



**APPLICATION FOR HISTORIC DISTRICT DESIGNATION**

Community and Economic Development Department  
 100 N. Appleton St. PH: 920-832-6468  
 Appleton, WI 54911 FAX: 920-832-5994

Stamp date received

PROPERTY OWNER'S		APPLICANT (owner's agent)	
Name		Name	
Mailing Address		Mailing Address	
Phone	Fax	Phone	Fax
E-mail		E-mail	

PROPERTY INFORMATION	
Property Tax # (31-0-0000-00)	
Site Address/Location	
Legal Description of Land (may be attached as separate sheet)	
Number of Structures or Sites Designated in the District	Historic District Name
Current Zoning	
Current Uses	Proposed Uses

PLEASE STATE REASON(S) FOR HISTORIC DISTRICT DESIGNATION
<p><b>*Please attach a location map of the property or portion of the property in question and facts to support the request.</b></p> <hr/> <hr/> <hr/>

Date	Owner/Agent Signature (Agents must provide written proof of authorization)
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OFFICE USE ONLY	
FILE # _____ Application Complete _____	_____ / _____ / _____ Date Filed _____ / _____ / _____

## WHAT IS A LOCAL HISTORIC DISTRICT?

A local district designation may be placed on two or more improvement parcels that together possess significant common characteristics that are historically, aesthetically or architecturally significant to Appleton, the state or the nation.

## WHERE DO I START?

Contact the Community and Economic Development Department to discuss interest in Local Historic District designation.

## WHAT'S NEXT?

A complete submittal includes a completed application signed by all property owner(s) with the following supplementary information: a statement by the applicant/propertyowner's outlining reasons and justification for requesting local historic district nomination, a to-scale map of the proposed local historic district boundaries. In addition, a Local Historic Preservation Plan shall be submitted and include the following:

1. a brief description of the district,
2. identification of the current property owners of record, of the contributing structures,
3. identification of the uses/functions of each property in the district,
4. a legal description of the district boundaries,
5. a map showing the legal boundaries of the district,
6. current photographs of the contributing structures,
7. a historical/cultural and architectural analysis supporting the historic/cultural significance of the district, and
8. a statement of preservation objectives and specific guidelines for future historic preservation alterations, historic preservation repairs or demolition activities within the district.

The Historic Preservation Commission holds an Informal Public Hearing to review staff and public comments, determine whether or not the application satisfies designation criteria contained in Section 23-651(i) of the Zoning Ordinance. A notice of the Informal Public Hearing is sent to the petitioner, Alderperson of the district, and owners of record for any property in whole or in part situated within 100 feet of the proposed nominated district at least 10 days prior to the Informal Public Hearing. The Historic Preservation Commission's recommendation for the designation is made to the Community and Economic Development Committee at the close of the Informal Public Hearing. The Community and Economic Development Committee makes a recommendation to the Common Council.

## WHAT IS THE FINAL ACTION?

The Common Council holds a Public Hearing to review the report and recommendation of the Community and Economic Development Committee and public comments, determine whether or not the application satisfies designation criteria contained in Section 23-651(i) of the Zoning Ordinance. A notice of the Public Hearing (Class 2) is sent to the petitioner, Alderperson of the district, and owners of record for any property in whole or in part situated within 100 feet of the proposed nominated historic district or site at least 10 days prior to the Public Hearing. Common Council approval is the final action for a Local Historic District designation. Upon Council action, the City Clerk sends written notice of the action taken by the Common Council to the property owners or owner's agent, Community and Economic Development Department, Inspections Supervisor and the City Assessor.

**Note:** *Approval of a Historic Designation shall constitute adoption of the Historic Preservation Plan prepared for that district and direct the implementation of said plan.*