



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

Application# _____
Date Accepted _____

## APPLICATION FOR URBAN DESIGN COMMISSION CERTIFICATES OF APPROPRIATENESS, STAFF REVIEW, AND REVIEW AND COMMENT

*Please Check The Type of Application You Are Submitting:*

Certificate / Review Type	Staff or Commission Review	Sign Posting Affidavit and Sign Needed	Property Owner Authorization Needed	Fee
<u>      </u> <b>Type I</b> Any general repairs for individually listed buildings or sites and the following locally designated districts: Druid Hills, M. L. King, Jr., Oakland Cemetery, Hotel Row, Baltimore Block and Washington Park.	Staff	No	No	\$10
<u>      </u> <b>Type II Staff Review</b> Minor alterations to an existing structure or site in districts which allow for administrative review. Please review <b>pages 9-10</b> to see if your project is eligible to be reviewed by Staff.	Staff	No	No	\$10
<u>      </u> <b>Type II</b> Any minor alterations to an existing structure or site. Examples of minor alterations include new siding, windows, dormers, porch renovations, site work, etc.	Commission	Yes	Yes	\$100
<u>      </u> <b>Type III New Construction</b>	Commission	Yes	Yes	\$200
<u>      </u> <b>Type III Addition, Subdivision, Consolidation</b>	Commission	Yes	Yes	\$100
<u>      </u> <b>Variance Addendum</b> Variance from the District Regulations. Please see the Variance Addendum found on <b>page 7</b> .	Commission	Yes	Yes	\$100
<u>      </u> <b>Special Exception Addendum</b> Exception from the District Regulations. Please see the Special Exception Addendum found on <b>page 8</b> .	Commission	Yes	Yes	\$100
<u>      </u> <b>Type IV Demolition for a Threat to Public Health and Safety</b> Please see the Type IV Certificate of Appropriateness Addendum found on <b>page 5</b> of this application.	Commission	Yes	Yes	\$100
<u>      </u> <b>Type IV Demolition for Unreasonable Economic Return</b> Please see the Type IV Certificate of Appropriateness Addendum found on <b>page 6</b> .	Commission	Yes	Yes	\$200
<u>      </u> <b>Review and Comment</b> Required for projects involving property owned by public agencies (such as the City of Atlanta and Atlanta Public Schools), art on public property, property located in the Brookwood Hills Conservation District, and applications to the BZA and ZRB involving properties located in a Historic/Landmark District or involving a Historic/Landmark Building or Site.	Commission	No	No	No



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## Application for Urban Design Commission Certificates of Appropriateness, Staff Review, and Review and Comment

*(Please Print Clearly)*

Applicant's Name \_\_\_\_\_

Applicant's Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ E-Mail \_\_\_\_\_

**DESCRIPTION OF PROPERTY:**

Property Address \_\_\_\_\_

Zoning Category \_\_\_\_\_ In Beltline? \_\_\_\_\_ In SPI / MR / MRC / NC? \_\_\_\_\_

**DESCRIPTION OF PROJECT:**

Describe clearly and in detail **ALL** construction, alterations, repairs or other changes to the exterior appearance or site proposed for the property. **You must summarize your project below. "See Attached" is not accepted.**

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The Office of Planning will accept applications for all types of Certificates of Appropriateness and applications for Review and Comment only 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.

***Incomplete applications will NOT be accepted.***

# Application Package - Step by Step Checklist

- **All new construction proposals** are encouraged to be preliminarily reviewed by Commission Staff prior to the deadline date to ensure the minimum regulations have been met. Please call the Atlanta Urban Design Commission office to schedule an appointment with Staff for a **preliminary review**.
- Review **Application Process flow charts found on pages 11 and 12**.
- Review **Economic Incentives for Historic Preservation** (found on page 14) to determine eligibility and to obtain contact information.
- Refer to the **Deadlines for Certificate of Appropriateness Applications** table found on page 15 for application deadline, sign posting deadline, and corresponding hearing date.
- **Required Submission Materials: (Incomplete applications will NOT be accepted). All submitted materials are retained by the Office of Planning and not returned to the applicant.**

## ***Type I and Type II Staff Review Certificates of Appropriateness:***

- \_\_\_ Existing and proposed site plans showing all dimensions, existing improvements and all proposed work, only if proposed work involves changes to the site.
- \_\_\_ Relevant photographs of existing conditions.
- \_\_\_ Existing and proposed elevations showing dimensions, existing features, proposed work, materials, and accurate grades.
- \_\_\_ Three (3) sets of to-scale plans.

