

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 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: 515 S. Third Street, Wilmington, NC 28401

Tax Parcel Number: R05409-003-004-000

RECEIVED

By Ben Riggle at 10:43 am, Sep 02, 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): Susan Silver

Mailing Address: 515 S. Third Street, Wilmington, NC 28401

Phone: (202) 251-3334

Email address: susansilver@hotmail.com

Signature: *Susan Silver*

Date: 8-29-25

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

I Susan Silver

the undersigned owner, do hereby appoint

1 OAK Construction (Kevin Geer / Travis Morris)

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): Susan Silver

Owner(s) signature: *Susan Silver*

Date: 8-29-25

Designated agent name: 1 OAK Construction (Kevin Geer / Travis Morris)

Designated agent phone: 910-660-6374

Designated agent email: contact@1oaknc.com

Designated agent mailing address: 4037 Masonboro Loop Road, Unit J. Wilmington, NC 28409

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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

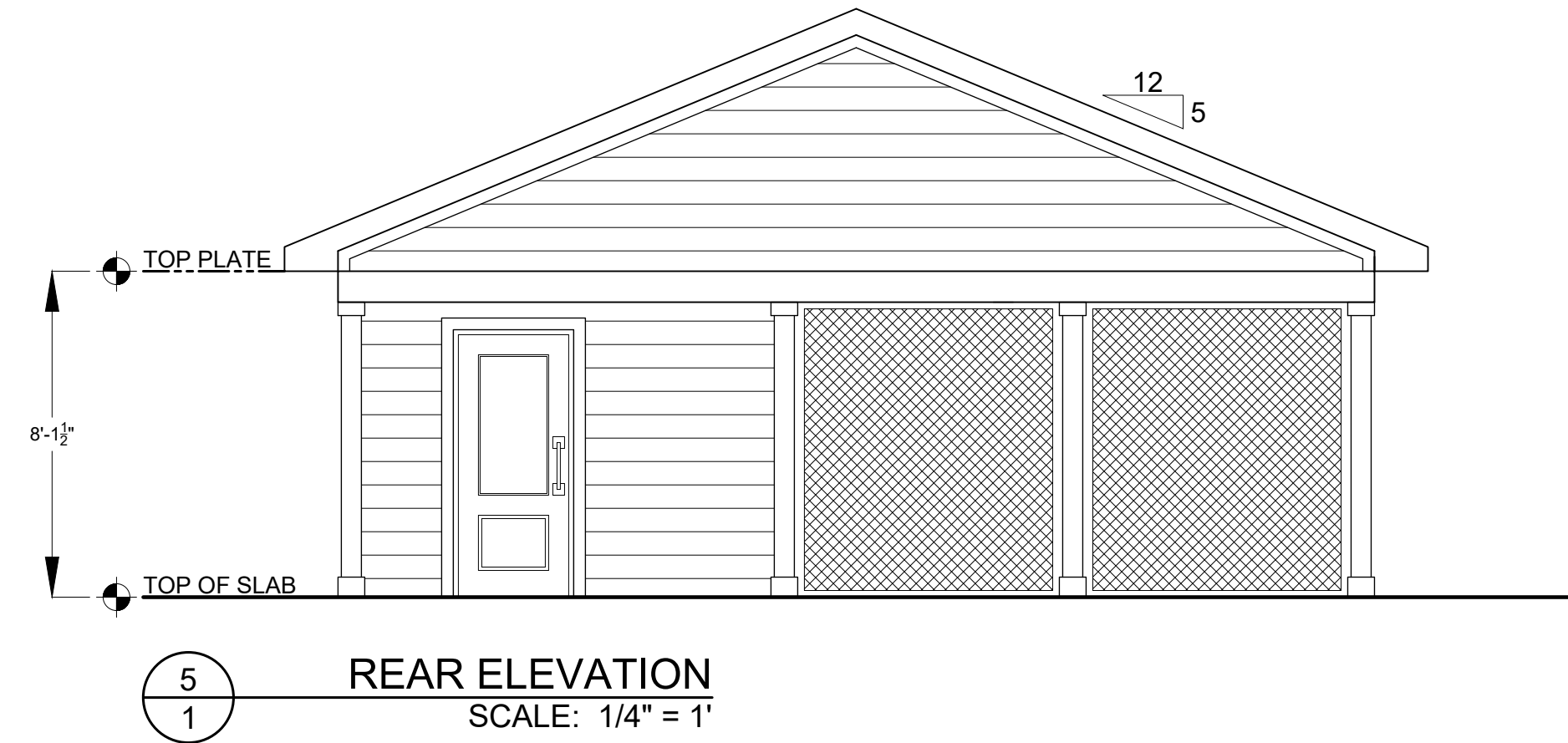
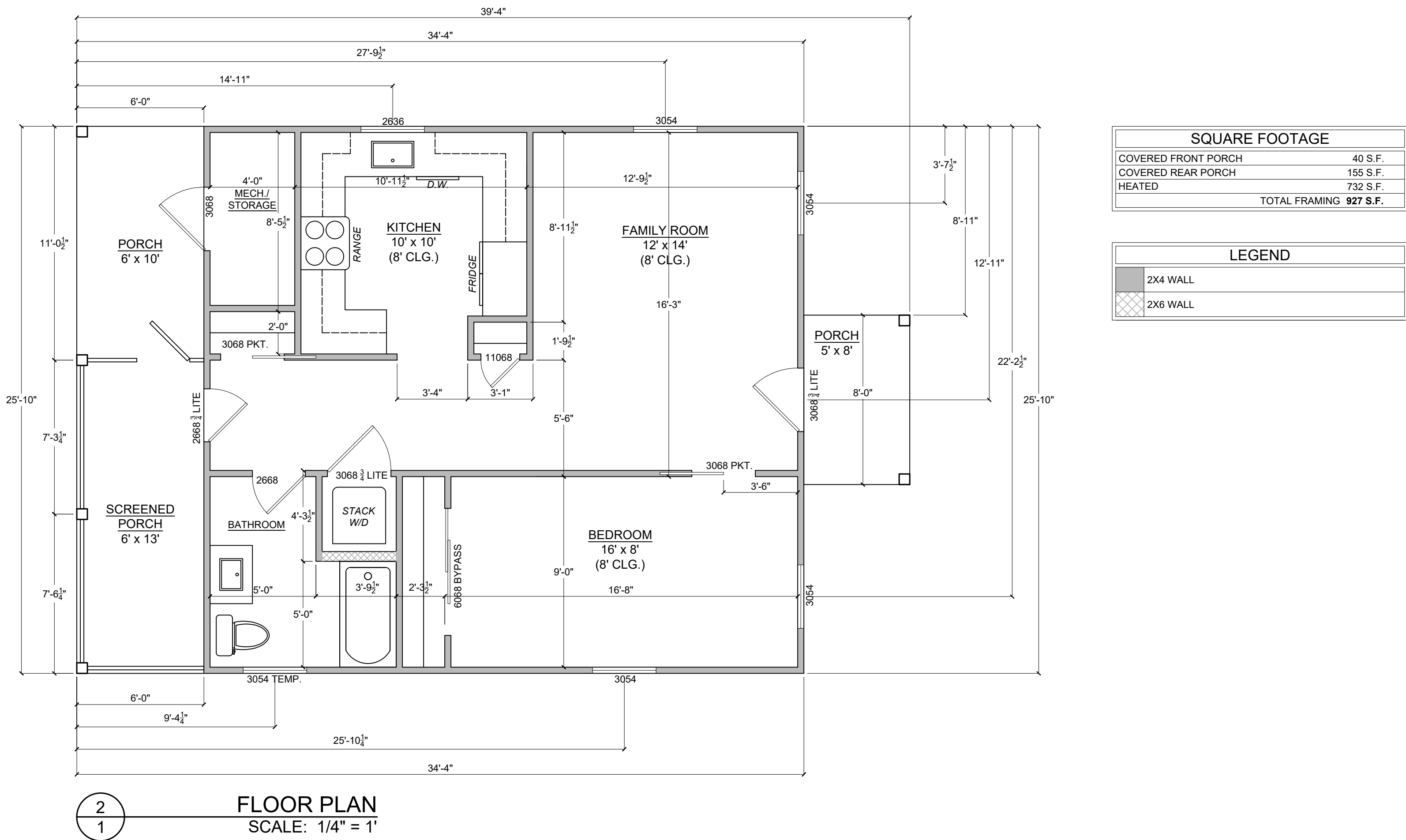
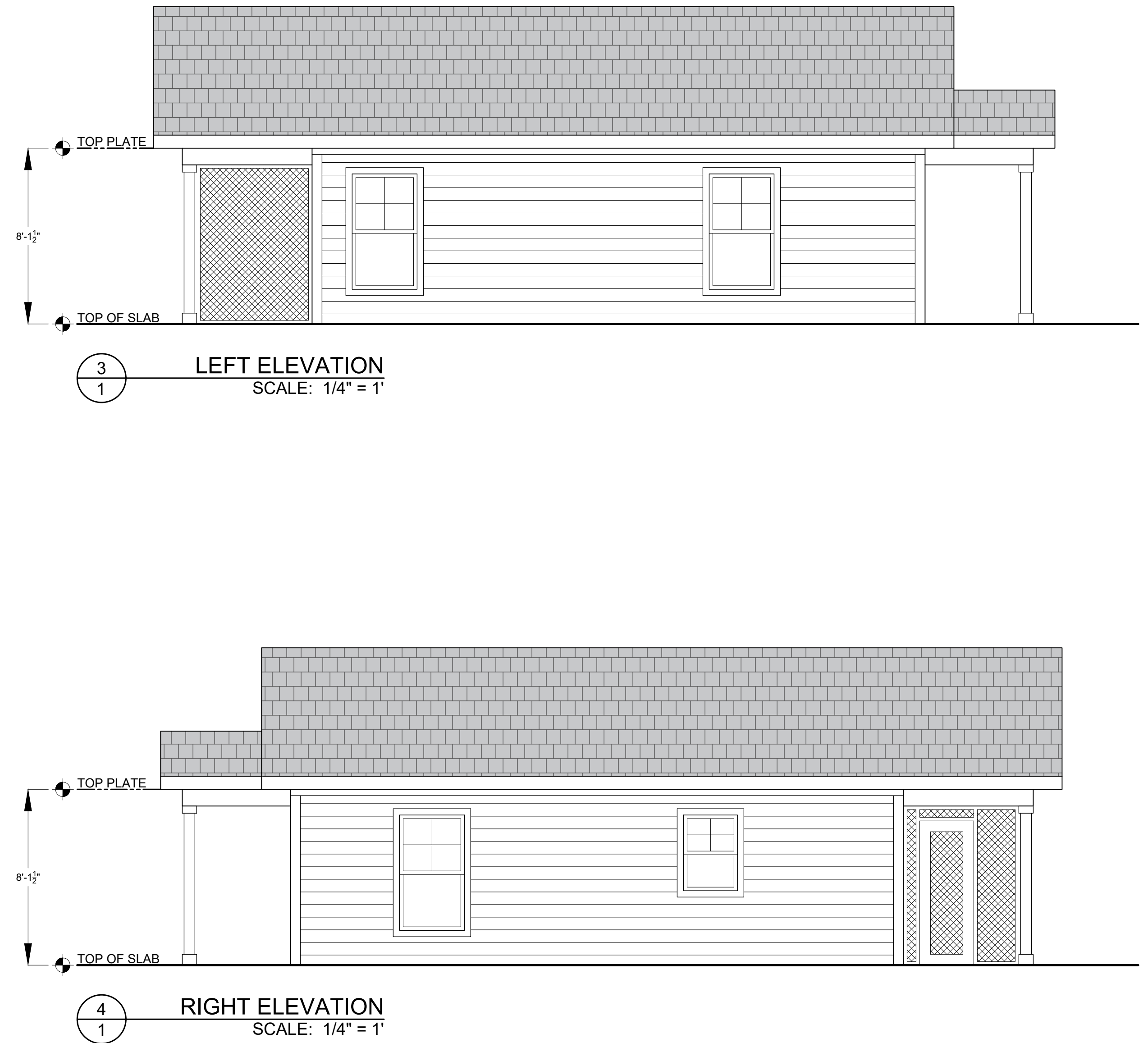
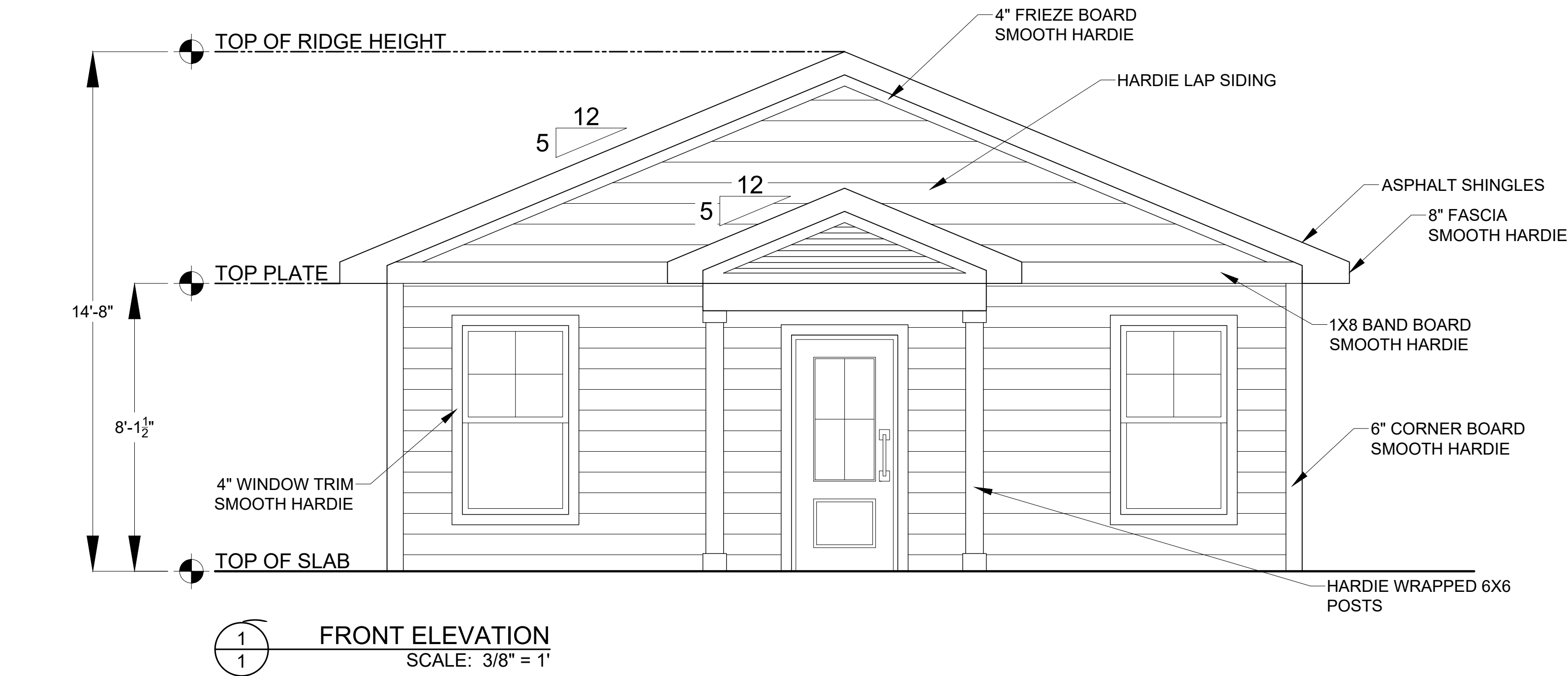
Complete one sheet for each new building or structure in order to address all of the project components.
Please use continuation sheets if necessary.

