



Chief Executive Officer  
Michael Thurmond

DEPARTMENT OF PLANNING & SUSTAINABILITY

Director  
Andrew A. Baker, AICP

Application for Certificate of Appropriateness

Date Received: 6.22.2022 Application No.: \_\_\_\_\_

Address of Subject Property: 1290 Oxford Rd. NE, Atlanta, GA 30306

Applicant: Amanda Johnson E-Mail: Amanda@smallcarpenters.com

Applicant Mailing Address: 1830 DeKalb Ave., Atlanta, GA 30307

Applicant Phone(s): 404.688.7665 Fax: N/A

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

Owner(s): Clifton Crais E-Mail: ccraisc@emory.edu

Pamela Scully E-Mail: pamela.scully@emory.edu

Owner(s) Mailing Address: 1290 Oxford Rd. NE, Atlanta, GA 30306

Owner(s) Telephone Number: 404.272.3925

Approximate age or date of construction of the primary structure on the property and any secondary structures affected by this project: 1925

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:

Replace existing vinyl siding on second floor addition with Hardiplank lap siding (6" exposure). Remove existing vinyl siding on front porch gable and restore (or replace, depending on condition) the existing material below. Replace all existing vinyl windows in second floor addition with wood windows to match style of original ones on first floor (Spec's attached). Paint entire exterior of home including new unpainted brick on chimney.

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](mailto:plansustain@dekalbcountyga.gov) An incomplete application will not be accepted.

Amanda Johnson 6.22.2022  
Signature of Applicant/Date

**DEPARTMENT OF PLANNING & SUSTAINABILITY**

**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, Clifton C. Crais and Pamela F. Sculluy  
being owner(s) of the property at 1290 Oxford Road NE, Atlanta GA 30306  
hereby delegate authority to Amanda Johnson, Small Carpenters at Large LLC  
to file an application for a certificate of appropriateness in my/our behalf.



Signature of Owner(s)

June 21, 2022

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.

1290 Oxford Rd. NE



*Figure 1: Front view of house from Oxford Road showing vinyl siding at front porch gable, vinyl siding at second floor addition, window at second floor addition, and unpainted brick chimney*



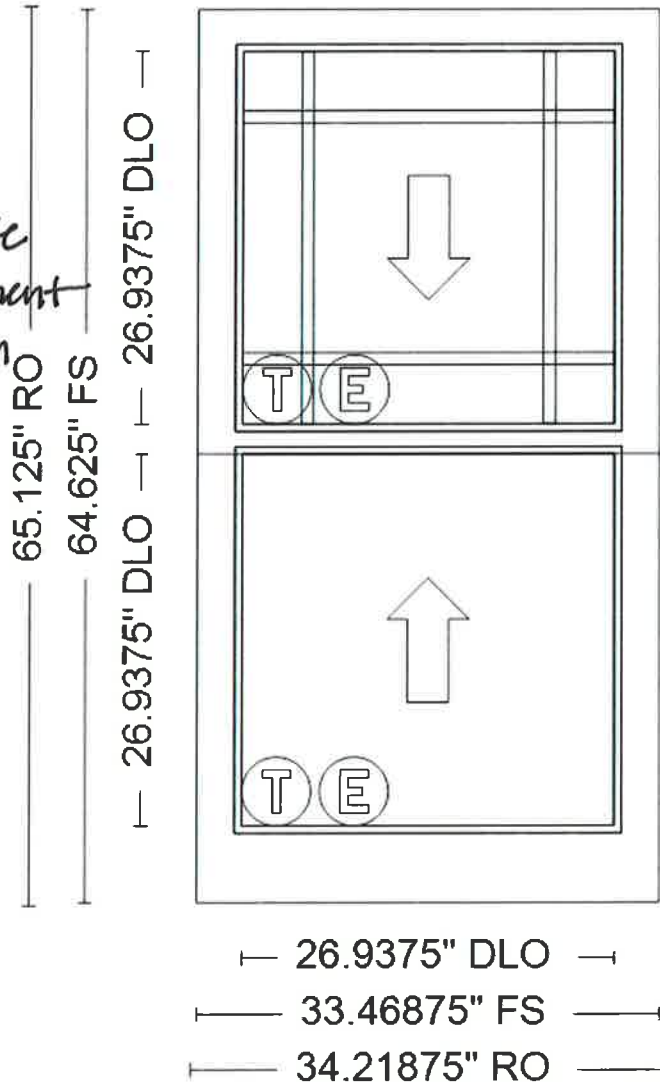
*Figure 2: View of vinyl siding and windows on second floor addition as seen from back yard  
(Not visible from street)*

