

City of Norcross

65 Lawrenceville Street

Norcross, GA 30071



Meeting Agenda

Tuesday, March 17, 2026

6:00 PM

2nd Floor Conference Room

Architectural Review Board

Jeff Hopper, Chair
Barbara Grayson, Vice Chair
Hugh Cooper
Naim Harrison
Bill McLees

- A. Call to Order**
- B. Approval of Previous Meetings Minutes**
- 1. Approval of the February 10, 2026, Regular Architectural Review Board Minutes**
 - 1. [ARB Meeting Minutes 2-10-2026](#)
- 2. Unfinished Business**
- 3. New Business**
 - 1. 2026-86: COA2026-001 - 305 Dogwood Walk Lane**

Application for an addition to an existing single-family residence.
Attachments:
 - 1. Staff Report - COA2026-001
 - 2. Redacted Application
 - 2. 2026-87: COA2026-002 - 551 Sunset Drive**

Construction of a New Single-Family Residence.
Attachments:
 - 1. Staff Report - COA2026-002
 - 2. Redacted Application
- E. ADDITIONAL INPUT AND/OR DISCUSSION NOT OTHERWISE ADDRESSED BY THIS AGENDA**
- F. Adjourn**

City of Norcross

65 Lawrenceville Street

Norcross, GA 30071



Meeting Minutes

Tuesday, February 10, 2026

6:00 PM

2nd Floor Conference Room

Architectural Review Board

Jeff Hopper, Chair

Barbara Grayson, Vice Chair

Naim Harrison

Bill McLees

Hugh Cooper

A. Call to Order

The meeting was called to order at 6:00 pm by Chair Jeff Hopper

Attendee Name	Title	Status	Arrived
Jeff Hopper	Chair	Present	
Barbara Grayson	Vice Chair	Present	
Naim Harrison	Board member	Present	
Bill McLees	Board member	Present	
Hugh Cooper	Board member	Absent	

B. Approval of Previous Meetings Minutes

Approval of the February 10, 2026, meeting minutes of the Architectural Review Board.

RESULT: APPROVED [UNANIMOUS] 4-0

MOVER: Barbie Grayson, Board Chair

SECONDER: Naim Harrison, Board member

AYES: Hopper, McLees, Grayson, Harrison

C. Unfinished Business**D. New Business****1. 2026-55: RZ2025-007 290 & 300 Academy Street**

Staff provided a brief overview of the rezoning request, but with emphasis on the historic demolition request at 300 Academy Street:

Summary of the applicant's historic demolition request

The applicant is also seeking consideration of a historic demolition for the existing residence at 300 Academy Street, which is in the National Historic District and was built in 1950 according to the Gwinnett County Tax Assessor. The existing home is on the National Register, with a recognition year of 1980. The historic demolition component of the request is first reviewed by the Architectural Review Board, with the final review by Mayor and Council.

Historic Demolition at 300 Academy Street:

The subject parcel and dwelling are located within the National Historic District. Available records from the Gwinnett County Tax Assessor indicate that the dwelling was constructed in 1950. As it pertains to the Georgia Historic Resources survey conducted for the site, the existing home is on the National Register, with a recognition year of 1980. The full historical survey is attached to this analysis. Since its original construction, the dwelling has been renovated with new additions and façade improvements.

Presentation by the applicant Robert Forro:

The applicant, Robert Forro, gave a brief history of acquiring the property and building custom built homes, the concept plan, the purpose of the rear alley, and rear loading garages. The homes are proposed to be a minimum of 3,000 square feet. The home at 300 Academy has

been added on to since its original construction in 1950, which includes two additions and a façade change from wood to brick. The existing home at 290 Academy Street will be renovated and made a part of the overall development.

Discussion by the ARB:

Board Member Bill McClees, provided opinion on whether the structure is contributing or non-contributing, believing the dwelling to be non-contributing and the rest of the board members agreed. The Board members discussed historical significance in the City. Staff reminded the ARB of the requirements for historic demolition (financial statement, feasibility analysis, and build back plans) and the deconstruction requirements since the home was built prior to 1950. The applicant plans to recycle the brick and doors.

Citizens' support for the request:

Barbara Morgan of 307 Academy Street, and Jenna Seigfred of 331 Academy Street offered their support for the historic demolition and the overall rezoning proposal.

ARB's vote

The ARB granted approval of demolishing the existing home at 300 Academy Street, finding the dwelling to be non-contributing, subject to the following conditions:

1. The applicant shall recycle the bricks and doors at a minimum and provide documentation of where or who recycled them through presentation of receipt.
2. The applicant is reminded that this approval assumes general conformance with the adopted City of Norcross Architectural and Site Design Standards and Unified Development Ordinance. The applicant and/or builder is responsible for conforming with any specific design standard or UDO code section not addressed in the staff report and Architectural Review Board approval.
3. Any changes from the Architectural Review Board approved component shall require ARB approval at another public hearing.

RESULT: APPROVED [UNANIMOUS] 4-0

MOVER: Jeff Hopper, Board Chair

SECONDER: Bill McLees, Board member

AYES: Hopper, McLees, Grayson, Harrison

E. ADDITIONAL INPUT AND/OR DISCUSSION NOT OTHERWISE ADDRESSED BY THIS AGENDA

F. Adjourn

Jeff Hopper motioned to adjourn the meeting 6:37 pm, seconded by Naim Harrison. The vote was unanimous.



