407 POLK STREET
Address

OAKWOOD
Historic District

Historic Property
131-14-MW
Certificate Number

9/8/2014
Date of Issue

3/8/2015
Expiration Date

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.

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

Signature, [Signature]
Raleigh Historic Development Commission

Project Description:

- Install new window in rear [after-the-fact].

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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 #:** 388156
**File #:** 131-14-MW
**Fee:** $28
**Amt Paid:**
**Check #:** CA611
**Rec'd Date:** 2/11/14
**Rec'd By:** J. Hurly

**Property Street Address:** 407 Polk St, Raleigh, NC 27604

**Historic District:** Oakwood

**Historic Property/Landmark name (if applicable):**

**Owner's Name:** Ronald Bernstein / Erica Bernstein

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<th>Lot size</th>
<th>(width in feet)</th>
<th>(depth in feet)</th>
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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: Erica Bernstein
Mailing Address: 407 Polk St, Raleigh, NC 27604
City: Raleigh, State: NC, Zip Code: 27604
Date: 2/2/14, Daytime Phone: 919-720-3283
Email Address: ericalberstein@gmail.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 3/8/15. 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: 3/8/14

Project Categories (check all that apply):
- [ ] Exterior Alteration
- [x] 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>
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<tr>
<th>Section/Page</th>
<th>Topic</th>
<th>Brief Description of Work</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Add like wood frame window to north rear exterior wall</td>
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</table>
### TO BE COMPLETED BY APPLICANT

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)**
PROPOSED WINDOW ADDITION
Bernstein Residence
407 Polk St

EXISTING REAR ELEVATION

EXISTING WEST SIDE ELEVATION

WINDOW ADDED TO REAR WALL OF KITCHEN TO MATCH EXISTING KITCHEN WINDOW

PROPOSED REAR ELEVATION
Good Morning Tania,

I apologize for not following up on this earlier. We did reproduce and install the rear window in Erica's kitchen to match the existing window on the west side of the kitchen. I have started on a cad drawing for the details of the window but have not gotten back to finishing it. I had also taken some photos of the new and existing windows, and have attached them to this email for your reference.

Please let me know what other documentation you may need from me to complete this application. Once again I apologize for the delay.

Sincerely,
Will Hillebrenner
Oak City Artisans

On Thu, 8/14/14, Erica Bernstein <ericalbernstein@gmail.com> wrote:

Subject: Fwd: COA for 407 Polk Street - Window on Rear Wall
To: "will" <will_i_am_1@yahoo.com>
Date: Thursday, August 14, 2014, 3:43 PM

Isn't
this your window?

Begin forwarded message:

From: "Tully,
Tania" <Tania.Tully@raleighnc.gov>
Date: August 14, 2014 at 1:52:16 PM EDT
To: "Erica Bernstein (ericalbernstein@gmail.com)"
<ericalbernstein@gmail.com>
Subject: COA for 407 Polk Street - Window on Rear Wall
Erica –

In my files I have a COA you filed back in February for the addition of a new wood window to the rear of your house. I emailed (attached) requesting additional information, but never heard back. Are you still proposing the addition of the new window? If so, please provide the information requested in the attached email. If not, please let me know and the application will be withdrawn.

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.
Hi Erica —

I am in receipt of your COA application to add a new wood window to the rear of 407 Polk Street and need the following additional information in order to complete my review.

- Specifications (section drawings, muntin profile etc.) for the proposed new window.
- If the new window is a replication of an existing window an overall and detailed photos of that window.
- Larger scale drawing of the proposed trim and/or detailed photos of the trim being matched

Thanks!
Tania

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