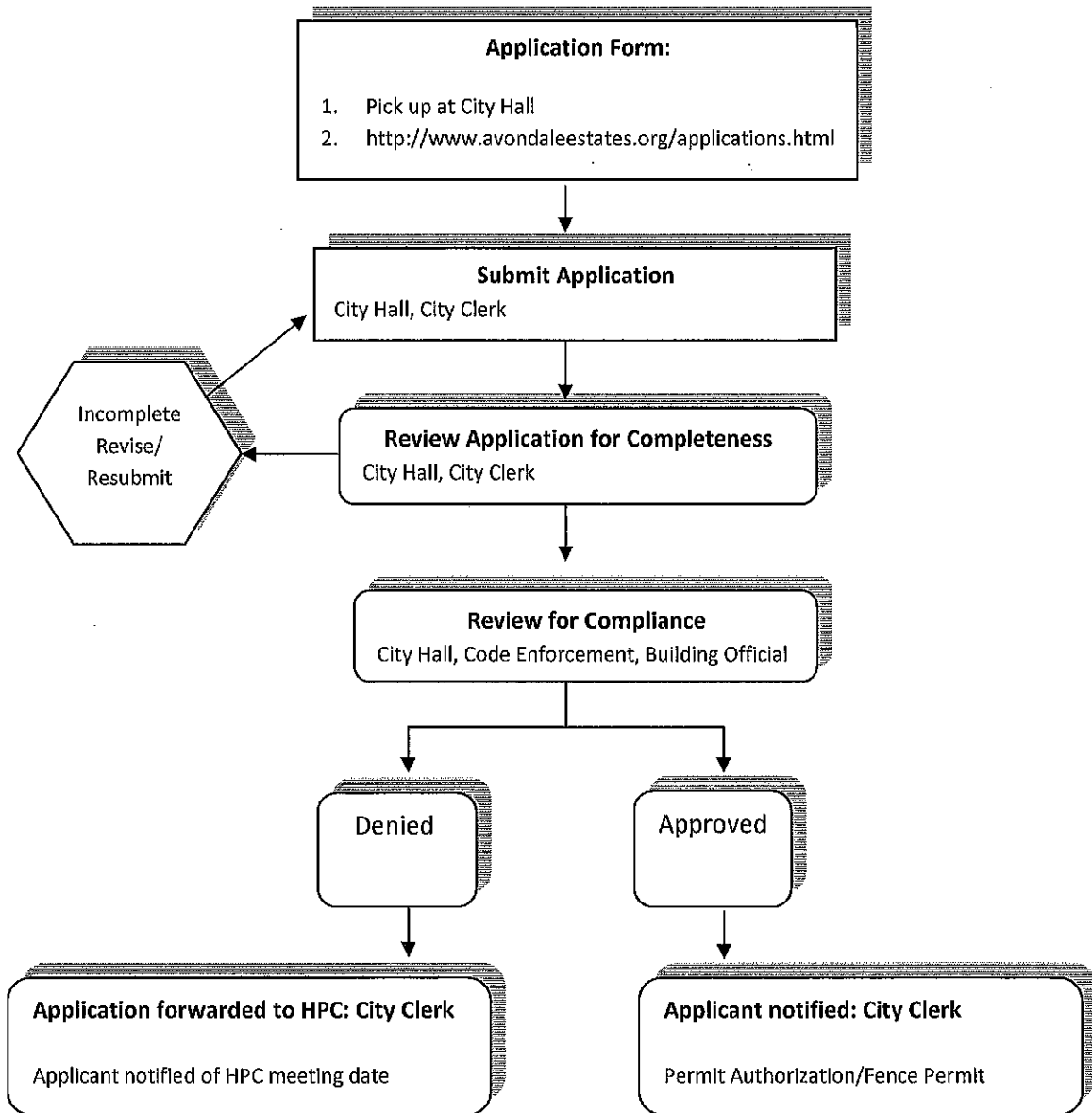


Historic District Minor Works Application Process

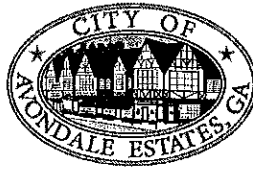
Applicant Notified of Decision:

5 business days from submittal of complete application.



