



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**



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PLEASE TYPE OR PRINT

Street Address: 310 1/2 McRae Street

Tax Parcel Number: 304813-040-006-000

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): Reginald Smith

Mailing Address: 310 1/2 McRae Street

Phone: 910 443 3887 Email address: REGINALD-GMAIL.COM

Signature: Reginald Smith

Date: 7/22/2024

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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 address: _____

Designated agent phone: _____ Email 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.

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 will be provided by staff.
- Staff will email the applicant an invoice for mailing the notices.
- The cost is \$0.85 per notice. $8 \times 0.85 = \$6.80$

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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NEW CONSTRUCTION INFORMATION

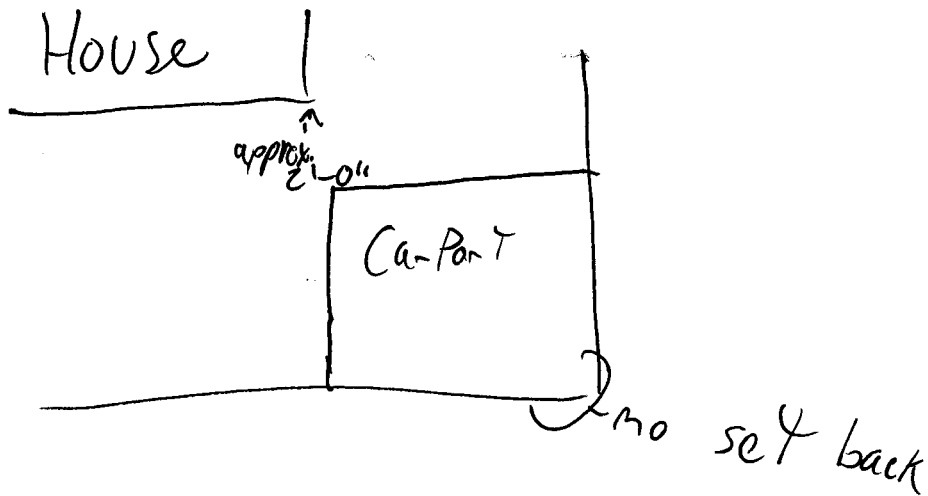
Complete one sheet for each new building or structure in order to address all of the project components

Component	Description
Roof (Roof Pitch / Material / Color)	
Main	
Front Porch / Side Porch / Rear Porch	
Height (avg. grade to peak of roof)	
Cladding	
Body of building	
Additional (Reveal, Finish, Mortar Color)	
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	
Curb, Apron and Runner Materials	
Any Additional Materials	
Carport	*SEE MATERIALS ATTACHMENT

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Narrative

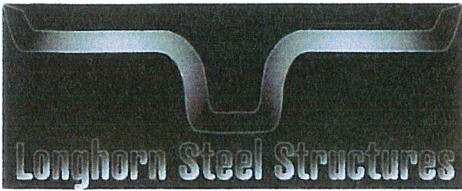
-install carport in front yard.



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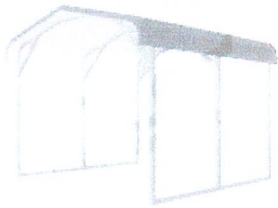
Longhorn Steel Structures
 109 Buckeye Lane
 Pilot Mountain, NC 27041
 980-222-9935
 salesatlonghornss@gmail.com

Customer Order - Jul 23, 2024

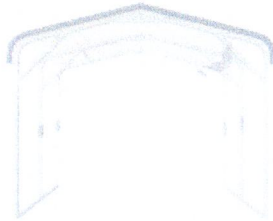
Ship To			
Name			Order #
Install Address			
City	State NC	Zip Code 28443	
Email	Phone #	Mobile #	

Building Info	Size	Color	Anchoring & Site Preparation
Style: Standard (12'-24' Wide)	$10' \text{ Width} \times 10' \text{ Roof Length} \times 6' \text{ Leg Height}$	Roof: Gray <input type="checkbox"/>	Engineer Certified: Certified
Roof Overhang: None		Trim: Gray <input type="checkbox"/>	
Roof Style: Regular Style			
Gauge: 14-Gauge Framing			
Leg Style: Standard			
Brace: Standard Brace			

