



# Certificate of Appropriateness Application

Historic Landmarks Commission  
1500 Chapline Street Room 308  
Wheeling, WV 26003  
304-234-3701

## APPLICANT INFORMATION

Name: Susan Haddad  
Address: 730 Main Street Wheeling WV 26003  
Phone: 304-233-7625 email: later2145market@gmail.com

## PROJECT CLASSIFICATION

- New Construction
- Exterior Alteration
- Restoration
- Structure Relocation
- Structure Demolition
- Paint (attach sample)

Project Overview: new roof  
rebuild windows  
facade painted

## REQUIRED SUBMISSIONS

- Application for Certificate of Zoning Compliance
- Application for Certificate of Appropriateness
- Letter to Commission describing project
- Legal description of property
- Scaled elevation and/or suitable 8" x 10" photograph of the building facades which are visible from a public way
- Rendering or other visual representation of proposed changes (see attached example)
- Specification of materials, colors and construction techniques
- Other information as may be reasonable deemed necessary by the Commission to enable a determination on the application.
- \$15 fee payable to City of Wheeling
- Submitted at least 2 weeks prior to monthly meeting (1<sup>st</sup> Thursday of the month)

Owner's Signature: Susan B Haddad

Date: Dec. 21, 2021



**APPLICATION FOR CERTIFICATE OF ZONING COMPLIANCE FOR THE USE, ERECTION, ALTERATION, OR REPAIR OF A BUILDING OR LAND**

The undersigned applies for a Certificate of Zoning Compliance for the following, said certificate is to be issued on the basis of the information contained within the application. *The applicant hereby certifies that all information and attachments are true and correct.*

- 1. Address of Property: 730 Main Street Wheeling
- 2. Name of Property Owner: Susan Haddad
- 3. Name of Applicant: Susan Haddad
- 4. Address of Applicant: 730 Main Street Wheeling
- 5. Applicant Phone: 304-233-7625 Owner Phone: Same
- 6. Existing Use: Personal Residence
- 7. Proposed Use:  Same  Other (describe): \_\_\_\_\_
- 8. Number of off-street parking spaces to be provided: \_\_\_\_\_
- 9. Number of off-street loading berths to be provided: \_\_\_\_\_

**COMPLETE THIS SECTION BELOW FOR THE ERECTION, ALTERATION, OR ADDITION OF A STRUCTURE**

**Type of Improvement:**

**Residential:**

- New Building
- Addition
- Alteration / Repair

Number of existing dwelling units: 1  
 Number of proposed dwelling units: \_\_\_\_\_

**Existing Lot Dimensions:** Width: \_\_\_\_\_ ft. x Depth: \_\_\_\_\_ ft. = lot area: \_\_\_\_\_ sq. ft.

**Existing Principal Building:**

Dimensions: Width: \_\_\_\_\_ ft. x Depth: \_\_\_\_\_ ft. = Total first floor area, including covered porches: \_\_\_\_\_ sq. ft.  
 Setbacks: Front: \_\_\_\_\_ ft. Rear: \_\_\_\_\_ ft. Side: \_\_\_\_\_ ft. Other Side: \_\_\_\_\_ ft. Height/Stories: \_\_\_\_\_

**Existing Accessory Building: (garage, carport, shed, pool, etc):**

Dimensions: Width: \_\_\_\_\_ ft. x Depth: \_\_\_\_\_ ft. = Total first floor area, including covered porches: \_\_\_\_\_ sq. ft.  
 Setbacks: Front: \_\_\_\_\_ ft. Rear: \_\_\_\_\_ ft. Side: \_\_\_\_\_ ft. Other Side: \_\_\_\_\_ ft. Height/Stories: \_\_\_\_\_

**Proposed Construction:**

Dimensions: Width: \_\_\_\_\_ ft. x Depth: \_\_\_\_\_ ft. = Total first floor area, including covered porches: \_\_\_\_\_ sq. ft.  
 Setbacks: Front: \_\_\_\_\_ ft. Rear: \_\_\_\_\_ ft. Side: \_\_\_\_\_ ft. Other Side: \_\_\_\_\_ ft. Height/Stories: \_\_\_\_\_

Applicant Signature: Susan B Haddad Date: Dec. 20, 2021  
 Owner Signature: Susan B Haddad Date: Dec 20, 2021

Reset Form

Print Form

Rev: 01/27/2015



# APPLICATION FOR THE FAÇADE IMPROVEMENT PROGRAM

A program designed to assist building owners and tenants make improvements to their facades.