Call the following City Staff with any questions you may have:

- City Planner and Community Development Officer: 404-294-5400 X204
- City Clerk: 404-294-5400 X 202
- Code Enforcement Officer: 404-392-3143



City of Avondale Estates

HISTORIC DISTRICT MINOR WORKS APPLICATION

Minor works are those projects which have been determined by the Historic Preservation Commission (HPC) to be common within the Historic District (known as the District) and are defined in such a way as to be complementary and homogeneous with projects of a similar nature within the District. In order to provide Avondale Estates residents with a more streamlined and convenient review process, the HPC has determined that the projects listed below may be reviewed and approved by City Staff if the submittals provided by the applicant match or very closely match the published criteria for similar projects within the District. Should the provided applicant information and/or design deviate from the published criteria or if City Staff is unable to adequately evaluate the application, City Staff shall forward the application to the next regularly scheduled HPC meeting for complete and public review.

Date: _____ Received by: _____ Date Received: _____

PROJECT			
Project Description			
Property Address/Location	City	State	Zip Code
Parcel ID			
PROPERTY OWNER			
Name			
Address	City	State	Zip
Phone Number	Cell Phone	Fax	E-Mail
APPLICANT/REPRESENTATIVE (if not the property owner)			
Applicant or Representative Name			
Company Name (if applicable)			
Address	City	State	Zip
Phone	Cell Phone	Fax	E-Mail
<i>I hereby certify that all information provided herein is true and correct</i>			Date ___/___/___
Signature: Applicant, Property Owner or Owner's Representative			

Section 5-341 of the Code of Ordinances

Ordinary Maintenance or Repair: Ordinary maintenance or repair of any exterior architectural feature in or on a historic property to correct deterioration, decay or damage, or to sustain the existing form, and that does not involve a material change in appearance thereof, shall not require a certificate of appropriateness. Such determination shall be made in accordance with the published rules of the preservation commission. (Such projects may still need to acquire a fence permit or permit authorization; please contact the City (see process attached) for additional information and requirements.)

Minor Work Projects appropriate for Staff Review within the Historic District

Please check the box(es) by the appropriate minor work project (s) proposed.

- New accessory buildings 100 square feet or less.
- Additions or alterations to accessory buildings of 100 square feet or less.
- Replacement of synthetic exterior finish materials.
- Fences.
- Roof repair and replacement: Materials Only.

SUBMITTAL REQUIREMENTS:

The following requirements apply to all submittals:

- Completed application form.
- A list of all materials and a sample of each used in construction.
- Photos of the subject property: the portions of the structure or property to be altered and details.

The following requirements apply to new accessory buildings, additions, alterations:

- A site plan, drawn to scale, of the entire lot showing property lines, primary structure location and all other structures, and the location of the new structure from buildings and property lines.
- The total area of the site, square footage of the existing building (s), structure (s) and pavement and the proposed additional square footage. Lot coverage (the percentage of the lot that can be covered by buildings, structures and pavement), cannot exceed 30% in the R-24 zoning district or 40% in the R-12 zoning district.
- A sketch of the new building or planned changes, drawn to scale, of all four building sides, indicating size, height, door and window locations, with appropriate dimensions and showing the location of all new exterior materials, if any are proposed. For temporary buildings/structures a manufacturer's cut sheet or brochure indicating model, material and size may be used.

The following requirement applies to fences:

- A site plan, drawn to scale, of the entire lot showing property lines, primary structure location and all other structures, and the location of the new structure from the property line.
- A typical section showing the style, shape and height, to scale, shall be submitted for fences. In each case a manufacturer's cut sheet or brochure indicating model, material and size may be used.

The following requirement applies to the replacement of synthetic exterior finishes and roof repair and replacement:

- A sketch drawing or picture of the building complete with the areas to be replaced/repared.

Note: Other information, on a case by case basis, may be required by the City Manager's Office.

FOR OFFICE USE ONLY

- Approved
- Denied

By: _____

Date ____/____/____

HPC Review Required

Should the provided information and/or design be insufficient for City Staff to adequately evaluate the application, City Staff shall forward the application to the next regularly scheduled HPC Meeting for complete and public review.

