

# Application Information for filing a: Certificate of Appropriateness

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

The City of Wilmington strives to review applications for a Certificate of Appropriateness as efficiently as possible. An application item checklist is provided inside this form. If all the necessary items on the checklist are not submitted, the application will be considered incomplete and cannot be accepted for review.

### Historic Preservation Commission meeting information:

Meetings are held on the second Thursday of each month at 5:30 p.m. in the City Council Chambers, City Hall (2nd floor), 102 North 3rd Street, Wilmington.

### Application due date:

Applications must be submitted to the City of Wilmington Historic Preservation Planning Division office at 305 Chestnut Street (3rd floor), at least 30 calendar days prior to the next scheduled meeting date of the Historic Preservation Commission.

- Applications are required to be reviewed for completeness by staff prior to being officially accepted for Historic Preservation Commission review. Please call the **Historic Preservation Planner at 910-341-3251** to schedule an appointment prior to the submittal deadline. Applications that are dropped off or mailed in will not be accepted.
- Applications must be submitted by **1:00 P.M.** on the submittal deadline date. All fees must be paid at the time of application submission.

### Historic Preservation Commission Meetings in 2020:

<b><u>Submission Deadline</u></b>	<b><u>Meeting Date</u></b>
December 10, 2019	January 9, 2020
January 14, 2020	February 13, 2020
February 11, 2020	March 12, 2020
March 10, 2020	April 9, 2020
April 14, 2020	May 14, 2020
May 12, 2020	June 11, 2020
June 9, 2020	July 9, 2020
July 14, 2020	August 13, 2020
August 11, 2020	September 10, 2020
September 8, 2020	October 8, 2020
October 20, 2020	November 19, 2020
November 9, 2020	December 10, 2020
December 15, 2020	January 14, 2021
January 12, 2021	February 11, 2021

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## Property Information

Street Address: \_\_\_\_\_

Tax Parcel Number(s): \_\_\_\_\_

Architectural Style: \_\_\_\_\_ Approximate Year Built: \_\_\_\_\_

**Are you the owner of this property? If not, please complete and submit the Appointment/Agent Form on page 4.**

## Applicant Information *(Note: The applicant is the person acting as the authority to represent the request)*

Applicant Name: \_\_\_\_\_  
*Please Type or Print*

Applicant Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

## Application for *(Please check all that apply)*

- |   |   |                                      |  |
|---|---|--------------------------------------|--|
| <input type="checkbox"/> Alteration(s)  | <input type="checkbox"/> New Construction | <input type="checkbox"/> Landscaping | <input type="checkbox"/> Moving (structures) |
| <input type="checkbox"/> Reconstruction | <input type="checkbox"/> Restoration      | <input type="checkbox"/> Demolition  | <input type="checkbox"/> Other               |

**Required applicable submittal items:** See Submittal Checklist on page 5

**Disclaimer:** All work must be completed in accordance with the application as approved by the Historic Preservation Commission (HPC). Any work performed which is not consistent with the approved Certificate of Appropriateness issued by the HPC may result in a requirement for reversal of such work and/or civil penalties for non-compliance.

<b>Date Received:</b>

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

E-mail address: \_\_\_\_\_

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

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

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

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

E-mail address: \_\_\_\_\_

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

# Submittal Checklist *for a Certificate of Appropriateness*

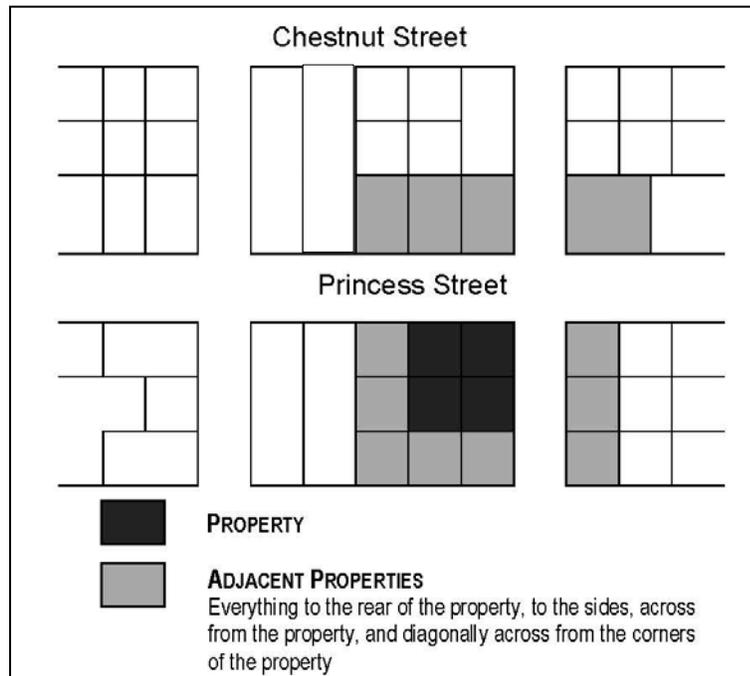
**NOTE:** It is the applicant's responsibility to provide adequate photographs, architectural plans, and other materials to enable the Historic Preservation Commission to understand the proposal and its impact on the historic district or the historic district overlay. An application item checklist is provided to assist the applicant. If all the necessary items on the checklist are not submitted, the application will be considered incomplete and cannot be accepted for review.