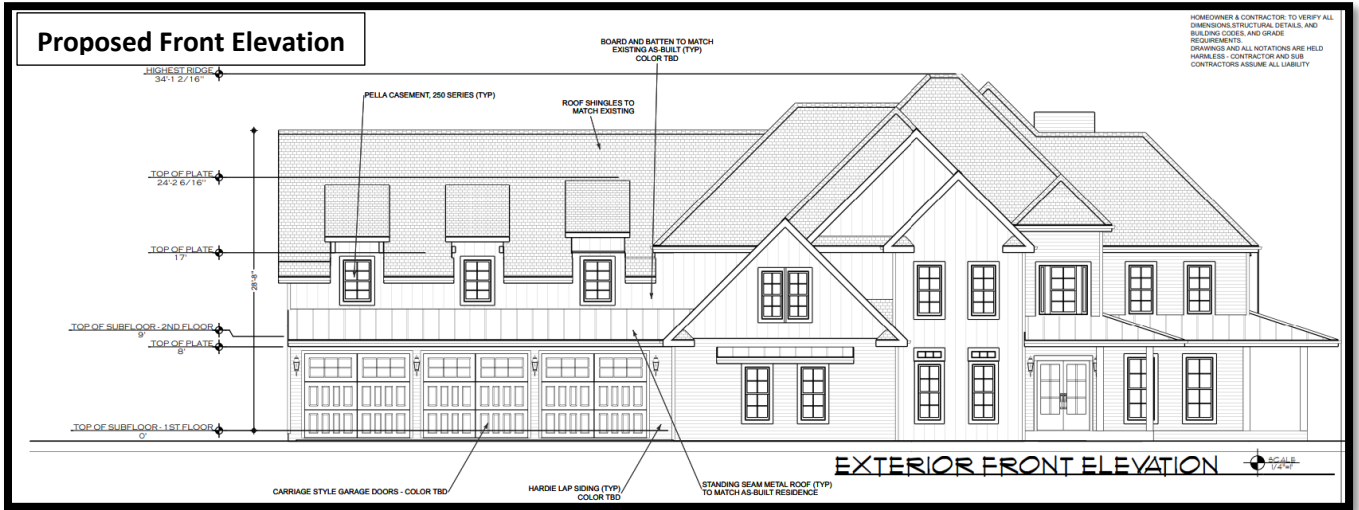
Certificate of Appropriateness

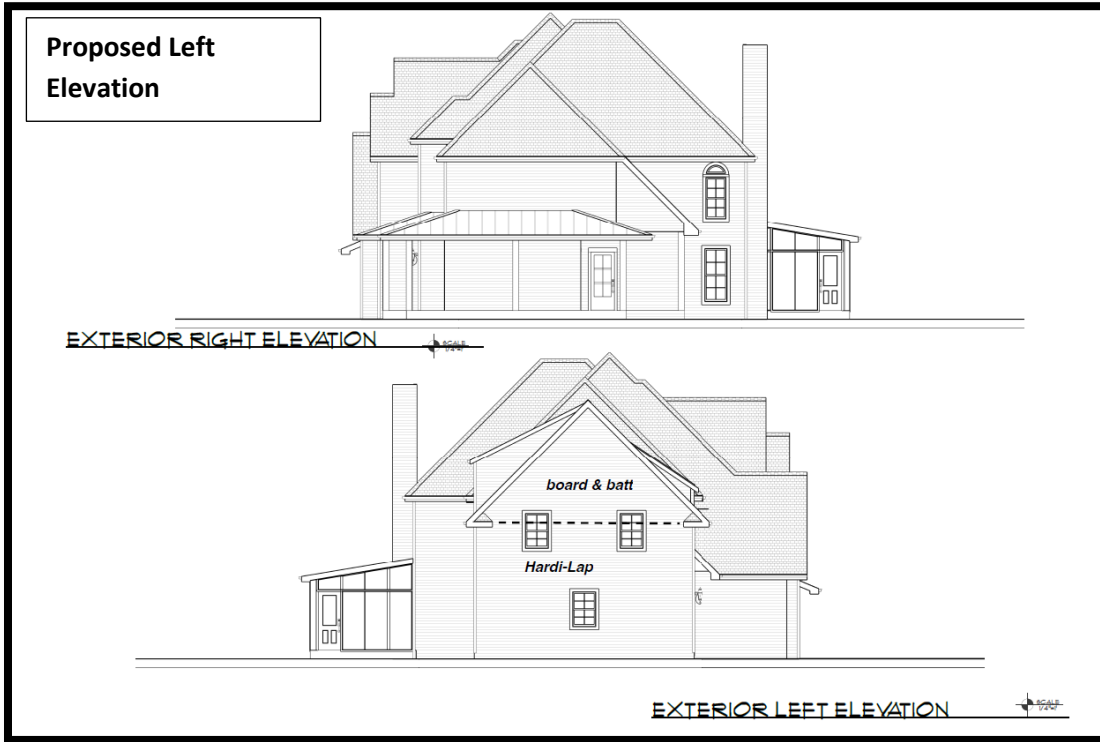
Case Number	COA2026-001
Hearing Date	March 17, 2026
Petitioner	Dan Undutch
Property Location	305 Dogwood Walk Lane
Current Zoning	R100 (Single-Family Residential)
Proposed Zoning	N/A
Proposal	An addition to an existing single-family residence
Character Area	Character Area 4: North Peachtree Street Neighborhoods
Site Acreage	0.45 Acres
District	6
Land Lot	273
Parcel #	6273 137
Taxes Paid	N/A
Historic District	N/A

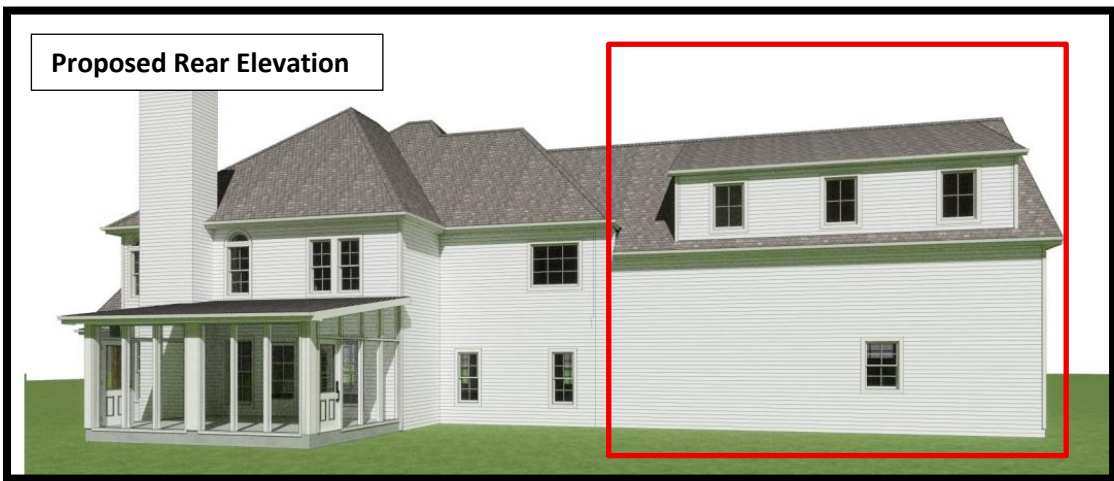
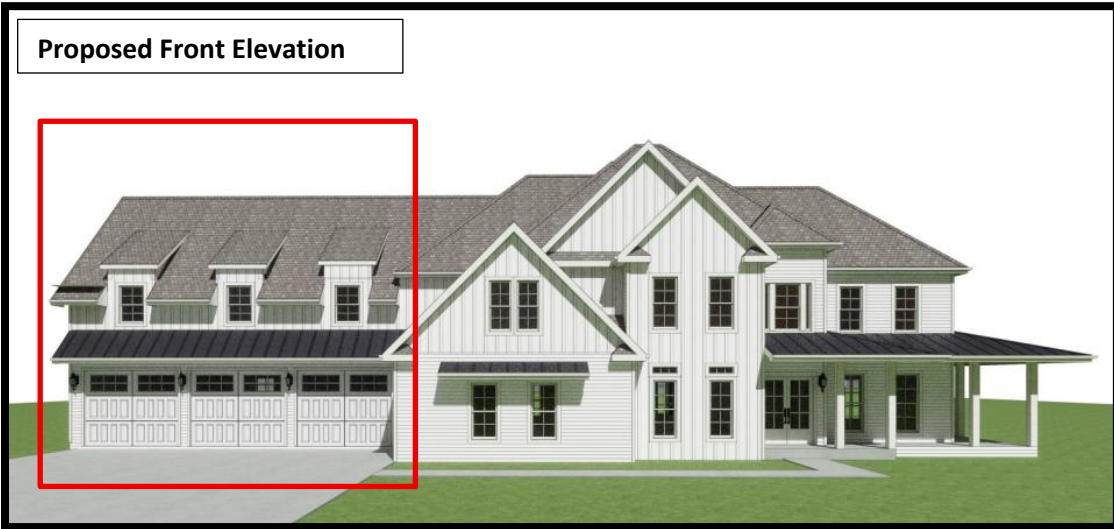
COMMUNITY DEVELOPMENT AND PLANNING DEPT. RECOMMENDATIONS