## ***Type II, III, and IV Certificates of Appropriateness / Review and Comment:***

- \_\_\_ All plans must be properly collated, stapled and folded.
- \_\_\_ Two (2) to-scale sets of plans (see below for specific types of plans needed).
- \_\_\_ Twelve (12) sets of reduced size plans (no larger than 11" x 17" (see below for specific types of plans needed).
- \_\_\_ Existing and proposed elevations showing dimensions, existing features, proposed work, materials, and accurate grades.
- \_\_\_ Existing and proposed floor plans, showing location of windows, exterior doors, walls, and rough kitchen / bath layouts, etc.
- \_\_\_ Existing and proposed site plans showing all dimensions, existing improvements and all proposed work.
- \_\_\_ Twelve (12) copies of any materials the applicant would like the commission to consider prior to the assigned meeting when the project will be reviewed (i.e. photographs, project description, cover letter, support documentation, etc.)
- \_\_\_ USB drive or CD containing no more than 10 photographs showing the following:
  - \_\_\_ All facades, including the roof and foundation (even if the work is to be done on one side of the building).
  - \_\_\_ Area(s) where the work is to be performed (for example: windows, doors, chimneys, porch, siding, etc.).
  - \_\_\_ Dimensioned, detailed, to-scale drawings of porch railings, window and door trim, fascia/eaves, etc.
  - \_\_\_ Details on exterior materials, such as manufacturer's specification pamphlets for windows, siding material, etc.
  - \_\_\_ Comparison analysis and compatibility rule information as required by the specific district regulations for your project.

## ***Type IV applications only:***

- \_\_\_ Twelve (12) copies of the answers to the corresponding Type IV Certificate of Appropriateness Addendum found on page 5 and 6 of this application.

## ***Type III Variance Addendum / Special Exception Petition Addendum: (All Variances and Special Exceptions require a separate application and fee.)***

- \_\_\_ A paper copy and an electronic copy (*MS Word format*) of the variance or special exception justification (see page 7 and 8).
- Complete **Application** in full and return it to the Commission office with original signatures by the appropriate deadline date, including an original, notarized **Authorization by Property Owner**, if applicable, found on page 4.
- Return the original signed and notarized **Sign Posting Affidavit** to the Urban Design Commission Staff before your hearing date, or bring it with you to the hearing. If required, this affidavit will be generated at the time of application.

I HEREBY AUTHORIZE THE OFFICE OF PLANNING 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

\_\_\_\_\_  
DOUG YOUNG, EXECUTIVE DIRECTOR

## Authorization by Property Owner

(Required only if the applicant is not the owner of the property subject to the proposed application.)

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*(Please Print Clearly)*

I, \_\_\_\_\_ (OWNER'S NAME) SWEAR AND AFFIRM THAT I AM THE OWNER OF THE PROPERTY AT \_\_\_\_\_ (PROPERTY ADDRESS). AS SHOWN IN THE RECORDS OF \_\_\_\_\_ COUNTY, GEORGIA, WHICH IS THE SUBJECT MATTER OF THE ATTACHED APPLICATION. I AUTHORIZE THE PERSON NAMED BELOW TO FILE THIS APPLICATION AS MY AGENT.

**NAME OF APPLICANT:**

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ SUITE \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

**OWNER'S TELEPHONE NUMBER:**

AREA CODE (    ) NUMBER \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF OWNER

\_\_\_\_\_  
PRINT NAME OF OWNER

**PERSONALLY APPEARED BEFORE ME THE ABOVE NAMES, WHO SWEARS THAT THE INFORMATION CONTAINED IN THIS AUTHORIZATION IS TRUE AND CORRECT TO THE BEST KNOWLEDGE AND BELIEF.**

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
DATE

**ADDENDUM -  
TYPE IV CERTIFICATE OF APPROPRIATENESS  
THREAT TO PUBLIC HEALTH AND SAFETY**

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*Directions: Complete responses must be provided for ALL questions. Incomplete applications will not be accepted. Please attach information and reference attachments for the appropriate question.*

**Threats to public health and safety: To prove the existence of a threat to public health and safety, the applicant must establish, and the commission must find, the following:**

- (1) Demonstrate through independent analysis and supporting information that a major and imminent threat to public safety exists.
- (2) Present all reasonable alternatives for rectifying the threat and analysis of all such alternatives.
- (3) Demonstrate that the costs associated with rectifying the threat would create a condition whereby the investments in the project are incapable of earning a reasonable economic return. This finding shall be made by considering, and the applicant shall submit to the commission evidence establishing, each of the following factors:
  - a) The applicant's knowledge of the landmark designation at the time of acquisition, or whether the property was designated subsequent to acquisition.
  - b) The current level of economic return on the property as considered in relation to the following:
    - (1) The amount paid for the property, the date of purchase, and party from whom purchased, including a description of the relationship, if any, between the owner of record or applicant and the person from whom the property was purchased.
    - (2) The annual gross and net income, if any, from the property for the previous three (3) years; itemized operating and maintenance expenses for the previous three (3) years; and depreciation deduction and annual cash flow before and after debt service, if any, during the same period.
    - (3) Remaining balance on any mortgage or other financing secured by the property and annual debt service, if any, during the prior three (3) years.
- (4) Real estate taxes for the previous four (4) years and assessed value of the property according to the two (2) most recent assessed valuations.
- (5) All appraisals obtained within the previous two (2) years by the owner or applicant in connection with the purchase, financing or ownership of the property.
- (6) The fair market value of the property immediately prior to its designation and the fair market value of the property (in its protected status as a designated building or site) at the time the application is filed.
- (7) Form of ownership or operation of the property, whether sole proprietorship, for-profit or not-for-profit corporation, limited partnership, joint venture, or both.
- (8) Any state or federal tax returns on or relating to the property for the past two (2) years.
- (9) That the property if not marketable or able to be sold, considered in relation to any listing of the property for sale or rent, price asked, and offers received, if any, within the previous two (2) years. Including testimony and relevant documents regarding:
  - a) Any real estate broker or firm engaged to sell or lease the property.
  - b) Reasonableness of the price or rent sought by the applicant.
  - c) Any advertisement placed for the sale or rent of the property.
- (10) The infeasibility of alternative uses that can earn a reasonable economic return for the property as considered in relation to the following:
  - a) A report for a licensed engineer or architect with experience in rehabilitation as to the structural soundness of any structures on the property and their suitability for rehabilitation.
  - b) Estimate of the cost of the proposed construction, alteration, demolition, or removal, and an estimate of any additional cost that would be incurred to comply with the recommendation and decision of the commission concerning the appropriateness of the proposed alterations.
  - c) Estimated market value of the property in the current condition; after completion of the proposed construction, alteration, demolition, or removal; and, in the case of a proposed demolition, after renovation of the existing property for continued use.
  - d) In the case of a proposed demolition, the testimony of an architect, developer, real estate consultant, appraiser, or other real estate professional experienced in rehabilitation as to the economic feasibility of rehabilitation or reuse of the existing structure on the property.
  - e) The infeasibility of new construction around, above, or below the existing protected building or site, and the infeasibility of a transfer or development rights, including an assessment of the monetary value that could be derived from such a transfer, pursuant to section 16-28.023 of the Code of Ordinances.
- (11) Economic incentives and/or funding available to the applicant through federal, state, city, or private programs
- (12) Provide photographs of the existing conditions of the building, both exterior and interior.

