

## WHAT IS THE WAUWATOSA HISTORIC PRESERVATION COMMISSION?

The City of Wauwatosa Historic Preservation Commission is composed of citizen members and one alderperson. The mayor with the consent of the Common Council appoints members. The Commission includes individuals with expertise in preservation, restoration and rehabilitation of historic structures and sites.

The principal responsibilities of the Commission are to recommend sites and structures for historic designation, and to review exterior alterations and construction to designated properties that require a building permit

The Commission also sponsors awareness programs and publishes historic preservation resource materials. These materials are available at the Wauwatosa Public Library and at City Hall to view or to purchase.

## Local Designated Historic Places (as of March 2011)

- ◆ **Kneeland-Walker House**  
7406 Hillcrest Drive
- ◆ **Thomas Benjamin Hart House**  
1609 Church Street
- ◆ **Harrison Ludington Residence**  
343 Glenview Avenue
- ◆ **Dittmar-Robertson Building**  
1409-27 Underwood Avenue
- ◆ **Dr. Fisk Holbrook Day house**  
8000 Milwaukee Avenue
- ◆ **Little Red Store**  
7720 Harwood Avenue
- ◆ **School for Agriculture and Domestic Economy**  
9722 Watertown Plank Road (5 buildings)
- ◆ **Home for Dependent Children Administration Building**  
9508 Watertown Plank Road
- ◆ **Church Street Historic District**  
1448-1630 Church Street and 7758 Menomonee River Parkway (16 properties)
- ◆ **Wauwatosa Woman's Club**  
1626 Wauwatosa Avenue
- ◆ **Lowell Damon house**  
2107 Wauwatosa Avenue
- ◆ **Arcade Building**  
7212-26 West North Avenue
- ◆ **Luther Clapp residence**  
12323 Watertown Plank Road
- ◆ **First Congregational Church**  
1511 Church Street
- ◆ **Ernest Flagg stone masonry house**  
7105 Grand Parkway
- ◆ **Wauwatosa Avenue Historic District**  
1809 -2242 Wauwatosa Avenue, 7537 and 7540 Kenwood, and 7606 Stickney Avenue (35 properties)

*City of Wauwatosa*

## Building Permits & Design Review for Wauwatosa Designated Historic Places

Contact information:  
City of Wauwatosa

Historic Preservation Commission  
Community Development Department-Planning Division  
7725 West North Avenue  
Wauwatosa, WI 53213

(414) 479-8957

(414) 471-8414

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[www.wauwatosa.net](http://www.wauwatosa.net)

May 2011

City of Wauwatosa  
Historic Preservation Commission

## DESIGN REVIEW BOARD

Design review boards were created to review and approve the exterior design and aesthetic aspects of building projects. Their purpose is to promote good design and continuity, which often impacts the overall appearance and property value of a neighborhood. Prior to the issuance of a building permit, changes that affect the exterior of the structure and that require a building permit need approval by a design review board. If your home has been designated a historic place by the City or is located in a designated historic district, the City's Historic Preservation Commission will function as the design review board.

The Commission meets at City Hall, 7725 West North Avenue, on **the first Wednesday of every month at 7:00 p.m.** A design review will be conducted at a regular meeting if the complete permit application is received two weeks before the meeting date. Other design review dates can be set on special request. The applicant must appear before the Commission in order to answer any questions or concerns that may arise.

The HPC's design review of your project will be done in keeping with the standards and recommendations of the City of Wauwatosa *Historical Guidelines Manual* and the U.S. Secretary of Interior's Standards for Preservation. When beginning to plan improvements, refer to and utilize the Guidelines as they will assist with getting the project approved by the HPC (available online at <http://www.wauwatosa.net/index.aspx?NID=882>).

## HOW TO MAKE AN APPLICATION

1. Discuss the proposed application with the **Department of Community Development** prior to submission, in the interest of having adequate information for the request.
2. The request shall consist of an application (furnished by the Building & Safety Division) accompanied by the following:
  - Two copies of the construction plans (printed to scale); three copies for commercial projects. All elevations must be shown on the plans.
  - Three copies of the land survey and site plan with the proposed structure drawn on each copy
  - Photograph of the existing front elevation
  - Photograph of the affected area to be built
  - Three sets of scale drawings of the building elevations showing fenestration, materials and landscaping (commercial projects only)
  - Three sets of exterior lighting plans including lamp types, light pattern and fixture style (commercial projects only)
  - Samples of all exterior materials affected by the project (commercial projects only)
  - Colored rendering of the proposed project (commercial projects only)
  - One electronic copy (PDF) – new commercial and commercial additions.

Incomplete submissions will not be considered.

3. An application fee of \$50 shall accompany the application and will be applied to the total cost of the permit. Total fees are calculated based on the cost of a project or square footage, plus plan review. Plan review adds another \$50 - \$500 depending on the scope of the project.
4. All applications and submittals must be delivered to the Department of Community Development not later than the two weeks prior to the regular meeting of the Historic Preservation Commission. The advance application date is necessary to meet legal notification requirements.

For additional information, contact the Department of Community Development at 479-8957.



*Little Red Store—designated property*