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Second Floor  
Window Specs:

- Wood
- Simulated divided lite
- double hung & casement
- lite pattern & muntin width to match original windows on first floor



Room Location:  
Bath

Line Item: 100 Qty: 1

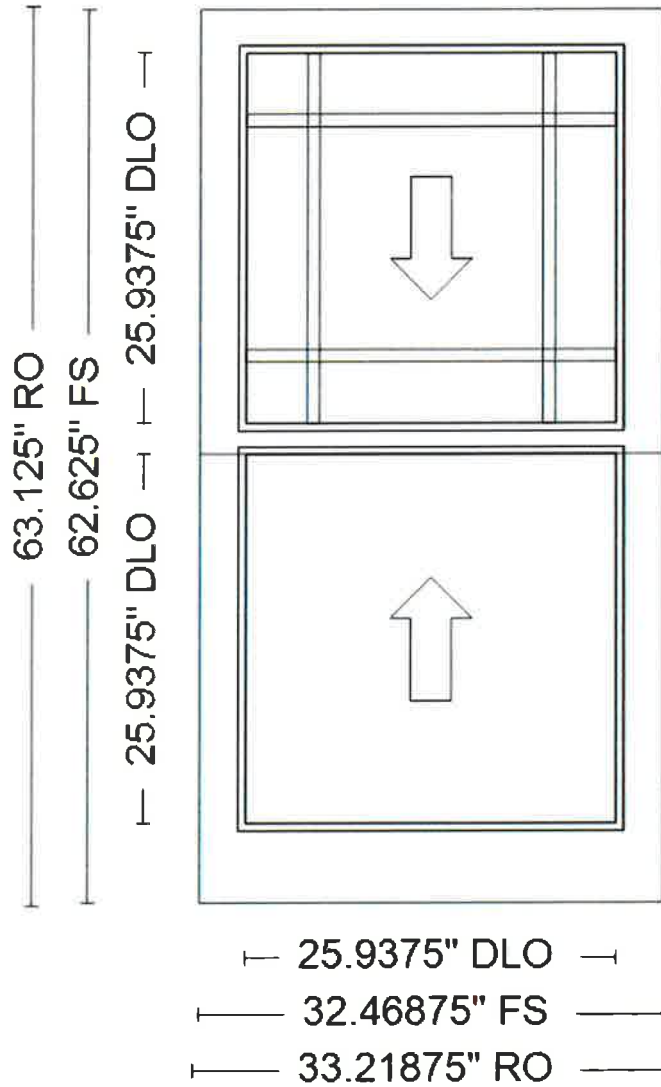
Double Hung

\*33.46875" X 64.625" FRAME SIZE  
\*34.21875" X 65.125" ROUGH OPENING

APPROVED SHOP DRAWINGS MUST BE SIGNED OR STAMPED BY THE FOLLOWING BEFORE THIS PROJECT WILL BE RELEASED INTO A PRODUCTION ORDER. THE SIGNATURES REQUIRED ARE TO CONFIRM THAT QUANTITIES, SIZES AND HANDING, HAVE BEEN REVIEWED AND APPROVED.