Building Images



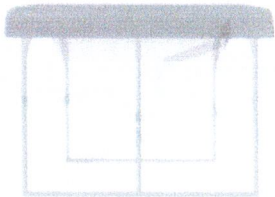
Perspective View



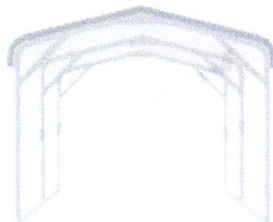
Front



Left Side



Right Side



Back

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EFT SIDE

FRONT



10'-0"

BACK

10'-0"

RIGHT SIDE

SYMBOL LEGEND

---- Open Wall

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Structure Details

Style: Standard (12'-24' Wide)	1	-
Base Price: 10'x10'	1	\$1,045.00
Roof: Gray	1	-
Trim: Gray	1	-
Roof Style: Regular Style	1	-
Roof Overhang: None	1	-
Trusses: Standard	1	-
Leg Style: Standard	1	-
Gauge: 14-Gauge Framing	1	-
Brace: Standard Brace	1	-
Engineer Certified: Certified	1	\$150.00
Leg Height: 6'	1	-

Additional Options

Colored Screws	1	\$125.00
Material Surcharge		\$132.00

Subtotal: \$1,452

Sales Tax (6.75%): \$98.01

Total Order Amount: \$1,550.01

* Deposit Required to Order: \$174.24 ↗

Final Balance Due at Installation: \$1,375.77

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Customer Signature:

Date:

Delivery Notes:

Dealer or Manufacturer Signature:

Date:

Thank you for purchasing your CERTIFIED structure with LONGHORN STEEL STRUCTURES!

You will receive an initial call when we receive your order from your dealer within 24-72 hours. Delivery & Installation will be 2-4 weeks once site is leveled within 3" & permit waiver is signed. We will reach out to you a week prior to installation to review your order in detail & talk about installation. Changes to your order cannot be made after the installation call. Deliveries & Installations are Monday-Friday 6am-Dark (Deliveries are typically not scheduled on Holidays and are weather permitting.) Once the crew begins installations, we will keep you updated on how they are coming along with any previous installs. Customers are responsible for checking with their local code office & obtaining the required permitting, if applicable. If you would like Longhorn Steel Structures to assist with permitting, 10% of the cost of the structure is required.

Customers Initial: _____

Customer is responsible for site preparation of their structure. This includes but is not limited to leveling, grading, concrete & any other additional site preparation needed. If site is off level by more than 3", it is the client's responsibility to inform the dealer to adjust the leg height to accommodate slope. There is a cut fee of \$15 per leg post on standard sizes to be cut on site to make the structure's roof level. There is a cut fee of \$30 per leg post to be cut on any building 31' & wider.

Customers Initial: _____

Customer will have to pay a restocking fee of 5% of the buildings cost if canceled after material is cut & ready. Customer will be charged a 5% return trip fee & 5% storage fee if unable to take the days agreed upon by customer.

Customers Initial: _____

If a building is EITHER of the following, it will be the customers responsibility to rent & provide a Telescopic Lull Lift for the crew at the time of installation. 25'WIDE-30'WIDE AND 14'TALL (and taller) 30'-60' WIDE REQUIRES TELESCOPIC LIFT

Customers Initial: _____

If the customer wants installers to install THEIR windows & walk-in doors, the installer will charge \$100 per standard window or standard walk-in door & \$200 For Frenchdoors / Double Doors.

