



PULLMAN REGISTER OF HISTORIC PLACES

NOMINATION PACKET



NOMINATION PACKET

For Pullman Register of Historic Places

Thank you for your interest in listing your property on the Pullman Register of Historic Places. This packet contains helpful instructions and explanations that will guide you through this process.

WHY LIST ON THE PULLMAN REGISTER OF HISTORIC PLACES?

The primary reason, of course, is recognition of historic significance for your property. Other reasons include a wish for special property tax valuation for renovations, and the guidance provided by the design review process in preserving or enhancing historic features. Listed properties will require a Certificate of Alteration or Certificate of Demolition when the property is modified, as per Pullman City Code (P.C.C.) 16.50.050(3).

Property listing on the local register is a function of the Certified Local Government (CLG) program. This program helps to enrich, develop, and maintain local historic preservation efforts throughout the country. Through cooperation with state historic preservation offices, the CLG program recognizes and protects each community's heritage, and provides financial and technical assistance in these efforts.

One of the requirements of this program is the creation of a local historic register. As a CLG, Pullman continues to pursue the goal of protecting and preserving its history, and this pursuit includes populating its own local registry.

TABLE OF CONTENTS

<u>Checklist</u>	<u>Page 2</u>
<u>Application Timeline</u>	<u>Page 2</u>
<u>General Procedures for Nomination</u>	<u>Page 3</u>
<u>How to Fill Out This Form</u>	<u>Page 4</u>
<u>Pullman Register of Historic Places Nomination Form</u>	<u>Page 8</u>
<u>Appendix I: Important Contact Information</u>	<u>Page 13</u>

CHECKLIST

- 1. Completed application packet, including the following continuation sheets:
 - a. Descriptive narrative
 - b. Statement of Significance
 - c. Bibliography
 - d. USGS Quadrangle Map, 7.5 minute
 - e. Additional plans and drawings
 - f. Photographs, including historic photographs
- 2. Written consent from the property owner(s), or, in the case of the nomination of a district, the written consent of the owners of 60 percent of the total number of distinct properties located within the proposed district.

APPLICATION TIMELINE

For informational purposes only

Any dates provided are subject to change

- _____ Application is submitted.
- _____ Date is set for discussion by Historic Preservation Commission.
- _____ Notice of Nomination is published in the local paper, posted at site, and provided to the applicant and owner(s) and lessees, if any, of the subject property.
Said notice shall be given to the public at least 30 days before meeting.
- _____ Commission meets to consider request; nomination is accepted, accepted with conditions, returned for revisions or rejected.
If accepted, property is listed on the register.
- _____ Notice of register listing is provided to the public, applicant, and property owner.

GENERAL PROCEDURES FOR NOMINATION

Of Properties, Structures, or Sites to the Local Register

The following section is intended to provide detailed instruction to those who are unfamiliar with the nomination process. We hope the following information will help those individuals attempting the process for the first time.

In addition to the fill-in-the-blank portions of the local register application form, a nomination includes two principal narratives. The first (described in Part 6 on the form) is a physical description of the candidate. The second narrative, called a Statement of Significance, (described in the Part 7 of the form) relates the reasons the writer believes the candidate to be eligible for listing. Both narratives must contain specific informational elements, explained in this packet, that meet certain content expectations required by the agent or agency that reviews the application.

Before you begin writing your Statement of Significance, look for records of other similar properties in the candidate's neighborhood and/or similar properties in the Department of Archaeological and Historic Preservation's (DAHP) Washington Information System of Architectural and Archaeological Records Data (WISAARD) website. You may get ideas and even sentences or paragraphs that you can use in your narrative. There is no need to rewrite something already satisfactorily written. These nominations can be found in the WISAARD database. The URL for this database is provided in Appendix I, as is the contact information for DAHP.

The following content suggestions reflect the successful approach to nomination preparation practiced by members of the DAHP's CLG program. Experienced consultants will have developed their own methods for organizing and writing register nominations, and you may wish to take advantage of their expertise, especially in the development of narratives and determination of physical forms and features. To assist in finding a consultant, Appendix I lists a website that provides contact information for professionals that operate in Eastern Washington¹.

