

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: 304 Vickers Dr. NE

Applicant: Peter and Susan Briss E-Mail: Suebriss@gmail.com

Applicant Mailing Address: 304 Vickers Dr. NE

Applicant Phone(s): 678-570-3262 Fax: _____

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

Owner(s): Peter and Susan Briss E-Mail: Suebriss@gmail.com

E-Mail: _____

Owner(s) Mailing Address: 304 Vickers Dr. NE

Owner(s) Telephone Number: 678-570-3262

Approximate age or date of construction of the primary structure on the property and any secondary structures affected by this project: 1955

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:

Replacement of a deck behind the house, not very visible from the street, that replaces a substantially equivalent deck that has been there for decades. Both the existing and replacement decks will be pressure treated lumber.

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 and rlbragg@dekalbcountyga.gov. An incomplete application will not be accepted.

Signature of Applicant/

Date Revised 02/28/2022

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, _____

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

DEKALB COUNTY HISTORIC PRESERVATION COMMISSION 2022 Calendar

This calendar is subject to change. Please visit the Department of Planning and Sustainability website for the current calendar, agenda, and applications.

<u>Applications Accepted</u>	<u>Filing Deadline</u>	<u>Sign Must Be Posted</u>	<u>HPC Meeting Date</u>	<u>Last Date to File Appeal (approximate)</u>
December 13	December 22	January 08	January 18	February 03
January 17	January 29	February 12	February 22	March 10
February 14	February 25	March 11	March 21	April 05
March 14	March 25	April 08	April 18	May 03
April 11	April 22	May 06	May 16	May 31
May 16	May 28	June 11	June 21	July 07
June 13	June 24	July 08	July 18	August 02
July 11	July 22	August 05	August 15	August 30
August 15	August 26	September 09	September 19	October 04
September 12	September 23	October 07	October 17	November 01
October 17	October 28	November 11	November 14	December 06
November 14	November 23	December 09	December 19	January 03

Tuesday meeting due to holiday

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 make your request by email plansustain@dekalbcountyga.gov, 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. Applications are accepted for a 10-day period each month. See page 3. Email the application and supporting documents to plansustain@dekalbcountyga.gov AND rlbragg@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 or coordinate sign posting with the applicant.
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. The Historic Preservation Commission meets on the third Monday at 6 p.m. via Zoom. 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.
7. 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.
8. Approval of a Certificate of Appropriateness does not release the recipient from compliance with all other county, state and federal regulations.

DEPARTMENT OF PLANNING & SUSTAINABILITY

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 dcullis@dekalbcountyga.gov and rlbragg@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="checkbox"/> Y	<input type="checkbox"/> N
I have reviewed the DeKalb County Tree Ordinance	<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N
I have reviewed applicable zoning codes regarding lot coverage, garage sizes, stream buffers	<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N

1. General

- Label all drawings with the address of the site, owners' name, and contact phone number.
- Number all drawings.
- Include a graphic scale on reductions.
- Date all revisions.
- Indicate all unverified numbers with +/- signs
- Include photos of the existing condition of the property.

2. Site Plan (existing and proposed) to include

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

3. Driveways and Walkways

- Location and relationship to house;
- Width;
- Material;
- Curb cut and apron width

DEPARTMENT OF PLANNING & SUSTAINABILITY

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
-

DEPARTMENT OF PLANNING & SUSTAINABILITY

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
-

DEPARTMENT OF PLANNING & SUSTAINABILITY

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



404.371.2155 (o)
404.371.4556 (f)
DeKalbCountyGa.gov

Clark Harrison Building
330 W. Ponce de Leon Ave
Decatur, GA 30030

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: 304 Vickers Dr. NE

Applicant: Peter and Susan Briss E-Mail: Suebriss@gmail.com

Applicant Mailing Address: 304 Vickers Dr. NE

Applicant Phone(s): 678-570-3262 Fax: _____

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

Owner(s): Peter and Susan Briss E-Mail: Suebriss@gmail.com

Owner(s) Mailing Address: 304 Vickers Dr. NE

Owner(s) Telephone Number: 678-570-3262

Approximate age or date of construction of the primary structure on the property and any secondary structures affected by this project: 1955

