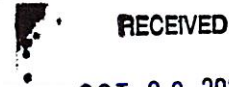




CERTIFICATE OF APPROPRIATENESS APPLICATION

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
☐	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, 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: 712 Chestnut Street

Tax Parcel Number: R04817-022-016-000

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): Chestnut Street Presbyterian Church USA; Paul Thompson, Agent

Mailing Address: 712 Chestnut Street, Wilmington, NC 28401

Phone: 910.617.1503 Email address: thompson6600@aol.com

Signature: Paul Thompson Date: 10-3-25

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): Chestnut Street Presbyterian Church USA; Paul Thompson, Agent

Owner(s) signature: Paul Thompson Date: 10-3-25

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** *PREVIOUSLY SUBMITTED*
 - 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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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)	

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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	

Scope of Work

Date: Friday, October 03, 2025

Project: Chestnut Street Presbyterian Church Sanctuary Right Side Wall Selective Board
& Batten Repair, Replacement, and Painting
712 Chestnut Street
Wilmington, NC 28401

Presented by: Paul Thompson
C/O Chestnut Street Presbyterian Church
712 Chestnut Street
Wilmington, NC 28401

Phone: 910.617.1503

Email: thompson6600@aol.com

SCOPE OF WORK:

1. Selectively remove & replace (with Cypress wood) rotten/cracked/checked pieces of the board & batten siding, and remove enough of the boards to allow for installation of new R-19 Kraft faced insulation in the wall cavities. (The boards being removed and replaced will be identical replacement of the existing material and design as was previously approved by the Historic Preservation Commission).
2. Furnish and install new R-19 Kraft faced insulation in the exterior wall cavities.
3. Pressure wash the exterior side of the (right-side) Sanctuary wall and fascia, prep as necessary, remove loose paint by scraping, fill voids, oil prime as necessary including all surfaces/sides/edges of new wood, then brush apply two coats of Ben Moore Aura exterior finish paint (color and sheen to match the front & left-side Sanctuary walls as was previously approved by the Historic Preservation Commission).
4. Tear-off the existing Lean-Too metal roofing down to the wood deck, remove the existing rafters, lower the existing wall rafter bearing by six inches, reinstall the existing rafters, install new 5/8" OSB plywood, install High-temp self-adhering ice and water-shield membrane underlayment over the entire Lean-too roof deck, then install a .032 Kynar aluminum MRS S.1000 standing seam metal roofing system with snap-locked seams, 1.5" high, spaced 16" on center (profile, type, and color to match the new Vestibule & Cupola roof metal that was previously approved by the Historic Preservation Commission). This includes concealed stainless-steel screws, clips, associated drip edge, and wall flashings. NOTE: This work needs to be done because rain water coming from the Sanctuary roof is falling onto this roof, splashing up on the building & one of the stained-glass window sills and is rotting out the sill, boards, and battens. The existing Lean-too roof is too high and it is not flashed correctly.
5. Cover the existing air conditioning condenser and the stained-glass windows that are on each side of the chimney with plywood to protect them during the brick removal process.
6. Demolish the brick chimney a brick at a time so as not to damage any part of the Sanctuary outer wall. During this process we will also remove the clay flue liner.
7. Demolish the concrete chimney base.

8. Dig and place a concrete footing where the concrete chimney base is removed to support the a new single wythe brick foundation wall.
9. Lay a new single wythe brick foundation wall where the chimney base was located in-line with the existing foundation wall that is on each side of the concrete chimney base. This foundation wall will match the existing brick foundation wall that is on each side of the chimney base.
7. Remove the existing wood crawlspace door, raise the brick sill so that rain water does not continue to run from the outside into the crawlspace, then install a treated 2 x wood crawlspace door frame and new hinged 3/4" PVC crawlspace door. (The existing crawlspace door is T-11 wood siding and is rotten).
8. Patch the existing Sanctuary metal roof where the clay flue liner penetrates the roof with a metal patch and apply a roof coating that matches the existing roof coating.
9. Remove all debris.

From: [Paul Thompson](#)
To: [Ben Rieple](#)
Subject: Field Pictures for the COA Filing 712 Chestnut Street Presbyterian Lean-to & Rotten Window Sill
Date: Friday, October 3, 2025 4:06:03 PM

Sent from my iPhone

Begin forwarded message:

From: Darrell Pendergraph <dgpendergraph@yahoo.com>
Date: October 3, 2025 at 2:16:48 PM EDT
To: Paul Thompson <thompson6600@aol.com>
Subject: Pictures for the COA Filing 712 Chestnut Street Presbyterian Lean-to & Rotten Window Sill
Reply-To: Darrell Pendergraph <dgpendergraph@yahoo.com>

Darrell Pendergraph
Senior Estimator/Senior Project Manager
Blanton Construction Services, Inc.
P. O. Box 4008
Wilmington, NC 28406-1008
m: 910.228.0159
AS-GB
BS-BLAW

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