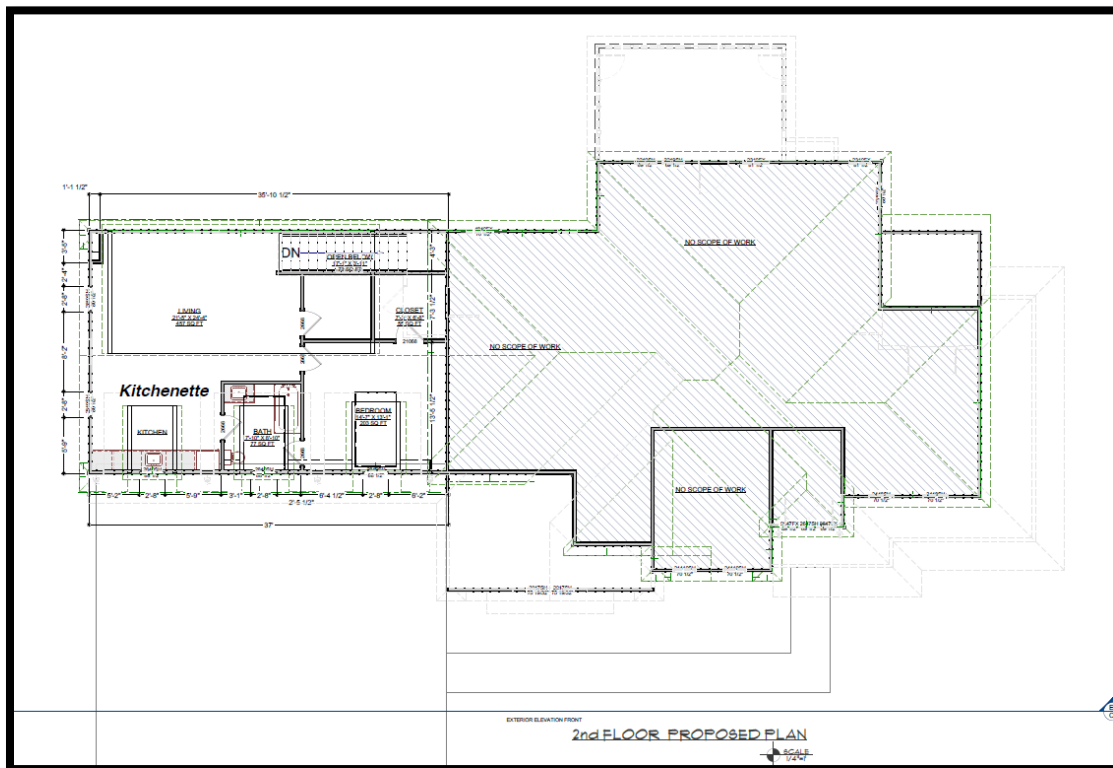
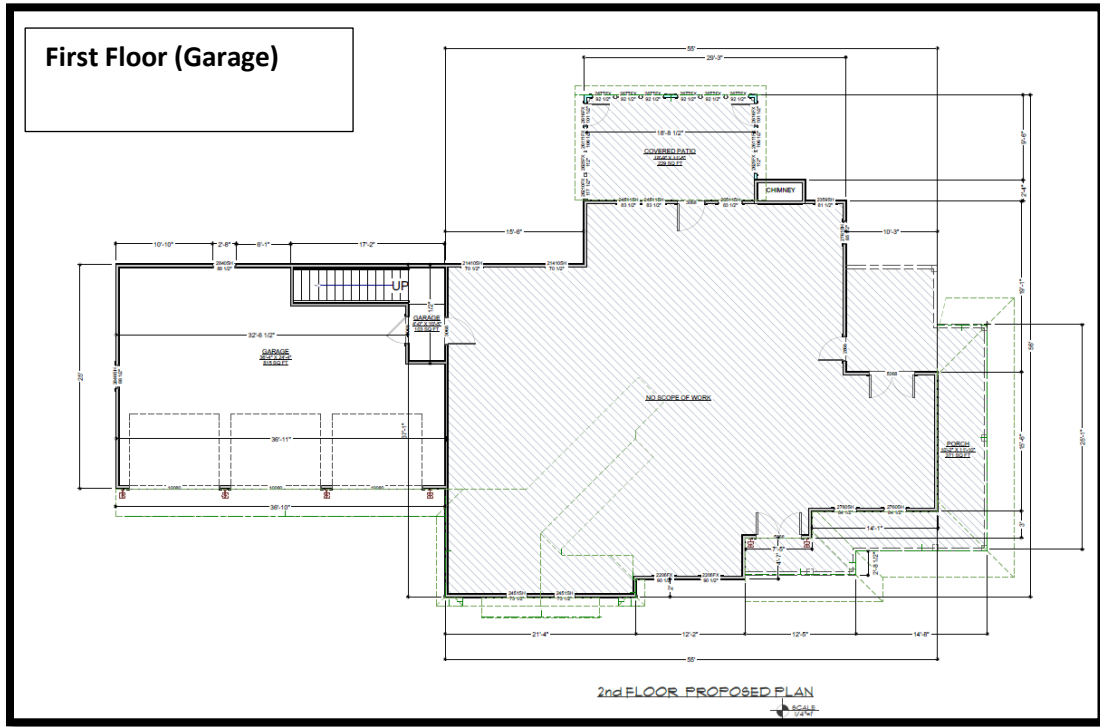
Should the ARB decide to grant approval, Staff recommends the following conditions:

1. Paint Color for the addition to match the color of the residence.
2. Site plan to be updated with correct impervious coverage during the building permit phase.
3. This approval assumes general conformance with the adopted City of Norcross Architectural and Site Design Standards and Unified Development Ordinance. The applicant and/or builder is responsible for conforming with any specific design standard or UDO code section not addressed in the staff report and Architectural Review Board approval.
4. The applicant will be required to install the tree density units as specified by the Arborist as well as all other landscaping and foundation plantings as required by the Architectural Design Standards and the Unified Development Ordinance.
5. Any changes from the Architectural Review Board approved component shall require ARB approval at another public hearing.
6. An architectural inspection shall occur prior to release of the certificate of completion or occupancy to confirm compliance with the ARB's approval.