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 ☒

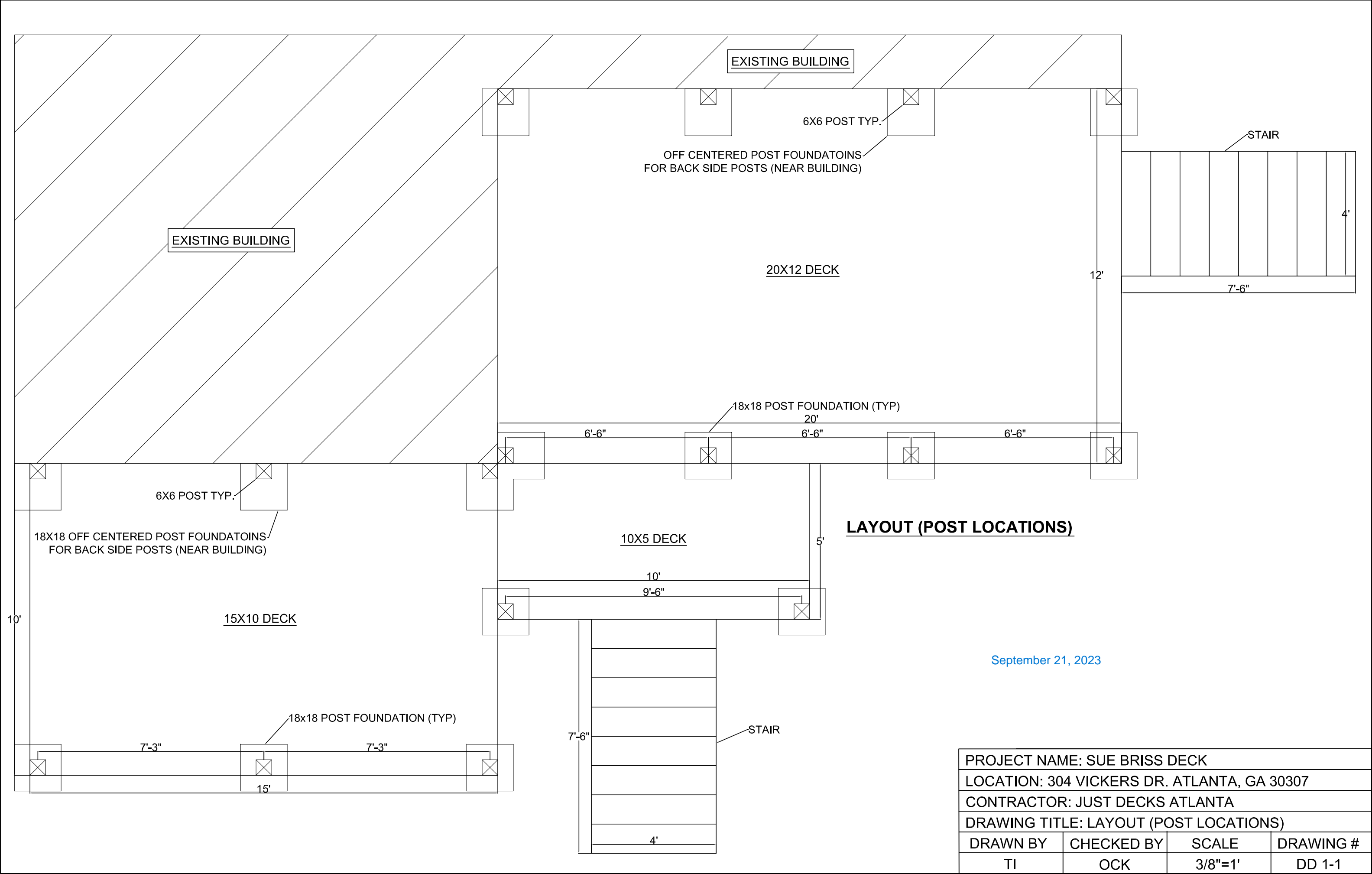
Description of Work:

Replacement of a deck behind the house, not very visible from the street, that replaces a substantially equivalent deck that has been there for decades. Both the existing and replacement decks will be pressure treated lumber.

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 and rbragg@dekalbcountyga.gov. An incomplete application will not be accepted.

