



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: 505 S 5th Wilmington NC 28401

Tax Parcel Number: R05405-036-013-000

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 Avenue San Mateo California 94401

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

Signature: Richard Chinn 09/11/25 Lelene Chinn 09/10/25

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

I Richard Chinn, Lelene Chinn the undersigned owner, do hereby appoint
Livengood Enterprises Inc. Lonn 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 Lelene Chinn 09/10/25

Owner(s) signature: Richard Chinn 09/11/25 Date: _____

Designated agent name: Livengood Enterprises Inc. Lonn Livengood Designated agent phone: 910-294-1624

Designated agent email: lonn@lonnys.net

Designated agent mailing address: 516 South 8th Street



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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	
Front Porch / Side Porch / Rear Porch	Add egress stairs to 2nd story porch (pressure treated)
Height (avg. grade to peak of roof)	28'
Cladding	
Body of building	LP SmartSide@ composite looks just like cedar
Additional (Reveal, Finish, Mortar Color)	same color and 5-1/2" exposure as original
Foundation	
Materials (including color and height)	
Porch (Materials & Dimensions)	
Columns (capital and base)	Composite trim looks the same as original
Stairs and Railing (include dimensions)	4' wide 11.5" tread (See Plan Sheet 3)
Decking (floorboards)	no change to original decks
Balustrade / railing (top cap and bottom)	
Balustrade - individual balusters	
Ceiling (material, design, dimensions)	
Screens (only on rear)	

CERTIFICATE OF APPROPRIATENESS APPLICATION

MAJOR WORK

Deck (Materials and Dimensions)	
Posts	Rear stair support pressure treated
Balustrade / railing (top cap and bottom)	
Balustrade - individual balusters	
Foundation (height and materials)	
Entry steps and railings	Rear stairs pressure treated
Doors (Materials and Dimensions)	
Front entry	N/C
Sides (specify location)	
Rear	N/C
Windows (Materials, Style, Dimensions)	
Front	VictorBuilt@Traditions Historic and Estate Series Same Size and same location (Same as were approved at 420 Church St)
Sides	VictorBuilt@Traditions Historic and Estate Series Same Size and same location
Rear	VictorBuilt@Traditions Historic and Estate Series Same Size and same location
Gutters and Downspouts	
	none
Driveway	
Dimensions	
Curb, Apron and Runner Materials	
Any Additional Materials	
Privacy fence at the rear	6' high, dog ear top Pressure treated, natural color around the perimeter of tract 2 (rear of the property) (See Plan Sheet 1 Site Plan)

RECEIVED

By Ben Riggle at 9:45 am, Sep 15, 2025

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 Narrative

Date:09-05-2025

Project Location: 505 South 5th Avenue, 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@ 5/4 Primed
Same color and dimensions of original trim

Soffit:

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

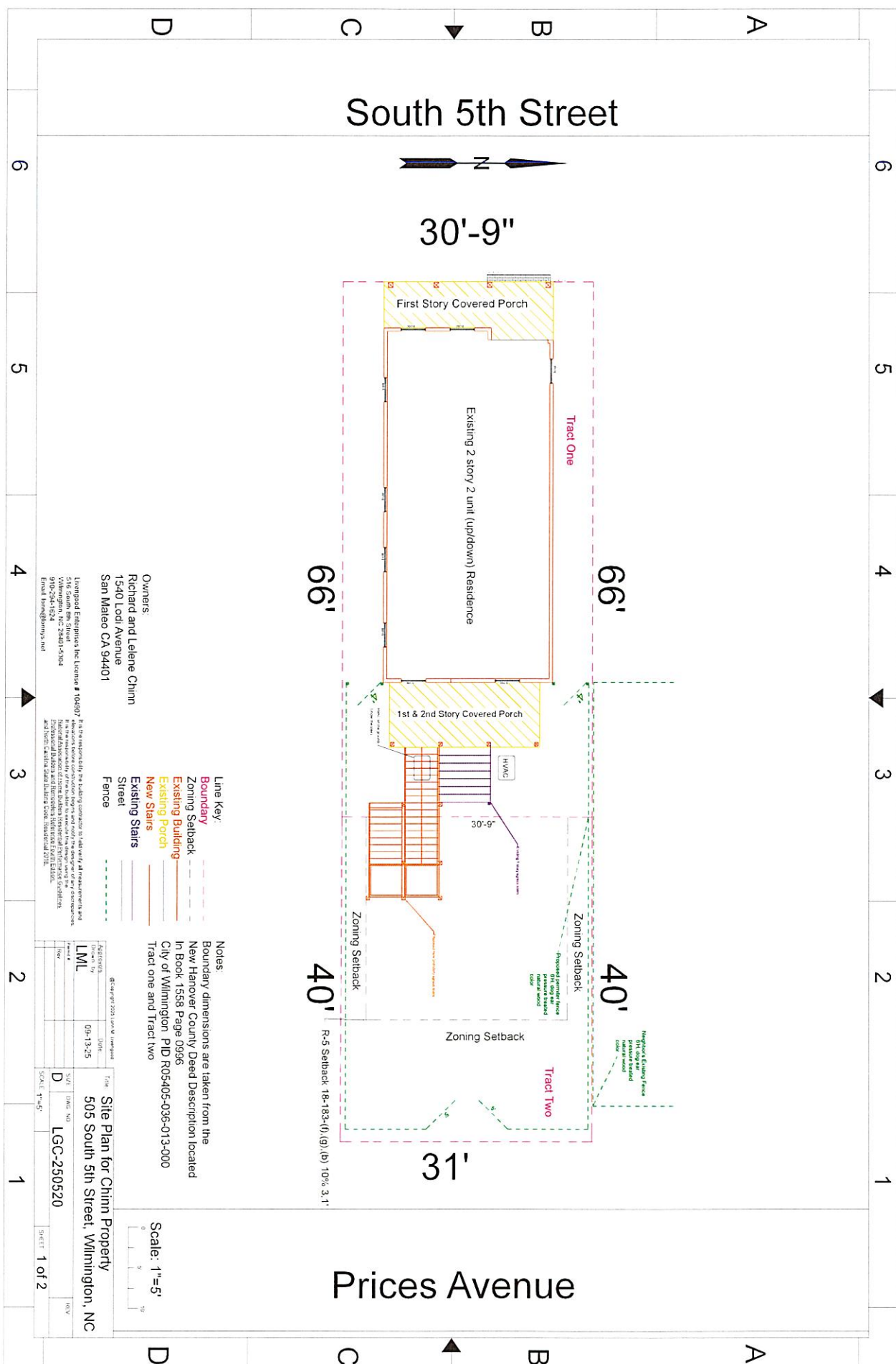
Windows:

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)*)

New Egress Stairs at the rear of the building from the 2nd story apartment to the ground
Pressure treated lumber similar to existing. (see sheet 2 of the plan)

Water and Sewer:

Plumbing changed to separate water and sewer services to each unit. *(As part of the recent 5th street upgrade, the city side of the this work has already been done. We will be having a licensed plumbing contractor replumb the units for separate metering, with a permit pulled from NHC Building Safety)*



VICTORBILT TRADITIONS SERIES CASEMENT & AWNING WINDOWS

SPECIFICATIONS

- CASEMENT & AWNING CONFIGURATIONS
- PONDEROSA PINE WOOD SASH
 - 1-11/16" THICK (1-3/4" CLAD SASH)
- PONDEROSA PINE WOOD FRAME
- OPTIONS FOR PVC CASINGS
- WOOD PARTS TREATED WITH WOODLIFE™ 111
- 13/16" OVERALL THICKNESS INSULATED GLASS
- BOOT GLAZED
- DOUBLE STRENGTH GLASS
- AIR OR ARGON 90% FILL
- SDL BARS 7/8" OR 1-3/8"
- GBG BARS 5/8", 13/16" FLAT OR 11/16" CONTOUR
- OPTIONAL CLADDING, BRONZE, TAN, WHITE
 - ROLL FORM AROUND SASH PARTS (0.021")
 - EXTRUDED FRAME CLADDING (0.068")
- TRUTH HARDWARE—MAXIM & ENCORE



**TRADITIONS SERIES
CASEMENT & AWNING**

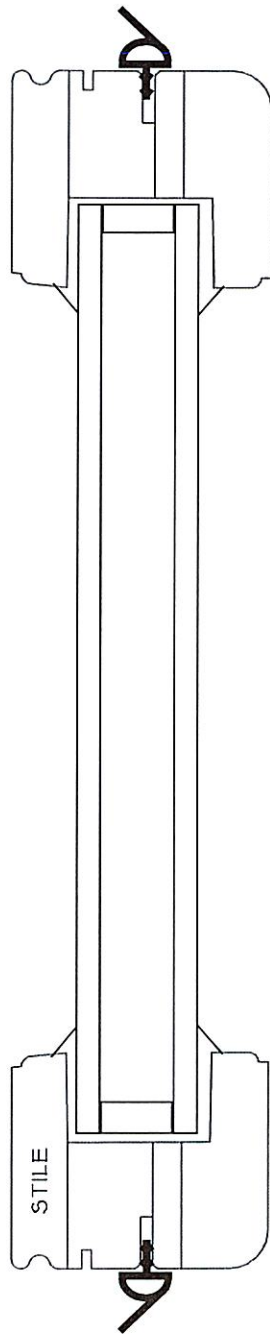
SPECIFICATIONS

54551	CASEMENT SASH STILE	CASCADE	PONDEROSA PINE
54504	CASEMENT SASH RAIL	CASCADE	PONDEROSA PINE
BOOTBLKLIN	CASEMENT VINYL BOOT	CASCADE	PONDEROSA PINE
54110	OPERATOR	TRUTH	STEEL
54129	SNUBBER	TRUTH	STEEL
54111	OPERATOR SASH TRACK	TRUTH	STEEL
54130	OPERATOR HANDLE	TRUTH	STEEL
54115	CASEMENT LOCK	TRUTH	STEEL
57711	CASEMENT HINGE SERIES #14	TRUTH	STEEL
51975	CASEMENT SILL	CASCADE	PONDEROSA PINE
53800	CASEMENT SUBSILL	CASCADE	PONDEROSA PINE
51975	CASEMENT SIDE HEAD JAMB	CASCADE	PONDEROSA PINE
56637	CASEMENT SIDE HEAD JAMB STOP	CASCADE	PONDEROSA PINE
52492	CASEMENT SILL COVER	CASCADE	PONDEROSA PINE
52520	CASEMENT SILL COVER FILLER	CASCADE	PONDEROSA PINE
57786	1357-1 SASH WEATHERSTRIP	AMESBURY	VINYL
AP2236	FRAME WEATHERSTRIP	ASTRO PLASTICS	VINYL
60107	GLAZING CAULK-U1600	TREMGLAZE	
80506	DURALITE SPACER 68H	TRUSEAL	
77118.3	GLASS LOW-E 366 2MM	CARDINAL	
77118.1	GLASS CLEAR 2MM	CARDINAL	

