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Applicants must appear in person to file an application. Applications by mail or courier will not be accepted.



**APPLICATION FOR A SPECIAL ADMINISTRATIVE PERMIT (SAP)**  
For SPI, Bellline Overlay, LW, MR, MRC, and NC Zoning Districts  
City of Atlanta, Office of Planning (404/330-8145)

File No.: BL-14-08

APPLICANT (name) Rick Hamilton / Stephanie Loew

COMPANY Domestic Comfort LLC

ADDRESS ~~2688 Rivers Edge Dr NE, Atlanta, GA 30324~~ 1512 Piedmont Ave

PHONE NO. 404-405-6992 EMAIL RickHamilton@REMAX.net

PROPERTY LANDOWNER Roberts & Shefrin LLC

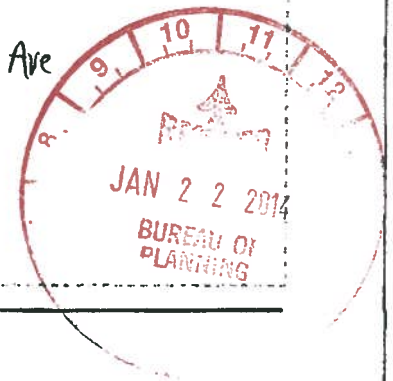
ADDRESS 3225 Shallowford Rd, Bldg 200, Suite 620, Marietta, GA 30062

PHONE NO. 914-552-2914 EMAIL ken@ansleysquare.com

ADDRESS OF PROPERTY 1512 Piedmont Ave NE, Atlanta, GA 30309

Land District 17 Land Lot 55 & 56 Council District 6 NPU E

Is property within the BeltLine Overlay District? Yes  No  Zoning Classification C-1



**INSTRUCTIONS (approved SAP plans shall be included in Building Permit Application submittal to the Office of Buildings):**

- **Demolition Permits:** Applications for demolition permits shall not be approved until the SAP is approved.
- **Signage:** SAP approval for free-standing/monument and/or projecting structures only. Signage approval issued by Office of Buildings.
- **Photographs (buildings/site):** For alterations to existing building facades and/or site modifications to document existing conditions.
- **Submittal Package Requirements (See detailed checklist):**
  - 1) **Project Summary:** Provide cover letter describing new construction, alterations, repairs or other changes to the exterior of existing structures or to the site. Requests for administrative variations must be accompanied by a written justification for each.
  - 2) **Property Survey:** Submit two (2) copies. Lot consolidation, replatting or subdivision may be required prior to approval of SAP.
  - 3) **Site Plan (released for construction and sealed) and Building Elevations:**
    - a. **Initial Plan Submission:** Two (2) copies for initial review (four (4) copies that require DRI & NPU review). Also, copies of applicable Rezoning Legislation, Special Use Permit, Variance or Special Exception letters from Board of Zoning Adjustment.
    - b. **Final Plan Submission (after staff review) incorporating staff comments:** 11 copies of site plan and 8 copies of elevations.
    - c. **Other information:** Additional plans or documents may be required at the discretion of the Office of Planning.
  - 4) **Property Owner Authorization:** Submit required notarized owner consent per attached form.
  - 5) **Notice to Applicant:** Submit attached form with signature and date.
- **Additional Submittal Requirements (as applicable):**
  - 1) **BeltLine, NC-2, NC-10, NC-11, NC-12, NC-14 Districts:** Pre-application conference with Planning Staff is required prior to SAP submittal. **INCLUDE EXTRA COPY OF SUBMITTAL PACKAGE** for the required 21-day NPU review period as detailed below:
    - a. Mail a copy of the SAP application and plans which are stamped received by the Office of Planning to the NPU.
    - b. Submit a copy of U.S. Postal Service Certificate of Mailing within 5 business days of SAP application submittal.
    - c. Submit notarized Affidavit of NPU Notification within 5 business days of SAP application submittal.
  - 2) **Development Review Committee (DRC):** Projects within SPIs 1, 9, 12, 15, 16, 17 districts may require review by DRC.
  - 3) **Development of Regional Impact (DRI) Study:** Developments either: over 300,000 sf; or greater than 400 residential units; or a mixed-use development with more than 222 residential units require a DRI approval by GRTA and ARC.
    - a. **Initial submission:** DRI Form 1 with the SAP application. Planning staff will then submit information to GRTA and ARC.
    - b. **Final submission:** Copy of the DRI Notice of Decision letter shall be printed on the final site plan submission.
- **Watershed Management (DWM) Requirements (Section 74-504(a)):** consultation meeting with DWM is **REQUIRED** to determine applicable stormwater improvements. Call 404-330-8249 or visit [www.atlantawatershed.org/greeninfrastructure](http://www.atlantawatershed.org/greeninfrastructure)
- **Fees (non-refundable):** Payable to the "City of Atlanta" in the form of cash, credit card, personal or cashier check, or money order.
  - Exterior demo, outdoor dining new/expansion, or non-expansion: \$250.
  - Developments < 50,000 sqft of floor area: \$500.
  - Developments 50,000 to 250,000 sqft of floor area: \$1,000.
  - Developments ≥ 250,000 sqft of floor area: \$1,500.

