



# APPLICATION FOR HISTORIC DISTRICT DESIGNATION

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

Stamp date

PROPERTY OWNER		APPLICANT (owner's agent)	
Name		Name	
Mailing Address		Mailing Address	
Phone		Phone	
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 That Contribute to the District	Current Zoning
Number of Structures That Do Not Contribute to the District	Historic District Name
Current Uses	Proposed Uses

**ATTACH NARRATIVE STATEMENT OF SIGNIFICANCE TO SUPPORT THE REQUEST AND CHECK ONE OR MORE BOXES**

**\*Please attach a location map of the district boundary in question and a narrative statement of significance to support the request**

Criteria 1: That are identified with important events or exemplify or reflect the broad cultural, political, economic or social history of the nation, state or community; or

Criteria 2: Are identified with historic personages in national, state or local history; or

Criteria 3: Embody the distinguishing characteristics of an architectural type or specimen inherently valuable for a study of a period, style, method of construction, or of indigenous materials or craftsmanship, or that represents a significant and distinguishable entity whose components lack individual distinction; or

Criteria 4: Are representative of the notable work of a master builder, designer or architect who influenced his age; or

Criteria 5: Have yielded, or may be likely to yield, information important to prehistory or history.

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Date Owner/Agent Signature (Agents must provide written proof of authorization)

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 the City of Appleton, the state, or the nation.

## **WHERE DO I START?**

Contact the Community 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/property owners outlining reasons and justification for requesting local historic district nomination and a scaled map showing the proposed local historic district boundaries 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 buildings (including photographs of outbuildings) and information about the architectural style, foundations, roof, wall, porch, windows and other applicable historic elements.

In addition, a Local Historic Preservation Plan shall be submitted and include the following:

1. 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. Legal description of the district boundaries
5. Map showing the legal boundaries of the district
6. Current photographs of the contributing structures
7. Historical/cultural and architectural analysis supporting the historic/cultural significance of the district
8. Statement of preservation objectives and specific guidelines for future historic preservation alterations, historic preservation repairs, or demolition activities within the district

### **1. Historic Preservation Commission Action**

- The Commission conducts an informal public hearing (1<sup>st</sup> Class mailing to alderperson and owners within 100 feet of subject property).
- After the close of the informal public hearing, the Historic Preservation Commission shall review the criteria listed in Section 23-651 (i) a., b., c., d. and e. Historic Preservation Ordinance.
- The Commission shall either recommend approval or denial of the proposed local historic district designation and adoption of the proposed Local Historic Preservation Plan to the Common Council, unless time is extended by agreement between the Historic Preservation Commission and the owner or owner's agent in charge of the property.

## 2. Common Council Action

- The Common Council conducts a public hearing (Class 2 newspaper notice and 1<sup>st</sup> Class mailing to alderperson and owners within 100 feet of subject property).
- After the close of the public hearing, the Common Council shall review the report and recommendation of the Historic Preservation Commission.
- The Common Council shall either approve or deny the proposed local historic district designation and adoption of the proposed Local Historic Preservation Plan or refer the matter back to the Historic Preservation Commission.

## WHO UPDATES THE HISTORIC REGISTER?

After the Common Council designates properties as a local historic district, the Community Development Department staff updates the Historic Register and Site Inventory Map and database program.

## City of Appleton Historic District Designation Criteria

**Criteria 1: *That are identified with important events or exemplify or reflect the broad cultural, political, economic or social history of the nation, state or community; or***

This criterion relates to events associated with the property can be either a specific event marking an important moment in national, state or City of Appleton history or with a pattern of events or a historic movement that made a significant contribution to the development of the United States, State of Wisconsin, or the City of Appleton.

The property that is being evaluated must be documented, through accepted means of historical or archeological research, to have existed at the time of the event or pattern of events and to have been strongly associated with those events. A property is not eligible if its associations are merely speculative. Mere association with historic events or trends is not enough to qualify under this criterion. The property's specific association must be considered of the highest importance.

