



## Architectural Review Board Application Process 2021 Application Deadlines/Meeting Dates

Application Deadline	Meeting Date
Friday, December 4, 2020	Monday, January 4, 2021
Friday, January 8, 2021	Monday, February 1, 2021
Friday, February 5, 2021	Monday, March 1, 2021
Friday, March 5, 2021	Monday, April 5, 2021
Friday, April 2, 2021	Monday, May 3, 2021
Friday, May 7, 2021	Monday, June 7, 2021
Friday, June 4, 2021	Monday, July 5, 2021
Friday, July 2, 2021	Monday, August 2, 2021
Friday, August 6, 2021	Wednesday, September 8, 2021 (Wed. Due to Labor Day)
Friday, September 3, 2021	Monday, October 4, 2021
Friday, October 1, 2021	Monday, November 1, 2021
Friday, November 5, 2021	Monday, December 6, 2021

### **GENERAL INFORMATION:**

- All properties outside the Historic District (excludes R-12/R-24) **that require exterior changes/construction** must be reviewed by the Architectural Review Board (ARB), refer to Article 15 of the Avondale Estates Zoning Ordinance.
- Please go to <http://www.avondaleestates.org/2159/Architectural-Review-Board> to obtain the following documents to assist you with your project plan.
  - Certificate of Approval Application/Process Architectural Review Board which includes submission deadline dates and meeting dates.
  - Architectural Review Board Design Guidelines.
  - Official Zoning Ordinance and Map.
  - City Code of Ordinances.
  - Building Permit Application.

### **APPLICATION PROCESS:**

1. Complete the attached Application for Certificate of Approval for the Architectural Review Board. **Submit your application by end of business on the Friday of the application deadline date noted above for the meeting you wish to attend.** Make sure to attend the meeting to avoid any delays of the approval of your application. If you are unable to attend the meeting and someone will be attending on your behalf, you must provide the Permitting Coordinator with a notarized letter stating who will be representing your application on your behalf. City Hall has several notaries that can notarize the document.
2. **Certificate of Approval (COA)/Permitting:**
  - Once approved by the Architectural Review Board, you will receive your Certificate of Approval (COA) either at the meeting or in the mail along with the appropriate permit that is required **BEFORE you can begin any work.**
  - **Permits:** Each applicant will need to submit either a permit authorization form (for minor projects) or building permit form (for larger projects) along with four (4) sets of the plans to the City of Avondale Estates for approval.
  - **Processing time for permits:** Permit authorization forms for minor projects are processed in 3-5 business days; building permits for larger projects are processed in 10 business days

(3 days for zoning review and 7 days for plan review). All permits submitted must include a copy of your contractor's driver's license, State and Local business licenses.

3. **All ARB Applications must include Eight copies of the following:**

- **Site plan to scale (Checklist below).**
- **Elevations to scale (Checklist below).**
- **Tree and Landscape Plan (Checklist below).**
- **A detailed narrative** of the proposed project.
- **Materials checklist** with all materials including, but not limited to, windows and doors, exterior cladding, roofing, lighting, hardscape, mechanical equipment and any other proposed exterior materials
- **Sample photos/specifications sheets or samples** of windows, doors, garage doors, exterior cladding etc.
- **Photos of the structure or site** to be modified
- **Photos of the structure** as seen from the street
- **Photos of adjacent properties**
- **Other information as required by Staff on a case-by-case basis**
- **Electronic copy of application packet** should be submitted to:  
[kmorris@avondaleestates.org](mailto:kmorris@avondaleestates.org).

