

## DEPARTMENT OF PLANNING & SUSTAINABILITY

Chief of Executive Officer  
Lorraine Cochran-Johnson

Director  
Juliana A. Njoku

### Application for Certificate of Appropriateness

Date Submitted: 2/09/2026

Subject Property Address: 396 Chelsea Cir NE, Atlanta, GA 30307

Property Parcel ID No: 18 004 15 004

Date(s) of Construction on all structures on the property: \_\_\_\_\_  
(This information can be found in the DeKalb County property accessory and tax records database.)

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 checked="" type="checkbox"/> |
| Moving a building | <input type="checkbox"/> | Sign Installation      | <input type="checkbox"/> |                             |                                     |

Description of Work:

Replacing 3 windows on home. Please see spec binder attached.

This form must be completed in its entirety and be accompanied by supporting documents, such as plans, list of materials, color samples, photographs, etc.

**\*PLEASE REVIEW THE FILING GUIDELINES BEGINNING ON PAGE 4. FAILURE TO FOLLOW GUIDELINES MAY RESULT IN SCHEDULING DELAYS OR A DEFERRAL OF APPLICATION.**

Owner  Agent  Amber Boyd 2/09/2026  
Applicant/Owner Signature Date

To Be Completed by Staff: \_\_\_\_\_ Date Received: \_\_\_\_\_

**CERTIFICATE OF APPROPRIATENESS APPLICATION FEE:  
CURRENTLY NO FEE**

DeKalb County does not require payment by wire transfer.  
Be aware of scammers and fraudulent emails.

### 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.

Thea and John Roeser

I/ We: \_\_\_\_\_

396 Chelsea Cir NE, Atlanta, GA 30307

being owner(s) of the property at: \_\_\_\_\_

Amber Boyd

hereby delegate authority to: \_\_\_\_\_

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

Signature of Owner(s): \_\_\_\_\_  
Signed by:  Date: 2/9/2026 | 2:24 PM EST  
CABE4D5C7E6246E...

#### **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 that is not in accordance with the scope of work approved by the issued certificate, a Stop Work Order may be issued for the property and a new Certificate of Appropriateness will need to be obtained.**

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, a Certificate of Occupancy will not be issued. 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.

#### **Please check the box below to confirm that the applicant has completed the following:**

- ✓ Reviewed the information provided and understand the Certificate of Appropriateness process
- ✓ Reviewed the Historic Preservation Commission Meeting calendar
- ✓ Reviewed the appropriated design manual and guidelines for the historic district in which the subject property is located
- ✓ Reviewed the DeKalb County Tree Ordinance.
- ✓ Reviewed applicable zoning codes regarding lot coverage, garage sizes, stream buffers.

**The applicant has completed the check list above and understands the process to obtain a Certificate of Appropriateness**





# Window Replacement Project

Thea & John Roeser – 396 Chelsea Cir NE, Atlanta, GA 30307

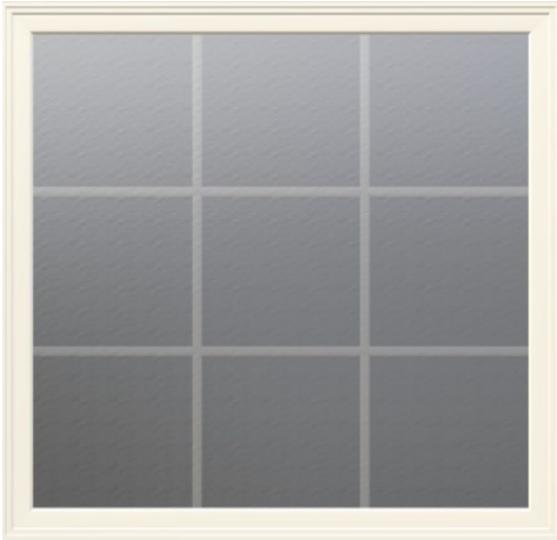
## GENERAL:

Renewal by Andersen (RbA) proposes to perform the following work in accordance with the specifications outlined below:

Replacement of 3 windows by Renewal by Andersen of Atlanta. New units will be custom built to fit existing framing; no architectural/structural modifications will be made. Windows are not built until HOA approval has been given, so we have no start date set, but installation will take 1 day. RbA will provide all labor, materials, equipment, supervision, and other related services necessary to complete the installation of our exclusive custom windows or doors.

## SCOPE OF WORK:

Replace window(s) as specified below:



This is a sample of a Picturewindow with a Canvas exterior and Grilles between glass. ***Glass chosen is our clear, High Performance SmartSun glass, which does have a subtle green hue due to the Low-E coating on the glass.***

- Replacing 3 windows in the Library (see lines 107, 108 and 109).

**EXTERIOR CAPPING COLOR:** White

Renewal by Andersen – 2005 Newpoint Place, STE 100, Lawrenceville, GA 30043 -- 678-710-9038

**ESTIMATED START & COMPLETION DATES:** 8-10 weeks from date of approval

**PREPARATION BY RBA:**

- 1) Cover all floors in work area with suitable covering to avoid damage to floor.
- 2) Cover all carpeted areas in work area with tarps.
- 3) Cover all furniture surrounding installation areas with canvas drop cloths.
- 4) Carefully remove all existing window(s).
- 5) Clean openings and replace any rotted wood in rough openings. Does not include replacement of any latent damaged wood outside rough opening area.

