



# OLYMPIA HERITAGE REGISTER CHECKLIST

This checklist will help you prepare and assemble your Heritage Registry information for uploading a complete online application to the City Portal.

## What qualifies for the Heritage Register? (Olympia Municipal Code [18.12.080](#))

Any building, structure, object, site or district may be designated for inclusion in the City Heritage Register *IF IT*:

- has significant character, interest or value as part of the development, heritage or cultural characteristics of the City, state or nation;
- is at least fifty (50) years old, or is of lesser age and has exceptional importance;
- possesses at least two (2) elements of integrity of location, design, setting, materials, artisanship;
- is well-maintained; *AND*
- it falls into *at least* one (1) of the following categories:
  - A. Is significantly or substantially a part of or connected with events that have made a significant contribution to the broad patterns of national, state or local history.
  - B. 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.
  - C. Is an outstanding work of a designer, builder or architect who has made a substantial contribution to the art.
  - D. Exemplifies or reflects special elements of the City's cultural, social, economic, political, aesthetic, engineering or architectural history.
  - E. Is significantly or substantially a part of or connected with the lives of persons significant in national, state or local history.
  - F. Has yielded or may be likely to yield archaeological information important in pre-history or history.
  - G. Is a religious property deriving primary significance from architectural or artistic distinction or historical importance.
  - H. Is a building or structure removed from its original location but which is significant primarily for architectural value, or which is the surviving structure most importantly associated with a historic person or event.
  - I. Is a birthplace or grave of a historical figure of outstanding importance.
  - J. Is a cemetery, which derives its primary significance from graves of persons of transcendent importance, from age, from distinctive design features, or from association with historic events, or cultural patterns.
  - K. Is a reconstructed building that has been executed in a historically accurate manner on the original site.
  - L. Is a creative and unique example of folk architecture and design created by persons not formally trained in the architectural or design professions, and which does not fit into formal architectural or historical categories.

## Online Application Requirements:

The online application process requires two parts: A) an application form that will collect basic information about the property, and B) supporting documents, which include a Statement of Significance and information such as maps, photos, plans, and research on the property's history.

### A) The following information will be needed to fill in the online form and should be gathered prior to applying online:

- Property Name (if any):
- Street Address
- Tax Number / Parcel Number
- Property Owner Name, Address, Phone Number, and Email Address
- Applicant's Name, Address, Phone Number, and Email Address (if different from owner)
- Type of Property (all those with asterisk below will also require a Boundary Justification)
  - Individual Historic Building or Cluster of Buildings at the Same Address
  - Historic Structure (e.g., irrigation system, bridge, or other "uninhabitable" functioning built element)
  - Historic Object (e.g., statue, grave marker, or other non-functioning built element, or vessel)
  - Historic District\*
  - Historic Cemetery / Burial Site\*
  - Historic Site\* (location of an important event)
  - Archaeological Site\*
  - Traditional Cultural Landscape\* (e.g., agricultural, horticultural, industrial, recreational, maritime, or other built landscape)
- **Boundary Justification\*** (for a proposed historic district, historic cemetery/burial site, historic site, archaeological site, or traditional cultural landscape). Describe the proposed boundaries of the district or site (such as street names and/or topographical features) and provide reasoning for the boundaries proposed.
- **Significance of Property** (check all that apply): The Olympia Heritage Register recognizes significant properties which are at least 50 years old, or of lesser age if they are of exceptional importance. This property is important for one or more of the following reasons:
  - **Historic Importance** – A property which falls under this category is the site of a historic event which has had an effect upon society, is identified with a person or group who had an influence on society, or exemplifies the cultural, social, religious, economic, political, aesthetic, or engineering history of Olympia.
  - **Architectural Importance** – This property is either an **individual** building that embodies the distinguishing characteristics of an architectural type, person, style or method of design or construction, or is the work of an architect or master builder whose individual work has influenced the development of Olympia, or a *group* of buildings that may lack distinction individually but together are easily distinguished as a unit and characterize an earlier era, way of living, or construction method.
  - **Archaeological Importance** – A property of archaeological importance has yielded or is likely to yield information important in prehistory or history.

- **Birthplace, Grave or Cemetery** – The birthplace or grave of a person of outstanding historical importance or a cemetery significant for its age, distinctive design features, or association with historic events or cultural patterns.
- **NOTE:** To be eligible for listing on the Heritage Register, properties must have material and design “**integrity**”, which means that they have not undergone alterations that substantially affect their historic character. The level of integrity required is determined by the type of significance, e.g., those of architectural importance require higher integrity than archaeological sites.

## **B) Supporting Documents (“Submittals”)**

These documents will need to be uploaded within two (2) business days of completing the online application. Failure to do so will result in cancellation of the permit application:

1. **Statement of Significance:** A brief description of why this property is important to the history and/or prehistory of Olympia. Please describe:
  - **Significant historical information** related to the property, such as people and/or events which have had an impact on society.
  - **The property itself**, such as the style(s) of architecture, original features and material, later additions and restoration work, and any other information relevant to the physical appearance of the building(s), structure, object, or space.
2. **Photographs and Maps:** Attach current photographs of the property, showing all elevations (sides) and details that you consider to be important illustrations of the building’s special historic character. If available, include copies of historical maps and photographs.
3. **Historical Information:** Include a bibliography or photocopies of evidence that supports the property’s historic or prehistoric significance. Sources include but are not limited to books, newspaper articles, birth and death records, deeds, census documents, and oral histories.
4. **Property Owner Certification:** The property owner must sign the Property Owner Certification statement to indicate their agreement to place their property on the Olympia Heritage Register should the application be approved.