



CERTIFICATE OF APPROPRIATENESS PLACARD

for Raleigh Historic Resources

Project Description:

Alter roof structure of rear porch

618 Wills Forest St

Address

Glenwood-Brooklyn

Historic District

Historic Property

COA-0001-2026

Certificate Number

1/14/2026

Date of Issue

1/14/2027

Expiration Date

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, _____

A handwritten signature in black ink, appearing to read "Collette K.", is written over a horizontal line.

Raleigh Historic Development Commission

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

Minor Work Certificate of Appropriateness (COA) Application

Planning and Development Historic Preservation • One Exchange Plaza, Suite 300 | Raleigh, NC 27601 | 919-996-4478



Please review the COA Filing Instructions prior to completing this application form. COA applications must be submitted electronically through the Permit and Development Portal (permitportal.raleighnc.gov/). Please note that per Planning and Development Department policy, pursuant to G.S. 143-755, if six months or longer elapses without response from the applicant or if the application is placed on hold by the applicant for a period of six months or longer, the application will automatically be withdrawn.

Project Property Information			
Project Property Street Address:		618 Wills Forest St, Raleigh, NC 27605	
Historic Overlay District (if applicable):		Glenwood-Brooklyn	
Raleigh Historic Landmark Name (if applicable):			
Property Owner Information			
Property Owner's Name:		Michael Chad Harrell	
Please ensure all owner contact information is up to date in the Permit Portal.			
Applicant Information			
The applicant must either be the property owner of the project location or one of the following individuals authorized by the property owner to make the application: a person holding a valid option to purchase the property; a person holding a valid lease for the property; or a person holding a valid contract to purchase the property.			
Name: Michael Chad Harrell			
Select one:	<u>Owner</u>	Option to Purchase	Contract to Purchase Valid Lease
Mailing Address: 618 Wills Forest St.			
City: Raleigh		State: NC	Zip: 27605
Please ensure all applicant contact information (including email and phone) is up to date in the Permit Portal.			
Note: The placard will be mailed to the applicant's address as listed on this form, unless staff is otherwise notified of a different, preferred mailing address.			
Design Guidelines			
Please cite the applicable sections of the design guidelines (raleighnc.gov – search "COA Process").			
Section/Page	Brief Description of Work (attach additional sheets as needed)		
	Remove flat roof over existing screened porch and install a new hip roof with a 1-2/12 slope and install metal roofing. Add windows to screened openings to create an unheated three season room. The existing footprint of the house will not change and the existing impervious surface will not change.		

Application Checklist (Submittal Requirements)

This is a summary list. See the filing instructions for comprehensive details on submission requirements.

The following items are required for all applications:

	Signed application form
	Payment of filing fee
	Written description of project and materials
	Color Photographs of the existing property

The following items are required for most projects:

	Paint Schedule and physical paint samples, when exterior paint is changing color.
	Manufacturer's specifications for new items to be used (doors, windows, railings, etc.)
	Scaled Existing and Proposed Site Drawings (See Drawing Standards on COA Page)
	Plot plan showing buildings, additions, sidewalks, driveways, trees, property lines, etc.
	Tree survey
	Tree protection plan


The following items are required for some projects:

