INSTRUCTIONS FOR COMPLETING DOCUMENTATION FORM

- **Barn Address**: Give the site address or detailed location of barn location. Be sure to use specific road names and adjacent addresses if necessary.

- **Tax Parcel Number**: This information can be located on the Assessor’s website at https://fortress.wa.gov/thurstonco/propinfo/propsql/front_s.asp

- **Current Owner**: Name of current property owner.

- **Historic Owner**: Who originally built the barn and farmstead?

- **Age of Barn**: When was this barn built? (this information may be obtained from the current owner. Please only seek this information if the current property owner is willing to give this information to you).

- **Current Use/Historic Use**: What do you observe? What have you learned about the history of this barn?

- **Condition**: What do you observe? Do you see any alterations that are obvious? What additional information can you provide?

- **Type of Construction**: Post and Beam, milled lumber, hand hewn lumber. Note your observations.

- **Foundation**: Concrete? Concrete blocks? Columns/wood piers? Not sure? Photograph and document as much as you can observe.


- **Roof Shape**: Select the shape that best describes the barn roof. Make any additional notes as needed. Be sure to clearly photograph the shape of the barn roof if possible.

- **Historical Information**: Document any information gathered on the history of the barn. If possible, ask the current property owner if they have any historic information that they would like to submit: ie: historic photos, historic documentation, written narratives, etc.

- **Outbuildings**: While this is solely a “Barn Documentation” project, information may be obtained concerning the farmstead and any outbuildings. Make a note of that information, and include it in this section.

- **Setting/Surrounding Land Use**: What is surrounding this historic barn? Does it appear to be in danger of surrounding development? Note your observations here.

- **Additional Information**: Use this space to provide any additional information you have acquired and/or observed.

- **Photos Taken**: Enter the date you have take your photos of the barn.

*** *PLEASE SEE OTHER SIDE FOR RULES AND SAFETY INFORMATION****
RULES AND SAFETY INFORMATION:

**DO NOT TRESPASS.** Photos and observations should be taken from a public right-of-way unless you are invited to enter the property by the property owner.

**THINK SAFETY!!** Do not park in unsafe locations. Do not stand in roadways when photographing a barn.

**RESPECT THE RIGHTS OF PROPERTY OWNERS.** Respect private property. If a barn owner does not want to participate or allow photographs of a barn, respect their wishes. You can note the location of the barn, but do not photograph if asked not to.

**PROVIDE PROJECT INFORMATION.** Handouts are available at the workshop for you to give to property owners inquiring about the project. The handouts are also available online at [http://www.co.thurston.wa.us/permitting/historic-commission/historic-preservation.htm](http://www.co.thurston.wa.us/permitting/historic-commission/historic-preservation.htm).

HOW TO SUBMIT INFORMATION:

*Please submit information ONLINE or by MAIL.*

**SUBMITTING ONLINE:**
1. Complete the online form at [http://www.co.thurston.wa.us/permitting/historic-commission/historic-preservation.htm](http://www.co.thurston.wa.us/permitting/historic-commission/historic-preservation.htm)
2. Digital photos cannot be submitted online at this time. Please see instructions below.

**SUBMITTING COMPLETED PAPER FORMS:**
1. Please submit to the address listed below. PLEASE label your photos to identify the barns.

**SUBMITTING PHOTOS:**
1. Digital photos – Labels photos to identify the barns and submit on a CD to the address below. Photos can be emailed one or two at a time to peterscs@co.thurston.wa.us.
2. 35mm photos – Labels photos to identify the barns and submit with completed form to the address below.

**Mailing Address:**

Barn Documentation Project  
Attn: Cami Petersen  
Development Services Department  
2000 Lakeridge Drive SW  
Olympia, WA 98502

**Email:** peterscs@co.thurston.wa.us

**Phone:** 360-754-3355 ext. 6348