

Chief Executive Officer
Lorraine Cochran-Johnson

DEPARTMENT OF PLANNING & SUSTAINABILITY

Interim Director
Cedric W. Hudson, MCRP

Application for Certificate of Appropriateness

Date submitted: _____

Date Received: _____

Address of Subject Property: _____

Applicant: _____ E-Mail: _____

Applicant Mailing Address: _____

Applicant Phone: _____

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

Owner(s): _____ Email: _____

Owner(s): _____ Email: _____

Owner(s) Mailing Address: _____

Owner(s) Telephone Number: _____

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

Nature of work (check all that apply):

New construction	<input type="checkbox"/>	New Accessory Building	<input type="checkbox"/>	Other Building Changes	<input type="checkbox"/>
Demolition	<input type="checkbox"/>	Landscaping	<input type="checkbox"/>	Other Environmental Changes	<input type="checkbox"/>
Addition	<input type="checkbox"/>	Fence/Wall	<input type="checkbox"/>	Other	<input type="checkbox"/>
Moving a Building	<input type="checkbox"/>	Sign Installation	<input type="checkbox"/>		

Description of Work:

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 pvjennings@dekalbcountyga.gov. An incomplete application will not be accepted.**

Signature of Applicant: Janet Barker

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): Janet Barker

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 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 emailing **plansustain@dekalbcountyga.gov** AND **pvjennings@dekalbcountyga.gov**.
2. Complete and submit the application via email. 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 pvjennings@dekalbcountyga.gov**. If all documents are not provided the application will not be complete and will not be accepted.
3. Once the application has been received, the Administrative Specialist for the Department of Planning and Sustainability will provide a sign template and instructions on how to post the required signage on the property at least ten days before the preservation commission meeting. If the applicant does not post the required signage and provide evidence of posting within ten days before the preservation commission meeting, their application may be deferred or denied due to improper public notification.
4. The Preservation Planner may 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 or via e-mail at pvjennings@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

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

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.

I have reviewed the HPC calendar.



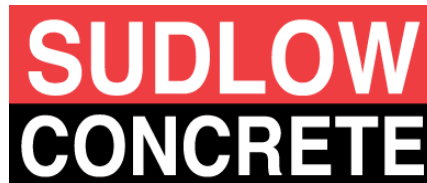


**In Business Since 2000
Industry Experience Since
1994**

BILL SUDLOW

Owner

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AARON MARCINOWSKI

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3753

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Name: Jan Barker

Address: 512 Princeton Way NE, Atlanta, GA, 30307

How did you hear about us? Google

Today's Date: July 30, 2025

Email Address: jan.barker22@gmail.com

Main Phone: (347) 907-1819

SUDLOW CONCRETE Products and Services Include:

- ✓ Pre-existing concrete will be removed and hauled away or disposed of. Site will be prepared for new concrete; surface roots removed and hauled away. Gravel added as needed on a per job basis.
- ✓ Concrete to be 4"-5" thick 4,000 PSI. = (4,900 PSI after 28 days)
- ✓ Concrete reinforced with monofilament microfibers and steel rebar every 36". Dowel in rebar to existing concrete if applicable.
- ✓ Grade for proper sloping and to direct water away from home. Levels checked with a laser when appropriate.
- ✓ Broom finish with picture framed control joints and edges.
- ✓ Control joints will be installed every 8'-10' across. Control joint down the center if wider than 12'.
- ✓ PVC conduit under driveway for future sprinkler system or electrical wirings; available upon written request to the office within 36 business hours prior to start date. Customer must be present to show the location of where pvc is to be installed.
- ✓ Work area to be cleaned once job is complete.
- ✓ Payment is due the day concrete is poured. (Cash, checks or cards accepted. A 4% convenience fee will be applied to card transactions. We accept Visa, Mastercard and Discover).



- ✓ 5 Year Transferable Warranty - If any section of your concrete cracks larger than 3/8" wide Sudlow Concrete Inc. will replace at our company's expense. Warranty will exclude the following: dump truck or dumpster damage, chemical applications, color, root damage, erosion or natural disasters. Fully insured with General Liability and Workers' Comp Coverage. Customer must be present at start of job to go over details of work. This warranty

is voided if Customer does not make timely payment in full in accordance with this Service Agreement.

**The above products and services may not apply to this project, as they are products and services customary to driveway replacements. The final three enumerated items above (relating to cleaning, payment and warranty) will apply to this project. In the event this project is not a customary driveway replacement, the descriptions of the products and services listed below control to the exclusion of the first seven bulleted items above.

This Agreement contains the entire agreement between the parties hereto with respect to the subject matter of the Agreement, and supersedes any prior or contemporaneous discussions and representations, whether oral or in writing, regarding the subject matter of the Agreement. This Agreement may not be changed, except by a written amendment duly signed by all parties hereto. To the extent allowed by applicable law, if any action of proceeding is brought to enforce or interpret this Agreement, and Sudlow Concrete, Inc. is the prevailing party in that action or proceeding, then in addition to recover its costs and expenses including reasonable attorney's fees incurred by reason of such action or proceeding.

