAFF

The staff contact is based on the location of the property. If you are uncertain, send it to both people.

For properties located within Downtown, South Lake Union, First Hill, or the Pike/Pine corridor between Capitol Hill and First Hill, contact: sarah.sodt@seattle.gov

For all other neighborhoods that are not part of Downtown, South Lake Union, First Hill, or the Pike/Pine corridor, contact: erin.doherty@seattle.gov