



CERTIFICATE OF APPROPRIATENESS PLACARD

for Raleigh Historic Resources

519 POLK STREET

Address

OAKWOOD

Historic District

Historic Property

069-14-MW

Certificate Number

6/10/2014

Date of Issue

12/10/2014

Expiration Date

Project Description:

- Install ceiling fans on front porch;
- remove roof vent;
- replace roof vents;
- remove HVAC unit;
- install storm windows

This card must be kept pasted in a location within public view until all phases of the described project are complete. The work must conform with the code of the City of Raleigh and laws of the state of North Carolina. When your project is complete, you are required to ask for a final zoning inspection in a historic district area. Telephone the RHDC office at 832-7238 and commission staff will coordinate the inspection with the Inspections Department. If you do not call for this final inspection, your Certificate of Appropriateness is null and void.

Signature, _____
Raleigh Historic Development Commission

A handwritten signature in dark ink, appearing to read "Terina Kelly", is written over a horizontal line. The signature is fluid and cursive.



Planning & Development

Development Services
 Customer Service Center
 One Exchange Plaza
 1 Exchange Plaza, Suite 400
 Raleigh, North Carolina 27601
 Phone 919-996-2495
 eFax 919-996-1831

Raleigh Historic Development Commission – Certificate of Appropriateness (COA) Application



- Minor Work (staff review) – 1 copy
- Major Work (COA Committee review) – 13 copies
 - Most Major Work Applications
 - Additions Greater than 25% of Building Square Footage
 - New Buildings
 - Demo of Contributing Historic Resource
- Post Approval Re-review of Conditions of Approval

For Office Use Only

Transaction # 397598

File # 069-14-MN

Fee \$28

Amt Paid \$28

Check # 12932

Rec'd Date 5/27/14

Rec'd By [Signature]

• If completing by hand, please use **BLACK INK**. Do not use blue, red, any other color, or pencil as these do not photocopy.

Property Street Address **519 Polk Street**

Historic District **Oakwood**

Historic Property/Landmark name (if applicable) **M.E. Forrest House**

Owner's Name **Curtis Kasefang & Sharon O'Neill**

Lot size **1/3ac**

(width in feet) **70**

(depth in feet) **210**

For applications that require review by the COA Committee (Major Work), provide addressed, stamped envelopes to owners of all properties within 100 feet (i.e. both sides, in front (across the street), and behind the property) not including the width of public streets or alleys:

Property Address	Property Address

I understand that all applications that require review by the commission's Certificate of Appropriateness Committee must be submitted by 4:00 p.m. on the application deadline; otherwise, consideration will be delayed until the following committee meeting. An incomplete application will not be accepted.

Type or print the following:

Applicant **Curtis Kasefang**

Mailing Address **519 Polk St**

City **Raleigh** State **NC** Zip Code **27604**

Date **5/26/2014** Daytime Phone **919 546 0288**

Email Address **curtis@kasefang.com**

Signature of Applicant 

Minor Work Approval (office use only)

Upon being signed and dated below by the Planning Director or designee, this application becomes the Minor Work Certificate of Appropriateness. It is valid until 12/10/14. Please post the enclosed placard form of the certificate as indicated at the bottom of the card. Issuance of a Minor Work Certificate shall not relieve the applicant, contractor, tenant, or property owner from obtaining any other permit required by City Code or any law. Minor work projects not approved by staff will be forwarded to the Certificate of Appropriateness Committee for review at the next scheduled meeting.

Signature  Date 6/10/14

Project Categories (check all that apply):

- Exterior Alteration
- Addition
- New Construction
- Demolition

Will you be applying for state or federal rehabilitation tax credits for this project?

- Yes
- No

(Office Use Only)

Type of Work 57, 81, 50, 70

Design Guidelines Please cite the applicable sections of the design guidelines (www.rhdc.org).

Section/Page	Topic	Brief Description of Work
3.8	Entrances, Porches and Balconies	Install (2) Ceiling Fans on Porch
3.5	Roofs	Remove Roof (1) Vent and Restore Slates
3.5.10, .11	Roofs	Replace (2) Roof vents
3.7.10, 3.10.4	Utilities and Energy Retrofits	Install storm windows and screens on (3) windows in (2) dormers
3.10.8	Utilities and Energy Retrofits	Remove Heat Pump

