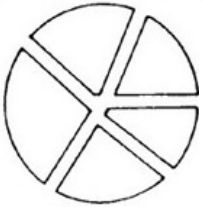


# **Review and Comment Application**

**CITY OF ATLANTA  
ATLANTA URBAN DESIGN COMMISSION**  
55 Trinity Avenue S.W., Suite 3400  
Atlanta, Georgia 30335  
(404) 330-6200 FAX (404) 658-6734

August, 2009



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**ATLANTA URBAN DESIGN COMMISSION**  
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## **Review and Comment Application Package Step by Step Checklist**

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- Look over the **REVIEW AND COMMENT PROCESS**.
- Refer to the Deadlines for Review and Comment Applications table for deadline and corresponding hearing date. *Please note: sign posting is not applicable to Review and Comment applications.*
- Applicants should **submit ALL relevant** materials to enable the Atlanta Urban Design Commission to understand the proposal and its impact on the surroundings. All applicants submitting a **Review and Comment Application** to the Atlanta Urban Design Commission must provide two (2) to-scale set of plans and twelve (12) sets of reduced plans (no smaller than 8 ½ " X 11"). In addition, it will be necessary to submit 12 copies of any other materials the applicant would like the Commission to consider (i.e. photographs, project description, cover letter, etc.).
- Complete application in full and return it to the Commission staff with original signatures on the appropriate deadline date.
- The Atlanta Urban Design Commission will publish and mail to you an **Agenda** for your hearing date.
- The Atlanta Urban Design Commission will fax a **Staff Report** to you regarding your application prior to your hearing date. Review the staff report prior to the meeting. (This is the staff's assessment of your project per the relevant resolutions).
- At the Atlanta Urban Design Commission Meeting you can make a **Presentation** about you proposal.

# REVIEW AND COMMENT PROCESS

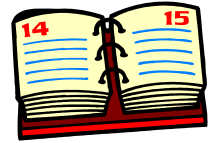
## Step One:

Obtain appropriate application materials from the Atlanta Urban Design Commission and check the deadline schedule to determine important dates and deadlines for your application.



## Step Two:

Submit completed application, with original signatures, and all supplemental material on the appropriate deadline.



## Step Four:

The Urban Design Commission meets on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of every month at 4:00 p.m. in City Council Chambers. The Commission is comprised of 11 city residents, each with a required professional background and appointed by the Mayor and the City Council. Consult the deadline schedule for the hearing date that corresponds to your application deadline.



**Step Three:** The Commission staff will distribute copies of your application materials to the Commission members for review. The commission staff will also prepare a Staff Report to review the application for compliance with the City's Historic Preservation Ordinance and other regulations specific to your application. Copies of this report are given to Commission members, faxed to the applicant, and made available to the public prior to the meeting.

## Step Five:

At the Commission meeting, each applicant will have ten minutes to present his or her application. Anyone opposing the proposed work will also have ten minutes to make a presentation to the Commission. Commission members may ask questions of the applicant and other parties. The Commission will decide to approve your application, approve your application with conditions, or deny your application. Applications for the demolition of a building or site may require further procedures.



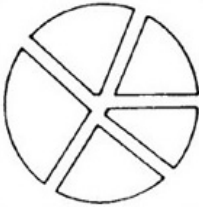
## Step Six:

**If a Letter of Support** is approved, you should bring the final sets of construction drawings required by the Bureau of Buildings to have them stamped by UDC Staff. You then proceed to file for the building permit.

**If a Letter in Opposition** is approved, the Atlanta Urban Design Commission strongly encourages you revise your project to address the comments of the Commission before obtaining a building permit.

**2009  
DEADLINES FOR  
REVIEW AND COMMENT APPLICATIONS**

<b>Application Deadline</b>	<b>Hearing Date</b>
December 29 (2008)	<b>January 14</b>
January 12	<b>January 28</b>
January 26	<b>February 11</b>
February 9	<b>February 25</b>
February 23	<b>March 11</b>
March 9	<b>March 25</b>
March 23	<b>April 8</b>
April 6	<b>April 22</b>
April 27	<b>May 13</b>
May 11	<b>May 27</b>
May 21	<b>June 10</b>
June 8	<b>June 24</b>
June 22	<b>July 8</b>
July 3	<b>July 22</b>
July 27	<b>August 12</b>
August 10	<b>August 26</b>
August 24	<b>September 9</b>
<b>Start Of New Tuesday Deadline</b>	
September 1	<b>September 23</b>
September 22	<b>October 14</b>
October 6	<b>October 28</b>
October 13	<b>November 9</b>
November 3	<b>November 23</b>
November 17	<b>December 9</b>



