Certificate of Appropriateness Placard
for Raleigh Historic Resources

519 POLK STREET
Address
OAKWOOD
Historic District

Historic Property
069-14-MW
Certificate Number

6/10/2014
Date of issue
12/10/2014
Expiration Date

Project Description:
- Install ceiling fans on front porch;
- remove roof vent;
- replace roof vents;
- remove HVAC unit;
- install storm windows

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, [Signature]
Raleigh Historic Development Commission
# Raleigh Historic Development Commission – Certificate of Appropriateness (COA) Application

**RHDC**

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

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

### Property Information

<table>
<thead>
<tr>
<th>Property Street Address</th>
<th>519 Polk Street</th>
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<tbody>
<tr>
<td>Historic District</td>
<td>Oakwood</td>
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<tr>
<td>Historic Property/Landmark name (if applicable)</td>
<td>M.E. Forrest House</td>
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<tr>
<td>Owner's Name</td>
<td>Curtis Kasefang &amp; Sharon O'Neill</td>
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</tbody>
</table>

**Lot size** 1/3ac, **(width in feet) 70**, **(depth in feet) 210**

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>
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<tr>
<th>Property Address</th>
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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.
Applicant Curtis Kasefang
Mailing Address 519 Polk St
City Raleigh State NC Zip Code 27604
Date 5/26/2014 Daytime Phone 919 546 0288
Email Address curtis@kasefang.com
Signature of Applicant

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 12/10/14. 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 6/10/14

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?
- [x] Yes
- [ ] No

Type of Work 57 81 56 170

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>
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<tbody>
<tr>
<td>3.8</td>
<td>Entrances, Porches and Balconies</td>
<td>Install (2) Ceiling Fans on Porch</td>
</tr>
<tr>
<td>3.5</td>
<td>Roofs</td>
<td>Remove Roof (1) Vent and Restore Slates</td>
</tr>
<tr>
<td>3.5.10, .11</td>
<td>Roofs</td>
<td>Replace (2) Roof vents</td>
</tr>
<tr>
<td>3.7.10, 3.10.4</td>
<td>Utilities and Energy Retrofits</td>
<td>Install storm windows and screens on (3) windows in (2) dormers</td>
</tr>
<tr>
<td>3.10.8</td>
<td>Utilities and Energy Retrofits</td>
<td>Remove Heat Pump</td>
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<tr>
<td>TO BE COMPLETED BY APPLICANT</td>
<td>TO BE COMPLETED BY CITY STAFF</td>
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<td>YES</td>
<td>N/A</td>
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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" reproductions 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)

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*Page 3 of 3  Application for Certificate of Appropriateness  revision 10.21.13*
Install (2) Ceiling Fans on Porch

- Proposed fan

- Proposed fan location on front porch aligned with column pairs, half way between wall and column.
Remove Roof (1) Vent and Restore Slates
- Remove existing mushroom style roof vent and close hole with slates. See plan.
Replace (2) Roof vents

- Replace furnace exhaust with 4" stainless steel roof cap – see attached plan.


- Replace existing mushroom style roof vent with 12" stainless steel roof cap – see attached plan.

http://www.rewci.com/12inchroofcap.html
Install storm windows and screens on (3) windows in (2) dormers

- Custom wood storm windows with 2" x 5/4" frames and historic hanging hardware will be built for these windows. Note that these are replacing rotted screens of the same design. See attached plan.

South Dormer

North Dormer
Remove Heat Pump

- We are contemplating installing a geothermal heat pump. If we do this the existing heat pump will be removed and the geothermal unit will be located in the crawl space. See attached plan for location of the existing unit. There will be no other exterior changes.
REAR FLAT ROOF

NORTH DORMER TO GET STORM WINDOW

ROOF VENT TO BE REMOVED

ATTIC ROOF VENT TO BE REPLACED WITH 12" ROOF CAP.

FURNACE EXHAUST TO BE REPLACED WITH 4" ROOF CAP.

HEAT PUMP TO BE REMOVED

SOUTH DORMER TO GET (2) STORM WINDOW SCREENS

FRONT FLAT ROOF
A file has been sent to you via Hightail - the best way to send, share, and store your files. Try it now.

Download the file - 2013-11-21 10.18.29.jpg

Your file will expire after 7 days or 100 downloads.

Here you are!

Curtis Kasefang
519 Polk St
Raleigh, NC 27604
919-546-0288

Hi Curtis –

Thank you for submitting your Certificate of Appropriateness (COA) application for 519 Polk Street. To help us complete our review, please provide the following items and/or clarification:

- An exterior photo of the front of the building.

Thanks!
Tania

Tania Georgiou Tully, Preservation Planner
Long Range Planning Division
Raleigh Department of City Planning
919.996.2674
919.516.2684 (fax)
tania.tully@raleighnc.gov

COA process information is available here.