



# CERTIFICATE OF APPROPRIATENESS PLACARD

for Raleigh Historic Resources

**Project Description:**

Install signage

161 St Marys St

Address

Historic District

Eliza Battle Pittman Auditorium, St.  
Marys School

Historic Property

COA-0140-2025

Certificate Number

11/24/2025

Date of Issue

5/24/2026

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 dark ink, appearing to read "Collette K.", 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: .

Mailing address:

City:

State:

Zip code:

Date:

Daytime phone #:

Email address:

Applicant signature: *Michelle Lammon*

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-0140-2025

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

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

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

Received by:

\_\_\_\_\_

Property street address:

Historic district:

Historic property/Landmark name (if applicable):

Owner name:

Owner mailing address:

**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

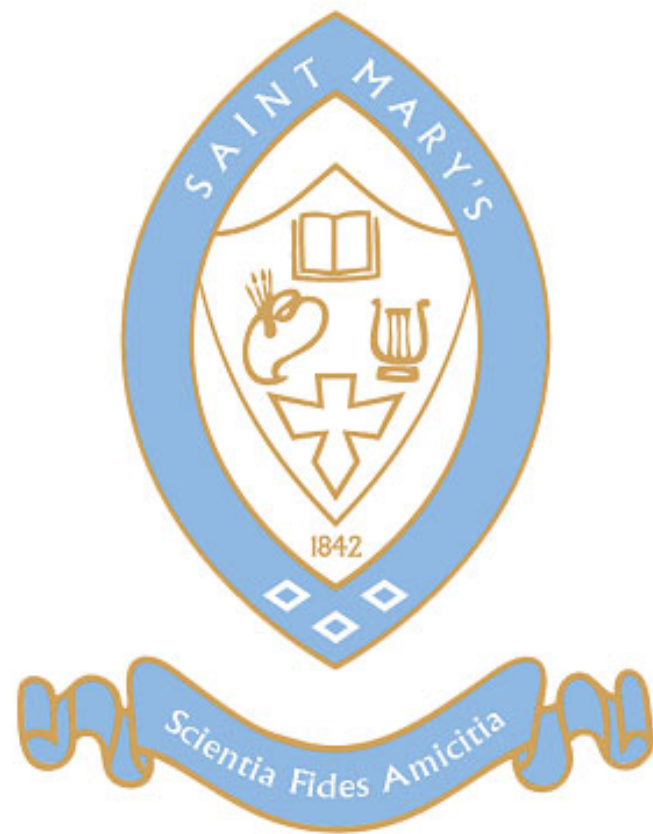
Property Owner Name & Address


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: <b>64</b>
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).
		See attached description of work

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 <b>05/24/2026</b> 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) <b>Collette K</b>	Date <b>11/24/25</b>



# Saint Mary's SCHOOL

Project: Saint Mary's School

Agent of Owner: Eric Poss Directory of Facilities  
Phone: 919-424-4000 Email: [eposs@sms.edu](mailto:eposs@sms.edu)  
Primary Address: 900 Hillsborough Street, Raleigh NC  
Project Address: 161 St. Marys Street, Raleigh NC 27603

*Eric Poss*

Donor Recognition Signage (Proposed) - Signage Locations and Project Address

Primary Property Address: 900 Hillsborough Street, Raleigh NC 27603

**Building/ Project Address: 161 St. Marys Street, Raleigh NC 27603**

**PARCEL: 1703390938**  
**ADDRESS: 161 St Marys St Raleigh NC 27603**

Project # & Name:  
Donor Recognition: Blanche Robertson Bacon

Client:  
Saint Mary's School, Raleigh NC 27603

Contact Name:  
Eric Poss

Contact Phone:  
919.424.4000

Contact Email:  
[eposs@sms.edu](mailto:eposs@sms.edu)

