

**Historic Area Commission  
Community Room New Castle City Police Station  
1 Municipal Blvd., New Castle, DE 19720  
Thursday, August 13, 2026 – 6:30 p.m.**

**EACH APPLICATION IS A SEPARATE PUBLIC HEARING**

The agenda items listed may not be considered in sequence.

**AGENDA**

**OLDER/TABLED APPLICATIONS**

No Older/Tabled Applications

**NEW APPLICATIONS**

1. 411 Harmony St – Alter 3 season room.
2. 219 E 2<sup>nd</sup> St - Install new exterior stairway.
3. 613 Cherry St – New patio.
4. 1 The Strand – Window Repairs.

**CONSULTATIONS**

No Consultations at this time.

**OLD BUSINESS**

No Old Business at this time.

**NEW BUSINESS**

1. Review of the minutes.
2. Planning Commission Update.

**PUBLIC COMMENTS**

Public Comments on agenda items only.

Posted: 7/29/26

If you are unable to attend the meeting, questions and comments will be taken via email up to 3:00 p.m. on Thursday, August 13, 2026 at [info@newcastlecity.delaware.gov](mailto:info@newcastlecity.delaware.gov).

HISTORIC AREA COMMISSION  
New Castle Police Community Room  
1 Municipal Drive  
July 9, 2026

Present: Tera Hayward-Olivas, Chairperson  
Mark Lorenz  
Stephen Franklin, Planning Commission Liaison  
Joshua Boles, Superintendent, First State Historical Park

Absent: Carmela Longobardi  
Michael Westman

Also Present: Leila Hamroun, City Architect  
Jeff Bergstrom, City Building Official  
Lisa Hatfield, City Solicitor

Ms. Hayward-Olivas convened the meeting at 6:30 p.m. Roll call followed and a quorum to conduct business was declared.

**Minutes**

**June 11, 2026 – A motion was made by Mr. Franklin to approve the minutes of the June 11, 2026, meeting as presented. The motion was seconded by Mr. Boles and was passed with a vote of three (3) in favor and one (1) abstaining (*Ms. Hayward-Olivas*).**

**Old/Tabled Applications**

140 East 3<sup>rd</sup> Street – James Coty – Repoint masonry, install flood lights, build brick parking space, install EV charger, build wood deck, repair and replace fence, replace front door, install metal and railings steps.

Ms. Hamroun stated that the applicant had withdrawn the application.

46 East 3<sup>rd</sup> Street – Diane C. Bristow – New shed.

Ms. Bristow stated she is seeking approval to construct a new shed in the back yard and provided pertinent data:

- The shed is 12' x 16' with a maximum 9'8" roof height.
- The walls will be wood.
- The flooring will be Glen Gery 52DD brick.
- The windows are historic wood windows.
- The brick walkway around the shed will match the existing brick.
- The roof will be Brava Victorian Composite Slate Roof Tile with copper gutters and drain spouts.
- There will be a garden dry-stack wall to retain the dirt along the edge.
- Exhibit 1 shows the location of the shed on the plot with setbacks (4'-6')

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- Exhibit 2 shows the original kitchen that extends back to the brick wall and where the shed will go.
- Exhibit 3 shows a front view.
- Exhibit 4 shows all anchor footings with an anchor bolt for stabilization.
- Exhibit 5 shows the various elevations compared to the shed.
- Exhibit 6 shows the wood fence and the height of the house.
- Exhibit 7 shows a cross section and the layout of where the posts would be, the roof tile, and the gutter and down spout.
- Exhibit 8 shows the left side elevation and the location of the proposed shed in comparison to the existing kitchen area.
- Exhibit 9 shows the sun room and the historic building.
- Exhibit 10 shows the location of the shed. There are bushes currently along the left side that would be maintained.
- Exhibit 11 shows the brick wall and gate and the elevation.
- Exhibit 12 shows the view from the street.
- Exhibits 13-15 show the view from the sidewalk and from across the street.
- Exhibit 16 shows the view from the gate.
- Exhibit 17 shows the view from the original kitchen to the site of the proposed shed with roof lines on the other side of the fence.
- Exhibit 18 shows the roof lines of the house on the other side of the wood fence.
- Exhibit 19 shows the layout of the Glen-Gery 52DD brick path and flagstone garden retaining wall.

Ms. Hamroun stated that:

- The shed is a sizeable dimension, but the area is large and it would not be atypical that secondary appending structures would be built on a site this size; which conforms to the Guidelines.
- The setbacks conform to the Guidelines
- The massing and location conform to the Guidelines.
- The materials conform to the Guidelines.
- The Glen-Gery 52DD brick and herringbone pattern is consistent with brickwork throughout the District.

Ms. Hamroun stated that she would recommend that the application is approved as presented.

Public Comments

There were no comments on the application from the public.

**A motion to approve the application as presented was made by Mr. Lorenz. The motion was seconded by Mr. Franklin and was unanimously passed.**

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In response to a question from Ms. Hamroun, Ms. Bristow agreed to have her application used as a template after removing personal information.

In response to a question from Ms. Hamroun, Ms. Hatfield stated that since Ms. Bristow brought up the subject in connection with her application she would be able to address the issue of Ms. Bristow having been the subject of a very official-looking scam email purporting to come from the Planning Commission and the Historic Area Commission requesting that she wire a large sum of money for various fees being assessed in connection with her application.

Ms. Hatfield stated that neither the City nor any Boards or Commissions would ever send such a request. She urged the present company to contact the City Office immediately if they receive such an email, and to report the incident to the Police. She also recommended that they tell their friends and neighbors.

Ms. Hatfield stated that Delaware is experiencing a large number of threatening email scams and urged everyone to be very careful. It was noted that hovering over the sending address will reveal where the actual sending email is coming from.

**New Applications**

113 East 2<sup>nd</sup> Street – Johanna Tepperwien – Replacing windows.

An application was submitted to replace one (1) window in the alley and two (2) on the second floor front of the house.

Ms. Tepperwien explained that she wanted to replace three windows: two (2) on the front of the house and one (1) in the alleyway. A representative from Pella explained that the proposed window for all three locations is all wood with an aluminum cap over the wood on the exterior.

Ms. Hamroun stated that although it is a wood window, it is a wood clad window; and the Guidelines & Standards state that in the Historic District alternate materials for replacement windows are not appropriate on elevations of contributing buildings that are visible from the public right-of-way. She said that the window in the alleyway would be acceptable because it is not as visible from the public right-of-way; but the two windows on the elevation visible from the public right-of-way would have to be all wood with no cladding.

Ms. Hamroun went on to explain that a large part of the Historic District is the experience of historic materials and fabric; adding that wood and paint ages differently than how aluminum would age.

In response to a question from Mr. Lorenz, Ms. Hamroun stated that the preference is to have divided lights, but a distinction has been made that when it is a contributing building there has been some leeway to have faux divided lights. Ms. Hamroun also stated that since she has been involved in HAC no clad windows have been approved on elevations visible from the public right-of-way of contributing buildings. Mr. Bergstrom added that prior to Ms. Hamroun becoming the Historic Architecture to HAC clad windows had been approved but not very often.

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Ms. Hamroun also noted that the new Guidelines are more precise than the previous Guidelines regarding the use of alternate materials.

In response to a question from Mr. Lorenz, Ms. Hayward-Olivas stated that the Commission should be consistent with the Guidelines & Standards. She added that the application could be approved for the alleyway window conditioned on the windows for the elevation visible from the public right-of-way being submitted for administrative review and Tier 1 approval.

Public Comment

There were no comments on the application from the public.

**A motion was made by Mr. Lorenz to approve of the application submitted for the alleyway elevation that is not visible from the public right-of-way, with the condition that all wood windows for the 2<sup>nd</sup> story elevation that are visible from the public right-of-way are presented to the Building Official and Historic Architect for administrative review as Tier 1. The motion was seconded by Mr. Boles and was unanimously passed.**

In response to a question from Mr. Franklin, Ms. Hamroun explained the difference between a contributing and a non-contributing building.

33 West 4<sup>th</sup> Street – Robert Fonda – Exterior replacements.

An application was submitted to replace the roof in kind with higher grade materials, with the mansard roof being a composite shake.

Mr. Fonda explained that replacement of the main portion of the roof was approved as Tier 1, and he came before HAC seeking replacement of the mansard portion of the roof with Brava shake shingles. He opined that it fits the historic character and will age well. A sample of the shingle was passed around to the Commissioners.

Ms. Hamroun stated that the other components of the application were approved as Tier 1; however, the mansard portion of the roof is a very prominent feature of the building which makes the roofing materials very prominent and close to the public right-of-way; and using an alternate material would not be recommended.

Ms. Hamroun explained that because of the high visibility she would recommend that it be replaced in materials that were similar; and on an elevation that is such a big part of the architectural character, she would not recommend using alternate materials.

In response to a question from Mr. Fonda, Ms. Hamroun stated she would not be able to state whether another shingle would be approved without first inspecting it; and she could only speak to the material that Mr. Fonda presented with his application.

Mr. Bergstrom stated that the proposed shingle is a Class A roof product that is safer than other materials and recommended approval of the application as submitted. Ms. Hamroun noted that roof shakes are an acceptable roofing material; and the potential flammability of the product is not a factor that she can consider when making a recommendation.

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Mr. Franklin noted that there is another house with the same roofline in the Historic District. Ms. Hayward-Olivas stated that because this is such a prominent feature of the building from the public right-of-way, it is similar to the application previously reviewed for clad windows.

Mr. Boles noted that the roof of George Washington's Headquarters at Valley Forge is not being refurbished with wood; opining that is the direction the Secretary of the Interior is going. Ms. Hamroun stated that HAC makes decisions within the constraints of the Guidelines & Standards. Mr. Boles countered that George Washington's headquarters in Valley Forge is a more contributing historical feature to the fabric to the country than Mr. Fonda's house; and it is something to consider in this case.

Mr. Bergstrom noted that HAC's authority to be allowed to control the exterior of historic buildings comes down from a higher authority and we cannot have a zoning ordinance that willy-nilly makes up some historic district. Ms. Hamroun stated that there is a Local Historic District that is under the purview of local ordinances; there is a National Historic Landmark District; and there is the Certified Local Government (CLG) designation that opens up funding from Federal sources. She added that in order to have CLG designation you must have local ordinances.

Ms. Hamroun opined that this is part of a much larger debate that should be held in the context of whether or not to update the Guidelines. Ms. Hatfield opined that there may be some inclination to review the Guidelines; and if so, that discussion should be added to a future HAC Agenda. She added that if the HAC votes to revise the Guidelines the matter would then go to City Council for review.

In response to a comment from Mr. Bergstrom, Ms. Hamroun stated that she is not redefining the roof, clarifying that she said it is an architectural feature that is highly prominent and visible from the public right-of-way; hence, not being treated like other roofs that are not visible. And the fact that it exists elsewhere in the Historic District cannot be taken into consideration because each application stands alone.

Mr. Franklin suggested that HAC inspect the house in the Historic District that is known to them to see how that roof has aged since it was installed in 2017. He added that he felt it would be worth reviewing the Guidelines to see if some adjustments could be made; especially due to the fact that the National Park Service is using the same material on George Washington's Headquarters in Valley Forge.

Ms. Hayward-Olivas stated that the discussion has deviated from the review of Mr. Fonda's application; noting that despite the fact that there is another house in the Historic District with the same roofline and the fact that the proposed material is being used on George Washington's Headquarters, those factors cannot be taken into consideration in the review of the current application. Ms. Hayward-Olivas stated that the house is very singular; it is very close to the sidewalk; and it is visible from the public right-of-way. She urged the Commissioners to stay focused on the Guidelines.

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In response to a question from Mr. Lorenz, Ms. Hatfield stated that the Commissioners could approve the application with the proposed material if they believe it is consistent with the Guidelines; but not despite the fact that it is in conflict with the Guidelines. She added that if the Commissioners are unsure of whether or not it is consistent with the Guidelines they could take a recess to review the Guidelines.

A majority of the Commissioners said they wanted to recess to review the Guidelines. Ms. Hatfield cautioned that the Commissioners could individually review the Guidelines but they could not discuss the Guidelines while in recess.

The Commissioners returned to the public meeting and a motion on the application was put forth.

**A motion was made by Mr. Lorenz to approve the application as presented. The motion was seconded by Mr. Boles. The motion passed with a vote of three (3) in favor and one (1) opposed (Ms. Hayward-Olivas).**

80 West 5<sup>th</sup> Street – Donald & Denise Dodson – Install privacy fence.

An application was submitted to install a 6' plank privacy fence to be built at the back of the property along Firehouse Alley.

Ms. Hayward-Olivas noted that there was no one present to represent the application. Ms. Hamroun explained the proposed project, stating that the design and materials are appropriate and consistent with what has been done in the Historic District. The alley at the back of the property is a public right-of-way. Ms. Hamroun also noted that the fence would align with a garage at the back of the property.

In response to a question from Mr. Lorenz, Ms. Hamroun stated that if the fence is not cedar it should be coated.

**A motion was made by Mr. Lorenz to approve the application with the condition that the final finish be submitted for administrative review. The motion was seconded by Mr. Boles and was unanimously passed.**

**New Business**

Planning Commission Update

Mr. Franklin reported that the Planning Commission met on June 22<sup>nd</sup>.

- An application to extend the New Castle Self-Storage facility was approved.
- Ordinance 565 was discussed.
- The Comprehensive Plan 5-year Review was discussed.
- A discussion of possible ADU zoning was tabled.

There being no further business to discuss, Ms. Hayward-Olivas called for a motion to adjourn.

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**A motion was made by Mr. Lorenz to adjourn the meeting. The motion was seconded by Mr. Franklin. The motion was unanimously passed and the meeting adjourned at 7:53 p.m.**

Respectfully submitted,

Kathleen R. Weirich  
City Stenographer



# HISTORIC AREA COMMISSION REVIEW APPLICATION

☐

CONSULTATION

☒

HISTORIC REVIEW CERTIFICATE

|         |         |
|---------|---------|
| Fee     | Paid On |
| \$50.00 |         |

Once a hearing date has been set and a legal notice has been published or posted, the applicant must be prepared to present the request at the scheduled hearing date

1. NAME OF APPLICANT MATTHEW LOULIE

Business (if applicable) -

Address 411 HARMONY ST.

City NEW CASTLE State DE Zip Code 19720

Daytime telephone 302-593-5908 Other phone/email maloulie@gmail.com

*The above contact information will be used for correspondence. Please ensure this information is accurate.*

2. NAME OF PROPERTY OWNER MATTHEW & ESTHER LOULIE

Business (if applicable) -

Address 411 HARMONY ST.

City NEW CASTLE State DE Zip Code 19720

Daytime telephone (required) 302-593-5908 Other phone -

3. PROJECT STREET ADDRESS 411 HARMONY ST.

4. LEGAL DESCRIPTION: Lot ☐ Block ☐ Subdivision                      Parcel                     

5. EXISTING USE HOME PROPOSED USE HOME

6. PROPOSED PROJECT WORK

A. DEMOLITION

☐

YES

☒

NO

B. REHABILITATION (check repair or replace and provide a description on the line provided)

REPAIR

REPLACE

☐☐

Roof                     

☐☐

Roof structures (dormers, chimneys, etc.)                     

☐☒

Exterior finishes (stucco, masonry, siding) DOOR

☐☐

Porch/Deck/Balcony                     

☐☐

Awning/Canopy                     

☐☐

Exterior Doors                     

☐☒

Windows REPLACE

☐☐

Shutters                     

☐☐

Foundation (including infill)                     

☐☐

Exterior lighting & other appurtenances                     

☐☐

Existing fences, walls & gates                     

☐☐

Existing parking, walkways & other site features

C. NEW CONSTRUCTION (check and specify all work items that apply)

- ☐ New building \_\_\_\_\_
- ☐ New addition \_\_\_\_\_
- ☐ New roof structures (dormers, chimneys, etc.) \_\_\_\_\_
- ☐ New porch/deck/balcony \_\_\_\_\_
- ☐ New awning/canopy \_\_\_\_\_
- ☐ New entrances \_\_\_\_\_
- ☐ New window opening/sashes \_\_\_\_\_
- ☐ New exterior lighting \_\_\_\_\_
- ☐ New fence/wall/gate \_\_\_\_\_
- ☐ New parking/walkways/other site features \_\_\_\_\_
- ☐ Exterior utility service/mechanical equipment \_\_\_\_\_

D. STREETSCAPE (check and specify all work items that apply)

- ☐ Streetlights
- ☐ Furniture & equipment (benches, bollards, utilities equipment, charging stations, etc)
- ☐ Curbs and sidewalks

7. OVERALL PROJECT DESCRIPTION (attach additional pages if necessary)

Enter Description here:

ALTERING THE EXISTING 3 SEASON  
PORCH TO MAKE IT USABLE ALL  
YEAR.

Previous project is incomplete -

8. AGREEMENT

If the applicant is different than the property owner, the application must be signed by both parties.

I have examined this application, its requirements and to my knowledge and belief, is a true, correct, and complete application. In filling out this application, I understand that it becomes part of the Public Record of the City of New Castle and hereby certify that all information contained herein is accurate to the best of my knowledge.

I further understand that if this application is for a Consultation, preapplication consultations resulting in a recommendation for conceptual approval by HAC are advisory in nature and shall inure no rights in the applicant. No project work may be taken based solely upon a recommendation following consultation with HAC. I must still obtain an approved Historic Review Certificate before project work can begin.

I also understand that further development approvals, reviews, and a building permit may also be required prior to starting project work and will consult with the City Building Official for specific project requirements.

PRINT APPLICANT'S NAME

Matthew Lovlie

SIGNATURE OF APPLICANT

Matthew Lovlie

DATE

7/14/2023

PRINT OWNER'S NAME

Matthew Lovlie

SIGNATURE OF OWNER

Matthew Lovlie

DATE

7/14/2023

All work performed in a Historic District, Residence or Commercial, requires prior approval of the Historic Area Commission (HAC) and the issuance of a Historic Review Certificate pursuant to Section 230-45 of the Zoning Code.

All proposed work items shall be reviewed for consistency and compliance with the most recent edition of the "City of New Castle Historic Area Commission Guidelines and Standards" and its Supplements. Copies of this document are available the website at <https://newcastlecity.delaware.gov/historic-area-commission/>

Relevant information necessary for the issuance of a HAC Review Certificate include, but are not be limited to, the below items depending on the scope and scale of the project and as referenced in the "Plan Requirements" section in the *Historic Area Commission Guidelines and Standards*. The minimum application requirements for each scope of work are indicated below. Discuss the project with City Staff if the project is unique and needs to be addressed in a different manner. Applications must be sufficiently complete at the time of submittal for inclusion on the agenda of the HAC meeting.