¹While these specialists are cataloged on the State of Idaho's historic preservation website, they operate both in Idaho and Eastern Washington. The State of Washington currently does not keep a consultant directory.

HOW TO FILL OUT THIS FORM

Explanations and Definitions

1. Name of Property

Historic Name: *This is the formal name of the property, as documented on official records.*

And/Or Common Name: *This is the popular name generally ascribed to the property.*

2. Location

Street Address: *As established by the Engineering Division of the City of Pullman Public Works Department .*

City, State, Zip Code: *City and state will be Pullman, Washington. Zip code will be 99164 for WSU buildings and 99163 for non-university properties.*

Parcel Number: *This can be found in Whitman County Assessor's records. Appendix I contains contact information for the Assessor's office, as well as the Tax Sifter link, which can often provide a quick answer.*

Legal Location (Section, Township, Range): *These designations can be found in USGS data. The city planning department can assist with this. Contact information for the planning department can be found in Appendix I.*

Plat or Addition: *This denotes a lot, block and subdivision description. These can be found in city records.*

3. Classification

Category of Property: *Select which type of feature, development, or area you want to preserve.*

Ownership of Property: *Is the property private, public, or a combination of the two?*

Public Acquisition: *Is the property being, or has it been, transferred into public ownership?*

Status of Property: *Are there any structures on the property? If so, indicate "occupied." If construction is taking place on the property, indicate as "work in progress."*

Accessible: *Is the public allowed on the property?*

Present Use of Property: *How is the property currently being used? (The Pullman planning department or WSU's Department of Capital*

Planning and Development may be able to assist with classifying the use. See Appendix I for contact information.)

4. Owner(s) of Property

Name: *List all individuals, entities or agencies that hold partial or complete property ownership of the nominated feature, development, or area. For the nomination of a historic district, it may be necessary to attach additional sheets.*

Street & Number: *The address of the owner(s), not the nominated property.*

City, State, Zip Code: *As appropriate.*

Telephone Number/Email: *List the contact information of the owner(s) here. Attach additional sheets as needed.*

5. Previous Studies Done at Property

List previous surveys, investigations, and forms completed at the property

This includes previous historic property inventory entries, such as those stored in the WISAARD website or archives held by the Whitman County Historical Society.

6. Description

Architectural Classification: *This is the classification of the principal structure being nominated, according to the architectural features recognized as representing the style of its form (e.g. Craftsman, Greek Revival, Victorian, Ranch, etc.)*

Condition (incl. Check One(s)): *Check the answer(s) that best describes the current condition of the property being nominated. It may be necessary to hire a professional building inspector to assess the quality and soundness of any structures.*

This is the first section that requires a comprehensive narrative. Provide a physical description of the property being nominated, comparing it in its current state to how it appeared originally. Make sure to list any additions, modifications, or demolitions.

7. Pullman Register of Historic Places Criteria and Statement of Significance

Mark each answer, A, B, C, and/or D, that apply to the property being nominated. These criteria may need to be determined by a professional consultant. Please see Appendix I for contact information regarding consultants.

This section requires the Statement of Significance narrative. The Statement of Significance is the justification for why the property is being nominated. Detail any features, activities, persons, etc. associated with this property that contribute to satisfying the criteria of historical significance, as listed in P.C.C. 16.60.050(1).

8. Bibliographical References

List any references used for filling out this form.

9. Geographical Data

Acreeage of Property: *This can be found from several sources, including the property deed, title companies, city records, or through calculation by such software as Arcview or AutoCAD. Please list area to $\frac{1}{100}$ th of an acre.*

Written Boundary Description: *This can be a metes-and-bounds description of the specific area designated for nomination (likely created by an engineering or surveying firm), or it can be a more general description so long as the boundaries of the specific area designated for nomination are clear and distinct.*

Written Boundary Justification: *Describe why the boundaries of the area of nomination have been established as they were. Detail which features of the property are to be included or excluded, and give reasons for those inclusions and exclusions (For instance, a house and accompanying garden on a specific parcel may have historic significance, but the garage on the property does not because it was added later.)*

10. Form Prepared By

Name and Title: *List the names and job titles for any professionals involved in the completion of this form.*

Organization: *The company or agency of the contributing professional(s) listed above.*

Telephone/E-mail: *Specific contact information of the contributing professional(s).*

Street and Number: *Location of the organization(s).*

City, State, Zip Code: *This may or may not be City of Pullman.*

Date: *This would be the date of completion for the report.*

11. Nominated Elements

Place an "X" in the space(s) that indicate those features that allow the nominated property to satisfy the criteria for historical significance. Describe these features and how they meet those criteria in the narrative section. Provide photographs to support the narrative.

