



OFFICE OF PLANNING
55 Trinity Avenue S.W., Suite 3350
Atlanta, Georgia 30303
(404) 330-6145

APPLICATION #: **V-15-276**
DATE ACCEPTED: **09/16/2015**

NOTICE TO APPLICANT

Address of Property:
636 Cresthill AVE NE

City Council District: **6** Neighborhood Planning Unit (NPU): **F**

Board of Zoning Adjustment (BZA) Hearing Date:

Thursday, November 12, 2015 at 12:00 p.m.

Council Chambers, 2nd Floor, City Hall
55 Trinity Avenue, S.W.

The contact person for NPU F is:

Charles Nalbone
404-376-3230
zoning@npufatlanta.org

Contact info for adjacent NPUs is provided below if necessary:

Additional Contacts:

Please contact the person(s) listed above within two days to find out which meetings you will be required to attend before the next NPU meeting. If you are unable to reach the contact person, please call the city's NPU Coordinator at 404-330-6145.

Signed,



TT, for Director, Bureau of Planning



Nancy B Cooley



City of Atlanta
 Office of Buildings – Zoning Division
 55 Trinity Avenue, Suite 3900
 Atlanta, Georgia 30303
 Phone: 404-330-6175



REFERRAL CERTIFICATE

COUNCIL DISTRICT 6 APPLICATION NUMBER V-15-276
 NPU F DATE FILED 9.16.15

Nancy B. Cooley
 Name of Applicant

BUILDING PERMIT AUTHORIZING

Special exception for an addition to a legal nonconforming duplex

at 636 Cresthill Avenue NE 17th /53
 Street Address Quadrant District & Land Lot

to be used for Residential purposes

The property is zoned R-4 District

2. The Building Permit Was Denied For The Following Reasons:

Applicant seeks a special exception to add a bathroom, closet and mudroom to a legal nonconforming duplex.

Applicant seeks no other variances at this time. Complete plan review not conducted.

1982 ZONING ORDINANCE, AS AMENDED

Chapter 24 Section 16-24.005 Paragraph (7)(a)

Chapter _____ Section _____ Paragraph _____

Chapter _____ Section _____ Paragraph _____

Chapter _____ Section _____ Paragraph _____

Tamaria Letang 9/16/2015
 Plan Reviewer Date

Nancy B. Cooley 9/16/15
 Applicant Date

APPLICATION FOR SPECIAL EXCEPTION
City of Atlanta



Date Filed 9-16-15

Application Number V-15-276

Name of Applicant NANCY B COOLEY Daytime Phone 404 769 3012

Company Name _____ email nancybcooley@gmail.com

Address 636 CRESTHILL AVE ATLANTA GA 30306
street city state zip code

Name of Property Owner NANCY B COOLEY Phone 404

Address 636 CRESTHILL AVE ATLANTA GA 30306
street city state zip code

Description of Property

Address of Property 636 CRESTHILL AVE ATLANTA GA OR

The subject property fronts _____ feet on the _____ side of _____ beginning _____ feet from the _____ corner of _____

Depth: _____ Area: _____ Land Lot: _____ District: _____, _____ County, GA.

Property is zoned: _____, Council District: _____, Neighborhood Planning Unit: _____

TO THE BOARD OF ADJUSTMENT: Applicant, having received an adverse order or requirement from the administrative officer in seeking a building permit or certificate of occupancy, hereby requests that the Board of Zoning Adjustment grant a Special Exception.

I hereby authorize the staff of the Office of Planning to inspect the premises of the above-described property. I understand that it is my responsibility to post a public notice sign on the property according to the instructions given to me by the Office of Planning upon filing this application. I swear that all statements herein and attached hereto are true and correct to the best of my knowledge and belief.

Sworn To And Subscribed Before Me This 15 Day Of Sept, 2015.

Nancy B Cooley
Owner or Agent for Owner (Applicant)
NANCY B COOLEY
NAME OF APPLICANT IN PRINTED LETTERS

Sandy Crocker
NOTARY PUBLIC
My Commission Expires 6/4/19



Summary of proposed construction changes to buildings or site. (Examples: "Convert a 100' x 200' retail space into a restaurant." "Install a 6-foot high opaque wooden wall ('privacy fence' with 6-foot high opaque wall gates.)" *add closet bath room and laundry room underneath the existing*

Proposed Lot Coverage (After Construction) Calculate total amount of lot coverage on entire property, after proposed construction would be finished, including existing and proposed buildings and other structures; sidewalks, driveways, parking pads, patios, gravel, etc.; everything except natural planted or undisturbed areas.

