

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 |
|-------------------------------------|-------------------------|-----------------|
| <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 checked="" 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, 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: 415 S 3rd St

Tax Parcel Number: R05405-031-004-000

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): Mark & Kimberly Schwartz

Mailing Address: 415 S 3rd St, Wilmington, NC 28401

Phone: 201-248-9821 (Kim) Email address: REDACTED

Signature: _____ Date: 12/01/2025

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

I Mark & Kimberly Schwartz the undersigned owner, do hereby appoint
Lanphear Builders, Inc. 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): Mark & Kimberly Schwartz

Owner(s) signature: Kimberly Schwartz Date: 12/01/2025

Designated agent name: Lanphear Builders, Inc. Designated agent phone: 910-769-3930

Designated agent email: REDACTED

Designated agent mailing address: 123 Satara Dr, Wilmington, NC 28412

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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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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 | Architectural Shingles - To Match Existing |
| Front Porch / Side Porch / Rear Porch | Standing Seam Metal - To Match Existing |
| Height (avg. grade to peak of roof) | Same as Existing - No Roof Height Changes |
| Cladding | |
| Body of building | Wood Lap & Shingle Siding - To Match Existing |
| Additional (Reveal, Finish, Mortar Color) | N/A |
| Foundation | |
| Materials (including color and height) | CMU Block & Brick - To Match Existing |
| Porch (Materials & Dimensions) | |
| Columns (capital and base) | (1) New Rear Porch Column - 10" Diameter - To Match Existing |
| Stairs and Railing (include dimensions) | See Plans - To Match Existing |
| Decking (floorboards) | See Plans & Photo - To Match Existing |
| Balustrade / railing (top cap and bottom) | See Photo Of Existing - New to Match Existing |
| Balustrade - individual balusters | See Photo Of Existing - New to Match Existing |
| Ceiling (material, design, dimensions) | Beaded Plywood - To Match Existing |
| Screens (only on rear) | N/A |

CERTIFICATE OF APPROPRIATENESS APPLICATION

MAJOR WORK

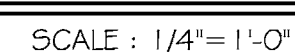
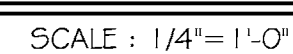
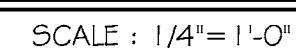
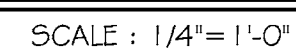
| | |
|---|---|
| Deck (Materials and Dimensions) | |
| Posts | See Plans |
| Balustrade / railing (top cap and bottom) | N/A |
| Balustrade - individual balusters | N/A |
| Foundation (height and materials) | N/A |
| Entry steps and railings | N/A |
| Doors (Materials and Dimensions) | |
| Front entry | N/A |
| Sides (specify location) | N/A |
| Rear | Kitchen & Office - Marvin Wood - Match Existing |
| Windows (Materials, Style, Dimensions) | |
| Front | N/A |
| Sides | Marvin Wood - To Match Existing |
| Rear | Marvin Wood - To Match Existing |
| Gutters and Downspouts | |
| | White Seamless Aluminum K-Style - To Match Existing |
| Driveway | |
| Dimensions | N/A |
| Curb, Apron and Runner Materials | NA |
| Any Additional Materials | |
| | |

