



**APPLICATION FOR A SPECIAL ADMINISTRATIVE PERMIT (SAP)**

For SPI, Beltline, LW, MR, MRC, NC, I-Mix Zoning Districts & Unified Development Plans File No.:

City of Atlanta, Office of Zoning and Development (404-330-6145)

**APPLICANT (name)** Cindy Silver

**ADDRESS** 7513 St. Charles Square, Roswell, GA 30075

**PHONE NO.** (770) 597-3994 **EMAIL** cindysilver@constructionoutsource.com

**PROPERTY LANDOWNER** Swiss Watch Expo

**ADDRESS** 315 East Paces Ferry Rd NE Atlanta GA 30305

**PHONE NO.** 4048141814 **EMAIL** eugene@swisswatchexpo.com

**ADDRESS OF PROPERTY** 315 East Paces Ferry Rd NE Atlanta GA 30305

**Land District** 17 **Land Lot** 61 **Council District** \_\_\_\_\_ **NPU** \_\_\_\_\_

Is property within the BeltLine Overlay District? Yes  No  **Zoning Classification** SPI-9

Is Inclusionary Zoning applicable to this project? Yes  No  Is this a Unified Development Plan? Yes  No



**Submittal Checklist (See detailed checklist on page 2):**

- Project Summary:** Provide cover letter describing new construction, alterations, repairs or other changes to the exterior of existing structures and/or the site. Requests for administrative variations must be accompanied by a written justification for each.
- Property Survey:** Submit one (1) copy. Lot consolidation, re-platting or subdivision may be required prior to approval of SAP.
- Site Plan (released for construction and sealed) and Building Elevations:**
  - a. **Initial Submission: One(1) site plan & One (1) set of elevations.**
  - b. **Other information:** Copies of applicable Rezoning Legislation, Special Use Permit and any letters for Variance or Special Exception. Note: additional plans or documents may be required at the discretion of the Office of Zoning and Development.
- Property Owner Authorization:** Submit required notarized owner consent per attached form (page 4).
- Notice to Applicant:** Submit attached form with signature and date (page 10).
- Development Controls Specification Form:** Provide the applicable information (pages 7 - 9).

**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 sq.ft. of floor area: \$500.
- Developments 50,000 to 250,000 sq.ft. of floor area: \$1,000.  Developments ≥ 250,000 sq.ft. 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** 12-1-2023 **Signature of Applicant** Cindy Silver

**Additional Submittal Requirements (as applicable):**

- **Inclusionary Zoning:** All new or conversion multifamily residential rental projects with 10 or more units in the Beltline Overlay District OR Westside neighborhoods of English Avenue, Vine City, Ashview Heights, or AUC must complete and submit the Inclusionary Zoning Certification Form with their application. Review and complete pages 11-12 of this SAP for certification forms.
- **Beltline, NC-2, NC-6, NC-10, NC-11, NC-12, & NC-14 Districts:** Applicant must send a copy of the filed SAP application to the NPU contact. Afterwards, complete the Notarized Affidavit of NPU Notification form (page 6), and provide a copy of U.S. Postal Service Certificate of Mailing. The NPU has up to 21 days to review the SAP and forward comments to the City.
- **Pre-application Conference with Zoning and Development Staff (prior to SAP submittal):** Required only for SPIs: 1, 9, 12, 15, 17, 18, 20, 21, 22 and *recommended* for all other districts. To request this meeting, contact Christian Olteanu at 404-330-6961 or [colteanu@atlantaga.gov](mailto:colteanu@atlantaga.gov).
- **Development Review Committee (DRC):** Projects in the Beltline & SPIs 1, 9, 12, 15, 16, 17 districts may require DRC review (See page 3).
- **Development of Regional Impact (DRI) Study:** Mixed-use developments with at least 700,000 s.f. or residential with at least 700 residential units may require a DRI approval by GRTA and ARC. For full thresholds and rules contact GRTA and/or ARC.
  - **Initial submission:** DRI Form 1 with the SAP application. Zoning and Development staff will then submit information to GRTA and ARC.
- **Watershed Management (DWM) Requirements (Section 74-504(a)):** Consultation meeting with DWM is REQUIRED for any site disturbance to determine applicable storm water work. Call 404-330-6249 or visit: [www.atlantawatershed.org/greeninfrastructure](http://www.atlantawatershed.org/greeninfrastructure)
- **Unified Development Plans:** Applicable to all zoning districts except R-1 to R-5, RLC, PD, & historic bldgs/districts (Section 16-28.030)

The City Code provides that Zoning and Development 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 ZONING AND DEVELOPMENT 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 Zoning & Development

Staff Reviewer - Print Name



City of Atlanta Office of Zoning & Development  
**SPECIAL ADMINISTRATIVE PERMIT (SAP) APPLICATION**  
Submittal Checklist

The following checklist is designed to assist those in preparing required materials for SPI, Beltline, and MR districts. **Items omitted will delay applicant's review process.** The following items are required for a complete application for a Special Administrative Permit. **NPU Notification and DRC review, as a part of a completed SAP application.** Please note: \* **FINAL APPROVED SAP PLANS PERMIT APPLICATION SUBMITTAL TO THE OFFICE OF BUILDINGS.**



- 1. **SAP Application Form and Property Landowner Authorization Form:** completed with signature and date.
- 2. **Notice to Applicant Form:** with signature and date.
- 3. **Project Summary:** Provide cover letter clearly describing all new construction, changes to the exterior appearance of existing structures or site. **Any administrative variations are required to be accompanied by a written justification for each variation requested.**
- 4. **Property Survey:** One (1) copy of survey (for new single-family and duplex construction, show existing footprints of principal structures on adjoining lots fronting the same street).
- 5. **Site Plan** (drawn to scale, released and sealed for construction) of proposed improvements showing items listed below\*. **Initial Submission:** One (1) copy for initial staff review. **Final Submission (after staff review): One (1) copy.**
  - a) Date, north arrow, and graphic scale.
  - b) Adjacent streets, with street names, property lines and dimensions, and easements.
  - c) Existing conditions to remain: identify all overhead utility poles, transformers, above ground storm water detention areas and inlets.
  - d) Proposed new installations: Identify the number, type and location of new street lights, transformers, AC units and other similar mechanical/accessory equipment at or above grade. Identify such items in the public right-of-way which final approval by Department of Public Works or GDOT is required.
  - e) Specify location and widths for all Sidewalks (street furniture and clear zones) and Supplemental Zones.
  - f) Ground floor layout plan with building and tenant entrances also shown
  - g) Street-front ground floor façade fenestration – vertical/horizontal window dimensions and % of façade length
  - h) Outdoor dining – seating plan, dimensions, and % of business establishment floor area
  - i) Height of structures (including fences/walls)
  - j) Parking, driveway and curb cut layout and dimensions (auto, truck loading, & bicycle/moped)
  - k) Location of parking deck light fixtures. Also indicate amount of foot-candles, and type of light fixture
  - l) Landscape plan: Planting locations including street trees (with tree species and calipers indicated), parking lot and other on-site landscaped areas (with the dimensions and percentage of lot calculated).
  - m) Provide Developmental Control Specification Form (pages 6-8) information on the site plan.
    - Zoning Classification, Net Lot Area & Gross Land Area, Floor Area Ratio (FAR), square footage of structures & individual uses, etc.
- 6. **Rooftop plan** when counted towards open space requirements.
- 7. **Elevations of building facades:** One (1) copy for initial staff review. **Final Submission: One (1) copy.**
- 8. **Section drawing(s)** as needed showing required sidewalks, supplemental zones (with retaining walls), and building façade & finished floor-level dimensioned within 5 feet above the adjacent sidewalk-level.
- 9. **DRI conditions of approval, rezoning legislation, variance or special exception letters** printed on site plan.
- 10. **Transportation Management Plan/Association Membership (where applicable)** required based on the zoning district. See specific zoning regulations for confirmation.
- 11. **Beltline Overly District, NC-2, NC-6, NC-10, NC-11, NC-12, and NC-14** properties:
  - Mail a copy of the submitted SAP application & drawings stamped received by the Office of Zoning and Development to the NPU contact person.
  - Submit a copy of U.S. Postal Service Certificate of Mailing and Notarized Affidavit of NPU Notification (page 5) as soon as possible to complete the application submission and begin the SAP review period.
- 12. **Photographs (buildings/site):** Show existing conditions for alterations to existing building facades and/or site modifications.
- 13. **Shared Off-site Parking:** Requests for approval of off-site parking submit materials on Shared Off-site Parking checklist.
- 14. **Other information** necessary for the SAP as requested by staff.

City of Atlanta Office of Zoning & Development  
**SPECIAL ADMINISTRATIVE PERMIT (SAP) APPLICATION**  
**DEVELOPMENT/DESIGN REVIEW COMMITTEES (DRC)**

**\*\*CHECK FOR APPLICABILITY\*\* Beltline Overlay and Special Public Interest (SPI) Districts**

File # \_\_\_\_\_

Development / Design Review Committees (DRC) have been established as an advisory group to the Director of the Office of Zoning and Development formal recommendations/comment Permit (SAP) applications within the Beltline Overlay and particular SPI zoning districts. Applicant presentation of their project to the applicable DRC committee. DRC review is required as application.

Each DRC shall consist of committee members representing the corresponding district stakeholder owner(s), business owner(s) or resident(s), and applicable neighborhood organization(s), among



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The DRC convenes monthly (or as needed) to comment on SAP applications within a particular district. Each DRC shall provide recommendations to the Office of Zoning and Development Staff and the applicant within 7 business days, unless the applicant is requested to return to the applicable DRC and/or present to respective neighborhood organization(s), or

**DRC Committees (established by City Council Resolution)**

- SPI-1 Downtown (2007)
- SPI-9 Buckhead Village (2010)
- SPI-12 Buckhead/Lenox Stations (2012)
- SPI-15 Lindbergh (2001)
- SPI-16 Midtown (2001)
- SPI-17 Piedmont Avenue (2001)
- Beltline Overlay (2015)

**Meeting Dates and Locations**

Downtown SPI-1

Meetings held the 4<sup>th</sup> Thursday morning monthly  
Central Atlanta Progress, 84 Walton Street NW, Suite 500  
Contact Fredalyn Frasier: [Ffrasier@atlantadowntown.com](mailto:Ffrasier@atlantadowntown.com)  
(404) 307-4286

Midtown SPI-16 & Piedmont Avenue SPI-17

Meetings held the 2<sup>nd</sup> Tuesday evening monthly  
Midtown Alliance, 999 Peachtree Street NE, Suite 730  
Contact Karl Smith-Davids: [Karl@MidtownATL.com](mailto:Karl@MidtownATL.com)  
(404) 443-6249

Buckhead Village SPI -9 & Buckhead/Lenox SPI-12

Meeting held 1<sup>st</sup> Wednesday afternoon monthly  
BATMA, 3340 Peachtree Road NE  
Tower Place Bld. 100, Suite 1515  
Contact Denise Starling: [Denise@batma.org](mailto:Denise@batma.org)  
(404) 842-2680

Beltline Overlay

Meeting held the 3<sup>rd</sup> Wednesday evening monthly  
Atlanta Beltline Inc.  
100 Peachtree Street NW, Suite 2300  
Contact Lynnette Reid: [LReid@atlbeltline.org](mailto:LReid@atlbeltline.org)  
(404) 477-3551

Lindbergh SPI-15: Meetings coordinated by City of Atlanta Zoning and Development Staff: (404) 330-6145.

