

# RHDC

RALEIGH HISTORIC  
DEVELOPMENT COMMISSION

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

# CERTIFICATE OF APPROPRIATENESS PLACARD

for Raleigh Historic Resources

## Project Description:

Alter roof structure of rear porch

*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,



Raleigh Historic Development Commission

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

FOR OFFICE USE ONLY
File #: COA-0001-2026
Date Complete: 01/14/2026



# 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/](http://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is placed on hold by the applicant for a period of six months or longer, the application will automatically be withdrawn.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			
<b>Please ensure all owner contact information is up to date in the Permit Portal.</b>			
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:	<input checked="" type="checkbox"/> Owner	Option to Purchase	Contract to Purchase
Valid Lease			
Mailing Address: 618 Wills Forest St.			
City: Raleigh	State: NC	Zip: 27605	
<b>Please ensure all applicant contact information (including email and phone) is up to date in the Permit Portal.</b> 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 ( <a href="http://raleighnc.gov">raleighnc.gov</a> – 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:

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

**The following items are required for most projects:**

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

**The following items are required for some projects:**

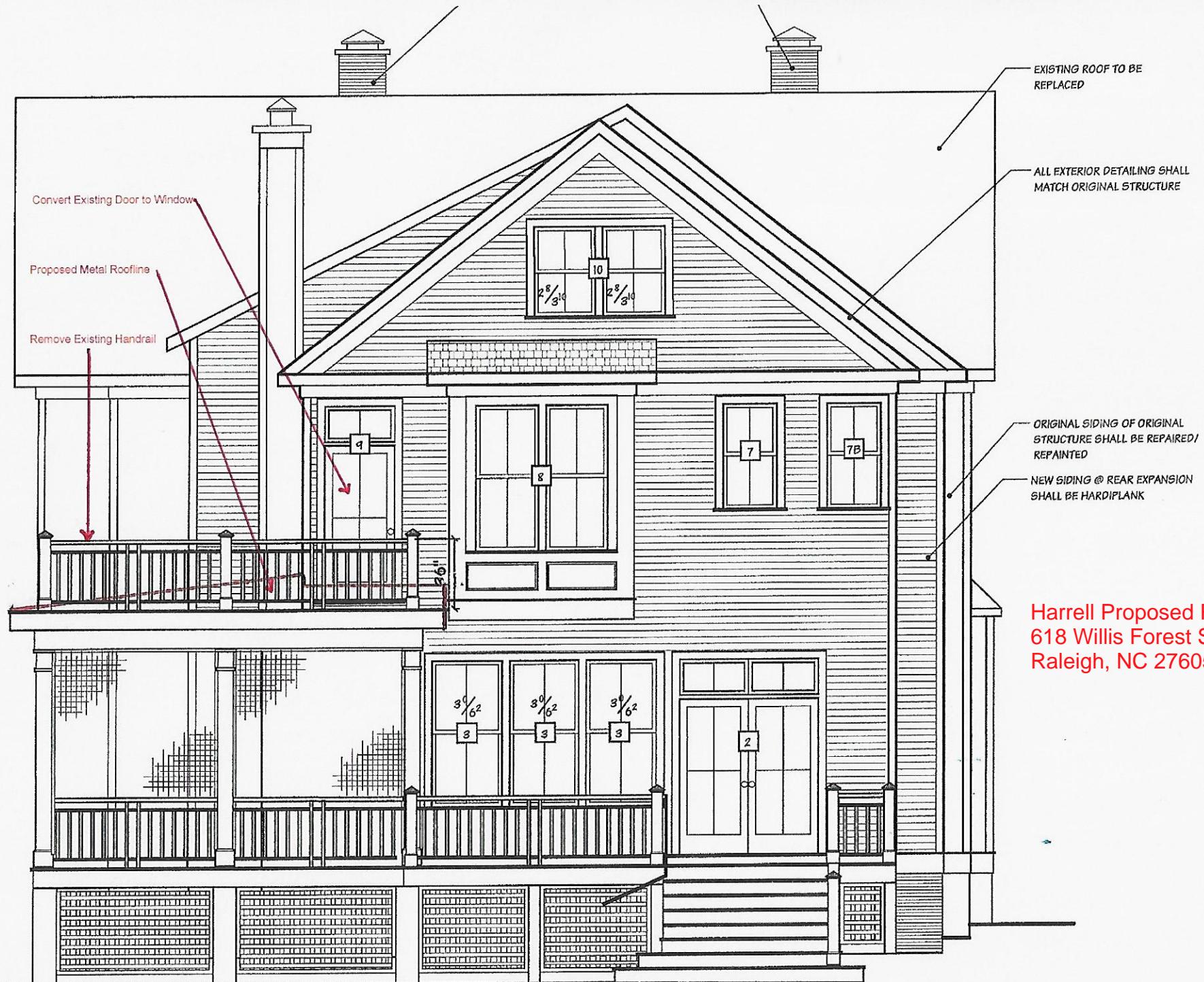
<b>Evidence</b> of the proposed work's congruity with the special character of the historic overlay district or Raleigh Historic Landmark
<b>Scaled Existing and Proposed Architectural Drawings:</b>
Elevation drawings showing the existing and proposed wall(s)
Plan drawings (including floor plans, roof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