Signature of Applicant/

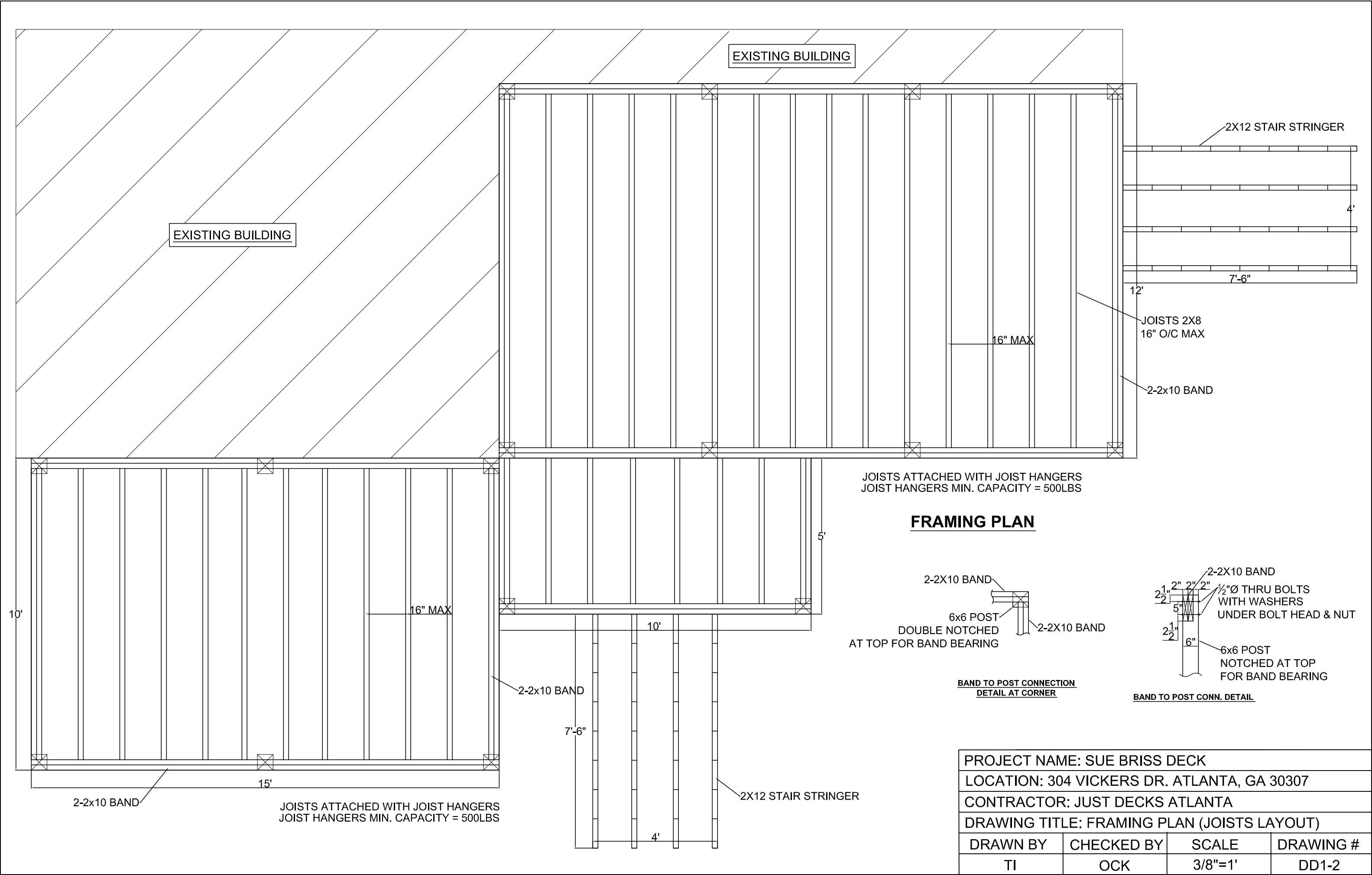
Date Revised 02/28/2022