Purchase Agreement & Terms

Prices, Payment and Risk of Loss

- Prices contained in Seller's published price lists, if any, are subject to change without notice. Prices in individual written quotations or proposals are firm only for a period of (30) days from the date of the quotation after which Buyer should inquire of Seller as to their validity and request a written confirmation or revision. Prices do not include taxes. Buyer agrees to pay all applicable sales or other taxes levied with respect to Goods (and replacements) in the Agreement, unless exempt therefrom. All prices are in United States dollars. The buyer shall pay all government fees levied on the installation and inspection of the Goods. Buyer shall pay upon receipt of all invoices rendered by Seller for any such items Seller may pay and for the goods.
- Longhorn Steel Structures INC reserves the right to update or change any pricing discrepancies made by dealers.
- Seller may unilaterally increase prices to cover increased costs (plus reasonable overhead and profit) of design, materials, and manufacturing required by changes requested by Buyer after the date of any quotation. An additional labor charge will be added to orders for buildings being installed over RVs, Campers, Large Obstacles, Retaining Walls, Docks, Decks, Over Fences, etc. Including carrying materials due to obstructions in between material and jobsite.
- The customer expressly agrees that the carport/garage/barn/etc. shall remain property of Longhorn Steel Structures INC until payment is made in full.
- Longhorn Steel Structures INC hereby retains a purchase money security interest in said building as set forth in Section 9 of the Uniform Commercial Code as enacted in the state where the building is being installed. Failure to pay will result in repossession of the unit. This does not relieve the customer of liability for specific performance of the contract including legal fees and court costs, at the seller's expense.
- Longhorn Steel Structures INC holds the right to make any exceptions to the above clause. If payment is made in check and the check is returned NSF, Buyer will be responsible for additional expenses incurred by Seller as a result of the returned check. The seller reserves the right to charge additional fees as allowed by law for checks returned NSF. These fees include a \$35 service charge.
- Longhorn Steel Structures INC will not be responsible for down payment refunds. The independent dealer will have this responsibility if a refund is legally due.
- Longhorn Steel Structures INC holds the right to cancel any order at any time.
- A restock fee of 5% of the building subtotal or \$150 whichever is greater will be added for customer cancellations within 72 hours of installation date. Restock fees will also be applicable to unprepared and unlevel installation sites.
- The remaining balance will be due upon installation of your metal building in the form of cash or certified/cashier's check (NO PERSONAL CHECKS). In the event that the remaining balance is over \$20,000 half of the remaining balance must be paid at the time of scheduling.
- The remaining balance due to be paid in FULL at time of completion of building, to Longhorn Steel Structures INC, by Cashier's Check, Money Order, Visa, Master Card, American Express, or Discover Card. NO PERSONAL CHECKS OR COMPANY CHECKS are accepted. (PAYING REMAINING BALANCE WITH CREDIT/DEBIT CARD WILL RESULT IN AN ADDITIONAL 3.7% PROCESSING FEE)

Customer Signature: _____

Date: _____

Delivery

- Shipping and installation dates are estimated based on Seller's present engineering and manufacturing capacity and scheduling and may be revised by Seller upon receipt or scheduling of Buyer's order. All shipping dates are approximate and shall be computed from the date of entry of the order on Seller's books. All shipping order or acceptance, letter of credit, down payment, and other conditions as specified in the

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Agreement, and of all drawings, information, and approvals necessary to provide the Goods and to grant any credit proposed in the Agreement. Delivery dates may be rescheduled due to bad weather conditions, installers running behind, accidents, etc. Buyer agrees to give Seller up to 5 installation attempts to deliver said product.

Workmanship Warranty

- All buildings have a 1- Year workmanship warranty effective upon day of installation (manufactured panels are warranted for 20 years assuming regular care and maintenance, installation workmanship is warranted for 365 days). Any installation concern must be reported within 365 days beginning on the date of installation. Longhorn Steel Structures INC is not liable for any damage as a result of inclement weather. Unlevel lots and customer modifications will void said warranty.
- Longhorn Steel Structures INC strongly recommends buildings longer than 31 feet to be vertical roofs to avoid possible leaks and/or rust in between seams. Buildings purchased 32 feet or longer that do not have vertical roofs will forfeit the 20-year limited warranty on paneling.
- **Base price reflects only roof & framing; sides, ends, colored screws, sealant, etc.... are optional features.** Frames on all buildings are 1 foot shorter than roof length. Roofs have 6" overhang on front and back. Frame lengths are as follows: 21'=20' Frame, 26'=25' Frame, and so on. Cement pad to match frame length.

Customer Responsibilities

- The customer is responsible for all Site preparation, including the following: before delivery, you shall designate a site on your property and prepare such Site for installation of the Unit. Which preparation shall include; Making the site level **LONGHORN STEEL STRUCTURES DOES NOT PROVIDE ANY GROUNDWORK, LEVELING, GRADING, CONCRETE, ETC..**, moving all electrical wire less than 30 feet above the intended height of the Unit, removing all underground utilities below the Site, and requested by you as a written change order and approved in writing by Longhorn Steel Structures INC. Any change requested by you constitutes your consent to resulting changes in the purchase price.
- It is the responsibility of the customer to provide the factory approved independent contractor installers with the location of any underground cables, gas lines, or other utilities. This may include contacting the utility company to request that the locations of the underground utilities be marked. Longhorn Steel Structures INC is not responsible for any damage caused to underground utilities. The customer agrees to indemnify and hold harmless Longhorn Steel Structures INC from any liability and costs, including attorney fees, for such damages. The customer is responsible for obtaining building permits as needed for installation.

