

CERTIFICATE OF APPROPRIATENESS APPLICATION

MAJOR WORK

APPLICATION SUBMITTAL REQUIREMENTS

- Applications are due by 1:00 PM and are to be *submitted by appointment only*. Please call 910-254-0900 to schedule an appointment
- Do not drop-off, email, or mail-in an application for major work.
- Application fees must be paid at the time of submission. If you wish to pay over the phone, please call 910-254-0900 to make arrangements for credit card payments.
- Applications will be reviewed for completeness before they are accepted. *Incomplete applications will not be scheduled for HPC review.*
- A pre-application meeting is required for all major works applications. *Applications cannot be accepted without a pre-application meeting.* Meetings may be scheduled by calling 910-254-0900.
- All applicable items listed on the submittal checklist are required for an application to be considered complete.

Historic Preservation Commission Meeting Dates and Submission Deadlines

Meeting Date	Submission Deadline
December 12, 2024	11/5/2024
January 9, 2025	12/3/2024

Application Fees

Check one:	Estimated Project Cost	Application Fee
<input checked="" type="checkbox"/>	Up to \$ 17,999	None
<input type="checkbox"/>	\$ 18,000 - \$ 24,999	\$ 20
<input type="checkbox"/>	\$ 25,000 - \$ 49,999	\$ 25
<input type="checkbox"/>	\$ 50,000 - \$ 99,000	\$ 35
<input type="checkbox"/>	\$ 100,000 - \$ 499,000	\$ 50
<input type="checkbox"/>	\$500,000 or more	\$ 100

Approval of after-the-fact (ATF) work (completed without a COA) requires application submittal and an ATF fee of \$100.

Is this an after-the-fact approval?

Yes No

For more information:

City of Wilmington · Planning and Development Department · Historic Preservation
 929 N. Front Street, 1st Floor
 PO Box 1810, Wilmington, NC 28402
preservation@wilmingtonnc.gov · 910.254.0900



CERTIFICATE OF APPROPRIATENESS APPLICATION MAJOR WORK

PLEASE TYPE OR PRINT

Property Street Address: 505 S 3rd St Wilmington NC 28401

Tax Parcel Number: R05409-003-002-000

Property Owner Information

If the applicant is not the property owner, an agent form (below) is required to be signed by the property owner and submitted with an application. Application must be signed by all legal property owners.

Owner name(s): Coastline Creative, LLC

Mailing Address: 6209 Oleander Dr Unit 215 Wilmington NC 28403

Phone: 9196096316 Email address: shanehoran10@gmail.com

Signature:  Date: 1/20/25

AGENT FORM *(This section is required if the applicant is anyone other than the property owner)*

I _____ the undersigned owner, do hereby appoint _____ to act on my behalf for the purpose of petitioning the city of Wilmington Historic Preservation Commission for a certificate of appropriateness, as applicable to the property described in the attached petition.

I do hereby covenant and agree with the city of Wilmington that said person (agent) has the authority to do the following acts for or on behalf of the owner:

- Submit property petition and require supplemental materials
- Appear at public meetings to give testimony and make commitments on behalf of the owner
- Accept conditions or recommendations made for the issuance of the certificate of appropriateness on the owner's property
- Act on the owner's behalf without limitations with regard to any and all things directly or indirectly connected with or arising out of any petition for a certificate of appropriate-

This appointment agreement shall continue in effect until final disposition of the petition submitted in conjunction with this appointment.

Owner(s) name(s): _____

Owner(s) signature: _____ Date: _____

Designated agent name: _____ Designated agent phone: _____

Designated agent email: _____

Designated agent mailing address: _____

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SUBMITTAL CHECKLIST

If the information is not included with the application, the request cannot be scheduled for review by the Commission. Please check off items below if completed:

- Signed Application Form / Agent Form (as needed)
- Project Narrative
 - Brief detailed description of the project, including a description of how the proposed changes are consistent with the Wilmington Design Standards for Historic Districts
- Tax Map
 - This can be found online at New Hanover County GIS Portal at <https://www.nhcgov.com/844/GIS-Maps-Data>
- Adjacent Property Owners
 - List of adjacent property owners with mailing addresses will be provided by staff
 - Staff will email the applicant an invoice for mailing the notices.
 - The cost is \$0.85 per notice.
- Proposed Building Materials
 - Product sheets for each type of material proposed (including windows, doors, roof, siding, etc.)
 - Material Sheet Checklist if applicable
 - May include brochures or manufacturer's specification sheets
- Digital Photos (all photos may be emailed)
 - A keyed site plan or lot diagram showing existing structures, features and conditions
 - A close-up of the proposed work area.