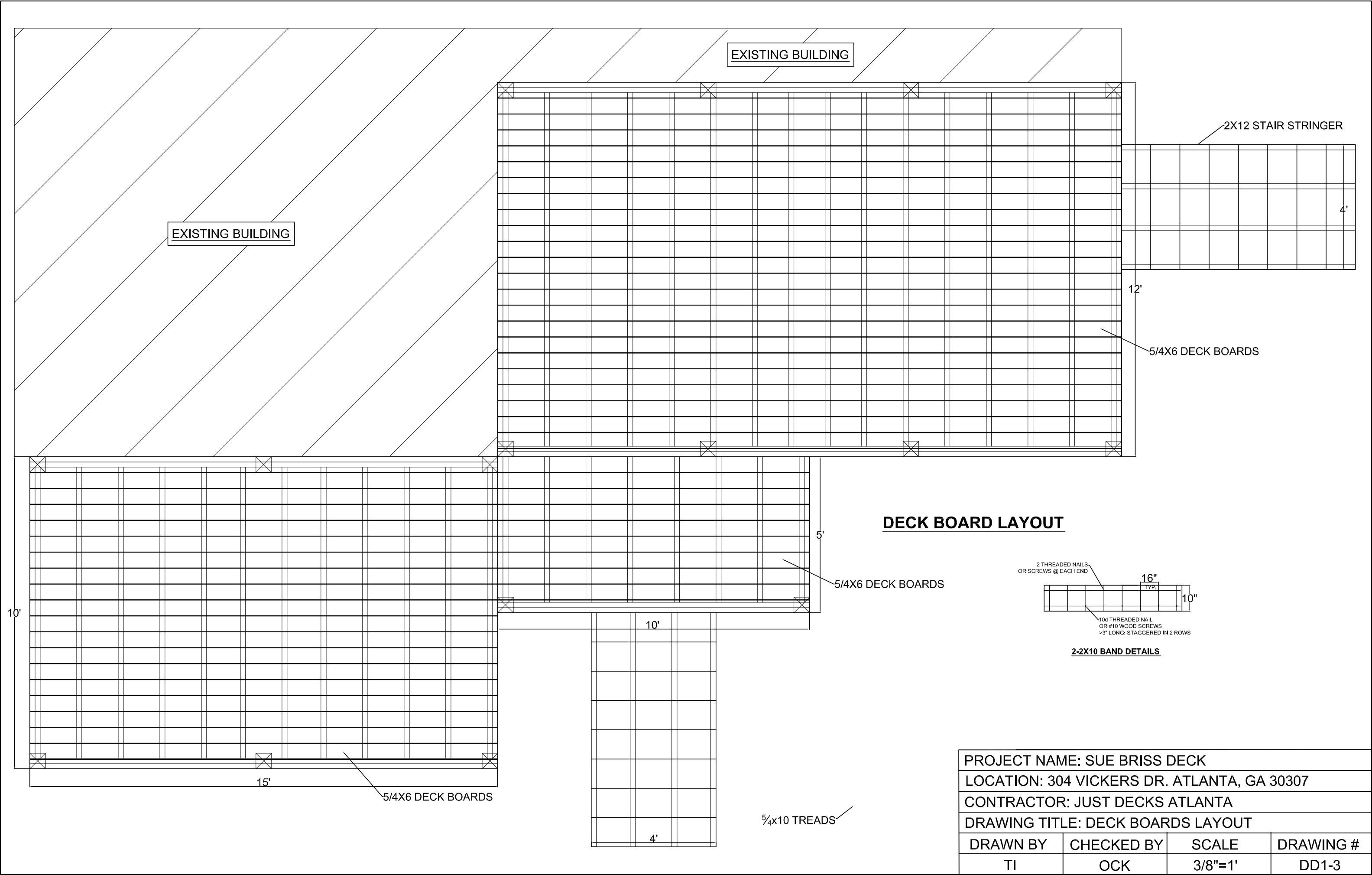


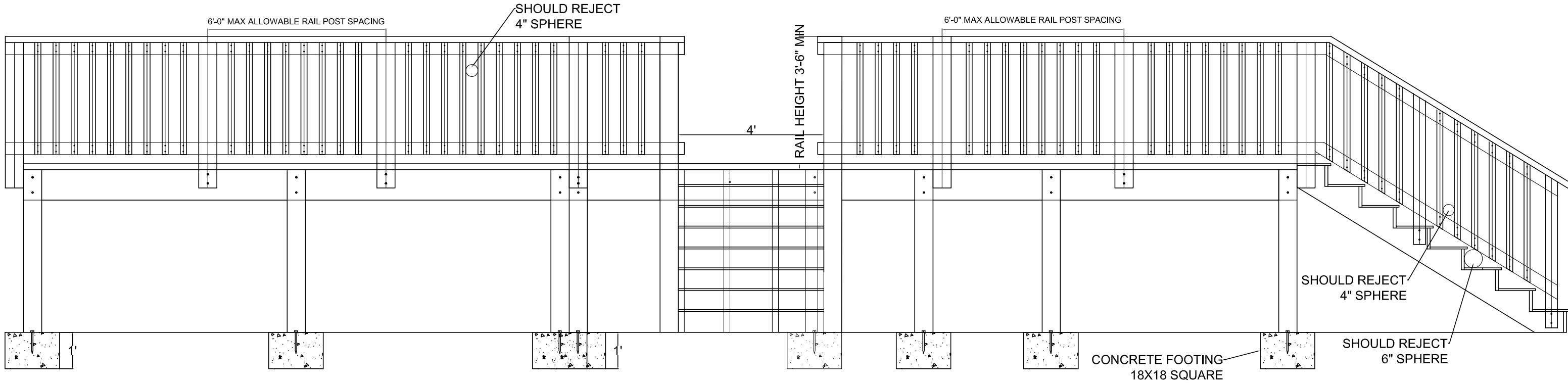
LAYOUT (POST LOCATIONS)

