



## Property Research Guide

In accordance with Bothell Municipal Code (22.28.060), the following documentation shall be completed, reviewed and accepted as adequate by City of Bothell's Community Development Department prior to issuance of a demolition permit for any property listed on the Bothell Historic Resources Inventory.

### Historical Report

- Sketch site plan showing footprint of subject resource, surrounding buildings and historic landscape
- Historic and common name of property
- Property address (street address, city, county and section/township/range)
- Date of construction (justified through documented sources)
- Complete stylistic and/or architectural description of the resource including documentation of changes that have occurred over time
- Description of architectural and/or associative significance using reliable sources
- Contextual information, which equates the significance of the property
- Original and current function
- Ownership/occupancy history (submit supporting documentation – King County Property Record Card, etc. – along with the demolition application)
- Name and biographical information of architect and/or builder

Please refer to the following websites for information on resource reporting:

<http://www.dahp.wa.gov/pages/HistoricSites/documents/ArchitecturalDescriptionGuide.pdf>

<http://www.dahp.wa.gov/pages/HistoricSites/documents/FieldFormAddendum.pdf>

### Photographs

Required to be submitted as high resolution digital images stored on a compact disk. Each photo must be labeled and keyed to sketch site plan. Required images must include:

- Settings (surrounding area, buildings)
- Each exterior elevation
- Each significant interior space
- Important exterior architectural features unique to the structure

### Researching Property Ownership History

Save time and call ahead for an appointment to view files and photos pertinent to the address you are researching. For properties in King County, the best place to begin is the Puget Sound Regional Branch of the Washington State Archives located at the west end of the Bellevue Community College Campus:

Puget Sound Regional Archives  
Pritchard-Fleming Building  
3000 Landerholm Circle SE, MS-N100  
Bellevue, WA 98007-6484  
Phone: 425.564.3940  
Email: [Archives@bcc.ctc.edu](mailto:Archives@bcc.ctc.edu)  
Website: [http://www.secstate.wa.gov/archives/archives\\_puget.aspx#collections](http://www.secstate.wa.gov/archives/archives_puget.aspx#collections)

For properties in Snohomish County, the best place to begin is the Northwest Regional Branch of the Washington State Archives located on the southern edge of the Western Washington University campus at the corner of 25th Street and Bill McDonald Parkway in Bellingham:

Northwest Regional Branch  
Western Washington University, MS-9123  
Bellingham, WA 98225-9123  
Phone: (360) 650-7930  
Email: [state.archives@wwu.edu](mailto:state.archives@wwu.edu)  
Website: [http://sos.wa.gov/archives/archives\\_northwest.aspx](http://sos.wa.gov/archives/archives_northwest.aspx)

### **Suggested Research Steps**

1. Request a County Property Record Card (requires parcel number, and brief legal description – subdivision, block & lot). These were done as a Works Progress Administration project beginning in 1938. The document typically contains a photograph, information on any buildings, and some ownership history.
2. Using the property record card as a starting point, research the County tax assessment rolls (1866-1937) to assist in determining property ownership prior to and after the owner(s) listed on the card.
3. Metsker Maps are useful in determining ownership in some cases. The Washington State Archives branches have a small selection of these maps.