These scopes will require additional information including but not limited to the following:

- New Construction, Major Alterations, Additions
 - Site plan drawn to scale with existing and proposed buildings, setbacks, parking areas, driveways, trees to be removed or preserved, fences and landscaping.
 - Architectural drawings, drawn to scale including elevations and floor plans.
 - Additional information that helps determine whether the project is consistent with Design Standards.
 - Three dimensional models (optional)

The applicant is responsible for supplying all information necessary to enable the Historic Preservation Commission (HPC) to understand the proposal and potential impacts on the historic district or overlay.

Without sufficient information, the Commission may continue or deny the request.

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MAJOR WORK

NEW CONSTRUCTION INFORMATION

Complete one sheet for each new building or structure in order to address all of the project components.

Building Element	Proposed Materials, Dimensions, Color
Roof (Roof Pitch / Material / Color)	
Main	
Front Porch / Side Porch / Rear Porch	
Height (avg. grade to peak of roof)	
Cladding	
Body of building	Brick repair, same red brick, standard mortar (see attached document for brick)
Additional (Reveal, Finish, Mortar Color)	Limewash brick (See attached document)
Foundation	
Materials (including color and height)	
Porch (Materials & Dimensions)	
Columns (capital and base)	
Stairs and Railing (include dimensions)	
Decking (floorboards)	
Balustrade / railing (top cap and bottom)	
Balustrade - individual balusters	
Ceiling (material, design, dimensions)	
Screens (only on rear)	
Deck (Materials and Dimensions)	
Posts	
Balustrade / railing (top cap and bottom)	
Balustrade - individual balusters	
Foundation (height and materials)	
Entry steps and railings	
Doors (Materials and Dimensions)	
Front entry	
Sides (specify location)	
Rear	
Windows (Materials, Style, Dimensions)	
Front	
Sides	
Rear	
Gutters and Downspouts	
Driveway	
Dimensions	12x18 Concrete parking pad
Curb, Apron and Runner Materials	
Any Additional Materials	
	Driveway - (Standard concrete mixture of cement, sand, gravel and water) to match existing city walkways and existing property

505 S 3rd st Wilmington NC 28401

Major Works Application

To Whom It May Concern,

Currently, 505 S. 3rd Street has street parking only. This property shares a driveway with 505 S. 3rd Street, and we are proposing to add a parking pad for each address. This document will also be attached to the major works COA application for 503 S. 3rd, as we own 501, 503, and 505 S. 3rd Street.

The proposed 12x18 parking pads will provide off-street parking for the properties, enabling owners to pull forward onto 3rd Street rather than backing out. The materials for the project are detailed in the major works application and will consist of standard concrete, consistent with the existing walkways and sidewalks in the area.

See attached page for lime wash brick.

We take great pride in our work, especially with historic homes. For reference, we received the 2024 Preservation Award for Interior Preservation. Our previous historic renovation projects include 520 Nun Street and 311 S. 3rd Street.

