



## DEPARTMENT OF PLANNING & SUSTAINABILITY

Chief of Executive Officer  
Lorraine Cochran-Johnson

Director  
Juliana A. Njoku

### Application for Certificate of Appropriateness

Date Submitted: \_\_\_\_\_

Subject Property Address: \_\_\_\_\_

Property Parcel ID No: \_\_\_\_\_

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	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.

**\*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

\_\_\_\_\_  
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.



# Planning & Sustainability Department

## Current Planning / Zoning Division

178 Sams Street  
Decatur, GA 30030

Lorraine Cochran-Johnson  
Chief Executive Officer

Juliana A. Njoku  
Director

### CoA APPLICANT PERSONAL CONTACT INFORMATION PAGE

Date Submitted: \_\_\_\_\_

Subject Property Address: \_\_\_\_\_

Parcel ID#: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Owner Email: \_\_\_\_\_ Owner Phone: \_\_\_\_\_

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

**CERTIFICATE OF APPROPRIATENESS APPLICATION FEE:  
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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: \_\_\_\_\_

### **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**

## Summary of Certificate of Appropriateness (COA) Application and Meeting Process

1. Prior to submitting an application, please reach out to the Preservation Planner, Paige Victoria Jennings, via email at [pvjennings@dekalbcountyga.gov](mailto:pvjennings@dekalbcountyga.gov) to ask any questions regarding the application process, required documents, district guidelines, etc. If you wish to meet to discuss the application in detail prior to submission, please reach out to the preservation planner in order to schedule a virtual call.
2. Complete and submit the application form and provide as much supporting material as possible (site plans, list of materials, architectural drawings, photos of the existing conditions, etc.). All documents must be in PDF format except for photographs, which may be in JPEG format. Applications are accepted for a 15-day period each month. See page 3 (HPC Calendar).
3. Create a profile and **upload a copy of your completed application form to the permit portal at <https://epermits.dekalbcountyga.gov/>**
  - If you have an existing account, you may use that account and create a new application number by selecting the proper application type.
  - Fill out all Account Portal Questions
  - Put your email address under "WEB ACCOUNT"
  - **SAVE APPLICATION NUMBER (12XXXXX) – send to staff when you email your complete application.**
4. After portal submittal, email one (1) combined PDF document of the completed application and materials to [plansustain@dekalbcountyga.gov](mailto:plansustain@dekalbcountyga.gov) and [pvjennings@dekalbcountyga.gov](mailto:pvjennings@dekalbcountyga.gov) along with application number. **If the planning staff is not emailed regarding the application, staff will not be notified of the application, and it will not be added to the agenda for review.** Staff will confirm that the application had been received and added to the agenda for the next upcoming historic preservation commission meeting.
5. At this time, there is not a fee associated with the application for a Certificate of Appropriateness. Please disregard any and all requests for payment to submit an application for or receive an approve Certificate of Appropriateness as possible scams or phishing emails.
6. 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.
7. The Preservation Planner may visit the property as part of their review. The commission members may view the property from the right-of-way.
8. Revisions and amendments to an application must be submitted and received by planning staff no more than 7 (seven) days before the scheduled meeting in order to be addressed by the staff report.
9. Additional materials submitted after the staff's report has 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 report for the application.

10. Planning staff will complete a review with a recommendation for the application prior to the scheduled meeting. Staff reports are summaries of the proposed work with a recommendation from staff and relevant guidelines from the [Druid Hills Design Manual](#) for the Druid Hills Local Historic District or the Archeological Guidelines for the [Soapstone Ridge Local Historic District](#) – **not a determination**. The Historic Preservation Commission (HPC) will make a decision regarding the application during the scheduled meeting after applicants and members of the public have an opportunity to speak.

11. 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 include:

- Representative photos
- Letters of support/opposition
- Architectural drawings
- Updated site plans

Supplemental materials **do not** include documents that propose a new scope work to be added to the already submitted application. Any materials that propose work that was not included in the scope of 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.

12. Applications will be reviewed by the DeKalb County Historic Preservation Commission at its monthly meeting. The Historic Preservation Commission meets on the third Monday of each month at 6 p.m., via Zoom unless noted otherwise by the approved calendar. In unusual circumstances, meeting dates and location may be changed.

13. 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.

14. The Historic Preservation Commission may approve, approve with modifications, or deny an application. The Historic Preservation Commission may defer an application with the consent of the applicant if the commission finds that additional documentation, information, or a site visit is required in order for the Commission to make an informed determination regarding the application.

15. 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.

16. Planning staff will provide the applicant with a copy of the decision of the Commission in writing and signed by the presiding Chair following the scheduled meeting. Applicants

17. 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 via email at [plansustain@dekalbcountyga.gov](mailto:plansustain@dekalbcountyga.gov) if you wish to file an appeal.

18. Approval of a Certificate of Appropriateness does not release the recipient from compliance with all other county, state, and federal regulations. Approved applications that required modification to meet other code requirements may require that a new Certificate of Appropriateness be obtained in order to approve the new scope of work.

## Design Checklist for a Certificate of Appropriateness (COA)

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 should be submitted digitally as a PDF file. No physical copies will be accepted.

Please address questions regarding applicability to your project to the DeKalb County Preservation Planner via e-mail at [pvjennings@dekalbcountyga.gov](mailto:pvjennings@dekalbcountyga.gov)

Applicants are also referred to the DeKalb County website, <http://www.dekalbcountyga.gov/planning-and-sustainability/planning-sustainability>.

### 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,  $\frac{1}{4}$ "=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. Landscaping plan

**6. Additions**

- a. Placement shown on elevations and floor plan with dimensions of the addition including height of addition from grade to roof ridge;
- 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
  - i. brick size and color
  - ii. stone type and color
  - iii. 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

**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 a historic structure report with a statement regarding the feasibility that the structure may be rehabilitated by a Secretary of the Interior qualified licensed preservation architect or a licensed structural engineer;
- b. Provide photographs of structure to be demolished;
- c. Provide plan for process of demolition and deconstruction;
- d. Provide plan for proposed redevelopment

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