



CERTIFICATE OF APPROPRIATENESS APPLICATION MAJOR WORK

APPLICATION SUBMITTAL REQUIREMENTS

- Applications are due by 1:00 PM on the submission deadline date and can be dropped off in person, submitted via email to: preservation@wilmingtonnc.gov or mailed to PO Box 1810, Wilmington, NC 28402.
- Do not drop off, email, or mail-in an application for major work prior to scheduling a pre-application meeting. Meetings may be scheduled by calling 910-254-0900.
- Application fees must be paid before the COA can be granted. Invoices for the application fee and the neighboring property owner mailing fee (\$0.85 per notice) will be provided by staff after submission and will include deadlines and payment instructions. If you wish to pay over the phone, please call 910-254-0900 to arrange credit card payments.
- All applicable items listed on the submittal checklist are required for an application to be considered complete.
- Applications will be reviewed for completeness before they are accepted. Incomplete applications will not be scheduled for HPC review.

Historic Preservation Commission Meeting Dates and Submission Deadlines

Meeting Date	Submission Deadline
August 14, 2025	7/9/2025
September 11, 2025	8/5/2025
October 9, 2025	9/2/2025
November 13, 2025	10/7/2025
December 11, 2025	11/4/2025

Application Fees

Check one:	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 (ATF) work (completed without a COA) requires application submittal and an ATF fee of \$100.

Is this an after-the-fact approval?

☐ Yes ☐ No

For more information:

City of Wilmington · Planning and Development Department · Historic Preservation
929 N. Front Street, 1st Floor
PO Box 1810, Wilmington, NC 28402
preservation@wilmingtonnc.gov · 910.254.0900



CERTIFICATE OF APPROPRIATENESS APPLICATION MAJOR WORK

PLEASE TYPE OR PRINT

Property Street Address: 722 Red Cross St. Wilmington NC 28401

Tax Parcel Number: R04813-036-016-000

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): Richard & Lelene Chinn

Mailing Address: 1549 Lodi Ave San Mateo, CA 94401

Phone: 650-773-8687 Email address: lelenechinn08@gmail.com

Signature: Richard Chinn Lelene Chinn Date: 09/16/25

AGENT FORM *(This section is required if the applicant is anyone other than the property owner)*

I Richard & Lelene Chinn the undersigned owner, do hereby appoint
Lon Livengood 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 a 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): Richard & Lelene Chinn

Owner(s) signature: Richard Chinn Lelene Chinn Date: 09/16/25

Designated agent name: Lon Livengood Designated agent phone: 910-294-1624

Designated agent email: Lon@lonnys.net

Designated agent mailing address: 516 S 8th St. Wilmington NC 28401

RECEIVED

By Ben Riggle at 4:37 pm, Sep 24, 2025



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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. Please check off the items below if completed:

- ☐ **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 at <https://www.nhcgov.com/844/GIS-Maps-Data>
- ☐ **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.**



CERTIFICATE OF APPROPRIATENESS APPLICATION

MAJOR WORK

NEW CONSTRUCTION INFORMATION

Complete one sheet for each new building or structure in order to address all of the project components. Please use continuation sheets if necessary.

Building Element	Proposed Materials, Dimensions, Color
Roof (Roof Pitch / Material / Color)	
Main	Asphalt shingles - same color, same style
Front Porch / Side Porch / Rear Porch	
Height (avg. grade to peak of roof)	26'
Cladding	
Body of building	LP Smartside wood composite siding made to look like cedar grain will go on dormers as needed.
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)	

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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	Period appropriate wooden door
Sides (specify location)	
Rear	
Windows (Materials, Style, Dimensions)	
Front	VictorBuilt @ Traditions, Historic and Estate Series. Same size and locations (Same brand and series as the approved windows at 420 Church St (Lansing Building Supply is the vendor).
Sides	VictorBuilt @ Traditions, Historic and Estate Series. Same size & location
Rear	Victor Built @ Traditions. same size and locations
Gutters and Downspouts	
Driveway	
Dimensions	
Curb, Apron and Runner Materials	
Any Additional Materials	
Soffits and fascia Fencing @ hvac unit as shown on site plan Wood garage door to replace a metal door metal Fencing was removed @ south & west boundaries, 6' wood fencing to be added along these borders	3/8 Plywood painted white with ventilation. Fascia will be LP board, same size as original - as discussed with Mr. Riggle at sight visit.

Livengood Enterprises, Inc.

General Contractor

516 S. 8th Street

Wilmington NC 28401

Lonn@lonnys.net

GC License #: 104907

Date: 9-5-25

Certificate of Appropriateness Application Major Work Project Narrative

Project: 722 Red Cross Street Wilmington NC 28401

Scope of Work:

Replace roof, siding on dormers, trim & fascia, soffits, wood fence on south and west borders, all new windows.

Roof

Asphalt shingles to match. Same color and same style

Windows

VictorBuilt @ Traditions, Historic Estate Series. Same size and locations. (same brand and series as the approved windows at 420 Church St.) (Lansing Building Supply as vendor)

Soffit

¾ Plywood painted white with ventilation as discussed with Mr. Riggle at site visit.