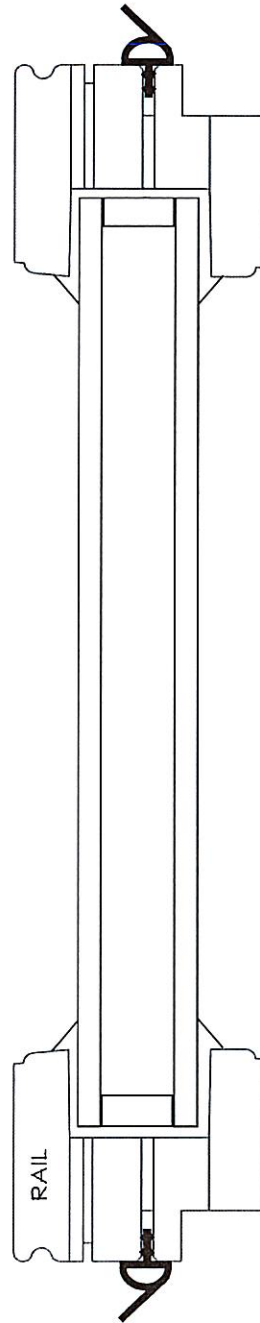


TRADITIONS SERIES CASEMENT & AWNING

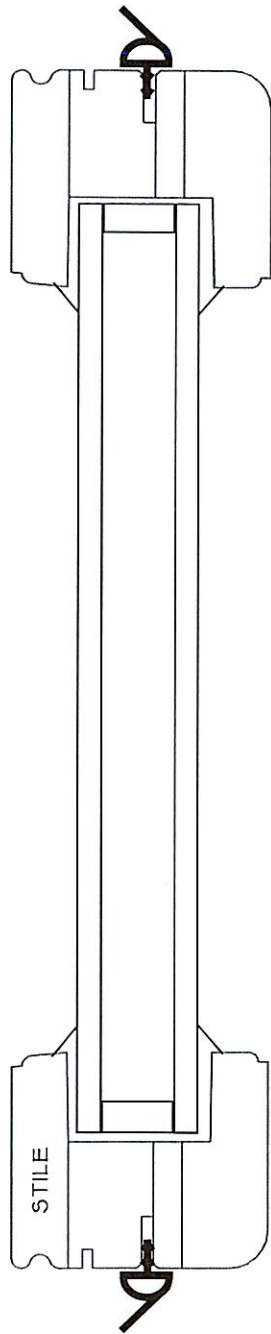
SPECIFICATIONS



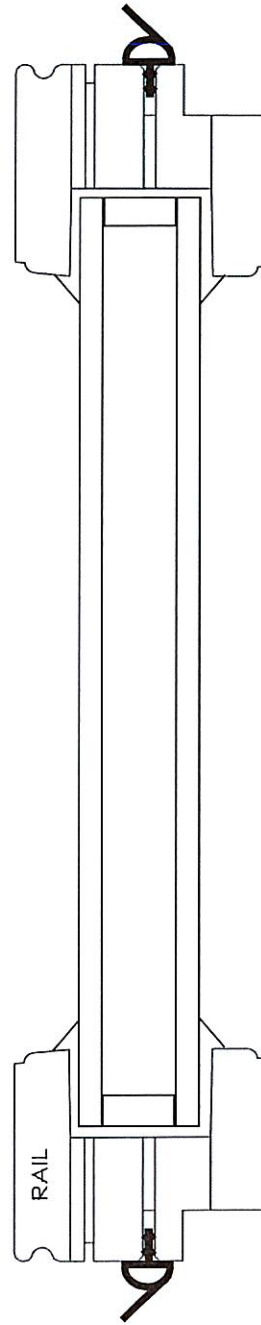
TOP VIEW



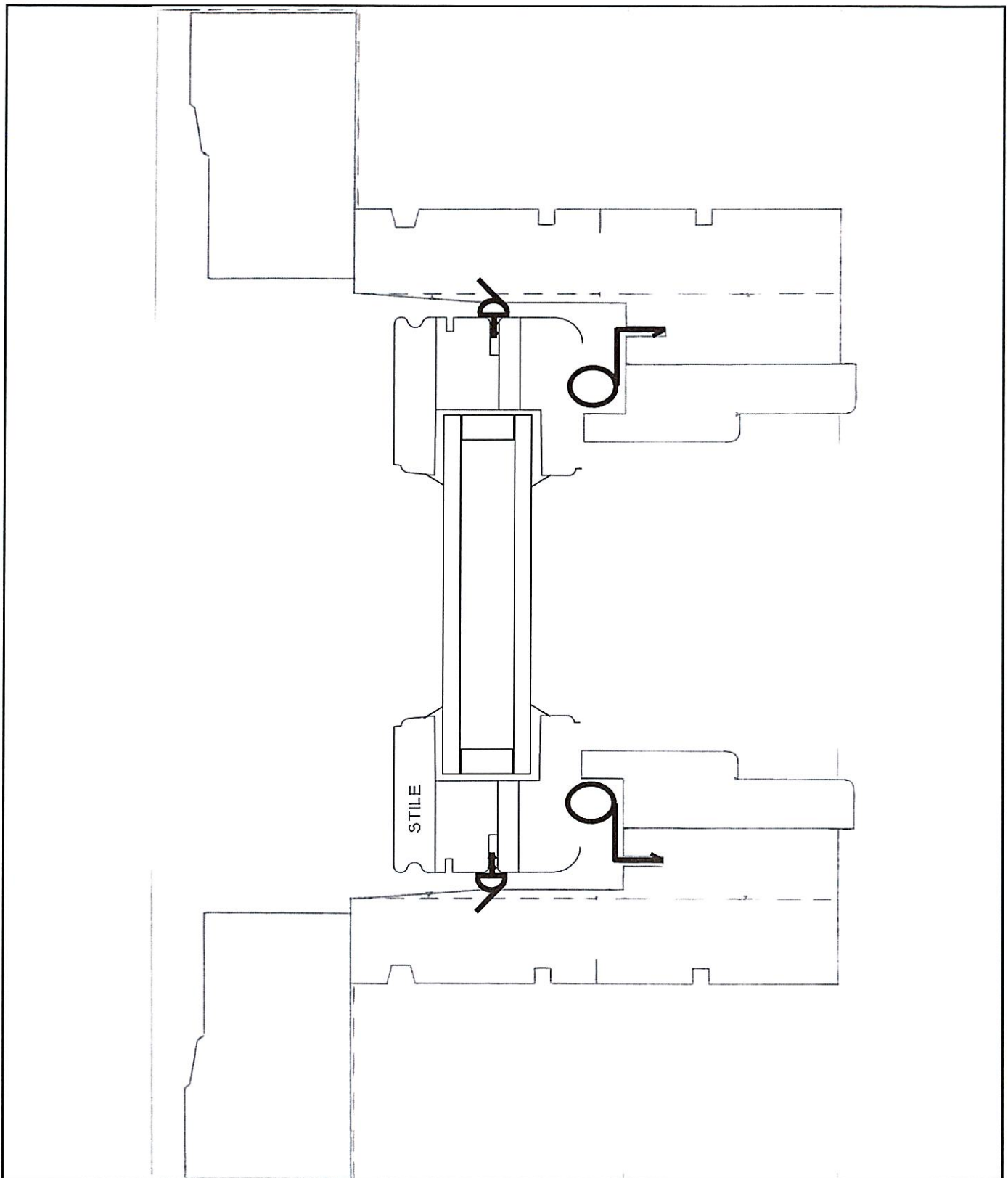
SIDE VIEW

