



## Historic Preservation Commission Application Process 2025 Application Deadlines/Meeting Dates, 6:00 PM

Application Deadline	Meeting Date
Friday, December 6, 2024	Monday, January 6, 2025
Friday, January 3, 2025	Monday, February 3, 2025
Friday, February 7, 2025	Monday, March 3, 2025
Friday, March 7, 2025	Monday, April 7, 2025
Friday, April 4, 2025	Monday, May 5, 2025
Friday, May 2, 2025	Monday, June 2, 2025
Friday, June 6, 2025	Monday, July 7, 2025
Thursday, July 3, 2025 (day early due to July 4)	Monday, August 4, 2025
Friday, August 1, 2025	Monday, September 8, 2025 (Week late due to Labor Day)
Friday, September 5, 2025	Monday, October 6, 2025
Friday, October 3, 2025	Monday, November 3, 2025
Friday, November 7, 2025	Monday, December 1, 2025

### GENERAL INFORMATION:

- All projects in the Historic District **that require exterior changes/construction** must be reviewed by the Historic Preservation Commission (HPC) **except** projects considered Historic District Minor Works which are reviewed by the Avondale Estates Building Official or Designee. Please refer to the Historic District Design Guidelines when making renovations.
- Please go to <http://avondaleestates.org/2181/Historic-Preservation> to obtain the following documents to assist you with your project plan:
  - Historic District Minor Works Application/Forms.
  - Certificate of Appropriateness Application/Process for the Historic Preservation Commission, which includes submission deadline dates and meeting dates.
  - Historic District Design Guidelines.
  - Historic District Tier Designation List.
  - Official Zoning Ordinance and Zoning Map.
  - City Code of Ordinances.

### APPLICATION PROCESS:

1. Complete the attached Application for Certificate of Appropriateness for the Historic Preservation Commission. **Submit your application no later than 5 p.m. 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. **All HPC Applications must include:**
  - **Site plan** and scaled drawings of the proposed changes (refer to attached checklist).
  - **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** should be submitted to: [lleland@avondaleestates.org](mailto:lleland@avondaleestates.org).

### 3. Certificate of Appropriateness (COA)/Permitting:

- Once approved by the Historic Preservation Commission, you will receive your Certificate of Appropriateness (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.

## **CHECKLIST**

### **SITE PLAN**

- All site plans must be drawn to scale.
- All site plans for new construction (i.e. new primary residence, additions, etc.) must be sealed by a Georgia Registered Land Surveyor or Civil Engineer.
- Must show location of building, driveway and all proposed improvements to be constructed (fence, walls, patios, accessory structures, pools, etc.).
  - Lot coverage indicated:
 

“The percentage of a lot which may be covered with buildings or structures, excluding walks, drives, and other similar uses, and recreational facilities which are accessory to a permitted use.”
  - Floor area space indicated:
 

“The total number of square feet of floor space within the exterior walls of a building not including storage space in cellars or basements, and not including space used for parking of automobiles.”
- Details on proposed property enhancements such as sidewalks, driveways, patio, decks, etc.
- Show dimensions of all setbacks.
  - Finish floor elevation on footprint of building.
    - Indicate any existing easements and their dimension.
    - Indicate road right-of-way.
- Erosion and Sedimentation For Land Disturbance of **Over One (1) Acre:**
  - Erosion and Sedimentation Control measures must be in place and inspected weekly. If the construction area receives one-quarter inch of rain or greater in a twenty-four (24) hour period, the site must be inspected by a contractor immediately following the rain.
  - Contractor** possesses an Erosion and Sediment Control Level 1A Certification (Blue Card) and provides verification. As of August 2007, **all subcontractors** must provide Erosion and Sedimentation Awareness Certification (White Card) verification of attendance and provide verification upon request.

- Construction exit consists of a stone stabilized pad using one-and-one-half to three-and-one-half-inch stone with a filter fabric under the entire pad. Pad length shall be (50) feet. The pad width shall be twenty (20) feet. Any variation(s) must be approved prior to the start of construction.
- Temporary vegetation in place within fourteen (14) days of land disturbance activity.
- Land disturbance activity must be measured in acres. Fees will be addressed on the application.

