

CERTIFICATE OF APPROPRIATENESS

Planning & Zoning

2635 Talley Street
Decatur, GA 30030
Phone 404-377-6198
Fax 404-378-5054



Completed applications must be submitted, including required support materials, for any material change to a property within a historic district. Applications must be received by 5:00 p.m. no later than 15 calendar days prior to the regular Historic Preservation Commission (HPC) meeting, usually the third Tuesday of each month at 6:30 p.m. Applications heard by the HPC must be approved or denied within 45 days of the filing of the application. Appeals to HPC decisions may be made to the City Commission. All applications are reviewed and processed according to the City of Decatur Unified Development Ordinance Section 5.2 and the individual district design guidelines. Building permits will not be issued without proof of a Certificate of Appropriateness.

Address of property _____ Decatur, GA 30030

McDonough-Adams-Kings Highway District

Parkwood Historic District

Clairemont Avenue Historic District

Old DeKalb County Courthouse

Ponce de Leon Court Historic District

Scottish Rite Hospital for Crippled Children

Old Decatur Historic District

Name of applicant _____

Email _____

Address _____

City/state/ZIP _____

Phone _____

Cell phone _____

Name of architect/contractor _____

Phone _____

Email _____

Brief description of project (example: addition, siding replacement, fence, screen porch, etc.) _____

Does this project also require a variance? Yes No

Type of project (check all that apply)

Construction

New building

Addition to building

Accessory building

Major building restoration

Minor exterior change

Other _____

Site changes

Driveway, sidewalk

Fence, wall

Signage

Demolition or relocation of building

Healthy tree removal

Other _____

I hereby certify that the above and attached statements and documents are true to the best of my knowledge and belief.

Applicant signature _____

Date _____

Staff use only

Complete application received by _____

Date _____

Application Checklist

For all applications the following materials are required:

- List of Proposed Materials
- Photographs of Property (including one photograph of each elevation that will be impacted).

For applications for material changes (additions, decks, new construction) MUST ALSO include:

- Existing Site Plan & Proposed New Site Plan
- Existing Elevation and Proposed Elevation Plans (check all that will be impacted)
 - Front
 - Right Side
 - Left Side
 - Rear

Please note that plans submitted must include one (1) to-scale set of plans and eight (8) sets of 8 1/2" x 11" plans.

Suggested Additional Materials:

- Floor plan
- Roof plan
- Additional photographs showing properties to either side
- Samples of materials to be used
- Specifications
- Plan showing existing landscape
- Plan showing changes to the landscape
- Letters of support from the adjacent property owners
- Other _____

The commission will not consider incomplete applications. Copies of the Historic Preservation Ordinance and Design Guidelines are available at City Hall.