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Application# _____
Date Accepted _____

# Review and Comment Application

Applicant's Name \_\_\_\_\_

Applicant's Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ E-Mail \_\_\_\_\_

**DESCRIPTION OF PROPERTY:**

Property Address \_\_\_\_\_

Name of Property or District \_\_\_\_\_ Designation Type \_\_\_\_\_

County \_\_\_\_\_ District (Please Circle) 14 15 17 Land Lot \_\_\_\_\_ NPU \_\_\_\_\_ City Council District \_\_\_\_\_

**DESCRIPTION OF PROJECT:**

Describe clearly and in detail **ALL** new construction, alterations, repairs or other changes to the exterior appearance or site proposed for property under consideration. (Use additional pages as necessary).

**ADDITIONAL MATERIALS REQUIRED:**

Any relevant materials to support your project must accompany this application. This may include a site plan, elevations, photographs or specifications including materials and any other graphic information appropriate for a particular application.

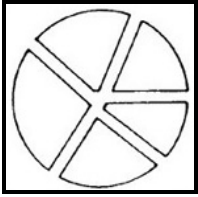
**Materials Submitted:** *(please check only the ones that apply)*

- Site plan including relevant dimensions, all existing improvements, and **all** proposed work.
- Relevant photographs of existing conditions.
- Elevations including existing and proposed materials, scaled sketches, accurate grade lines, and existing and proposed dimensions.

I HEREBY AUTHORIZE THE STAFF AND MEMBERS OF THE ATLANTA URBAN DESIGN COMMISSION TO INSPECT THE PREMISES OF THE ABOVE DESCRIBED PROPERTY. I HEREBY DEPOSE AND SAY THAT ALL STATEMENTS HEREIN AND ATTACHED STATEMENTS SUBMITTED ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

\_\_\_\_\_  
 APPLICANT OR AGENT FOR APPLICANT

\_\_\_\_\_  
 EXECUTIVE DIRECTOR, AUDC



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## Economic Incentives for Historic Preservation

### Landmark Historic Property Tax Abatement Program

The owner of an income-producing building, which is listed in the National or Georgia Register of Historic Places and has been designated by the City of Atlanta as a Landmark Building or a contributing building in a Landmark District, may obtain preferential property tax treatment. The building must be in standard repair or already have undergone rehabilitation. For purposes of tax assessment for City of Atlanta taxes, excluding bonded indebtedness, the fair market value of the building and up to two acres of land surrounding it, is frozen for eight years at the level existing at the time of application and certification. In the ninth year, the fair market value is fixed at one-half the difference between the frozen value and the current fair market value. The application for this tax freeze must be filed by December 31<sup>st</sup> of the year before the freeze will go into effect. For further information, contact Doug Young, Atlanta Urban Design Commission, 55 Trinity Avenue, SW, Suite 3400, Atlanta, Georgia 30303-3520 (404-330-6200) or [dyoung@atlantaga.gov](mailto:dyoung@atlantaga.gov).

### Rehabilitated Historic Property Tax Abatement Program

The owner of a building, which qualifies for listing in the Georgia Register of Historic Places and has undergone a major rehabilitation initiated after January 1, 1989, may obtain preferential property tax treatment. For purposes of tax assessment for City of Atlanta taxes, excluding bonded indebtedness, the fair market value is frozen at the pre-rehabilitation level for a period of eight years. In the ninth year, the fair market value is fixed at one-half the difference between the frozen value and the current fair market value. Qualifying rehabilitations must meet the standards promulgated by the Department of Natural Resources and must have increased the fair market value of the building by not less than 50% for owner-occupied residential real property, or not less than 100% for income-producing real property. The application for this tax freeze must be filed by December 31<sup>st</sup> of the year before the freeze will go into effect. For further information, contact Ced Dolder, Tax Incentives Coordinator, at the Georgia Department of Natural Resources, Historic Preservation Division, 34 Peachtree Street, NW, Suite 1600, Atlanta, Georgia 30303-2316 (404-651-5567) or [ced\\_dolder@dnr.state.ga.us](mailto:ced_dolder@dnr.state.ga.us)

### Federal Income Tax Credit Program

If a property is listed in the National Register of Historic Places, the owner or long-term lessee of an income-producing property is entitled to an investment tax credit of up to 20% of the qualified rehabilitation expenses of a substantial rehabilitation performed in accordance with the U.S. Secretary of the Interior's Standards for Rehabilitation. All buildings, sites and districts designated by the City of Atlanta are required to meet the criteria for listing in the National Register of Historic Places. For further information, contact the Georgia Department of Natural Resources at the address, telephone number, and email above.

