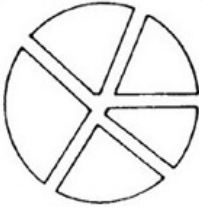


# **TYPE III**

## **Certificate of Appropriateness Application Package**

**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



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

## **Certificate of Appropriateness Application Package**

### **Step by Step Checklist**

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- All new construction projects** are encouraged to be preliminary reviewed by Staff prior to deadline date to ensure the minimum regulations have been met. Please call the Urban Design Commission offices to schedule an appointment with Staff for **preliminary review**.
- Review **CERTIFICATE OF APPROPRIATENESS PROCESS**.
- Review **Economic Incentives for Historic Preservation** to determine eligibility and to obtain contact information.
- Refer to the **Deadlines for Type III Certificate of Appropriateness Applications** table for application deadline, sign posting deadline, and corresponding hearing date.
- All applicants should **submit relevant** material to support their application (See application for details). The Urban Design Commission may defer applications if materials are not sufficient to evaluate the proposal. All plans or revisions to original plans must be dated.
- All applicants submitting a **Type II, Type III, Type IV**, or 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.).
- All applicants submitting a **Variance Petition Addendum** must provide an electronic copy of the variance justification in Microsoft Word form.
- Complete appropriate **Application** in full and return it to the Commission staff with original signatures on the appropriate deadline date, including an original notarized **Authorization by Property Owner**, if applicable.
- Review **Notice to Applicants Concerning Certificates of Appropriateness**.
- Read, sign and return the **Sign Posting Instructions** to the Commission staff and pick up the appropriate number of signs. Review **Neighborhood Contacts Form** if required.
- Post signs according to instructions before the sign posting deadline; return the signed and notarized **Sign Posting Affidavit** to the Commission *before your hearing date*.
- The Atlanta Urban Design Commission will publish and mail to you an **Agenda** for your hearing date.
- The Atlanta Urban Design Commission will send 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 regulations).
- At the Atlanta Urban Design Commission Hearing you can make a **Presentation** about you proposal.

## CERTIFICATE OF APPROPRIATENESS PROCESS

A Certificate of Appropriateness must be issued by the Atlanta Urban Design Commission before a building permit can be issued for changes to the exterior of any individually designated building, or any building in a designated district.

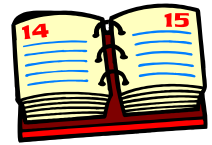
### Step One:

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 approved** for a Certificate Appropriateness, you should bring the final sets of construction drawings required by the Bureau of Buildings to have them stamped by UDC Staff and receive a copy of the Certificate of Appropriateness. You then proceed to file for the building permit.

**If denied**, you will be unable to obtain a building permit. You may submit a revised application, taking into account the commission's objections to the proposed work or file an **APPEAL** in Fulton County Superior Court within 30 days on the Commission's decision.



**2009  
DEADLINES FOR  
CERTIFICATE OF APPROPRIATENESS  
APPLICATIONS**

**TYPE II, TYPE III & Variances**

<b>Application Deadline</b>	<b>Type II Sign Posting Deadline</b>	<b>Type III &amp; Variance Sign Posting Deadline</b>	<b>Hearing Date</b>
December 29 (2008)	January 6	December 29 (2008)	<b>January 14</b>
January 12	January 20	January 12	<b>January 28</b>
January 26	February 3	January 26	<b>February 11</b>
February 9	February 17	February 9	<b>February 25</b>
February 23	March 3	February 23	<b>March 11</b>
March 9	March 17	March 9	<b>March 25</b>
March 23	March 31	March 23	<b>April 8</b>
April 6	April 14	April 6	<b>April 22</b>
April 27	May 5	April 27	<b>May 13</b>
May 11	May 19	May 11	<b>May 27</b>
May 21	June 2	May 26	<b>June 10</b>
June 8	June 16	June 8	<b>June 24</b>
June 22	June 30	June 22	<b>July 8</b>
July 3	July 14	July 3	<b>July 22</b>
July 27	August 4	July 27	<b>August 12</b>
August 10	August 18	August 10	<b>August 26</b>
August 24	September 1	August 24	<b>September 9</b>
<b>Start of New Tuesday Deadline For All Applications</b>			
September 1	September 16	September 8	<b>September 23</b>
September 22	October 7	September 29	<b>October 14</b>
October 6	October 21	October 13	<b>October 28</b>
October 13	November 2	October 25	<b>November 9</b>
November 3	November 16	November 8	<b>November 23</b>
November 17	December 2	November 24	<b>December 9</b>