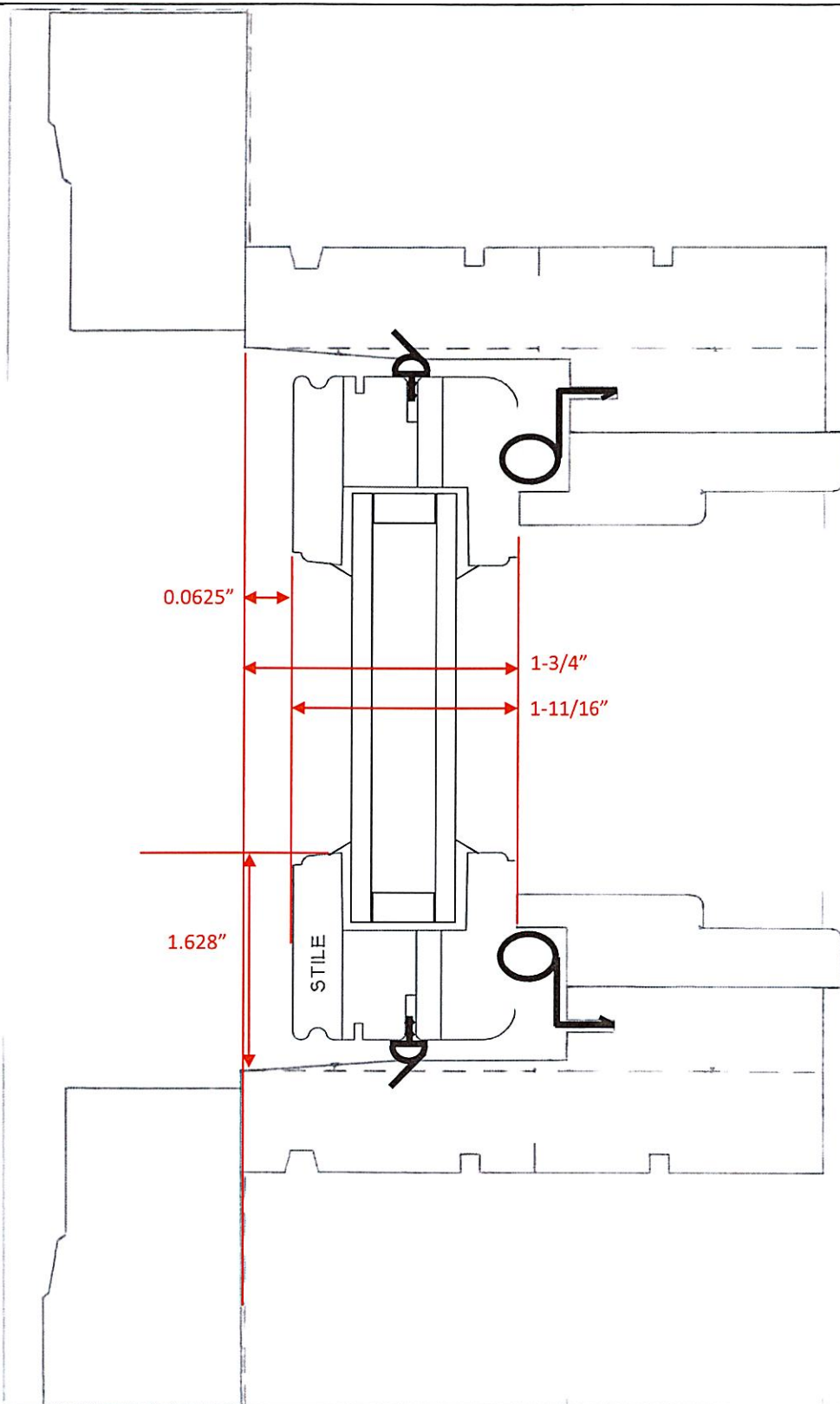


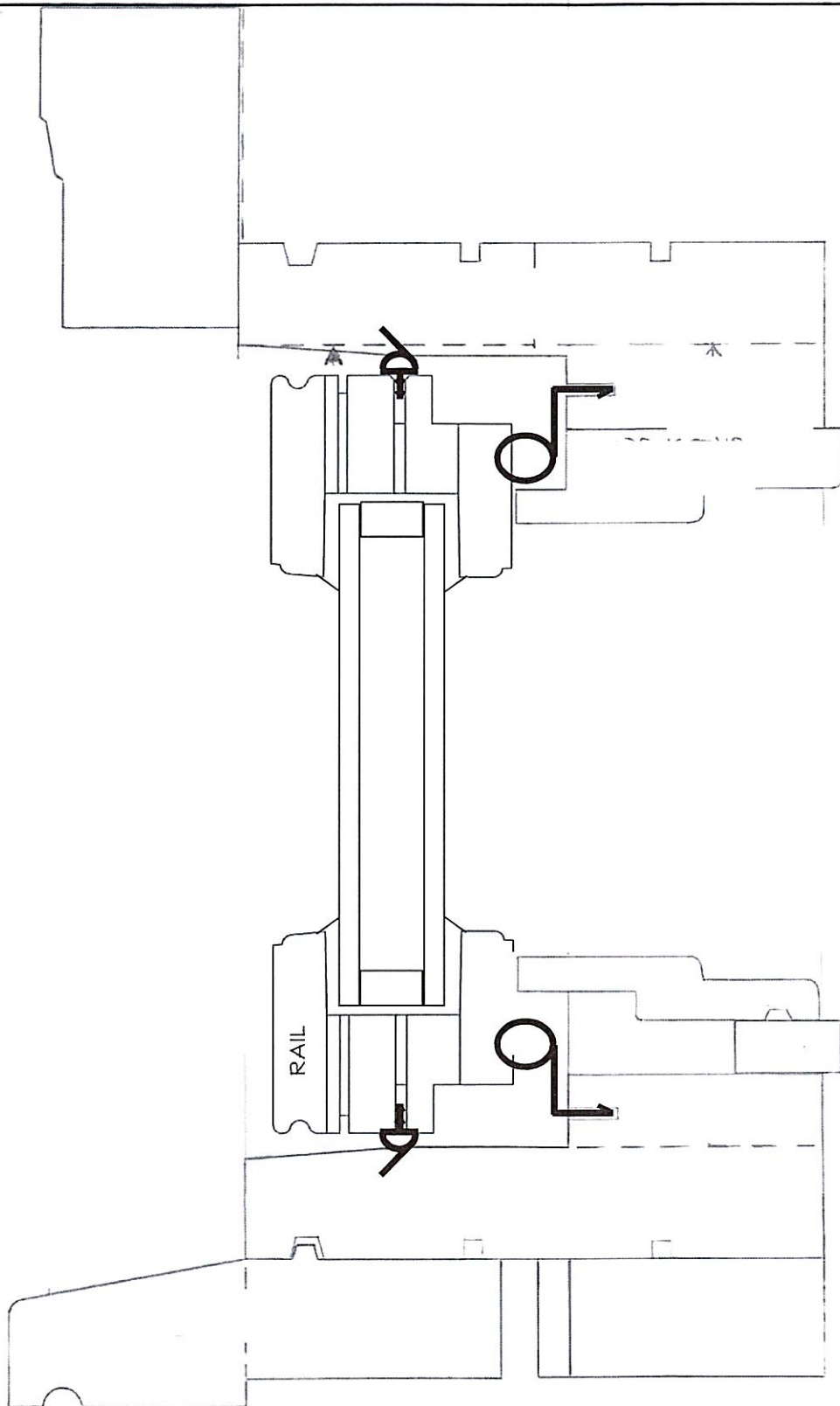
TOP VIEW

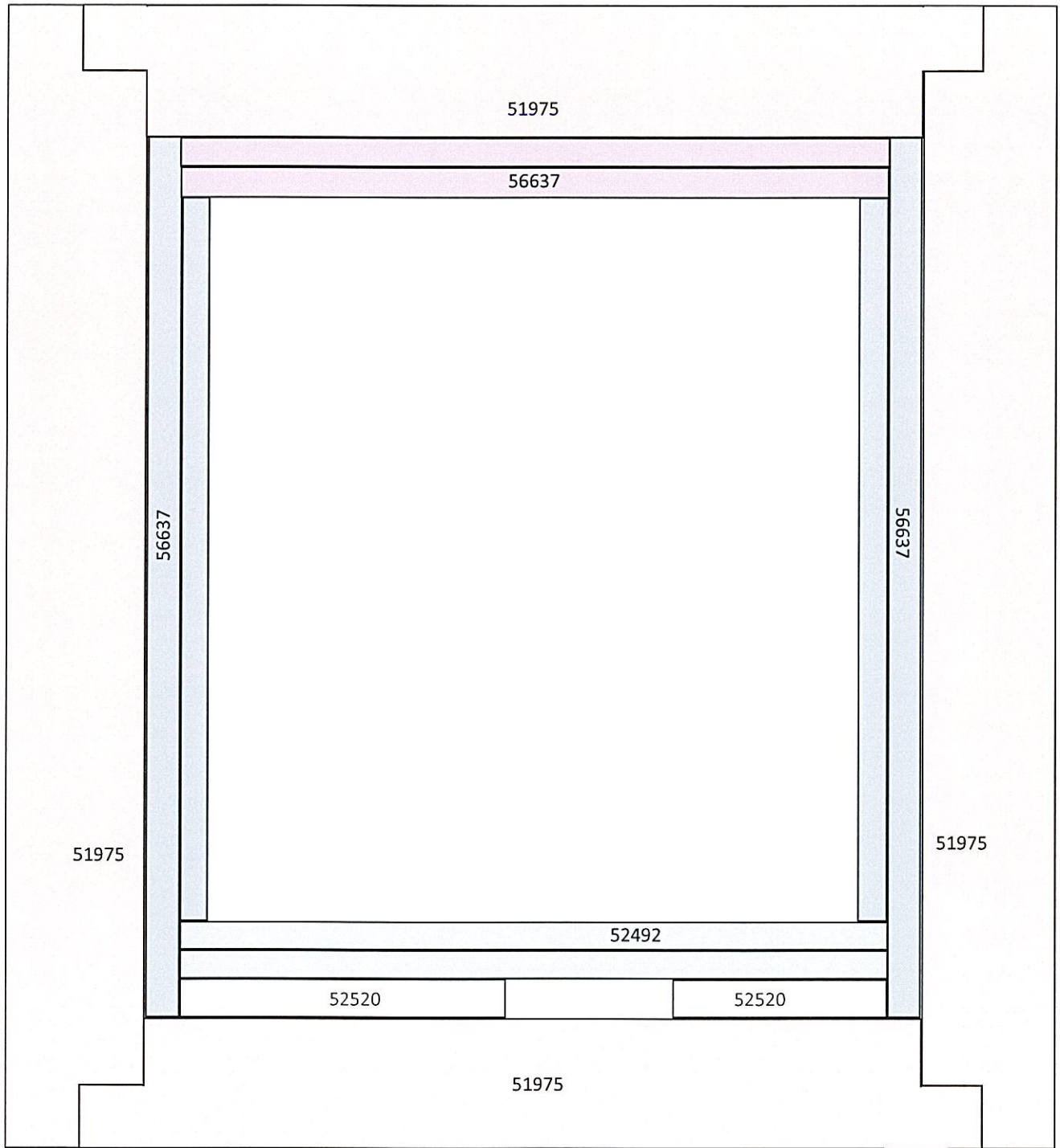


SIDE VIEW







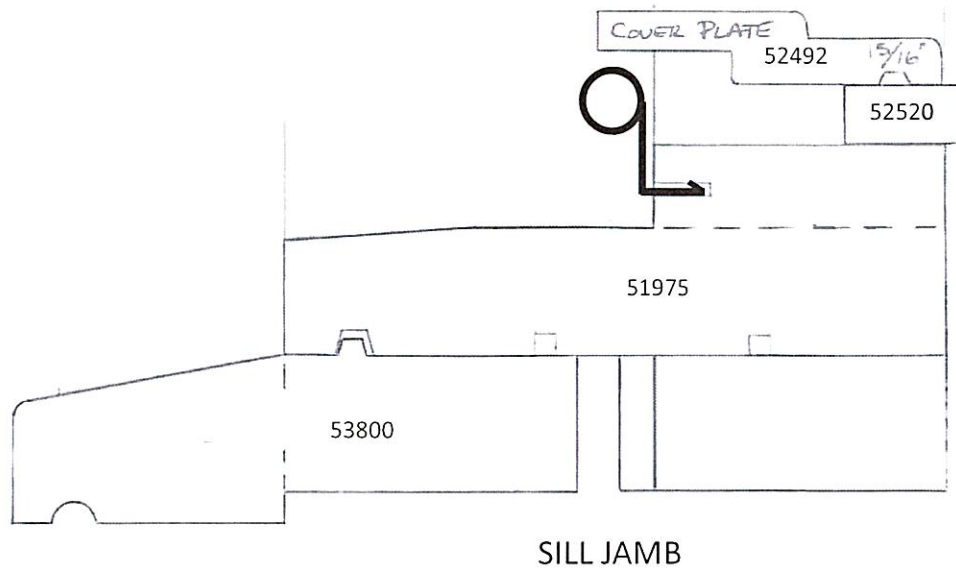
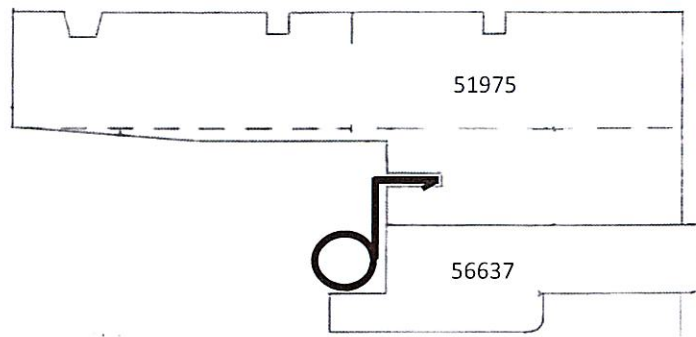


