

# CERTIFICATE OF APPROPRIATENESS APPLICATION

## Application for major work in local historic districts and local landmarks

### Historic Preservation Commission (HPC)

The HPC generally meets on the second Thursday of the month at 5:30 PM. See the meeting schedule below.

### Application Submittal

1. Applications are due by 1:00 PM and are submitted by appointment only at the planning office at 305 Chestnut Street, 3rd floor. Call 910-254-0900 to schedule an appointment.
2. Do not drop off, email, or mail in an application.
3. 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 payment.
4. Applications will be reviewed for completeness before they are accepted. Incomplete applications will not be scheduled for HPC review.
5. A pre-application meeting is **required** for all major works applications; applications cannot be accepted without a pre-application meeting. Pre-application meetings may be scheduled by calling 910-254-0900.
6. Applicants are responsible for posting sign(s) before hearings. If signs are not posted, the case cannot be heard by the HPC.
7. All applicable items listed on the submittal checklist (page 4) are required for an application to be considered complete.

### 2022 Historic Preservation Commission Meetings

Meeting Date	Submission Deadline
January 11	December 5, 2024
February 8	January 3
March 14	February 6
April 11	March 5
May 9	April 2
June 13	May 7
July 11	June 4
August 8	July 3
September 12	August 3
October 10	September 7
November 14	October 8
December 12	November 5
January 9, 2025	December 3
February 13, 2025	January 7, 2025

### Application Fees

Estimated Project Cost	Application Fee
Up to \$17,999	None
\$18,000—\$24,999	\$20
\$25,000—\$49,999	\$25
\$50,000—\$99,000	\$35
\$100,000—\$499,000	\$50
\$500,000 or more	\$100
Approval after-the-fact (work completed without a COA)	\$100, plus base fee (above)

# CERTIFICATE OF APPROPRIATENESS APPLICATION

Please type or print

**RECEIVED**

By Megan Bacik at 11:00 am, Jun 11, 2024

## Property Information

Street Address: 226 S. FRONT STREET

Tax Parcel Number(s): R 05308 - 008 - 004 - 000

## Property Owner Information

If the applicant is not the property owner, an agent form (see page 3) is required to be signed by the property owner and submitted with an application. Application must be signed by all legal property owner's.

Owner(s) name(s): DAVE NATHANS

Mailing address: URBAN BUILDING CORP. 1101 NORTH 4th, WILMINGTON, NC 28404

Phone: 910 443-0747 Email address: DAVE@URBANBUILDINGCORP.COM

Signature:  Date: 06.11.24

Date of pre-application meeting: \_\_\_\_\_

Topics discussed: \_\_\_\_\_

### Application Type— Please circle all that apply

<input checked="" type="checkbox"/> Windows or doors	<input checked="" type="checkbox"/> Addition, including porches	<input type="checkbox"/> Life safety and ADA alterations
<input checked="" type="checkbox"/> Change in roofing materials	<input checked="" type="checkbox"/> Storefront alterations	<input checked="" type="checkbox"/> Landscaping
<input checked="" type="checkbox"/> Major exterior alterations	<input type="checkbox"/> Signs	<input type="checkbox"/> Demolition, including reduction of stay
<input type="checkbox"/> After-the-fact approval	<input checked="" type="checkbox"/> New construction	<input checked="" type="checkbox"/> Construction of accessory building or structure
<input checked="" type="checkbox"/> Restoration of missing features	<input type="checkbox"/> Moving a building or structure	<input checked="" type="checkbox"/> Reconstruction
<input checked="" type="checkbox"/> Fences, walls, and site features	<input type="checkbox"/> Other (please specify):	

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## Agent Form

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**This form is required if the applicant is anyone other than the property owner.**

I, DAVE NATHANS, the undersigned owner,  
do hereby appoint ROB ROMERO 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:

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

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

Owner(s) name(s) (print): DAVE NATHANS

Owner(s) signature(s): [Signature] Date: 06.10.24

Designated agent name: ROB ROMERO

Designated agent address: 210 GREENFIELD ST. #221  
WILMINGTON, NC 28401

Agent phone: 910.228.3137 Email: ROB@ROMEROARCHITECTURE.COM

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## Submittal checklist

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### Required Information

The applicant is responsible for supplying all information necessary to enable the Historic Preservation Commission to understand the proposal and potential impacts on the historic district or overlay. Without sufficient information, the commission may continue or deny the request.