Application #: \_\_\_\_\_  
FIP Committee Recommendation: \_\_\_\_\_  
FIP Committee Chair Signature: \_\_\_\_\_  
City Council Development Committee Recommendation: \_\_\_\_\_  
Mayor Signature: \_\_\_\_\_

**Façade Improvement Grant Program**  
**Application for Consideration for Grant Funding**

Please complete the following information, attach design plans or sketches, and return to the City of Wheeling Development Department, 1500 Chapline Street, Room 305, Wheeling, WV 26003.

All selected proposals must meet city Code requirements and the Façade Improvement Guidelines. The staff of the Economic and Community Development Department will review applications for the selection of grant recipients. The City of Wheeling will notify applicant of approval or denial of the application. If the application is approved, an agreement between the applicant and the city of Wheeling must be signed BEFORE any work begins.

Grant monies will be disbursed after completion of work, submittal of cost documentation and inspection of the façade.

**General Information:**

1.

Applicant's Name: Susan Heddad

Applicant's Address: 730 Main St Wg, WV

Street Address of Property to receive grant funding: same

2.

Applicant must be property owner or tenant. If application is not by the property owner, the owner must give consent and sign the application:

Is this application:

by the property owner:  by the business owner:  other?

3.

Property owner name: Susan Heddad

Property owner address: 730 Main St Wg, WV

Property owner phone#: 304-233-7625

4.

~~Business owner name: \_\_\_\_\_~~

~~Business owner address: \_\_\_\_\_~~

~~Business owner phone#: \_\_\_\_\_~~

5.

Business name: \_\_\_\_\_

Business mailing address: \_\_\_\_\_

Business Phone #: \_\_\_\_\_

6.

Type of Tenancy:  Own  Rent  Lease  Other (explain)

7.

Length of time at this location: 22 years

Length of lease term remaining (if applicable) none

**Building Characteristics**

8.

Exterior wall construction:  Masonry  Frame  Other (explain) \_\_\_\_\_

9.

Number of stories: 2. What are the functions of the stories above street level? \_\_\_\_\_

\_\_\_\_\_ Residential \_\_\_\_\_

10.

Occupancy of street level floor:  Fully occupied  Residential  Partially Occupied  Vacant

11.

Present use of street level floor:  Retail only  residential  Mixed  Office  
 Other (explain)

\_\_\_\_\_

**Façade Improvement Project Plan**

What type of exterior improvements are to be made? Please describe in detail. (Attach additional sheets or additional drawings if necessary.)

restoration of wood trim extensive  
paint  
new roof

Please provide a detailed Scope of Work along with a cost estimate for each job item.

(Example: Exterior Painting \$4,000.00)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total estimated cost of your façade improvements: \$ <sup>\$</sup> 27,155.51

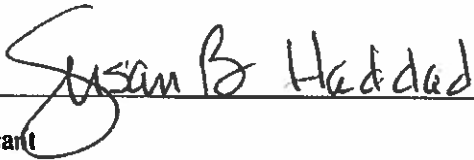
I acknowledge that the City of Wheeling, WV is obligated only to administer the grant procedures and is not liable to the applicant, owner or their parties for any obligations or claims of any nature growing out, or arising out of, the project or application undertaken by the applicant and/or owner. There is no principal/agent or employer/employee relationship between the City of Wheeling, WV and the applicant and/or owner.

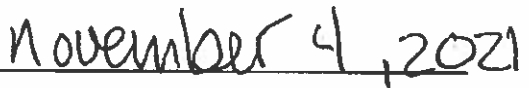
I acknowledge that this application must be accepted and all prerequisite rules and regulations must be complied with before any rights insure to the applicant/owner.

I have attached project plans and specifications or other appropriate design documentation.

I understand that the incentive grant must be used only for the project described in this application.

