APPLICATION FOR
CERTIFICATE OF APPROPRIATENESS
MONROE HISTORIC DISTRICT COMMISSION
TOWN OF MONROE, CONNECTICUT

See the reverse side of this form/or information regarding the Application and Historic District Review

This application is hereby made for the issuance of a Certificate of Appropriateness under Chapter 65 - Historic District, from the Code of the Town of Monroe amended, and enacted pursuant to the enabling authority contained in the General Statutes, as amended, Chapter 97, section 7-147a-m for proposed work as described below and as shown on photographs and plans or drawings (where applicable), accompanying this application:

Address of Proposed Work:

Owner's Name:

Owner's Address & Phone #

Agent/Contractor:

Agent/Contractor Address/Ph #

Proposed work is in connection with (check one):

☐ Dwelling ☐ Accessory Building ☐ Commercial Building

☐ Industrial Building ☐ Other

If other, please specify:

Nature and description of Proposed work

If additional pages are required, indicate the number of attachments:

Signed, Applicant: Signature Date

This area for Use by the Building Department ONLY:

Certificate and Building Permit Issued

Certificate Issued - No Building Permit Necessary

Number of Building Permits Referred to Historic District Commission for Public Hearing of: / / 

Notice of Public Hearing Published on: / / 

Signed, Building Inspector: Signature Date

This area for Use by the Monroe Historic District Commission ONLY:

Application Approved as Submitted

Application Approved as Modified

Application Denied

Further action required from applicant

Application Pending – Further action required from applicant

Signed, Historic District: Signature Date

This is to certify that the exhibits in support of this application were received and were available for public inspection prior to the date the legal advertisement appeared in the paper

Signed: Official Capacity:

Please note, any changes or revisions to the proposed work must be approved by the Building Department and Historic District Commission or this Certificate of Appropriateness will be void
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Please Call or mail the Historic Commission or Commissioner to schedule a meeting with the Monroe Historic District Commission. Bring pictures of the existing structure and three (3) building plans of the proposed work. Also bring the BUILDING PERMIT APPLICATION and a copy of the Town of Monroe Assessor’s map to the meeting so the Commission may sign the application and the proposed plans at the same time approval is granted for the CERTIFICATE OF APPROPRIATENESS.

The Monroe Historic District Commission reserves the right to require the following information:

* Proposed Design
* Site Plans
* Elevations
* Photographs
* Listing of exterior materials used in proposed work
* Site inspection
* Any other information deemed necessary for the determination of appropriateness
* Copy of the Town of Monroe Assessor’s map
* BUILDING PERMIT APPLICATION
* Three (3) building plans of the proposed work

Willful violation of the Connecticut General Statutes governing Historic Districts, as outlined in Section 7-147h paragraph (b) may result in fines of not less than one hundred dollars ($100) nor more than two hundred fifty dollars ($250) per day, for the period such violation continues.

Questions regarding this application may be directed to the Historic District Commission through the following means:

U.S. Mail: Historic District Commission
Monroe Town Hall 7
Fan Hill Road Monroe,
CT 06468

Phone: Mr. Chuck Woener Chairman Historic District Commission (203)268-5395

Other: Contact information for other members of the Historic District Commission may be obtained by contacting the Town Clerk's office during normal business hours at (203) 452-2811