## Atlanta Urban Design Commission (AUDC)

The hours that the UDC office will accept applications for Type I, Type II, Type III and Type IV Certificates of Appropriateness are as follows:

Monday: 8:30 am to 3:00 pm

Tuesday: 8:30 am to 3:00 pm

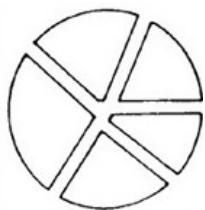
Wednesday: 8:30 am to 3:00 pm

Thursday: 8:30 am to 3:00 pm

Friday: No applications will be processed on Fridays.

### Urban Design Commission Fee Schedule

Type I Certificate of Appropriateness	\$10.00
Type II Certificate of Appropriateness (Staff review only)	\$10.00
Type II Certificate of Appropriateness (Commission decision)	\$100.00
Type III Certificate of Appropriateness (Additions only)	\$100.00
Type III Certificate of Appropriateness (New principal structure)	\$200.00
Type IV Certificate of Appropriateness (Threat to public health and safety)	\$100.00
Type IV Certificate of Appropriateness (Lack of reasonable economic return)	\$200.00
Court Reporter for Type IV hearing	At cost unless hired by Applicant
Rezoning reviews (included in Bureau of Planning application fee)	
Subdivisions governed by Commission	\$100.00
Variances	\$100.00
National Register Nominations	No Charge



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(404) 330-6200 FAX (404) 658-6734

Application# _____
Date Accepted _____

**Authorization by Property Owner**

**(Required only if the applicant is not the owner of the property subject to the proposed application)**

I, \_\_\_\_\_ (**OWNER'S NAME**) SWEAR AND AFFIRM THAT I AM THE OWNER OF THE PROPERTY AT \_\_\_\_\_ (**PROPERTY ADDRESS**). AS SHOWN IN THE RECORDS OF \_\_\_\_\_ COUNTY, GEORGIA, WHICH IS THE SUBJECT MATTER OF THE ATTACHED APPLICATION. I AUTHORIZE THE PERSON NAMED BELOW TO FILE THIS APPLICATION AS MY AGENT.

**NAME OF APPLICANT:**

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ SUITE \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

**OWNER'S TELEPHONE NUMBER:**

AREA CODE ( ) NUMBER \_\_\_\_\_ - \_\_\_\_\_

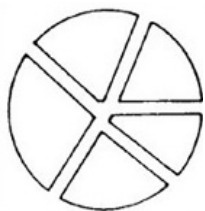
\_\_\_\_\_  
SIGNATURE OF OWNER

\_\_\_\_\_  
PRINT NAME OF OWNER

**PERSONALLY APPEARED BEFORE ME THE ABOVE NAMES, WHO SWEARS THAT THE INFORMATION CONTAINED IN THIS AUTHORIZATION IS TRUE AND CORRECT TO THE BEST KNOWLEDGE AND BELIEF.**

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
DATE



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Atlanta, Georgia 30335  
(404) 330-6200 FAX (404) 658-6734

Application# _____
Date Accepted _____

# TYPE III

## APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

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

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

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

**DESCRIPTION OF PROPERTY:**

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

The Subject Property Fronts \_\_\_\_\_ Feet on the (Please Circle) North South East West Side of  
(Street Name) \_\_\_\_\_ Beginning \_\_\_\_\_ Feet from the (Please Circle) NE NW SE SW

Corner of (Street Name) \_\_\_\_\_.

Name of Property or District \_\_\_\_\_ Designation Type (Please Circle) LD LBS HD HBS

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 FOR ALTERATIONS TO AN EXISTING BUILDING:**

- Photographs of all facades, including the roof and foundation (even if the work is to be done on one side of the building).
- Photographs of area where the work is to be performed (for example: windows, doors, chimneys, porch, siding, etc.).
- Architectural drawings, detailed and dimensioned, showing both existing elevations and the proposed changes to those elevations.
- Floor plan, if the proposed alteration includes an addition or enclosure / new installation of windows/doors.
- Site plan must show dimensioned property lines and setbacks if your project is an addition, deck, fence or wall, driveway or other.
- Details on exterior materials, such as manufacturer's specification pamphlets for windows, siding material, etc.