Complete applications must be submitted up to 15 days before the meeting to be included on the agenda

\*The below is a list of requirements based upon the scope of work. *To be completed by planning staff\**

| OK                       | Need                     | N/A                      |                                                                                                                                                                                                               |
|--------------------------|--------------------------|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Photographs of existing roof and affected features                                                                                                                                                            |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Brochure or sample of proposed roof surface including applicable colors, patterns, material, texture                                                                                                          |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Documentation of justification for changing roof and/or roof feature and the extent of the affected area. Permanent removal of major historic architectural features requires partial demolition application. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Scaled drawing of existing and proposed conditions if roof or roof feature will change its shape, scale, size, profile, pattern (not necessary for roof sheathing changes only)                               |

| OK                       | Need                     | N/A                      |                                                                                                                                                                                                               |
|--------------------------|--------------------------|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Photographs of existing surface or feature including close-up and full building perspective                                                                                                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Brochure or sample of proposed finish including applicable colors, patterns, material, texture, dimensions of reveals, mortar width/color as applicable                                                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Documentation of justification for changing the siding, finish, or feature and the extent of the affected area                                                                                                |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Scaled drawing of existing and proposed conditions if full replacement material is proposed which will change the appearance of the building through its shape, scale, size, profile, pattern, and/or texture |

| OK                       | Need                     | N/A                      |                                                                                                                    |
|--------------------------|--------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Photographs of existing porch/deck/balcony or location of proposed porch/deck/balcony                              |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Scaled site plan showing the building and existing or proposed porch/deck/balcony and property lines if applicable |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Scaled elevation(s) showing the building and existing or proposed porch/deck/balcony                               |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Scaled detail of existing or proposed porch/deck/balcony showing material, construction detail, finish details     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Documentation of justification for changing the existing porch/deck/balcony and the extent of the affected area.   |

Permanent removal of major historic architectural features requires partial demolition application.

| OK                       | Need                     | N/A                      |                                                                                                                                                                                                              |
|--------------------------|--------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Photographs of existing awning/canopy or location of proposed awning/canopy                                                                                                                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Scaled site plan showing the building and existing or proposed awning/canopy location and property lines if applicable                                                                                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Scaled elevation(s) showing the building façade and existing or proposed awning/canopy. A 'typical' elevation can be used if all awning/canopies are exactly the same and have the same impact to the façade |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Scaled detail of existing or proposed awning/canopy showing shape, placement, color, and construction details to include supporting structure, framing, hardware, and anchors/attachment details             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Documentation of justification for changing the existing awning/canopy and the extent of the affected area                                                                                                   |

| OK                       | Need                     | N/A                      |                                                                                                                                                  |
|--------------------------|--------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Photographs of existing door(s) or location of proposed new door opening(s)                                                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Scaled elevation(s) showing the building façade and existing or proposed door (not necessary for just replacement door in existing door opening) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | For new openings, a scaled wall section                                                                                                          |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Brochure, sample, or scaled drawing of proposed door(s) including material, all dimensions, finish, glazing, and hardware                        |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Documentation of justification for changing the existing door(s) and the extent of the affected area.                                            |

CONTINUED

\*The below is a list of requirements based upon the scope of work. (To be completed by planning staff)\*

**WINDOWS** (windows, shutters, and other associated features)

- | OK                       | Need                     | N/A                      |                                                                                                                                                                                                                                                                              |
|--------------------------|--------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Photographs of affected window(s) or location(s) of proposed new window opening(s) For new openings, a                                                                                                                                                                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | scaled wall section with proposed window                                                                                                                                                                                                                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Brochure or sample showing the material, window type, all dimensions and profiles, finish, glazing, and hardware                                                                                                                                                             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Scaled elevation of existing and proposed window; a "typical" elevation can be used if multiple windows are affected as long as the existing and proposed conditions are identical at each location                                                                          |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | For replacing historic windows: a window evaluation including locations, condition of paint, condition of frame and sill, condition of sash (rails, stiles, muntins), glazing problems, hardware type and condition, overall condition assessment by qualified professional. |

**FOUNDATION** (replacement, infill, alteration including elevation)

- | OK                       | Need                     | N/A                      |                                                                                                                                                                                                              |
|--------------------------|--------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Photographs of affected foundation in detail and in context of whole building and adjacent buildings                                                                                                         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Scaled site plan showing building footprint and extent of existing and proposed foundation wall/piers/slab or infill                                                                                         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Material sample, scaled detail drawing, and/or brochure showing the proposed material(s), colors, finish, pattern, and construction details                                                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Documentation of justification for changing the existing foundation and the extent of the affected area. Permanent removal of major historic architectural features requires partial demolition application. |

**EXTERIOR ELECTRICAL/MECHANICAL** (light fixtures, vents, utilities, HVAC units, pool systems, vending)

- | OK                       | Need                     | N/A                      |                                                                                                       |
|--------------------------|--------------------------|--------------------------|-------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Photographs of existing details and context of affected site area within view of the proposed project |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Brochure, sample, or scaled drawing showing the materials, light intensity, hardware, colors/finish   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | For new equipment, scaled drawing showing proposed project with context site and/or building          |

**FENCES/WALLS/GATES**

- | OK                       | Need                     | N/A                      |                                                                                                                                                                                                                                                  |
|--------------------------|--------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Photographs of existing site area of proposed fence/wall/gate and detail photo of any existing fence/wall/gate                                                                                                                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Scaled site plan showing the property line, building footprints, sidewalks, driveways and other major site features and proposed fence/wall (smaller projects may not require a scaled site plan like short extensions of existing fences/walls) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Drawing of proposed fence/wall/gate showing material, finish, height, spacing distance, shapes, patterns, hardware, construction section                                                                                                         |

**PARKING, LANDSCAPE OR OTHER SITE FEATURE** (plant materials, sidewalk, driveway, fountain, pool, ramp, trellis, well)

- | OK                       | Need                     | N/A                      |                                                                                                                                                                                                                           |
|--------------------------|--------------------------|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Photographs of existing site area within view of proposed feature and detail photo of any existing affected features                                                                                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Scaled site plan showing the property line, building footprints, sidewalks, driveways and other major site features and proposed feature (smaller projects may not require a scaled site plan if limited to a small area) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Details of proposed features including material, finish, height, spacing, shapes, patterns, hardware, construction details such as a section drawing                                                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Plant material list with identification, quantity, size at planting and maturity, spacing                                                                                                                                 |

**NEW CONSTRUCTION** (accessory structure/outbuilding, garage, and other new buildings)

- | OK                       | Need                     | N/A                      |                                                                                                               |
|--------------------------|--------------------------|--------------------------|---------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Photographs of existing site area within view of proposed construction with context area                      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Scaled site plan showing property line and existing site features like buildings, sidewalks, driveways        |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Scaled site plan showing the property line and proposed construction                                          |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Scaled landscape plan                                                                                         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Scaled elevation drawings showing existing building(s) and major site features                                |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Scaled elevation drawings showing proposed building(s) and major site features                                |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Wall sections                                                                                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Refer to details above for related roof, finishes, porches, doors, windows, foundation, electrical/mechanical |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Scaled elevation drawing (line drawing with minimal detail) showing the existing and proposed streetscape     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Scaled footprint diagram showing proposed building footprint(s) and surrounding existing building footprints  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Written summary describing existing and proposed conditions and project's consistency with zoning code        |

Tier 01 Review

Tier 2 Review

**PRINT**

☐
☐

Project Address: \_\_\_\_\_

Reviewed for completion by: \_\_\_\_\_ Date: \_\_\_\_\_

CITY OF NEW CASTLE

Building Department

220 Delaware Street

New Castle, DE 19720 • 302-322-9801 • Fax 302-322-9814



★ PERMIT#

APPLICATION FOR  
PLAN EXAMINATION AND  
BUILDING PERMIT

REQUEST FOR HISTORIC  
REVIEW CERTIFICATE

IMPORTANT — Applicant to complete all items in sections: I, II, III IV, and V.

|                         |                                         |                |                        |                 |
|-------------------------|-----------------------------------------|----------------|------------------------|-----------------|
| I. LOCATION OF BUILDING | AT (LOCATION) <u>411 Harmany Street</u> | (NO.)          | (STREET)               | Zoning District |
|                         | BETWEEN <u>East Fifth</u>               | (CROSS STREET) | AND <u>East Fourth</u> | (CROSS STREET)  |
|                         | SUBDIVISION                             | LOT            | BLOCK                  | LOT SIZE        |
|                         |                                         |                |                        |                 |

II. TYPE AND COST OF BUILDING — All applicants complete Parts A — D

A. TYPE OF IMPROVEMENT

- 1 ☐ New building
- 2 ☐ Addition (If residential, enter number of new housing units added, if any, in Part D, 13)
- 3 ☒ Alteration (See 2 above)
- 4 ☐ Repair, replacement (Explain in Sec. IV)
- 5 ☐ Wrecking (If multifamily residential, enter number of units in building in Part D, 13)
- 6 ☐ Moving (relocation)
- 7 ☐ Foundation only
- 8 ☐ Fence, sign

*No New Units*

D. PROPOSED USE — For "Wrecking" most recent use

Residential

- 12 ☒ One family
- 13 ☐ Two or more family — Enter number of units
- 14 ☐ Transient hotel, motel, or dormitory — Enter number of units
- 15 ☐ Garage
- 16 ☐ Carport
- 17 ☐ Other — Specify

Nonresidential

- 18 ☐ Amusement, recreational
- 19 ☐ Church, other religious
- 20 ☐ Industrial
- 21 ☐ Parking garage
- 22 ☐ Service station, repair garage
- 23 ☐ Hospital, institutional
- 24 ☐ Office, bank, professional
- 25 ☐ Other — Specify

B. OWNERSHIP

- 9a ☒ Private (individual, corporation, nonprofit institution, etc.)
- 9b ☐ Public (Federal, State, or local government)

C. COST

10 Cost of improvement . . . . .  
To be installed but not included in the above cost

(Omit cents)

\$ 15,000

a. Electrical . . . . .

5,000

b. Plumbing . . . . .

7,500

c. Heating, air conditioning . . . . .

7,500

d. Other (elevator, etc.) . . . . .

\$ 27,500

11 TOTAL COST OF IMPROVEMENT

Nonresidential — Describe in detail proposed use of buildings, e.g., food processing plant, machine shop, laundry building at hospital, elementary school, secondary school, college, parochial school, parking garage for department store, rental office building, office building at industrial plant. If use of existing building is being changed, enter proposed use.

III. SELECTED CHARACTERISTICS OF BUILDING — For new buildings and additions, complete Parts E — J; for wrecking, complete only Part H;

E. PRINCIPAL TYPE OF FRAMING

- 30 ☐ Masonry (wall bearing)
- 31 ☒ Wood frame
- 32 ☐ Structural steel
- 33 ☐ Reinforced concrete
- 34 ☐ Other — Specify

G. TYPE OF MECHANICAL

Will there be central air conditioning?

- 40 ☐ Yes
- 41 ☒ No

Will there be an elevator?

- 42 ☐ Yes
- 43 ☒ No

H. DIMENSIONS

44. Number of stories . . . . . 1
45. Total square feet of floor area, all floors, based on exterior dimensions
46. Total land area, sq. ft. . . . .

I. NUMBER OF OFF-STREET PARKING SPACES

47. Enclosed . . . . . 1
48. Outdoors . . . . . 1

J. RESIDENTIAL BUILDINGS ONLY

49. Number of bedrooms . . . . . 1
50. Number of bathrooms . . . . . 1

F. PRINCIPAL TYPE OF HEATING FUEL

- 35 ☐ Gas
- 36 ☐ Oil
- 37 ☒ Electricity
- 38 ☐ Coal
- 39 ☐ Other — Specify

NOTE!

The Building Inspector requires dimensioned plot plans, floor plans, specifications, etc. before a permit will be issued for all structural changes, additions, etc.

NO

STREET

# K. DESCRIPTION OF SIGN

51. Type of Sign \_\_\_\_\_
52. Dimensions of sign, Length \_\_\_\_\_ Width \_\_\_\_\_ Thickness \_\_\_\_\_ Area \_\_\_\_\_
53. Projection beyond building line \_\_\_\_\_ Clear height above sidewalk \_\_\_\_\_
54. If roof sign, give distance back from the edge of roof \_\_\_\_\_
55. Material constructed of \_\_\_\_\_ Weight \_\_\_\_\_
56. Remarks: (State clearly method of operation and attachment, giving size of bolts, chains, anchors, etc.)  
\_\_\_\_\_  
\_\_\_\_\_

# IV. DESCRIPTION OF PROPOSED WORK — For Applicant Use — Attach two copies of Plans and Specifications

Altering an existing 3 season porch to make it usable all year.

# SPECIAL NOTE FOR HISTORIC REVIEW CERTIFICATE APPLICATION

Describe in detail the nature and scope of all proposed work. Supplemental plans and/or drawing showing all pertinent architectural features and materials to be used are required when any architectural additions or alterations are involved.

# V. IDENTIFICATION — To be completed by all applicants

|                          | Name          | Mailing Address — Number, Street, City, and State | ZIP Code              | Tel. No.     |
|--------------------------|---------------|---------------------------------------------------|-----------------------|--------------|
| 1. Owner or Lessee       | Matthew Louhe | 411 Harmony Street<br>Historic New Castle, DE     | 19720                 | 302-593-5908 |
| 2. Contractor            | SELF          |                                                   | Builder's License No. |              |
| 3. Architect or Engineer |               |                                                   |                       |              |

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and we agree to conform to all applicable laws of this jurisdiction.

| Signature of Applicant                                                             | Please Print Name | Address                                           | Application Date |
|------------------------------------------------------------------------------------|-------------------|---------------------------------------------------|------------------|
|  | Matthew Louhe     | 411 Harmony Street, Historic New Castle, DE 19720 |                  |

## VI. ZONING PLAN EXAMINERS OR BOARD OF ADJUSTMENT NOTES

DISTRICT \_\_\_\_\_

USE \_\_\_\_\_

FRONT YARD \_\_\_\_\_

SIDE YARD \_\_\_\_\_

SIDE YARD \_\_\_\_\_

REAR YARD \_\_\_\_\_

NOTES \_\_\_\_\_

## VII. HISTORIC AREA COMMISSION

DATE RECEIVED \_\_\_\_\_

HISTORIC AREA REVIEW FEE \_\_\_\_\_

DATE OF INITIAL ACTION BY COMMISSION \_\_\_\_\_

CERTIFICATE ISSUED # \_\_\_\_\_

ACTION AND/OR  
RECOMMENDATION \_\_\_\_\_

COMMISSION VOTE

APPROVED DENIED TABLED

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AUTHORIZED SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

## VIII. VALIDATION

Building

Permit Number \_\_\_\_\_

Building

Permit Issued \_\_\_\_\_

Building

Permit Fee \$ \_\_\_\_\_

Renewal Fee \$ \_\_\_\_\_

Certificate of Occupancy \$ \_\_\_\_\_

MSC Approval \_\_\_\_\_

Date

Approved By: \_\_\_\_\_

### FOR DEPARTMENT USE ONLY

Use Group \_\_\_\_\_

Fire Grading \_\_\_\_\_

Live Loading \_\_\_\_\_

Occupancy Load \_\_\_\_\_

IX. OFFICIAL USE ONLY

↑ HARSH

MARSH ↑

↑ MARSH

GARDEN

GARDEN

RATIO  
DOOR WINDOWS  
PORCH SITE

GARDEN &  
WOODEN  
AREA.

413

411

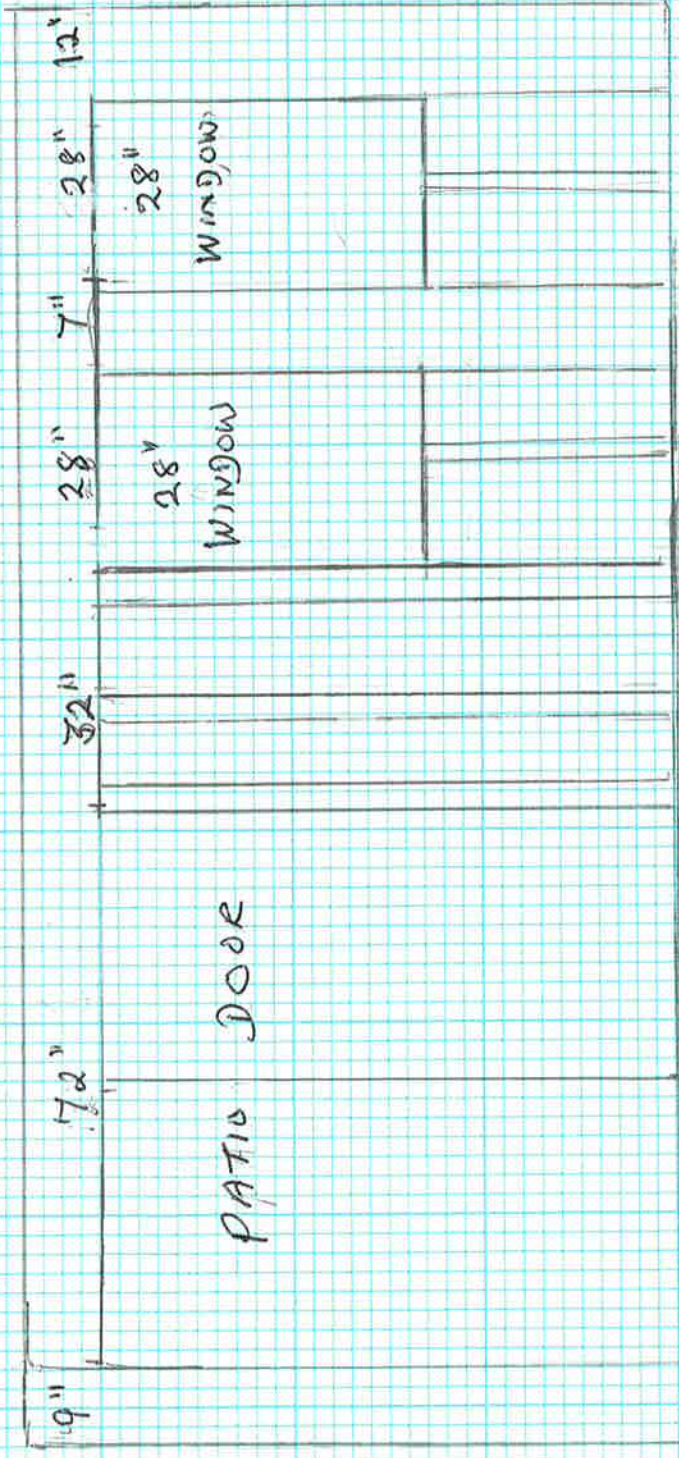
409

GARAGE

HARMONY

(H)

15' 6"



CURRENT UNFINISHED PORCH - 411 HARMONY

409, 411, 413  
HARMONY STREET





A

STREET ENTRY TO  
HOGY HILL PASSAGE



B.

