



# CERTIFICATE OF APPROPRIATENESS PLACARD

for Raleigh Historic Resources

518 N PERSON STREET

Address

OAKWOOD

Historic District

Historic Property

207-16-MW

Certificate Number

12-30-2016

Date of Issue

06-30-2017

Expiration Date

**Project Description:**

- Remove dead diseased and dangerous trees;
- donation to NeighborWoods;
- prune trees

*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

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

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



**DEVELOPMENT  
SERVICES  
DEPARTMENT**

Development Services  
Customer Service Center  
One Exchange Plaza  
1 Exchange Plaza, Suite 400  
Raleigh, North Carolina 27601  
Phone 919-996-2495  
eFax 919-996-1831



<input checked="" type="checkbox"/> <b>Minor Work (staff review) – 1 copy</b>  <input type="checkbox"/> <b>Major Work (COA Committee review) – 10 copies</b> <input type="checkbox"/> Additions Greater than 25% of Building Square Footage <input type="checkbox"/> New Buildings <input type="checkbox"/> Demo of Contributing Historic Resource <input type="checkbox"/> All Other  <input type="checkbox"/> Post Approval Re-review of Conditions of Approval	<p style="text-align: center;"><b>For Office Use Only</b></p> Transaction # <u>494639</u> File # <u>207-16-MW</u> Fee <u>2900</u> Amount Paid <u>2900</u> Received Date <u>11-15-16</u> Received By <u>[Signature]</u> <b>COMPLETE 12/29</b>
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Property Street Address 518 North Person Street Raleigh NC 27604

Historic District Oakwood

Historic Property/Landmark name (if applicable) EH Wambic House

Owner's Name Charles W. Burton, Jr.

Lot size 0.25 acres (width in feet) 52.16 (depth in feet) 212.52

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](#)).

Property Address	Property Address

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 Charles W. Burton Jr.

Mailing Address P.O. Box 27552

City Raleigh

State NC

Zip Code 27611-7352

Date 10/27/2016

Daytime Phone 919-865-3054

Email Address cwburton2@bellsouth.net

Applicant Signature Charles W. Burton Jr.

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

Office Use Only

Type of Work \_\_\_\_\_

76180

**Design Guidelines** - Please cite the applicable sections of the design guidelines ([www.rhdc.org](http://www.rhdc.org)).

Section/Page	Topic	Brief Description of Work (attach additional sheets as needed)
2.3.5	Site Features / Plantings	<p>① Remove dying crabapple tree in front yard.</p> <p>② Remove pecan tree in back yard damaged in Hurricane Matthew.</p> <p>③ Minor pruning of <sup>2</sup> limbs of 2 trees.</p> <p>See attached quote from Underwood Tree Service, certified arborists.</p> <p>Neighborhoods <u>Organization</u></p>

**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 6/30/17. 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) *[Handwritten Signature]*

Date 12/30/16

TO BE COMPLETED BY APPLICANT			TO BE COMPLETED BY CITY STAFF		
	YES	N/A	YES	NO	N/A
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.  <a href="#">Minor Work</a> (staff review) – 1 copy  <a href="#">Major Work</a> (COA Committee review) – 10 copies	✓				
1. <b>Written description.</b> 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.)	<input checked="" type="checkbox"/>				
2. <b>Description of materials</b> (Provide samples, if appropriate)	<input type="checkbox"/>				
3. <b>Photographs</b> of existing conditions are required. Minimum image size 4" x 6" as printed. Maximum 2 images per page.	<input checked="" type="checkbox"/>				
4. <a href="#">Paint Schedule</a> (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>			
5. <a href="#">Plot plan</a> (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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
6. <b>Drawings</b> showing existing and proposed work <ul style="list-style-type: none"> <li><input type="checkbox"/> Plan drawings</li> <li><input type="checkbox"/> Elevation drawings showing the façade(s)</li> <li><input type="checkbox"/> Dimensions shown on drawings and/or graphic scale (required)</li> <li><input type="checkbox"/> 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.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>			
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). Use the <a href="#">Label Creator</a> to determine the addresses.	<input type="checkbox"/>	<input type="checkbox"/>			
8. <b>Fee</b> ( <a href="#">See Development Fee Schedule</a> )	<input type="checkbox"/>				



