

# 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](mailto: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
<input checked="" type="checkbox"/>	Up to \$ 17,999	None
<input type="checkbox"/>	\$ 18,000 - \$ 24,999	\$ 20
<input type="checkbox"/>	\$ 25,000 - \$ 49,999	\$ 25
<input type="checkbox"/>	\$ 50,000 - \$ 99,000	\$ 35
<input type="checkbox"/>	\$ 100,000 - \$ 499,000	\$ 50
<input type="checkbox"/>	\$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, 1<sup>st</sup> Floor  
 PO Box 1810, Wilmington, NC 28402  
[preservation@wilmingtonnc.gov](mailto:preservation@wilmingtonnc.gov) · 910.254.0900



# CERTIFICATE OF APPROPRIATENESS APPLICATION MAJOR WORK

**PLEASE TYPE OR PRINT**

Property Street Address: 119 S. 5th Ave

Tax Parcel Number: R05405-005-007-000

## 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): Timothy Morgan & Beth Rutledge

Mailing Address: 119 S. 5th Ave

Phone: 612-327-8556 Email address: REDACTED

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  
W. Neal Taylor 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): Timothy Morgan & Beth Rutledge

Owner(s) signature: \_\_\_\_\_ Date: 11/7/2025

Designated agent name: W. Neal Taylor Designated agent phone: (910)470-1030

Designated agent email: REDACTED

Designated agent mailing address: \_\_\_\_\_

# CERTIFICATE OF APPROPRIATENESS APPLICATION MAJOR WORK

## 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
<b>Roof (Roof Pitch / Material / Color)</b>	
Main	
Front Porch / Side Porch / Rear Porch	
Height (avg. grade to peak of roof)	
<b>Cladding</b>	
Body of building	
Additional (Reveal, Finish, Mortar Color)	
<b>Foundation</b>	
Materials (including color and height)	
<b>Porch (Materials &amp; Dimensions)</b>	
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)	

# CERTIFICATE OF APPROPRIATENESS APPLICATION

## MAJOR WORK

<b>Deck (Materials and Dimensions)</b>	
Posts	
Balustrade / railing (top cap and bottom)	
Balustrade - individual balusters	
Foundation (height and materials)	
Entry steps and railings	
<b>Doors (Materials and Dimensions)</b>	
Front entry	
Sides (specify location)	
Rear	
<b>Windows (Materials, Style, Dimensions)</b>	
Front	
Sides	
Rear	
<b>Gutters and Downspouts</b>	
<b>Driveway</b>	
Dimensions	2 runners, 2.5'x34' each
Curb, Apron and Runner Materials	brick pavers (villagio by Techo-Bloc, color: Champlain Grey)
<b>Any Additional Materials</b>	

## COA Major Works Application Project Narrative

### Project: 119 South 5<sup>th</sup> Avenue Driveway Replacement

The existing concrete driveway is of indeterminate age, and is cracked and uneven. The goal of this project is to remove the existing concrete driveway and replace with a ribbon-style driveway featuring permeable pavers flanking a center of mondo grass. Ultimately, the driveway will be safer, more environmentally friendly, and in keeping with the look of its historic surroundings.

The driveway is not the primary parking spot for the homeowners. They typically park on the street and use the driveway for guest parking, or for unloading. The driveway's high visibility motivated the homeowners to make the new driveway a visually congruous and appealing element of the home's front elevation.

The proposed new driveway will have two runners that are each 34 feet long and 2-1/2 feet wide, and a center of low-maintenance ground cover. This design, constructed with pavers (Villagio by Techo-Bloc in Champlain Gray), will help reduce erosion and improve stormwater runoff. The pavers' neutral color and modest scale—similar in size to ballast stones or brick—compliments the existing mix of brick, stone, and concrete in the neighborhood.

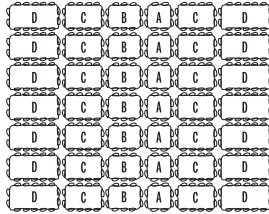




# VILLAGIO

**DESCRIPTION:** Paver **TEXTURE:** Beveled

## Pallet Overview



Beveled Merlot  
Beveled Chocolate Brown  
Beveled Chestnut Brown  
Beveled Sandlewood  
Beveled Champlain Grey  
Beveled Shale Grey  
Beveled Onyx Black

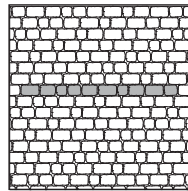
## Specifications per pallet



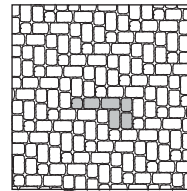
	Imperial	Metric
<b>A</b> Product dimension (L x W x H)	<b>A</b> 5 1/8" x 5 1/8" x 2 3/8"	130 x 130 x 60
Product dimension (L x W x H)	<b>B</b> 6 5/16" x 5 1/8" x 2 3/8"	160 x 130 x 60
Product dimension (L x W x H)	<b>C</b> 7 5/16" x 5 1/8" x 2 3/8"	185 x 130 x 60
Product dimension (L x W x H)	<b>D</b> 8 7/16" x 5 1/8" x 2 3/8"	215 x 130 x 60
Cubing	117 ft <sup>2</sup>	10.88 m <sup>2</sup>
Approx. Weight	2 960 lbs	1 342 kg
Number of rows	11	
Coverage per row	10.64 ft <sup>2</sup>	0.99 m <sup>2</sup>
Lin. coverage per row	24.94 lin. ft	7.61 lin. m

## Laying Patterns Options

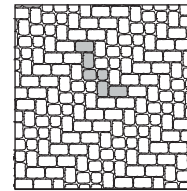
01 | Linear



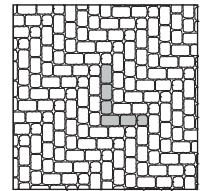
02 | Herringbone



03 | Herringbone



04 | Herringbone



Patterns are for design inspiration only. The installer is responsible to calculate & purchase the correct amount of material.