Warranty Disclaimer

- There are no warranties which extend beyond the description on the face hereof. The warranties in this agreement are in lieu of all other warranties express or implied, including without limitation, any warranties of merchantability or fitness for a particular purpose, which are expressly disclaimed. Buyer must have original copy of this document at time of claim.
- This warranty extends only to the original purchaser of the product warranted by this document. Buyer must have original copy of this document at time of claim. Said warranty does not extend to transferee owners of the product.

Limitation on Liability

- In no event will the seller be liable to the buyer and/or any third parties for any incidental damages. Consequential damages, special damages, exemplary damages or labor charges, including without limitation lost revenues and profits, even if it has been advised of the possibility of such damages. Buyer must have original copy of this document at time of claim.

Exclusions and Limitations

- Longhorn Steel Structures INC does not warrant any products not installed and anchored by a factory approved installer utilizing a factory approved anchoring system. Installation by anyone other than a factory approved installer utilizing a factory approved system will VOID your warranty. Damages from improper anchoring, strong winds, snow or ice are not considered defects. Longhorn Steel Structures INC does not warrant or guarantee any product in snow or ice to prevent collapse. Longhorn Steel Structures INC does not

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warrant any temporary anchoring systems (e.g., rebar) utilized by the customer, nor shall Longhorn Steel Structures INC be in any way responsible for damage caused using temporary anchoring systems. Additionally, Longhorn Steel Structures INC does not warrant any damage caused to the product resulting from or after movement of the structure from the **original installation point**.

Modification of Structure Voids Warranty

- Any modification, addition, deletion, substitution, etc. to the structure without express written design approval by Longhorn Steel Structures INC will VOID all warranties. Our products are designed and specifically engineered to provide superior performance as manufactured. Any changes to the design by the Buyer could compromise the structural integrity of the unit.

Claims Procedure

- Longhorn Steel Structures INC must have a reasonable opportunity to inspect the claim and not begin any repairs prior to said inspection or the terms of the warranty could be voided. Longhorn Steel Structures INC, Inc. holds the right to require proof (e.g., photos), if needed, via email or mail before writing up any repairs and/or claim
- This order becomes a contract between Longhorn Steel Structures and you. Upon acceptance hereof, this order and such acceptance shall have been deemed to be a contract embodying all oral and written understandings and agreements between you and Longhorn Steel Structures. The deposit received herein by Longhorn Steel Structures shall be held by Longhorn Steel Structures as security for the completion of the contract. Upon receipt of the balance of the purchase price, the said deposit shall be applied to the purchase price herein. Should you breach or unilaterally rescind or cancel this contract, the deposit herein shall be forfeited to Longhorn Steel Structures and applied to cover the claim for damages.
- Longhorn Steel Structures shall not be bound by any condition, definition, representation or warranty other than as expressly set forth herein. Longhorn Steel Structures reserves the right, at any time before installation of the Unit, to reject this Order or cancel this contract by notice in writing to you. Upon giving such notice, Longhorn Steel Structures will refund any deposit received from you. You agree that such a refund shall be your exclusive remedy for such cancellation.

I have read the terms and conditions of this contract; by signing this contract. I agree to all conditions set forth herein and should I fail to make payment in full at time of delivery I understand and agree to all Longhorn Steel Structures, Inc. to pick up the Notice Inviting Tender (NIT) and acknowledge that I will remain liable for all applicable charges and fees associated with the initial setup and delivery as well as any legal fees incurred. I AGREE TO ALL THE TERMS ABOVE.

Customer Signature: _____

Date: _____

Pricing Table (For Internal Use): - Region 1

This estimate is provided by Longhorn Steel Structures. Use of this estimate with any other company violates the terms and conditions of Longhorn Steel Structures and will be subject to legal action.



Longhorn Steel Structures
109 Buckeye Lane
Pilot Mountain, NC, 27041
980-222-9935
salesatlonghornss@gmail.com
980-222-9935

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