



CITY OF LA CROSSE HERITAGE PRESERVATION COMMISSION

Historic Landmark Nomination Form

1. What is the historic name of the Landmark or Landmark District?

2. What is the current name of the Landmark or Landmark District?(If applicable)

3. Property Address: _____

4. OWNERSHIP

- a. Owner(s): _____
- b. Street: _____
- c. City, State, Zip Code: _____ Phone: (____)____ - _____
- d. Email: _____ Parcel ID#: _____

5. NOMINATED BY (If different):

- a. Name: _____
- b. Street: _____
- c. City, State, Zip Code: _____ Phone: (____)____ - _____
- d. Email: _____

6. CLASSIFICATION AND USE (Check all that apply):

Proposed Designation (choose one)

- Landmark District
- Landmark

If it is a Landmark, choose a category (definitions can be found on the instructions page)

- Historic Structure
- Historic Site
- Historic Object

Present Use

- Agriculture
- Industrial
- Religious
- Commercial
- Military
- Scientific
- Educational
- Museum
- Transportation
- Entertainment
- Park
- Government
- Private Residence(s)
- Other _____

Condition:

- Excellent
- Good
- Fair
- Deteriorated
- Ruins
- Other

Has the property been nominated previously? Yes No

When? _____

What was the outcome? _____

Is the proposed Landmark or District on the National Register? Yes No

When? _____

7. SIGNIFICANCE:

Section 20.90 of the *Municipal Code of Ordinances* lists 4 criteria that a district, site, structure or object may be designated under.

Please check one or more of the listed criteria that apply to this Property:

- Associated with events or person(s) who have made a significant contribution to the history, heritage, or culture of the City of La Crosse, the County of La Crosse, the State of Wisconsin, or the United States.
- It embodies the distinguishing characteristics of an architectural type or specimen, inherently valuable for a study of a period, style or method of construction or of indigenous material or craftsmanship.
- It is representative of the notable work of a master builder, designer or architect whose individual work is significant in the development of the City of La Crosse, the County of La Crosse, the State of Wisconsin, or the United States.
- It exemplifies or reflects the broad cultural, political, economic or social history of the nation, state, or community.

8. HISTORIC OVERVIEW/ANALYSIS (See attached instructions for analysis outline):

Please attach the analysis as a separate document containing the following sections:

A. Existing Physical Description

- a. Write a physical description of the nominated property or district in its current state.
- b. If it has been altered over time, indicate the date(s) and nature of the alterations.
- c. Include additional information as applicable.

B. Narrative History

- a. Provide a complete narrative history of the district, structure, site, or object.
- b. If known, include the year it was built, the architecture style, and the name of the architect or builder.
- c. Include references to source material that are listed in the bibliography.

C. Additional Information

- a. Include any additional information that helps support the claim of criteria (Section 7) made in this document; or is otherwise deemed useful for the purposes of evaluation.

D. Bibliography

- a. Include a list of all sources consulted.
- b. Include copies of relevant source materials with the nomination form.

9. PHOTOGRAPHS:

Include photos, as applicable, of the nominated district, structure, site, or object as follows:

A. Current photographs

- a. Exterior photographs are required.
- b. Interior photographs if available and relevant to its historic significance.

B. Historic photographs

- a. Interior and exterior if available.

Each photograph must be labeled with the street address of the building(s) and the month and year the photograph was taken.

Designation of property will require affixing a plaque to said property and that the plaque will be the sole property of the City of La Crosse. Signature of the property owner assures the Heritage Preservation Commission that designation and installation of a plaque are supported.

Signature of Property Owner	Date
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Signature of Nominator	Date
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When completed, submit application to the City of La Crosse Planning Department, 400 La Crosse Street, La Crosse WI.

