

Certificate of Appropriateness Application—Historic District

Please fill out each section completely and provide all necessary documentation.
Incomplete applications will not be accepted.



Under the Zoning Ordinance for the City of Monroe, properties located within a Historic District are required to obtain a Certificate of Appropriateness (COA) from the Historic Preservation Commission for proposed work that will result in material change in the appearance of the historic property, or of a structure, site, or work of art within a historic district.

Project Address: _____ Parcel # _____

Project Type (circle): New Construction, Renovation of Existing Structure, Signage, Demolition

Property Owner: _____

Address: _____

Telephone Number: _____ Email Address: _____

Applicant:	
Address:	
Telephone Number:	Email Address:

Estimated cost of project: _____

Please submit the following items with your application:

- _____ Photographs of existing condition of the property to show all areas affected
- _____ Map of the property showing existing buildings, roads, and walkways
- _____ Map of the property showing the location and design of the proposed work
- _____ Façade elevations which illustrate how the finished design will look in relation to the existing structure including rooflines if applicable
- _____ Architectural floorplans (new construction only)
- _____ Written description of the project including proposed materials
- _____ Owner authorization statement, if applicant is not the property owner
- _____ Application Fee \$100 (Additional fees required for demolition)

Please submit all application materials in hardcopy to the Code Department and digitally at lwilson@monroega.gov

Signature of Applicant

Date