Scheduled Meeting Date: _____

The checklist is meant to be used as a quick reference guide. For a full explanation of the Historic Preservation Guidelines, please consult the City Clerk at (404) 294-5400 or review the documents on the City's website at <http://www.avondaleestates.org/applications.html>.

PERMIT AUTHORIZATION

City of Avondale Estates, Georgia, 30002

Application is hereby made (in accordance with the requirements of the Zoning Ordinance and the Land Subdivision Regulations of the City of Avondale Estates pertaining to the regulation, relocation, construction, and use of buildings, structures and land; and any other applicable ordinances, rules and regulations) for a **PERMIT AUTHORIZATION TO ERECT/ALTER/DEMOLISH/MOVE/ETC.** and use a structure as described herein and according to the attached plans and specifications. The undersigned owner/building agree(s) to conform to all laws regulating same. Applicant is responsible for restoration of any and all damages to sidewalks, streets, pipelines, etc. which may result from this work.

Date: _____ Job Location: _____ Parcel ID: _____

Cost Estimate:		Construction Type:		HPC Date:	
Project Description:					
Lot Size		Size of Structure (Sq.Ft.)			
		Floor Area:	Basement:	Accessory Structure:	
Height:	No. Stories:	No. Rooms		No. Baths:	No. Kitchens:
Construction Materials:			Roofing Materials:		
Owner Name:			Phone:		
Address:		City:	State:	Zip:	
Contractor Name:			Phone:		
License#		County/City:		Contractor Type:	
Address:		City:	State:	Zip:	

NOTE: Contractors please provide a copy of your state and local business license when submitting permit authorization

Indicate below all additional work (including work to be done by other sub-contractors) that will be done in relation to this permit to completely finish the job.

- Building Permit Fee: \$25
 Demo Fee: \$100.00 for Primary Structure/\$50 for Accessory Building
 Electrical Fee: \$25
 HVAC Fee: \$25
 Plumbing Fee: \$25

Applicant Signature: _____ Date: _____

FOR OFFICE USE ONLY

Land Use:		Zoned:		APPROVAL		Method Payment
SETBACKS						Cash <input type="checkbox"/>
Right:	Left:	Front:	Rear:			Check <input type="checkbox"/>
Other:						Check#
Conditional Zoning:		Appeals:				Amt Paid:
Comments:						Date Paid:

STATEMENT OF WAIVER

This is to affirm that all persons performing work pursuant to the Permit Authorization shall be allowed to use the toilet located on the property.

Applicant Signature
Revised: 4/20/12

Fence Permit

City of Avondale Estates, Georgia 30002

Sec. 12-1201.F

No fence or freestanding wall in a required yard other than a retaining wall shall be more than six (6) feet in height or be constructed in a public right-of-way or future street right-of-way. No fence in a required front yard in a residential district shall be permitted. Finished side must be facing out from property.

Application is hereby made (in accordance with the requirements of the Zoning Ordinance and the Land Subdivision Regulations of the City of Avondale Estates pertaining to the regulation, location, construction, and use of buildings, structures and land; and any other applicable ordinances, rules and regulations) for a fence permit. The undersigned owner/builder agree(s) to conform to all laws regulating the same. Applicant is responsible for restoration of any and all damages to sidewalks, streets, pipelines, etc. which may result from this work.

Fencing Permit Costs

Cost of Project:		Permit Amount:	
1,000 or less	=	\$10.00	Drawing depicting the location of fence must be attached.
1,001 - 2,000	=	\$16.00	
2,001 - 3,000	=	\$22.00	
3,001 - 4,000	=	\$28.00	
4,001 - 5,000	=	\$34.00	
5,001 & over	=	\$40.00 or \$6.00 per 1,000 (whichever is greater)	

