Designation of Significant Neighborhoods as Landmark or Historic Districts Under Atlanta’s Historic Preservation Ordinance

1. REQUIRES A COMMITMENT IN TIME AND EFFORT BY THE NEIGHBORHOOD

- **Letter** initiated and signed by owners of ten different properties within the proposed district requesting the Urban Design Commission to review neighborhood for possible designation.

- **Photographic survey** of all lots within the proposed district.

- **Designation report** outlining the history of the neighborhood—its development, important members and institutions, the role it has played in the history of Atlanta & its architectural attributes.

- **Collection of data** on each structure in the proposed district, including date of construction and current owners.

- Neighborhood proposal for **customized regulations** regarding those distinctive aspects of the neighborhood that the residents would like to see regulated.

- Assist with **educating** all members of community regarding effects of the proposed designation.

- **Contacting** City Council Members to enlist support for district designation.

2. REQUIRES AN OPEN HEARING PROCESS WHEREBY ALL OPINIONS CAN BE HEARD

- **Notice of intent to nominate** sent to all owners of properties in the proposed district. Properties are regulated until outcome of designation process is determined.

- All interested parties, including property owners, have the opportunity to speak at **public hearing before the Urban Design Commission** which convenes to determine if proposed district is significant, historically, architecturally and/or culturally.

- If district is nominated, representatives of district meet with city officials to **offer input regarding customized regulations**.

- All interested parties, including property owners, have opportunity to speak at **public hearing before the Zoning Review Board** which addresses the land use issues raised by any re-zoning action.
• After hearing by Zoning Review Board, the ordinance establishing the district and any customized regulations must be approved by a majority vote of the City Council.

3. Requires that Changes to the Exteriors of Structures Must Be Approved by the Urban Design Commission

• When an owner of a property in a designated district seeks a building permit from the City of Atlanta for alteration, new construction or demolition, he/she will be referred to the Urban Design Commission for a Certificate of Appropriateness.

• If in-kind repairs, only, are contemplated, the Urban Design Commission staff can approve that work.

• If more substantial changes are contemplated, the property owner will need to attend a meeting of the Urban Design Commission which meets the 2nd and 4th Wednesday of every month.

• The property owner has the opportunity to explain the proposed work and anyone in opposition to such plans is also given an opportunity to speak.

• After discussion by the Commission, the decision approving or disapproving the proposed work is made. For a Type II Certificate of appropriateness, a decision must be made by the Commission within 45 days of submission of a completed application.

• If approved, building permit can be obtained and work on the structure can proceed.

Questions concerning Atlanta’s Historic Preservation Ordinance can be directed to Karen Huebner at (404) 330-6200