



# Application for a Certificate of Appropriateness (COA)

to the City of Monticello Historic Preservation Commission  
for a proposed change to a property with a local historic district

## PROPERTY INFORMATION

Property Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_

*NOTE:* If applicant is not the owner, the applicant must provide written permission from the owner and owner's contact information.

## APPLICANT INFORMATION

Applicant Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

## PROJECT INFORMATION

***BE SURE TO COMPLETE THE BACK OF THE FORM AS WELL!!!!***

Type of project (check all that apply):

### Construction

- New building     Addition to building     Minor exterior change
- Major building restoration, rehabilitation, or remodeling

### Site changes

- Parking area(s), driveway(s), or walkway(s)
- Fence(s) or wall(s)     Sign(s)     Mechanical system(s)
- Non-temporary site feature(s): (e.g. satellite dishes, pools, lighting, arbors, gazebos, etc.)

### Demolition or Relocation

- Primary building     Outbuilding     Site feature

## PLEASE NOTE

Application requirements:

*Applications **must** include support materials noted on the reverse to be considered complete. Incomplete applications will not be reviewed.*

Application Deadline:

Applications are due at City Hall ten (10) days prior to a regular HPC meeting. The HPC meets the ~~first (10:30 am)~~ and third (6:30 pm) Thursdays of each month at City Hall.

Application Representation:

*Applicants or a representative **must** attend to answer questions which may arise and if unanswered could result in denial of the application.*

## OFFICE ONLY

Date received:

\$5 Application fee received by \_\_\_\_\_