Date: _____ Cost Estimate: _____

Owner's Name: _____

Address of Construction Work: _____

Building Contractor: _____ Business License # _____

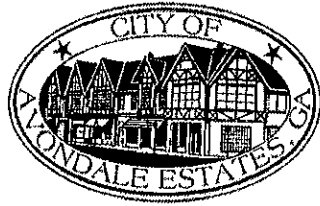
Contractor Phone# _____

Fence Height: _____ Material: _____

Applicant's Signature: _____ Telephone # _____

Approval

Date: _____ Issued By: _____ Total Paid: _____
 CK# _____ Cash _____



New Accessory Buildings 100 Sq. Ft. or Less

New Accessory Buildings: Planting sheds or pre-fabricated and manufactured storage buildings. They typically fall into two types: permanent (those built on concrete foundations) and temporary (those placed or erected directly on the ground with no permanent attachment). Temporary accessory buildings may be of a variety of materials as purchased directly from the local building supply, gardening or hardware stores.

The following information is a **quick general guide** only, outlining common zoning regulations and design criteria associated with the proposed minor work. Refer to the Official Avondale Estates Zoning Ordinance (attached) and the Avondale Estates Historic District Residential Guidelines for all the specific regulations and guidelines or consult the City Clerk at (404) 294-5400.

Official Avondale Estates Zoning Ordinance (Article 8-Section 801)

Permanent and Temporary Accessory Buildings:

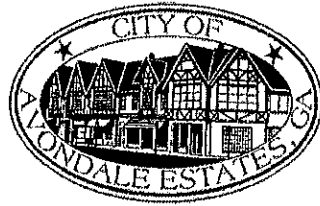
- No more than two accessory structures shall be permitted on one lot.
- Accessory buildings shall not exceed 27 feet in height.
- No accessory building shall be permitted in the front or side yard.
- Accessory structures shall be located a minimum distance of 10 feet from the principal structure.
- An accessory structure located 20 feet or more to the rear of the principal building may be erected on a 5-foot rear setback.
- An accessory structure located less than 20 feet from the rear of the principal building shall comply with the yard setbacks of the principal structure.
- On a corner lot, no accessory structure shall be located closer to the side street right-of way line than the principal building on the property. A 25-foot rear yard setback shall apply when the property adjoins a side yard to the rear.

- Accessory buildings shall be architecturally compatible with the principal building on the property.
- The exterior finish of all accessory dwellings shall be compatible with the exterior finish of the principal dwelling.
- Accessory structures attached to the principal dwelling shall be designed to be attached in a substantial manner by an element of the roof.

Avondale Estates Residential Guidelines (Page 26-27)

- Use appropriate siding and roofing materials.
- Roofing: match primary structure, metal or asphalt shingles.
- Siding: brick, half-timbering & stucco, wood lapboard, cementitious lapboard (no wood grain), stone, square wood shingles.
- New openings shall follow the traditional pattern.

Note: The guidelines do not address temporary accessory structures.



Additions or Alterations to Accessory Buildings of 100 Sq. Ft. or less

The following information is a **quick general guide** only, outlining common zoning regulations and design criteria associated with the proposed minor work. Refer to the Official Avondale Estates Zoning Ordinance (attached) and the Avondale Estates Historic District Residential Guidelines for all the specific regulations and guidelines or consult the City Clerk at (404) 294-5400.

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- No more than two accessory structures shall be permitted on one lot.
- Accessory buildings shall not exceed 27 feet in height.
- No accessory building shall be permitted in the front or side yard.
- Accessory structures shall be located a minimum distance of 10 feet from the principal structure.
- An accessory structure located 20 feet or more to the rear of the principal building may be erected on a 5-foot rear setback.
- An accessory structure located less than 20 from the rear of the principal building shall comply with the yard setbacks of the principal structure.
- On a corner lot, no accessory structure shall be located closer to the side street right-of way line than the principal building on the property. A 25-foot rear yard setback shall apply when the property adjoins a side yard to the rear.
- Accessory buildings shall be architecturally compatible with the principal building on the property.
- The exterior finish of all accessory dwellings shall be compatible with the exterior finish of the principal dwelling.