LANPHEAR BUILDERS

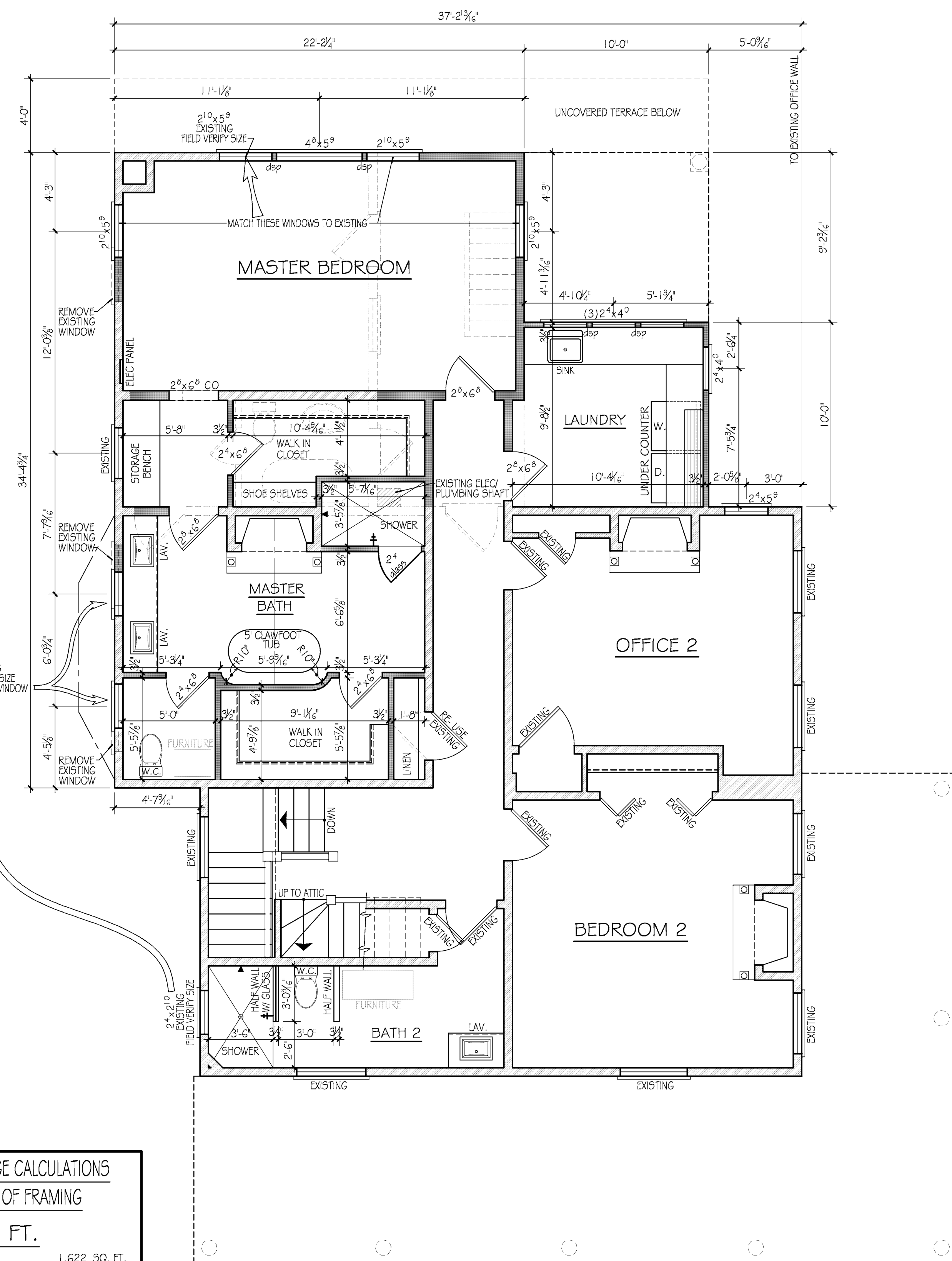