September 21, 2023

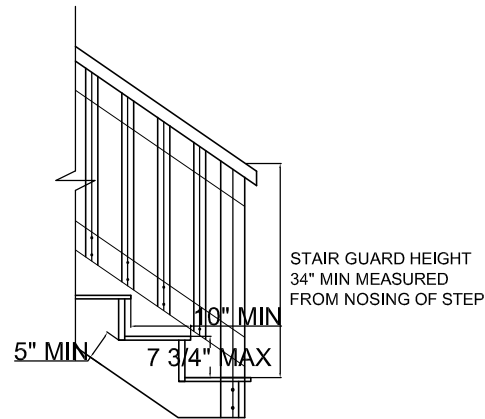
PROJECT NAME: SUE BRISS DECK			
LOCATION: 304 VICKERS DR. ATLANTA, GA 30307			
CONTRACTOR: JUST DECKS ATLANTA			
DRAWING TITLE: LAYOUT (POST LOCATIONS)			
DRAWN BY	CHECKED BY	SCALE	DRAWING #
TI	OCK	3/8"=1'	DD 1-1



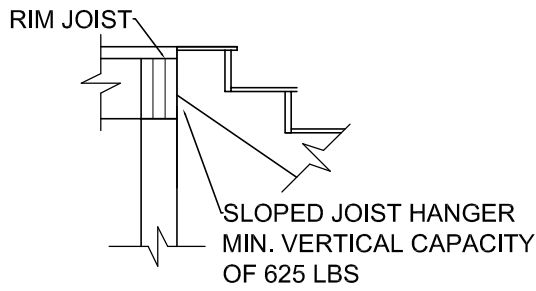




FRONT ELEVATION

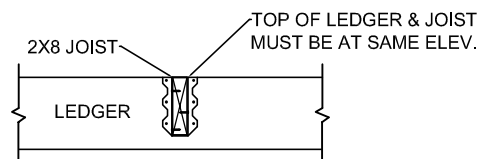
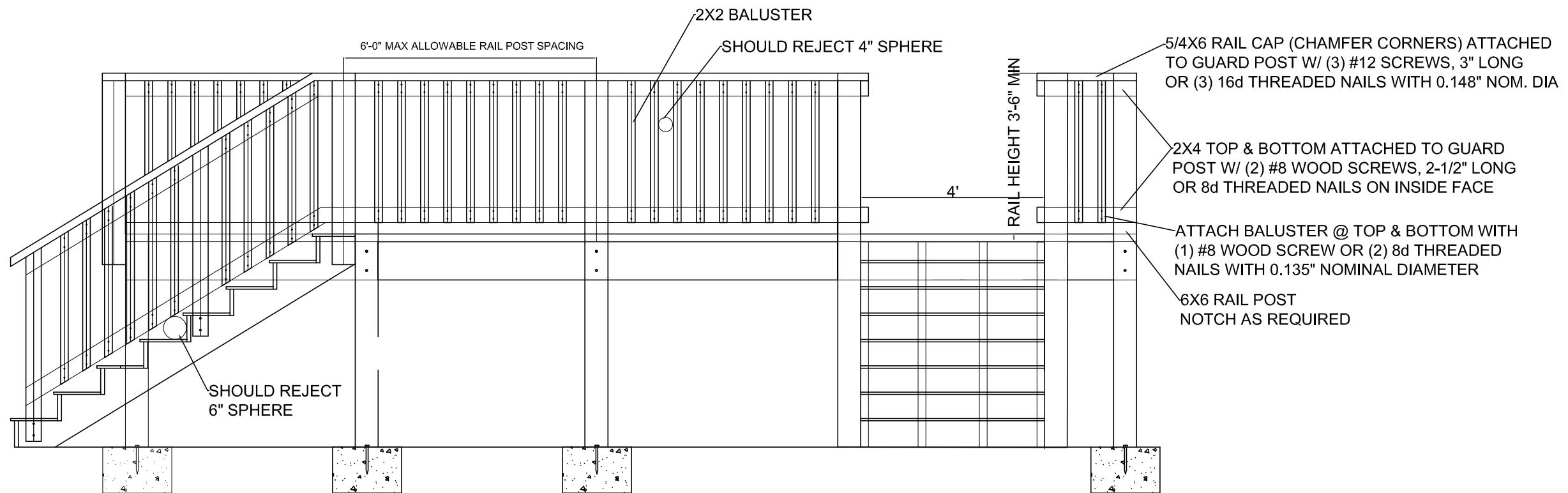


