

Preparation Guide for HISTORIC DISTRICT Nominations

General: Use this instruction page for the nomination of a Historic District. See the Landmark instruction page for the nomination of a landmark. The Preservation Planner will review the nomination form for completeness and may ask the preparer to submit additional information and documentation as needed (Historic Preservation Ordinance 41.10(3)). Please contact Amy Scanlon with questions at 608 266 6552 or ascanlon@cityofmadison.com.

(1) Identification of Historic Resource

Resource type – Check the Historic District box only.

Common Name – Provide the historic district with a name. If a historic district amendment is being proposed, please use the current historic district name.

Historic Name – Mark as “Not Applicable”. This section is for Landmark nominations only.

Current Use – Briefly describe the general type of historic district (Commercial, Residential, Industrial, or combinations of these, etc.).

Street Address – Mark as “Not Applicable”. This section is for Landmark nominations only.

Parcel Number(s) – Provide all parcel numbers included in historic district.

Legal Description – Provide a legal description of the historic district boundary. Use continuation sheet(s) as necessary. Maps can also be included as supplemental information.

(2) Form Prepared By

Name and Title – Provide name of person responsible for form preparation.

Organization Represented – Provide name of organization or mark as “Not Applicable”.

Address, Telephone Number, Email address – Provide contact information of person responsible for form preparation.

Statement of Completeness and Accuracy – Sign and date the form to signify that you believe the document contains true and accurate information. Unsigned nomination forms will be considered incomplete and will be returned.

(3) General Historical Data

Original Owner, Original Use, Moved or Original Site?, Physical Condition – Mark as “Not Applicable”. This section is for Landmark nominations only.

Architect/Builder/Designer, Architectural Style, Date of Construction/Period of Significance – Provide general information about these categories as they relate to the significance of the historic district. Use section (5) for the detailed description of significance.

(4) Describe Present and Original Character and Features

Provide detailed description of the character and features of the historic district. Include details about the physical setting/location. Use continuation sheet(s) as necessary.

(5) Describe Significance of Property and Conformance to Designation Criteria

Provide a detailed description (using continuation sheet(s) as necessary) of the historic, architectural, or cultural significance of the historic district and how the significance relates to the at least one of the following designation criteria as specified in the Historic Preservation Ordinance (41.10(2)):

- (a) The district is associated with broad patterns of cultural, political, economic or social history of the nation, state or community.
- (b) The district is associated with the lives of important persons, and/or with important events in national, state or local history.
- (c) The district encompasses an area of particular archaeological or anthropological significance.
- (d) The district embodies the distinguishing characteristics of an architectural type inherently valuable for its representation of a period, style, or method of construction, or of indigenous materials or craftsmanship;
- (e) The district is representative of the work of a master builder, designer or architect.

(6) List of Bibliographical References

Cite sources referenced during the research of the historic district and the preparation of this nomination document. Use continuation sheet(s) as necessary.

(7) Additional Information

Provide any other information related to conveying the significance and description of the historic district.

Landmarks Commission

City of Madison Planning Division
215 Martin Luther King Jr. Blvd., Suite LL.100
P.O. Box 2985
Madison, WI 53701



Preparation Guide for LANDMARK NOMINATIONS

General: Use this instruction page for the nomination of a Landmark. See the Historic District instruction page for the nomination of a historic district. The Preservation Planner will review the nomination form for completeness and may ask the preparer to submit additional information and documentation as needed (Historic Preservation Ordinance 41.10(3)). Please contact Amy Scanlon with questions at 608 266 6552 or ascanlon@cityofmadison.com.

(1) Identification of Historic Resource

Resource type – Check the Landmark box only.

Common Name – Provide the landmark with a name. If a landmark amendment is being proposed, please use the current landmark name.

Historic Name – Provide the historic name of the landmark or mark as “Unknown”.

Current Use – Briefly describe the current use of the landmark (Structure, Landscape, Landscape Feature, or Object).

Street Address – Provide the street address of the landmark.

Parcel Number(s) – Provide all parcel numbers related to the landmark site.

Legal Description – Provide a legal description of the landmark site boundary. Use continuation sheet(s) as necessary. Maps can also be included as supplemental information.

(2) Form Prepared By

Name and Title – Provide name of person responsible for form preparation.

Organization Represented – Provide name of organization or mark as “Not Applicable”.

Address, Telephone Number, Email address – Provide contact information of person responsible for form preparation.

Statement of Completeness and Accuracy – Sign and date the form to signify that you believe the document contains true and accurate information. Unsigned nomination forms will be considered incomplete and will be returned.

(3) General Historical Data

Original Owner, Original Use, Architect/Builder/Designer, Architectural Style, Date of Construction/Period of Significance, Moved or Original Site?, Physical Condition – Provide general information about these categories as they relate to the significance of the landmark. Use section (5) for the detailed description of significance.

(4) Describe Present and Original Character and Features

Provide detailed description of the character and features of the landmark. Include details about the physical setting/location. Use continuation sheet(s) as necessary. Photographs should be provided as supplemental materials to document the existing condition of the landmark.

(5) Describe Significance of Property and Conformance to Designation Criteria

Provide a detailed description (using continuation sheet(s) as necessary) of the architectural, cultural, or historic character of the landmark/landmark site and how the significance relates to the at least one of the following designation criteria as specified in the Historic Preservation Ordinance (41.07(2)):

- (a) It is associated with broad patterns of cultural, political, economic or social history of the nation, state or community.
- (b) It is associated with the lives of important persons or with important event(s) in national, state or local history.
- (c) It has important archaeological or anthropological significance.
- (d) It embodies the distinguishing characteristics of an architectural type inherently valuable as representative of a period, style, or method of construction, or of indigenous materials or craftsmanship.
- (e) It is representative of the work of a master builder, designer or architect.

(6) List of Bibliographical References

Cite sources referenced during the research of the landmark/landmark site and the preparation of this nomination document. Use continuation sheet(s) as necessary.

(7) Additional Information

Provide any other information related to conveying the significance and description of the landmark.

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