



CITY OF MONROE

HISTORIC PRESERVATION COMMISSION

CERTIFICATE OF APPROPRIATENESS

APPLICATION

REQUEST TYPE

☐ New Construction/Development ☐ Addition ☐ Renovation ☐ Signage ☐ Demolition ☐ Other _____

REQUEST LOCATION & DESCRIPTION

Address: _____ Parcel #: _____

Parcel Acreage/Square Feet: _____ Character District: _____

Historic District: _____

PROPERTY OWNER & APPLICANT INFORMATION

Property Owner: _____ Phone #: _____

Address: _____ City: _____ State: _____ Zip: _____

Applicant (if not Property Owner): _____ Phone #: _____

Address: _____ City: _____ State: _____ Zip: _____

PROJECT INFORMATION

Description of Project/Request: _____

Estimated Cost of Project: _____

REQUIRED SUBMITTAL ITEMS

- | | |
|---|---|
| ☐ Completed Application | ☐ Architectural Floor Plans (New Const. or Renovation) |
| ☐ Fee (see Fee Schedule) | ☐ Typed Detailed Description of the Request |
| ☐ Survey Plat | ☐ Owner Authorization, if applicant is not the owner |
| ☐ Façade/Building Elevations or Drawings illustrating finished design in relation to the existing structure, including rooflines, if applicable | |
| ☐ Map of the property showing existing buildings, streets, and walkways, including the location and design of the proposed work on the site, if applicable | |
| ☐ Photographs of existing conditions of the property to show areas and/or structures affected | |

APPLICANT SIGNATURE & AFFIDAVIT

I hereby certify that the above and additional submitted information is true and correct.

SIGNATURE: _____ **DATE:** _____

A PUBLIC NOTICE SIGN WILL BE PLACED ON THE SUBJECT PROPERTY PRIOR TO THE PUBLIC HEARING BY THE CODE DEPARTMENT. THE PUBLIC NOTICE SIGN MUST REMAIN ON THE SUBJECT PROPERTY UNTIL AFTER THE HPC DECIDES THE MATTER. THE CODE DEPARTMENT WILL REMOVE THE SIGN AFTER THE PUBLIC HEARING.