

SPECIAL ADMINISTRATIVE PERMIT APPLICATION

Community Development
4800 Ashford Dunwoody Road | Dunwoody, GA 30338
Phone: (678) 382-6800 | Fax: (770) 396-4828

Project #: _____ Date Received: _____
Type: _____

Type of Request: Chapter 16-Streams Chapter 27-Zoning
Code section from which special administrative permit is sought: Sec. 27-267 max height
Nature of Request: seeking authorization from the community develop director to allow fence installation in the side yard fronting a street on residential corner

Project:

Name of Project / Subdivision: Woodsong Zoning: _____
Property Address / Location: 5476 Woodsong Trl, Dunwoody GA 30338
District: _____ Land Lot: _____ Block: _____ Property ID: _____

Owner Information:

Owner's Name: Kaitlyn Archibald
Owner's Address: 5476 Woodsong Trl Dunwoody, GA 30338
Phone: 678 548 8962 Fax: _____ Email: Kmckend1@gmail.com

Applicant Information: Check here if same as Property Owner

Contact Name: _____
Address: _____
Phone: _____ Fax: _____ Email: _____

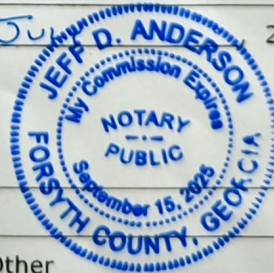
Terms & Conditions:

I hereby certify that to the best of my knowledge, this application form is correct and complete. If additional materials are determined to be necessary, I understand that I am responsible for filing additional materials as specified by the City of Dunwoody Zoning Ordinance. I understand that failure to supply all required information (per the relevant requirements of the Dunwoody Zoning Ordinance) will result in the rejection of this application.

Applicant's Name: Kaitlyn Archibald
Applicant's Signature: [Signature] Date: 5/18

Notary:

Sworn to and subscribed before me this 2 Day of July 2024
Notary Public: JEFF D. ANDERSON
Signature: [Signature]
My Commission Expires: 9-15-26



Office Use:

Application Fee: \$250 for Single-Family \$350 for Commercial/Other
Payment: Cash Check CC Date: _____
Decision: _____ Date: _____

**Property Owner(s)
Notarized Certification**


Community Development

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The owner and petitioner acknowledge that this application form is correct and complete. By completing this form, all owners of the subject property certify authorization of the filing of the application, and authorization of an applicant or agent to act on their behalf in the filing of the application including all subsequent application amendments.

Property Owner (If Applicable):

Owner Name: Ryan Archibald
 Signature: [Signature] Date: 7/2/2024
 Address: 5496 Woodson Trl Dunwoody Ga 30338
 Phone: 404 939 2724 Fax: _____ Email: Ryan.Archibald@gmail.com
 Sworn to and subscribed before me this 2 day of JULY, 2024
 Notary Public: [Signature]



Property Owner (If Applicable):

Owner Name: _____
 Signature: _____ Date: _____
 Address: _____
 Phone: _____ Fax: _____ Email: _____
 Sworn to and subscribed before me this _____ Day of _____, 20____
 Notary Public: _____

Property Owner (If Applicable):

Owner Name: _____
 Signature: _____ Date: _____
 Address: _____
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DETAILED ASK & REFERENCES

Request is in accordance with two key zoning ordinance for the

1. Maximum height and placement for residential fences defined in Sec. 27-267, Sec. 27-289,
 - a. **Sec. 27-267 Maximum height** in which the community development director is authorized to allow fences in the side yard fronting a street on residential corner lot **at a height of up to six feet** through the administrative permit process (article V, division 7).
 - i. Our proposed fence would be a consistent height of six feet tall as mapped out in the visual attached.
 - b. **Sec. 27-289 Intersection visibility**, that **proposed fence installation plans are beyond the minimum set-back of 15 feet from the intersection.**
 - i. Our scoped design currently places the most forward point of the fence at a distance of 44 feet from the intersection of Woodsong Trail (East) and Dunwoody Club Drive, well beyond the 15 feet minimum.
2. And the approval process as defined by Article V, division 7.

Sec. 27-441. - Review and approval criteria.

- (a) Special administrative permits except for party house events may be approved by the community development director only when the community development director determines that any specific approval criteria associated with the authorized administrative permit and the following general approval criteria have been met:
 - i. The grant of the administrative permit will not be detrimental to the public health, safety or welfare of the public or injurious to the subject property, adjacent properties, or improvements;
 1. *The installation of new front, side-yard fencing has no impact on the public health, safety, and welfare. The layout and placement of our proposed fence, supports all existing property setbacks and is specifically designed to*
 - a. **Optimize the existing tree footprint, and avoid unnecessary clearing on our property**
 - b. **Promote a high level of function for our septic system installation in the backyard (per the original build)**
 - c. **Provide safety and privacy for our children, family, and friends with consideration to the traffic and flow on Dunwoody Club.**
 - ii. The requested administrative permit does not go beyond the minimum necessary to afford relief; and
 1. *Our unique plot size and shape does not offer the same value or potential of other more standardized lot's with a more traditionally scoped lot see example in figure 15-1 Maximum Fence and Wall Heights.*

