

NOMINATION PROCESS FOR STRUCTURES, SITES OR ENTITIES PORTAGE MUNICIPAL REGISTER OF HISTORIC PLACES

**City of Portage Historic Preservation Commission
City of Portage, 115 West Pleasant Street, Portage, Wisconsin 53901**

1. A nomination form should be filled out and returned to the City Clerk for submission to the Historic Preservation Commission. The form is entitled "Nomination Form for Structures, Sites or Entities," and is available at City Hall, on the Historic Preservation webpage of the City of Portage website, or from any member of the City of Portage Historic Preservation Commission. The Commission is available to the property owners, cultural resource agent or other representative for advice and reference in completing the application.
2. Nomination applications are reviewed throughout the year at regularly scheduled Commission meetings. Evaluation will follow the standards and criteria set forth in the City Ordinance, and follow the Commission's published nomination procedure (as outlined in this document).
3. If the nominated structure, site or entity meets the criteria set forth in the ordinance, a preliminary review session date may be set for the property owner and concerned parties to meet with the Commission. This session does not require notification of surrounding property owners. If the nominated structure, site or entity does NOT meet the criteria set forth in the ordinance, it will not move forward in the nomination process.
4. If the nomination is formally accepted for consideration by the Commission, the application must meet the criteria stated in the ordinance, and a Public Hearing date will be set and published. This process requires notifying property owners, nominating parties (or party) and other concerned individuals, including those within 200 feet of the boundaries of the property affected.
5. Within (10) ten days of the Public Hearing for a structure, site or entity the Commission will approve or deny the nomination.



6. The City of Portage Historic Preservation Commission, subject to City ordinance, approves or denies the designation of structures, sites, or entities to the Portage Municipal Register of Historic Places. The vote for approval by the Historic Preservation Commission constitutes the designation, making the structure, site, or entity subject to all provisions of the City of Portage Historic Preservation Ordinance.