



## Certificate of Appropriateness Application - Major Work

### Application Submittal Requirements

- Applications are due by 1:00 p.m. 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 P.O. Box 1810, Wilmington, NC 28402-1810.
- Do not drop off, send an email, or mail an application for major work before scheduling a pre-application meeting. Meetings may be scheduled by calling +1-910-254-0900.
- 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 by phone, please call +1-910-341-4745 to arrange a credit card payment with VISA or MasterCard.
- All applicable items listed on the submittal checklist are required for an application to be considered complete.
- Applications will be reviewed for completeness before acceptance.
- Incomplete applications will not be scheduled for HPC review.

### Historic Preservation Commission Submission Deadlines (2026)

- April 9<sup>th</sup> meeting → submissions due **March 3<sup>rd</sup>**
- May 14<sup>th</sup> meeting → submissions due **April 7<sup>th</sup>**
- June 11<sup>th</sup> meeting → submissions due **May 5<sup>th</sup>**
- July 9<sup>th</sup> meeting → submissions due **June 2<sup>nd</sup>**
- August 13<sup>th</sup> meeting → submissions due **July 8<sup>th</sup>**
- September 10<sup>th</sup> meeting → submissions due **August 4<sup>th</sup>**

### Application Fees

#### Estimated Project Cost (select one):

- Up to \$17,999 – **No fee**
- \$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**

#### Additional Fee (select if applicable):

After-the-fact approval (work completed without a COA): **Add \$100**

### For more information:

City of Wilmington, Planning & Development Department, Historic Preservation  
929 N. Front St., 1st Floor  
P.O. Box 1810, Wilmington, NC 28402-1810  
[preservation@wilmingtonnc.gov](mailto:preservation@wilmingtonnc.gov), +1-910-254-0900



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## Please Type or Print

Property Street Address:

Tax Parcel Number:

## Property Owner Information

If the applicant is not the property owner, an agent form (below) must be signed by the property owner and submitted with the application. The 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 not 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 regarding all things directly or indirectly connected with or arising out of any petition for a Certificate of Appropriateness.

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:

Phone:

Email:

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 [Design Standards for Historic Districts and Landmarks](#).

#### Tax Map

- This can be found online at the 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 the [Design Standards for Historic Districts and Landmarks](#).
- Three-dimensional models (optional)

**The applicant is responsible for providing all information necessary for the Historic Preservation Commission (HPC) to understand the proposal and its potential impact 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, addressing all project components. Please use continuation sheets if necessary.

### Proposed Materials, Dimensions, and Color for Each Building Element

#### Roof (Roof Pitch / Material / Color)

- Main
- Front Porch / Side Porch / Rear Porch
- Height (avg. grade to peak of roof)

#### Cladding

- Body of the 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**

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### **Driveway**

- Dimensions
- Curb, Apron, and Runner Materials

### **Additional Materials**

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