CONTINUED ENTRY  
BETWEEN 409 &  
411 HOUSES



C. TERMINATION OF  
PASSAGE. GATE  
ENTRY INTO GARDEN  
& BACK OF 411  
HOUSE

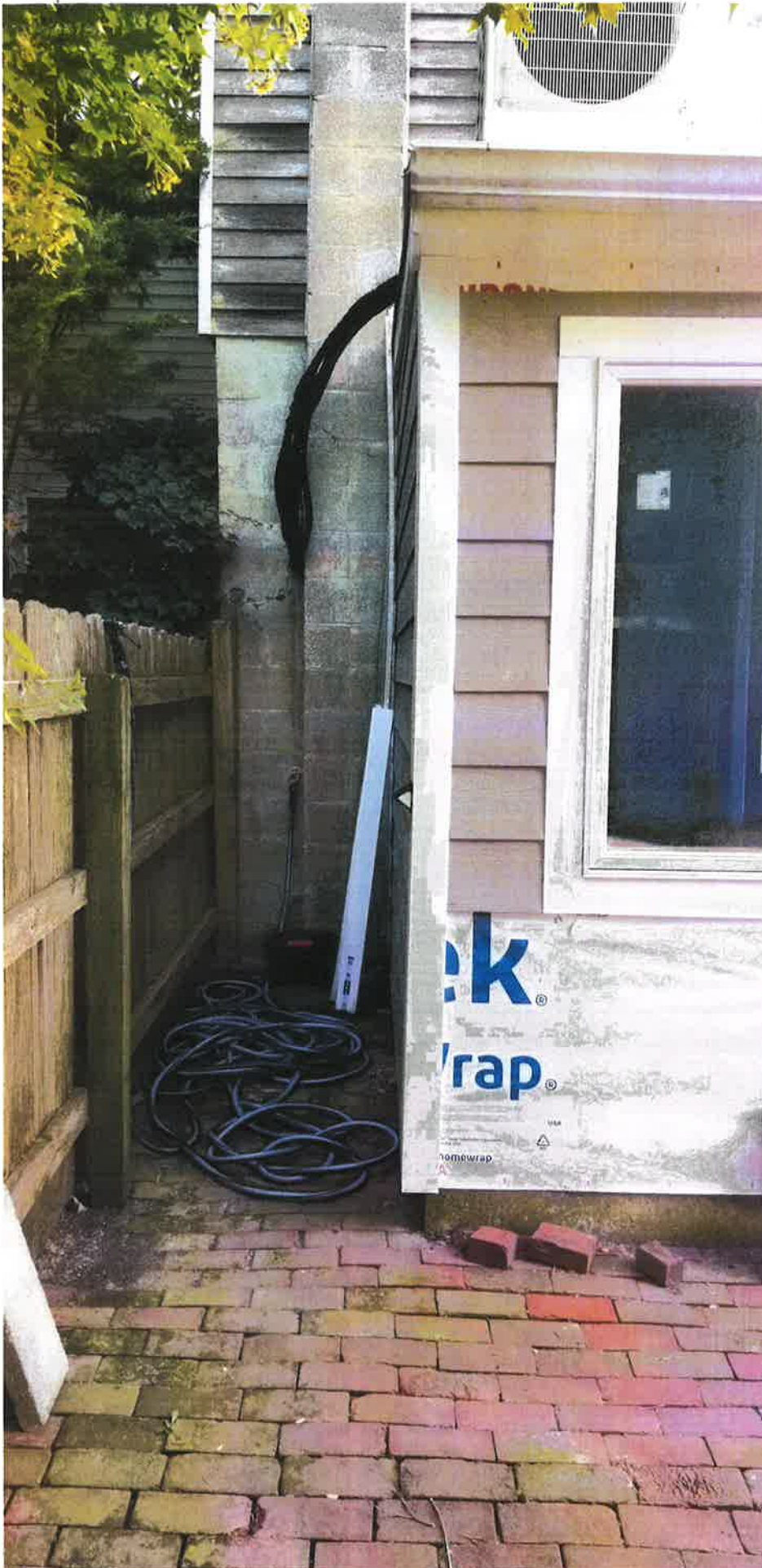
D.

GARDEN OF HII  
ENCASED IN SIX  
FOOT HIGH FENCE  
WITH NO EXIT.





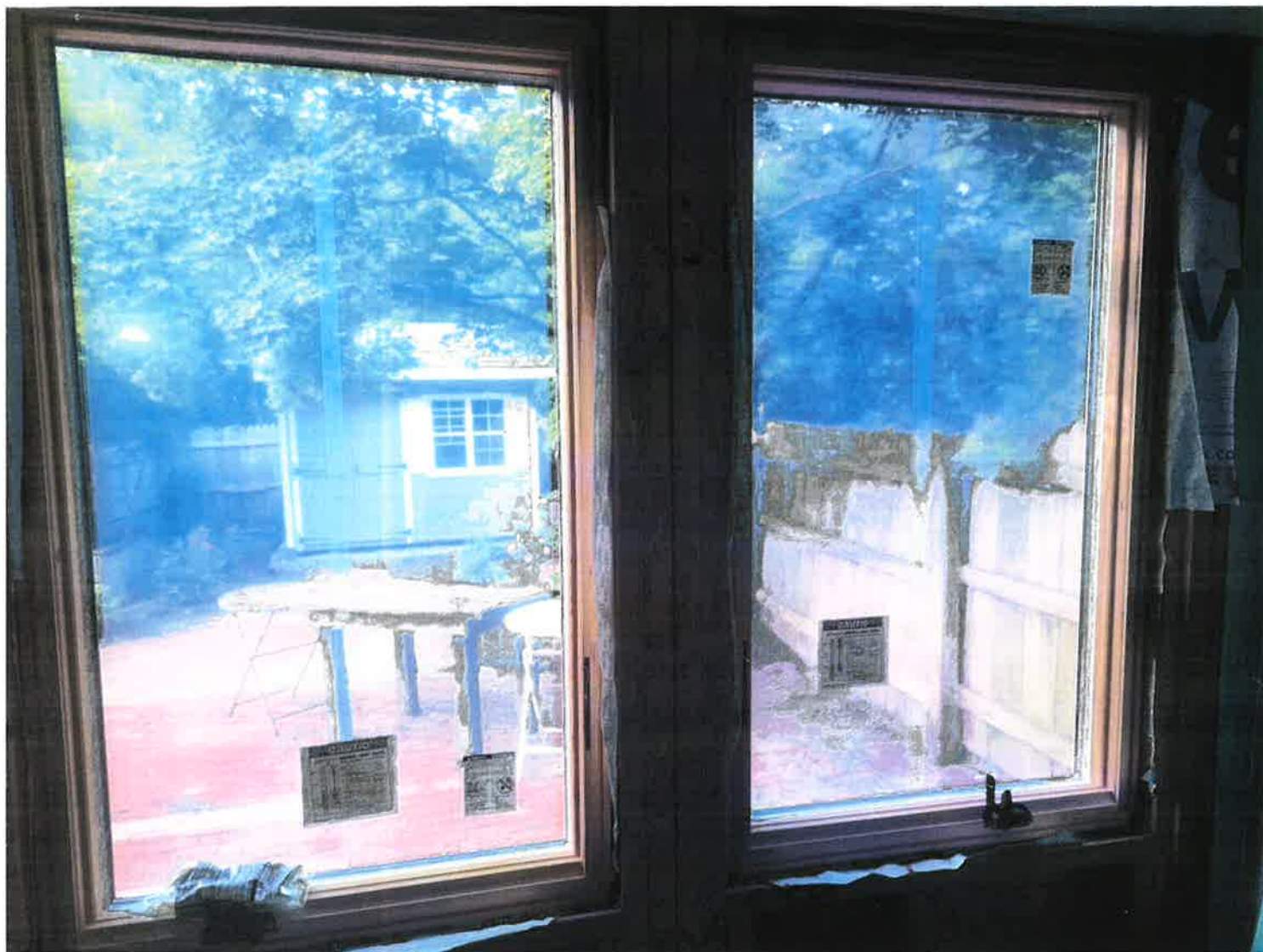
E.  
BACK OF PORCH, WITH ADJACENT GATE, WHICH IS  
ONLY ENTRANCE AND EXIT.



F  
SIDE OF PORCH  
WITH NO EXIT AND  
CONTINUING FENCING.



G.  
BACK OF PORCH SHOWING WINDOWS AND SLIDING  
DOOR.



H(A)

INTERIOR OF PORCH WITH WINDOWS (ANDERSON)  
LOOKING AT GARDEN. NO EXIT FROM SIDE OR  
BACK



H(B) WALL ONCE HAD SLIDING DOOR ONLY, NOW  
REPLACED WITH HARDIE BOARD. OLD DOOR  
STILL AWAITING REMOVAL



H.B.

INSIDE OF PORCH  
WITH SLIDING GLASS  
DOOR (ANDERSON)



(I) TIPS OF FENCING, WITH FOLIAGE & DENSE GREENERY,  
AND TREES BEHIND FENCE NO EXIT POSSIBLE.



J. TREES & FOLIAGE BEHIND ALL GARDEN. NO EXIT  
POSSIBLE



k.  
VIEW BEHIND SHED.  
NO EXIT POSSIBLE



# HISTORIC AREA COMMISSION REVIEW APPLICATION

☐

CONSULTATION

☐

HISTORIC REVIEW CERTIFICATE

| Fee     | Paid On |
|---------|---------|
| \$50.00 |         |

Once a hearing date has been set and a legal notice has been published or posted, the applicant must be prepared to present the request at the scheduled hearing date

1. NAME OF APPLICANT Angelo J. Rispoli  
Business (if applicable) Angelo J. Rispoli Construction  
Address 516 Harmony St.  
City New Castle State DE Zip Code 19720  
Daytime telephone 302-983-6025 Other phone/email ADRconstruction770@gmail  
*The above contact information will be used for correspondence. Please ensure this information is accurate.*

2. NAME OF PROPERTY OWNER Crystal Walker  
Business (if applicable) X  
Address 219 E. 2nd St.  
City New Castle State DE Zip Code 19720  
Daytime telephone (required) \_\_\_\_\_ Other phone N/A

3. PROJECT STREET ADDRESS 219 E. 2nd Street

4. LEGAL DESCRIPTION: Lot ☐ Block ☐ Subdivision \_\_\_\_\_ Parcel \_\_\_\_\_

5. EXISTING USE \_\_\_\_\_ PROPOSED USE \_\_\_\_\_

## 6. PROPOSED PROJECT WORK

A. DEMOLITION

☐

YES

☒

NO

B. REHABILITATION (check repair or replace and provide a description on the line provided)

REPAIR

REPLACE

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Roof \_\_\_\_\_  
Roof structures (dormers, chimneys, etc.) \_\_\_\_\_  
Exterior finishes (stucco, masonry, siding) \_\_\_\_\_  
Porch/Deck/Balcony \_\_\_\_\_  
Awning/Canopy \_\_\_\_\_  
Exterior Doors \_\_\_\_\_  
Windows \_\_\_\_\_  
Shutters \_\_\_\_\_  
Foundation (including infill) \_\_\_\_\_  
Exterior lighting & other appurtenances \_\_\_\_\_  
Existing fences, walls & gates \_\_\_\_\_  
Existing parking, walkways & other site features \_\_\_\_\_

C. NEW CONSTRUCTION (check and specify all work items that apply)

- ☐ New building \_\_\_\_\_
- ☐ New addition \_\_\_\_\_
- ☐ New roof structures (dormers, chimneys, etc.) \_\_\_\_\_
- ☐ New porch/deck/balcony \_\_\_\_\_
- ☐ New awning/canopy \_\_\_\_\_
- ☐ New entrances \_\_\_\_\_
- ☐ New window opening/sashes \_\_\_\_\_
- ☐ New exterior lighting \_\_\_\_\_
- ☐ New fence/wall/gate \_\_\_\_\_
- ☐ New parking/walkways/other site features \_\_\_\_\_
- ☐ Exterior utility service/mechanical equipment \_\_\_\_\_

D. STREETSCAPE (check and specify all work items that apply)

- ☐ Streetlights
- ☐ Furniture & equipment (benches, bollards, utilities equipment, charging stations, etc)
- ☐ Curbs and sidewalks

7. OVERALL PROJECT DESCRIPTION (attach additional pages if necessary)

Enter Description here:

• Install new exterior stairway to principal elevation of building as specified on attached proposal / drawing.

Proposal 0630-26

Note: New stairway will not proceed any further towards street than existing.

8. AGREEMENT

If the applicant is different than the property owner, the application must be signed by both parties.

*I have examined this application, its requirements and to my knowledge and belief, is a true, correct, and complete application. In filling out this application, I understand that it becomes part of the Public Record of the City of New Castle and hereby certify that all information contained herein is accurate to the best of my knowledge.*

*I further understand that if this application is for a Consultation, preapplication consultations resulting in a recommendation for conceptual approval by HAC are advisory in nature and shall inure no rights in the applicant. No project work may be taken based solely upon a recommendation following consultation with HAC. I must still obtain an approved Historic Review Certificate before project work can begin.*

*I also understand that further development approvals, reviews, and a building permit may also be required prior to starting project work and will consult with the City Building Official for specific project requirements.*

PRINT APPLICANT'S NAME Angelo J. Rispoli

SIGNATURE OF APPLICANT [Signature] DATE 7.15.2020

PRINT OWNER'S NAME \_\_\_\_\_

SIGNATURE OF OWNER \_\_\_\_\_ DATE \_\_\_\_\_

All work performed in a Historic District, Residence or Commercial, requires prior approval of the Historic Area Commission (HAC) and the issuance of a Historic Review Certificate pursuant to Section 230-45 of the Zoning Code.

All proposed work items shall be reviewed for consistency and compliance with the most recent edition of the “City of New Castle Historic Area Commission Guidelines and Standards” and its Supplements. Copies of this document are available the website at <https://newcastlecw.gov/historic-area-commission/>

Complete applications must be submitted up to 15 days before the meeting to be included on the agenda.

**\*The below is a list of requirements based upon the scope of work. To be completed by planning staff\***

OK      Need      N/A

- EXTERIOR FINISHES** (wood siding and decorative features, masonry surfaces and features, stucco)

|    |      |     |
|----|------|-----|
| OK | Need | N/A |
|----|------|-----|

- PORCHES, DECKS, BALCONIES** (including loggias/colonnades, porch enclosures, associated decorative features)

|    |      |     |
|----|------|-----|
| OK | Need | N/A |
|----|------|-----|

- ### AWNING/CANOPY

| OK | Need | N/A |
|----|------|-----|
|----|------|-----|

- EXTERIOR DOORS** (door openings, doors, screen doors, trim and details such as transoms, sidelights, hoods, hardware)

OK      Need      N/A

- |                          |                          |                                                                                                                                                                           |
|--------------------------|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Photographs of existing door(s) or location of proposed new door opening(s)                                                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Scaled elevation(s) showing the building façade and existing or proposed door (not necessary for just replacement door in existing door opening) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> For new openings, a scaled wall section                                                                                                          |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Brochure, sample, or scaled drawing of proposed door(s) including material, all dimensions, finish, glazing, and hardware                        |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Documentation of justification for changing the existing door(s) and the extent of the affected area.                                            |

CONTINUED

\*The below is a list of requirements based upon the scope of work. (To be completed by planning staff)\*

**WINDOWS** (windows, shutters, and other associated features)

- | OK                       | Need                     | N/A                      |                                                                                                                                                                                                                                                                              |
|--------------------------|--------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Photographs of affected window(s) or location(s) of proposed new window opening(s) For new openings, a                                                                                                                                                                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | scaled wall section with proposed window                                                                                                                                                                                                                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Brochure or sample showing the material, window type, all dimensions and profiles, finish, glazing, and hardware                                                                                                                                                             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Scaled elevation of existing and proposed window; a "typical" elevation can be used if multiple windows are affected as long as the existing and proposed conditions are identical at each location                                                                          |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | For replacing historic windows: a window evaluation including locations, condition of paint, condition of frame and sill, condition of sash (rails, stiles, muntins), glazing problems, hardware type and condition, overall condition assessment by qualified professional. |

**FOUNDATION** (replacement, infill, alteration including elevation)

- | OK                       | Need                     | N/A                      |                                                                                                                                                                                                              |
|--------------------------|--------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Photographs of affected foundation in detail and in context of whole building and adjacent buildings                                                                                                         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Scaled site plan showing building footprint and extent of existing and proposed foundation wall/piers/slab or infill                                                                                         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Material sample, scaled detail drawing, and/or brochure showing the proposed material(s), colors, finish, pattern, and construction details                                                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Documentation of justification for changing the existing foundation and the extent of the affected area. Permanent removal of major historic architectural features requires partial demolition application. |

**EXTERIOR ELECTRICAL/MECHANICAL** (light fixtures, vents, utilities, HVAC units, pool systems, vending)

- | OK                       | Need                     | N/A                      |                                                                                                       |
|--------------------------|--------------------------|--------------------------|-------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Photographs of existing details and context of affected site area within view of the proposed project |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Brochure, sample, or scaled drawing showing the materials, light intensity, hardware, colors/finish   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | For new equipment, scaled drawing showing proposed project with context site and/or building          |

**FENCES/WALLS/GATES**

- |                          |                          |                          |                                                                                                                                                                                                                                                  |
|--------------------------|--------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Photographs of existing site area of proposed fence/wall/gate and detail photo of any existing fence/wall/gate                                                                                                                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Scaled site plan showing the property line, building footprints, sidewalks, driveways and other major site features and proposed fence/wall (smaller projects may not require a scaled site plan like short extensions of existing fences/walls) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Drawing of proposed fence/wall/gate showing material, finish, height, spacing distance, shapes, patterns, hardware, construction section                                                                                                         |

**PARKING, LANDSCAPE OR OTHER SITE FEATURE** (plant materials, sidewalk, driveway, fountain, pool, ramp, trellis, well)

- |                          |                          |                          |                                                                                                                                                                                                                           |
|--------------------------|--------------------------|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Photographs of existing site area within view of proposed feature and detail photo of any existing affected features                                                                                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Scaled site plan showing the property line, building footprints, sidewalks, driveways and other major site features and proposed feature (smaller projects may not require a scaled site plan if limited to a small area) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Details of proposed features including material, finish, height, spacing, shapes, patterns, hardware, construction details such as a section drawing                                                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Plant material list with identification, quantity, size at planting and maturity, spacing                                                                                                                                 |

**NEW CONSTRUCTION** (accessory structure/outbuilding, garage, and other new buildings)

- |                          |                          |                          |                                                                                                               |
|--------------------------|--------------------------|--------------------------|---------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Photographs of existing site area within view of proposed construction with context area                      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Scaled site plan showing property line and existing site features like buildings, sidewalks, driveways        |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Scaled site plan showing the property line and proposed construction                                          |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Scaled landscape plan                                                                                         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Scaled elevation drawings showing existing building(s) and major site features                                |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Scaled elevation drawings showing proposed building(s) and major site features                                |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Wall sections                                                                                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Refer to details above for related roof, finishes, porches, doors, windows, foundation, electrical/mechanical |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Scaled elevation drawing (line drawing with minimal detail) showing the existing and proposed streetscape     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Scaled footprint diagram showing proposed building footprint(s) and surrounding existing building footprints  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Written summary describing existing and proposed conditions and project's consistency with zoning code        |