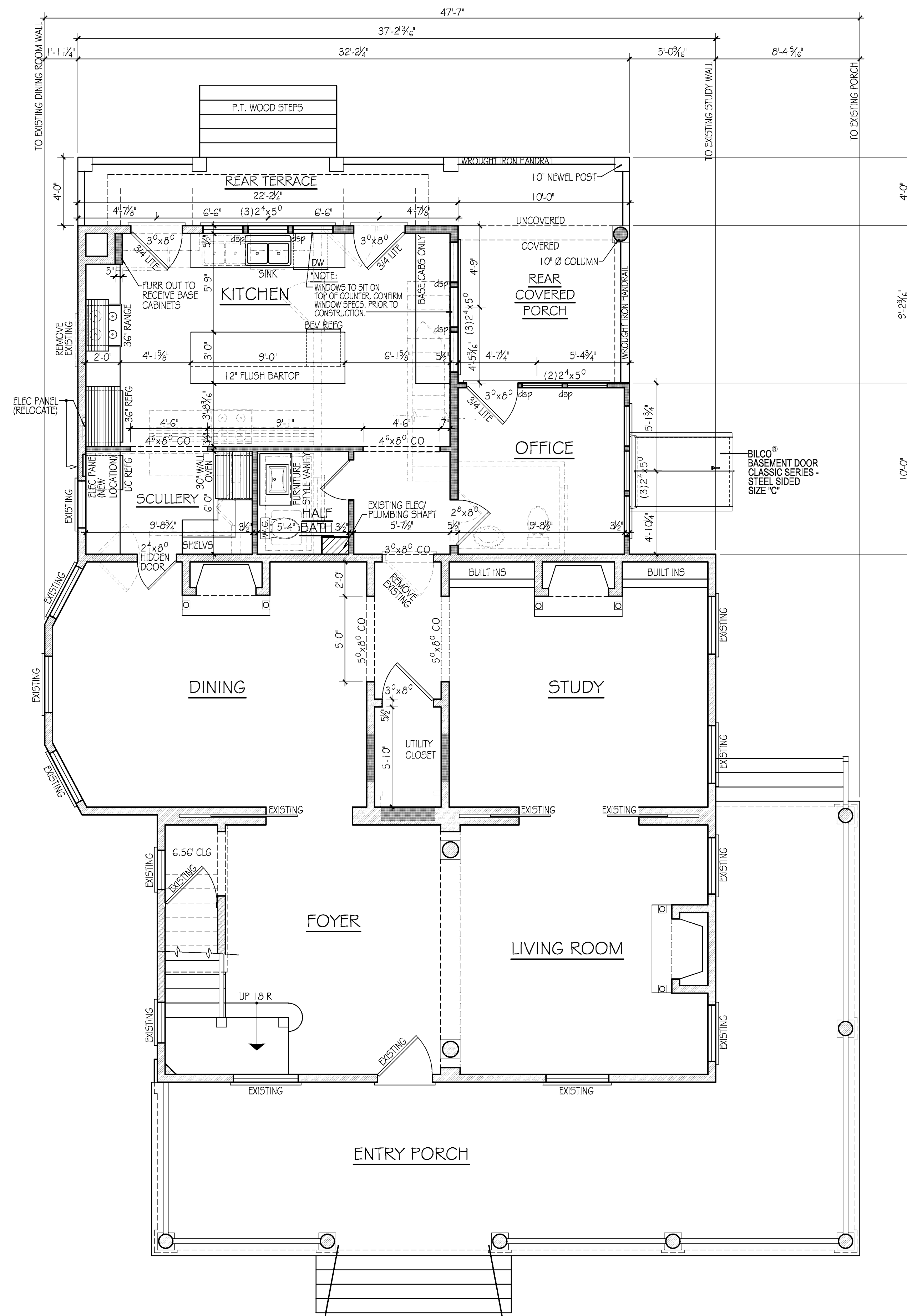
415 S 3rd St – Project Narrative

