

Guide to Completing the Seward Register of Historic Places Application

What is the Seward Register of Historic Places?

The Seward Register of Historic Places was established by City Council Ordinance No. 95-10 in order to provide for public recognition of local cultural resources worthy of preservation. The hope was that identifying and recognizing properties that were important in Seward's history would help change the way the community perceives its historic resources, and encourage private citizens and public officials to preserve these resources. In addition, the research and documentation that result from completing the local register application provides a valuable historic resource. Since there is nothing regulatory about being listed on the Seward Register of Historic Places, placement on the local register does not place any restrictions or limitations on a property.

The purpose of this guide is to assist individuals in completing the Seward Register of Historic Places application form. It is not necessary for the applicant to be the property owner. Anyone can prepare and submit an application to nominate an eligible property for the local register. The attached pamphlet: *Where to Find Information on Historic Property in Seward, Alaska* will assist in the research portion of the application. An example of a completed application is also attached for reference.

Seward Register of Historic Places Application

I. Eligibility Criteria

A. Has the property attained National Register Status?

Contact any of the following to find out if the property is listed on the National Register of Historic Places:

- * City of Seward, Community Development Office at (907)224-4048, or e-mail dglenz@cityofseward.net
- * Resurrection Bay Historical Society & Museum - (907) 224-3902
- * Alaska State Historic Preservation Office/Office of History & Archaeology - (907) 269-8721

B. Is the property at least 50 years of age or has it achieved exceptional

historical significance within the past 50 years?

Generally, a property must be at least 50 years old to be eligible for the Seward Register of Historic Places. Check with any of the following to determine the age of a property:

- * Property Owner
 - * Community Development Office
 - * Kenai Peninsula Borough Assessing Department
- If calling from within the Peninsula 1-800-478-4441 Ext. 433, or KPB Assessing Web Site (www.borough.kenai.ak.us/assessing_dept/) allows you to look up parcels if you have either owner's name, or tax parcel number.

C. Applicable Seward Historic Register Criteria

These criteria were developed based on the National Register Criteria, however, the Seward Register is not as strict as the National Register. Most applications will be for property associated with historic events or persons of local, state or national significance. Mark all the criteria that apply to the property.

II. Property Information

A. Name of Property

Enter the name that best reflects the property's historic importance or was commonly used for the property during the period of significance. List additional historic names under *Other Names/Site Number*. Contact the Resurrection Bay Historical Society, Community Development Office, and State Historic Preservation Office for historic names, and Alaska Heritage Resource Survey number. If there are no known names, or site numbers write N/A in the space. Kenai Peninsula Borough *tax parcel number* can be obtained from property tax bills and statements, the Community Development Office, or the KPB Assessing Office.

B. Location

Contact the Community Development Office for the street (physical) address and legal description (lot, block, and subdivision).

C. Owner of Property

Identify current owner(s) and mailing address. Telephone numbers are optional.

D. Category of Property

Building - A building, such as a house, barn, church, hotel, or similar construction, is created principally to shelter any form of human activity. Building may also be used to refer to a historically and functionally related unit, such as a courthouse and jail or a house and barn.

Site - A site is the location of a significant event, a prehistoric or historic occupation or activity, or a building or structure, whether standing, ruined, or vanished, where the location itself possesses historic, cultural, or archeological value regardless of the value of any existing structure. Examples include: hunting & fishing sites, ceremonial sites, ruins of historic buildings & structures, trails, areas of land, cemeteries, designed landscapes, and natural features.

Structure - The term structure is used to distinguish from buildings those functional constructions made usually for purposes other than creating human shelter. Examples include: bridges, tunnels, gold dredges, railroad grades, systems of roadways and paths, boats and ships, railroad locomotives and cars, and aircraft.

Object - The term object is used to distinguish from buildings and structures those constructions that are primarily artistic in nature or are relatively small in scale and simply constructed. Although it may be, by nature or design, moveable, an object is associated with a specific setting or environment. Examples include: sculpture, monuments, boundary markers, statuary, and fountains.

District - A district possesses a significant concentration, linkage, or continuity of sites, buildings, structures, or objects united historically or aesthetically by plan or physical development. Examples include: college campuses, central business districts, residential areas, commercial areas, large forts, industrial complexes, rural villages, collections of habitation and limited activity sites, and transportation networks.

E. Description

Provide a narrative describing the property and any interesting architectural features

particular to the structure. Clearly delineate between the original appearance and current appearance. Begin by describing the current appearance of a particular feature. Then describe its original appearance and any changes, noting when the changes occurred. This section may be written in an outline or paragraph format.

