



# 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](mailto: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, 1<sup>st</sup> Floor  
PO Box 1810, Wilmington, NC 28402  
[preservation@wilmingtonnc.gov](mailto:preservation@wilmingtonnc.gov) • 910.254.0900



# CERTIFICATE OF APPROPRIATENESS APPLICATION MAJOR WORK

PLEASE TYPE OR PRINT

Property Street Address: 315 N 17th Street & 314 N 16th Street

Tax Parcel Number: RO4814-021-012-000

## 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): Wilmington Islamic Center

Mailing Address: 315 N.17th Street

Phone: 910.508.1743

Email address: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

I Khaled Abdalla

the undersigned owner, do hereby appoint

Ronald W. Sparks, PE

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): Wilmington Islamic Center

Owner(s) signature: \_\_\_\_\_

Date: 10/09/2025

Designated agent name: Ronald W. Sparks, PE

Designated agent phone: 910.232.4278

Designated agent email: \_\_\_\_\_

**REDACTED**

Designated agent mailing address: 9 Holland Drive, Castle Hayne, NC 28423





# 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.

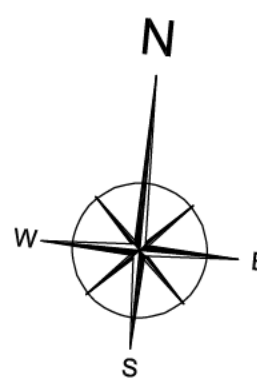
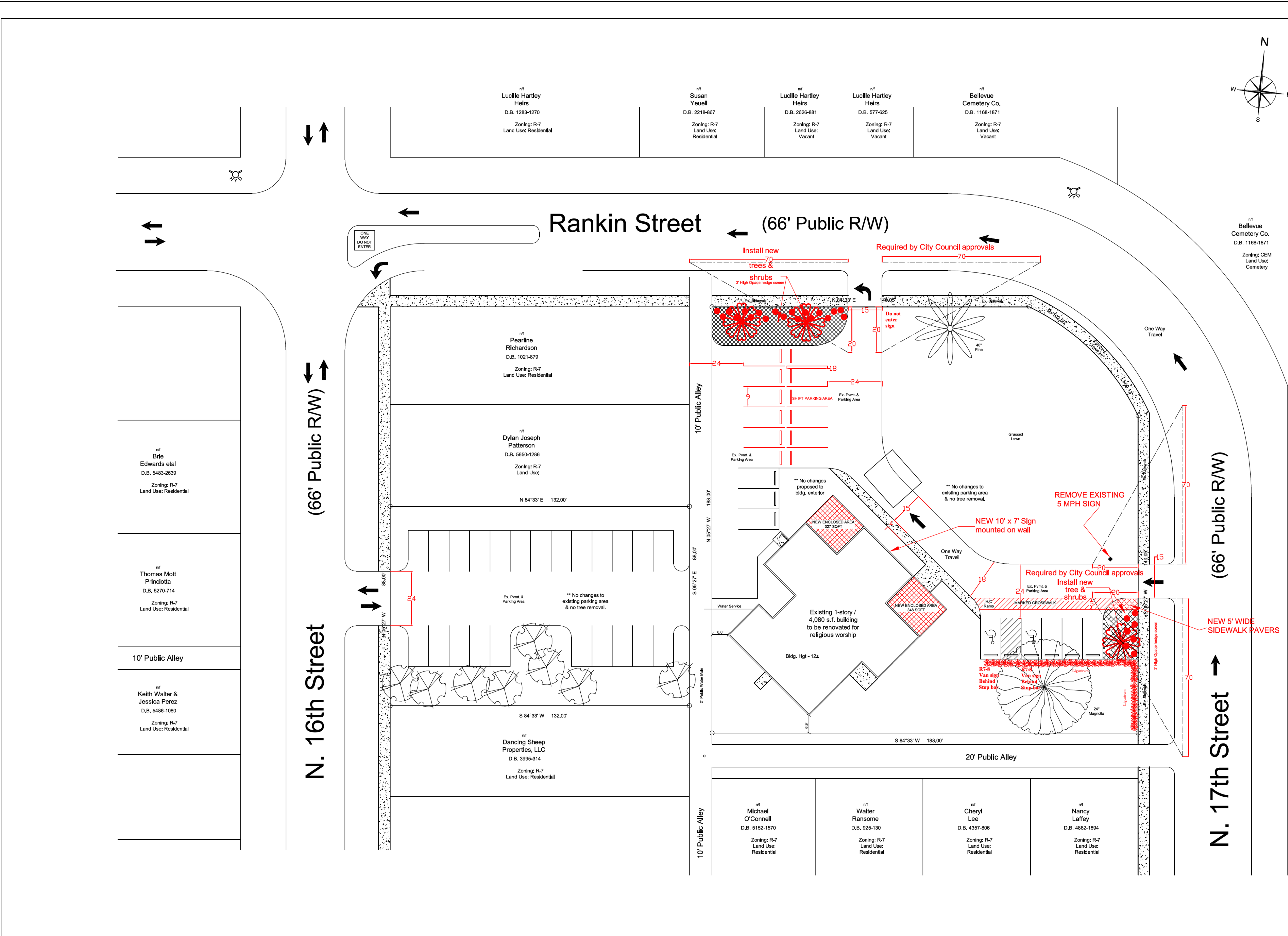
Building Element	Proposed Materials, Dimensions, Color
<b>Roof (Roof Pitch / Material / Color)</b>	
Main	See attached drawings
Front Porch / Side Porch / Rear Porch	
Height (avg. grade to peak of roof)	
<b>Cladding</b>	
Body of building	
Additional (Reveal, Finish, Mortar Color)	
<b>Foundation</b>	
Materials (including color and height)	
<b>Porch (Materials &amp; Dimensions)</b>	
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

