



**OFFICE OF ZONING AND DEVELOPMENT**

55 Trinity Avenue S.W., Suite 3350  
Atlanta, Georgia 30303  
(404) 330-6145

APPLICATION #: **V-25-115**

DATE ACCEPTED: **05/07/2025**

**NOTICE TO APPLICANT**

Address of Property:

**471 Clifton RD NE**

City Council District: **5** Neighborhood Planning Unit (NPU): **N**

Board of Zoning Adjustment (BZA) Hearing Date:

**Thursday, July 10, 2025 at 12:00 p.m.**

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

The contact person for NPU N is:

**Amy Stout**  
**404-392-3422**  
**npunchair@gmail.com**

Contact info for adjacent NPUs is provided below if necessary:

Please click the link below to access the directory designated as the "meeting location."

[www.atlantaga.gov/government/departments/city-planning/neighborhood-planning-units/neighborhood-and-npu-contacts](http://www.atlantaga.gov/government/departments/city-planning/neighborhood-planning-units/neighborhood-and-npu-contacts)

Please contact the person(s) listed above within five days to find out which meetings you will be required to attend before the next NPU meeting. If you are unable to reach the contact person, please call the city's NPU Coordinator at 404-330-6637.

Signed,

*Niana McCullum*

NM, for Director, Office of Zoning and  
Development

*Nina E Gentry*

Nina E Gentry

**V-25-115**



**RECEIVED**

DATE: 5/7/2025



# APPLICATION FOR BOARD OF ZONING ADJUSTMENT

*Please mark "X" next to the type of application(s) you are submitting:*

Variance	X
Special Exception	
Variance & Special Exception	

**V-25-115**



Date Filed \_\_\_\_\_ Application Number \_\_\_\_\_

Name of Applicant Nina Gentry Daytime Phone 404-218-5730

Company Name (if applicable) Gentry Planning Services, LLC email gps2015@comcast.net

Address 992 Eden Ave SE Atlanta GA 30316  
street city state zip code

Name of Property Owner Courtney Weil Phone 404-397-3803

Address 471 Clifton Rd NE Atlanta GA 30307  
street city state zip code

**Description of Property**

Address of Property 471 Clifton Rd NE Atlanta GA 30307  
street city state zip code

Area: 7,250 Land Lot: 239 District: 15, DeKalb County, GA.

Property is zoned: R-4, Council District: 5, Neighborhood Planning Unit (NPU): N

TO THE BOARD OF ZONING ADJUSTMENT: Applicant, having received a preliminary plan review from the Office of Zoning and Development prior to seeking a building permit or certificate of occupancy, hereby requests that the Board of Zoning Adjustment grant a Variance or Special Exception.

I hereby authorize the staff of the Office of Zoning and Development to inspect the premises of the above-described property. I understand that it is my responsibility to post a public notice sign on the property according to the instructions given to me by the Office of Zoning and Development upon filing this application. I swear that all statements herein and attached hereto are true and correct to the best of my knowledge and belief.

Nina E Gentry  
 Owner or Agent for Owner (Applicant)

Courtney Weil  
 Print Name of Owner

Sworn To And Subscribed Before Me This 29th Day Of April 2025.

Catherine Ann Hurley  
 NOTARY PUBLIC





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DATE: 5/7/2025

# SUMMARY & JUSTIFICATION FOR VARIANCES

**Directions:** Complete responses must be provided for ALL questions. Incomplete applications will not be accepted. The space below may be utilized or responses may be submitted as a separate attachment. Specific criteria for Board approval of variances may be found on page 7. The justification must address the criteria. Please submit a typewritten or legible justification.

Is the property described in this application subject to a pending application or ordinance for a Rezoning or Special Use Permit? \_\_\_\_\_ YES  NO. (If yes, the variance/special exception request will be rescheduled to a hearing following the final approval by City Council & the Mayor). Please provide the relevant zoning application number associated with the subject property: \_\_\_\_\_.

**Summary of proposed construction changes to buildings or site (shall not replace submittal of written criteria).** (Examples: "Convert a 100' x 200' retail space into a restaurant." "Install a 6-foot high opaque wooden wall ('privacy fence' with 6-foot high opaque wall gates.").

\_\_\_\_ Second story addition, one-story rear addition and rebuild the front stoop, add a roof over the stoop & stairs \_\_\_\_\_

**Proposed Lot Coverage (After Construction):** Calculate total amount of lot coverage on entire property, after completion of proposed construction, including existing and proposed buildings and other structures; sidewalks, driveways, parking pads, patios, gravel, etc.; everything except natural planted or undisturbed areas.

3,550 covered square feet / 7,250 total lot square feet = 48.97 % proposed lot coverage

50 % maximum allowed lot coverage

**Variance Criteria (see page 6 for detailed criteria):** SEE ATTACHED

- 1) What are the extraordinary and exceptional conditions pertaining to the particular piece of property in question (size, shape or topography)? \_\_\_\_\_  
\_\_\_\_\_
- 2) How would the application of the Zoning Ordinance of the City of Atlanta to this particular piece of property create an unnecessary hardship? \_\_\_\_\_  
\_\_\_\_\_
- 3) What conditions are peculiar to this particular piece of property? \_\_\_\_\_  
\_\_\_\_\_
- 4) Submit facts to show that relief, if granted, would not cause substantial detriment to the public good or impair the purposes and intent of the Zoning Ordinance of the City of Atlanta. \_\_\_\_\_  
\_\_\_\_\_



### AUTHORIZATION BY PROPERTY OWNER

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

*(Please print clearly. Must be the original document. A copy will not be accepted.)*

I, ~~Christina~~ Courtney Weil (OWNER'S NAME) SWEAR AND AFFIRM THAT I AM THE OWNER OF THE PROPERTY AT 471 Clifton Rd NE (PROPERTY ADDRESS). AS SHOWN IN THE RECORDS OF DeKalb COUNTY, GEORGIA, WHICH IS THE SUBJECT MATTER OF THE ATTACHED APPLICATION. I AUTHORIZE THE PERSON NAMED BELOW TO FILE THIS APPLICATION AS MY AGENT.

**NAME OF APPLICANT:**

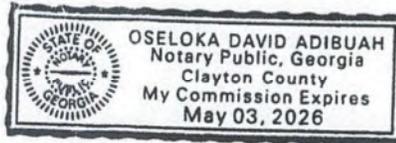
LAST NAME Gentry FIRST NAME Nina  
ADDRESS 992 Eden Ave SE SUITE \_\_\_\_\_  
CITY Atlanta STATE GA ZIP CODE 30316

OWNER'S TELEPHONE NUMBER: (404)397-3803

Courtney Weil  
SIGNATURE OF OWNER  
Courtney Weil  
PRINT NAME OF OWNER

PERSONALLY APPEARED BEFORE ME THE ABOVE NAMES, WHO SWEARS THAT THE INFORMATION CONTAINED IN THIS AUTHORIZATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

[Signature]  
NOTARY PUBLIC  
04/24/2025  
DATE





**Variance Request**  
**471 Clifton Road NE**

471 Clifton Road is a nonconforming R-4 (single-family residential) zoned lot on the east side of Clifton Road in the Lake Claire neighborhood, NPU-N, Council District 5. It consists of 50 feet of street frontage and 7,250 SF of land area. The topography has a gentle slope up from the sidewalk becoming relatively level to the rear of the property. It is developed with a one-story single-family dwelling that encroaches into the required 35' front yard setback having a setback of 25.3' but meets all other setbacks.

The Owners propose to add a second story addition, a small one story addition at the rear and rebuild the existing front stoop which is failing and add a roof over the stoop and stairs which we understand would then be considered a porch. The current requirement for porches in R-4 are a minimum of 12 feet wide or 1/3 of the width of the front façade, whichever is greater and a minimum of 8' deep. The existing stoop is 10'-6 ¼" wide and 6'-8" deep. Therefore, a variance is required to allow the 'stoop' to be rebuilt in its existing form. The rebuilt stoop with roof (porch) will not encroach any further into the front yard setback than the existing condition. The Owners feel this is a reasonable request to enable them to create additional living space and have a covered front entrance.

Taking all the above into consideration the Owners respectfully ask the Board of Zoning Adjustment approve variances for a

- reduction in the front yard setback from 35' to the existing 25.3' and
- permit a 10'-6 ¼" x 6'-8" porch.

**Variance Justification**

**1. What are the extraordinary and exceptional conditions pertaining to the particular piece of property in question (size, shape or topography)?**

471 Clifton Rd is a nonconforming lot having less frontage and land area than required for properties zoned R-4. It has 50 feet of street frontage rather than the required 70 feet and 7,250 SF of land area rather than the required 9,000 SF. The dwelling encroaches into the front yard setback with a setback of 25.3'. These are extraordinary and exceptional conditions pertaining to the size and shape of the subject property.

**2. How would the application of the Zoning Ordinance of the city of Atlanta to this particular piece of property create an unnecessary hardship?**

An application of the zoning regulations would cause a hardship by preventing the proposed improvements. Because of the deficient lot size and frontage, the buildable area of the lot is less than if the lot were conforming. The existing dwelling has a front yard setback of 25.3' and the rebuilt front porch will not encroach any further into the setback than the existing condition. It should not be necessary to require the front porch regulations when the desire is the rebuild the front stoop as is and add a roof for a covered entrance. The Owners believe the proposed request is reasonable based on the lot conditions.

**3. What conditions are peculiar to this particular piece of property?**



The Owner has no knowledge of similar lot conditions on adjoining neighborhood properties. However, the existence of similar conditions on adjoining properties does not negate the desirability of the proposal.

**4. Submit facts to show that relief, if granted, would not cause substantial detriment to the public good or impair the purposes and intent of the Zoning Ordinance of the City of Atlanta.**

The proposal would not impose upon the adequate light and/or air on the adjacent properties. Furthermore, the request would not pose a potential impediment on emergency access or threats to health and fire safety because the property has room for the requested improvements. The request allows an increase in the quality of life, which improves and reinforces the sustaining stability of the surrounding neighborhood. Relief, if granted, would not cause substantial detriment to the public good or impair the purposes and intent of the Zoning Ordinance. The Owners feel the requested variances to be reasonable.



**SITE NOTES:**

1. THE SITE CONTAINS: 0.166 ACRES / 7,250 SF
2. TOTAL DISTURBED ACREAGE: 0.075 ACRES
3. SITE ADDRESS: 471 CLIFTON ROAD, ATLANTA, GA 30307
4. SURVEY INFORMATION IS TAKEN FROM SURVEY PERFORMED BY SURVEY SYSTEMS ATLANTA.
5. THIS PROPERTY IS NOT LOCATED INSIDE DESIGNATED F.I.A SPECIAL FLOOD HAZARD AREA AS PER THE FLOOD INSURANCE RATE MAP #13089C0064K DATED 8-15-2019
6. THERE ARE NO KNOWN WETLANDS ON THE PROJECT SITE.
7. THERE ARE NO WATERS OF THE STATE OF GEORGIA ON OR WITHIN 200 FEET OF THE SITE. ALL APPROPRIATE STATE WATER BUFFERS ARE SHOWN ON THE SITE PLANS.
8. TO THE BEST OF OUR KNOWLEDGE, THERE ARE NO CEMETERIES, ARCHITECTURAL, OR ARCHEOLOGICAL LANDMARKS THAT EXIST ON SITE. IN THE EVENT THAT THESE LANDMARKS ARE DISCOVERED DURING CONSTRUCTION, THE ENGINEER MUST BE CONTACTED IMMEDIATELY FOR REVIEW AND AMENDING THE CONSTRUCTION PLANS.
9. THE EXISTING UTILITIES SHOWN ON THE PLANS ARE SHOWN FOR THE CONTRACTOR'S CONVENIENCE. THE ENGINEER ASSUMES NO RESPONSIBILITY FOR THE LOCATIONS, SIZES, MATERIALS, OR DEPTH FOR THE UTILITIES SHOWN OR THE UTILITIES WHICH MAY EXIST ON THE SITE BUT ARE NOT SHOWN. THE CONTRACTOR SHALL HAVE THE RESPONSIBILITY TO VERIFY THE LOCATION OF ALL UTILITIES SHOWN ON THE PLANS AND REPORT ANY DISCREPANCIES TO THE ENGINEER OF RECORD. THE CONTRACTOR SHALL ALSO HAVE THE RESPONSIBILITY BEFORE STARTING ANY WORK TO MAKE SUCH EXPLORATIONS AND PROBES NECESSARY TO ASCERTAIN ANY SEWER LINES, WATER SUPPLY LINES, GAS LINES, ELECTRICAL LINES, CABLE LINES, TELEPHONE LINES, OR OTHER UTILITY LINE.
10. CONTRACTOR SHALL CONTACT THE UTILITY LOCATOR AS REQUIRED BY GEORGIA LAW AND HAVE ALL UTILITIES MARKED PRIOR TO ANY CONSTRUCTION ACTIVITY. CONTRACTOR WILL HAVE PRIVATE UTILITY LOCATOR LOCATE ALL UTILITIES WITHIN THE CONSTRUCTION LIMITS NOT COVERED BY THE UTILITY PROTECTION CENTER.
11. THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE ENGINEER OF ANY DISCREPANCIES OR ERRORS THAT HE MAY DISCOVER IN THESE PLANS.
12. CONTRACTOR TO PROVIDE ALL NECESSARY BARRICADES, GUARDS, LIGHTS, AND OTHER INSTALLATIONS REQUIRED TO PROTECT PERSONS AND PROPERTY DURING THE ENTIRE CONSTRUCTION PROCESS.
13. ALL CONSTRUCTION MUST CONFORM TO THE APPROPRIATE CITY, COUNTY, AND STATE STANDARDS.
14. UNDERGROUND UTILITIES SERVING OR CROSSING THE PREMISES MAY EXIST THAT ARE NOT SHOWN. CRESCENT VIEW ENGINEERING IS UNABLE TO CERTIFY TO THE ACCURACY OR COMPLETENESS OF THE UTILITY INFORMATION SHOWN. ALL UNDERGROUND UTILITY LOCATIONS MUST BE FIELD VERIFIED PRIOR TO ANY CONSTRUCTION ACTIVITY BY THE UTILITY PROTECTION CENTER AT 1-800-282-7411 FOR RIGHT OF WAY AREA AND BY A PRIVATE UTILITY LOCATOR FOR UTILITIES NOT LOCATED WITHIN THE RIGHT OF WAY.
15. THE CONTRACTOR MUST OBTAIN ADDITIONAL "RIGHT OF WAY" PERMIT FOR ALL NECESSARY WORK DONE IN THE RIGHT OF WAY.
16. THIS PLAN WAS PREPARED FOR PERMIT APPROVAL ONLY. ACTUAL CONSTRUCTION SHOULD BE BASED ON STAKING BY A REGISTERED LAND SURVEYOR. THE FOOTPRINT IS BASED ON AN ARCHITECTURAL PLAN BY OTHERS. THE ARCHITECTURAL PLAN SHOULD BE USED FOR HOUSE POSITIONING AND LOCATION.

**CITY OF ATLANTA GENERAL NOTES:**

**COMPLETE PLANS:** ALL PLANS SUBMITTED FOR PERMIT MUST BE COMPLETE AND PROVIDE ALL APPLICABLE ITEMS LISTED IN THIS CHECKLIST.

**SURVEY:** ALL PLANS FOR NEW BUILDINGS OR PROPOSED WORK WITHIN OR NEAR A STREAM BUFFER, FLOODPLAIN, WETLAND OR SEWER EASEMENT MUST INCLUDE A RECENT BOUNDARY AND TOPOLOGICAL SURVEY DRAWING SHOWING EXISTING CONDITIONS SIGNED, SEALED, AND DATED BY A GEORGIA REGISTERED LAND SURVEYOR. SUCH SURVEY IS HIGHLY RECOMMENDED FOR OTHER PROJECTS NEEDING SITE DEVELOPMENT REVIEW AND MAY BE REQUIRED AFTER PLAN REVIEW.

**SEALED PLANS:** GRADING PLANS MUST BE SIGNED AND SEALED BY A GEORGIA REGISTERED ENGINEER, LAND SURVEYOR, ARCHITECT, LANDSCAPE ARCHITECT, OR OTHER QUALIFIED PROFESSIONAL AS APPROPRIATE. PLANS WITH DISTURBED AREA GREATER THAN 1.0 ACRE OR FOR NEW BUILDINGS OR PROPOSING WORK WITHIN OR NEAR A STREAM BUFFER, FLOODPLAIN OR WETLAND MUST INCLUDE THE CERTIFICATION OF THE GSWCC LEVEL II DESIGN PROFESSIONAL (NAME, NUMBER AND EXPIRATION DATE OF CERTIFICATE), WHO PREPARED THE EROSION, SEDIMENTATION AND POLLUTION CONTROL (ES&PC) PLAN.

**DEMOLITION PLAN:** ALL PLANS FOR REDEVELOPMENT MUST INCLUDE A DEMOLITION PLAN, CLEARLY INDICATING ALL EXISTING STRUCTURES AND SITE FEATURES TO BE DEMOLISHED AND THOSE STRUCTURES AND SITE FEATURES THAT WILL REMAIN.

**CONSTRUCTION AND FINAL INSPECTION:**

**PRE-CONSTRUCTION MEETING:** BEFORE STARTING ANY LAND DISTURBING ACTIVITIES, THE CONTRACTOR IS REQUIRED TO SCHEDULE A PRE-CONSTRUCTION MEETING WITH EROSION & SEDIMENT CONTROL. CALL 404-546-1305. FAILURE TO SCHEDULE MAY RESULT IN A STOP WORK ORDER OR PERMIT REVOCATION.

**REVISIONS TO PERMITTED PLANS:** REVISIONS TO PERMITTED PLANS MUST BE SUBMITTED THROUGH THE BUREAU OF BUILDINGS. FOR SITE DEVELOPMENT PURPOSES FOUR(4) SETS OF PLANS ARE REQUIRED; HOWEVER ADDITIONAL SETS OF PLANS MAY BE REQUIRED BY BUREAU OF BUILDINGS FOR OTHER AGENCY REVIEW.

**FINAL STABILIZATION AND SIGN-OFF:** FOLLOWING THE COMPLETION OR CESSATION OF LAND-DISTURBING ACTIVITIES AT A SITE, ALL UNPAVED AREAS AND AREAS NOT COVERED BY PERMANENT STRUCTURES SHALL BE UNIFORMLY COVERED (ONE-HUNDRED (100) PERCENT OF THE SOIL WITHIN THE DISTURBED AREA) WITH PERMANENT VEGETATION WITH A DENSITY OF SEVENTY (70) PERCENT OR GREATER, OR EQUIVALENT PERMANENT STABILIZATION MEASURES, INCLUDING, BUT NOT LIMITED TO, RIP RAP, CABIONS, PERMANENT MULCHES, OR GEOTEXTILES. A FINAL SIGN-OFF BY THE DEPARTMENT OF WATERSHED MANAGEMENT SHALL BE REQUIRED FOR ALL PROJECTS INVOLVING LAND-DISTURBING ACTIVITIES, AND SAID SIGN OFF SHALL OCCUR PRIOR TO THE ISSUANCE OF A CERTIFICATE OF OCCUPANCY OR THE RECORDING OF ANY FINAL PLAT. CALL 404-546-1305.

**HAUL ROUTE:** A HAUL ROUTE PERMIT IS REQUIRED FROM THE TRAFFIC AND TRANSPORTATION SECTION (404-330-8501) OF PUBLIC WORKS WHEN MORE THAN 500 CUBIC YARDS OF MATERIAL IS HAULED TO OR FROM THE SITE.

**QUALIFIED CONTRACTOR:** A QUALIFIED CONTRACTOR PERMIT IS REQUIRED FROM THE TRAFFIC AND TRANSPORTATION SECTION (404-330-8501) OF PUBLIC WORKS FOR CONSTRUCTION OF NEW SEWER CONNECTION, SIDEWALKS, DRIVEWAY APRON OR OTHER WORK IN THE PUBLIC RIGHT OF WAY. QUALIFIED CONTRACTOR PERMITS REQUIRE PROOF OF AN IN-FORCE GENERAL LIABILITY INSURANCE POLICY IN THE AMOUNT OF \$3 MILLION, AND VALID BUSINESS LICENSE AND PAYMENT OF APPLICABLE FEES. THE CITY OF ATLANTA SHALL BE SHOWN AS THE CERTIFICATE HOLDER OF THE POLICY.

**CONSTRUCTION OVER SEWERS:** THERE IS NO PROPOSED CONSTRUCTION OF BUILDINGS AND/OR STRUCTURES OVER EXISTING AND/OR PROPOSED SEWERS OR WITHIN DRAINAGE EASEMENTS. ALL PROPOSED STRUCTURES ARE LOCATED COMPLETELY OUTSIDE ALL EASEMENT LIMITS. FOR EXISTING (FOR SEWERS DEEPER THAN 10 FEET, THE PROPOSED CONSTRUCTION PLANS MUST DEMONSTRATE THAT THE BOTTOM OF THE PROPOSED STRUCTURE'S FOOTING IS BELOW A LINE RUNNING AT A 1:1 SLOPE FROM THE BOTTOM OUTSIDE EDGE OF EXISTING SEWER).

**SEPTIC SYSTEMS:** WHEN PUBLIC SEWER IS NOT AVAILABLE AND A SEPTIC SYSTEM IS PROPOSED FOR INSTALLATION OR RENOVATION THE PLANS MUST SHOW THE LOCATION OF THE SEPTIC TANK AND DRAIN FIELDS. A STAMPED, APPROVED COPY OF THE SEPTIC SYSTEM INSTALLATION PLAN AND A COPY OF THE APPLICABLE COUNTY HEALTH DEPARTMENT PERMIT MUST BE INCLUDED WITH THE BUILDING PERMIT APPLICATION. SUCH PLANS CANNOT BE REVIEWED OR APPROVED WITHOUT HEALTH DEPARTMENT APPROVAL.

**PRE-CONSTRUCTION LOT COVERAGE:**

PRE-CONSTRUCTION IMPERVIOUS AREA	
Existing Impervious Area	SF
Ex HOUSE	1615
Ex GARAGE	298
Ex DECK	431
Ex Driveway	786
Ex WALL	24
Ex PORCH	68
Ex PATIO	327
Ex BRICK AREA	14
Ex STEPS	58
Ex CONC. AREA	86
<b>Pre-Construction Impervious Area</b>	<b>3707</b>
<b>Lot Coverage %</b>	<b>51.13%</b>

**POST-CONSTRUCTION LOT COVERAGE:**

POST-CONSTRUCTION IMPERVIOUS AREA	
Existing Impervious Area to Remain	SF
Ex GARAGE	298
Ex DRIVEWAY	786
Ex WALL	24
Ex PATIO	327
Ex BRICK AREA	14
Ex STEPS	50
<b>Total Existing Impervious Area to Remain</b>	<b>1499</b>
Proposed Impervious Area	
Proposed Impervious Area	SF
EX HOUSE (PROPOSED SECOND STORY ADDITION)	1601
PROPOSED ADDITION	191
PROPOSED FRONT PORCH	68
PROPOSED REAR PORCH	191
<b>Total Proposed Impervious Area</b>	<b>2051</b>
POST-CONSTRUCTION IMPERVIOUS AREA	
<b>POST-CONSTRUCTION IMPERVIOUS AREA</b>	<b>3550</b>
<b>LOT COVERAGE</b>	<b>48.97%</b>

EXISTING WATER AND SEWER LINE TO BE REUSED FOR PROPOSED HOUSE, EXISTING UTILITIES LOCATION TO BE VERIFIED BY CONTRACTOR

**V-25-115**



**RECEIVED**

DATE: 5/7/2025

Prepared By:  
**CRESCENT VIEW ENGINEERING, LLC.**  
211 Fraser Street  
Marietta, GA 30060  
678-328-8410  
www.crescentvieweng.com

Prepared For:  
**DAN HANLON**  
404-425-4325  
404-228-2590  
DHANLON@RED-LEVEL.COM



DESIGNED	DRAWN	CHECKED	IN CHARGE	DATE
SWS	SWS	LIZ	GHB	04 APR 2025

**SITE PLAN**

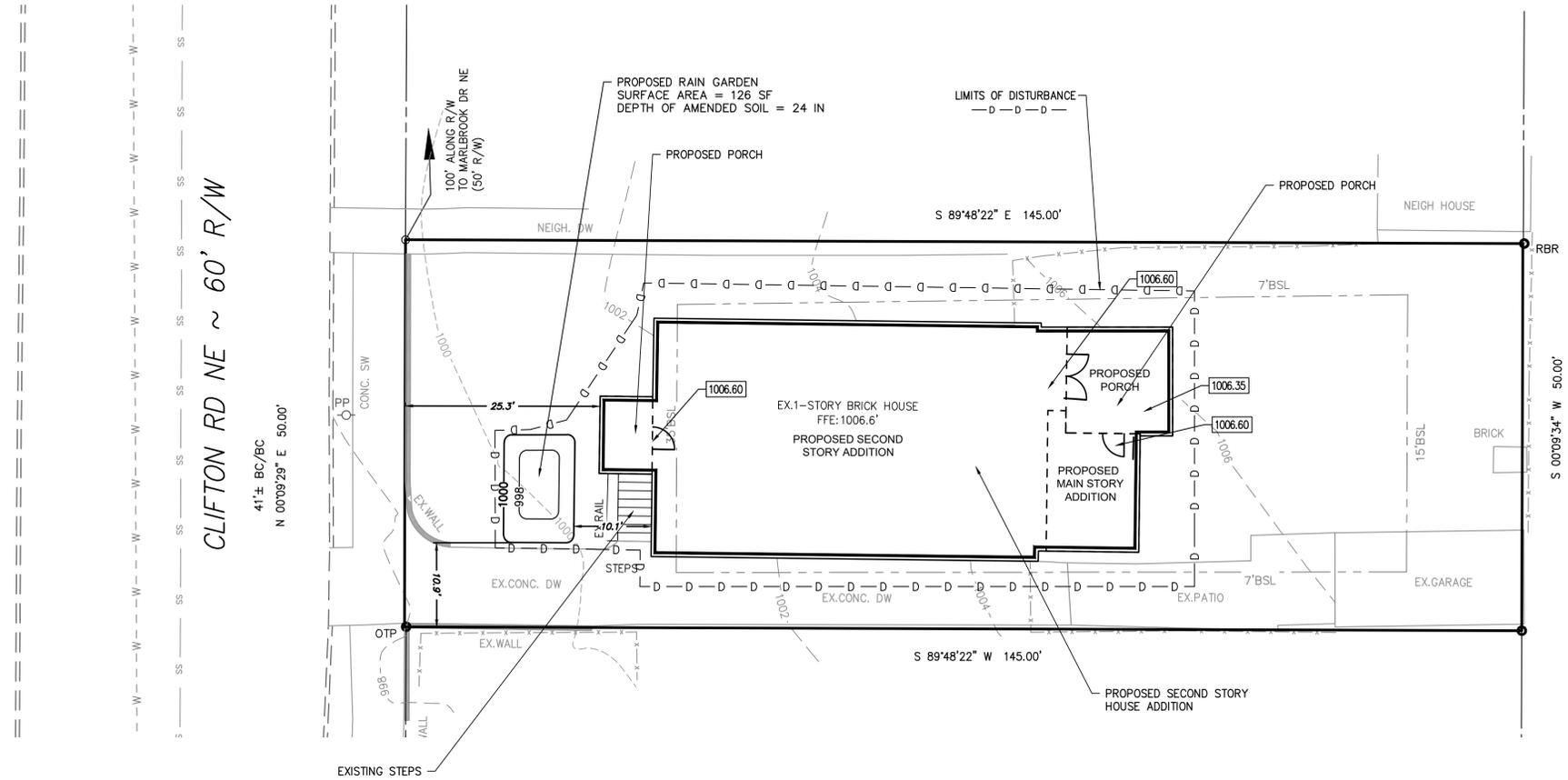
REV	DATE	BY	DESCRIPTION

CONSTRUCTION PLANS FOR:  
**471 CLIFTON ROAD**  
LAND LOT 239, DISTRICT 15  
ATLANTA, DEKALB COUNTY, GEORGIA

CVE PI # 25-159

SHEET NO.

**C-1**



**LOT DATA:**

LOT AREA = 7,250 SF = 0.166 ACRES  
EXISTING IMPERVIOUS AREA = 3,707 SF = 0.085 ACRES  
PROPOSED IMPERVIOUS AREA = 1,962 SF = 0.045 ACRES

**FLOOR AREA RATIO:**

STRUCTURE GROSS HEATED SQUARE FEET (PER ARCHITECT)

SITE AREA = 7,250 SF  
1ST LEVEL = 1,755 SF  
2ND LEVEL = 1,246 SF  
= 3,001 SF (TOTAL)  
FLOOR AREA RATIO = 0.414

**ZONING CONFORMANCE:**

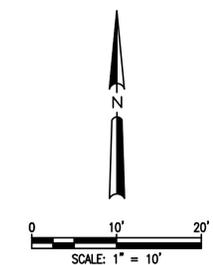
SITE ZONING: R-4 (SINGLE FAMILY DETACHED)  
MINIMUM LOT SIZE: 9,000 SF  
FRONT SETBACK: 35 FEET  
SIDE SETBACK: THERE SHALL BE TWO SIDE YARDS, ONE ON EACH SIDE OF THE MAIN BUILDING, EACH HAVING A WIDTH OF NOT LESS THAN 7 FT  
REAR SETBACK: 15 FEET  
LOT FRONTAGE: 70 FEET  
LOT COVERAGE: SHALL NOT EXCEED 50%  
BUILDING HEIGHT: NO MORE THAN 35 FEET  
FLOOR AREA: SHALL NO EXCEED 0.50  
MINIMUM OFF-STREET PARKING: ONE SPACES PER DWELLING

**DIRT STATEMENT:**

CUT: 70 CY (ESTIMATED)  
FILL: 35 CY (ESTIMATED)  
HAUL VOLUMES: 35 CU YDS - TO BE HAULED OFF SITE.  
NET EARTHWORK VOLUMES ARE LESS THAN 500 CUBIC YARDS.  
THEREFORE, A HAUL ROUTE PERMIT IS NOT REQUIRED.



Know what's below.  
Call before you dig.



















V-25-115

City of Atlanta Department of Public Works  
**OFFICE OF ZONING  
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 OFFICE OF ZONING  
& DEVELOPMENT

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V-25-115

City of Athens | Department of City Services  
**OFFICE OF ZONING  
& DEVELOPMENT**

**RECEIVED**

DATE: 5/7/2025



V-25-115

City of Atlanta Department of City Planning  
**OFFICE OF ZONING  
& DEVELOPMENT**

**RECEIVED**

DATE: 5/7/2025



V-25-115

City of Austin Department of Public Works  
**OFFICE OF ZONING  
& DEVELOPMENT**

**RECEIVED**

DATE: 5/7/2025



V-25-115

City of Atlanta Department of City Planning  
**OFFICE OF ZONING  
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471 Clifton Rd NE  
subject property