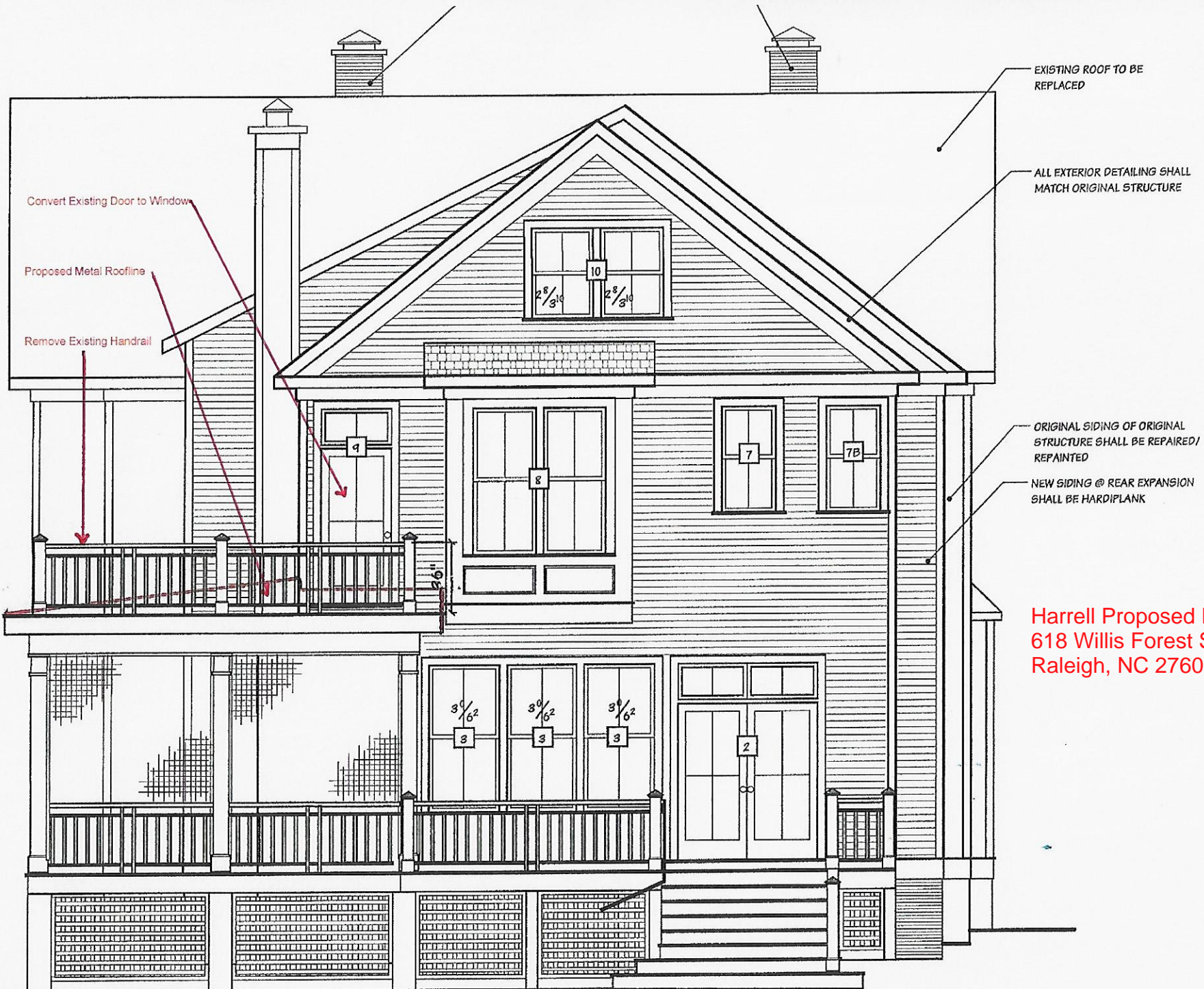
	Evidence of the proposed work's congruity with the special character of the historic overlay district or Raleigh Historic Landmark
	Scaled Existing and Proposed Architectural Drawings:
	Elevation drawings showing the existing and proposed wall(s)
	Plan drawings (including floor plans, roof plans, etc.)
	Grading plan that shows the extent of change in elevation to the existing grade

Certification of Applicant(s)

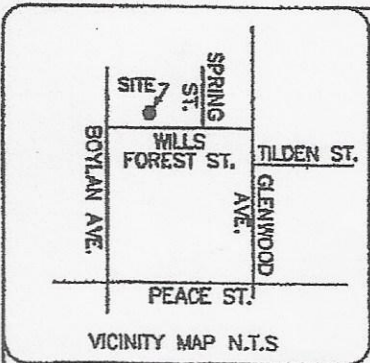
I acknowledge that the submission of an incomplete or incorrect application may result in a delay in processing of my application.

Please note that if the Applicant is a corporation, this application must be signed by an authorized corporate officer; If the Applicant is a partnership, this must be signed by a general partner; If the Applicant is a limited liability company, this must be signed by the Manager for a manager managed LLC, or all the members for a member managed LLC. For multiple applicants, please add additional signature boxes below.