**Application Submittal and Review Process**

- 1) Pre-application meeting with Office of Zoning and Development staff. To arrange pre-application meeting, contact Christian Olteanu at 404-330-6961 or [colteanu@atlantaga.gov](mailto:colteanu@atlantaga.gov).
- 2) Notify the applicable DRC contact (as listed above) to arrange placement on the next scheduled DRC meeting agenda.

**DRC Submittal Requirements**

- 1) Written summary of proposed scope of work (include applicable project information such as total square footage, # and breakout of residential units, and square footage of each commercial use, building height, parking and loading provided, etc.).
- 2) Identification of all administrative variations requested and written justification for each requested.
- 3) PDF Digital drawings (to-scale) of site plans and building elevations as applicable to the scope of work.
- 4) Photographs of the existing property.
- 5) Contact DRC representative to e-mail project information (prior to meeting) and confirm DRC meeting date and time.
- 6) At the DRC meeting:
  - a. Provide hardcopies of cover letter and drawings (in 11"x17" size) for distribution to each committee member.
  - b. Provide drawings on boards for project presentation to committee members or digital PowerPoint presentation (coordinate with DRC representative on the latter).

**Committee Review Responsibilities**

- 1) Make recommendations on project concerning zoning requirements and administrative variations requested.
- 2) Make other design recommendations for consideration concerning an application. Note: these other recommendations are not code requirements.



City of Atlanta Office of Zoning & Development  
**SPECIAL ADMINISTRATIVE PERMIT (SAP) APPLICATION**  
Notarized Authorization by Property Land Owner

File # \_\_\_\_\_

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

TYPE OF APPLICATION: **Special Administrative Permit**

I, Eugene Tutunikov SWEAR THAT I AM THE **LANDOWNER**  
owner(s) name

OF THE PROPERTY LOCATED AT: 315 East Paces Ferry Rd NE

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):

Cindy Silver

ADDRESS: 7513 St. Charles Square, Roswell, GA 30075

TELEPHONE: (770) 597-3994 EMAIL: cindysilver@constructionoutsource.com

Signature of Property Landowner

Eugene Tutunikov

Print Name of Property Landowner

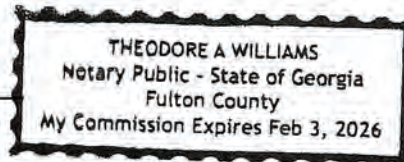
Personally Appeared  
Before Me

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

Signature of Notary Public

12/01/23

Date



Feb 3, 2026

**SPECIAL ADMINISTRATIVE PERMIT (SAP) APPLICATION****NPU Notification Cover Page****ONLY APPLICABLE FOR BELTLINE, NC-2, NC-6, NC-10, NC-11, NC-12 & NC-14 DISTRICT)**

File # \_\_\_\_\_

***\*\*Applicant shall submit this letter as the cover page to the package mailed to NPU chair or designee\*\****

NPU Chairperson or Designee:

Enclosed is a copy of a Special Administrative Permit (SAP) application for a property located within the Beltline Overlay, NC-2, NC-6, NC-10, NC-11, NC-12 or NC-14 zoning district. As part of the SAP application process applicants are required to submit site plans and building elevations, as applicable to the scope of work, to the Office of Zoning & Development for approval prior to obtaining a building permit. The following scopes of work may trigger SAP approval in the previously mentioned zoning districts:

“All exterior demolition, new construction (including additions to existing buildings), expansions of outdoor dining or any construction which results in increased lot coverage, modification of the building footprint, or modification of building facades that alters the configuration of openings. “

In addition to the SAP submittal as specified above, the applicant is also required to send a full copy of the SAP application to the respective NPU chair or their designee, evidenced with a mailing certificate, so that the NPU has an opportunity to review and provide written comments to the Office of Zoning & Development regarding an application prior to any SAP approval. Please note that for Beltline Overlay Districts where underlying zoning regulations require Variance, Special Exception or Special Use Permit action, the SAP shall not be issued until the necessary approval has been obtained.

**The time period for NPU comment is 21 days from the date of the postage certificate.** If the NPU does or does not have comments, or feels they are unnecessary, the Office of Zoning & Development should receive such written notification as soon as possible within the 21-day period. Comments received after the designated review period are not required to be considered in the Office’s project review or approval.

The Beltline Overlay, NC-2, NC-6, NC-10, NC-11, NC-12 and NC-14 zoning districts primarily have design requirements that prescribe parameters for site layout and building elevations. Issues of land use or density (building square footage or number of units) are addressed by the underlying zoning district regulations. Therefore, NPU review should primarily focus their comments on the following items:

- Building placement
- Building setbacks adjacent to streets (pertaining to minimum sidewalks and supplemental zones widths), and transitional yards
- Provision of sidewalks and street trees
- Provision of parking, loading and bicycle spaces
- Location of parking and driveways
- Parking lot landscaping
- Parking deck façade elevations
- Building façade elevations related to entrances and windows
- Other zoning regulations that are eligible for administrative variations

For questions, ask for an SAP staff member at 404-330-6145.

Please send your written comments and or questions referencing the SAP case number and address to:

**[SAPComments@atlantaga.gov](mailto:SAPComments@atlantaga.gov)**



**(ONLY APPLICABLE FOR BELTLINE, NC-2, NC-6, NC-10, NC-11, NC-12 & NC-14 DISTRICT)**

File # \_\_\_\_\_

This Affidavit form and a copy of the **United States Postal Service Certificate of Mailing** are required by owner and applicant of the property subject to the Special Administrative Permit application. Submit within FIVE (5) days of application submittal.

The Neighborhood Planning Unit (NPU) has **TWENTY ONE (21)** days from the date of the associated certificate of mailing to provide one (1) set of written comments to the Office of Zoning and Development prior to any SAP approval.

**LOCATION OF SUBJECT PROPERTY:**

Street Address(es): \_\_\_\_\_

Zoning Classifications \_\_\_\_\_ Land District \_\_\_\_ Land Lot \_\_\_\_\_ Council District \_\_\_\_ NPU \_\_\_\_

**APPLICANT:**

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

As the APPLICANT, I, \_\_\_\_\_ swear and affirm that I have notified the NPU(s) to which this Special Administrative Permit (SAP) affects, and am aware of the applicable requirements of the City of Atlanta Zoning Ordinance Sections 16-36.004, 16-32J.002(1), 16-32K.002(1), and 16-32L.002(1).

**NPU Contact Information**

\_\_\_\_\_  
Name of Contact Person(s)                      Phone Number(s)                      Email Address (es)

**Adjacent NPU(s) Contact Information**

\_\_\_\_\_  
Name of Contact Person(s)                      Phone Number(s)                      Email Address (es)

***(To be completed by Notary):***

Personally Appeared Before Me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Who Swears That the Information Contained In this Authorization Is True and Correct To the Best of His or Her Knowledge and Belief.

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Date

***(To be completed by Applicant & Staff):***

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Office of Zoning & Development Staff

*Signature of Staff only represents that the required notification to the NPU has been completed and does not indicate any position of the Office of Zoning and Development on the application.*



City of Atlanta Office of Zoning & Development  
**SPECIAL ADMINISTRATIVE PERMIT (SAP) APPLICATION**  
Development Controls Specifications (Required)

File # \_\_\_\_\_

Forms are required to be completed by the applicant, and all applicable specifications should be shown on the site plan in chart form. Items omitted will delay the plan review process. Refer to City of Atlanta Zoning Code (Chapters 8, 19, and 28) for clarification.

Definitions and Methods of Calculation						
<ul style="list-style-type: none"> <li>Net Lot Area (NLA) = length of property line X width of property line</li> <li>GLA for corner lots = (NLA) + [(street "A" right-of-way width ÷2) X (street "A" length of property line)] + [(street "B" right-of-way width ÷2) X (street "B" length of property line)] + [(street "A" right-of-way width ÷2) X (street "B" right-of-way width ÷2)]</li> <li>GLA (with only one front yard adjacent to street) = (NLA) + [(street right-of-way width ÷2) X (length of front property line)]</li> <li>GLA may include half of the right-of-way (including streets, parks, lakes and cemeteries) up to 50 feet in width.</li> <li>GLA shall not be used for calculating FAR for properties within single-family or two-family-zoned subareas of SPI districts.</li> <li>Building Lot Coverage provided = (net lot area minus area of building footprint) ÷ (net lot area)</li> </ul>						
Lot Size (in square footage)						
Gross Land Area (GLA)		10,840				
Net Lot Area (NLA)		8,759				
Floor Area Ratio (FAR) – as applicable. Check which used for residential: <input checked="" type="checkbox"/> GLA, or <input type="checkbox"/> NLA						
	Residential FAR Ratio	Residential Square Footage		Non-Residential FAR Ratio	Non-Residential Square Footage	
Base Allowed						
<b>Base Provided</b>						
Bonus Allowed						
<b>Bonus Provided</b>						
Bonus FAR Program (check bonus utilized if applicable)						
Transit Station <input checked="" type="checkbox"/>	Ground Floor Retail <input type="checkbox"/>	Open Space and New Streets <input type="checkbox"/>		Community Center Facilities <input type="checkbox"/>	Workforce Housing <input type="checkbox"/>	
Residential Units				<b>Total Provided:</b> 0		
Number of Units Provided (without bonus)						
Number of Bonus Units Provided (without workforce housing)						
Number of Bonus Workforce Housing Units Provided (20% required)						
Total Number of Units per Acre						
Building Coverage <input checked="" type="checkbox"/> or Lot Coverage <input type="checkbox"/> (check applicable as required per zoning district)						
	Percentage (%)			Square Footage		
Max. Permitted						
Provided						
Fenestration (% of each street-fronting facade calculated separately, per district regulations)						
	Residential Façade Percentage (%)			Non-residential Façade Percentage (%)		
	Local Street	Arterial/Collector	Beltline Corridor	Local Street	Arterial/Collector	Beltline Corridor
Min. Required						
Provided (specify for each street)						



**Residential Open Space Requirements** (refer to Chapter 28 for clarification)

**Definitions and Methods of Calculation**

- **LUI** = Land Use Intensity Ratios Table (per Section 16-08 R-G District Regulations)
- **TOSR** are calculated only for residential developments. TOSR includes the total horizontal area of uncovered open space plus 1/2 of the total horizontal area of covered open space subject to the limitations in Section 16-28.010 (4). Covered total open space is the open space closed to the sky but having two clear unobstructed open or partially open (50% or more) sides.
  - TOSR required = (LUI table) X (GLA).
  - TOSR provided = (GLA) – (area of building footprint) + (combined area of balconies and rooftop terraces).
- **UOSR** requirements are calculated using the residential FAR (of the corresponding net lot or GLA lot sized used to calculate FAR) for both residential and mixed-use developments. It does not include areas for vehicles. However, newly created on-street parking (outside of existing travel lanes) and new streets may be counted towards the UOSR calculations as specified in the district regulations.
  - UOSR required = (LUI table) X (the corresponding lot size used to calculate FAR).
  - If GLA is used for USOR, then the amount provided shall be = (NLA) – (area of building footprint + surface area of parking lots, and driveways) + (balconies, rooftop terraces, and landscaped areas on sidewalks within the adjacent right-of-way).

