



# CERTIFICATE OF APPROPRIATENESS PLACARD

for Raleigh Historic Resources

**Project Description:**

Replace roof covering; install 2 skylights

1303 Filmore St

Address

Glenwood-Brooklyn

Historic District

Historic Property

COA-0019-2026

Certificate Number

2/13/2026

Date of Issue

2/13/2027

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 "Colette K.", is written over a horizontal line.

Raleigh Historic Development Commission

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

Type or print the following:

Applicant name: Robert Nelson

Mailing address: 1303 Filmore St

City: Raleigh

State: NC

Zip code: 27605

Date: 2/9/2026

Daytime phone #: 919-395-3562

Email address: robert.nelson919@gmail.com

Applicant signature: DocuSigned by:  
  
A41C496AD9FC420...

- 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-0019-2026**  
 Fee: \_\_\_\_\_  
 Amount paid: \_\_\_\_\_  
 Received date: \_\_\_\_\_  
 Received by: \_\_\_\_\_  
 \_\_\_\_\_

Property street address: 1303 Filmore St

Historic district: HOD-S Glenwood Brooklyn

Historic property/Landmark name (if applicable): Lemuel P. Brooks House. ca. 1918; 1990s

Owner name: Robert Nelson

Owner mailing address: 1303 Filmore St

**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    No <input checked="" type="checkbox"/>	Office Use Only
Did you consult with staff prior to filing the application? Yes <input checked="" type="checkbox"/> No	Type of work: _____ _____

<b>Design Guidelines: please cite the applicable sections of the design guidelines (<a href="http://www.rhdc.org">www.rhdc.org</a>).</b>		
Section/Page	Topic	Brief description of work (attach additional sheets as needed).
10.2.15.D.2.A	<b>Minor Works</b>	Replace shingles on roof and install 2 new skylights

<b>Minor Work Approval (office use only)</b>	
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 <u>02/13/2027</u> .	
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) <u>Collette K</u>	Date <u>02/13/2026</u>

Dear Sir or Madam,

I am writing to submit a Minor Work Certificate of Appropriateness (COA) Application for proposed roof and skylight modifications to my residence. The scope of work includes replacing the existing roof shingles with the attached shingle sample and making minor skylight adjustments as shown in the accompanying drawings.

Specifically, the existing 14-inch round skylight located on the left side of the roof will be removed and replaced with a new skylight measuring approximately 21 inches wide by 27 inches long. The new skylight will be installed approximately four feet to the left of the current skylight location, as indicated by the blue outline. The existing skylight opening will be removed and infilled with flat roofing, as noted by the yellow outline. In addition, a new skylight measuring approximately 21 inches wide by 27 inches long will be installed on the right side of the roof, as indicated by the blue outline.

There are several contributing structures within the Glenwood–Brooklyn neighborhood that include skylights of similar size, scale, and placement. Photographs of these existing skylights are attached for reference and demonstrate that the proposed work is consistent with established neighborhood character and precedent.

All proposed work will be completed in compliance with applicable building codes, zoning ordinances, and historic district guidelines where applicable. Please let me know if any additional information or documentation is required to facilitate review of this application.

Sincerely,  
Robert Nelson









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High Definition<sup>®</sup> Lifetime Shingles

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Pewter Gray



# GAF Timberline<sup>®</sup> HDZ<sup>™</sup>

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LayerLock<sup>™</sup> Technology mechanically fuses the common bond between overlapping shingle layers. Timberline HDZ<sup>™</sup> Shingles may qualify for the industry's best warranty. When installed with a qualified GAF contractor, Timberline HDZ<sup>™</sup> Shingles provide a long-lasting, algae-fighting cover. Comes with a 25-year StainGuard Plus<sup>™</sup> Algae Protection and GAF Limited Warranty. **STAINGUARD PLUS ALGAE PROTECTION** **LAYERLOCK TECHNOLOGY** **WINDPROVEN**

<https://www.homedepot.com/p/VELUX-21-in-x-26-7-8-in-Fixed-Deck-Mount-Skylight-with-Laminated-Low-E3-Glass-White-Solar-Powered-Room-Darkening-Shade-FS-C01-2004S/333164029#overlay>

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★★★★★ (588) Questions & Answers (26)

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- VELUX skylight system includes shade for total light control
- Quality you can trust with multiple warranties on product & glass
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Rough Opening (W x H): **21 in x 26.88 in**  
21 in x 26.88 in

Pickup at Raleigh Delivering to 27616

<b>Ship to Store</b> Feb 11 - Feb 12 25 ready to ship <b>FREE</b>	<b>Delivery</b> Feb 16 - Feb 18 25 available <b>FREE</b>
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