

Village of Whitefish Bay
Historic Designation Application Instructions
Site or Structure

To be considered for designation by the Whitefish Bay Historic Preservation Commission, it is necessary for an applicant to complete the enclosed application form and return it. 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 at 414.962-6690.

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 site is currently popularly identified. It may be the same as the historic name.

5. Representation in Existing Surveys: If you know whether or not your property has been included in the National Register of Historic Places, and/or the State of Wisconsin 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 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.

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 property (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 Commission
Village of Whitefish Bay
5300 North Marlborough Drive
Whitefish Bay, WI 53217

(414) 962-6690

WHITEFISH BAY HISTORIC SITE DESIGNATION APPLICATION

1. Name

Historic: _____

and/or Common: _____

2. Location

Street & number _____

3. Classification

Category

- building(s)
- structure
- object
- site

Ownership

- public
- private
- both

Present Use

- agricultural
- commercial
- educational
- entertainment

- park
- cemetery
- religious
- private-residence

- government
- industrial
- military
- museum

- transportation
 - other
- _____

-

4. Owner of Property

Name: _____

Street & number: _____

City: _____ State _____ Zip _____

5. Representation Existing Surveys

Inventory: _____

Date: _____

- federal state county local

Depository for survey records:

Organization _____

Street & number _____

City _____ State _____ Zip _____

Previous historic designation:

National Register Date _____ Name _____

Wisconsin Register Date _____ Name _____

Other _____

Name of Program _____ Date designated _____

6. DESCRIPTION

Condition:

- excellent
- good
- fair
- deteriorated
- ruins

Check one:

- original site
- moved date
- altered
- unaltered

Building form:

Number of stories _____

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
- slate
- terra cotta
- asphalt siding
- asbestos tile
- aluminum siding
- artificial stone
- other _____

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

7. SIGNIFICANCE

Areas of significance:

- Exemplifies or reflects the broad cultural, political, economic or social history of the nation, state or community.
- Is identified with a historic personage or an important event in the national, state or local history.
- Embodies the distinguishing characteristics of an architectural type or specimen, 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 builder, designer or architect who influenced his or her age.
- Has yielded, or is 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: _____

Return to: Historic Preservation Commission
Village of Whitefish Bay
5300 North Marlborough Drive
Whitefish Bay, WI 53217-5399

(414) 962-6690