



Preparation Guide for LANDMARK Nominations Wausau Historic Preservation Commission

General:

Use this instruction page for nomination of an individual Landmark property in the City of Wausau.

The Historic Preservation Commission and Community Development staff will review submissions for completeness in accordance with Wausau Municipal Code Section 2.82.

For questions, please contact:

Community Development Department – City of Wausau
715-261-6760

Return form to:

Historic Preservation Commission
407 Grant St
Wausau, WI 54403

or

wausaudevelopment@wausauwi.gov

(1) Identification of Historic Resource

Resource Type – Check the Landmark box only.

Common Name – Provide the commonly known name of the property.

Historic Name – Provide historic name if known, otherwise mark “Unknown.”

Current Use – Describe the current use (structure, site, landscape feature, object).

Street Address – Provide full address.

Parcel Number(s) – Provide parcel number(s) for the property. Complete if able, otherwise this will be completed by staff or commission members.

Legal Description – Provide legal description of the property boundary. Maps are encouraged. Complete if able, otherwise this will be completed by staff or commission members.

Parcel Number and Legal Description can be found here:

<https://ascent.co.marathon.wi.us/AscentLandRecords/PropertyListing/RealEstateTaxParcel#/Search>

(2) Form Prepared By

Provide contact information of the preparer and include signature and date for accuracy.

(3) General Historical Data

Provide summary information related to:

- Original owner and use
- Architect/Builder/Designer (if known)
- Architectural style
- Date of construction and/or period of significance
- Whether structure is on original site
- Physical condition

(4) Describe Present and Original Character and Features

Provide a detailed description of:

- Exterior features
- Setting and lot context
- Materials and craftsmanship
- Changes over time

Photographs documenting current conditions must be included.

(5) Describe Significance and Conformance to Designation Criteria

Explain how the property meets one or more of the designation criteria under Wausau Municipal Code 2.82.

(6) Bibliographical References

List all research sources.

(7) Additional Information

Include:

- Current photographs
- Site map
- Any supporting images or documentation

Wausau Historic Preservation Commission
City of Wausau Development Department
715-261-6760

Preparation Guide for HISTORIC DISTRICT Nominations Wausau Historic Preservation Commission

General:

Use this instruction page for the nomination of a Historic District in the City of Wausau. See the Landmark instruction page for nomination of an individual Landmark.

The Historic Preservation Commission and Community Development staff will review the nomination for completeness and may request additional information or documentation as needed in accordance with Wausau Municipal Code Section 2.82 – Historic Preservation Commission.

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715-261-6760

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(1) Identification of Historic Resource

Resource Type – Check the Historic District box only.

Common Name – Provide a clear name for the historic district. If this is an amendment to an existing district, use the established district name.

Historic Name – Not applicable for district nominations. Mark “Not Applicable.”

Current Use – Briefly describe the general character of the district (Residential, Commercial, Industrial, Mixed Use, etc.).

Street Address – Not applicable for district nominations. Mark “Not Applicable.”

Parcel Number(s) – Provide all parcel numbers included within the proposed district boundary. A map is strongly encouraged. Parcel Number can be found here:

<https://ascent.co.marathon.wi.us/AscentLandRecords/PropertyListing/RealEstateTaxParcel#/Search>

Legal Description – Provide a written legal description of the district boundary. Maps may be included as supplemental documentation.

(2) Form Prepared By

Provide the name and contact information of the individual responsible for preparing the nomination.

The preparer must sign and date the form to indicate the information is true and accurate. Unsigned forms will be considered incomplete.

(3) General Historical Data

Architect/Builder/Designer, Architectural Styles, Dates of Construction, and Period of Significance should be summarized here as they relate to the district as a whole. Detailed explanation belongs in Section (5).

(4) Describe Present and Original Character and Features

Provide a detailed description of:

- The physical setting of the district
- Common architectural characteristics
- Streetscape and spatial relationships
- Notable features, materials, or patterns of development

(5) Describe Significance of the District and Conformance to Designation Criteria

Provide a detailed explanation of how the district meets one or more of the designation criteria established in Wausau Municipal Code 2.82 for historic designation.

A district may qualify if it:

- Is associated with important patterns of cultural, political, economic, or social history of the community
- Is associated with significant persons or events in local history
- Possesses important archaeological or anthropological value
- Embodies distinguishing characteristics of architectural types, periods, styles, methods of construction, or craftsmanship
- Represents the work of a master builders designers, or architects
- Possesses integrity of location, design, materials, workmanship, and setting sufficient to convey its historic character

(6) Bibliographical References

List all sources used in preparing the nomination.

(7) Additional Information

Include:

- Map of proposed district boundary
- Representative photographs of properties within the district
- Any supplemental maps, images, or illustrations

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