



# CERTIFICATE OF APPROPRIATENESS PLACARD

for Raleigh Historic Resources

407 POLK STREET

Address

OAKWOOD

Historic District

Historic Property

131-14-MW

Certificate Number

9/8/2014

Date of Issue

3/8/2015

Expiration Date

Project Description:

- Install new window in rear [after-the-fact].

*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

*Pending the resolution of appeals, commencement of work is at your own risk.*



# 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 # 388156  
 File # 131-14-MW  
 Fee \$28  
 Amt Paid \$28  
 Check # CASH  
 Rec'd Date 2/17/14  
 Rec'd By J. Hurley

• 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 **407 Polk St, Raleigh, NC 27604**

Historic District **Oakwood**

Historic Property/Landmark name (if applicable)

Owner's Name **Ronald Bernstein / Erica Bernstein**

Lot size (width in feet) (depth in feet)

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** Erica Bernstein

**Mailing Address** 407 Polk St, Raleigh, NC 27604

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

**Date** 2/2/14 **Daytime Phone** 919-720-3283

**Email Address** ericalbernstein@gmail.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 3/8/15. 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** 9/8/14

**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** \_\_\_\_\_  
85  
 \_\_\_\_\_  
 \_\_\_\_\_

**Design Guidelines** Please cite the applicable sections of the design guidelines ([www.rhdc.org](http://www.rhdc.org)).

Section/Page	Topic	Brief Description of Work
		Add like wood frame window to north rear exterior wall

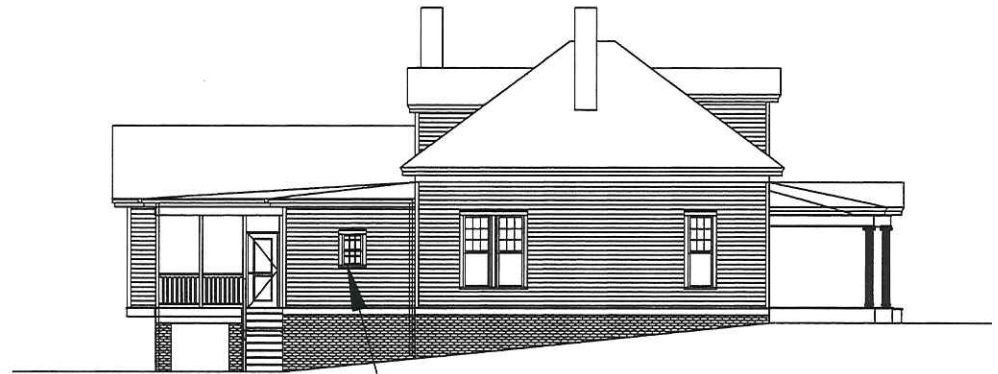
	TO BE COMPLETED BY APPLICANT		TO BE COMPLETED BY CITY STAFF		
	YES	N/A	YES	NO	N/A
<p>Attach 8-1/2 " x 11" sheets with written descriptions and drawings, photographs, and other graphic information necessary to completely describe the project. Use the checklist below to be sure your application is complete.</p> <p><b>Minor Work (staff review) – 1 copy</b></p> <p><b>Major Work (COA Committee review) – 13 copies</b></p>					
1. <b>Written description.</b> 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. <b>Description of materials</b> (Provide samples, if appropriate)	<input checked="" type="checkbox"/>				
3. <b>Photographs</b> of existing conditions are required.	<input checked="" type="checkbox"/>				
4. <b>Paint Schedule</b> (if applicable)	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
5. <b>Plot plan</b> (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. <b>Drawings</b> showing proposed work <ul style="list-style-type: none"> <li><input type="checkbox"/> Plan drawings</li> <li><input type="checkbox"/> Elevation drawings showing the new façade(s).</li> <li><input type="checkbox"/> Dimensions shown on drawings and/or graphic scale.</li> <li><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.</li> </ul>	<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. <b>Fee</b> (See Development Fee Schedule)	<input type="checkbox"/>				

