



Certificate of Appropriateness Application

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 the Corridor Design Overlay or the Central Business District are required to obtain a Certificate of Appropriateness (COA) from the Planning Commission for any exterior material change on the property.

Project Address: _____ Parcel # _____

Property listed above is located in (circle) Corridor Design Overlay or Central Business District

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

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
- _____ Plans, sketches, drawings, and diagrams of the project which detail the materials that will be used
- _____ Written description of the project
- _____ Owner authorization statement, if applicant is not the property owner
- _____ Application Fee \$100

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

Signature of Applicant

Date