

**APPLICATION  
MONROE COUNTY  
PLANNING & ENVIRONMENTAL RESOURCES DEPARTMENT**



**Historic Regular Certificate of Appropriateness**

This form is to be completed and submitted with a Monroe County Building Permit Application in order for staff to review for compliance with Monroe County Land Development Code Section 135-6(b).

**Date of Submittal:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year

**Building Permit Number:** \_\_\_\_\_

**Applicant/Property Owner:**

Property Owner (Name/Entity)

Contact Person (If Different Than Property Owner)

Mailing Address (Street, City, State and Zip Code)

Daytime Phone

Email Address

**Legal Description of Property:** (If in metes and bounds, attach legal description on separate sheet)

Block

Lot

Subdivision

Key (Island)

Parcel ID Number

Street Address (Street, City, State and Zip Code)

**All of the following must be submitted with a complete Monroe County Building Permit Application; in order to have a complete application submittal please include:**

- Photograph of property and building from roadway
- Photographs of adjacent properties
- Illustrations of manufactured products to be used, such as roofing, shutters, doors and windows

**If applicable, the following must be submitted in order to have a complete application submittal:**

- Notarized Agent Authorization Letter

If deemed necessary, the Planning & Environmental Resources Department reserves the right to request additional information.

**I certify that I am familiar with the information contained in this application, and that to the best of my knowledge such information is true, complete and accurate.**

**Property Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

STATE OF: \_\_\_\_\_

COUNTY OF: \_\_\_\_\_

Subscribed and sworn to (or affirmed) before me, by means of EITHER  physical presence OR  online notarization, on

\_\_\_\_\_ (date) by \_\_\_\_\_ (name of affiant). He/She

is personally known to me OR has produced \_\_\_\_\_ (type of identification) as identification.

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
My Commission Expires: