

## Special Administrative Permit

### Community Development

4800 Ashford Dunwoody Road | Dunwoody, GA 30338 Phone:  
(678) 382-6800 | Email: Allegra.DeNooyer@dunwoodyga.gov

The City of Dunwoody Community Development Department accepts requests for special administrative permits. Special administrative permits may be approved by the Community Development Director only when the determination has been made that any specific approval criteria associated with the authorized special administrative permit and the following general approval criteria have been met:

- The grant of the administrative permit will not be detrimental to the public health, safety or welfare of the public or injurious to the property or improvements;
- The requested administrative permit does not go beyond the minimum necessary to afford relief, and does not constitute a grant of special privilege inconsistent with the limitations upon other similarly situated properties; and
- The requested administrative permit is consistent with all relevant purpose and in-tent statements of this zoning ordinance.

The community development director is authorized to approve special administrative permits for wing walls and retaining walls only when the general approval criteria above, and the following specific approval criteria have been met:

- It is determined that exceptional topographical restrictions exist on the lot in context with the adjoining property that were not created by the applicant or owner, and a determination that no practical alternative retaining wall design is feasible. The applicant must submit a site plan or a topographical map certified by an engineer or landscape architect with any exception application for retaining walls.

The community development director is authorized to approve special administrative permits for proposed front door threshold elevation for new detached houses that exceed the threshold elevation allowed only when the general approval criteria above, and the following specific approval criteria have been met:

- The applicant for a building permit establishes that the elevation of the front door threshold of the proposed residential structure does not exceed the average elevation of the front door thresholds of the residential structures on both lots immediately abutting the subject lot. If any adjacent lot is vacant, the front door threshold shall be calculated using the formula in Sec. 27-147(1)a. The applicant must provide the community development director with the threshold elevations, as certified by a licensed surveyor or engineer.

**Submit a site plan, project details and photos, and a project narrative that addresses how your project meets the applicable special administrative permit criteria listed above.**

**Please submit an electronic version of the entirety of your application submittal, saved as a single PDF.**

A sign must be placed in a conspicuous location on the subject property at least 30 days before the date of the community development director's decision on the special administrative permit request. This required notice must indicate the earliest date that a decision on the special administrative permit will be made and indicate the nature of the request and a contact where additional information can be obtained.

# 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: article V, division 7 - Fence Height to 8'  
Nature of Request: Increase allowable fence height from 4' to 6' for fence facing Winding Branch Ct

**Project:**

Name of Project / Subdivision: Bartlett Residence - FENCE Zoning: R-100  
Property Address / Location: 5039 Winding Branch Drive  
District: 18th Land Lot: 365 Block: E Property ID: \_\_\_\_\_

**Owner Information:**

Owner's Name: Adelyn & Jonathan Bartlett  
Owner's Address: 5039 Winding Branch Drive Dunwoody, GA 30338  
Phone: 404-316-7379 Fax: \_\_\_\_\_ Email: jonathan.bartlett@gmail.com

**Applicant Information:**  Check here if same as Property Owner

Contact Name: Eric Salo  
Address: 804 MORNINGWOOD LANE Kennesaw, GA 3015  
Phone: 404-375-7735 Fax: \_\_\_\_\_ Email: eric@salocustomhomes.com

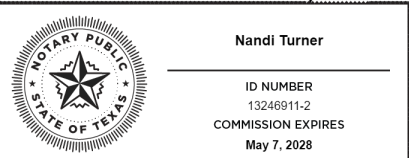
**Terms & Conditions:**

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: Eric V Salo  
Applicant's Signature: *Eric V Salo* Date: 10/25/2024

**Notary:**

Sworn to and subscribed before me this 25th Day of October, 20 24  
Notary Public: Nandi Turner  
Signature: *Nandi Turner*  
My Commission Expires: 05/07/2028



Electronically signed and notarized online using the Proof platform.

**Office Use:**

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


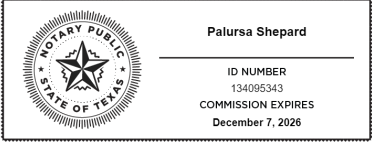
# Property Owner(s) Notarized Certification

**Community Development**


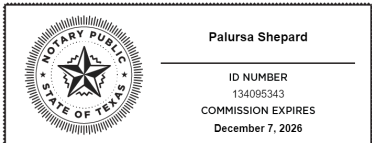
4800 Ashford Dunwoody Road | Dunwoody, GA 30338  
Phone: (678) 382-6800 | Fax: (770) 396-4828

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: <u>Jonathan Ryan Bartlett</u>	
Signature: <u><i>Jonathan Ryan Bartlett</i></u>	Date: <u>10/28/2024</u>
Address: <u>5039 Winding Branch Drive, Dunwoody, GA 30338</u>	
Phone: <u>(404) 316-7379</u>	Fax: _____ Email: <u>jonathan.bartlett@gmail.com</u>
Parker county, State of Texas	
Sworn to and subscribed before me this <u>28th</u> Day of <u>October</u> , 20 <u>24</u>	
Notary Public:	
 Palursa Shepard 134095343 Notary Public, State of Texas	 Electronically signed and notarized online using the Proof platform.

