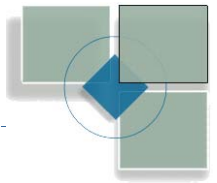




DeKalb County Planning & Development Department

Burrell Ellis
Chief Executive Officer

Patrick Ejike
Director



APPLICATION FOR CERTIFICATE OF APPROPRIATENESS DeKalb County Historic Preservation Commission

1. **Address of Property:** _____
Owner: _____ Owner Telephone: _____
Owner Address: _____

2. **Name of Applicant:** _____
You or your representative may be present at the meeting of the commission, but attendance is not mandatory.
You will be notified of the time, date, and location of the meeting.
Mailing Address: _____
Daytime Telephone: _____
Relationship of Applicant to Property Owner: Owner Architect Contractor
Other _____

3. **Age of Structure:** Approximate date of construction for the primary structure on the property and any secondary structures affected by this project: _____

4. Nature of Proposed Work:
- | | |
|---|--|
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Site Preparation/Clearance |
| <input type="checkbox"/> Demolition | <input type="checkbox"/> Moving a Building |
| <input type="checkbox"/> Addition | <input type="checkbox"/> Sign Erection or Replacement |
| <input type="checkbox"/> New Freestanding Building | <input type="checkbox"/> Repairs or Alterations |
| <input type="checkbox"/> Fence/Wall | <input type="checkbox"/> Exterior Architectural Features |
| <input type="checkbox"/> Exterior Environmental Feature | <input type="checkbox"/> Landscaping |
| <input type="checkbox"/> Change | <input type="checkbox"/> Other |
| <input type="checkbox"/> Deck or Patio | |

Please describe your proposed work as simply and accurately as possible. Use the attached submittal criteria checklist to guide you in your description. Be sure to indicate building and landscape materials to be used. Accurate drawings and photographs are **required**. (Use extra sheet, if necessary.)

IMPORTANT: This form must be completed before the Historic Preservation Commission can consider the approval of any material change to a Historic Property or within a Historic District. This form, along with supporting documents (plans, material, color samples, and photos), must be filed with the Historic Preservation staff, DeKalb County Planning Department, 330 West Ponce de Leon Avenue, Suite 500, Decatur, Georgia 30030. Five (5) copies of plans or renderings for any new structures **must** be filed. One set of plans must be reduced to 11" x 17" or smaller.

All applicable items from the attached checklist of Submittal Criteria must be addressed. Incomplete applications will not be docketed for consideration by the Historic Preservation Commission.

FOR OFFICE USE ONLY

Date received: _____

Initials: _____

Sign given: Yes No

Signature of Applicant

Date

**AUTHORIZATION OF A SECOND PARTY TO APPLY
FOR A
CERTIFICATE OF APPROPRIATENESS
DeKalb County Historic Preservation Commission**

(I) (We), _____
being (owner) (owners) of the property described below or attached, hereby delegate authority to

to file an application in (my) (our) behalf.

DATE

OWNER

PLEASE REVIEW THE FOLLOWING INFORMATION

Approval of this Certificate of Appropriateness does not release the recipient from compliance with all other pertinent county, state, and federal regulations.

Before making any changes to your approved plans, contact the preservation planner (404/371-2155). Some changes may fall within the scope of the existing approval, but others will require review by the preservation commission. If work is performed which is not in accordance with your certificate, the Preservation Commission will issue a cease and desist order and you may be subject to other penalties including monetary fines and/or required demolition of the non-conforming work.

If your project requires that the county issue a Certificate of Occupancy at the end of construction, the preservation planner will need to inspect the completed project to ensure that the work has been completed in accord with the Certificate of Appropriateness. The review may be conducted either before or after your building inspection. If you will be requiring a Certificate of Occupancy, please notify the preservation planner when your project nears completion. If the work as completed is not the same as that approved in the Certificate of Appropriateness you will not receive a Certificate of Occupancy. You may also be subject to other penalties including monetary fines and/or required demolition of the non-conforming work.

If you do not commence construction within twelve months of the date of approval, your Certificate of Appropriateness will become void. You will need to apply for a new certificate if you still intend to do the work.

Please contact the preservation planner, David Cullison (404/371-2155), if you have any questions.



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SIGN POSTING REQUIREMENTS FOR A CERTIFICATE OF APPROPRIATENESS

The DeKalb County Code requires that citizens who may be affected by the approval of a Certificate of Appropriateness must be notified of the hearing where that decision will take place. The notification is accomplished by requiring the applicant to post one or more signs on the property for which a certificate of appropriateness is being considered. The sign gives the date, time, and location of the meeting and the telephone number of the county historic preservation planner. The sign must be posted no later than ten days before the date of the preservation commission meeting and must remain in place until after the meeting.

When an applicant submits an application for a Certificate of Appropriateness, the applicant must request a sign from the Planning and Development Department. If the property is bounded by more than one public street, a sign must be posted facing each street. It is the applicant's responsibility to obtain and post the sign appropriately. If you file your application by mail or fax, you must make arrangements to pick up the sign.