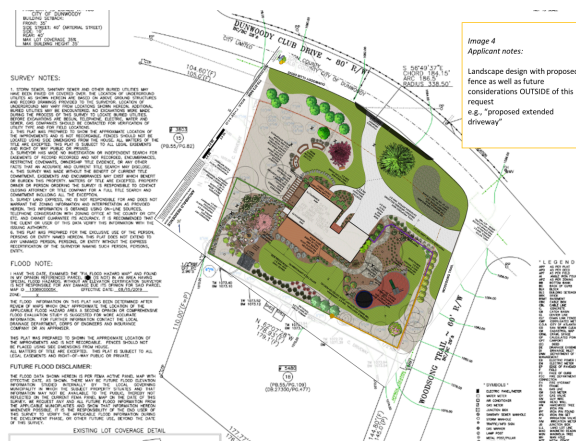
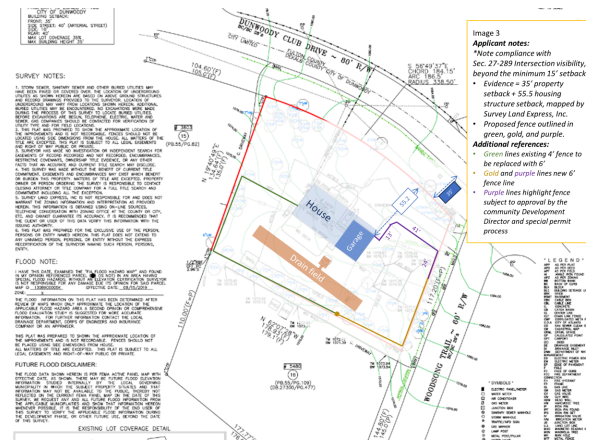
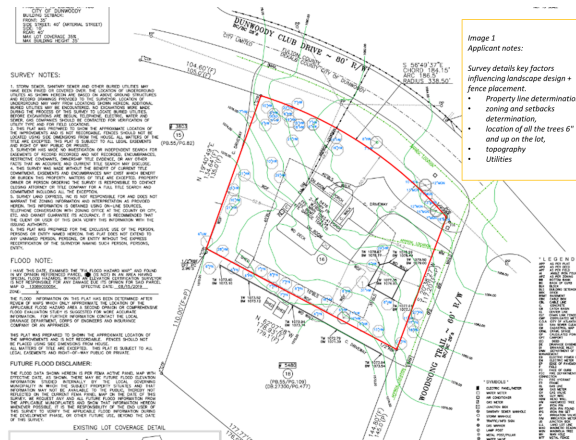
2. *Existing plot design is scoped with limited depth and usable area behind our primary home structure for recreational activities on our property, or landscaping due to the placement of our septic tank. There is significant land and level area on one side of our home, which is in direct contrast to more traditional plot layouts as visualized in Dunwoody Code reference Figure 15-1 Maximum Fence and Wall Heights (similar to our direct neighbors to the left at 1234 Dunwoody Club) which both present limited side-yard, but significant depth behind the home structure.*
 3. *Secondly, the face of our home and the position of our driveway are perpendicularly angled, with the face of our home positioned to Dunwoody Club, and our driveway set to the side on Woodsong Trail.*
 4. *These circumstances were established with the initial build in 1969 and can be identified in the attached document Woodsong Plat 52-145, Lot 16: 5476 Woodsong Trail.*
- iii. The requested administrative permit is consistent with all relevant purpose and intent statements of this zoning ordinance.
1. *The requested approval is within the predefined approval thresholds (Max 6') detailed in the Dunwoody Code including the maximum height and placement for residential fences as defined in Sec. 27-267 - Maximum Height, Sec. 27-289 - Intersection visibility, and is following the approval process as defined by Article V, division 7 available for other similarly situated properties to pursue.*
 2. *The requested approval is consistent with other properties in the local area with 6ft fence installations with 6' + fence installations in the front-side yard*
 - a. *5515 Bend Creek Rd, Dunwoody, GA 30038*
 - b. *5726 Bend Creek Rd. Dunwoody, GA 30038*

Please see attached details that outline and evidence the scope of our existing home and proposed plans to stall a new fence.

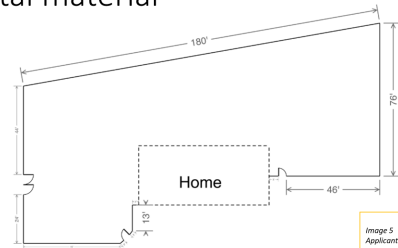
Included Visuals & Evidence:

1. Topographical Survey outlining property lines, existing structures, and elevations.
2. Estimated mapping of septic tank and drain field.
3. Focused outline of home structure and proposed fence.
4. Landscape design, including future optimization of space based on existing elevation, water flow, and trees.
5. Overall scope of fence as provided by vendor (Allied Fence).
6. & 7. Additional homes in our local area with fence installations consistent with our proposal.

**Original documentation of both the property survey (1) and landscape design (4) have been sent as separate attachments to note broader scope and original authorship.*



Allied Fence Quote to outline* total material



*Not to scale with detailed survey and design plan
Original documentation provided, titled "

Image 5 Applicant notes:

Landscape design with proposed fence as well as future considerations OUTSIDE of this request e.g., "proposed extended driveway"

5726 Bend Creek Rd, Dunwoody, GA 30038



- 6' + Fence along front side-yard (along Dunwoody Club Drive)
- 6' Fence meeting the front of the home, inconsistent with 3' required set-back from the leading edge of primary structure.

5515 Bend Creek Rd, Dunwoody, GA 30038



- 6' + Fence along front side-yard (along Dunwoody Club Drive)
- 6' Fence meeting the front of the home, inconsistent with 3' required set-back from the leading edge of primary structure.

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3. Focused outline of home structure and proposed fence.
4. Landscape design, including future to optimize space based on existing elevation, water flow, and trees.
5. Overall scope of fence as provided by vendor (Allied Fence).
6. Local instances of 6' fence installations in the front side-yard beyond the 3' set-back of the leading edge of primary structure.

