



Historic Preservation Commission Application Process

Obtain an Application for Certificate of Appropriateness for the Historic Preservation Commission 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 – Historic Preservation Commission”

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. **Submit application no later than 12 p.m. on the Friday** indicated below for the meeting you plan to submit an application.
3. **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 the City Clerk with a notarized letter stating that they are presenting your application on your behalf.
4. 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

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@avondaleestates.org

Avondale Estates Historic Preservation Commission

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