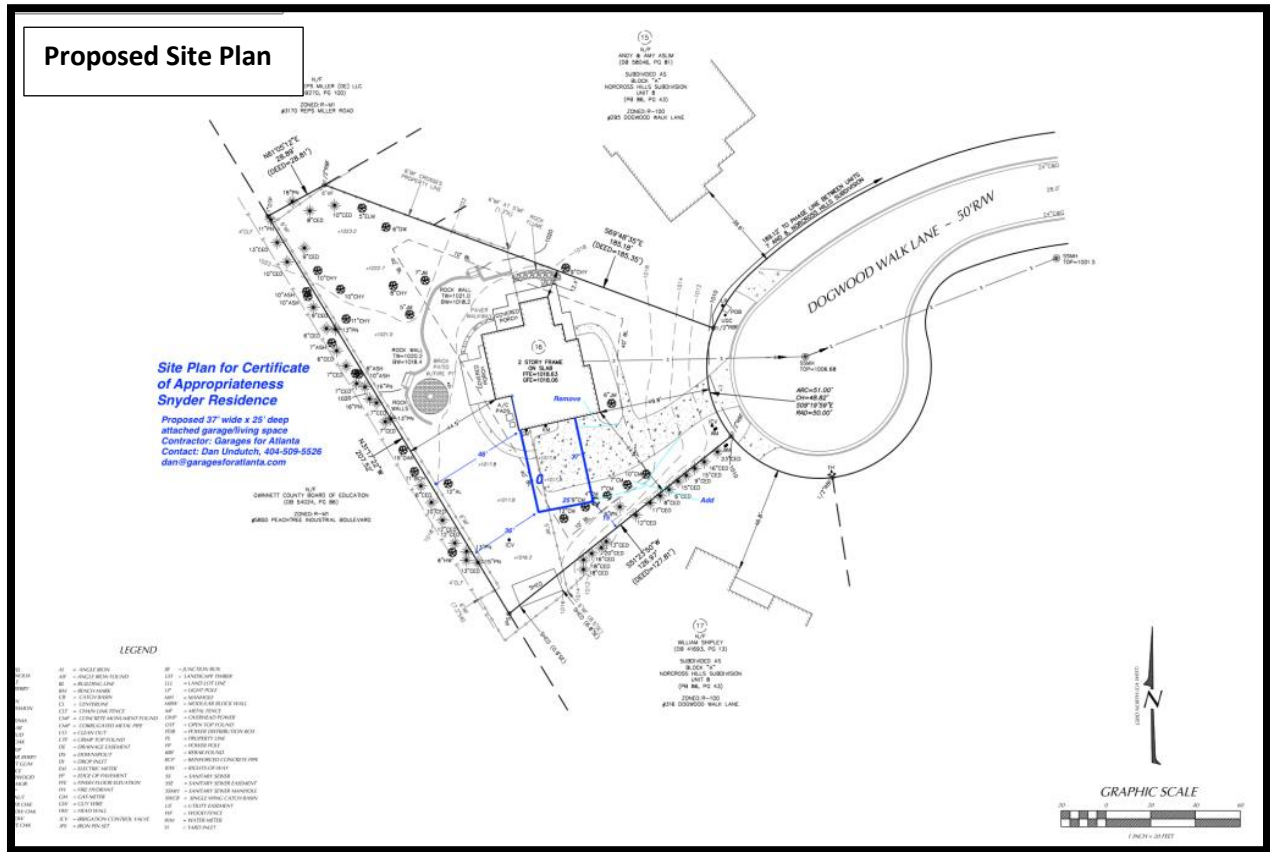






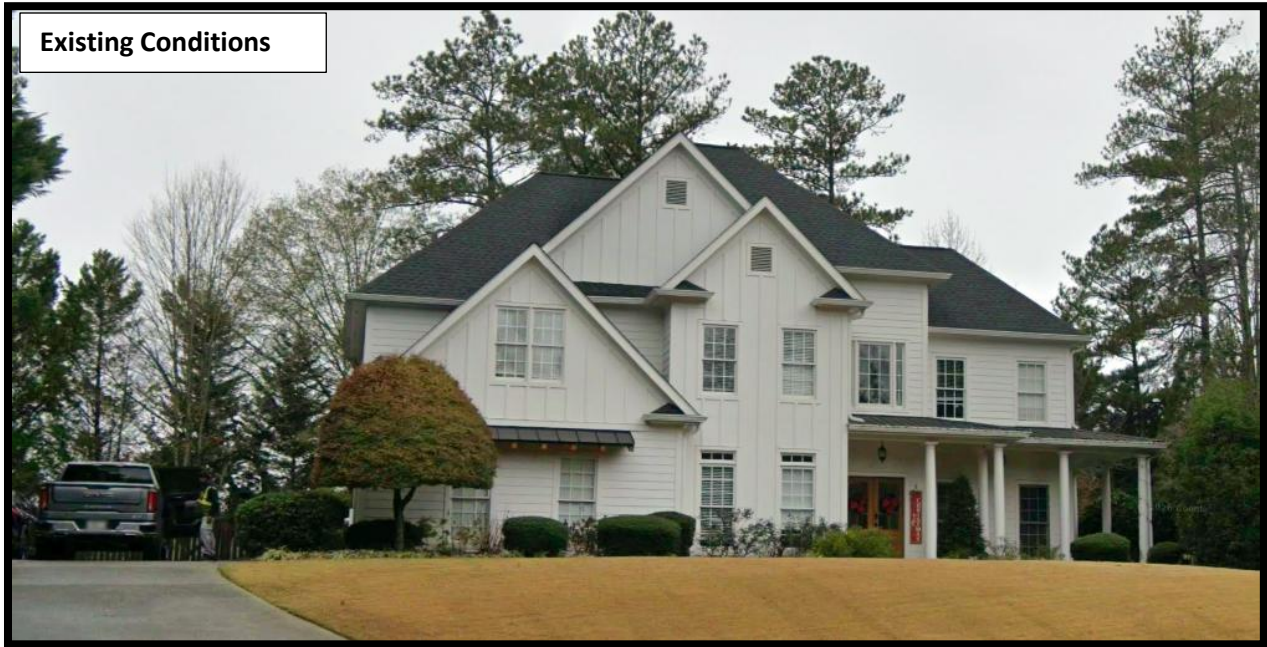
ELEVATION COLOR AND MATERIAL PLACEMENT ADDENDUM (Façade and sides)		
Component	Color (Include manufacturer's ID)	Material
Primary Façade: First	TBD	Hardi-lap, 7" exposure
Primary Façade:		Hardi-board & batton, 1x3 batts, 16" oc
Primary Façade: Third		
Left Side:	TBD	Hardi-lap, 7" exposure
Left Side: Second		Hardi-board & batton, 1x3 batts, 16" oc
Left Side: Third		
Left Side:		
Right Side:	N/A	N/A
Right Side: Second		
Right Side:		
Right Side:		
Rear: First	TBD	Hardi-lap, 7" exposure
Rear: Second		Hardi-board & batton, 1x3 batts, 16" oc
Rear: Third		
Rear: Basemnt		

COLOR AND MATERIAL PLACEMENT ADDENDUM (Exterior Components)		
Component	Color (Include manufacturer's ID)	Material
Masonry	N/A	
Garage Doors	TBD	
Trim		
Mortar	N/A	
Gutters	TBD	Aluminum
Corner Board	TBD	Hardi 5/4 x 4
Railings	N/A	
Windows	<small>Pella 250 series casements in front, Pella 250 series DH sliders</small>	Vinyl
Window Sills		Vinyl
Window Muntin/Mullt		
Columns	N/A	
Other Architectural Features		
Other Architectural		



Proposed Site Plan

The proposed site plan shows the 925 square-foot footprint of the proposed addition. The applicant received an administrative variance (AV2026-001) to allow for a four (4') foot encroachment of the code required 40-foot rear building setback. The addition will adhere to the side setback adjacent to south property line and the lot's impervious coverage will remain under the maximum allowance of 35 percent.



Summary of the applicant's proposal

The applicant seeks to add a two (2) story addition to an existing single-family residence. A three (3) car, approximately 815 square foot garage is proposed on the first floor, with living space on the second floor. Full details are provided in the proposed floor plans which are attached to this analysis.

Architectural and Site Design Standards

3.5.1.9

Approved building materials include brick, stone, wood, and wood shakes/shingles.

3.5.3.1

All residential construction shall include a combination of architectural treatments, such as brick or stone masonry, stucco, wood, or other durable materials. If masonry materials are used a minimum of (3) three facades must use the masonry material.

Current zoning district for the property

The R100 single-family residence zoning district is intended primarily for single family residences and related uses on large sized lots in the city.



Certificate of Appropriateness Application

Community Development Department Phone: 678-421-2027
65 Lawrenceville Street Norcross, GA 30071

JOB LOCATION			
Job Site Address: 305 Dogwood Walk Lane Norcross GA 30071	Lot # 16	Tax Parcel ID: R6273137	
LANDOWNER OF RECORD			
If applicant is not the owner, as listed on the property deed, a letter from the owner authorizing the proposed work must be included along with the owner's phone number and address.			
Name: Bradley Snyder	Phone: [REDACTED]		
Address: 305 Dogwood Walk Lane	City: Norcross	State: GA	Zip Code: 30071
APPLICANT			
Applicant Name: Dan Undutch	Phone: [REDACTED]		
Company Name: Garages for Atlanta LLC	Email: [REDACTED]		
Address: 3070 Chastain Park Ct	City: Atlanta	State: GA	Zip Code: 30342
DESCRIPTION OF PROJECT			
Project Type: <input checked="" type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Administrative			
Briefly, yet accurately, describe all new construction, alterations, repairs or other changes to the exterior appearance or site for the property under consideration. Use additional pages as needed: Build new attached 37' wide x 25' deep garage w/ 2nd story living/flex space, close in existing garage and finish interior for a library room.			
STATEMENT			
Has this property been before the Mayor and Council, Downtown Development Authority, Architectural Review Board, Board of Appeals or Board of Planning and Zoning within the last 24 months? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please list the board and reference number: _____			
OWNER'S SIGNATURE			
Signature:		Date: 02 / 03 / 2025	
NOTE: Please submit electronic copies online of site plan, landscape plan, floor plans, paint palettes, as well as photos for all proposed building materials, light fixtures, windows, and doors, along with this application form by creating an account with https://eplansolution.com/norcrossga Hard copies of application materials will not be accepted.			



