



EASEMENTS
ATLANTA

PROJECT REVIEW FORM

*Request for Alterations, Site work, or
Repairs to an Easement Protected Property*

This form is to be used by property owners or their authorized agent to submit projects that require the review and approval of Easements Atlanta (EA).

Per the easement deed agreement, property owners commit to preserving the property. This includes obtaining written permission from EA for any exterior alterations, construction, repair, maintenance, and more. As such, a property owner must receive prior approval before any alteration is made to the exterior of an easement-protected property, including but not limited to windows, signage, roof structures and appurtenances.

Please refer to the Information for Property Owners Guide for all information relating to the EA review process and the project evaluation standards, including the Secretary of the Interior's *Standards for the Treatment of Historic Properties*.

Name of Easement Property: _____

Easement Property Address: _____

OWNER INFO (REQUIRED)

Name: _____

Email: _____

Telephone: _____

APPLICANT INFO (IF DIFFERENT FROM OWNER)

Name: _____

Email: _____

Telephone: _____

ARCHITECT/CONTRACTOR INFO

Name: _____

Email: _____

Telephone: _____



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BRIEF DESCRIPTION AND PURPOSE OF PROPOSED REPAIRS, ALTERATIONS, OR SITE WORK, INCLUDING MATERIALS TO BE USED:

SCOPE OF WORK:

Nature of Proposed Work. Check all that apply.

- | | |
|--|--|
| ☐ Roof | ☐ Rehabilitation/Alteration |
| ☐ Existing Windows/Doors | ☐ New Addition |
| ☐ Masonry Repair/Repainting | ☐ New Construction |
| ☐ Awning | ☐ Hardware/Lighting |
| ☐ Signage | ☐ Other: _____ |

REQUIRED DOCUMENTS

- ☐ Completed EA Project Review Form/Request for Repair, Alterations, and Sitework
- ☐ Photographs of the area to be altered (existing conditions), including a close-up and an overall facade photo, along with a key to help us understand which area is subject to the proposed work.

OTHER DOCUMENTS AS NECESSARY/RECOMMENDED

- ☐ Site Plan/Drawings/Plans (dated _____)
- ☐ Product Information/Specifications
- ☐ Other



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SIGNATURE OF OWNER (REQUIRED): _____

SIGNATURE OF APPLICANT (IF DIFFERENT FROM OWNER):

Date: _____

HOW TO SUBMIT: Please mail or email completed forms and attachments to:

Mail: Easements Atlanta, Inc.
327 St. Paul Avenue Southeast
Atlanta, GA 30312

Email: director@easementsatlanta.org

Where possible, email all supporting documents in PDF format and photos in .jpeg digital format. EA retains all submittals for its own records. Please make copies for your own records.

Upon the receipt of a complete alteration request, EA reviews the material and sometimes visits the site before it provides a written notification of its decision to the property owner. If a plan is disapproved, EA staff works with the property owner to find a solution that meets evaluation criteria.

IMPORTANT NOTES: Submission of this form does not allow you to proceed with the proposed work. **No construction or alterations are authorized to begin until you receive a signed letter of approval from Easements Atlanta, Inc.** Additionally, an approval by EA does not refer nor attest to the structural soundness, safety, or compliance of the proposed work with applicable building codes. A property owner is still responsible for obtaining any required building permits, variances, exceptions, inspections, or other governmental approvals before starting the proposed work.

FOR EA INTERNAL USE ONLY

Application #: _____

Date Accepted: _____

Rev: 061725