



# 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)**

The Phoenix Building

**ADDRESS OF PROPERTY:**

785 N Jefferson St

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

Name(s): Zetjeff LLC

Address: 8870 N Port Washignton Rd

City: Bayside

State: WI

ZIP: 53217

Email: \_\_\_\_\_

Telephone number (area code & number) Daytime: \_\_\_\_\_

Evening: \_\_\_\_\_

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

Name(s): tom vavra

Address: 1905 s 1st st

City: milwaukee

State: WI

ZIP Code: 53204

Email: vavradesign@gmail.com

Telephone number (area code & number) Daytime: 414-732-9163

Evening: 414-732-9163

**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.

We are remodeling the second floor and are in the need to add an egress stair off the rear of the property. The new stair will be made of steel with steel guardrails and walking surface including the stair treads.

The existing aluminum guardrail and gate on the front of the building needs to be replaced and we are proposing to replace the existing guardrail with an aluminum guardrail and gate to match the existing on the property.

**6. SIGNATURE OF APPLICANT:**

  
Signature

Tom Vavra  
Please print or type name

3-7-2022  
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**