### State Income Tax Credit Program

The owner of a building, which qualifies for listing in the Georgia Register of Historic Places and is planning to start a substantial rehabilitation on or after January 1, 2004, is eligible to apply for the credit. The program provides property owners of historic properties who complete a Department of Natural Resources-approved rehabilitation the opportunity to take 10% of the rehabilitation expenditures as a state income tax credit up to \$5,000. If the home is located in a target area, the credit may be equal to 15% of the rehabilitation expenditures up to \$5,000 and for any other certified structure; the credit may be equal to 20% of rehabilitation expenses up to \$5,000. Department of Natural Resources-approved rehabilitations must meet the standards promulgated by the Department of Natural Resources and must have qualified rehabilitation expenses that exceed the lesser of \$25,000 or 50% of the adjusted basis of a historic home used as a principal residence, \$5,000 for a historic home used a principal residence in a target area, or the greater of \$5,000 or the adjusted basis of the building for any other certified historic structure. Further, at least 5% of the qualified rehabilitation expenses must be allocated to work completed on the exterior of the structure. For further information, contact the Georgia Department of Natural Resources at the address, telephone number, and email above.

### City/County Urban Enterprise Zone Tax Abatement Program

Ad valorem property tax exemptions covering a ten-year period can be obtained by owners of qualifying historic multi-family and non-residential structures located in urban enterprise zone eligible areas. There is no minimum acreage requirement for proposed zones. Tax abatements are also available for commercial, industrial, and mixed-use properties. For housing urban enterprise zones, structures suitable for rehabilitation/renovation must provide a minimum of four multi-family housing units. For further information, contact Garnett Brown, the Urban Enterprise Zone Administrator at the Atlanta Bureau of Planning, 55 Trinity Avenue SW, Suite 3350, Atlanta, Georgia 30303-3520 (404-330-6145) or [gbrown@atlantaga.gov](mailto:gbrown@atlantaga.gov).

### Development Impact Fee Exemption

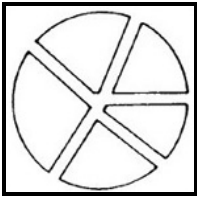
The owner of a city-designated Landmark Building or a contributing in a Landmark District, which will undergo a rehabilitation or conversion, may obtain a 100% exemption from the payment of Development Impact Fees for building permits associated with the rehabilitation/conversion project. Such an exemption must be obtained prior to the issuance of a Building Permit. For further information, contact Mary Miller, Atlanta Bureau of Buildings, 55 Trinity Avenue SW, Suite 3900, Atlanta, Georgia 30303-3520 (404-330-6691) or [mamiller@atlnataga.gov](mailto:mamiller@atlnataga.gov).

### Façade Easements

A preservation easement is a legally enforceable commitment by a property owner to preserve the facades of a historic structure so that its exterior architectural features remain unchanged in perpetuity. Properties must be National Register-eligible structures. Federal and State income tax deductions can be taken as well as the possibility of other tax advantages related to a property's decrease in value as a result of an easement donation. For further information, contact Easements Atlanta, Inc. c/o the Atlanta Preservation Center, 327 St. Paul Avenue, SE, Atlanta, Georgia 30312 (404-688-3353) or [www.preserveatlanta.com](http://www.preserveatlanta.com).

### Transfer of Development Rights (TDR)

See Section 16-28.023 of the Code of Ordinances of the City of Atlanta for information.