The sign must be posted prominently in the center of the front yard, facing the street, and within ten feet of the street or sidewalk, although the sign may not be posted between the street and the sidewalk. It is best to attach the sign to a four-foot tall stake, but attaching it to an existing support is usually acceptable. The sign may not be posted inside a house except in the case of a purpose-built commercial structure where front yard posting is impossible or impractical.

The signs are made of relatively thin cardstock. They should either be waterproofed or additional support should be added. The sign may be laminated, covered with clear plastic, or secured to heavier backing, such as heavy cardboard or plywood. If the sign is destroyed or becomes illegible during the ten day posting period, the applicant must contact the historic preservation planner for a replacement sign, which must be posted as soon as possible.

If the sign is not posted, is posted later than ten days before the preservation commission meeting, is not posted for the full ten day period, or is posted inappropriately, the DeKalb County Historic Preservation Commission may deny the application or may defer consideration of the application until the following month.



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HOW TO OBTAIN A CERTIFICATE OF APPROPRIATENESS IN DEKALB COUNTY

1. Contact the DeKalb County Planning and Development Department for an application form. You may pick this up at the DeKalb County Planning and Development Department, 330 West Ponce de Leon Avenue, Suite 500, in Decatur, or you may make your request by mail, telephone (404) 371-2155, or fax (404) 371-2813, or visit the website at www.co.dekalb.ga.us/planninganddevelopment.
2. Complete the application. Please provide as much of the supporting material as possible. The following are recommended: site plan, scale drawing, elevation drawings. Four (4) copies of plans or renderings for any new structures **must** be filed. Photographs of the subject property are strongly encouraged.
3. Submit this application and supporting documents to the Planning Department and Development by the deadline, seventeen days before the next meeting, as shown on the Commission calendar.
4. The Historic Preservation Commission meet on the third Monday of each month at 7 p.m. at the Maloof Auditorium, 1300 Commerce Drive in Decatur. Applications received seventeen calendar days before the meeting day will be considered by the Historic Preservation Commission. A sign will be given to the applicant when the Certificate of Appropriateness is received. The applicant must post the sign in a visible location no more than ten feet from the road on the subject property at least ten days before the meeting.
5. Applicants are welcome and encouraged to attend Historic Preservation meetings. Frequently, the commissioners have questions that only the applicant can answer.
6. A decision must be made by the Historic Preservation Commission within 45 days of the filing of an application for a Certificate of Appropriateness. Applications may be approved, rejected, or approved subject to specified conditions. Appeals of decisions of the Historic Preservation Commission may be made to the Board of Commissioners. Please contact the Planning Department if you wish to appeal.
7. If an application is approved or approved with conditions **and**, following a 15-day delay for possible appeals to the Board of Commissioners, the applicant may seek a building permit from the Development Division of Public Works. The issuance of a Certificate of Appropriateness by the Historic Preservation Commission does not relieve the applicant of the responsibility to meet any other requirements for obtaining a development or building permit.

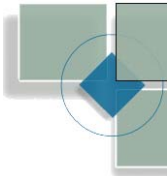
Thank you for your cooperation!



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DeKalb County Historic Preservation Commission

Design Checklist for Certificate of Appropriateness (COA)

To the Applicant for a COA:

This checklist was created to help applicants prepare a complete application. Omissions and inaccurate information can lead to deferrals and/or denials of applications. Please review the checklist with the project's architect, designer, or builder. Some items will not be applicable to smaller projects, and may be so noted. New construction will involve all categories. Four copies of drawings (plus one reduced set) should be submitted. Drawings should be scaled and dated. Please address questions regarding applicability to your project to the DeKalb County Preservation Planner at 404-371-2155, e-mail dccullis@co.dekalb.ga.us. Applicants are also referred to the DeKalb County website, www.co.dekalb.ga.us/planninganddevelopment/, and the website of the Druid Hills Civic Association, www.druidhills.org.

I have reviewed the "Design Manual for the Druid Hills Local Historic District"	Y	N
I have reviewed the DeKalb County Tree Ordinance	Y	N
I have reviewed applicable zoning codes regarding lot coverage, garage sizes, stream buffers		Y N

1. General

- a. Label all drawings with the address of the site, owners' name, and contact phone number.
- b. Number all drawings.
- c. Include a graphic scale on reductions.
- d. Date all revisions.
- e. Include photos of the existing condition of the property.