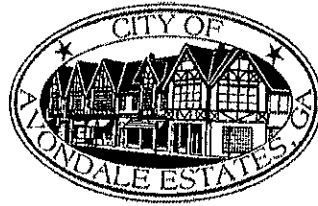
Avondale Estates Residential Guidelines (Page 26-27)

- Use appropriate siding and roofing materials.
- Roofing: match primary structure, metal or asphalt shingles.
- Siding: brick, half-timbering & stucco, wood lapboard, cementitious lapboard (no wood grain), stone, square wood shingles.

- New openings shall follow the traditional pattern.

Additional Guidelines by Treatment Category

- Preservation/Conservation:
 - i) Shall not exceed the lessor of: 1) 50 % increase in the original footprint or 2) the average existing footprint of nearby accessory structures.
 - ii) Limited to the rear elevations and side elevations.
 - iii) Shall provide a visible juncture.
 - iv) Shall be secondary in scale to the primary building.
 - v) Shall use materials that match the primary building.
- Adaptation:
 - i) Shall be comparable to scale of historic secondary structures.
 - ii) Shall be in scale with the primary building.



The following information is a **quick general guide** only, outlining common design criteria associated with the proposed minor work. Refer to the Avondale Estates Historic District Residential Guidelines for all the specific regulations and guidelines or consult the City Clerk at (404) 294-5400.

Replacement of Synthetic Exterior Finish Materials

Synthetic exterior finish materials: such as asbestos, aluminum, vinyl, EIFS (e.g. Dryvit), or other non-period materials.

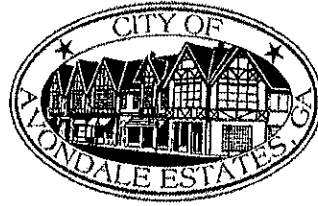
Avondale Estates Residential Guidelines (Page 20-21)

- Appropriate siding materials: brick, half timbering and stucco (no bright white mortar), wood lapboard (no wood grain), natural stone (random coursed granite), squared wood shingles (gables and second stories).
- Appropriate foundation materials: brick or stone.

Roof repair and replacement: Materials Only

Avondale Estates Residential Guidelines (Page 12 and Page 13)

- Original slate and tile roofs shall be preserved and repaired.
Note: City staff is not permitted to approve an application for the change of a significant material or significant design/application. This request must be forwarded to the HPC.
- Materials should be similar to those used originally on the home.
- Appropriate Materials: composite shingles, wood singles, slate, tile, standing seam (color should match historic examples).



Fences

The following information is a **quick general guide** only, outlining the zoning regulations and design criteria associated with the proposed minor work. Refer to the Official Avondale Estates Zoning Ordinance (attached) and the Avondale Estates Historic District Residential Guidelines for all the specific regulations and guidelines or consult the City Clerk at (404) 294-5400.

Official Avondale Estates Zoning Ordinance (Sec 802)

- Height: maximum six (6) feet (specific fence types may have lower fence maximums as shown below).
- Location: side and rear yards.

Specific Types:

Border Fence: maximum four (4) feet.

Design: wood or metal pickets/solid brick or stone/pierced brick.

Supports: wood or metal supports/masonry piers.

Prohibited material: vinyl.

Privacy Fence: Setback substantially from the front wall of the house: maximum six (6) feet in height.

Design: wood planks.

Supports: wood or metal posts/masonry piers.

Prohibited material: vinyl.

- Orientation: Finished side facing out.

Containment Fence: Substantially set back from the front wall of the house: maximum four (4) feet in height.

Note: Although the Official Zoning Ordinance suggest the design to be wire/vinyl coated chain link and supports can also be metal dark coated vinyl chain link the Design Guideline prohibit this material.

Avondale Estates Residential Guidelines

- Fence Types: defined above.
- Front Yard fences, gates and arbors are not permitted.

- Side Yard: Border fences, privacy fences and containment fences are allowed substantially setback from the front wall of the house.
- Rear Yard: All fence types allowed in non-visible locations.

