

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.

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: _____

Tax Parcel Number: _____

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): _____

Mailing Address: _____

Phone: _____ Email address: _____

Signature: _____

Date: _____

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 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.

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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, Color
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	