



CERTIFICATE OF APPROPRIATENESS APPLICATION

MINOR WORK - ADMINISTRATIVE BYPASS

A Certificate of Appropriateness (COA) is required for any changes to the exterior features, including the general design, arrangement of the exterior of a building or structure, including materials, windows, doors, light fixtures, signs, and other features. Demolition requires a COA major work application.

Some changes can be reviewed administratively. The administrative bypass application (minor work) provides a streamlined process for requests for minor changes to properties in Wilmington's local historic districts, historic district overlays, and local landmarks.

Property owners or their agent may submit a COA application to the Planning and Development Department.

The request is reviewed by planning staff to determine if it is in accordance with the *Wilmington Design Standards for Historic Districts and Landmarks*.

- If the request is found to be in accordance with the design standards, staff will issue the COA.
- If the request is found to be inconsistent with the design standards, the applicant may withdraw the application or may choose to apply to the Historic Preservation Commission (HPC) for consideration.

Any work performed that is not consistent with an approved COA may result in a requirement for reversal of such work and civil penalties.

All materials should be submitted to the Planning and Development Department

Email: preservation@wilmingtonnc.gov

In-person: 929 North Front Street, 1st Floor

For questions or to schedule an appointment, please call 910-254-0900.

PROPERTY AND OWNER INFORMATION

PLEASE TYPE OR PRINT

Street Address: _____

Tax Parcel Number(s): _____

Owner name(s): _____

Mailing Address: _____

Phone: _____ Email: _____

Signature: _____

Date: _____



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PROJECT DESCRIPTION

Describe the project in detail; use additional sheets if necessary

Application Fees	
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

After-the-Fact Approval
(work completed without a COA)
requires application submittal
and a \$100 fee

Checks for application fees
should be made payable to:
City of Wilmington

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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 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 regarding any and all things directly or indirectly connected with or arising out of any petition for a certificate of appropriateness

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

Owner(s) name(s): _____

Owner(s) signature: _____ Date: _____

Designated agent name: _____

Designated agent address: _____

Designated agent phone: _____ Email address: _____

SUBMITTAL CHECKLIST

If all information is not included with the application, the request cannot be scheduled for review by staff.

☐ **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

☐ **Proposed Building Materials**

- Product sheets for each type of material proposed (including windows, doors, roof, siding, etc.)
- 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.

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