



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. *Ben*
- 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 checked="" 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

RECEIVED

By Ben Riggle at 12:08 pm, Aug 27, 2025



CERTIFICATE OF APPROPRIATENESS APPLICATION MAJOR WORK

PLEASE TYPE OR PRINTProperty Street Address: 411 N. 15th StreetTax Parcel Number: R 04814 - 004 - 005 - 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): Perry & Emily AllenMailing Address: 411 N. 15th Street Wilmington, NC 28401Phone: 910-431-2416 Email address: esallen@ec.rr.comSignature: Emily Allen Date: 8/24/25**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): Perry & Emily AllenOwner(s) signature: Perry Date: 8/26/25

Designated agent name: _____ Designated agent phone: _____

Designated agent email: _____

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
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)	

CERTIFICATE OF APPROPRIATENESS APPLICATION

MAJOR WORK

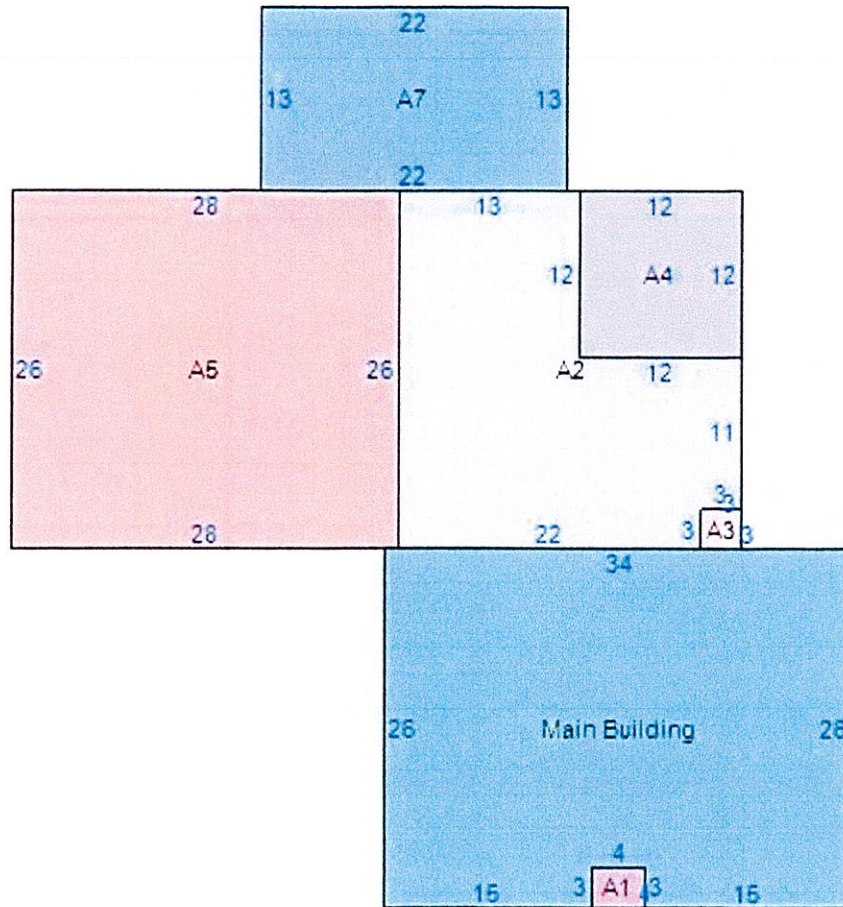
Deck (Materials and Dimensions)	
Posts	
Balustrade / railing (top cap and bottom)	
Balustrade - individual balusters	
Foundation (height and materials)	
Entry steps and railings	
Doors (Materials and Dimensions)	
Front entry	
Sides (specify location)	
Rear	
Windows (Materials, Style, Dimensions)	
Front	
Sides	
Rear	
Gutters and Downspouts	
Driveway	
Dimensions	
Curb, Apron and Runner Materials	
Any Additional Materials	
Pool	Install Fiberglass Pool / Spa in Rear of Property



411 North 15 Street
Wilmington, NC 28401

PARID: R04814-004-005-000
 ALLEN PERRY E EMILY S

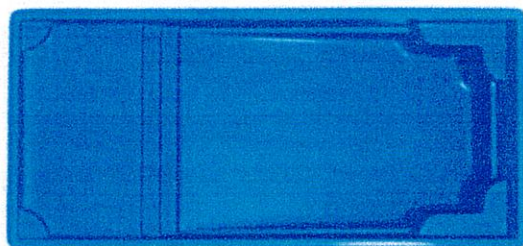
411 15TH ST N



Item	Area
Main Building	872
A1 - POR/BAS:OPEN PORCH/1S FR ONE STORY FRAME	12
A2 - BAS:1S FR ONE STORY FRAME	497
A3 - POR:OPEN PORCH	9
A4 - UTL:UTILITY	144
A5 - GAR:GARAGE	728
A7 - WDK:WOOD DECK	286