# PROPOSED WINDOW ADDITION

Bernstein Residence  
407 Polk St



EXISTING REAR ELEVATION



EXISTING WEST SIDE ELEVATION

WINDOW ADDED  
TO REAR WALL  
OF KITCHEN TO  
MATCH EXISTING  
KITCHEN WINDOW



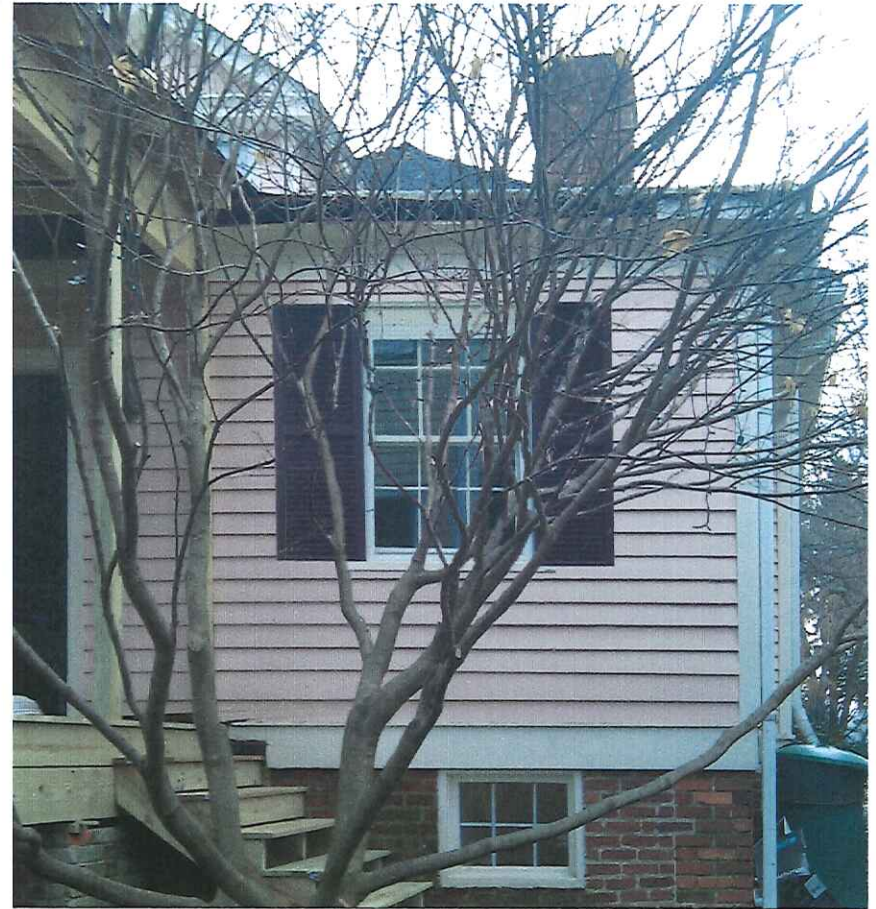
PROPOSED REAR ELEVATION

# PROPOSED WINDOW ADDITION

OAKWOOD HISTORIC DISTRICT  
409 POLK ST



**EXISTING REAR  
ELEVATION VIEW**



**PROPOSED WINDOW  
LOCATION**

## Tully, Tania

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**From:** will <will\_i\_am\_1@yahoo.com>  
**Sent:** Friday, August 15, 2014 9:10 AM  
**To:** Tully, Tania  
**Cc:** ericalbernstein@gmail.com  
**Subject:** Re: Fwd: COA for 407 Polk Street - Window on Rear Wall  
**Attachments:** Existing window interior.jpg; Existing window exterior.jpg; New window interior.jpg; New window interior.jpg

Good Morning Tania,

I apologize for not following up on this earlier. We did reproduce and install the rear window in Erica's kitchen to match the existing window on the west side of the kitchen. I have started on a cad drawing for the details of the window but have not gotten back to finishing it. I had also taken some photos of the new and existing windows, and have attached them to this email for your reference.

Please let me know what other documentation you may need from me to complete this application. Once again I apologize for the delay.

Sincerely,  
Will Hillebrenner  
Oak City Artisans

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On Thu, 8/14/14, Erica Bernstein <ericalbernstein@gmail.com> wrote:

Subject: Fwd: COA for 407 Polk Street - Window on Rear Wall  
To: "will" <will\_i\_am\_1@yahoo.com>  
Date: Thursday, August 14, 2014, 3:43 PM

