

Chief Executive Officer
Michael Thurmond

DEPARTMENT OF PLANNING & SUSTAINABILITY

Interim Director
Cedric Hudson

Application for Certificate of Appropriateness

Date submitted: 8.25.25 Date Received: _____
Address of Subject Property: 1282 Oxford Road
Applicant: Dan Hanlon E-Mail: dhanlon@red-level.com
Applicant Mailing Address: 2025 Tuxedo Avenue
Atlanta, GA 30307
Applicant Phone: 404 425-4325

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

Owner(s): Molly Cummings Email: mcummings@deloitte.com
Owner(s): _____ Email: _____
Owner(s) Mailing Address: 1282 Oxford Road
Owner(s) Telephone Number: (404) 451-5009

Approximate date of construction of the primary structure on the property and any other structures affected by this project: 1929

Nature of work (check all that apply):
New construction ☐ New Accessory Building ☒ Other Building Changes ☐
Demolition ☒ Landscaping ☒ Other Environmental Changes ☐
Addition ☐ Fence/Wall ☐ Other ☐
Moving a Building ☐ Sign Installation ☐

Description of Work:

Removal of an existing, failing pool and pool deck. Removal of non-historic gazebo. Construction of new pool house and pool, with hardscape and landscape work. Replacement of existing driveway. The pool house has been designed and sited in a way that it will not be visible from the right of way.

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 pjvennings@dekalbcountyga.gov. An incomplete application will not be accepted.

Signature of Applicant: Dan Hanlon Digitally signed by Dan Hanlon
Date: 2025.08.25 10:19:01 -04'00'

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: Molly Cummings

being owner(s) of the property at: 1282 Oxford Rd NE Atlanta Ga 30306

hereby delegate authority to: Dan Hanlon

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

Signature of Owner(s): Molly L Cummings

Date: 8/15/2025

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 via email. 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 make your request by email plansustain@dekalbcountyga.gov AND rlbragg@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 (HPC Calendar). 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 404-687-3945, e-mail pvjennings@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".

I have reviewed the DeKalb County Tree Ordinance.

I have reviewed applicable zoning codes regarding lot coverage, garage sizes, stream buffers.

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
- f. 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

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

10. Façade

- a. Consistency in style;
- b. Materials and their combinations
 - brick size and color
 - stone type and color
 - fiber-cement (e.g., Hardie-plank) 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

Application Process Checklist

This checklist is to ensure that applicants understand the Certificate of Appropriateness (COA) application process from beginning to end. Please verify that you have read over the process shown below and understand the procedures and timeline that will be followed for all submitted COA applications.

- Applications may only be submitted during the period specified on the calendar for each month. Once the filing deadline has passed and that period has expired, **no new applications will be accepted** to be heard at that month's commission meeting. If an application has not been submitted before the filing deadline, it cannot be submitted again until the next period for applications has opened.
- Additional materials submitted after the staff's report have been finalized and posted to the public will not be taken into consideration for the staff report. Staff reports will not be edited once finalized and published – any new materials may be submitted for the record for the commission but will not affect the staff's report for the application.
- Any additional materials submitted after the staff's report has been finalized and posted to the public may be added to the record for the historic preservation commission to review as supplemental materials for the submitted application. Supplemental materials includes:
 - Representative photos
 - Letters of support/opposition
 - Architectural drawings
 - Updated site plans

Supplemental materials **do not** include documents for new work to be added to the already submitted application. Any materials that propose new work that was not included in the original application, will not be added to the record. Any proposed new work that was not included in the original application will need to be included in a new application to be submitted for next month's commission meeting.

