

DEPARTMENT OF PLANNING & SUSTAINABILITY

Chief of Executive Officer
Lorraine Cochran-Johnson

Director
Juliana A. Njoku

Application for Certificate of Appropriateness

Date Submitted: _____

Subject Property Address: _____

Property Parcel ID No: _____

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	New Accessory Building	Other Building Changes
Demolition	Landscaping	Other Environmental Changes
Addition	Fence/wall	Other
Moving a building	Sign Installation	

Description of Work:

Adding a garage with ADU on the existing garage pad. ADU is to contain our offices and guest room for when our older kids come to visit. We will also clean up the yard and add new grass and repair/replace fencing as the yard was not maintained by prior owner and we are looking to make the yard useable and safe for our family and pets. ADU will be of similar build to the existing. Using both brick and siding exterior. The roof height is to match the existing home. All MEP's are in plan as well as new foundation. We are also planning to Add a gate on the driveway to enclose the yard. This will complete our sites renovation.

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.**

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: _____

being owner(s) of the property at: _____

hereby delegate authority to: _____

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

Signature of Owner(s): _____ Date: _____

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 that is not in accordance with the scope of work approved by the issued certificate, a Stop Work Order may be issued for the property and a new Certificate of Appropriateness will need to be obtained.**

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, a Certificate of Occupancy will not be issued. 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.

Please check the box below to confirm that the applicant has completed the following:

- ✓ Reviewed the information provided and understand the Certificate of Appropriateness process
- ✓ Reviewed the Historic Preservation Commission Meeting calendar
- ✓ Reviewed the appropriated design manual and guidelines for the historic district in which the subject property is located
- ✓ Reviewed the DeKalb County Tree Ordinance.
- ✓ Reviewed applicable zoning codes regarding lot coverage, garage sizes, stream buffers.

The applicant has completed the check list above and understands the process to obtain a Certificate of Appropriateness