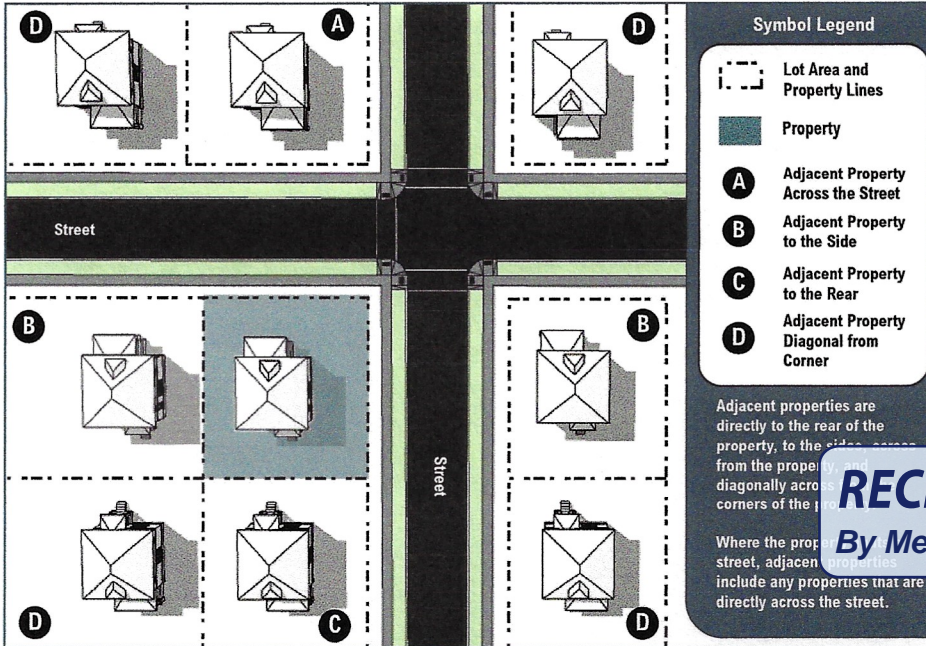
If the required information is not included with the application, the request cannot be scheduled for review by the commission.

- 
- |  |   |
|--|---|
| ✓ Signed application form  | See page 2. Signed by all legal property owners   |
| ✓ Agent form   | Required if applicant is anyone other than the property owner; see page 3   |
| ✓ Project narrative  | Brief, detailed description of the project, including description of how the proposed changes are consistent with the <i>Wilmington Design Standards for Historic Districts and Landmarks</i>   |
| ✓ Tax map  | This can be found online at the New Hanover County GIS Portal at <a href="https://maps.nhcgov.com/">https://maps.nhcgov.com/</a> (or click <a href="#">here</a> )   |
| ✓ Adjacent property owners & envelopes   | <ul style="list-style-type: none"><li>• List of adjacent property owners (see page 5)</li><li>• Stamped envelopes addressed to each property owners' mailing address. Include City of Wilmington return address in upper left corner</li><li>• Any envelopes posted by meter must not be dated</li></ul>  |
| ✓ Proposed building materials  | <ul style="list-style-type: none"><li>• May include brochures or manufacturer's specifications sheets</li><li>• Product sheet for each type of material (window, door, roof, siding, etc.)</li><li>• Physical color swatches for proposed paint colors</li><li>• Materials checklist (see page 6)</li></ul>   |
| ✓ Digital photos   | <ul style="list-style-type: none"><li>• Keyed to a site plan or lot diagram and showing existing buildings, structures, features, and conditions and a close-up of proposed work area</li><li>• Thumb drive preferred; may be emailed</li></ul>   |
| ✓ Additional requirements for new construction, additions, and major alterations | <ul style="list-style-type: none"><li>• Site plan, drawn to scale, showing all existing and proposed buildings, setbacks, parking areas, driveways, trees to be removed or preserved, fences, and landscaping</li><li>• Architectural drawings, drawn to scale, showing elevations of existing and proposed buildings and structures and floor plans for new construction and additions—if drawings are larger than 11"x17", 12 paper copies are required</li><li>• Samples of significant project materials</li><li>• Other information that helps determine whether the project is consistent with the design standards</li><li>• Three dimensional models (optional)</li></ul> |
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## Adjacent Properties Information