TYPICAL STAIR. DETAIL



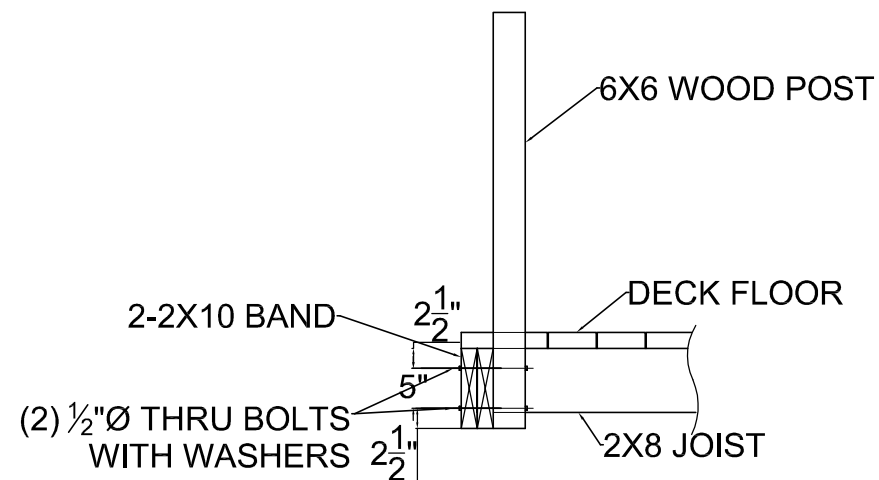
STRINGER CONN. DETAIL

PROJECT NAME: SUE BRISS DECK			
LOCATION: 304 VICKERS DR. ATLANTA, GA 30307			
CONTRACTOR: JUST DECKS ATLANTA			
DRAWING TITLE: FRONT ELEVATION			
DRAWN BY	CHECKED BY	SCALE	DRAWING #
TI	OCK	3/8"=1'	DD1-4