## NOTES

See page 6 for icons description.

See page 19 for more information about applications.

See page 56 to 58 for more technical information. When used in a permeable pavement application, see page 93 to 97 for more technical information.

**JOINT WIDTH:** 3/8" to 5/8" (9 to 15 mm)

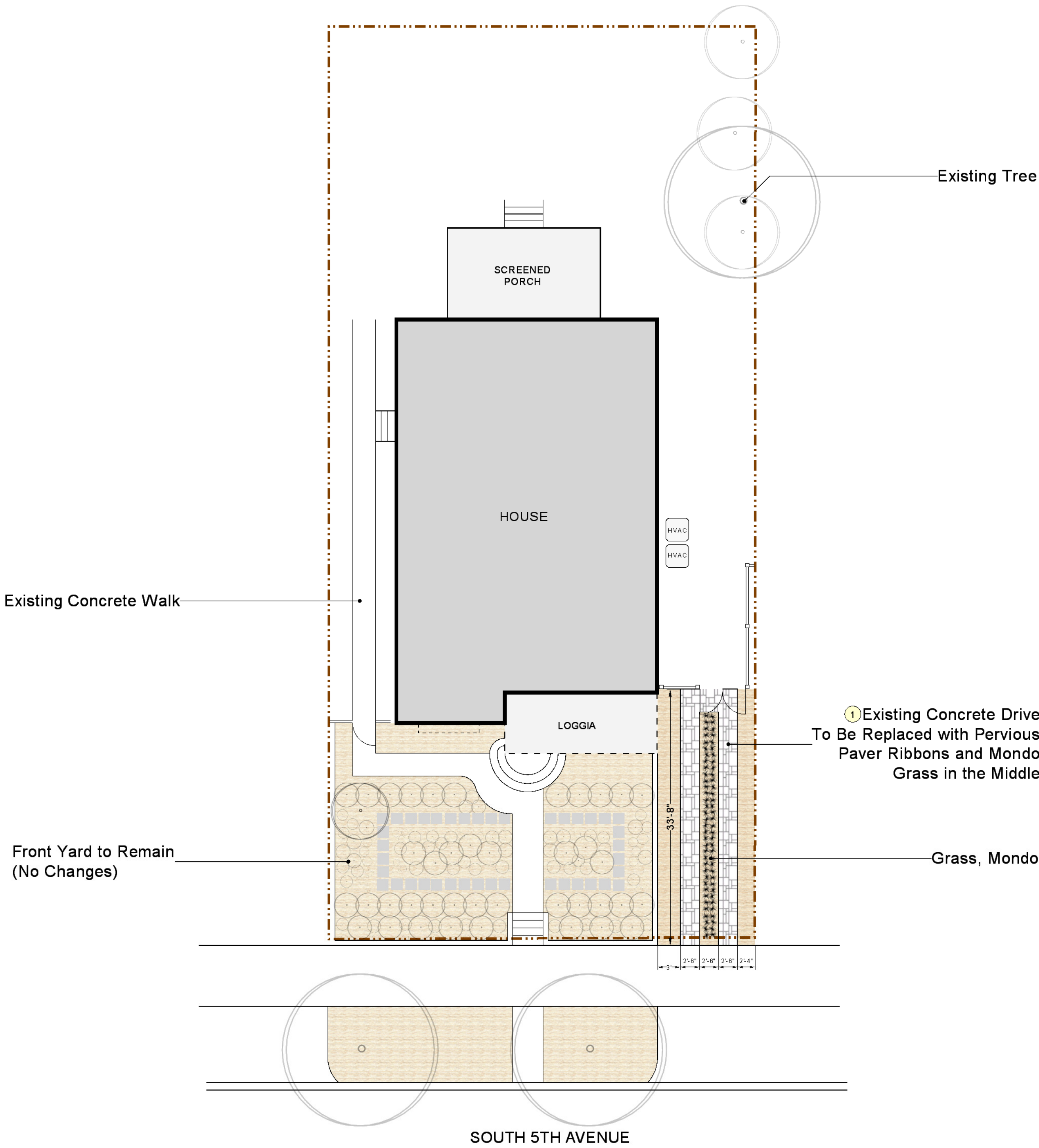
**% OF SURFACE OPENING:** 8.0 %

**INFILTRATION RATE:** 896 in./hr (22 750 mm/hr)

The Villagio paver allows for gentle curves and winding pathways, eliminating the need for cuts.



PLANT LEGEND				
Symbol	Qty	Common	Botanical	Size
	70	Grass, Mondo	Ophiopogon japonicus	1 gal.
HARDSCAPE LEGEND				
<div>① PERVIOUS PAVER CARRIAGE DRIVEWAY</div> <div>-PAVER: VILLAGIO BY TECHO-BLOC</div> <div>-COLOR: CHAMPLAIN GREY</div> <div>-PATTERN: RUNNING BOND</div>				
NOTES				
<div>1) Sod Type: N/A</div> <div>2) Mulch Type: Forest Brown</div> <div>3) Irrigation by Owner</div>				
STAMPS				
<div><div></div><div></div></div>				



PLANTING PLAN

1"=10'




Landscape Plan For:

**Morgan-Rutledge Residence**

119 South 5th Avenue  
Wilmington, NC

SHEET  
**1**  
OF 1

  
SCALE: 1"=10'  
DATE: 30 Oct 2025  
REV 1: 4 Nov 2025  
REV 2: 5 Nov 2025  
DESIGN BY: NT  
DRAWN BY: NT



















