



# 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
March 13, 2025	2/4/2025
April 10, 2025	3/4/2025
May 8, 2025	4/1/2025
June 12, 2025	5/6/2025
July 10, 2025	6/3/2025

### 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, 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: \_\_\_\_\_

Tax Parcel Number: \_\_\_\_\_

**RECEIVED**

**By Ben Riggle at 2:42 pm, Jul 09, 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): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

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

## 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): \_\_\_\_\_

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

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
<b>Roof (Roof Pitch / Material / Color)</b>	
Main	
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	
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	
<b>Any Additional Materials</b>	

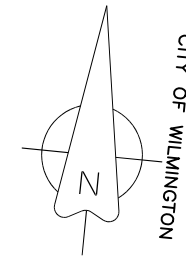


23 N. FRONT ST. TAX MAP

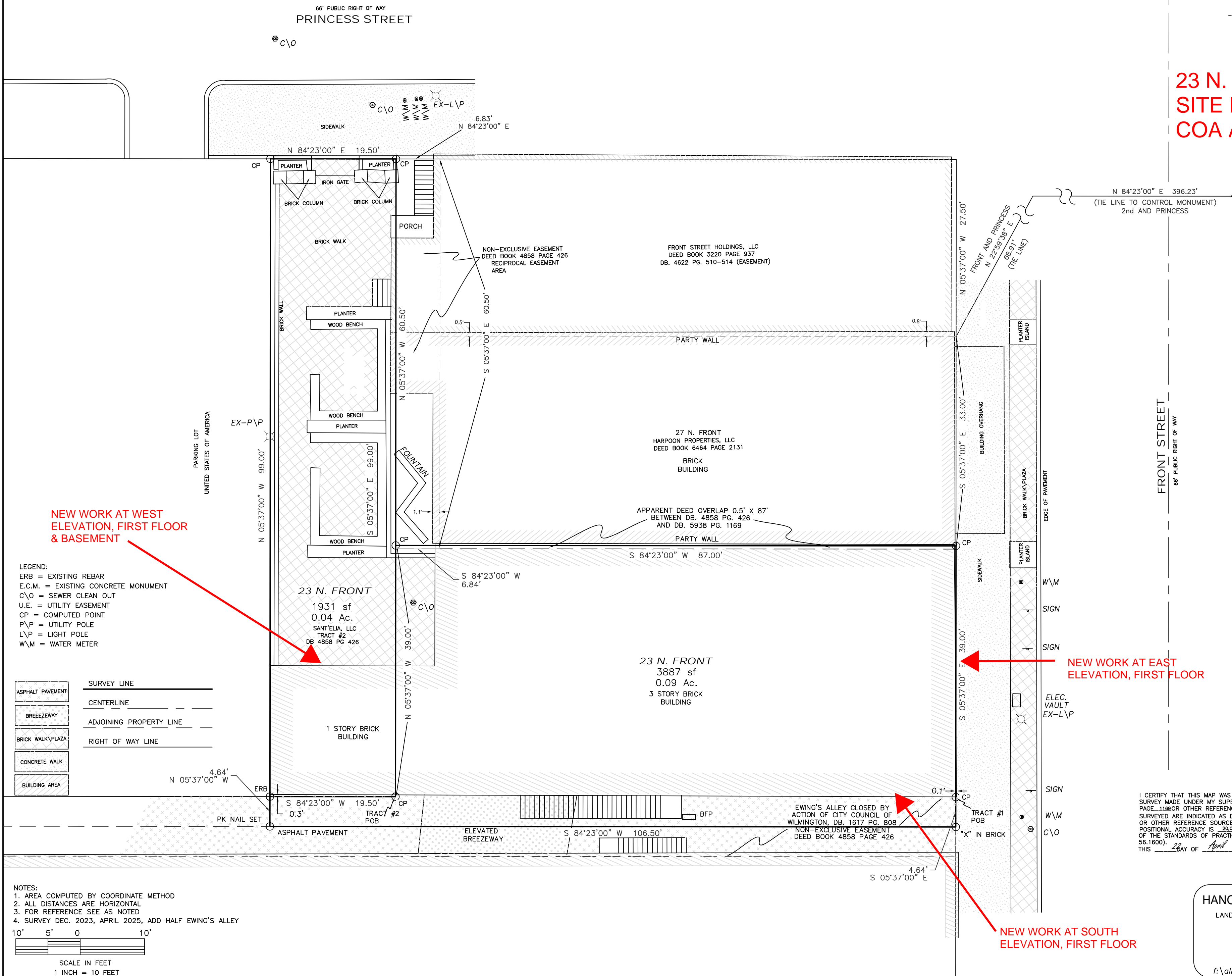


CITY OF WILMINGTON, NEW HANOVER COUNTY, NORTH CAROLINA  
DATE: DECEMBER 2023  
UPDATE: APRIL 22, 2025 (ADD 1/2 EWING'S ALLEY)  
SITE ADDRESS: \_\_\_\_\_  
  