Distributor \_\_\_\_\_ Date \_\_\_\_\_ Architect \_\_\_\_\_ Date \_\_\_\_\_ Contractor \_\_\_\_\_ Date \_\_\_\_\_

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Room Location:  
Bedroom

Line Item: 200 Qty: 3

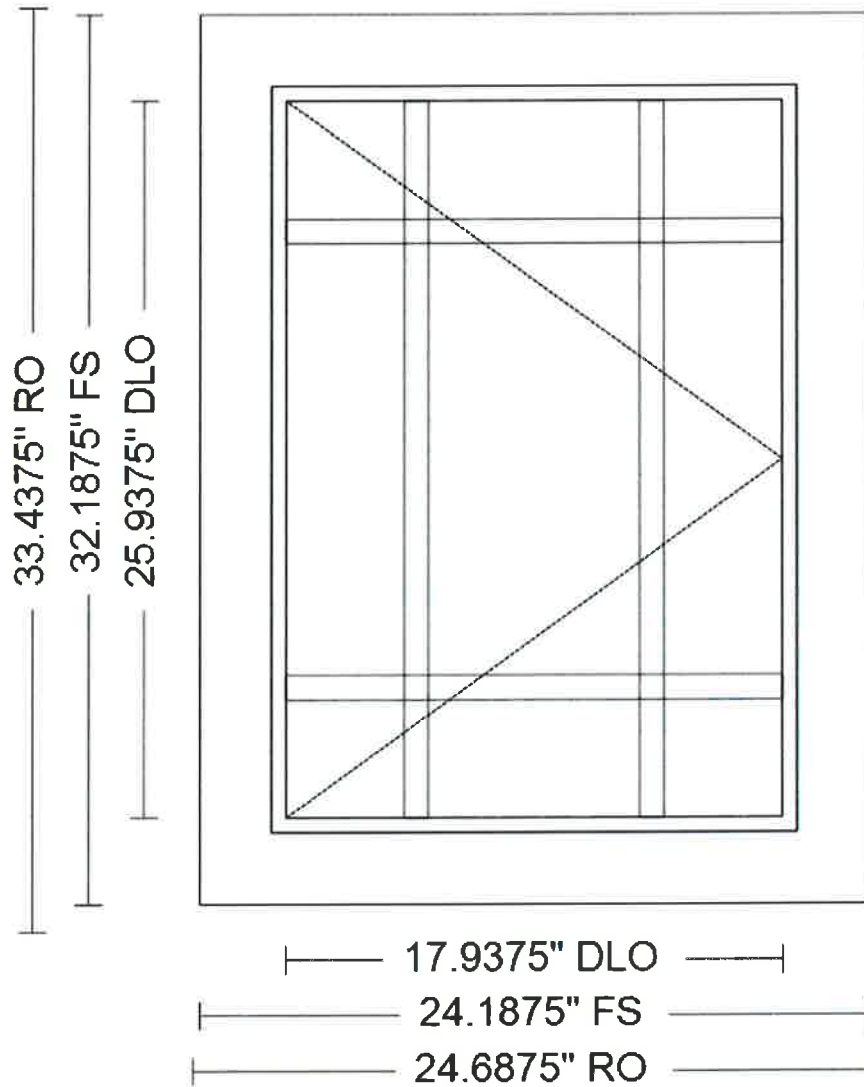
Double Hung

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Room Location:  
Bedroom

Line Item: 300 Qty: 1