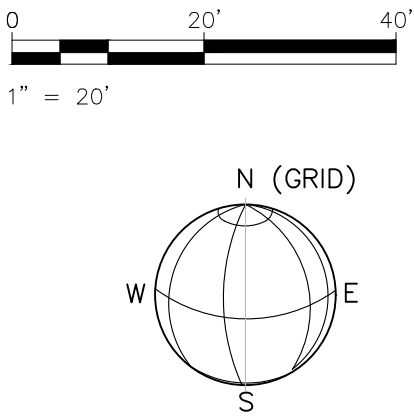
I have reviewed the information above and understand the Certificate of Appropriateness process. Yes

I have reviewed the HPC calendar. Yes

RESERVED FOR THE SUPERIOR COURT CLERK

GENERAL NOTES:
1: This Plat has been prepared without the benefit of a current title report. Easements or encumbrances may exist that are not shown on this plat.
2: This plat is subject to any restrictions, easements, covenants or restrictions that may exist either written or unwritten.
3: Underground utilities not shown hereon may exist. The Surveyor does not take responsibility for absence or presence of any such utilities.
4: No Geodetic monuments were found within 500 feet of this site
5: This Plat has been prepared for the exclusive use of the person(s) or entities named hereon.

PLAT NOTES:
This plat is a retracement of an existing parcel or parcels of land and does not subdivide or create a new parcel or make any changes to any real property boundaries. The recording information of the documents, maps, plats, or other instruments which created the parcel or parcels are stated hereon.
RECORDATION OF THIS PLAT DOES NOT IMPLY APPROVAL OF ANY LOCAL JURISDICTION, AVAILABILITY OF PERMITS, COMPLIANCE WITH LOCAL REGULATIONS OR REQUIREMENTS, OR SUITABILITY FOR ANY USE OR PURPOSE OF THE LAND. Furthermore, the undersigned land surveyor certifies that this plat complies with the minimum technical standards for property surveys in Georgia as set forth in the rules and regulations of the Georgia Board of Registration for Professional Engineers and Land Surveyors and as set forth in O.C.G.A. Section 15-6-67.



REFERENCES:
DEED BOOK 24958 PG 141
PLAT BOOK 7 PG 77

FLOOD HAZARD NOTE: THIS PROPERTY IS NOT LOCATED IN A FLOOD HAZARD AREA AS DEFINED BY FIRM MAP OF DEKALB COUNTY, GEORGIA 13089C0062K EFFECTIVE DATE AUGUST 15, 2019

SURVEY DATA:
TYPE OF SURVEY: RETRACEMENT
SOURCE OF TITLE DESCRIPTION FOR SUBJECT PROPERTY: DB 24958 PG 141
PROPERTY OWNER AT TIME OF SURVEY: MOLLY L. CUMMINGS
PARCEL NUMBER: 18-054-09-032

THE HORIZONTAL DATUM IS THE NORTH AMERICAN DATUM OF 1983 READJUSTED IN 2011 (NAD83(2011)). THE VERTICAL DATUM IS THE NORTH AMERICAN VERTICAL DATUM OF 1988 (NAV88)

THE SOURCE OF VERTICAL DATUM IS THE TRIMBLE CORS NETWORK

TOTAL AREA: 13,598 SQ FT, 0.312 AC

CALCULATED PLAT CLOSURE: 1:236,462

FIELD DATA:
DATE OF FIELD SURVEY 11-25-2024

EQUIPMENT USED:
ELECTRONIC TOTAL STATION

1282 OXFORD ROAD
ZONING: R-75 (DEKALB COUNTY)
HOUSE = 2,286 S.F.
CONCRETE DRIVE = 2,553 S.F.
CRAWLSPACE ENTRANCE = 10 S.F.
FRONT STOOP / STEPS = 78 S.F.
FRONT STONE WALK / CONC. STEPS = 121 S.F.
FRONT PAVER WALK = 23 S.F.
FRONT STONE STEPS = 70 S.F.
FRONT CONCRETE FLUME = 47 S.F.
SIDE CONCRETE WALK / FLUME = 138 S.F.
REAR STONE PATIO = 426 S.F.
POOL PATIO / STEPS = 1,336 S.F.
FRAME GARAGE = 370 S.F.
GARAGE OVERHANG = 109 S.F.
GAZEBO = 92 S.F.
REAR PAVER WALK = 13 S.F.
WALL(S) = 308 S.F.
AC PAD = 7 S.F.
IMPERVIOUS TOTAL = 7,987 S.F.
LOT AREA = 13,598 S.F.
LOT COVERAGE (%) = 58.7

*POOL, POND NOT INCLUDED IN IMPERVIOUS CALCULATIONS

ZONING NOTE:
BEFORE DEVELOPMENT OF THIS PROPERTY, DEVELOPER AND ARCHITECT TO CONFIRM ZONING, PER CITY OR COUNTY ZONING DEPARTMENT.

