



CITY OF MONROE

HISTORIC PRESERVATION COMMISSION

CERTIFICATE OF APPROPRIATENESS

APPLICATION

REQUEST TYPE: New Development Renovation Signage Demolition

HPC REQUEST LOCATION & DESCRIPTION:

Address: _____ Parcel #: _____

Parcel Acreage/Square Feet: _____ Zoning: _____

PROPERTY OWNER & APPLICANT INFORMATION:

Property Owner: _____ Phone #: _____

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

Applicant (if not the owner): _____ Phone #: _____

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

PROJECT INFORMATION:

Description of Project/Request: _____

Estimated Cost of Project: _____

REQUIRED SUBMITTAL ITEMS:

- | | |
|---|---|
| <input type="checkbox"/> Completed Application | <input type="checkbox"/> Architectural Floor Plans (New Construction Only) |
| <input type="checkbox"/> Fee (\$100) | <input type="checkbox"/> Typed Detailed Description of the Request |
| <input type="checkbox"/> Survey Plat | <input type="checkbox"/> Owner Authorization, if applicant is not the owner |
| <input type="checkbox"/> Façade/Building Elevations or Drawings (Signs) illustrating finished design in relation to the existing structure, including rooflines, if applicable | |
| <input type="checkbox"/> Map of the property showing existing buildings, streets, and walkways, including the location and design of the proposed work on the site, if applicable | |
| <input type="checkbox"/> Photographs of existing conditions of the property to show areas and/or structures affected | |

APPLICANT SIGNATURE & AFFADAVIT:

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

Signature of Applicant

Print Name

Date