**Original documentation of both the property survey (1) and landscape design (4) have been sent as separate attachment to note broader scope and original authorship.*

CITY OF DUNWOODY
 BUILDING SETBACK:
 FRONT: 35'
 SIDE STREET: 40' (ARTERIAL STREET)
 SIDE: 10'
 REAR: 40'
 MAX LOT COVERAGE 35%
 MAX BUILDING HEIGHT 35'

SURVEY NOTES:

1. STORM SEWER, SANITARY SEWER AND OTHER BURIED UTILITIES MAY HAVE BEEN PAVED OR COVERED OVER. THE LOCATION OF UNDERGROUND UTILITIES AS SHOWN HEREON ARE BASED ON ABOVE GROUND STRUCTURES AND RECORD DRAWINGS PROVIDED TO THE SURVEYOR. LOCATION OF UNDERGROUND MAY VARY FROM LOCATIONS SHOWN HEREON. ADDITIONAL BURIED UTILITIES MAY BE ENCOUNTERED. NO EXCAVATIONS WERE MADE DURING THE PROCESS OF THIS SURVEY TO LOCATE BURIED UTILITIES. BEFORE EXCAVATIONS ARE BEGUN, TELEPHONE, ELECTRIC, WATER AND SEWER, GAS COMPANIES SHOULD BE CONTACTED FOR VERIFICATION OF UTILITY TYPE AND FOR FIELD LOCATIONS.

2. THIS PLAT WAS PREPARED TO SHOW THE APPROXIMATE LOCATION OF THE IMPROVEMENTS AND IS NOT RECORDABLE. FENCES SHOULD NOT BE LOCATED USING SIDE DIMENSIONS FROM THE HOUSE. ALL MATTERS OF THE TITLE ARE EXCEPTED. THIS PLAT IS SUBJECT TO ALL LEGAL EASEMENTS AND RIGHT OF WAY PUBLIC OR PRIVATE.

3. SURVEYOR HAS MADE NO INVESTIGATION OR INDEPENDENT SEARCH FOR EASEMENTS OF RECORD RECORDED AND NOT RECORDED, ENCUMBRANCES, RESTRICTIVE COVENANTS, OWNERSHIP TITLE EVIDENCE, OR ANY OTHER FACTS THAT AN ACCURATE AND CURRENT TITLE SEARCH MAY DISCLOSE.

4. THIS SURVEY WAS MADE WITHOUT THE BENEFIT OF CURRENT TITLE COMMITMENT. EASEMENTS AND ENCUMBRANCES MAY EXIST WHICH BENEFIT OR BURDEN THIS PROPERTY. MATTERS OF TITLE ARE EXCEPTED. PROPERTY OWNER OR PERSON ORDERING THE SURVEY IS RESPONSIBLE TO CONTACT CLOSING ATTORNEY OR TITLE COMPANY FOR A FULL TITLE SEARCH AND COMMITMENT INCLUDING ALL THE EXCEPTION.

5. SURVEY LAND EXPRESS, INC IS NOT RESPONSIBLE FOR AND DOES NOT WARRANT THE ZONING INFORMATION AND INTERPRETATION AS PROVIDED HEREIN. THIS INFORMATION IS OBTAINED USING ON-LINE SOURCES, TELEPHONE CONVERSATION WITH ZONING OFFICE AT THE COUNTY OR CITY, ETC. AND CANNOT GUARANTEE ITS ACCURACY. IT IS RECOMMENDED THAT THE CLIENT OR USER OF THIS DATA VERIFY THIS INFORMATION WITH THE ISSUING AUTHORITY.

6. THIS PLAT WAS PREPARED FOR THE EXCLUSIVE USE OF THE PERSON, PERSONS OR ENTITY NAMED HEREON. THIS PLAT DOES NOT EXTEND TO ANY UNNAMED PERSON, PERSONS, OR ENTITY WITHOUT THE EXPRESS RECERTIFICATION OF THE SURVEYOR NAVING SUCH PERSON, PERSONS, ENTITY.

FLOOD NOTE:

I HAVE THIS DATE, EXAMINED THE "FIA FLOOD HAZARD MAP" AND FOUND IN MY OPINION REFERENCED PARCEL (IS NOT) IN AN AREA HAVING SPECIAL FLOOD HAZARDS, WITHOUT AN ELEVATION CERTIFICATION SURVEYOR IS NOT RESPONSIBLE FOR ANY DAMAGE DUE ITS OPINION FOR SAID PARCEL MAP ID 13089C00008. EFFECTIVE DATE: 08/19/2019

ZONE: X

THE FLOOD INFORMATION ON THIS PLAT HAS BEEN DETERMINED AFTER REVIEW OF MAPS WHICH ONLY APPROXIMATE THE LOCATION OF THE APPLICABLE FLOOD HAZARD AREA A SECOND OPINION OR COMPREHENSIVE FLOOD EVALUATION STUDY IS SUGGESTED FOR MORE ACCURATE INFORMATION. FOR FURTHER INFORMATION CONTACT THE LOCAL DRAINAGE DEPARTMENT, CORPS OF ENGINEERS AND INSURANCE COMPANY OR AN APPRAISER.

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FUTURE FLOOD DISCLAIMER:

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EXISTING LOT COVERAGE DETAIL