I HEREBY AUTHORIZE CITY STAFF TO INSPECT PREMISES OF ABOVE DESCRIBED PROPERTY. I HEREBY DEPOSE THAT ALL STATEMENTS HEREIN ATTACHED & SUBMITTED ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Date 1/7/2014 Signature of Applicant R. B. Hamilton

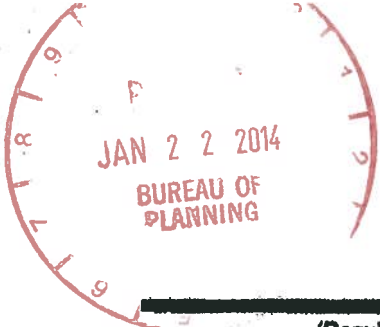
The City Code provides that Planning Director shall review each request for an SAP within 30 days of a filing of a completed\* application. (Atlanta Code Chapter 16, Section 16-25). \* Note: NPU/DRC notification and review, as applicable, are required to complete the SAP application.

(FOR OFFICE OF PLANNING OFFICE USE ONLY)

The above request for a Special Administrative Permit (SAP) was  approved or  denied on \_\_\_\_\_  
See attached Special Administrative Permit Approval Form(s) for detailed approval information.

Signed for Director, Office of Planning

Staff Reviewer - Print Name



City of Atlanta Office of Planning  
**SPECIAL ADMINISTRATIVE PERMIT (SAP) APPLICATION**  
Notarized authorization by Property Landowner

File # BL-14-08

(Required only if applicant is not the owner of the property subject to the application)

TYPE OF APPLICATION: Special Administrative Permit

1. Kenneth Roberts Operating Manager  
Roberts & Stefira LLC SWEAR THAT I AM THE **LANDOWNER**  
owner(s) name

OF THE PROPERTY LOCATED AT: 1512 Piedmont Rd NE, Atlanta, GA 30309

AS SHOWN IN THE RECORDS OF Fulton COUNTY, GEORGIA  
WHICH IS THE SUBJECT MATTER OF THE ATTACHED APPLICATION. I AUTHORIZE THE  
PERSON NAMED BELOW TO ACT AS THE APPLICANT IN THE PURSUIT OF THIS  
APPLICATION.

NAME OF APPLICANT (PRINT CLEARLY):  
Domestic Comfort LLC  
2688 Rivers Edge Dr. NE  
ADDRESS: Atlanta GA 30224

TELEPHONE: (914) 552-2914 EMAIL: ken@anskeysquare.com

Kenneth Roberts Operating Manager  
Signature of Property Landowner  
Roberts & Stefira LLC  
Print Name of Property Landowner

Personally Appeared  
Before Me  
Kenneth Roberts

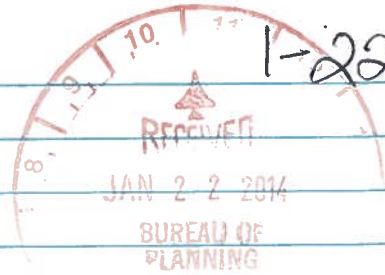
Who Swears That The  
Information Contained  
in this Authorization  
is True and Correct  
To The Best of His or Her  
Knowledge and Belief.

Nancy A. Calo  
Signature of Notary Public

Date 1/8/2014  
NANCY A. CALO  
Notary Public, State of New York  
No. 01CA6204361  
Qualified in New York County  
Commission Expires April 202017

Domestic Comfort LLC

1512 Piedmont Ave



1-22-14

Scope: minor demo of existing interior partitions, new interior partitions, replace ceiling tiles paint grid, install new track lighting, install new <sup>storefront</sup> windows to face Piedmont.

Stephanie Loew

Stephanie Loew

**RECEIPT**

CITY OF ATLANTA  
ATLANTATEST  
55 TRINITY AVE SW

**Application:** BL-14-008  
**Application Type:** Planning/SAP/Beltline/NA  
**Address:** 1516 PIEDMONT AVE NE, ATLANTA, GA 30324  
**Owner Name:** ROBERTS & SHEFRIN LLC  
**Owner Address:**  
**Application Name:**

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Receipt No.	Ref Number	Amount Paid	Payment Date	Cashier ID	Received	Comments
356579		\$250.00	01/22/2014	JADEGBOYE		

**Owner Info.:** ROBERTS & SHEFRIN LLC

**Work Description:** New street-fronting storefront facade.

PAID *visa*  
CITY OF ATLANTA  
JAN 22 2014  
EX OFFICIO MUNICIPAL  
REVENUE COLLECTOR