**Property Owner (If Applicable):**

Owner Name: <u>Adelyn Bartlett</u>	
Signature: <u><i>Adelyn Bartlett</i></u>	Date: <u>10/28/2024</u>
Address: <u>5039 Winding Branch Drive, Dunwoody, GA 30338</u>	
Phone: <u>(314) 341-3319</u>	Fax: _____ Email: <u>adelynbartlett@gmail.com</u>
Parker county, State of Texas	
Sworn to and subscribed before me this <u>28th</u> Day of <u>October</u> , 20 <u>24</u>	
Notary Public:	
 Palursa Shepard 134095343 Notary Public, State of Texas	 Electronically signed and notarized online using the Proof platform.

**Property Owner (If Applicable):**

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

# SALO

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# CUSTOM HOMES

October 31, 2024

**RE: 5039 Winding Branch Drive (“WBD”)**

**TO: City of Dunwoody Special Administrative Permit Reviewers**

To whom it may concern:

We are currently constructing a Single-Family Home and would like to increase the allowable fence heights from 4’ as shown on the site plan (Permit #2024-0432) to 6’ and 8’ as indicated in the ordinance Division 4, Section 27-267. We provided the approved site plan and highlighted the proposed heights of the fences.

To summarize, we intent to seek anSAP to provide the maximum security and privacy surrounding the pool that is to be constructed. This takes into consideration of the site conditions (sloping topography making climbing over 4’ fence an easier task), the current expectations of the fence styles in the immediate area, and example seen in the bottom right corner of Figure 15-2 from the City of Dunwoody Ordinances municode online<sup>1</sup>. Below is a picture of the fence we intend to construct as it will be stylistically similar to the current fencing as seen in the neighbors directly across the street at 1029 Winding Branch Lane.



# SALO

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# CUSTOM HOMES

Please feel free to reach out to me directly should any questions arise or if there are any misunderstandings. It is my hope that I can clearly convey the unique circumstances surrounding this project.

All the best & thank you for time reviewing this and for your consideration!

SINCERELY,

*Eric Salo*

ERIC SALO

Salo Custom Homes

[eric@salocustomhomes.com](mailto:eric@salocustomhomes.com)

GA GC Lic # RBQA-006856

404-375-7735

## REFERENCES

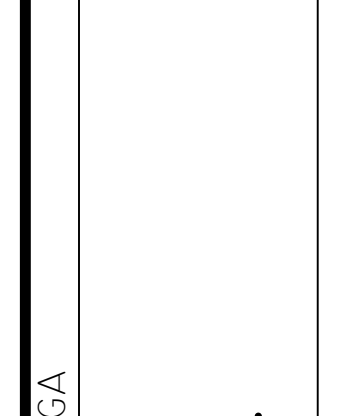
1. [https://library.municode.com/ga/dunwoody/codes/code\\_of\\_ordinances?nodetid=PTIIC00R\\_CH27\\_ZO\\_ARTIVGEAPRE\\_DIV4FEWA\\_S27-272FEWAMA](https://library.municode.com/ga/dunwoody/codes/code_of_ordinances?nodetid=PTIIC00R_CH27_ZO_ARTIVGEAPRE_DIV4FEWA_S27-272FEWAMA)

- NOTES:**
1. NO DECKS, PATIOS, OR PERMANENT STRUCTURES PERMITTED IN BUFFERS OR EASEMENTS.
  2. NON-EXEMPT ACTIVITIES SHALL NOT BE CONDUCTED WITHIN THE 25 OR 50-FOOT UNDISTURBED BUFFERS AS MEASURED FROM THE POINT OF WRESTED VEGETATION WITHOUT FIRST ACQUIRING THE NECESSARY VARIANCES AND PERMITS.
  3. WASTE MATERIALS SHALL NOT BE DISCHARGED TO WATERS OF THE STATE, EXCEPT AS AUTHORIZED BY A SECTION 404 PERMIT.
  4. THE ESCAPE OF SEDIMENT FROM THE SITE SHALL BE PREVENTED BY THE INSTALLATION OF EROSION AND SEDIMENT CONTROL MEASURES AND PRACTICES PRIOR TO LAND DISTURBING ACTIVITIES.
  5. EROSION AND SEDIMENT CONTROL MEASURES SHALL BE MAINTAINED AT ALL TIMES. IF FULL IMPLEMENTATION OF THE APPROVED PLAN DOES NOT PROVIDE FOR EFFECTIVE EROSION CONTROL, ADDITIONAL EROSION AND SEDIMENT CONTROL MEASURES SHALL BE IMPLEMENTED TO CONTROL OR TREAT THE SEDIMENT SOURCE.
  6. ANY DISTURBED AREA LEFT EXPOSED FOR A PERIOD GREATER THAN 14 DAYS SHALL BE STABILIZED WITH MULCH OR TEMPORARY SEEDING.
  7. THE DESIGN PROFESSIONAL WHO SIGNED AND DATED SEAL APPEARS HEREON, AFFIRMS THAT THE SITE WAS VISITED PRIOR TO THE PREPARATION OF THIS SITE PLAN BY HIMSELF OR HIS AUTHORIZED AGENT UNDER HIS SUPERVISION.
  8. CONTACT THE DEPARTMENT OF COMMUNITY DEVELOPMENT THROUGH THE PORTAL TO SCHEDULE A PRE-CONSTRUCTION MEETING WITH THE SITE INSPECTOR PRIOR TO ANY LAND DISTURBANCE.