**MATERIALS/PRODUCTS:**

- 1) All windows are custom made by Renewal by Andersen in “Fibrex®” material.
- 2) All windows are custom built replacements.
- 3) All windows to have Low-E<sup>4</sup> High Performance Glass filled with Argon/Nitrogen gas for additional insulating ability.
- 4) All windows are Energy Star, National Fenestration Rating Council and Green Seal certified.
- 5) All windows to have full-size insect screens.
- 6) All sealant used will be waterproof silicone-based sealant.

**INSTALLATION:**

- 1) Estimated time of installation: 1 day.
- 2) All windows to be installed in accordance with Renewal by Andersen installation standards, using the highest quality materials available.
- 3) All work to be done in a professional workman-like manner.
- 4) Removal of all old windows and debris by RbA.
- 5) Leave premises broom clean.

For further examples/pictures of our products, you can access our website by visiting <https://www.renewalbyandersen.com>.

Our complete window catalog can be found [here](#).



# Home Improvement Agreement and Payment Terms

**DBA: RENEWAL BY ANDERSEN OF GEORGIA**  
Legal Name: Atlanta Custom Windows, LLC  
SC RBS64453 AL 29645  
2005 Newpoint Place, Suite 100 | Lawrenceville, GA 30043  
Phone: (678)710-9038 | Fax: 678-804-1859 | sales@rbageorgia.com

**Thea & John Roeser**  
396 Chelsea Cir NE  
Atlanta, GA 30307  
Year Built: 1926  
C: (678)231-1693

Thea & John Roeser

01/19/26

**BUYER(S) NAME**

**CONTRACT DATE**

396 Chelsea Cir NE, Atlanta, GA 30307

[REDACTED]

**BUYER(S) STREET ADDRESS**

**PRIMARY NUMBER**

**SECONDARY NUMBER**

[REDACTED]

**PRIMARY EMAIL**

**SECONDARY EMAIL**

**NOTES:**

Buyer(s) hereby jointly and severally agrees to purchase the products and/or services of Atlanta Custom Windows, LLC d/b/a Renewal by Andersen of Georgia ("Contractor"), in accordance with the terms and conditions described in this Home Improvement Agreement and Payment Terms, any documents listed in the Table of Contents, and any other document attached to this Home Improvement Agreement, the terms of which are all agreed to by the parties and incorporated herein by reference (collectively, this "Agreement"). Buyer(s) hereby agrees to sign a completion certificate after Contractor has completed all work under this Agreement.

**TOTAL CONTRACT PRICE:** \$11,071

By signing this Agreement, you acknowledge that the Balance Due, and the Amount Financed must be made by personal check, bank check, credit card, or cash.

**DOWN PAYMENT:**

**BALANCE DUE:**

We schedule installations based on the date of the signed contract and secondarily on the date in which we complete the technical measurements. The installation date that we are providing at this time is only an estimate. We will communicate an official date and time at a later date. Rain and extreme weather are the most common causes for delay.

**AMOUNT FINANCED:**

**METHOD OF PAYMENT:**

**NOTES:**

Buyer(s) agrees and understands that this Agreement constitutes the entire understandings between the parties and that there are no verbal understandings changing or modifying any of the terms of this Agreement. No alterations to or deviations from this Agreement will be valid without the signed, written consent of both the Buyer(s) and Contractor. Buyer(s) hereby acknowledges that Buyer(s) 1) has read this Agreement, understands the terms of this Agreement, and has received a completed, signed, and dated copy of this Agreement, including the two attached Notices of Cancellation, on the date first written above and 2) was orally informed of Buyer's right to cancel this Agreement.

NOTICE TO BUYER: Do not sign this contract if blank. You are entitled to a copy of the contract at the time you sign.

**YOU, THE BUYER, MAY CANCEL THIS TRANSACTION AT ANY TIME NOT LATER THAN MIDNIGHT OF 01/22/2026 OR THE THIRD BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION, WHICHEVER DATE IS LATER. SEE THE ATTACHED NOTICE OF CANCELLATION FORM FOR AN EXPLANATION OF THIS RIGHT.**

**SIGNATURE OF SALES PERSON:**

**SIGNATURE OF CUSTOMER 1:**

**SIGNATURE OF CUSTOMER 2:**

Mark Roberts

Thea Roeser

John Roeser

**PRINT NAME OF SALES PERSON**

**PRINT NAME**

**PRINT NAME**



# Order Summary

dba: RENEWAL BY ANDERSEN OF GEORGIA

Legal Name: Atlanta Custom Windows, LLC | License # SC RBS64453 AL 29645

Phone: [REDACTED]  
 Measure Tech: Jay Gorey, [REDACTED]

