

**ENGINEERING
PLANNING & ZONING DIVISION**

Monroe Heritage Preservation Commission

PROCEDURES FOR APPLICATION OF CERTIFICATE OF APPROPRIATENESS

1. Before the commencement of any work in the erection of any new building, or in the structural alteration, addition to, or demolition of any existing building, any portion of which a new building, alteration, or addition is to front on any public street in any historical district in the City of Monroe, application by the owner for a Certificate of Appropriateness (CoA) therefore shall be made to the Heritage Preservation Commission (HPC), accompanied by reasonable plans and specifications. A Certificate of Appropriateness needs to be obtained before a Certificate of Occupancy and or a building permit is issued.
2. The application form for the Certificate of Appropriateness shall be obtained from the Planning and Zoning Division Office. The application, along with any submittals and application fee, will be submitted to the Planning and Zoning Office approximately four (4) weeks before the next Heritage Preservation Commission Meeting. The HPC meets the first Thursday of every month, unless there are no applications to review.
3. The applicant shall, upon request, have the right to a preliminary conference with the commission staff or the chairman or vice-chairman for the purpose of learning whether changes or adjustments to the application could make it more consistent with the commission's standards.
4. Not later than ten (10) days before the date set for the said hearing, the commission shall mail notice thereof to the applicant, the adjacent property owners within three hundred (300') feet and to all members of the commission. The public notice shall state the location of the building or lot, and the general nature of the question involved. In addition, a poster should be placed on the site indicating to the general public the nature of the request for the posted property.
5. Notice of the time and place of a scheduled public hearing on an application for a Certificate of Appropriateness shall be given by publication in a newspaper having general circulation in the city at least ten (10) days before such hearing.
6. At the scheduled public hearing, the applicant for a Certificate of Appropriateness shall have the right to present any relevant information pertaining to the application. Likewise, the city, the HPC and its staff, and members of the public shall have the right to present any additional relevant information pertaining to the application. (The HPC shall have the right to recommend changes and modifications to enable the applicant to meet the requirements of the commission.)
7. The HPC shall act upon the application, either approving, denying, or deferring action until the next meeting of the commission. Evidence of approval of the application shall be by Certificate of Appropriateness issued by the commission and, whatever its decision, notice in writing shall be given to the applicant and the city building official.
8. The issuance of a Certificate of Appropriateness shall not relieve an applicant of obtaining a building permit, variance, or other authorization from compliance with any other requirement or provision of the laws of the city concerning zoning, construction, repair, or demolition. In all such cases, applicants are encouraged to apply first for a Certificate of Appropriateness as other city agencies will be advised by the HPC in making their subsequent decisions.
9. No building permit which affects exterior changes to a structure in an historic district shall be issued by the building inspector prior to the issuance of a Certificate of Appropriateness by the commission. Even if a building permit is not otherwise required by the city ordinances for construction, alteration, demolition, or relocation of any resource, a Certificate of Appropriateness from the commission is required.