



# CERTIFICATE OF APPROPRIATENESS PLACARD

for Raleigh Historic Resources

**Project Description:**

Install firepit; install built-in grill

325 Polk St

Address

Oakwood

Historic District

Historic Property

COA-0007-2025

Certificate Number

1/30/2025

Date of Issue

7/30/2025

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, Collette K

Raleigh Historic Development Commission

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

Type or print the following:

Applicant name: Edith Wooten

Mailing address: 325 Polk Street

City: Raleigh

State: NC

Zip code: 27604

Date: 1/15/25

Daytime phone #: 202-306-0708

Email address: ewooten3030@yahoo.com

Applicant signature: Edith Wooten

Minor work (staff review) – one copy

Major work (COA committee review) – ten copies

Additions > 25% of building sq. footage

New buildings

Demolition of building or structure

All other

Post approval re-review of conditions of approval

Office Use Only

Transaction #: \_\_\_\_\_

File #: COA-0007-2025

Fee: \_\_\_\_\_

Amount paid: \_\_\_\_\_

Received date: \_\_\_\_\_

Received by: \_\_\_\_\_

Property street address: 325 Polk Street, Raleigh, NC 27604

Historic district: Oakwood

Historic property/Landmark name (if applicable):

Owner name: Edith Wooten

Owner mailing address: 325 Polk Street, Raleigh, NC 27604

For applications that require review by the COA Committee (major work), provide addressed and stamped envelopes for owners for all properties with 100 feet on all sides of the property, as well as the property owner.

Property Owner Name & Address

Property Owner Name & Address

I understand that all major work applications that require review by the Raleigh Historic Development Commission's COA Committee must be submitted by 4 p.m. on the date of the application deadline; otherwise, consideration will be delayed until the following committee meeting. An incomplete application will not be accepted.

Will you be applying for rehabilitation tax credits for this project? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Office Use Only Type of work: <u>35, 87</u>
Did you consult with staff prior to filing the application? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

Design Guidelines: please cite the applicable sections of the design guidelines ( <a href="http://www.rhdc.org">www.rhdc.org</a> ).		
Section/Page	Topic	Brief description of work (attach additional sheets as needed).
1.3/22	gas fire pit and grill	As part of our lower garden landscape design, we are hoping to add a built-in 48"x18" (approx) gas fire pit and a built-in 72" (36" drop in unit with 18" counters on either side of the) gas grill. Both will be built using stone matching the existing stone wall and patio. Both will be located at the back of our lot. Our goal is to ensure a visually cohesive, aesthetically pleasing design that blends in with the existing walls, patio, our house and property.

**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 07/30/2025.

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) Colleen K Date 01/30/2025

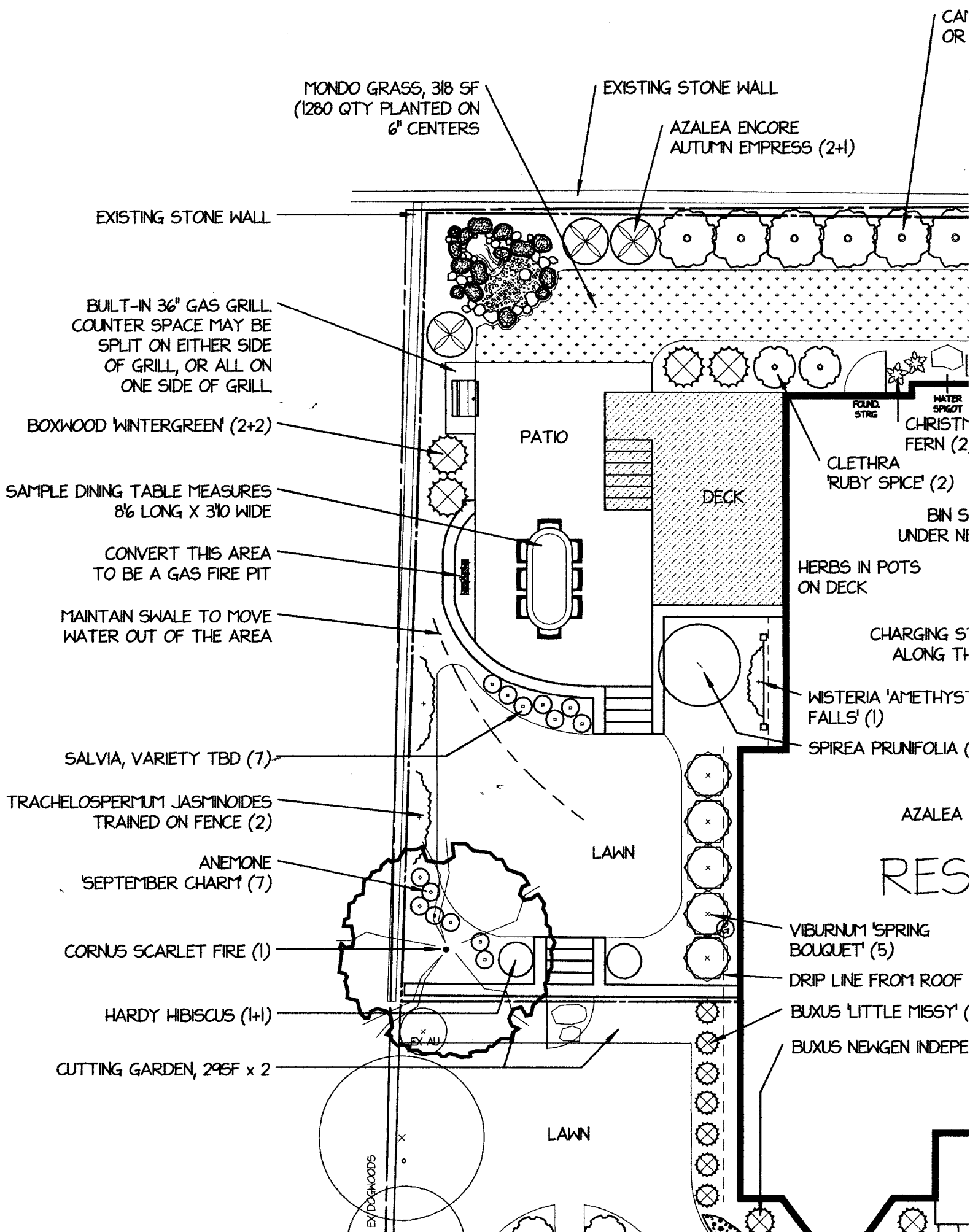
## **325 Polk Built/in Gas Firepit and Grill Project Description**