**ADDENDUM -  
TYPE IV CERTIFICATE OF APPROPRIATENESS  
UNREASONABLE ECONOMIC RETURN**

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*Directions: Complete responses must be provided for ALL questions. Incomplete applications will not be accepted. Please attach information and reference attachments for the appropriate question.*

**Unreasonable economic return: To prove the existence of a condition of unreasonable economic return, the applicant must establish, and the commission must find, the following, that the building or site is incapable of earning a reasonable economic return. This finding shall be made by considering, and the applicant shall submit to commission evidence establishing, each of following factors:**

- (1) The applicant's knowledge of the landmark designation of the time of acquisition, or whether the property was designated subsequent to acquisition.
- (2) The current level of economic return on the property as considered in relation to the following:
  - a) The amount paid for the property, the date of purchase, and party from whom purchased, including a description of the relationship, if any, between the owner of record or applicant and the person from whom the property was purchased.
  - b) The annual gross and net income, if any, from the property for the previous three (3) years; itemized operating and maintenance expenses for the previous three (3) years; and depreciation deduction and annual cash flow before and after debt service, if any, during the same period.
  - c) Remaining balance on any mortgage or other financing secured by the property and annual debt service, if any, during the prior three (3) years.
  - d) Real estate taxes for the previous four (4) years and assessed value of the property according to the two most recent assessed valuations.
  - e) All appraisals obtained within the previous two (2) years by the owner or applicant in connection with the purchase, financing, or ownership of the property.
  - f) The fair market value of the property immediately prior to its designation and the fair market value of the property (in its protected status as designated building or site) at the time the application is file.
  - g) Form of ownership or operation of the property, whether sole proprietorship, for-profit or not-for-profit corporation, limited partnership, joint venture, or both.
  - h) Any state or federal income tax returns on or relating to the property for the past two (2) years.
- (3) That the property is not marketable or able to be sold, considered in relation to any listing of the property for sale or rent, price asked, and offers received, if any, within the previous two (2) years, including testimony and relevant documents regarding:
  - a) Any real estate broker or firm engaged to sell or lease the property.
  - b) Reasonableness of the price or rent sought by the applicant.
  - c) Any advertisements placed for the sale or rent of the property.
- (4) The feasibility of alternative uses that can earn a reasonable economic return for the property as considered in relation to the following:
  - a) A report from a licensed engineer or architect with experience in rehabilitation as to the structural soundness of any structures on the property and their suitability for rehabilitation.
  - b) Estimate of the cost of the proposed construction, alteration, demolition, or removal, and an estimate of any additional cost that would be incurred to comply with the recommendation and decision of the commission concerning the appropriateness of proposed alterations.
  - c) Estimated market value of the property in the current condition; after completion of the proposed construction, alteration, demolition, or removal; and, in the case of a proposed demolition, after renovation of the existing property for continued use.
  - d) In the case of a proposed demolition, the testimony of an architect, developer, real estate consultant, appraiser, other real estate professional experienced in rehabilitation as to the economic feasibility of rehabilitation or reuse of the existing structure on the property.
  - e) The infeasibility of new construction around, above or below the existing protected building or site, and the infeasibility of a transfer or development rights, including an assessment of the monetary value that could be derived from such a transfer, pursuant to section 16-28.023 of the Code of Ordinances.
- (5) Economic incentives and/or funding available to the applicant through federal, state, city, or private programs.
- (6) That the applicant has the present intent and the secured financial ability, demonstrated by documentary evidence and by those plans and materials which would otherwise be required in order to secure a foundation permit from the Bureau of Buildings, to replace the Landmark Building or Site with a replacement building, as the term "building" is defined in section 16-29.001 of the Code of Ordinances, which has a total square footage equal to the square footage of the footprint of the building or site proposed to be demolished or moved.
- (7) Provide photographs of the existing conditions of the building, both exterior and interior.



