



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 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>*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 HISTORIC DISTRICT?

A historic district possesses a significant concentration of contiguous or nearly contiguous sites, buildings, and structures or objects united historically and/or aesthetically by a plan that identifies and protects the architectural, historical, and cultural bonds of the defined district.

WHERE DO I START?

Contact the Community Development Department to discuss interest in Historic District 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 historic district nomination, a to-scale map of the proposed historic designation, a legal description of the lots included in the proposed designation, photographs of the front, sides, and rear of the buildings within the historic designation (including photographs of outbuildings), and information about the architectural style, foundations, roof, wall, porch, windows, and other applicable historic elements.

A historic preservation plan (with specific guidelines for development and a statement of preservation objectives) is prepared by the applicant or the Historic Preservation Commission. Then the Historic Preservation Commission holds a Public Hearing to review staff comments, determine whether or not the applications satisfies the designation criteria contained in Section 23-667 of the Zoning Ordinance and make a recommendation to the Community Development Committee. A notice of the Public Hearing is sent to the applicant, Alderperson of the district, and owners of record for any property in whole or in part situated within 100 feet of the proposed boundaries (at least 10 days prior to the Public Hearing). A recommendation for approval, rejection, or postponement of action on the plan is made to the Community Development Committee.

The Community Development Committee makes a recommendation to the Common Council. The Common Council holds a Public Hearing to review staff comments and the Commission and Committee recommendations. Notice of the Public Hearing will be sent in the same manner as the notification sent for the Historic Preservation Commission Public Hearing.

WHAT IS THE FINAL ACTION?

Common Council approves or rejects the recommendation.

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