DeKalb County
GEORGIA

404.371.2155 (o)
404.371.4556 (f)
DeKalbCountyGa.gov

Clark Harrison Building
330 W. Ponce de Leon Ave
Decatur, GA 30030

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: 1767 Ridgewood Drive

Applicant: Kim A. Roberson Garett Backman E-Mail: Kimroberson1@gmail.com

Applicant Mailing Address: 1767 Ridgewood Drive, Atlanta GA 30307

Applicant Phone(s): 918 430 4429 Fax: N/A

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

****

Owner(s): Same as Applicants E-Mail: Kimroberson1@gmail.com

E-Mail: garettbackman@outlook.com

Owner(s) Mailing Address: See above

Owner(s) Telephone Number: 918.430.4429

Approximate age or date of construction of the primary structure on the property and any secondary structures affected by this project: Portions of the residence, additions, driveway, front porch, walks + walls are less than 5 years old. The original house is 1930's.

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:

Repair existing retaining wall for safety reasons. There are 2 sections of wall. The short section requires structural support. We propose to remove the original facing, pour a footing a few feet in front of the drop off, backfill and pour concrete then re-face with the old material. This will extend the intersection of the short and long walls by a few feet per drawing.

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.

Kim A Roberson
Garett Backman
Signature of Applicant/Date

Revised 1/26/17

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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.

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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. 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. 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; unaffected N/A
- N/A b. Setback compared to adjacent houses (ask surveyor to show corners of adjacent houses); unaffected
- N/A c. Distance between houses; unaffected
- ✓d. Façade width to finished face of material;
- ✓e. Grading and elevations across site; dimensions of wall shown
- ✓f. Dirt removal or regrading if more than 18";
- N/A g. Tree protection plan; — no trees are affected
- N/A h. Tree removal and replacement plan none

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; shown
b. Height of fence or wall. If retaining wall, height on both sides; will not be modified
c. Material; Concrete + reuse of original facing
d. Railing if necessary — curb stop (concrete) at end of wall

5. Elevations and Floor Plans <<Indicate all unverified numbers with +/- signs>>

?
a. Plans for all floors (drawn to scale, ¼"=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

N/A ✓ **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

N/A ✓ **7. Roof Plan**

a. Shape and pitch of roof;
b. Roofing material;
c. Overhang;
d. Louvers and vents;
e. Chimney height and material

N/A ✓ **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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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),
Kim A. Roberson and Gareth Backman
being (owner) (owners) of the property _____,
hereby delegate authority to _____
to file an application in (my) (our) behalf.

_____
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.

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10. Façade

a. Consistency in style; exact replica - change dimensions only using original material
b. Materials and their combinations
   brick size and color
   stone type and color - rough split granite
   fiber-cement (e.g. Hardieplank) or wood siding
   shake or shingle
   other
c. Height of foundation at corners;
N/A d. Ceiling heights comparable to area of influence: basement, first floor, second floor;
N/A e. Detailing: soldier course, brackets, fascia board; water table;
f. Height from grade to roof ridge;
N g. Dimensions, proportions and placement of windows, doors

N/A ✓ **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

N/A ✓ **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 No new materials - except additional concrete paving + curb stop

