



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

APPLICATION #: **V-20-086**

DATE ACCEPTED: **07/09/2020**

NOTICE TO APPLICANT

Address of Property:

1007 Courtenay DR NE

City Council District: **6** Neighborhood Planning Unit (NPU): **F**

Board of Zoning Adjustment (BZA) Hearing Date:

Thursday, October 01, 2020 at 12:00 p.m.

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

The contact person for NPU F is:

Debbi Skopczynski
404-874-7483
zoning@npufatlanta.org

Contact info for adjacent NPUs is provided below if necessary:

Additional 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 404-330-6145.

Signed,

LL, for Director, Office of Zoning and
Development

Cary Aiken



City of Atlanta
Office of Zoning and Development
 55 Trinity Avenue, Suite 3300
 Atlanta, Georgia 30303
 Phone: 404-330-6145

REFERRAL CERTIFICATE

COUNCIL DISTRICT 6 APPLICATION NUMBER _____

NPU F _____ DATE FILED _____

 Cary Aiken
Name of Applicant
 Carport

at 1007 Courtenay NE 17/2
Street Address **Quadrant** **District & Land Lot**

to be used for _____ Residential _____ Purposes

The property is zoned R-4 (Single Family Residential) District

2. The Building Permit Was Denied For The Following Reasons:

Applicant seeks a variance from the zoning regulations to reduce the required west side yard setback from 7 feet to 1 foot in order to construct a carport.

Applicant seeks no other variances at this time.

1982 ZONING ORDINANCE, AS AMENDED

Chapter 06 Section 16-06.008 Paragraph (2)

Chapter _____ Section _____ Paragraph _____

Chapter _____ Section _____ Paragraph _____

Tamaria Letang 07/03/2020
 Plan Reviewer Date

C. Aiken 8/4/2020
 Applicant Date

APPLICATION FOR BOARD OF ZONING ADJUSTMENT

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

Variance	<input checked="" type="checkbox"/>
Special Exception	<input type="checkbox"/>
Variance & Special Exception	<input type="checkbox"/>



Date Filed 7/10/2020 Application Number V-20-086
Name of Applicant Cary Aiken Daytime Phone 404-815-5880
Company Name (if applicable) N/A email carya@earthlink.net
Address 1007 Courtenay Dr. Atlanta GA 30306
street city state zip code

Name of Property Owner Cary Aiken Phone 404-815-5880
Address 1007 Courtenay Dr. Atlanta GA 30306
street city state zip code

Description of Property

Address of Property 1007 Courtenay Dr. Atlanta GA 30306
street city state zip code
Area: .1982 Land Lot: 2 District: 17, Fulton County, GA.
Property is zoned: R4, Council District: 6, Neighborhood Planning Unit (NPU): F

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.

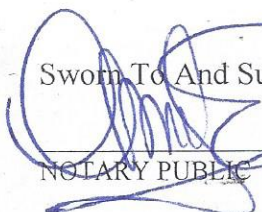
I hereby authorize the staff of the Office of Zoning and Development to inspect the premises of the above-described property. I understand that it is my responsibility to post a public notice sign on the property according to the instructions given to me by the Office of Zoning and Development upon filing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

Owner or Agent for Owner (Applicant)

Cary Aiken

Print Name of Owner

Sworn To And Subscribed Before Me This 10 Day Of 20


NOTARY PUBLIC



RECEIVED

DATE: 08/07/2020

V-20-086

**Justification Letter for
1007 Courtenay Dr NE Atlanta, GA 30306**

We are requesting the following variance in order to construct a carport on an existing pad.

Cary and Dianne Aiken purchased the home at 1007 Courtenay Dr NE, Atlanta, GA 30306 in July of 1998. The home had a detached garage bordering the west side property line. The garage was destroyed by a falling tree, but the original parking pad remained. The parking pad has since been enlarged to accommodate two vehicles. Prior to this, one vehicle had to park in a shared driveway making it difficult for our elderly neighbor to get her car out of her yard.

We are applying for a variance in order to construct a two-car carport over an existing parking pad. An existing fence on the western border of the parking pad does not allow space to move the structure into the yard. The structure will not affect any trees or other landscaping.

We have designed this structure to conform with the style and scale of other homes on our street and in our neighborhood.

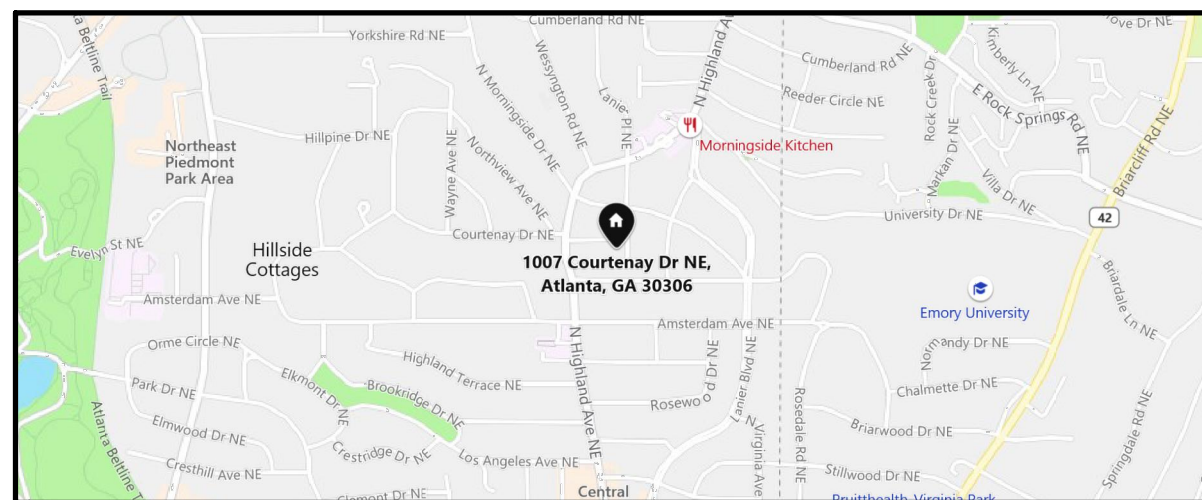
We feel that this request meets the criteria for a variance in that:

1. Application of the zoning ordinance to this piece of property would create an unnecessary hardship due to the existing parking pad has always bordered the property line.
2. The proposed structure cannot be moved to any other location due to the existing driveway and fence. We would like to do this with the least impact to the site. You may note that this house was built with a shared driveway on a narrow lot. Both our original garage and the neighbor's garage were built on the property line to match up with the shared driveway.
3. A water containment area is located on the east side of the structure. This is currently very effective. Water will be even more directed into it with our plan.
4. All construction materials will be treated with fire retardant products. We plan on a metal roof with is completely fire resistant. No flammable materials will be used. No other surface areas will be impacted.
5. Relief will not cause any detriment to the public good nor impair the purposes and intent of the zoning ordinance. This carport is to replace the original garage built with the house on the same pad as where we are currently parking. No change in location, impervious surface or use is proposed.

DRAWING INDEX

AO.00 - TITLE SHEET
A1.01 - SURVEY
A1.02 - SITE PLAN AND DETAILS
A2.01 - PLAN, SECTION AND ELEVATIONS
S-1 - FOUNDATION PLAN, FRAMING PLAN, SECTIONS & DETAILS

PROJECT LOCATION MAP



PROJECT TEAM

OWNER:
CARY AND DIANE AIKEN
1007 COURTENAY DRIVE NE
ATLANTA, GA 30306

ARCHITECT:
BRANDY MORRISON
MORRISON DESIGN, LLC
485 OAKLAND AVE SE
ATLANTA, GA 30312

STRUCTURAL ENGINEER
PIERRE COIRON
STABILITY ENGINEERING
1376 CHURCH ST, SUITE 200
DECATUR, GA 30030

SCOPE OF WORK

CONSTRUCTION OF NEW CARPORT IN EXISTING DRIVEWAY TO REPLACE PREVIOUSLY EXISTING GARAGE DESTROYED BY TREE.

ABBREVIATIONS

BD - BOARD
C.O. - CASED OPENING
CL - CENTER LINE
EQ - EQUAL
EXT - EXTERIOR
GWB - GYPSUM WALLBOARD
H - HEIGHT
MECH - MECHANICAL
MFR - MANUFACTURER
N.I.C. - NOT IN CONTRACT
O.C. - ON CENTER
O.S. - OWNER SPECIFIED
P.T. - PRESSURE TREATED
PTD - PAINTED
SQ - SQUARE
T&G - TONGUE & GROOVE
TBD - TO BE DETERMINED
U.N.O. - UNLESS NOTED OTHERWISE
V.I.F. - VERIFY IN FIELD
W - WIDTH
WD - WOOD

APPLICABLE CODES:

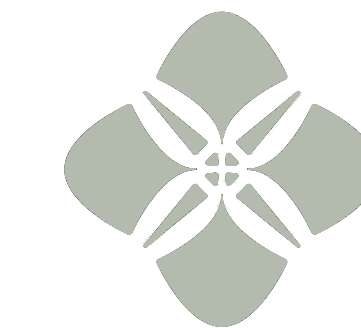
International Building Code, 2018 Edition, with Georgia Amendments
International Residential Code, 2018 Edition, with Georgia Amendments
International Fire Code, 2018 Edition, with Georgia Amendments
International Plumbing Code, 2018 Edition, with Georgia Amendments
International Mechanical Code, 2018 Edition, with Georgia Amendments
International Fuel Gas Code, 2018 Edition, with Georgia Amendments
National Electrical Code, 2017 Edition, with no Georgia Amendments
International Energy Code, 2018 Edition, with Georgia Supplements and Amendments
NFPA 101 - Life Safety Code, 2018 Edition with State Amendments

GENERAL NOTES

1. THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND CONDITIONS IN THE FIELD PRIOR TO COMMENCING WORK.
"VERIFY" INDICATES AN ASSUMED EXISTING CONDITION. THE CONTRACTOR IS RESPONSIBLE FOR VERIFYING, IN THE FIELD, THAT THE ACTUAL EXISTING CONDITION IS ACCURATELY DESCRIBED IN THESE DRAWINGS. IF THE EXISTING CONDITIONS ARE DIFFERENT, THE CONTRACTOR SHALL NOTIFY MORRISON DESIGN, LLC. AND AWAIT NOTICE OF HOW TO PROCEED. CONTRACTOR SHALL ASSUME RESPONSIBILITY FOR ERRORS THAT ARE NOT REPORTED.
2. ALL DIMENSIONS ARE TAGGED TO FACE OF FRAMING UNLESS OTHERWISE NOTED.
3. THESE DRAWINGS ARE NOT TO BE SCALED FOR OBTAINING DIMENSIONAL INFORMATION.
4. THE SCOPE OF THE DRAWINGS DOES NOT INCLUDE CIVIL (ANY GRADING OR EROSION CONTROL SPECIFICATIONS), STRUCTURAL, OR MEP ENGINEERING. IF REQUIRED, THEY SHALL BE PROVIDED AT OWNER'S EXPENSE.
5. MORRISON DESIGN, LLC. IS NOT RESPONSIBLE FOR STRUCTURAL ISSUES. FRAMING PLANS, AND SIZING OF MEMBERS TO BE DETERMINED BY STRUCTURAL ENGINEER OR CONTRACTOR.
6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE TEMPORARY BRACING OF ALL WORK DURING CONSTRUCTION.
7. CONTRACTOR IS RESPONSIBLE FOR OBTAINING ALL PERMITS REQUIRED BY THE CITY OF ATLANTA AND FULTON COUNTY.
8. CONTRACTOR IS RESPONSIBLE FOR FOLLOWING OSHA STANDARDS FOR ALL WORKERS, INCLUDING SUBCONTRACTORS.
9. ALL EXISTING SPECIMEN TREES SHALL BE PROTECTED DURING CONSTRUCTION, UNLESS OTHERWISE NOTED.
10. CONTRACTOR IS RESPONSIBLE FOR FOLLOWING ALL APPLICABLE CODES.
11. CONTRACTOR IS TO CONDUCT A CONSTRUCTION KICK-OFF MEETING WITH OWNER AND ARCHITECT PRESENT.
12. CONTRACTOR IS TO PROVIDE OWNER WITH ANTICIPATED SCHEDULE AT BEGINNING OF PROJECT.
13. CONTRACTOR TO PROVIDE SAMPLES OR MOCK-UPS OF ALL NEW MATERIALS FOR OWNER'S APPROVAL.
14. CONTRACTOR TO PROVIDE PRODUCT DATA ON ALL APPLIANCES AND FIXTURES FOR OWNER REVIEW.
15. CONTRACTOR TO PROVIDE ALL SAMPLES, MOCK-UPS OR PRODUCT DATA FOR OWNER REVIEW IN A TIMELY MANNER TO AVOID DELAYS.
16. FOR ALL CLEANING AND REFINISHING WORK, CONTRACTOR IS TO TEST THE METHOD IN AN INCONSPICUOUS AREA AND SUBMIT TO ARCHITECT FOR APPROVAL.
17. ALL INSTALLERS ARE TO BE LICENSED AND INSURED PER APPLICABLE LAWS.
18. ALL MATERIALS ARE TO BE INSTALLED PER MANUFACTURER'S INSTRUCTIONS AND BEST PRACTICES. IF A DISCREPANCY ARISES, NOTIFY ARCHITECT.
19. UPON COMPLETION, CONTRACTOR IS TO SUBMIT AN OPERATIONS & MAINTENANCE MANUAL TO THE OWNER. IT IS TO INCLUDE AS-BUILT DRAWINGS, ALL EQUIPMENT INFORMATION, MSDS, USER MANUALS, WARRANTIES AND OTHER PRODUCT INFORMATION REQUIRED FOR SUCCESSFUL MAINTENANCE OF THE BUILDING.
20. CONTRACTOR IS TO SECURE THE SITE AT ALL TIMES
21. CONTRACTOR IS TO CLEAN SITE UPON COMPLETION.