BOUNDARY & TOPOGRAPHIC SURVEY FOR
MOLLY CUMMINGS
LOT 23, BLOCK 38, DRUID HILLS
1282 OXFORD ROAD

DEKALB COUNTY, GEORGIA
LAND LOT 54, DIST 18
DATE: DECEMBER 18, 2024

Curve Table				
Curve #	Length	Radius	Direction	Chord Length
C1	59.92	597.00	S81°01'04"W	59.90

THIS PLAT WAS PREPARED TO SHOW THE APPROXIMATE LOCATION OF THE IMPROVEMENTS AND IS NOT RECORDABLE. FENCES SHOULD NOT BE PLACED USING SIDE DIMENSIONS FROM HOUSE. ALL MATTERS OF TITLE ARE EXEMPTED. THIS PLAT IS SUBJECT TO ALL LEGAL EASEMENTS AND RIGHT-OF-WAY PUBLIC OR PRIVATE.

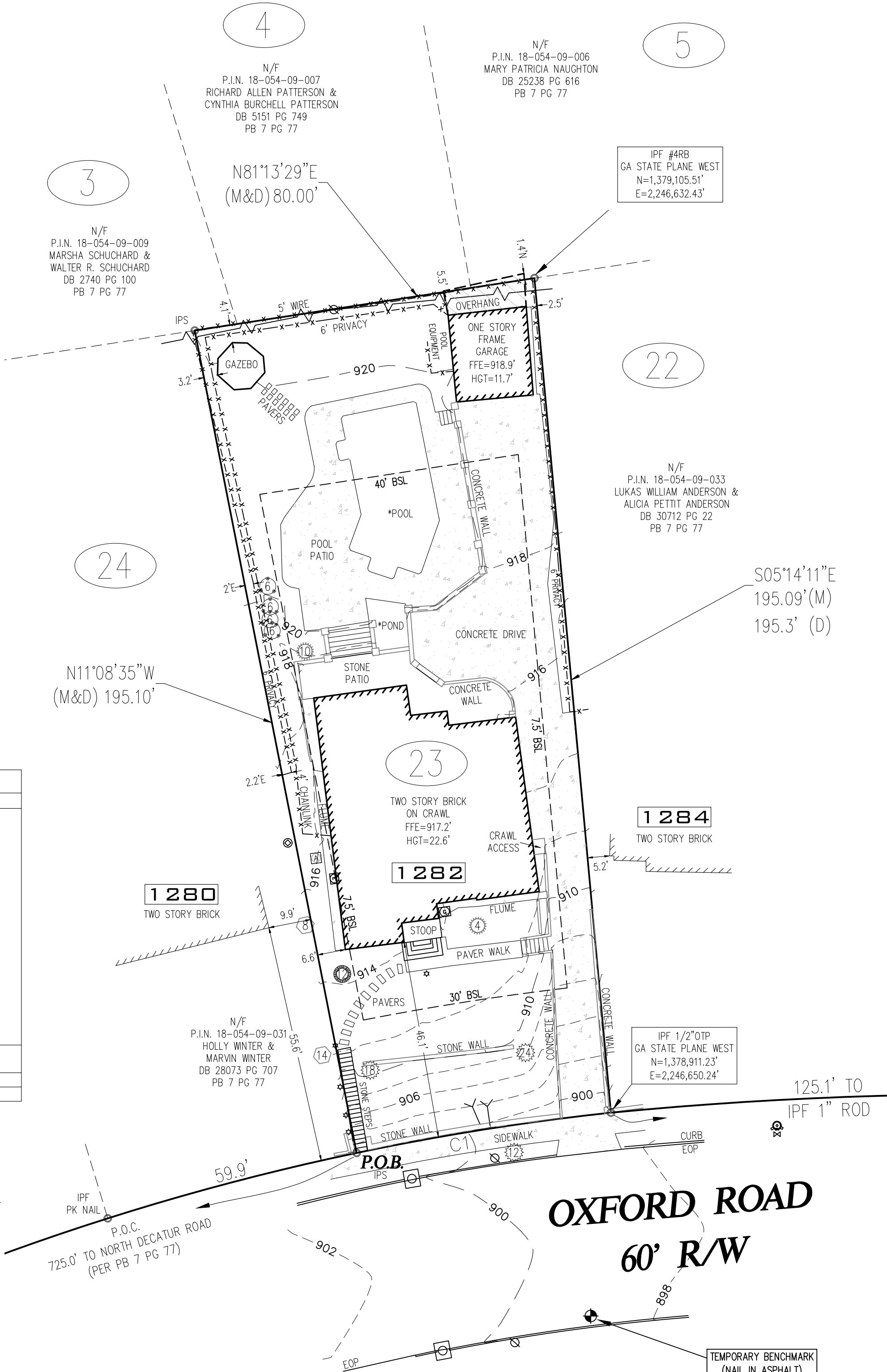
NOTE: BUILDING TIES SHOULD NOT BE USED FOR DESIGN OR CONSTRUCTION WITHOUT VERIFICATION