Certificate of Appropriateness Application

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Foundation Type: (Circle One)		
Slab	Crawl Space	Basement
Building Dimensions:		
Width: 37	Length: 25	Height:* 24
Area Dimensions:		
First Floor:	Second Floor: 925	Third Floor:
Basement**:	Front Porch:	Rear Porch:
Patio:	Garage:	
Primary Roof System: (Circle One)		
Gable	Hip	Grambel
Mansard	Jerkinhead	Flat
Saltbox	Shed	Other:
Roof Pitches:		
Primary Roof Pitch: 12/12		
Secondary Roof Pitch: 4/12		
Additional Roof Pitch: 6/12		
Floor and Elevation Plan information to be included on each		
Street Address and Lot Number	Scale with scale bar	Scaled measurement for each floor level and building elevation
Site Plan and Landscape Plan information to be included on each		
Scale with scale bar and North Arrow	Building and driveway foot print	HVAC and utility equipment
Location and type of plantings	List of planting materials	
*Height of building means the vertical distance measured from grade to the highest finished roof surface in the case of flat roofs or to a point at the average height of the highest roof having a pitch.		
**Dwellings with a basement and a third story must submit a grade plan elevation to determine if the residential building has a fourth floor.		



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ELEVATION COLOR AND MATERIAL PLACEMENT ADDENDUM (Façade and sides)		
Component	Color (Include manufacturer's ID)	Material
Primary Façade: First	TBD	Hardi-lap, 7" exposure
Primary Façade:		Hardi-board & batton, 1x3 batts, 16" oc
Primary Façade: Third		
Left Side:	TBD	Hardi-lap, 7" exposure
Left Side: Second		Hardi-board & batton, 1x3 batts, 16" oc
Left Side: Third		
Left Side:		
Right Side:	N/A	N/A
Right Side: Second		
Right Side:		
Right Side:		
Rear: First	TBD	Hardi-lap, 7" exposure
Rear: Second		Hardi-board & batton, 1x3 batts, 16" oc
Rear: Third		
Rear: Basemnt		



Certificate of Appropriateness Application

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 65 Lawrenceville Street Norcross, GA 30071

COLOR AND MATERIAL PLACEMENT ADDENDUM (Exterior Components)		
Component	Color (Include manufacturer's ID)	Material
Masonry	N/A	
Garage Doors	TBD	
Trim		
Mortar	N/A	
Gutters	TBD	Aluminum
Corner Board	TBD	Hardi 5/4 x 4
Railings	N/A	
Windows	<small>Pella 250 series casements in front, Pella 250 series DH slider</small>	Vinyl
Window Sills		Vinyl
Window Muntin/Mulli		
Columns	N/A	
Other Architectural Features		
Other Architectural		



Certificate of Appropriateness Application

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ARCHITECTURAL REVIEW BOARD MEETING CALENDAR

Pre-Application Submittal Deadline	Application Submittal Deadlines	ARB Meeting
12/01/2024	12/08/2024	01/21/2025
12/30/2024	01/06/2025	02/18/2025
01/27/2025	02/03/2025	03/18/2025
02/24/2025	03/03/2025	04/15/2025
03/31/2025	04/07/2025	05/20/2025
04/28/2025	05/05/2025	06/17/2025
05/26/2025	06/02/2025	07/15/2025
06/30/2025	07/07/2025	08/19/2025
07/28/2025	08/04/2025	09/16/2025
09/01/2025	09/08/2025	10/21/2025
09/29/2025	10/06/2025	11/18/2025
10/27/2025	11/03/2025	12/16/2025

HISTORIC PRESERVATION COMMISSION MEETING CALENDAR

Pre-application Meeting Deadline	Application Submittal Deadline	Historic Preservation Commission Meeting
12/01/2024	12/08/2024	01/22/2025
01/06/2025	01/13/2025	02/26/2025
02/03/2025	02/10/2025	03/26/2025
03/03/2025	03/10/2025	04/23/2025
04/07/2025	04/14/2025	05/28/2025
05/05/2025	05/12/2025	06/25/2025
06/02/2025	06/09/2025	07/23/2025
07/07/2025	07/14/2025	08/27/2025
08/04/2025	08/11/2025	09/24/2025
09/01/2025	09/08/2025	10/22/2025
10/06/2025	10/13/2025	11/26/2025
11/03/2025	11/10/2025	12/24/2025

ARCHITECTURAL REVIEW BOARD/ HISTORIC PRESERVATIONS REVIEW FEES

Commercial/Industrial Major Reviews	Major Project Reviews	\$500
Commercial/Industrial Reviews	Minor improvements to façade	\$150
Residential Major Review	New Residential Construction in the City or Historic District	\$150
Residential Minor/Administrative Staff Review	Minor improvements or alterations in the City or Historic District/Administrative Staff Review	\$25
Historic Demolition	Historic Demolition Review	\$500



Owner's Affidavit

Community Development Department Phone: 678-421-2027 65
Lawrenceville Street Norcross, GA 30071

Section I. Land Ownership	
I, <u>Bradley Snyder</u> , hereby attest to ownership of the property located at <u>305 Dogwood Walk Lane</u> , Parcel ID# <u>R6273137</u> for which this Application is submitted. The Ownership, as recorded on the deed, is in the name of <u>Bradley Snyder, Caitlin McCarthy</u> .	
Section II. Type of Ownership	
<input type="checkbox"/> Individual <input type="checkbox"/> Corporation/LLC <input type="checkbox"/> Partnership <input type="checkbox"/> Government <input checked="" type="checkbox"/> Homeowner	
Corporation/LLC/Partnership Name:	Secretary of State Registration Number:
	Registered Agent Name:
Provide Names of all Officers/Members/General Partners (if applicable):	
Registered Agent Address:	Registered Agent Phone #:
COMPLETE BY OWNER	
As the owner of the above designated property for which this affidavit is submitted, I wish to allow <u>Dan Undutch</u> (applicant's name) to apply for a <u>COA/Building Permit</u> for the address mentioned in Section I of this form. I attest that the application is made in good faith and that any information contained in the application is accurate and complete to the best of my knowledge and belief.	
NOTARY	
Owner states under oath that he/she is the owner of the property described under Section I, which is made part of this Application.	Sworn and subscribed before me this <u>08</u> day of <u>February</u> , 20 <u>26</u> .
Name: <u>Bradley Snyder</u>	Notary Public: <u>[Signature]</u>
Address: <u>305 Dogwood Walk Lanr</u>	Seal:
City, State, Zip Code: <u>Norcross GA 30071</u>	
Email address: <u>[Redacted]</u>	
Phoner Number: <u>[Redacted]</u>	
Owner's signature: <u>[Signature]</u>	
	Commission expires: <u>01/22/2028</u>



