

**City of Milwaukee
Historic Designation Application Instructions
Site or Structure**

To be considered for designation by the Milwaukee Historic Preservation Commission, it is necessary for an applicant to complete the enclosed application form and return it. The application is designed so that it can be completed without professional assistance. Although most of the items are self-explanatory, some may be unfamiliar to you. The following instructions explain the most frequently misunderstood items. If you have further questions, do not hesitate to contact the Historic Preservation Commission staff at 414.286-5722.

1. **Historic Name:** This is ordinarily the first name given to the building or the name of the original owner. A name associated with a site at a later date may also be used if it can be demonstrated to have more historic validity than the name by which it was first known.

Common Name: This is usually the name by which a site is currently popularly identified. It may be the same as the historic name.

5. **Representation in Existing Surveys:** If you know whether or not your property has been included in the City of Milwaukee Historic Building Inventory or some other inventory or has been previously historically designated by either the former Milwaukee Landmarks Commission or the National Register of Historic Places, please indicate this information. If you do not know, just write "unknown."

6. **DESCRIPTION Written Description:** Describe the structure's shape, building materials, and exterior features in paragraph form. Specify types and colors of materials, the design or pattern of decorative ornament, and the arrangement of architectural elements. Also describe other features on the site such as outbuildings, decorative fences, sculpture, fountains, or landscape treatments that may add to the significance or historic character of the site. Briefly describe additions or alterations and non-historic features. Use continuation sheets, if necessary.

7. **SIGNIFICANCE Written Statement of Significance:** In a brief opening paragraph, enumerate the areas of significance previously checked and explain specifically why the site is important in each of these categories. In subsequent paragraphs, and on continuation sheets, if necessary, detail the history of the site and the people or events that have contributed to its significance. You may want to attach photocopies of documentation to support and further amplify your research.

8. **Major Bibliographical References:** Include major references. Use continuation sheets if necessary. Be sure to include publisher, city, and publication dates for books and edition dates for newspapers and periodicals.

9. **Property Description:** Indicate the acreage of the nominated property (if less than one acre, just say "less than one acre") and the legal property description from the deed or tax assessor's records.

Return the form to: Historic Preservation
Department of City Development
809 North Broadway
1st floor
Milwaukee, WI 53202-3617

414.286-5722

HISTORIC SITE DESIGNATION APPLICATION

1. Name

Historic:

and/or Common:

2. Location

Street & number

Aldersperson:

District(s):

3. Classification

Category	Ownership	Present Use			
building(s) structure object site	public private both	agricultural commercial educational entertainment	park cemetery religious private- residence	government industrial military museum	transportation other

4. Owner of Property

Name:

Street & number:

City:

State

Zip

5. Representation Existing Surveys

Inventory:

Date:

federal

state

county

local

Depository for survey records:

Organization

Street & number

City

State

Zip

Previous historic designation:

National Register	Date	Name	
City of Milwaukee Landmark	Date	Name	
Other			
Name of Program			Date designated

6. DESCRIPTION

Condition:

excellent
 good
 fair
 deteriorated
 ruins

Check one:

original site
 moved date
 altered
 unaltered

Building form:

Number of stories

Foundation:

stone brick concrete block concrete
 other

Roof:

gable (flank end cross)
 gambrel (flank end cross)
 hip mansard flat
 other

Walls:

clapboard brick stucco stone wood shingle slate terra cotta
 asphalt siding asbestos tile aluminum siding artificial stone other

Written description: (Continue on a separate sheet, if necessary)

7. SIGNIFICANCE

Areas of significance:

agriculture	economics	law	science
architecture	education	literature	social/humanitarian
art	engineering	military	theater
commerce	exploration/settlement	music	transportation
communications	industry	philosophy	other (specify)
community planning	invention	politics/government	
conservation	landscape architecture	religion	

Date built or altered:

Builder/architect:

Written statement of significance: (continue on a separate sheet, if necessary)

8. Major Bibliographical References

9. Property Description

Acreage:

Legal property description:

10. Form Prepared By

Name/Title:

Organization:

Street:

City:

State:

Zip:

Telephone (days)

(evenings)

Date:

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Milwaukee, WI 53202-3617**

(414/286-5722)