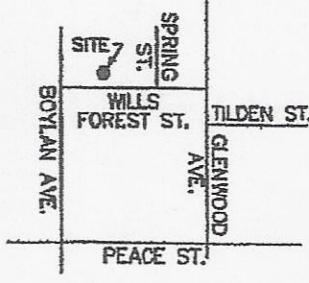
**Certification of Applicant(s)**

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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VICINITY MAP N.T.S.

## 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
- P-Property Line
- Lines Not Surveyed
- ECM-Existing Concrete Monument

J.T. PEELER  
DB 12244, PG. 1403

Existing Wood Deck

Existing Addition

28

AREA  
8611 S.F.  
0.20 AC.

JOINT DRIVEWAY  
EASEMENT  
DB 9089, PG. 705

E.E. GABRIEL, TRUSTEE  
DB 12584, PG. 1487

Existing Screened Porch  
Convert to Unheated  
3 Season Room

Existing Addition

Footprint of project will not change and  
will not change existing impervious surfaces.

0' 15' 30'  
1" = 30'

WILLS FOREST ST.  
50' PUBLIC R/W

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

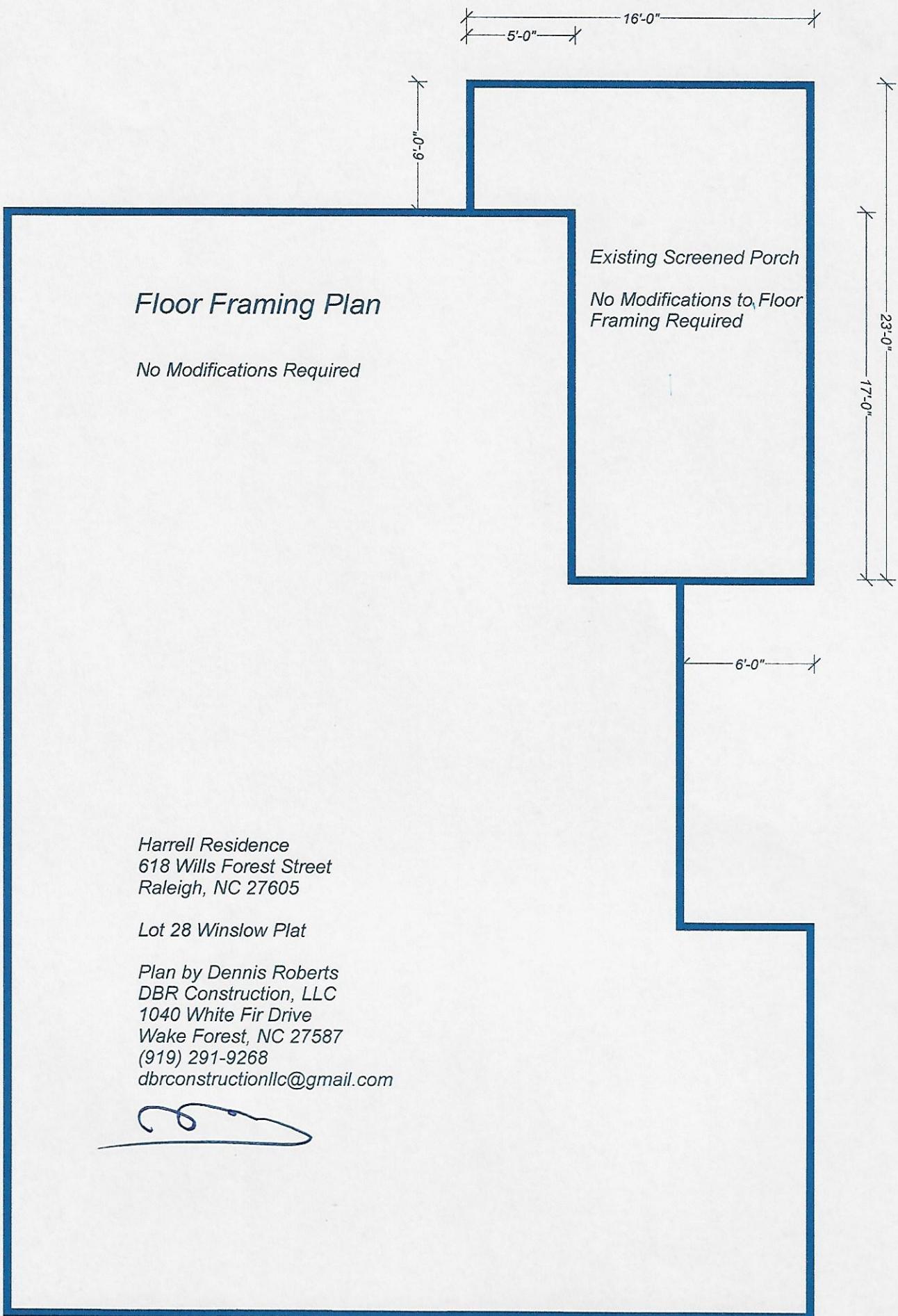
LOT #28, WINSLOW PLAT  
IS RECORDED IN B.O.M. 1885, PAGE 70 W.C.R.

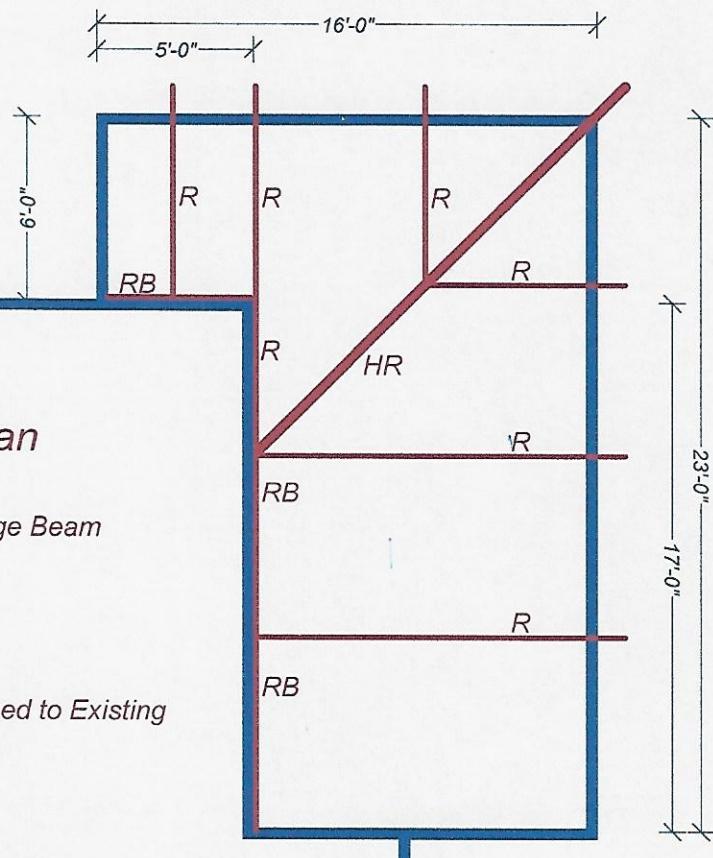
ALSO SEE D.B. 8331, PAGE 1660 W.C.R.