Signatures:

  
\_\_\_\_\_  
Applicant

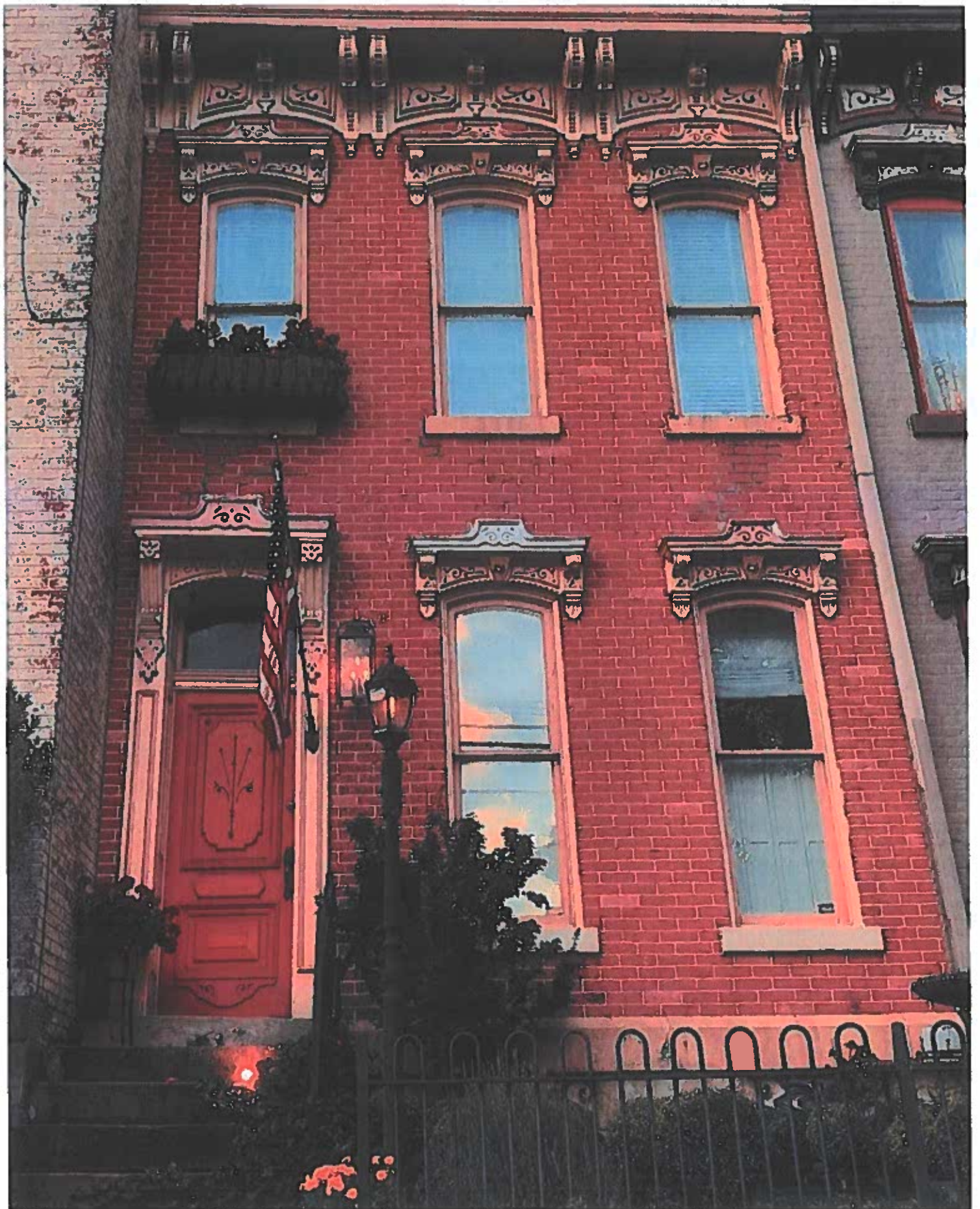
  
\_\_\_\_\_  
Date

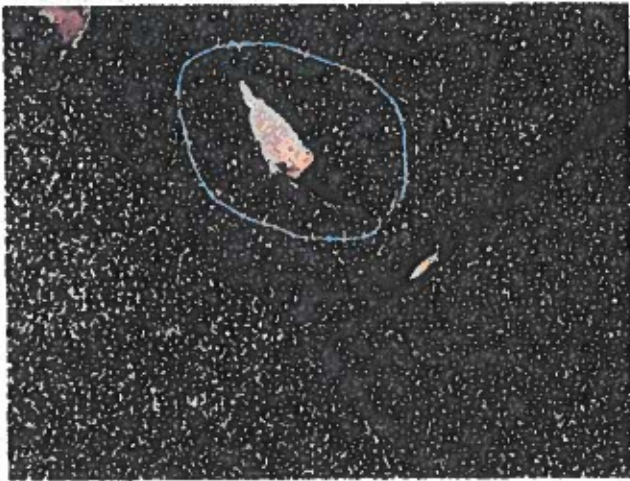
\_\_\_\_\_  
Owner (if different from above)

