

# CERTIFICATE OF APPROPRIATENESS PLACARD

for Raleigh Historic Resources

402 CUTLER STREET

Address

BOYLAN HEIGHTS

Historic District

Historic Property

092-15-MW

Certificate Number

7/2/2015

Date of Issue

1/2/2016

Expiration Date

Project Description:

- Change exterior paint colors;
- install storm doors.

OK to PERMIT

*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 # 435880

File # ~~109700~~

Fee \$29.00

Amt Paid \$29.00

Check # 432

Rec'd Date 6/22/15

Rec'd By [Signature]

*App Complete 6/26/15*

• 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 **402 Cutler Street**

Historic District **Boylan Heights**

Historic Property/Landmark name (if applicable)

Owner's Name **Dorothy C. Helms**

Lot size (width in feet) **54 Ft.** (depth in feet) **133 Ft.**

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 **Nancy Helms for Dorothy C. Helms**

Mailing Address **100 Northbrook Drive, Apt. 301**

City **Raleigh** State **NC** Zip Code **27609**

Date **6/4/15** Daytime Phone **919-801-2348**

Email Address **nancy.helms12@gmail.com**

Signature of Applicant *Nancy Helms* *Dorothy C. Helms by Nancy E. Helms, PCA*

**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 1/2/16. 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 *[Signature]* Date 7/2/15

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 \_\_\_\_\_

51,69

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

Section/Page	Topic	Brief Description of Work
3.4	Exterior paint color	house: LIGHT GRAY Benjam. Moore Edgecomb Gray HC-173 trim: white, doors: SW 6216 Jasper
		House has been power washed + prepped for paint.
SEC. 3, PT. 2 3.7	WINDOWS + DOORS	WHITE ALUMINUM STORM DOORS TO BE ADDED TO 2 downstairs. Same door as what we added to 324 Cutler a few years ago. Full glass WITH white trim (see photo)

	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 type="checkbox"/>				
2. <b>Description of materials</b> (Provide samples, if appropriate)	<input type="checkbox"/>				
3. <b>Photographs</b> of existing conditions are required.	<input type="checkbox"/>				
4. <b>Paint Schedule</b> (if applicable)	<input type="checkbox"/>	<input 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 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 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 type="checkbox"/>			
8. <b>Fee</b> ( <a href="#">See Development Fee Schedule</a> )	<input type="checkbox"/>				

From: **Nancy Helms** nancy.helms12@gmail.com   
Subject: 402  
Date: June 3, 2015 at 2:54 PM  
To: Nancy Helms nancy.helms12@gmail.com



402 Cutler St.

From: **Nancy Helms** nancy.helms12@gmail.com  
Subject: Door  
Date: June 3, 2015 at 2:54 PM  
To: Nancy Helms nancy.helms12@gmail.com

NH



## Tully, Tania

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**From:** Band, Daniel  
**Sent:** Friday, June 26, 2015 10:20 AM  
**To:** Tully, Tania  
**Subject:** FYI - 402 Cutler St

Hi Tania, the paint chip we were waiting on for 402 Cutler St came in today. I've put it in the case file.

-Dan

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Daniel Band, Planner I  
Long Range Planning Division  
Raleigh Planning Department  
919-996-2180 - OEP, 2<sup>nd</sup> Floor



House color for 402 Cutler St.

COA in process...

Thank you,  
Mandy Helms



## Tully, Tania

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**From:** Band, Daniel  
**Sent:** Thursday, June 18, 2015 3:54 PM  
**To:** Tully, Tania  
**Subject:** FW: 402 Cutler  
**Attachments:** INVOICE,nhelms2.docx

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

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**From:** Nancy Helms [<mailto:nancy.helms12@gmail.com>]  
**Sent:** Thursday, June 18, 2015 3:53 PM  
**To:** Band, Daniel  
**Subject:** Fwd: 402 Cutler

Daniel, here are some pictures of 402 Cutler Street. The second door where the storm door will be installed is on the second downstairs apartment door. You will see it on the right. I will send you the paint chip for the house color (gray).