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**ADDENDUM - VARIANCE PETITION**  
*(Requires a separate application number and fee.)*

**Directions:** Complete responses must be provided for **ALL** questions. Incomplete applications will not be accepted. If extra space is needed, please attach information and reference attachments for the appropriate question. Applicant, having received a determination that proposed action is at broad variance with the referenced zoning regulations when seeking a Certificate of Appropriateness, hereby requests that the Atlanta Urban Design Commission grant a variance for (description of variance):

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\_\_\_\_\_, the following reasons:

- (1) What are the extraordinary and exceptional conditions pertaining to the particular piece of property in question (size, shape or topography)?
  
- (2) How would the application of the Zoning Ordinance of the City of Atlanta to this particular piece of property create an unnecessary hardship?
  
- (3) What conditions are peculiar to this particular piece of property?
  
- (4) Submit facts to show that relief, if granted, would not cause substantial detriment to the public good or impair the purposes and intent of the Zoning Ordinance of the City of Atlanta.
  
- (5) State whether the property described in this application forms any part of the subject matter of a pending application or ordinance for a zoning change or Special Use Permit. \_\_\_\_YES \_\_\_\_NO

I HEREBY FILE THIS REQUEST FOR VARIANCE FROM THE TERMS OF THE ZONING REGULATIONS FOR THE \_\_\_\_\_ DISTRICT AND OTHER TERMS OF THE ZONING ORDINANCE OF THE CITY OF ATLANTA, WHICH APPLY TO THE PROPERTY IN QUESTION. 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

\_\_\_\_\_  
 DOUG YOUNG, EXECUTIVE DIRECTOR



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## **ADDENDUM - SPECIAL EXCEPTION PETITION**

**[for greater height of walls or fences in required yards per Section 16-28.008(5)(e)]**  
***(Requires a separate application number and fee.)***

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**Directions:** Complete responses must be provided for the questions below. Incomplete applications will not be accepted. If extra space is needed, please attach information and reference attachments for the appropriate question. Applicant, having received a determination that proposed action is at broad variance with the referenced zoning regulations when seeking a Certificate of Appropriateness, hereby requests that the Atlanta Urban Design Commission grant a special exception for (description of special exception):

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\_\_\_\_\_, the following reasons:

(1) Such wall or fence is justified by reason of security or privacy and will not unduly prevent passage of light and air to adjoining properties and is not incompatible with the character of the neighborhood.

(2) Such greater height is justified by requirements for security of persons or property in the area;

(3) Such greater height is justified for topographic reasons; or

(4) Such greater height, in the yard or yards involved, is not incompatible with the character of the surrounding neighborhood.

I HEREBY FILE THIS REQUEST FOR A SPECIAL EXCEPTION FROM THE TERMS OF THE ZONING REGULATIONS FOR THE \_\_\_\_\_ DISTRICT AND OTHER TERMS OF THE ZONING ORDINANCE OF THE CITY OF ATLANTA, WHICH APPLY TO THE PROPERTY IN QUESTION. 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

\_\_\_\_\_  
DOUG YOUNG, EXECUTIVE DIRECTOR

## Eligible Scopes of Work / Projects for Type II Staff Review Applications

The regulations for the following topics can be found in the City of Atlanta Municipal Code sections listed next to the districts. To view the code sections online:

- Navigate to: <http://www.municode.com/Library/GA/Atlanta>
- Click on the link titled “View Atlanta Code of Ordinances”
- Use the navigation pane on the left hand side of the screen and find PART III - CODE OF ORDINANCES—LAND DEVELOPMENT CODE: Part 16 - Zoning
- Locate the appropriate chapter (20A-20Q) and section to view the regulations for your project.

### DESCRIPTION OF PROJECT:

If your project type is not listed then your project cannot be reviewed using the Type II Staff Review process.

#### Atkins Park

Project	Code Section
__Fences	Sec. 16-20O.007
__Shutters and Awnings	Sec. 16-20O.007
__Walls and Retaining Walls	Sec. 16-20O.007
__Skylights and Solar Panels	Sec. 16-20O.007
__Decks	Sec. 16-20O.007
__Accessory Structures	Sec. 16-20O.007
__Paving	Sec. 16-20O.007
__Mechanical Equipment and Satellite Dishes	Sec. 16-20O.007

#### Cabbagetown

Project	Code Section
__Fences	Sec. 16-20A.006-.11
__Walls and Retaining Walls	Sec. 16-20A.006 & .008-.011
__Accessory Structures	Sec. 16-20A.006
__Paving	Sec. 16-20A.006
__Mechanical Equipment and Satellite Dishes	Sec. 16-20A.006, .010, & .011

