

ACCEPTANCE FORM APPLICATION

CERTIFICATE OF APPROPRIATENESS

City of Wilmington
Development Services Department
Planning Division

PO Box 1810 | 305 Chestnut St.
Wilmington, NC 28402
Telephone 910.254.0900 | Fax 910.341.3264

The City of Wilmington understands that clear expectations make the application and review processes easier for both applicants and staff. The policies outlined below will enable Planning Division staff to move the process along in a way that ensures that each application receives the attention it deserves. Staff desires to complete review of projects in an accurate and timely manner. Due to the high volume of applications, working with incomplete materials detracts from the timely review of applications.

1. Applications are to be reviewed for completeness by staff prior to being officially accepted by the City for review. Applications that are dropped off or mailed in cannot be accepted without prior approval from the Planning Manager.
2. Checklists for each type of request are provided with each application package. If the application does not contain all required items on the checklist, it will be considered incomplete and shall not be accepted.
3. Upon determination by staff that an application is complete, it will be officially accepted by the Planning Division. Staff will complete an acceptance form and both staff and the applicant must sign the form. The application is not considered officially accepted until this form is signed by both the planner and the applicant. A copy of the signed form will be given to the applicant and a copy will be placed in the project file at the time of acceptance. Staff will not hold materials for incomplete applications.
4. Application fees must be paid at the time an application is submitted for acceptance.
5. In order to allow time to process fees, applications will not be accepted after 4:00 PM each day. On the deadline day for submittals for Historic Preservation Commission hearings, applications will not be accepted after 1:00 PM.
6. For your convenience, applicants may schedule an appointment with staff or may "walk-in" without an appointment. Please allow sufficient time to review the application package with staff.

The Planning Division staff looks forward to working with you during the application process. If you have questions or need further assistance, please call 254-0900.

INFORMATION TO APPLICANTS FOR A CERTIFICATE OF APPROPRIATENESS

The Historic Preservation Commission meets on the **second Thursday of each month at 5:30 p.m. in the City Council Chambers, City Hall, Third and Princess Streets**, Wilmington, North Carolina.

All applications for a Certificate of Appropriateness are due in the City of Wilmington, Planning Office/HPC, 305 Chestnut Street (3rd floor), thirty (30) days prior to the meeting of the Historic Preservation Commission at which the application is to be considered.

All applications must be accompanied by the following items - **otherwise**, they will not be accepted:

1. List of:
 - a. Names of all adjacent property owners and their mailing addresses;
 - b. Addresses of all adjacent properties; and
 - c. Tax parcel number of all adjacent properties.

Adjacent properties are all properties abutting the requested site and properties immediately across the street from it.

2. Stamped business size envelopes, **9-1/2" x 4"** in size, addressed to all adjacent property owners and bearing the **return address** of the:
City of Wilmington
Planning Office/HPC
PO Drawer 1810
Wilmington, NC 28402-1810
419-2670
(**All envelopes with postage stamped by **meter must NOT be dated**)
3. Fee if applicable (see attached fee schedule).

It may be advisable to consult with the New Hanover County Inspections Office (a City/County agency), located at 230 Market Place Drive, prior to submitting any plans to be assured of their technical acceptability.

A fee in accordance with the City's adopted fee schedule shall be submitted to the City of Wilmington with each application. (See attached fee schedule.)

**SUBMITTAL CHECKLIST
CERTIFICATE OF APPROPRIATENESS APPLICATION (MAJOR WORKS)**

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 surroundings. **The consideration of the application may be delayed if presentation materials are not sufficient to evaluate the proposal.**

DETAILED DESCRIPTION OF PROJECT

TAX MAP or TAX PARCEL NUMBER or PROPERTY IDENTIFICATION NUMBER

SITE PLAN

- Site plan drawn to scale showing the location of existing and proposed structures and property lines of such structures, parking driveways, setback lines and significant landscaping features as required by ordinance

ARCHITECTURAL INFORMATION (Draw all plans to scale)

- Scaled drawings and elevations showing all exterior architectural detailing for the proposed project and streetscape indicating proposed work
- Building materials, product information sheets, and color samples (photographs, warranties, brochures, manufacturer's specifications)
- Existing features and existing conditions (drawings or photographs that clearly show the current conditions & existing features)
- Floor plans (new construction)
- Samples of significant materials (windows, roofing, cement fiber board, etc.)
- 19 copies of drawings if original is larger than 11" x 17"

PHOTOGRAPHS

- One set of good quality color or black and white photographic prints of existing conditions (no Polaroids or digital photographs)
- 19 copies of original photographs (copies may be photocopies, digital photographs or computer-generated photographs)
- Photographs must be clearly labeled and keyed to a site plan.
- At least one photograph of the front of the building and other sides as required
- One photograph of the area where the work is to be performed
- For window or door replacement, close-ups of existing windows or doors
- Streetscapes and the surrounding context (new construction)

OPTIONAL ITEMS

- three-dimensional drawings or models may be required for new commercial construction projects

LIST OF ADJACENT PROPERTY OWNERS AND STAMPED ADDRESSED ENVELOPES

OWNER AGENT 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 HPC Staff (910-341-3251) before submitting an application to ensure the application is complete. For more information about applications for COAs consult the *Wilmington Design Guidelines for Historic Districts and Landmarks* or the City of Wilmington Land Development Code. If you need further assistance, please call 910 - 341-3251. Return your application either by mail or in person to:

City of Wilmington
Planning Division
c/o Historic Preservation Planner
305 Chestnut Street, 3rd Floor
Wilmington, North Carolina 28402-1810

**APPLICATION TO THE WILMINGTON HISTORIC PRESERVATION COMMISSION
FOR A CERTIFICATE OF APPROPRIATENESS**

I (We) the undersigned do hereby respectfully make application for a Certificate of Appropriateness for the following plans and proposals.

