



# CERTIFICATE OF APPROPRIATENESS PLACARD

for Raleigh Historic Resources

612 POLK STREET

Address

OAKWOOD

Historic District

Historic Property

184-14-MW

Certificate Number

12/8/2014

Date of Issue

6/8/2015

Expiration Date

Project Description:

- Replace asphalt shingle roof.

OK to PERMIT

*This card must be kept pasted 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

Raleigh Historic Development Commission

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



# Planning & Development

Development Services  
Customer Service Center  
One Exchange Plaza  
1 Exchange Plaza, Suite 400  
Raleigh, North Carolina 27601  
Phone 919-996-2495  
eFax 919-996-1831

## Raleigh Historic Development Commission – Certificate of Appropriateness (COA) Application



- Minor Work (staff review) – 1 copy
- Major Work (COA Committee review) – 13 copies
  - Most Major Work Applications
  - Additions Greater than 25% of Building Square Footage
  - New Buildings
  - Demo of Contributing Historic Resource
  - Post Approval Re-review of Conditions of Approval

For Office Use Only

Transaction # 416180

File # 184-14-MW

Fee \$29

Amt Paid \$29

Check # 2800

Rec'd Date 11/26/14

Rec'd By J. Hurley

If completing by hand, please use BLACK INK. Do not use blue, red, any other color, or pencil as these do not photocopy.

Property Street Address 612 Polk St Raleigh NC

Historic District Historic Oakwood

Historic Property/Landmark name (if applicable)

Owner's Name James and Gail Hinte

Lot size .13 (width in feet) (depth in feet)

For applications that require review by the COA Committee (Major Work), provide addressed, stamped envelopes to owners of all properties within 100 feet (i.e. both sides, in front (across the street), and behind the property) not including the width of public streets or alleys:

Property Address	Property Address

I understand that all applications that require review by the commission's Certificate of Appropriateness Committee must be submitted by 4:00 p.m. on the application deadline; otherwise, consideration will be delayed until the following committee meeting. An incomplete application will not be accepted.

Type or print the following:

Applicant James and Gail Hinte

Mailing Address 9650 Strickland Rd Suite 103-369

City Raleigh State NC Zip Code 27615

Date 11/18/14 Daytime Phone (919)426-5222

Email Address JRHinte@gmail.com

Signature of Applicant [Signature] Gail Hinte

**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 6/15/15. 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 work projects not approved by staff will be forwarded to the Certificate of Appropriateness Committee for review at the next scheduled meeting.

Signature [Signature] Date 12/8/14

**Project Categories (check all that apply):**

Exterior Alteration new roof

Addition

New Construction

Demolition

Will you be applying for state or federal rehabilitation tax credits for this project?

Yes

No

**(Office Use Only)**

Type of Work \_\_\_\_\_

CD

\_\_\_\_\_

\_\_\_\_\_

**Design Guidelines** Please cite the applicable sections of the design guidelines ([www.rhdc.org](http://www.rhdc.org)).

Section/Page	Topic	Brief Description of Work

TO BE COMPLETED BY APPLICANT	TO BE COMPLETED BY CITY STAFF				
	YES	N/A	YES	NO	N/A
<p>Attach 8-1/2" x 11" sheets with written descriptions and drawings, photographs, and other graphic information necessary to completely describe the project. Use the checklist below to be sure your application is complete. <i>Replace existing asphalt shingle roof with GAF Timberline HD shingles in slate color</i></p> <p>Minor Work (staff review) – 1 copy</p> <p>Major Work (COA Committee review) – 13 copies</p>					
1. <b>Written description.</b> Describe clearly and in detail the nature of your project. Include exact dimensions for materials to be used (e.g. width of siding, window trim, etc.)	<input type="checkbox"/>				
2. <b>Description of materials</b> (Provide samples, if appropriate)	<input type="checkbox"/>				
3. <b>Photographs</b> of existing conditions are required.	<input type="checkbox"/>				
4. <b>Paint Schedule</b> (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>			
5. <b>Plot plan</b> (if applicable). A plot plan showing relationship of buildings, additions, sidewalks, drives, trees, property lines, etc., must be provided if your project includes any addition, demolition, fences/walls, or other landscape work. Show accurate measurements. You may also use a copy of the survey you received when you bought your property. Revise the copy as needed to show existing conditions and your proposed work.	<input type="checkbox"/>	<input type="checkbox"/>			
6. <b>Drawings showing proposed work</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Plan drawings</li> <li><input type="checkbox"/> Elevation drawings showing the new façade(s).</li> <li><input type="checkbox"/> Dimensions shown on drawings and/or graphic scale.</li> <li><input type="checkbox"/> 8-1/2" x 11" reductions of full-size drawings. If reduced size is so small as to be illegible, make 8-1/2" x 11" snap shots of individual drawings on the big sheet.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>			
7. Stamped envelopes addressed to all property owners within 100 feet of property not counting the width of public streets and alleys. (Required for Major Work)	<input type="checkbox"/>	<input type="checkbox"/>			
8. Fee ( <a href="#">See Development Fee Schedule</a> )	<input type="checkbox"/>				

## Tully, Tania

---

**From:** Tully, Tania  
**Sent:** Tuesday, December 02, 2014 5:18 PM  
**To:** James Hinte (jrhint@gmail.com)  
**Cc:** Ekstrom, Vivian (Vivian.Ekstrom@raleighnc.gov)  
**Subject:** COA Application for 612 Polk Street (416180)

Mr. Hinte-

Thank you for submitting your Certificate of Appropriateness (COA) application for 612 Polk Street. To help us complete our review, please provide the following items and/or clarification:

- Current photograph of the house.
- Will there be ridge vents or other venting changes?
- I have a sample of the product in my office from another project so a sample is not needed.

Thanks,  
Tania

Tania Georgiou Tully, Preservation Planner  
Long Range Planning Division  
Raleigh Department of City Planning  
919.996.2674  
919.516.2684 (fax)  
[tania.tully@raleighnc.gov](mailto:tania.tully@raleighnc.gov)

COA process information is available [here](#).

## Tully, Tania

---

**From:** Jim Hinte <jrhinte@gmail.com>  
**Sent:** Wednesday, December 03, 2014 1:21 PM  
**To:** Tully, Tania  
**Subject:** Re: COA Application for 612 Polk Street (416180)

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Tania,  
Below are photos of 612 Polk St as well as from the GAF website showing expected ridge vents.  
I've already instructed my roofer to use the lowest profile ridge vents.  
Please don't hesitate to call me at 919-426-5222 with any questions.  
Thanks,



612 polk st



shingles