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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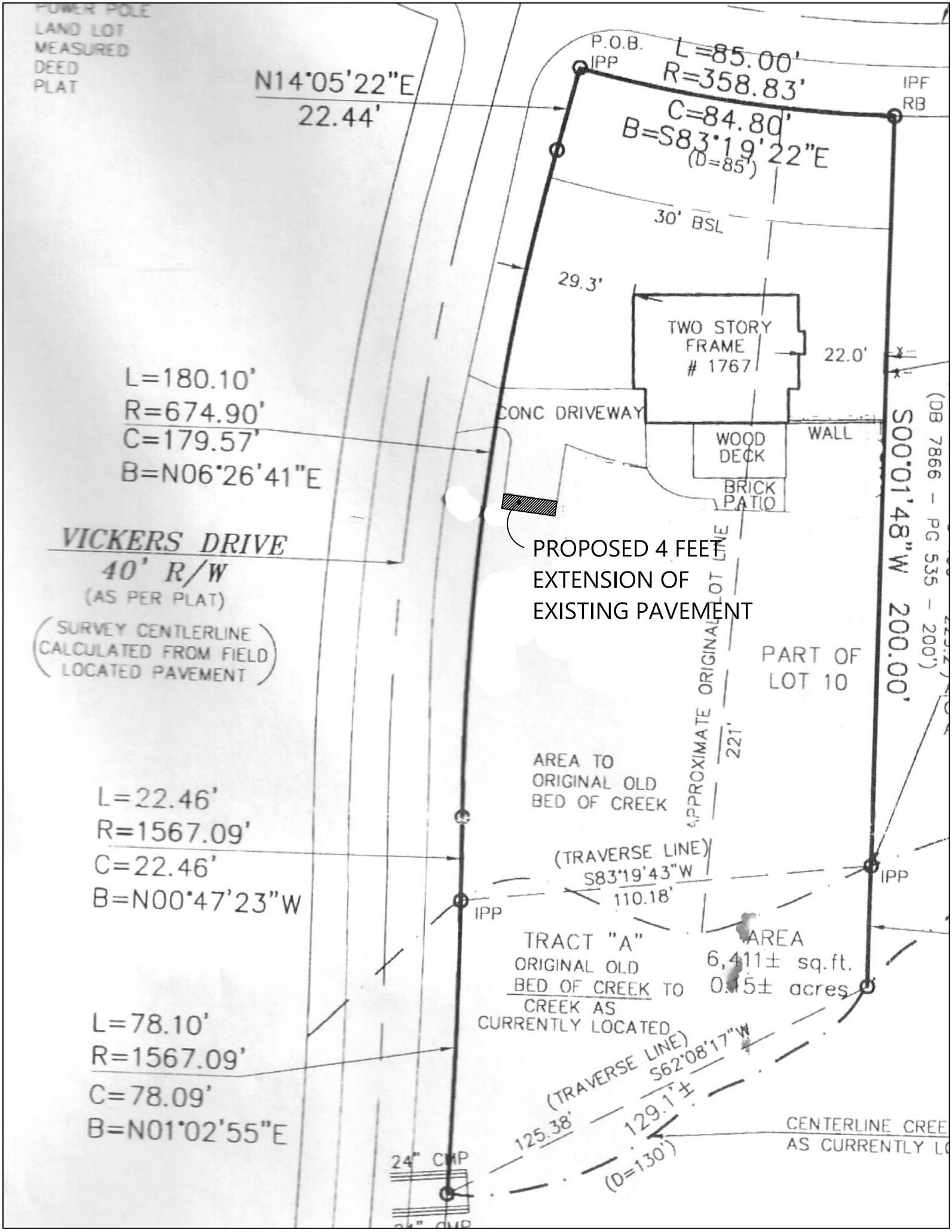
14. Garages / Accessory Buildings

N/A

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 – Removal of existing facing rock only

a. Provide documentation from engineer concerning feasibility of rehabilitation;
b. Provide photographs of structure to be demolished;
c. Provide plan for proposed redevelopment


POWER POLE
LAND LOT
MEASURED
DEED
PLAT
N14°05'22"E
22.44'
P.O.B.
IPP
L=85.00'
R=358.83'
C=84.80'
B=S83°19'22"E
(D=85')
IPF
RB
30' BSL
29.3'
TWO STORY
FRAME
1767
22.0'
L=180.10'
R=674.90'
C=179.57'
B=N06°26'41"E
CONC DRIVEWAY
WOOD
DECK
WALL
BRICK
PATIO
S00°01'48"W 200.00'
(DB 7866 - PG 535 - 200')
VICKERS DRIVE
40' R/W
(AS PER PLAT)
SURVEY CENTLERLINE
CALCULATED FROM FIELD
LOCATED PAVEMENT
PROPOSED 4 FEET
EXTENSION OF
EXISTING PAVEMENT
APPROXIMATE ORIGINAL LOT LINE
221'
PART OF
LOT 10
AREA TO
ORIGINAL OLD
BED OF CREEK
L=22.46'
R=1567.09'
C=22.46'
B=N00°47'23"W
(TRAVERSE LINE)
S83°19'43"W
110.18'
IPP
IPP
TRACT "A"
ORIGINAL OLD
BED OF CREEK TO
CREEK AS
CURRENTLY LOCATED
AREA
6,411± sq.ft.
0.15± acres
L=78.10'
R=1567.09'
C=78.09'
B=N01°02'55"E
(TRAVERSE LINE)
S62°08'17"W
125.38'
129.1'±
(D=130')
CENTERLINE CREE
AS CURRENTLY LO
24" CMP