481 Clifton Rd  
east side of Clifton



475 Clifton Rd  
east side Clifton



465 Clifton Rd  
east side Clifton





466 Clifton Rd  
west side Clifton



461

461 Clifton Rd  
east side Clifton



470 Clifton Rd  
west side Clifton

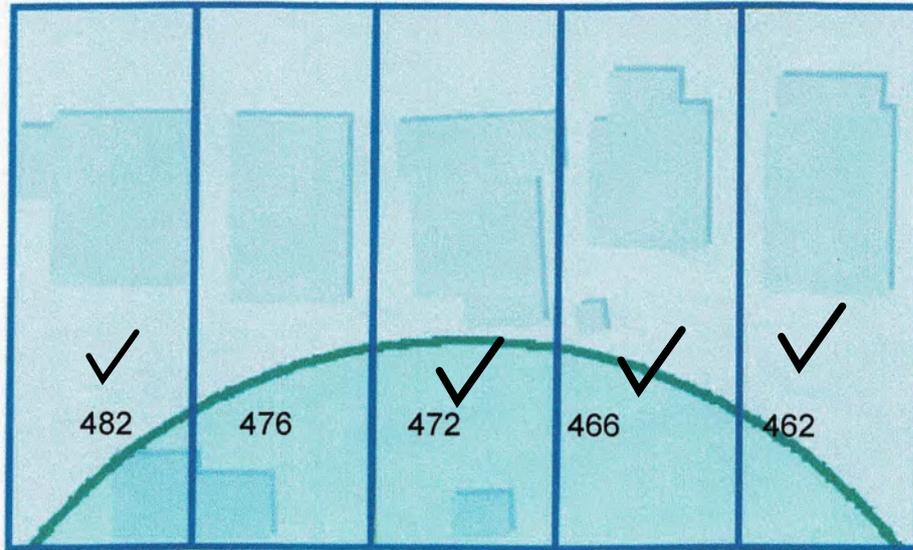


476 Clifton Rd  
west side Clifton

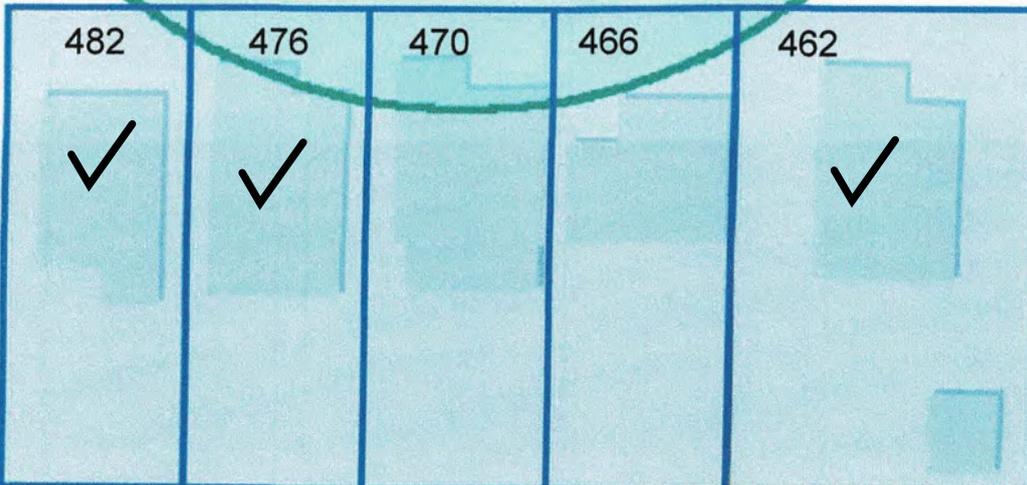
Maribrow

Hardendorf Ave NE

HARDENDORF



Clifton Rd NE CLIFTON



Maribrow Dr NE

**UNITED STATES POSTAL SERVICE** Certificate of Mailing  
This Certificate of Mailing provides evidence that mail has been presented to USPS® for mailing. This form may be used for domestic and international mail.  
From: Nina Gentry  
992 Eden Avenue SE  
Atlanta, GA 30316  
To: Platt  
466 Clifton Rd  
Atlanta GA 30307

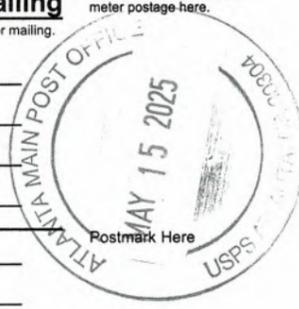
PS Form 3817, April 2007 PSN 7530-02-000-9065

**UNITED STATES POSTAL SERVICE** Certificate of Mailing  
This Certificate of Mailing provides evidence that mail has been presented to USPS® for mailing. This form may be used for domestic and international mail.  
From: Nina Gentry  
992 Eden Avenue SE  
Atlanta, GA 30316  
To: Mulla  
462 Clifton Rd  
Atlanta GA 30307

PS Form 3817, April 2007 PSN 7530-02-000-9065

**UNITED STATES POSTAL SERVICE** Certificate of Mailing  
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From: Nina Gentry  
992 Eden Avenue SE  
Atlanta, GA 30316  
To: White  
481 Clifton Rd  
Atlanta GA 30307

PS Form 3817, April 2007 PSN 7530-02-000-9065



**UNITED STATES POSTAL SERVICE** Certificate of Mailing  
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From: Nina Gentry  
992 Eden Avenue SE  
Atlanta, GA 30316  
To: Sexton  
475 Clifton Rd  
Atlanta GA 30307

PS Form 3817, April 2007 PSN 7530-02-000-9065

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From: Nina Gentry  
992 Eden Avenue  
Atlanta, GA 30316  
To: Wagner  
465 Clifton Rd  
Atlanta GA 30307

PS Form 3817, April 2007 PSN 7530-02-000-9065

**UNITED STATES POSTAL SERVICE** Certificate of Mailing  
This Certificate of Mailing provides evidence that mail has been presented to USPS® for mailing. This form may be used for domestic and international mail.  
From: Nina Gentry  
992 Eden Avenue SE  
Atlanta, GA 30316  
To: Beyant  
461 Clifton Rd  
Atlanta GA 30307

PS Form 3817, April 2007 PSN 7530-02-000-9065



**UNITED STATES POSTAL SERVICE** Certificate of Mailing  
This Certificate of Mailing provides evidence that mail has been presented to USPS® for mailing. This form may be used for domestic and international mail.  
From: Nina Gentry  
992 Eden Avenue SE  
Atlanta, GA 30316  
To: 455 Clifton Rd LLC  
Atlanta GA 30307

PS Form 3817, April 2007 PSN 7530-02-000-9065

**UNITED STATES POSTAL SERVICE** Certificate of Mailing  
This Certificate of Mailing provides evidence that mail has been presented to USPS® for mailing. This form may be used for domestic and international mail.  
From: Nina Gentry  
992 Eden Avenue SE  
Atlanta, GA 30316  
To: Klehr  
482 Hardendore  
Atlanta GA 30307

PS Form 3817, April 2007 PSN 7530-02-000-9065

**UNITED STATES POSTAL SERVICE** Certificate of Mailing  
This Certificate of Mailing provides evidence that mail has been presented to USPS® for mailing. This form may be used for domestic and international mail.  
From: Nina Gentry  
992 Eden Avenue SE  
Atlanta, GA 30316  
To: Rogovin  
476 Hardendore  
Atlanta GA 30307

PS Form 3817, April 2007 PSN 7530-02-000-9065



**UNITED STATES POSTAL SERVICE** Certificate of Mailing  
This Certificate of Mailing provides evidence that mail has been presented to USPS® for mailing. This form may be used for domestic and international mail.  
From: Nina Gentry  
992 Eden Avenue SE  
Atlanta, GA 30316  
To: Sellers  
472 Hardendore  
Atlanta GA 30307

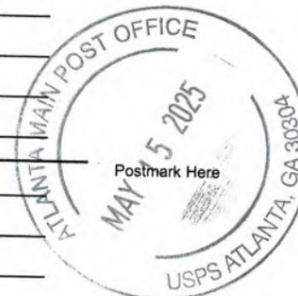
PS Form 3817, April 2007 PSN 7530-02-000-9065

**UNITED STATES POSTAL SERVICE** Certificate of Mailing  
This Certificate of Mailing provides evidence that mail has been presented to USPS® for mailing. This form may be used for domestic and international mail.  
From: Nina Gentry  
992 Eden Avenue SE  
Atlanta, GA 30316  
To: Leutzinger/Curren  
476 Hardendore  
Atlanta GA 30307

PS Form 3817, April 2007 PSN 7530-02-000-9065

**UNITED STATES POSTAL SERVICE** Certificate of Mailing  
This Certificate of Mailing provides evidence that mail has been presented to USPS® for mailing. This form may be used for domestic and international mail.  
From: Nina Gentry  
992 Eden Avenue SE  
Atlanta, GA 30316  
To: Singh/Sahl  
5775 Glen Ridge  
Atlanta GA 30320

PS Form 3817, April 2007 PSN 7530-02-000-9065



**UNITED STATES POSTAL SERVICE** Certificate of Mailing  
This Certificate of Mailing provides evidence that mail has been presented to USPS® for mailing. This form may be used for domestic and international mail.  
From: Nina Gentry  
992 Eden Avenue SE  
Atlanta, GA 30316  
To: Riley  
482 Clifton Rd  
Atlanta GA 30307

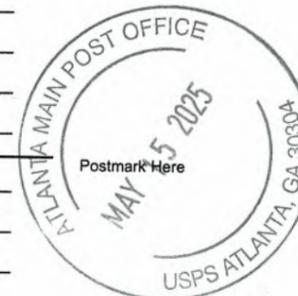
PS Form 3817, April 2007 PSN 7530-02-000-9065