BUILDING HEIGHT SHOWN IS MEASURED FROM THE MEAN FINISHED GROUND LEVEL AT THE FRONT OF THE BUILDING TO THE HIGHEST POINT OF THE ROOF

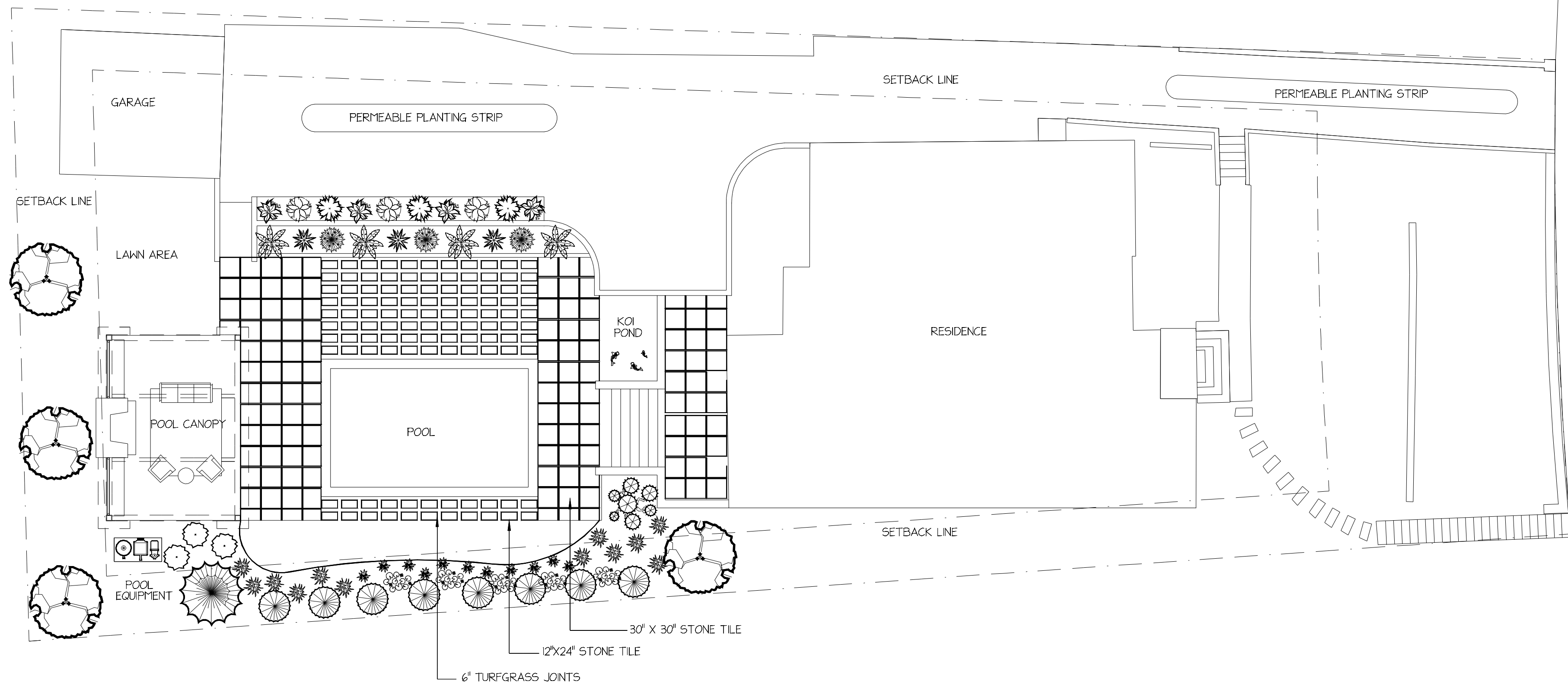


PREPARED BY:
DEKALB SURVEYS, INC.
407 WEST PONCE DE LEON AVENUE
SUITE B
DECATUR, GEORGIA 30030
404.373.9003

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- LEGEND
- POC POINT OF COMMENCEMENT
POB POINT OF BEGINNING
EOP EDGE OF PAVEMENT
CURB BACK OF CURB
BSL BUILDING SETBACK LINE (PRIMARY)
FFE FINISHED FLOOR ELEVATION
LLL LAND LOT LINE
PP POWER POLE
GW GUIDE WIRE
R/W RIGHT OF WAY
C.P. CALCULATED POINT
IPF IRON PIN FOUND
IPS 1/2" REBAR SET
SW SIDE WALK
BOLLARD
OHP OVERHEAD POWER
UP UNDERGROUND POWER
-GAS- GAS UNDERGROUND GAS
-W- UNDERGROUND WATER
-UT- UNDERGROUND TELEPHONE
-S- UNDERGROUND SEWER
FH FIRE HYDRANT
FDC FIRE DEPT. CONNECTION
CB CATCH BASIN
DWCB DOUBLE WING CATCH BASIN
SWCB SINGLE WING CATCH BASIN
MH MANHOLE
JB JUNCTION BOX
WM WATER METER
WV WATER VALVE
GV GAS VALVE
GM GAS METER
CO CLEANOUT
EM ELECTRIC METER
AC AIR CONDITIONING UNIT
TELEPHONE BOX
ICB IRRIGATION CONTROL BOX
ICV IRRIGATION CONTROL VALVE
LP LIGHT POLE
CONCRETE PAD
ASPHALT
STONE
GRAVEL
- TREE SYMBOLS
X = DIAMETER IN INCHES
X HARDWOOD
X CREPE MYRTLE
X CEDAR
X JAPANESE MAPLE
X HOLLY
- (M) MEASURED
(D) DEED
(P) PLAT