Thea & John Roeser

396 Chelsea Cir NE  
 Atlanta, GA 30307  
 Year Built: 1926

ID#	ROOM	SIZE	DETAILS
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## JOB

107	Library	52" 52"	50" 49-3/4"	<b>Window:</b> Acclaim™ Picture, Base Frame, Exterior Canvas, Interior White <b>Performance Calculator:</b> PG Rating: 50   DP Rating: + 50 / - 50 <b>Glass:</b> All Sash: High Performance SmartSun Glass, Obscure <b>Grille Style:</b> Simulated Divided Light (FDL w/o spacer) <b>Grille Pattern:</b> All Sash: Colonial 3w x 3h <b>Misc:</b> None <b>Construction:</b> None <b>Material:</b> None
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108	Library	52" 52"	50" 49-3/4"	<b>Window:</b> Acclaim™ Picture, Base Frame, Exterior Canvas, Interior White <b>Performance Calculator:</b> PG Rating: 50   DP Rating: + 50 / - 50 <b>Glass:</b> All Sash: High Performance SmartSun Glass, Obscure <b>Grille Style:</b> Simulated Divided Light (FDL w/o spacer) <b>Grille Pattern:</b> All Sash: Colonial 3w x 3h <b>Misc:</b> None <b>Construction:</b> None <b>Material:</b> None
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109	Library	52" 52"	50" 49-3/4"	<b>Window:</b> Acclaim™ Picture, Base Frame, Exterior Canvas, Interior White <b>Performance Calculator:</b> PG Rating: 50   DP Rating: + 50 / - 50 <b>Glass:</b> All Sash: High Performance SmartSun Glass, No Pattern <b>Grille Style:</b> Simulated Divided Light (FDL w/o spacer) <b>Grille Pattern:</b> All Sash: Colonial 3w x 3h <b>Misc:</b> None <b>Construction:</b> None <b>Material:</b> None
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PRODUCTS: 3 WINDOWS: 3 PATIO DOORS: 0 ENTRY DOORS: 0 SPECIALTY: 0 MISC: 0

Updated 2/6/26

## JOB NOTES

Lead certified

Measured to fit inside existing extension jamb

L-trim exterior

Use flat trim or RBA mull cap for stops on interior

Leave drip cap in place on exterior if possible

Vertical mulls black on 2 side windows

**Estimated Duration: 1 days**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/30/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Sanford Insurance, LLC 4468 Forsyth Rd.  Macon GA 31210		<b>CONTACT NAME:</b> Lara Miller <b>PHONE (A/C, No, Ext):</b> [REDACTED] <b>FAX (A/C, No):</b> [REDACTED] <b>E-MAIL ADDRESS:</b> [REDACTED]																			
<b>INSURED</b> Atlanta Custom Windows, LLC, DBA: Renewal by Andersen 2005 Newpoint Place, 100  Lawrenceville GA 30043		<b>INSURER(S) AFFORDING COVERAGE</b> <table border="1"> <tr> <th>INSURER A:</th> <th>NAIC #</th> </tr> <tr> <td>Utical National Assurance Company</td> <td>10687</td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>Graphic Arts Mutual Insurance Company</td> <td>25984</td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>Bridgefield Casualty Insurance Company</td> <td>10335</td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>		INSURER A:	NAIC #	Utical National Assurance Company	10687	INSURER B:		Graphic Arts Mutual Insurance Company	25984	INSURER C:		Bridgefield Casualty Insurance Company	10335	INSURER D:		INSURER E:		INSURER F:	
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Bridgefield Casualty Insurance Company	10335																				
INSURER D:																					
INSURER E:																					
INSURER F:																					

**COVERAGES**

CERTIFICATE NUMBER: CL2542915571

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:	Y	Y	CPP5504039	05/01/2025	05/01/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y	5504041	05/01/2025	05/01/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000 <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE	Y	Y	CULP5511186	05/01/2025	05/01/2026	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	Y	840-00204	01/31/2025	01/31/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Member Bernard Foster is excluded from Workers Compensation Coverage.

**CERTIFICATE HOLDER****CANCELLATION**

For Informatio Only

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Only valid at this location and when location conforms to Gwinnett County Ordinance

**Gwinnett County Licensing and Revenue**  
446 W. Crogan Street, Suite 300, Lawrenceville, GA 30046



**DISPLAY THIS CERTIFICATE AT BUSINESS LOCATION FOR PUBLIC VIEW**

<b>Date Issued:</b>	March 13, 2025	<b>Certificate Number:</b>	2025213759
<b>Expires:</b>	March 31, 2026	<b>Fee:</b>	\$20,100.00
<b>Business Name:</b>	RENEWAL BY ANDERSEN OF GEORGIA		
<b>Description:</b>	Finish Carpentry Contractors		

COPY

**Business Location**  
2005 NEWPOINT PKWY  
STE 100  
LAWRENCEVILLE GA 30043-5593

**MAIL TO:**  
RENEWAL BY ANDERSEN OF GEORGIA  
C/O ROBERT JACKSON  
2005 NEWPOINT PKWY STE 100  
LAWRENCEVILLE GA 30043-5593

**2025**

Not Transferable