

Historic Preservation Commission Application Process

1. Obtain an Application for Certificate of Appropriateness for the Historic Preservation Commission 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.

Historic Preservation Commission 2010 Application Deadlines

Application Deadline	Meeting Date
Friday, January 15, 2010	February 1, 2010
Friday, February 12, 2010	March 1, 2010
Friday, March 19, 2010	April 5, 2010
Friday, April 16, 2010	May 3, 2010
Friday, May 14, 2010	June 7, 2010
Friday, June 18, 2010	July, 7. 2010 (Wednesday due to 4 th of July)
Friday, July 16, 2010	August 2, 2010
Friday, August 20, 2010	September 8, 2010 (Wednesday due to Labor Day)
Friday, September 17, 2010	October 4, 2010
Friday, October 15. 2010	November 1, 2010
Friday, November 19, 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 Historic Preservation Commission

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 _____ 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 Historic Preservation Commission
and approved or denied within 45 calendar days of the submittal date.**