**UNITED STATES POSTAL SERVICE** Certificate of Mailing  
This Certificate of Mailing provides evidence that mail has been presented to USPS® for mailing. This form may be used for domestic and international mail.  
From: Nina Gentry  
992 Eden Avenue SE  
Atlanta, GA 30316  
To: Thompson  
476 Clifton Rd  
Atlanta GA 30307

PS Form 3817, April 2007 PSN 7530-02-000-9065

**UNITED STATES POSTAL SERVICE** Certificate of Mailing  
This Certificate of Mailing provides evidence that mail has been presented to USPS® for mailing. This form may be used for domestic and international mail.  
From: Nina Gentry  
992 Eden Avenue SE  
Atlanta, GA 30316  
To: Rosenberg  
2795 Peachtree Rd  
Atlanta GA 30305

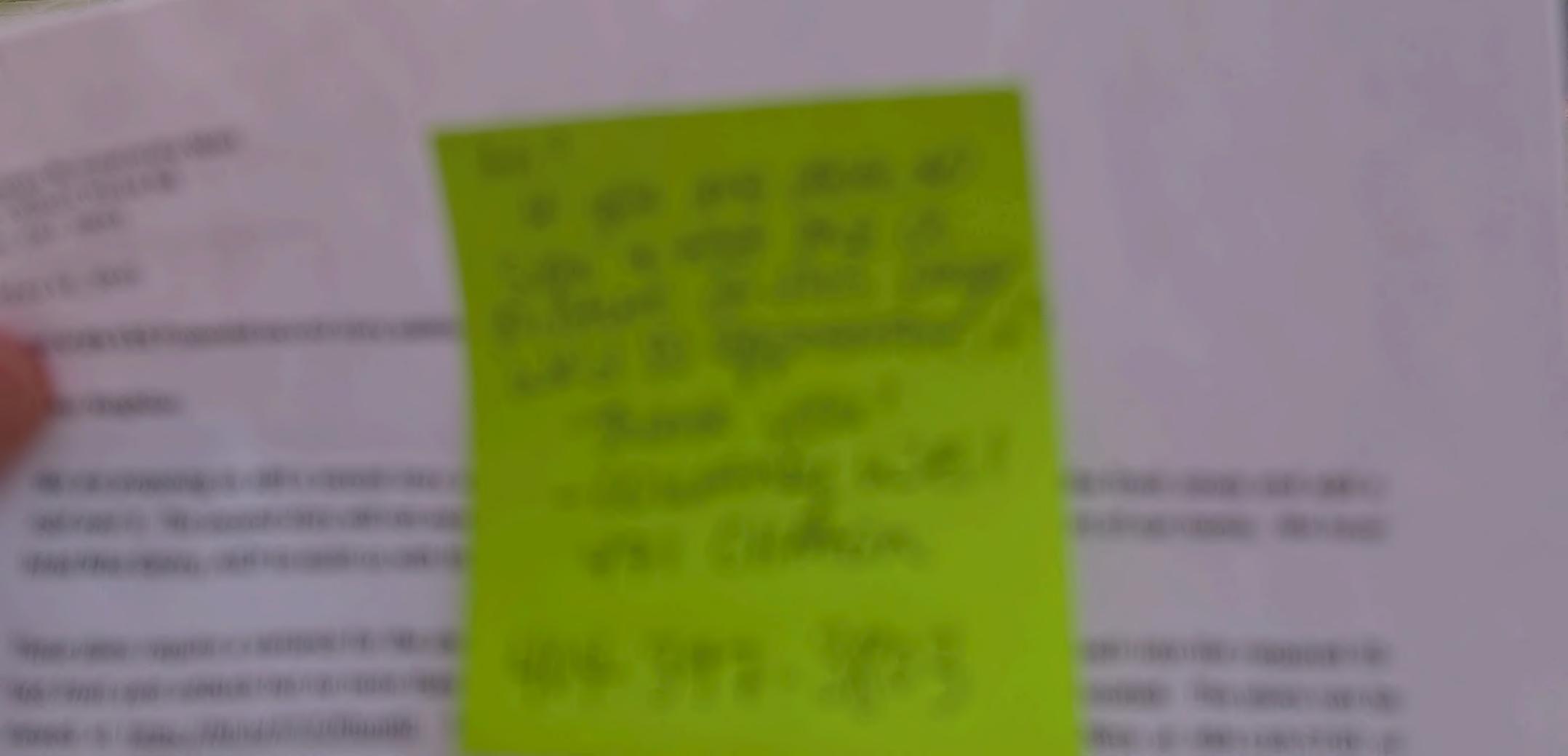
PS Form 3817, April 2007 PSN 7530-02-000-9065



455

Handwritten notes on a bright yellow sticky note, which are illegible due to blurring.

Blurred printed text on a white sheet of paper, likely a document or form, held in the foreground. The text is mostly illegible due to the shallow depth of field.