As part of our lower garden landscape design, we are hoping to add a built-in 48"x18" gas firepit and a built-in 72" (36" drop in unit with 18" counters on either side) of the gas grill.

Both will be built using stone matching the existing stone wall and patio. Both will be located at the back corner of our lot.

I am hiring a professional mason to create the surrounds for the grill and the firepit and a fireplace supplier to install the fire pit and to extend the gasline. They are coordinating with our landscape designer and our water feature designer to ensure a visually cohesive, aesthetically pleasing design that blends in with the existing walls, patio and our house and property.

My submission includes my landscape designer's to scale patio landscape plan, descriptions for each installation, and photos of the location.



MONDO GRASS, 318 SF  
(1280 QTY PLANTED ON  
6" CENTERS

EXISTING STONE WALL

AZALEA ENCORE  
AUTUMN EMPRESS (2+1)

EXISTING STONE WALL

BUILT-IN 36" GAS GRILL  
COUNTER SPACE MAY BE  
SPLIT ON EITHER SIDE  
OF GRILL, OR ALL ON  
ONE SIDE OF GRILL

BOXWOOD 'WINTERGREEN' (2+2)

SAMPLE DINING TABLE MEASURES  
8'6" LONG X 3'10" WIDE

CONVERT THIS AREA  
TO BE A GAS FIRE PIT

MAINTAIN SWALE TO MOVE  
WATER OUT OF THE AREA

PATIO

DECK

FOUND STRG WATER SPOGOT  
CHRISTY FERN (2)  
CLETHRA 'RUBY SPICE' (2)  
BIN 5 UNDER NE

HERBS IN POTS  
ON DECK

CHARGING ST  
ALONG TH

WISTERIA 'AMETHYS'  
FALLS' (1)

SPIREA PRUNIFOLIA (

SALVIA, VARIETY TBD (7)

TRACHELOSPERMUM JASMINOIDES  
TRAINED ON FENCE (2)

ANEMONE  
'SEPTEMBER CHARM' (7)

CORNUS SCARLET FIRE (1)

HARDY HIBISCUS (1+1)

CUTTING GARDEN, 295F x 2

LAWN

AZALEA

RES

VIBURNUM 'SPRING  
BOUQUET' (5)

DRIP LINE FROM ROOF

BUXUS 'LITTLE MISSY' (

BUXUS NEWGEN INDEPE

LAWN

EX DOGWOODS

CAI  
OR

**Proposed fire pit:** a kit will be used to construct a linear, gas fire pit in the open space (outlined in red) between the patio and the seat wall/monument. (Note that the photo shows leaves and loose, random bluestone pieces. The wall fountain will be removed.) The fire 'box' will use stone to match existing stone, as shown at right.



Here are sample images:



To be 14-16" tall per applicant/crew

**Proposed grill island: 32" front edge to back, 6' wide and 41" tall**

The grill island will be constructed similar to the one shown in the photo below, left. However, the same stone that matches the existing seat wall on site (see second photo, below, right) will be used. The counter surface will be bluestone, to match the bluestone patio and wall cap on site.



The grill island will be aligned with the northwest corner of the existing patio and run along the west edge of the patio for 6 feet. Approximately 5'6" to 6' of space will remain between the grill island and the existing seat wall.







