

# Pre-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 ENTIRE APPLICATION.

The Administrative Bypass application is a tool used by the City of Wilmington's Historic Preservation Commission (HPC) to provide a streamline response to requests for minor changes to properties in the City's Local 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 in the field and approved by the Historic Preservation Planning staff if found to be compatible with the *Wilmington's Design Guidelines for Historic Districts and Landmarks*. In this way, the Commission is bypassed and the Historic Preservation Planning staff issues the Certificate of Appropriateness. Copies of the *Design Guidelines* are available online at [www.wilmingtonnc.gov](http://www.wilmingtonnc.gov)

The Historic Preservation Planning staff cannot deny applications for a Certificate of Appropriateness. However, any application that the staff determines does not meet the *Design Guidelines* is submitted to the Historic Preservation Commission.

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 or any other type of permit is required. If you have any further questions, please contact the Planning Division at 910-254-0900.

#### **RETURN APPLICATION TO:**

**City of Wilmington  
Planning, Development and  
Transportation Department  
Municipal Annex, 3<sup>rd</sup> Floor  
305 Chestnut Street  
Wilmington, NC**

---or---

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

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



# 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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## Type of Project: *(please check all that apply)*

- |  |   |
|--|---|
| <input type="checkbox"/> Storm windows                               | <input type="checkbox"/> Removal of asbestos siding and exposure of underlying material   |
| <input type="checkbox"/> Storm doors                                 | <input type="checkbox"/> Restoration of original features and/or materials based on photographic, physical or historical evidence               |
| <input type="checkbox"/> Fences (except on corner lots)              | <input type="checkbox"/> Minor landscaping changes (including tree removal, screening of mechanical equipment and installation of 1 or 2 trees) |
| <input type="checkbox"/> Shutters or blinds                          | <input type="checkbox"/> Extension of certificate of appropriateness for six months   |
| <input type="checkbox"/> Temporary handicapped facilities            |   |
| <input type="checkbox"/> Garage doors                                |   |
| <input type="checkbox"/> Paint colors                                |   |
| <input type="checkbox"/> Signs                                       |   |
| <input type="checkbox"/> Roofing material                            |   |
| <input type="checkbox"/> Awnings                                     |   |
| <input type="checkbox"/> Utilitarian garden sheds                    |   |
| <input type="checkbox"/> Minor exterior alterations                  |   |
| <input type="checkbox"/> Rear yard decks                             |   |
| <input type="checkbox"/> Brick Walkways, paths, driveways and patios |   |

**Date Received:**

# Required Submittal Items for Application

*Please be specific – otherwise your request may be delayed*

## **Provide A Current Photograph Of The House And Property With All Requests CHECK OFF THE TYPE OF REQUEST & PROVIDE WHAT IS LISTED**

- Paint Colors** - Color sample of proposed exterior paint color(s) and/or primer (s) for all surfaces
- Storm Windows** - Design, materials, color and product information sheet
- Storm Doors** - Design, materials, color and product information sheet
- Fences (except on corner lots)** - Design, material, completion of fence questionnaire and site plan
- Shutters or Blinds** - Design, materials, dimensions, color and proposed hardware
- Garage Doors** - Design, material, dimensions, color and product information sheet
- Signs** - Design, material, dimensions, color, proposed location and method of attachment
- Awnings** - Design, material, color, location and product information sheet
- Utilitarian Garden Sheds** - Design, materials, dimensions, color, elevations and site plan
- Minor Exterior Alterations** - Design, materials, dimensions and colors
- Rear Yard Decks** - Design, material, dimensions, drawings of deck and site plan
- Brick Walkways, Paths, Driveways and Patios** - Design, materials and dimensions and site plan
- Roofing Material** - Determination if 'in-kind' roofing materials - photographic evidence of existing roofing material (asphalt shingles, standing seam metal roof, slate, etc.), product information for the proposed roof and color
- Removal of Asbestos Siding** and exposure of underlying material - Photograph of and description of underlying original material
- Installation of Temporary Handicapped Facilities** - Design, material, dimensions, color and site plan
- Restoration of Original Features** and/or materials - Physical or photographic evidence consisting of original 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 at installment as well as maturity
- Extension of a Certificate of Appropriateness** - Letter requesting 6-month extension prior to expiration date of original certificate

# Appointment / Agent Form

*(To delegate authority to a representative)*

**Note:** *The applicant is the person acting as the authority to represent the request*

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 Information/Acceptance:** *(must be signed by agent)*

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

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

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