

# CERTIFICATE OF APPROPRIATENESS PLACARD

for Raleigh Historic Resources

**Project Description:**

Renew COA 179-15-CA

322 E Davie St

Address

Prince Hall

Historic District

Historic Property

COA-0183-2018

Certificate Number

11/9/2018

Date of Issue

5/8/2019

Expiration Date

*This card must be kept posted 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

*Collette R Kinne*

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

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



**DEVELOPMENT  
SERVICES  
DEPARTMENT**

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



<input checked="" type="checkbox"/> Minor Work (staff review) – 1 copy  <input type="checkbox"/> Major Work (COA Committee review) – 10 copies <ul style="list-style-type: none"> <li><input type="checkbox"/> Additions Greater than 25% of Building Square Footage</li> <li><input type="checkbox"/> New Buildings</li> <li><input type="checkbox"/> Demo of Contributing Historic Resource</li> <li><input type="checkbox"/> All Other</li> </ul> <input type="checkbox"/> Post Approval Re-review of Conditions of Approval	<p style="text-align: center;"><b>For Office Use Only</b></p> Transaction # <u>574788</u> File # <u>COA-0183-2018</u> Fee <u>\$30</u> Amount Paid <u>\$30</u> Received Date <u>10/29/18</u> Received By <u>SUNT</u>
--	--

Property Street Address 322 East Davie Street, Raleigh, NC 27601

Historic District Prince Hall

Historic Property/Landmark name (if applicable) NA

Owner's Name Matthew G. Munoz and Lara O'Brien

Lot size 3,672 SF / 0.08A (width in feet) 45.90' (depth in feet) 80.00'

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 ([Label Creator](#)).

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 **Matthew G Munoz**

Mailing Address **322 East Davie Street, Raleigh, NC 27601**

City <b>Raleigh</b>	State <b>NC</b>	Zip Code <b>27601</b>
Date <b>10/24/18</b>	Daytime Phone <b>919-827-1917</b>	

Email Address **matt@newkind.com**

Applicant Signature 

Will you be applying for rehabilitation tax credits for this project?  Yes  No

Did you consult with staff prior to filing the application?  Yes  No

Office Use Only
Type of Work <u>91</u>

**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 (attach additional sheets as needed)
		Renew COA application, 179-15-CA

### 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 05/08/2019. 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 Works are subject to an appeals period of 30 days from the date of approval.

Signature (City of Raleigh) Collette R. Kivner Date 11/09/2018

TO BE COMPLETED BY APPLICANT	TO BE COMPLETED BY CITY STAFF				
	YES	N/A	YES	NO	N/A
Attach 8-1/2" x 11" or 11" x 17" 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.  <b>Minor Work (staff review) – 1 copy</b> <i>RENEW</i>  <b>Major Work (COA Committee review) – 10 copies</b>			✓		
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. Minimum image size 4" x 6" as printed. Maximum 2 images per page.	<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 checked="" type="checkbox"/>	<input type="checkbox"/>	✓		
6. <b>Drawings</b> showing existing and proposed work <ul style="list-style-type: none"> <li><input type="checkbox"/> Plan drawings</li> <li><input type="checkbox"/> Elevation drawings showing the façade(s)</li> <li><input type="checkbox"/> Dimensions shown on drawings and/or graphic scale (required)</li> <li><input type="checkbox"/> 11" x 17" or 8-1/2" x 11" reductions of full-size drawings. If reduced size is so small as to be illegible, make 11" x 17" or 8-1/2" x 11" snap shots of individual drawings from 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). Use the <a href="#">Label Creator</a> to determine the addresses.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓		
8. <b>Fee</b> ( <a href="#">See Development Fee Schedule</a> )	<input checked="" type="checkbox"/>		✓		

STILL WAITING ON  
LIGHT POST REMOVAL (DUKE  
ENERGY)  
TO MOVE RETAINING WALL





January 7, 2016

Matthew Griffith  
704 N Person Street  
Raleigh NC 27604

RE: 179-15-CA (322 E Davie Street)—Approved in Part and Deferred in Part

Dear Mr. Griffith:

Your application, 179-15-CA, which was presented at the January 4, 2016 meeting of the Certificate of Appropriateness (COA) Committee of the Raleigh Historic Development Commission, was approved in part and deferred in part.

The expansion of the rear deck is deferred.

The remainder was approved with the following condition(s):

1. That the front yard fence have upper and lower horizontal crossbars with the exact design to be provided to and approved by staff prior to installation.
2. That the rear fence be set back at least 4" from the front wall of the house.
3. That the gate hardware be simple black metal.
4. That details and specifications for the following be provided to and approved by staff prior to installation:
  - a. new door and windows

A draft Certified Record that describes the committee's action will be available upon request in approximately ten business days from the date of the meeting. The draft will become final when the committee votes at its next meeting to approve the January minutes. The Certificate of Appropriateness is valid through July 4, 2016. Please note that you and aggrieved parties have a 20-day window for notification of intent to appeal or to file a petition to submit a request for reconsideration. *Commencement of work within the appeal period is at your own risk.*

To obtain your building permit (if applicable), take this letter and the enclosed blue placard form of the certificate with you to the Office of Development Services. Once you receive the permit, please post the blue placard in public view, as indicated at the bottom of the card, while the work is in progress. For more information about permits, call the Office of Development Services at 919-996-2495.

When your project is complete, you are required to ask for a final zoning inspection. Call the Raleigh Historic Development Commission office at 919-832-7238 or email [rhdc@rhdc.org](mailto:rhdc@rhdc.org) and the commission staff will coordinate an inspection. If you do not call for this final inspection, your Certificate of Appropriateness is null and void. If you have any questions concerning your application, please contact the commission office.

Post Office Box 829  
Raleigh, North Carolina 27602  
(919) 832-7238 ph  
(919) 516-2682 fax  
[www.rhdc.org](http://www.rhdc.org)

