



**City of Appleton Historic Preservation**

**Stewardship and Historic Preservation/Restoration  
Certificate Nomination Form**

Community & Economic Development Department  
100 North Appleton Street  
Appleton, WI 54911  
PH: 920-832-6468 FAX: 920-832-5994

<b>Form Due Date</b>  <b>December 31st</b>
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Stamp date received

<b>TYPE OF NOMINATION (check one)</b>	
<input type="checkbox"/> Stewardship Certificate Award  <input type="checkbox"/> Historic Preservation/Restoration Certificate Award	

<b>PROPERTY OWNER (NOMINEE)</b>		<b>NOMINATION SUBMITTED BY</b>	
Name		Name	
Property Address		Mailing Address	
Phone	Fax	Phone	Fax
E-mail		E-mail	

<b>PROPERTY INFORMATION</b>	
Type of Project (check one) <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Institutional <input type="checkbox"/> other _____	
Original Property Owner' Names	Date of Original Construction
Architectural style of the building or structure	Date when exterior building improvements were made
Property History ( <i>may be attached as separate sheet</i> )	
Description of Exterior Building Improvements Made ( <i>may be attached as separate sheet</i> )	

<b>PLEASE STATE REASON(S) FOR NOMINATION</b>
( <i>May be attached as separate sheet</i> )

<b>ATTACHMENTS – Please include the following</b>
<input type="checkbox"/> Before and after photographs of the work being nominated.

Date	Signature
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## **City of Appleton Historic Preservation Awards**

The City of Appleton Historic Preservation Commission invites you to participate in the nomination of property owners of residential and non-residential property who have taken care to preserve the property or have undertaken restoration or revitalization projects that have restored, rehabilitated, and/or preserved a part of the City's historical resources. Two types of certificates will be given each year, one for stewardship and one for historic preservation/restoration.

### **Certificate Eligibility**

- The property must be located within the City of Appleton.
- The nominated work must have been completed within the past 5 years.
- The building/structure must be 50 years or older.
- Restoration or revitalization projects must be completed and must have been completed by the current property owner.
- If required, the property owner must have obtained required city permits and approvals for the project.
- Significant archeological resources affected by a project shall have been protected and preserved. If such resources were disturbed, mitigation measures have been undertaken.<sup>1</sup>
- Preservation Certificates are awarded for work done to the exterior of the building only, and not for any interior restoration or modification.

### **Eligibility for Stewardship Certificate:**

- Nominations in this category acknowledge projects in which the exterior character of a building or structure has been maintained, restored or rehabilitated true to the documented, or the reasonably assumed intent of the original historic design.
- Stewardship Certificates are awarded for buildings in which the owners have provided on-going care and upkeep which maintains the integrity of the original historical architectural design including detailing and materials within the parameters of the eligibility criteria for a Stewardship Certificate.
- Exterior design changes including building additions may have occurred or new materials may have been used, yet the end result needs to respect the integrity of the original historic architecture. For example: the use of modern surfacing and/or trims, replacement windows, replacement doors, etc. provided they are true to the original design of the building/structure.
- Paint work and color palette need not match the original to the building but must be consistent with those used at the time period which the historical style of the building represents.

1. US Secretary of the Interior's Standards for Rehabilitation Standards.

## **Eligibility for Historic Preservation/Restoration Certificate:**

- Nominations in this category acknowledge projects where the exterior character of a historic building or structure has been preserved, restored or rehabilitated to standards true to its' original design.
- Historic Preservation/Restoration Certificates are also awarded for buildings in which the owners have provided on-going care and upkeep which maintains the integrity of the original historical architectural design including detailing and materials within the parameters of the eligibility criteria for a Historic Preservation/Restoration Certificate.
- A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its' site and environment.
- The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.<sup>1</sup>
- Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.<sup>1</sup>
- Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.<sup>1</sup>
- Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.<sup>1</sup>
- A restoration or rehabilitation project might involve the restoration of an entire building or focus on a particular significant feature on the building which had previously been removed or altered. Examples, include the restoration (or replacement) of missing significant ornament or ornamentation, restoration, or replacement of a porch, or removing incompatible alterations and/or reconstructing missing elements to reflect a building's historic appearance in a given era. The work must be substantiated by documentary, physical or pictorial evidence.
- Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.<sup>1</sup>
- Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.<sup>1</sup>
- All work shall be done using materials and methods matching those original to the building. An acceptable variation from this is the use of modern roofing materials in lieu of wood or metal roofing shingles, the selection of which shall match the character of the original material.
- New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, and scale.<sup>1</sup> This work shall have been done in a manner that if the additions or alterations were removed in the future, the essential form and integrity would not be impaired. Where alterations or additions to the building are of contemporary design, the work must respect the original historical and architectural qualities in massing, size and scale. Exterior additions that duplicate the form, material, and detailing of the structure to the extent that they compromise the historic character of the structure will fail to meet the Standards.<sup>1</sup>
- Paint work and color palette need not match the original to the building but must be consistent with those used at the time period which the historical style of the building represents. For example, a Victorian color scheme would not be appropriate on a Greek Revival style or on a Craftsman style building.

1. US Secretary of the Interior's Standards for Rehabilitation Standards.

## **How to Nominate:**

Nominations must be submitted on the nomination form. All completed nomination forms include the following:

1. Property history,
2. Original property owners names,
3. Date of original construction,
4. Date when exterior building improvements were made,
5. Exterior building improvements made,
6. Architectural style of the building or structure,
7. Reasons for nomination, and
8. Photographs.

## **Nomination Form Due Date:**

Award nomination forms are also available on line at

<https://www.appleton.org/government/planning/stewardship-revitalization-certificate-award>.

Completed nomination forms received by the City of Appleton Community & Economic Development Department by 4:30 p.m., December 31<sup>st</sup> of each year will be considered for the May awards program.

Completed nominations forms should be returned to:

City of Appleton Community & Economic Development Department  
HPC Certificate Nominations  
100 North Appleton Street  
Appleton, WI 54911

## **Certificate Presentation**

A Historic/Preservation or Stewardship Certificate signed by the Mayor and the Historic Preservation Commission Chairperson will be presented to property owners to recognize their property and preservation, restoration or revitalization efforts. The Certificates will be presented on an annual basis at a Common Council meeting in *May* in conjunction with Historic Preservation Month.

## **Review of Nomination Forms**

At the March meeting, the Appleton Historic Preservation Commission will discuss and vote on which properties will receive a Historic Preservation/Restoration or Stewardship Certificate and determine whether that Certificate is to be a Historic Preservation/Restoration or a Stewardship Certificate based upon the review criteria and materials submitted.

## **Resources:**

It is recommended that property owners seek guidance and technical assistance from the following sources among many others that are available:

1. City of Appleton Historic Preservation Commission Members.
2. State Historical Society website [www.wisconsinhistory.org](http://www.wisconsinhistory.org). Additional help is available from them by calling 608-264-6500. This website also has information on tax credits that may be available for preservation and restoration work.
3. An excellent resource for historical restoration recommendations is the Department of the Interior; National Park Service. On line “Guidelines for Rehabilitating Historic Buildings” is at [www.nps.gov/history/tps/standards/rehabilitation/rehab/guide.htm](http://www.nps.gov/history/tps/standards/rehabilitation/rehab/guide.htm); See also, Discover History at [www.nps.gov/history/index.htm](http://www.nps.gov/history/index.htm)

## **Questions? Please contact:**

Community & Economic Development Department, 920-832-6468