Certificate of Appropriateness Placard
for Raleigh Historic Resources

405 Polk Street

Address

Oakwood

Historic District

Historic Property

001-14-MW

Certificate Number

1/7/2014

Date of Issue

7/7/2014

Expiration Date

Project Description:

- Replace non-historic windows on rear addition

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

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

Transaction #: 382539

For Office Use Only

File # 001 - 14 - MW
Fee $28
Amt Paid $28
Check # 2152
Rec'd Date 12/3/13
Rec'd By

Property Street Address
405 POLK STREET

Historic District
OAKWOOD

Historic Property/Landmark name (if applicable)

Owner's Name
SARAH E. WINSLOW, JAMES DAVID STRADLEY

Lot size
(width in feet) 50
(depth in feet) 102

For applications that require review by the COA Committee (Major Work), list all properties within 100 feet (i.e. both sides, in front (across the street), and behind the property):

<table>
<thead>
<tr>
<th>Property Address</th>
<th>Property Address</th>
</tr>
</thead>
</table>

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: SARAH E. WINSLOW, JAMES DAVID STRADLEY

Mailing Address: 405 POLK STREET

City: RALEIGH  State: NC  Zip Code: 27604

Date: 12/2/2013  Daytime Phone: 919 424-9488

Email Address: Sarah.winslow@whiteandstradley.com  stradley@whiteandstradley.com

Signature of Applicant: [Signature]

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 7/17/14. 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: [Signature]  Date: 7/17/14

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: 64

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

<table>
<thead>
<tr>
<th>Section/Page</th>
<th>Topic</th>
<th>Brief Description of Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sect 3.39</td>
<td>Windows</td>
<td>replacing non historic windows with (2) smaller windows over 1 to be compatible with similar windows near by. windows will be wood (in kind) to historic windows. Jelwex sight line ex</td>
</tr>
<tr>
<td>Sect 3.31</td>
<td>Exterior Walls</td>
<td>trim and siding to be replaced in-kind to the existing materials, all, wood siding &amp; trim to match profile, size of material.</td>
</tr>
<tr>
<td>TO BE COMPLETED BY APPLICANT</td>
<td>TO BE COMPLETED BY CITY STAFF</td>
<td></td>
</tr>
<tr>
<td>------------------------------</td>
<td>-------------------------------</td>
<td></td>
</tr>
<tr>
<td>Attach 8-1/2&quot; x 11&quot; 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.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Minor Work (Staff review) – 1 copy**

**Major Work (COA Committee review) – 14 copies**

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.).

   ✔

2. **Description of materials (Provide samples, if appropriate).**

   ✔

3. **Photographs of existing conditions**

   ✔

4. **Paint Schedule (if applicable)**

   □

5. **Plot plan (if applicable).** A plot plan showing relationship of buildings, additions, sidewalks, driveways, 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.

   □

6. **Drawings showing proposed work**

   - ✔ Plan drawings
   - ✔ Elevation drawings showing the new façade(s), exterior elev.
   - □ Dimensions shown on drawings and/or graphic scale.
   - □ 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.

   ✔

7. **Fee (See Development Fee Schedule)**

   ✔
405 Polk St. Kitchen Renovation

The only planned exterior alteration that will be made to the facade of 405 Polk Street will take place on the right side of the house. The change has to do with the three windows over the sink and countertop in the kitchen, which are not original to the house. See photos from a previous COA application attached. These three windows, added during a renovation to the house during the 1990s, will be replaced with 2 double hung Jeld-Wen Siteline EX windows. See attached chart for reference and dimensions. All trim for the new windows shall match existing trim work in size, profile, and material. New wood siding shall be laced in lightly with existing siding, to blend the alteration into the existing conditions. The siding around the current windows appears to have been replaced in 1990's as well and is not original to the house. Existing paint colors to remain.

Section drawing provided / confirmed by staff.
405 Polk Street Front facade

Exterior view and interior view of windows to be changed during kitchen renovation.