V-20-086



MORRISON
DESIGN
architecture - preservation

485 Oakland Ave, SE
Atlanta, GA 30312
(404) 723-7240

Architecture
Historic Preservation



Permit Drawings For
1007 COURTENAY DRIVE NE
ATLANTA, GA 30306
RELEASED FOR CONSTRUCTION

MAY 7, 2020

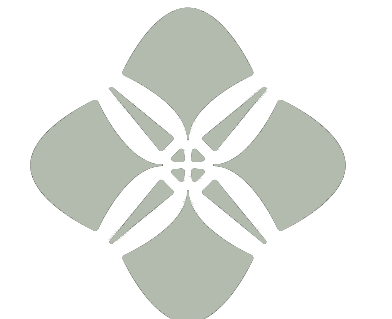
AO.00

TITLE SHEET

SURVEY

City of Atlanta | Department of City Planning
OFFICE OF ZONING & DEVELOPMENT
RECEIVED
 DATE: **08/07/2020**

V-20-086



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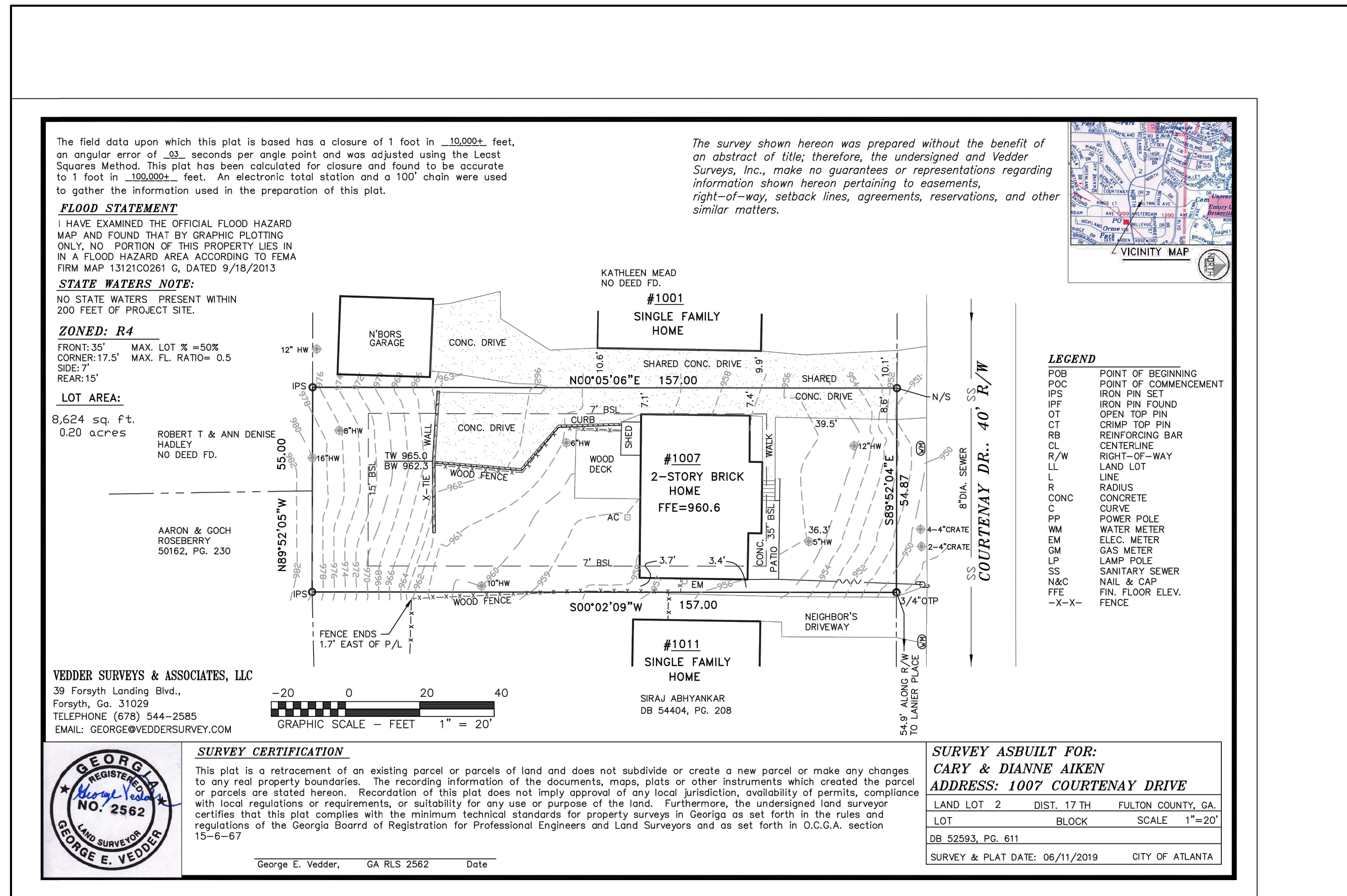


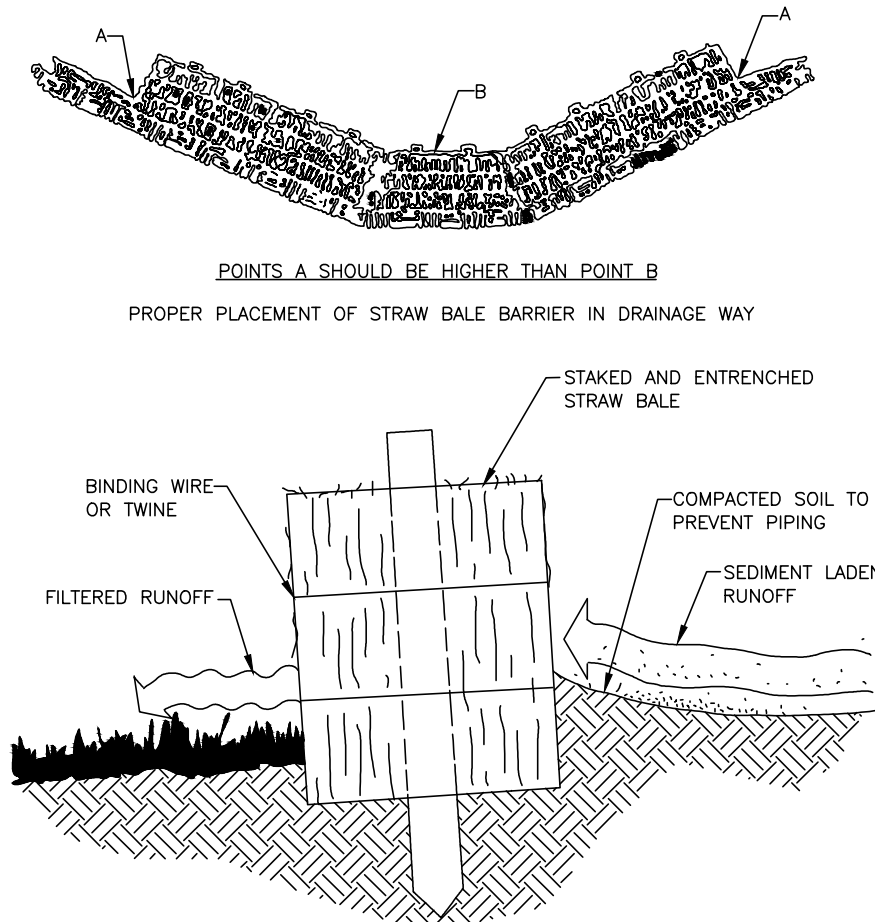
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A1.01

SURVEY





POINTS A SHOULD BE HIGHER THAN POINT B
PROPER PLACEMENT OF STRAW BALE BARRIER IN DRAINAGE WAY

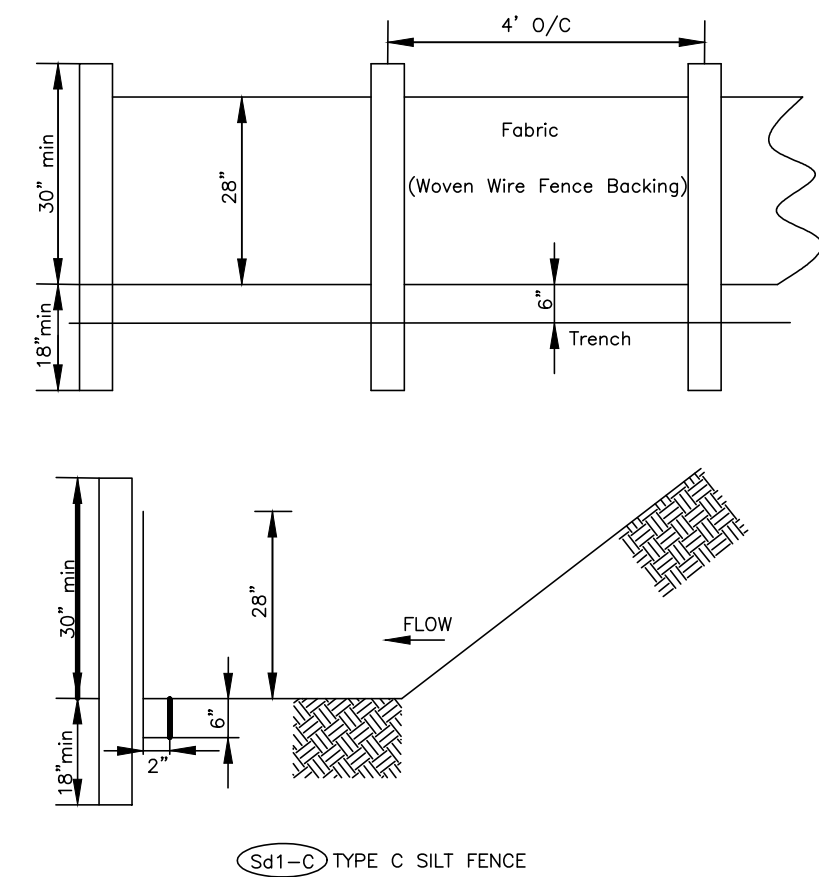
CROSS-SECTION OF A PROPERLY INSTALLED STRAW BALE

NOTE: EMBED HAY BALES A MINIMUM OF 4 INCHES.