- Demolition & Removal of Rear Double Porches
- Addition/Expansion of Kitchen, Office, Covered Porch, and Terrace on the First Floor
- Addition/Expansion of Master Bedroom, Master Bathroom, and Laundry on the Second Floor
- Interior Renovation of Bath #2 – New Shower, Cabinetry, & Fixtures
- Front Elevation – No Changes
- Side Elevation(s) – Very Limited Changes - Addition & Subtraction of Windows, per Plan
- Rear Elevation – New Windows & Doors, Covered Porch, Terrace, and Bilco Basement Door
- Footprint Expansion – Only at Office, Rear Porch, and Rear Terrace
- All Materials and Colors to Match Existing

THE CONTRACTOR SHALL FIELD VERIFY ALL EXISTING DIMENSIONS AND CONDITIONS, PRIOR TO ANY DEMOLITION OR CONSTRUCTION. ALL NEW DIMENSIONS ARE BASED OFF OF MEASUREMENTS TAKEN IN THE FIELD FROM THE EXISTING STRUCTURE, AND SHALL BE VERIFIED PRIOR TO CONSTRUCTION. ANY ERRORS AND OR OMISSIONS SHALL BE REPORTED TO: CORNERSTONE RESIDENTIAL DESIGNS INC.



CRD, INC. DOES NOT ASSUME LIABILITY FOR ANY DEVIATION OR CONSTRUCTION METHODS OF THESE PLANS. ALL INFORMATION, PLANS, SPECIFICATIONS AND DESIGNS IN THESE DRAWINGS ARE THE PROPERTY OF CRD, INC ANY UNAUTHORIZED USE OR DUPLICATION OF THESE DRAWINGS MAY BE AN INFRINGEMENT OF COPYRIGHT LAWS AND IS STRICTLY PROHIBITED.




NOTE:

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| <div>SQUARE FOOTAGE CALCULATIONS</div> <div>TO OUTSIDE OF FRAMING</div> | |
|---|---------------|
| HEATED SQ. FT. | |
| FIRST FLOOR | 1,622 SQ. FT. |
| SECOND FLOOR | 1,601 SQ. FT. |
| TOTAL HEATED SQ. FT. | 3,223 SQ. FT. |
| TOTAL HEATED SQ. FT. ADDITION | 426 SQ. FT. |
| UNHEATED SQ. FT. | |
| ENTRY PORCH | 557 SQ. FT. |
| REAR COVERED PORCH | 92 SQ. FT. |
| REAR TERRACE | 129 SQ. FT. |
| TOTAL UNHEATED SQ. FT. | 778 SQ. FT. |



CORNERSTONE
Residential Designs, Inc.
 LUMINA STATION 1908 EASTWOOD ROAD • SUITE #E29
 WILMINGTON, NC 28403 • 910-256-4053

REVIEW SET
PLANS
11.26.25

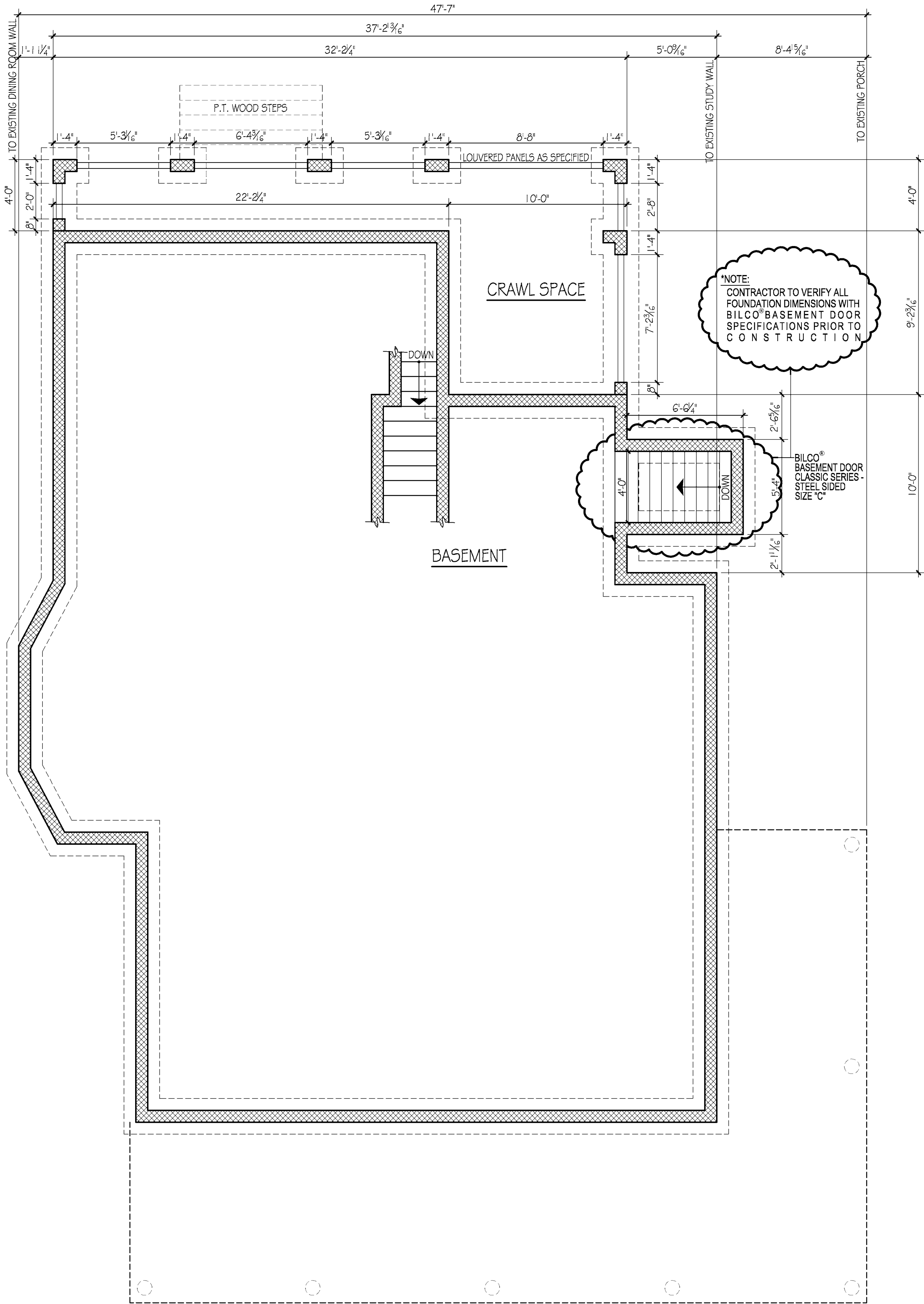
Schwartz Residence
Contractor: Lanphear Builders, Inc.
415 S Third Ave
Wilmington, NC