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.

**CONSTRUCTION DETAILS**

Structural Details:

- Show a wall section detail including foundation through roof.
- Show egress components (stairs, ramps, etc.).
- Show floor framing plans for each level, ceiling and roof framing plan.
- Plan reviewer may require additional structural details.
- Specify size and type of structural components:
  - Beams, headers, joist and rafters.
  - Columns.
  - Trusses.

Foundation Plan:

- Turndown slab and footings.

Elevations:

- All four elevations for new dwellings and detached accessory structures.

Floor Plan:

- Thickness of walls.
- Windows and door sizes.
- Width of stairs and height of risers handrails.
- Room names (i.e. master bedroom, bathroom).

Roof Plan:

- Material used in roof construction indicated.

## LIGHTING

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

## FLOOD PLAIN

- Property located in Flood Plain Yes No
- Details which address waterway courses and flood hazard protection.
- Identify flood (i.e., x, ae, ao, etc.).

## DUMPSTER

- Dumpster Needed Yes No Location on property:\_\_\_\_\_
- If yes, complete Dumpster Permit.***

## DEMOLITION *Note: Please refer to the Avondale Estates Code of Ordinances Section 5-5*

### Erosion and Sedimentation For Land Disturbance of **Over One (1) Acre:**

- Erosion and Sedimentation Control measures must be in place and inspected weekly. If the construction area receives one quarter inch of rain or greater in a twenty-four (24) hour period, the site must be inspected by a contractor immediately following the rain.
  - Contractor** possesses an Erosion and Sediment Control Level 1A Certification (Blue Card) and provided verification. As of August 2007, **all subcontractors** must provide Erosion and Sedimentation Awareness Certification (White Card) verification of attendance and provide verification upon request.
  - Construction exit (CO) consists of a stone stabilized pad using one-and-one-half to three-and-one-half-inch stone with a filter fabric under the entire pad. Pad length shall be 50 feet. The pad width shall be twenty (20) feet. Any variation(s) must be approved prior to the start of construction.
  - Temporary vegetation in place within fourteen (14) days of land disturbance activity.
  - Land disturbance activity must be measured in acres. Fees will be addressed on the application.
- Provide site plan to scale including all elevations.
  - Erosion and sedimentation control plan with 24-hour contact person information
  - Verification of utility service disconnection:
    - Utility Protection Center – 770-623-4344.
    - Atlanta Gas Light – 404-230-6503.
    - Georgia Power Company – 888-660-5890.
    - DeKalb County Water and Sewer – 404-378-4475.
    - Cable/phone service provider (if applicable).
  - Gas Line sealed off.
  - Sewer line capped off.
  - Rodent Control Inspection (***Must provide letter to the City.***)
- Note: Please refer to the Avondale Estates Code of Ordinances Section 5-5*
- Asbestos Abatement Letter (*Contractor's Responsibility*).
  - Landscape Tree Plan:
    - Provide a copy of the landscape/tree plan.
    - Tree save area must be properly identified.

## **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 Lori Leland, Planner and Permit Services Coordinator at 404-294-5400 or email: [lleland@avondaleestates.org](mailto:lleland@avondaleestates.org).

# Historic Preservation Commission Application for Certificate of Appropriateness COA



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:

**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.**

Applicant Signature:	Date:
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**PROPOSED PROJECT:**    Residential    Commercial  
 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.
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Comments:

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**Application will be reviewed by the Avondale Estates Historic Preservation Commission and  
Approved or Denied within 45 days of the submittal date**

**FOR OFFICE USE ONLY**

<b>DATE APPLICATION SUBMITTED:</b>	<b>APPLICATION RECEIVED BY:</b>	<b>TIER DESIGNATION</b> <input type="checkbox"/> Preservation <input type="checkbox"/> Adaptation <input type="checkbox"/> Conservation <input type="checkbox"/> Construction	<b>HPC MEETING DATE FOR APPLICATION:</b>	<b>PARCEL ID#</b>
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