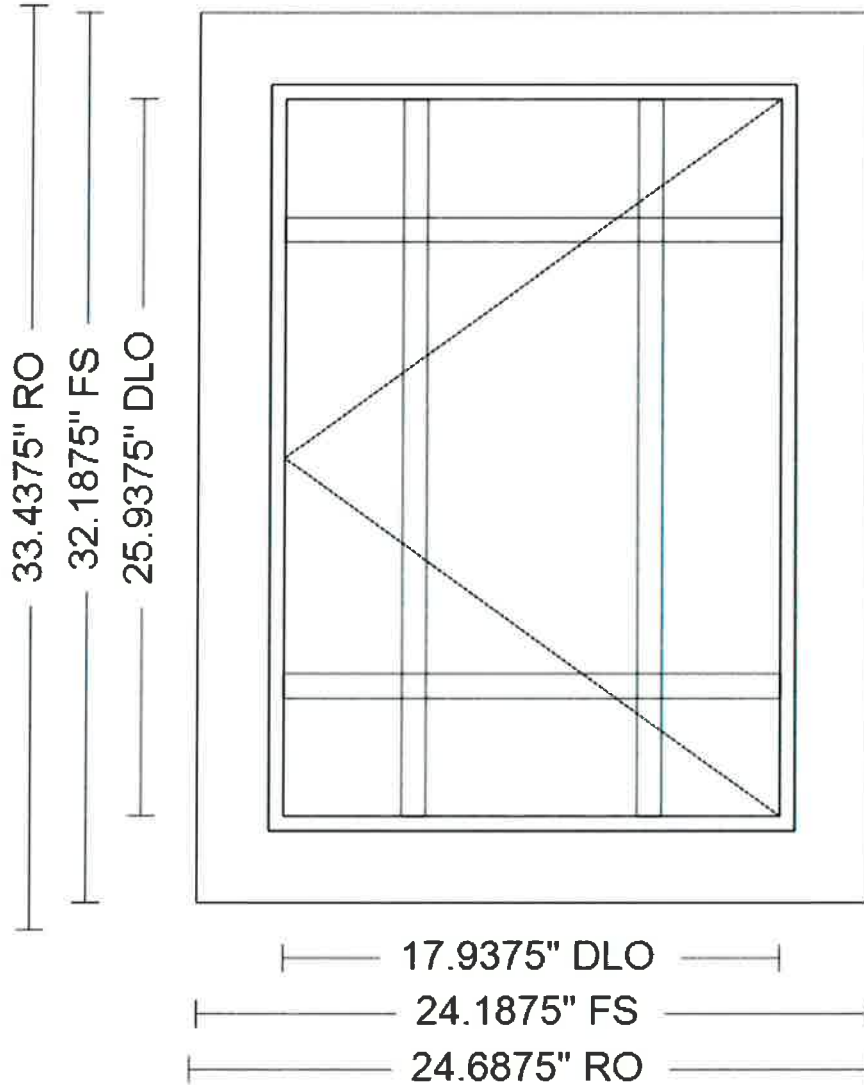
Casement

- 24.1875" X 32.1875" FRAME SIZE
- 24.9375" X 33.4375" ROUGH OPENING

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Room Location:  
Office

Line Item: 400 Qty: 1

Casement

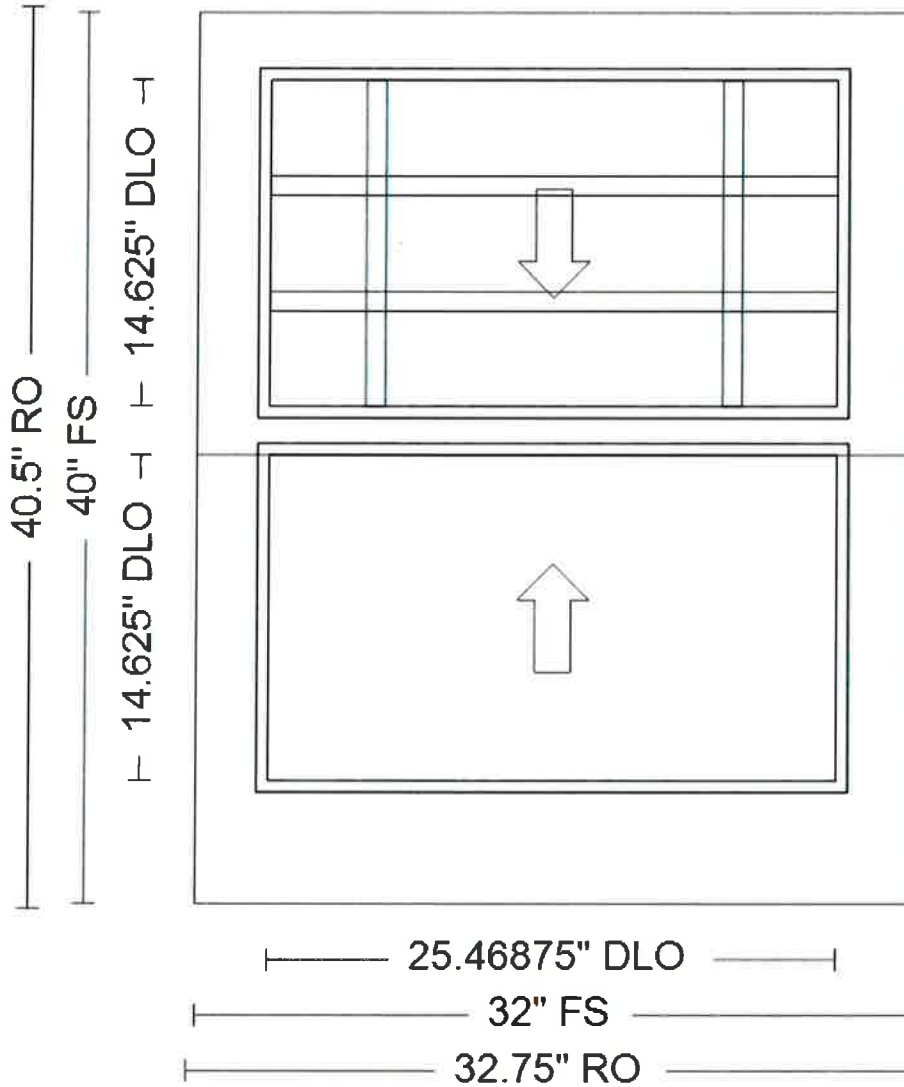
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Room Location:  
Office