**TOSR: Total Open Space Requirements for Residential Only Projects**

*(Not required in SPI-9, SPI-16, SPI-17, SPI-18, SPI-20, SPI-21, MRC, MR, or LW districts, or in mixed-use developments.)*

	Ratio	Total Square Footage
Minimum Required		
Provided		

**Square Footage breakout of UNCOVERED TOSR amount provided by the following:**

GLA minus building square footage	
Open exterior balconies (per Section 16-28 or district regs)	
Roof area improved as recreation space	

**Square Footage breakout of COVERED TOSR amount provided by the following:**

Areas closed to the sky (roof) but having two sides with a minimum of 50% open	
--	--

**UOSR: Usable Open Space Requirements for Residential and or Mixed-use Developments**

*(These are areas not counted towards Public Space Requirements)*

	Ratio	Total Square Footage
Minimum Required		
Provided		

**Square Footage Breakdown of UOSR amounts provided by the following:**

Balconies	
Rooftop Terraces	
Landscaped Areas and Plazas	
Portions of Sidewalks on Private Property	
Portions of Landscaped Areas in Right-of-way adjacent to Property	





**Non-Residential Public Space Requirements** (refer to Chapter 28 for clarification)

<b>PSR: Public Space Requirements for Non-residential &amp; Mixed-use Developments</b>		
<i>(These are areas not counted towards UOSR)</i>		
<b>Public Space provided</b> = (square footage area of exterior space) + (square footage area of interior space)		
	Percentage (%)	Total Square Footage
Minimum Required		For Lots < 1 acre, no residential use = N/A
Provided		
<b>Square Footage Breakdown of PSR amounts provided by the following:</b>		
<b>EXTERIOR</b> (accessible to general public such as landscaped areas, plazas, terraces, patios, observation decks, fountains, sidewalks, common areas, open recreational spaces, etc.)		
<b>INTERIOR</b> (ground-level area accessible to the general public during normal business hours such as malls, galleries, atria, lobbies, concourses, plaza, walkways, fountains, landscape areas for public recreation, pedestrian seating, or eating and similar public amenities)		

**Parking and Loading Requirements** (refer to district regulations and Chapter 28 for clarification)

<b>Residential Unit Breakout</b>				
Number of Studios	Number of 1 BR	Number of 2 BR	Number of 3 BR	Number of 4 BR
<b>On-site Parking Spaces</b>	<b>Residential</b>		<b>Non-residential Uses</b>	
Minimum Required			24 spaces	
Provided			34	
Maximum Allowed				
<b>Bicycle Parking Spaces</b>	<b>Residential</b>		<b>Non-residential Uses</b>	
Minimum Required			1	
Provided			1	
<b>On-site Loading Spaces</b> (see applicable zoning district requirements or Section 16-028.015)				
	<b>Residential/Hotel</b>		<b>Non-residential Uses (break out by use)</b>	
Minimum Required (specify for each use)			Not required <15,000sf	
Provided (specify for each use)				



City of Atlanta Office of Zoning & Development  
**SPECIAL ADMINISTRATIVE PERMIT (SAP) APPLICATION**  
Notice to Applicant

File # \_\_\_\_\_

The applicant hereby acknowledges notification that in the process of design review in connection with the issuance of a **Special Administrative Permit (SAP)**, the City of Atlanta Office of Zoning & Development (OZD) will only review such documents as are deemed necessary for the approval of a project concept in compliance with the district regulations set forth in the City of Atlanta Zoning Code. Such documents may include, without limitation, the elevations of the structures proposed and site plans specifying the arrangement of such structures and other features of the project, but generally will not include a full set of construction drawings. This level of review is for the purpose of determining compliance with those sections of the Zoning Code applying to the district where the project is located or to be located and to allow the applicant the flexibility to receive approval for a project concept without the requirement that a full set of construction drawings, that would otherwise be necessary to obtain a building permit, be prepared, presented and reviewed.

**It is the applicant's duty to ensure that all drawings or plans, that may be required for further permitting of the actual construction of the project, will result in a finished project that complies with the elevations, site plan and other plans on which the SAP was granted.** The applicant is further notified that neither the Office of Buildings nor any of the other City of Atlanta agencies that review any other part of the overall project plans for compliance to building codes, zoning codes, the tree preservation, the riparian buffers ordinance, land disturbance regulations, drainage and sewer capacity or any other regulations in effect at the time of plan review have the authority to approve any changes to the exterior appearance of structures or site plans in a SAP.

It is the responsibility of the applicant to ensure that any changes required, requested, or allowed by any other City agency or any other agency reviewing the plans during any part of the building permit process will not alter the exterior appearance of any structure or cause the relocation, rearrangement and/or reorientation of any feature of the site plan. Therefore, it is important for the applicant to be aware that even changes which may be in compliance with other codes, including without limitation, an increase to the height of the structure, whether resulting from changes to the foundation plan or the grading plan of the site, alterations to the interior layout of the structure that affect the location or size of exterior doors or windows, or changes to the method of construction for any floor of a structure or the roof of any structure, may affect the exterior appearance in a manner which could cause the finished structure to be out of compliance with the elevations approved by the OZD.

The applicant is further put on notice that the location of any feature specified on the site plan is not to be changed from that location which is specified on the site plan approved by the OZD. This includes, without limitation, any such changes that might affect the setbacks of any structure, the orientation of structures or features on the lot, including, without limitation, accessory buildings, the location and size of driveways, walkways, fences, parking pads, parking spaces, loading zones and service areas. It shall be the responsibility of the applicant to ensure that any changes required by any agency reviewing plans for the project remain consistent with the site plan and elevations approved by the OZD

It shall be the responsibility of the applicant, not the OZD, to monitor any plan changes during the permitting of the project to be sure that such changes do not affect the elevations and site plan approved by the OZD at the time of issuance of the SAP.

It is also the responsibility of the applicant to ensure that any changes made on site during the construction of the project, regardless of whether such changes are approved by a City building inspector, or representative of another City agency as being in compliance with the building codes or other applicable codes, do not result in a change to the exterior appearance of a structure or in a change to the site plan. The City of Atlanta Zoning Ordinance provides a process under which changes to the elevations and site plan in a SAP may be approved, however such approval is not guaranteed and the applicant is hereby notified that such changes are based on the application of the district regulations and not on the fact that a hardship, financial or otherwise may result if such permission is not given. The duty to adequately monitor the construction of the project to ensure compliance to the approved SAP and or any other City permit shall at all times be on the applicant, who assumes all risk of loss, financial or otherwise, from enforcement actions that result from the failure to comply with the SAP or any other City permit.

The applicant acknowledges that relief from any stop work order or other enforcement action, whether resulting from action taken by the OZD staff, the Office of Buildings staff or by the staff of any other City agency, must be appealed within the time and in the manner provided by the City Code. The applicant further acknowledges that the decision to apply to the OZD for permission to alter the approved plans is not an appeal of a stop work order or other enforcement action. The applicant acknowledges that it is solely within their own discretion to choose a process to resolve any dispute arising from the interpretation of any ordinance, the issuance of a stop work order or any other enforcement action and that the resolution of any such matter shall be made in compliance with the City Code and other applicable laws. The applicant further acknowledges that no written or oral representation of any City officer, employee, agent or elected official can waive or modify the City Code.

Cindy Silver  
\_\_\_\_\_  
Applicant Printed Name

*Cindy Silver*  
\_\_\_\_\_  
Applicant Signature

12-1-2023  
\_\_\_\_\_  
Date



File # \_\_\_\_\_

The Director of the Office of Zoning & Development or their designee may approve a shared off-site parking arrangement (on private property), as permitted by the corresponding zoning district, subject to the applicant providing all of the following documentation. Please check below each item submitted. **Items omitted can and will delay applicant's review process.**

- \_\_\_ 1. Written summary describing the shared parking arrangement which shall identify:
  - a) Subject property: the principal property address and the lessee's name and contact information
  - b) Off-site parking: the off-site property address and the lessor's (property owner) name and contact information
- \_\_\_ 2. Written notarized consent of the property owners agreeing to the shared parking arrangement.
- \_\_\_ 3. Property owner verification: affidavits, deeds or other documents that verify current property ownership information of the property providing the off-site parking.
- \_\_\_ 4. Copies of valid notarized parking leases which shall include:
  - a) The term of the lease and expiration date. Note: lapse of a required lease agreement may result in revocation of building permits/business licenses. Renewed leases shall be filed with the Office of Zoning & Development.
  - b) A list of all executed lease agreements for the off-site parking location which are current at the time that the application is filed with the Office of Zoning & Development. For each agreement identify the tenant, the time frame, the number of parking spaces to be used, and the hours of operation during which the spaces are leased. If no agreements exist, submit affidavit from property owner stating to that affect.
- \_\_\_ 5. Site plans for all properties to be included in the shared parking arrangement. Said plans shall include the following:
  - a) Drawn to-scale that indicates the location and the layout of the proposed parking spaces in relation to the lessor's property.
  - b) Documentation of all tenants sharing the parking facility, including:
    - i. By type of use (i.e. retail, eating and drinking establishment, office, residential, etc.) and their individual tenant square footages to determine minimum parking requirements for each.
    - ii. Hours of operation of each tenant.
  - c) Illustrative indication of how such shared off-site parking spaces shall be clearly marked and signed reserved during the specified lessor's hours.

**Sample site plan with applicable information:**

**Master Site Plan and Tenant Information**

<p style="text-align: center;"><b>Site Plan</b> of <u>lessor</u> property including property lines.</p>	<p style="text-align: center;"><b>Site Plan</b> of <u>lessee's</u> property with <u>parking</u> layout and including property lines.</p>	<p style="text-align: center;"><b><u>Chart with the following information:</u></b></p> <ul style="list-style-type: none"> <li>Tenants by type of use</li> <li>Tenants square footages</li> <li>Tenants hours of operation</li> </ul> <table border="1" style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 50%; padding: 5px; text-align: center;"> <p><b>Key Plan</b> showing both sites</p> </td> <td style="width: 50%; padding: 5px; text-align: center;"> <p><b>Illustrative</b> proposed signage or markings for spaces</p> </td> </tr> </table>	<p><b>Key Plan</b> showing both sites</p>	<p><b>Illustrative</b> proposed signage or markings for spaces</p>
<p><b>Key Plan</b> showing both sites</p>	<p><b>Illustrative</b> proposed signage or markings for spaces</p>			

Please note the following requirements are also generally applicable:

- Compliance with the criteria of Section 16-25.002(3).
- Compliance with the parking lot landscape requirements of the applicable zoning district and Chapter 158-30.
- On-street parking in the public right-of-way is typically not counted towards a parking arrangement.

\_\_\_\_\_  
Applicant Printed Name

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date



File # \_\_\_\_\_

**Instructions:** this form must be completed for all IZ applicable projects and included on the Cover/Title page of plan submissions

**I. Please complete the following acknowledgement of compliance (check only one statement)**

I, \_\_\_\_\_  
 (Applicant Printed Name)

Acknowledge the plans set forth will satisfy the requirements of 16-36A.004 or 16-37.004 and certify the following floorplans to be built will be affordable units and the number of units to be designated affordable within each floorplan type. This includes acknowledgement that each affordable unit are substantially similar in construction and appearance to market rate units, and shall not be in isolated areas of the development, but shall be interspersed among market rate units; OR

Acknowledge that in-lieu of compliance with the on-site affordability requirements, will elect to pay an in-lieu fee to the City in accordance with 16-36A.007 or 16-37.007.

