

# **Designation of Significant Neighborhoods as Landmark or Historic Districts Under Atlanta's Historic Preservation Ordinance**

## **1. REQUIRES A COMMITMENT IN TIME AND EFFORT BY THE NEIGHBORHOOD**

- **Letter** initiated and signed by owners of ten different properties within the proposed district requesting the Urban Design Commission to review neighborhood for possible designation.
- **Photographic survey** of all lots within the proposed district.
- **Designation report** outlining the history of the neighborhood—its development, important members and institutions, the role it has played in the history of Atlanta & its architectural attributes.
- **Collection of data** on each structure in the proposed district, including date of construction and current owners.
- Neighborhood proposal for **customized regulations** regarding those distinctive aspects of the neighborhood that the residents would like to see regulated.
- Assist with **educating** all members of community regarding effects of the proposed designation.
- **Contacting** City Council Members to enlist support for district designation.

## **2. REQUIRES AN OPEN HEARING PROCESS WHEREBY ALL OPINIONS CAN BE HEARD**

- **Notice of intent to nominate** sent to all owners of properties in the proposed district. Properties are regulated until outcome of designation process is determined.
- All interested parties, including property owners, have the opportunity to speak at **public hearing before the Urban Design Commission** which convenes to determine if proposed district is significant, historically, architecturally and/or culturally.
- If district is nominated, representatives of district meet with city officials to **offer input regarding customized regulations**.
- All interested parties, including property owners, have opportunity to speak at **public hearing before the Zoning Review Board** which addresses the land use issues raised by any re-zoning action.

- After hearing by Zoning Review Board, the ordinance establishing the district and any customized regulations must be approved by a majority **vote of the City Council**.

### **3. REQUIRES THAT CHANGES TO THE EXTERIORS OF STRUCTURES MUST BE APPROVED BY THE URBAN DESIGN COMMISSION**

- When an owner of a property in a designated district seeks a building permit from the City of Atlanta for alteration, new construction or demolition, he/she will be referred to the Urban Design Commission for a Certificate of Appropriateness.
- If in-kind repairs, only, are contemplated, the Urban Design Commission staff can approve that work.
- If more substantial changes are contemplated, the property owner will need to attend a meeting of the Urban Design Commission which meets the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of every month.
- The property owner has the opportunity to explain the proposed work and anyone in opposition to such plans is also given an opportunity to speak.
- After discussion by the Commission, the decision approving or disapproving the proposed work is made. For a Type II Certificate of appropriateness, a decision must be made by the Commission within 45 days of submission of a completed application.
- If approved, building permit can be obtained and work on the structure can proceed.

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*Questions concerning Atlanta's Historic Preservation Ordinance  
can be directed to Karen Huebner at (404) 330-6200*