

*Application Information for filing a:*  
**Certificate of Appropriateness**  
*for Local Historic Districts and Landmarks*

City of Wilmington  
Planning, Development and  
Transportation Department  
P.O. Box 1810  
Wilmington, NC  
28402-1810  
910-254-0900  
910-341-3264 fax



**PLEASE READ THE ENTIRE APPLICATION PACKAGE**

The City of Wilmington strives to review applications for a Certificate of Appropriateness as efficiently as possible. The policies outlined below enable Historic Preservation Planning staff to give each application the attention it deserves. Since incomplete submittals slow the review process, an application item checklist is provided inside this form. If all the necessary items on the checklist are not submitted, the application will be considered incomplete and cannot be accepted for review.

1. Applications are required to be reviewed for completeness by staff prior to being officially accepted for Historic Preservation Commission review. Please call the Historic Preservation Planner at 910-341-3251 to schedule an appointment. Applications that are dropped off or mailed in cannot be accepted without prior approval from the Historic Preservation Planning staff.
2. Upon determination by staff that an application is complete, an acceptance form will be signed by both the applicant and staff. A copy of the signed form will be given to the applicant and a copy will be placed in the project file. Staff cannot accept or hold any materials prior to an application being completed.
3. Application fees must be paid at the time an application is accepted.
4. Applications must be submitted by **1:00 P.M.** on the submittal deadline. (See page 6 for meeting and submittal dates).
5. All work must be completed in accordance with the application as approved by the Historic Preservation Commission (HPC). Any work performed which is not consistent with the approved Certificate of Appropriateness issued by the HPC may result in a requirement for reversal of such work and/or civil penalties.

We look forward to working with you during the application process. If you have questions or need further assistance, please call 910-254-0900.

# Information for Applicants

*for a Certificate of Appropriateness*

- **Historic Preservation Commission meeting information:**  
Meetings are held on the second Thursday of each month at 5:30 p.m. in the City Council Chambers, City Hall (2<sup>nd</sup> floor), 102 North 3<sup>rd</sup> Street, Wilmington.
- **Application due date:**  
Applications must be submitted to the City of Wilmington Historic Preservation Division office at 305 Chestnut Street (3<sup>rd</sup> floor), at least 30 calendar days prior to the next meeting of the Historic Preservation Commission.
- **Application items required for notification of Adjacent Property Owners:**  
*NOTE: Adjacent properties are those that abut the subject property, as well as properties immediately across the street and diagonally across from the corners of the property (see page 5 for example diagram). In cases of a condominium or townhouses, all property owners and the property owners' association must receive notification.*

**Items required:**

1. List of:
  - a. Names of all adjacent property owners and their mailing addresses;
  - b. Site addresses of all adjacent properties; and
  - c. Tax parcel number of all adjacent properties.
2. Stamped letter-size envelopes (9-1/2" x 4") addressed to all adjacent property owners and **bearing the return address:**

City of Wilmington  
 Planning, Development and Transportation Department  
 Historic Preservation Office  
 PO Drawer 1810  
 Wilmington, NC 28402-1810

*(NOTE: All envelopes with postage stamped by meter must NOT be dated)*

- **Application fee:**  
Fees are based on the scale of project costs below. Please make checks payable to the City of Wilmington.

\$18,001 - \$18,999 . . . . .	\$ 15.00
\$19,000 - \$24,999 . . . . .	\$ 20.00
\$25,000 - \$49,999 . . . . .	\$ 25.00
\$50,000 - \$99,000 . . . . .	\$ 35.00
\$100,000 - \$499,000 . . . . .	\$ 50.00
\$500,000 or more . . . . .	.\$100.00

**NOTE:** Please consult with the New Hanover County Inspections Office, located at 230 Government Center Drive, prior to submitting an application to assure the project is in compliance with building code requirements. (910-798-7308 or [www.nhcgov.com](http://www.nhcgov.com))

# *Application:* Certificate of Appropriateness

*for Local Historic Districts and Landmarks*

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Planning, Development and  
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P.O. Box 1810  
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## Property Information

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

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

Architectural Style: \_\_\_\_\_ Approximate Year Built: \_\_\_\_\_

**Are you the owner of this property? If not, please complete and submit the Appointment/Agent Form on page 4.**

## Applicant Information *(Note: The applicant is the person acting as the authority to represent the request)*

Applicant Name: \_\_\_\_\_  
*Please Type or Print*

Applicant Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Application for *(Please check all that apply)*