<b>Deck (Materials and Dimensions)</b>	
Posts	See attached drawings
Balustrade / railing (top cap and bottom)	
Balustrade - individual balusters	
Foundation (height and materials)	
Entry steps and railings	
<b>Doors (Materials and Dimensions)</b>	
Front entry	
Sides (specify location)	
Rear	
<b>Windows (Materials, Style, Dimensions)</b>	
Front	
Sides	
Rear	
<b>Gutters and Downspouts</b>	
<b>Driveway</b>	
Dimensions	
Curb, Apron and Runner Materials	
Any Additional Materials	





Vicinity Map  
(No Scale)



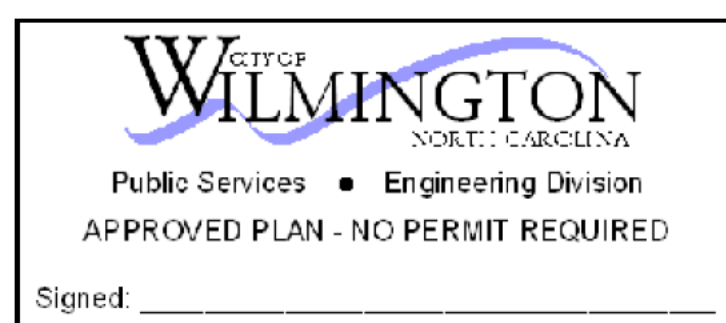
NEW 4' x 5.4' Sign  
mounted on wall

SHRUBS TO BE 3 FEET  
TALL WHEN PLANTED

**TREE SCHEDULE**

- Formosa Azaleas 3' high at planting
- ✿ Ginkgo Biloba Caliper 2.5"
- ✱ Ligustrum

Note:  
This is an existing site.  
No changes to parking or site.

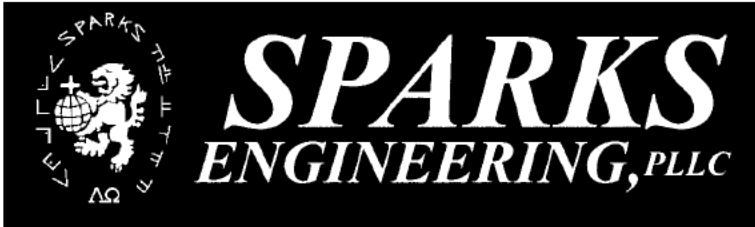




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Scale 1/4" = 1'