\_\_\_\_\_ Applicant Printed Name                      \_\_\_\_\_ Applicant Signature                      \_\_\_\_\_ Date

**II. For each unit configuration, please complete the following table to identify affordable units. Attach a separate table if more space is needed (only applicable to projects that comply with affordability requirement)**

Unit type	# total units	Affordability level (___% or less AMI)	Unit mix	# affordable units (round up)	Expected market rent	Affordable rent
Ex 1 bed/1 bath	20	80%	15%	3	\$1000	\$784
Ex 2 bed/2 bath	50	80%	15%	8	\$1400	\$990

**III. Please select up to three (3) incentive option(s) you wish to apply to this project (only applicable to projects that comply with affordability requirement)**

- \_\_\_ Increase in density bonus: a 15% floor-area-ratio (FAR) increase above the FAR set by current zoning
- \_\_\_ Transfer of development rights: additional unused density can be transferred to other property owners
- \_\_\_ Reduction in residential minimum parking requirement: no minimum
- \_\_\_ Reduction in non-residential minimum parking requirement: a 25% reduction for non-residential spaces in mixed residential/commercial
- \_\_\_ Priority review: SAP applications will be given priority, advance to top of staff review queue, and be reviewed within 21 days
- \_\_\_ Major project status: project will be afforded major projects meeting with representatives from all departments to review the development for permitting, meet with applicant, and identify potential issues to expedite process

**IV. Please indicate if you are also receiving either of the following from the respective agencies (only one allowed; only applicable to projects that comply with affordability requirement)**

- \_\_\_ Invest Atlanta's Lease Purchase Bond
- \_\_\_ Atlanta Housing Authority's HomeFlex or Housing Choice Programs

**Note:**

The following items (V and VI) are not required for the SAP approval process, but will be required prior to the issuance of the Certificate of Occupancy (C.O.)

**V. Please submit with the application a detailed marketing plan on how affordable units will be promoted (only applicable to projects that comply with affordability requirement). Be sure to include:**

- \_\_\_ Who: target audience
- \_\_\_ What: messaging and language to be used in promotional material
- \_\_\_ When: promotion and campaign launch timeline



File # \_\_\_\_\_

VI. Please review Exhibit D, the Land Use Restriction Agreement. This legal document needs to be executed, recorded, and returned prior to issuance of the certificate of occupancy (only applicable to projects that comply with affordability requirement).

Certification (for plan reviewer use only)

- Proposed project meets all IZ on-site affordability and program requirements  
 Project applicant elects to pay in-lieu fee and are not subject to on-site affordability requirements

\_\_\_\_\_  
 Plan reviewer Signature Date

QA/QC Review by OHCD (for internal use only)

\_\_\_\_\_  
 Compliance specialist Signature Date

Note: Inclusionary Zoning is applicable for conversions or new multifamily residential rental developments with ten (10) or more units in either the Beltline Overlay District or four Westside Neighborhoods (English Avenue, Vine City, Ashview Heights, or AUC). Affordability and program requirements are mandatory unless applicant elects to pay a one-time per-unit in-lieu fee.

**Exhibit A: 2019 In-lieu Fee Table**

Area	Construction cost/unit	Land cost/unit	Total cost/unit
Beltline Subarea 1	\$120,698	\$4,133	\$138,501
Beltline Subarea 2	\$120,698	\$7,696	\$133,838
Beltline Subarea 3	\$120,698	\$15,780	\$152,568
Beltline Subarea 4	\$120,698	\$37,755	\$158,453
Beltline Subarea 5	\$120,698	\$46,667	\$167,364
Beltline Subarea 6	\$120,698	\$20,917	\$141,615
Beltline Subarea 7	\$120,698	\$16,214	\$136,912
Beltline Subarea 8	\$120,698	\$26,801	\$147,498
Beltline Subarea 9	\$120,698	\$10,667	\$131,364
Beltline Subarea 10	\$120,698	\$12,333	\$133,031
Westside neighborhoods	\$120,698	\$11,208	\$131,905

**Exhibit B: 2019 Maximum Rental Limits Table**

	Efficiency/Studio	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
60% AMI	\$786	\$842	\$1,011	\$1,167	\$1,302
80% AMI	\$1,048	\$1,123	\$1,348	\$1,556	\$1,736

Maximum rental rates are calculated by the methodology indicated within the ordinances: 17-O-1556 and 17-O-1542

**Exhibit C: 2019 HUD Income Limits**

% AMI / Household size	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons
30% AMI	\$16,750	\$19,150	\$21,550	\$25,750	\$30,170	\$34,590
50% AMI	\$27,900	\$31,900	\$35,900	\$39,850	\$43,050	\$46,250
60% AMI	\$33,480	\$38,280	\$43,080	\$47,820	\$51,660	\$55,500
80% AMI	\$44,650	\$51,000	\$57,400	\$63,750	\$68,850	\$73,950
120% AMI	\$55,800	\$63,800	\$71,800	\$79,700	\$86,100	\$92,500

Based on Atlanta Area Median Income (\$79,700) as published periodically by HUD

**Exhibit D: Inclusionary Zoning Land Use Restriction Agreement**

(See <https://www.atlantaga.gov/home/showdocument?id=33627>)



12/01/2023

City of Atlanta  
Office of Zoning and Development  
55 Trinity Ave SW  
Suite 3350  
Atlanta, GA 30303

Dear Sir/Madam,

Subject: Proposal for Addition to Existing Building - Swiss Watch Expo

I am writing on behalf of Swiss Watch Expo to submit a project summary for the proposed addition to the existing two-story building currently owned and occupied by Swiss Watch Expo located at 315 East Paces Ferry Rd NE Atlanta, GA 30305.

The purpose of this proposal is to outline our intent to construct a single-story addition to the aforementioned building in order to address the pressing need for additional square footage. The addition is essential to accommodate the growth requirements of Swiss Watch Expo while maintaining compliance with existing zoning, fire regulations and structural integrity.

Project Summary:

1. Description:

Proposed addition: Single-story extension

Location: Right side yard of the existing building

Nature: To provide additional square footage for Swiss Watch Expo

Conformity: The addition will align with the fire rating (Type II-B) of the existing building, featuring a slab on grade, CMU exterior walls, and a steel joist roof system.

2. Compliance and Encroachment:

Compliance: The addition strictly adheres to the existing fire rating standards of Type II-B.

Boundaries: The extension will not exceed the existing building's right side property line, ensuring no further encroachment beyond the current boundaries.

3. Added Floor Area:

Total Increase: The addition will contribute 420 square feet of floor area to the building.

Impervious Area: This added floor area will not increase the imperviousness of the site, as it will be built upon already impervious land.

4. Building Heights:

Existing Building Height: 25.5 feet

New Addition Height: The new addition will stand at a height of 12.5' feet.

Zoning Allowance: The existing zoning permits a maximum height of 225 feet, well within the proposed addition's height.

5. Parking Spaces:

Onsite Parking: There are a total of 9 existing onsite parking spaces.

Adjacent Lot Parking: An additional 25 existing parking spaces on an adjacent lot are designated for our building's use.

Enclosed herewith, please find the detailed plans, including architectural drawings and a Site Plan, illustrating the proposed addition to Swiss Watch Expo. We have taken into account all relevant zoning and building regulations in formulating this proposal.

We trust that this project summary adequately conveys our commitment to responsible and compliant construction practices. Our team remains available to address any inquiries or provide further information as required.

Thank you for your attention to this matter. We look forward to the opportunity to further discuss and advance this project.

Warm regards,



Woody Vaughan  
Principal  
Norwood Architects Inc.  
807 Forrest St NW  
Atlanta, GA 30318



Enclosures:

Architectural drawings  
Technical specifications



COMMITMENT INFORMATION

ing in the City of Atlanta and in Land Lot 61 of the 17th District... RECEIVED stamp dated 12/12/2023.

SUBJECT PROPERTY DESCRIPTION

ALL THAT TRACT OR PARCEL OF LAND lying and being in Land Lot 61... RECEIVED stamp dated 12/12/2023.



TITLE ENDORSEMENTS: FIRST AMERICAN TITLE INSURANCE COMPANY... Commitment Date: March 16, 2016 at 2:00 a.m.

12. Statements as conveyed in Right-of-Way Deed from Mrs. Leo A. Bell to Fulton County dated June 12, 1964... AFFECTS SUBJECT TRACT, NOT PLOTTABLE

TABLE A NOTES

- ITEM #5 - Subject tract has a total of 10 parking spaces... ITEM #16 - No evidence of recent north moving work, building construction, or building additions...

ZONING NOTES

CURRENT ZONING: S19-S19 BUCHHEIM VILLAGE DISTRICT... SETBACKS (MAXIMUM FOR SIDE OF FRONTAGE) EAST PACES FERRY ROAD: 20' FROM BACK OF SIDEWALK...

MAX. BUILDING HEIGHT: 25'... NOTE: ZONING INFORMATION TAKEN FROM CITY OF ATLANTA DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT LETTER DATED JULY 4, 2016.

LEGEND table with symbols for power pole, light pole, fire hydrant, water meter, gas meter, etc.

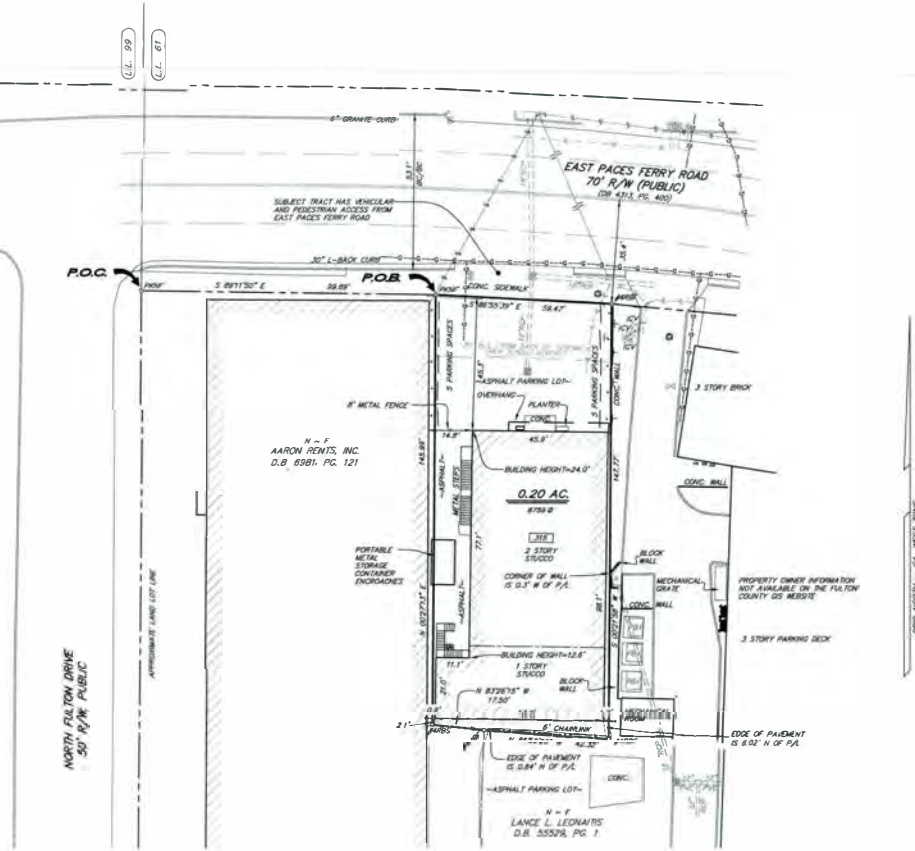
GPS NOTES

- 1) HORIZONTAL DATUM IS NAD 83... 2) THE NORTHING, EASTING, AND DEVIATION OF THE STARTING POINTS FOR THIS SURVEY WERE OBTAINED UTILIZING A TRIMBLE SANSI GPS RECEIVER WITH A TRIMBLE SC200 DATA COLLECTOR RECEIVING RTK CORRECTIONS VIA A CELL PHONE FROM THE GPS SOLUTIONS REAL TIME NETWORK...