AND PART OF ABANDONED ALLEY

IS RECORDED IN B.O.M. 1979, PAGE 675 W.C.R.

<p>1 under my 31 tion as that lines</p> <p>the boundaries not plotted from information found in (SEE REFERENCE).</p> <p>Witness my original signature, registration number and seal this 7th day of August, A.D. 2012</p>		<p>PROPERTY OF MICHAEL CHAD HARRELL CATHERINE NIXON HARRELL 618 WILLS FOREST ST. WAKE COUNTY RALEIGH, N.C.</p>		
		SCALE: 1" = 30'	DATE: 8-07-12	BOOK: M421/39
		<p>B.L. SCOTT &amp; CO. PROFESSIONAL LAND SURVEYORS P.O. BOX 13403 - RALEIGH, NORTH CAROLINA 27603 TEL: 919/838-0464 FAX: 919/838-1980</p>		





## Hip Roof Framing Plan

HR = 1-3/4" x 14" LVL Hip Ridge Beam

RB = 2x12 Ridge Beam

R = 2x12 Rafters @ 16" O.C.

LL = LedgerLok Screws Attached to Existing Wall Studs, 3 @ 16" O.C.

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

INAL

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

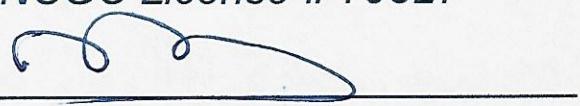
CHIMNEY CAN BE  
HARDIPANEL (TRIMME)



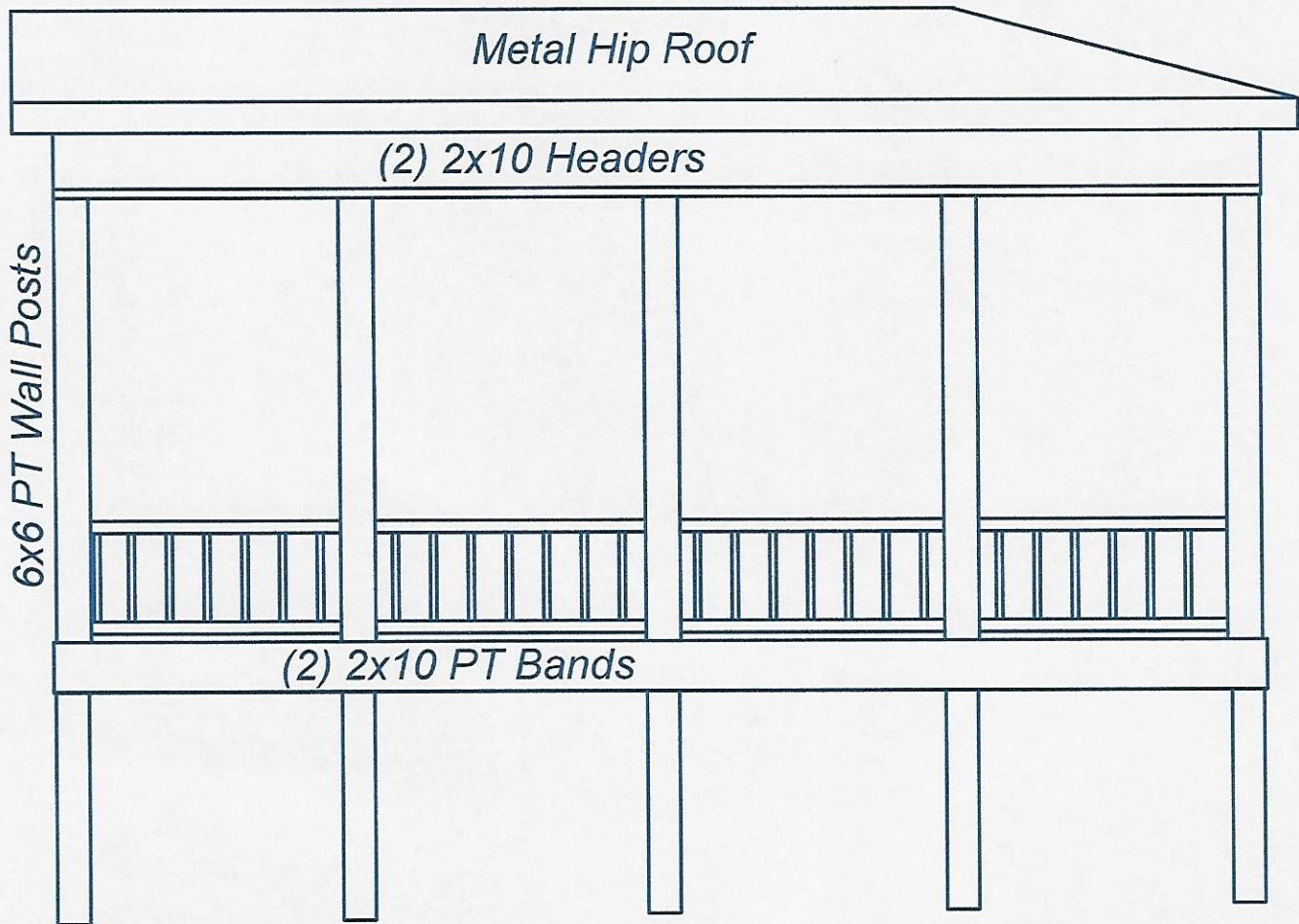
Harrell Residence  
618 Wills Forest  
Raleigh, NC 27605

