



# CERTIFICATE OF APPROPRIATENESS APPLICATION MINOR WORK - ADMINISTRATIVE BYPASS

A Certificate of Appropriateness (COA) is required for any changes to the exterior features, including the general design, arrangement of the exterior of a building or structure, including materials, windows, doors, light fixtures, signs, and other features. Demolition requires a COA major work application.

Some changes can be reviewed administratively. The administrative bypass application (minor work) provides a streamlined process for requests for minor changes to properties in Wilmington’s local historic districts, historic district overlays, and local landmarks.

Property owners or their agent may submit a COA application to the Planning and Development Department. The request is reviewed by planning staff to determine if it is in accordance with the *Wilmington Design Standards for Historic Districts and Landmarks*.

- If the request is found to be in accordance with the design standards, staff will issue the COA.
- If the request is found to be inconsistent with the design standards, the applicant may withdraw the application or may choose to apply to the Historic Preservation Commission (HPC) for consideration.

**Any work performed that is not consistent with an approved COA may result in a requirement for reversal of such work and civil penalties.**

**All materials should be submitted to the Planning and Development Department**

Email: [preservation@wilmingtonnc.gov](mailto:preservation@wilmingtonnc.gov)

In-person: 929 North Front Street, 1st Floor

For questions or to schedule an appointment, please call 910-254-0900.

## PROPERTY AND OWNER INFORMATION

**PLEASE TYPE OR PRINT**

Street Address: \_\_\_\_\_

Tax Parcel Number(s): \_\_\_\_\_

Owner name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# CERTIFICATE OF APPROPRIATENESS APPLICATION

## MINOR WORK - ADMINISTRATIVE BYPASS

### PROJECT DESCRIPTION

Describe the project in detail; use additional sheets if necessary

<b>Application Fees</b>	
<b>Estimated Project Cost</b>	<b>Application Fee</b>
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

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

Checks for application fees  
should be made payable to:  
City of Wilmington

# CERTIFICATE OF APPROPRIATENESS APPLICATION MINOR WORK - ADMINISTRATIVE BYPASS

**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 regarding any and all things directly or indirectly connected with or arising out of any petition for a certificate of appropriateness

This appointment agreement shall continue in effect until final disposition of the petition is 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 all information is not included with the application, the request cannot be scheduled for review by staff.*

**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

**Proposed Building Materials**

- Product sheets for each type of material proposed (including windows, doors, roof, siding, etc.)
- 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.

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