Tier 01 Review

Tier 2 Review

PRINT

☐
☐

Project Address: \_\_\_\_\_

Reviewed for completion by: \_\_\_\_\_ Date: \_\_\_\_\_

## CITY OF NEW CASTLE

Building Department

220 Delaware Street

New Castle, DE 19720 • 302-322-9801 • Fax 302-322-9814



PERMIT#

APPLICATION FOR  
PLAN EXAMINATION AND  
BUILDING PERMITREQUEST FOR HISTORIC  
REVIEW CERTIFICATE**IMPORTANT — Applicant to complete all items in sections: I, II, III IV, and V.**

|                                  |                          |                      |                 |
|----------------------------------|--------------------------|----------------------|-----------------|
| I.<br>LOCATION<br>OF<br>BUILDING | AT (LOCATION) <u>219</u> | <u>E. 2nd Street</u> | Zoning District |
|                                  | (NO)                     | (STREET)             |                 |
|                                  | BETWEEN                  | AND                  |                 |
|                                  | (CROSS STREET)           | (CROSS STREET)       |                 |
|                                  | SUBDIVISION              | LOT                  | BLOCK           |
|                                  |                          |                      | SIZE            |

**II. TYPE AND COST OF BUILDING — All applicants complete Parts A — D**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>A. TYPE OF IMPROVEMENT</b><br>1 <input type="checkbox"/> New building<br>2 <input type="checkbox"/> Addition (If residential, enter number of new housing units added, if any, in Part D, 13)<br>3 <input type="checkbox"/> Alteration (See 2 above)<br>4 <input type="checkbox"/> Repair, replacement (Explain in Sec. IV)<br>5 <input type="checkbox"/> Wrecking (If multifamily residential, enter number of units in building in Part D, 13)<br>6 <input type="checkbox"/> Moving (relocation)<br>7 <input type="checkbox"/> Foundation only<br>8 <input type="checkbox"/> Fence, sign |  | <b>D. PROPOSED USE — For "Wrecking" most recent use</b><br><b>Residential</b><br>12 <input checked="" type="checkbox"/> One family<br>13 <input type="checkbox"/> Two or more family — Enter number of units _____<br>14 <input type="checkbox"/> Transient hotel, motel, or dormitory — Enter number of units _____<br>15 <input type="checkbox"/> Garage<br>16 <input type="checkbox"/> Carport<br>17 <input type="checkbox"/> Other — Specify _____ |  | <b>Nonresidential</b><br>18 <input type="checkbox"/> Amusement, recreational<br>19 <input type="checkbox"/> Church, other religious<br>20 <input type="checkbox"/> Industrial<br>21 <input type="checkbox"/> Parking garage<br>22 <input type="checkbox"/> Service station, repair garage<br>23 <input type="checkbox"/> Hospital, institutional<br>24 <input type="checkbox"/> Office, bank, professional<br>25 <input type="checkbox"/> Other — Specify _____ |
| <b>B. OWNERSHIP</b><br>9a <input checked="" type="checkbox"/> Private (individual, corporation, nonprofit institution, etc.)<br>9b <input type="checkbox"/> Public (Federal, State, or local government)                                                                                                                                                                                                                                                                                                                                                                                      |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

|                                                                                                                                                                                                                                                                                                                           |  |                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>C. COST</b><br>10 Cost of improvement ..... \$ <u>8,500<sup>00</sup></u><br>To be installed but not included in the above cost<br>a. Electrical .....<br>b. Plumbing .....<br>c. Heating, air conditioning .....<br>d. Other (elevator, etc.) .....<br>11 TOTAL COST OF IMPROVEMENT ..... \$ <u>8,500<sup>00</sup></u> |  | (Omit cents)<br>Nonresidential — Describe in detail proposed use of buildings, e.g., food processing plant, machine shop, laundry building at hospital, elementary school, secondary school, college, parochial school, parking garage for department store, rental office building, office building at industrial plant. If use of existing building is being changed, enter proposed use. |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**III. SELECTED CHARACTERISTICS OF BUILDING — For new buildings and additions, complete Parts E — J; for wrecking, complete only Part H; for signs complete Part K**

|                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>E. PRINCIPAL TYPE OF FRAMING</b><br>30 <input type="checkbox"/> Masonry (wall bearing)<br>31 <input checked="" type="checkbox"/> Wood frame<br>32 <input type="checkbox"/> Structural steel<br>33 <input type="checkbox"/> Reinforced concrete<br>34 <input type="checkbox"/> Other — Specify _____ | <b>G. TYPE OF MECHANICAL</b><br>Will there be central air conditioning?<br>40 <input type="radio"/> Yes      41 <input checked="" type="radio"/> No<br>Will there be an elevator?<br>42 <input type="radio"/> Yes      43 <input checked="" type="radio"/> No | <b>H. DIMENSIONS</b><br>44. Number of stories ..... <u>2</u><br>45. Total square feet of floor area, all floors, based on exterior dimensions<br>46. Total land area, sq. ft. .... <u>N/A</u><br><b>I. NUMBER OF OFF-STREET PARKING SPACES</b><br>47. Enclosed .....<br>48. Outdoors .....<br><b>J. RESIDENTIAL BUILDINGS ONLY</b><br>49. Number of bedrooms .....<br>50. Number of bathrooms ..... Full ..... Partial ..... <u>N/A</u> |
| <b>F. PRINCIPAL TYPE OF HEATING FUEL</b><br>35 <input type="checkbox"/> Gas<br>36 <input type="checkbox"/> Oil<br>37 <input type="checkbox"/> Electricity<br>38 <input type="checkbox"/> Coal<br>39 <input type="checkbox"/> Other — Specify <u>N/A</u>                                                | <b>NOTE!</b><br>The Building Inspector requires dimensioned plot plans, floor plans, specifications, etc. before a permit will be issued for all structural changes, additions, etc.                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                         |

**K. DESCRIPTION OF SIGN**

51. Type of Sign \_\_\_\_\_
52. Dimensions of sign. Length \_\_\_\_\_ Width \_\_\_\_\_ Thickness \_\_\_\_\_ Area \_\_\_\_\_
53. Projection beyond building line \_\_\_\_\_ Clear height above sidewalk \_\_\_\_\_
54. If roof sign, give distance back from the edge of roof \_\_\_\_\_
55. Material constructed of \_\_\_\_\_ Weight \_\_\_\_\_
56. Remarks: (State clearly method of operation and attachment, giving size of bolts, chains, anchors, etc.)  
 \_\_\_\_\_  
 \_\_\_\_\_

**IV. DESCRIPTION OF PROPOSED WORK — For Applicant Use — Attach two copies of Plans and Specifications**

- Install new stairway to principal elevation of building as specified on attached proposal/drawing.  
 proposal 0630-26

Note: New stairway will not project any further toward street than existing.

**SPECIAL NOTE FOR HISTORIC REVIEW CERTIFICATE APPLICATION**

Describe in detail the nature and scope of all proposed work. Supplemental plans and/or drawing showing all pertinent architectural features and materials to be used are required when any architectural additions or alterations are involved.

**V. IDENTIFICATION — To be completed by all applicants**

|                             | Name              | Mailing Address — Number, Street, City, and State          | ZIP Code                    | Tel. No. |
|-----------------------------|-------------------|------------------------------------------------------------|-----------------------------|----------|
| 1.<br>Owner or Lessee       | Guydel Walker     | 219 E. 2 <sup>nd</sup> Street,<br>Historic New Castle, DE. | 19720                       |          |
| 2.<br>Contractor            | Angelo J. Rispoli | 516 Harmony Street,<br>Historic New Castle, DE.            | Builder's License No. 19720 | 26000398 |
| 3.<br>Architect or Engineer |                   |                                                            |                             |          |

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and we agree to conform to all applicable laws of this jurisdiction.

|                                                                                                              |                                        |                            |                               |
|--------------------------------------------------------------------------------------------------------------|----------------------------------------|----------------------------|-------------------------------|
| Signature of Applicant<br> | Please Print Name<br>Angelo J. Rispoli | Address<br>516 Harmony St. | Application Date<br>7.15.2026 |
|--------------------------------------------------------------------------------------------------------------|----------------------------------------|----------------------------|-------------------------------|

## VI. ZONING PLAN EXAMINERS OR BOARD OF ADJUSTMENT NOTES

DISTRICT \_\_\_\_\_

USE \_\_\_\_\_

FRONT YARD \_\_\_\_\_

SIDE YARD \_\_\_\_\_

SIDE YARD \_\_\_\_\_

REAR YARD \_\_\_\_\_

NOTES \_\_\_\_\_

## VII. HISTORIC AREA COMMISSION

DATE RECEIVED \_\_\_\_\_

HISTORIC AREA REVIEW FEE \_\_\_\_\_

DATE OF INITIAL ACTION BY COMMISSION \_\_\_\_\_

CERTIFICATE ISSUED # \_\_\_\_\_

ACTION AND/OR  
RECOMMENDATION \_\_\_\_\_

COMMISSION VOTE

APPROVED DENIED TABLED

|                          |                          |                          |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

AUTHORIZED SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

## VIII. VALIDATION

Building Permit Number \_\_\_\_\_

327.58

Building Permit Issued \_\_\_\_\_

Building Permit Fee \$ \_\_\_\_\_

Renewal Fee \$ \_\_\_\_\_

Certificate of Occupancy \$ \_\_\_\_\_

MSC Approval \_\_\_\_\_  
Date \_\_\_\_\_

Approved By: \_\_\_\_\_

### FOR DEPARTMENT USE ONLY

Use Group \_\_\_\_\_

Fire Grading \_\_\_\_\_

Live Loading \_\_\_\_\_

Occupancy Load \_\_\_\_\_

IX. OFFICIAL USE ONLY

## Proposal



**ANGELO J. RISPOLI CONSTRUCTION**

Custom home remodeling & Carpentry

*New Castle, DE.*

(302) 983-5996

516 Harmony Street, Historic New Castle, DE. 19720

[ajrconstruction770@gmail.com](mailto:ajrconstruction770@gmail.com)

**Proposal submitted to:**

Crystal Walker

**Phone / Email:**

219 E 2<sup>nd</sup> Street, Historic New Castle, DE. 19720

**Todays Date:**

06/29/2026

**Location:**

[edgarwallace35@gmail.com](mailto:edgarwallace35@gmail.com)

*Stairway (Principal elevation)*

- Install new stairway as specified on attached drawing on page 2.
- Patch and repair rotted window trims and sill on first floor window. Paint to match existing.

---

We propose to supply material and labor necessary to rebuild and complete the work listed accordingly to the above specifications for the sum of:

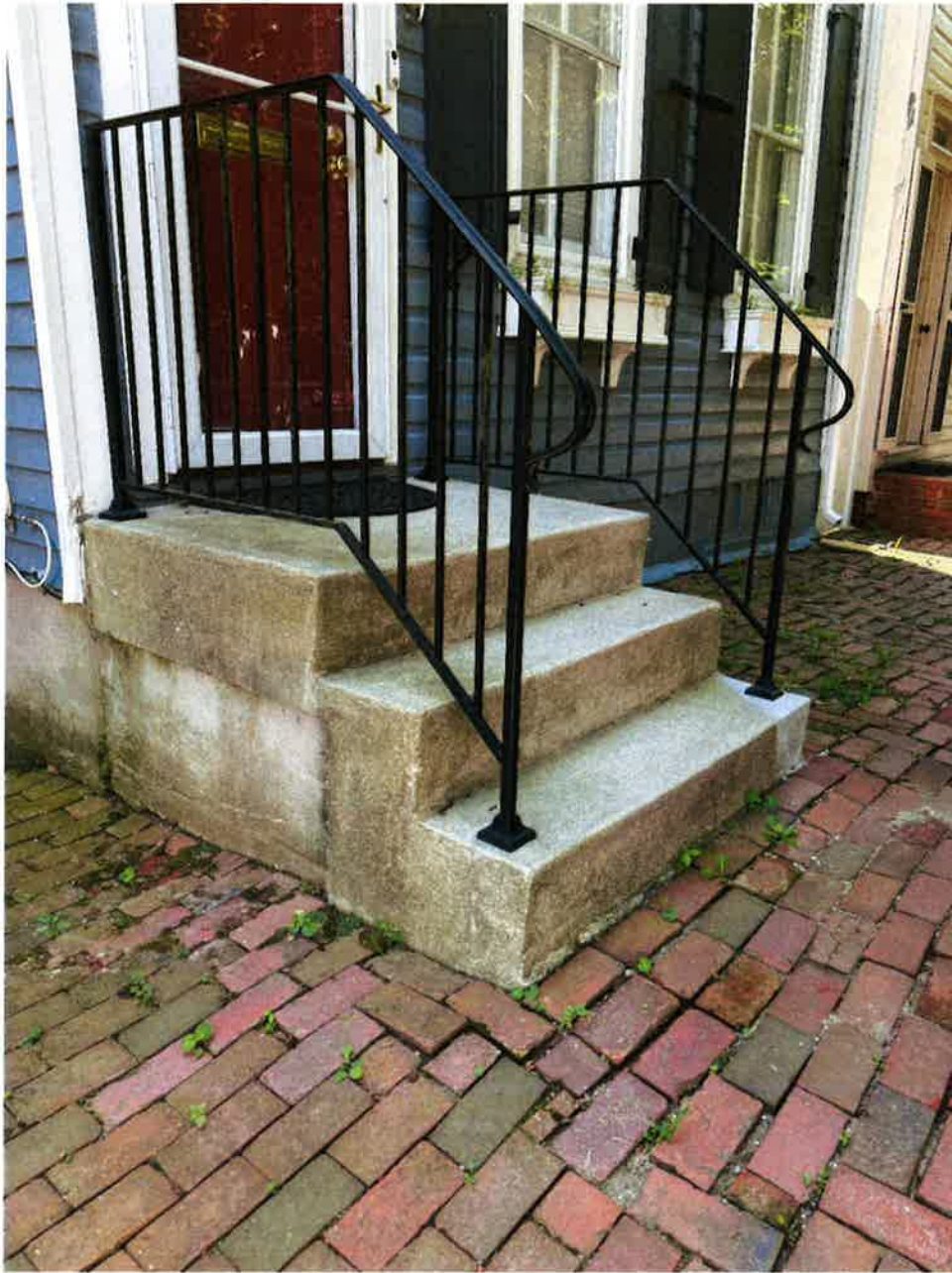
Payment Schedule:      **Total.....\$8,500**

Deposit....\$4,500 plus permit fee (*Due*)

Final.....\$4,000 (*Due upon completion*)

---

Angelo J. Rispoli



*Existing Stairway*

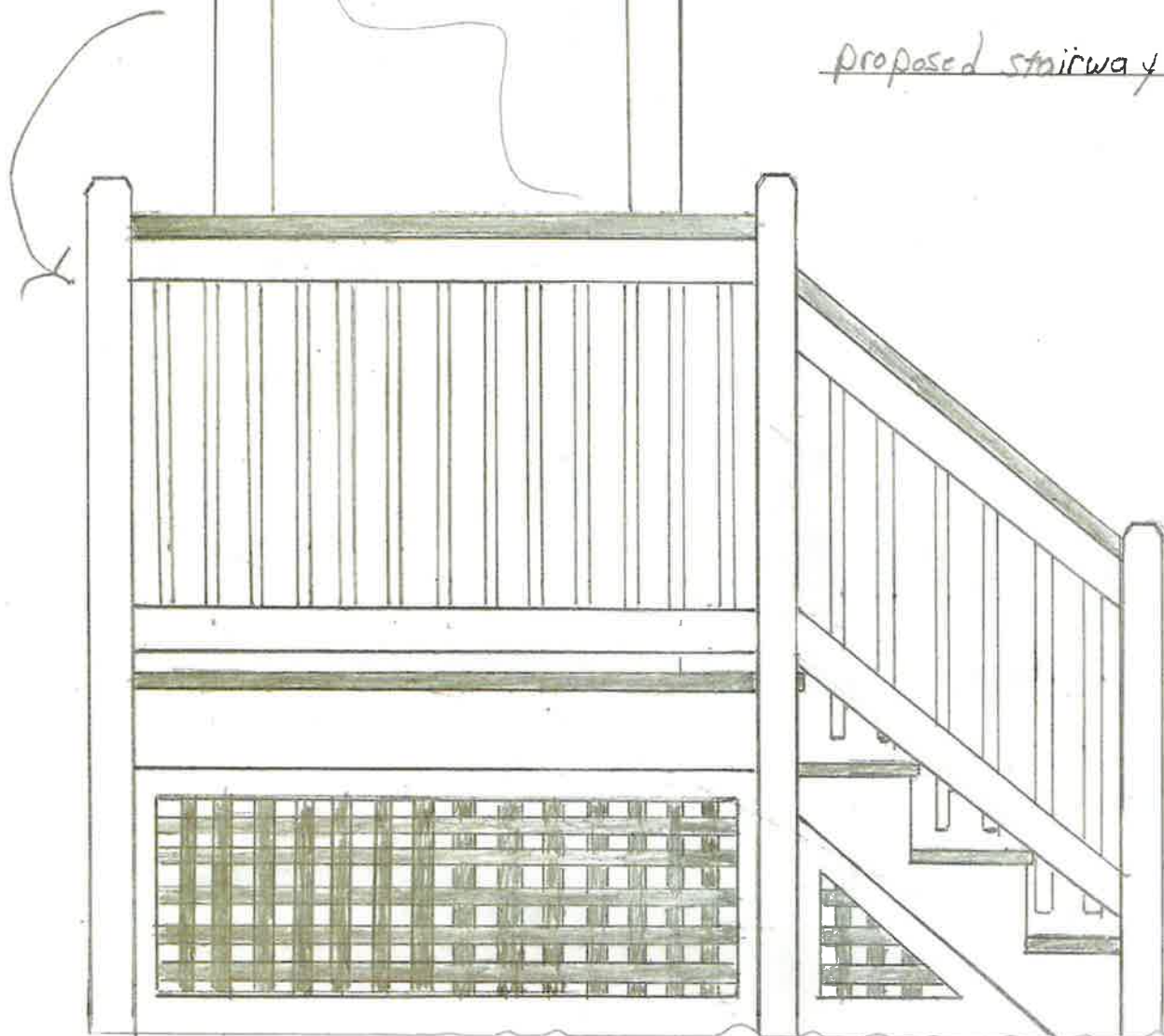
**Note:** Existing stairways step riser height is greater than NCC code requirements maximum height of 7  $\frac{3}{4}$ ". New stairway step riser height is to be in compliance with code specifications.

projects 5'  
OUT from  
face of house

Existing doorway

scale: 1" = 1'

proposed stairway at 219 E. 2<sup>nd</sup> Street



ALL painted wood  
Trims & deck  
Red cedar & mahogany

projects 5'  
OUT from  
Face of house

Existing doorway

Scale: 1" = 1'