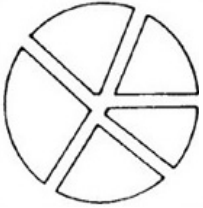
**ADDITIONAL MATERIALS REQUIRED FOR NEW CONSTRUCTION:**

- Architectural drawings, detailed and dimensioned, showing proposed elevations.
- Floor plan, showing location of windows, exterior doors, walls, and rough kitchen and bath layout, etc.
- Site plan must show dimensioned property lines, setbacks, location of building, deck, fence or wall, garage, driveway, etc.
- Dimensioned, detail drawings of porch railings, window and door trim, fascia/eaves, etc.
- Details on exterior materials, such as manufacturer's specification pamphlets for windows, siding material, etc.
- Documentation of compatibility rule for setbacks, height, roof forms, roof pitch, architectural style, and other exterior elements.

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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## **Notice to Applicants**

### **Concerning Certificates of Appropriateness**

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The applicant is hereby notified that the Atlanta Urban Design Commission (AUDC) only reviews the elevations and site plans for the purposes of compliance with the regulations of the district where the structure is located or to be located and that it is the applicant's duty to ensure that all plans for the project will coordinate to achieve a finished product that complies with the elevations and site plan. The review is for the purpose of determining compliance with those sections of the Zoning Code applying to the district where the project is located or to be located.

It is the applicant's duty to ensure that all drawings or plans, that may be required for further permitting of the actual construction of the project, will result in a finished project that complies with the elevations and site plan on which the Certificate of Appropriateness was granted. The applicant is further notified that neither the Bureau of Buildings nor any other City of Atlanta agencies that review any other part of the overall project plans for compliance to building codes, zoning codes, tree preservation, riparian buffers, drainage and sewer or any other regulation in effect at the time of plan review have the authority to approve any changes to the exterior appearance or site plan regulated by the AUDC. It is the responsibility of the applicant to ensure that any changes required, requested, or allowed by any City agency during the plan approval stage of the building permit process will not alter the exterior appearance of any structure or cause the relocation, rearrangement and/or reorientation of any feature of the site plan. Therefore, it is important for the applicant to be aware that even changes which may be in compliance with other codes, including but not limited to, an increase to the height of the structure whether resulting from changes to the foundation or the framing plan, alterations to the interior layout of the structure that affect the location or size of exterior doors or windows, or changes to the framing plan for the roof, may affect the exterior appearance in a manner which could cause the finished structure to be out of compliance with the elevations approved by the AUDC.

It is also the responsibility of the applicant to ensure that any changes made on site during the construction of the project, regardless of whether such changes are approved by a City inspector, or representative of another City agency as being in compliance with the building codes or other applicable codes, do not result in a change to the appearance of the exterior of the structure or site plan. The applicant is further put on notice that the location of any feature specified on the site plan is not to be changed from that which is specified on the site plan approved by the AUDC, including without limitation, any such changes that might affect setbacks, the orientation of all structures on the lot, including accessory buildings or the location and size of driveways, walkways, and parking pads or spaces. It shall be the responsibility of the applicant to ensure that all plans for the project, however and by whoever approved, result in a final product that is consistent with the site plan and elevations approved by the AUDC. It shall be the responsibility of the applicant, not the AUDC, to monitor the project for compliance to the approved elevations and site plan. The Historic Preservation Ordinance provides a process under which changes to approved plans may be allowed upon application to the AUDC, however such approval is not guaranteed and the applicant is hereby notified that such changes are based on district regulations not on the fact that hardship, financial or otherwise, may result. The duty to adequately monitor the project to ensure compliance to approved

NOTICE TO APPLICANTS, continued

plans shall at all times be on the applicant, who assumes all risk of loss, financial or otherwise, from enforcement actions that result from the failure to comply with the plans approved by the AUDC.

The applicant acknowledges that relief from any stop work order or other enforcement action, whether resulting from action taken by the AUDC, the Bureau of Buildings staff or by the staff of any other City agency, must be appealed within the time and in the manner provided by the City Code.