Driveway replacement; new concrete to be ~10' wide channeling water to left side at garage door and install a ~3' wide flume going to gate under downspout to channel water away. Price does not include walkway to front door	\$6,200.00
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Total \$6,200.00

Acceptance of Proposal

Price subject to change 30 days after date of estimate.

Signature **Jan Barker**

Date **July 31, 2025**

REFERENCES: References are available in your area upon request.

The above prices, specifications and conditions are satisfactory and are hereby accepted. Sudlow Concrete Inc. promises to provide professional labor and quality materials to complete the work in accordance to above specifications. Without limiting the foregoing obligations expressly imposed on either party to this agreement, Customer and Sudlow Concrete, Inc. agree to cooperate in good faith with one another, particularly with respect to unanticipated problems or contingencies and shall perform the obligations herein in good faith and in a reasonable manner provided that no party shall be required to (a) pay money other than as expressly required pursuant to the terms of this agreement or (b) other assume any material obligation not otherwise required by the terms of this agreement. Payment in full is due the day concrete is poured. Unpaid balances existing after 2 weeks will accrue interest rate of 19% per annum. To the extent allowed by applicable law, if any action or proceeding is brought to enforce or interpret this Agreement, the prevailing party, in addition to all other legal or equitable remedies possessed, must be entitled to be reimbursed for all costs and expenses, including reasonable attorney's fees incurred by reason of such action or proceeding. Sudlow Concrete Inc., to the best of their ability, will protect surrounding areas, but cannot be responsible for damage or cracks to existing concrete, stone, or brick within 24" of work area. When using colored concrete, Sudlow Concrete cannot guarantee an exact match. Sudlow Concrete Inc. does not assume responsibility for sprinkler/irrigation systems, underground utilities, landscaping, automatic or electric gates; including wiring, plumbing, pipes or electrical systems around pools, invisible dog fencing, landscape lighting or damage to areas that must be crossed by heavy equipment. Sudlow Concrete does not assume responsibility of any landscaping or vegetation damage (of any kind) within 48" of work area. When preparing work area, any debris found (tree stump, construction debris, un-compactable soil, excess dirt, wood, trash, etc.) that must be removed will result in additional costs to the customer. All materials on job site are property of Sudlow Concrete. New concrete may not be same height as existing concrete. In some cases it is necessary to adjust height of existing driveway due to settling and for proper water flow. Upon agreement, verbal or written, Sudlow Concrete Inc. is authorized to do the work as specified. Non visible and unforeseen issues may occur during the course of work which will result in a price increase. Pricing does not include erosion control barriers such as, but not limited to; silt fencing, hay bales, chain link fencing or any other tree protection method to any job. If tree protection is required, additional charges will apply. A rescheduling fee of \$1,000 will be applied to any customer that reschedules their project within 48 business hours (based on an 8-hr business day Monday-Friday) or 1 business week of their start date for any reason. Rescheduling must be done in writing with acknowledgement from Sudlow Concrete. Sudlow Concrete is not responsible for any permitting unless contracted with a customer to process such permit. Sudlow Concrete does not warranty color for any reason. Sudlow Concrete does not seal non-decorative concrete. Sudlow Concrete Inc. does not warranty acts of God, major alterations, water damage or related issues. The Notice required by OCGA 8-2-41 they reference in the complaint, relate to contractors doing work on the dwelling, which includes systems, other components, improvements, other structures, or recreational facilities. **GEORGIA LAW CONTAINS IMPORTANT REQUIREMENTS YOU MUST FOLLOW BEFORE YOU MAY FILE A LAWSUIT OR OTHER ACTION FOR DEFECTIVE CONSTRUCTION AGAINST THE CONTRACTOR WHO CONSTRUCTED, IMPROVED, OR REPAIRED YOUR HOME. NINETY DAYS BEFORE YOU MAY FILE YOUR LAWSUIT OR OTHER ACTION, YOU MUST SERVE ON THE CONTRACTOR A WRITTEN NOTICE OF ANY CONSTRUCTION CONDITIONS YOU ALLEGE ARE DEFECTIVE. UNDER THE LAW, A CONTRACTOR HAS THE OPPORTUNITY TO MAKE AN OFFER TO REPAIR OR PAY FOR THE DEFECTS OR BOTH. YOU ARE NOT OBLIGATED TO ACCEPT ANY OFFER MADE BY A CONTRACTOR. THERE ARE STRICT DEADLINES AND PROCEDURES UNDER STATE LAW, AND FAILURES TO FOLLOW THEM MAY AFFECT YOUR ABILITY TO FILE A LAWSUIT OR OTHER ACTIONS.**

LUCKY PRINTING COMPANY - 02/17



Electronic Document Acceptance Summary

Status: **Approved**

Signer Name: **Jan Barker**

Accepted Amount: **\$6,200.00**

Date: **July 31, 2025**

Time: **06:23AM CDT**

IP Address: **107.223.196.211**