



City of Wauwatosa Instructions for Historic Designation Nomination

To nominate a place for designation consideration by the Wauwatosa Historic Preservation Commission, it is necessary for an applicant to complete the attached application form and return it. The application is designed to 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 Wauwatosa Planning Division at 414-479-8957.

Historic designations can only be initiated by the Common Council, the Historic Preservation Commission or by petition of an eligible applicant (owner) or an eligible applicant's authorized agent. Historic district designations may also be initiated by the Plan Commission. Once the nomination is received from a party other than those mentioned, the Historic Preservation Commission will schedule a meeting to determine if a designation should be initiated.

- 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 place is currently popularly identified. It may be the same as the historic name.
- 5. Representation in Existing Historic Property Surveys:** If you know if the place has been included in the City of Wauwatosa Historic Building Inventory or some other inventory or has been previously historically designated by either the former Wauwatosa Landmarks Commission or the State or 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 place is important in each of these categories. In subsequent paragraphs, and on continuation sheets, if necessary, detail the history 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 place (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/ Planning Division
City of Wauwatosa
7725 West North Avenue
Wauwatosa, WI 53213
414-479-8957

**Nomination Application for
HISTORIC DESIGNATION**

1. Name of Place

Historic: _____

and/or Common: _____

2. Location

Street & number: _____

Aldersperson: _____

District(s): _____

3. Classification

Category (select one):

_____ building(s) _____ structure _____ object

_____ site _____ building & land _____ district

Ownership (select one):

_____ public _____ private _____ both

4. Owner of Property

Name: _____

Street & number: _____

City: _____ State _____ Zip _____

5. Representation In Existing Historic Property Surveys (if known)

Inventory: _____

Date: _____ federal _____ state _____ county _____ local _____ unknown

Depository for survey records:

Organization _____

Street & number _____

City _____ State _____ Zip _____

Previous historic designation:

_____ National Register Date _____ Name _____

_____ City of Wauwatosa Landmark Date _____ Name _____

_____ Other: name of program _____

6. Description (attach photographs)

Check One: _____ original site _____ moved - date _____

Check One: _____ altered _____ unaltered _____ unknown

Condition (check one): _____ excellent _____ good _____ fair _____ deteriorated _____ ruins

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 _____ terra cotta

_____ asphalt siding _____ asbestos tile _____ aluminum siding _____ artificial stone

_____ other - _____

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

7. Significance (from Wauwatosa Code of Ordinances 24.16.080I)

Areas of significance (check all that apply):

_____ exemplifies or reflects the broad cultural, political, economic or social history of the nation, state or community

_____ is identified with historic personages or with important events in national, state or local history

_____ embodies 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

_____ is representative of the notable work of a master building [builder], designer or architect who influenced the person's age

_____ have yielded, or may be likely to yield, information important to prehistory or history

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: _____

Email address: _____

Signature _____

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