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## Neighborhood Contacts

While it is not a requirement of the Applicant to contact a neighborhood representative, or meet with a neighborhood committee, the Urban Design Commission strongly encourages you to do so prior to the submission of the application. Neighborhood Representative Contact, listed by Historic/Landmark District:

<p><b><u>Adair Park Historic District</u></b>            Adair Park Today            Jeanne Mills, (404) 753-6265 or            765 Catherine St., Atlanta, GA 30310            Derrick Duckworth (404) 755-1596 or  <a href="mailto:dlduckworth@gmail.com">dlduckworth@gmail.com</a></p> <p><i>Meets 1<sup>st</sup> Tuesday of each month*</i></p>	<p><b><u>Grant Park Historic District</u></b>            Grant Park Neighborhood Association            Paul Simo, GPNA Historic Committee Chair            (404) 788-5659 or <a href="mailto:preservation@yahoo.com">preservation@yahoo.com</a>            (404) 234-2853 or <a href="mailto:PaulZucca@aol.com">PaulZucca@aol.com</a></p> <p><i>Meets 1<sup>st</sup> Tuesday of each month*</i></p>
<p><b><u>Atkins Park Historic District</u></b>            Atkins Park Neighborhood Association            Marilyn Morton, Chair, Historic Preservation Committee            (404) 815-6798 or <a href="mailto:mortmari@aol.com">mortmari@aol.com</a></p> <p><i>*Meets bi-monthly</i></p>	<p><b><u>Inman Park Historic District</u></b>            Inman Park Neighborhood Association            Chuck Clarke, Chair, Historic Preservation Committee            (404) 681-3270 or <a href="mailto:historic.preservation@inmanpark.org">historic.preservation@inmanpark.org</a></p> <p><i>Meets 3<sup>rd</sup> Wednesday of each month*</i></p>
<p><b><u>Brookwood Hills Conservation District</u></b>            Brookwood Hills Community Club Civic Org.            Joe Gardner, Chair, Zoning Committee            (404) 522-8805, Ext. 228 or <a href="mailto:jgardner@gsstj.com">jgardner@gsstj.com</a></p> <p><i>Meets 1<sup>st</sup> Monday of each month*</i></p>	<p><b><u>Martin Luther King, Jr., Landmark District</u></b>            Historic District Development Corporation            Joan Garner, President/CEO  <a href="mailto:joan@hddc.net">joan@hddc.net</a>            Marie Cowser, Dir. of Community Programs  <a href="mailto:marie@hddc.net">marie@hddc.net</a>            *</p>
<p><b><u>Cabbagetown Landmark District</u></b>            Cabbagetown Neighborhood Improvement Association            Mark Rosenbaum, Chair, Preservation Committee  <a href="mailto:rosenbaum@comcast.net">rosenbaum@comcast.net</a> or <a href="mailto:hp@cabbagetown.com">hp@cabbagetown.com</a></p> <p><i>Meets 1<sup>st</sup> Monday and 2<sup>nd</sup> Tuesday of each month*</i></p>	<p><b><u>Oakland City Historic District</u></b>            Oakland City Community Organization            Patrick O'Neal            (404) 755-0536 or <a href="mailto:proneal@comcast.net">proneal@comcast.net</a></p> <p><i>Meets 2<sup>nd</sup> Saturday of each month*</i></p>
<p><b><u>Castleberry Hill Landmark District</u></b>            Castleberry Hill Neighborhood Association            Calvin Lockwood, Chair, Land-use / Zoning Committee            (404) 221-0201 or <a href="mailto:calvin@calvinlockwood.com">calvin@calvinlockwood.com</a></p> <p><i>Meets 3<sup>rd</sup> Monday of each month*</i></p>	<p><b><u>West End Historic District</u></b>            West End Neighborhood Development, Inc.            Handy Johnson            (404) 656-6540 or <a href="mailto:LJoh489560@aol.com">LJoh489560@aol.com</a></p> <p><i>Meets 1<sup>st</sup> Tuesday of each month*</i></p>
<p><b><u>Druid Hills Landmark District</u></b>            Druid Hills Civic Association            Alida Silverman, Chair, Historic Preservation Committee            (404) 377-9621 or <a href="mailto:alidasilverman@mac.com">alidasilverman@mac.com</a></p> <p><i>Meets 3<sup>rd</sup> Wednesday of each month*</i></p>	<p><b><u>Whittier Mill Historic District</u></b>            Whittier Mill Village Neighborhood Association            Cindy L. Dennis            (404) 735-3367 or <a href="mailto:cindydennis@dorseyalston.com">cindydennis@dorseyalston.com</a>            2052 Butler Way, Atlanta, GA 30318</p> <p><i>Meets when necessary*</i></p>

\*Please confirm meeting date(s) and procedures with District contact.

*Updated as of 10/09/2008*