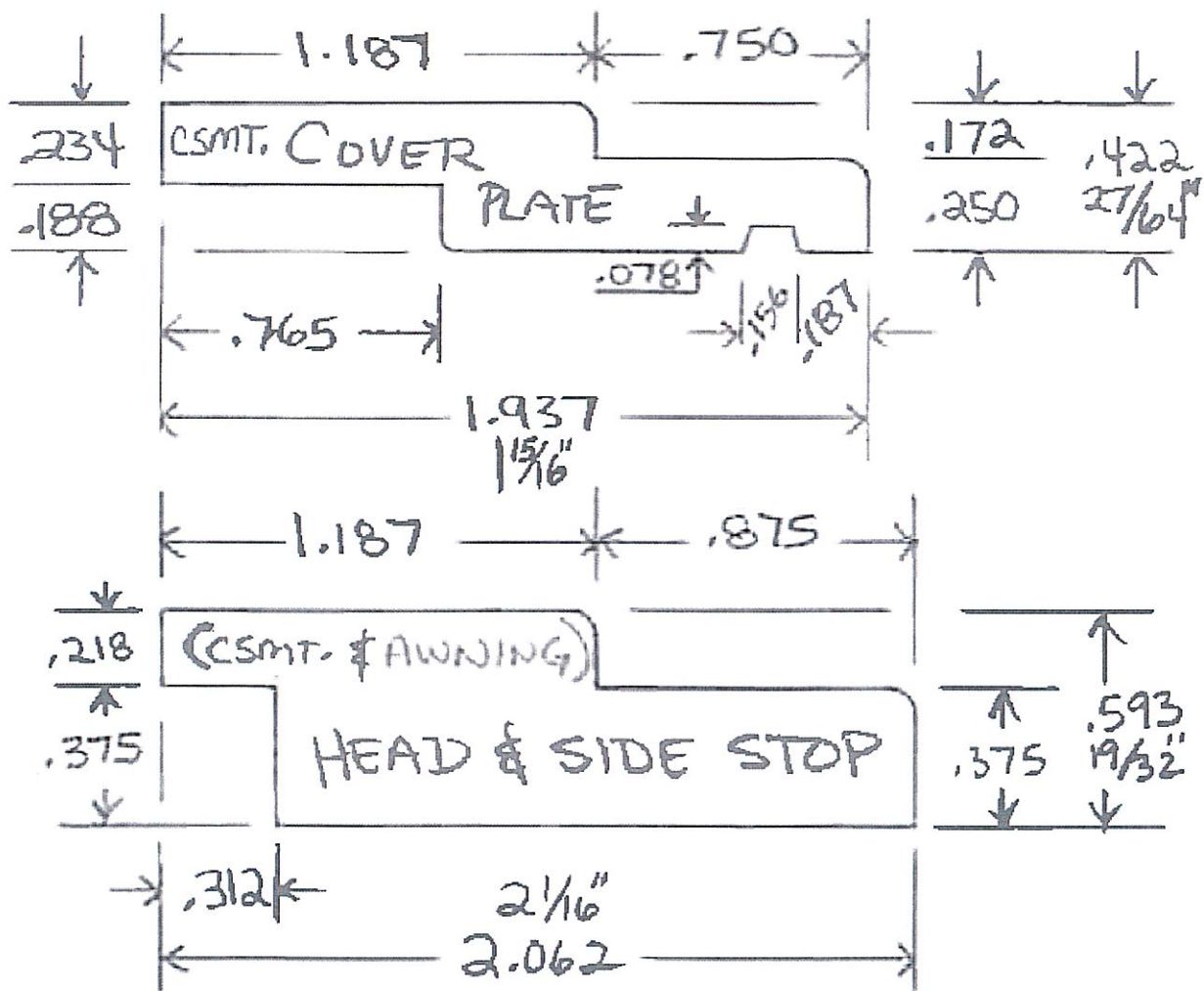
CASEMENT & AWNING DETAILS

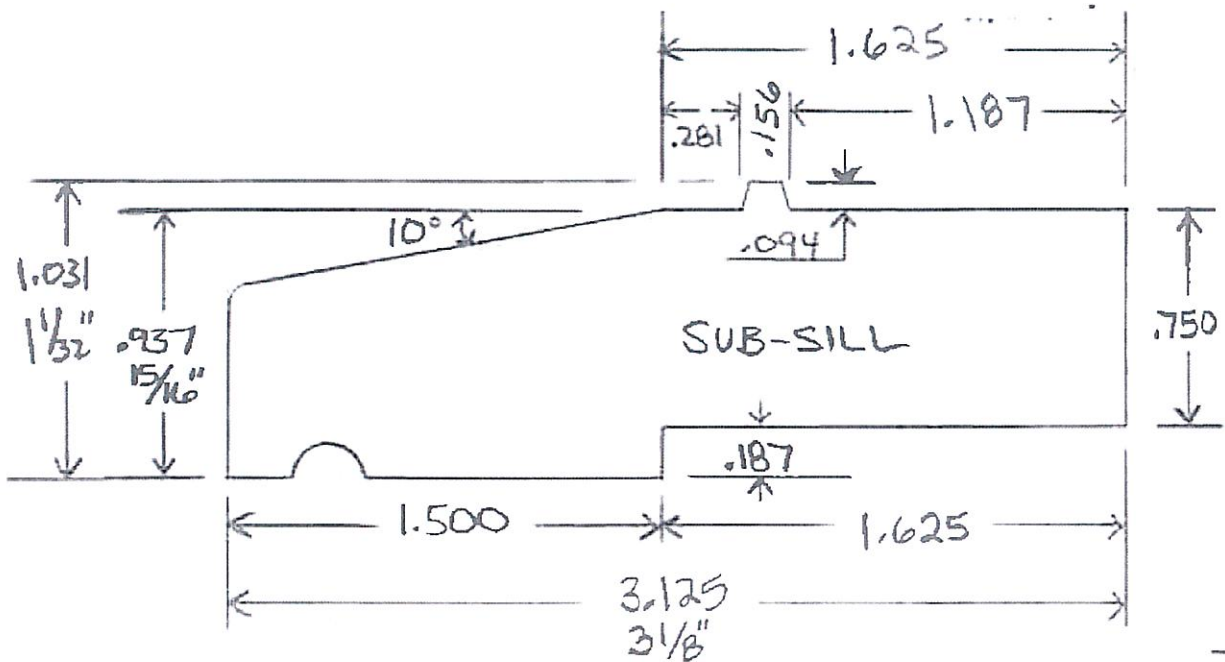
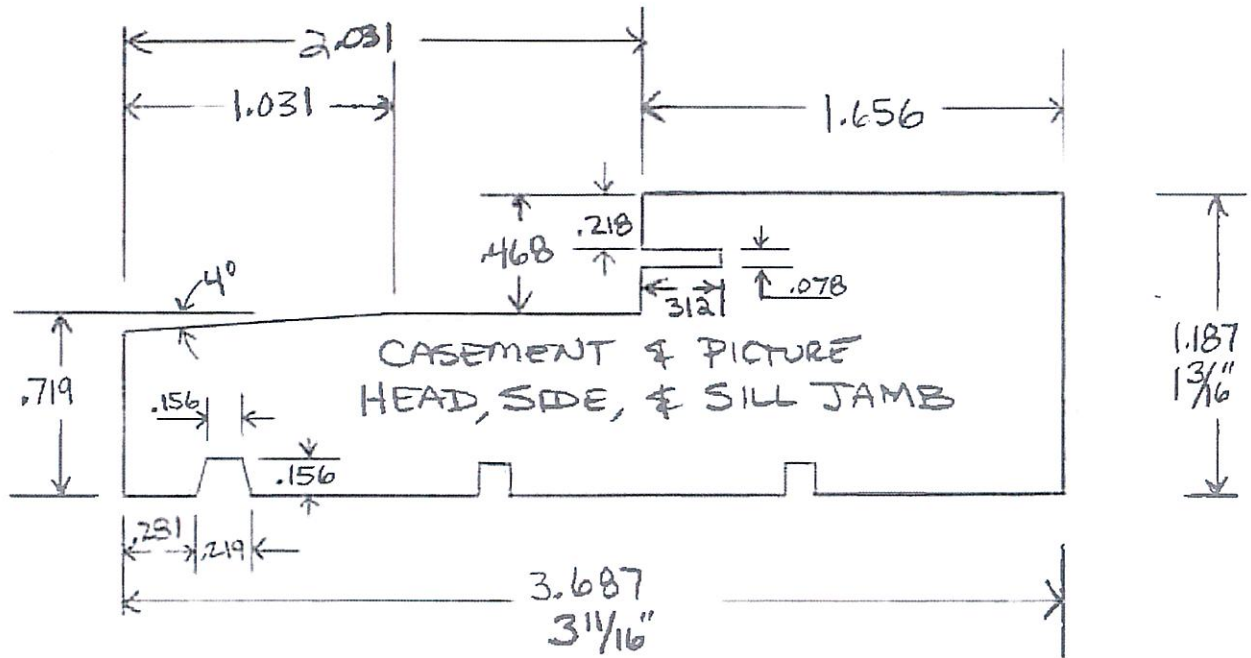
JAMB DETAILS
VIEWED FROM
OUTSIDE

HEAD AND SIDE JAMBS

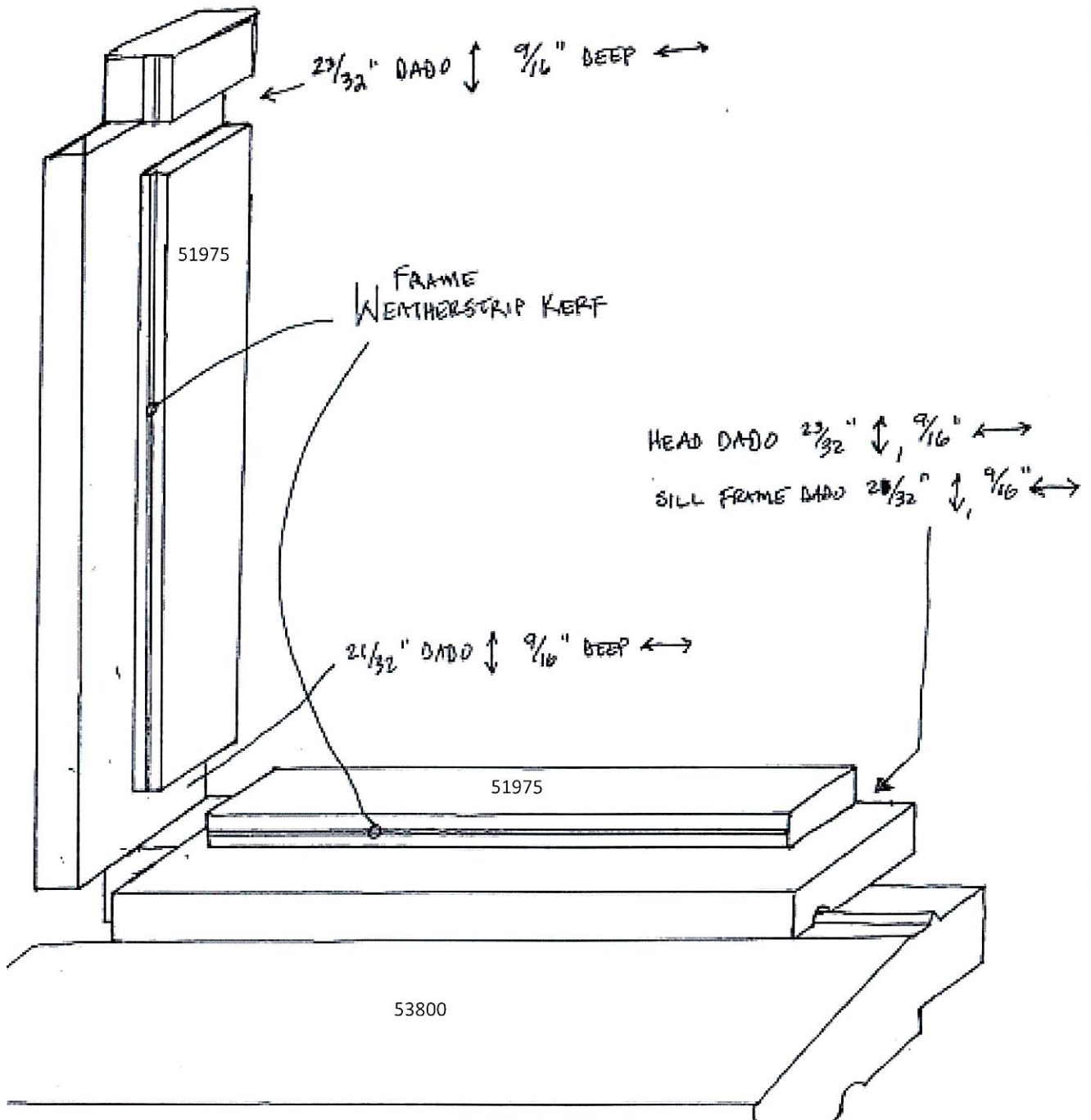
WEATHERSTRIP APPLIED
TO HEAD JAMB, SIDE
JAMB AND SILL JAMB