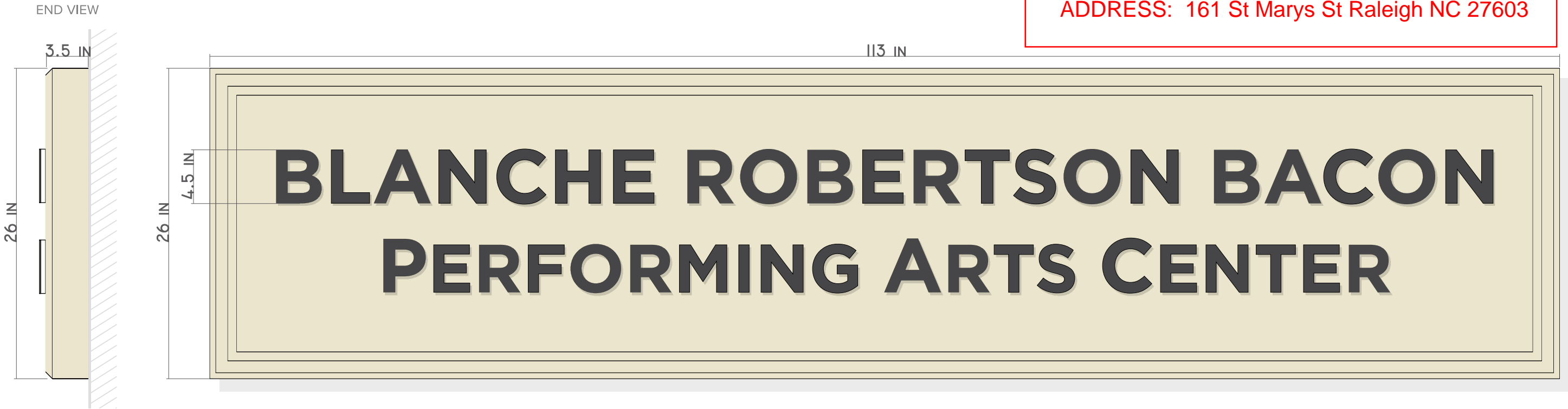
Date:  
09/2025

Acct Mngr / Designer:  
RB/ LW/ RB

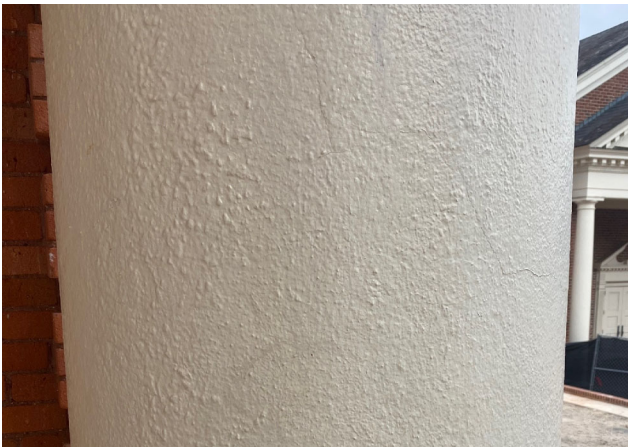




PARCEL: 1703390938  
ADDRESS: 161 St Marys St Raleigh NC 27603



1A Sign Type W.P | Qty 1 | Single Sided - Illuminated Front View



2A Cabinet Color | Existing Arch. Element Building Castings



3A Lettering Color | Existing Arch. Element Building Hardware



4A Lettering | Proposed Illumination No Existing Precedent

Specifications:

26"H x 113"L x 3.5"D fabricated aluminum cabinet. Push-thru translucent acrylic lettering with opaque, antique bronze opaque faces to create 'halo-glow' effect. Cabinet to have routed pinline accent, beveled return profile and smooth textured painted finish to match existing architectural elements on building.

Colors:

Buff Smooth-Texture (Background & Return) (DETAIL 2A) Distressed Antique Bronze (Letter Faces) (DETAIL 3A) Translucent White (Letter Return) (DETAIL 4A)

Mounting Method: Aluminum Cleat (full length)  
Mounting Surface: Dental Course Brick

Project # & Name:  
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Saint Mary's School, Raleigh NC 27603