Cd-Hb HAYBALE CHECK DAMS

THIS DETAIL WAS TAKEN FROM THE CITY OF ATLANTA'S WEBSITE. IT MAY HAVE BEEN MODIFIED AND SHOULD BE REVIEWED THOROUGHLY.

City of Atlanta	STANDARD DETAILS	REV. DATE: OCT. 2011 ORIG. DATE: NOV 2004 SCALE: N.T.S.
	HAYBALE CHECK DAMS	DETAIL NO. ER-G-CD002



Sd1-C TYPE C SILT FENCE

MAINTENANCE
SEDIMENT SHALL BE REMOVED ONCE IT HAS ACCUMULATED TO ONE-HALF THE ORIGINAL HEIGHT OF THE BARRIER. FILTER FABRIC SHALL BE REPLACED WHENEVER IT HAS DETERIORATED TO SUCH AN EXTENT THAT THE EFFECTIVENESS OF THE FABRIC IS REDUCED (APPROXIMATELY SIX MONTHS). TEMPORARY SEDIMENT BARRIERS SHALL REMAIN IN PLACE UNTIL DISTURBED AREAS HAVE BEEN PERMANENTLY STABILIZED. ALL SEDIMENT ACCUMULATED AT THE BARRIER SHALL BE REMOVED AND PROPERLY DISPOSED OF BEFORE THE BARRIER IS REMOVED.

THIS DETAIL WAS TAKEN FROM THE CITY OF ATLANTA'S WEBSITE. IT MAY HAVE BEEN MODIFIED AND SHOULD BE REVIEWED THOROUGHLY.

City of Atlanta	STANDARD DETAILS	REV. DATE: SEPT 2011 ORIG. DATE: NOV 2004 SCALE: N.T.S.
	TYPE C SILT FENCE	DETAIL NO. ER-G-SD001

SILT FENCE
THE MANUFACTURER SHALL HAVE EITHER AN APPROVED COLOR MARK YARN IN THE FABRIC OR LABEL THE FABRICATED SILT FENCE WITH BOTH THE MANUFACTURER AND FABRIC NAME EVERY 100 FEET.

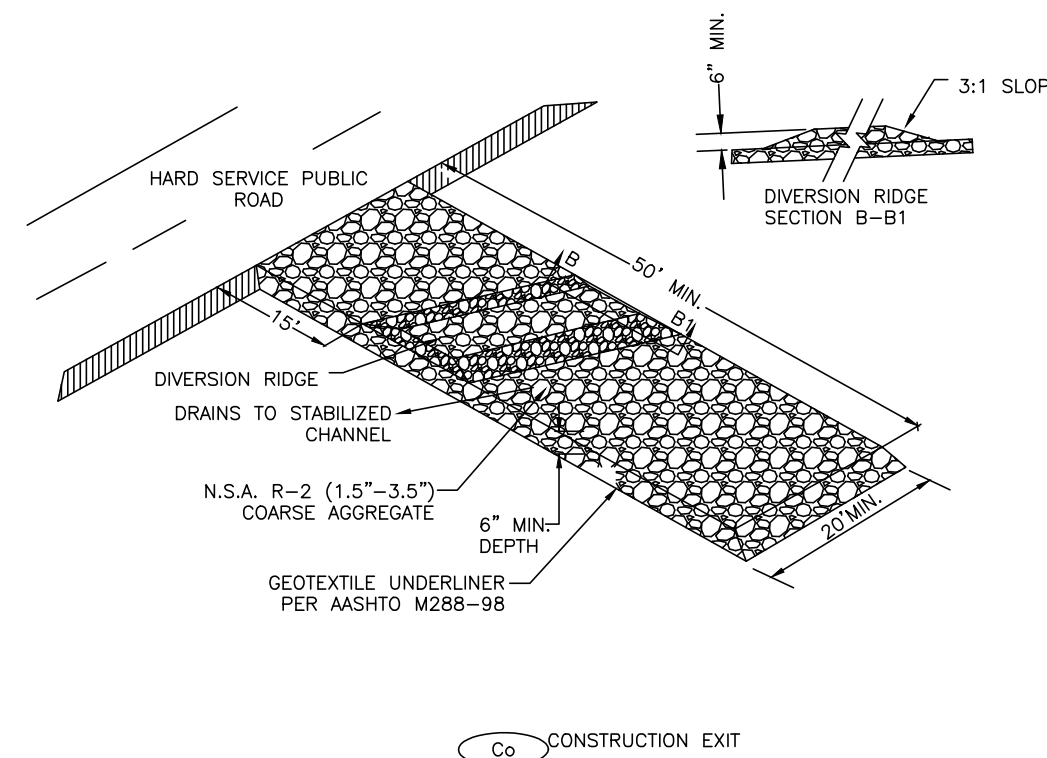
THE TEMPORARY SILT FENCE SHALL BE INSTALLED ACCORDING TO THIS SPECIFICATION, AS SHOWN ON THE PLANS OR AS DIRECTED BY THE ENGINEER. FOR INSTALLATION OF THE FABRIC, SEE DETAIL. POST INSTALLATION SHALL START AT THE CENTER OF THE LOW POINT (IF APPLICABLE) WITH THE REMAINING POSTS SPACED 4 FEET APART FOR TYPE C SILT FENCE. ONLY STEEL POST SHALL BE USED WITH TYPE C SILT FENCE. POSTS SHALL BE 4' IN LENGTH, 1.3 LBS/ FT. ALONG STREAM BUFFERS AND OTHER SENSITIVE AREAS, TWO ROWS OF TYPE C SILT FENCE OR ONE ROW OF TYPE C SILT FENCE BACKED BY HAYBALES SHALL BE USED.