### Determining adjacency



**Include the city return address**

**on the envelopes:**

City of Wilmington  
 Planning Department  
 PO Box 1810  
 Wilmington, NC 28402-1810

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### Adjacent property owner information (attach additional sheets, if necessary)

Name: BULLOCK II LLC

Mailing address: 225 WATER ST. S  
WILM. NC 28401

Tax parcel number: R-05308.008.003.000

Name: 301 S. FRONT STREET HOA

Mailing address: 301 FRONT ST. S.  
WILM. NC 28401

Tax parcel number: R-05308.010.001.000

Name: MARISOL E. RODRIGUEZ

Mailing address: 225 FRONT ST. S.  
WILM. NC 28401

Tax parcel number: R-05308.009.004.003

Name: WIMBLE SQ HOA

Mailing address: 217 FRONT ST. S  
WILM. NC 28401

Tax parcel number: R-05308.009.004.000

Name: LAWRENCE & ELAINE NEUWIRTH

Mailing address: 300 FRONT ST. S  
WILM. NC 28401

Tax parcel number: R-05308.011.008.000

Name: CHARLES D. ATKINSON

Mailing address: 229 FRONT ST. S.  
WILM. NC 28401

Tax parcel number: R-05308.009.004.005

Name: FREDERICK BREECE (HEIR)

Mailing address: 223 FRONT ST. S  
WILM. NC 28401

Tax parcel number: R-05308.009.004.002

Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Tax parcel number: \_\_\_\_\_

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## 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, COLORS
<b>Roof</b> (roof pitch / material / color)	1/4" / FT. TPO WHITE
Main	1/4" / FT. TPO WHITE
Front porch/Side porch/Rear porch	-
Height, measured from average grade to peak of roof	38' - 6"
<b>Siding</b>	
Siding (body, include type, reveal, finish, mortar color)	MASONRY HARDIE LAP SIDING
Accent siding and trim	HARDIE PANEL
<b>Foundation</b>	
Materials (plus color and height)	PAVED/STUCCO OVER CONCRETE
<b>Porch materials &amp; dimensions</b>	
Columns (cap and base)	-
Stairs & railing, including dimensions	WOOD - METAL RAILING
Decking (floorboards)	WOOD -
Balustrade/railing	
Individual balusters	
Top rail cap and bottom rail	
Ceiling (material, design, dimensions)	
<b>Screened porch</b>	
Columns (cap and base)	
Stairs & railing, including dimensions	
Decking (floorboards)	
Balustrade—top rail	
Balustrade—individual balusters	
Balustrade—top cap and bottom rail	
Screening (material and color)	
Foundation (material, height, color)	
Roof (materials, pitch, height)	
<b>Deck materials &amp; dimensions</b>	
Posts	
Balustrade (top rail/cap, balusters, bottom rail )	
Foundation (height, materials)	
Entry steps and railing	
<b>Doors</b> (material / color)	
Front entry	WOOD - PAINTED BLACK
Sides	WOOD - PAINTED BLACK
Rear	WOOD - PAINTED BLACK
<b>Windows</b> (material, style, SDL/GBG)	
Front	FIBERGLASS - BLACK
Sides	FIBERGLASS - BLACK
Rear	FIBERGLASS - BLACK
<b>Drainage</b> (material, style, color)	
Gutters and downspouts	BLACK METAL PIPES/DOWNSPOUTS
<b>Driveway and parking</b>	CONCRETE
<b>Fencing</b>	WOOD
<b>Pool</b>	-
<b>Landscaping</b>	NEW FOUNDATION STRAWS

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