# Estimate

**From** Underwood Tree Service, Inc.  
 P.O. Box 5787  
 Cary, NC 27512  
 underwood\_tree@hotmail.com

**Customer** Charles Burton  
 518 N Person St  
 Raleigh, NC 27604

**Estimate Number** 0099

**Sent Date** October 24, 2016

**Expires** November 23, 2016

**Estimate for** Burton removal

Item	Quantity	Price	Taxable	Total
Tree removal <b>Notes:</b> Front yard 8-10 DBH : crabapple tree: dying due to large canopy of street oak trees . 2/3 of tree is dead or dying . Recommend removal	1 hours	\$0.00	0.00%	\$0.00
Tree removal <b>Notes:</b> 12-14 pecan tree back yard. Top of tree broke out of pecan tree during hurricane Matthew. Recommend removal the tree.	1	\$0.00	0.00%	\$0.00
Prune <b>Notes:</b> Back left corner : 1 limb 2-3 inch diameter . 1 st limb , broken	1 hours	\$0.00	0.00%	\$0.00
Prune <b>Notes:</b> Back yard: 1/2 way down left side of yard. Oak tree DBH 30-36 inches . Prune 1 st limb over grass 4-5 inches in diameter . Above the 1 st limb , several 1-2 inch dead limbs . Remove	1 hours	\$0.00	0.00%	\$0.00
Price	1	\$1,000.00	0.00%	\$1,000.00
<b>Subtotal</b>				\$1,000.00
<b>Tax</b>				\$0.00
<b>Total</b>				\$1,000.00

## Notes

Terms: UTS is not responsible for damage to driveway, all underground and above ground utilities. This is an example but does not exclude any utilities not listed.; power lines, cable, septic systems, water lines, sprinkler systems, (sprinkler heads, pipes, valves) Every effort will made to avoid damage to grass, shrubs, and lawn, but due to the nature of removing large trees some damage may occur., UTS is not

**Charles Burton**

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**From:** Charles Burton <cwburton2@bellsouth.net>  
**Sent:** Friday, October 28, 2016 9:40 AM  
**To:** Charles Burton



Sent from my iPhone

Diseased / dying  
CRABAPPLE TREE in front yard  
to be removed

Another view of Crabapple tree

Sent from my iPhone



Charles Burton <cwburton2@bellsouth.net>  
Friday, October 28, 2016 9:40 AM  
Charles Burton

From:  
Sent:  
To:

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Charles Burton



**Charles Burton**

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**From:** Charles Burton <cwburton2@bellsouth.net>  
**Sent:** Friday, October 28, 2016 9:37 AM  
**To:** Charles Burton



*Dead/damaged pecan tree in  
right rear backyard*

Sent from my iPhone

## Tully, Tania

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**From:** White, Douglas  
**Sent:** Friday, December 30, 2016 7:44 AM  
**To:** Tully, Tania  
**Cc:** Manor, Zachary  
**Subject:** RE: NeighborWoods donation confirmation

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

I have a record of Charles Burton Jr. making a donation of \$30 on Nov. 14, 2016

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**From:** Tully, Tania  
**Sent:** Wednesday, December 28, 2016 4:22 PM  
**To:** White, Douglas  
**Cc:** Manor, Zachary  
**Subject:** NeighborWoods donation confirmation

Doug,

Can you confirm the following? Charles Burton "made a donation to NeighborWoods in early November for \$35.00."

Thanks!  
Tania

Tania Georgiou Tully, Planner II  
Historic Preservation  
Urban Design Center  
919.996.2674  
919.516.2684 (fax)  
[rania.tully@raleighnc.gov](mailto:rania.tully@raleighnc.gov)

COA process information is available [here](#).

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**From:** Charles Burton [mailto:cwburton2@bellsouth.net]  
**Sent:** Wednesday, December 28, 2016 4:03 PM  
**To:** Tully, Tania  
**Cc:** Robb, Melissa  
**Subject:** Re: COA Review for Tree removals

Ms. Tully:

Thanks for the update. I made a donation to NeighborWoods in early November for \$35.00. Their records will indicate this. I am out of town, or I could tell you the check number myself. I actually submitted the check with application, and a kind member of your staff called me, returned the check, and told me where to submit it. (I received a receipt for this also.)

I trust this solves this part of the application. I would really like to have the trees removed in January. As you can see, I submitted my application two months ago today.

## Tully, Tania

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**From:** Tully, Tania  
**Sent:** Wednesday, December 28, 2016 11:40 AM  
**To:** 'cwburton2@bellsouth.net'  
**Cc:** Robb, Melissa  
**Subject:** COA Review for Tree removals

Charles –

For a tree removal COA to be a Minor Work, in addition to written assessment from an ISA certified arborist that the tree is dead, diseased or dangerous (provided) there also needs to be a replacement tree or (if there is no room on the property for another tree of the same or similar species) a donation made to NeighborWoods.

Please provide location and species of the proposed replacement trees. This may be provided via email. In the meantime, the application is on hold as incomplete.

Best,  
Tania

Tania Georgiou Tully, Planner II  
Historic Preservation  
Urban Design Center  
919.996.2674  
919.516.2684 (fax)  
[tania.tully@raleighnc.gov](mailto:tania.tully@raleighnc.gov)

COA process information is available [here](#).