Proposed stairway at 219 E. 2<sup>nd</sup> Street

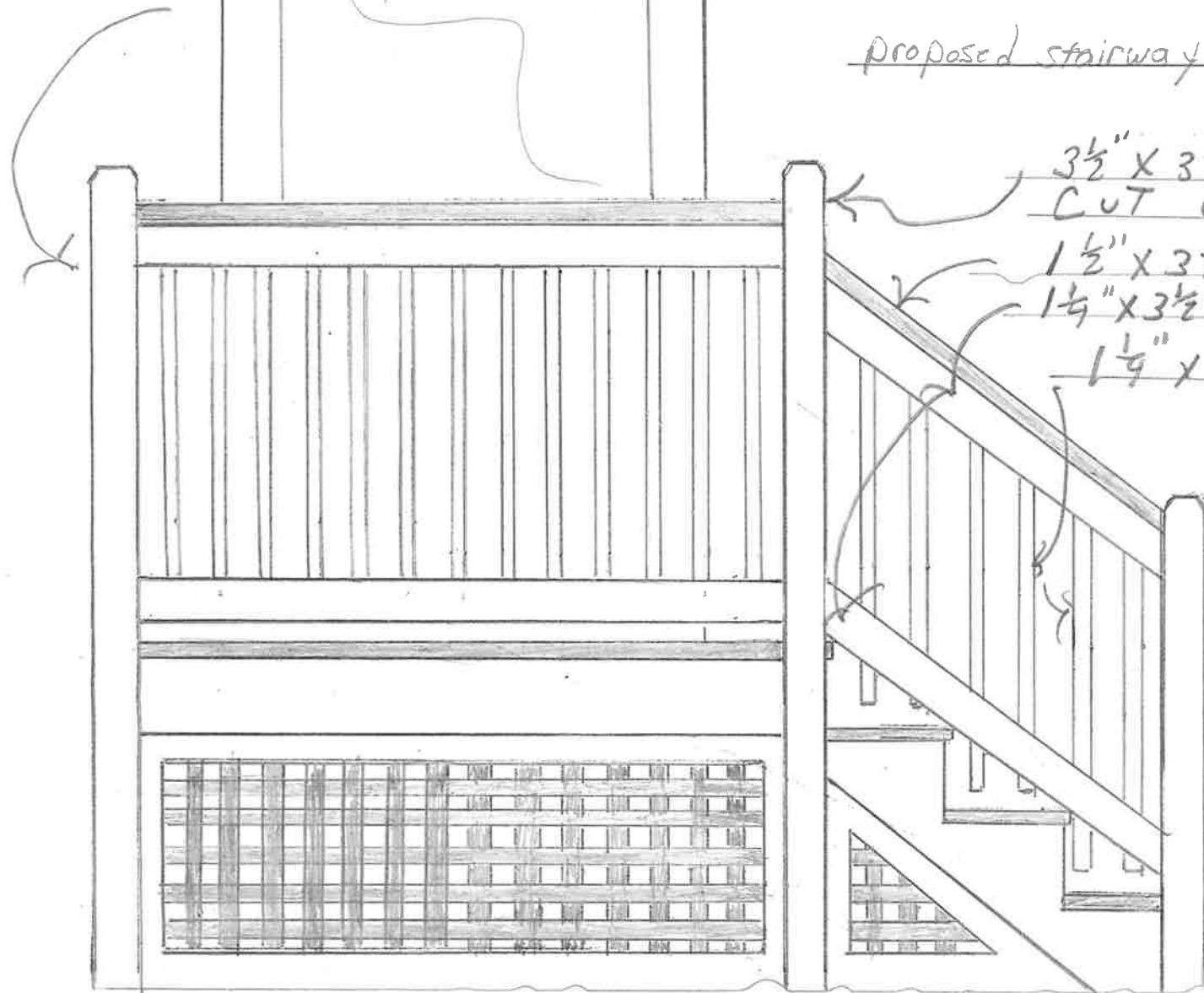
3½" x 3½" Posts with Chamfered  
Cut on Top

1½" x 3½" handrail

1¼" x 3½" top & Bottom rail

1¼" x 1¼" Balusters 4" oc.

ALL Painted wood  
Trims & deck  
Red Cedar & Mahogany





# HISTORIC AREA COMMISSION REVIEW APPLICATION

☐

CONSULTATION

☐

HISTORIC REVIEW CERTIFICATE

| Fee     | Paid On |
|---------|---------|
| \$50.00 |         |

Once a hearing date has been set and a legal notice has been published or posted, the applicant must be prepared to present the request at the scheduled hearing date

- NAME OF APPLICANT Shawn Marshall  
Business (if applicable) Marshall Landscaping & Lawn Service LLC  
Address 1902 Newport Gap Pike  
City Wilmington State DE Zip Code 19808  
Daytime telephone 302-454-7838 Other phone/email office@MarshallLandscapingLLC.com  
*The above contact information will be used for correspondence. Please ensure this information is accurate.*
- NAME OF PROPERTY OWNER Erin & Bob Sabatella  
Business (if applicable) \_\_\_\_\_  
Address 613 Cherry Street  
City New Castle State DE Zip Code 19720  
Daytime telephone (required) 302-562-8594 Other phone \_\_\_\_\_
- PROJECT STREET ADDRESS 613 Cherry Street
- LEGAL DESCRIPTION: Lot ☐ Block ☐ Subdivision \_\_\_\_\_ Parcel \_\_\_\_\_
- EXISTING USE \_\_\_\_\_ PROPOSED USE \_\_\_\_\_
- PROPOSED PROJECT WORK
  - DEMOLITION ☒ YES ☐ NO
  - REHABILITATION (check repair or replace and provide a description on the line provided)
 

| REPAIR                              | REPLACE                             |                                                                                                                                                                                   |
|-------------------------------------|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/>            | <input type="checkbox"/>            | Roof <u>N/A</u>                                                                                                                                                                   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Roof structures (dormers, chimneys, etc.) <u>N/A</u>                                                                                                                              |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Exterior finishes (stucco, masonry, siding) <u>N/A</u>                                                                                                                            |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Porch/Deck/Balcony <u>N/A</u>                                                                                                                                                     |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Awning/Canopy <u>N/A</u>                                                                                                                                                          |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Exterior Doors <u>N/A</u>                                                                                                                                                         |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Windows <u>N/A</u>                                                                                                                                                                |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Shutters <u>N/A</u>                                                                                                                                                               |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Foundation (including infill) <u>N/A</u>                                                                                                                                          |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Exterior lighting & other appurtenances <u>N/A</u>                                                                                                                                |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Existing fences, walls & gates <u>Replace exist fence w/ 6' tall wooden privacy fence</u>                                                                                         |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Existing parking, walkways & other site features <u>Replace existing patio + Repair concrete walkway. A new 24" W x 43' L planting bed will replace the dilapidated sidewalk.</u> |

C. NEW CONSTRUCTION (check and specify all work items that apply)

- ☐ New building \_\_\_\_\_
- ☐ New addition \_\_\_\_\_
- ☐ New roof structures (dormers, chimneys, etc.) \_\_\_\_\_
- ☐ New porch/deck/balcony \_\_\_\_\_
- ☐ New awning/canopy \_\_\_\_\_
- ☐ New entrances \_\_\_\_\_
- ☐ New window opening/sashes \_\_\_\_\_
- ☐ New exterior lighting \_\_\_\_\_
- ☐ New fence/wall/gate \_\_\_\_\_
- ☐ New parking/walkways/other site features \_\_\_\_\_
- ☐ Exterior utility service/mechanical equipment \_\_\_\_\_

D. STREETSCAPE (check and specify all work items that apply)

- ☐ Streetlights
- ☐ Furniture & equipment (benches, bollards, utilities equipment, charging stations, etc)
- ☒ Curbs and sidewalks New Raised curb along the outside edge of the fence along the street

7. OVERALL PROJECT DESCRIPTION (attach additional pages if necessary)

Enter Description here: All the existing fencing and hardscaping is to be removed. All existing plant material will be removed, EXCEPT as noted on design. The two Privets and the one Crape Myrtle will be preserved. All debris will be collected and loaded on our vehicles. We'll dump the debris off site. A new patio that's approximately 290 square feet in area is proposed. We'll build patio using the Cambridge LedgeStone 3-PC Design Kit smooth pavers in the Onyx/Natural color. We'll end the new paver pavement at the gate.

8. AGREEMENT

If the applicant is different than the property owner, the application must be signed by both parties.

*I have examined this application, its requirements and to my knowledge and belief, is a true, correct, and complete application. In filling out this application, I understand that it becomes part of the Public Record of the City of New Castle and hereby certify that all information contained herein is accurate to the best of my knowledge.*

*I further understand that if this application is for a Consultation, preapplication consultations resulting in a recommendation for conceptual approval by HAC are advisory in nature and shall inure no rights in the applicant. No project work may be taken based solely upon a recommendation following consultation with HAC. I must still obtain an approved Historic Review Certificate before project work can begin.*

*I also understand that further development approvals, reviews, and a building permit may also be required prior to starting project work and will consult with the City Building Official for specific project requirements.*

PRINT APPLICANT'S NAME Shawn Marshall

SIGNATURE OF APPLICANT Shawn Marshall DATE 7/14/26

PRINT OWNER'S NAME \_\_\_\_\_

SIGNATURE OF OWNER \_\_\_\_\_ DATE \_\_\_\_\_



CONTINUED

\*The below is a list of requirements based upon the scope of work. (To be completed by planning staff)\*

**WINDOWS** (windows, shutters, and other associated features)

- | OK                       | Need                     | N/A                      |                                                                                                                                                                                                                                                                              |
|--------------------------|--------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Photographs of affected window(s) or location(s) of proposed new window opening(s) For new openings, a                                                                                                                                                                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | scaled wall section with proposed window                                                                                                                                                                                                                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Brochure or sample showing the material, window type, all dimensions and profiles, finish, glazing, and hardware                                                                                                                                                             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Scaled elevation of existing and proposed window; a "typical" elevation can be used if multiple windows are affected as long as the existing and proposed conditions are identical at each location                                                                          |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | For replacing historic windows: a window evaluation including locations, condition of paint, condition of frame and sill, condition of sash (rails, stiles, muntins), glazing problems, hardware type and condition, overall condition assessment by qualified professional. |

**FOUNDATION** (replacement, infill, alteration including elevation)

- | OK                       | Need                     | N/A                      |                                                                                                                                                                                                              |
|--------------------------|--------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Photographs of affected foundation in detail and in context of whole building and adjacent buildings                                                                                                         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Scaled site plan showing building footprint and extent of existing and proposed foundation wall/piers/slab or infill                                                                                         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Material sample, scaled detail drawing, and/or brochure showing the proposed material(s), colors, finish, pattern, and construction details                                                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Documentation of justification for changing the existing foundation and the extent of the affected area. Permanent removal of major historic architectural features requires partial demolition application. |

**EXTERIOR ELECTRICAL/MECHANICAL** (light fixtures, vents, utilities, HVAC units, pool systems, vending)

- | OK                       | Need                     | N/A                      |                                                                                                       |
|--------------------------|--------------------------|--------------------------|-------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Photographs of existing details and context of affected site area within view of the proposed project |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Brochure, sample, or scaled drawing showing the materials, light intensity, hardware, colors/finish   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | For new equipment, scaled drawing showing proposed project with context site and/or building          |

**FENCES/WALLS/GATES**

- | OK                       | Need                     | N/A                      |                                                                                                                                                                                                                                                  |
|--------------------------|--------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Photographs of existing site area of proposed fence/wall/gate and detail photo of any existing fence/wall/gate                                                                                                                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Scaled site plan showing the property line, building footprints, sidewalks, driveways and other major site features and proposed fence/wall (smaller projects may not require a scaled site plan like short extensions of existing fences/walls) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Drawing of proposed fence/wall/gate showing material, finish, height, spacing distance, shapes, patterns, hardware, construction section                                                                                                         |

**PARKING, LANDSCAPE OR OTHER SITE FEATURE** (plant materials, sidewalk, driveway, fountain, pool, ramp, trellis, well)

- | OK                       | Need                     | N/A                      |                                                                                                                                                                                                                           |
|--------------------------|--------------------------|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Photographs of existing site area within view of proposed feature and detail photo of any existing affected features                                                                                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Scaled site plan showing the property line, building footprints, sidewalks, driveways and other major site features and proposed feature (smaller projects may not require a scaled site plan if limited to a small area) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Details of proposed features including material, finish, height, spacing, shapes, patterns, hardware, construction details such as a section drawing                                                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Plant material list with identification, quantity, size at planting and maturity, spacing                                                                                                                                 |

**NEW CONSTRUCTION** (accessory structure/outbuilding, garage, and other new buildings)

- | OK                       | Need                     | N/A                      |                                                                                                               |
|--------------------------|--------------------------|--------------------------|---------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Photographs of existing site area within view of proposed construction with context area                      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Scaled site plan showing property line and existing site features like buildings, sidewalks, driveways        |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Scaled site plan showing the property line and proposed construction                                          |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Scaled landscape plan                                                                                         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Scaled elevation drawings showing existing building(s) and major site features                                |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Scaled elevation drawings showing proposed building(s) and major site features                                |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Wall sections                                                                                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Refer to details above for related roof, finishes, porches, doors, windows, foundation, electrical/mechanical |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Scaled elevation drawing (line drawing with minimal detail) showing the existing and proposed streetscape     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Scaled footprint diagram showing proposed building footprint(s) and surrounding existing building footprints  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Written summary describing existing and proposed conditions and project's consistency with zoning code        |

Tier 01 Review

☐

Tier 2 Review

☐

**PRINT**

Project Address: \_\_\_\_\_

Reviewed for completion by: \_\_\_\_\_ Date: \_\_\_\_\_

**CITY OF NEW CASTLE**  
Building Department  
220 Delaware Street  
New Castle, DE 19720 • 302-322-9801 • Fax 302-323-9814



PERMIT# \_\_\_\_\_  
APPLICATION FOR  
PLAN EXAMINATION AND  
BUILDING PERMIT  
\_\_\_\_\_  
REQUEST FOR HISTORIC  
REVIEW CERTIFICATE

|                                  |                                |                         |                  |
|----------------------------------|--------------------------------|-------------------------|------------------|
| I.<br>LOCATION<br>OF<br>BUILDING | AT (LOCATION) <u>613</u>       | <u>Cherry Street</u>    | Zoning <u></u>   |
|                                  | (NO.)                          | (STREET)                | District <u></u> |
|                                  | BETWEEN <u>Chestnut Street</u> | AND <u>E 6th Street</u> |                  |
|                                  | (CROSS STREET)                 | (CROSS STREET)          |                  |
| SUBDIVISION <u></u>              | LOT <u></u>                    | BLOCK <u></u>           | LOT SIZE <u></u> |

50. Number of bathrooms

NO.

STREET

51. Type of Sign \_\_\_\_\_

52. Dimensions of sign, Length \_\_\_\_\_ Width \_\_\_\_\_ Thickness \_\_\_\_\_ Area \_\_\_\_\_

53. Projection beyond building line \_\_\_\_\_ Clear height above sidewalk \_\_\_\_\_

54. If roof sign, give distance back from the edge of roof \_\_\_\_\_

55. Material constructed of \_\_\_\_\_ Weight \_\_\_\_\_

56. Remarks: (State clearly method of operation and attachment, giving size of bolts, chains, anchors, etc.) \_\_\_\_\_

[illegible]

Describe in detail the nature and scope of all proposed work. Supplemental plans and/or drawing showing all pertinent architectural features and materials to be used are required when any architectural additions or alterations are involved.

|                             | Name                                 | Mailing Address — Number, Street, City, and State | ZIP Code              | Tel. No.     |
|-----------------------------|--------------------------------------|---------------------------------------------------|-----------------------|--------------|
| 1.<br>Owner or Lessee       | Erin & Bob Sabatella                 | 613 Cherry Street<br>New Castle DE 19720          | 19720                 | 302-562-8594 |
| 2.<br>Contractor            | Marshall Landscaping & Lawn Serv LLC | 1902 Newport Gap Pike<br>Wilmington DE 19808      | Builder's License No. | 26000776     |
| 3.<br>Architect or Engineer |                                      |                                                   |                       |              |

|                                                 |                                     |                                                          |                             |
|-------------------------------------------------|-------------------------------------|----------------------------------------------------------|-----------------------------|
| Signature of Applicant<br><i>Shawn Marshall</i> | Please Print Name<br>Shawn Marshall | Address<br>1902 Newport Crad Pike<br>Wilmington DE 19808 | Application Date<br>7/14/26 |
|-------------------------------------------------|-------------------------------------|----------------------------------------------------------|-----------------------------|

**VI. ZONING PLAN EXAMINERS OR BOARD OF ADJUSTMENT NOTES**

DISTRICT \_\_\_\_\_

USE \_\_\_\_\_

FRONT YARD \_\_\_\_\_

SIDE YARD \_\_\_\_\_

SIDE YARD \_\_\_\_\_

REAR YARD \_\_\_\_\_

NOTES \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_**VII. HISTORIC AREA COMMISSION**

DATE RECEIVED \_\_\_\_\_

HISTORIC AREA REVIEW FEE \_\_\_\_\_

DATE OF INITIAL ACTION BY COMMISSION \_\_\_\_\_

CERTIFICATE ISSUED # \_\_\_\_\_

ACTION AND/OR  
RECOMMENDATION \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

COMMISSION VOTE

APPROVED DENIED TABLED

|                          |                          |                          |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

AUTHORIZED SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**VIII. VALIDATION**Building  
Permit Number \_\_\_\_\_Building  
Permit Issued \_\_\_\_\_Building  
Permit Fee \$ 150 + 367.53 = 517.53

Renewal Fee \$ \_\_\_\_\_

Certificate of Occupancy \$ \_\_\_\_\_

MSC Approval \_\_\_\_\_  
Date \_\_\_\_\_**FOR DEPARTMENT USE ONLY**

Use Group \_\_\_\_\_

Fire Grading \_\_\_\_\_

Live Loading \_\_\_\_\_

Occupancy Load \_\_\_\_\_

Approved By: \_\_\_\_\_

**IX. OFFICIAL USE ONLY**

## Project Overview Cont:

We'll remove and replace a section of concrete walkway that's even with the outer edge of the proposed new curbing and that wraps around the house corner to the nearest joint in the concrete walkway.

A second hardscaping element is the installation of a 56'x4"H long raised curb to preserve the crisp edges between the new patio and the surrounding landscape beds. We're planning on installing the Cambridge 'Edgestone' in the Onyx/Natural color.

Once the hardscape items have been installed, we'll remove the existing 6ft tall wooden shadow box fence with a new 6ft wooden privacy fence. Both sides of the courtyard are to be fenced, with the street side having a 3' wide gate. There's a total of approximately 52 linear feet of new fence proposed. There will be a total of ten (10) posts, each being 4"x4"x8'. Each post will be set in concrete. The latch is a "Hatchet" style latch.

We'll perform a 37' long saw cut and remove all the deteriorating concrete sidewalk blocks outside the fenced yard next to the street. We'll remove a small amount of asphalt that is uneven within our proposed work zone. We'll go along the outside of your detached garage a distance of approximately 12' to where the daylilies start.

All base materials beneath the sidewalk will be removed to a depth not to exceed 10". All debris will be gathered and taken off site. We will not damage the road or weaken it in any way.

