

CERTIFICATE OF EXEMPTION

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 will be administratively approved or denied within five business days after submission. Appeals to staff decisions may be made to the Historic Preservation 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 Exemption.

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 _____

Brief description of project (example: window replacement) _____

Is this a renewal of an approved Certificate of Appropriateness? Yes No

The following are required depending on the type of project. Photographs of existing conditions are encouraged.

Type of project

Submittal requirement

Window or door replacement

Manufacturer cut sheet

Repair and maintenance

List of materials

Hazardous tree removal

Letter from a certified arborist

Fences, sidewalks and walls

List of materials, design, and site plan

Driveways

List of materials, design, and site plan

Screened porch enclosure

Elevations and list of materials

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 _____

Approved by _____

Date _____

Conditions of approval (if any) _____