Signature: 	Date: 1/14/2026
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Harrell Proposed Rear Elevation
618 Willis Forest Street
Raleigh, NC 27605

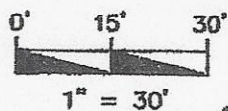
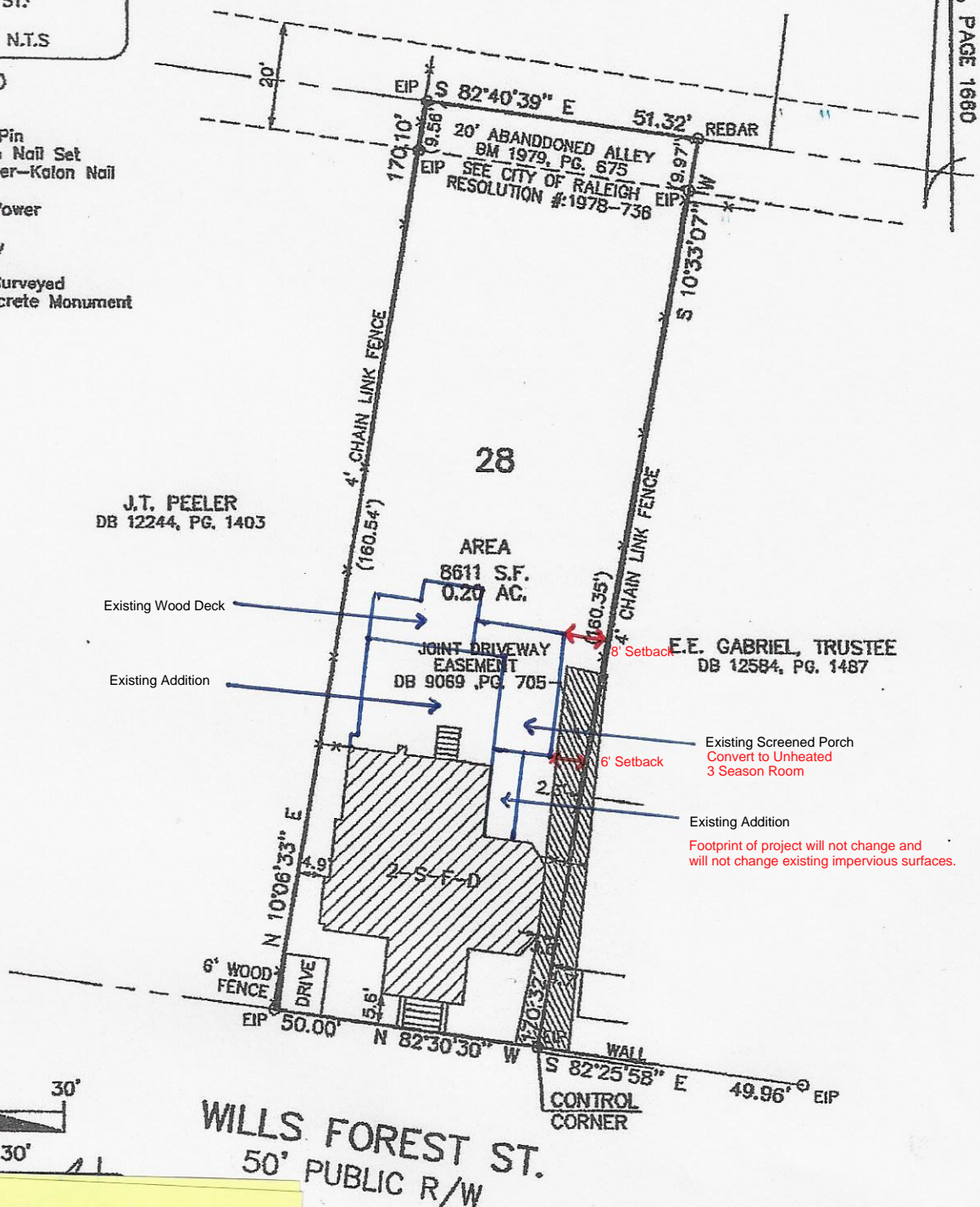


LEGEND

IPS—Iron Pin Set
 EIP—Existing Iron Pin
 PKS—Parker-Kalon Nail Set
 EPK—Existing Parker-Kalon Nail
 PP—Power Pole
 OHP—Over Head Power
 CL—Center Line
 R/W—Right of Way
 PL—Property Line
 ——— Lines Not Surveyed
 ECM—Existing Concrete Monument

NORTH DB 8331, PAGE 1680

CITY OF RALEIGH
 DB 2940, PG. 292



14 43 4109 TOWNSHIP: RALEIGH ZONE: SP R-30

LOT #28, WINSLOW PLAT
 AS RECORDED IN B.O.M. 1885, PAGE 70 W.C.R.
 ALSO SEE D.B. 8331, PAGE 1660 W.C.R.
 AND PART OF ABANDONED ALLEY
 AS RECORDED IN B.O.M. 1979, PAGE 675 W.C.R.

