



Chief Executive Officer
Michael Thurmond

DEPARTMENT OF PLANNING & SUSTAINABILITY

Director
Andrew A. Baker, AICP

Application for Certificate of Appropriateness

Date Received: _____ Application No.: _____

Address of Subject Property: 452 Princeton Way

Applicant: Kristin Weinschenk E-Mail: kristin.weinschenk@gmail.com

Applicant Mailing Address: 452 Princeton Way
Atlanta, GA 30307

Applicant Phone(s): 404-285-4174 Fax: _____

Applicant's relationship to the owner: Owner Architect: Contractor/Builder Other

Owner(s): Kristin Weinschenk E-Mail: kristin.weinschenk@gmail.com

Matthew Weinschenk E-Mail: mweinsc@emory.edu

Owner(s) Mailing Address: same as above

Owner(s) Telephone Number: Kristin: 404-285-4174; Matthew 404-317-9930

Approximate age or date of construction of the primary structure on the property and any secondary structures affected by this project: 1940

Nature of work (check all that apply):

New construction Demolition Addition Moving a building Other building changes
New accessory building Landscaping Fence/Wall Other environmental changes
Sign installation or replacement Other

Description of Work:

We had leaking 2nd floor dormer windows in two bedrooms. The water damage needed to be addressed as
there was damage occurring on the interior of each room. We plan to replace the damaged windows with
the original design.

This form must be completed in its entirety and be accompanied by supporting documents, such as plans, list of materials, color samples, photographs, etc. All documents should be in PDF format, except for photographs, which may be in JPEG format. Email the application and supporting material to plansustain@dekalbcountyga.gov An incomplete application will not be accepted.

 

Signature of Applicant/Date

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Authorization of a Second Party to Apply for a Certificate of Appropriateness

This form is required if the individual making the request is not the owner of the property.

I/ We, _____

being owner(s) of the property at _____,

hereby delegate authority to _____

to file an application for a certificate of appropriateness in my/our behalf.

Signature of Owner(s)

Date

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, a Stop Work Order may be issued.

If your project requires that the county issue a Certificate of Occupancy at the end of construction, an inspection may be made to verify that the work has been completed in accord with the Certificate of Appropriateness. 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 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 and you will need to apply for a new certificate if you still intend to do the work.

DEPARTMENT OF PLANNING & SUSTAINABILITY

How to Obtain a Certificate of Appropriateness

1. Contact the DeKalb County Department of Planning and Sustainability for an application form. You may pick this up at the DeKalb County Department of Planning and Sustainability, 330 West Ponce de Leon Avenue, Third Floor, in Decatur, or you may make your request by mail, telephone (404) 371-2247, or fax (404) 371-2813, or visit the website at <https://www.dekalbcountyga.gov/planning-and-sustainability/forms>
2. Complete and submit the application. Please provide as much supporting material as possible, (plans, material, color samples, photos, etc.). All documents must be in PDF format except for photographs, which may be in JPEG format. Email the application and supporting documents to plansustain@dekalbcountyga.gov. If all documents are not provided the application will not be complete and will not be accepted.
3. The Preservation Planner will post a sign on the property at least ten days before the preservation commission meeting.
4. The Preservation Planner will visit the property as part of their review. The commission members may view the property from the right-of-way.
5. Applications will be reviewed by the DeKalb County Historic Preservation Commission at its monthly meeting. In most months, the Historic Preservation Commission meets on the third Monday at 7 p.m. at the Maloof Auditorium, 1300 Commerce Drive in Decatur. In unusual circumstances meeting dates and location may be changed.
6. The Historic Preservation Commission may approve, approve with modifications or deny an application. The applicant or any affected person as defined by county code may appeal the decision to the DeKalb County Board of Commissioners. Please contact the Department of Planning and Sustainability if you wish to file an appeal. The Historic Preservation Commission is required to make a decision on an application within 45 days of the date of filing, although this time can be extended if the applicant agrees to a deferral.
5. Although not required, applicants are encouraged to attend the Historic Preservation Commission meetings. Applicants may make a presentation, but presentations are not required. The commissioners may have questions for the applicant.
7. Approval of a Certificate of Appropriateness does not release the recipient from compliance with all other county, state and federal regulations.

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Design Checklist for a Certificate of Appropriateness

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. All items will not be applicable to all projects. New construction will involve all categories. One copy of drawings at scale (plus nine reduced sets) should be submitted. Please address questions regarding applicability to your project to the DeKalb County Preservation Planner at 404-371-2155, e-mail dccullis@dekalbcountyga.gov. Applicants are also referred to the DeKalb County website, <http://www.dekalbcountyga.gov/planning-and-sustainability/planning-sustainability>.