LOCATION OF UTILITIES EXISTING ON OR ADJACENT TO THE SUBJECT PROPERTY IS DETERMINED BY SURVEY TO EXISTING CLAIMS, PRESCRIPTION AND SUBSCRIPTION RECORDS THAT ARE NOT PUBLIC OR RECORDED, RAISE DURING OTHER UNDERSTANDINGS AND NOT SHOWN. THIS PLAN IS INTENDED FOR THE PARTIES STATED ON THE FACE OF SURVEY'S USE OF THE PARTIES' STATED PARTIES IS AT THEIR OWN RISK.

THIS PARCEL OF LAND IS NOT IN THE 100 YEAR FLOOD PLAIN AND IS IN ZONE... COMMUNITY NUMBER # 17527... MAP NUMBER # 2013 C 230 - 2

THIS MAP WAS PREPARED FROM A FIELD SURVEY USING A THEODOLITE, DISTANCE MEASUREMENT AND ELECTRONIC DISTANCE MEASUREMENT... ANGULAR ERROR: 0.77 PER POINT; TRAVERSE HAS AVERAGE TO THE COMPLEX RANGING LINEAR PRECISION OF THIS PLAN 1/27,335. MATTERS OF TITLE ARE EXCEPTED.



SURVEYOR'S CERTIFICATION: TO THE LOUDEMILK COMPANIES, 315 EAST PACES FERRY ROAD, LLC... THIS SURVEY WAS PREPARED IN CONFORMANCE WITH THE TECHNICAL STANDARDS FOR SURVEY PRACTICES IN GEORGIA AS SET FORTH IN CHAPTER 180-2 OF THE RULES OF THE GEORGIA BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS...

CURRENT OWNER: SEAN W. ALLEN and J.P. 1145... D.B. 55415, P.C. 230

Table with columns: ADDRESS, CITY/STATE/ZIP, COMMENTS, FIELD DATE, SCALE, DRAWN BY, CHECKED BY, FILE NO.

Gaskins logo and THE LOUDEMILK COMPANIES, 315 EAST PACES FERRY ROAD, LLC, BANK OF NORTH GEORGIA, A DIVISION OF SYNOUS BANK & INSURANCE COMPANY.





RELEASE FOR CONSTRUCTION  
 24 HOUR EMERGENCY CONTACT: WOODY VAUGHAN 678-898-9294

THE PROPOSED IMPERVIOUS AREA IS 420 SF. THEREFORE, NO STORMWATER MANAGEMENT IS REQUIRED SINCE THE PROPOSED IMPERVIOUS IS LESS THAN 500 SF.

THERE ARE NO TREES LOCATED ONSITE; THEREFORE NO TREES ARE TO BE DESTROYED DURING CONSTRUCTION.

THERE IS NO AVAILABLE GREENSPACE ONSITE; THEREFORE NO TREES ARE TO BE PLANTED ONSITE.

- SITE NOTES:**
- SITE AREA, 0.20 ACRES / 8,759 SF.
  - TOTAL DISTURBED AREA: 0.04 ACRES
  - CONSTRUCTION TRACK FROM SURVEY REFERENCED BY CLASONS DATED 07-28-16; TOPOGRAPHIC CONTOURS TAKEN FROM FULTON COUNTY GIS.
  - THIS SITE IS NOT LOCATED WITHIN A SPECIAL HAZARD FLOOD ZONE AS SHOWN ON THE SITE PLAN. THERE ARE NO PROPOSED IMPACTS TO ANY STATE WATER BUFFERS.
  - THERE ARE NO WATERS OF THE STATE OF GEORGIA OR WETLANDS WITHIN THE SITE PLAN AREA. THERE ARE NO PROPOSED IMPACTS TO ANY STATE WATER BUFFERS.
  - ALL CONSTRUCTION MUST CONFORM TO THE APPROPRIATE CITY OF ATLANTA, FULTON COUNTY, AND GEORGIA STANDARDS.

**ZONING CONFORMANCE:**

ZONING: SPI-9 SA1 (BIOSHED PARKING OVERLAY)

BLANK LIMITATIONS:  
 MAX FAR = 8.2

MAX BUILDING HEIGHT = 225 FEET

MINIMUM OFF-STREET PARKING (RETAIL) = 1 SPACE PER 300 SF FLOOR AREA

MINIMUM OFF-STREET PARKING = 75% OF MAXIMUM OFF-STREET PARKING

**PROPOSED LOT COVERAGE:**

Existing Impervious Area To Remain	SF
EXISTING ASPHALT DRIVE	473
EXISTING SIDEWALKS	55
EXISTING DRIVE	55
EXISTING DRIVE	5
EXISTING DRIVE	5
EXISTING DRIVE	5
<b>Total Remaining Impervious Area</b>	<b>7948</b>
<b>Proposed New Impervious Area</b>	<b>420</b>
<b>Total Proposed Impervious Area</b>	<b>8368</b>
<b>Total Post-Construction Impervious Area</b>	<b>8368</b>
<b>Lot Coverage %</b>	<b>95.55%</b>

**ZONING DIALOG BOX**

CATEGORY	REQUIREMENT	PROPOSED
SITE ZONING	SPI-9 SA1	SPI-9 SA1
NET LOT AREA	N/A PER SPI-9 SA1	8,759 SF
GROSS LOT AREA	8.2 MAX	10,840 SF
FLOORABLE COVER AREA (FAR)	8.2 MAX	10,840 SF
FLOORABLE COVER AREA	8.2 MAX	10,840 SF
BUILDING COVERAGE	N/A	54.08%
TOTAL OPEN SPACE	FOR LOTS<=1 ACRE, NO RESIDENTIAL USE = N/A	N/A
USABLE OPEN SPACE (USOR)	FOR LOTS<=1 ACRE, NO RESIDENTIAL USE = N/A	N/A
LOT COVERAGE	20' PER ZONING REPORT	95.55%
YARDS - FRONT	N/A	45.3'
YARDS - SIDE	N/A	0.92'
YARDS - REAR	N/A	2.1'
MAX BUILDING HEIGHT	225 FT	2 STORES EXISTING
PARKING	1 SPACE FOR EACH 300 SF FLOOR AREA (RETAIL) 7,125 SF / 300 X 1 = 23.75 SPACES	9 EXISTING ONSITE SPACES 26 OFFSITE SPACES (CONTRACTED BY OWNER) 1 BIKE RACK
BIKE RACK	1 BIKE RACK	1 BIKE RACK
TOTAL GROSS LAND AREA-GLA (ONE FRONT ADJ TO STREET)	AREA IN SQ. FT.	8,759 SF
LOCATION: 315 EAST PACES FERRY RD (EAST PACES FERRY RD) X 58.47 FT (FRONTAGE)	AREA IN SQ. FT.	10,840 SF
TOTAL GROSS LAND AREA PROVIDED	AREA IN SQ. FT.	10,840 SF

Prepared By:  
 PRESCOTT ENGINEERING, LLC.  
 217 Franklin Street  
 Atlanta, GA 30306  
 404-525-6416  
 WWW.PRESCOTTENG.COM

Prepared For:  
 SWISS WATCH EXPO, INC.  
 315 East Paces Ferry Road NE  
 Atlanta, GA 30305

SITE PLAN

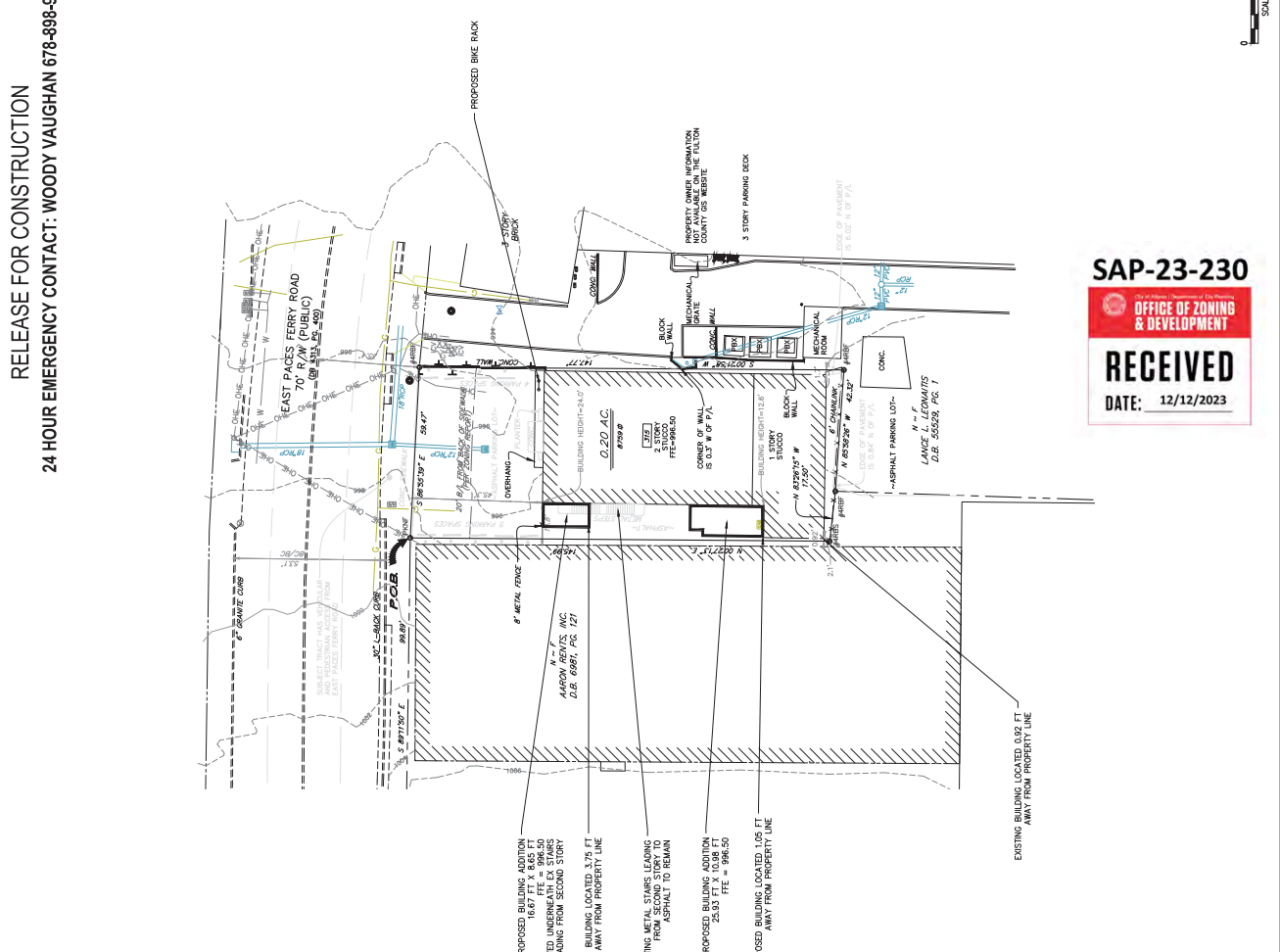
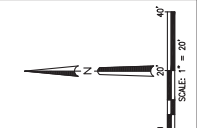
DATE: 11-09-23  
 SCALE: AS SHOWN

CHECKED: GMB  
 DRAWN: EF  
 PROJECT: SWISS WATCH EXPO



Construction Plans For  
 315 EAST PACES FERRY RD NE  
 Land Lot 61, 17th District  
 City of Atlanta, GA

CVE # 17 - 23-488  
 SHEET NO. **C-1**



**SAP-23-230**  
 OFFICE OF ZONING & DEVELOPMENT  
**RECEIVED**  
 DATE: 12/12/2023

**GENERAL NOTES**

- 1. THE CONTRACTOR SHALL COORDINATE WITH OWNER TO VERIFY THE USE OF THE LOCAL CONDITIONS SHEET WHICH APPLICABLE TO THE PROJECT. THE CONTRACTOR SHALL VERIFY THE LOCAL CONDITIONS SHEET WITH THE LOCAL CONDITIONS SHEET WHICH APPLICABLE TO THE PROJECT. THE CONTRACTOR SHALL VERIFY THE LOCAL CONDITIONS SHEET WITH THE LOCAL CONDITIONS SHEET WHICH APPLICABLE TO THE PROJECT. THE CONTRACTOR SHALL VERIFY THE LOCAL CONDITIONS SHEET WITH THE LOCAL CONDITIONS SHEET WHICH APPLICABLE TO THE PROJECT.