23 FRONT ST N  
WILMINGTON, NC 28401  
Deed Book 4858 Page 426  
Deed Book 1617 Page 852 (EWING'S ALLEY)

The diagram shows a street grid. A horizontal street at the top is labeled "PRINCESS STREET". A horizontal street at the bottom is labeled "MARKET STREET". Two vertical streets are labeled "FRONT STREET" and "2ND STREET". The area between Front Street and 2nd Street, and between Market Street and Princess Street, is labeled "SITE".



# 23 N. FRONT ST. SITE MAP/NEW WORK COA APPLICATION



I CERTIFY THAT THIS MAP WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (DEED DESCRIPTION RECORDED IN BOOK 5938 PAGE 1168 OR OTHER REFERENCE SOURCE NVA). THAT THE BOUNDARIES NOT SURVEYED ARE INDICATED AS DRAWN FROM INFORMATION IN BOOK 1, PAGE 11 OF REFERENCE SOURCE NVA. THAT THE RATIO OF PRECISION OR POSITIONAL ACCURACY IS 20.000+; AND THAT THIS MAP MEETS THE REQUIREMENTS OF THE STANDARDS OF PRACTICE FOR LAND SURVEYING IN NORTH CAROLINA (21NCAC 56-1600).

THIS 22 DAY OF April, 2025. Michael J. Lawrence  
MICHAEL J. LAWRENCE PLS 3830

THIS MAP IS NOT FOR RECORDATION

HANOVER DESIGN SERVICES, P.A.

LAND SURVEYORS ENGINEERS &amp; LAND PLANNERS

1123 FLORAL PARKWAY  
WILMINGTON, N.C. 28403  
PHONE: (910) 343-8002  
FAX: (910) 343-9941  
FIRM CERTIFICATE C-0597



f:\all\mike\acaddwg\ 16453-23north front



July 9, 2025

23 N. Front St. Wilmington NC  
Major Works Certificate of Appropriateness Application  
Project Narrative

As described by the NR nomination, the building at 23 N. Front St. is a *"Three-story cast iron & pressed metal store built by Col. MacRae & occupied by men's wear store. Lower level has recessed storefront behind pilasters. Second and third levels have two over two sash separated by columns & surmounted by bracketed cornice"*. It appears that the second and third floors of the primary (east) facade along N. Front have remained largely intact. The first floor storefront has been modified with the ca. 1980s-1990s construction of an aluminum storefront system with two separate entry doors accommodating building tenant access. At the west or rear elevation, there is a small addition (ca. 1980s-1990s) that is accessible from the rear courtyard, basement and first floor level of the building. A reference site plan is provided with the application materials.

A historic photograph of the first floor elevation dated 1890-1900 is provided on the following page. As originally constructed, a storefront with transom above runs between the pilasters. Large wood doors with  $\frac{3}{4}$  lites and a wood panel below can be seen at either side of the building. Design for the new entrances and storefront with transom is based on the historic photograph. There are also two infilled masonry openings on the south elevation of the first floor, along Ewing's Alley. This alley has been abandoned by the City and half of it now belongs to the building owner.

### **Demolition**

It is proposed to remove the non-original storefront and entry doors at the first floor of the east elevation along N. Front St. It is also proposed to remove existing storefront glazing at the first floor level of the rear addition. At the basement level of the rear addition, existing French doors are to be removed. The masonry in the two infilled openings at the south elevation will be removed.

### **New Work**

It is proposed to rebuild the new storefront with transom above in the same location as documented in the historic photo, between the existing pilasters. The same general dimensions and datum lines will be used the transom and glazing. A new recessed entry for the first floor tenant will be located at the south end of the elevation. The new recessed entry for basement, second and third floor tenant access will be located on the north end. Building Code requires the new exit doors to be at least 36" wide and to swing out towards N. Front St. Based on these requirements and the existing conditions, a single door (+/- 3'-6" x 10') with full height sidelight is proposed for the new entries. The height of the new doors will be similar to the height of the original doors as documented in the historic photo. The doors will be wood with a  $\frac{3}{4}$  lite and panel below.



