

## **Introduction to the Atlanta Urban Design Commission (AUDC) and Historic Preservation in Adair Park**

Atlanta Urban Design Commission

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Adair Park is listed as a Historic District by local and national declaration. These designations are legally binding and were nominated by Adair Park residents' request. The local historic district designation is a Zoning overlay designation. The National Register of Historic Places listing provides for financial incentives for property changes when the project is of significant scope. It can also be of assistance when multi property development projects are threatening the declared district and/or when any Federal financing to the project is to be utilized.

Adair Park residents wrote the Design Guidelines that declare what property changes are permitted within the Adair Park Historic District boundary. The neighborhood's Design Guidelines are available on the City of Atlanta's web site.

All work to a property has to be City of Atlanta permitted. The Atlanta Urban Design Commission and staff reviews all permit applications when the property is located within any City of Atlanta historically designated district. Should work be started without a permit, a Stop Work order is issued by a City of Atlanta code enforcement officer.

Atlanta Urban Design (AUDC) permits are needed for any proposed exterior changes that affect the appearance of a property in the District. This includes and is not limited to roof lines, siding materials, chimneys, doors, windows, porches, driveways and fences. See the Design Guidelines for further details.

To apply for an AUDC permit an application form is to be completed regarding the scope of work to be accomplished. Permit application forms are available in the City of Atlanta's Department of Design located in City Hall on the third floor. You will be given a large red sign with the public hearing date written on it. This is to be posted on the property in a conspicuous place. This announces to the public that an AUDC application has been applied for. A sign posting affidavit must be returned to the Commission for the hearing to begin.

Full detail of the desired work is to be submitted with the application including pictures of the property, dimensioned drawings of the existing property and drawings of the proposed changes. This includes details of doors, windows, any porch features and architectural elements. *Note: paint color is not regulated in the Historic District.*

On submission of the application, it will be reviewed by an AUDC staff member and assigned a Commission review date. The Commission meets twice a month, on the second and fourth Wednesdays, 4:00 pm, second floor, City Hall. This is a public forum review process where the applicant presents his/her project, the commission members then call for public comment. Next they examine the application and make a decision as to the application's status.

The above information is intended to be a general overview of the AUDC process, not addressing specific conditions or details.

### Helpful Hints

Employ experienced certified contractors, architects and builders. Use skilled labors and craftspeople. Historic preservation needs specialized skills and attention to details.

Have materials samples in hand for staff and Commission members' examination.

Give close attention to the Design Guidelines and Staff Reports issued by the commission.

Expect two months or more once your project has been submitted for staff review before physical, onsite work can begin.

Meet with the neighborhood's Historic Preservation and Land Use Committee once an AUDC review date has been assigned and prior to the assigned public review date. This neighborhood committee will review the project with you, including drawings and materials samples, and suggest any changes needed for a successful end result.

If for any reason you cannot make the Commission review date, be sure to notify the AUDC office as soon as possible, or if on the hearing date you have a schedule delay, notify the office staff as soon as possible.

Do not overlook or forget about the Sign Posting Affidavit. The Commission cannot legally hear any applicant without this document in their hand.

Good luck with your project.