



Historic District Designation Application Instructions

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 with a sketch map. The sketch map must outline the precise boundaries of the area being nominated.

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 414/286-5705.

- 1. Historic Name:** This is ordinarily the name by which an area or neighborhood has been identified for many years. It may be a plat or subdivision name or that of a geographical feature, a major street, park, or institution. Some districts may not have an actual historic name, in which case the name being given to the historic district in this application shall be used.

Common Name: This is usually the name by which an area is known today. It may be the same as the historic name. If an area has no other name, use the name being given to the historic district in this application.

- 2. Location:** Approximate boundaries: indicate the approximate street boundaries of the proposed district.
- 3. Representation in Existing Surveys:** If you know whether or not any part of the proposed district has been included in the City of Milwaukee Historic Building Inventory or some other inventory, or whether all or part of it has been historically designated by either the former Milwaukee Landmarks Commission or the National Register of Historic Places, please indicate the type of designation and date. If you do not know, just write "unknown."

4. DESCRIPTION

Written Description:

Visual landmarks & locations: List by name and address the most visually prominent structures in the district. Typical examples include churches, imposing residences, or particularly eye-catching business blocks. Even a more modest structure sited at a visually prominent location may be a neighborhood landmark, such as a building at the fork of a road.

District characteristics:

Relationship of buildings to the street: Indicate whether most of the buildings are built at the edge of the sidewalk, set back behind a lawn at a uniform distance from the street, or are sited randomly on their lots.

Written Description: Describe the general characteristics of the district in terms of its street plan, building types, and the most outstanding structures or features. Use continuation sheets, if necessary.

5. SIGNIFICANCE

Written Statement of Significance: In a brief opening paragraph, enumerate the areas of significance previously checked and explain specifically why the district is important in each of these categories. In subsequent paragraphs, and on continuations sheets, if necessary, detail the development of the district, its land use 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.

6. 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.

7. Boundary Description: Indicate the acreage of the nominated property and the legal property description from the deeds or tax assessor's records. In a large district, use street and lot line boundaries rather than enumerating each parcel description.

Boundary justification: Briefly describe how the district differs from the surrounding area and justify why the boundaries chosen are historically or architecturally valid.

Return form to: Historic Preservation Commission
City Clerk's Office
200 E. Wells Street Room B-4
Milwaukee, WI 53202

(414) 286-5722