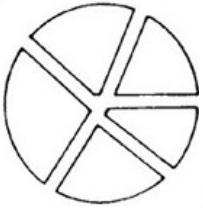
The applicant further acknowledges that the decision to apply to the AUDC for permission to change the approved plans is not an appeal of the stop work order to the BZA. The applicant acknowledges that the choice to utilize one or both administrative processes rests solely with them and shall be made in compliance with the Code of Ordinances. The applicant further acknowledges that no written or oral representation of any City officer, employee, agent or elected official can waive or modify the City Code.

Certificate of Appropriateness \_\_\_\_\_

Date Accepted \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

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



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## **Economic Incentives for Historic Preservation**

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### **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 as 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**

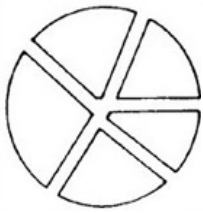
The owner of a city-designated Landmark Building or a contributing in a Landmark District, which will undergo a rehabilitation or conversion, may obtain a 100% exemption from the payment of Development Impact Fees for building permits associated with the rehabilitation/conversion project. Such an exemption 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@atlantaga.gov](mailto:mamiller@atlantaga.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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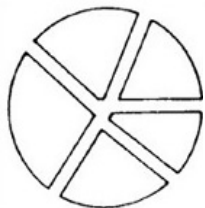
## Neighborhood Contacts

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:preservision@yahoo.com">preservision@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="http://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 11/09/2008



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

Application# _____
Date Accepted _____

## **Type III & IV**

### **Certificates of Appropriateness**

### **Sign Posting Instructions**

Notice of Hearings: Per Section 16-20.008(c)(2) of the City of Atlanta Land Development Code, as amended, prior to any meeting of the commission at which an application for a Type III or IV Certificate of Appropriateness shall be considered, the following form of notice is required.

The director shall cause the property involved in the proposed change to be posted at least 15 days prior to the hearing. Such posting shall be in a conspicuous place on the property, by a sign or signs (as provided below) not less than six (6) square feet in area, bearing information as to the time, date, and place of the hearing and the nature of the proposed change.

One such sign shall be placed adjacent to each street the property abuts.

*Do not mutilate, remove, modify, or relocate the sign posting(s).*

#### **INSTRUCTIONS:**

Your application will be placed on the Meeting Agenda for \_\_\_\_\_, therefore, your sign must be posted by \_\_\_\_\_ and must remain posted until the day after the meeting.

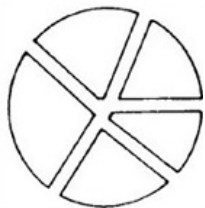
*If the item is deferred, the sign must remain posted until the day after the meeting, where a decision has been made by the Urban Design Commission.*

**As the applicant (application number \_\_\_\_\_), I acknowledge having received these instructions for Type III & IV Certificates of Appropriateness Sign Posting.**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**



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Application# _____
Date Accepted _____

## SIGN POSTING AFFIDAVIT

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SIGN POSTED ON THIS DATE: \_\_\_\_\_

NAME OF APPLICANT: \_\_\_\_\_

PROPERTY LOCATION: \_\_\_\_\_

LOCATION OF SIGN(S) POSTED: \_\_\_\_\_

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### SIGN COPY

“HEARING FOR APPLICATION WILL BE HELD ON \_\_\_\_\_ BY THE CITY OF ATLANTA URBAN DESIGN COMMISSION AT 4:00 pm, 2<sup>ND</sup> FLOOR, CITY COUNCIL CHAMBERS, CITY HALL-SOUTH BUILDING, AT 55 TRINITY AVENUE, ATLANTA, GEORGIA. “

I SWEAR THAT ON THE ABOVE DATE, I PERSONALLY POSTED IN THE MOST CONSPICUOUS PLACE POSSIBLE ON THE PREMISES AFFECTED BY THIS APPLICATION, SIGNS AS INDICATED ABOVE.

\_\_\_\_\_  
APPLICANT'S SIGNATURE

PERSONALLY APPEARED BEFORE ME THE ABOVE NAMES, WHO SWEARS THAT THE INFORMATION CONTAINED IN THIS AFFIDAVIT IS TRUE AND CORRECT TO THE BEST KNOWLEDGE AND BELIEF.

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
DATE

*Affidavit must be received by the Atlanta Urban Design Commission no later than your hearing date. If Affidavit is not received, your case will not be heard.*