- PROJECT NOTES:**
- Owner: Solo Custom Homes  
Developer: Solo Custom Homes
- CONTACT: Eric Salo  
PHONE: 404-375-7735  
EMAIL: eric@solocustomhomes.com  
eric@solocustomhomes.com
- CONTACT: Eric Salo  
PHONE: 404-375-7735  
EMAIL: eric@solocustomhomes.com
- ENGINEER: WOODRUFF DESIGN ASSOCIATES  
3301 STEWART LAKE ROAD  
MONROE, GA 30655  
PHONE: (404) 530-9218  
CONTACT: Michael J. Woodruff  
E-MAIL ADDRESS: michael@woodruffda.com
1. Property located in L.L. 365, 18th Dist. Dekalb Co. Parcel No. 18-365-04-024.
  2. Zoning: R-100.
  3. Building Setbacks:  
Front- 35 feet  
Side- 10 feet  
Rear- 40 feet
  4. Proposed Bldg use is Residential.
  5. Total tract contains 0.574 acres/disturbed area=0.48 acres ± including R-C-W.
  6. Boundary information obtained from survey by Alpha Land Services dated 4/18/2024.
  7. Topographical information obtained from Alpha Land Services dated 4/18/2024.
  8. Vertical datum for topography is based on NAVD.
  9. Contour interval is two feet feet.
  10. This property is shown on F.I.R.M. panel number 13089C 0005 K, dated 8/15/2019 and is not located within a special flood hazard zone.
  11. Utilities:  
Water - Dekalb County  
Sanitary Sewer - Dekalb County
  12. The location of underground utilities shown is approximate based on surface field evidence and information supplied by utility agencies. The survey makes no certification as to the completeness of the locations shown hereon. Appropriate utility companies should be contacted for verification of locations prior to any construction activity.
  13. The contractor shall verify the invert elevations of all existing storm and sanitary sewer structures prior to commencement of storm and sanitary sewer construction.
  14. Contractor shall notify the engineer and owner/developer of any information found in the field that is different from what is shown on these design plans.
  15. No outside storage proposed, this includes supplies equipment, vehicles, products, etc.
  16. All new utility lines shall be located underground.

REV.	DATE	DESCRIPTION
1	5/10/24	SUBMITTAL TO CLIENT
2	6/10/24	REVISE WELDRATION TRENCH LOCATION
3	6/17/2024	UPDATE LOT PLAN
4	6/17/2024	REVISE LOT PLAN
5	6/17/2024	REVISE POOL

**WOODRUFF**  
Design Associates  
3301 Stewart Lake Road  
Monroe, GA 30655



LAND LOT 365, 18TH DISTRICT, DEKALB COUNTY, GA  
LOT PLAN FOR  
5039 WINDING BRANCH DR.