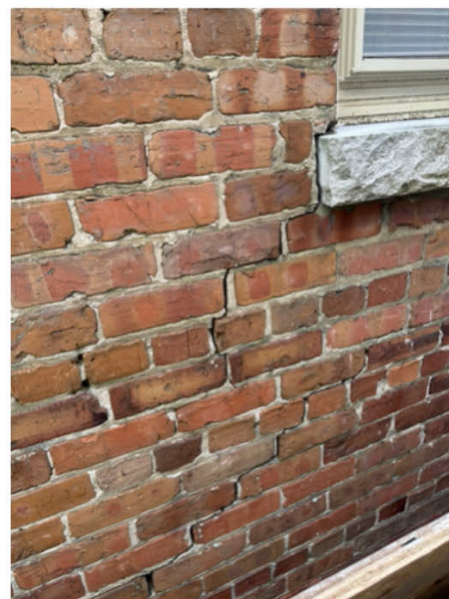
For your records, the adjacent property owner is Coastline Creative, LLC, with a mailing address of 6209 Oleander Dr., Unit 215, Wilmington, NC 28403.

Thank you for your consideration of this request. Please let us know if you require additional information.

Best Regards,
Shane Horan
(919) 609-6316

Limewash/whitewash brick

As you can see the house has some very large cracks in the brick from settling many years back. To properly fix, this brick all needs to be taken out and this entire corner needs to be redone. This is going to cause a very large difference in brick and mortar as there is just no way to match the existing from when it was built. We plan to repair all brick in this corner and to not show as much of the difference we want to lime wash the brick for a uniform look and to preserve it and keep it healthy rather than painting.