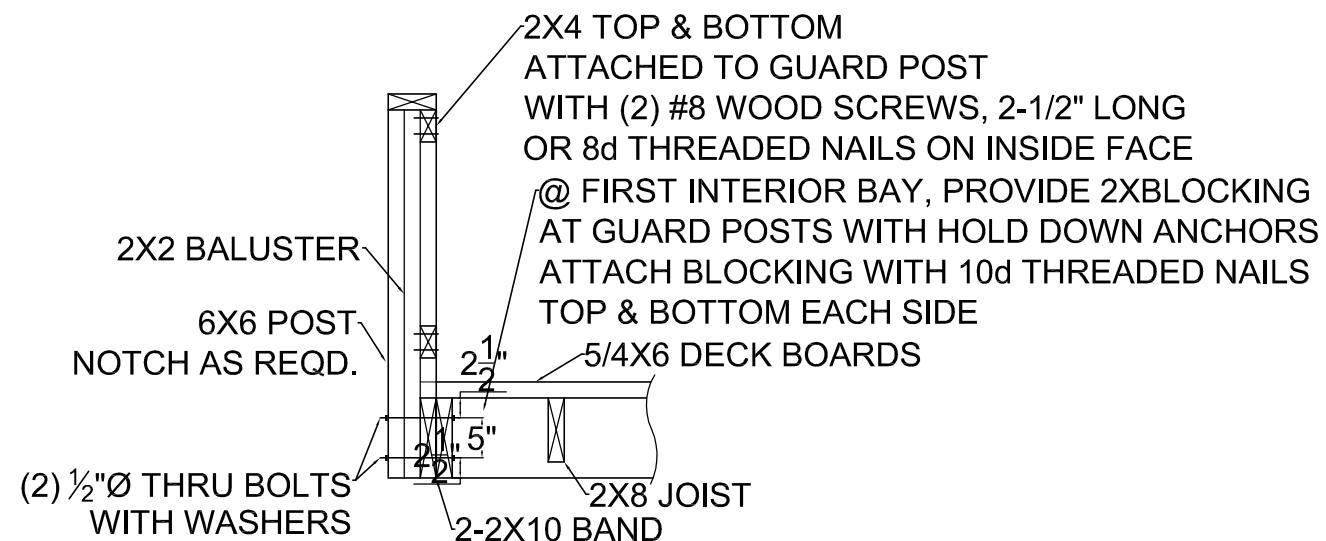


RAFTER CONNECTION DETAIL

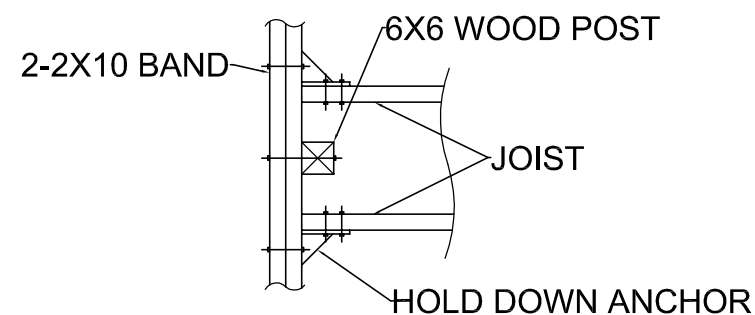
PROJECT NAME: SUE BRISS DECK			
LOCATION: 304 VICKERS DR. ATLANTA, GA 30307			
CONTRACTOR: JUST DECKS ATLANTA			
DRAWING TITLE: SIDE ELEVATION			
DRAWN BY	CHECKED BY	SCALE	DRAWING #
TI	OCK	3/8"-1'	DD1-5



SECTION OF GUARD POST ATTACHMENT



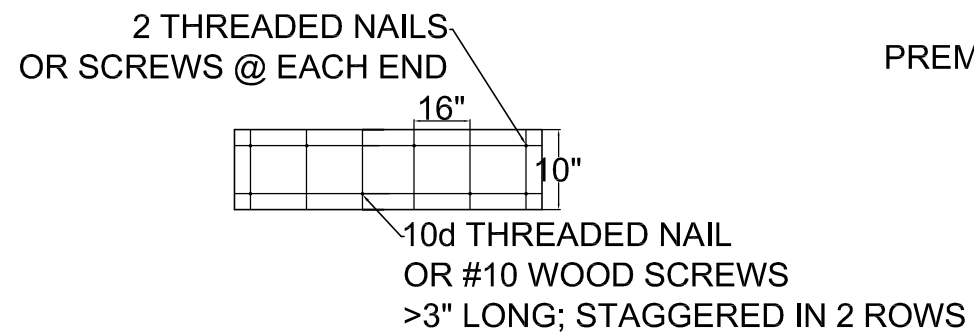
SECTION OF GUARD POST ATTACHMENT TO SIDE BAND