**BUILDING CODE INFO.**

OCCUPANCY LOAD CALCULATIONS (PER 2018 IBC TABLE 7.3.1.2.1)

USE CLASS	SIZE SQ FT	PERSONS	NO. PERSONS
RESIDENTIAL	500	350	2
OFFICE	500	350	2
RETAIL	500	350	2
...	...	...	...

**PROJECT DATA**

PROJECT DATA SECTION PROVIDING TECHNICAL CLASSIFICATION, ADDRESS, AND OTHER PROJECT INFORMATION. THE CONTRACTOR SHALL VERIFY THE PROJECT DATA SECTION WITH THE PROJECT DATA SECTION WHICH APPLICABLE TO THE PROJECT. THE CONTRACTOR SHALL VERIFY THE PROJECT DATA SECTION WITH THE PROJECT DATA SECTION WHICH APPLICABLE TO THE PROJECT.

**NEW TENANT EXPANSION FOR SWISS WATCH EXPO. INC.**

315 EAST PACES FERRY ROAD NE FULTON COUNTY ATLANTA, GEORGIA 30305

**DRAWING INDEX**

ARCHITECTURAL	LAST ISSUE DATE	REVISION DATE
...	...	...



NORWOOD ARCHITECTS 628-921-0202 PH 678-921-0201 PROJECT NO: 2303

CONTRACTOR TO VERIFY THE PROJECT DATA SECTION WITH THE PROJECT DATA SECTION WHICH APPLICABLE TO THE PROJECT. THE CONTRACTOR SHALL VERIFY THE PROJECT DATA SECTION WITH THE PROJECT DATA SECTION WHICH APPLICABLE TO THE PROJECT.

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ABBREVIATIONS SECTION LISTING SYMBOLS FOR ARCHITECTURAL ELEMENTS. SYMBOLS: AT, R, S, H, C, M, L, J, B, D, W, F, P, T, N, K, S, V, U, W, X, Y, Z, AA, AB, AC, AD, AE, AF, AG, AH, AI, AJ, AK, AL, AM, AN, AO, AP, AQ, AR, AS, AT, AU, AV, AW, AX, AY, AZ, BA, BB, BC, BD, BE, BF, BG, BH, BI, BJ, BK, BL, BM, BN, BO, BP, BQ, BR, BS, BT, BU, BV, BW, BX, BY, BZ, CA, CB, CC, CD, CE, CF, CG, CH, CI, CJ, CK, CL, CM, CN, CO, CP, CQ, CR, CS, CT, CU, CV, CW, CX, CY, CZ, DA, DB, DC, DD, DE, DF, DG, DH, DI, DJ, DK, DL, DM, DN, DO, DP, DQ, DR, DS, DT, DU, DV, DW, DX, DY, DZ, EA, EB, EC, ED, EE, EF, EG, EH, EI, EJ, EK, EL, EM, EN, EO, EP, EQ, ER, ES, ET, EU, EV, EW, EX, EY, EZ, FA, FB, FC, FD, FE, FF, FG, FH, FI, FJ, FK, FL, FM, FN, FO, FP, FQ, FR, FS, FT, FU, FV, FW, FX, FY, FZ, GA, GB, GC, GD, GE, GF, GG, GH, GI, GJ, GK, GL, GM, GN, GO, GP, GQ, GR, GS, GT, GU, GV, GW, GX, GY, GZ, HA, HB, HC, HD, HE, HF, HG, HH, HI, HJ, HK, HL, HM, HN, HO, HP, HQ, HR, HS, HT, HU, HV, HW, HX, HY, HZ, IA, IB, IC, ID, IE, IF, IG, IH, II, IJ, IK, IL, IM, IN, IO, IP, IQ, IR, IS, IT, IU, IV, IW, IX, IY, IZ, JA, JB, JC, JD, JE, JF, JG, JH, JI, JJ, JK, JL, JM, JN, JO, JP, JQ, JR, JS, JT, JU, JV, JW, JX, JY, JZ, KA, KB, KC, KD, KE, KF, KG, KH, KI, KJ, KK, KL, KM, KN, KO, KP, KQ, KR, KS, KT, KU, KV, KW, KX, KY, KZ, LA, LB, LC, LD, LE, LF, LG, LH, LI, LJ, LK, LL, LM, LN, LO, LP, LQ, LR, LS, LT, LU, LV, LW, LX, LY, LZ, MA, MB, MC, MD, ME, MF, MG, MH, MI, MJ, MK, ML, MM, MN, MO, MP, MQ, MR, MS, MT, MU, MV, MW, MX, MY, MZ, NA, NB, NC, ND, NE, NF, NG, NH, NI, NJ, NK, NL, NM, NN, NO, NP, NQ, NR, NS, NT, NU, NV, NW, NX, NY, NZ, OA, OB, OC, OD, OE, OF, OG, OH, OI, OJ, OK, OL, OM, ON, OO, OP, OQ, OR, OS, OT, OU, OV, OW, OX, OY, OZ, PA, PB, PC, PD, PE, PF, PG, PH, PI, PJ, PK, PL, PM, PN, PO, PP, PQ, PR, PS, PT, PU, PV, PW, PX, PY, PZ, QA, QB, QC, QD, QE, QF, QG, QH, QI, QJ, QK, QL, QM, QN, QO, QP, QQ, QR, QS, QT, QU, QV, QW, QX, QY, QZ, RA, RB, RC, RD, RE, RF, RG, RH, RI, RJ, RK, RL, RM, RN, RO, RP, RQ, RR, RS, RT, RU, RV, RW, RX, RY, RZ, SA, SB, SC, SD, SE, SF, SG, SH, SI, SJ, SK, SL, SM, SN, SO, SP, SQ, SR, SS, ST, SU, SV, SW, SX, SY, SZ, TA, TB, TC, TD, TE, TF, TG, TH, TI, TJ, TK, TL, TM, TN, TO, TP, TQ, TR, TS, TT, TU, TV, TW, TX, TY, TZ, UA, UB, UC, UD, UE, UF, UG, UH, UI, UJ, UK, UL, UM, UN, UO, UP, UQ, UR, US, UT, UY, UZ, VA, VB, VC, VD, VE, VF, VG, VH, VI, VJ, VK, VL, VM, VN, VO, VP, VQ, VR, VS, VT, VU, VV, VW, VX, VY, VZ, WA, WB, WC, WD, WE, WF, WG, WH, WI, WJ, WK, WL, WM, WN, WO, WP, WQ, WR, WS, WT, WU, WV, WW, WX, WY, WZ, XA, XB, XC, XD, XE, XF, XG, XH, XI, XJ, XK, XL, XM, XN, XO, XP, XQ, XR, XS, XT, XU, XV, XW, XX, XY, XZ, YA, YB, YC, YD, YE, YF, YG, YH, YI, YJ, YK, YL, YM, YN, YO, YP, YQ, YR, YS, YT, YU, YV, YW, YX, YY, YZ, ZA, ZB, ZC, ZD, ZE, ZF, ZG, ZH, ZI, ZJ, ZK, ZL, ZM, ZN, ZO, ZP, ZQ, ZR, ZS, ZT, ZU, ZV, ZW, ZX, ZY, ZZ.

SWISS WATCH EXPO 315 East Paces Ferry Rd NE FULTON COUNTY ATLANTA, GEORGIA 30305 NEW TENANT FINISH FOR

CONTRACTOR SHALL VERIFY THE PROJECT DATA SECTION WITH THE PROJECT DATA SECTION WHICH APPLICABLE TO THE PROJECT. THE CONTRACTOR SHALL VERIFY THE PROJECT DATA SECTION WITH THE PROJECT DATA SECTION WHICH APPLICABLE TO THE PROJECT.

TABLE WITH 2 COLUMNS: SYMBOL, DESCRIPTION

KEY PLAN: MAP OF THE PROJECT SITE SHOWING SURROUNDING STREETS AND LAND USE.

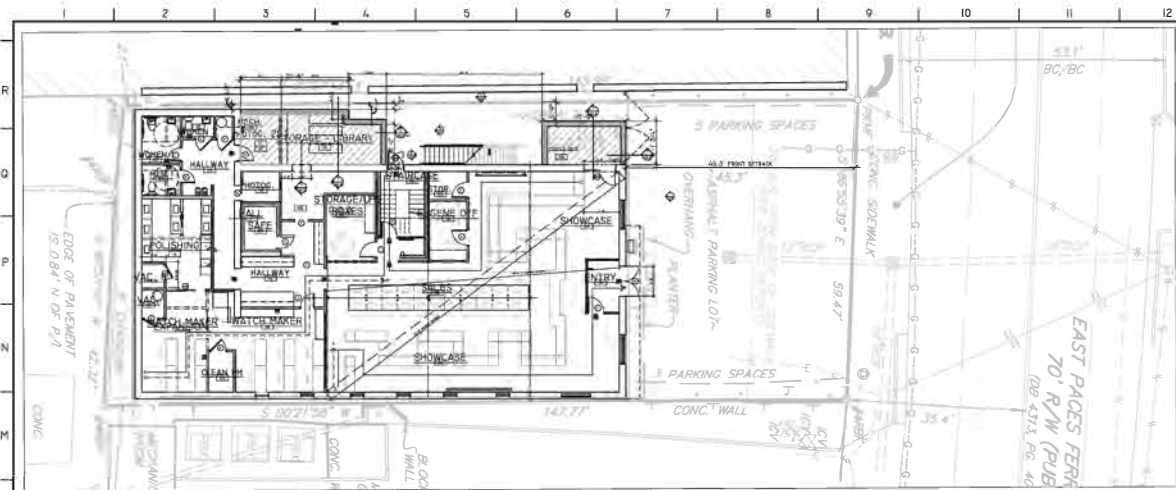
TENANT: LIST OF TENANTS AND CONTACT INFORMATION.

VICINITY MAP: REGIONAL MAP SHOWING THE PROJECT LOCATION IN THE ATLANTA AREA.

ARCHITECTURAL LEGEND: SYMBOLS AND DESCRIPTIONS FOR ARCHITECTURAL ELEMENTS.