Turning Your Visions Into Realities

sparksrv@bellsouth.net sparksengineeringpllc.com

Wilmington Islamic Learning Center  
315 North 17th St  
Wilmington, NC 28401  
Demo. permit# 2014-10611

Firm Name and Address

Sparks Engineering, PLLC  
9 Holland Drive  
Castle Hayne, NC 28429  
910.232.4278

REDACTED



Sheet

B2.1

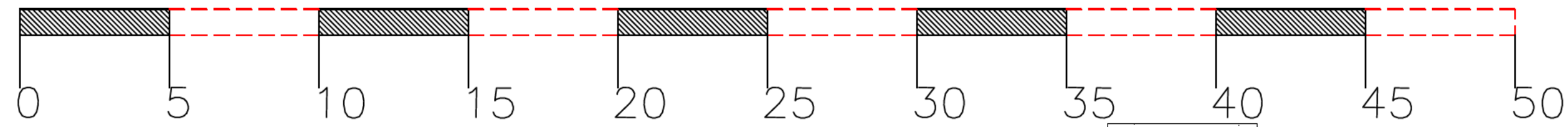
Existing Floor Plan

© January 4, 2015 Ronald W. Sparks, PE

Wilmington Islamic Learning Center



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Scale 1/4" = 1'

Note: Worship Mat (no seating) Room capacity controlled by number of mats.

\*\* -- Angle subject to field verification by Iman

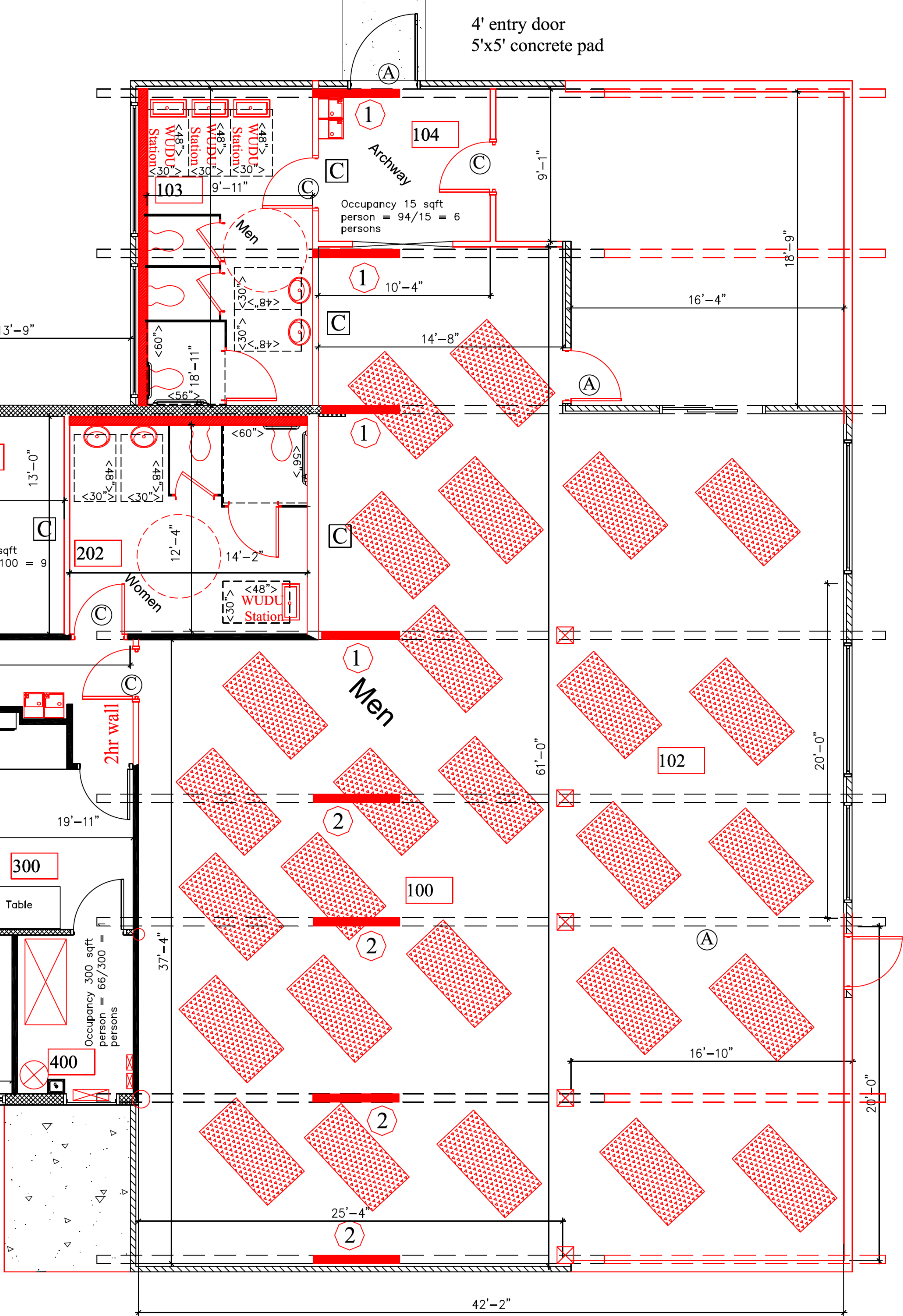
\*\*\* - No urinal in Mens room due to Islamic Hygiene