## **CHECKLIST**

### **SITE PLAN**

- All site plans must be drawn to scale.
- All site plans must be sealed by a Georgia Registered Land Surveyor or Civil Engineer.
- Must show location of building (s) and all proposed improvements to be constructed (fence, walls, patios, accessory structures, pools, etc.).
- Details on proposed property enhancements such as sidewalks, driveways, patio, decks, loading and screening, outside mechanical equipment, etc.
- Show dimensions of all setbacks.
- Development Statistics: %Lot (impervious surface) and Building Coverage, Parking Spaces (including ADA, and Bike), Total units or non-residential space, %Open Space.
- Grading Plan:
  - Show existing and proposed ground contours.
  - No land disturbance activity conducted within 35 feet of banks, streams, lakes, and wetlands, etc. (i.e. "state waters).
- Tree Ordinance Compliance *Note: Please refer to the Avondale Estates Code of Ordinances Section 5-406*
  - Include tree inventory, removal and/replacement plan, if applicable.
  - Tree protection area must be indicated on plans.
  - If a tree survey is needed; a certified arborist shall be contacted by the applicant and must be approved by the City of Avondale Estates. Arborist contact information must be provided.
- Landscape Plan (sealed by a registered Landscape Architect): Species, location (including screening and mechanical equipment) and size.

## **Elevations:**

### Elevations:

- All four elevations for new dwellings and detached accessory structures.
- Building Height.
- Building Delineation-Horizontal and Vertical (belt courses, cornice lines, offsets projections, recesses).
- Fenestration: Non-residential and residential percentages.

### Roof Plan:

- Shape and materials.
- Material used in roof construction indicated.

## **LIGHTING**

- Site lighting plan. Details of fixtures.
- Proposed location and types of on-premise security and safety lighting.

## **PERMIT/INSPECTIONS**

- Permit placard with applicable permits shall be posted on building site at all times.
- Once your permit is issued, the permit can be picked-up or it can be emailed to the contractor/subcontractor. Inspections can be scheduled through the City of Avondale Estates by contacting the Permitting Coordinator at 404-294-5400.
- **Deviation or alteration of the approved building permits and/or site plans will require approval from the City of Avondale Estates.**

## **STOP WORK ORDERS**

- The City of Avondale Estates will issue a **STOP WORK ORDER** if any of the following occurs:
  - Buffer violation.
  - Soil erosion and sedimentation control measurements are not installed or maintained properly.
  - A situation that is unsafe or otherwise a threat to the safety or well-being of the citizens of Avondale Estates needs to be corrected.
  - Any disregard or failure to adhere to the ordinances, regulations, guidelines or conditional approval set forth by the City of Avondale Estates.

If you have questions, please contact Ken Morris, Permitting Coordinator at 404-294-5400 or email: [kmorris@avondaleestates.org](mailto:kmorris@avondaleestates.org).

**Architectural Review Board  
Application for Certificate of  
Approval (COA)  
Commercial Business District**



21 North Avondale Plaza  
Avondale Estates, Georgia 30002  
Ph: (404) 294-5400  
Fx: (404) 299-8137  
[www.avondaleestates.org](http://www.avondaleestates.org)

**APPLICANT INFORMATION**

Applicant Name:	Address/City/Zip Code:
Phone:	Email:
Project Address:	
Name of Business:	
<b>If applicant is representing homeowner at the meeting, a notarized statement from the homeowner must be submitted with the application giving applicant permission to represent homeowner.</b>	
Applicant Signature:	Date:

**New Construction**  **Renovation/Repair**  **Demolition**

Description of Project:

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**ATTACHMENTS  
(Refer to attached checklist for further details)**

- Site plan and scaled drawings of the proposed changes (Dimensioned site plan, Dimensioned floor plan(s), Material Samples, Material Details, Color Samples, Street Elevation, Side Elevation).
- A detailed narrative of the proposed project.
- Materials checklist with all materials including windows and door changes.
- Sample photos of windows, doors, and garage doors (if applicable).
- Photos of the structure site to be modified.
- Photos of the structure as seen from the street.
- Electronic copy of application packet must be submitted to: [kmorris@avondaleestates.org](mailto:kmorris@avondaleestates.org).

**Comments:**

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**Application will be reviewed by the Avondale Estates Architectural Review Board and Approved or Denied within 60 days of the submittal date.**

**FOR OFFICE USE ONLY**

DATE APPLICATION SUBMITTED:	APPLICATION RECEIVED BY:	ARB MEETING DATE FOR APPLICATION:	PARCEL ID#
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