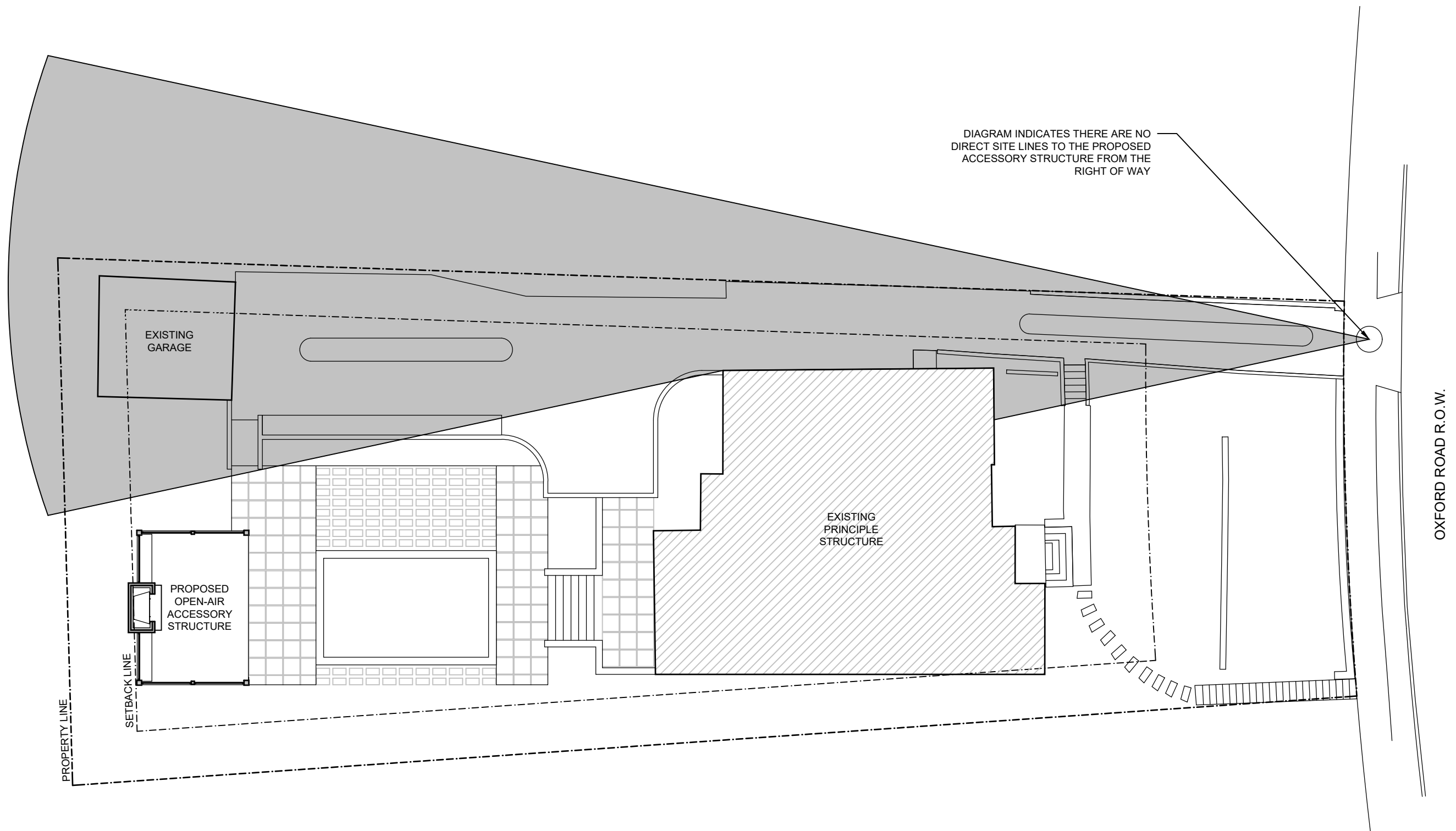


0 5 10 20
SCALE IN FEET

1282 OXFORD ROAD

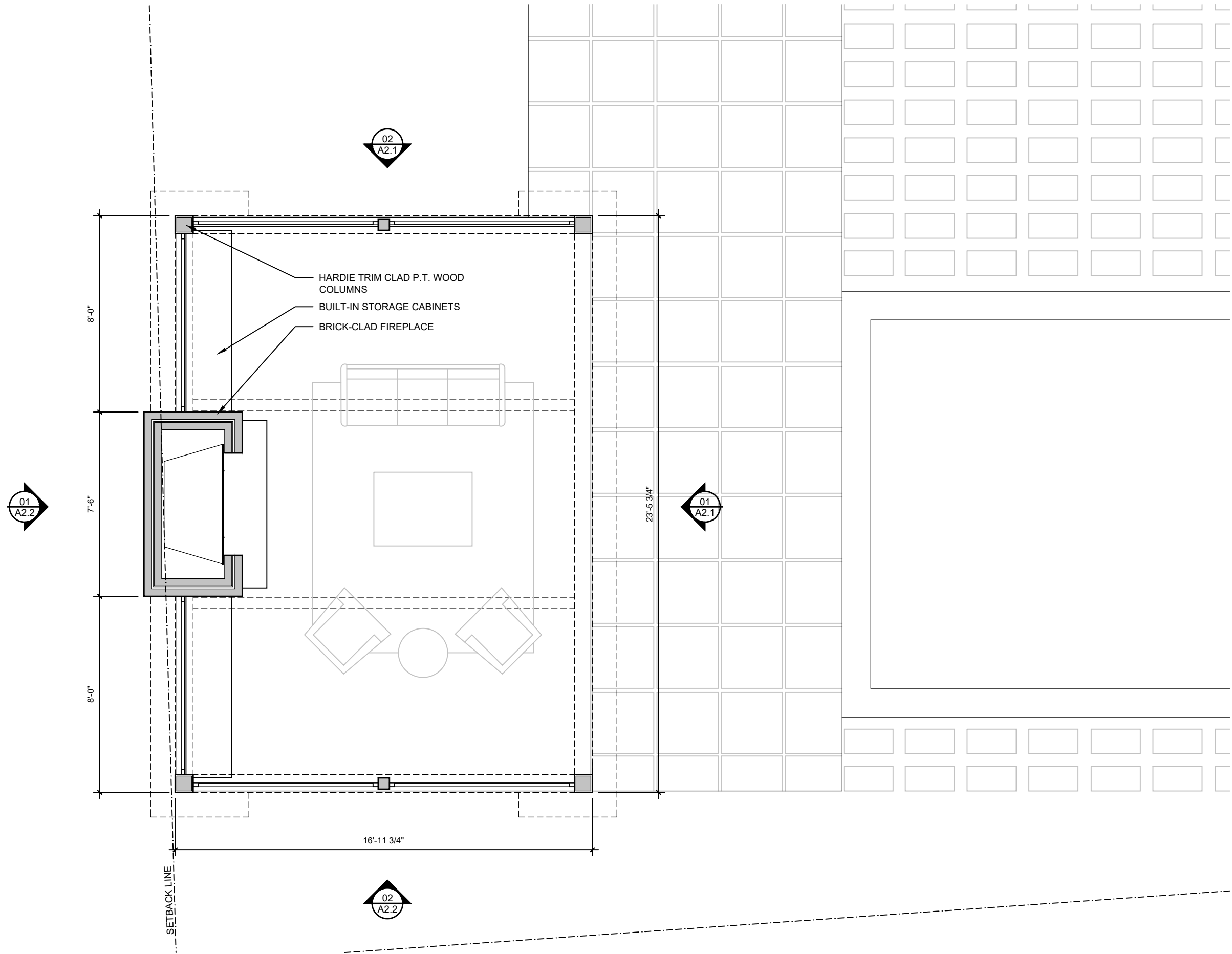