- |   |   |                                      |  |
|---|---|--------------------------------------|--|
| <input type="checkbox"/> Alteration(s)  | <input type="checkbox"/> New Construction | <input type="checkbox"/> Landscaping | <input type="checkbox"/> Moving (structures) |
| <input type="checkbox"/> Reconstruction | <input type="checkbox"/> Restoration      | <input type="checkbox"/> Demolition  | <input type="checkbox"/> Other               |

**Required applicable submittal items:** See Submittal Checklist on page 5

### Return Application To:

City of Wilmington  
Planning, Development and Transportation Department  
Historic Preservation Office  
305 Chestnut Street, 3<sup>rd</sup> Floor  
Phone: 910 254-0900

All applications and required materials must be returned to the City of Wilmington's Historic Preservation Office 30 days prior to the meeting of the Historic Preservation Commission. The Commission meetings are held on the second Thursday of each month at 5:30 p.m. in City Hall.

<b>Date Received:</b>	

# Appointment/Agent Form

*(To delegate authority to a representative)*

**Note:** *The applicant is the person acting as the authority to represent the request*

The undersigned owner, \_\_\_\_\_ does hereby appoint \_\_\_\_\_ to act on my behalf for the purpose of making application to the City of Wilmington Historic Preservation Commission for a Certificate of Appropriateness on the property described in the attached application.

The owner does hereby covenant and agree with the City of Wilmington that said agent has the authority to do the following acts for and on behalf of the owner:

- (1) To submit a proper application and the required supplemental materials
- (2) To appear at public meetings to give information and make commitments on behalf of the owner
- (3) To accept conditions or recommendations made for the issuance of the Certificate of Appropriateness on the owner's property
- (4) To 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 application for a Certificate of Appropriateness under the City of Wilmington Land Development Code.

This appointment agreement shall continue in effect until final disposition of the application submitted in conjunction with this appointment.

**Owner Information:** *(must be signed by owner)*

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

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

**Agent Information/Acceptance:** *(must be signed by agent)*

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Submittal Checklist

*for Certificate of Appropriateness*

**NOTE:** *The following is a checklist for the presentation materials needed for your application. It is the applicant's responsibility to provide adequate photographs, architectural plans, and other materials to enable the HPC to understand the proposal and its impact on the historic district. The consideration of the application may be delayed if presentation materials are not sufficient to evaluate the proposal.*

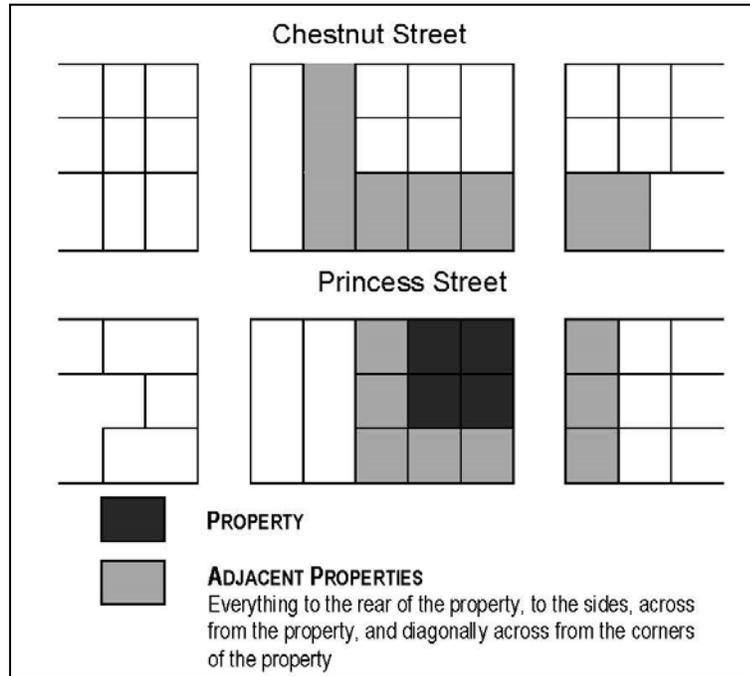
- Detailed Narrative Description of Project**
- Tax Map or Tax Parcel Identification Number**
- Site Plan**
  - Site plan drawn to scale showing the location of existing and proposed structures and property lines, parking areas, driveways, setback lines and significant landscaping features
- ❖ **Architectural Information (draw all plans to scale)**
  - Scaled drawings and elevations showing all exterior architectural detailing for the proposed project and streetscape
  - Building materials, product information sheets and color samples (may include photographs, warranties, brochures, and manufacturer's specifications)
  - Existing features and existing conditions (drawings or photographs that clearly show the current conditions & existing features)
  - Floor plans (for new construction and additions)
  - Samples of significant materials (windows, roofing, cement fiberboard, etc.)
  - 19 copies of clearly labeled drawings if original is larger than 11" x 17"
  - three-dimensional drawings or models may be required for new construction projects
  - any other information specifically required to determine whether the proposed project meets the design guidelines
- ❖ **Photographs**
  - One set of good quality color photographic prints of existing conditions
  - 19 copies of original photographs (may be photocopies, digital or computer-generated)
  - Photographs must be clearly labeled and keyed to a site plan
  - Photograph(s) of the front of the building and other sides as needed
  - Photograph(s) of the area where the work is to be performed
  - Close-up photographs of existing windows or doors to be replaced
  - Photographs of streetscapes and the surrounding context (for new construction or alterations)
- List of Adjacent Property Owners and Stamped Addressed Envelopes**
- Appointment Form** (if not the owner of the property)
- Signed Application Form**