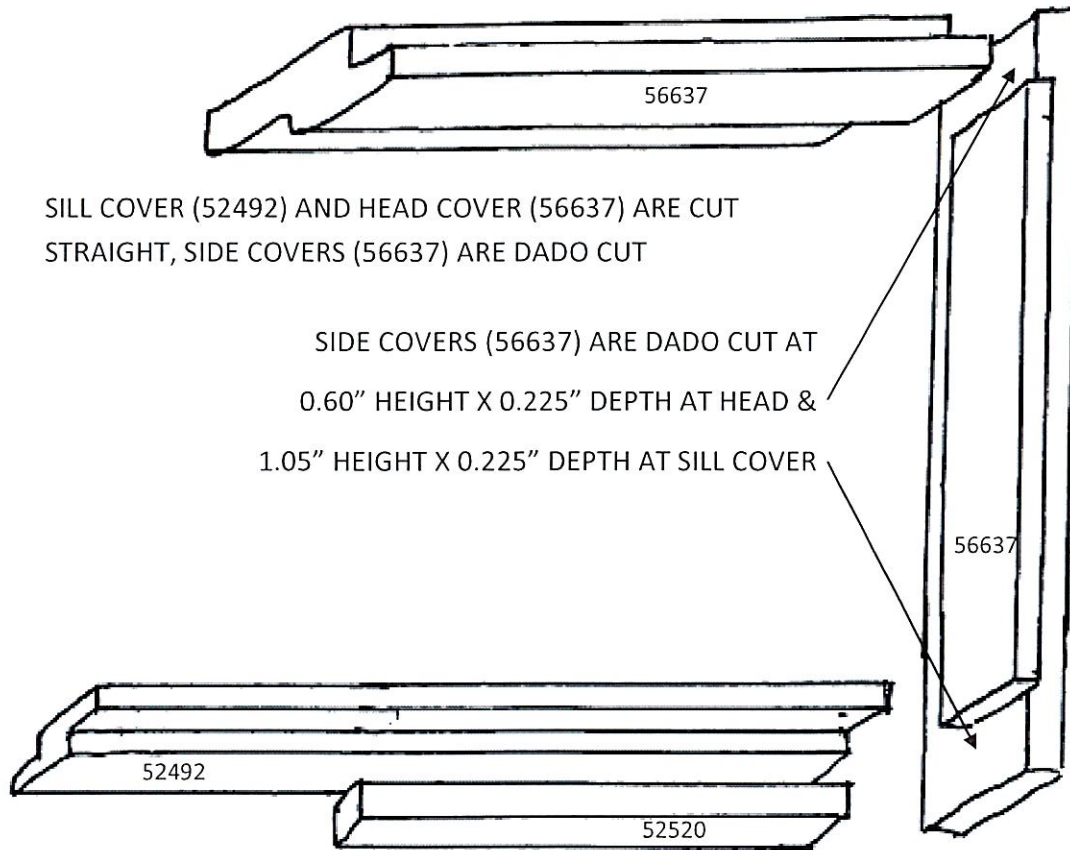


FRAME/JAMB VIEWED FROM OUTSIDE



INSIDE STOP / JAMB COVERS

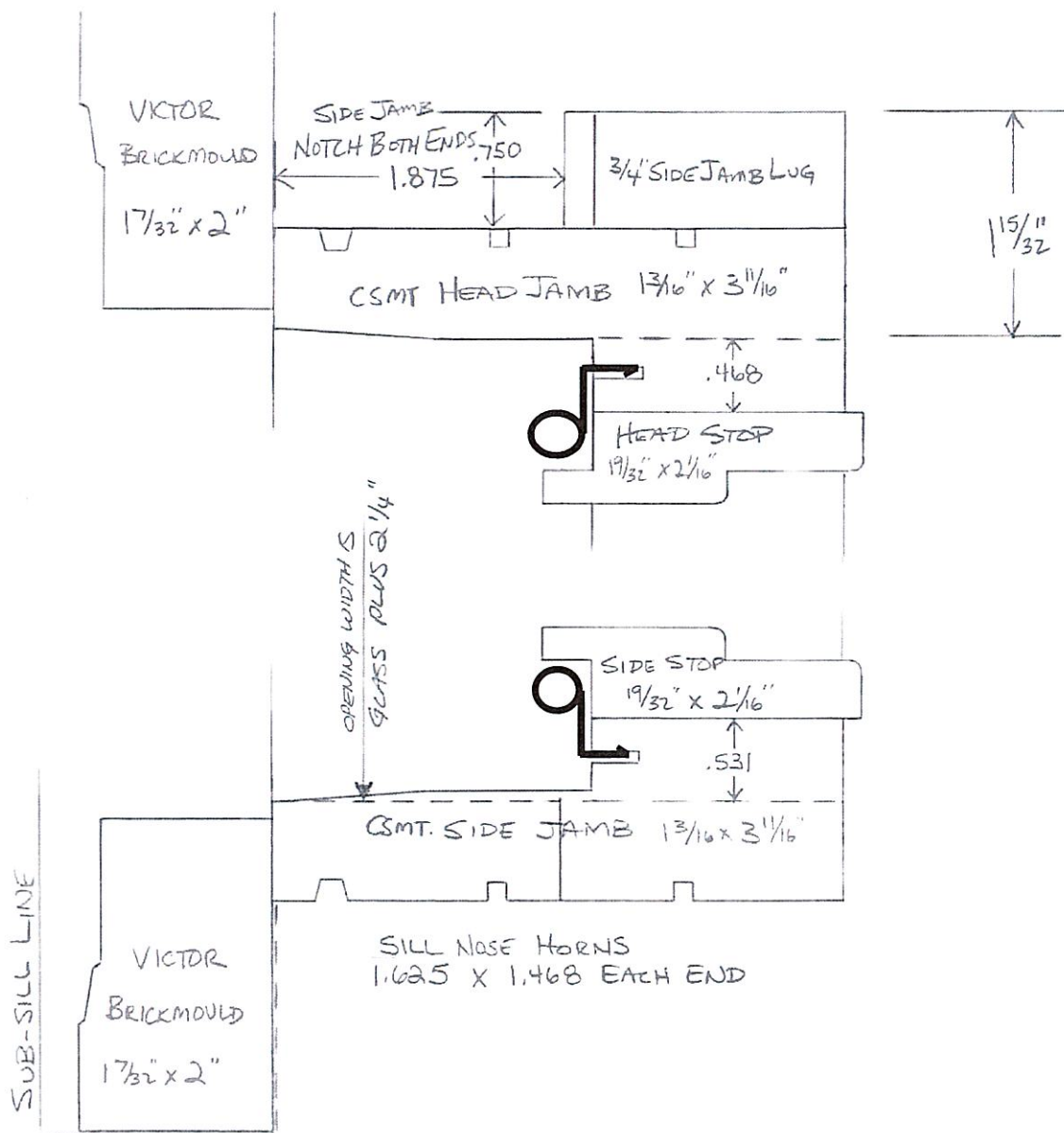
VIEWED FROM INSIDE

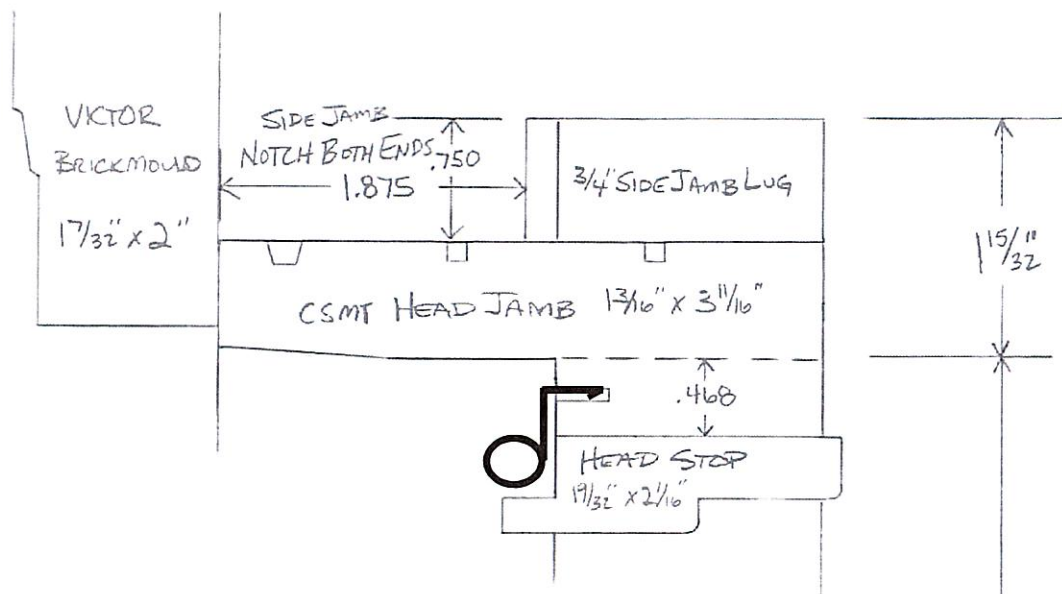


SILL COVER (52492) AND HEAD COVER (56637) ARE CUT STRAIGHT, SIDE COVERS (56637) ARE DADO CUT

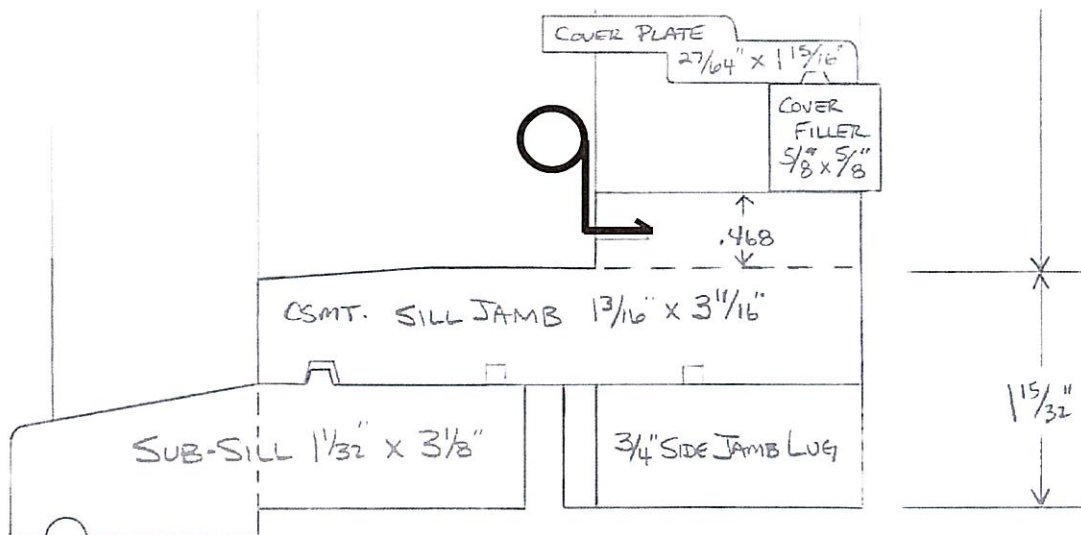
SIDE COVERS (56637) ARE DADO CUT AT
0.60" HEIGHT X 0.225" DEPTH AT HEAD &
1.05" HEIGHT X 0.225" DEPTH AT SILL COVER

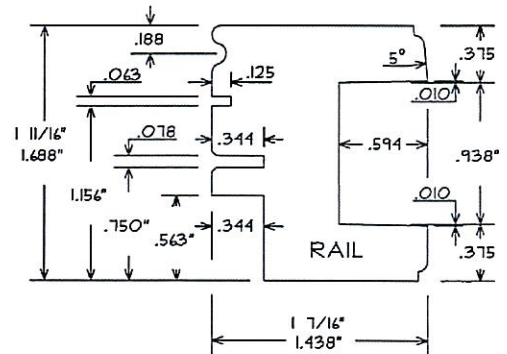
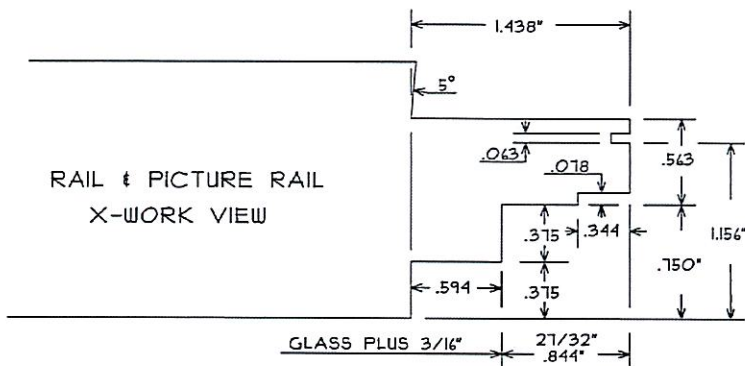
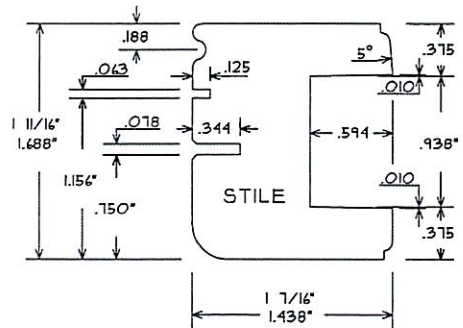
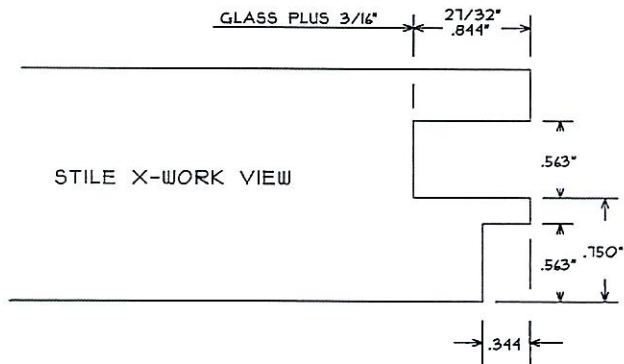
SILL COVER (52492), SIDE AND HEAD COVERS (56637) ARE CONTINUOUS, SILL COVER FILLER (52520) IS NOT, IT BREAKS FOR THE OPERATOR HANDLE