under
 my
 31
 as
 that
 lines

the boundaries are plotted from information found in (SEE REFERENCE).
 Witness my original signature, registration number and
 seal this 7th day of August, A.D. 2012

PROPERTY OF
 MICHAEL CHAD HARRELL
 CATHERINE NIXON HARRELL

618 WILLS FOREST ST. WAKE COUNTY RALEIGH, N.C.

SCALE: 1" = 30'

DATE: 8-07-12

BOOK: M421/39



B. L. SCOTT & CO.

PROFESSIONAL LAND SURVEYORS
 P. O. BOX 12463 - RALEIGH, NORTH CAROLINA 27613
 TEL: 919/833-0404 FAX: 919/833-1988

16'-0"
5'-0"

10'-9"

23'-0"
17'-0"

Floor Framing Plan

No Modifications Required

Existing Screened Porch

No Modifications to Floor Framing Required

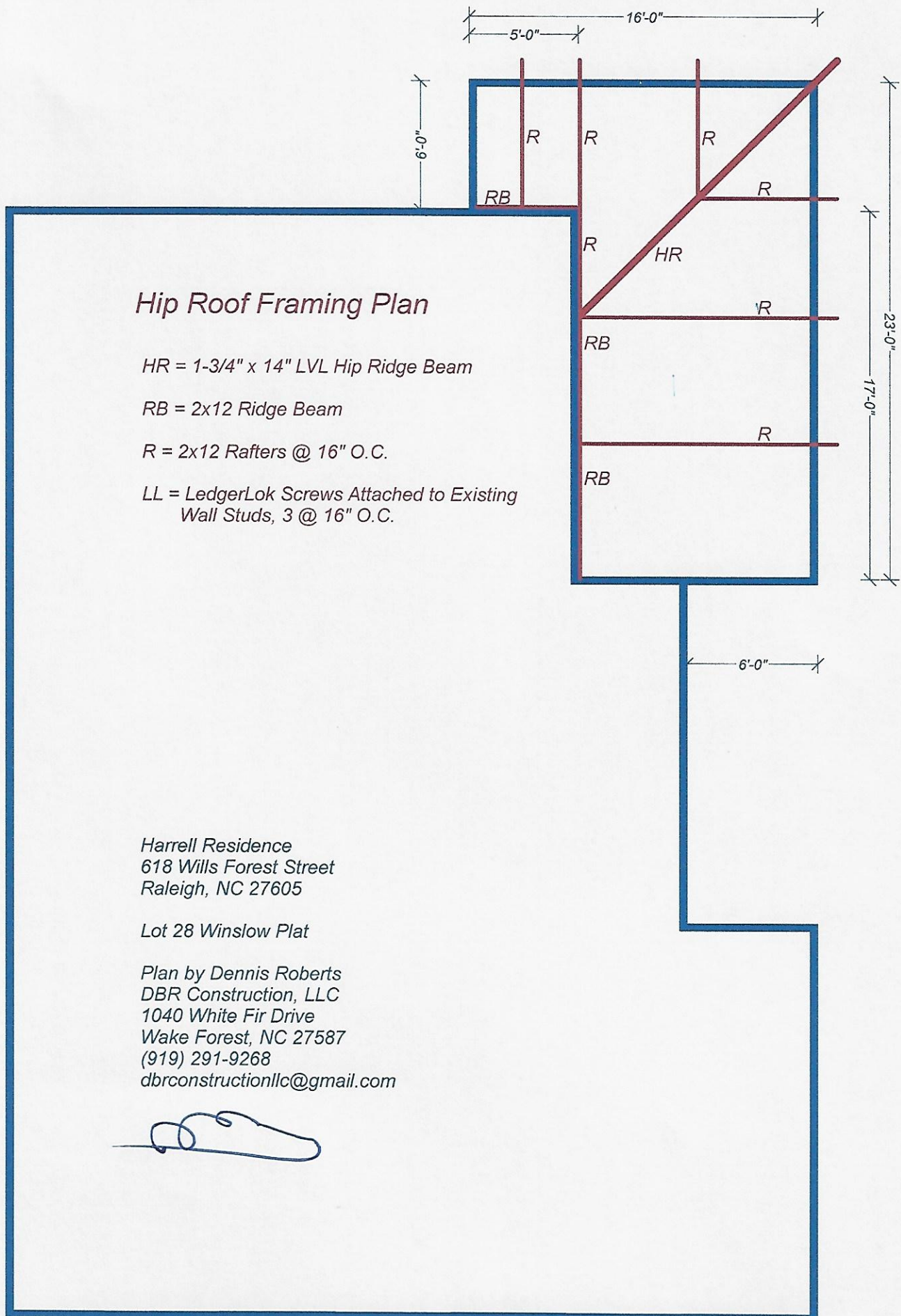
6'-0"