Line Item: 500 Qty: 3

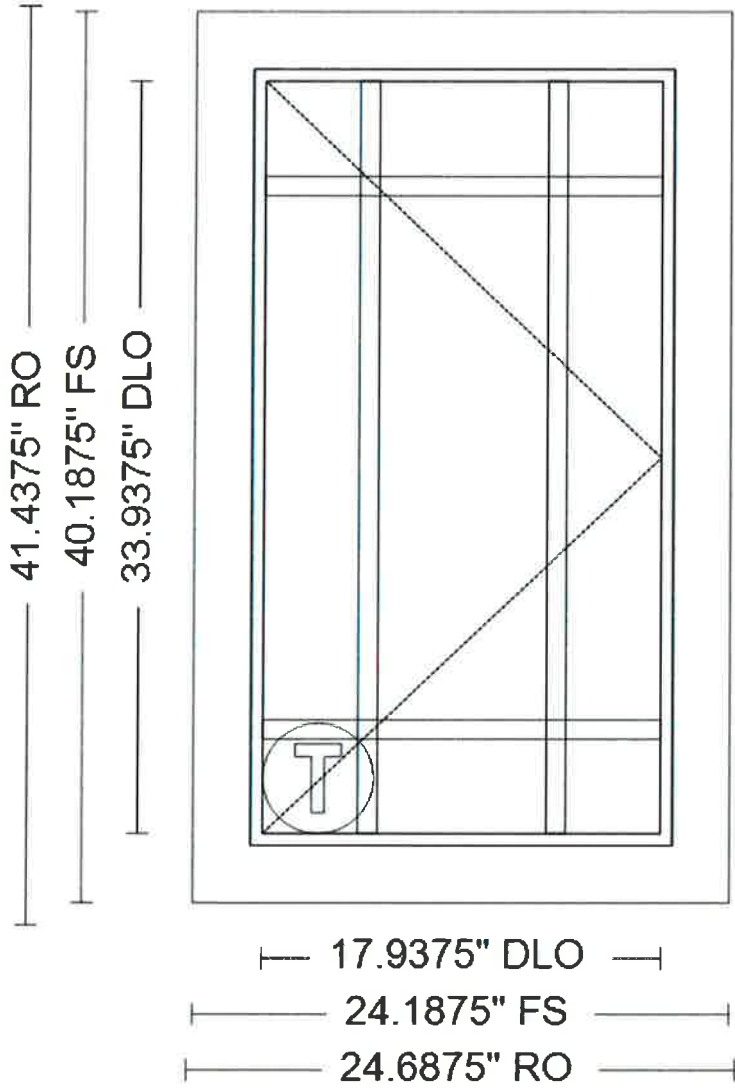
**Double Hung**

•32" X 40" FRAME SIZE  
•32.75" X 40.5" ROUGH OPENING

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Room Location:  
Stairway

Line Item: 600 Qty: 1

**Casement**

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+24.9375" X 41.4375" ROUGH OPENING

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