\_\_\_\_\_  
Date

**All applications must contain the following information:**

1. Completed application
2. Photographs of existing façade
3. Plans and/or elevations of proposed improvements
4. List and/or description of materials to be used
5. Detailed cost estimates/bids for proposed improvements
6. IRS W-9 Form: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>
7. If applicant is property owner: Proof of Property Ownership OR if applicant is not property owner: Owner Consent Form





**HOLES IN SHINGLES**



**SHINGLES FALLING OFF IN GUTTER**



**CONDITION OF PRESENT PAINT**



**CRUMBLING EXTERIOR  
WINDOW SIL**



**ROTTED TRIM HOOD MOULDS**



**ROTTED HOOD MOULD**





## ESTIMATE #192

SENT ON:

Nov 02, 2021

**RECIPIENT:**

**Susan Haddad**

730 Main Street  
 Wheeling, West Virginia 26003  
 Phone: 3042337625

400 South Front Street  
 Wheeling, WV 26003

Phone: (814)389-5854  
 Email: nailcitypainting@gmail.com  
 Website: www.nailcitypainting.com

**SERVICE ADDRESS:**

730 Main Street  
 Wheeling, West Virginia 26003

| PRODUCT / SERVICE | DESCRIPTION   |
|-------------------|---|
| Pressure Wash     | -Pressure wash all surfaces to be painted   |
| Scrape            | -Loose and peeling paint  |
| Caulk/fill        | -Small cracks and holes as needed, 1/4" or less   |
| Mask              | -Mask off all surfaces not being painted  |
| Prime             | -Prime all failing areas in preparation for painting<br>-Peel bonding primer on wood<br>-Masonry conditioner on brick   |
| Paint             | -2 full coats of Sherwin Williams paint<br>-Brush and roll application<br>-3 to 4 total colors<br>-Include front door, front windows, front window/door trim, front decorative trim, front brick<br>-Does not include grout lines as separate color |

**A deposit of \$1,749.82 will be required to begin.**

Our price includes all labor and materials necessary to complete your project. To be placed on our schedule, we require a 25% deposit, with the final 75% due promptly upon project completion. Thank you for allowing us to take a look!

We are fully licensed and insured. This quote is valid for the next 30 days after which values may be subject to change.

|                                       |                   |
|---------------------------------------|-------------------|
| <b>Subtotal</b>                       | <b>\$6,541.39</b> |
| <b>West Virginia sales tax (7.0%)</b> | <b>\$457.90</b>   |
| <b>Total</b>                          | <b>\$6,999.29</b> |

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

**Bruce Cionni Custom Woodworking**

**Bruce Cionni**

**7-1-21**

**1138 Neville St**

**Follansbee WV 26037**

**To: Susan Haddad**

**730 Main Str.**

**Wheeling WV 26003**

**Description Make custom window trim, for Historical building.**

**Reproduce 12 trim pieces form old damaged trim.**

**Total \$ 350.00**

**Paid In full Ck# 1538**

# INVOICE

**Bill To**  
**Susan Haddad**  
730 Main St  
Wheeling  
26003 WV

Invoice#  
**INV-000140**

Invoice Date  
Jul 06, 2021

Terms  
Due on Receipt

Due Date  
Jul 06, 2021

| # | Item & Description                      | Qty  | Rate   | Amount |
|---|---|------|--------|--------|
| 1 | Outside of house<br>install window trim | 1.00 | 300.00 | 300.00 |

Thanks for your business.

