



# 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)**

Brewers Hill Historic District

**ADDRESS OF PROPERTY:**

104 W Reservoir Ave

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

Name(s): James and Nancy Ketchman

Address: 104 W Reservoir Ave

City: Milwaukee

State: WI

ZIP: 53212

Email: james.m.ketchman@jci.com

Telephone number (area code & number) Daytime: 414 305 7114

Evening: 414 305 6923

**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.

We have some repair work necessary on the south side of our house: replacement of a rotted window sill of an attic window and replacement of a portion of the 2nd floor porch hand rail that has split.

The replacement pieces will be exactly the same as the original pieces from the restoration done in 1996. I'm not sure what species of wood was used originally, but the replacements will be cedar. I will ensure all pieces are back primed as well.

Replacement of the window sill may require some of the cedar shakes to be repaired/replaced. I have some older pieces that I will have the carpenter re-use to the greatest extent possible.

The porch hand rail has split and is rotting. There doesn't look to be any effective way to repair this piece so it will be replaced with an exact profile match, using, if possible, a single piece of cedar instead of multiple piece glued together.

I've taken photos of the areas to be repaired and have sent them via email to Tim Askin.

**6. SIGNATURE OF APPLICANT:**

\_\_\_\_\_  
Signature

James Ketchman  
\_\_\_\_\_  
Please print or type name

October 8th, 2017  
\_\_\_\_\_  
Date

This form and all supporting documentation **MUST** arrive by 12:00 noon 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.

**Hand Deliver or Mail Form to:**  
Historic Preservation Commission  
City Clerk's Office  
200 E. Wells St. Room B-4  
Milwaukee, WI 53202

**PHONE: (414) 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**