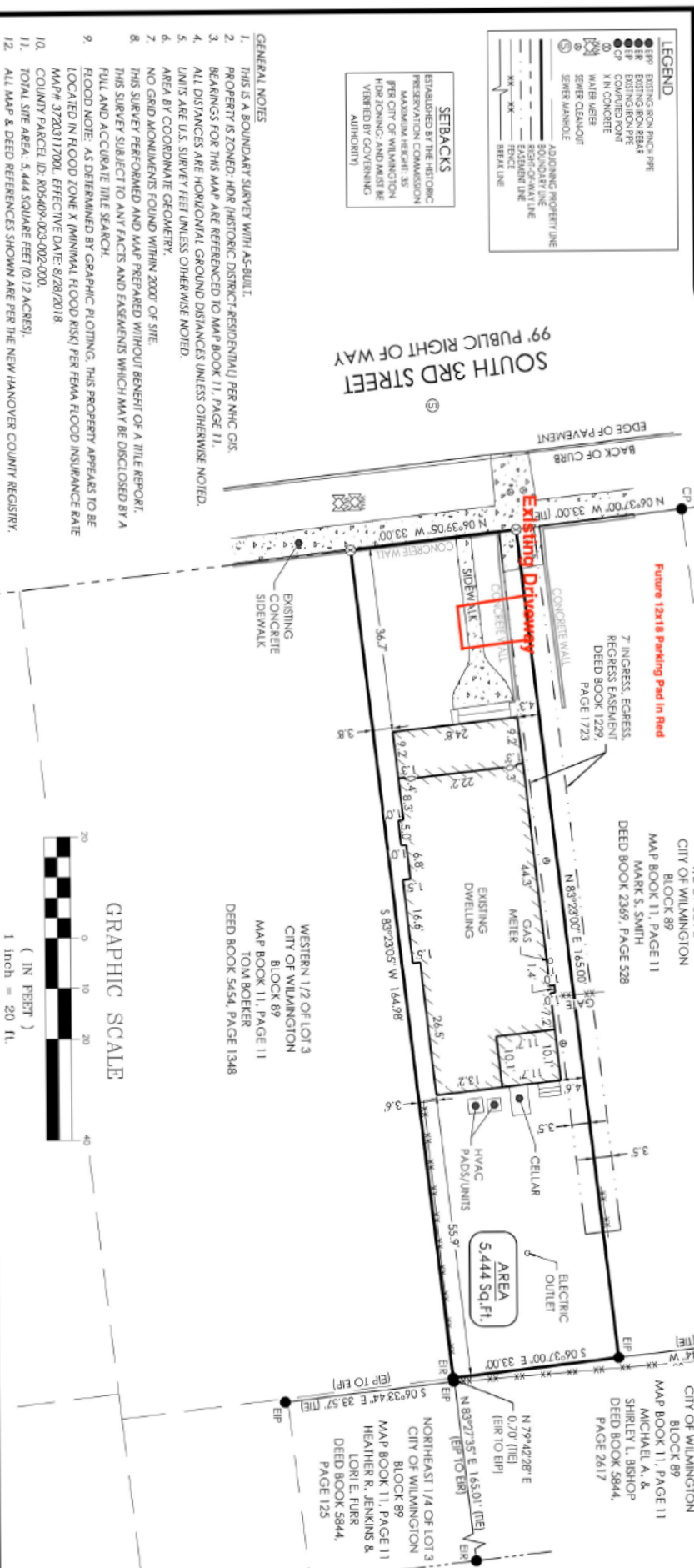
CERTIFICATE OF ACCURACY & MAPPING

I, THE UNDERSIGNED, CERTIFY THAT THIS SURVEY WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION. I DEED DESCRIPTION RECORDED IN BOOK 1229, PAGE 1729; THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION AS LABELED; THAT THE RATIO OF PRECISION, AS CALCULATED, IS 1:10,000; AND THAT THIS SURVEY HAS BEEN PREPARED IN ACCORDANCE WITH THE STANDARDS OF PRACTICE FOR LAND SURVEYING IN NORTH-CAROLINA, TITLE 21, CH. 56, SEC. 16001, WITNESS MY ORIGINAL SIGNATURE LICENSE NUMBER AND SEAL THIS 20TH DAY OF JANUARY, 2025.

HOWARD E. HOADLEY PROFESSIONAL LAND SURVEYOR (L-9397)

REDACTED

SOUTH 3RD STREET
99' PUBLIC RIGHT OF WAY

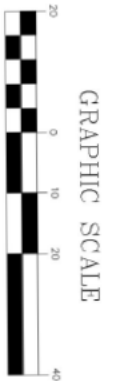


LEGEND

- EPP EXISTING IRON PINE POLE
- ER EXISTING IRON REBAR
- CP COMBINED POINT
- K IN CONCRETE
- WATER METER
- SEWER CLEANOUT
- SEWER MANHOLE
- ADJOINING PROPERTY LINE
- RIGHT-OF-WAY LINE
- EASEMENT LINE
- BEAR LINE

SETBACKS
ESTABLISHED BY THE HISTORIC PRESERVATION COMMISSION PER CITY OF WILMINGTON HISTORIC ZONING AND MUST BE VERIFIED BY GOVERNING AUTHORITY

- GENERAL NOTES**
1. THIS IS A BOUNDARY SURVEY WITH AS-BUILT.
 2. PROPERTY IS ZONED: HR (HISTORIC DISTRICT-RESIDENTIAL) PER NHC GIS.
 3. BEARINGS FOR THIS MAP ARE REFERENCED TO MAP BOOK 11, PAGE 11.
 4. ALL DISTANCES ARE HORIZONTAL GROUND DISTANCES UNLESS OTHERWISE NOTED.
 5. UNITS ARE U.S. SURVEY FEET UNLESS OTHERWISE NOTED.
 6. AREA BY COORDINATE GEOMETRY.
 7. NO GRID MONUMENTS FOUND WITHIN 2000' OF SITE.
 8. THIS SURVEY PERFORMED AND MAP PREPARED WITHOUT BENEFIT OF A TITLE REPORT.
 9. THIS SURVEY SUBJECT TO ANY FACTS AND EASEMENTS WHICH MAY BE DISCLOSED BY A FULL AND ACCURATE TITLE SEARCH.
 10. FLOOD NOTE: AS DETERMINED BY GRAPHIC PLOTTING, THIS PROPERTY APPEARS TO BE LOCATED IN FLOOD ZONE X (MINIMAL FLOOD RISK) PER FEMA FLOOD INSURANCE RATE MAP# 3720311200L, EFFECTIVE DATE: 8/28/2018.
 11. COUNTY PARCEL ID: R05409-003-002-000.
 12. TOTAL SITE AREA: 5,444 SQUARE FEET (0.12 ACRES).
 13. ALL MAP & DEED REFERENCES SHOWN ARE PER THE NEW HANOVER COUNTY REGISTRY.







Search result
505 3RD ST S
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