



Architectural Review Board Application Process

Obtain an Application for Certificate of Appropriateness for the Architectural Review Board from City Hall or on the City website. On the home page of the website go to **SERVICES and GOVERNMENT, CLICK on APPLICATIONS AND FORMS and scroll down to “Certificate of Appropriateness Application and Process – Architectural Review Board”**

1. **All** applications should include **Eight copies of the following:**
 - **Site plan and scaled drawings of the planned changes**
 - **Materials checklist with all materials including windows and door changes**
 - **Sample photos of windows, doors, and garage doors (if applicable)**
 - **Photos of the current conditions**
2. **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**
3. **Submit application no later than 12 p.m. on the Friday** indicated below for the meeting you plan to attend.
4. **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.
5. 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 2012 Application Deadlines/Meeting Dates

| Application Deadline | Meeting Date |
|----------------------------|---|
| Friday, December 16, 2011 | January 4, 2012 (Wednesday due to New Years) |
| Friday, January, 20, 2012 | February 6, 2012 |
| Friday, February 17, 2012 | March 5, 2012 |
| Friday, March 16, 2012 | April 2, 2012 |
| Friday, April 20, 2012 | May 7, 2012 |
| Friday, May 18, 2012 | June 4, 2012 |
| Friday, June 15, 2012 | July 2, 2012 |
| Friday, July 20, 2012 | August 6, 2012 |
| Friday, August 17, 2012 | September 5, 2012 (Wednesday, due to Labor Day) |
| Friday, September 14, 2012 | October 1, 2012 |
| Friday, October 19, 2012 | November 5, 2012 |
| Friday, November 16, 2012 | December 3, 2012 |
| Friday, December 14, 2012 | January 7, 2013 |

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 _____ 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.