Building Element	Proposed Materials, Dimensions, Color
Roof (Roof Pitch / Material / Color)	
Main	
Front Porch / Side Porch / Rear Porch	
Height (avg. grade to peak of roof)	
Cladding	
Body of building	
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	
Sides (specify location)	
Rear	
Windows (Materials, Style, Dimensions)	
Front	
Sides	
Rear	
Gutters and Downspouts	
Driveway	
Dimensions	
Curb, Apron and Runner Materials	
Any Additional Materials	



<div>REV. DATE</div> <div>COMMENTS</div>		SILVER RESIDENCE SKETCH PLAN				
		ELEVATIONS				
		CITY OF WILMINGTON				SHEET NO.:
		ADDRESS: 515 S 3rd STREET, WILMINGTON, NC 28401				1 OF 1
DRAWN:	REVIEWED:	DATE:	SCALE:	PROJECT:	VERSION:	
RMB	RMB	08.13.2025	VARIES	NC2508QD	1	

WITH HARVEY, YOU GET PEACE OF MIND, STANDARD.

Clear Confidence

For over 60 years, we’ve built our reputation on the outstanding craftsmanship of our products and our world class customer service. You can rest easy knowing that most Harvey windows are backed by our Clear Confidence Warranty and that our commitment lasts a lifetime.

Claims

Warranties provided by Harvey are for product parts and mechanisms; they do not cover damages resulting from improper installation nor do they cover labor charges.

Please see actual warranty for details.



20 YEARS
GLASS SEAL

20 YEARS
TRANSFERABILITY

CLEAR:

Your windows are warrantied for life on any defects in structure, parts, and mechanisms, and for 20 years on interior glass seal failures.

CONFIDENCE:

We are confident in the quality of our products, but if something’s not quite right, you can count on our highly trained, US-based customer support specialists and field technicians to solve your issue over the phone or at your property if needed.

CONVENIENT:

We make receiving replacement parts easy, including full sash replacements for glass repairs—no professional glass installer needed*.

*Exceptions apply to discontinued and modified products

www.harveywindows.com





Options

ENERGY STAR® GLASS



SunGain PLUS
HSHG

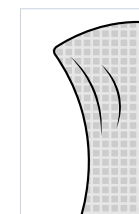


ThermaLock
ThermaLock 3X HPTG

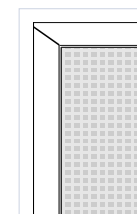


SunShield PLUS
SunShield

SCREEN | FRAME

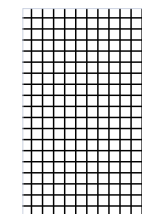


FlexScreen



Aluminum

SCREEN | MESH



VIEWS

GRID | TYPE



GBG

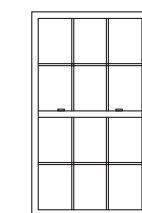


Exterior
Applied

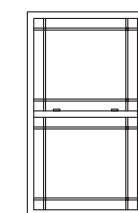


SDL

GRID | STYLE

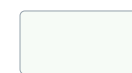


Colonial



Prairie

COLORS | EXTERIOR



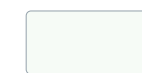
White Vinyl
(Standard)



EXTERIOR PAINT
AVAILABLE

Interior/Exterior Finish also
available in Matte Black

COLORS | HARDWARE



White
(Standard)



Oil Rubbed
Bronze



Brushed
Nickel

Lock

Tribute comes with double low profile sash locks, in three finishes, to complement its sleek design. Dual action means you can lock and tilt open the window with a flip of the thumb. Add matching applied lift handle for an upgraded appearance.



The Harvey Tribute double hung provides superior energy efficiency and stunning good looks. The Tribute is fusion welded with a contoured sash and beveled edges to emulate the traditional look of a wood window. Harvey's revolutionary dual action lock/tilt latch combo gives the Tribute clean lines, with no exposed tilt latches to block your view.

LIFT HANDLE TYPES

Applied



Integral



None



Subject to change. Please visit harveywindows.com for the latest product information.

Due to printing limitations, colors and graphics are for representation only