12. Additional Documentation

Attach those additional required visual aids indicated on the application form. Please contact the Whitman County Historical Society or WSU's Manuscripts, Archives, and Special Collections for further information and assistance. See Appendix I for contact information.

Sections 13, 14

These sections must be properly completed and notarized to formalize this document.

Section 15

This section is to be completed by city officials.

Continuation Sheets

Attach as needed.

Pullman Register of Historic Places Nomination Form

*City of Pullman-Pullman Historic Preservation Commission,
325 SE Paradise St., Pullman, Washington 99163*

1. Name of Property

Historic Name:

And/Or Common Name:

2. Location

Street Address:

City, State, Zip Code

Parcel Number:

Legal Location (Section, Township, Range):

Plat or Addition:

3. Classification (check all that apply)

Category of Property	Ownership of Property	Status of Property	Present Use of Property	
<input type="checkbox"/> building	<input type="checkbox"/> public	<input type="checkbox"/> occupied	<input type="checkbox"/> agricultural	<input type="checkbox"/> museum
<input type="checkbox"/> site	<input type="checkbox"/> private	<input type="checkbox"/> work in progress	<input type="checkbox"/> commercial	<input type="checkbox"/> park
<input type="checkbox"/> structure	<input type="checkbox"/> both		<input type="checkbox"/> educational	<input type="checkbox"/> residential
<input type="checkbox"/> object	Public Acquisition	Accessible	<input type="checkbox"/> entertainment	<input type="checkbox"/> religious
<input type="checkbox"/> district	<input type="checkbox"/> in process	<input type="checkbox"/> yes, restricted	<input type="checkbox"/> government	<input type="checkbox"/> scientific
	<input type="checkbox"/> being considered	<input type="checkbox"/> yes, unrestricted	<input type="checkbox"/> industrial	<input type="checkbox"/> transportation
		<input type="checkbox"/> no	<input type="checkbox"/> military	<input type="checkbox"/> other

4. Owner (s) of Property

Name:

Street & Number:

City, State, Zip Code:

Telephone Number/E-mail:

5. Previous Studies Done at the Property

List previous surveys, investigations, and forms completed at the property

6. Description

Architectural Classification

(enter categories from instructions)

Condition

excellent

good

fair

deteriorated

ruins

unexposed

Check One

unaltered

altered

Check One

original site

moved & date _____

Provide a narrative description of the present and original physical appearance on one or more continuation sheets.

7. Pullman Register of Historic Places Criteria and Statement of Significance

Applicable Register of Historic Places Criteria--mark "X" in one or more boxes for each criterion qualifying the property for the Pullman Register of Historic Places.

A Property is associated with events that have made a significant contribution to the broad patterns of history (at a local, state, or national level).

B Property is associated with the lives of persons significant in our past (at a local, state, or national level).

C Property embodies the distinctive characteristics of a type, period, or method of construction, or represents the work of a master, or possesses high artistic values, or represents a significant and distinguishable entity whose components lack individual distinction.

D Property has yielded, or is likely to yield, information important in prehistory or history.

Narrative statement of significance is found on one or more continuation sheets.

8. Bibliographical References

Bibliography is found on one or more continuation sheets.

9. Geographical Data

Acreage of Property:

Written Boundary Description:

Written Boundary Justification:

10. Form Prepared By

Name and Title:

Organization:

Telephone Number/E-mail:

Street and Number:

City, State, Zip Code:

Date:

11. Nominated Elements

Please list the significant elements of the property that are to be included in the nomination by checking the appropriate elements below (X). Each checked element should be specifically described in the narrative section and photographs of each element should be supplied.

