



# 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)**

North Point South Historic District

**ADDRESS OF PROPERTY:**

2017 N. Terrace Ave Milwaukee, WI 53202

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

Name(s): James and Maura Otzko

Address: 4322 Gulfstream Parkway

City: Cape Coral

State: FL

ZIP: 33993

Email: maotzko@aol.com

Telephone number (area code & number) Daytime: 239-898-7415

Evening: 239-898-7415

**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.

XX 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.**

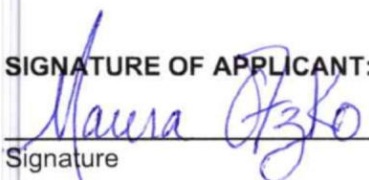
5. **DESCRIPTION OF PROJECT:**

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

Remove existing siding and house wrap down to exterior sheathing. Apply Tyvek House Wrap creating a complete wind and moisture barrier. Tape all Tyvek seams using approved Tyvek tape to ensure warranty. Install color matched aluminum "Z" flashing above windows, doors and any horizontally running Cedar. Install prefinished Clear Cedar siding with a 6" reveal and mitered inside and outside corners. Caulk all vital areas in order to prevent wind and water infiltrations. Touch up all visible nail heads.

Color will be the same that is currently on the house.

6. **SIGNATURE OF APPLICANT:**

  
Signature

Maura Otzko

Please print or type name

January 20, 2023

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](mailto:hpc@milwaukee.gov)

[www.milwaukee.gov/hpc](http://www.milwaukee.gov/hpc)

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

**SUBMIT**