



TYPE II
Staff Review
Certificate of Appropriateness
Application
Package

OFFICE OF PLANNING
ATLANTA URBAN DESIGN COMMISSION
55 Trinity Avenue S.W., Suite 3350
Atlanta, Georgia 30303
(404)330-6145

Updated 2012



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Application# _____
Date Accepted _____

TYPE II
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS
STAFF REVIEW

Applicant's Name _____

Applicant's Address _____

Phone # _____ Fax # _____ E-Mail _____

Property Address _____

I HEREBY AUTHORIZE THE STAFF AND MEMBERS OF THE ATLANTA URBAN DESIGN COMMISSION TO INSPECT THE PREMISES OF THE ABOVE DESCRIBED PROPERTY. I HEREBY DEPOSE AND SAY THAT ALL STATEMENTS HEREIN AND ATTACHED STATEMENTS SUBMITTED ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

APPLICANT OR AGENT FOR APPLICANT

The Executive Director of the Atlanta Urban Design Commission has reviewed Application # _____ and all the attachments thereto, and finds the proposed work set out on Page Two (on the back of this form) constitutes minor alterations to any facade of contributing building that face public streets and the proposed alteration does / does not meet the requirements of Section(s) _____.		
Furthermore, the Executive Director finds the proposed work to be appropriate / inappropriate for said protected property. Therefore, the proposed minor alteration is authorized and this Type II Certificate of Appropriateness is hereby		
Approved	Approved with Conditions	Denied
Conditions, if applicable: _____		

_____	_____	
Date	Doug Young, Executive Director	

DESCRIPTION OF PROJECT:

District	Fences (Check all that apply)
Atkins Park (16-20O)	<input type="checkbox"/> 4' high or less in front or half-depth front yard. <input type="checkbox"/> 6' or less in side or rear yard. <input type="checkbox"/> Material is wood or vinyl picket, wrought iron, cast iron, or decorative prefinished aluminum when located in a front or half-depth front yard. <input type="checkbox"/> When atop a retaining wall, combined height of fence and retaining wall shall not exceed 6' when located in a front or half-depth front yard.
Cabbagetown (16-20A)	<input type="checkbox"/> 4' high or less in front or half-depth front yard. <input type="checkbox"/> 6' or less in side or rear yard. <input type="checkbox"/> May be constructed of wood or chain link. <u>For Subarea 4 & 5 (Check the items below)</u> <input type="checkbox"/> Chain link fences shall not be visible from any public plaza, outdoor dining facility or public right-of-way. <input type="checkbox"/> Chain link fences shall be clad in either black or dark green coating. <input type="checkbox"/> Chain link fences shall not be erected between the principle building and the sidewalk.
Castleberry Hill (16-20N)	<input type="checkbox"/> 10' high or less in height. <input type="checkbox"/> Constructed of metal, brick, stone, ornamental iron or metal, or architectural masonry when located between the principal building and the public street.
Grant Park (16-20K)	<input type="checkbox"/> 4' high or less in front or half-depth front yard. <input type="checkbox"/> 6' or less in side or rear yard. <input type="checkbox"/> Brick, Stone, Wire, Mesh, Architectural C.M.U., or Vertical Pickets (ornamental, metal, wood, or simulated wood). <input type="checkbox"/> Finish side faces public street. <input type="checkbox"/> 3' or more from public street (only if no sidewalk is present).
Inman Park (16-20L)	<input type="checkbox"/> 4' high or less in front or half-depth front yard. <input type="checkbox"/> 6' or less in side or rear yard. <input type="checkbox"/> Brick, Stone, Ornamental Iron, or Wood Pickets (only if in a required front yard adjacent to public streets or parks).
Oakland City (16-20M)	<input type="checkbox"/> 4' high or less in front or half-depth front yard. <input type="checkbox"/> 6' or less in side or rear yard. <input type="checkbox"/> Brick, Stone, Ornamental Iron, or Wood. <input type="checkbox"/> No chain link in front yard or half-depth front yard.
Sunset Avenue (16-20P)	<input type="checkbox"/> 4' high or less in the front yard. <input type="checkbox"/> 6' high or less in side or rear yard. <input type="checkbox"/> Wood picket, brick, stone, or iron when located in front yard.
West End (16-20G)	<input type="checkbox"/> 4' high or less in front or half-depth front yard or the same height of the adjacent , contiguous fencing on immediate adjacent properties. <input type="checkbox"/> 6' high or less in side or rear yard. <input type="checkbox"/> Combination of fence and a retaining wall on the front or half depth front yard is no more than 6' high. <input type="checkbox"/> Brick, iron, wood or metal pickets when located on the front or half-depth front yard. <input type="checkbox"/> Follows or runs parallel to a property line in the front or half-depth front yard. <input type="checkbox"/> Does not obscure the front façade of the building.

