

Chief Executive Officer  
Michael Thurmond

DEPARTMENT OF PLANNING & SUSTAINABILITY

Director  
Andrew A. Baker, AICP

Application for Certificate of Appropriateness

Date Received: \_\_\_\_\_ Application No.: \_\_\_\_\_  
Address of Subject Property: 1766 Ridgewood Dr. NE, Atlanta, GA 30307

Applicant: Laurie Imes E-Mail: Laurielmes@gmail.com

Applicant Mailing Address: 4415 Bonaparte Dr.  
Tucker, GA 30084

Applicant Phone(s): 404 310 5371 Fax: \_\_\_\_\_

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

\*\*\*\*\*  
Owner(s): Jan Anderson E-Mail: jbelwand@bellsouth.net  
Bill Anderson (William) E-Mail: bill.p.anderson21@gmail.com

Owner(s) Mailing Address: 1766 Ridgewood Dr. NE  
Atlanta, GA 30307

Owner(s) Telephone Number: 404-376-7406

Approximate age or date of construction of the primary structure on the property and any secondary structures affected by this project: 1926

Nature of work (check all that apply):

- New construction  Demolition  Addition  Moving a building  Other building changes
- New accessory building  Landscaping  Fence/Wall  Other environmental changes
- Sign installation or replacement  Other

Description of Work:  
Convert existing screened porch to sunroom. No footprint change or roof line change. Convert existing deck to screened porch. No footprint change, but roof line will change as per drawing elevations

This form must be completed in its entirety before the Planning Department accepts it. The form must be accompanied by supporting documents (plans, material, color samples, photos, etc.). Provide eight (8) collated sets of the application form and all supporting documentation. If plans/drawings are included, provide eight (8) collated sets on paper no larger than 11" x 17" and three (3) additional sets at scale. All documents submitted in hard copy must also be submitted in digital form (.pdf format). All relevant items from the application checklist must be addressed. An application which lacks any of the required attachments shall be determined incomplete and will not be accepted.

Imes  
Signature of Applicant/Date

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)

Jan S. Anderson and William P. Anderson  
being (owner) (owners) of the property 1766 Ridgewood Dr. NE, Atlanta,  
hereby delegate authority to Laurie Jones  
to file an application in (my) (our) behalf.

 5/1/2020  
Signature of Owner/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 (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, the Preservation Commission will issue a cease and desist order and you may be subject to other penalties including monetary fines and/or required demolition of the non-conforming work.

If your project requires that the county issue a Certificate of Occupancy at the end of construction, the preservation planner will need to inspect the completed project to ensure that the work has been completed in accord with the Certificate of Appropriateness. The review may be conducted either before or after your building inspection. If you will be requiring a Certificate of Occupancy, please notify the preservation planner when your project nears completion. 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 monetary 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. You will need to apply for a new certificate if you still intend to do the work.

Please contact the preservation planner, David Cullison (404/371-2155), if you have any questions.

## DEPARTMENT OF PLANNING & SUSTAINABILITY

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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 pick this up at the DeKalb County Department of Planning and Sustainability, 330 West Ponce de Leon Avenue, Suite 300 floor, in Decatur, or you may make your request by mail, telephone (404) 371-2247, or fax (404) 371-2813, or visit the website at <http://www.dekalbcountyga.gov/planning-and-sustainability/planning-sustainability>.
2. Complete and submit the application. Please provide as much supporting material as possible, (plans, material, color samples, photos, etc.). Provide eight (8) collated sets of the application form and all supporting documentation. If plans/drawings are included, provide eight (8) collated sets on paper no larger than 11" x 17" and three (3) additional sets at scale. All documents submitted in hard copy must also be submitted in digital form (.pdf format). If all documents are not provided the application will not be complete and will not be accepted.
3. A sign will be provided when the Certificate of Appropriateness is accepted. The applicant must post the sign on the subject property in a visible location, no more than ten feet from the road, at least ten days before the meeting.
4. Applications will be reviewed by the DeKalb County Historic Preservation Commission at its monthly meeting. In most months, the Historic Preservation Commission meets on the third Monday at 7 p.m. at the Maloof Auditorium, 1300 Commerce Drive in Decatur. In unusual circumstances meeting dates and location may be changed.
5. 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 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.
5. Although not required, applicants are encouraged to attend the Historic Preservation Commission meetings. Applicants may make presentations, but presentations are not required. The commissioners may have questions for the applicant.
7. 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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## Sign Posting Requirements for a Certificate of Appropriateness

The DeKalb County Code requires that citizens who may be affected by the approval of a Certificate of Appropriateness must be notified of the hearing where that decision will take place. The notification is accomplished by requiring the applicant to post one or more signs on the property for which a certificate of appropriateness is being considered. The sign gives the date, time, and location of the meeting and the telephone number of the county historic preservation planner. The sign must be posted no later than ten days before the date of the preservation commission meeting and must remain in place until after the meeting.