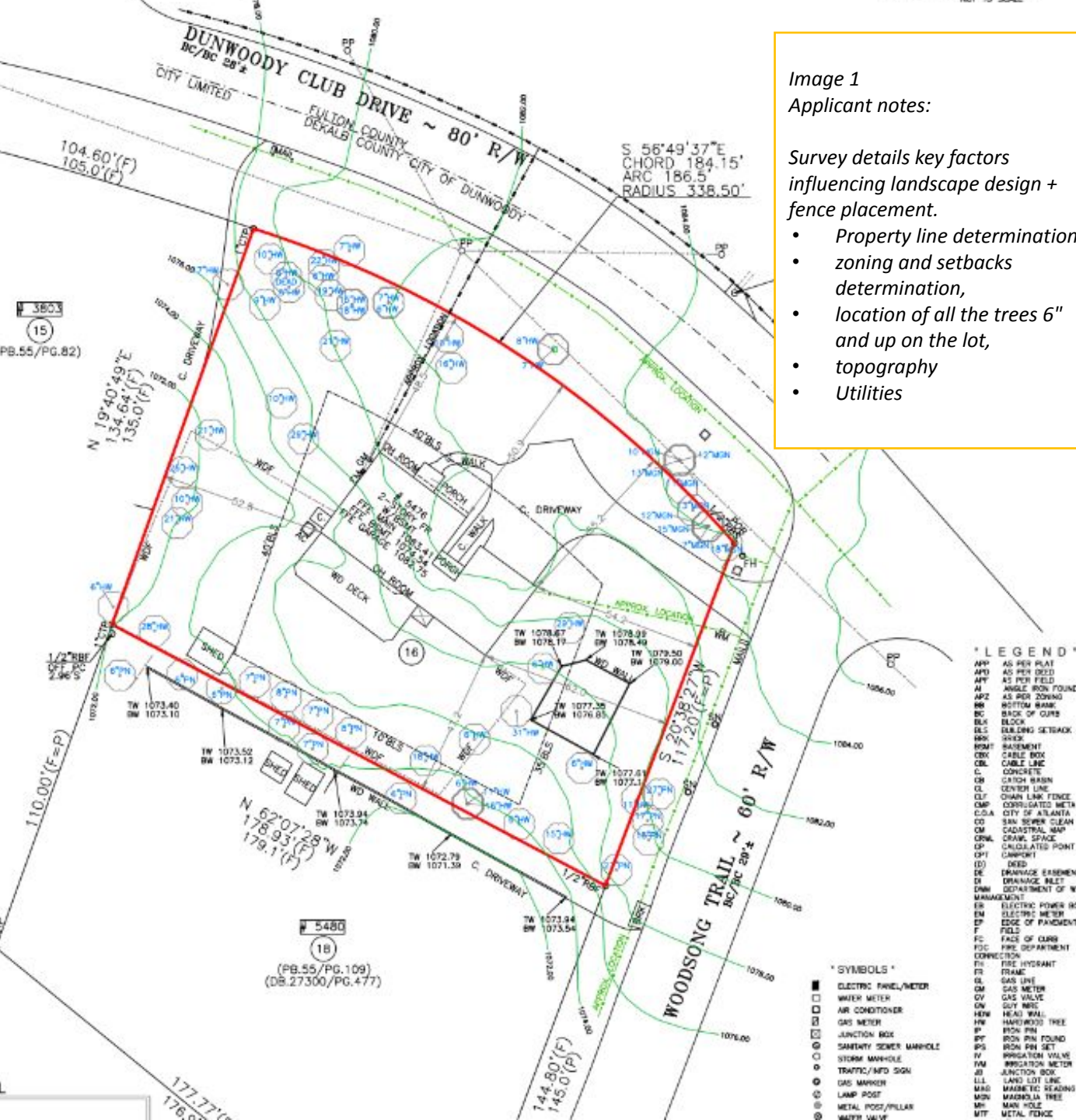


Image 1
 Applicant notes:
 Survey details key factors influencing landscape design + fence placement.

- Property line determination,
- zoning and setbacks determination,
- location of all the trees 6' and up on the lot,
- topography
- Utilities

LEGEND

- APP AS PER PLAT
- APD AS PER DEED
- APY AS PER FIELD
- AJ ANGLE IRON FOUND
- APZ AS PER ZONING
- BB BOTTOM MARK
- BC BACK OF CURB
- BLR BLOOD
- BLS BUILDING SETBACK LINE
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- EM ELECTRIC METER
- EV EDGE OF PAVEMENT
- F FIELD
- FC FACE OF CURB
- FDC FIRE DEPARTMENT CONNECTION
- FI FIRE HYDRANT
- FL STRAIL
- GL GAS LINE
- GM GAS METER
- GV GAS VALVE
- GVV GAS VALVE
- HW HEAD WALK
- HWL HARDWOOD TREE
- IP IRON PIN
- IPY IRON PIN FOUND
- IPSY IRON PIN SET
- IMM IRRIGATION VALVE
- IVM IRRIGATION METER
- JB JUNCTION BOX
- LL LAND LOT LINE
- MAG MAGNETIC READING
- MSN MANHOLE
- MSH MAIN HOLE
- MTT METAL FENCE

SYMBOLS

- ELECTRIC PANEL/METER
- WATER METER
- AIR CONDITIONER
- GAS METER
- SANITARY SEWER MANHOLE
- STORM MANHOLE
- TRAFFIC/STOP SIGN
- GAS MARKER
- LAMP POST
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 ZONE: X