PLEASE NOTE: It is the responsibility of the nominator to provide the Heritage Preservation Commission and its Staff with information sufficient to fairly evaluate the nomination. **Incomplete nomination forms will not be accepted. A fee, in the amount stated in the Schedule of Fees and Licenses table in Section 25.01 of the Municipal Code, must be included.**

INSTRUCTIONS FOR FILLING OUT THE NOMINATION FORM

1. Indicate the historic name of the property if it is currently known by a different name.
2. Indicate the current name of the property, if it is different than the historic name.
3. Indicate the street address for the property. For districts, attach a separate sheet listing the street address of each property included in the nomination and a clear street map of the area showing the boundaries of the proposed district.
4. Indicate the owner of the property and his or her mailing address and phone number. For districts, attach a separate sheet listing the owner of each property and his or her mailing address.
5. Indicate the nominator of the property and his or her contact information including mailing address, phone number, and email address.
6. Check the classification and use as indicated. Check the current condition of the property. Indicate whether or not the property has been previously nominated. Indicate whether or not the property is on the National Register of Historic Places.
 - a. **“Landmark District”** or Historic Overlay District is an area designated by the Common Council on recommendation of the Commission composed of one or more improvements or sites that is of special character or special historic interest or value as part of the development, heritage or cultural characteristics of the city, state or nation and which has been designated as a Historic District.
 - b. **“Historic Structure”** means any improvement which has a special character or special historic interest or value as part of the development, heritage, or cultural characteristics of the City, state or nation and which has been designated as a historic structure.
 - c. **“Historic Site”** means any parcel of land whose historic significance is due to a substantial value in tracing the history of aboriginal people, or upon which a historic event has occurred, and which has been designated as a historic site under this section, or an improvement parcel, or part thereof, on which is situated a historic structure and any abutting improvement parcel used as and constituting part of the premises on which the historic structure is situated.
 - d. **“Historic Object”** means a material thing of historic significance for functional, aesthetic, cultural or scientific reasons that may be, by nature or design, moveable yet related to a specific setting or environment.
7. Select, as applicable, one or more of the four listed criteria that applies to the nominated property or district.
8. Write a **Historical Overview/Analysis** of the nominated property or district that supports the claim of criteria made in section 7. Attach to the nomination form a document that includes:
 - A. An existing physical description of the structure, district, site, or object. Include the following information as applicable:
 - architectural style(s)
 - arrangement of architectural elements
 - building materials
 - method(s) of construction

- visual character
- street pattern
- density
- type and arrangement of buildings
- topography

B. A narrative history of the structure, district, site, or object. Include the following information when available:

- History of the development of the area;
- Circumstances which brought the structure, district, site, or object into being;
- Biographical information on architects, builders, developers, artisans, planners, or others who created or contributed to the structure, district, site, or object;
- Contextual background on building type(s) and/or style(s);
- Importance of the structure, district, site, or object in the larger community over the course of its existence.
- **Include references** to consulted sources, listed in the bibliography, as necessary. Where any historical information is uncertain or disputed, reference sources directly in the text.

C. Any additional information that contributes support to the argument being made for the significance of the structure, district, site, or object; as selected in section 7 of the nomination form.

D. A bibliography consisting of all consulted source material used in the preparation of the Historical Overview/Analysis. Copies of major supporting documents should accompany the bibliography. Such documents may include, but are not limited to:

- Historic and contemporary maps;
- Historic or contemporary texts describing the subject property or district;
- Historic or contemporary texts describing people, places, or events that comprise the historic context of the subject property or district.
- Oversized materials (such as architectural drawings) and materials too fragile to copy may be accepted.

9. Clear photographs of the nominated buildings or districts should accompany the nomination form. The applicant shall include photographs of all elevations of an individual building and its setting, or the front elevation of each building in a district. In case of closely spaced buildings or row houses, several buildings may be included in one photograph. Each photograph must be labeled with the street address of the building(s) and the month and year the photograph was taken. A current exterior photograph of the structure, district, site, or object must accompany the nomination form.