2. Site Plan (existing and proposed) to include

- a. Topographical plan with significant trees sized and located;
- b. Setback compared to adjacent houses (ask surveyor to show corners of adjacent houses);
- c. Distance between houses;
- d. Façade width to finished face of material;
- e. Grading and elevations across site;
- f. Dirt removal or regrading if more than 18";
- g. Tree protection plan;
- h. Tree removal and replacement plan

<<Indicate all unverified numbers with +/- signs>>

Design Checklist for Certificate of Appropriateness

Page Two

3. Driveways and Walkways

- a. Location and relationship to house;
- b. Width;
- c. Material;
- d. Curb cut and apron width

4. Fences & Retaining Walls

- a. Placement on lot;
- b. Height of fence or wall. If retaining wall, height on both sides;
- c. Material;
- d. Railing if necessary

5. Elevations and Floor Plans

- a. Plans for all floors (drawn to scale, 1/4"=1' preferred);
- b. House orientation on site plan;
- c. Scaleable elevations for front, rear, left, right;
- d. Height, grade to ridge;
- e. Streetscape comparison, showing heights of flanking houses, 2 on each side;
- f. Height, grade to first floor level at all four corners;
- g. Height, grade or finished floor line to eaves at all four corners;
- h. Ceiling heights of each floor, indicating if rough or finished;
- i. Height of space between the ceiling and finished floor above;
- j. Two people of 5'-6" and 6' height shown;
- k. Landscaping plan

<<Indicate all unverified numbers with +/- signs>>

6. Additions

- a. Placement shown on elevations and floor plan;
- b. Visibility from right-of-way, paths;
- c. Photos of unaffected facades;
- d. Design proportioned to main house;
- e. Landscaping plan;
- f. Materials and their combinations

7. Roof Plan

- a. Shape and pitch of roof;
- b. Roofing material;
- c. Overhang;
- d. Louvers and vents;
- e. Chimney height and material

8. Dormers

- a. Construction details provided;
- b. Shape and size of dormer (show dimensions on drawings);
- c. Overhang;
- d. Size of window(s), with nominal size of sash (show dimensions on drawings)

Design Checklist for Certificate of Appropriateness

Page Three

9. Skylights

- a. Profile;
- b. Visibility from right-of-way;
- c. Material (plastic lens or glass);
- d. Shown in plan and elevation to scale

10. Façade

- a. Consistency in style;
- b. Materials and their combinations
 - brick size and color
 - stone type and color
 - fiber-cement (e.g. Hardiplank) or wood siding
 - shake or shingle
 - other
- c. Height of foundation at corners;
- d. Ceiling heights comparable to area of influence: basement, first floor, second floor;
- e. Detailing: soldier course, brackets, fascia board; water table;
- f. Height from grade to roof ridge;
- g. Dimensions, proportions and placement of windows, doors

11. Entrance

- a. Height and width of door;
- b. Design of door (e.g. 6-panel, craftsman);
- c. Material of door;
- d. Overhang;
- e. Portico height;
- f. Size and height of columns or posts;
- g. Railing

12. Windows

- a. Consistent with original as well as the area of influence;
- b. Size and proportion similar to original;
- c. Pane orientation and size similar to original;
- d. Type (e.g. double hung, casement);
- e. Fenestration on walls visible from right-of-way;
- f. Simulated divided light (SDL) or true divided light (TDL): location of muntins between the glass, behind the glass or permanently affixed on exterior;
- g. Type of cladding (clad wood window vs. primed wood window);
- h. Width of muntins compared to original (show dimensions on drawings);
- i. Shutters or canopies
- j. Dimensions of windows and doors.

13. Materials

- a. Show all materials and label them on drawings;
- b. Provide samples if brick or stone;
- c. Provide samples if new or unusual materials

Design Checklist for Certificate of Appropriateness

Page Four

14. Garages / Accessory Buildings

- a. Visibility from street;
- b. Placement on site;
- c. Scale, style appropriate for house;
- d. Show dimensions on drawings;
- e. Materials;
- f. Square footage appropriate for lot size;
- g. Garage door size and design
- h. Show height from grade to eaves and to top of roof

15. Demolitions

- a. Provide documentation from engineer concerning feasibility of rehabilitation;
- b. Provide photographs of structure to be demolished;
- c. Provide plan for proposed redevelopment

NEED HELP WITH YOUR COA? NOT SURE HOW TO PROCEED?

The Druid Hills Civic Association (DHCA)
Historic Preservation Committee
is available to help you with the
Certificate of Appropriateness (COA) process.
The Committee is made up of volunteers who have
experience with how the COA system works.

If you would like to receive assistance
please call 404-523-DHCA or
email dekalbhistoric@druidhills.org and leave your
name, phone number and a brief description of the project.
A member of the DHCA Preservation Committee
will get in touch with you.

We are available to help you make sure your application is complete and to share our
knowledge of how the Guidelines might apply to your project.
(Please note: Receiving assistance from the
DHCA Historic Preservation Committee does not guarantee that your project will be
approved by the
DeKalb County Historic Preservation Commission.)

For a general information on Historic Preservation go to
www.druidhills.org and click on “Historic Preservation”.
You can download a copy of the Guidelines,
see a short video on the value of preservation and
read about the history of Druid Hills.

The Druid Hills Civic Association Historic Preservation Committee is not affiliated
with the DeKalb County Historic Preservation Commission or any other branch of
DeKalb County government.