Printed on Monday, August 18, 2025, at 7:07:04 AM EST

Corinthian 14



Width: 14'

Length: 30'



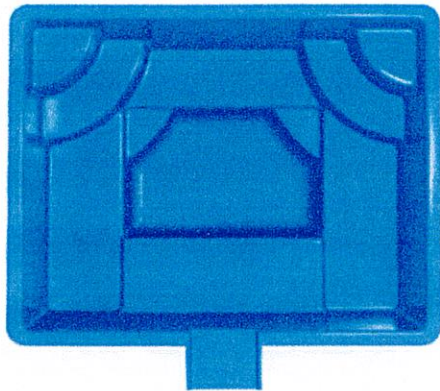
Depth: 3'-6" to 6'

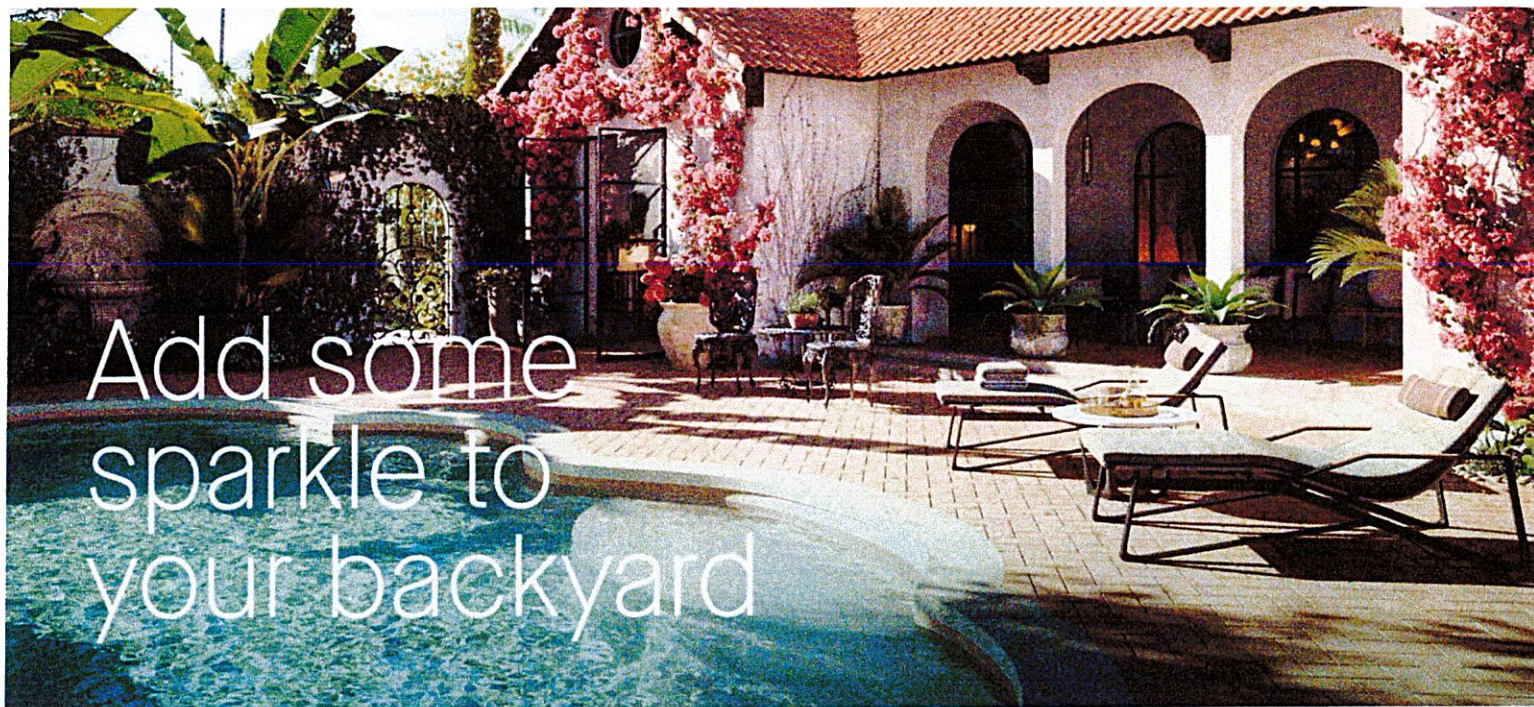


Royal Spillover Spa

Size: 8'6" x 9'8"

Depth: 3'-4'





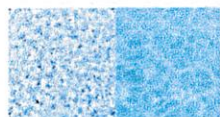
Latham's selection of brilliant colors transforms your yard into a work of art.

Choosing a Latham Crystal Color like Sapphire Blue or Coastal Bronze, will give your backyard oasis a luxurious appeal and add extra sparkle to your family fun.