**Criteria 2: *Are identified with historic personages in national, state or local history; or***

This criterion relates to properties associated with individuals whose specific contributions to national, state or City of Appleton history can be identified and documented. The person(s) associated with the property must be individually exceptionally significant within a national, state or City of Appleton historic context. The association must be with the person's productive life, reflecting the time period when he or she achieved significance. Properties that pre- or post-date an individual's significant accomplishments are usually not eligible. The individual's association with the property must be documented by accepted methods of historical or archeological research.

**Criteria 3: *Embody the distinguishing characteristics of an architectural type or specimen inherently valuable for a study of a period, style, method of construction, or of indigenous materials or craftsmanship, or that represents a significant and distinguishable entity whose components lack individual distinction; or***

This criterion's intent is to qualify exceptionally important works of design or collective elements of design extraordinarily significant as an ensemble, such as a historic district. It applies to properties significant for their physical design or construction, including such elements as architecture and engineering. The property must clearly illustrate the physical features or traits that commonly recur in individual types, periods or methods of construction. A property also must clearly contain enough of those characteristics to be considered one of the

best representatives of a particular type, period, or method of construction. (Characteristics can be expressed in terms such as form, proportion, structure, plan, style, or materials.) A building or structure is a specimen of its type or period of construction if it is an exceptionally important example (within its context) of design or building practices of a particular time in history. The language is restrictive in requiring that a candidate be "a specimen exceptionally valuable for the study of a period, style, or method of construction" rather than simply embodying distinctive characteristics of a type, period, or method of construction. With regard to historic districts, an entity must be distinctive and exceptional. This criterion will not qualify all of the works of a master, per se, but only such works that are exceptional or extraordinary.

**Criteria 4: *Are representative of the notable work of a master builder, designer or architect who influenced his age; or***

This criterion relates to properties that have been constructed by a notable master builder, designer or architect or did the notable master builder, designer or architect have historical associations that either influenced architecture in the City of Appleton or had a role in the development or history of Appleton.

**Criteria 5: *Have yielded, or may be likely to yield, information important to prehistory or history***

This criterion recognizes archeological properties, all of which must be evaluated under this criterion.

The National Register defines an archeological property as the place or places where the remnants of a past culture survive in a physical context that allows for the interpretation of these remains. It is this physical evidence of the past and its patterning that is the archeologist's data base. The physical evidence, or archeological remains, usually takes the form of artifacts (e.g., fragments of tools or ceramic vessels), features (e.g., remnants of walls, cooking hearths, or trash middens), and ecological evidence (e.g., pollens remaining from plants that were in the area when the activities occurred).

Properties being considered under this criterion must address two questions:

- 1) What locally significant information is the site likely to yield?
- 2) Is the information already produced locally important?

Answers to both questions must be well documented and logically organized. In order to establish the local significance of an archeological resource, it must be demonstrated how the data has made or will make a major contribution to the existing writings by particular person, on a particular subject. This criterion requires that potentially recoverable data are likely to revolutionize or substantially modify a major historic theme in history or prehistory, resolve a substantial historical or anthropological debate, or close a serious gap in a major theme of local history or prehistory.

The current existence of appropriate physical remains must be ascertained in considering a property's ability to yield important information. Properties that have been partly excavated or otherwise disturbed and that are being considered for their potential to yield additional important information must be shown to retain that potential in their remaining portions.

Properties that have yielded important information in the past and that no longer retain additional research potential (such as completely excavated archeological sites) must be assessed essentially as historic sites under Criterion 1. Such sites must be significant for associative values related to:

- 1) the importance of the data gained, or
- 2) the impact of property's role in the history of the development of anthropology/archeology or other relevant disciplines.

## **Summary:**

When determining historic significance and evaluating a resource against the Historic Preservation Ordinance criteria above, the Historic Preservation Commission often ask the following questions:

- Is the site or structure an outstanding example of past architectural styles or craftsmanship?
- Was the site or structure created by a “master” architect, builder, or designer?
- Did the architect, building or designer have historical associations that either influenced architecture in the City or had a role in the development or history of Appleton?
- Has the building retained “integrity”? Does it still convey its historic significance through the retention of its original design and materials?
- Is the site or structure associated with important historic events or historic personages that shaped the growth, development, or evolution of Appleton?
- Is the site or structure associated with important movements or trends that shaped the social and cultural history of Appleton?