**When an applicant submits an application for a Certificate of Appropriateness, the applicant must request a sign from the Planning Department.** If the property is bounded by more than one public street, a sign must be posted facing each street. It is the applicant's responsibility to obtain and post the sign appropriately. If you file your application by mail or fax, you must make arrangements to pick up the sign.

**The sign must be posted prominently in the center of the front yard, facing the street, and within ten feet of the street or sidewalk, although the sign may not be posted between the street and the sidewalk. It is best to attach the sign to a four-foot tall stake, but attaching it to an existing support is usually acceptable. The sign may not be posted inside a house except in the case of a purpose-built commercial structure where front yard posting is impossible or impractical.**

The signs are made of relatively thin cardstock. They should either be waterproofed or additional support should be added. The sign may be laminated, covered with clear plastic, or secured to heavier backing, such as heavy cardboard or plywood. If the sign is destroyed or becomes illegible during the ten day posting period, the applicant must contact the historic preservation planner for a replacement sign, which must be posted as soon as possible.

**If the sign is not posted, is not posted for the full ten day period, or is posted inappropriately, the DeKalb County Historic Preservation Commission may deny the application or may defer consideration of the application until the following month.**

## 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. Three copies 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 404-371-2155, e-mail [dccullis@dekalbcountyga.gov](mailto:dccullis@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"	Y	N
I have reviewed the DeKalb County Tree Ordinance	Y	N
I have reviewed applicable zoning codes regarding lot coverage, garage sizes, stream buffers	Y	N

#### 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
- e. 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

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**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



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### 10. Façade

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



BOUNDARY AND AS-BUILT SURVEY FOR  
**WILLIAM P. ANDERSON**

&  
**JAN S. ANDERSON**

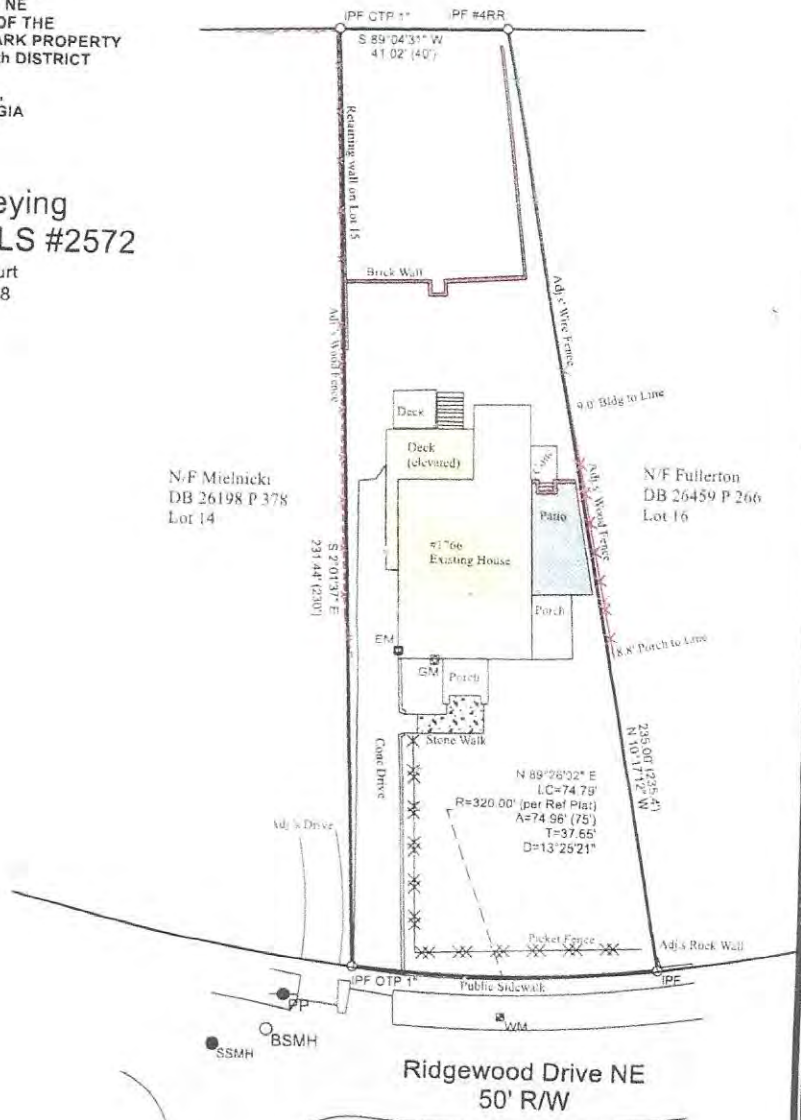
OF THE PROPERTY LOCATED AT  
 1766 RIDGEWOOD DRIVE NE  
 BEING LOT 15 OF BLOCK B OF THE  
 SUBDIVISION OF THE UNIVERSITY PARK PROPERTY  
 BEING IN LAND LOT 4 OF THE 18th DISTRICT  
 AND BEING IN  
 THE CITY OF ATLANTA,  
 DEKALB COUNTY, GEORGIA

