



CERTIFICATE OF APPROPRIATENESS PLACARD

for Raleigh Historic Resources

Project Description:

Remove dead/diseased/dangerous tree; plant replacement tree

304 Oakwood Ave

Address

Oakwood

Historic District

Historic Property

COA-0131-2026

Certificate Number

08/27/2026

Date of Issue

08/27/2027

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, _____

Collette K

Raleigh Historic Development Commission

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

FOR OFFICE USE ONLY	
File #:	COA-0131-2026
Date Complete:	08/27/2026

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/). 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is placed on hold by the applicant for a period of six months or longer, the application will automatically be withdrawn.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: 304 OAKWOOD AVE Raleigh			
Historic Overlay District (if applicable): RDHC			
Raleigh Historic Landmark Name (if applicable): MARCELLUS - PARKER HOUSE			
Property Owner Information			
Property Owner's Name: Robert C. Skinner, Roy C. Williams, Kamila Gabbard			
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: R. Chapman Williams			
Select one:	☒ Owner	☐ Option to Purchase	☐ Contract to Purchase ☐ Valid Lease
Mailing Address: 304 Oakwood Ave			
City: Raleigh	State: NC	Zip: 27601	
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)		
	TREE Removal River Oak on CORNER BURN		

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: R. Chapman Williams	Date: 08/27/2026



BARTLETT TREE EXPERTS

5808 Triangle Drive, Raleigh, NC 27617 Telephone 919-782-7803 Fax 919-788-9147

08/14/26

To whom it may concern:

I did a superficial visual assessment from the ground of a River Birch (*Betula nigra*) at the front right of 304 Oakwood Dr., Raleigh, NC 27601. Based on my assessment, the tree is in good overall health. The items of concern are as follows:

1. The tree is touching the house as pictured below. Pruning it back will temporarily alleviate that issue, but the tree is planted too close to the house for its size. NC State lists River Birch as having a spread up to 60', which exceeds the space allotted for the tree. In the current location, it will require continual pruning to avoid damage to the house
2. The root system of the tree may be affecting the foundation. While in normal circumstances, tree roots do not possess the strength to penetrate a solid foundation, older construction may be more likely to have cracks, etc. that a tree root can penetrate and make worse.
3. The drainage of the house will require re-grading of the area between the trunk of the tree and the house, which may cause damage to the existing root system.
4. The tree is growing through multiple power lines as pictured below. This will require line clearance pruning done by utility companies, which has a tendency to negatively affect the aesthetic value of the tree.

Mitigation options:

1. Pruning for clearance to the house: This will be required regularly due to the limited space
2. Root pruning and a root barrier to limit the possibility of foundation damage: This is not a permanent solution but can help limit root development toward the house.
3. Tree removal: The tree is not an historic tree, as it is likely about 30-40 years. The proximity to the lines will lead to unappealing pruning. Removal will prevent the need for future on-going maintenance.

Limitations: All trees, even trees appearing healthy, have inherent risk. Only the complete removal of a tree can eliminate all risk. My evaluation was performed from the ground for visual conditions. This was not a tree risk assessment in accordance with industry standards, nor are there any tree risk ratings or risk mitigation recommendations provided with this evaluation. A level 2 or 3 Tree Risk Assessment may find issues that my assessment cannot.

Please reach out with any questions.

Thank you,

Charles Gilbert
ISA Certified Arborist #SO-10501A
Arborist Representative – Raleigh, NC