| | |
|--------------------|----|
| REVISIONS | BY |
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| | |
| | |
| | |
| DRAWN BY: AH-JC | |
| DATE: 10.6.25 | |
| PLAN: Schwartz | |
| SHEET | |

OF 3 SHEETS

CRD, INC. DOES NOT ASSUME LIABILITY FOR ANY DEVIATION OR CONSTRUCTION METHODS OF THESE PLANS. ALL INFORMATION, PLANS, SPECIFICATIONS AND DESIGNS IN THESE DRAWINGS ARE THE PROPERTY OF CRD, INC. ANY UNAUTHORIZED USE OR DUPLICATION OF THESE DRAWINGS MAY BE AN INFRINGEMENT OF COPYRIGHT LAWS AND IS STRICTLY PROHIBITED.

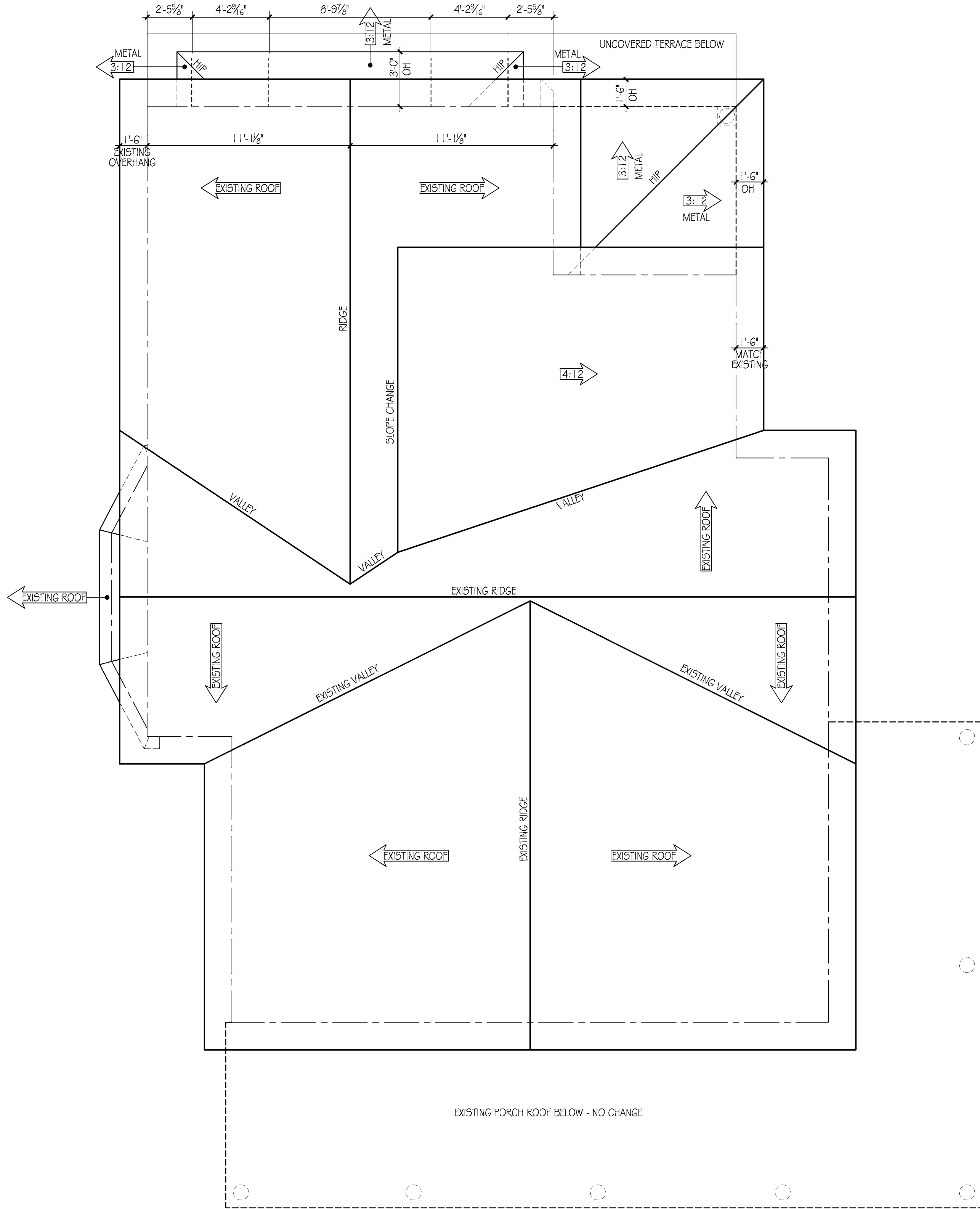


FOUNDATION PLAN

SCALE: 1/4"=1'-0"

FOUNDATION NOTES:

- 1.) See truss plans or Engineered plans for additional foundation and footing requirements and specifications.
- 2.) Notify contractor of any plan discrepancies.
- 3.) Verify plumbing fixture locations.
- 4.) Dimensions are from face of CMU U.N.O.
- 5.) \varnothing 3/8" All Threaded Rod @ 96" O.C., (max.)
* within 24 inches of every corner.



ROOF PLAN

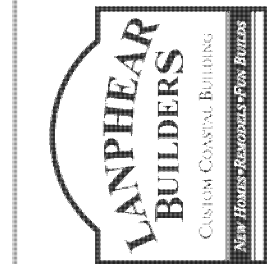
SCALE: 1/4"=1'-0"

ROOF FRAMING NOTES:

- 1.) DIMENSIONS ARE FROM FACE OF FRAMING UNLESS NOTED OTHERWISE.
- 2.) ROOF RAFTERS SHALL BE DESIGNED AND ENGINEERED BY MANUFACTURE.
- 3.) VERIFY ALL STRUCTURAL INFORMATION AND SPECIFICATIONS.
- 4.) 18" OVERHANG FROM EXTERIOR VENEER TYPICAL U.N.O.
- 5.) ATTIC TO BE CLOSED (NON-VENTED)

NOTE:

THE CONTRACTOR SHALL FIELD VERIFY ALL EXISTING DIMENSIONS AND CONDITIONS, PRIOR TO ANY DEVOLUTION OR CONSTRUCTION. ALL NEW DIMENSIONS ARE BASED OFF OF MEASUREMENTS TAKEN IN THE FIELD FROM THE EXISTING STRUCTURE, AND SHALL BE VERIFIED PRIOR TO CONSTRUCTION. ANY ERRORS AND OR OMISSIONS SHALL BE REPORTED TO: CORNERSTONE RESIDENTIAL DESIGNS INC.



