



**APPLICATION FOR RESCISSION OF HISTORIC  
STRUCTURE/SITE OR DISTRICT DESIGNATION**

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

Stamp date

PROPERTY OWNER(S)		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)	
<input type="checkbox"/> Structure Rescission <input type="checkbox"/> District Rescission <input type="checkbox"/> Site Rescission	Current Zoning
Number of Structures, Sites or District to be Rescinded	Historic Structure, Site or District Name
Current Uses	Proposed Uses

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

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

OFFICE USE ONLY	
FILE # _____ Application Complete _____	_____ / ____ / ____ Date Filed _____ / ____ / ____

## WHERE DO I START?

Contact the Community Development Department to discuss interest in rescinding a Local Historic Structure, Site or District designation.

## WHAT'S NEXT?

1. An application form to rescind a local historic structure, site or district designation shall be submitted to the Community Development Department.
2. After submittal and acceptance of a complete application through initial review by the Community Development Department, staff files the complete submittal with the City Clerk's Office per Section 23-651(p) of the City of Appleton Zoning Ordinance. Staff places application on the HPC Agenda for action. ***(Greater than 50% of the property owners/agents in charge of a contributing structure within the district must sign the application form to be a valid submittal).***
3. A Class 2 newspaper notice of public hearing is prepared and provided to the City Clerk by the Community Development Department staff. The notice of public hearing shall identify the purpose, date, time and place of the public hearing.
4. At least fourteen (14) days prior to such hearing, the Community Development Department staff shall notify the alderperson of the aldermanic district and property owners of record and owners of property in whole or in part situated within a one hundred (100) foot radius of the local historic structure, site or district.
5. The Historic Preservation Commission shall hold a Public Hearing to review the application, staff recommendation, hear public testimony and review records as it deems necessary.
6. After the close of the public hearing, the Historic Preservation Commission shall review the criteria in Section 23-651(p) (3) a. 1., 2., 3. or 4. of Appleton Historic Preservation Ordinance and either recommend approval or denial of the application to rescind a local historic structure, site or district designation to the Common Council.
7. Rescission can occur if at least one (1) or more of the criteria contained in Section 23-651(p) (3) (a) (1), (2), (3) or (4) of the Appleton Historic Preservation Ordinance is found in the affirmative.
8. After receiving and reviewing the report and recommendation from the Historic Preservation Commission, the Common Council shall either approve or deny the proposed application to rescind a local historic structure, site, or district designation. If a refer back occurs, the matter is referred back to the Historic Preservation Commission.
9. The City Clerk sends written notification of Council action to the property owner(s) or owner's agent, Community Development Department, Inspections Supervisor and the City Assessor.

## WHO UPDATES THE HISTORIC REGISTER?

After the Common Council rescinds a local historic structure, site or district designation, the Community Development Department staff updates the Historic Register and Site Inventory Map and database program.