Following is a guideline for describing buildings, structures and objects:

1. **Type or form**, such as dwelling, church, or commercial block.
2. **Setting**, including the placement or arrangement of buildings and other resources, such as in a commercial center or a residential neighborhood.
3. **General characteristics:**
 - a. Overall shape of plan and arrangement of interior spaces.
 - b. Number of stories.
 - c. Construction materials, such as brick or wood.
 - d. Roof shape, such as gabled, hip, or shed.
 - e. Structural system, such as balloon frame, or post and beam.
4. **Specific features:** porches, windows, doors, chimney, dormer.
5. **Important decorative elements.**
6. **Significant interior features.**
7. **Number, type, and location of outbuildings**, with dates, if known.
8. **Other manmade elements.**
9. **Alterations or changes to the property**, with dates if known
10. **Deterioration** due to vandalism, neglect, lack of use, or weather.
11. **For moved properties:**
 - a. Date of move.
 - b. Descriptions of location, orientation, and setting before and after the move.
 - c. Reasons for the move.
 - d. Method of moving.

F. Statement and Period of Significance

Identify the period of significance. Period of significance is the length of time when a property was associated with important events, activities, or persons, or attained the

characteristics which qualify it for the Seward Register of Historic Places. Explain how the property meets the Seward Register of Historic Places criteria identified at the beginning of the application. Discuss the facts and circumstances in the property's history that led to its importance. Focus on the events, activities, or characteristics that make the property significant.

The Resurrection Bay Historical Society and the Seward Historic Preservation Commission may be able to direct your research. Seward Community Library resources that may be of use include: Index to the Seward Gateway, a newspaper 1904-1910 Vol. 1 by Mike Stallings; Buildings of Alaska by Alison Hoagland; and Seward, Alaska, A History of the Gateway City Volumes I, II, & III by Mary Barry.

There may be a limited amount of information available from the Alaska Heritage Resources Survey which is maintained by the State Historic Preservation Office.

G. Ownership Title History of Property

Following are the best ways to find out a properties title history:

- * Property owner may have a title report.
- * KPB Assessing Department. - They will need the KPB tax parcel number.
- * Seward Property Tax Rolls from 1912 - 1965 identifies property ownership and value. These documents are in the City's permanent records room. Ask the City Clerk for entrance.
- * Seward Recording District/Court (Room 207 City Hall) - Deed Books through 1974 are located in the Seward Court Records Room. Ask a court clerk in Room 207 for a key to the Records Room. Deeds recorded since 1975 are on microfiche in Room 207. The court clerk will show you how to use the material. Begin by checking the General Index to all Index Directory (Deed Index). In the Deed Index grantees and grantors are listed alphabetically for each year. Grantor is the seller and Grantee is the buyer. You need approximate year of exchange and the name of either buyer or seller in order to scroll the Deed Index.

H. If approved; may the property be placed on the Historic Walking Tour?

This does not mean the property would be open to the community and tourists, it simply means the property's physical description and statement of significance is included in the walking tour.

I. Bibliographical References

Identify all sources used in documenting and evaluating the property including: books, journal or magazine articles, interviews, planning documents, historic resource studies or survey reports, census data, newspaper articles, deeds, wills,

correspondence, business records, diaries, and other sources. Use a standard bibliographic style such as the following examples:

Hoagland, Alison K. Buildings of Alaska. New York: Oxford University Press, 1993.

Barry, Mary J. Seward, Alaska, A History of the Gateway City, Vol I: Prehistory to 1914. Anchorage, Alaska: M.J.P. Barry, 1986.

Guidelines for bibliographical references:

- * For all printed materials, list the author, full title, location and date of publication and publisher.
- * For articles, list also the name, volume, and date of the journal or magazine.
- * For unpublished manuscripts, indicate where copies are available.
- * For interviews, include the date of the interview, name of the interviewer, name and title of the person interviewed, and the location where the tape or transcript is stored.

J. Form Prepared By - Self explanatory. Please include your telephone number, and e-mail address.

K. Photographs

Possible sources for historic photographs include the property owner, Resurrection Bay Historical Society and Museum, and the Seward Community Library.

III ROUTING REVIEW

Mail or drop off your completed application to the City of Seward, Community Development Office, P.O. Box 167, 500 Adams Street, Seward, AK 99664. Your application will be forwarded to the Resurrection Bay Historical Society for review and comments prior to being presented to the Historic Preservation Commission. You will be contacted if additional information or clarification is needed.