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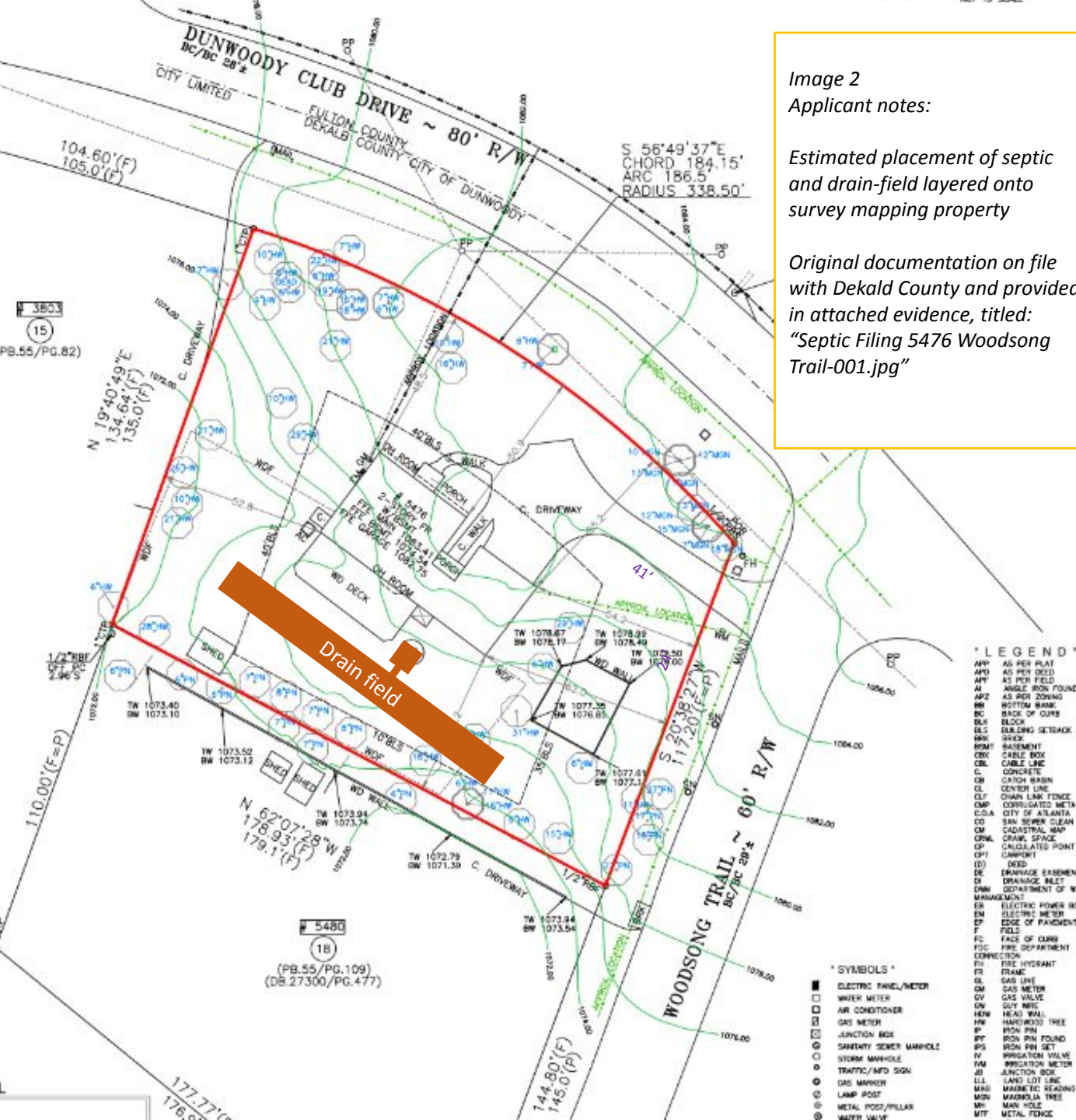


Image 2
 Applicant notes:

Estimated placement of septic and drain-field layered onto survey mapping property

Original documentation on file with Dekald County and provided in attached evidence, titled: "Septic Filing 5476 Woodsong Trail-001.jpg"

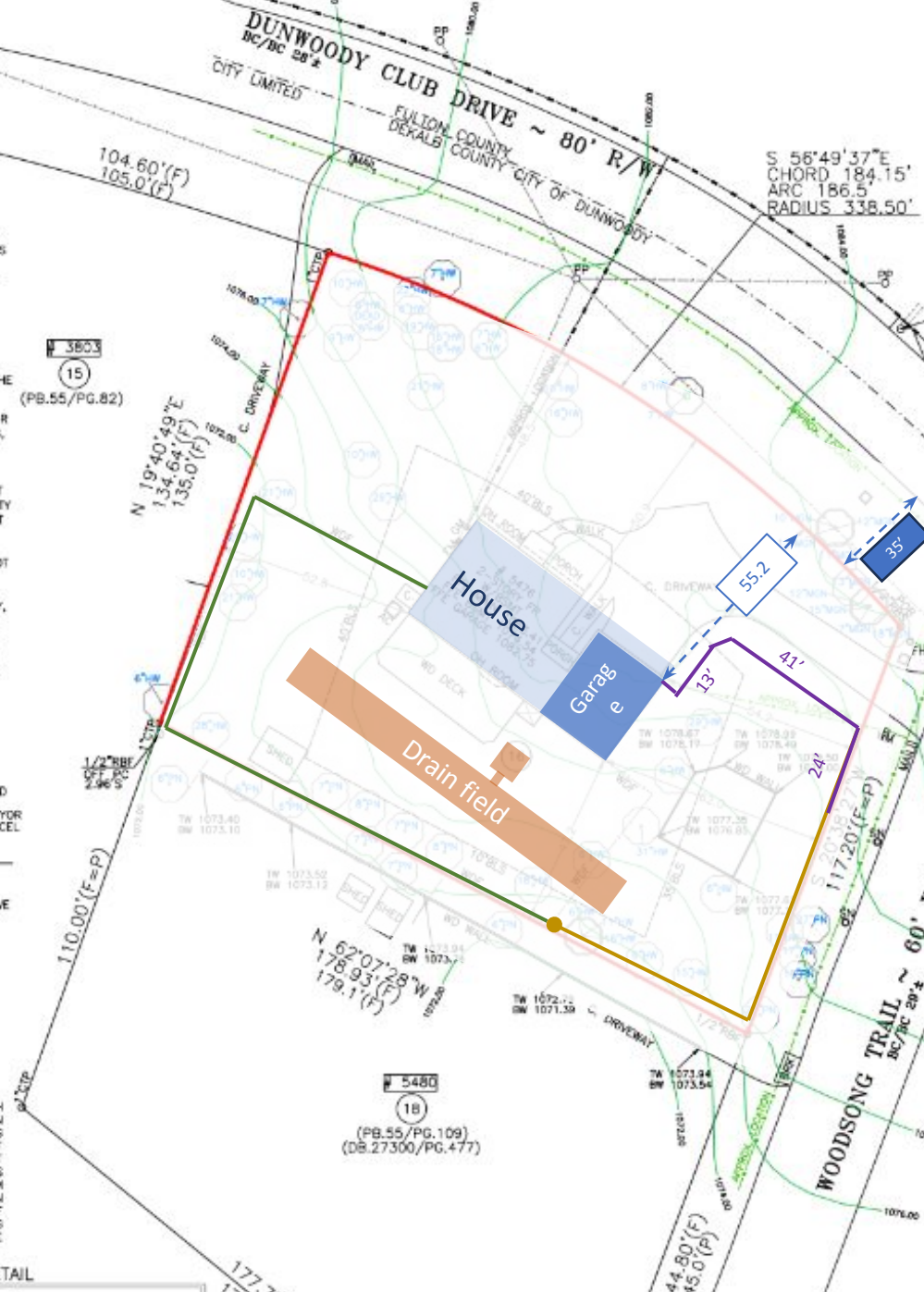
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- HWB HEAD WALK
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- IMV IMMOBILIZATION VALVE
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- MSN MANHOLE
- MH MANHOLE
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FUTURE FLOOD DISCLAIMER:

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EXISTING LOT COVERAGE DETAIL

Image 3
Applicant notes:
**Note compliance with Sec. 27-289 Intersection visibility, beyond the minimum 15' setback*

- Evidence = 35' property setback + 55.5 housing structure setback, mapped by Survey Land Express, Inc.
- Proposed fence outlined in green, gold, and purple.

Additional references:

- Green lines existing 4' fence to be replaced with 6'
- Gold and purple lines new 6' fence line
- Purple lines highlight fence subject to approval by the community Development Director and special permit process

*** LEGEND ***

APP	AS PER PLAT
APD	AS PER DEED
APY	AS PER FIELD
AJ	ANGLE IRON FOUND
APZ	AS PER ZONING
BB	BOTTOM MARK
BC	BACK OF CURB
BLR	BLOCK ZONING
BLS	BUILDING SETBACK LINE
BS	BACK SIGHT
BSM	BASIN
CBX	CABLE BOX
CL	CABLE LINE
CON	CONCRETE
CR	CATCH BASIN
CL	CENTER LINE
CLT	CHAIN LINK FENCE
CMP	CORRUGATED METAL
C.D.A	CITY OF ATLANTA
CO	SEWER CLEAN OUT
CM	CEMETERY
CDM	CADASTRAL MAP
CRWL	CRAWL SPACE
CRP	CURB CUTS POINT
CP	CORNER
(D)	DEED
DE	DECK/RAISE EASEMENT
DE	DRAINAGE EASEMENT
DM	DEPARTMENT OF WATER MANAGEMENT
EP	ELECTRIC POWER BOX
EM	ELECTRIC METER
E	EDGE OF PAVEMENT
F	FIELD
FC	FACE OF CURB
FDG	FIRE DEPARTMENT CONNECTION
FI	FIRE HYDRANT
FL	FLAG
GL	GAS LINE
GM	GAS METER
GV	GAS VALVE
GV	GUY WIRE
HW	HEAD WALL
HV	HARDWOOD TREE
IP	IRON PIN FOUND
IPS	IRON PIN SET
IRV	IRRIGATION VALVE
IVM	IRRIGATION METER
JB	JUNCTION BOX
L.L.	LAND LOT LINE
MAG	MAGNETIC READING
MSN	MAGNOLIA TREE
M	MAN HOLE
MTT	METAL POST/PILLAR
MV	METAL VALVE

*** SYMBOLS ***

■	ELECTRIC PANEL/METER
□	WATER METER
○	AIR CONDITIONER
□	GAS METER
□	SEWER MANHOLE
○	TRAFFIC/ARCS SIGN
○	GAS MARKER
○	LAMP POST
○	METAL POST/PILLAR
○	METAL VALVE
○	WATER METER

CITY OF DUNWOODY
 BUILDING SETBACK:
 FRONT: 35'
 SIDE STREET: 40' (ARTERIAL STREET)
 SIDE: 10'
 REAR: 40'
 MAX LOT COVERAGE 35%
 MAX BUILDING HEIGHT 35'

SURVEY NOTES:

1. STORM SEWER, SANITARY SEWER AND OTHER BURIED UTILITIES MAY HAVE BEEN PAVED OR COVERED OVER. THE LOCATION OF UNDERGROUND UTILITIES AS SHOWN HEREON ARE BASED ON ABOVE GROUND STRUCTURES AND RECORD DRAWINGS PROVIDED TO THE SURVEYOR. LOCATION OF UNDERGROUND MAY VARY FROM LOCATIONS SHOWN HEREON. ADDITIONAL BURIED UTILITIES MAY BE ENCOUNTERED. NO EXCAVATIONS WERE MADE DURING THE PROCESS OF THIS SURVEY TO LOCATE BURIED UTILITIES. BEFORE EXCAVATIONS ARE BEGUN, TELEPHONE, ELECTRIC, WATER AND SEWER, GAS COMPANIES SHOULD BE CONTACTED FOR VERIFICATION OF UTILITY TYPE AND FOR FIELD LOCATIONS.
2. THIS PLAT WAS PREPARED TO SHOW THE APPROXIMATE LOCATION OF THE IMPROVEMENTS AND IS NOT RECORDABLE. FENCES SHOULD NOT BE LOCATED USING SIDE DIMENSIONS FROM THE HOUSE. ALL MATTERS OF THE TITLE ARE EXCEPTED. THIS PLAT IS SUBJECT TO ALL LEGAL EASEMENTS AND RIGHT OF WAY PUBLIC OR PRIVATE.
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FLOOD NOTE:

I HAVE THIS DATE, EXAMINED THE "FIA FLOOD HAZARD MAP" AND FOUND IN MY OPINION REFERENCED PARCEL (IS NOT) IN AN AREA HAVING SPECIAL FLOOD HAZARDS, WITHOUT AN ELEVATION CERTIFICATION SURVEYOR IS NOT RESPONSIBLE FOR ANY DAMAGE DUE ITS OPINION FOR SAID PARCEL MAP ID 13089500008K EFFECTIVE DATE: 08/19/2019 ZONE: X

THE FLOOD INFORMATION ON THIS PLAT HAS BEEN DETERMINED AFTER REVIEW OF MAPS WHICH ONLY APPROXIMATE THE LOCATION OF THE APPLICABLE FLOOD HAZARD AREA A SECOND OPINION OR COMPREHENSIVE FLOOD EVALUATION STUDY IS SUGGESTED FOR MORE ACCURATE INFORMATION. FOR FURTHER INFORMATION CONTACT THE LOCAL DRAINAGE DEPARTMENT, CORPS OF ENGINEERS AND INSURANCE COMPANY OR AN APPRAISER.