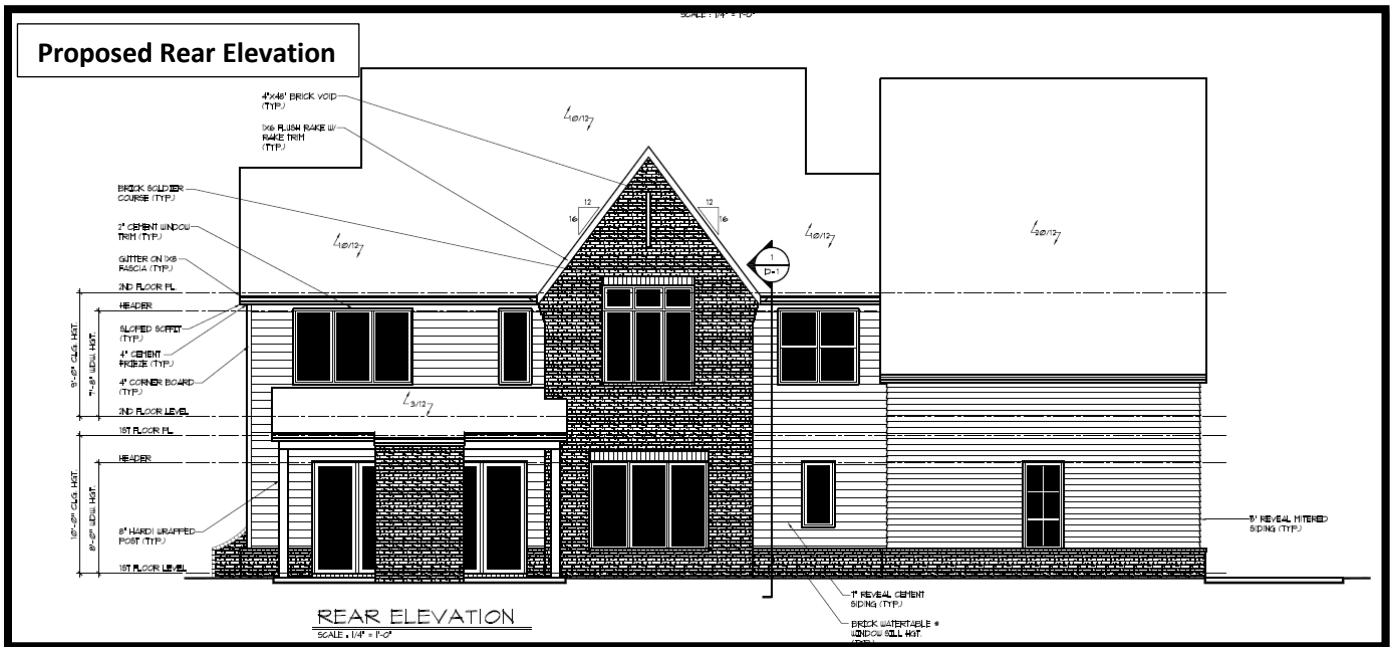
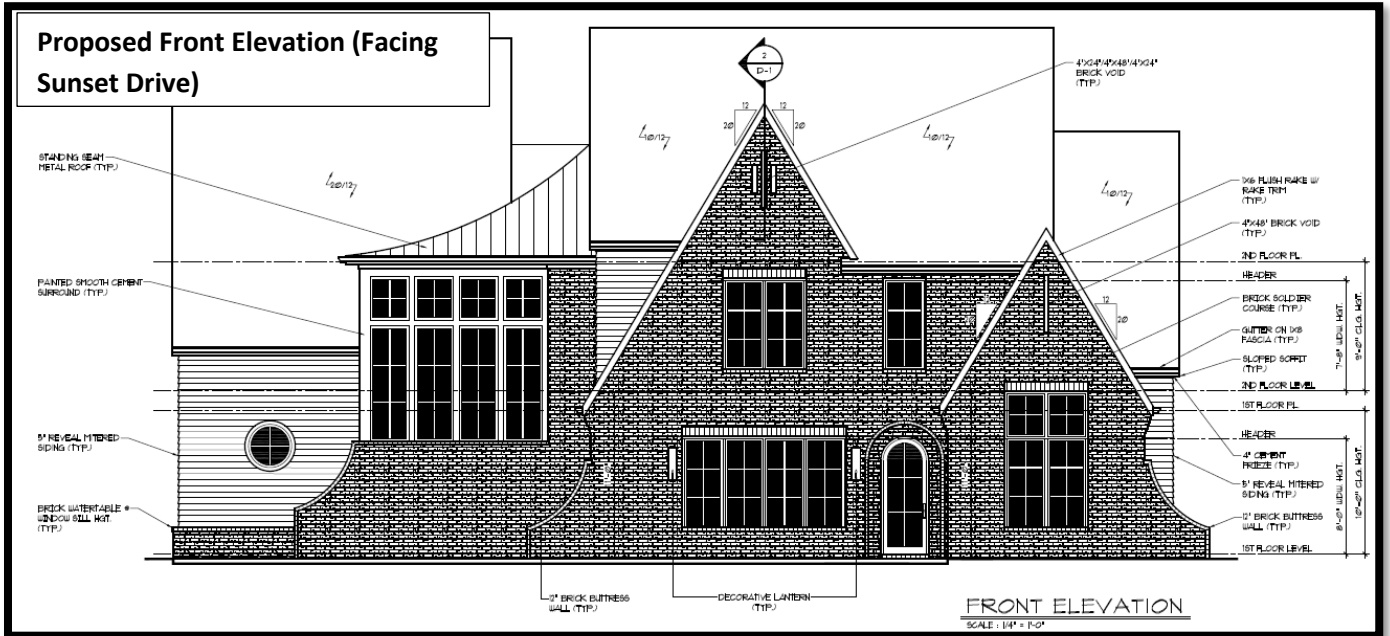
Certificate of Appropriateness

Case Number	COA2026-002
Hearing Date	March 17, 2026
Petitioner	Darron Kusman
Property Location	551 Sunset Drive, Lot 1
Current Zoning	R100 (Single-Family Residential)
Proposed Zoning	N/A
Proposal	Construction of a New Single-Family Residence
Character Area	Character Area 4: North Peachtree Street Neighborhoods
Site Acreage	0.48 acres
District	6
Land Lot	254
Parcel #	6254 085
Taxes Paid	N/A
Historic District	N/A

COMMUNITY DEVELOPMENT AND PLANNING DEPT. RECOMMENDATIONS

Should the ARB decide to grant approval, Staff recommends the following conditions:

1. This approval assumes general conformance with the adopted City of Norcross Architectural and Site Design Standards and Unified Development Ordinance. The applicant and/or builder is responsible for conforming with any specific design standard or UDO code section not addressed in the staff report and Architectural Review Board approval.
2. The applicant will be required to install the tree density units as specified by the Arborist as well as all other landscaping and foundation plantings as required by the Architectural Design Standards and the Unified Development Ordinance.
3. Any changes from the Architectural Review Board approved component shall require ARB approval at another public hearing.
4. An architectural inspection shall occur prior to release of the certificate of completion or occupancy to confirm compliance with the ARB's approval.





ELEVATION COLOR AND MATERIAL PLACEMENT ADDENDUM (Façade and sides)		
Component	Color (Include manufacturer's ID)	Material
Primary Façade: First	NATURAL LINEN (SW 9109)	BRICK
Primary Façade:		
Primary Façade: Third		
Left Side:	NATURAL LINEN (SW 9109)	BRICK
Left Side: Second	KANGAROO (AF 145)	FIBER CEMENT
Left Side: Third		
Left Side:		
Right Side:	NATURAL LINEN (SW 9109)	BRICK
Right Side: Second	KANGAROO	FIBER CEMENT
Right Side:		
Right Side:		
Rear: First	NATURAL LINEN (SW 9109)	BRICK
Rear: Second	KANGAROO (AF 145)	FIBER CEMENT
Rear: Third		
Rear: Basemnt		


SW 9109

Natural Linen


FULL DETAILS ▾

This light, warm neutral brings a subtle breezy vibe to any room. With a greige undertone, this beige pairs well with light wood tones.


