



# CERTIFICATE OF APPROPRIATENESS APPLICATION

Department of Community and Economic Development  
100 N. Jefferson Street, Rm 608  
Green Bay, WI 54301-5026  
(920) 448-3300 - phone  
(920) 448-3426 - fax  
[www.greenbaywi.gov](http://www.greenbaywi.gov)

All fields must be completed before application will be processed.

File Number: \_\_\_\_\_

1. Address: \_\_\_\_\_

2. Parcel #: \_\_\_\_\_

3. Owner of record: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_  
(Address) (City) (State) (Zip)

4. Applicant's Name: \_\_\_\_\_

\_\_\_\_\_  
(Address) (City) (State) (Zip)

\_\_\_\_\_  
(Office Phone #) (Cell Phone #) (E-mail Address)

5. Present use of Property: \_\_\_\_\_

6. Description of Project: Describe each item of the project separately. Include existing condition(s) when describing item. Also, describe the proposed work, material(s) to be used and the impact the item would have on existing historic or architectural features of the property. (Attach additional sheets if necessary.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Attachments:

- Site Plan of the lot (Please indicate direction of north, dimensions, structures, etc.)
- Sketches, drawings, building and streetscape elevations, and/or annotated photos
- Exterior photos
- Specifications (materials) for the project
- Phased development plan for the project (if proposed in phases)
- Inspection report (required for demolition requests only)
- Cost estimates for all the proposed work
- Other (please explain): \_\_\_\_\_

**CERTIFICATE OF APPROPRIATENESS APPLICATION (Continued)**

8. The following action is requested:

**Approval of COA by Landmarks Commission** (projects not listed below)

**Approval of COA by staff:** (Check all that apply)

Roof repair/replacement

Gutter repair/replacement

Private sidewalk and driveway repair/replacement of the same dimensions and orientation

Chimney repair and tuckpointing according to the Secretary of the interior standards and in appropriate color and design

Installation of fences

Storm window or storm door installation, repair, or replacement

Installation of glass blocks in basement window openings

Painting of existing unpainted brick

Unattached nonvisible accessory structures

Replacement of identical siding

Replacement or repair to porches identical to existing style and materials

Commercial sign replacement of identical dimensions

Petitioner Signature: \_\_\_\_\_

Owner Signature: \_\_\_\_\_

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Date Received: \_\_\_\_\_ Staff: \_\_\_\_\_