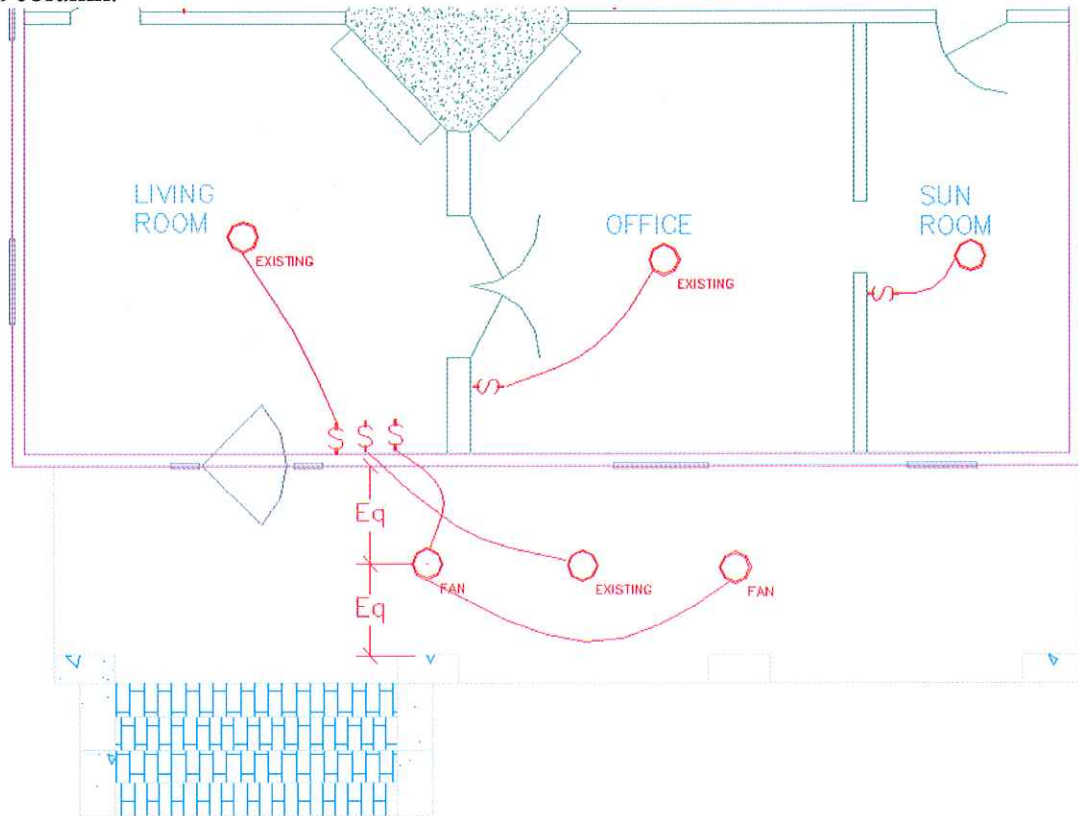
TO BE COMPLETED BY APPLICANT			TO BE COMPLETED BY CITY STAFF		
	YES	N/A	YES	NO	N/A
<p>Attach 8-1/2 " x 11" sheets with written descriptions and drawings, photographs, and other graphic information necessary to completely describe the project. Use the checklist below to be sure your application is complete.</p> <p>Minor Work (staff review) – 1 copy</p> <p>Major Work (COA Committee review) – 13 copies</p>					
1. Written description. Describe clearly and in detail the nature of your project. Include exact dimensions for materials to be used (e.g. width of siding, window trim, etc.)	<input checked="" type="checkbox"/>				
2. Description of materials (Provide samples, if appropriate)	<input checked="" type="checkbox"/>				
3. Photographs of existing conditions are required.	<input checked="" type="checkbox"/>				
4. Paint Schedule (if applicable)	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
5. Plot plan (if applicable). A plot plan showing relationship of buildings, additions, sidewalks, drives, trees, property lines, etc., must be provided if your project includes any addition, demolition, fences/walls, or other landscape work. Show accurate measurements. You may also use a copy of the survey you received when you bought your property. Revise the copy as needed to show existing conditions and your proposed work.	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
6. Drawings showing proposed work <ul style="list-style-type: none"> <input type="checkbox"/> Plan drawings <input type="checkbox"/> Elevation drawings showing the new façade(s). <input type="checkbox"/> Dimensions shown on drawings and/or graphic scale. <input type="checkbox"/> 8-1/2" x 11" reductions of full-size drawings. If reduced size is so small as to be illegible, make 8-1/2" x 11" snap shots of individual drawings on the big sheet. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
7. Stamped envelopes addressed to all property owners within 100 feet of property not counting the width of public streets and alleys. (Required for Major Work)	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
8. Fee (See Development Fee Schedule)	<input checked="" type="checkbox"/>				

Install (2) Ceiling Fans on Porch

- Proposed fan
<http://www.homedepot.com/p/Hunter-Caicos-52-in-Cottage-White-Wet-Rated-Ceiling-Fan-53211/203689983>



- Proposed fan location on front porch aligned with column pairs, half way between wall and column.