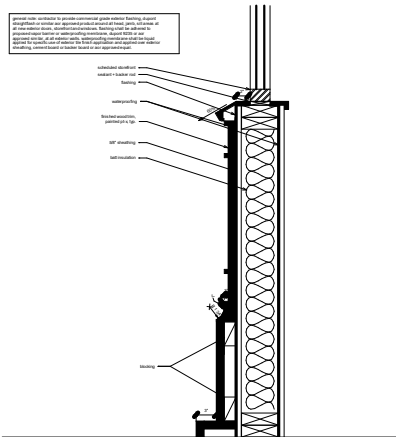


The new storefront glazing system is to be Cortizo Alu-Steel system in the classic profile (specifications included in the application materials) with clear glazing. The new transom windows above will also be Cortizo Alu-Steel in the classic profile. A specification sheet showing details is provided. There will be a new framed bulkhead below the storefront glazing. The bulkhead will have a wood panel detail between each existing pilaster, as shown on drawings provided.

New fixed wood windows will be installed on the south elevation in the existing masonry openings. The existing window opening is approximately 4'-0" wide by 9'-2" tall with an arch top.



Fishblates, 1890-1900



SCALE: 1/2" = 1'-0"

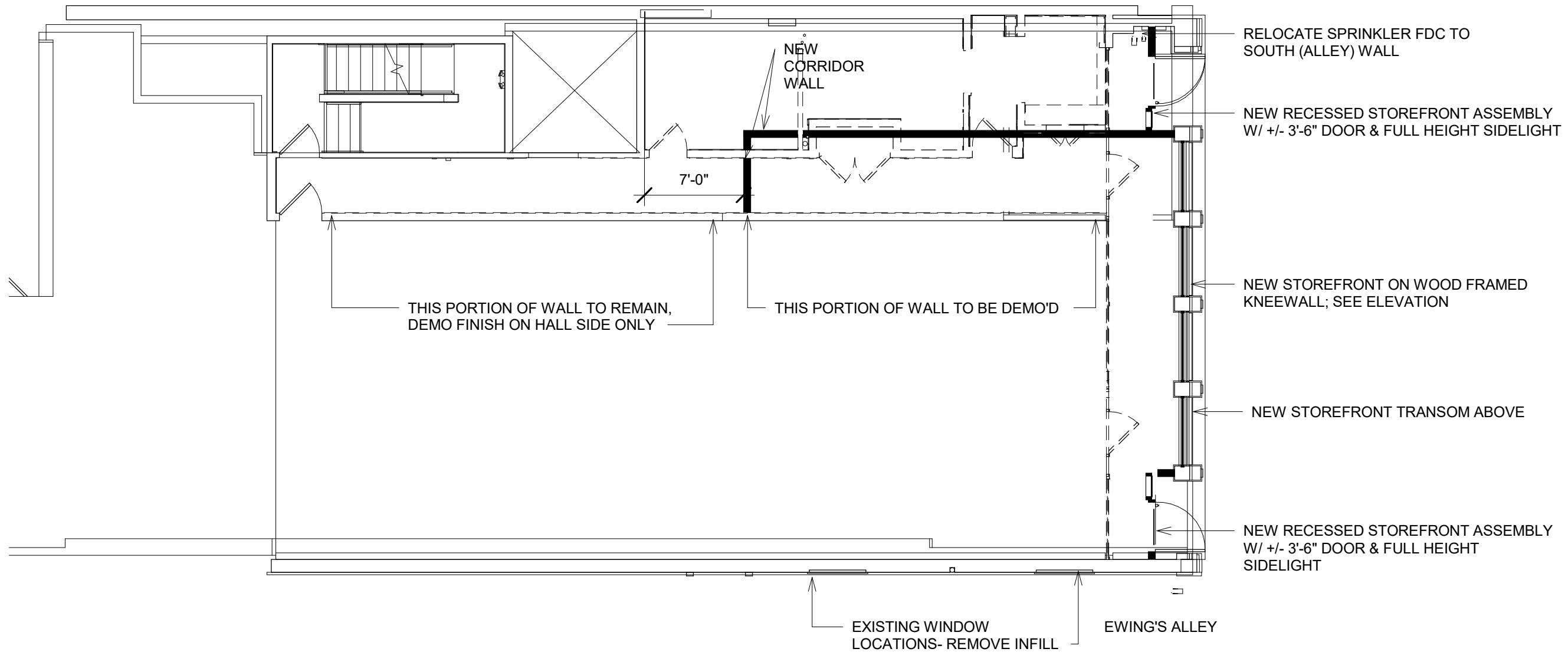


SCALE: 1/8" = 1'-0"

