

CERTIFICATE OF APPROPRIATENESS APPLICATION MAJOR WORK

APPLICATION SUBMITTAL REQUIREMENTS

- A pre-application meeting is required for all major works applications, please email preservation@wilmingtonnc.gov or call **910.254.0900** to schedule an appointment
- Applications must be submitted by 1:00 PM on the deadline day for submittals.
Email: preservation@wilmingtonnc.gov In-person: **929 N. Front Street, 1st Floor**
- Applications will be reviewed for completeness by staff prior to official acceptance. Incomplete applications will not be scheduled for HPC review.
- Application fees must be paid before the item can be scheduled for HPC review. Contact staff to make payment arrangements.
- 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	1/03/2024
March 14	2/06/2024
April 11	3/05/2024
May 9	4/02/2024
June 13	5/07/2024
July 11	6/04/2024
August 8	7/03/2024
September 12	8/06/2024
October 10	9/03/2024
November 14	10/08/2024
December 12	11/05/2024
January 9, 2025	12/03/2024

City of Wilmington
Planning and Development
Historic Preservation
preservation@wilmingtonnc.gov

(910) 254-0900

929 N Front Street 1st Floor
P.O. Box 1810
Wilmington NC 28401

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

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

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



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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: _____

Designated agent name: _____

Agent address: _____

Agent phone: _____ Agent Email address: _____

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SUBMITTAL CHECKLIST

Incomplete applications cannot be scheduled for HPC review.

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

- An invoice will be provided for the mailed notice fee at a cost of \$0.85 per notice.

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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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
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	