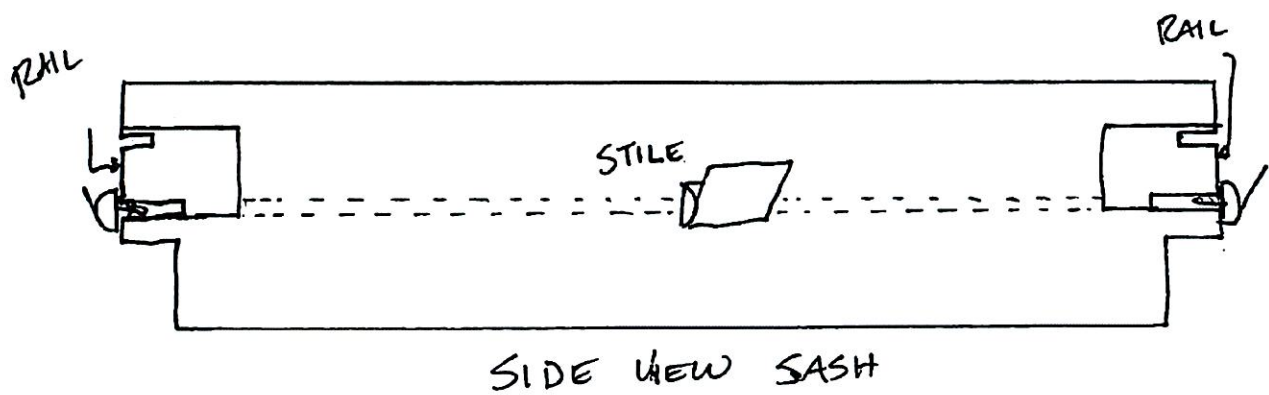
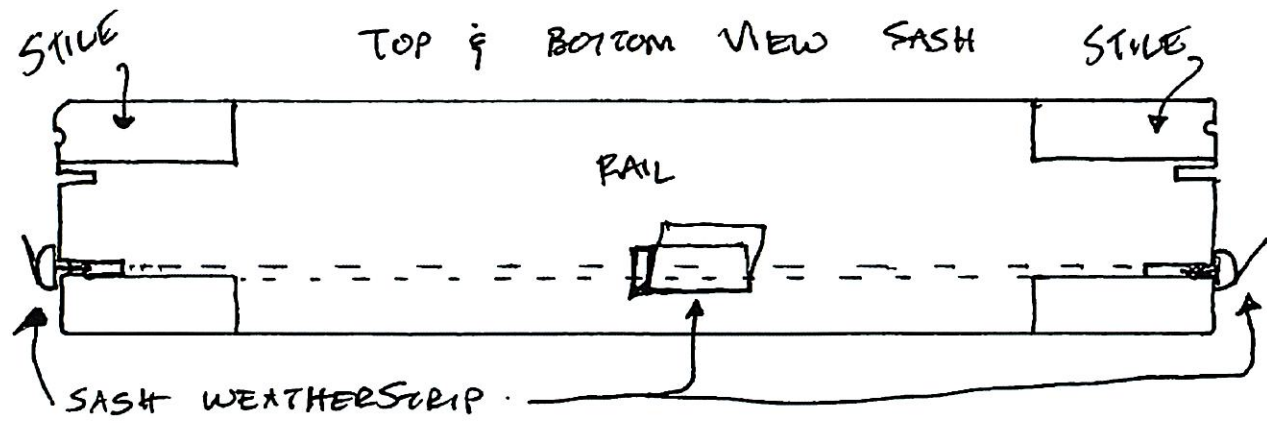


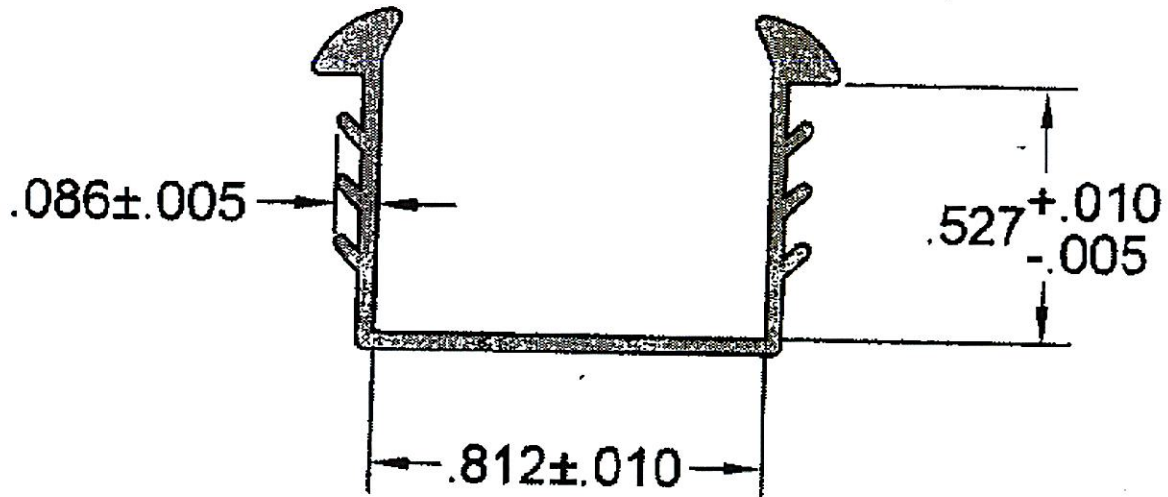


OPENING HEIGHT IS
GLASS PLUS 2-1/8"









APEX® 3075-H

Teknor Apex Company - Flexible Polyvinyl Chloride

Wednesday, October 08, 2014

General Information

General			
Material Status	• Commercial: Active		
Availability	• Africa & Middle East • Asia Pacific	• Europe • Latin America	• North America
Uses	• General Purpose • Hose	• Profiles • Tubing	
Appearance	• Natural Color	• Opaque	
Forms	• Pellets		
Processing Method	• Extrusion		

