

Architectural Review Board

Application Process

1. Obtain an Application for Certificate of Appropriateness for the Architectural Review Board from City Hall or on the City website. (On the homepage of the website go to **SERVICES and GOVERNMENT, CLICK on APPLICATIONS AND FORMS.**
2. **All** applications should include:
 - **Eight copies of the completed application**
 - **Site plan and scaled drawings of the planned changes**
 - **Materials checklist with all materials and window and door changes (if applicable)**
 - **Photos of the current conditions**
3. **Applications for a FENCE** must include:
 - **Eight copies of the completed application**
 - **Photo of current area where proposed fence will be located**
 - **Materials checklist with all materials and dimensions of fence**
 - **Sample picture of proposed fence**
4. **Submit application no later than 12 p.m. on the Friday** indicated below for the meeting you plan to attend.
5. **Make sure to attend the meeting to avoid any delays** of the approval of your application. If you are unable to attend and someone will be attending on your behalf, you must provide them with a notarized letter stating that they are presenting your application on your behalf.
6. Once your application is approved, you will receive the Certificate of Appropriateness in the mail along with the appropriate permit that is required **BEFORE you can begin any work.** Please remember that on some permits a permit will need to be obtained from DeKalb County.

Architectural Review Board

2010 Application Deadlines

Application Deadline	Meeting Date
Friday, January 8, 2010	February 1, 2010
Friday, February 5, 2010	March 1, 2010
Friday, March 12, 2010	April 5, 2010
Friday, April 9, 2010	May 3, 2010
Friday, May 7, 2010	June 7, 2010
Friday, June 11, 2010	July, 7, 2010 (Wednesday due to 4 th of July)
Friday, July 9, 2010	August 2, 2010
Friday, August 13, 2010	September 8, 2010 (Wednesday due to Labor Day)
Friday, September 10, 2010	October 4, 2010
Friday, October 8, 2010	November 1, 2010
Friday, November 12, 2010	December 6, 2010

Should you have questions, please contact Juliette Sims-Owens, City Clerk, at 404-294-5400 or by email: avondalecityclerk@avondalestates.org

Avondale Estates Architectural Review Board

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Applicant: _____

Address: _____

Telephone: _____ Fax: _____

Project Address: _____

Proposed Project:

New Construction _____ Renovation/Repair _____ Sign _____ Demolition _____

Description: _____

Attachments:

Drawings: Dimensioned Site Plan _____ Dimensioned Floor Plan(s) _____
Material Samples _____ Material Details _____ Color Samples _____
Street Elevation _____ Side Elevation _____
Photos of Existing Conditions: _____ Written Description: _____

Comments: _____

Received by: _____
City of Avondale Estates

Submittal Date: _____

Application will be reviewed by the Avondale Estates Architectural Review Board and approved or denied within 45 calendar days of the submittal date.