Principal Building or Structure: ____

Historic Additions: ____

Historic Landscaping, Fencing, Walkways, Gardens, Objects (e.g. water fountains, statues), and any Other Historic Constructions: ____

Ancillary Buildings or Structures, Outbuildings: ____

Interior Spaces or Other (Inventory in the Narrative): ____

Historic or Archaeological Site: ____

12. Additional Documentation

Map: USGS quad, required (aerial photograph, Sanborn Map, other maps optional)

Photographs (include a caption with a description, the direction photo was taken, and elevation of buildings and structures, (e.g., north elevation). Include at least one photograph of each building or structure elevation and one three-quarter elevation photograph of the front (façade) and one side elevation.

Maps and photographs are included on one or more continuation sheets.

13. Signature of Owner(s) (print name following signature)

14. Notary Seal:

State of Washington,

This instrument was acknowledged before me on _____ (date) by
_____ (name or names).

(Notary Seal)

Notary Public's Signature

15. For Official Use Only:

Date Received: _____ Attest: _____

Date Heard: _____

Commission Decision: _____ Approved
as to Form: _____

Date: _____

Universal Transverse Mercator (UTM): (Zone 11, NAD1983):

I hereby certify that this property has been listed in the Pullman Register of Historic Places.

CHAIR, City of Pullman, Historic Preservation Commission **Date**

(Note, the continuation sheets will each be on a new page, but are listed below to save space in this draft)

Continuation Sheet, Pullman Register of Historic Places Nomination: Narrative Description of the Present and Original Physical Appearance (use as many pages as necessary)

Continuation Sheet, Pullman Register of Historic Places Nomination: Narrative Statement of Significance (use as many pages as necessary)

Continuation Sheet, Pullman Register of Historic Places Nomination: Bibliography (list previous reports and published references that document the history and significance of the property)

Continuation Sheet, Pullman Register of Historic Places Nomination: USGS Quadrangle Map (Pullman 7.5 minute)

[*INSERT 7.5 MIN USGS MAP](#)
HIGHLIGHTING SITE LOCATION AND BOUNDARIES

Continuation Sheet, Pullman Register of Historic Places Nomination: Additional Maps, Architectural Plans

[*INSERT PLAN\(S\), OTHER MAP\(S\)](#)

Continuation Sheet, Pullman Register of Historic Places Nomination: Photographs, including any Historic Photographs of the Property.

[*INSERT PHOTOGRAPH\(S\)](#)

Continuation Sheet, Pullman Register of Historic Places Nomination: Other Documentation (e.g. newspaper clippings, obituaries of former owners or residents).

[*INSERT DOCUMENT\(S\)](#)

APPENDIX I
Important Contact Information

City of Pullman Planning Department
City of Pullman Public Works
Department
325 SE Paradise Street
Pullman, WA 99362
509-338-3213
509-338-3220
Planning: jason.radtke@pullman-wa.gov
Engineering: dan.crimmins@pullman-wa.gov

Whitman County Assessor's Office
400 N. Main Street
Colfax, WA 99111
509-397-6220
www.whitmancounty.org/assessor

WSU Manuscripts, Archives, and
Special Collections
Box 645610
Washington State University
Pullman, WA 99164-5610
509-335-6691
mascref@wsu.edu
www.wsulibs.wsu.edu/masc

Whitman County Assessor Tax Sifter:
<http://terrascan.whitmancounty.net/Taxsifter/Search/Results.aspx>
This is a useful tool for searching by address for parcel number.

Washington Information System of Architectural and Archaeological Records Data:
<http://www.dahp.wa.gov/learn-and-research/find-a-historic-place>

Preservation Idaho: Cultural Resources Consultants
<http://www.preservationidaho.org/resources/cultural-resources-consultants>

Washington State Department of
Archaeology and Historic Preservation
P.O. Box 48343
Olympia, WA 98405-8343
360-586-3065
www.dahp.wa.gov

Whitman County Historical Society
P.O. Box 67
Colfax, WA 99111
www.whitmancountyhistoricalsociety.org
Archives:
Gladish Community and Cultural Center
115 NW State Street, Room 103A
Pullman, WA 99362
Open Wednesdays, 9 a.m. to 12 p.m
Or by appointment
Contact Ed Garretson
epgjr@wsu.edu

WSU Department of Capital Planning
and Development
225 SE Idaho Street
Pullman, WA 99164-3611
509-335-5571
cpd@wsu.edu
www.cpd.wsu.edu