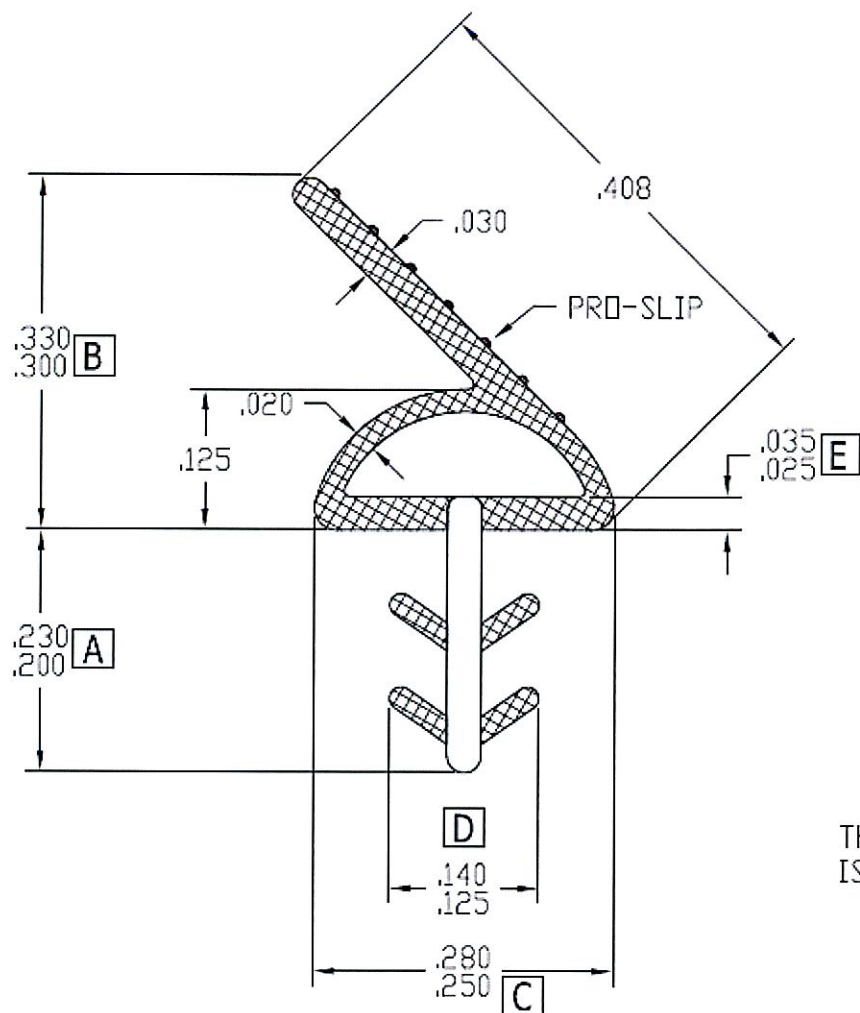
ASTM & ISO Properties ¹

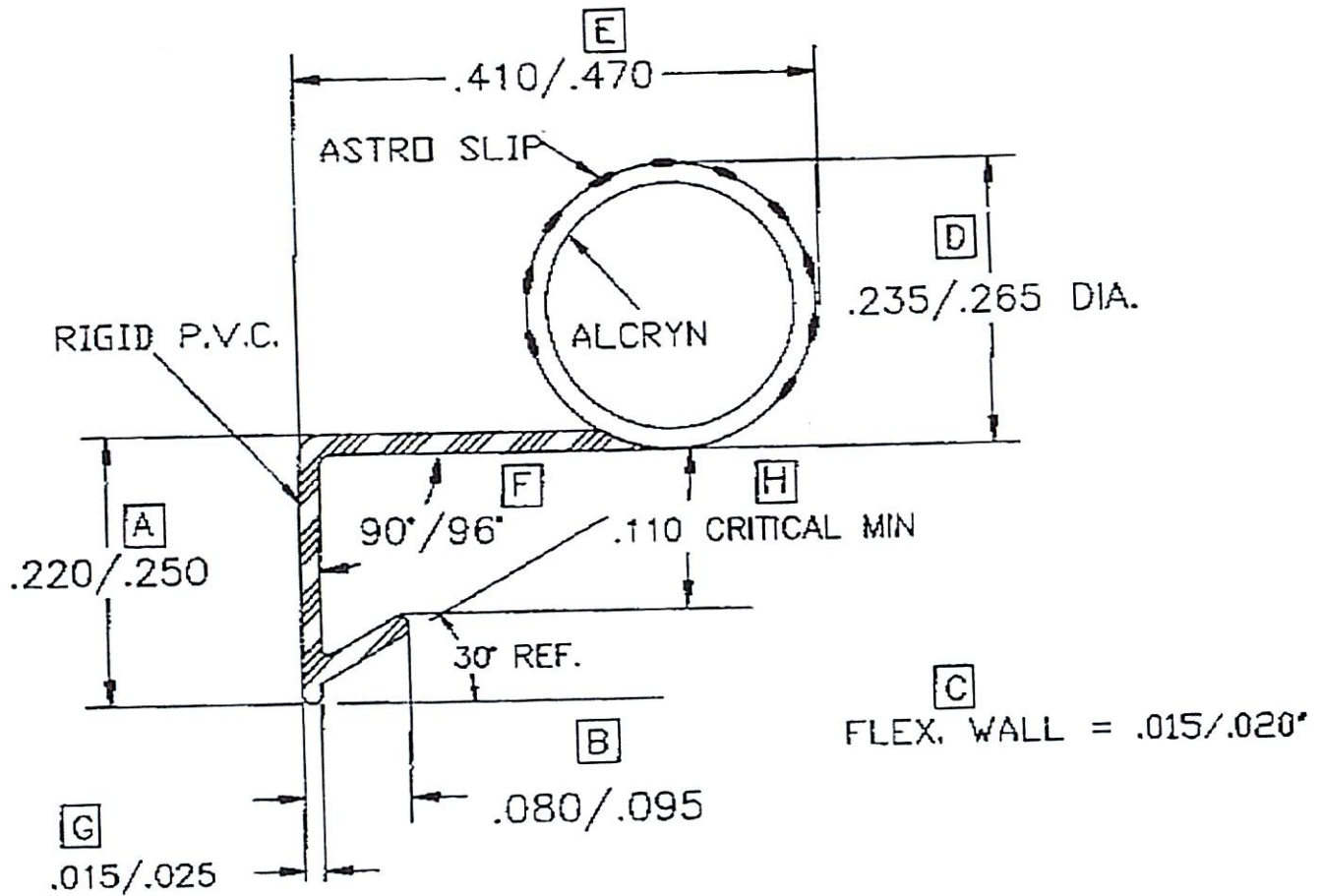
Physical	Nominal Value	Unit	Test Method
Specific Gravity	1.39		ASTM D792
Mechanical	Nominal Value	Unit	Test Method
Tensile Strength (Break)	1760	psi	ASTM D638
Tensile Elongation (Break)	360	%	ASTM D638
Hardness	Nominal Value	Unit	Test Method
Durometer Hardness			ASTM D2240
Shore A	81		
Shore A, 15 sec	75		