District	Shutters and Awnings (Check all that apply)
Atkins Park (16-20O)	<input type="checkbox"/> Appropriate to the architectural style of the house. <input type="checkbox"/> Shutters are operable or appear operable and fit the window opening. <input type="checkbox"/> Awnings are fabric or metal.
Sunset Avenue (16-20P)	<input type="checkbox"/> Meets the requirements in Section 16-20.009.
West End (16-20G)	<input type="checkbox"/> Shutters originally existed on the house. <input type="checkbox"/> Operable or appear operable. <input type="checkbox"/> Fits the size of the existing window. <input type="checkbox"/> Replacement shutters match the originals in design, materials and configuration. <input type="checkbox"/> Awnings are fabric or metal.

District	Walls and Retaining Walls (<i>Check all that apply</i>)
<u>Atkins Park</u> (16-20O)	<input type="checkbox"/> Wall not located in a front or half-depth front yard. <input type="checkbox"/> Wall that is 6' high or less in a side or rear yard only. <input type="checkbox"/> Retaining wall constructed of or faced with natural stone or brick. <input type="checkbox"/> Retaining wall that is 2' high or less (<i>when adjacent to a public right-of-way and measured from sidewalk grade.</i>)
<u>Cabbagetown</u> (16-20A)	<u>Walls</u> <u>Subarea 2</u> <input type="checkbox"/> No walls permitted are permitted. <u>Subarea 3</u> <input type="checkbox"/> Walls must be constructed of wood. <u>Subarea 4 &5</u> <input type="checkbox"/> Walls must be constructed of wood, smooth stucco or brick. <input type="checkbox"/> Walls may be erected between the principle building and sidewalk (except retaining walls); not including those that screen dumpsters or loading docks, these walls shall not exceed 6'. <u>Retaining Walls</u> <input type="checkbox"/> Must not exceed 2' from sidewalk grade (<i>for properties adjacent to the public right of way</i>). <input type="checkbox"/> Shall be finished in whichever face predominates the block (stone, brick or smooth stucco). <input type="checkbox"/> A combined height of fence and retaining wall adjacent to a sidewalk shall not exceed 4' from the sidewalk grade. <input type="checkbox"/> A combined height of fence and retaining wall may not exceed 6' in side or rear yards.
<u>Castleberry Hill</u> (16-20N)	<input type="checkbox"/> 10' high or less in height. <input type="checkbox"/> Retaining wall 4' high or less in height (<i>when adjacent to a public street or sidewalk.</i>) <input type="checkbox"/> Wall located to the side or the rear of the principal structure and not permitted between the principal structure and public street. <input type="checkbox"/> Constructed of metal, brick, stone, architectural masonry, or hard coat stucco.
<u>Grant Park</u> (16-20K)	<input type="checkbox"/> 6' high or less in side or rear yard only. <input type="checkbox"/> Brick, Stone, or Masonry with stucco parge coat (only if retaining wall).
<u>Inman Park</u> (16-20L)	<input type="checkbox"/> Wall that is 6' high or less in a side or rear yard only. <input type="checkbox"/> Retaining wall that is Brick, Stone, or smooth stucco (<i>only required in front yards and other yards adjacent to a public street or park</i>). <input type="checkbox"/> Meets compatibility rule and is no more than 4' high or less in front yard (<i>only required in front yard or other yards adjacent to a public street or park</i>).
<u>Oakland City</u> (16-20M)	<input type="checkbox"/> Side or rear yard only and 6' high or less. <input type="checkbox"/> Retaining walls that are brick, stone, or smooth stucco (<i>only required if visible from public street</i>). <input type="checkbox"/> Retaining walls that meet the compatibility rule and are no more than 4' high or less in front yard (<i>only required in front yard or other yards adjacent to a public street</i>).
<u>Sunset Avenue</u> (16-20P)	<input type="checkbox"/> Walls are not located in the front yard. <input type="checkbox"/> Walls that are 6' high or less in the side or rear yard only. <input type="checkbox"/> Retaining walls in the front yard have a finished masonry surface constructed of materials compatible with the exterior finish of the principal dwelling. <input type="checkbox"/> Retaining walls shall be integrated into the landscape.
<u>West End</u> (16-20G)	<input type="checkbox"/> Walls that are located in the side or rear yard and not adjacent to a public street. <input type="checkbox"/> Walls that are located behind the rear façade of the principal structure. <input type="checkbox"/> Walls that are 6' high or less <input type="checkbox"/> New or replacement retaining walls adjacent to a public right-of-way that are constructed or faced with stucco, natural stone or brick. <input type="checkbox"/> Retaining walls in side or rear yards that are faced with stone, brick or concrete stucco.