Thank you,  
Nancy Helms

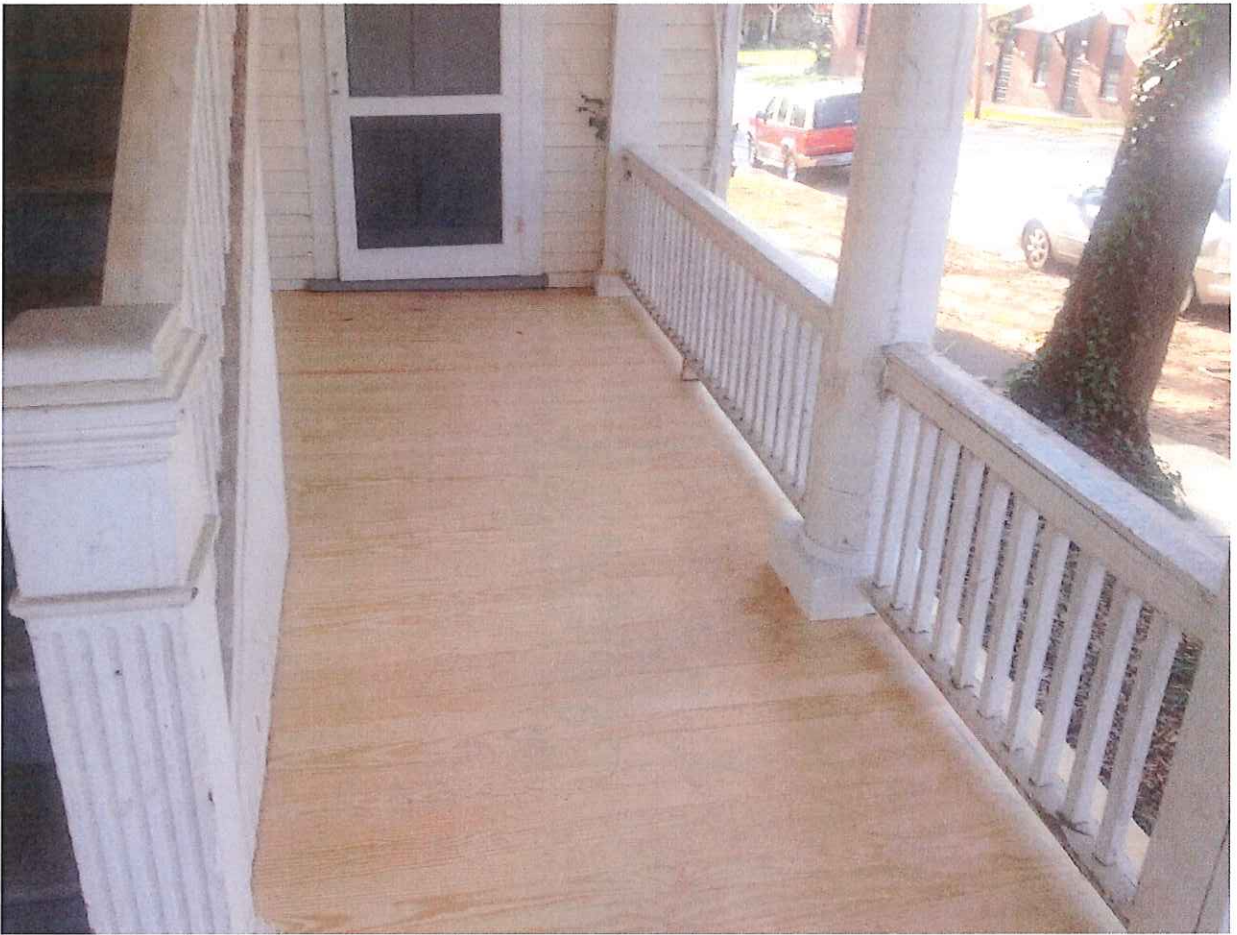
Begin forwarded message:

**Date:** April 13, 2015 at 9:00:26 AM EDT  
**Subject: Fwd: 402 Cutler**  
**From:** kevin mussler <[centralcarolinabuilders@gmail.com](mailto:centralcarolinabuilders@gmail.com)>  
**To:** Nancy Helms <[nancy.helms12@gmail.com](mailto:nancy.helms12@gmail.com)>