COVER SHEET A0.0





1 SITE PLAN LAYOUT  
SCALE: 1/4" = 1'-0"

GENERAL NOTES

- METAL OVERHEAD DOOR MUST BE SEAMED AT ALL LOCATIONS IN STORES AND TOILET ROOMS.
- METAL, GYP REINFORCED CONCRETE REINFORCEMENT BOARD ON ALL WALLS TO RECEIVE TILE.
- TILE GRANITE TO BE SET IN BED OF SAND OR POLYMER BONDING AGENT.
- CONCRETE TO FINISH ON TOP SURFACE. PER WATER STOP BONDING FOR ALL PLUMBING, TOILET ACCESSORIES AND OTHER INSTALLATIONS AS SHOWN REGARDING BONDING.
- STONING GYP BOARD IN ALL G-DOOR SCHEDULES TO UNDERLIE OF ROOF SLOPE.

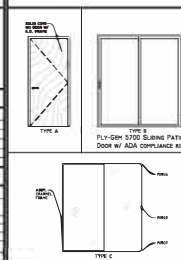
MAIN LEVEL DOOR SCHEDULE

MARK	WIDTH	HEIGHT	THRESH	TYP	FIN.	FIN.	FIN.	FIN.	FIN.	FIN.	FIN.	FIN.	FIN.	FIN.	FIN.	FIN.	FIN.	FIN.	FIN.	FIN.	FIN.	FIN.	FIN.	FIN.	FIN.
M01	3'-0"	8'-0"	1/2"	1/2"	1/2"	1/2"	1/2"	1/2"	1/2"	1/2"	1/2"	1/2"	1/2"	1/2"	1/2"	1/2"	1/2"	1/2"	1/2"	1/2"	1/2"	1/2"	1/2"	1/2"	1/2"

HARDWARE SCHEDULE

MARK	DESCRIPTION	MANUFACTURER
H-01	1" V-GRIP	SMITH
H-02	2" V-GRIP	SMITH
H-03	3" V-GRIP	SMITH
H-04	4" V-GRIP	SMITH
H-05	5" V-GRIP	SMITH
H-06	6" V-GRIP	SMITH
H-07	7" V-GRIP	SMITH
H-08	8" V-GRIP	SMITH
H-09	9" V-GRIP	SMITH
H-10	10" V-GRIP	SMITH
H-11	11" V-GRIP	SMITH
H-12	12" V-GRIP	SMITH
H-13	13" V-GRIP	SMITH
H-14	14" V-GRIP	SMITH
H-15	15" V-GRIP	SMITH
H-16	16" V-GRIP	SMITH
H-17	17" V-GRIP	SMITH
H-18	18" V-GRIP	SMITH
H-19	19" V-GRIP	SMITH
H-20	20" V-GRIP	SMITH

DOOR TYPES



DOOR SECURITY NOTES

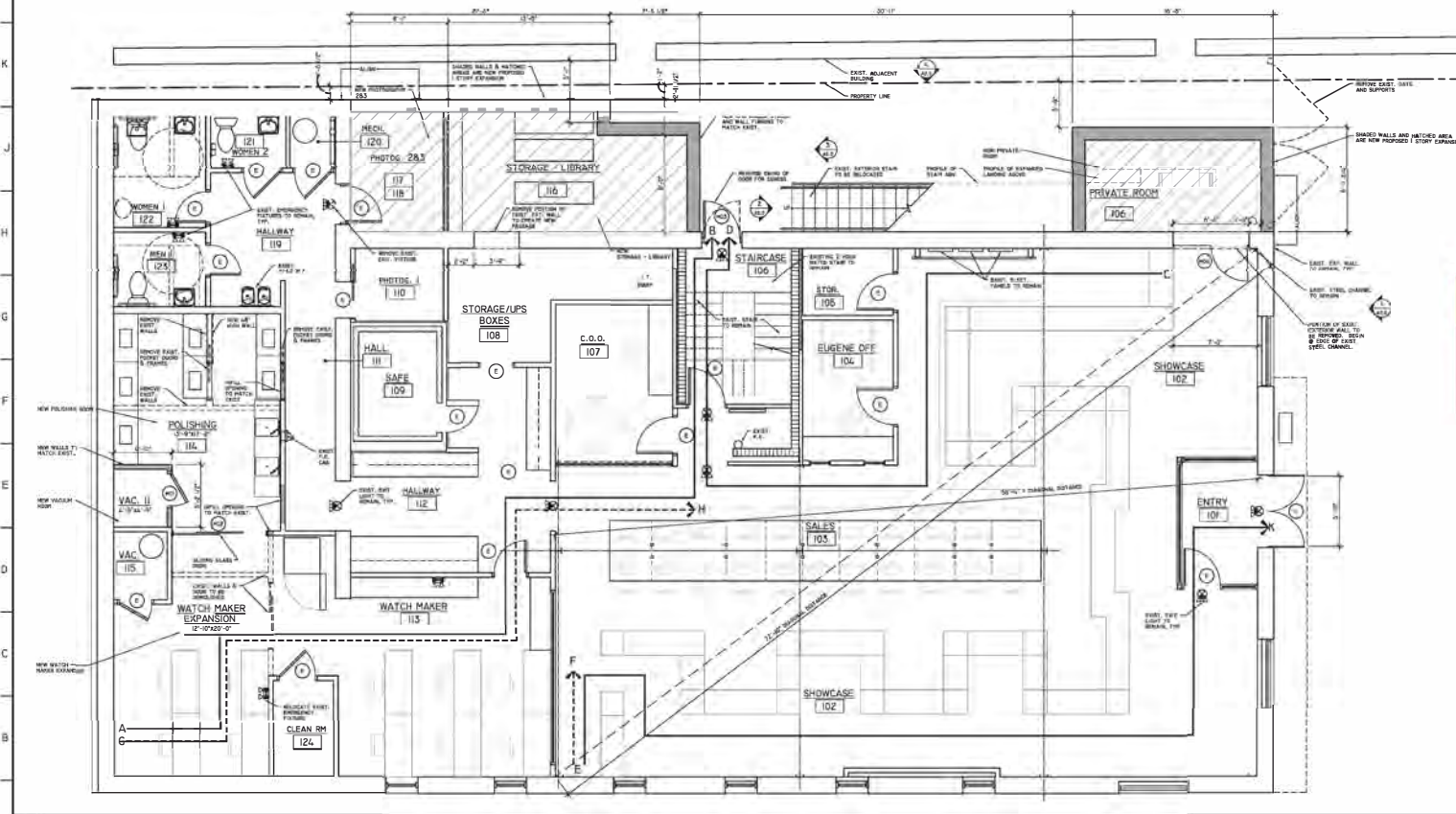
- All doors shall be solid wood or minimum 1 1/2" thick solid metal doors.
- Doors shall be set in a frame of heavy wood or metal.
- Doors shall be set in a frame of heavy wood or metal.
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DOOR NOTES

- See specifications section B10.
- Doors shall be set in a frame of heavy wood or metal.
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3 TYP. DOOR JAMB  
SCALE: 3/8" = 1'-0"

4 TYP. DOOR JAMB  
SCALE: 3/8" = 1'-0"



2 MAIN LEVEL FLOOR PLAN  
SCALE: 1/8" = 1'-0"

**SAP-23-230**  
OFFICE OF ZONING & DEVELOPMENT  
**RECEIVED**  
DATE: 12/12/2023

**LIFE SAFETY NOTES**  
IN EXISTING BUILDINGS THE EXISTING DOOR LEAF WIDTH SHALL BE NOT LESS THAN 42" MIN. OF 2008 IBC. NEW DOORS SHALL BE 48" MIN. OF 2008 IBC. IN ALL CASES THE CLEAR WIDTH SHALL BE NOT LESS THAN 42" MIN. OF 2008 IBC. IN ALL CASES THE CLEAR WIDTH SHALL BE NOT LESS THAN 48" MIN. OF 2008 IBC. IN ALL CASES THE CLEAR WIDTH SHALL BE NOT LESS THAN 42" MIN. OF 2008 IBC. IN ALL CASES THE CLEAR WIDTH SHALL BE NOT LESS THAN 48" MIN. OF 2008 IBC.

**TRAVEL DISTANCES**

A TO B	88'-0"
C TO D	77'-0"
E TO F	85'-0"

**COMMON PATH OF TRAVEL**

G TO H	66'-0"
I TO J	7'-0"

ENERGY NOTES

- Glazed wall and window area shall be less than 25% of the floor area.
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DEMOLITION NOTES

- See demolition schedule for details.
- See demolition schedule for details.
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- See demolition schedule for details.
- See demolition schedule for details.

DEMOLITION LEGEND

SYMBOL	DESCRIPTION
---	EXISTING WALL TO REMAIN
---	EXISTING WALL TO BE DEMOLISHED
---	EXISTING WALL TO BE DEMOLISHED TO PATCH EAST

WALL PARTITION LEGEND

SYMBOL	DESCRIPTION
---	NEW 1/2" GYP BOARD ON G-DOOR SCHEDULES TO UNDERLIE OF ROOF SLOPE
---	NEW 1/2" GYP BOARD ON G-DOOR SCHEDULES TO UNDERLIE OF ROOF SLOPE
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NORWOOD ARCHITECTS  
PROJECT NO: 2306  
NORWOOD ARCHITECTS  
1115 N. GENESEE ST., SUITE 200  
ATLANTA, GA 30309  
PHONE: 404.525.1234  
WWW.NORWOODARCHITECTS.COM

NEW TENANT FINISH FOR  
**SWISS WATCH EXPO**  
315 East Paces Ferry Rd NE  
FULTON COUNTY  
ATLANTA, GEORGIA 30305

NO. DATE DESCRIPTION

06/30/2023	CITY REVIEW
12/26/2023	OWNER REVIEW
02/27/2024	SAP SUBMITTAL

DRAWING NUMBER  
**A1.1**



**NORWOOD ARCHITECTS**  
 1201 EAST PAGES FERRY ROAD, SUITE 100  
 ATLANTA, GEORGIA 30305  
 PH: 404-525-1234 FAX: 404-525-1235  
 WWW.NORWOODARCHITECTS.COM