#### Castleberry Hill

Project	Code Section
__Exterior Stairs	Sec. 16-20N.005, & .006
__Railings	Sec. 16-20N.005, & .006
__Canopies	Sec. 16-20N.005, & .006
__Front Stoops	Sec. 16-20N.005, & .006
__Fences	Sec. 16-20N.006
__Shutters and Awnings	Sec. 16-20N.006
__Walls and Retaining Walls	Sec. 16-20N.006
__Decks	Sec. 16-20N.006
__Accessory Structures	Sec. 16-20N.006
__Paving	Sec. 16-20N.006, & .007
__Mechanical Equipment and Satellite Dishes	Sec. 16-20N.006

#### Collier Heights

Project	Code Section
__Fences	Sec. 16-20N.006
__Shutters and Awnings	Sec. 16-20N.006
__Walls and Retaining Walls	Sec. 16-20N.006
__Skylights and Solar Panels	Sec. 16-20N.006
__Decks	Sec. 16-20N.006
__Accessory Structures	Sec. 16-20N.006
__Paving	Sec. 16-20N.006, & .007
__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>	Sec. 16-20N.006
__Mechanical Equipment and Satellite Dishes	Sec. 16-20N.006

#### Grant Park

Project	Code Section
__Minor alterations to those façades of any principal structure that do not face public streets	Sec. 16-20K.007
__Fences	Sec. 16-20K.007
__Walls and Retaining Walls	Sec. 16-20K.007
__Decks	Sec. 16-20K.007
__Accessory Structures	Sec. 16-20K.007
__Paving	Sec. 16-20K..006, & .007

**Inman Park**

<b>Project</b>	<b>Code Section</b>
__Fences	Sec. 16-20L.005
__Shutters and Awnings	Sec. 16-20L.005
__Walls and Retaining Walls	Sec. 16-20L.005
__Decks	Sec. 16-20L.005
__Accessory Structures	Sec. 16-20L.005
__Paving	Sec. 16-20L.005
__ 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>	Sec. 16-20L.005
__Mechanical Equipment and Satellite Dishes	Sec. 16-20L.005

**Sunset Avenue**

<b>Project</b>	<b>Code Section</b>
__Fences	Sec. 16-20P.006
__Shutters and Awnings	Sec. 16-20P.006
__Walls and Retaining Walls	Sec. 16-20P.006
__Skylights and Solar Panels	Sec. 16-20P.006
__Decks	Sec. 16-20P.006
__Accessory Structures	Sec. 16-20P.006
__Paving	Sec. 16-20P.006
__ 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>	Sec. 16-20P.006
__Mechanical Equipment and Satellite Dishes	Sec. 16-20P.006

**Martin Luther King Jr.**

<b>Project</b>	<b>Code Section</b>
__Security Doors	Sec. 16-20C.004, & .008
__Window Grates	Sec. 16-20C.004, & .008
__Replacement of Historic Features	Sec. 16-20C.004, & .008
__Fences	Sec. 16-20C.008
__Walls and Retaining Walls	Sec. 16-20C.008
__Skylights and Solar Panels	Sec. 16-20C.005
__Decks	Sec. 16-20C.004
__Accessory Structures	Sec. 16-20C.005
__Paving	Sec. 16-20L.005
__ 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>	Sec. 16-20C.008
__Mechanical Equipment and Satellite Dishes	Sec. 16-20C.008

**West End**

<b>Project</b>	<b>Code Section</b>
__Fences	Sec. 16-20G.006
__Shutters and Awnings	Sec. 16-20G.006
__Walls and Retaining Walls	Sec. 16-20G.006
__Skylights and Solar Panels	Sec. 16-20G.006
__Decks	Sec. 16-20G.006
__Accessory Structures	Sec. 16-20G.006
__Paving	Sec. 16-20G.006
__ 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>	Sec. 16-20G.006
__Mechanical Equipment and Satellite Dishes	Sec. 16-20G.006

**Oakland City**

<b>Project</b>	<b>Code Section</b>
__Fences	Sec. 16-20M.013
__Walls and Retaining Walls	Sec. 16-20M.013
__Decks	Sec. 16-20M.013
__Accessory Structures	Sec. 16-20M.015
__Paving	Sec. 16-20M.013
__Mechanical Equipment and Satellite Dishes	Sec. 16-20M.013

# Application Process for Urban Design Commission-Reviewed Applications

## Step One:

Obtain appropriate application materials from the Office of Planning (Suite 3350) and check the deadline schedule to determine important dates and deadlines for your application.



## Step Two:

Submit completed application with original signatures and all required materials by the appropriate deadline per the submission schedule included in this application.



## Step Four:

The Atlanta Urban Design Commission meets on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of every month at 4:00 p.m. in City Council Chambers. The Commission is comprised of 11 city residents, each with a required professional background and appointed by the Mayor and the City Council. Consult the deadline schedule for the hearing date that corresponds to your application deadline.

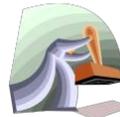


## Step Three:

The Urban Design Commission Staff will distribute copies of the Applicant's application materials to the Commission members for review. The Urban Design Commission Staff will also prepare a Staff Report to review the application for compliance with appropriate ordinances and other regulations specific to your application. Copies of this report are given to Commission members, e-mailed to the Applicant, and made available to the public prior to the meeting.