Get this color in a:




Color Sample



Paint Sample



Interior Paint



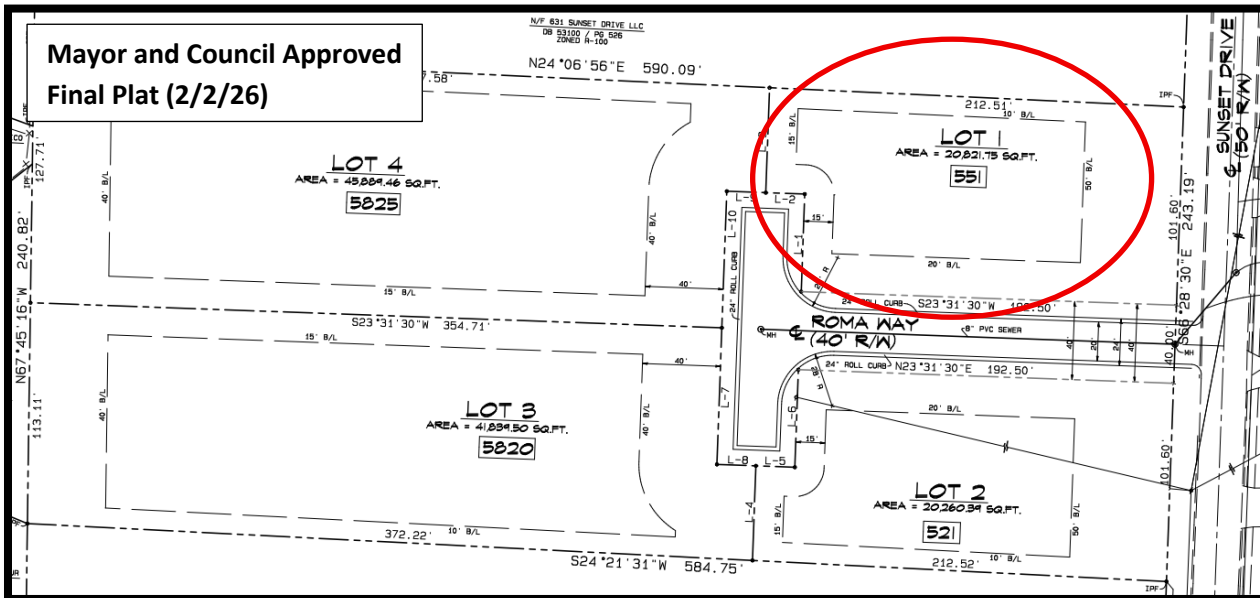
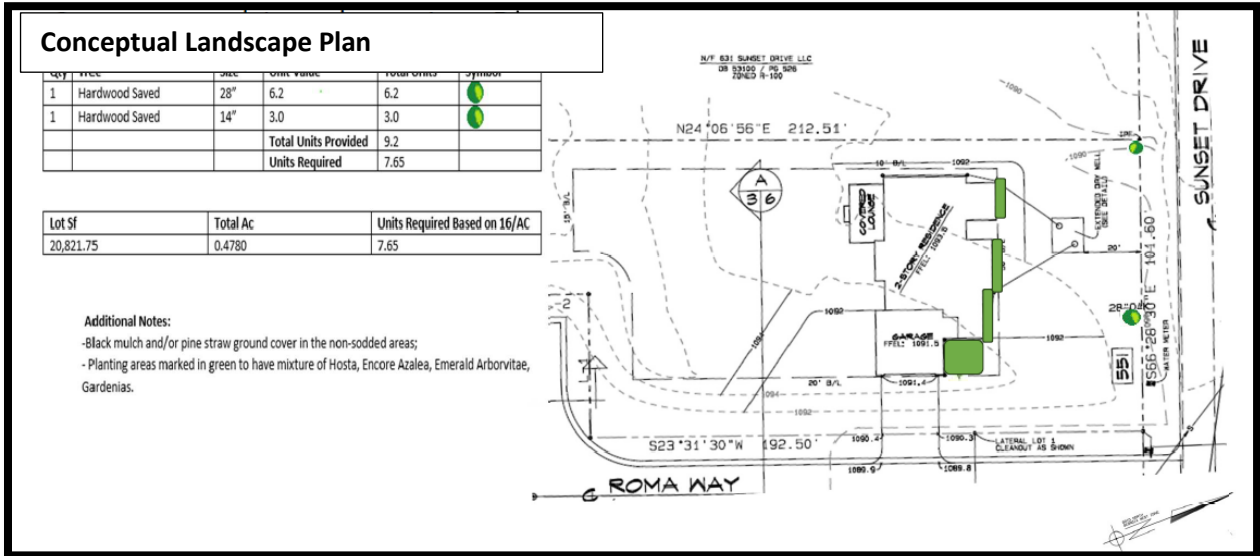
Exterior Paint

Kangaroo

AF-145

A useful neutral with warm gray undertones.

COLOR AND MATERIAL PLACEMENT ADDENDUM (Exterior Components)		
Component	Color (Include manufacturer's ID)	Material
Masonry		
Garage Doors	NATURAL LINEN (SW 9109)	INSULATED STEEL w/ CARBIDE HOUSE CLADDING.
Trim	CAMAN, NATURAL LINEN, OR RAVEN SW6990 SW 9109 AF-145	CEMENT FIBER
Mortar		
Gutters	ALMOND	ALUMINUM.
Corner Board		
Railings		
Windows	BLACK	VINYL OR ALUMINUM w/ EXTRUDED SDL
Window Sills		
Window Muntin/Mulli	BLACK	EXTRUDED SDL (OUTSIDE GLASS)
Columns		
Other Architectural Features	BLACK	
Other Architectural		





Summary of the applicant's proposal

The applicant seeks to construct a two-story single-family residence. The proposed architectural design is attached to this analysis.

Architectural and Site Design Standards

1.3.2

New residential buildings must be compatible with surrounding buildings in terms of form, scale, height, massing, proportion, and roof shape. No structure may exceed the height of an adjacent structure by more than one floor.

3.4.1.2

New structures should have roof forms and orientation consistent with buildings within its area of influence.

3.4.3.1

Traditional residential styles of pitches roofs ranging from 6:12 to 10:12 are encouraged.

3.5.1.9

Approved building materials include brick, stone, wood, and wood shakes/shingles.

3.5.1.13

Neutral traditional building color palettes are encouraged. Colors should blend with neighboring buildings.

3.5.3.1

All residential construction shall include a combination of architectural treatments, such as brick or stone masonry, stucco, wood, or other durable materials. If masonry materials are used a minimum of (3) three facades must use the masonry material.

3.5.3.2

The reveal (exposed portion) of siding will be a minimum of four inches and shall not exceed six (6) inches.

3.6.1.8

Large expanses of fixed windows are not permitted unless it is deemed integral to the design of the residence by the ARB.

3.6.1.11

Door and window types must correspond with the architectural styles found within the district. Contemporary single pane glass doors, and half-paneled doors with lights are examples of appropriate styles.

Current zoning district for the property

The R100 single-family residence zoning district is intended primarily for single family residences and related uses on large sized lots in the city.



Five Abutting Properties and Their Existing Architectural Styles:









Certificate of Appropriateness Application

Community Development Department Phone: 678-421-2027
65 Lawrenceville Street Norcross, GA 30071

JOB LOCATION			
Job Site Address: 551 Sunset Dr	Lot # 1	Tax Parcel ID: R2654 085	
LANDOWNER OF RECORD			
If applicant is not the owner, as listed on the property deed, a letter from the owner authorizing the proposed work must be included along with the owner's phone number and address.			
Name: NSPG, LLC	Phone: [REDACTED]		
Address: 47 Perimeter Center East Suite 530	City: Atlanta	State: GA	Zip Code: 30346
APPLICANT			
Applicant Name: Darron Kusman	Phone: [REDACTED]		
Company Name: Roma Fine Homes	Email: [REDACTED]		
Address: 1915 Airport Rd, Ste 2J	City: Atlanta	State: GA	Zip Code: 30341
DESCRIPTION OF PROJECT			
Project Type <input checked="" type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Other project			
Briefly, yet accurately, describe all new construction, alterations, repairs or other changes to the exterior appearance or site for the property under consideration. Use additional pages as needed: Construction of one new construction single family home on vacant lot			
STATEMENT			
Has this property been before the Mayor and Council, Downtown Development Authority, Architectural Review Board, Board of Appeals or Board of Planning and Zoning within the last 24 months?			
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list the board and reference number: BoA, PZ, and Mayor and Council for subdivision/plat and variance approval.			
OWNER'S SIGNATURE			
Signature: Danil Kabanko	Date: 2/5/26		
NOTE: Please submit electronic copies online of site plan, landscape plan, floor plans, paint palettes, as well as photos for all proposed building materials, light fixtures, windows, and doors, along with this application form by creating an account with https://eplansolution.com/norcrossga Hard copies of application materials will not be accepted.			