Sub Total 300.00

Total \$300.00

Balance Due \$300.00

*Handwritten note:*  
W/IT FROM  
restoration  
that pond

## Smith Family of Workshops LLC

Jon Smith  
Derrick Smith  
1033 Birch St.  
Bellaire, OH 43906  
Phone: 304-780-1852  
Phone: 304-639-0803



# Proposal

Date: November 1, 2021

Attn: Susan Haddad  
Email: [later2145market@gmail.com](mailto:later2145market@gmail.com)  
Phone: 304-233-7625  
Job Name: Haddad Windows  
Job Location: 730 Main St. Wheeling, WV 26003

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**WE PROPOSE TO FURNISH THE FOLLOWING SCOPE OF WORK:** All labor, equipment, and material to complete the project as described below:

### Item 1. Window Restoration:

- **On-site restoration of five(5) jambs on the first and second floors that face Main St. from interior stop to brick on exterior:**
  - Any loose/failing paint will be scraped off to achieve a sound substrate for application of new paint.
  - Major defects including rot and/or missing or damaged sections of will be repaired using fillers, epoxies, and other methods accepted by the NPS Preservation Standards.
  - Jambs will be coated with a primer coat and two topcoats of Sherwin-Williams latex paint in a color approved by owner.
  - Upper sashes will be fixed and caulked shut to eliminate air infiltration.
  - Lower sashes will be made operational and weatherstripping will be installed to reduce air infiltration.
- **Off-site restoration of ten(10) sashes:**
  - Sash will be stripped, sanded and returned to sound condition.
  - Major defects including rot and/or missing or damaged sections of will be repaired using fillers, epoxies, and other methods accepted by the NPS Preservation Standards.
  - New sashed will be manufactured to match existing where necessary either due to damage or where non-matching replacements exist.
  - Glass will be removed, reinstalled and replaced in-kind where broken.
  - Sashes will be coated with a primer coat and two topcoats of Sherwin-Williams latex paint in a color approved by owner.

**Total Proposed Amount Item #1: \$9,206.22**

- **Replacing glass using Insulated Glass Units (IGU) without Low-E Coating an upcharge of \$174.24 Per sash will apply.**

**Total Proposed Amount for IGUs: \$1,742.38**

## Smith Family of Workshops LLC

Jon Smith  
Derrick Smith  
1033 Birch St.  
Bellaire, OH 43906  
Phone: 304-780-1852  
Phone: 304-639-0803



### Item 2 Storm Windows

- **Install five(5) Operating Historic One Lite (HOL-OP) exterior storm windows, Arch Tops, Top Sash Fixed, Bottom Sash Operable, Fixed Lower Screen, All Units To Have Tempered Glass**

**Total Proposed Amount Item #2: \$7,679.13**

**Total Proposed Amount: \$18,627.73**

### WE PROPOSE TO EXCLUDE THE FOLLOWING:

- **Permits and fees associated with the site.**

Quoted By: Derrick Smith  
Deposit Amount Requested: 20 %  
Payment Schedule: Monthly billing  
Finance Charge of 1-1/4% per month will be applied on invoices after 30 days

All prices are delivered unless noted. All prices quoted herein are guaranteed for 30 days only unless otherwise noted and are thereafter subject to change without notice. All quotations are subject to approval of our credit department. WV sales tax of 7% may be applicable to some or all of the above quotation.

**ACCEPTANCE OF PROPOSAL:** The above prices, specifications, terms and conditions are satisfactory and are hereby accepted:

BY \_\_\_\_\_

DATE OF ACCEPTANCE \_\_\_\_\_

COMPANY \_\_\_\_\_

Dutchmen Roofing LLC

10613 Pleasant Hill Rd NW  
Dundee OH 44624

# Estimate

| Date       | Estimate # |
|------------|------------|
| 10/28/2021 | 185        |

| Name / Address                                   |
|--|
| Susan Haddad<br>730 Main St<br>Wheeling WV 26003 |

| Project |
|---------|
|         |

| Description  | Qty | Rate         | Total       |
|--|-----|--------------|-------------|
| Tear off Shingles & Dispose Trash<br>Install Ice Guard Along Eaves & Valleys<br>Install Felt on Rest of Roof<br>Replace Pot Vents With Ridge Vent & Replace Chimney Flashing<br>Install Premier Rib 29ga Metal Color TBD<br>Price Includes Getting Shingles off the Roof & Cleaning up All<br>Trash & Getting Metal up to Roof<br><br>Would Recommend replacing Shingles Soon as the Tabs are<br>Blowing off | 1   | 10,300.00    | 10,300.00   |
|  |     | <b>Total</b> | \$10,300.00 |