For new construction applications, additional information may be required. Applicants should consult with the Historic Preservation Planner before submitting an application to ensure their submittal is complete. For more information about applications for Certificate of Appropriateness, please refer to the *Wilmington Design Guidelines for Historic Districts and Landmarks*. For assistance, please call the Historic Preservation Planner at 910-341-3251.

# Adjacent Information and Application Deadlines

## Sample Adjacent Instructions:

In order to complete the application for a Certificate of Appropriateness, applicants must provide a list of property owners, along with an addressed stamped envelope for all properties adjacent to the property for which the application is being submitted. Below is a diagram showing which properties are considered adjacent.



## Historic Preservation Commission Meetings in 2015:

<i>Meeting Date</i>	<i>Submission Deadline</i>
January 8, 2015.....	<b>December 9, 2014</b>
February 12, 2015 .....	<b>January 13, 2015</b>
March 12, 2015.....	<b>February 10, 2015</b>
April 9, 2015 .....	<b>March 10, 2015</b>
May 14, 2015.....	<b>April 14, 2015</b>
June 11, 2015.....	<b>May 12, 2015</b>
July 9, 2015 .....	<b>June 9, 2015</b>
August 13, 2015 .....	<b>July 14, 2015</b>
September 10, 2015 .....	<b>August 11, 2015</b>
October 8, 2015.....	<b>September 8, 2015</b>
November 5, 2015*.....	<b>October 6, 2015</b>
December 10, 2015 .....	<b>November 10, 2015</b>
January 14, 2016.....	<b>December 15, 2015</b>
February 11, 2016 .....	<b>January 11, 2016</b>

\*Note Date Change to 1<sup>st</sup> Thursday of the month

# Adjacent Properties Information

*for Certificate of Appropriateness application*

**Applicant:** \_\_\_\_\_

**Address of Property:** \_\_\_\_\_

**Include a stamped envelope addressed to each adjacent property owner with the following return address:**

**City of Wilmington  
Planning, Development and Transportation  
Historic Preservation  
PO Drawer 1810  
Wilmington, NC 28402-1810**

## **Adjacent Property Owners Information**

Property Owner's Name: \_\_\_\_\_

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

Adjacent Property Address: \_\_\_\_\_

Tax Parcel Number: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

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

Adjacent Property Address: \_\_\_\_\_

Tax Parcel Number: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

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

Adjacent Property Address: \_\_\_\_\_

Tax Parcel Number: \_\_\_\_\_

**Adjacent Properties Information Continued:**

Property Owner's Name: \_\_\_\_\_

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

Adjacent Property Address: \_\_\_\_\_

Tax Parcel Number: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

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

Adjacent Property Address: \_\_\_\_\_

Tax Parcel Number: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

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

Adjacent Property Address: \_\_\_\_\_

Tax Parcel Number: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

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

Adjacent Property Address: \_\_\_\_\_

Tax Parcel Number: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

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

Adjacent Property Address: \_\_\_\_\_

Tax Parcel Number: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

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

Adjacent Property Address: \_\_\_\_\_

Tax Parcel Number: \_\_\_\_\_