



APPLICATION FOR HISTORIC STRUCTURE OR HISTORIC SITE 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		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)	
<input type="checkbox"/> Structure Designation	Current Zoning
<input type="checkbox"/> Site Designation	
Number of Structures or Sites Designated	Historic Structure or Site Name
Current Uses	Proposed Uses

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

A local historic structure or local historic site designation may be placed on any improvement parcel, natural area, improvement, or any area of particular historic, architectural, archeological or cultural significance to the City of Appleton, the state or the nation, which is determined to have historical significance.

WHERE DO I START?

Contact the Community and Economic Development Department to discuss interest in Local Historic Structure and/or Site designation.

WHAT'S NEXT?

A complete submittal includes a completed application signed by the property owner(s) with the following supplementary information: a statement by the applicant outlining reasons and justification for requesting local historic structure and/or site nomination, a to-scale map with property lines, dimensions, location of all buildings and distances to property lines, a legal description of the lots included in the proposed designation, photographs of the front, sides, and rear of the (including photographs of outbuildings), and information about the architectural style, foundations, roof, wall, porch, windows and other applicable historic elements.

The Historic Preservation Commission holds a 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 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 structure or site at least 10 days prior to the 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 Public Hearing. The Community and Economic Development Committee makes a recommendation to the Common Council.

WHAT IS THE FINAL ACTION?

Common Council approval is the final action for a Local Historic Site and/or Structure 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.