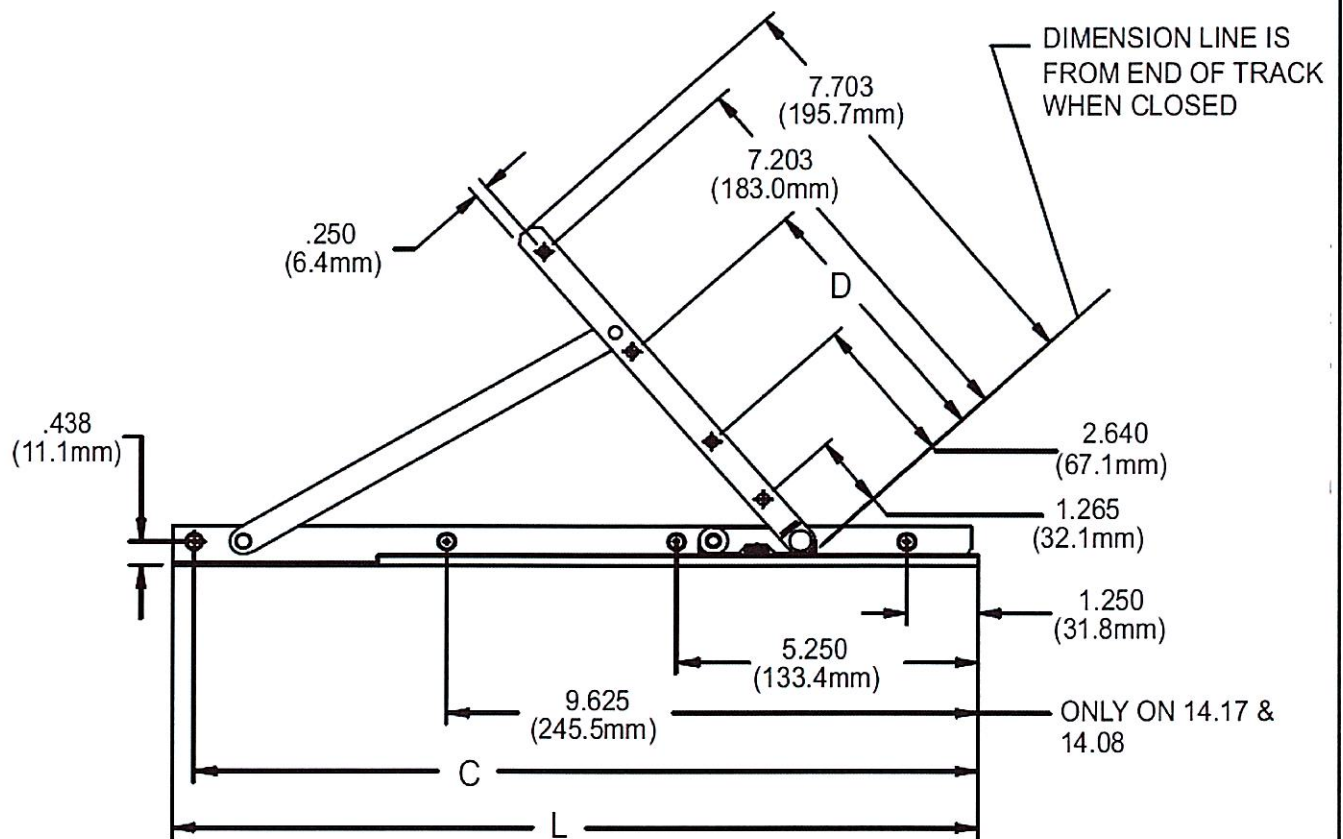


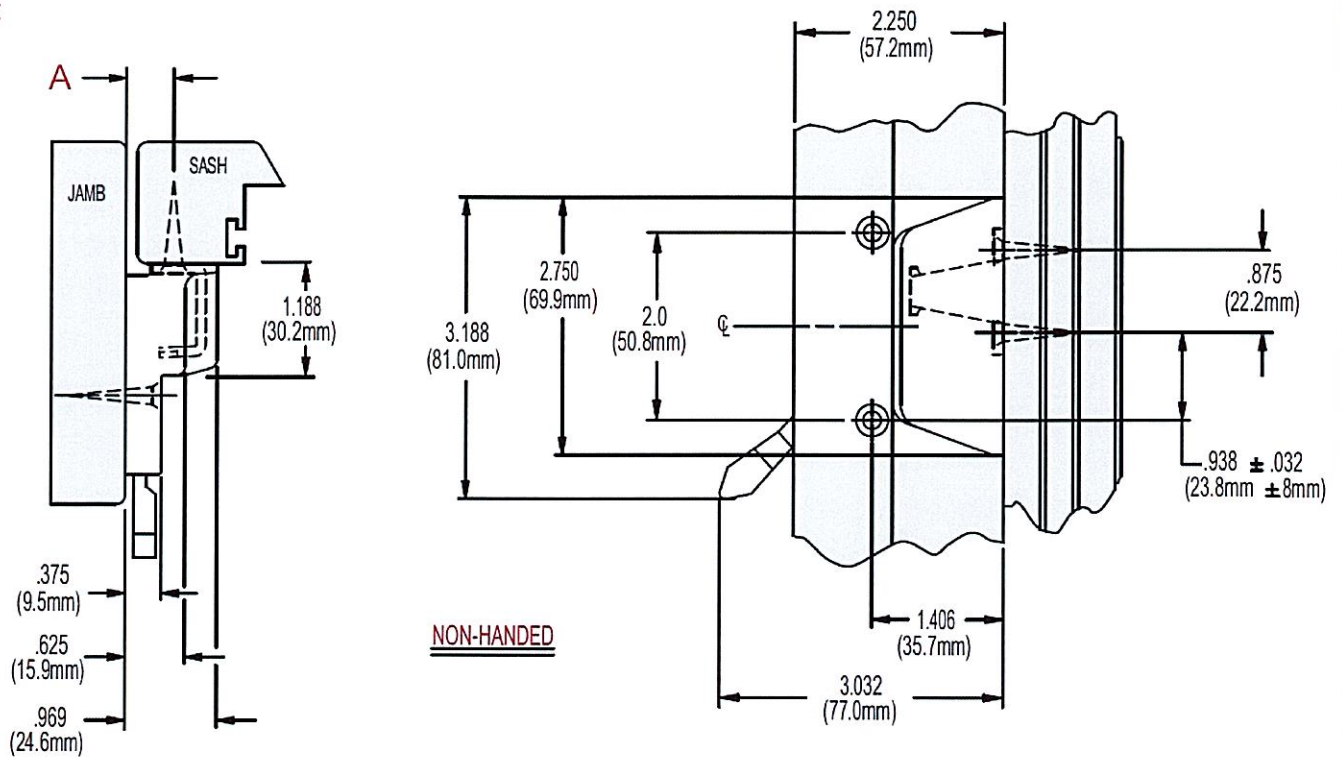
CASEMENT & AWNING DETAILS

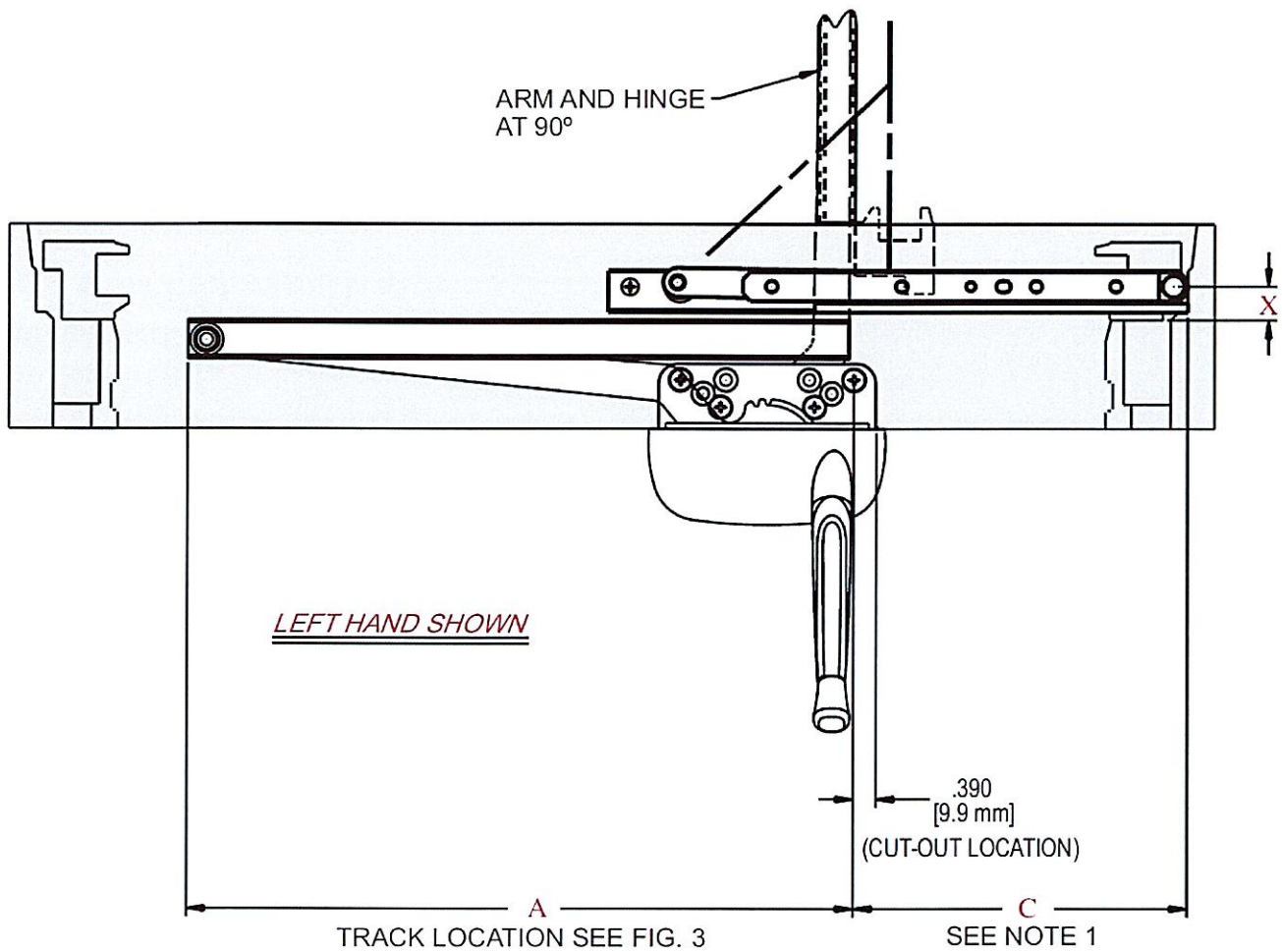
VINYL BOOT DETAILS

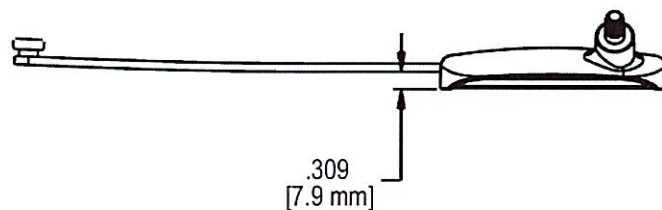
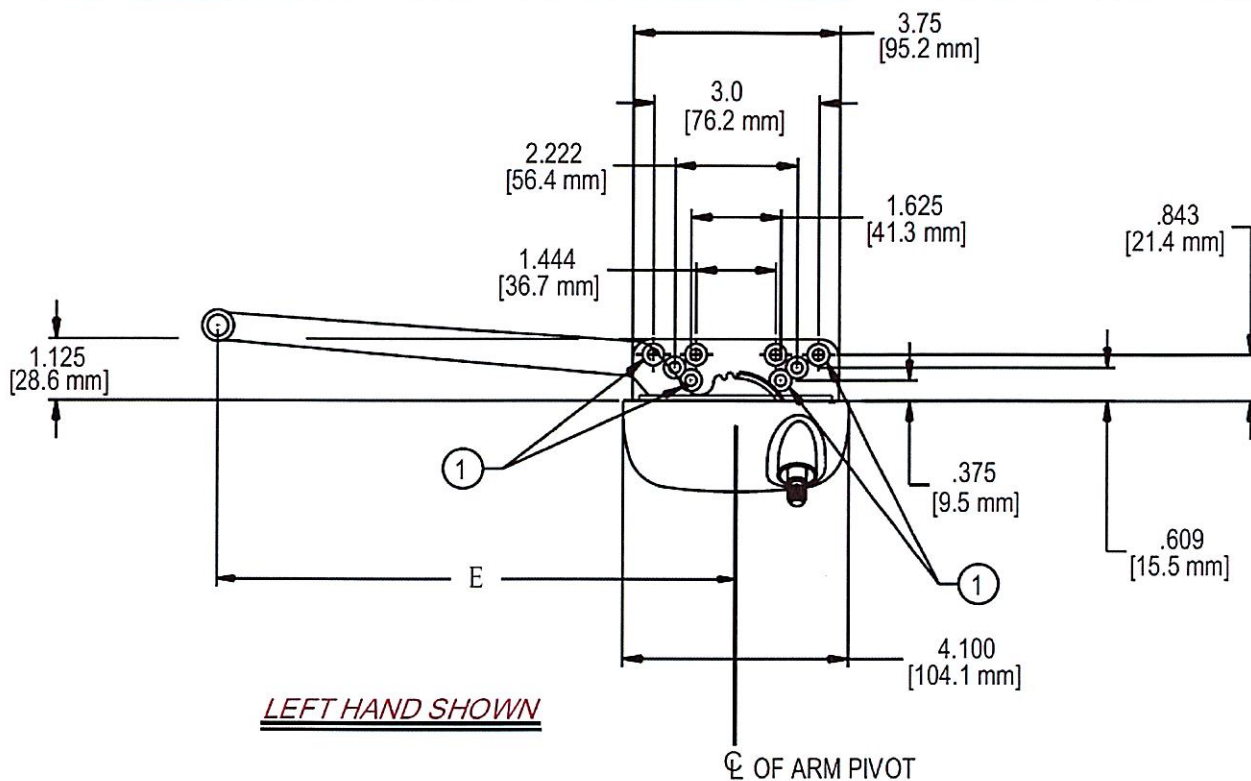




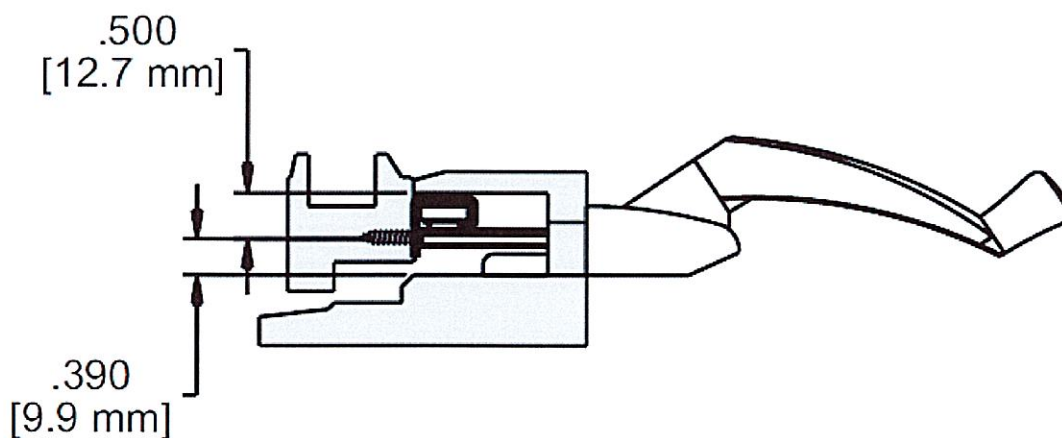


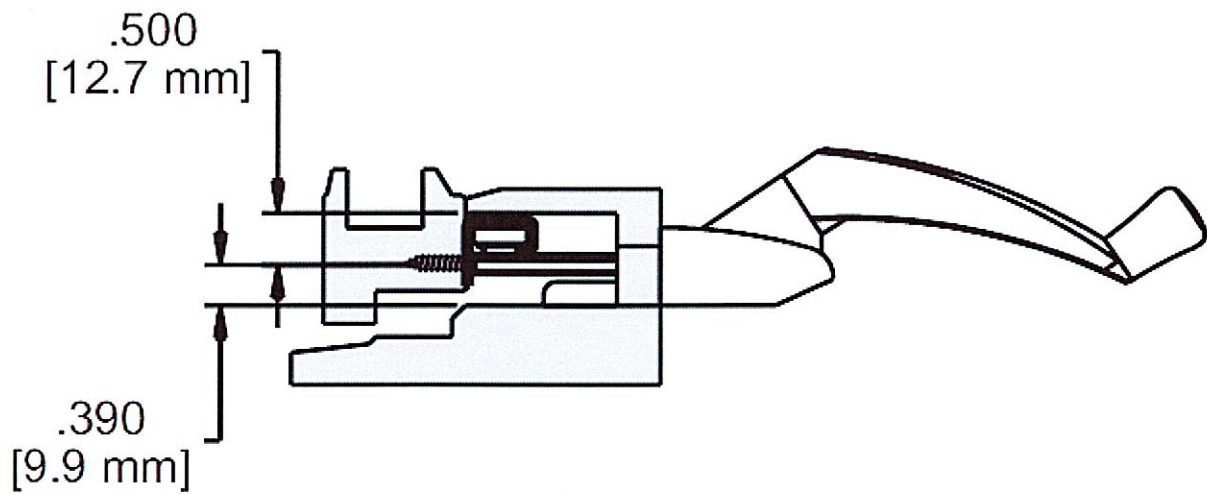






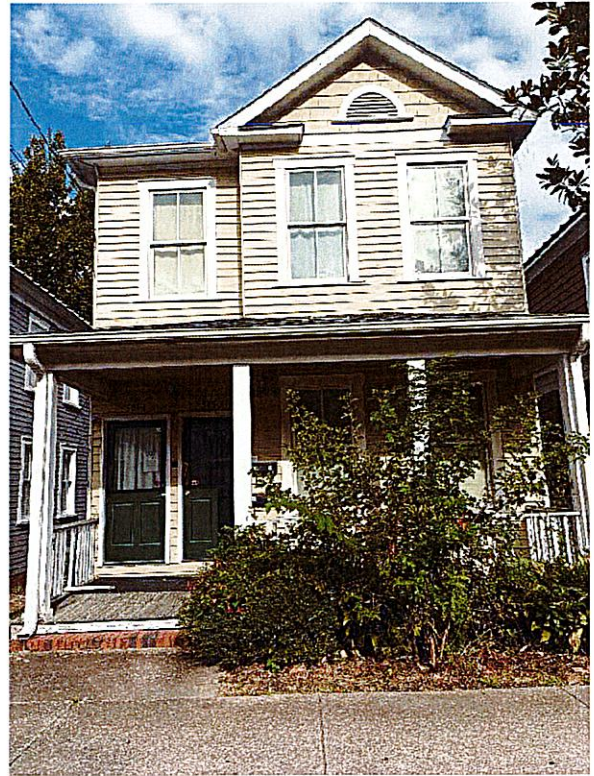
① PREFERRED MOUNTING HOLES
(WOOD APPLICATIONS)







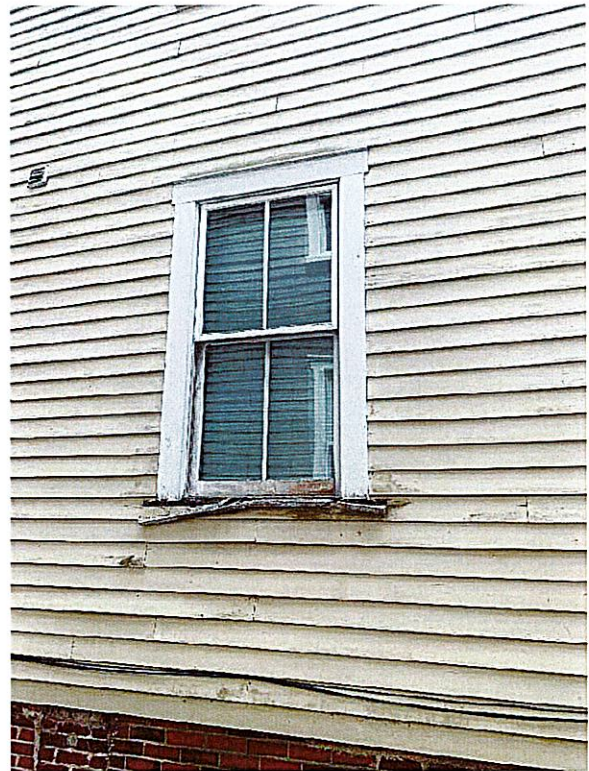
View from Prices Alley



Front view, 505 S 5th Avenue



Bottom, back, north



Bottom, front, north