Sec. 802 Fences and Walls

The following provisions shall apply to fences and walls in all residential districts:

1. Fence Height

- A. Fences or walls having a maximum height of six feet may be installed in the side and rear yards with no further permission than a building permit. For the purposes of regulating fences or walls, the "front yard" shall include that area of the side yard between the rear lot line and the rear elevation of the dwelling. Greater fence or wall height may be approved by the Historic Preservation Commission or the Architectural Review Board upon a finding that the peculiarities of the site greatly diminish the effectiveness of a 6-foot fence or wall except as provided in Subsection 2.A., below.
- B. Fence or wall height shall be measured from the finished grade along the exterior side of the fence or wall to the top of the fence or wall. For fences or walls built on a berm, mound or wall (fences only), the combined height of the fence and berm, mound or wall must not exceed the allowable fence or wall height. On sloping ground, the fence or wall must follow the slope or step with the slope so as not to exceed the allowable height at any point along the fence or wall. Greater fence or wall height achieved through filling or mounding on a site shall not be permitted.

2. Fence Placement Design and Materials

- A. The Historic Preservation Commission or the Architectural Review Board may approve installation of a fence in the front yard upon a finding that the proposed fencing is appropriate to the architectural or historic context of the surrounding neighborhood. For the purposes of regulating fences only, the "front yard" shall be defined as that area of the side yard between the right-of-way and the rear elevation of the dwelling.
- B. The following provisions shall apply to all fences erected on a residentially zoned or developed lot:
 - Border fences permitted; maximum height of 4 feet
 - Design: wood or metal pickets/solid brick or stone/pierced brick
 - Supports: wood or metal posts/masonry piers
 - Prohibited material: vinyl
 - Privacy fences permitted "substantially set back from the front wall of the house;" maximum height of 6 feet
 - Design: wood planks
 - Supports: wood or metal posts/masonry piers
 - Prohibited material: vinyl
 - Containment fences permitted "substantially set back from the front wall of the house;" maximum height of 4 feet
 - Design: wire/vinyl-coated chain link
 - Supports: wood or metal dark-coated vinyl chain link posts

- C. All fences shall be constructed so that the side of the fence facing a street or an adjacent property is finished.
- D. The use of razor wire, barbed wire, hog wire and materials not specifically designed for fencing shall be prohibited.

Sec. 801 Accessory Uses and Structures

The following regulations pertain to the use and establishment of accessory uses and structures:

- I. *Use.* Accessory structures shall be incidental to the principal structure or permitted use on the lot.
- II. *Rental Prohibited.* No accessory building or structure in a residential district such as a garage, greenhouse or workshop shall be rented or occupied for financial gain.
- III. *Accessory Dwellings.* Accessory dwellings shall only be permitted if approved as a conditional use pursuant to Section 1401. Accessory dwellings shall be limited to the R-24 and R-12 districts and shall be held in the same ownership as the principal building and lot. One of the dwelling units on lots having a principal dwelling and an accessory dwelling shall be occupied by the owner of the lot for a minimum period of six months in any calendar year. All accessory dwellings shall conform to the minimum side and rear yard setbacks of the zoning district in which the principal dwelling is located, except as permitted by Part VIII of this section. The following additional development standards shall apply to accessory dwellings with respect to minimum lot area and lot width:

R-24 Very low density single family detached residential district

Minimum lot area

One family dwelling: 24,000 square feet

One family dwelling with accessory dwelling: 24,000 square feet

Minimum lot width

One family dwelling: 100 feet

One family dwelling with accessory dwelling: 100 feet

R-12 Low density single family detached residential district

Minimum lot area

One family dwelling: 12,000 square feet

One family dwelling with accessory dwelling: 15,000 square feet

Minimum lot width

One family dwelling: 60 feet

One family dwelling with accessory dwelling: 60 feet

- IV. *Home occupation.* An accessory building may be used for a home occupation provided such use is an approved use on the property. Any such home occupation use of an accessory building must comply with all terms set forth in Section 805 of this Ordinance.

V. *Maximum Number.* Exclusive of swimming pools and yard ornamentation, no more than two accessory structures shall be permitted on any lot.

VI. *Maximum Height.* Accessory buildings shall not exceed 27 feet in height. Accessory buildings shall be subject to the prohibition on mounding.