District	Skylights and Solar Panels (<i>Check all that apply</i>)
<u>Atkins Park</u> (16-20O)	<input type="checkbox"/> Location is not visible from any core residential street.
<u>Sunset Avenue</u> (16-20P)	<input type="checkbox"/> Not located on the roof over the front façade of any structure.
<u>West End</u> (16-20G)	<input type="checkbox"/> Skylights, solar panels and communication equipment on roof and not visible from a public right-of-way.

Districts	Deck (<i>Check all that apply</i>)
Atkins Park (16-20O) Castleberry Hill (16-20N) Inman Park (16-20L) Oakland City (16-20M)	<input type="checkbox"/> To rear of principle structure. <input type="checkbox"/> No wider than the width of the house.
Grant Park (16-20K) Sunset Avenue (16-20P)	<input type="checkbox"/> To rear of principle structure.
West End (16-20G)	<input type="checkbox"/> To rear of principle structure. <input type="checkbox"/> Does not extend beyond the sides of the house. <input type="checkbox"/> On corner lots, screened with fencing or vegetation.

District	Other
All districts with the exception of Atkins Park	—

District	Accessory Structures (<i>Check all that apply</i>)
Atkins Park (16-20O)	<input type="checkbox"/> Located in a side or rear yard within the buildable area of the lot. <input type="checkbox"/> Does not project beyond the front façade of the principal structure. <input type="checkbox"/> Rear yard setback is a minimum of 3', measured from rear property line. <input type="checkbox"/> Side yard setback is a minimum of 3'; or 0' when structure directly abuts an accessory structure on abutting property. <input type="checkbox"/> Does not exceed 16' in height or the height of the principal structure, whichever is less. <input type="checkbox"/> Does not contain a floor area greater than 25% of the floor area of the principal structure.
Cabbagetown (16-20A)	<input type="checkbox"/> Must be unattached and located behind the principle structure within the buildable area of the lot. <input type="checkbox"/> Shall be located in the least visible location within the permissible area. <input type="checkbox"/> The structure shall not project beyond the front of the building. <input type="checkbox"/> May require screening with the appropriate plant or fence materials. <u>Subareas 4 & 5</u> <input type="checkbox"/> Only merchandise sold in the retail establishment shall be stored in accessory structures and should not exceed 25% of the total floor area on the premises. <input type="checkbox"/> Shall not be adjacent to a public sidewalk, park or plaza. <input type="checkbox"/> No off-site storage of merchandise is permitted.
Castleberry Hill (16-20O) Inman Park (16-20L) Oakland City (16-20M)	<input type="checkbox"/> Permitted use, not of commercial nature (except home occupations), or active recreational facility. <input type="checkbox"/> Located behind the principal structure within the buildable area of the lot. <input type="checkbox"/> No construction until construction of principle structure has begun and not used until principle structure in use. <input type="checkbox"/> Covers 25% or less of the rear yard. <input type="checkbox"/> 25' or less in height or the height of the principle structure, whichever is less. <input type="checkbox"/> 30% or less of the floor area of the principle structure.
Grant Park (16-20K)	<input type="checkbox"/> Located in side or rear yard within buildable area of the lot. <input type="checkbox"/> Not projecting beyond front of principal structure. <input type="checkbox"/> Mechanical equipment appropriately screened (<i>only if visible from a public street</i>).
Sunset Avenue (16-20P) West End (16-20G)	<input type="checkbox"/> Located in a side or rear yard within the buildable area of the lot. <input type="checkbox"/> Does not project beyond the front of the main structure. <input type="checkbox"/> Located in the least visible location within permissible areas. <input type="checkbox"/> Properly screened with fence or plant materials (<i>when visible from the public right-of-way</i>). <input type="checkbox"/> Meets the requirements in Section 16-20.009.