Harrell Residence
618 Wills Forest Street
Raleigh, NC 27605

Lot 28 Winslow Plat

Plan by Dennis Roberts
DBR Construction, LLC
1040 White Fir Drive
Wake Forest, NC 27587
(919) 291-9268
dbrconstructionllc@gmail.com





Harrell Proposed Side Elevation
618 Willis Forest Street
Raleigh, NC 27605

CHIMNEY CAN BE
HARDIPANEL (TRIMME

INAL

Remove Existing Handrail

Proposed Metal Roofline

REUSE ORIGINAL BACK DOOR
AT THIS LOCATION



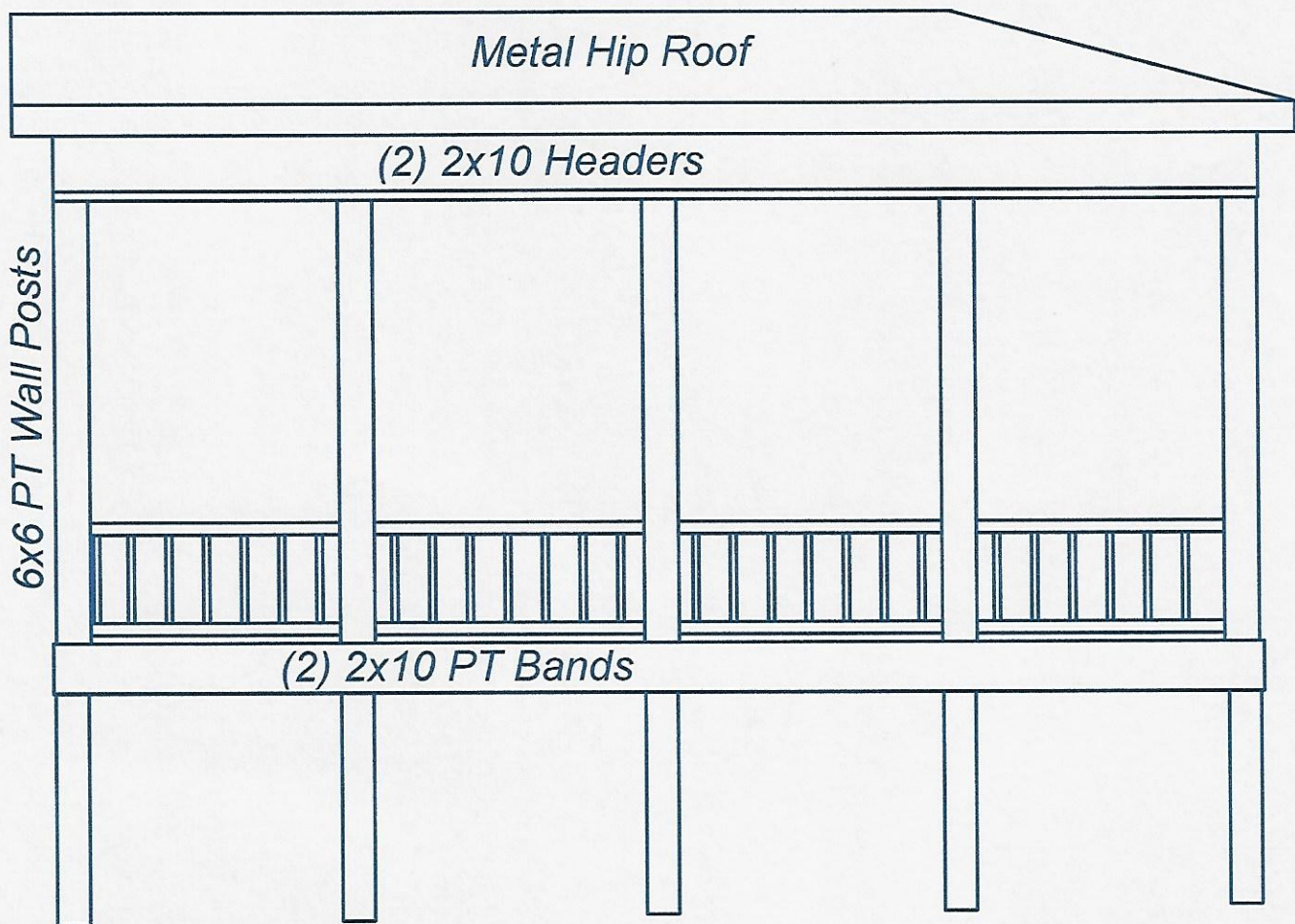
Harrell Residence
618 Wills Forest
Raleigh, NC 27605