MAINTENANCE FOR ALL Sd2 APPLICATIONS
ALL TRAPS SHALL BE INSPECTED DAILY AND AFTER EACH RAIN AND REPAIRS MADE AS NEEDED. SEDIMENT SHALL BE REMOVED WHEN THE SEDIMENT HAS ACCUMULATED TO ONE-HALF THE HEIGHT OF THE TRAP. SEDIMENT SHALL BE REMOVED FROM CURB INLET PROTECTION IMMEDIATELY. FOR EXCAVATED INLET SEDIMENT TRAPS, SEDIMENT SHALL BE REMOVED WHEN ONE-HALF OF THE SEDIMENT STORAGE CAPACITY HAS BEEN LOST TO SEDIMENT ACCUMULATION. SOO INLET PROTECTION SHALL BE MAINTAINED AS SPECIFIED IN DS4- DISTURBED AREA STABILIZATION (WITH SODDING).

SEDIMENT SHALL NOT BE WASHED INTO THE INLET. IT SHALL BE REMOVED FROM THE SEDIMENT TRAP AND DISPOSED OF AND STABILIZED SO THAT IT WILL NOT ENTER THE INLET, AGAIN. WHEN THE CONTRIBUTING DRAINAGE AREA HAS BEEN PERMANENTLY STABILIZED, ALL MATERIALS AND ANY SEDIMENT SHALL BE REMOVED, AND EITHER SALVAGED OR DISPOSED OF PROPERLY. THE DISTURBED AREA SHALL BE BROUGHT TO PROPER GRADE, THEN SMOOTHED AND COMPACTED. ALL DISTURBED AREAS AROUND THE INLET SHALL BE APPROPRIATELY STABILIZED.

DESIGN CRITERIA FOR ALL Sd2 APPLICATIONS
MANY SEDIMENT FILTERING DEVICES CAN BE DESIGNED TO SERVE AS TEMPORARY SEDIMENT TRAPS; SEDIMENT TRAPS MUST BE SELF-DRAINING UNLESS THEY ARE OTHERWISE PROTECTED IN AN APPROVED FASHION THAT WILL NOT PRESENT A SAFETY HAZARD. THE AREA DRAINING TO THE INLET SEDIMENT TRAP SHALL BE NO GREATER THAN ONE ACRE. IF RUNOFF MAY BYPASS THE PROTECTED INLET, A TEMPORARY DIKE SHOULD BE CONSTRUCTED ON THE DOWN SLOPE SIDE OF THE STRUCTURE. ALSO, A STONE FILTER RING MAY BE USED ON THE UP SLOPE SIDE OF THE INLET TO SLOW RUNOFF AND FILTER LARGER SOIL PARTICLES. REFER TO FR-STONE FILTER RING.

THIS DETAIL WAS TAKEN FROM THE CITY OF ATLANTA'S WEBSITE. IT MAY HAVE BEEN MODIFIED AND SHOULD BE REVIEWED THOROUGHLY.



Co CONSTRUCTION EXIT

CONSTRUCTION EXIT
A STONE STABILIZED PAD SHALL BE LOCATED AT ANY POINT WHERE TRAFFIC WILL BE LEAVING A CONSTRUCTION SITE TO A PUBLIC RIGHT-OF-WAY, STREET, ALLEY, SIDEWALK, PARKING AREA, OR ANY OTHER AREA WHERE THERE IS A TRANSITION FROM BARE SOIL TO A PAVED AREA.

AGGREGATE SIZE
STONE WILL BE IN ACCORDANCE WITH NATIONAL STONE ASSOCIATION R-2 (1.5 TO 3.5 INCH STONE).

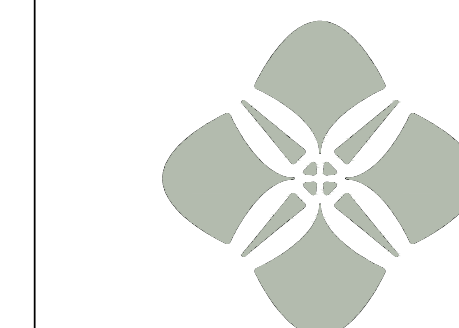
PAD THICKNESS
THE GRAVEL PAD SHALL HAVE A MINIMUM THICKNESS OF 6 INCHES.

PAD WIDTH
AT A MINIMUM, THE WIDTH SHOULD EQUAL FULL WIDTH OF ALL POINTS OF VEHICULAR EGRESS, BUT NOT LESS THAN 20 FEET WIDE.

DIVERSION RIDGE
ON SITES WHERE THE GRADE TOWARD THE PAVED AREA IS GREATER THAN 2%, A DIVERSION RIDGE 6 TO 8 INCHES HIGH WITH 3:1 SIDE SLOPES SHALL BE CONSTRUCTED ACROSS THE FOUNDATION APPROXIMATELY 15 FEET ABOVE THE ROAD.

MAINTENANCE
THE EXIT SHALL BE MAINTAINED IN A CONDITION WHICH WILL PREVENT TRACKING OR FLOW OF MUD ONTO PUBLIC RIGHTS-OF-WAY. THIS MAY REQUIRE PERIODIC TOP DRESSING WITH 1.5-3.5 INCH STONE, AS CONDITIONS DEMAND, AND REPAIR AND/OR CLEANOUT OF ANY STRUCTURES TO TRAP SEDIMENT. ALL MATERIALS SPILLED, DROPPED, WASHED, OR TRACKED FROM VEHICLES OR SITE ONTO ROADWAYS OR INTO STORM DRAINS MUST BE REMOVED IMMEDIATELY.

