



Date: _____

Please provide as much complete information as you can to enable our staff to better evaluate the property.

What is the historic name of this property? _____

What is the current name of this property? _____

I wish to nominate this property because (check one or more boxes):

National Register and State Register listing is an honor

I seek financial assistance in maintaining or rehabilitating the property

This building is my primary residence

This is an income producing property (commercial or residential rental)

I wish to protect this property

This property is threatened with demolition or destruction

Where is the property located?

If a city or village please provide:

Address (street and number) _____

City (or village) _____

County _____

OR If an unincorporated or rural area please provide:

Address (with road or nearest road) _____

Civil Town/Township _____

City (nearest city or village) _____

County _____

Section _____, Town _____ North, Range _____

Do you know any of the following information?

The architect's name was _____

The builder's name was _____

The date of construction was _____

List Sources of Information (or attach photocopies)

Source: _____

Page: _____

What alterations or additions were made since the building was built? Please check one or more boxes where applicable.

Additions

replacement siding or re-siding

removal of porches

removal of decorative details

replacement doors and windows

interior remodeling or updating

moved from its original location (if moved, list why, from where, and when in description below)

The dates of major alterations or additions were: _____

Briefly describe any changes checked above:

What do you know about the history of the property? For statements of historical fact, please indicate your sources of information (keep in mind that our evaluation may depend solely on the information that you submit, therefore, your sources should be reliable).

List Sources of Information (or attach photocopies)

Source: _____

Page: _____

Source: _____

Page: _____

Significance of the property

Why do you think that this property should be listed in the National Register and the State Register? In one or two paragraphs, explain why the property is important.

List Sources of Information (or attach photocopies)

Source: _____ Page: _____

Source: _____ Page: _____

*Photographs

Please submit clear, recent photographs that show all sides of the exterior of the structure, views of the interior of the structure, and all associated outbuildings. The **photographs cannot be returned**, but will become a permanent part of our site records. Please reference the last page of this questionnaire for instructions for submitting digital photograph files on a CD.

* Properties with more than one building (for example: farmsteads, industrial complexes, religious complexes)

Please include photographs of all buildings and structures that make up the complex. The images should be keyed to a sketch map that indicates the relative relationship of the components. When known, dates should be provided for all of the buildings. Please indicate what buildings that once formed part of the complex have been lost over time.

*Map

Please draw a simple sketch map of the lot on which the property is located. Include all structures, adjoining streets, and other major features. Photographs of the buildings should be keyed to this sketch. If the property is rural, please submit a plat map, county map or other detailed map and precisely mark the location.

* Historic photographs

While not required, historic photographs can be useful in evaluating changes to the property. When available, please provide photocopies of historic images. **DO NOT SEND ORIGINALS.** Please provide the source and the date of the photograph.

Person completing questionnaire:

Date: _____

Name: _____

Address: _____

Zip Code: _____

Telephone: _____

Email: _____

Owner (if different than above)

Name: _____

Address: _____

Zip Code: _____

Telephone: _____

Email: _____

Submittal checklist:

- Completed questionnaire
- Recent photographs
- Disk with digital images
- Photocopy of historic image(s), if available
- Site map, if applicable
- Supporting documentation

Complete and return this form, along with recent photographs and any additional attachments to:

State Historic Preservation Office
Wisconsin Historical Society
816 State Street
Madison, Wisconsin 53706

Photograph Information Sheet

Please submit photos with your National Register Questionnaire.

TAKING PICTURES

Photos can be taken with either a digital camera or with a camera that uses film. Disposable cameras are acceptable. **No** Polaroids or video tapes.

- They should be **recent** and **clear** photos.
- If you are using a digital camera, set it to the **highest quality** possible.
- **Stand back** far enough that you can see the whole building from top to bottom in one photo.
- If there are multiple buildings on the property (as with a farmstead), please photograph each building **separately**. Include a **sketch map** of the property and key the photographs to this map.
- Photograph every side of each structure.
- Interior photos are also very helpful. Photograph defining features of the house (i.e. fireplaces, staircases, built-in furniture, decorative trim). It is not necessary to photograph every room.

SUBMITTING THE PHOTOS

1. As a set of standard size, commercially-produced prints, printed at a store.

OR

2. Saved to a disk. Submit the **disk and print-outs** of each photo. Print-outs can be done at home on standard printer paper.

- Save the images to a disk as a **high quality jpeg**. Use the file name to describe the photo (i.e. front of house, back of barn, second floor staircase in main house).
- **DO NOT** crop or resize the images prior to saving them to a disk.
- After saving them to a disk, make sure the disk is “closed out” so that it **can be read** on other computers. Also try closing and reopening the disk to make sure the photos were successfully burned.
- Remember to **include a hard copy** of the photos. You can print them out on your home printer on regular printer paper.

CONTACT

Direct questions regarding photo requirements to Elizabeth Hilton at 608-264-6501 or send an email to elizabeth.hilton@wisconsinhistory.org