3,911 covered square feet / 7,764 total lot square feet = 50% proposed lot coverage
50 % maximum allowed lot coverage

(For Parking Special Exceptions Only) List the maximum number of employees who will park on the site at any given time: _____ AND
List the maximum estimated number of customers, clients, visitors, or similar persons who will require automobile parking in connection with the facility on the site at any given time: _____
If you propose to provide off-site parking, see the attached Standards for Off-site Parking Agreements (p. 8).

Special Exception Procedures

Special exception applications are heard and decided at a regularly-scheduled public hearing by the five-member City of Atlanta Board of Zoning Adjustment ("BZA"). The Office of Planning serves as staff to the BZA. Approximately one week after each closing date, a planner is assigned to review your application. All inquires regarding your application should be directed to this office at (404) 330-6145. The rules of the BZA prevent BZA members from discussing the merits of any case except during the public hearing for that case.

Schedule. There are two closing dates and two public hearings per month. The schedule allows time for neighborhood and NPU meetings to occur throughout the City prior to each public hearing. The schedule of closing and public hearing dates is attached.

Neighborhood and NPU Recommendations. The City is divided into 24 Neighborhood Planning Units (NPU), each of which has a volunteer citizen advisory committee that makes a recommendation to the BZA on special exceptions. When you file your application, you will be notified of the NPU contact person and that you must schedule a meeting with that NPU in order to explain what you wish to do. You may be requested to attend additional neighborhood meetings; inquire about the time and place of those meetings. The applicant is expected to contact the NPU as soon as possible after the application is filed. The Office of Planning will send a copy of your application to the appropriate NPU during the week after the closing date for your application.

Public Notice. When you file your application, it will be scheduled for a public hearing. The Office of Planning will initiate posting of public notice ("an advertisement", "a legal ad") for this public hearing so that the public is informed at least 15 days before the date of the public hearing:

- by sending written notice of your application to all property owners whose property is within 300 feet of the subject property, and
- by causing public notice to be placed in the newspaper.

You are responsible for obtaining a public notice sign when you file your application with the Office of Planning, and for posting it in a visible location on your property, at least 15 days prior to your public hearing. Failure to properly post the sign will make it necessary for the BZA to defer your case to another public hearing. The BZA may defer the case to a hearing that has been scheduled 30 or more days after the original hearing.

V-15-276



Justification

636 Cresthill Ave., Atlanta, GA/COOLEY

The requested Special Exception is for an addition (bathroom, closet and laundry room) that complies with all items of Section 16-24.005(7)(a) guiding changes to a non conforming two family home.

- (i) There will be no change in the number of units (2). There will be no change in the number of bedrooms (2).
- (ii) The addition will not intensify use. There will be no increase in traffic, no increase in the number of residents, and no increase in the amount of parking required.
- (iii) There will be no change in either height or scale of the house; and the addition is in character with adjoining homes in the neighborhood.
- (iv) There will be no change in the coverage of the lot.
- (v) The house was built as a duplex in 1927 and the non conforming use has continued since the zoning was first initiated for the area. It is intended to continue indefinitely. The owners themselves live in one of the 2 units.

RECEIPT

CITY OF ATLANTA
DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT
55 TRINITY AVE SW, ATLANTA, GA 30303
404-330-6070

Application: V-15-276
Application Type: Planning/BZA/Special Exception/NA
Address: 636 CRESTHILL AVE NE, ATLANTA, GA 30306
Owner Name: COOLEY HOKE S & NANCY B
Owner Address:
Application Name:

Receipt No.	Ref Number	Amount Paid	Payment Date	Cashier ID	Received Comments
433936	1037	\$100.00	09/16/2015	PAMITCHELL	

Owner Info.: COOLEY HOKE S & NANCY B

Work Description: special exception to add a bathroom, closet and mudroom to a legal nonconforming deuplex.

SEP 16 2015
CITY OF ATLANTA
PLANNING DEPARTMENT