POOL AREA LANDSCAPE

R-75 ZONING
 LOT SIZE: 13,598 SF
 MAX LOT COVERAGE: 4,759.3 SF (35%)
 EXISTING LOT COVERAGE: 7,987 SF (58.7%)
 PROPOSED LOT COVERAGE: 7,843 SF (57.6%)



01
A1.0

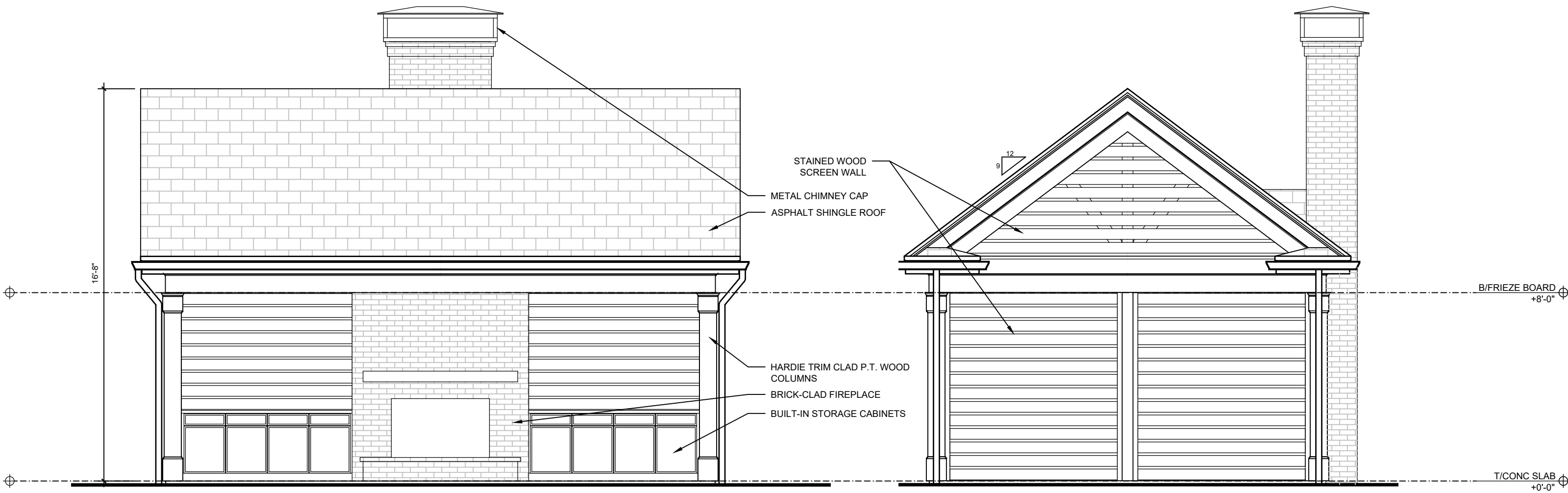
SITE PLAN
1/16" = 1'-0"