GEORGIA REGISTERED PROFESSIONAL ENGINEER  
MICHAEL J. WOODRUFF  
LEVEL 01 CERT. #1-55228

C-2

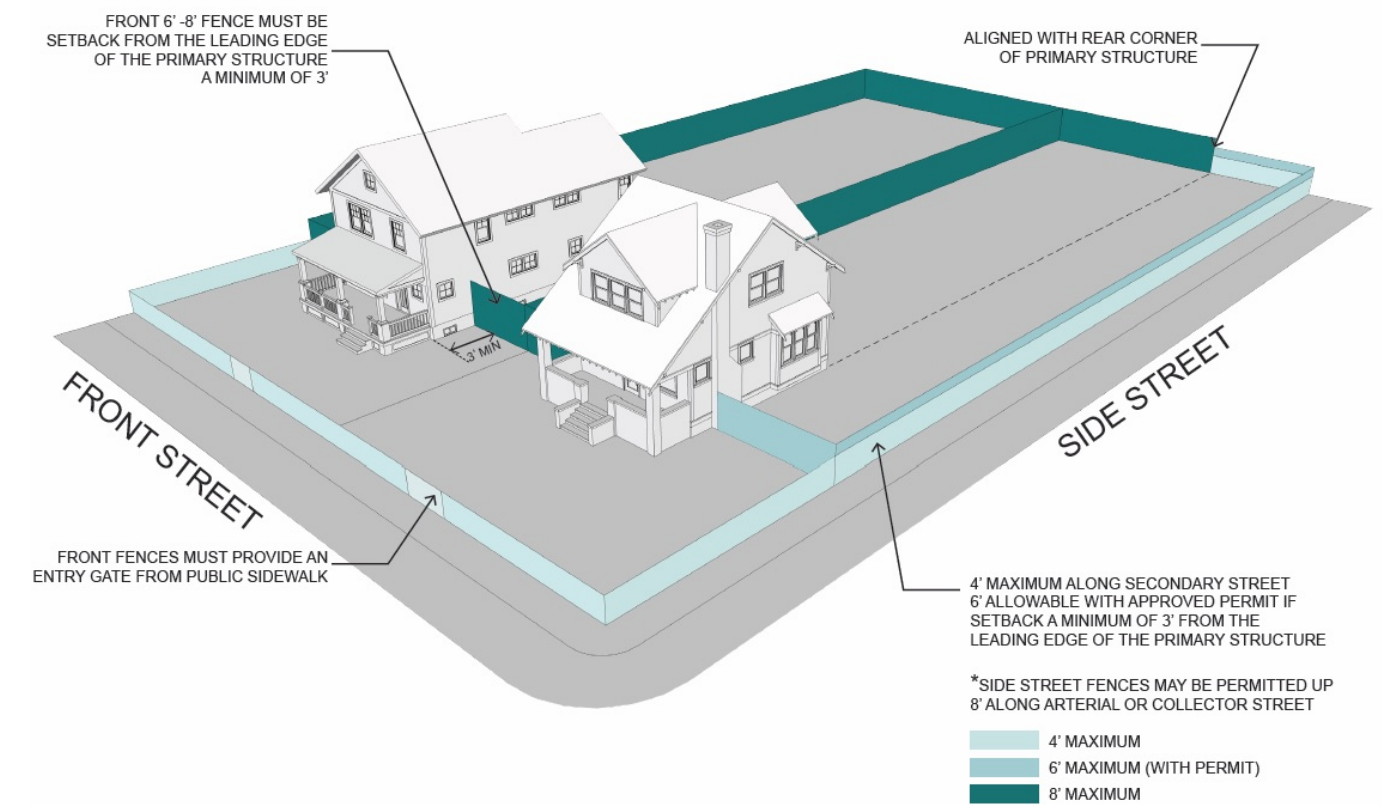
LOT PLAN

6/17/2024  
SCALE: 1" = 20'  
JOB: 2024-SAL-02  
ISSUE: 1.1  
SHEET C-2 OF 6

**8'**  
**6'**



**FIG 15-1 (copied from ordinance)**



**FIG 15-2 of ordinance**



**PROPOSED FENCE**

**REVISION NOTES**

THIS REVISION MAKES THE FOLLOWING CHANGES  
 -CHANGE TO REAR OF HOUSE DECK/PATIO  
 -REVISION TO SIZE AND LOCATION OF BASEMENT STAIRS  
 -INCLUSION OF A FUTURE POOL (PERMITTED SEPARATELY)  
 -REVISION TO REAR BLOCK WALL LOCATION

\*NOTE: SEE NOTE REGARDING WATER QUALITY UNDER THE TABLE OF IMPERVIOUS COVERAGE.

**THE DESIGN PROFESSIONAL WHO PREPARED THE ES&PC PLAN IS TO INSPECT THE INSTALLATION OF THE INITIAL SEDIMENT STORAGE AND PERIMETER CONTROL BMPs WITHIN 7 DAYS AFTER INSTALLATION. IT IS THE CONTRACTOR'S DUTY TO NOTIFY THE DESIGN PROFESSIONAL WHEN INSTALLATION IS COMPLETE.**

**The placement of dumpsters and the parking of automobiles is prohibited in the right-of-way.**

**Prior to beginning construction, contact Lia Fabian (lia.fabian@dunwoodyga.gov) and Kevin Moore (kevin.moore@dunwoodyga.gov) to schedule a preconstruction meeting. Failure to do so may result in a stop work order.**

IF YOU DIG GEORGIA... CALL US FIRST!  
  
**811**  
 IT'S THE LAW

**24-HOUR EMERGENCY CONTACT:**  
 Eric Salo  
 PH: 404-375-7735

