



City of Monroe

1110 18th Avenue, Monroe, WI 53566

Phone: (608) 329-2533 Fax: (608) 329-2561

CERTIFICATE OF APPROPRIATENESS APPLICATION

The Historic Preservation Committee meets on the **second** Monday of the month at 7:00 PM. Applications must be filed with the Committee, c/o the City Building Inspector's office at City Hall by the first Monday of the month. A Review Fee of \$25.00 is due at this time. The applicant should plan to be present at the next scheduled Committee meeting after submission of the application.

1. _ Address of Property: _____ Monroe, WI 53566

2. _ Name of Applicant: _____

Applicant Phone Number: _____

Applicant Address: _____

City, State, Zip: _____

Present Use of Property: _____

3. _ Name of Property Owner: _____

Owner Address: _____

City, State, Zip: _____

Daytime Telephone Number: _____

4. _ The following approval is requested:

- _____ Roof Repair / Replacement
- _____ Gutter Repair / Replacement
- _____ Private Sidewalk and Driveway Repair / Replacement
- _____ Stair and Stoop Repair / Replacement
- _____ Porch Columns, Railings & Skirting Repair / Replacement
- _____ Chimney Repair and /or Tuck Pointing
- _____ Installation of Fences
- _____ Exterior Window Repair / Replacement
- _____ Exterior Siding
- _____ Exterior Storm Window / Storm Door Repair / Replacement
- _____ Soffit, Fascia, Façade or Trim Work Repair / Replacement
- _____ Exterior Lighting

_____ Signage
_____ Other

5. Description of Project: Describe each item of the project separately, including existing condition. Also describe the proposed work, material(s) to be used, and the impact the item would have on existing historic or architectural features of the property. Indicate the dimensions of any signage. The applicant may request design assistance from Main Street via email at MonroeMainStreet@tds.net or by phone at (608) 328-4023. Renderings need not be professionally done. Attach additional sheets if necessary.

6. Attachments Checklist:

Please attach the following:

- _____ Site Plan of the Lot (indicate direction of north, south, dimensions, structures, etc.)
- _____ Sketches, Drawings, Building and Streetscape Elevations, and /or Annotated Photos
- _____ Exterior Photos
- _____ Specifications (materials) for the project
- _____ Phased Development Plan for the project (if proposed in phases)
- _____ Inspection Report (required for Demolition Requests only)
- _____ Cost Estimates for all proposed work
- _____ Proposed Color Scheme

If you have any questions or need assistance in completing this form, contact the City of Monroe Building Inspector's Office at (608) 359-2533.

Signature of Applicant: _____ Date: _____

For Office Use Only

Review Fee of \$25.00 Received: _____ (Acct #5 / 515)

Scheduled Meeting Date: _____

Approved

Not Approved

Approved with Conditions: _____

HPC or Building Inspector Signature: _____ Date: _____

If Approved, Building Permits may be required. Contact the Building Inspector's Office.

