Nature of Project: Remove 2nd story rear addition; reinstall window; enclose porch; replace door with window; replace window with door.

APPLICANT: MATTHEW BROWN
Raleigh Historic Development Commission – Certificate of Appropriateness (COA) Application

- [ ] Minor Work (staff review) – 1 copy
- [ ] Major Work (COA Committee review) – 10 copies
  - [ ] Additions Greater than 25% of Building Square Footage
  - [ ] New Buildings
  - [ ] Demo of Contributing Historic Resource
  - [ ] All Other

- [ ] Post Approval Re-review of Conditions of Approval

Property Street Address 401 N. Person St.

Historic District Oakwood

Historic Property/Landmark name (if applicable)

Owner's Name Matthew Brown

Lot size .21 acres  (width in feet) 78  (depth in feet) 117

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).

<table>
<thead>
<tr>
<th>Property Address</th>
<th>Property Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>310 N. Person St. (owned by Kellan Properties)</td>
<td>226 E. North St. (owned by State)</td>
</tr>
<tr>
<td>312 N. Person St. (owned by Kellan Properties)</td>
<td>400 N. Blount St. (owned by State)</td>
</tr>
<tr>
<td>400 N. Person St.</td>
<td></td>
</tr>
<tr>
<td>407 N. Person St. (owned by State)</td>
<td></td>
</tr>
<tr>
<td>408 N. Person St.</td>
<td></td>
</tr>
<tr>
<td>411 N. Person St. (owned by State)</td>
<td></td>
</tr>
<tr>
<td>304 Oakwood Ave.</td>
<td></td>
</tr>
<tr>
<td>215 E. North St.</td>
<td></td>
</tr>
</tbody>
</table>

For Office Use Only

Transaction # 490574
File # 1666-166-CA
Fee $147
Amount Paid $147 Cash
Received Date 10/10/16
Received By ACH
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:**

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Matthew Brown</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailing Address</td>
<td>601 E. Lane St.</td>
</tr>
<tr>
<td>City</td>
<td>Raleigh</td>
</tr>
<tr>
<td>State</td>
<td>NC</td>
</tr>
<tr>
<td>Zip Code</td>
<td>27601</td>
</tr>
<tr>
<td>Date</td>
<td>10/10/16</td>
</tr>
<tr>
<td>Daytime Phone</td>
<td>919-834-6488</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:askmisterbrown@yahoo.com">askmisterbrown@yahoo.com</a></td>
</tr>
<tr>
<td>Applicant Signature</td>
<td>Matthew Brown</td>
</tr>
</tbody>
</table>

**Office Use Only**

<table>
<thead>
<tr>
<th>Type of Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Off the (1) 90</td>
</tr>
</tbody>
</table>

**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

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### 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 (attach additional sheets as needed)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.5</td>
<td>Roofs</td>
<td>Remove 2001 structure on rear of second story, and restore original window. This triangular structure was added in 2001 to accommodate a staircase. This was done by the State as part of its plan to turn the house into offices. (The actual stairs were never built.) A window was removed from the rear of the second story to accommodate this staircase; the window was not thrown away, but is sitting inside the house. A small window in a dormer was covered up; it is still in place but hidden by the 2001 structure. We will remove the 2001 structure, replace the original window, repair the original dormer, and patch the slate roof and copper porch roof. We will try to achieve the original appearance.</td>
</tr>
<tr>
<td>3.6</td>
<td>Exterior Walls</td>
<td>Enclose utility porch on the north side of the house into a sunroom by installing five windows and a door. The windows will be wooden one-over-one double-hung windows, similar to the majority of windows on the house. Below the windows will be clapboard wooden siding similar to the siding on the rest of the house. The door will have a single-pane window in the top half. All window and door trim will be of wood, and will be similar to the window trim on the rest of the house. Add small wooden stoop in front of proposed double door.</td>
</tr>
<tr>
<td>3.7</td>
<td>Windows</td>
<td>Replace the door on south side of c.1948 rear addition with a window. The door was the front door of the rear apartment. We propose to replace this door with a single-pane window, similar to the two single-pane windows on the west side of the addition.</td>
</tr>
<tr>
<td></td>
<td>Windows and doors</td>
<td>Replace the window on the north side of the c.1948 rear addition with a door. The window is a six-over-six colonial-style window. We propose to remove this and replace it with a reclaimed door, with a single pane of glass. Add small wooden stoop in front of proposed door.</td>
</tr>
</tbody>
</table>
## 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 ______________. 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)__________________________ Date__________________________**

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### TO BE COMPLETED BY APPLICANT

<table>
<thead>
<tr>
<th>TO BE COMPLETED BY CITY STAFF</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES</td>
</tr>
</tbody>
</table>

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.

- **Major Work (COA Committee review) - 10 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. Minimum image size 4" x 6" as printed. Maximum 2 images per page.

- **Paint Schedule** (if applicable)

  - **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.

- **Drawings** showing existing and proposed work
  - Plan drawings
  - Elevation drawings showing the façade(s)
  - Dimensions shown on drawings and/or graphic scale (required)
  - 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.

- **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 **Label Creator** to determine the addresses.

- **Fee** (*See Development Fee Schedule*)

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**PAGE 3 OF 3**  
**WWW.raleighnc.gov**  
**REVISION 08.29.16**
**EXISTING**

- Uncompleted stairway added by State
- Stairwell area boarded up by State
- Back Room added, not original to historic footprint
- Side stairwell not built to code
- Original window installed at original location
- Covered existing window exposed

**PROPOSED**

- Stairway with handrails added to meet safety requirements
- Larger double hung windows added to kitchen at counter height
- Glass door and 5 reproduction double hung windows added to create sun room
- Stoop and step added
- Covered stairway roof removed, original roof rebuilt, siding replaced, slate replaced
- Existing window removed and replaced with repurposed wood half glass door
VIEW OF FRONT OF HOUSE FROM SOUTHEAST
NO CHANGES EXCEPT PAINT COLOR
401 N. PERSON ST. FROM NORTHWEST
EXISTING CONDITIONS
401 N. PERSON ST. REAR SECTION FROM NORTH
EXISTING CONDITIONS
401 N. PERSON ST FROM SOUTHWEST
REAR ADDITION WITH EXISTING DOOR