



NOMINATION QUESTIONNAIRE

Date: _____

The Portage Municipal Register of Historic Places
Nomination Form for Structures, Sites or Entities

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

1. What is the historic name of this property? _____

2. What is the current name of this property? _____

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

- ☐ Portage Municipal Register listing is an honor
- ☐ I wish to protect this property
- ☐ This property is threatened with demolition or destruction

4. Where is the property located?

Address (street and number) _____

Legal Description _____

Tax Parcel Number _____

5. What is the physical description of exterior and the state of its current condition?

6. Do you know any of the following information?

The architect's name was _____

The builder's name was _____

The date of construction was _____

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

- | | |
|---|--|
| <input type="checkbox"/> additions | <input type="checkbox"/> replacement siding or re-siding |
| <input type="checkbox"/> removal of porches | <input type="checkbox"/> removal of decorative details |
| <input type="checkbox"/> replacement doors and windows | <input type="checkbox"/> interior remodeling or updating |
| <input type="checkbox"/> 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:

8. Significance of the property

Why do you think that this property should be listed in the Municipal Register?

(In one or two paragraphs, please explain why the property is important.)

Period	Areas of Significance (check and justify below)				
Prehistoric	Archeology-prehistoric	Community planning	Landscape architecture	Religion	
1400-1499	Archeology-historic	Conservation	Law	Science	
1500-1599	Agriculture	Economics	Literature	Sculpture	
1600-1699	Architecture	Education	Medicine	Social	
1700-1799	Art	Engineering	Military	Humanitarian	
1800-1899	Commerce	Exploration/settlement	Music	Theatre	
1900-1950	Communications	Historic personages	Native American life	Trails	
19??		Industry	Philosophy	Transportation	
20??		Invention	Politics/government	Other (specify)	

9. What do you know about the history of the property?

(If you need more room, please attach additional pages.)

10. List Sources of Information (or attach photocopies)

For statements of historical fact about the history of the property, 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).

Source: _____ Page: _____

Source: _____ Page: _____

11. Attachments

* Photographs

Please submit clear, recent photographs that show all sides of the exterior of the structure and views of the interior of the structure. For properties with more than one building (i.e. farmsteads, industrial complexes or religious complexes), include photographs of all buildings and structures that make up the complex. The **photographs cannot be returned**, but will become a permanent part of our site records.

* Map

Please submit a copy of the parcel map from Columbia County's land records system <http://ascent.co.columbia.wi.us/LandRecords/PropertyListing/RealEstateTaxParcel#/Search> showing the property.

For properties with more than one building, photographs of the outbuildings should be keyed to this parcel map in order to indicate the relative relationship of the components. Please also indicate the location of any former buildings if they once were part of the complex. When known, dates should be provided for all buildings.

* Photocopies of historic photographs

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

12. Person completing questionnaire:

Date: _____

Name: _____

Address: _____

Zip Code: _____

Telephone: _____

Email: _____

13. Owner (if different than above)

Name: _____

Address: _____

Zip Code: _____

Telephone: _____

Email: _____

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

Historic Preservation Commission

City of Portage

115 West Pleasant Street

Portage, Wisconsin 53901

Commission Activity

(to be left blank by applicant; for Commission use only)

Committee hearing date _____

Commission Decision (including brief justification) _____

Signature of Commission Chair _____ Date Acted Upon _____

Photograph Information Sheet

Please submit photos with your Municipal 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 **parcel map** from Columbia County's land records system <http://ascent.co.columbia.wi.us/LandRecords/PropertyListing/RealEstateTaxParcel#/Search> 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 Marie.Moe@PortageWi.Gov