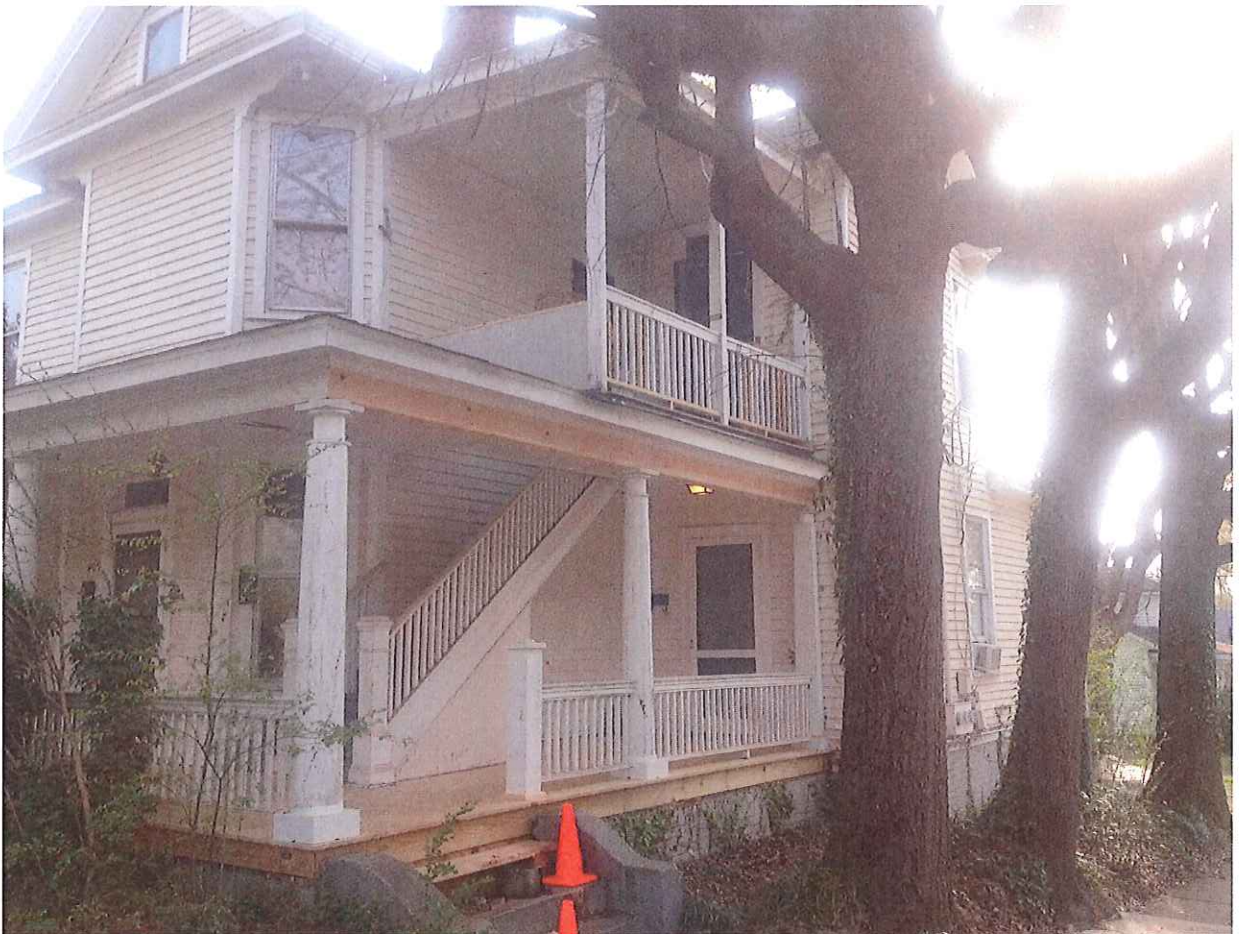
Here's a few pictures, new invoice attached

----- Forwarded message -----

**From:** Kevin Mussler <[kmussler@icloud.com](mailto:kmussler@icloud.com)>  
**Date:** Sun, Apr 12, 2015 at 1:51 PM  
**Subject:** 402 Cutler  
**To:** Kevin Mussler <[centralcarolinabuilders@gmail.com](mailto:centralcarolinabuilders@gmail.com)>



1



2



3



4

## Tully, Tania

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**From:** Nancy Helms <nancy.helms12@gmail.com>  
**Sent:** Friday, June 26, 2015 7:46 PM  
**To:** Tully, Tania  
**Subject:** Re: 402 Cutler

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Tania, I'm going to have to submit a separate COA for the roof. Since I think all of the required items are in my file now, do you have any idea when this COA will be approved? The painter is on standby.

Thanks so much,  
Nancy Helms

PS I will probably need some help with the COA for the roof.

On Jun 19, 2015, at 9:23 AM, Tully, Tania <[Tania.Tully@raleighnc.gov](mailto:Tania.Tully@raleighnc.gov)> wrote:

Hi Nancy –

Since this application has not been closed out you may amend it to add additional work items.

For tree trimming we need to know:

- Which branches of 4" diameter or greater will be pruned. Smaller ones do not need a COA.
- That work will be performed in accordance with ANSI a300 standards. This is the standard industry best practice and can be confirmed by your arborist easily.

For the roof, it may need to be submitted as a separate Major Work (RHDC review) application depending on the proposed work:

- If only damaged slates are being replaced with new slates it is routine maintenance and no COA required.
- If the entire slate roof is to be removed and replaced with a new slate roof then it can be added to this COA. Specs on the new slates and documentation of the level of damage would need to be provided.
- If the proposal is to replace slate with another material, then a new Major Work application must be filed.
  - In addition to the basic application requirements (fee, 13 copies, envelopes, etc..) The application would need to provide the items below.
    - Evidence that the roof is deteriorated beyond repair. An evaluation by a roofer experienced in slate repair/slate roofs would be needed.
    - Evidence that using slate is not technically feasible. (Guideline 3.5.5 is most relevant in this case.)
    - What the replacement material is proposed to be.
  - The commission has approved replacement with substitute materials in a few rare cases based on specific criteria. If this is the route you choose to pursue then I would pull the cases for your reference in making your application.

Please let us know how you wish to proceed.