01
A1.1

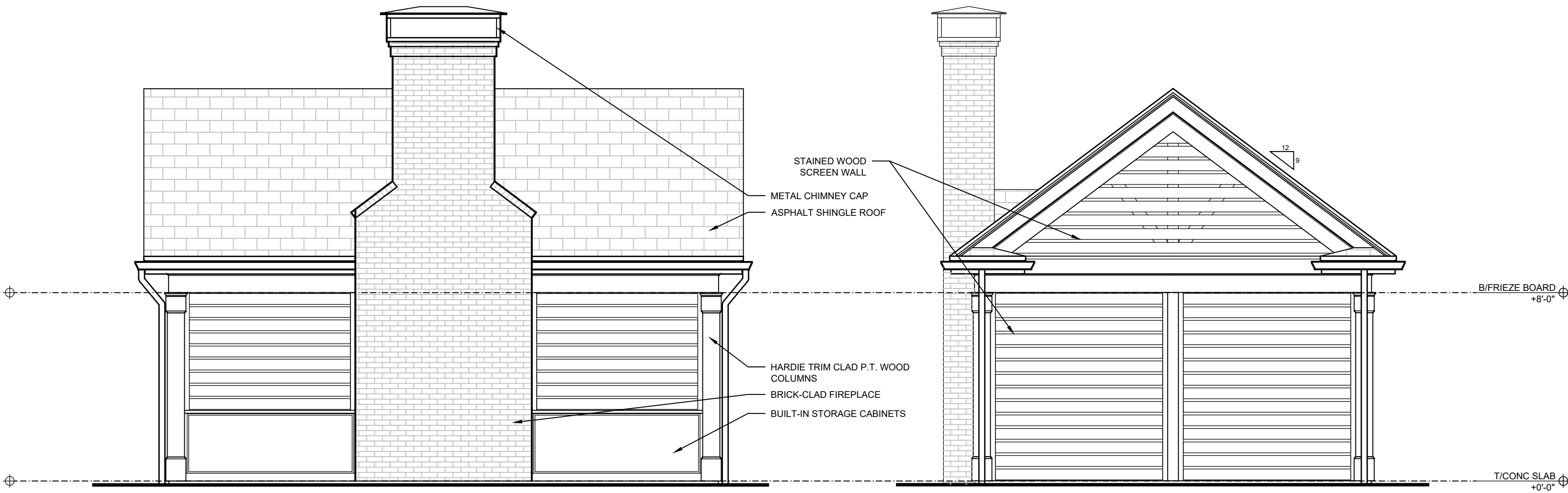
ACCESSORY STRUCTURE FLOOR PLAN

1/4" = 1'-0"



01
A2.1
ACCESSORY STRUCTURE SOUTH ELEVATION
1/4" = 1'-0"

02
A2.1
ACCESSORY STRUCTURE EAST ELEVATION
1/4" = 1'-0"



01
A2.2
ACCESSORY STRUCTURE NORTH ELEVATION
1/4" = 1'-0"

02
A2.2
ACCESSORY STRUCTURE WEST ELEVATION
1/4" = 1'-0"







