



**CITY OF MONROE**  
**Heritage Preservation Commission**  
**Certificate of Appropriateness**

Site Location \_\_\_\_\_ Date \_\_\_\_\_  
 Legal Description \_\_\_\_\_

Existing Zoning \_\_\_\_\_ Existing Use \_\_\_\_\_

Applicant \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Telephone \_\_\_\_\_ Fax \_\_\_\_\_

I/We, the undersigned, request that a determination be made by the Heritage Preservation Commission in regard to Chapter 18.5 of the Code of Ordinances of the City of Monroe, adopted under authority of Sections 112 of Title 33 of the LA Revised Statutes of 1950, as amended. **PLEASE READ BOTH SIDES OF APPLICATION BEFORE SIGNING.**

Primary Property Owner \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Signatures:  
 Applicant \_\_\_\_\_ Property Owner \_\_\_\_\_  
 (Please Print) \_\_\_\_\_

Reasons for request; Description of plans; Justification: **(Include attached exhibits\*)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- \*Exhibits:    \_\_\_ **Site Plan (including any easements, landscaping, fences and sign locations)**  
                   \_\_\_ **Plat of existing and proposed structures.**  
                   \_\_\_ **Photographs, existing and proposed**  
                   \_\_\_ **Façade Elevation Drawings**  
                   \_\_\_ **Signage (include size and height)**  
                   \_\_\_ **Materials**

Please consult the **Monroe Design Review Guidelines** ([www.monroela.us/planning-zoning.php](http://www.monroela.us/planning-zoning.php)) for guidance with your project.

Deadline date: \_\_\_\_\_ Hearing Date: \_\_\_\_\_ Fee: \_\_\_\_\_

Approved             Approved with Conditions             Denied             Withdrawn

Conditions: \_\_\_\_\_

\_\_\_\_\_ Date of Action \_\_\_/\_\_\_/\_\_\_  
 Chairman

**If your application is approved:**

- ✦ You will need to apply for a Certificate of Occupancy (Planning and Zoning Office)
- ✦ You will need to obtain a Building Permit (Inspections Office)

**If your application is denied:**

- ✦ You can submit revised plans of your project to the Heritage Preservation Commission (HPC).
  - The plans must be submitted within 30 days of the request denial.
  - The request will be placed on the next available HPC agenda
- ✦ You can submit an appeal to the Monroe City Council.
  - The appeal must be made within 30days of the request denial
  - Submit letter to the Planning and Zoning Division Office.
  - The appeal will be placed on the next available City Council Agenda.