Schwartz Residence
Contractor: Lanphear Builders, Inc.
415 S Third Ave
Wilmington, NC

REVIEW SET
PLANS
11.26.25



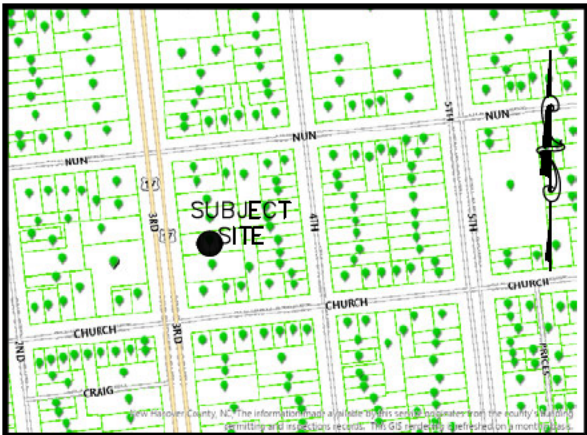
CORNERSTONE
Residential Designs, Inc.
LUMINA STATION 1908 EASTWOOD ROAD, SUITE #259
WILMINGTON, NC 28403 • 910-254-0605

| REVISIONS | BY |
|-----------|----|
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| | |
| | |

DRAWN BY:
AH-JC
DATE:
10.6.25
PLAN:
Schwartz
SHEET

3

OF 3 SHEETS



VICINITY MAP N.T.S

TITLE AND BOUNDARY NOTES

1. THE SURVEYOR WAS NOT PROVIDED A TITLE REPORT FOR THIS PROJECT. THIS SURVEY IS SUBJECT TO ALL RESTRICTIONS, RESERVATIONS, RIGHT-OF-WAYS, EASEMENTS, UTILITIES, COVENANTS, EXCEPTIONS, CONVEYANCES, LEASES AND EXCLUSIONS PREVIOUSLY IMPOSED AND APPEARING OF RECORD THAT A TITLE REPORT MAY DISCLOSE.
2. THIS SURVEY WAS PERFORMED USING A SOKKIA ROBOTIC TOTAL STATION BASED ON CONTROL ESTABLISHED USING A CARLSON BRX7 GPS UNIT UTILIZING THE NORTH CAROLINA GNSS CORS REAL TIME NETWORK WITH A RELATIVE PRECISION GREATER THAN 0.10' AT THE 95% CONFIDENCE LEVEL.
3. DISTANCES SHOWN HEREON ARE GROUND DISTANCES UNLESS OTHERWISE NOTED AS GRID.
4. COMBINED FACTOR = 1.00003353703029
5. GEOID MODEL IS CONUS GEOID18
6. CLASS A SURVEY

SOUTH 3RD STREET
(99' WIDE)

N: 176,361.20
E: 2,318,842.35
NC STATE PLANE
NAD83 (2011),

| SYMBOL LEGEND | |
|---------------|------------------------|
| | SURVEYED LINE |
| | LINE NOT SURVEYED |
| | EASEMENT |
| | C.P. POINT NOT SET |
| | MONUMENT FND |
| | I.P. / I.B. FND |
| | I.P. / I.B. SET |
| | SPOT ELEVATIONS |
| | UTILITY POLE |
| | GUY WIRE |
| | LIGHT POLE |
| | SIGN |
| | PVC FENCE (PVC) |
| | STOCKADE FENCE (STK) |
| | CHAIN LINK FENCE (CLF) |
| | WIRE FENCE |
| | FIRE HYDRANT |
| | TEST HOLE |
| | TREE |
| | SHRUB |
| | BOLLARD |
| | WETLAND FLAG |
| | CANT. CANTILEVER |
| | O/L ON LINE |
| | MANHOLE |
| | "A"-INLET |
| | "B"-INLET |
| | YARD INLET |
| | YARD INLET |
| | ELECTRIC METER |
| | GAS METER |
| | WATER METER |
| | GAS VALVE |
| | WATER VALVE |
| | O/H OVERHANG |
| | R/O ROOF OVER |
| | D.C. DEPRESSED CURB |
| | R.O.W. RIGHT OF WAY |
| | PLAT. PLATFORM |
| | B/W BAY WINDOW |
| | C/E CELLAR ENTRANCE |
| | A/C UNIT |
| | STAKE |
| | CENTERLINE |
| | FE. FENCE |
| | MAS. MASONRY |

