



Historic Property Special Tax Valuation

This checklist will to help you prepare and assemble the information you need on hand to complete an online application to the City Portal.

Special Tax Valuation is available to historic property owners who have completed a substantial rehabilitation of their historic property. Property taxes for the rehabilitated property will be based on the pre-improvement value of the structure for a period of ten years. For detailed information about this program, please visit <https://dahp.wa.gov/grants-and-funding/special-tax-valuation>.

The City of Olympia administers this program pursuant to Chapter [84.26](#) Revised Code of Washington (RCW) and Chapter [3.60](#) Olympia Municipal Code, cited below:

Chapter 3.60.010 Properties Eligible for Special Property Tax Valuation; Criteria

Properties eligible for the special property tax valuation under Chapter 449, Laws of 1985 (RCW [84.26](#)), shall include properties on which one or more buildings have been substantially rehabilitated (i.e., the actual cost of the rehabilitation incurred by the property owner is equal to at least twenty-five (25) percent of the assessed value of the building, exclusive of the assessed value attributable to the land, prior to construction of the improvements), where the buildings meet the following criteria:

- A. All buildings individually placed upon the Olympia Heritage Register pursuant to OMC [18.12](#), and which have retained major historic features; or
- B. Buildings in the pivotal and primary classifications of buildings within a Heritage Register Historic District and which have retained major historic features; or
- C. Buildings which are on the Olympia Heritage Register or are within an Olympia Heritage Register Historic District and which have lost major design feature(s). The Secretary of the Interior Standards for Treatment of Historic Properties (as amended) shall guide the restoration or improvement under this section. Provided, that the developer of the property shall have the option of replacing lost features through an accurate restoration or improving the property through a new adaptive design which is compatible with the size, scale, material and color of the historic building or the original feature.

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.

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

- 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)

- Property Use (note: properties with mixed use or which include 5 or more dwelling units are considered “commercial” for the purposes of this application process.
 - Commercial
 - Residential
- **Type of Heritage Register or Historic Designation (check one or more)**
 - Olympia Heritage Register, Individual Designation
 - Washington State Heritage Register
 - National Register of Historic Places
 - Designated with an Olympia Historic District
 - Name of Historic District (if applicable)
 - Capitol Campus
 - Downtown
 - Olympia Avenue
 - Rogers Street
 - South Capitol

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. **Completed Thurston County Assessor Application and Certification of Special Valuation on Improvements to Historic property (signed by assessor).** This application can be found here: <https://www.co.thurston.wa.us/assessor/relief-historic.html>
2. **Summary of Qualified Rehabilitation Expenses.** This is a spreadsheet summarizing the rehabilitation expenses by category of expenditure. Guidance on allowable expenses and examples of summary expense sheets are available from the City Historic Preservation Officer.
3. **Receipts,** grouped by the expenditure categories used in your expense summary and matching the totals in the summary. Receipts may be submitted on paper at City Hall, and will be returned to you.
4. **Photos – Before.** One or more photos of the property prior to rehabilitation. These can be contemporary or historical photos.
5. **Additional Information and photos if available.** Additional information about the property the owner may wish to include, such as historic photos, information on past uses of or alterations to the property, and “after” photos of completed work.
6. **Owner’s Statement of Scope.** Written description of the work completed.

QUESTIONS? Contact the City Historic Preservation Officer, at 360.753.8031