Prepared by:  
**Nesbitt Land Surveying**  
**James T. Nesbitt, Ga RLS #2572**  
 2239 Peachtree North Court  
 Dunwoody, Georgia 30338  
 770-458-4369

Date of field survey: 20 June 2018  
 Date of map preparation: 21 June 2018



N/F DeKalb County  
 DB 22396 P 682



N/F Mielnicki  
 DB 26198 P 378  
 Lot 14

N/F Fullerton  
 DB 26459 P 266  
 Lot 16

Ridgewood Drive NE  
 50' R/W

The property is zoned as "R-75" and is in the "Druid Hills Historic District".  
 The property has set backs of:  
 Front= 30' (Collector & Other Streets)  
 Side= 7.5'  
 Rear= 40'.  
 The maximum height of building is 35', and has maximum lot coverage of 35%.  
 The existing building is found to be in compliance with these specifications.

References used in the preparation of this map included:  
 Deed Book 13977 Page 720 and Plat Book 7 Page 39,  
 both of the DeKalb County Records, Clerk of Superior Court.

Except as noted monuments found were honored as being in their correct locations. The dimensions shown reflect the relative positions of the found monuments. The dimensions in parentheses were taken from the reference documents and are shown for clarity.

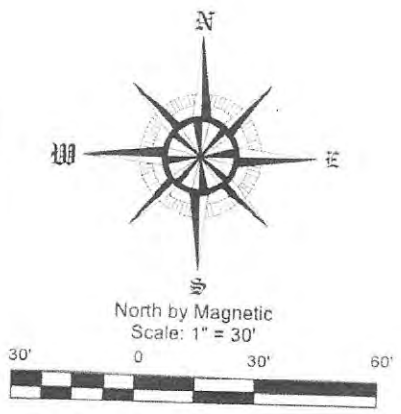
The field data upon which the map is based has a closure precision of one foot in N.A. feet, an angular error of N/A per angle point, and was adjusted using compass rule.

This map has been calculated for error and is found to be accurate within one foot in 79,455 feet.

The area of this property is 0.310 acres (13,518+ SF).

The equipment used to obtain the linear and angular measurements used in the preparation of this map was a LEICA TCA 1100.

LEGEND	
○	Property Corner as described
⊞	Electric Meter
⊞	Gas Meter
⊞	Water Meter
●	Sanitary Manhole
⦿	Power Pole
○	Bell South Manhole





Existing Elevations  
Left Side



Existing Elevation  
Rear

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NO.	DESCRIPTION	BY	DATE

SHEET TITLE:  
**Existing Elevations**

PROJECT DESCRIPTION:  
**Jan Anderson  
1766 Ridgewood Dr. NE  
Atlanta, GA 30307**

DRAWINGS PROVIDED BY:  
**Laurie Imes Inc.**

DATE:  
5.26.2020

SCALE:  
1/4" = 1'

SHEET:

**E-2**

Existing Front Porch  
Remains As Is; No Change

Existing Screened Porch



Existing Elevation  
Right



Existing Elevation  
Front

NO.	DESCRIPTION	BY	DATE

SHEET TITLE:  
**Existing Elevations**

PROJECT DESCRIPTION:  
**Jan Anderson  
1766 Ridgewood Dr. NE  
Atlanta, GA 30307**

DRAWINGS PROVIDED BY:  
**Laurie Imes Inc**

DATE:  
5.22.2020

SCALE:  
1/4" = 1'

SHEET:  
**E-1**



New Casement Windows

New Hardi Board Wainscoting

Proposed Elevation  
Front



New Stained Glass  
Fixed Windows

New Siding to Match Existing

Proposed Elevation  
Right

NO.	DESCRIPTION	BY	DATE

SHEET TITLE:  
**Proposed Elevations**

PROJECT DESCRIPTION:  
**Jan Anderson  
1766 Ridgewood Dr. NE  
Atlanta, GA 30307**

DRAWINGS PROVIDED BY:  
**Laurie Imes Inc.**

DATE:  
5.26.2020

SCALE:  
1/4"=1'

SHEET:

**E-3**

New Roof Over  
Existing Deck  
Asphalt Shingle to Match Existing



New Stairs

Proposed Elevation  
Left

New Roof  
Over Existing Deck  
Asphalt Shingle to Match Existing



New Glass Sliding Door

Proposed Elevation  
Rear

NO.	DESCRIPTION	BY	DATE

SHEET TITLE:  
**Proposed Elevations**

PROJECT DESCRIPTION:  
**Jan Anderson  
1766 Ridgewood Dr. NE  
Atlanta, GA 30307**

DRAWINGS PROVIDED BY:  
**Laurie Imes Inc**

DATE:  
5.26.2020

SCALE:  
1/4"=1'

SHEET:

**E-4**