We supply and install Cambridge's Belgium Curbstone in the Limestone Quarry blend color. All the Belgium stones will be set in a bed of concrete so they will withstand being hit by a car tire and not moving. We'll bring the curb down flush where our pipe drain is located so that water can exit the bed.

Topsoil will be installed behind the new curb to finish the new 37'x2' raised bed.

We'll tie your existing 3" channel drain into new plumbing and exit the plumbing and exit the piping as shown in landscape design.

## Project Overview Cont:

We'll supply and install the following plants in the courtyard edges as shown on the Landscape design. Topsoil will be provided to properly grade the planting beds, and for use in planting. All the plantings will be mulched to a depth of 2"-3" using shredded hardwood bark mulch.

(5) Allium "Millenium" #1

(1) Buddleia 'Pugster Amethyst" #3

(1) Boxwood 'Dee Runk' 30"-36"

(2) Epimedium 'Sandy Claws' #1

(3) Geranium 'Bevan's' #1

(5) Iris cristata #1

(1) Nandina "gulfstrem" #3

(2) Weigela 'My Monet' #3

We will remove and replace one section of concrete sidewalk outside of the proposed gate by the corner of the house.

1" PVC electrical conduits will be routed beneath the pavement surface to allow for a **future lighting installation**. 1" Caps will be installed on all conduit ends.



# Marshall Landscaping LLC

1730 Newport Gap Pike | Wilmington, Delaware 19808  
3024547838 | office@marshalllandscapingllc.com | www.marshalllandscapingllc.com

## RECIPIENT:

**Erin & Bob Sabatella**

613 Cherry Street  
New Castle, Delaware 19720

## Quote #3735

Sent on Jun 08, 2026

**Total \$24,501.83**

## PROJECT OVERVIEW:

### PROJECT OVERVIEW:

We're proposing to completely renovate your Courtyard area between the house and garage.

All the existing fencing and hardscaping is to be removed. All existing plant material will be removed, EXCEPT as noted on the design. The two Privets and the one Crape Myrtle will be preserved. All debris will be collected and loaded on our vehicles. We'll dump the debris off site.

A new patio that's approximately 290 square feet in area is proposed. We'll build your patio using the Cambridge Ledgestone 3-pc. Design Kit smooth pavers in the Onyx/Natural color. We'll end the new paver pavement at the gate. We'll remove and replace a section of concrete walkway that's even with the outer edge of the proposed new cubing and that wraps around the house corner to the nearest joint in your concrete walkway.

A second hardscaping element is the installation of a 56"x4"H long raised curb to preserve the crisp edges between the new patio and your surrounding landscape beds. We're planning on installing the Cambridge 'Edgestone' in the Onyx/Natural color.

Once the hardscape items have been installed, we'll install new wooden privacy fencing that's 6' tall. Both sides of the courtyard are to be fenced, with the street side having a 3' wide gate.

A small amount of new plantings are proposed. The revised plantings are a very colorful collection that will prove to be easy to grow, low maintenance and effective for supplying visual interest through various seasons of the year.

A meaningful element will be the installation of a Low Voltage Lighting system. As we discussed, the path lights will provide good safety lighting within the space, and the up lighting will add a sense of ambiance, with no glare.

As we discussed at our previous meeting, we will keep your existing channel drain in place and install new plumbing out into the street side where it can sheet flow safely away from the patio space. In order to accommodate the plumbing, as well as add new space for Erin to plant seasonal color along the outside of your privacy fence, we will need to do a saw cut of the asphalt road and then remove all the concrete in the area outside of your fence and along the side of the detached garage where the Daylilies begin.

A new 43' long masonry raised curb will be installed along the side of the road.

| Product/Service | Description | Qty. | Unit Price | Total |
|-----------------|-------------|------|------------|-------|
|-----------------|-------------|------|------------|-------|



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| Product/Service                     | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Qty. | Unit Price  | Total       |
|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-------------|-------------|
| Demolition/Area Preparation         | <p>We'll begin your project by removing all the existing fencing, gates, and posts including the concrete at each post base. We'll also remove your existing walk surfaces including the concrete walkway, and paver patio/pathway. Plants that are not to be preserved will be removed and their root systems will be dug out.</p> <p>All debris will be gathered and loaded on our vehicles so that we can take it off site and dump it responsibly.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 1    | \$1,000.00  | \$1,000.00  |
| Paver Patio & Raised Curbing Border | <p>Paver Patio &amp; Raised Curbing Border<br/>A custom paver patio built with the Cambridge Ledgestone 3-pc. Design Kit smooth texture pavers in the Onyx/Natural color is proposed.</p> <p>We'll build your patio to EXCEED the ICPI standards for residential interlocking pavements. Our construction specifications are listed below.</p> <p>We'll build the patio as depicted on your Landscape Design, with minor field modifications if necessary. We'll install Gray polymeric sand in all paver joints. We're extending the pavement outside the gate as described in the PROJECT OVERVIEW.</p> <p>We are proposing to install approximately 56' of the Edgestone curbing in the Onyx/Natural color around the edges of the new patio. This detail provides a clean, crisp professional look for many, many years to come. The courtyard will look amazing!!</p> <p>Our meticulous installation procedures are outlined as follows:</p> <p><b>**Paver Installation:**</b></p> <ul style="list-style-type: none"><li>- Excavation of the designated area to prepare for paver installation, including the proper disposal of excess soil.</li><li>- Application of a commercial-grade stabilization grid.</li><li>- Placement of 4-6 inches of 2A modified stone, followed by thorough compaction.</li><li>- Screeding of 1 inch of concrete sand atop the base stone.</li><li>- Methodical laying of the pavers, ensuring a consistent joint width between each unit.</li><li>- Installation of a concrete edge restraint around the perimeter to secure the pavers in place.</li><li>- Tamping of pavers using a rubber plate tamper, followed by sealing with polymeric sand</li></ul> | 1    | \$11,750.00 | \$11,750.00 |



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| Product/Service             | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Qty. | Unit Price | Total      |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|------------|------------|
| Privacy Fence               | <p>We are proposing to replace the existing fences with a new 6' tall wooden privacy style fence. There's a total of approximately 52 linear feet of new fence proposed. There will be a total of ten (10) posts, each being 4"x4"x8'. Each post will be set in concrete.</p> <p>We are including the installation of one (1) gate, with the location as shown on your Landscape Design. The gate is going to be 36" wide.</p> <p>The latch is a "Hatchet" style latch, which is a nicer option than a gravity latch.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 1    | \$4,249.06 | \$4,249.06 |
| Street side masonry curbing | <p>We'll perform a 37' long saw cut and remove all the deteriorating concrete sidewalk blocks outside the fenced yard next to the street. We'll remove a small amount of asphalt that is uneven and within our proposed workzone. We'll go along the outside of your detached garage a distance of approximately 12' to where the daylilies start.</p> <p>All base materials beneath the sidewalk will be removed to a depth not to exceed 10". All debris will be gathered and taken off site.</p> <p>We will not damage the road or weaken it in any way.</p> <p>We supply and install Cambridge's Belgium Curbstone in the Limestone Quarry Blend color. All the Belgium Stones will be set in a bed of concrete so they will withstand being hit by a car tire and not moving. We'll point between the stones using a high strength mortar mix. We'll bring the curb down flush where our pipe drain is located so that water can exit the bed.</p> <p>Topsoil will be installed behind the new curb to finish the new 37'x2' raised bed. Erin will be able to add her touches to the street side planting!!</p> | 1    | \$4,901.57 | \$4,901.57 |
| Drain plumbing work         | <p>We'll tie your existing 3" channel drain into new plumbing and exit the piping as shown on your Landscape Design.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 1    | \$465.00   | \$465.00   |



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| Product/Service          | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Qty. | Unit Price | Total      |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|------------|------------|
| Landscape Plantings      | <p>We'll supply and install the following plants in your courtyard edges as shown on the Landscape Design dated 06-05-26. Topsoil will be provided to properly grade the planting beds, and for use in planting. All the plantings will be mulched to a depth of 2"-3" using a shredded hardwood bark mulch.</p> <p>(5) Allium 'Millenium' #1<br/>(1) Buddleia 'Pugster Amethyst' #3<br/>(1) Boxwood 'Dee Runk' 30"-36"<br/>(2) Epimedium 'Sandy Claws' #1<br/>(3) Geranium 'Bevan's' #1<br/>(5) Iris cristata #1<br/>(1) Nandina 'Gulfstream' #3<br/>(2) Weigela 'My Monet' #3</p> <p>PROJECT NOTE: I respect and understand that you would prefer the plant cost to go down. Please understand that the revised plantings include much more refined and improved cultivars of plants that are more costly to us as well due to their superior habits. Better flowers, more compact foliage, better performance in the landscape, etc. They're also slower growing varieties, which is desirable in a confined space like your courtyard, but they are a bit more expensive for the growers to produce.</p> | 1    | \$1,636.20 | \$1,636.20 |
| Concrete sidewalk repair | We will remove and replace one section of concrete sidewalk outside of the proposed gate by the corner of the house.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 1    | \$325.00   | \$325.00   |
| Conduit installation     | <p>1" PVC electrical conduits will be routed beneath the pavement surface to allow for a future lighting installation.</p> <p>1" caps will be installed on all conduit ends.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 1    | \$175.00   | \$175.00   |



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| Product/Service             | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Qty. | Unit Price | Total        |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|------------|--------------|
|                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |      |            | Not Included |
| Low Voltage Lighting System | <p>Your lighting portrait will include the following VOLT Landscape Lighting Fixtures:</p> <p>(6) Fat Boy uplights with 2700K MR-16 LED lamps. Black powder coat finish<br/>(6) Max Spread path lights with 2700K G4 bi-pin LEDs. Black powder coat finish.<br/>(12) hammer mount stakes<br/>(1) 150 watt transformer<br/>(100') of 12-2 direct burial wire and connectors</p> <p>This is a UL listed system that I believe will provide you with good service life. It comes with a lifetime warranty from the manufacturer.</p>                             | 1    | \$2,377.20 | \$2,377.20   |
| Project Financing           | <p>Marshall Landscaping is proud to offer project financing to our clients through Enhancify!</p> <p>Learn more by reviewing the attached brochure or by visiting <a href="https://www.enhancify.com/marshall-landscaping">https://www.enhancify.com/marshall-landscaping</a></p> <p>Features include:</p> <ul style="list-style-type: none"><li>- 0% APR financing available</li><li>- 1-12 year loan terms</li><li>- Request \$1,000 - \$200,000 in funding</li><li>- Funds available as quickly as 1 business day</li><li>- Instant pre-approval</li></ul> | 1    | \$0.00     | \$0.00       |
| 7-Year Hardscape Warranty   | <p>We're excited to offer you peace of mind with our hardscape projects! If your newly installed hardscape settles or sinks within 7 years, we'll happily return to repair it at no cost to you. Our fantastic team is certified by ICPI and NCMA, which means you can trust us to deliver the highest standards of quality, strength, and professionalism in everything we do!</p>                                                                                                                                                                           | 1    | \$0.00     | \$0.00       |

**A deposit of 50% will be required to begin.**

**Total**

**\$24,501.83**



# Marshall Landscaping LLC

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## Attachments

View online <https://l.jbbr.io/ghHLLNI>

- 📎 Marshall Landscaping Project Financing Information.pdf
- 📎 Marshall Landscaping Customer Contract1.pdf
- 📎 Ledgestone smooth.jpg
- 📎 Edgestone onyx.jpg
- 📎 Belgium curbstone Limestone Quarry Blend.jpg
- 📎 Sabatella\_06.05.2026\_V3.0\_CLR (1).pdf
- 📎 Sabatella\_06.11.2026\_V3.1\_CLR.pdf
- 📎 Sabatella\_06.17.2026\_V4.1\_CLR.pdf

## Reviews

### Dorothy Mccullough



Marshall's was awesome to work with, the workers were very respectful, and very hardworking, did a wonderful job on our front garden wall and did a great job, cleaning up around the outside of our home! Cannot wait to have them back to do phase two of our project!

### glenn kayea



Shawn and Casey are great, they gave us a wonderful estimate. Crew had fulfilled the contract and did a wonderful job on our new retaining wall and landscaping work. Thanks for a job well done.

### Jolisa Copeman



Really really really enjoyed working with this company! Great price and best warranties around. I felt very comfortable with having Marshall Landscaping work on beautifying the exterior of my home. Highly recommend!

We can't wait to work with you soon! Feel free to call us with any questions— we're here to help!

Jun 22, 2026

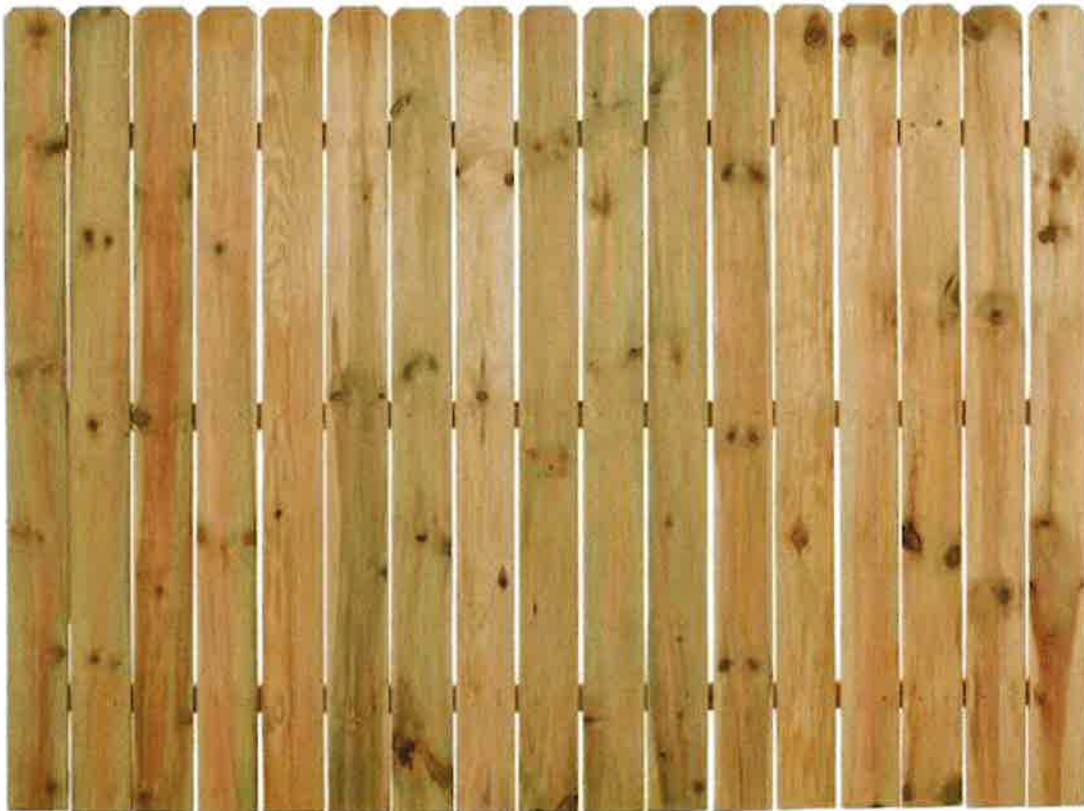
Date

*Erin and Robert S.*

Client Signature

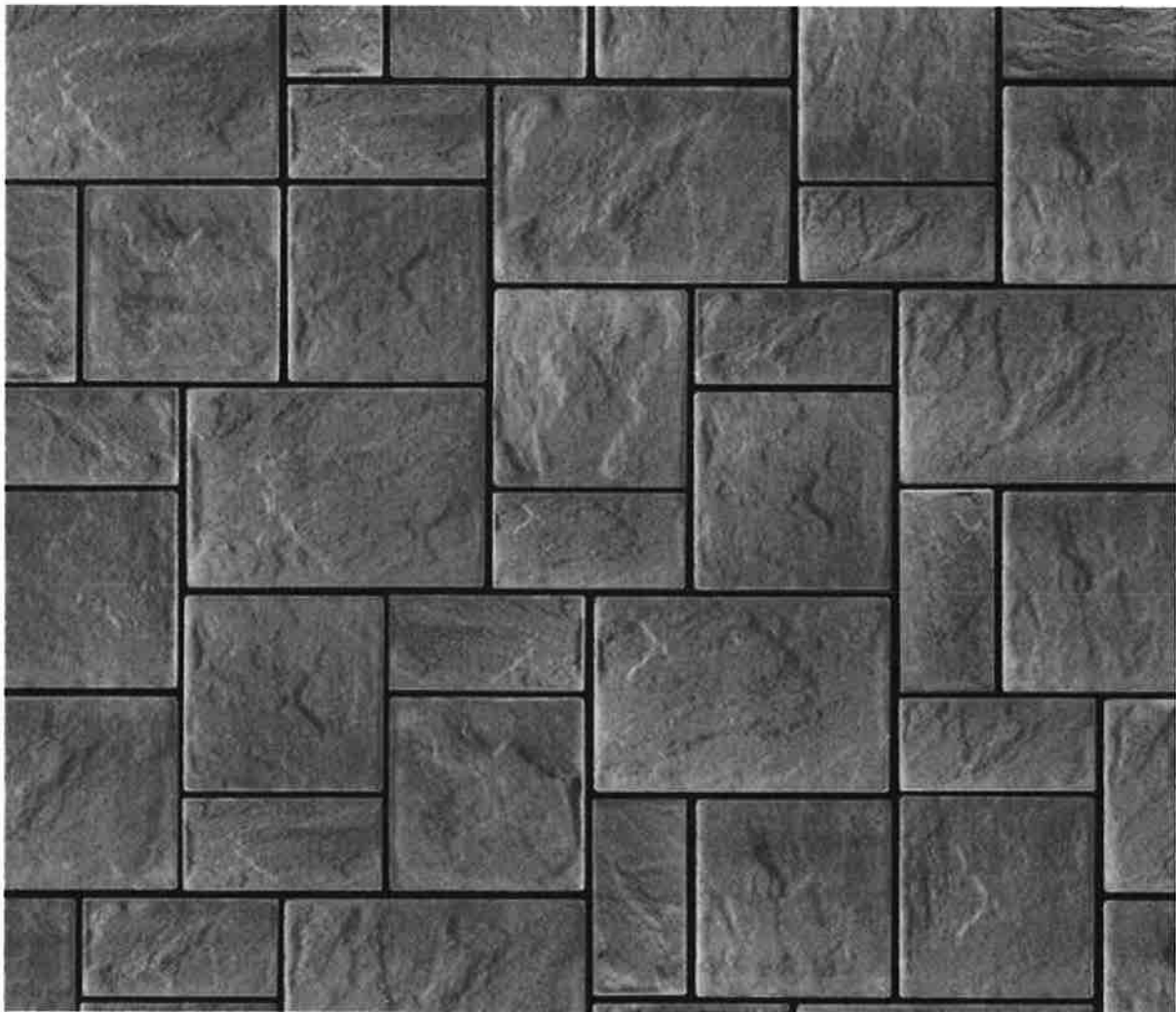
## Project Overview Cont:

6ft wooden privacy fence we will be installing



## Project Overview Cont:

Cambridge Ledgestone 3-pc Design kit smooth pavers in the onyx/natural color that we are using for the patio.



