

TEMPORARY HISTORIC DESIGNATION PETITION INSTRUCTIONS

Please type or print clearly.

To request a public hearing on temporary designation in accordance with Section 320-21 of the Milwaukee Code of Ordinances, it is necessary to complete the attached petition and return it to the staff of the Historic Preservation Commission. In general, the photographs, slides and documentation submitted with this petition are non-returnable. To file a petition, you must be the owner of the subject property, or a resident of the City of Milwaukee, or a City of Milwaukee Alderperson.

1. Name of Property

Provide the name by which the property is generally known, if any. Give the full address of the property including zip code.

2. Name and Address of Owner

Provide the name, address, and telephone number of the owner. If there are multiple owners of real interest, include all parties, using a separate sheet of paper, if necessary. Provide name, address, and telephone number of the applicant, if different from the owner.

3. Attachments

If possible, the petition should be accompanied by a minimum of one clear black-and-white (or color) original photograph at least 3 x 5 inches in size showing the principal exterior elevation of the building. It is advisable to provide additional photographs if the structure merits more extensive pictorial coverage or displays significant features on several elevations. Digital images on a disks or flashdrive are acceptable. To supplement your application, you may want to submit historical documentation as further evidence of why the structure is worthy of historic designation. A permanent designation form must already be on file or submitted simultaneously.

4. Legal Property Description

Provide the legal property description from the deed or tax assessor's records.
<http://assessments.milwaukee.gov/>

5. Description of Structure

Describe the structure's shape, building materials, and exterior features in paragraph form. Specify types and colors 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.

6. Significance

In a brief opening paragraph, enumerate the areas of significance checked above 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.

7. 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.

8. Form Prepared By

Provide your name, your mailing address, and the telephone number where you can be contacted during the day. Have this form acknowledged by a Notary Public.

Please return this form to the following address:

**Historic Preservation Commission
Office of the City Clerk
200 E. Wells Street Room B-4
Milwaukee, WI 53202**

If you have questions or need assistance in completing this form, please call the Historic Preservation staff at **(414) 286-5722**.

**MILWAUKEE HISTORIC PRESERVATION COMMISSION
TEMPORARY HISTORIC DESIGNATION PETITION**

1. Name of Property: _____

Address of Property: _____
Zip Code _____

2. Name and Address of Owner

Name: _____

Street Address: _____

City _____ State: _____ Zip Code: _____

Daytime Telephone Number: _____
(Area Code)

Applicant (if different from owner) _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Daytime Phone: _____ Evening Phone _____

3. Attachments

The following information is enclosed:

- Exterior photographs or digital images (required)
- Copy of newspaper notice of demolition permit application
- Copy of Orders from the Department of Neighborhood Services
- Other (explain) _____

4. Legal Property Description

5. Description of Structure

Number of stories: _____

Wall cladding (check each that apply)

Clapboard Brick Stucco Stone Wood Shingle

Terra Cotta Asphalt Siding Asbestos Tile Aluminum/Vinyl Siding Artificial Stone

Other: _____

Describe Outstanding Features:

6. Significance

Areas of Significance:

- | | | |
|---|---|--|
| <input type="checkbox"/> agriculture | <input type="checkbox"/> engineering | <input type="checkbox"/> philosophy |
| <input type="checkbox"/> architecture | <input type="checkbox"/> exploration/settlement | <input type="checkbox"/> politics/government |
| <input type="checkbox"/> art | <input type="checkbox"/> industry | <input type="checkbox"/> religion |
| <input type="checkbox"/> commerce | <input type="checkbox"/> invention | <input type="checkbox"/> science |
| <input type="checkbox"/> communications | <input type="checkbox"/> landscape architecture | <input type="checkbox"/> social/humanitarian |
| <input type="checkbox"/> community planning | <input type="checkbox"/> law | <input type="checkbox"/> theater |
| <input type="checkbox"/> conservation | <input type="checkbox"/> literature | <input type="checkbox"/> transportation |
| <input type="checkbox"/> economics | <input type="checkbox"/> military | <input type="checkbox"/> other: |
| <input type="checkbox"/> education | <input type="checkbox"/> music | |

Date Built: _____

Date(s) Altered (if applicable) _____

Builder/Architect: _____

Written Statement of Significance, including history of structure:
(continue on a separate sheet, if necessary)

7. Major Bibliographical References

8. Form Prepared By:

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____

Email: _____

Signature must be acknowledged by a notary

Signature of preparer/applicant: _____

State of Wisconsin

County of _____

This document was acknowledged before me on _____ by _____.

Seal & Signature of notarial officer

My commission expires: _____

Milwaukee Historic Preservation Commission
Office of the City Clerk
200 E. Wells Street Room B-4
Milwaukee, WI 53202
HPC@Milwaukee.gov

414-286-5722