466



Christian & Courtney Weil  
 471 Clifton Road NE  
 404-397-3803

May 12, 2025

Re: V-25-115 Proposed second story addition

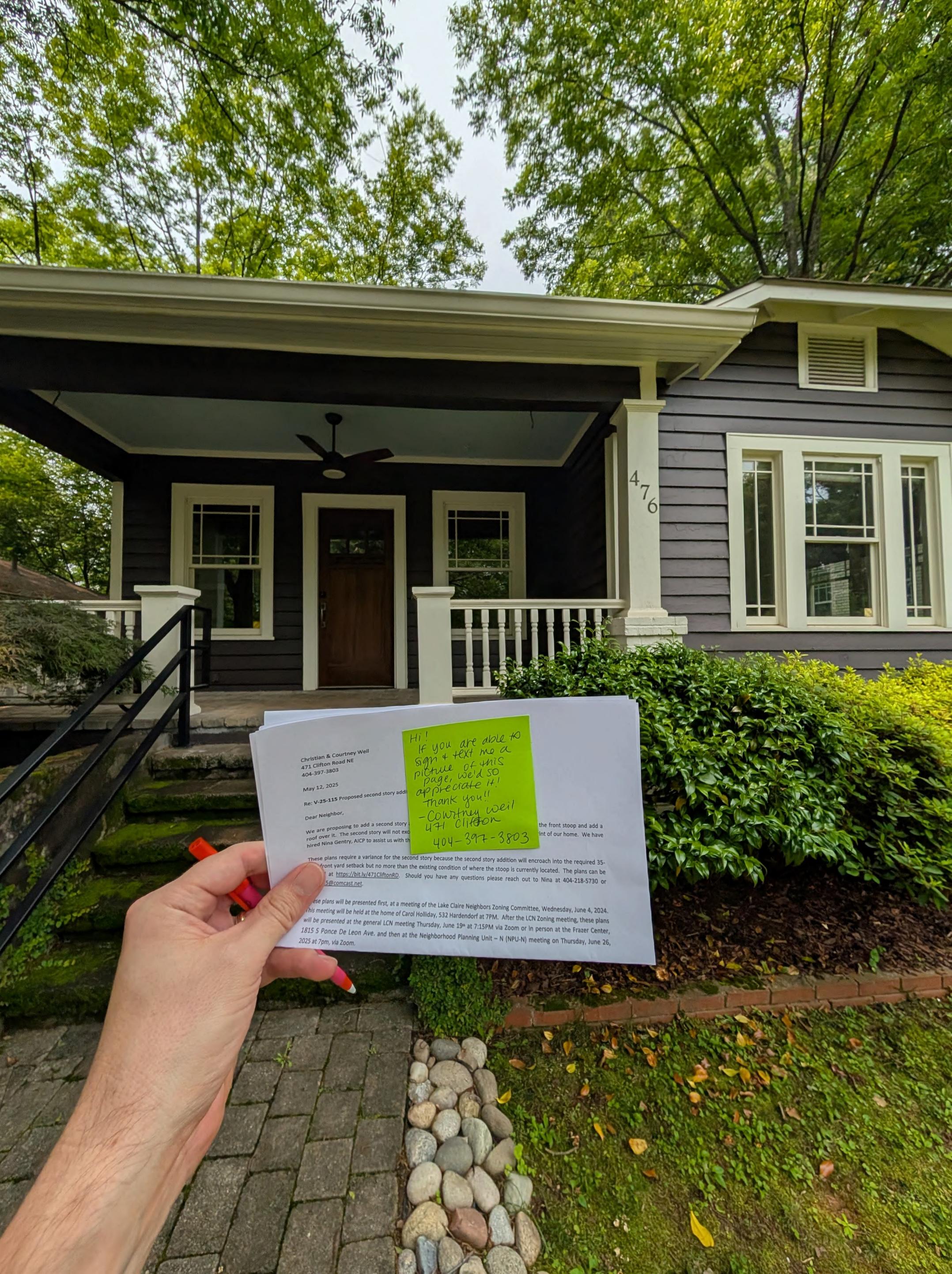
Dear Neighbor,

We are proposing to add a second story addition to the front stoop and add a roof over it. The second story will not exceed the existing height of our home. We have hired Nina Gentry, AICP to assist us with the variance.

These plans require a variance for the second story because the second story addition will encroach into the required 35-foot front yard setback but no more than the existing condition of where the stoop is currently located. The plans can be viewed at <https://bit.ly/471CliftonRD>. Should you have any questions please reach out to Nina at 404-218-5730 or [gps2015@comcast.net](mailto:gps2015@comcast.net).

These plans will be presented first, at a meeting of the Lake Claire Neighbors Zoning Committee, Wednesday, June 4, 2024. This meeting will be held at the home of Carol Holliday, 532 Hardendorf at 7PM. After the LCN Zoning meeting, these plans will be presented at the general LCN meeting Thursday, June 19<sup>th</sup> at 7:15PM via Zoom or in person at the Frazer Center, 1815 S Ponce De Leon Ave. and then at the Neighborhood Planning Unit - N (NPU-N) meeting on Thursday, June 26, 2025 at 7pm, via Zoom.

Hi!  
 If you are able to sign & text me a picture of this page, we'd so appreciate it!  
 Thank you!!  
 - Courtney Weil  
 471 Clifton  
 404-397-3803



Christian & Courtney Weil  
471 Clifton Road NE  
404-397-3803

May 12, 2025

Re: V-25-115 Proposed second story addition

Dear Neighbor,

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Hi!  
If you are able to  
sign + text me a  
picture of this  
page, we'd so  
appreciate it!  
Thank you!!  
- Courtney weil  
471 Clifton  
404-397-3803

476

470

Christian & Courtney Weil  
471 Clifton Road NE  
404-397-3803

May 12, 2025

Re: V-25-115 Proposed second story addition 471 Clifton Rd and rebuilding of front stoop

Dear Neighbor,

We are proposing to add a second story addition to our home at 471 Clifton Road and rebuild the front stoop and add a roof over it. The second story will not exceed the permitted height or exceed the existing footprint of our home. We have hired Nina Gentry, AICP to assist us with the variance process.

These plans require a variance for the second story because the second story addition will encroach into the required 35-foot front yard setback but no more than the existing condition of where the stoop is currently located. The plans can be viewed at <https://bit.ly/471CliftonRD>. Should you have any questions please reach out to Nina at 404-218-5730 or [gps2015@comcast.net](mailto:gps2015@comcast.net).

These plans will be presented first, at a meeting of the Lake Claire Neighbors Zoning Committee, Wednesday, June 4, 2024. This meeting will be held at the home of Carol Holliday, 522 Hardendorf at 7PM. After the LCN Zoning meeting, these plans will be presented at the general LCN meeting Thursday, June 19<sup>th</sup> at 7:15PM via Zoom or in person at the Frazer Center, 1815 S Ponce De Leon Ave. and then at the Neighborhood Planning Unit - N (NPU-N) meeting on Thursday, June 26, 2025 at 7pm, via Zoom.

Christian & Courtney Weil  
471 Clifton Road NE  
404-397-3803

May 12, 2025

Re: V-25-115 Proposed second story addition 471 Clifton Rd and rebuilding of front stoop

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These plans will be presented first, at a meeting of the Lake Claire Neighbors Zoning Committee, Wednesday, June 4, 2024. This meeting will be held at the home of Carol Holliday, 532 Hardendorf at 7PM. After the LCN Zoning meeting, these plans will be presented at the general LCN meeting Thursday, June 13<sup>th</sup> at 7:15PM via Zoom or in person at the Fraser Center, 1825 S Ponce De Leon Ave, and then at the Neighborhood Planning Unit - N (NPLN) meeting on Thursday, June 26, 2025 at 7pm, via Zoom.

The application will be heard by the Board of Zoning Adjustment, July 10, 2025 at 12N in City Council Chambers at 55 Trinity Avenue SW.

At the request of the Lake Claire Zoning Committee, please complete the information below and return by Friday, May 30<sup>th</sup>. Forms can be scanned and emailed to [gs2015@comcast.net](mailto:gs2015@comcast.net) or sent via a text message photograph to 404-218-5730. We greatly appreciate you responding.

Sincerely,

Christian & Courtney Weil

**Acknowledgement of Notification:**

- I have been made aware of variance request V-25-115 and given the opportunity to comment on the proposal.  
 I have questions  
 I have been informed but have no opinion

Linda Howard  
Signature of LCN member

LINDA HOWARD  
Printed Name of LCN member

455 CLIFTON RD NE  
Address of LCN member

Christian & Courtney Weil  
471 Clifton Road NE  
404-397-3803

May 12, 2025

Re: V-25-115 Proposed second story addition 471 Clifton Rd and rebuilding of front stoop

Dear Neighbor,

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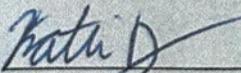
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Sincerely,

Christian & Courtney Weil

**Acknowledgement of Notification:**

- I have been made aware of variance request V-25-115 and given the opportunity to comment on the proposal.
- I have questions
- I have been informed but have no opinion

  
Signature of LCN member

Katie Bryant  
Printed Name of LCN member

461 Clifton Rd  
Address of LCN member