- Detailed description of the project to include how the proposal complies with the *Wilmington Design Guidelines for Historic Districts and Landmarks***
- Tax map**
- All proposed building materials:** Provide product information sheets and color samples (may include photographs, warranties, brochures, and manufacturer's specifications)
- Pictures:** Photographs must be clearly labeled and keyed to a site plan of the property
  - One set of photographs of existing conditions printed on photo paper (for archives)
  - Digital copies of all photographs (thumb drive, CD or Email)
  - Photograph(s) of the front of the building and other elevations as needed
  - Photograph(s) of the area where the work is to be performed
- List of adjacent property owners**
- Stamped addressed envelopes of mailing addresses. All envelopes with postage stamped by meter must NOT be dated. Return address labels must include:**
  - City of Wilmington
  - Planning, Development and Transportation Department
  - Historic Preservation Office
  - PO Box 1810
  - Wilmington, NC 28402-1810
  - Dept. #010-2670-419
- Signed application form**
- Appointment form** (if not the owner of the property)
- Additional requirements (new residential or commercial construction, building additions, alterations)**
  - Site Plan** drawn to scale showing the location of existing and proposed structures, property lines, setbacks of existing and proposed structures, off-street parking areas, proposed or existing driveways, preserved or proposed to be removed trees, landscaping and proposed drainage plan (for new construction and additions).
  - Architectural elevations: scaled drawings and elevations** showing all exterior architectural detailing for the proposed project and streetscape
    - o Existing features and existing conditions (drawings or photographs that clearly show the current conditions & existing features)
    - o Floor plans (for new construction and additions)
    - o Samples of significant project materials (windows, roofing, doors, exterior siding, etc.)
    - o 12 copies of clearly labeled drawings if original is larger than 11" x 17" in size
    - o Three-dimensional drawings or models, optional
    - o Any other information specifically required to determine whether the proposed project meets the Wilmington Design Guidelines
    - o Photographs of streetscapes and the surrounding context (for new construction or alterations)

# Adjacent Information and Fees

## Sample Adjacent Instructions:

In order to complete the application for a Certificate of Appropriateness, applicants must provide a list of property owners, along with a standard addressed stamped envelope for all properties adjacent to the property for which the application is being submitted. Below is a diagram showing which properties are considered adjacent.



### Application fee:

Fees are based on the scale of project costs below. Please make checks payable to the City of Wilmington.

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

**NOTE:** Please consult with the New Hanover County Inspections Office, located at 230 Government Center Drive, prior to submitting an application to assure the project is in compliance with building code requirements. (910-798-7308 or [www.nhcgov.com](http://www.nhcgov.com))

# Adjacent Properties Information

*for Certificate of Appropriateness application*

**Applicant:** \_\_\_\_\_

**Address of Property:** \_\_\_\_\_

**Include a stamped envelope addressed to each adjacent property owner's mailing address with the following return address:**

**City of Wilmington  
Planning, Development and Transportation  
Historic Preservation  
PO Drawer 1810  
Wilmington, NC 28402-1810  
Dept. #010-2670-419**

## **Adjacent Property Owners Information**

Property Owner's Name: \_\_\_\_\_

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

Adjacent Property Address: \_\_\_\_\_

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

Property Owner's Name: \_\_\_\_\_

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

Adjacent Property Address: \_\_\_\_\_

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

Property Owner's Name: \_\_\_\_\_

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

Adjacent Property Address: \_\_\_\_\_

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

Property Owner's Name: \_\_\_\_\_

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

Adjacent Property Address: \_\_\_\_\_

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

## Adjacent Properties Information Continued:

Property Owner's Name: \_\_\_\_\_

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

Adjacent Property Address: \_\_\_\_\_

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

Property Owner's Name: \_\_\_\_\_

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

Adjacent Property Address: \_\_\_\_\_

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

Property Owner's Name: \_\_\_\_\_

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

Adjacent Property Address: \_\_\_\_\_

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

Property Owner's Name: \_\_\_\_\_

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

Adjacent Property Address: \_\_\_\_\_

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

Adjacent Property Address: \_\_\_\_\_

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Adjacent Property Address: \_\_\_\_\_

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

Property Owner's Name: \_\_\_\_\_

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

Adjacent Property Address: \_\_\_\_\_

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