Remove Roof (1) Vent and Restore Slates

- Remove existing mushroom style roof vent and close hole with slates. See plan.



Replace (2) Roof vents

- Replace furnace exhaust with 4” stainless steel roof cap – see attached plan.



<http://www.rewci.com/4inch-roof-cap.html>

- Replace existing mushroom style roof vent with 12” stainless steel roof cap – see attached plan.

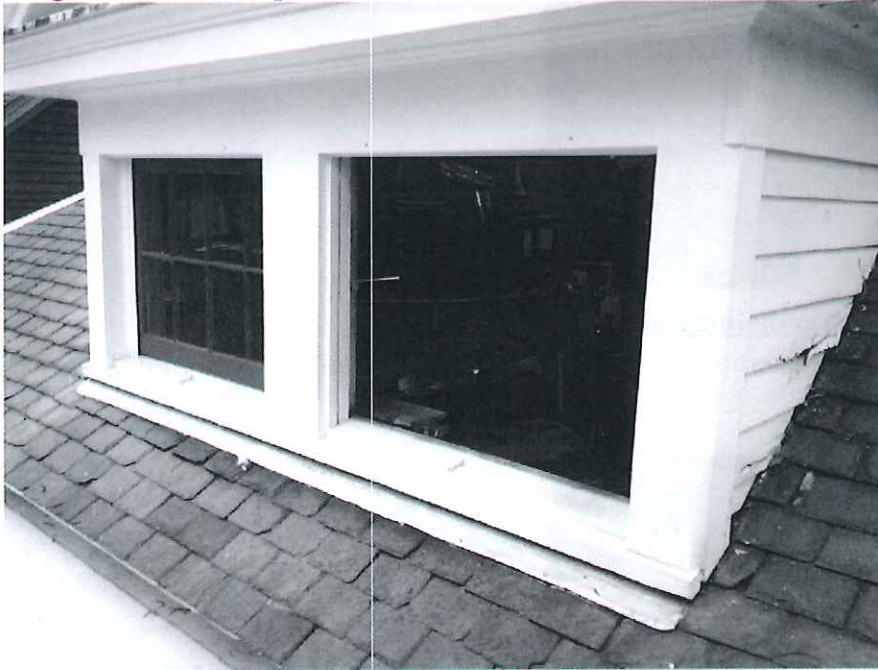


<http://www.rewci.com/12inchroofcap.html>



Install storm windows and screens on (3) windows in (2) dormers

- Custom wood storm windows with 2" x 5/4" frames and historic hanging hardware will be built for these windows. Note that these are replacing rotted screens of the same design. See attached plan.