Project Overview Cont:

Cambridge 'Edgestone' in Onyx/Natural for raised curb



Project Overview Cont:

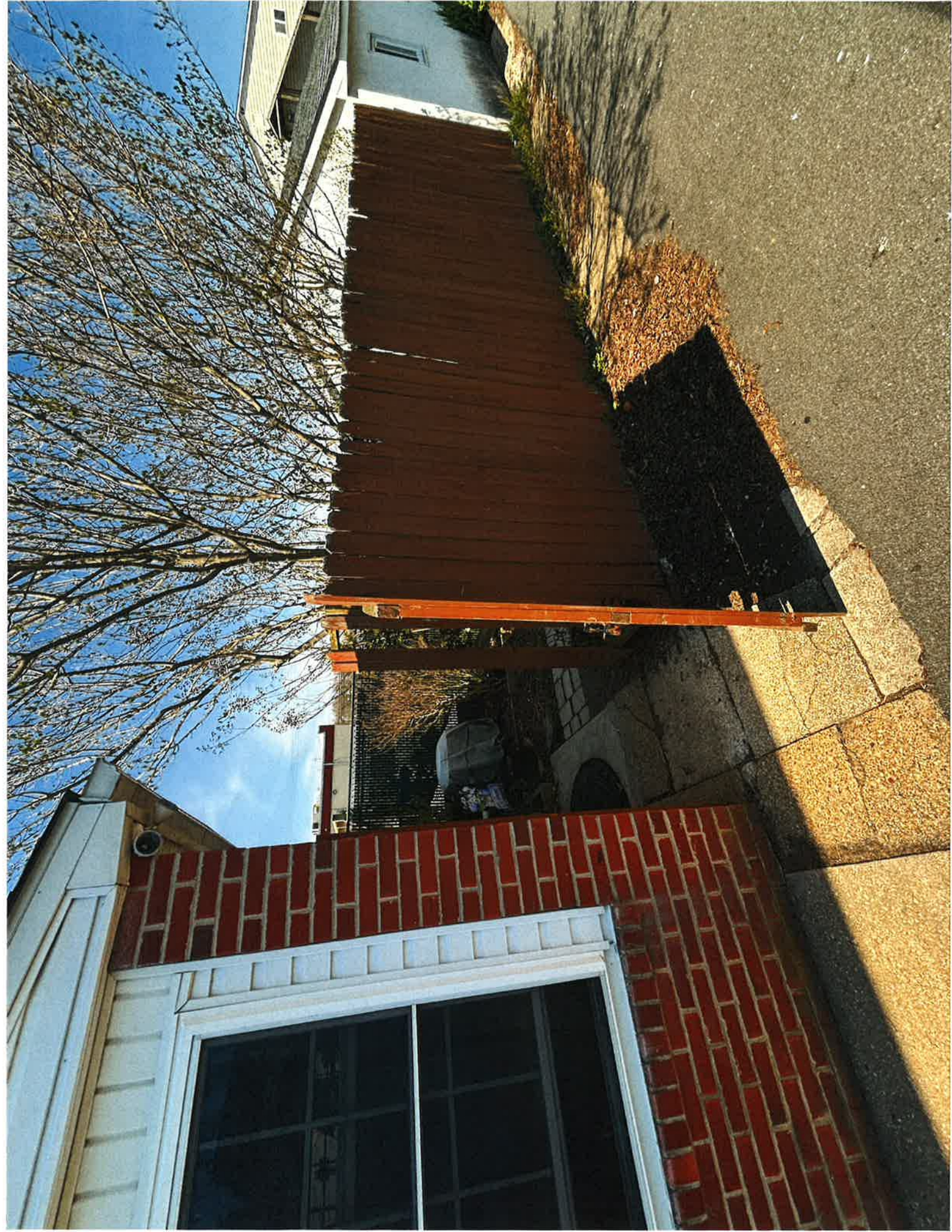
Cambridge's Belgium Curbstone in the Limestone Quarry blend color.



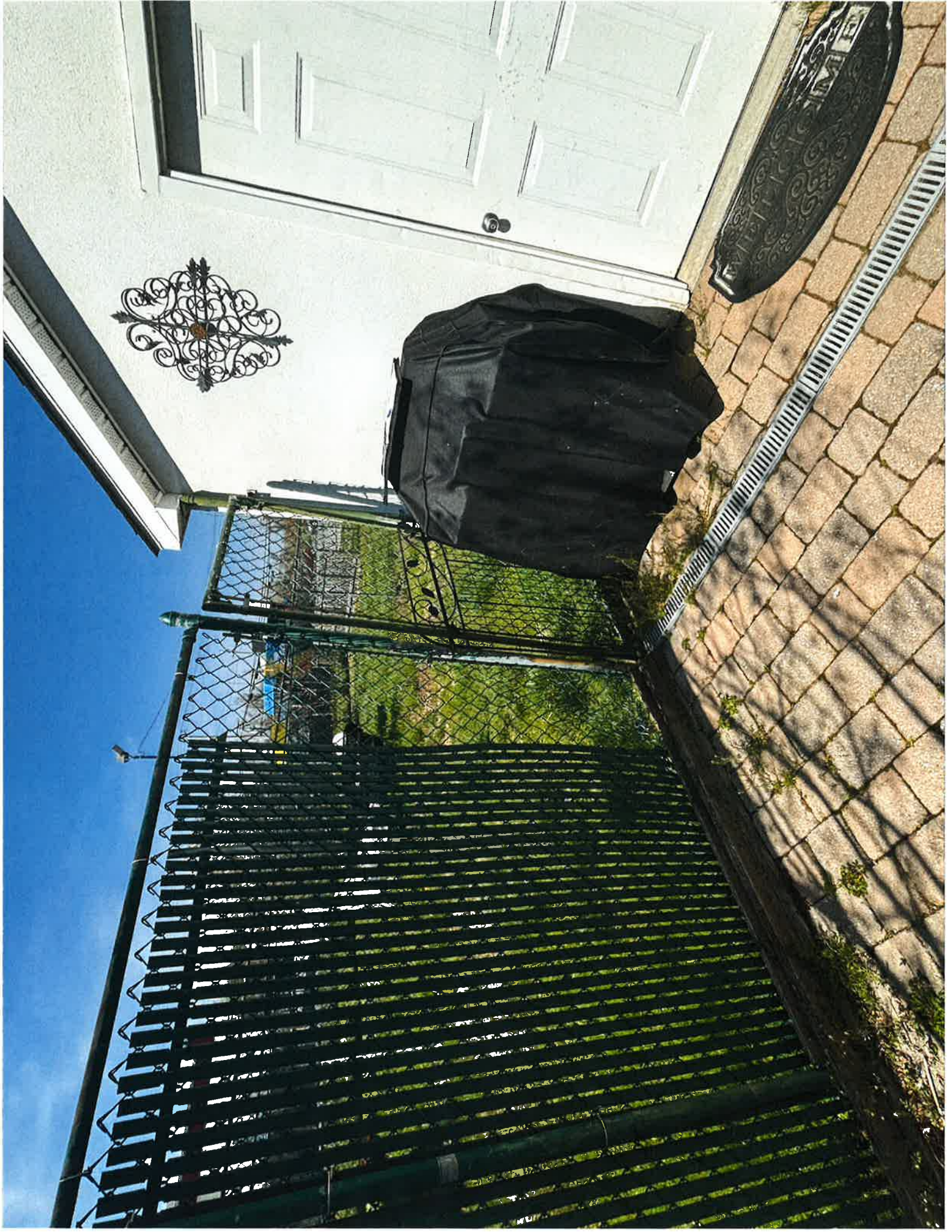
## Sabatella Plant List

### Plants

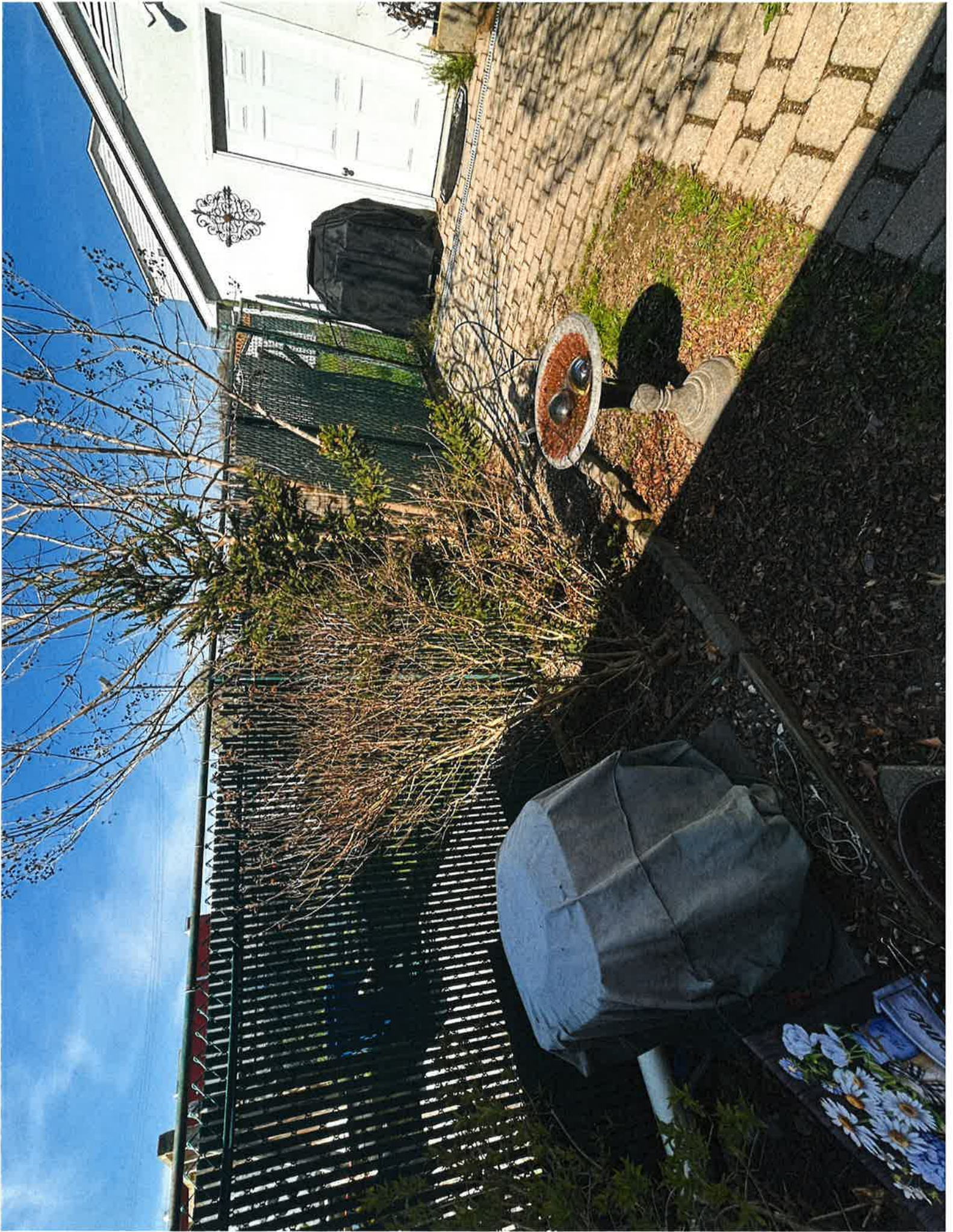
| Quantity | Botanical Name                         | Common Name                           | Install Size | Mature Height | Mature Width |
|----------|----------------------------------------|---------------------------------------|--------------|---------------|--------------|
| 5        | Allium 'Millenium'                     | Allium 'Millenium'                    | #1           | 1.5'          | 2'           |
| 1        | Buddleia x 'SMNBDL'                    | Pugster Amethyst Dwarf Butterfly Bush | #3           | 2'            | 2'           |
| 1        | Buxus sempervirens 'Dee Runk'          | Dee Runk' Boxwood                     | #5           | 9'            | 3'           |
| 2        | Epimedium 'Sandy Claws'                | Barrenwort 'Sandy Claws'              | #1           | 2'            | 2'           |
| 3        | Geranium macrorrhizum 'Bevans Variety' | Geranium 'Bevans Variety'             | #1           | 2'            | 2'           |
| 5        | Iris cristata                          | Dwarf Crested Iris                    | #1           | 6"            | 1"           |
| 1        | Nandina domestica 'Gulf Stream'        | Gulf Stream' Nandina                  | #3           | 4'            | 4'           |