Districts	Paving (<i>Check all that apply</i>)
Atkins Park (16-20O)	<input type="checkbox"/> Off-street parking located in the side or rear yard. <input type="checkbox"/> Driveway is a maximum of 10' wide, exclusive of flare, and extends a minimum of 20' beyond the front façade of the principal structure; or is a driveway coming off an alley. <input type="checkbox"/> Material is not loose stone or gravel when visible from a core residential street.
Cabbagetown (16-20A)	<input type="checkbox"/> Use of mesh power blocks, poured concrete, concrete pavers, or decorative stone or brick are permitted, no asphalt. <input type="checkbox"/> Off-street parking shall include a buffer from the sidewalk. <input type="checkbox"/> Residential driveways should extend at least 20' behind the front façade of the house. <input type="checkbox"/> Sidewalks should be the same width as the abutting properties; if none exist the new sidewalk shall be 6' wide. <input type="checkbox"/> Sidewalks should be brick on a concrete base and inlaid in a pattern. <input type="checkbox"/> Curbs must be granite. <u>Subarea 3</u> <input type="checkbox"/> Driveways shall not exceed 10' wide with a curb cut of less than 10'. <input type="checkbox"/> At least 1/3 of any driveway shall be pervious. <input type="checkbox"/> Poured concrete shall consist of two ribbons separated by a planting strip. <u>Subareas 4 & 5</u> <input type="checkbox"/> At least 1/3 of any driveway shall be pervious. <input type="checkbox"/> Driveway and curb cut widths shall be a maximum of 24' for two-way entrances and 12' for one-way entrances. <input type="checkbox"/> All sidewalk paving materials shall continue across any intervening driveway. <input type="checkbox"/> Sidewalk that meets width, materials, and location in Subarea 4 or 5.
Castleberry Hill (16-20N) Inman Park (16-20L)	<input type="checkbox"/> Not black asphalt. <input type="checkbox"/> Not for off-street parking between principle structure and any public street. <input type="checkbox"/> Not a side by side driveway or creating a side by side driveway. <input type="checkbox"/> Sidewalk that meets width, materials and location requirement.
Grant Park (16-20K)	<input type="checkbox"/> Not black asphalt. <input type="checkbox"/> Ten 10' wide or less (only if driveway).
Oakland City (16-20M)	<input type="checkbox"/> Off-street parking not located between principle structure and any public street. <input type="checkbox"/> Driveway is a maximum of 10' wide and a maximum curb cut of 10', exclusive of flare. <input type="checkbox"/> Sidewalks shall use the predominating material, if none exist the use of hexagonal pavers, concrete inlaid with a hexagonal imprint or brick are permitted.
Sunset Avenue (16-20P)	<input type="checkbox"/> The original layout, patterns and paving materials of sidewalks, curbs and streets are retained. <input type="checkbox"/> Replacement, when necessary, is done in kind as to layout, pattern, and paving material. <input type="checkbox"/> New sidewalks are the same material and width as the sidewalk on abutting properties. <input type="checkbox"/> If no sidewalk exists on abutting properties, the new sidewalk matches the material and widths on the block. <input type="checkbox"/> If no sidewalk exists on the block, the new sidewalk is concrete and six feet wide.
West End (16-20G)	<input type="checkbox"/> The original layout, patterns and paving materials of sidewalks, driveways, alleyways curbs and streets are retained. <input type="checkbox"/> The design and material of new and replacement paving materials meets the compatibility rule. <input type="checkbox"/> New sidewalks meets the compatibility rule in regards to width and materials. <input type="checkbox"/> A public sidewalk adjacent to poured concrete, original concrete hexagonal pavers or poured concrete with hexagonal motif is poured concrete bordered with brick laid flat. <input type="checkbox"/> Driveway is a maximum of 10' wide and a maximum curb cut of 10', exclusive of flare.