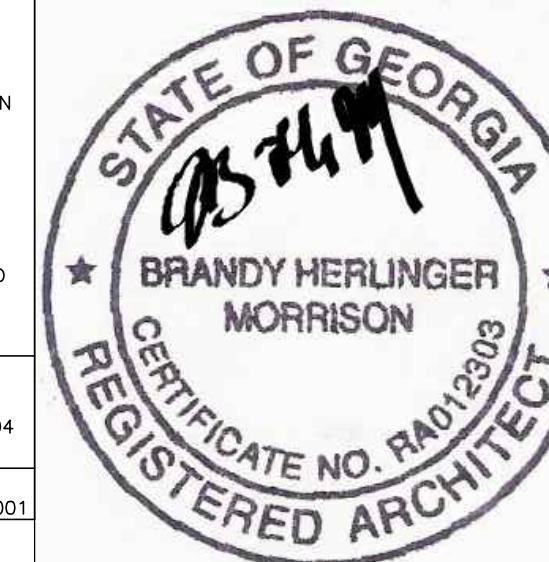
City of Atlanta	STANDARD DETAILS	REV. DATE: SEPT 2011 ORIG. DATE: NOV 2004 SCALE: N.T.S.
	CONSTRUCTION EXIT	DETAIL NO. ER-G-CO001



MORRISON DESIGN
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Historic Preservation



LOT INFORMATION

ZONED: R4
LOT SIZE: 8,624 S.F.
EXISTING HOUSE: 1,399 s.f. - NOT CHANGED
EXISTING PORCH & DECK: 429 s.f. - NOT CHANGED
EXISTING PATHS & DRIVES: 1,418 - NOT CHANGED
CARPORT ON EXISTING DRIVE: 400 S.F.
LOT COVERAGE: 38% - NOT CHANGED
F.A.R.: 16% - NOT CHANGED

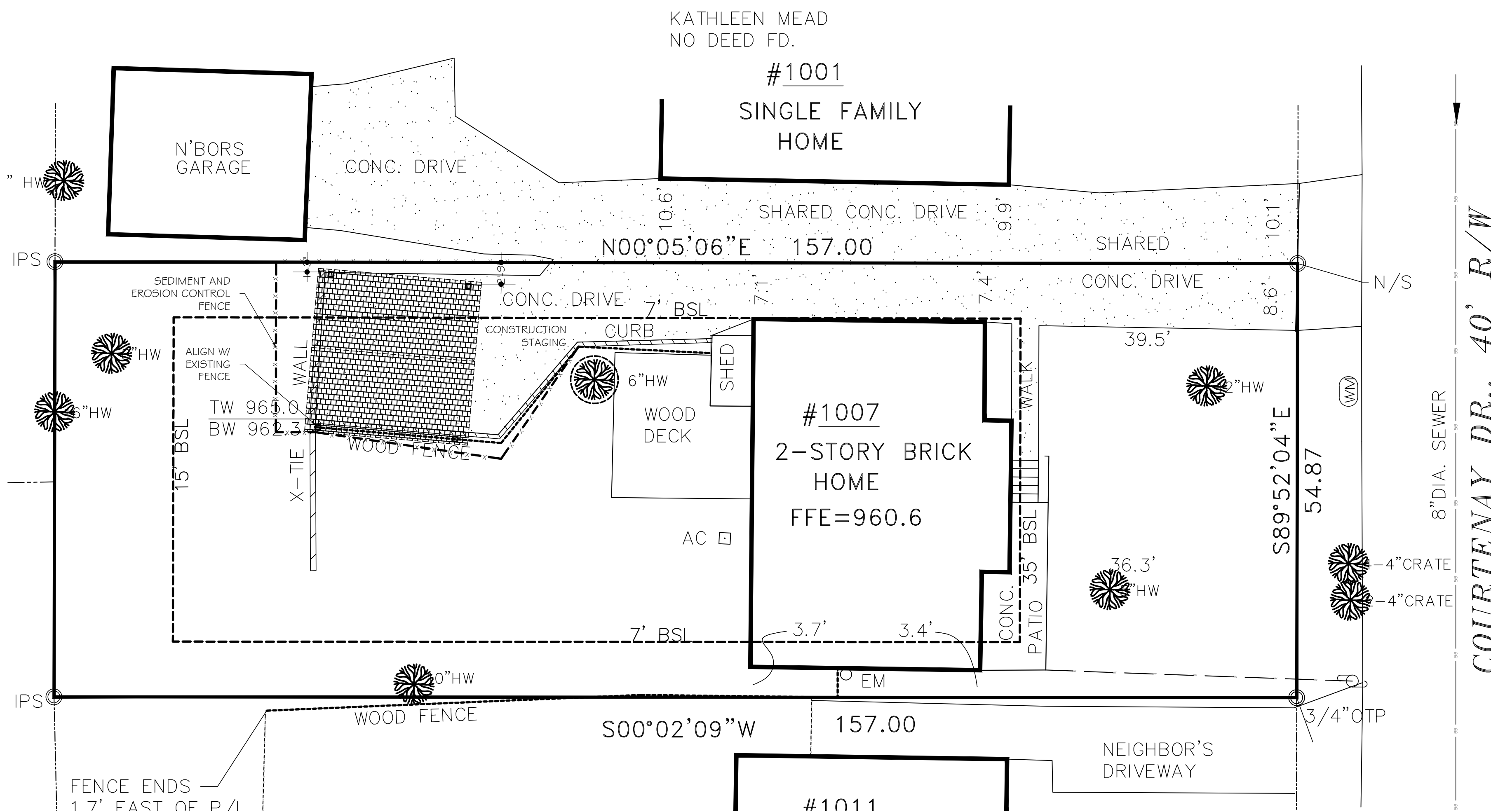
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RECEIVED

DATE: 08/07/2020

V-20-086

Site Plan
1" = 10'-0"



