

Chief Executive Officer
Michael Thurmond

DEPARTMENT OF PLANNING & SUSTAINABILITY

Interim Director
Cedric Hudson

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	☐	New Accessory Building	☐	Other Building Changes	☐
Demolition	☐	Landscaping	☐	Other Environmental Changes	☐
Addition	☐	Fence/Wall	☐	Other	☐
Moving a Building	☐	Sign Installation	☐		

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: Luke Burbank

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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: 9/17/2025

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 (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.

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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 pvjennings@dekalbcountyga.gov 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 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.

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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 404-687-3945, 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.

I have reviewed the HPC calendar.

Equipment used: Topcon GTS-213 Total Station.

FLOOD HAZARD STATEMENT

THIS PROPERTY IS NOT IN A FLOOD HAZARD AREA AS PER
THE FIRM FLOOD HAZARD MAP OF DEKALB COUNTY, GEORGIA,
COMMUNITY PANEL NUMBER 13089C0064J, DATED 05/16/13

POOL SPECS:

15'X30'
3'X5' DEEP
12,825 GALLONS

NO WALL TO
EXCEED 4' TALL

HOMEOWNER INFO

ERIC CROMWELL
1200 CAMERON CT. NE
ATLANTA GA. 30306
864-223-4438

notes:

- Dumpsters and/or temporary sanitary facilities shall not be located in the street or tree protection area or right-of-way.
- Additional erosion controls shall be installed as deemed necessary by the on-site inspector(s)
- The installation of erosion and sedimentation control measures and practices shall occur prior to or concurrent with land-disturbing activities.
- All tree protection areas to be protected from sedimentation.
- All tree protection devices to be installed prior to land disturbance and maintained until final landscaping.
- All tree protection fencing to be inspected daily and repaired or replaced as needed.
- Erosion and sedimentation control measures will be maintained at all times. If full implementation of the approved plan does not provide for effective erosion and sediment control, additional erosion and sediment control measures shall be implemented to control or treat the sediment source.

Locate and field stake all utilities, easements, pipes, flood limits, stream buffers, and tree save areas prior to any land disturbing activities.

A final as-built lot survey required prior to issuance of Certificate of Occupancy.

- Work hours and construction deliveries are:
Monday –Friday 7:00am – 7:00pm
Saturday 8:00am – 5:00pm

LOT AREA:
6,534 sf.
0.15 ACRES

NOTES: PROPERTY ON SEWER

NO STATE WATER EXISTS WITHIN
200' OF PROJECT SITE

SCOPE OF WORK:
IN-GROUND POOL, PATIO
WALL AND
POOL EQUIPMENT

CONTRACTOR INFO:
ARTISTIC POOLS INC.
3884 NORTH
PEACHTREE RD,
ATLANTA GA 30341
770-458-9177

24HR CONTACT INFO
RON COKER JR.
404-557-3265

LEGEND

IPF = 1/2" REBAR FOUND
 IPS = 1/2" REBAR PIN SET
 L.L. = LAND LOT
 L.L.L. = LAND LOT LINE
 P.L. = PROPERTY LINE
 CL = CENTERLINE
 B.L. = BUILDING LINE
 R/W = RIGHT-OF-WAY
 S.S.E. = SANITARY SEWER EASEMENT
 D.E. = DRAINAGE EASEMENT
 MH = MANHOLE
 C.B. = CATCH BASIN
 J.B. = JUNCTION BOX
 HW = HEADWALL
 D.I. = DROP INLET
 PP = POWER/UTILITY POLE
 F.H. = FIRE HYDRANT
 I.E. = INVERT ELEVATION
 F.F.E. = FINISHED FLOOR ELEVATION
 F.F.B. = FINISHED FLOOR BASEMENT
 F.F.G. = FINISHED FLOOR GARAGE
 BOC = BACK OF CURB
 EP = EDGE OF PAVEMENT
 N/F = NOW OR FORMERLY
 P.O.B. = POINT OF BEGINNING
 —SS— = SANITARY SEWER LINE/PIPE
 -X-X-X- = FENCE LINE
 —O— = FLOOD HAZARD ZONE LINE
 ——— = STORM SEWER LINE/PIPE
 —W— = WATER LINE
 —G— = GAS LINE
 CM = CONCRETE MONUMENT
 C.E. = CONSTRUCTION EASEMENT
 C&G = CURB AND GUTTER
 LS = LIGHT STANDARD
 OTP = OPEN TOP PIPE FOUND
 CTP = CRIMP TOP PIPE FOUND
 WD = WOOD DECK
 CO = CLEAN OUT

EXISTING LOT COVERAGE BREAKDOWN:

HOUSE: 1475 SQ. FT.
COVERED PORCH: 150 SQ. FT.
CONC. WALKWAY: 89 SQ. FT.
DRIVEWAY: 640 SQ. FT.
REAR DRIVEWAY: 396 SQ. FT. (TO BE REMOVED)
SHED: 165 SQ. FT. (TO BE REMOVED)
GARAGE: 166 SQ. FT. (TO BE REMOVED)

EXISTING LOT COVERAGE = 3,081 SQ. FT.
3,081 / 6,534 = 47.15%

POST DEMO LOT COVERAGE
2,354 / 6,534 = 36.02%

PROPOSED LOT COVERAGE:
POOL/COPING: 450 SF
POOL EQUIP: 25 SFT
LOWER WALL/STEPS: 33 SF
PAVER DECKING: 212 SF
TOTAL PROPOSED: 720 SF

PROPOSED IMPERV. AREA:
3,074 SQ. FT. OR 47.05%

AS REQUIRED BY SUBSECTION (d) OF O.C.G.A. SECTION 15-6-67, THIS PLAT HAS BEEN PREPARED BY A LAND SURVEYOR AND APPROVED BY ALL APPLICABLE LOCAL JURISDICTIONS FOR RECORDING AS EVIDENCED BY APPROVAL CERTIFICATES, SIGNATURES, STAMPS, OR STATEMENTS HEREON. SUCH APPROVALS OR AFFIRMATIONS SHOULD BE CONFIRMED WITH THE APPROPRIATE GOVERNMENTAL BODIES BY ANY PURCHASER OR USER OF THIS PLAT AS TO INTENDED USE OF ANY PARCEL. 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.

ROBERT W. RICHARDSON, GA RLS #3419

DATE _____



ALPHA LAND SERVICES
P.O. BOX 1651
LOGANVILLE, GA. 30052
CONTACT: ROBERT RICHARDSON
OFF: 770.696.4054 EMAIL: ROBERT@ALPHASURVEYOR.COM

SITE PLAN FOR:

1200 CAMERON CT.
TAX PARCEL:18 001 08 024

REVISION: _____

REF. PLAT: PB. 8 P. 48

LAND LOT: <u>1</u>	LOT: <u>20</u> BLOCK: _____
DISTRICT: <u>18</u>	SUB: <u>DRUID HILLS SUB</u>
<u>DEKALB</u> COUNTY	<u>R-85 ZONING</u>
GEORGIA	
FIELD DATE: <u>03/10/25</u>	AREA = <u>0.15 ACRES</u>
PLAT DATE: <u>03/11/25</u>	JOB No. <u>23-12-613</u>