CRYSTITE CLASSIC COLLECTION

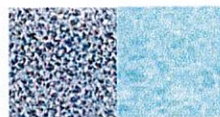
Sapphire Blue

Crystite Classic



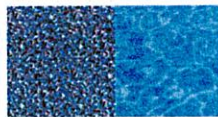
Shale Gray

Crystite Classic



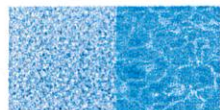
Night Sky

Crystite Classic



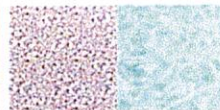
Ocean Blue

Crystite Classic



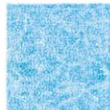
Coastal Bronze

Crystite Classic



Whisper White

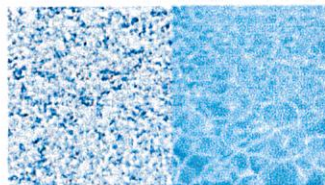
Standard Gel Coat



CRYSTITE CRYSTAL COLLECTION

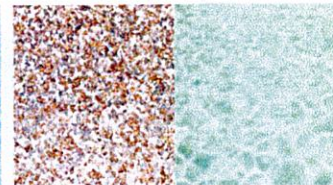
Sapphire Blue

Crystite Crystal



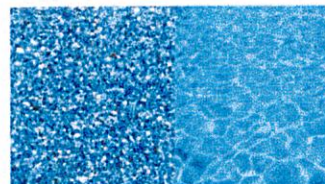
Coastal Bronze

Crystite Crystal



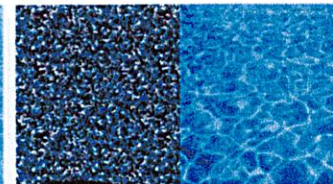
Ocean Blue

Crystite Crystal



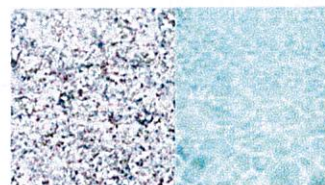
Night Sky

Crystite Crystal



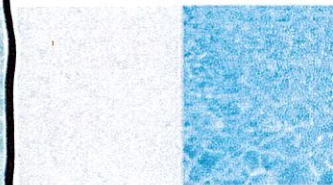
Shale Gray

Crystite Crystal



Pearl White

Crystite Crystal



latham

www.lathampool.com • 800-833-3800

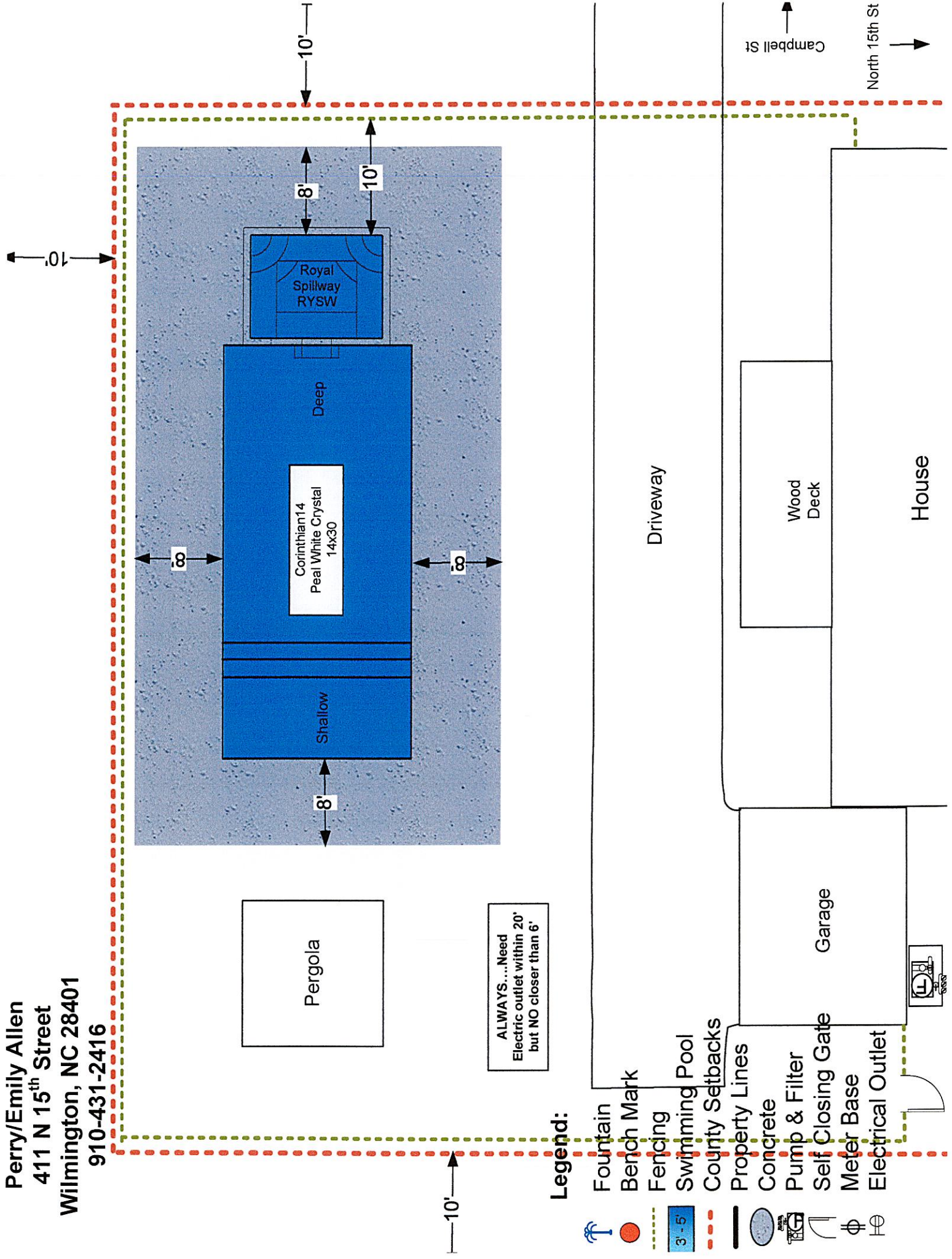
787 Watervliet Shaker Road, Latham, NY 12110, USA