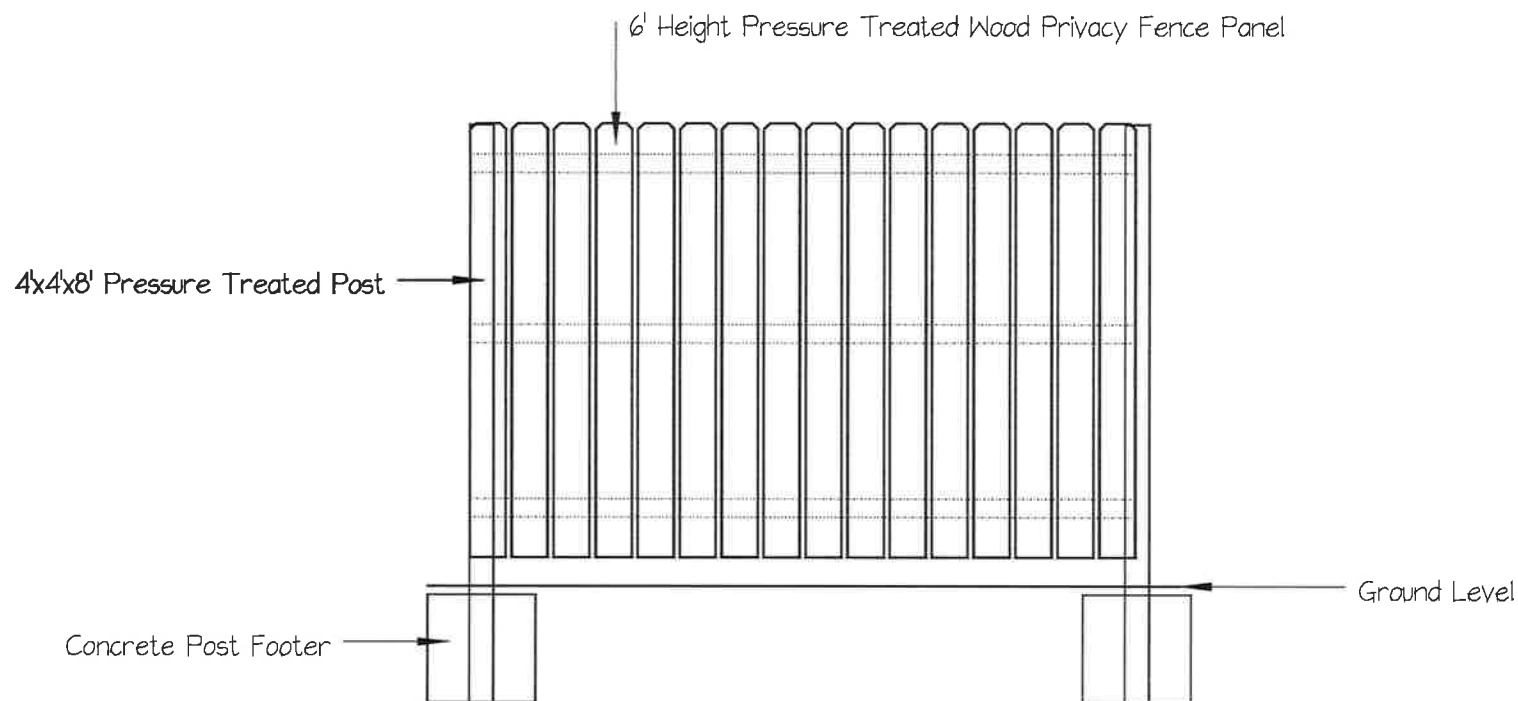


Image of Fencing



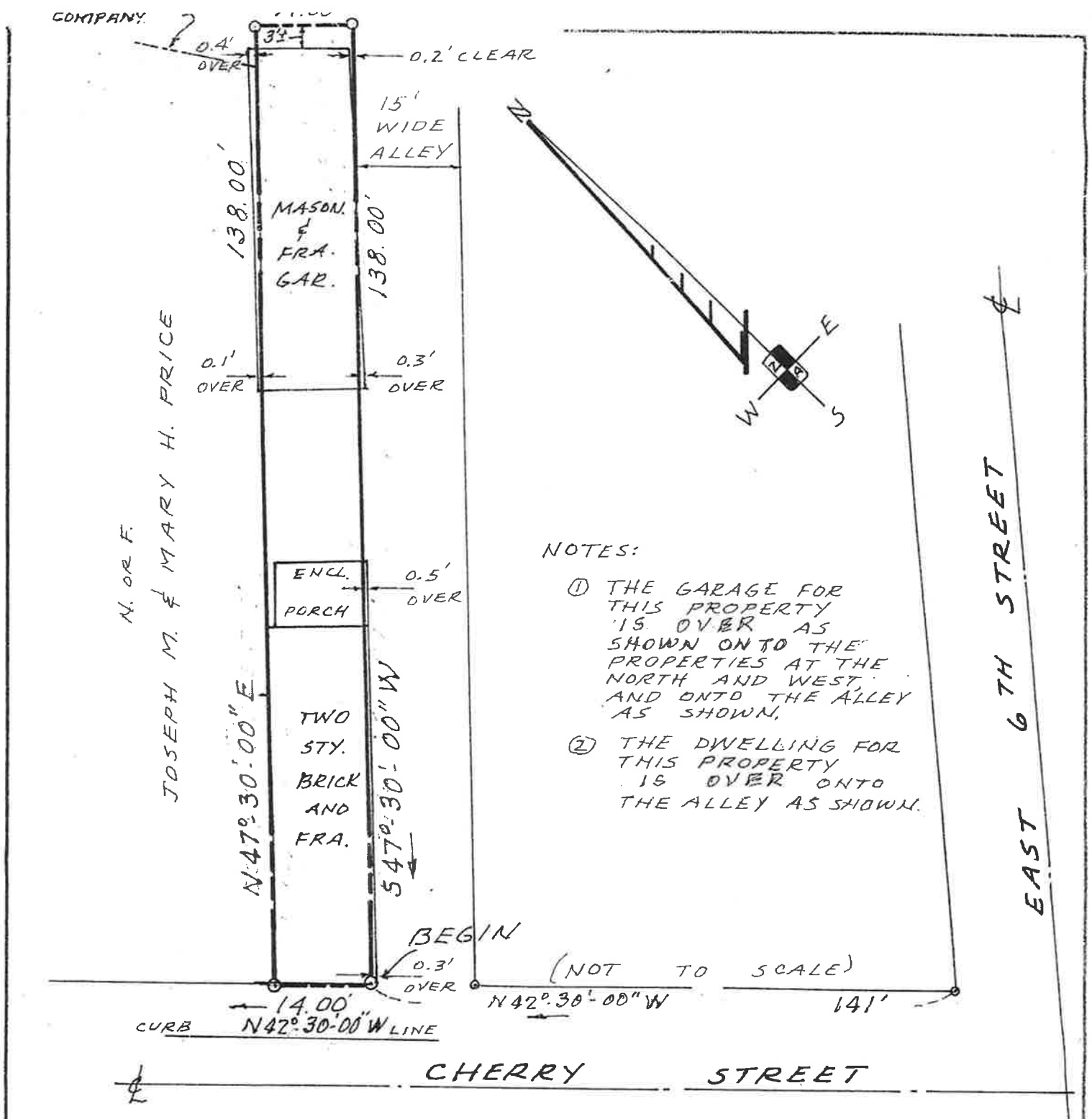
SABATELLA RESIDENCE

613 Cherry Street  
New Castle, DE 19720

SCALE 1" = 8'  
DATE 07/01/2026  
DRAWING # 001

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**Marshall**  
LANDSCAPING



Mortgage Inspection Plan

Property of

**ROBERT M. SABATELLA**

613 Cherry Street

City of New Castle, New Castle County, Delaware

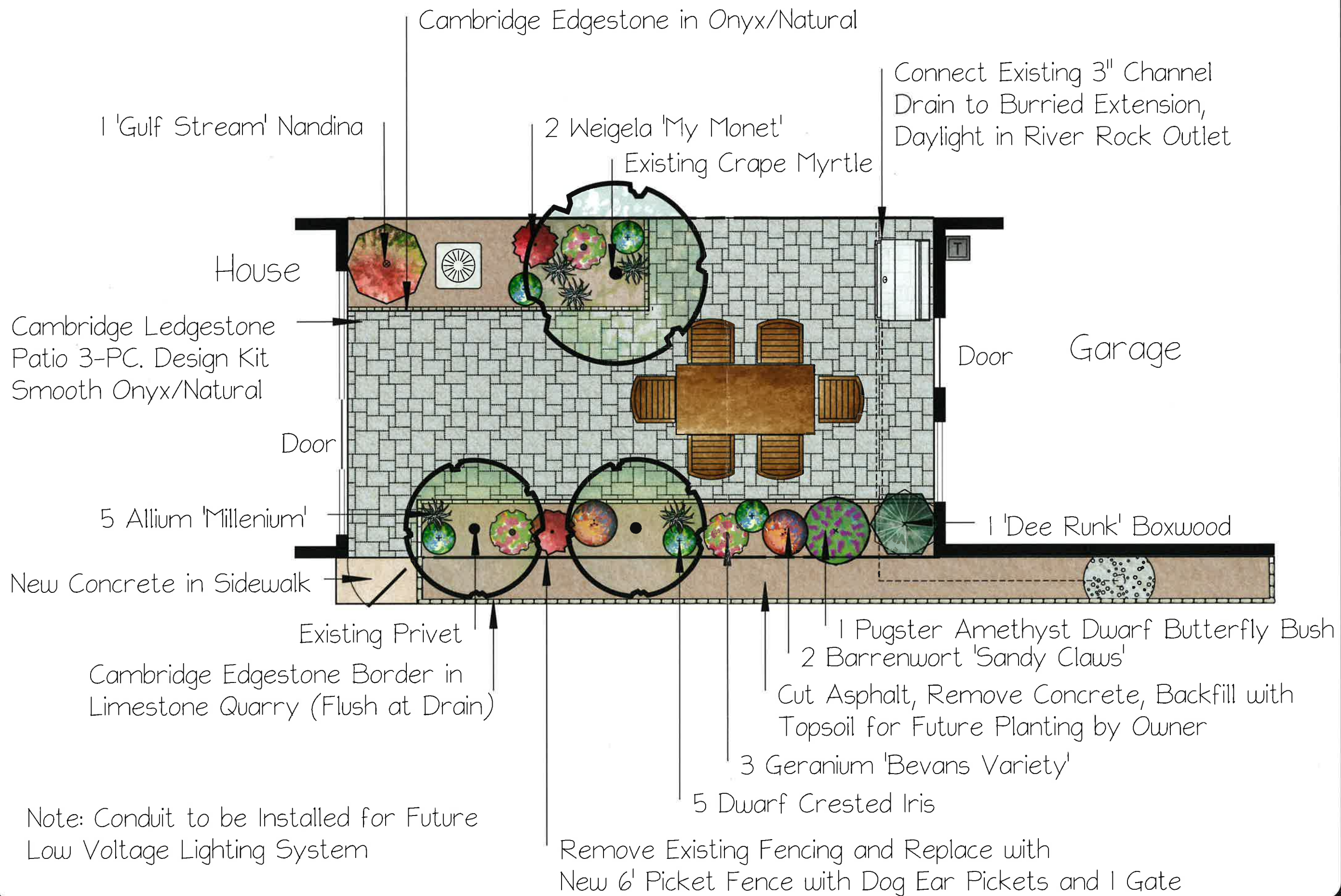
Scale: 1"=20'

Date: June 18, 2003

NOTE TO OWNER: No further improvements should be made from this plan. Property corners are not staked.

DEGREE OF ACCURACY: \_\_\_ Urban ☒ Suburban \_\_\_ Rural \_\_\_ Marshland

|                                                                                                                                                                                                                                                                                                                                                 |                            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
|  <p><b>ZEBLEY &amp; ASSOCIATES, INC.</b><br/>Professional LAND SURVEYORS AND SITE PLANNERS<br/>1206 KING STREET, WILMINGTON, DELAWARE 19801<br/>PHONE (302) 652-5648 • PLS 384 1187</p> <p><i>[Signature]</i><br/>Approved By Professional Land Surveyor</p> | Project No. 603184         |
|                                                                                                                                                                                                                                                                                                                                                 | Location Map No. 21-15.1-8 |
|                                                                                                                                                                                                                                                                                                                                                 | Drawing No. 39396M         |



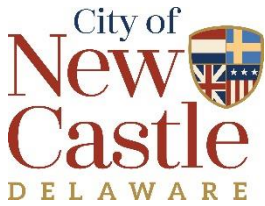
SABATELLA RESIDENCE

613 Cherry Street  
New Castle, DE 19720

DATE 06/17/2026  
SCALE 1" = 4'  
DRAWING # V4.0

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## HISTORIC AREA COMMISSION REVIEW APPLICATION

☐**CONSULTATION**☐**HISTORIC REVIEW CERTIFICATE**

| Fee     | Paid On |
|---------|---------|
| \$50.00 |         |

*Once a hearing date has been set and a legal notice has been published or posted, the applicant must be prepared to present the request at the scheduled hearing date*

1. NAME OF APPLICANT \_\_\_\_\_  
Business (if applicable) \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Daytime telephone \_\_\_\_\_ Other phone/email \_\_\_\_\_

*The above contact information will be used for correspondence. Please ensure this information is accurate.*

2. NAME OF PROPERTY OWNER \_\_\_\_\_  
Business (if applicable) \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Daytime telephone (required) \_\_\_\_\_ Other phone \_\_\_\_\_

3. PROJECT STREET ADDRESS \_\_\_\_\_

4. LEGAL DESCRIPTION: Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_ Parcel \_\_\_\_\_

5. EXISTING USE \_\_\_\_\_ PROPOSED USE \_\_\_\_\_

6. PROPOSED PROJECT WORK

A. DEMOLITION

☐

YES

☐

NO

B. REHABILITATION (check repair or replace and provide a description on the line provided)

REPAIRREPLACE

- |                          |                          |                                                        |
|--------------------------|--------------------------|--------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Roof _____                                             |
| <input type="checkbox"/> | <input type="checkbox"/> | Roof structures (dormers, chimneys, etc.) _____        |
| <input type="checkbox"/> | <input type="checkbox"/> | Exterior finishes (stucco, masonry, siding) _____      |
| <input type="checkbox"/> | <input type="checkbox"/> | Porch/Deck/Balcony _____                               |
| <input type="checkbox"/> | <input type="checkbox"/> | Awning/Canopy _____                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | Exterior Doors _____                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | Windows _____                                          |
| <input type="checkbox"/> | <input type="checkbox"/> | Shutters _____                                         |
| <input type="checkbox"/> | <input type="checkbox"/> | Foundation (including infill) _____                    |
| <input type="checkbox"/> | <input type="checkbox"/> | Exterior lighting & other appurtenances _____          |
| <input type="checkbox"/> | <input type="checkbox"/> | Existing fences, walls & gates _____                   |
| <input type="checkbox"/> | <input type="checkbox"/> | Existing parking, walkways & other site features _____ |

C. NEW CONSTRUCTION (check and specify all work items that apply)

- ☐ New building\_\_\_\_\_
- ☐ New addition\_\_\_\_\_
- ☐ New roof structures (dormers, chimneys, etc.)\_\_\_\_\_
- ☐ New porch/deck/balcony\_\_\_\_\_
- ☐ New awning/canopy\_\_\_\_\_
- ☐ New entrances\_\_\_\_\_
- ☐ New window opening/sashes\_\_\_\_\_
- ☐ New exterior lighting\_\_\_\_\_
- ☐ New fence/wall/gate\_\_\_\_\_
- ☐ New parking/walkways/other site features\_\_\_\_\_
- ☐ Exterior utility service/mechanical equipment\_\_\_\_\_

D. STREETSCAPE (check and specify all work items that apply)

- ☐ Streetlights
- ☐ Furniture & equipment (benches, bollards, utilities equipment, charging stations, etc)
- ☐ Curbs and sidewalks

7. OVERALL PROJECT DESCRIPTION (attach additional pages if necessary)

During a rainstorm on July 21, 2026, I discovered that water pooling inside a second story window frame is able to penetrate the wall and leak through the window below. Closer examination revealed that the sills of two windows have rotted wood that allows water to enter.

Both affected windows date from 1983 when the portion of the house closest to the wharf was constructed. At that time, my father sourced antique glass panes to fill each wood window light. The glass, as well as the vertical window casings and wood sashes are all in good shape. Therefore we intend to remove and repair the rotted elements, rather than replace the windows.

The work will entail temporarily removing the aluminum triple-track storm windows systems from two windows, before removing the wood windows themselves. The bottom sections of the window casings will be replaced with new wood. Depending on their condition, the sills may be replaced as well. All exterior-facing wood trim will be painted white as it is now. Once repaired, the existing windows and storm

8. AGREEMENT

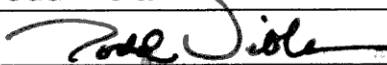
If the applicant is different than the property owner, the application must be signed by both parties.

*I have examined this application, its requirements and to my knowledge and belief, is a true, correct, and complete application. In filling out this application, I understand that it becomes part of the Public Record of the City of New Castle and hereby certify that all information contained herein is accurate to the best of my knowledge.*

*I further understand that if this application is for a Consultation, preapplication consultations resulting in a recommendation for conceptual approval by HAC are advisory in nature and shall inure no rights in the applicant. No project work may be taken based solely upon a recommendation following consultation with HAC. I must still obtain an approved Historic Review Certificate before project work can begin.*

*I also understand that further development approvals, reviews, and a building permit may also be required prior to starting project work and will consult with the City Building Official for specific project requirements.*

PRINT APPLICANT'S NAME Todd Viola

SIGNATURE OF APPLICANT  DATE 7/27/26

PRINT OWNER'S NAME Todd Viola, trustee

SIGNATURE OF OWNER \_\_\_\_\_ DATE \_\_\_\_\_

## APPLICANT COMPLETENESS REVIEW CHECKLIST & ACKNOWLEDGMENT

All work performed in a Historic District, Residence or Commercial, requires prior approval of the Historic Area Commission (HAC) and the issuance of a Historic Review Certificate pursuant to Section 230-45 of the Zoning Code.

Applicants for work to be done in Historic Zoning Districts must submit applications to the Historic Area Commission and obtain the required certificate in addition to obtaining a building permit.

All proposed work items shall be reviewed for consistency and compliance with the most recent edition of the "City of New Castle Historic Area Commission Guidelines and Standards" and its Supplements. Copies of this document are available the website at <https://newcastlecity.delaware.gov/historic-area-commission/>

Relevant information necessary for the issuance of a HAC Review Certificate include, but are not be limited to, the below items depending on the scope and scale of the project and as referenced in the "Plan Requirements" section in the *Historic Area Commission Guidelines and Standards*. The minimum application requirements for each scope of work are indicated below. Discuss the project with City Staff if the project is unique and needs to be addressed in a different manner. Applications must be sufficiently complete at the time of submittal for inclusion on the agenda of the HAC meeting.

**Complete applications must be submitted up to 15 days before the meeting to be included on the agenda.**

### INITIAL CONFIRMING YOU HAVE READ AND UNDERSTAND THE ABOVE STATEMENTS

**\*The below is a list of requirements based upon the scope of work. To be completed by planning staff\***

#### ROOFS AND ROOFING (sheathing, framing, chimneys, dormers, cupola, parapet, cornice, eave, bracket, drainage system, etc.)

| OK                       | Need                     | N/A                      |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

#### EXTERIOR FINISHES (wood siding and decorative features, masonry surfaces and features, stucco)

| OK                       | Need                     | N/A                      |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

#### PORCHES, DECKS, BALCONIES (including loggias/colonnades, porch enclosures, associated decorative features)

| OK                       | Need                     | N/A                      |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

#### AWNING/CANOPY

| OK                       | Need                     | N/A                      |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

#### EXTERIOR DOORS (door openings, doors, screen doors, trim and details such as transoms, sidelights, hoods, hardware)

| OK                       | Need                     | N/A                      |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

CONTINUED

**\*The below is a list of requirements based upon the scope of work. (To be completed by planning staff)\***

**WINDOWS** (windows, shutters, and other associated features)

- | OK                       | Need                     | N/A                      |                                                                                                                                                                                                                                                                              |
|--------------------------|--------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Photographs of affected window(s) or location(s) of proposed new window opening(s) For new openings, a                                                                                                                                                                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | scaled wall section with proposed window                                                                                                                                                                                                                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Brochure or sample showing the material, window type, all dimensions and profiles, finish, glazing, and hardware                                                                                                                                                             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Scaled elevation of existing and proposed window; a "typical" elevation can be used if multiple windows are affected as long as the existing and proposed conditions are identical at each location                                                                          |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | For replacing historic windows: a window evaluation including locations, condition of paint, condition of frame and sill, condition of sash (rails, stiles, muntins), glazing problems, hardware type and condition, overall condition assessment by qualified professional. |

**FOUNDATION** (replacement, infill, alteration including elevation)

- | OK                       | Need                     | N/A                      |                                                                                                                                                                                                              |
|--------------------------|--------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Photographs of affected foundation in detail and in context of whole building and adjacent buildings                                                                                                         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Scaled site plan showing building footprint and extent of existing and proposed foundation wall/piers/slab or infill                                                                                         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Material sample, scaled detail drawing, and/or brochure showing the proposed material(s), colors, finish, pattern, and construction details                                                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Documentation of justification for changing the existing foundation and the extent of the affected area. Permanent removal of major historic architectural features requires partial demolition application. |

**EXTERIOR ELECTRICAL/MECHANICAL** (light fixtures, vents, utilities, HVAC units, pool systems, vending)

- | OK                       | Need                     | N/A                      |                                                                                                       |
|--------------------------|--------------------------|--------------------------|-------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Photographs of existing details and context of affected site area within view of the proposed project |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Brochure, sample, or scaled drawing showing the materials, light intensity, hardware, colors/finish   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | For new equipment, scaled drawing showing proposed project with context site and/or building          |

**FENCES/WALLS/GATES**

- |                          |                          |                          |                                                                                                                                                                                                                                                  |
|--------------------------|--------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Photographs of existing site area of proposed fence/wall/gate and detail photo of any existing fence/wall/gate                                                                                                                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Scaled site plan showing the property line, building footprints, sidewalks, driveways and other major site features and proposed fence/wall (smaller projects may not require a scaled site plan like short extensions of existing fences/walls) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Drawing of proposed fence/wall/gate showing material, finish, height, spacing distance, shapes, patterns, hardware, construction section                                                                                                         |

**PARKING, LANDSCAPE OR OTHER SITE FEATURE** (plant materials, sidewalk, driveway, fountain, pool, ramp, trellis, well)

- |                          |                          |                          |                                                                                                                                                                                                                           |
|--------------------------|--------------------------|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Photographs of existing site area within view of proposed feature and detail photo of any existing affected features                                                                                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Scaled site plan showing the property line, building footprints, sidewalks, driveways and other major site features and proposed feature (smaller projects may not require a scaled site plan if limited to a small area) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Details of proposed features including material, finish, height, spacing, shapes, patterns, hardware, construction details such as a section drawing                                                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Plant material list with identification, quantity, size at planting and maturity, spacing                                                                                                                                 |

**NEW CONSTRUCTION** (accessory structure/outbuilding, garage, and other new buildings)

- |                          |                          |                          |                                                                                                               |
|--------------------------|--------------------------|--------------------------|---------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Photographs of existing site area within view of proposed construction with context area                      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Scaled site plan showing property line and existing site features like buildings, sidewalks, driveways        |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Scaled site plan showing the property line and proposed construction                                          |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Scaled landscape plan                                                                                         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Scaled elevation drawings showing existing building(s) and major site features                                |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Scaled elevation drawings showing proposed building(s) and major site features                                |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Wall sections                                                                                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Refer to details above for related roof, finishes, porches, doors, windows, foundation, electrical/mechanical |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Scaled elevation drawing (line drawing with minimal detail) showing the existing and proposed streetscape     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Scaled footprint diagram showing proposed building footprint(s) and surrounding existing building footprints  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Written summary describing existing and proposed conditions and project's consistency with zoning code        |

|                          |                          |
|--------------------------|--------------------------|
| Tier 01 Review           | Tier 2 Review            |
| <input type="checkbox"/> | <input type="checkbox"/> |

Project Address: \_\_\_\_\_

Reviewed for completion by: \_\_\_\_\_ Date: \_\_\_\_\_

# Historic Area Commision Application

## Project Description

During a rainstorm on July 21, 2026, I discovered that water pooling inside a second story window frame is able to penetrate the wall and leak through the window below. Closer examination revealed that the sills of two windows have rotted wood that allows water to enter.

Both affected windows date from 1983 when the portion of the house closest to the wharf was constructed. At that time, my father sourced antique glass panes to fill each wood window light. The glass, as well as the vertical window casings and wood sashes are all in good shape. Therefore we intend to remove and repair the rotted elements, rather than replace the windows.

The work will entail temporarily removing the aluminum triple-track storm windows systems from two windows, before removing the wood windows themselves. The bottom sections of the window casings and parting strips will be replaced with new wood. Depending on their condition, the sills may be replaced as well. All exterior-facing wood trim will be painted white as it is now. Once repaired, the existing windows and storm window tracks will be re-installed.

## Project Photos

The affected windows are indicated below.



When the work is completed, the existing windows and storm window tracks will be reinstalled. The final appearance will be as shown in this photo.



These photos show the rotted areas that necessitate these repairs.

