Certificate of Appropriateness Placard
for Raleigh Historic Resources

520 METHOD ROAD
Address

Historic District

ST JAMES AME CHURCH
Historic Property

032-14-MW
Certificate Number

3/24/2014
Date of Issue

9/24/2014
Expiration Date

Project Description:

- Replace roofing material;
- install new metal gutters

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

For Office Use Only
Transaction # 391401
File # 03214 M/W
Fee $28.00
Amt Paid $28.00
Check # 1192
Rec'd Date 3/30/14
Rec'd By B. Alv-Chambers

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

<table>
<thead>
<tr>
<th>Property Street Address</th>
<th>520 Method Rd, Raleigh, N.C. 27607</th>
</tr>
</thead>
<tbody>
<tr>
<td>Historic District</td>
<td>N/A</td>
</tr>
<tr>
<td>Historic Property/Landmark name (if applicable)</td>
<td>ST. JAMES AME CHURCH</td>
</tr>
<tr>
<td>Owner's Name</td>
<td>ST. JAMES AME CHURCH</td>
</tr>
<tr>
<td>Lot size</td>
<td>(width in feet) (depth in feet)</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Property Address</th>
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<tbody>
<tr>
<td></td>
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</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.
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 9/24/14. Please post the enclosed placard form of the certificate as indicated at the bottom of this 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: 9/24/14

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
- [x] No

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>Roof/Shingles</td>
<td>Change 3-tab shingles to architectural shingles</td>
<td>Install aluminum gutters along eves on church.</td>
</tr>
<tr>
<td>Gutters</td>
<td></td>
<td></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>YES</td>
<td>N/A</td>
<td>YES</td>
</tr>
</tbody>
</table>

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.

Minor Work (staff review) – 1 copy

Major Work (COA Committee review) – 13 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 are required.**

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

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.

6. **Drawings showing proposed work:**
   - [ ] Plan drawings.
   - [ ] Elevation drawings showing the new façade(s).
   - [ ] 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. **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)

8. **Fee [See Development Fee Schedule]**
   - $25