Certificate of Appropriateness Application

Community Development Department Phone: 678-421-2027
65 Lawrenceville Street Norcross, GA 30071

Foundation Type: (Circle One)		
Slab	Crawl Space	Basement
Building Dimensions:		
Width: 69'	Length: 41'	Height:* 30'
Area Dimensions:		
First Floor: 1825	Second Floor: 2000	Third Floor: N/A
Basement**: N/A	Front Porch: 60	Rear Porch: 260
Patio: N/A	Garage: 565	
Primary Roof System: (Circle One)		
Gable	Hip	Grambel
Mansard	Jerkinhead	Flat
Saltbox	Shed	Other:
Roof Pitches:		
Primary Roof Pitch: 10/12		
Secondary Roof Pitch: 20/12		
Additional Roof Pitch: Varies		
Floor and Elevation Plan information to be included on each		
Street Address and Lot Number	Scale with scale bar	Scaled measurement for each floor level and building elevation
Site Plan and Landscape Plan information to be included on each		
Scale with scale bar and North Arrow	Building and driveway foot print	HVAC and utility equipment
Location and type of plantings	List of planting materials	
*Height of building means the vertical distance measured from grade to the highest finished roof surface in the case of flat roofs or to a point at the average height of the highest roof having a pitch.		
**Dwellings with a basement and a third story must submit a grade plan elevation to determine if the residential building has a fourth floor.		



Certificate of Appropriateness Application

Community Development Department Phone: 678-421-2027
 65 Lawrenceville Street Norcross, GA 30071

ELEVATION COLOR AND MATERIAL PLACEMENT ADDENDUM (Façade and sides)		
Component	Color (Include manufacturer's ID)	Material
Primary Façade: First	NATURAL LINEN (SW 9109)	BRICK
Primary Façade:		
Primary Façade: Third		
Left Side:	NATURAL LINEN (SW 9109)	BRICK
Left Side: Second	KANGAROO (AF 145)	FIBER CEMENT
Left Side: Third		
Left Side:		
Right Side:	NATURAL LINEN (SW 9109)	BRICK
Right Side: Second	KANGAROO	FIBER CEMENT
Right Side:		
Right Side:		
Rear: First	NATURAL LINEN (SW 9109)	BRICK
Rear: Second	KANGAROO (AF 145)	FIBER CEMENT
Rear: Third		
Rear: Basemnt		



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COLOR AND MATERIAL PLACEMENT ADDENDUM (Exterior Components)		
Component	Color (Include manufacturer's ID)	Material
Masonry		
Garage Doors	NATURAL LINEN (SW 9109)	INSULATED STEEL w/ CARriage HOUSE CLADDING.
Trim	CAVARI, NATURAL LINEN, OR RAVEN SW6990 SW 9109 AF-145	CEMENT FIBER
Mortar		
Gutters	ALMOND	ALUMINUM.
Corner Board		
Railings		
Windows	BLACK	VINYL OR ALUMINUM w/ EXTRUDED SDL
Window Sills		
Window Muntin/Mulli	BLACK	EXTRUDED SDL (OUTSIDE GLASS)
Columns		
Other Architectural Features	BLACK	
Other Architectural		



Ownership Affidavit & Designation of Agent

I. Ownership.

I, Danil Kabanko for NSPG, LLC, hereby attest to ownership of the property described below:

Parcel I.D. Number(s) _ R6254 085

Location address: 551 Sunset Dr, Norcross, GA 30071

for which this Application is submitted.

The ownership, as recorded on the deed, is in the name of: _ NSPG, LLC

Please complete the appropriate section below:

NOTE: The person signing under section IV Acknowledgement, must be listed below as an officer or partner.

- Individual
- Corporation/Limited Liability Company (LLC)
- Partnership
- Government Entity

Provide Names of Officers/Members:

Provide Names of General

Danil Kabanko, Secretary

Secretary of State Registration Number: 24006338

Name/Address of Registered Agent: David Carter, 47 Perimeter Center East, Ste 530 Atlanta GA 30346

II. Designation of Owner's Agent. (Leave blank if not applicable)

As the owner of the above designated property and the applicant for which this affidavit is submitted, I wish to designate the below named party as my agent in all matters pertaining to the location address. In authorizing the agent named below to represent me, or my company, I attest that the application is made in good faith and that any information contained in the application is accurate and complete to the best of my knowledge and belief. (Note: Prior to the issuance of a building permit, the owner's agent must be the contractor listed on the permit application.)

Owner's Agent: Roma Fine Homes, LLC

Address: 1915 Airport Rd, Ste 2J Atlanta GA 30341

Contact Person: Darron Kusman Telephone No.: 404-419-7556

III. Notice to Owner.

- A. All changes in Ownership & Applicant's Agent prior to issuance shall require new affidavit. If ownership changes the new owner assumes the obligations and the original applicant is released from responsibility for actions taken by others after the change in ownership.
- B. If the Owner intends the Designation of Applicant's Agent to be limited in any manner, please indicate the limitation below. (i.e., Limited to obtaining a certificate of concurrency for the parcel; limited to obtaining a land use compliance certificate; etc.)_

IV. Acknowledgement.

• Individual

Signature

Print Name: _____
Address: _____
Phone#: _____

• Corporation/LLC

NSPG LLC
Print Corporation/LTC Name _____
BY: [Signature]
Signature
Print Name: Danil Kabanko
Its: Secretary
Address: 47 Perimeter Center East, Suite 530
Atlanta GA 30346
Phone#: NA

• Partnership

Print Partnership Name _____
BY: _____
Signature
Print Name: _____
Its: _____
Address: _____
Phone#: _____

• Government Entity

Print Government Name _____
BY: _____
Signature
Print Name: _____
Title: _____
Department: _____

NOTARY INFORMATION (Please use appropriate block.)

STATE OF GEORGIA _____
COUNTY OF _____

• Individual

Before me, this _____ day of _____, 20____, personally appeared _____ who executed the foregoing instrument, and acknowledged before me that same was executed for the purposes therein expressed.

• Government Entity

Before me, this _____ day of _____, 20____, personally appeared _____ and on behalf of _____ who executed the foregoing instrument, and acknowledged before me that same was executed

for the purposes therein expressed.

• Corporation/LLC

before me, this 1st day of August, 2025, personally appeared Danil Kabanko a Georgia corporation/ (State) LLC, on behalf of the corporation/ LLC, who executed the foregoing instrument and acknowledged before me that same was executed for the purposes therein expressed.

• Partnership

before me, this _____ day Of _____, 20____, personally appeared _____ partner/agent on behalf of _____ a partnership, who executed the foregoing instrument and acknowledged before me that same was executed for the purposes therein expressed.

Signature of Notary Michael Dotson NOTARY STAMP:

MICHAEL DOTSON
NOTARY PUBLIC
Fulton County
State of Georgia
My Comm. Expires Jan. 6, 2029

Michael Dotson
Print Notary Name

My commission expires: _____

Identification Method: _____ Personally known.
Produced I.D. Type: _____