

# 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 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: \_\_\_\_\_

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

**RECEIVED**

**By Ben Riggle at 8:40 am, Jul 09, 2025**

## 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 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): \_\_\_\_\_

Owner(s) signature:  \_\_\_\_\_ Date: \_\_\_\_\_

Designated agent name: \_\_\_\_\_ Designated agent phone: 910-444-9289

Designated agent email: \_\_\_\_\_

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

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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.**

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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.  
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)	

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<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	
Curb, Apron and Runner Materials	
<b>Any Additional Materials</b>	







CRMLS