Contact Name:  
Eric Poss

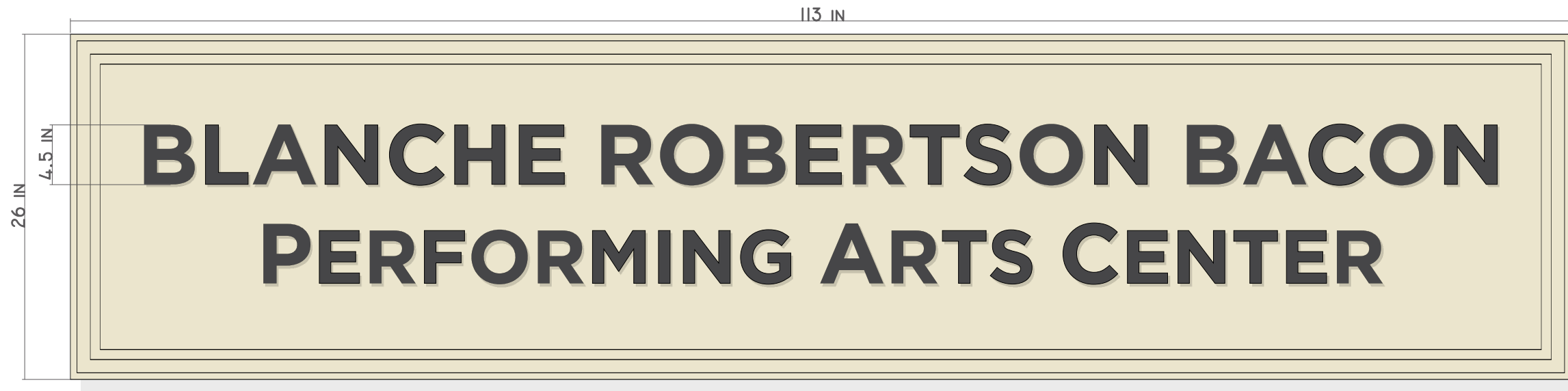
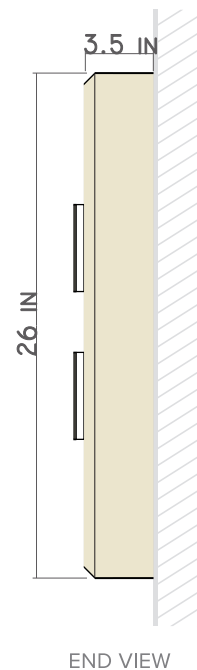
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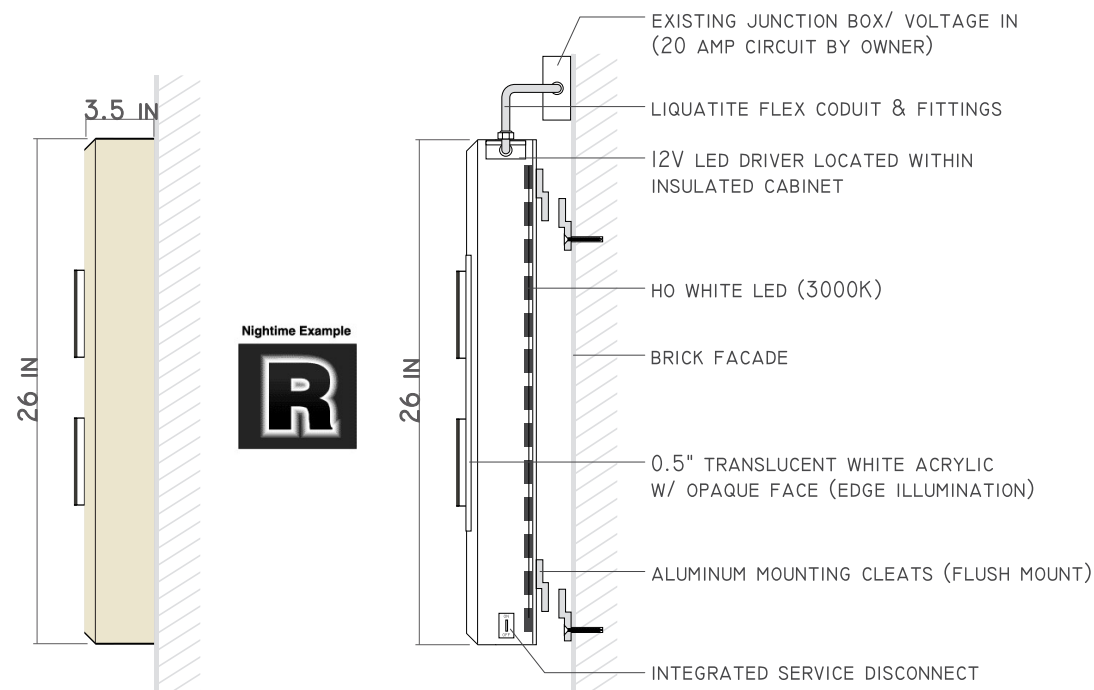
Date:  
09/2025

Acct Mngr / Designer:  
RB/ LW/ RB





1C Sign Type W.P | Qty 1 | Single Sided - Illuminated Front View



2C Sign Type W.P | Electrical End View - Cutaway

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Date:  
09/2025

Accnt Mngr / Designer:  
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EXISTING HEADER LETTERING/SIGNAGE:  
SQUARE FOOTAGE: 18.5 SQ. FT.



PROPOSED NEW SIGN UNIT:  
SQUARE FOOTAGE: 20.4 SQ. FT.



BUILDING LINEAR ROAD FRONTAGE: 60' - 0"  
TOTAL ALLOWABLE SIGNAGE: 120 SQ. FT



TOTAL ALLOWABLE SIGNAGE: 120 SQ. FT  
SQUARE FOOTAGE USED (EXISTING PLUS NEW): 39.4 SQ. FT.