Lott 28 Winslow Plat

Plans by Dennis Roberts
DBR Construction, LLC
1040 White Fir Drive
Wake Forest, NC 27587
NCGC License # 79327



Wall Framing Plan

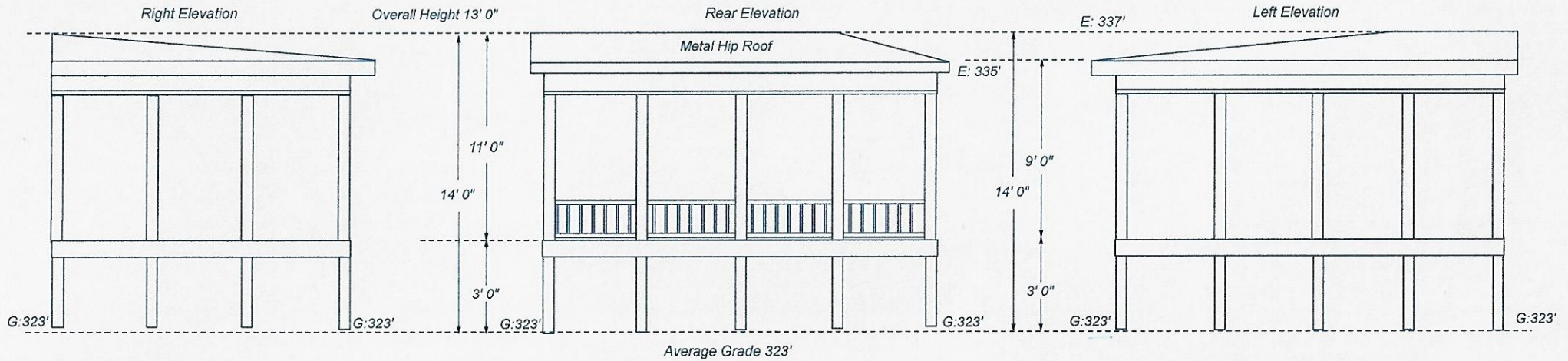


Harrell Residence
618 Wills Forest
Raleigh, NC 27605

Lott 28 Winslow Plat

Peak Elevation of Residence 359'

Plans by Dennis Roberts
DBR Construction, LLC
1040 White Fir Drive
Wake Forest, NC 27587
NCGC License # 79327







P. E. TEAGUE, P.E., PLLC
2705 WATERLOO CT., RAL, NC 27613
PETEAGUE50@GMAIL.COM
(919)247-2572

November 14, 2025

(Lic. #P-0207)

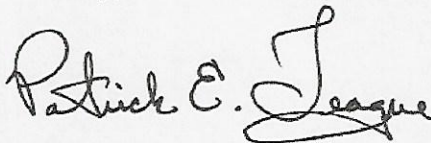
To: Dennis Roberts

Subject: ~~HAMEL~~
~~Hamel~~ Residence
618 Wills Forest Street
Raleigh, NC

To Whom It May Concern,

The following observations have been made on subject project. A hip roof will be constructed over an existing deck. A 14" LVL hip will support 2x12 rafters at 16" on center. The rafters will be supported at the house a 2x12 ledger with (3)5" SDWS22 screws at 16" on center. Add to the ledger to get full bearing to achieve full bearing. On the exterior end support the rafters with (2)2x10 beam with (4) 6x6 posts evenly spaced 5'-9" on center; on the 23'-0" side, (3) 6x6 posts on the 16'-0" side evenly spaced 5'-4" on center. If you have any questions or additional issues arise, please feel free to call me at (919)247-2572.

Sincerely,



Patrick E. Teague, P.E.



11/14/25