N/F
THOMAS MATT PRINCIOTTA
DB 6637 PG 204
PID R05405-031-005-000

N/F
DAVID & MARY
EGGLESTON
DB 373 PG 171
PID R05405-031-004-000

N/F
LARRY & PAGE
TOOTOO
DB 4476 PG 654
PID R05405-031-025-000

N/F
KRISTIN GOLDSTEIN
DB 6776 PG 2290
PID R05405-031-009-000

N/F
GAIL PIKE TRUSTEE
DB 6618 PG 1024
PID R05405-031-016-000

N/F
ROBERT & ANN
ERB
DB 5039 PG 2975
PID R05405-031-017-000

SURVEYORS CERTIFICATE

"I CERTIFY THAT THIS MAP WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (DEED DESCRIPTION RECORDED IN D.B. 373, PG 171); THAT THE BOUNDARIES NOT SURVEYED ARE INDICATED AS DRAWN FROM INFORMATION DERIVED FROM RECORD SOURCES REFLECTED ON THIS MAP; AND THAT THE RATIO OF PRECISION OR POSITIONAL ACCURACY IS REFLECTED HEREON; AND THAT THIS MAP MEETS THE REQUIREMENTS OF THE STANDARDS OF PRACTICE FOR LAND SURVEYING IN NORTH CAROLINA (21 NCAC 56.1600)."

REDACTED



Clifford Wagner, PLS
129 N. Palm Dr
Winnabow, NC 28479
910-660-1245 L-4241

SURVEY OF PROPERTY

415 S. 3RD STREET
WILMINGTON, NORTH CAROLINA
AS DESCRIBED IN
DEED BOOK 373 PG 171
PART OF LOT 4
PLAT BOOK 11 PAGE 11
SITUATE IN
WILMINGTON TOWNSHIP
NEW HANOVER COUNTY, NORTH CAROLINA

| | | | |
|-----------------------|-----------------|--------------------|-----|
| DR.:CW | CREW.:JC | SCALE: 1" = 30' | PID |
| DATE SURVEYED: 7/5/25 | JOB No. 25-0112 | R05405-031-004-000 | |

(1) UNAUTHORIZED ALTERATION OR ADDITION TO THIS SURVEY MAP BEARING A LICENSED LAND SURVEYOR'S SEAL IS A VIOLATION OF LAW. (2) ONLY BOUNDARY SURVEY MAPS WITH THE SURVEYOR'S SEAL & SIGNATURE ARE GENUINE TRUE AND CORRECT COPIES OF THE SURVEYOR'S ORIGINAL WORK AND OPINION. (3) CERTIFICATIONS ON THIS BOUNDARY SURVEY MAP SIGNIFY THAT THE MAP WAS PREPARED IN ACCORDANCE WITH THE CURRENT EXISTING CODE OF PRACTICE FOR LAND SURVEYS ADOPTED BY THE STATE OF NORTH CAROLINA. (4) THE LOCATION OF UNDERGROUND IMPROVEMENTS OR ENCROACHMENTS ARE NOT ALWAYS KNOWN AND OFTEN MUST BE ESTIMATED. IF ANY UNDERGROUND IMPROVEMENTS OR ENCROACHMENTS EXIST OR ARE SHOWN, THE IMPROVEMENTS OR ENCROACHMENTS ARE NOT COVERED BY THIS SURVEY. (5) THE OFFSET (OR DIMENSIONS) SHOWN HEREON FROM THE STRUCTURES TO THE PROPERTY LINES ARE FOR A SPECIFIC PURPOSE AND USE AND THEREFORE ARE NOT INTENDED TO GUIDE THE ERECTION OF FENCES, RETAINING WALLS, POOLS, PATIOS PLANTING AREAS, ADDITIONS TO BUILDINGS, AND ANY OTHER TYPE OF CONSTRUCTION. (6) THE EXISTENCE OF RIGHTS OF WAY AND/OR EASEMENTS OF RECORD IF ANY, NOT SHOWN ARE NOT GUARANTEED. (7) IF THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT, THE EXISTENCE OF ANY COVENANTS, RESTRICTIONS, EASEMENTS AND/OR RIGHTS OF WAY OF RECORD, IF ANY, MAY NOT BE SHOWN OR ADDRESSED AND ARE NOT GUARANTEED.

