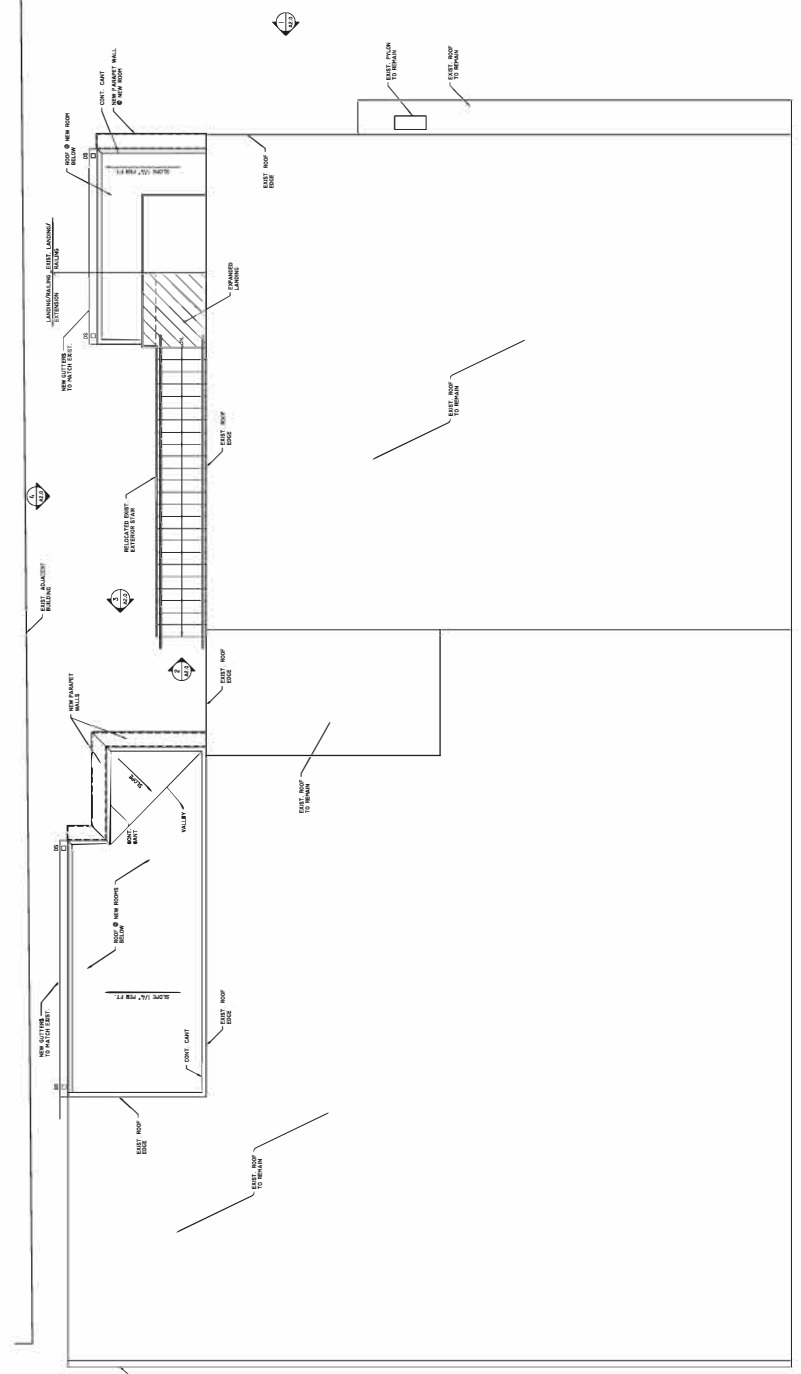
PROJECT NO: 2302  
 SHEET NO: 1  
 DATE: 12/12/2023

**NEW TENANT FINISH FOR SWISS WATCH EXPO**  
 315 East Pages Ferry Rd NE  
 FULTON COUNTY  
 ATLANTA, GEORGIA 30305

NO.	DATE	DESCRIPTION
1	12/12/2023	ISSUED FOR PERMIT
2		
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DRAWING NUMBER  
**A1.2**

SHEET TITLE  
**ROOF PLAN**

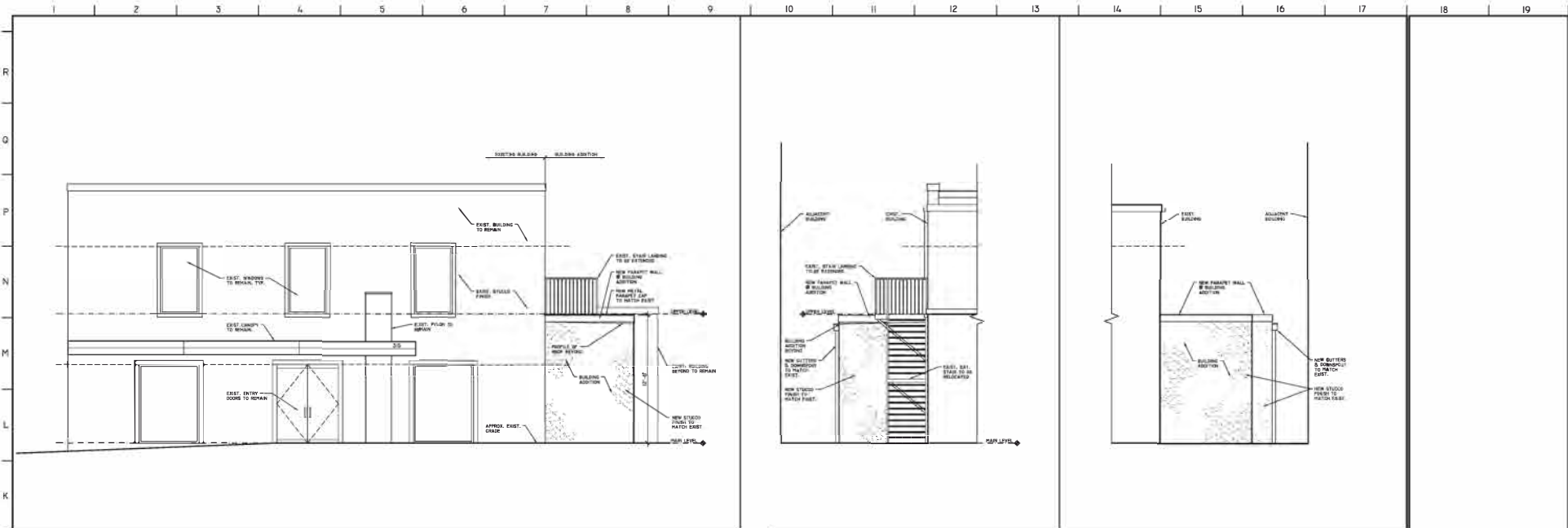


1 ROOF PLAN  
 SCALE: 1/8" = 1'-0"

18 17 16 15 14 13 12 11 10 9 8 7 6 5 4 3 2 1

19 18 17 16 15 14 13 12 11 10 9 8 7 6 5 4 3 2 1

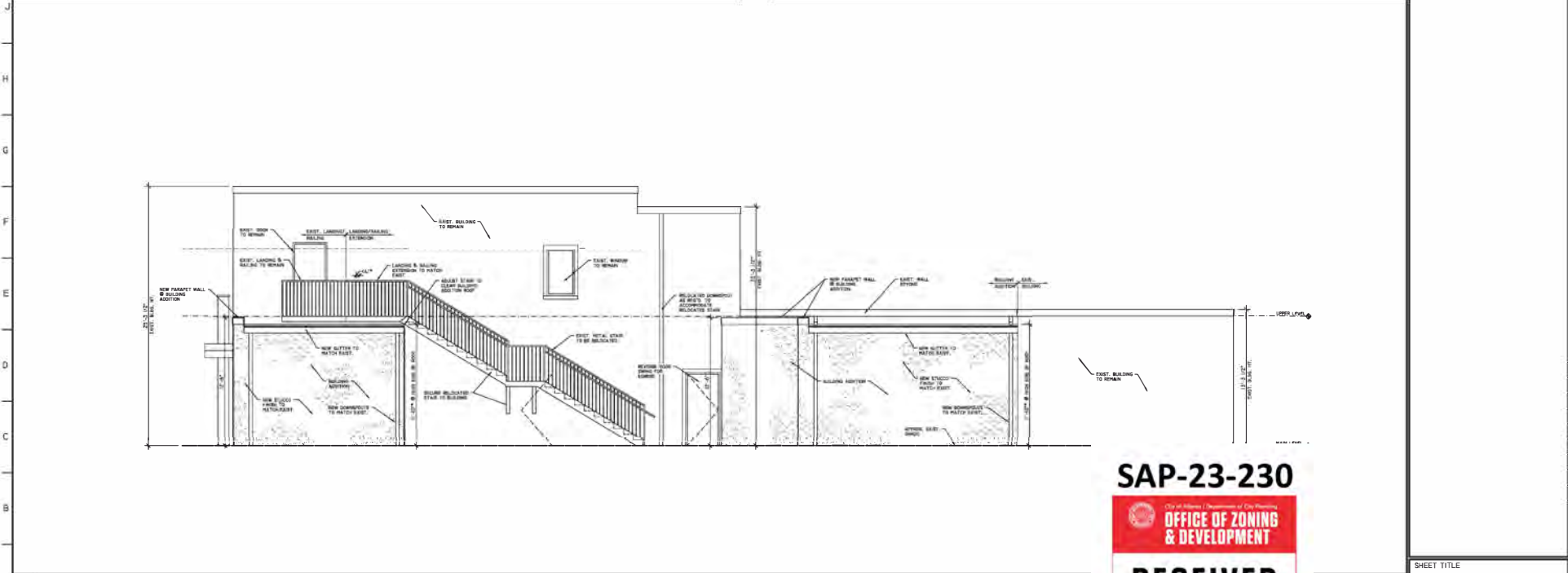
19 18 17 16 15 14 13 12 11 10 9 8 7 6 5 4 3 2 1



1 FRONT ELEVATION  
SCALE: 1/8"=1'-0"

2 ADDITION ELEVATION  
SCALE: 1/8"=1'-0"

3 ADDITION ELEVATION  
SCALE: 1/8"=1'-0"



4 RIGHT SIDE ELEVATION  
SCALE: 1/8"=1'-0"

SAP-23-230



SHEET TITLE  
EXTERIOR ELEVATIONS



**NORWOOD ARCHITECTS**  
ARCHITECTS  
307 JEFFERSON ST. N.E.  
ATLANTA, GEORGIA 30317  
PH: 404-525-1330  
WWW.NORWOODARCHITECTS.COM

PROJECT NO: 2306  
NORWOOD ARCHITECTS, INC. ARCHITECT OF RECORD FOR THE PROPOSED SWISS WATCH EXPO AT 315 EAST PACES FERRY ROAD NE, FULTON COUNTY, GEORGIA. THESE DOCUMENTS HAVE BEEN MADE AVAILABLE TO THE PUBLIC FOR INFORMATIONAL PURPOSES ONLY. THESE DOCUMENTS ARE NOT TO BE USED FOR CONSTRUCTION AND NO PART MAY BE REPRODUCED WITHOUT THE WRITTEN PERMISSION OF THE COPYRIGHT OWNER.

NEW TENANT FINISH FOR  
**SWISS WATCH EXPO**  
315 East Paces Ferry Rd NE  
FULTON COUNTY  
ATLANTA, GEORGIA 30305

NO.	DATE	DESCRIPTION
	06.06.2023	CITY REVIEW
	02.26.2023	OWNER REVIEW
	02.07.23	SAP SUBMITTAL

DRAWING NUMBER  
**A2.0**

FOR CONSTRUCTION



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

APPLICATION #: **SAP-23-230**

DATE ACCEPTED **12/12/2023**

**NOTICE TO APPLICANT**

Address of Property:

**315 East Paces Ferry RD NE**

City Council District: **7** Neighborhood Planning Unit (NPU): **B**

Special Administrative Permit (SAP) Hearing Date:

**01/24/2024 at 12:00 pm**

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

**SAP-23-230**



**Please contact the Office of Zoning & Development staff at 404-330-6145 or [dcpoz@atlantaga.gov](mailto:dcpoz@atlantaga.gov) with any questions.**

NOTE: Special Administrative Permit applications are not required to be placed on NPU agendas. However, several zoning classifications require NPU notification via a certificate of mailing. For full requirements, and to see if such a notification is applicable, refer to the SAP application form.

Signed,

*Arianna Blake*

AB, for Director, Office of Zoning and  
Development

*Cindy Silver*

CINDY SILVER

RECEIPT

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



Application: SAP-23-230  
Application Type: Planning/SAP/SPI/NA  
Address: 315 EAST PACES FERRY RD NE, ATLANTA, GA 30305  
Owner Name:  
Owner Address:  
Application Name:

Receipt No.	Ref Number	Amount Paid	Payment Date	Cashier ID	Received	Comments
900415		\$500.00	12/12/2023	PUBLICUSER239990		

**Work Description:** Description: Proposed addition: Single-story extension Location: Right side yard of the existing building Nature: To provide additional square footage for Swiss Watch Expo  
Conformity: The addition will align with the fire rating (Type II-B) of the existing building, featuring a slab on grade, CMU exterior walls, and a steel joist roof system.