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EXISTING LOT COVERAGE DETAIL



Image 4
 Applicant notes:
 Landscape design with proposed fence as well as future considerations OUTSIDE of this request
 e.g., "proposed extended driveway"

Allied Fence Quote to outline* total material

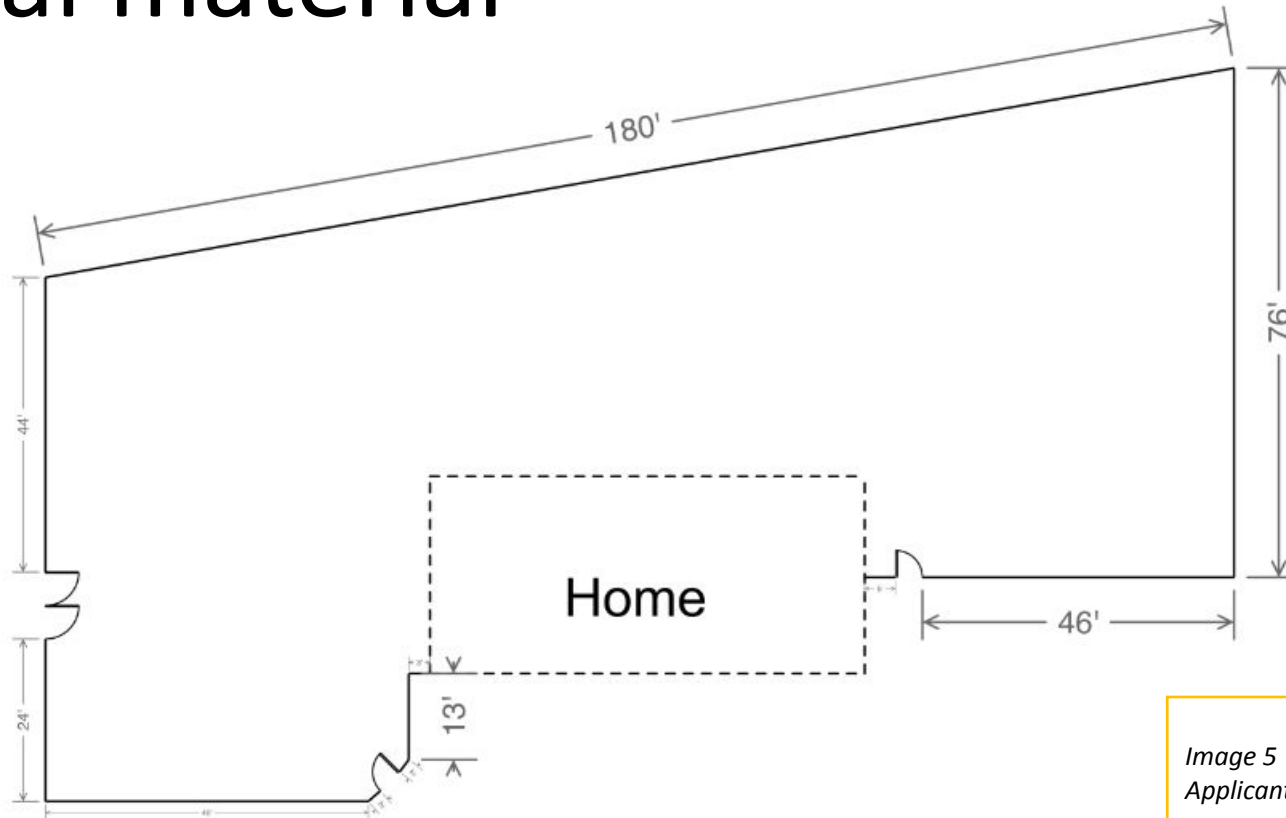


Image 5
Applicant notes:

Landscape design with proposed fence as well as future considerations OUTSIDE of this request
e.g., "proposed extended driveway"

**Not to scale with detailed survey and design plan*

Original documentation provided (for material ordering purpose only)

Consistency with other homes in the area

6' Fence Installations in the Front side-yard beyond the 3' set-back of the leading edge of primary structure.

5726 Bend Creek Rd, Dunwoody, GA 30038

- 6' + Fence along front side-yard (along Dunwoody Club Drive)
- 6' Fence meeting the front of the home, inconsistent with 3' required set-back from the leading edge of primary structure.



5515 Bend Creek Rd, Dunwoody, GA 30038

- 6' + Fence along front side-yard (along Dunwoody Club Drive)
- 6' Fence meeting the front of the home, inconsistent with 3' required set-back from the leading edge of primary structure.