I have reviewed the "Design Manual for the Druid Hills Local Historic District"	<input checked="" type="radio"/> Y	<input type="radio"/> N
I have reviewed the DeKalb County Tree Ordinance	<input checked="" type="radio"/> Y	<input type="radio"/> N
I have reviewed applicable zoning codes regarding lot coverage, garage sizes, stream buffers	<input checked="" type="radio"/> Y	<input type="radio"/> 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. Indicate all unverified numbers with +/- signs
- 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

3. Driveways and Walkways

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

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

- a. Plans for all floors (drawn to scale, 1/4"=1' preferred);
- b. House orientation on site plan;
- c. Scalable elevations for front, rear, left, right;
- d. Height, grade to ridge;
- e. Streetscape comparison showing heights of two flanking houses on each side;
- f. Height from grade to first floor level at all four corners;
- g. Height from 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

6. Additions

- a. Placement shown on elevations and floor plan;
- b. Visibility from rights-of-way and paths;
- c. Photos of all 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)

9. Skylights

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

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10. Façade

- a. Consistency in style;
- b. Materials and their combinations
 - brick size and color
 - stone type and color
 - fiber-cement (e.g. Hardieplank) 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. Material of window and any cladding;
- 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 of brick or stone;
 - c. Provide samples if new or unusual materials
-

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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

**CAROLINA LUMBER CENTRAL
504 PLASTERS AVE.
ATLANTA, GA 30324**

PHONE: (404) 873-2676

CUST NO: 2260 JOB NO: 000 PURCHASE ORDER: REFERENCE: KRISTIN WEINSCHEN TERMS: CASH/CHECK/BANKCARD CLERK: DER DATE / TIME: 11/25/20 8:09

SOLD TO:
CASH CUSTOMER

SHIP TO:
KRISTIN WEINSCHEN
452 PRINCETON WAY NE
KRISTIN WEINSCHEN 404-285-4174
ATLANTA GA 30307

DUE DATE: 11/26/20 TERMINAL: 561
ORDER: 593027

SALESPERSON: 05 JOHN DISPENZA
TAX: A-F FULTON INSIDE ATLANTA

INVOICE: F93027/1

LINE	SHIPPED	ORDERED	UM	SKU	DESCRIPTION	LOCATION	UNITS	PRICE/ PER	EXTENSION
1	1	1	EA	JELDW	JELDWEN CASEMENT UNIT		1	/EA	
2					OUTSIDE BRICKMOULD				
3					* 35 1/8" x 49 5/16"				
4					FRAME SIZE				
5					* 32 1/8" x 46 7/8"				
6					PRIMED EXTERIOR				
7					NATURAL INTERIOR				
8					4 9/16" JAMBS				
9					BRICKMOULD				
10					LOW-E 366				
11					5/8" PUTTY SDL BAR				
12					* 4 wide 4 high				
13					WHITE HARDWARE				
14					WHITE SCREEN FRAME				
15					* BETTERVUE SCREEN				
16					***** 4 TO 5 WEEK ETA *****				
17					*				
18	1	1	EA	JELDW	2/8 x 4/0 HINGED LEFT		1	1027.13 /EA	1,027.13
19					*				
20	1	1	EA	JELDW	2/8 x 4/0 HINGED RIGHT		1	1027.13 /EA	1,027.13
21					*				
22	1	1	EA	SONR	* SPECIAL ORDER - NO RETURN *		1	/EA	N/C *
23					*** SPECIAL ORDER APPROVAL***				
24					** THIS IS A SPECIAL ORDER **				
25					Please verify the accuracy of				
26					this order - check it				
27					carefully.				
28									
29					By signing below, you agree you				
30					are authorizing us to place				
31					this order as described so				
32					please ask any questions about				
33					your order before placing it...				

Continued...



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LINE	SHIPPED	ORDERED	UM	SKU	DESCRIPTION	LOCATION	UNITS	PRICE/ PER	EXTENSION
34					YOU CANNOT RETURN THIS ORDER.				
35					Please ask your salesman for an				
36					approximate ship date.				
37					SPECIAL ORDER - NO RETURN.				
38					*****				
39									
40					CAROLINA LUMBER & SUPPLY				
41					COMPANY IS NOT RESPONSIBLE				
42					FOR MERCHANDISE NOT CLAIMED				
43					WITHIN 30 DAYS OF PURCHASE.				
44	1	1	EA	CCFEE	CREDIT CARD NOT PRESENT FEE		1	5.00 /EA	5.00 *N
					kristin.weinschenk@gmail.com				

** PAID IN FULL **

2242.09

TAXABLE 2054.26
NON-TAXABLE 5.00
SUBTOTAL 2059.26

TAX AMOUNT 182.83



BANKCARD PAYMENT
BKCRD# XXXXXXXXXXXX2018

2242.09

TOTAL	2242.09
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MID: ***3546

APP: 130303

XR: 593027

xManual Signature
Received By

Please see carolinalumbar.com for our terms and conditions, or ask your salesperson for a copy.