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Donor Recognition Signage (Proposed) - Existing Signage, New Signage, and Square Footage Calculations

NTS - Dimensions Noted, Based on Existing Plans

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DESIGNELEMENT RALEIGH  
919.851.2066  
972 Trinity Road, Raleigh, NC 27607  
DESIGNELEMENT-US.COM





1B

Signage Location | Visualization

Nighttime Appearance



2B

Signage Location

Campus Location

Donor Recognition Signage (Proposed) - Visualization and signage location

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NTS - For visualization purposes only

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Contact Name: Eric Poss	
Contact Phone: 919.424.4000	Contact Email: eposs@sms.edu
Date: 09/2025	Acct Mngr / Designer: RB/ LW/ RB

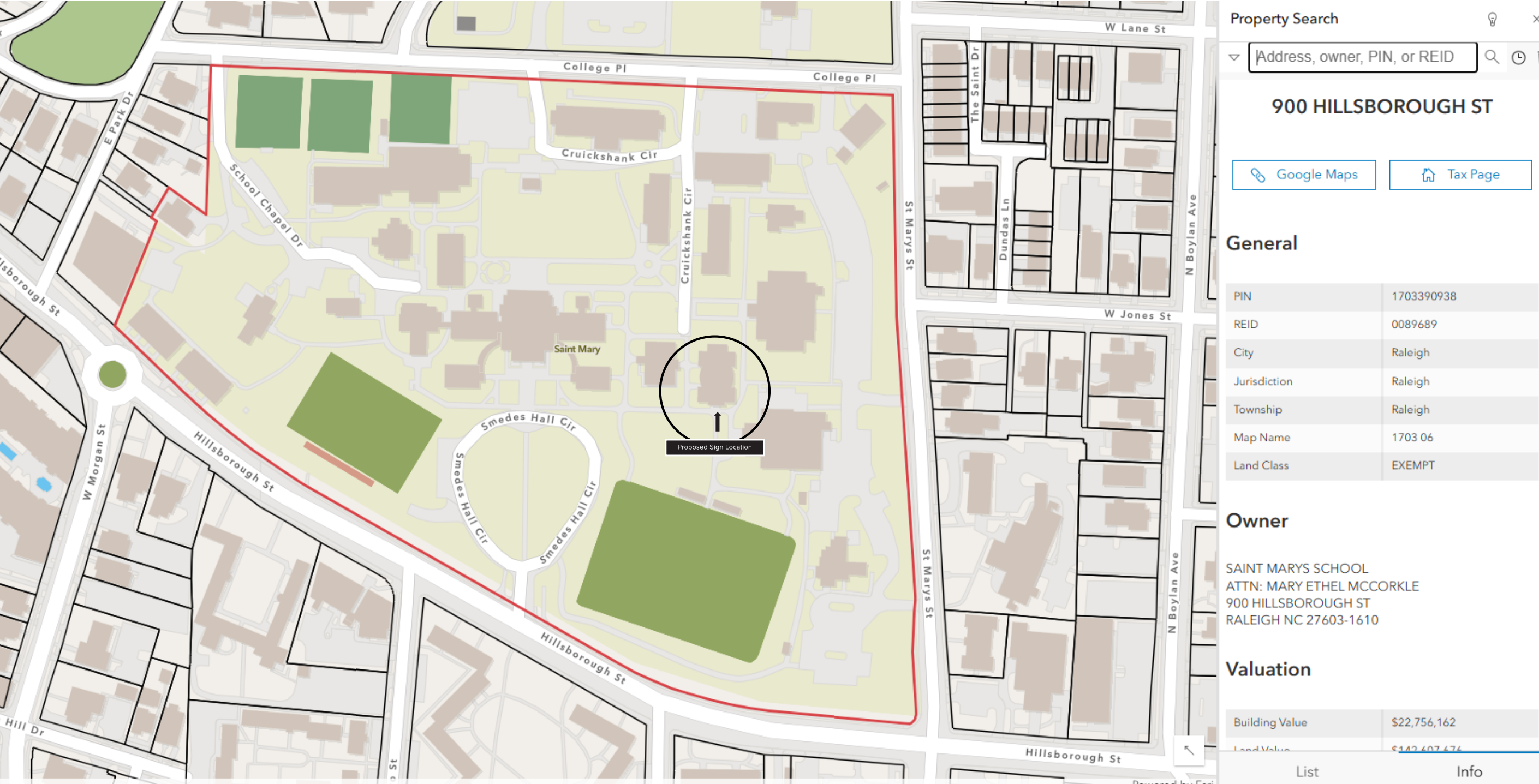


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Scale: NTS

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