

# Application Information Sheet

## Administrative Bypass

for Local Historic Districts and Landmarks

City of Wilmington  
Planning, Development and  
Transportation Department  
P.O. Box 1810  
Wilmington, NC  
28402-1810  
910-254-0900  
910-341-3264 fax



### Please Read and Complete the Entire Application

The Administrative Bypass application is a tool used by the City of Wilmington's Historic Preservation Commission (HPC) to provide a streamlined process for requests for minor changes to properties in Wilmington's locally designated historic districts.

With the Administrative Bypass procedure, property owners or their agent make an application for a Certificate of Appropriateness to the Planning Division. That request is then reviewed by the Historic Preservation Planning staff to determine if it meets the *Wilmington Design Guidelines for Historic Districts and Landmarks*. If the request is found to be in accordance with the Guidelines, the Historic Preservation Planning staff can issue a Certificate of Appropriateness allowing the work to be performed. Copies of the *Design Guidelines* are available online at [www.wilmingtonnc.gov](http://www.wilmingtonnc.gov)

If the Historic Preservation Planning staff determines that a request is not consistent with the *Design Guidelines*, the request is submitted to the Historic Preservation Commission for review.

All work must be completed in accordance with the Administrative Bypass application as approved by the Historic Preservation Planning staff. Any work performed which is not consistent with the approved application may result in a requirement for reversal of such work and/or civil penalties. Requests for revisions to approved applications must be submitted to staff for review.

**Please contact the New Hanover County Building Inspections Department at (910) 798-7308** prior to commencing the work approved by a Certificate of Administrative Bypass to determine if a building permit is required. If you have any further questions, please contact the City of Wilmington Planning Division at 910-254-0900.

#### **SUBMIT APPLICATION TO:**

City of Wilmington  
Planning, Development and  
Transportation Department  
Municipal Annex, 3rd Floor  
305 Chestnut Street  
Wilmington, NC 28401

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#### **MAIL APPLICATION TO:**

City of Wilmington  
Planning, Development and  
Transportation Department  
Historic Preservation  
PO Drawer 1810  
Wilmington, NC 28402-1810



# Required items for Application Submittal

*Submit all required items- otherwise your request will be delayed*

**With all requests, provide a current photograph of the house and property with the application, as well as a close up of the area where the requested work would be performed.**

**Indicate the type of request & provide the information requested below:**

- Paint Colors** - Color sample(s) of proposed exterior paint color(s) and/or primer (s) for all surfaces. Indicate on which surfaces the each color is proposed.
- Storm Windows** - Color of existing window sashes, design, materials, color and product information sheet/specifications of the proposed storm windows.
- Storm Doors** - Color of existing entry door, design, materials, color and product information sheet/specifications of the proposed storm door.
- Fences (except on corner lots)** - Design, material, height, site plan showing proposed location and completion of fence questionnaire.
- Shutters or Blinds** - Design, materials, dimensions, color, proposed hardware and product information/specifications of the proposed shutters or blinds.
- Garage Doors** - Design, material, dimensions, color and product information sheet/specifications of the proposed door(s).
- Signs** - Design, material, dimensions, color, proposed location and method of attachment of the proposed signs(s).
- Awnings** - Design, material, color, location and product information sheet/specifications of the proposed awning.
- Accessory building** - Design, materials, dimensions, color, elevation drawings and site plan.
- Minor Exterior Alterations** - Design, materials, color, dimensions, elevation drawings of proposed alteration.
- Rear Yard Decks** - Design, materials, dimensions, drawings of deck and site plan.
- Brick Walkways, Paths, Driveways and Patios** - Design, materials, dimensions and site plan.
- Roofing Material** - Photographic evidence of existing roofing material (asphalt shingles, standing seam metal roof, slate, etc.), product information for the proposed roof and color. Information on proposed roof coating product.
- Removal of non-historic siding and exposure of underlying material** - Photograph of and description of underlying original material.
- Installation of Temporary Handicapped Facilities** - Design, material, dimensions, drawings, color and site plan.
- Restoration of Original Features and/or materials** - Physical or photographic evidence consisting of historic photos or current photos of physical evidence.
- Minor Landscaping Changes** (including tree removal, screening of mechanical equipment and installation of 1 or 5 trees) - Planting list, site plan, size of landscape material at installment as well as maturity size.
- Tree removal** - Photograph of tree proposed for removal. Submittal of tree removal permit application and fee.
- Extension of a Certificate of Appropriateness** - Letter requesting 6-month extension prior to expiration date of original Certificate.

# Administrative Bypass Application

for Local Historic Districts and Landmarks

## Applicant Information:

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

*Please Print*

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

State & Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Are you the owner of this property? If not, the Appointment/Agent Form to designate an agent to act on behalf of the owner must be completed. (Form is located on last page of this application)**

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

## Property Information:

Site Address: \_\_\_\_\_

Tax Parcel #: \_\_\_\_\_

Details of Proposal: *(use additional sheets if necessary)*

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Application fee: Fees are based on the estimated cost of the project

- \$17,999 or less \$0.00
- \$18,000 - \$24,999 \$20.00
- \$25,000 - \$49,999 \$25.00
- \$50,000 - \$99,999 \$35.00
- \$100,000 - \$499,999 \$50.00
- \$500,000 and more \$100.00
- After the Fact \$100, plus base fee above

# Appointment / Agent Form

To delegate authority to an agent/representative to submit the application

The undersigned owner, \_\_\_\_\_ does hereby appoint \_\_\_\_\_ to act on my behalf as agent for the purpose of making application to the City of Wilmington Historic Preservation Commission for a Certificate of Appropriateness on the property described in the attached application.

The owner does hereby covenant and agree with the City of Wilmington that said agent has the authority to do the following acts for and on behalf of the owner:

- (1) To submit a proper application and the required supplemental materials,
- (2) To appear at public meetings to give information and make commitments on behalf of the owner
- (3) To accept conditions or recommendations made for the issuance of the Certificate of Appropriateness on the owner's property.
- (4) To 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 application for a Certificate of Appropriateness under the City of Wilmington Land Development Code.

This agent appointment agreement shall continue in effect until final disposition of the application submitted in conjunction with this appointment.

**Owner Information:** *(must be signed by owner)*

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

**Agent/Applicant Information:** *(must be signed by assigned agent) If you have been appointed as agent for the owner, you must complete page 2 – applicant information.*

**Note:** *Once the agent is assigned by the owner, they become the applicant and complete page 3*

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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