RHDC
RALEIGH HISTORIC
DEVELOPMENT COMMISSION

CERTIFICATE OF APPROPRIATENESS PLACARD

for Raleigh Historic Resources

325 Polk St
Address

Oakwood
Historic District

Historic Property

COA-0145-2026
Certificate Number

10/16/2026
Date of Issue

10/16/2027
Expiration Date

Project Description:

Install retractable awning on rear deck

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 preservation staff for a final COA inspection. 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 + Ivan Bailey		
Mailing address:325 Polk St		
City:Raleigh	State:NC	Zip code:27604
Date:9/1/2026	Daytime phone #: [redacted]	
Email address: [redacted]		
Applicant signature: Edith R 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-0145-2026 Fee: _____ Amount paid: _____ Received date: _____ Received by: _____

Property street address:325 Polk St
Historic district:Oakwood
Historic property/Landmark name (if applicable):
Owner name:Edith Wooten + Ivan Bailey
Owner mailing address:325 Polk 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 Did you consult with staff prior to filing the application? Yes No	Office Use Only Type of work:_____

Design Guidelines: please cite the applicable sections of the design guidelines (www.rhdc.org).		
Section/Page	Topic	Brief description of work (attach additional sheets as needed).
2.7/50-51	Windows and Doors	Add retractable awning for shade over existing pair of patio doors + wir

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 10/16/2027.

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) Collette K Date 10/16/2020

The owners of 325 Polk St would like to add a retractable fabric awning to the rear left side wall of the house that will span over the patio doors and window when it is fully open. The deck has no shade and the back rooms in the house becomes unusable during the hot months of the summer. The new awning will help shade the window and patio doors so these rooms can be more usable during summer months and it will fold up neatly, tight to the wall when not in use for most of the year. They have chosen a tan color for the shade which will help in blend into the exterior wall when closed. Images of views of this area from the street are shown below as well as images and specs of the canopy. There are two of these installed on the carriage houses over the balconies off of Blount St, photos of these have been added below as well.



Side Street Elevation of house as one walks down the sidewalk on Polk St going towards N Bloodworth St above.



Only real view of the rear side deck as well as the patio doors and window that will have the retractable awning above from sidewalk.



View of rear side deck and exterior wall that the retractable awning will be installed on above the window and doors. This image is taken at the metal fence and looking into the rear side yard.



This is an AI generated image of what the shade will look like when it is open.

Make Shade Do More. Visualize my home with Sunbrella® fabrics:

https://shadestudio.sunbrella.com/?view=2026_08_YdQrPYlj.jpg&f=gr4859

Features: Silica Dune (4859-0000)

Comments: 12x8, Beige hardware, Silica Dune, Straight valance, motor on left

Beat the heat and extend your living space outdoors with beautiful and durable Sunbrella Performance fabrics. Engineered with innovative technology, Sunbrella fabrics are resistant to water and stains, mold and mildew, and UV and fading. With a 10-year warranty, Sunbrella fabrics are built to last without compromising performance or appearance.

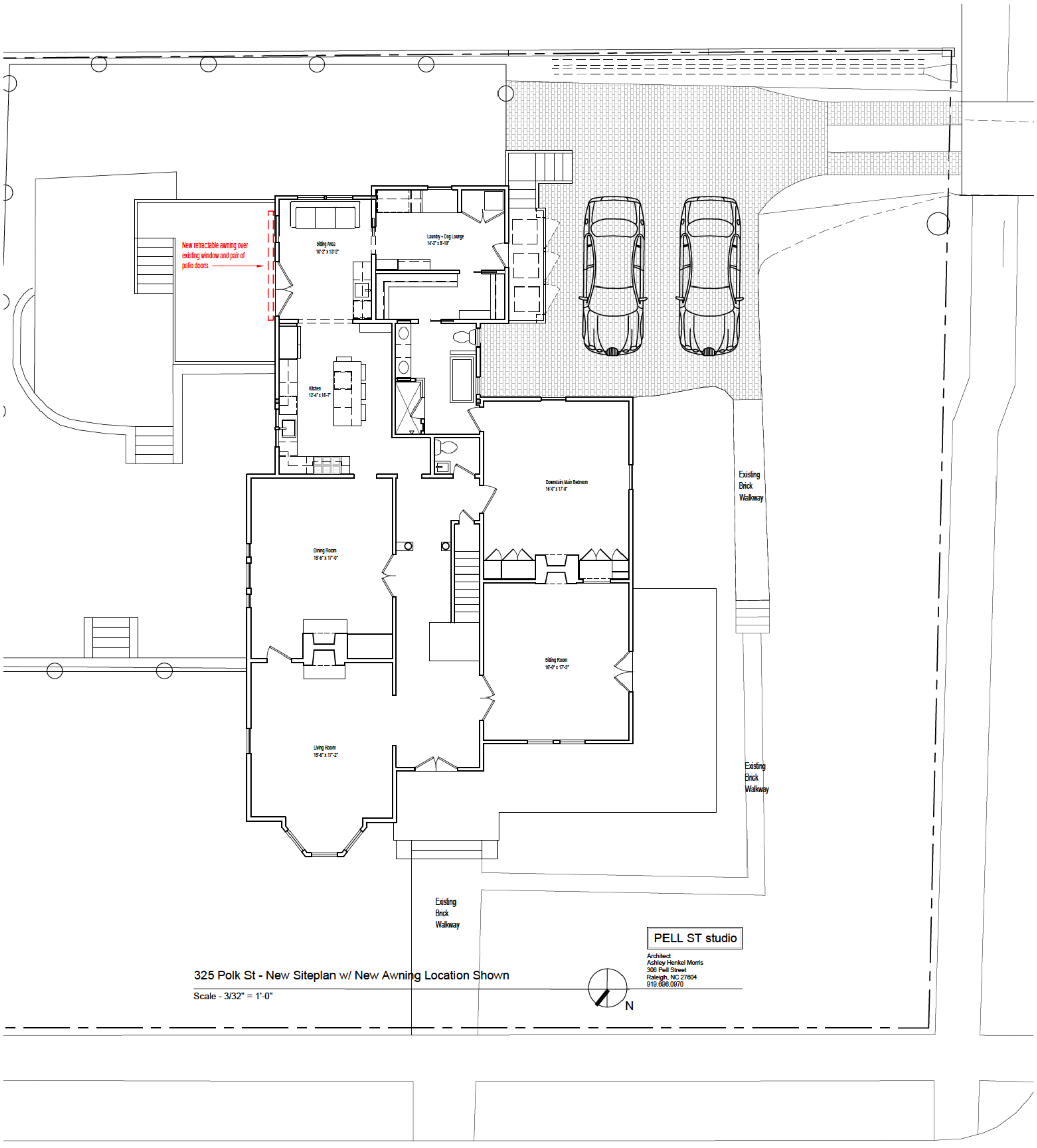
Protect your outdoor area in style. To see fabric swatches from the latest Sunbrella Shade collection, contact your local shade dealer.



Similar product over the balcony doors on a few of the carriage houses off N Blount St. Same tan color to blend into the wall.







325 Polk St - New Siteplan w/ New Awning Location Shown

Scale - 3/32" = 1'-0"

