

DEPARTMENT OF PLANNING & SUSTAINABILITY

Chief of Executive Officer
Lorraine Cochran-Johnson

Director
Juliana A. Njoku

Application for Certificate of Appropriateness

Date Submitted: 07/17/2026

Subject Property Address: 1198 Oakdale Road NE, Atlanta, GA 30307

Property Parcel ID No: 18 054 05 004

Date(s) of Construction on all structures on the property: 1920
(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:

Install two removable/reversible fixed fabric front awnings. See attached rendering, specs and photos.

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 ☐  07/17/2026
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 ☒

Certificate of Appropriateness Supporting Materials

Proposed Front Fabric Awnings

Property: 1198 Oakdale Road NE, Atlanta, GA 30307

Applicant: Erica Davis

Awning contractor: Softek Awnings / Barry Loudis

Project: Two fixed fabric awnings on the front facade of the home

Contents

1. Current project estimate and specifications
2. Project narrative and mounting/reversibility details
3. Available rendering / front facade visual reference
4. Example mounting-detail photograph

Note: The official COA application form is intended to be submitted separately or combined with this supporting packet. This packet summarizes the quote/specs and includes available visual materials for review.

1. Current Project Estimate and Specifications

Scope	Two new awning units for front of home
Unit 1	Approx. 19'-8" wide x 1'-6" tall x 6'-0" projection
Unit 2	Approx. 14'-10" wide x 1'-6" tall x 6'-0" projection
Frame construction	Welded aluminum
Fabric construction	Lace-on
Valance	6" English, linen braid
Fabric make/color	Sunbrella Era Ash
Project estimate	\$7,350 plus applicable sales tax
Deposit / schedule	Softek noted scheduling 3-5 weeks from payment of initial invoice, 50% of project amount
Craftsmanship warranty	Softek craftsmanship warranty for 2 years from installation date
Fabric warranty	Sunbrella awning fabric warranty against fading/strength loss for 10 years, per Softek estimate notes

Additional estimate notes: project includes final on-site measurements, new materials, fabrication, delivery and installation including fasteners and caulking where applicable. Fabric designs are assumed to be single-color; patterns/stripes may change the estimate. Estimate valid for 30 days from delivery and does not include sales tax.

2. Project Narrative and Mounting/Reversibility Details

The proposed work is limited to installation of two fixed fabric awnings on the front facade of the existing residence. The awnings are intended to be traditional residential fabric awnings with a welded aluminum frame, lace-on Sunbrella Era Ash fabric, and a restrained 6-inch English valance with linen braid.

No demolition, addition, enlargement of openings, or alteration of existing windows, doors, trim, or major architectural features is proposed.

Mounting / fastener detail

The awnings are proposed to be surface-mounted to the front facade above the existing openings using metal mounting brackets and exterior-grade fasteners. The welded aluminum awning frame attaches to these brackets, with fabric installed as lace-on construction.

The installation is intended to be reversible/removable. Penetrations would be limited to bracket/fastener locations and sealed/caulked as needed to prevent water intrusion. If the awnings are removed in the future, fastener holes could be patched and painted.

Compatibility notes

The proposed fabric color is neutral/muted and the frame/fabric construction is intended to read as residential rather than commercial. The awnings are intended to provide shade while remaining subordinate to the existing front facade.

3. Proposed Rendering / Front Facade Visual Reference

The rendering below shows the proposed two front awnings on the house. The project dimensions and specifications are listed on page 2 of this packet.



Softek rendering showing proposed two front awning units

4. Example Mounting-Detail Photograph

This photo shows the general bracket/fastener style for a similar fixed fabric awning system: surface-mounted metal brackets, a horizontal metal back bar/frame, and lace-on/wrapped fabric construction.



Example mounting detail: surface-mounted bracket/fastener system and lace-on fabric/frame construction.