VII. *Maximum Size.*

A. The total ground area or building footprint of all accessory buildings, excluding detached garages and accessory dwellings, shall not exceed 384 square feet in an R-24 district or 256 square feet in an R-12 district. In no case shall the combined floor area of such accessory structures exceed 25 percent of the total square footage of the principal dwelling on the lot. The contiguous roofed portion of the principal dwelling, including covered porches and breezeways shall be included in this calculation. The total square footage shall be exclusive of attics, crawl spaces and similar storage areas.

B. The total ground area or building footprint of detached garages shall not exceed 864 square feet in an R-24 district or 576 square feet in an R-12 district.

Cross-reference. Article 5, definition of garage, private.

VIII. *Placement and Setbacks.*

A. Accessory structures shall be located on the same lot as the principal building to which the structure is accessory.

B. No accessory structure shall be permitted in a front or side yard, except as expressly allowed herein.

C. Detached accessory structures shall be located a minimum distance of 10 feet from the principal structure.

D. An accessory structure located 20 feet or more to the rear of the principal building may be erected on a 5-foot side or rear setback.

E. An accessory structure located less than 20 feet from the rear of the principal building shall comply with the yard setbacks of the principal building to which the structure is accessory.

F. On a corner lot, no accessory structure shall be located closer to the side street right-of-way line than the principal building or comply with the setback applicable to the principal building on the property. A 25-foot rear yard setback shall apply when the property adjoins a side yard to the rear.

G. When an accessory structure is attached to the principal building by a breezeway, passageway or similar means, the accessory structure shall comply with the yard requirements of the principal building to which the structure is accessory.

IX. *Design.*

- A. Accessory buildings shall be architecturally compatible with the principal building on the property.
- B. The exterior finish of all accessory buildings shall be compatible with the exterior finish of the principal dwelling. In the case of brick dwellings, the exterior finish of the accessory building shall be similar to the trim work or siding materials of the dwelling.
- C. Accessory structures attached to the principal dwelling shall be designed in such a manner that such accessory structures are attached to the principal dwelling in a substantial manner by an element of the roof. Such attached accessory structures shall comply in all respects with requirements applicable to the principal dwelling.

X. *Construction Phasing.* No accessory structure shall be located upon a lot prior to issuance of a permit for framing of the principal building.

XI. *Accessory retail sales and services.* Retail sales and services accessory to the operation of an office building or institutional use, motel, hotel, conducted wholly within the building housing the use to which these activities are accessory, provided that the floor space used or to be used for these secondary uses shall be limited to a total of 10 percent of the net floor area of the principal use, and provided that:

A. Every public entrance to this use shall be from a lobby, hallway or other interior portion of the primary structure;

B. No show window, advertising or display shall be visible from the exterior of the primary structure; and

C. No merchandise shall be stored or displayed outside of the primary structure.

However, the requirements of A. and B. above shall not apply to restaurants and cafeterias secondary to a hotel, motel, office building or institutional use; these secondary uses may be located in a structure other than the primary structure. The following secondary uses are also permitted: barber shops; beauty shops; laundry and dry cleaning pick-up and distribution stations and other similar personal service establishments; drugstores; bookstores; florists; convenience food stores; gift shops; cafeterias and restaurants; private clubs; laundry facilities for the convenience of residents and newsstands.

XII. *Other Structures.*

A. Accessory antenna structures for amateur radio service shall be located a minimum distance of one-third (1/3) the height of the tower from all property lines. No such antenna shall exceed 70 feet in height.

B. Satellite dish antennas may be permitted as accessory structures in the rear yard provided that upon submission of documentation fully demonstrating that reception is impaired by such location, the installation may be located in a side yard. Satellite dish antennas shall not be located on the side or front plane of the roof or front façade of a single family dwelling.

- C. Mechanical equipment shall not be located between the principal structure and any street right-of-way; such equipment shall be placed in a manner that minimizes visibility from adjacent public streets.
- D. Tent or tarpaulin structures may be permitted in residential districts for temporary use associated with special events not to exceed one week in duration and limited to one such event per quarter.
- E. No recreational accessory equipment and structures or portion thereof shall be located in a required front yard. When a dwelling is located on a corner lot, recreational accessory structures shall be set back a minimum of 20 feet from the public right-of-way.