WUDU Stations are for Islamic washing

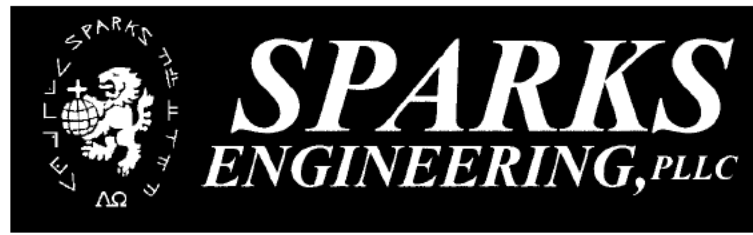
- Structural joist splice
- NEW COLUMN
- Existing joist
- New joist

Walls, Doors & Windows

Symbol	
A	Two Hour wall
B	Non load bearing 2x4 stud wall
C	load bearing 2x6 stud wall
A	"B" LABLE Metal door w/ Panic devices 5w x 7h
B	"B" LABEL Wood door 3w x 7h
C	Wood door 3w x 7h



Modified Floor plan



Turning Your Visions Into Realities

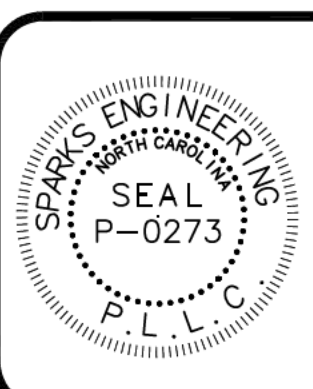
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Sheet