## Step Five:

At the Commission meeting, each Applicant will have ten minutes to present his or her application. Anyone opposing the proposed work will also have ten minutes to make a presentation to the Commission. Commission members may ask questions of the applicant and other parties. The Commission will decide to approve your application, approve your application with conditions, defer your application or deny your application. Applications for the demolition of a building or site may require further procedures.



## Step Six:

**If approved** for a Certificate Appropriateness, the Applicant must bring the final sets of construction drawings to the Office of Planning to have them stamped by the Urban Design Commission Staff and to receive a copy of the Certificate of Appropriateness. The Applicant must check with the Office of Buildings at (404) 330-6150 to determine the number of plan copies you will need for permitting, and submit **ALL** of these copies for stamping by the Urban Design Commission Staff. The Applicant will be notified via phone or email when your plans are ready to be picked up and can then proceed to file for a building permit.

**If deferred**, the Applicant will be required to submit updated plans and information to be considered at the Commission meeting to which the application is deferred.

**If denied**, the Applicant will be unable to obtain a building permit. You may submit a revised application, taking into account the commission's objections to the proposed work or file an **APPEAL** in the appropriate Superior Court within 30 days on the Commission's decision.



## Application Process for Staff-Reviewed Applications

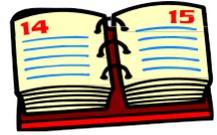
### Step One:

Obtain appropriate application materials from the Office of Planning. You will need to check with the Office of Buildings at (404) 330-6150 to determine the number of plan copies ultimately required for your permit. You must submit one additional copy for the UDC records.



### Step Two:

Submit completed application with original signatures, all required materials, and appropriate number of plan copies to the Office of Planning per the submission schedule included in this application.



### Step Four:

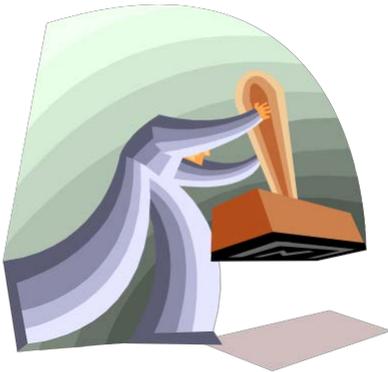
If approved, your application and plans will be stamped and placed in the Office of Planning's lobby (Suite 3350). You will be notified via email or phone that your plans are ready to be picked up.



**Step Three:** The Urban Design Commission Staff will review your application and determine the appropriateness of the proposed project based on the relevant code sections for your District. If additional materials or information is needed you will be contacted by the Urban Design Commission Staff and the review of your application will be placed on hold until the requested items are submitted. These applications are normally reviewed within two (2) business days.

### Step Five:

Once you have retrieved your stamped plans from the Office of Planning, you may submit your plans for permitting in the Office of Buildings. Please contact the Office of Buildings at (404) 330-6150 for information regarding permit submission.



# Neighborhood Contacts

While it is not a requirement of the Applicant to contact the neighborhood representative or meet with the neighborhood association / committee, the Staff of the Urban Design Commission strongly encourages you to do so prior to the submission of the application or at least prior to the Commission meeting. Neighborhood Representative Contact, listed by Historic/Landmark District:

<p><b><u>Adair Park Historic District</u></b>                  Adair Park Today                  Randy Gibbs, President                  (404)-956-9730 <a href="mailto:mrgibbs63@gmail.com">mrgibbs63@gmail.com</a>  <i>Meets 1<sup>st</sup> Tuesday of each month*</i></p>	<p><b><u>Grant Park Historic District</u></b>                  Grant Park Neighborhood Association                  Paul Simo, Chair, GPNA Homes &amp; History Committee                  (404)-788-5659 or <a href="mailto:Historic@gpna.org">Historic@gpna.org</a>  <i>Meets 1<sup>st</sup> Tuesday of each month*</i></p>
<p><b><u>Atkins Park Historic District</u></b>                  Atkins Park Neighborhood Association                  Linda Guthrie, Chair, Historic Preservation Committee  <a href="mailto:roseguthrie@gmail.com">roseguthrie@gmail.com</a>  <i>*Meets bi-monthly</i></p>	<p><b><u>Inman Park Historic District</u></b>                  Inman Park Neighborhood Association                  Molly McLamb, V P Historic Preservation Committee                  (404) 695-4689 or <a href="mailto:historic.preservation@inmanpark.org">historic.preservation@inmanpark.org</a>  <i>Meets 3<sup>rd</sup> Wednesday of each month*</i></p>
<p><b><u>Brookwood Hills Conservation District</u></b>                  Brookwood Hills Community Club, Inc                  Jim Stokes, Co-Chair, Brookwood Hills NPU / Zoning  <a href="mailto:Jim.Stokes@alston.com">Jim.Stokes@alston.com</a>  <i>Meets 1<sup>st</sup> Monday of each month*</i></p>	<p><b><u>Martin Luther King, Jr., Landmark District</u></b>                  East of Boulevard - Billy Lockwood:  <a href="mailto:fourthwardneighbors@gmail.com">fourthwardneighbors@gmail.com</a>                  West of Boulevard - Bobby Graham:  <a href="mailto:nationaldivine@yahoo.com">nationaldivine@yahoo.com</a>                  Meets 4<sup>th</sup> Monday at 6:30pm</p>
<p><b><u>Cabbagetown Landmark District</u></b>                  Cabbagetown Neighborhood Improvement Association                  Matt Wise, Chair, Historic Preservation Committee  <a href="mailto:ctownhp@gmail.com">ctownhp@gmail.com</a>  <i>Meets 1<sup>st</sup> Monday and 2<sup>nd</sup> Tuesday of each month*</i></p>	<p><b><u>Oakland City Historic District</u></b>                  Oakland City Community Organization                  Henry E. Roque, President                  (404) 942-7363 or <a href="mailto:roqueh@netzero.net">roqueh@netzero.net</a>  <i>Meets 2<sup>nd</sup> Saturday of each month*</i></p>
<p><b><u>Castleberry Hill Landmark District</u></b>                  Castleberry Hill Neighborhood Association                  Calvin Lockwood, Chair, Land-use / Zoning Committee                  (404) 221-0201 or <a href="mailto:calvin@calvinlockwood.com">calvin@calvinlockwood.com</a>  <i>Meets 3<sup>rd</sup> Monday of each month*</i></p>	<p><b><u>Sunset Avenue Historic District</u></b>                  NPU L Zoning Committee                  Greg Hawthorne                  (678) 362-4786 or <a href="mailto:ghawthorne@bellsouth.net">ghawthorne@bellsouth.net</a></p>
<p><b><u>Collier Heights Historic District</u></b>                  Collier Heights                  Harold Morton, President                  404-606-3075 or <a href="mailto:haroldmorton@comcast.net">haroldmorton@comcast.net</a>  <i>Meets 2nd Tuesday of each month*</i></p>	<p><b><u>West End Historic District</u></b>                  West End Neighborhood Development, Inc.                  Handy Johnson: <a href="mailto:handyj46@yahoo.com">handyj46@yahoo.com</a> or (404) 656-6540                  Kathi Woodcock: <a href="mailto:kathi.woodcock@gmail.com">kathi.woodcock@gmail.com</a>  <i>Meets 1<sup>st</sup> Tuesday of each month*</i></p>
<p><b><u>Druid Hills Landmark District</u></b>                  Druid Hills Civic Association                  Dan Frymire, Chair, Historic Preservation Committee                  (404) 735-6011 or <a href="mailto:danfrymire@bellsouth.net">danfrymire@bellsouth.net</a>  <i>Meets 3<sup>rd</sup> Wednesday of each month*</i></p>	<p><b><u>Whittier Mill Historic District</u></b>                  Whittier Mill Village Neighborhood Association  <a href="mailto:wmvassociation@gmail.com">wmvassociation@gmail.com</a> or                  Rhett Kilpatrick (<a href="mailto:rhettak@hotmail.com">rhettak@hotmail.com</a>)  <i>Meets 3<sup>rd</sup> Thursday of each month*</i></p>

Applicants for Cabbagetown Landmark District projects shall comply with Section 16-20A.006(4) of the Cabbagetown Landmark District regulations.

\*Please confirm meeting date(s) and procedures with District contact.

Current as of 07/07/2015

## Economic Incentives for Historic Preservation

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### Landmark Historic Property Tax Abatement Program

The owner of an income-producing building, which is listed in the National or Georgia Register of Historic Places and has been designated by the City of Atlanta as a Landmark Building or a contributing building in a Landmark District, may obtain preferential property tax treatment. The building must be in standard condition. For purposes of tax assessment for City of Atlanta taxes, excluding bonded indebtedness, the fair market value of the building and up to two acres of land surrounding it, is frozen for eight years at the level existing at the time of application and certification. In the ninth year, the fair market value is fixed at one-half the difference between the frozen value and the current fair market value. The application for this tax freeze must be filed with the county tax assessor's office by December 31<sup>st</sup> of the year before the freeze will go into effect. For further information, contact Doug Young, Atlanta Urban Design Commission, 55 Trinity Avenue, SW, Suite 3350, Atlanta, Georgia 30303-3520 (404-330-6145) or [dyoung@atlantaga.gov](mailto:dyoung@atlantaga.gov).

### Rehabilitated Historic Property Tax Abatement Program

The owner of a building, which qualifies for listing in the Georgia Register of Historic Places and has undergone a major rehabilitation initiated after January 1, 1989, may obtain preferential property tax treatment. For purposes of tax assessment for City of Atlanta taxes, excluding bonded indebtedness, the fair market value is frozen at the pre-rehabilitation level for a period of eight years. In the ninth year, the fair market value is fixed at one-half the difference between the frozen value and the current fair market value. Qualifying rehabilitations must meet the standards promulgated by the Department of Natural Resources and must have increased the fair market value of the building by not less than 50% for owner-occupied residential real property, or not less than 100% for income-producing real property. The application for this tax freeze must be filed by December 31<sup>st</sup> of the year before the freeze will go into effect. For further information, contact Ced Dolder, Tax Incentives Coordinator, at the Georgia Department of Natural Resources, Historic Preservation Division, 34 Peachtree Street, NW, Suite 1600, Atlanta, Georgia 30303-2316 (404-651-5567) or [ced\\_dolder@dnr.state.ga.us](mailto:ced_dolder@dnr.state.ga.us).