As indicated

23 N. FRONT ST.  
PROPOSED NEW WORK

SK-1



23 N. FRONT ST.  
DEMO + PROPOSED

**1** PARTIAL FIRST FLOOR PLAN  
SCALE: 1/8" = 1'-0"

07/09/25

SK-4

1/8" = 1'-0"

**23 N FRONT ST**  
**COA PHOTO DOCUMENTATION**  
WILMINGTON NC



**01 - Existing east elevation along N. Front St.**



**02 - Existing east elevation pilaster detail**

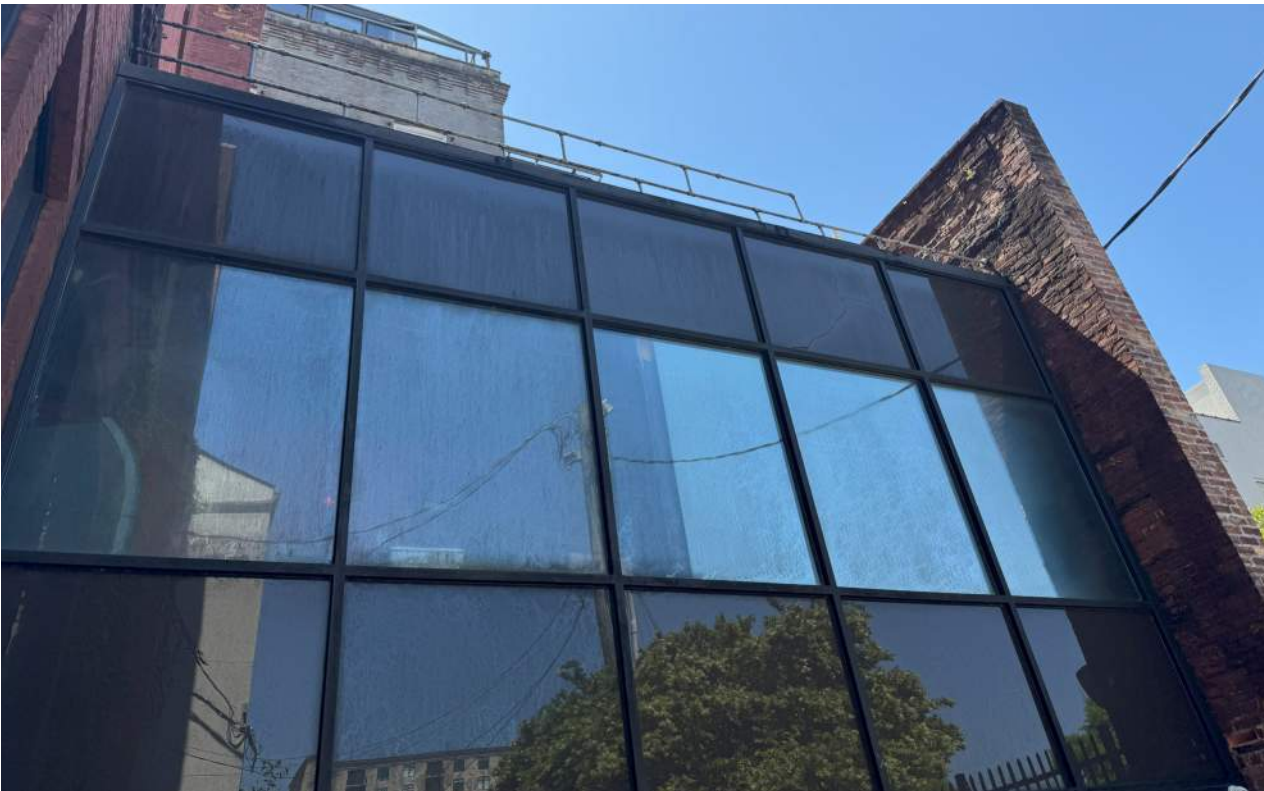


**03 - Existing east elevation pilaster detail**

**23 N FRONT ST**  
**COA PHOTO DOCUMENTATION**  
WILMINGTON NC



**04** - Existing storefront detail



**05** - Rear addition storefront to be replaced