Fencing

Chain Link fence was removed at south & west borders. A wood estate 6' fence will be added

By Two Brothers fencing.

Siding for dormers

LP Smart Side wood composite siding made to look like cedar wood grain.

Trim & Fascia LP Strand Trim Brushed Smooth @ 5/4 primed, same color & dimensions as original trim.

Livengood Enterprises Inc

General Contractor

516 S. 8th Street

Wilmington NC 28401

910-294-1624 (mobile)

lonn@lonnys.net

GC License # 104907

Certificate of Appropriateness Application Major Work Project Total Cost

Date:09-05-2025

Project Location: 722 Red Cross Street, Wilmington, North Carolina

Scope of Work:

Replace all Siding, trim, soffit and fascia.

Siding:

LP Smart Side@ wood composite siding made to look like cedar wood grain. Same color and spacing/reveal as existing siding. LP Smart Side@ looks cuts and installs just like pine or cedar except it has superior water and termite resistance when primed on all sides and painted on the outside surface. *(Any framing or structural decay or damage will also be repaired at this time)*
Samples are Ms. Davis's office

Trim and fascia:

LP Strand Trim Brushed Smooth@ 3/4 Primed
Same color and dimensions of original trim

Soffit:

3/8 Plywood painted white, with ventilation, similar to adjacent residences. (As discussed with at an on-site visit by Mr. Riggle)

Windows:

VictorBuilt@ Traditions, Historic and Estate Series. Same size and locations. (Same brand and series as the approved windows at 420 Church. *(Lansing Building Supply is the Vendor)*)

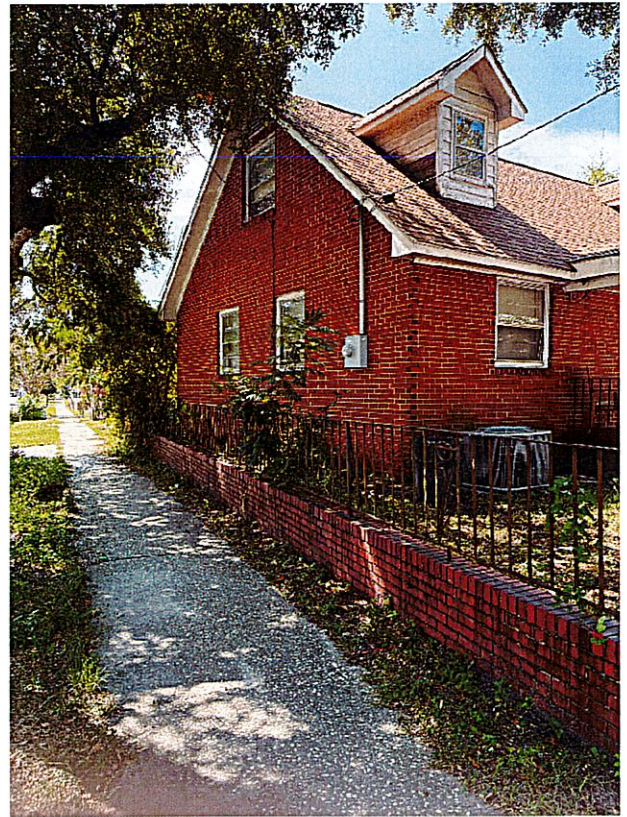
Doors: Replace doors with appropriate period doors. Replace garage door with wood look door

Roof: architecture asphalt shingles same color as existing.

Total labor and materials: \$111,000



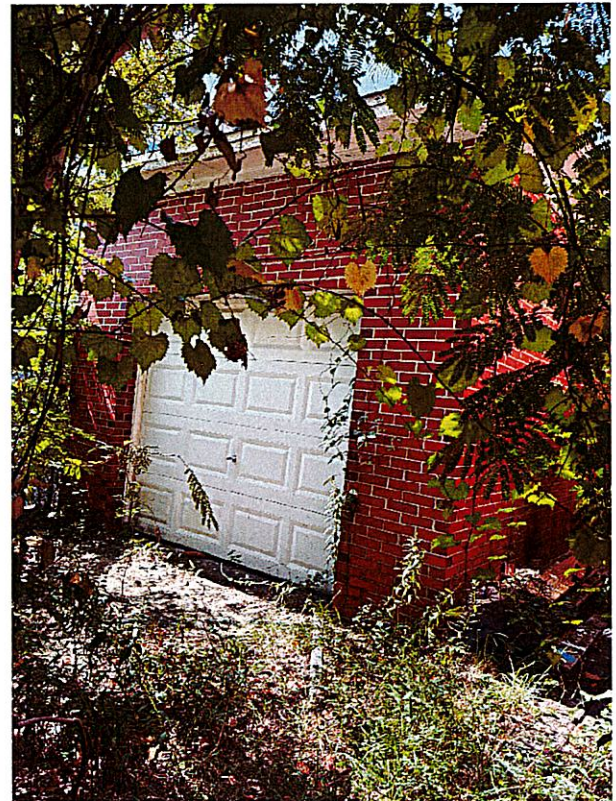
722 Red Cross Street, Front Corner



722 Red Cross Street, McRae Side



722 Red Cross Street, West Side



722 Red Cross Street, Garage Door