



# CERTIFICATE OF APPROPRIATENESS PLACARD

for Raleigh Historic Resources

## Project Description:

623 W South St

Address

Remove dead/diseased/dangerous tree; plant  
replacement tree

Boylan Heights

Historic District

Historic Property

COA-0148-2026

Certificate Number

09/24/2026

Date of Issue

09/24/2027

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 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.*

# 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/](https://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is placed on hold by the applicant for a period of six months or longer, the application will automatically be withdrawn.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: 623 W South St                                                                                                                                                                                                                                                                                                 |                                                                |                    |                                       |
| Historic Overlay District (if applicable): Boylan Heights                                                                                                                                                                                                                                                                                       |                                                                |                    |                                       |
| Raleigh Historic Landmark Name (if applicable):                                                                                                                                                                                                                                                                                                 |                                                                |                    |                                       |
| Property Owner Information                                                                                                                                                                                                                                                                                                                      |                                                                |                    |                                       |
| Property Owner's Name: Janet Cowell                                                                                                                                                                                                                                                                                                             |                                                                |                    |                                       |
| Please ensure all owner contact information is up to date in the Permit Portal. [REDACTED]                                                                                                                                                                                                                                                      |                                                                |                    |                                       |
| 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: Janet Cowell                                                                                                                                                                                                                                                                                                                              |                                                                |                    |                                       |
| Select one:                                                                                                                                                                                                                                                                                                                                     | <u>Owner</u>                                                   | Option to Purchase | Contract to Purchase      Valid Lease |
| Mailing Address: 623 W South ST                                                                                                                                                                                                                                                                                                                 |                                                                |                    |                                       |
| City: Raleigh                                                                                                                                                                                                                                                                                                                                   | State: NC                                                      | Zip: 27603         |                                       |
| 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 ( <a href="https://raleighnc.gov">raleighnc.gov</a> – search "COA Process").                                                                                                                                                                                                       |                                                                |                    |                                       |
| Section/Page                                                                                                                                                                                                                                                                                                                                    | Brief Description of Work (attach additional sheets as needed) |                    |                                       |
| 1.3                                                                                                                                                                                                                                                                                                                                             | Remove dangerous tree, plant Shumard Oak                       |                    |                                       |
|                                                                                                                                                                                                                                                                                                                                                 |                                                                |                    |                                       |
|                                                                                                                                                                                                                                                                                                                                                 |                                                                |                    |                                       |
|                                                                                                                                                                                                                                                                                                                                                 |                                                                |                    |                                       |

### 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:

|  |                                                     |
|--|-----------------------------------------------------|
|  | <b>Signed application form</b>                      |
|  | <b>Payment of filing fee</b>                        |
|  | <b>Written description of project and materials</b> |
|  | <b>Color Photographs</b> of the existing property   |

The following items are required for most projects:

|  |                                                                                                        |
|--|--------------------------------------------------------------------------------------------------------|
|  | <a href="#">Paint Schedule</a> and physical paint samples, when exterior paint is changing color.      |
|  | <b>Manufacturer's specifications</b> for new items to be used (doors, windows, railings, etc.)         |
|  | <b>Scaled Existing and Proposed Site Drawings</b> (See <a href="#">Drawing Standards on COA Page</a> ) |
|  | Plot plan showing buildings, additions, sidewalks, driveways, trees, property lines, etc.              |
|  | Tree survey                                                                                            |
|  | Tree protection plan                                                                                   |

The following items are required for some projects:

|  |                                                                                                                                           |
|--|-------------------------------------------------------------------------------------------------------------------------------------------|
|  | <b>Evidence</b> of the proposed work's congruity with the special character of the historic overlay district or Raleigh Historic Landmark |
|  | <b>Scaled Existing and Proposed Architectural Drawings:</b>                                                                               |
|  | 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: <span style="background-color: black; color: black;">[Redacted Signature]</span> | Date: 06/18/2026 |
|---------------------------------------------------------------------------------------------|------------------|



**Construction Access:** The access for construction equipment will be along the driveway at the right side of the house, to the back yard. The area within the rear yard trees CRZ will need to be covered in a 6-8" inch layer of wood chips, and 1/2" sheets of plywood, to distribute the heavy impacts of equipment and foot traffic. This will help avoid damage to the trees.

