



## CERTIFICATE OF APPROPRIATENESS APPLICATION FORM

Incomplete applications will not be processed for Commission review.

Please print legibly.

**1. HISTORIC NAME OF PROPERTY OR HISTORIC DISTRICT: (if known)**

St. Casimir Parish (Rectory & Convent)

**ADDRESS OF PROPERTY:**

2618 N. Bremen St. Milwaukee, WI 53212 & 2626 N. Bremen St. Milwaukee, WI 53212

**2. NAME AND ADDRESS OF OWNER:**

Name(s): Meta House, Inc.

Address: 2625 N. Weil St.

City: Milwaukee

State: WI

ZIP: 53212

Email: skoehn@metahouse.org

Telephone number (area code & number) Daytime: (414) 977-5803

Evening: (414) 881-9909

**3. APPLICANT, AGENT OR CONTRACTOR: (if different from owner)**

Name(s):

Address:

City:

State:

ZIP Code:

Email:

Telephone number (area code & number) Daytime:

Evening:

**4. ATTACHMENTS: (Because projects can vary in size and scope, please call the HPC Office at 414-286-5712 for submittal requirements)**

**A. REQUIRED FOR MAJOR PROJECTS:**

Photographs of affected areas & all sides of the building (annotated photos recommended)

Sketches and Elevation Drawings (1 full size and 1 reduced to 11" x 17" or 8 1/2" x 11")  
A digital copy of the photos and drawings is also requested.

Material and Design Specifications (see next page)

**B. NEW CONSTRUCTION ALSO REQUIRES:**

Floor Plans (1 full size and 1 reduced to a maximum of 11" x 17")

Site Plan showing location of project and adjoining structures and fences

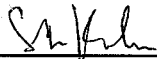
**PLEASE NOTE: YOUR APPLICATION CANNOT BE PROCESSED UNLESS  
BOTH PAGES OF THIS FORM ARE PROPERLY COMPLETED  
AND SIGNED.**

**5. DESCRIPTION OF PROJECT:**

Tell us what you want to do. Describe all proposed work including materials, design, and dimensions. Additional pages may be attached via email.

1. Selective demolition and removal of the existing windows.
2. Provide for the safe and legal removal of any lead in and around the paint.
3. Install new double hung windows with wood exteriors and a coat of primer on the wood.
  - a. The windows will have simulated divided lights as shown in the brochures.
4. The daylight opening of the new windows shall be as close as possible to the opening of the existing windows so as to conform to the City of Milwaukee requirements. Please refer to the enclosed drawing "Marvin Daylight Opening Drawing" for an idea of how they will be constructed.
5. Paint the interior and exterior of the new windows and any related trim. The colors shall match the existing.
6. None of the windows with leaded glass are included in this project. None of the windows in the attics are included in this project.
7. The large window on the East elevation of 2618 will get a picture window flanked by two double hungs.
8. The large window on the North elevation of 2618 will get two double hungs.
9. For reference please refer to the attached pdf's. These documents will be emailed to the HPC office.
  - a. Marvin Historic Brochure
  - b. Wood Ultimate Double Hung Detail
  - c. PROJECT MANUAL – 8 - Wood Double Hung Windows Meta House (Note: This is the technical section of the specification we have prepared to bid the work.)
  - d. Marvin Daylight Opening Drawing
10. If you have questions please contact Tom Halat 414-940-1800. tom@tomhalat.com

**6. SIGNATURE OF APPLICANT:**

  
 \_\_\_\_\_  
 Signature

Sarah Koehn  
 Please print or type name

18 April 2019  
 Date

This form and all supporting documentation MUST arrive by 4:00 pm (11:59 pm via email) on the deadline date established to be considered at the next Historic Preservation Commission Meeting. Any information not provided to staff in advance of the meeting will not be considered by the Commission during their deliberation. Please call if you have any questions and staff will assist you.

**Mail or Email Form to:**  
 Historic Preservation Commission  
 City Clerk's Office  
 841 N. Broadway, Rm. B1  
 Milwaukee, WI 53202

**PHONE: (414) 286-5712 or 286-5722**      hpc@milwaukee.gov      www.milwaukee.gov/hpc

Or click the **SUBMIT** button to automatically email this form for submission.

**SUBMIT**