CITY OF DUNWOODY
 BUILDING SETBACK:
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 SIDE: 10'
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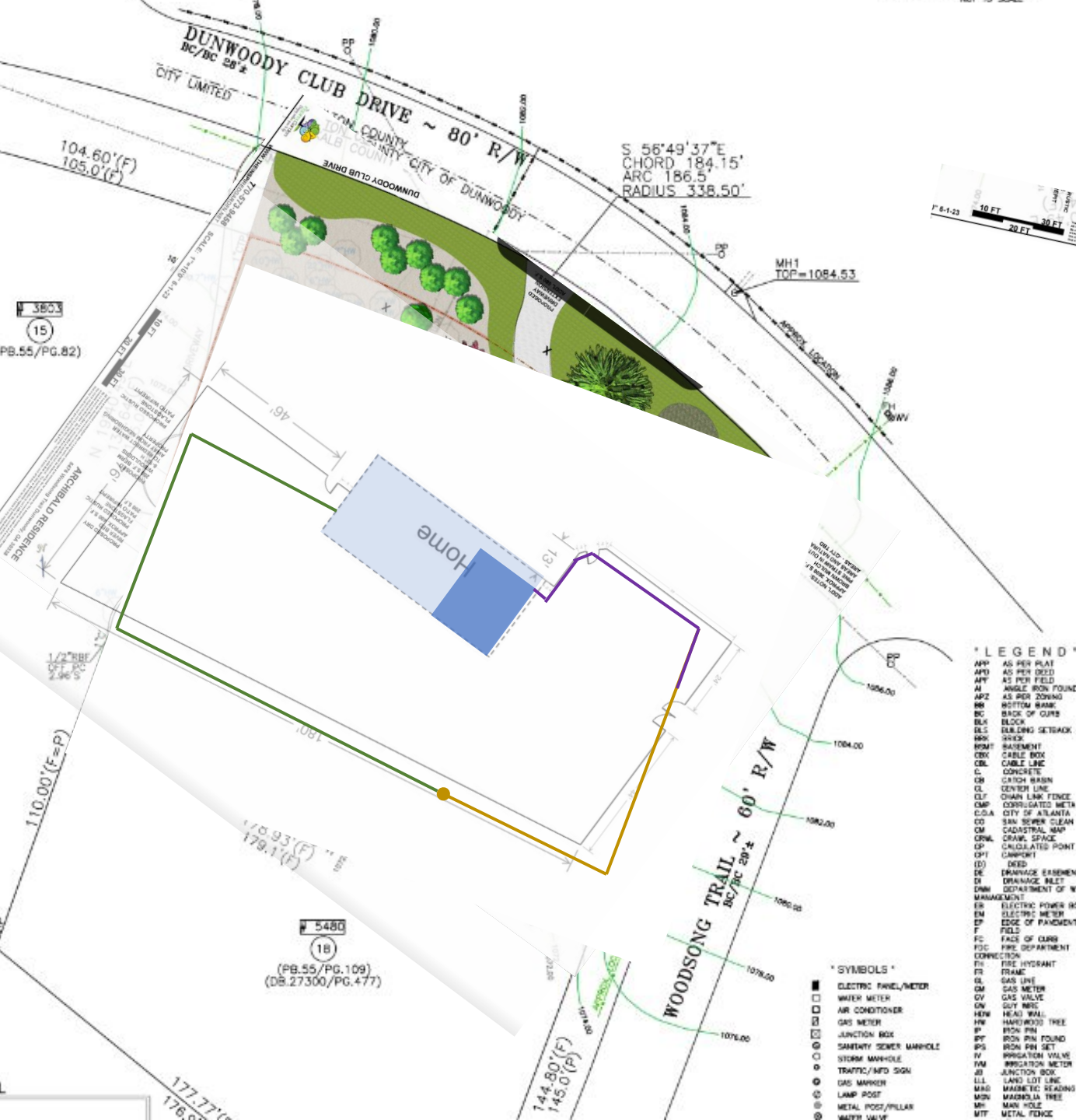
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EXISTING LOT COVERAGE DETAIL



*** LEGEND ***

- APP AS PER PLAT
- APD AS PER DEED
- APY AS PER FIELD
- AJ ANGLE IRON FOUND
- APZ AS PER ZONING
- BB BOTTOM BANK
- BC BACK OF CURB
- BLR BLOOD
- BLS BUILDING SETBACK LINE
- BSR BRICK
- BSM BASEMENT
- CBX CABLE BOX
- CLB CABLE LINE
- C CONCRETE
- CR CATCH BASIN
- CL CENTER LINE
- CLF CHAIN LINK FENCE
- CMP CORRUGATED METAL
- C.O.A CITY OF ATLANTA
- CD SAN SEWER CLEAN OUT
- CM CADASTRAL MAP
- CRWL CRAWL SPACE
- CPF CURB CUT POINT
- CPY (CANTON)
- (D) DEED
- DE DRAINAGE EASEMENT
- DE DRAINAGE EJECT
- DNM DEPARTMENT OF WATER MANAGEMENT
- ER ELECTRIC POWER BOX
- EM ELECTRIC METER
- EV VALVE
- EP EDGE OF PAVEMENT
- F FIELD
- FC FACE OF CURB
- FD FIRE DEPARTMENT CONNECTION
- FI FIRE HYDRANT
- FL STRAIL
- GL GAS LINE
- GM GAS METER
- GV GAS VALVE
- GVV GAS VALVE
- HW HEAD WALL
- HW HARDWOOD TREE
- IP IRON PIN
- IPY IRON PIN FOUND
- IPS IRON PIN SET
- IRW IRON WAREHOUSE
- IVM IRRIGATION METER
- JB JUNCTION BOX
- LL LAND LOT LINE
- MAG MAGNETIC READING
- MSN MANHOLE
- MH MAIN HOLE
- MT METAL FENCE

*** SYMBOLS ***

- ELECTRIC PANEL/METER
- WATER METER
- AIR CONDITIONER
- GAS METER
- SANITARY SEWER MANHOLE
- STORM MANHOLE
- TRAFFIC/STOP SIGN
- GAS MARKER
- LAMP POST
- METAL POST/PILLAR
- WATER VALVE

5480
 (PB.55/PG.109)
 (DB.27300/PG.477)

3803
 15
 (PB.55/PG.82)

S 56°49'37"E
 CHORD 184.15'
 ARC 186.6'
 RADIUS 338.50'

MH1
 TOP=1084.53

110.00'(F=P)

179.1'(F)
 179.1'(F)

144.80'(F)
 145.0'(P)

177.22'(F)
 176.6'(F)