



**Planning & Community
Development Department**
250 Madison St., Suite 3
Port Townsend, WA 98368
360-379-5095

Register of Historic Places Nomination Form

Nominations to the Port Townsend Register of Historic Places are processed in accordance with the Port Townsend Municipal Code (PTMC), Chapter 17.30. Submission of this form does not oblige the City to list the property or confer incentives. All materials submitted are public records.

Application Fees: Type I-A, 2hrs staff time

PART 1: PROPERTY INFORMATION

Historic Name: _____

Common Name: _____

Street Address: _____

Owner Name: _____

Owner Mailing Address: _____

Owner's signature if available _____

Is the owner the sponsor of this nomination? ☐ Yes ☐ No

Form Preparer Name / Organization, if applicable:

Phone: _____

Email: _____

Nominated Elements (check all that apply):

- ☐ Principal Structure
- ☐ Site
- ☐ Historic Additions



Plan (i.e.: no additions to footprint, relocations of walls, or roof plan)	Yes	No
Original cladding/exterior materials	Yes	No
Windows (no replacement windows or replacement sashes)	Yes	No
Interior (woodwork, finishes, flooring, fixtures)	Yes	No
Other Elements	Yes	No



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Historical Data:

Date(s) of Construction - _____

Architecture(s) - _____

Architectural Style(s) - _____

Other Date(s) of Significance - _____

Builder - _____

Material(s) - _____

Engineer - _____

Statement of Significance:

Provide a detailed narrative describing how the property meets the selected criteria.

Criteria for Determining Designation in the Register

1. Associated with events that have made a significant contribution to the broad patterns of national, state, or local history;
2. Embodies the distinctive architectural characteristics of a type, period, style, or method of design or construction, or represents a significant and distinguishable entity whose components may lack individual distinction;
3. Is an outstanding work of a designer, builder, or architect who has made a substantial contribution to the art;
4. Exemplifies or reflects special elements of the city's cultural, social, economic, political, aesthetic, engineering, or architectural history;
5. Is associated with the lives of persons significant in national, state, or local history;
6. Has yielded, or may be likely to yield, important archaeological information;
7. Is a building or structure removed from its original location but significant primarily for architectural value, or the only surviving structure associated with a historic person or event;
8. Is a birthplace or grave of a historical figure of outstanding importance and the only surviving site associated with that person;
9. Is a cemetery deriving primary significance from age, distinctive design features, or association with historic events or cultural patterns;
10. Is a reconstructed building executed in an historically accurate manner on the original site;
11. Is a creative and unique example of folk architecture created by persons not formally trained in design professions.

Process for Designating Properties to the Register

- Any person may nominate a property. Nominations must include written consent from the property owner.
- Designation includes all features that contribute to the property's significance.
- The Historic Preservation Committee shall review nominations and provide public notice at least 10 calendar days prior to review.
- Listed properties shall be identified with an 'HR' designation on official zoning records.

Removal of Properties from the Register

The Historic Preservation Committee or property owner may initiate removal of a property using the same procedure as designation.

Effects of Listing on the Register

- Listing is an honorary designation recognizing historic, archaeological, engineering, or cultural significance.
- Design review by HPC is limited to the scope established in PTMC Chapters 17.30 and 17.80.

Maintenance of the Local Register

The list of properties on the local register of historic places shall be maintained by the Planning and Community Development Department.