

DEPARTMENT OF PLANNING & SUSTAINABILITY

Chief of Executive Officer
Lorraine Cochran-Johnson

Director
Juliana A. Njoku

Application for Certificate of Appropriateness

Date Submitted: 03/20/2026

Subject Property Address: 1658 Clifton Road NE, Atlanta, GA, 30307

Property Parcel ID No: 18 002 04 015

Date(s) of Construction on all structures on the property: _____
(This information can be found in the DeKalb County property accessory and tax records database.)

Nature of Work (check all that apply):

- | | | | | | |
|-------------------|--------------------------|------------------------|-------------------------------------|-----------------------------|-------------------------------------|
| New construction | <input type="checkbox"/> | New Accessory Building | <input type="checkbox"/> | Other Building Changes | <input type="checkbox"/> |
| Demolition | <input type="checkbox"/> | Landscaping | <input checked="" type="checkbox"/> | Other Environmental Changes | <input type="checkbox"/> |
| Addition | <input type="checkbox"/> | Fence/wall | <input checked="" type="checkbox"/> | Other | <input checked="" type="checkbox"/> |
| Moving a building | <input type="checkbox"/> | Sign Installation | <input type="checkbox"/> | | |

Description of Work:

Construct a small swimming pool with a 5-foot privacy fence in the side yard. See attached letter, site plan, and photos for additional details.

This form must be completed in its entirety and be accompanied by supporting documents, such as plans, list of materials, color samples, photographs, etc.

***PLEASE REVIEW THE FILING GUIDELINES BEGINNING ON PAGE 4. FAILURE TO FOLLOW GUIDELINES MAY RESULT IN SCHEDULING DELAYS OR A DEFERRAL OF APPLICATION.**

Owner Agent _____
Applicant/Owner Signature Date

To Be Completed by Staff: Date Received: _____

**CERTIFICATE OF APPROPRIATENESS APPLICATION FEE:
CURRENTLY NO FEE**

**DeKalb County does not require payment by wire transfer.
Be aware of scammers and fraudulent emails.**



DEPARTMENT OF PLANNING & SUSTAINABILITY

Authorization of a Second Party to Apply for a Certificate of Appropriateness

This form is required if the individual making the request is **not** the owner of the property.

I/ We: Jeffrey Paciero

being owner(s) of the property at: 1658 East Clifton Road NE, Atlanta, GA 30307

hereby delegate authority to: Richard Sosebee

to file an application for a certificate of appropriateness in my/our behalf.

Signature of Owner(s): 

Date: 3/20/20

Please review the following information

Approval of this Certificate of Appropriateness does not release the recipient from compliance with all other pertinent county, state, and federal regulations.

Before making any changes to your approved plans, contact the preservation planner via email. Some changes may fall within the scope of the existing approval, but others will require review by the preservation commission. **If work is performed which is not in accordance with your certificate, a Stop Work Order may be issued.**

If your project requires that the county issue a Certificate of Occupancy at the end of construction, an inspection may be made to verify that the work has been completed in accord with the Certificate of Appropriateness. If the work as completed is not the same as that approved in the Certificate of Appropriateness you will not receive a Certificate of Occupancy. You may also be subject to other penalties including fines and/or required demolition of the non-conforming work.

If you do not commence construction within twelve months of the date of approval, your Certificate of Appropriateness will become void and you will need to apply for a new certificate if you still intend to do the work.

DeKalb County Planning & Sustainability Department
Current Planning Zoning Division
178 Sams Street
Decatur, GA 30030

RE: Certificate of Appropriateness
Property Address: 1658 East Clifton Road, NE, Atlanta, GA 30307
Parcel ID: 18 003 03 023

Dear Members of the DeKalb County Historic Preservation Commission,

We respectfully submit this letter in support of our application for a Certificate of Appropriateness (COA) from the DeKalb County Historic Preservation Commission to construct a pool in the side yard at our residence.

Physical Conditions of the Site

Our house is positioned on a lot that resembles a piece of pie (i.e., there are 3 sides to the lot) with the house facing the street. The lot measures roughly 190 feet wide at the street, and the width declines to less than 5 feet at the back of the lot. In addition, the lot slopes significantly downward from the street to the back of the lot. The elevation of the high point in the front yard is roughly 975 feet, and it declines to 955 feet at the back of the lot. The rear of the lot cannot accommodate a pool due to the shape of the lot and its slope. The only practical location for the pool is the side yard. The location for the pool is the existing patio as illustrated in the attached photos. As a result, there is no impact to the existing impervious surface of the lot.

Public Welfare

The grant of the variance will provide a positive impact on the neighborhood and community. In addition, the construction of the pool in the side yard will not introduce privacy concerns because the pool sits below street grade, is modest in size and scale (i.e., 12' x 20'), and has (and will continue to have) significant existing tree coverage. Furthermore, the pool will not impact visibility from the public right-of-way due to its location, the slope of the lot, existing tree coverage and landscaping, and the proposed 5-foot fence to surround the pool. Finally, no surrounding neighbor has indicated any objection to the proposed plan.

The request for this COA is consistent with the overall purpose of the applicable zoning laws and DeKalb County Comprehensive Plan, including alignment with traditional

neighborhood land use, and supports the preservation goals of the Druid Hills Historic District.

We appreciate the Commission's consideration of these requests and will gladly provide any additional information, as needed.

Sincerely,



Jeffrey Paciero