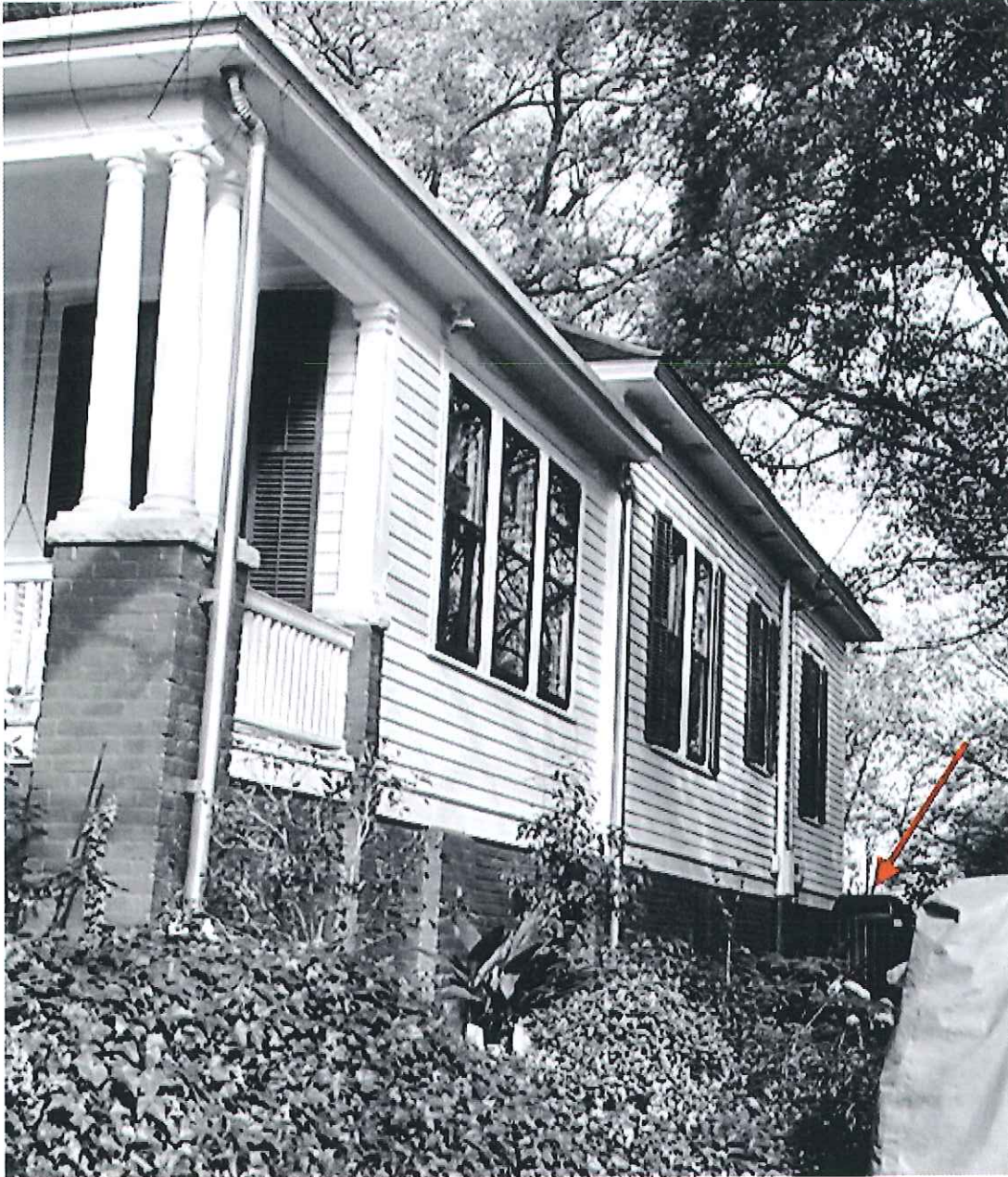
South Dormer



North Dormer

Remove Heat Pump

- We are contemplating installing a geothermal heat pump. If we do this the existing heat pump will be removed and the geothermal unit will be located in the crawl space. See attached plan for location of the existing unit. There will be no other exterior changes.



REAR FLAT ROOF

NORTH DORMER TO GET STORM WINDOW

ROOF VENT TO BE REMOVED

ATTIC ROOF VENT TO BE REPLACED WITH 12" ROOF CAP.

FURNACE EXHAUST TO BE REPLACED WITH 4" ROOF CAP.

HEAT PUMP TO BE REMOVED

SOUTH DORMER TO GET (2) STORM WINDOW / SCREENS

FRONT FLAT ROOF

\\personnel\house\519polk.dwg, COA Roof, 5/26/2014 1:20:36 PM

PROJECT
O.A. Application
Roof Locations

PROJECT
M.E. Forrest House
519 Polk Raleigh

SCALE
1/8" = -1'0"

DATE
5/26/2014

DWG. No.
COA-1

919.546.0288

Tully, Tania

From: Curtis Kasefang <curtis@kasefang.com>
Sent: Tuesday, June 10, 2014 4:51 PM
To: Tully, Tania
Subject: RE: COA application for 519 Polk Street

A file has been sent to you via **Hightail** - the best way to send, share, and store your files. Try it now.

Download the file - [2013-11-21 10.18.29.jpg](#)

Your file will expire after 7 days or 100 downloads.

Here you are!

Curtis Kasefang
519 Polk St
Raleigh, NC 27604
919-546-0288

From: Tully, Tania [<mailto:Tania.Tully@raleighnc.gov>]
Sent: Tuesday, June 10, 2014 4:33 PM
To: 'Curtis Kasefang'
Cc: Ekstrom, Vivian
Subject: COA application for 519 Polk Street

Hi Curtis –

Thank you for submitting your Certificate of Appropriateness (COA) application for 519 Polk Street. To help us complete our review, please provide the following items and/or clarification:

- An exterior photo of the front of the building.

Thanks!
Tania

Tania Georgiou Tully, Preservation Planner
Long Range Planning Division
Raleigh Department of City Planning
919.996.2674
919.516.2684 (fax)
tania.tully@raleighnc.gov

COA process information is available [here](#).



2013-11-21 10.18.29