Before Construction:

- a. Remove hazardous dead branches (usually 4" and larger)
- b. Anywhere the grade will be lowered, cuts will be made, trenches will be dug, or other activities will be required that involve disturbing soil or roots within or near the CRZ, the trees must undergo root pruning prior to the commencement of work. This will help avoid subterranean damage to the trees' root systems. All root pruning work must be completed under the supervision of an ISA Certified Arborist.

- a. Proactively provide the trees with ongoing borer prevention treatments.
- b. Provide the trees with adequate water during the hot months, typically May through September. Adequate water is essential to helping trees survive the stress of construction.
- c. Monitor the health of each tree on a monthly basis, at a minimum. This should be performed by an ISA Certified Arborist or an ISA Board Certified Master Arborist
- d. If there is a possibility of a truck or large piece of equipment damaging a tree's branch, this branch shall be tied back.
- e. If tying it back is not possible, the branch shall be pruned in advance to eliminate the possibility of being torn, which could cause irreparable harm to the tree. All pruning must be completed in strict accordance with ANSI A300 Pruning Standards under the oversight of an ISA Certified Arborist.
- f. Provide liquid compost to the trees every 6 months. If any leaves fall, leave them in place to rot.

- Continue monitoring the health of each tree for at least one year following the end of construction. If issues emerge, treat accordingly.
- Provide liquid compost to the trees every 6 months.
- If any leaves fall, leave them in place to rot.
- If construction concludes during hot months, continue irrigation until the weather cools.

Diagram illustrating the relationship between the Tree Protection Fence, Property Line, and Critical Root Zone.

- Tree Protection Fence (dashed line)
- Property Line (solid line)
- Critical Root Zone (semi-circle)

EXISTING 20" DIA. HARDWOOD TO REMAIN

TREE PROTECT. FENCE, TYP.

EXISTING 30" DIA. HARDWOOD TO REMAIN (NOT ON PROPERTY)

EXISTING 20'-6"

EXISTING 15" DIA. HARDWOOD TO REMAIN

NEIGHBORING TREE 40" DIA. WILLOW OAK TO REMAIN

NEW PEA GRAVEL WALKWAY TO STREET PARKING

NEW 2-STORY ADDITION

PROPERTY LINE

NEW WOOD STAIR- ENTRANCE TO APARTMENT ABOVE

NEW FLAGSTONE PATIO

INSTALL TREE PROTECTION FENCE AT DASHED LINE, TYP. TO PROTECT CRITICAL ROOT ZONE

NEIGHBOR'S HARDWOOD TREE ESTIMATED AT 36" DIA TO REMAIN

623 W. SOUTH ST.

PROPOSED GRAVEL PARKING AREA

STAGING CONSTRUCTION AREA HATCHED

CRITICAL ROOT ZONE, TYP.

EXISTING 9" DIA. HARDWOOD TO REMAIN

EXISTING 12" DIA. HARDWOOD TO REMAIN

EXISTING 17" DIA. HARDWOOD TO REMAIN

EXISTING 15" DIA. HARDWOOD TO REMAIN

NOTE: RIGHT OF WAY TREE PROTECTION FENCING TO BE INSTALLED PER THE

**Shumard Oak Replacement Tree**

NOTE: RIGHT OF WAY TREE PROTECTION  
FENCING TO BE INSTALLED PER THE  
SPECIFICATIONS OF CITY OF RALEIGH  
DETAIL(S) TPP-01, TPP-02.

**Shumard Oak Replacement Tree  
in same general location**



**M**  
MAURER  
architecture  
919 829 4969

OWNER: JANET COWELL

COWELL RESIDENCE  
TREE PROTECTION PLAN

REV.2 1-27-22  
10.20.21

SD-0.2A

1

# TREE PROTECTION PLAN - PROPOSED

SCALE: 1" = 20'-0"