© Latham Pool Products, Inc. 2022. All rights reserved.



FGCOLOR.22

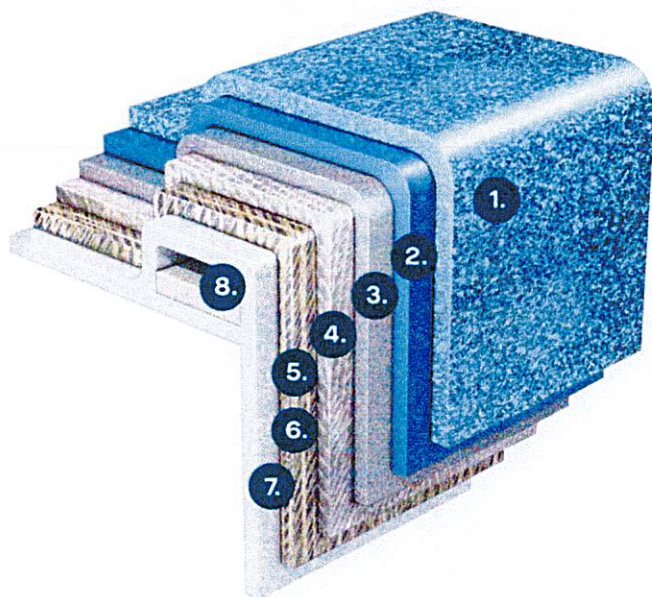
Perry/Emily Allen
 411 N 15th Street
 Wilmington, NC 28401
 910-431-2416



Legend:

- Fountain
- Bench Mark
- Fencing
- Swimming Pool
- County Setbacks
- Property Lines
- Concrete
- Pump & Filter
- Self Closing Gate
- Meter Base
- Electrical Outlet

ALWAYS....Need
 Electric outlet within 20'
 but NO closer than 6'



- 1. Crystite gelcoat.** Engineered and built for fade, stain and scratch resistance, this 25-year proven performer offers the industry's most beautiful and durable swimming pool surface in brilliant colors.
- 2. Vinyl ester resin.** Our resins are designed for corrosion and impact resistance, flexibility, strength and durability.
- 3. Advanced ceramic construction.** Ceramic-infused resin provides increased flexural stiffness.
- 4. BiMax radius reinforcement.** Due to the tight weave and specific direction of the fibers, this material adds tremendous omnidirectional strength to our pool shell.
- 5. Carbon-infused technology.** Carbon fibers have the highest compressive strength of all reinforcing materials, and are also found in automobiles, boats, multi-million dollar yachts, airplanes and even spaceships!
- 6. Dupont Kevlar aramid fibers.** Developed for demanding industrial and advanced-technology applications, Kevlar uniquely combines the characteristics of high strength, increased modulus, toughness and thermal stability.
- 7. Woven roving and marine-grade resin.** Woven roving is provided as a reinforcement that dramatically increases the strength of the pool shell.
- 8. Closed beam construction.** Our unique closed beam construction creates unparalleled strength and rigidity.

Latham Fiberglass Pools meet the requirements to be ICC certified:



latham

www.lathampool.com • 800-833-3800

787 Watervliet Shaker Road, Latham, NY 12110, USA

© Latham Pool Products, Inc. 2020. All rights reserved.