Please Print or Type

1. Property Location: Street Address _____
Tax Parcel Number of Property: _____
Located Between _____ & _____ Streets.
2. Applicant's Name (Please Print) _____
3. Application for: ___ Alteration(s) ___ New Construction ___ Moving
___ Reconstruction ___ Restoration ___ Other
4. Clearly and in detail list all aspects of the proposal. Please use additional sheet if necessary.

5. Required applicable submittal items. Please check the items that apply to your plans. (The checked items must accompany the application; **otherwise**, it will not be accepted.)
___ (a) Plot plans, drawn to scale.
___ (b) Scaled drawings and elevations.
___ (c) Architectural plans, drawings and specifications.
___ (d) Proposals from contractors, if any.
___ (e) Color samples and material textures.
___ (f) Photographs.
___ (g) List of adjacent property owners and stamped envelopes (MUST NOT BE PRE- OR POST- DATED) addressed to each adjacent property owner. Each envelope must contain the return address of City of Wilmington, Planning Office/HPC, PO Drawer 1810, Wilmington, NC 28402-1810, 419-2670. (This information must be submitted with each application.)
___ (h) Typed narrative stating complete specifications for the proposed work. (This includes all formation that applies to your project, i.e., size, height, design, materials to be used, etc.)
6. Architectural style of structure: _____
Approximate year built: _____
7. Use or proposed use of property: _____
8. Property owner (if different from applicant): _____

All applications and required materials must be returned to the City of Wilmington, Planning Office/HPC, thirty (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.)

Applicant's Signature: _____
Phone: _____ Date: _____
Applicant's Address (Include Zip Code): _____

Return Applications To:

City of Wilmington
Planning Division
c/o Historic Preservation Planner
305 Chestnut Street, 3rd Floor
Wilmington, North Carolina 28402-1810

HISTORIC PRESERVATION COMMISSION APPLICATION FEES

\$18,999 or less	\$ 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

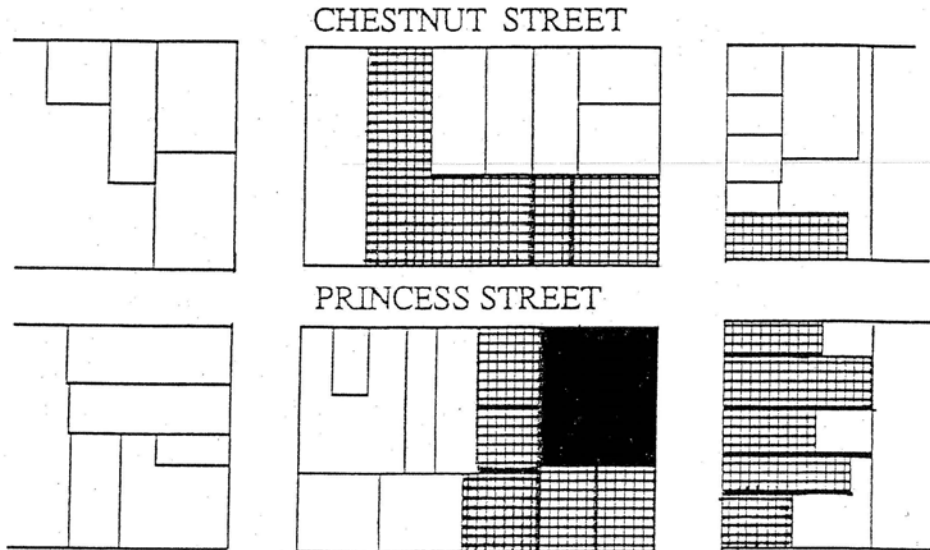
**LIST OF HISTORIC PRESERVATION COMMISSION
MEETING DATES AND APPLICATION SUBMITTAL DEADLINES**

<u>Meeting Date</u>	<u>Submission Deadline</u>
January 8, 2009	December 09, 2008
February 12, 2009	January 13, 2009
March 12, 2009	February 10, 2009
April 9, 2009	March 10, 2009
May 14, 2009	April 14, 2009
June 11, 2009	May 12, 2009
July 9, 2009	June 09, 2009
August 13, 2009	July 14, 2009
September 10, 2009	August 11, 2009
October 8, 2009	September 08, 2009
November 12, 2009	October 13, 2009
December 10, 2009	*November 10, 2009
January 14, 2010	December 15, 2009
February 11, 2010	January 12, 2010
March 11, 2010	February 09, 2010

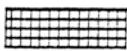
SAMPLE ADJACENT INSTRUCTIONS

IN ORDER TO COMPLETE YOUR APPLICATION WITH THE PLANNING DEPARTMENT, YOU MUST PROVIDE A LIST OF ADJACENT PROPERTY OWNERS FOR THE PROPERTY IN WHICH YOU ARE SUBMITTING THE APPLICATION.

BELOW IS A SAMPLE SHOWING WHICH PROPERTIES ARE CONSIDERED ADJACENT.



PROPERTY



ADJACENT PROPERTIES

(Everything to the rear of the property, to the sides, across from the property; and for corner properties, the property diagonally across.)

LIST OF ADJACENT PROPERTIES

Applicant: _____

Address of Applicant: _____

Adjacent Property Owners:

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: _____

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Planning Office/HPC
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Wilmington, NC 28402-1810
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