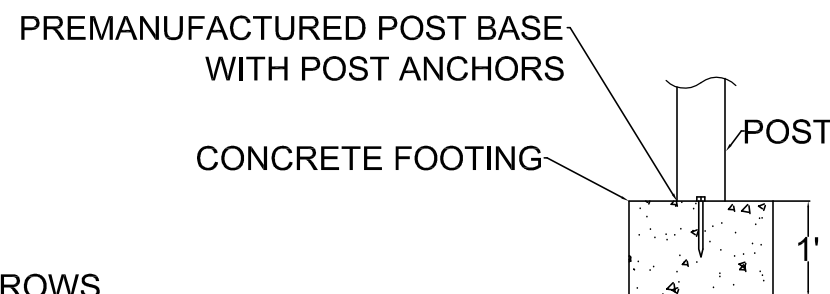
PLAN OF GUARD POST ATTACHMENT



PLAN OF GUARD POST ATTACHMENT TO SIDE BAND



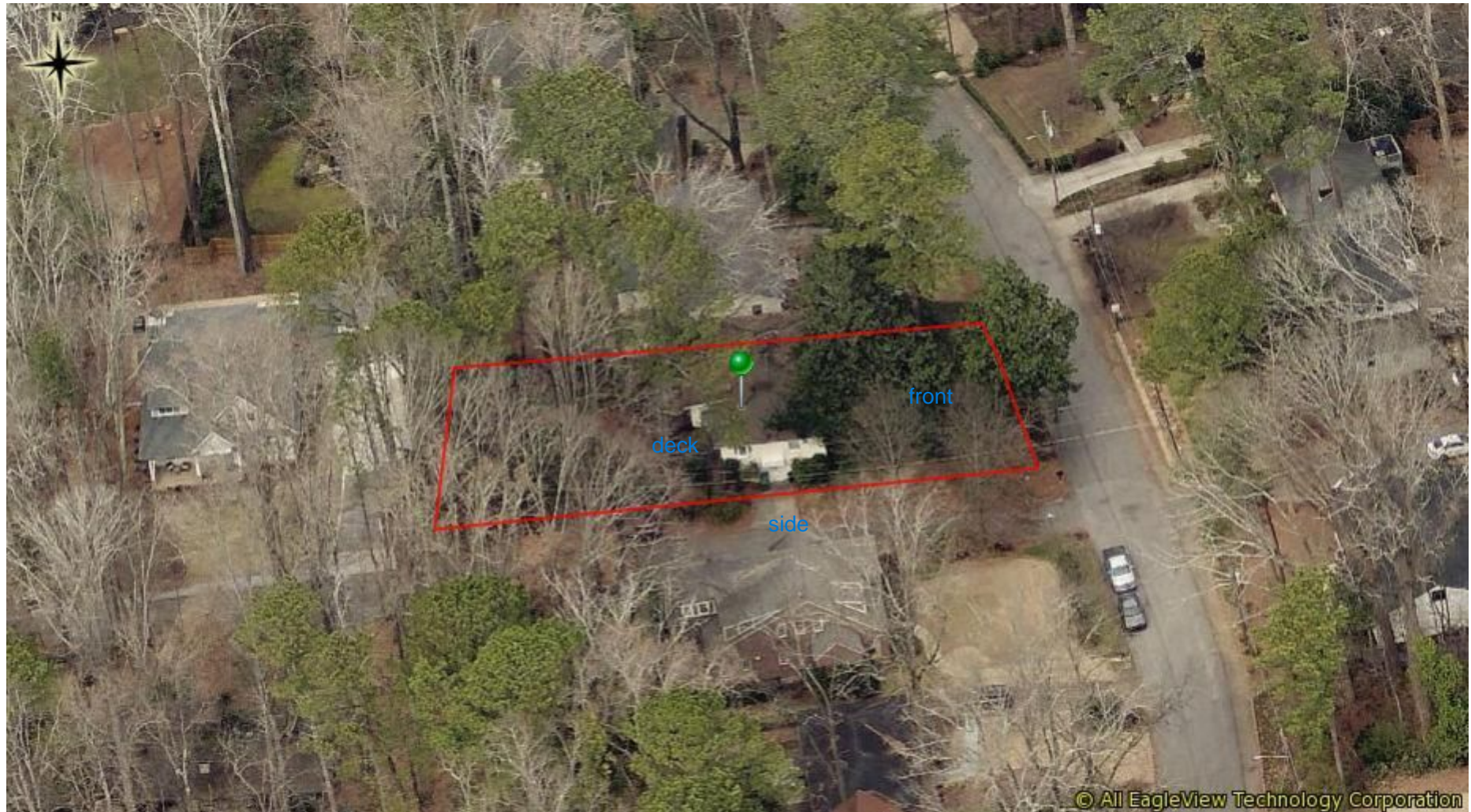
2-2X10 BAND DETAILS



FOOTING DETAIL

PROJECT NAME: SUE BRISS DECK			
LOCATION: 304 VICKERS DR. ATLANTA, GA 30307			
CONTRACTOR: JUST DECKS ATLANTA			
DRAWING TITLE: TYPICAL DETAILS			
DRAWN BY	CHECKED BY	SCALE	DRAWING #
TI	OCK	1/2"-1'	DD1-6

Sue Briss Deck
304 Vickers Dr.
678-570-3262
Aerial View



Sue Briss Deck
304 Vickers Drive
678-578-0186
View from Street rear corner of lot



Sue Briss Deck
304 Vickers Drive
678-578-0186
Rear View from Yard



Sue Briss Deck
304 Vickers Drive
678-578-0186
Side View from Street-2



Sue Briss Deck
304 Vickers Drive
678-578-0186
Side View from Street



Sue Briss Deck
304 Vickers Drive
678-578-0186

View from Street. Front of House