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

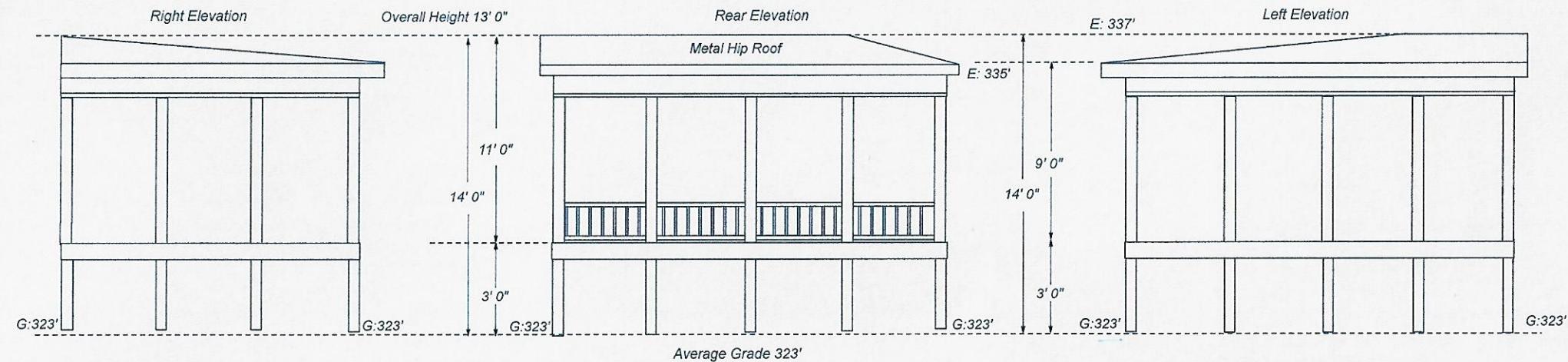


Harrell Residence  
618 Wills Forest  
Raleigh, NC 27605

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**

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November 14, 2025

(Lic. #P-0207)

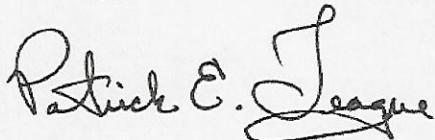
To: Dennis Roberts

**HARNELL**  
Subject: Harnell 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.

