

# CERTIFICATE OF APPROPRIATENESS APPLICATION MAJOR WORK

## APPLICATION SUBMITTAL REQUIREMENTS

- Applications are due by 1:00 PM and are 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.

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## Historic Preservation Commission Meetings

Meeting Date	Submission Deadline
January 11	12/05/2023
February 8	01/03/2024
March 14	02/06/2024
April 11	03/05/2024
May 9	04/02/2024
June 13	05/07/2024
July 11	06/04/2024
August 8	07/03/2024
September 12	08/06/2024
October 10	09/03/2024
November 14	10/08/2024
December 12	11/05/2024
January 9, 2025	12/03/2024

**City of Wilmington**  
 Planning and Development  
 Historic Preservation  
 929 N Front Street  
 1st Floor | P.O. Box 1810  
 Wilmington NC 28401

(910) 254-0900

Preservation@wilmingtonnc.gov

## 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 of After-the-Fact  
 (work completed without a  
 COA) requires application  
 submittal and a fee of  
 \$100***

# CERTIFICATE OF APPROPRIATENESS APPLICATION MAJOR WORK

PLEASE TYPE OR PRINT

Street Address: 216 S. 3RD STREET, WILMINGTON, NC  
Tax Parcel Number: R05-405-019-000 28401

### 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): LYNDA F. SHEEHAN  
Mailing Address: 216 S. 3RD STREET, WILMINGTON, NC 28401  
Phone: 910-540-4589 Email address: LSHEEHAN@EC.RR.COM  
Signature: Lynda F. Sheehan **RECEIVED**  
Date: May 2024 **JUN 03 2024**

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

I LYNDA F. SHEEHAN the undersigned owner, do hereby appoint  
TREY LEWIS LEWIS COASTAL HOMES AND RENOVATIONS 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): LYNDA F. SHEEHAN  
Owner(s) signature: Lynda F. Sheehan Date: June 3, 2024  
Designated agent name: TREY LEWIS  
Designated agent address: LEWIS COASTAL HOMES, AND RENOVATION  
Designated agent phone: 910-352-4463 Email address: LEWIS COASTAL HOMES.COM

# CERTIFICATE OF APPROPRIATENESS APPLICATION MAJOR WORK

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## SUBMITTAL CHECKLIST

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

### **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
- (<https://www.nhcgov.com/844/GIS-Maps-Data>)

### **Adjacent Property Owners**

- List of adjacent property owners with mailing addresses is provided by staff.
- Stamped envelopes addressed to each property owner's mailing address

### **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.

### **New Construction, Major Alterations, Additions**

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

- 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.**

# CERTIFICATE OF APPROPRIATENESS APPLICATION

## 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
<b>Roof (Roof Pitch / Material / Color)</b>	
Main	
Front Porch / Side Porch / Rear Porch	
Height (avg. grade to peak of roof)	
<b>Cladding</b>	
Body of building	
Additional (Reveal, Finish, Mortar Color)	
<b>Foundation</b>	
Materials (including color and height)	
<b>Porch (Materials &amp; Dimensions)</b>	
Columns (capital and base)	
Stairs and Railing (include dimensions)	
Decking (floorboards)	<b>RECEIVED</b>
Balustrade / railing (top cap and bottom)	<b>JUN 03 2024</b>
Balustrade - individual balusters	
Ceiling (material, design, dimensions)	<b>PLANNING DEPARTMENT</b>
Screens (only on rear)	
<b>Deck (Materials and Dimensions)</b>	
Posts	
Balustrade / railing (top cap and bottom)	
Balustrade - individual balusters	
Foundation (height and materials)	
Entry steps and railings	
<b>Doors (Materials and Dimensions)</b>	
Front entry	
Sides (specify location)	
Rear	
<b>Windows (Materials, Style, Dimensions)</b>	
Front	
Sides	
Rear	
<b>Gutters and Downspouts</b>	
<b>Driveway</b>	
Dimensions	
Curb, Apron and Runner Materials	
* <b>BACK YARD PARKING</b>	<i>Concrete, Mulch</i>
Any Additional Materials	

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CONCRETE  
CONTACT CONTRACTOR

✓ **Digital Photos** (all photos may be emailed) ☺

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216 s 3rd street

Show search results for 216 s 3...



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OPEN

NORTHROP

216 3RD ST

Zoom to

The SMALL REMAINDER of Northrup's Alley REMAINS NO MAN'S LAND

I keep it the cleanest I can to Defray Homeless INDIVIDUALS who I have kicked out. They were making camp

40ft

PARID	ADDRE SS NUMBE R	STREET	SUFFI X	DI R	CITY	OWNER	OWNE R NUM	OWNER STREET	OWNE R SUFFI X	OWNE R DIR	OWNE R UNIT DESC	OWNE R UNIT NO	OWNER CITY	OWNE R STATE	OWNE R ZIP
R0540 5-016- 005- 000	211	2nd	ST	S	WILMINGT ON	SMITH MICHAEL WILLIAM	211	2nd	ST	S			WILMINGT ON	NC	28401
R0540 5-016- 017- 000	218	3RD	ST	S	WILMINGT ON	MCNAIR JOHN R ETAL	123	BOCA BAY	LN	S			HOLLY RIDGE	NC	28445
R0540 5-016- 020- 000	212	3RD	ST	S	WILMINGT ON	BRINK CRAIG E TEN SERENA LAU REV TRUST	212	3RD	ST	S			WILMINGT ON	NC	28401
R0540 5-016- 023- 000	212	ORAN GE	ST		WILMINGT ON	PETERSON HAROLD W JR ETAL	212	ORANG E	ST				WILMINGT ON	NC	28401
R0540 5-015- 003- 000	219	3RD	ST	S	WILMINGT ON	PERRY STREET LLC	341	COLLE GE	RD	S	SUITE	11	WILMINGT ON	NC	28403
R0540 5-016- 018- 001	211	ANN	ST		WILMINGT ON	HONAKER GEOFFREY L ET UX	211	ANN	ST				WILMINGT ON	NC	28401
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*By Megan Bacik at 4:51 pm, Jun 04, 2024*

• File an Annual Report/Amend an Annual Report • Upload a PDF Filing • Order a Document Online • Add Entity to My Email Notification List • View Filings • Print a Pre-Populated Annual Report form • Print an Amended a Annual Report form

## Limited Liability Company

### Legal Name

Lewis Coastal Homes and Renovations LLC

### Prev Legal Name

Lewis Investments LLC

## Information

**SosId:** 2388546

**Status:** Current-Active ⓘ

**Date Formed:** 4/4/2022

**Citizenship:** Domestic

**Annual Report Due Date:** April 15th

**Current Annual Report Status:**

**Registered Agent:** Lewis, David Sheridan, III

## Addresses

### Mailing

7930 Champlain Dr  
Wilmington, NC 28412

### Principal Office

7930 Champlain Dr  
Wilmington, NC 28412

### Reg Office

7930 Champlain Dr  
Wilmington, NC 28412

### Reg Mailing

7930 Champlain Dr  
Wilmington, NC 28412

## Company Officials

All LLCs are managed by their managers pursuant to N.C.G.S. 57D-3-20.

### Owner Manager

David Sheridan Lewis  
7930 Champlain Dr