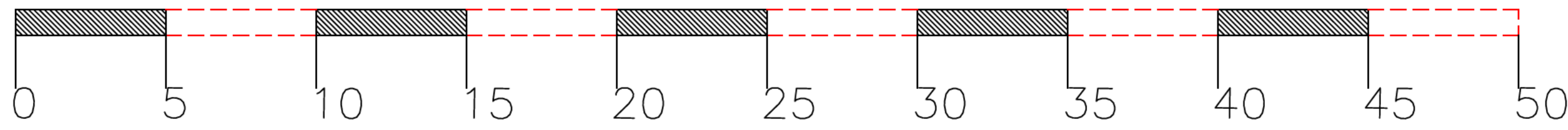
B3

© MARCH 24, 2024 Ronald W. Sparks, PE

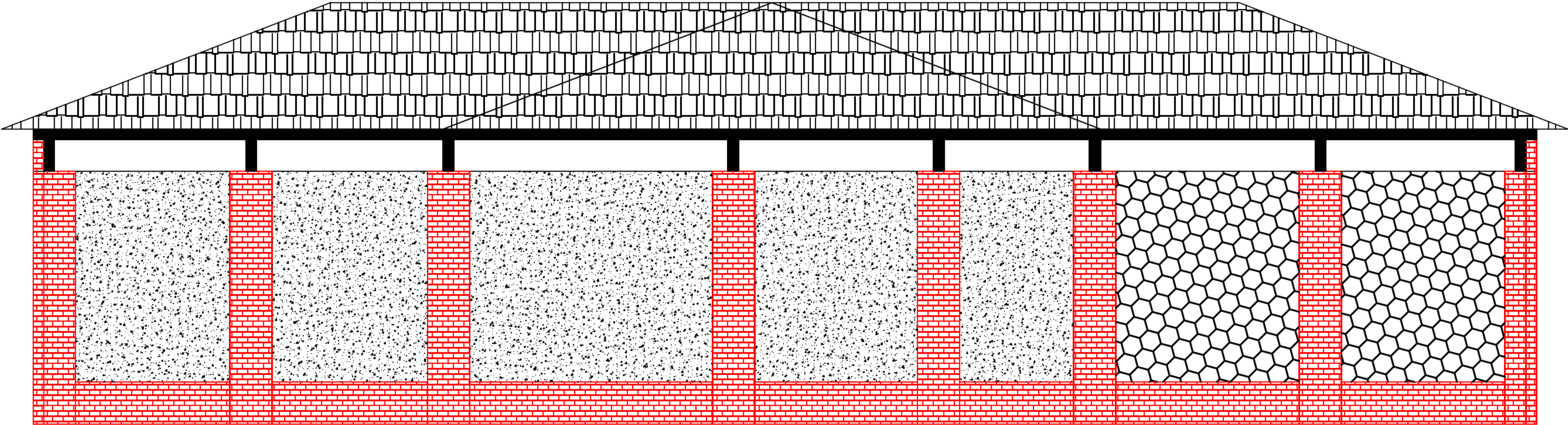
Wilmington Islamic Learning Center



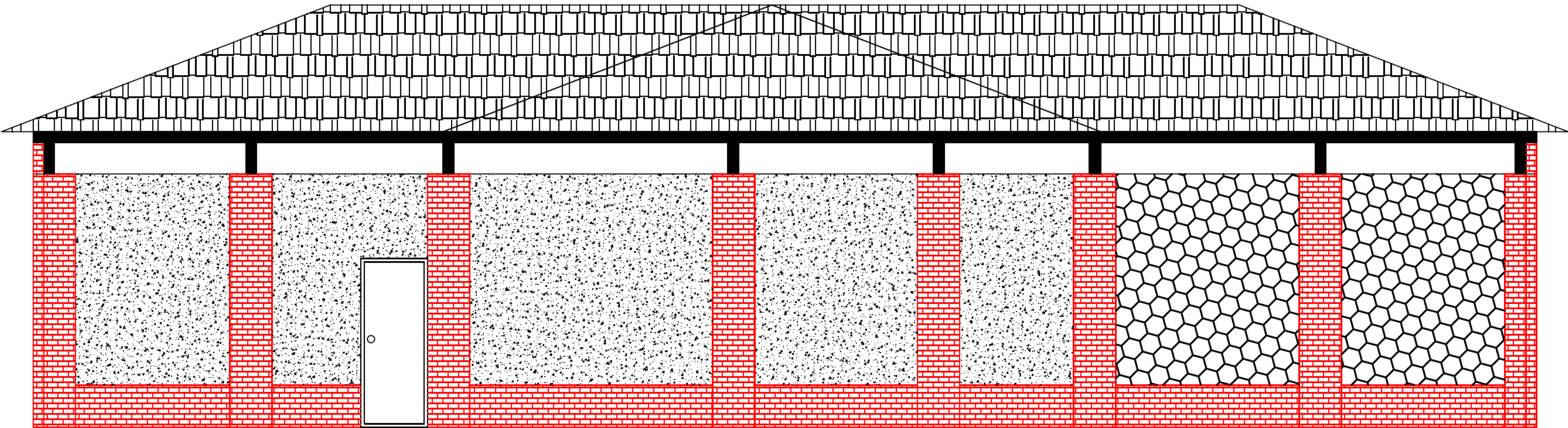
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Scale 1/4" = 1'




Before NE Facade



Modified NE Facade

Main Facade



**SPARKS**  
ENGINEERING, PLLC


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Sheet  
**B3.1**