



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



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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 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.**



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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	Material: Panel Loc Metal ,Color:Galvalume
Front Porch / Side Porch / Rear Porch	Material: Panel Loc Metal ,Color:Galvalume
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	

The scope of this project involved the replacement of the roof on the property due to an active leak that was causing significant damage. At the time, our primary concern was protecting the structural integrity of the property and ensuring the safety and well-being of the tenant occupying the unit.

We were not aware of the requirement to request approval prior to commencing work and proceeded in good faith to resolve the urgent issue. Our intent was to replace the existing roof with the same material and color in order to maintain the original appearance. However, we did not realize that the replacement metal would feature ridges rather than the flat profile of the previous roof. This difference was not intended as a design change, but rather a result of selecting readily available material to address the leak as quickly as possible.

Given the timing—during hurricane season and with additional storms forecasted—we acted with haste to prevent further water intrusion and property damage. While the work was performed with the best of intentions and in the interest of preserving both the property and the tenant's quality of life, we acknowledge in hindsight that we should have followed the proper approval process with the City.

We respectfully request that the Commission consider these circumstances and grant a Certificate of Appropriateness for the work completed. Our goal has always been to maintain the character of the property while also addressing urgent safety and maintenance concerns.

Choose CentralGuard® for the best protection and a lifetime warranty.

CentralGuard is our specific combination of everything that goes into making the highest-quality metal panels. Available on our Prime and Ultra panels, the CentralGuard name is a guarantee that you have the best protection and a lifetime paint warranty.

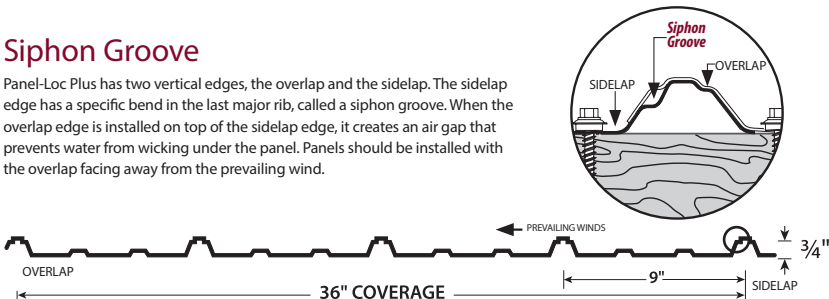
Choose CentralGuard for the perfect balance of fade protection, rust blocking, and dent resistance.

		OUR BEST SELLER!	
		PRIME CentralGuard	ULTRA CentralGuard
STANDARD			
FADE PROTECTION			
Paint Warranty	40-YEAR	LIFETIME	LIFETIME
Paint Thickness	THICK .90 mil	THICKER 1.0 mil	THICKER 1.0 mil
Fade Warranty	30-YEAR	30-YEAR	30-YEAR
Fade Protection	✓	✓✓	✓✓
RUST BLOCKING			
Advanced Rust Blocking	–	✓	✓
Perforation Warranty	–	50-YEAR	50-YEAR
Substrate Thickness	1.12 mil	1.60 mil	1.60 mil
DENT RESISTANCE			
Advanced Dent Resistance	–	✓	✓✓
Steel Thickness	THIN	THICK	THICKEST
Steel Gauge	29 ga.	29 ga.	26 ga.

Panel-Loc Plus features UL2218 approval for impact resistance and may qualify for a homeowners insurance discount. See your local insurance agent for qualifications.

Siphon Groove

Panel-Loc Plus has two vertical edges, the overlap and the sidelap. The sidelap edge has a specific bend in the last major rib, called a siphon groove. When the overlap edge is installed on top of the sidelap edge, it creates an air gap that prevents water from wicking under the panel. Panels should be installed with the overlap facing away from the prevailing wind.



Find more information at
centralstatesco.com

MINIMUM SPECIFICATIONS FOR ULTRA AND PRIME PAINTED PANELS

- GAUGE**
Ultra 26 ga. | Prime 29 ga.
- STEEL THICKNESS**
Ultra 0.0185" | Prime 0.0150"
- PAINT THICKNESS**
Top coat paint: .70 mil
Top coat primer: .30 mil
Bottom coat backer: .35 mil
Bottom coat primer: .35 mil
- TOTAL THICKNESS**
Ultra 0.0202" | Prime 0.0167"

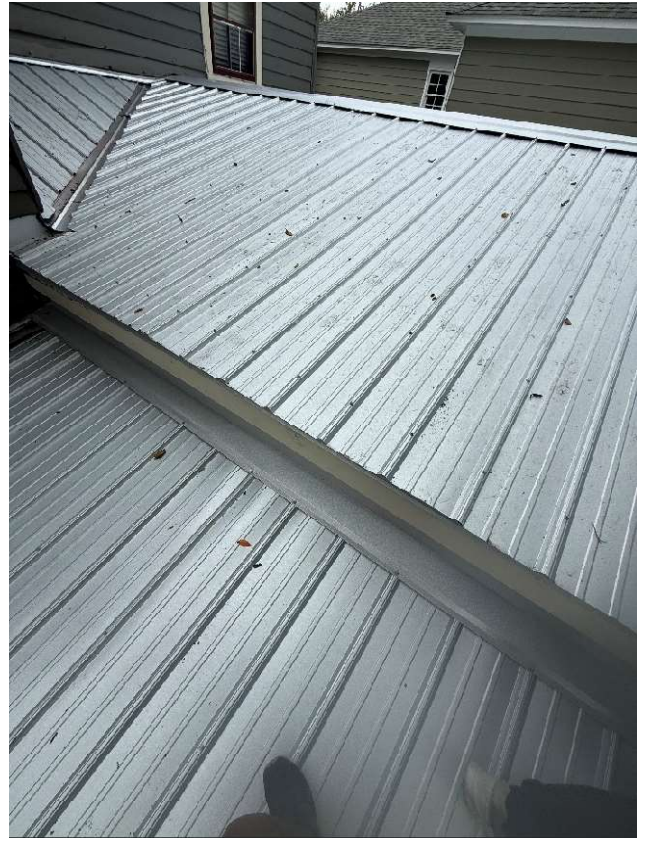
- RUST PROTECTANT SUBSTRATE**
Galvalume® AZ50
- STEEL STRENGTH**
80,000 PSI min
- PAINT SYSTEM**
SMP
- WARRANTY**
Lifetime limited paint adhesion
30-yr. chalk and fade
50-yr. Galvalume perforation

TESTING & APPROVALS

- TESTING**
 - TAS 100-95 Wind Driven Rain Test
 - TAS 125-03 Uplift Resistance Test, 29 ga. Prime only
 - ASTM-E455 Diaphragm Shear Standard Test, 26 ga.
 - ASTM-E455 Diaphragm Shear Standard Test, 29 ga.
- APPROVALS**
 - UL2218 UL Approval, Impact Resistance, Class 4
 - UL580 UL Approval, Uplift Resistance, Class 90
 - UL790 UL Approval, Fire Resistance, Class A
 - RC-325 Texas Windstorm Approval, 29 ga. Over Wood Purlins
 - RC-326 Texas Windstorm Approval, 29 ga. Over Decking
 - FL14026 Florida Approval, Roof Panel Over 1½" Plywood (HVHZ, Miami-Dade Approved)
 - FL14026 Florida Approval, Roof Panel Over 1½" Plywood (NON-HVHZ)
 - FL14026 Florida Approval, Panel Over 2x4's (NON-HVHZ)



114 North 8th Street



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