### Federal Income Tax Credit Program

If a property is listed in the National Register of Historic Places, the owner or long-term lessee of an income-producing property is entitled to an investment tax credit of up to 20% of the qualified rehabilitation expenses of a substantial rehabilitation performed in accordance with the U.S. Secretary of the Interior's Standards for Rehabilitation. All buildings, sites and districts designated by the City of Atlanta are required to meet the criteria for listing in the National Register of Historic Places. For further information, contact the Georgia Department of Natural Resources at the address, telephone number, and email above.

### State Income Tax Credit Program

The owner of a building, which qualifies for listing in the Georgia Register of Historic Places and is planning to start a substantial rehabilitation on or after January 1, 2004, is eligible to apply for the credit. The program provides property owners of historic properties who complete a Department of Natural Resources-approved rehabilitation the opportunity to take 10% of the rehabilitation expenditures as a state income tax credit up to \$5,000. If the home is located in a target area, the credit may be equal to 15% of the rehabilitation expenditures up to \$5,000 and for any other certified structure; the credit may be equal to 20% of rehabilitation expenses up to \$5,000. Department of Natural Resources-approved rehabilitations must meet the standards promulgated by the Department of Natural Resources and must have qualified rehabilitation expenses that exceed the lesser of \$25,000 or 50% of the adjusted basis of a historic home used as a principal residence, \$5,000 for a historic home used as a principal residence in a target area, or the greater of \$5,000 or the adjusted basis of the building for any other certified historic structure. Further, at least 5% of the qualified rehabilitation expenses must be allocated to work completed on the exterior of the structure. For further information, contact the Georgia Department of Natural Resources at the address, telephone number, and email above.

### City/County Urban Enterprise Zone Tax Abatement Program

Ad valorem property tax exemptions covering a ten-year period can be obtained by owners of qualifying historic multi-family and non-residential structures located in urban enterprise zone eligible areas. There is no minimum acreage requirement for proposed zones. Tax abatements are also available for commercial, industrial, and mixed-use properties. For housing urban enterprise zones, structures suitable for rehabilitation/renovation must provide a minimum of four multi-family housing units. For further information, contact Garnett Brown, the Urban Enterprise Zone Administrator at the Atlanta Bureau of Planning, 55 Trinity Avenue SW, Suite 3350, Atlanta, Georgia 30303-3520 (404-330-6145) or [gbrown@atlantaga.gov](mailto:gbrown@atlantaga.gov).

### Development Impact Fee Exemption

The owner of a city-designated Landmark Building or a contributing building in a Landmark District, which will undergo a rehabilitation or conversion, may obtain a 100% exemption from the payment of Development Impact Fees for building permits associated with the rehabilitation/conversion project. Such an exemption must be obtained prior to the issuance of a Building Permit. For further information, contact Mary Miller, Atlanta Bureau of Buildings, 55 Trinity Avenue SW, Suite 3900, Atlanta, Georgia 30303-3520 (404-330-6691) or [mamiller@atlantaga.gov](mailto:mamiller@atlantaga.gov).

### Façade Easements

A preservation easement is a legally enforceable commitment by a property owner to preserve the facades of a historic structure so that its exterior architectural features remain unchanged in perpetuity. Properties must be National Register-eligible structures. Federal and State income tax deductions can be taken as well as the possibility of other tax advantages related to a property's decrease in value as a result of an easement donation. For further information, contact Easements Atlanta, Inc. c/o the Atlanta Preservation Center, 327 St. Paul Avenue, SE, Atlanta, Georgia 30312 (404-688-3353) or [www.preserveatlanta.com](http://www.preserveatlanta.com).

### Transfer of Development Rights (TDR)

See Section 16-28.023 of the Code of Ordinances of the City of Atlanta for information.

## 2016 Deadlines for Urban Design Commission-Reviewed Applications

Application Deadline	Sign Posting Deadline		Hearing Date
	Type III, IV, & Variance	Type II	
December 22 (2015)	December 29 (2015)	January 6	January 13
January 5	January 12	January 20	January 27
January 19	January 26	February 3	February 10
February 2	February 9	February 17	February 24
February 16	February 23	March 2	March 9
March 1	March 8	March 16	March 23
March 22	March 29	April 6	April 13
April 5	April 12	April 20	April 27
April 19	April 26	May 4	May 11
May 3	May 10	May 18	May 25
May 17	May 24	June 1	June 8
May 31	June 7	June 15	June 22
June 21	June 28	July 6	July 13
July 5	July 12	July 20	July 27
July 19	July 26	August 3	August 10
August 2	August 9	August 17	August 24
August 23	August 30	September 7	September 14
September 6	September 13	September 21	September 28
September 20	September 27	October 5	October 12
October 4	October 11	October 19	October 26
October 18	October 25	November 2	November 9
November 1	November 6	November 14	*November 21
November 22	November 29	December 7	December 14

Review and Comment applications do not require sign posting prior to the hearing.

\*Note: The November 21, 2015 meeting is on a Monday.

*The Office of Planning will accept applications for all types of Certificates of Appropriateness and applications for Review and Comment only 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.**