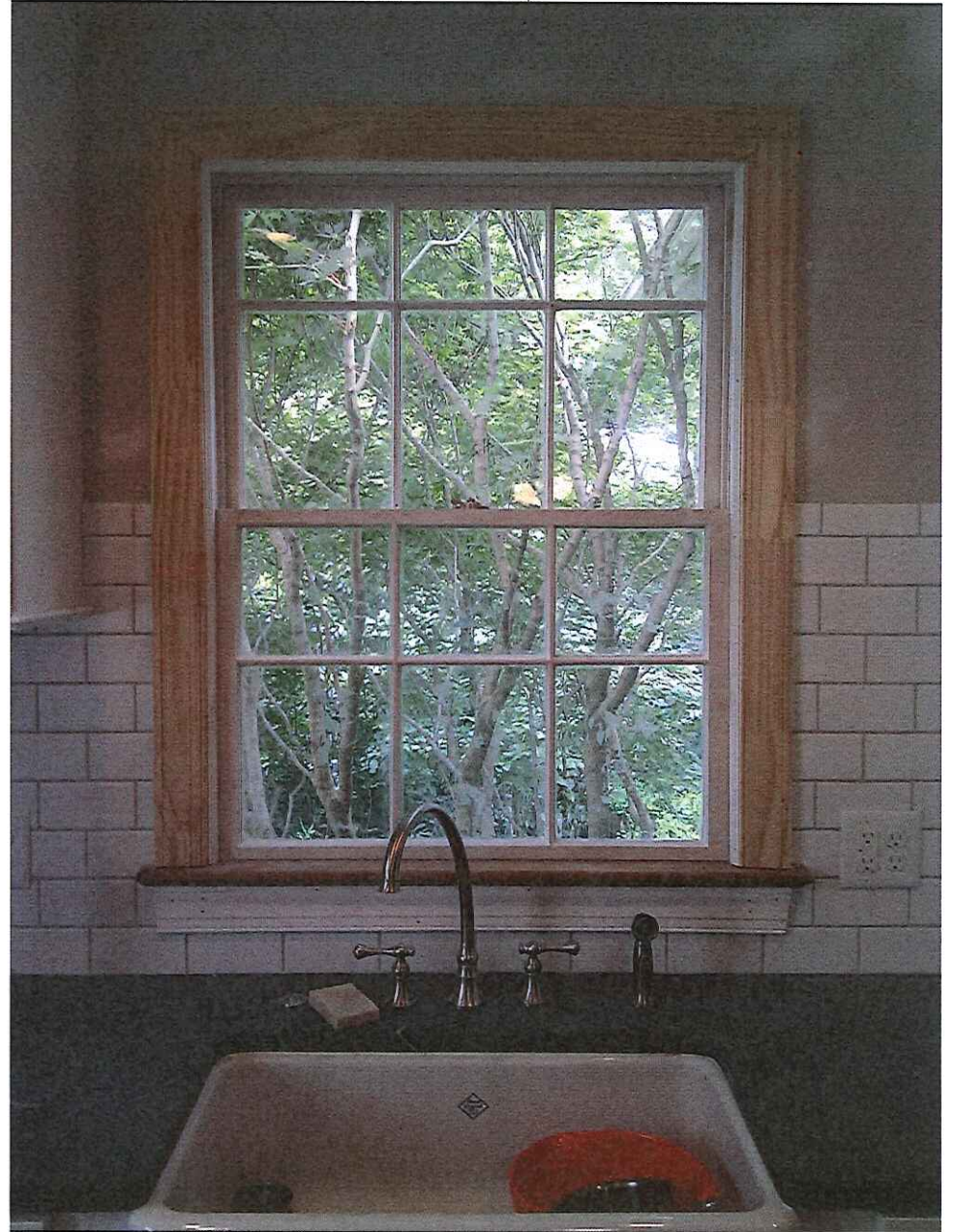
Isn't  
this your window?

Begin forwarded message:

From: "Tully,  
Tania" <Tania.Tully@raleighnc.gov>  
Date: August 14, 2014 at 1:52:16 PM EDT  
To: "Erica Bernstein (ericalbernstein@gmail.com)"  
<ericalbernstein@gmail.com>  
Subject: COA for 407 Polk Street - Window on Rear Wall



Existing window interior



New window interior-1





Existing window exterior

## Tully, Tania

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**From:** Tully, Tania  
**Sent:** Thursday, August 14, 2014 1:52 PM  
**To:** Erica Bernstein (ericalbernstein@gmail.com)  
**Subject:** COA for 407 Polk Street - Window on Rear Wall  
**Attachments:** COA Application for 407 Polk Street

Erica –

In my files I have a COA you filed back in February for the addition of a new wood window to the rear of your house. I emailed (attached) requesting additional information, but never heard back. Are you still proposing the addition of the new window? If so, please provide the information requested in the attached email. If not, please let me know and the application will be withdrawn.

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](mailto:tania.tully@raleighnc.gov)

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

## Tully, Tania

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**From:** Tully, Tania  
**Sent:** Friday, February 14, 2014 3:34 PM  
**To:** Erica Bernstein (ericalbernstein@gmail.com)  
**Subject:** COA Application for 407 Polk Street

Hi Erica –

I am in receipt of your COA application to add a new wood window to the rear of 407 Polk Street and need the following additional information in order to complete my review.

- Specifications (section drawings, muntin profile etc.) for the proposed new window.
- If the new window is a replication of an existing window an overall and detailed photos of that window.
- Larger scale drawing of the proposed trim and/or detailed photos of the trim being matched

Thanks!

Tania

Tania Georgiou Tully, Preservation Planner  
Long Range Planning Division  
Raleigh Department of City Planning  
919.996.2674 **new phone number**  
919.516.2684 (fax)  
[tania.tully@raleighnc.gov](mailto:tania.tully@raleighnc.gov)