District	Replacement of Non-Original, Non-Historic or Missing Elements
	<i>Examples include but are not limited to the following: siding, windows, porch railings, porch columns, porch flooring and exterior doors.</i>
West End (16-20G) Sunset Avenue (16-20P)	<input type="checkbox"/> Element is non-original. <input type="checkbox"/> Element is non-historic. <input type="checkbox"/> Element is missing. <input type="checkbox"/> Not visible from a public street. <input type="checkbox"/> Provide a detailed description of the proposed replacement and documentation as to the non-original, non-historic or missing status of the element in question.

District	Mechanical Equipment and Satellite Dishes (<i>Check all that apply</i>)
Atkins Park (16-20O)	<input type="checkbox"/> Located to the side or rear of the principle structure, where least visible. <input type="checkbox"/> Screened with appropriate plant material or fencing (<i>only if visible from a public street</i>). <input type="checkbox"/> Communication equipment, i.e. satellite dish located in the least visible location from any core residential street.
Cabbagetown (16-20A)	<input type="checkbox"/> Satellite dishes shall be attached to the building. <input type="checkbox"/> Satellite dishes shall not be visible from any public right of way.
Castleberry Hill (16-20N) Inman Park (16-20L) Oakland City (16-20M)	<input type="checkbox"/> Located to the side or rear of the principle structure. <input type="checkbox"/> Where possible, in the least visible location. <input type="checkbox"/> Screened with appropriate plant material or fencing (<i>only if visible from a public street or park</i>).
Sunset Avenue (16-20P) West End (16-20G)	<input type="checkbox"/> Not on the roof over the front façade of any structure (<i>satellite dishes and communications equipment only</i>). <input type="checkbox"/> Located in a side or rear yard within the buildable area of the lot. <input type="checkbox"/> Does not project beyond the front of the main structure. <input type="checkbox"/> Located in the least visible location within permissible areas. <input type="checkbox"/> Properly screened with fence or plant materials when visible from the public right-of-way.

Describe clearly and in detail **ALL** new construction, alterations, repairs, or other changes to the exterior appearance proposed for property under consideration (Use additional pages if necessary.)

ADDITIONAL MATERIALS REQUIRED:

This application must be accompanied by **relevant materials** to the project. This may include a site plan, elevations, photographs or specifications including materials and any other graphic information appropriate for a particular application. Materials Submitted:

- Site plan including relevant dimensions, all existing improvements, and **all** proposed work.
- Relevant photographs of existing conditions.
- Elevation details including existing and proposed materials, scaled sketches, accurate grade lines, and existing and proposed dimensions.

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 APPLICANT OR AGENT FOR APPLICANT

OFFICE OF PLANING/URBAN DESIGN COMMISSION APPLICATION SUBMISSION SCHEDULE

The hours that the UDC office will accept applications for all types of Certificates of Appropriateness are as follows:

- Monday: 8:30 am to 1:00 pm
- Tuesday: 8:30 am to 2:00 pm
- Wednesday: 8:30 am to 2:00 pm
- Thursday: 8:30 am to 2:00 pm
- Friday: No applications are accepted.