



CERTIFICATE OF APPROPRIATENESS PLACARD

for Raleigh Historic Resources

307 POLK STREET

Address

OAKWOOD

Historic District

Historic Property

044-16-MW

Certificate Number

3/29/2016

Date of Issue

9/29/2016

Expiration Date

Project Description:

- Remove old door;
- Install new door

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



RALEIGH HISTORIC DEVELOPMENT COMMISSION

- 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 # 465084
 File # 044-16-MW
 Fee 29⁰⁰
 Amt Paid 29⁰⁰
 Check # 6213
 Rec'd Date 3/11/2016
 Rec'd By P. Best

• 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 307 Polk Street at 502 N Person St.

Historic District Oakwood

Historic Property/Landmark name (if applicable)

Owner's Name The Coleman Group

Lot size .29 acre (width in feet) 112 (depth in feet) 114

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 The Coleman Group

Mailing Address 115 S. St. Mary's Street

City Raleigh State NC Zip Code 27603

Date 3-11-16 Daytime Phone 919 828-4808

Email Address Kay @pearlcoleman.com

Signature of Applicant Kay Coleman

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 9/29/16. 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 3/29/16

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 29

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

Section/Page	Topic	Brief Description of Work
<u>3.7 pp 38-41</u>	<u>Doors</u>	<u>Door replacement</u>

	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 type="checkbox"/>	<input checked="" 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 (<u>See Development Fee Schedule</u>)	<input checked="" type="checkbox"/>				

Replace exterior door (not original to the house) with glass light standard size (3-0) door. Paint color black to match existing trim and other doors on the house.





EXTERIOR CHANGES WITHOUT A CERTIFICATE OF APPROPRIATENESS (COA)

Oakwood Historic District

Property Address: 504 N PERSON STREET/307 POLK STREET

Owner: COLEMAN GROUP INC THE

Mailing Address: 115 S SAINT MARYS ST, RALEIGH NC 27603-1699

February 15, 2016

City of Raleigh staff members have observed the following change(s):

- Replacement of a six-panel door solid door with a wood door with glass light on south side porch entrance with house number 307.

Section 5.4.1.C.1 of the City of Raleigh Unified Development Code states that "no portion of the exterior features of any building or other structure (including walls, fences, light fixtures, steps, pavement, path or any other appurtenant features), trees, or above ground utility structure nor any type of outdoor advertising sign,...is to be erected, altered, restored, demolished or moved unless and until after an application for a Certificate of Appropriateness as to the exterior features,...has been submitted and approved."

A COA application must be received for this change no later than March 15, 2016.

→ Work on the exterior of the property should not continue until a COA has been approved. ←

Raleigh's historic properties and historic districts include some of the city's most valuable historic resources. To assist property owners in preserving those resources, the City Council has established basic procedures and standards for renovation. These standards include the requirement to obtain a COA for exterior changes.

Most applicable section(s) and guideline(s) of *Design Guidelines for Raleigh Historic Districts*:

- 3.7 (pp. 38-41) Doors and Windows.

In staff's judgment, the replacement door is not incongruous with the special character of the historic district and property, and conforms with the design standards for historic overlay districts as referenced in Section 5.4.1.H of the city Unified Development Code. However, you are required to obtain a Certificate of Appropriateness in order to legalize this exterior change.

An application for a COA requesting the replacement of the door is approvable at the staff level as minor work. A COA application must be received by the RHDC for this change no later than March 15, 2016 or the City will have to initiate enforcement of the Unified Development Code.

Post Office Box 827
 Raleigh, North Carolina 27602
 (919) 832-7233 ph.
 (919) 516-2662 fax
 www.rhdc.org