Permit Drawings For

1007 COURTENAY DRIVE NE
ATLANTA, GA 30306

RELEASED FOR CONSTRUCTION

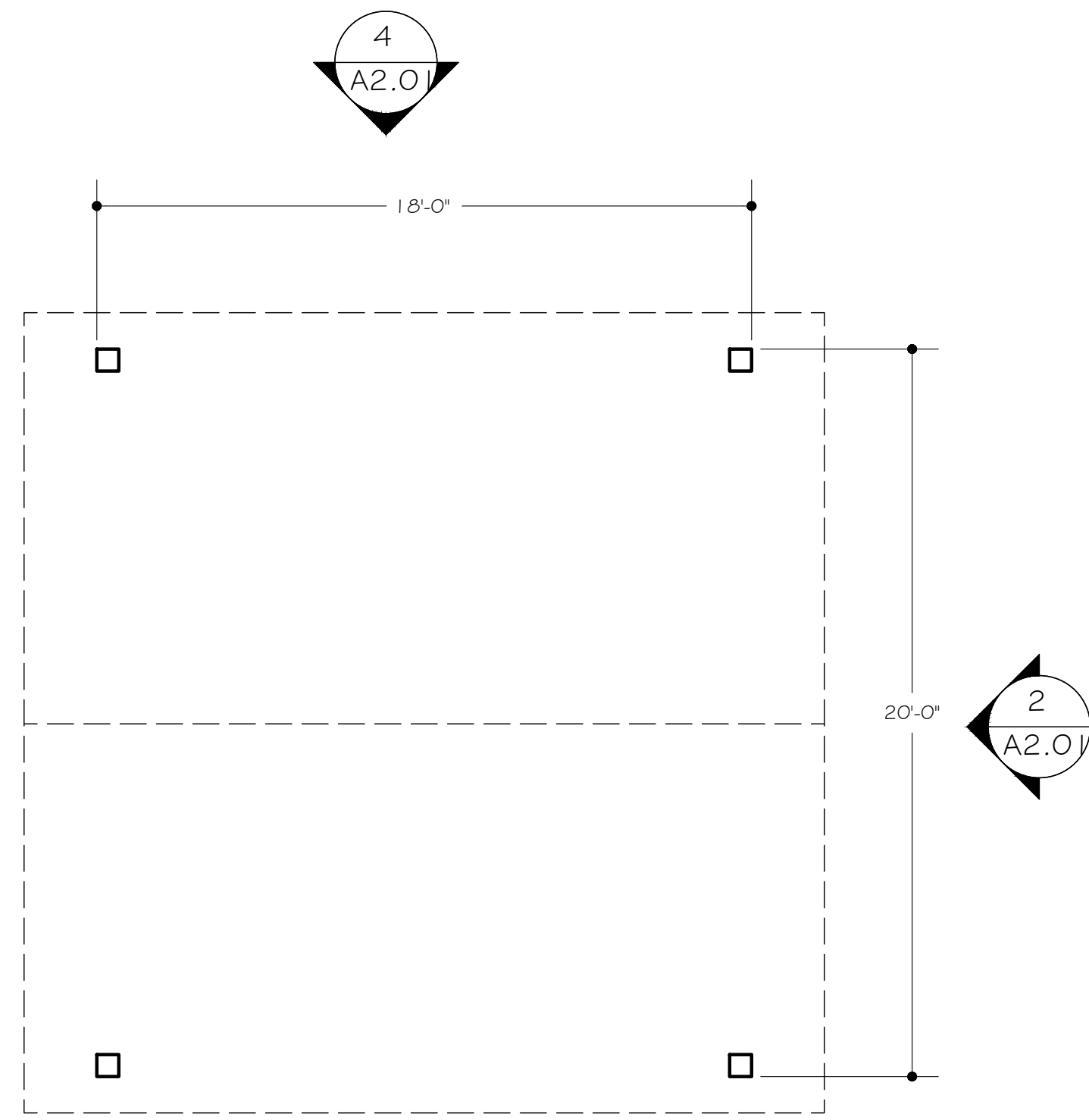
MAY 7, 2020
REV 1 JULY 8, 2020

A1.02

SITE
PLAN and details

City of Atlanta | Department of City Planning
OFFICE OF ZONING & DEVELOPMENT
RECEIVED
 DATE: **08/07/2020**

V-20-086 2 rev
 A2.01

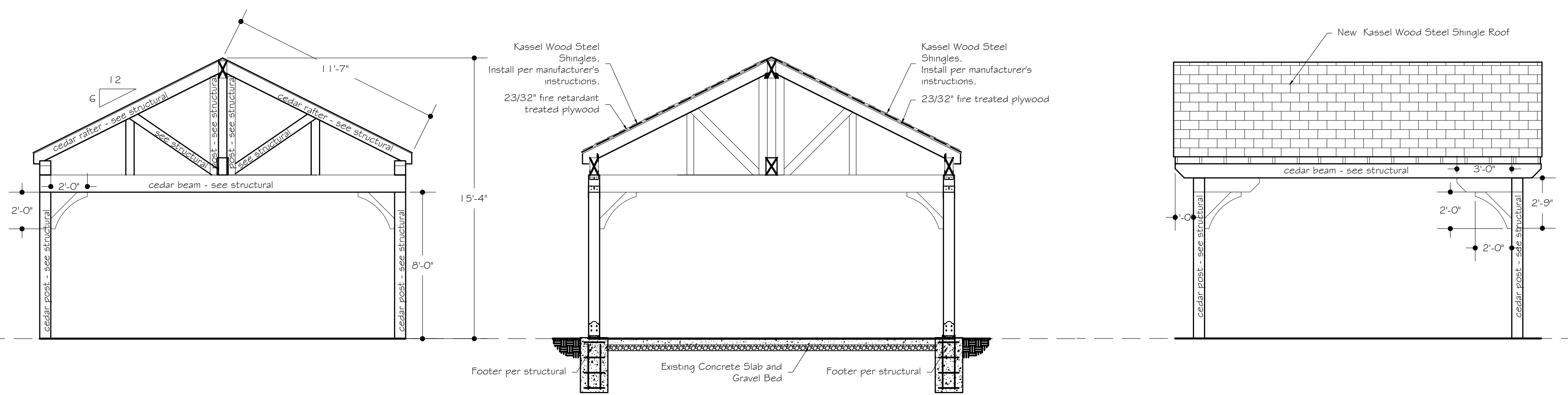


1 Plan
 A2.01 1/4" = 1'-0"



5 Photo of previous garage on location
 A2.01 NTS

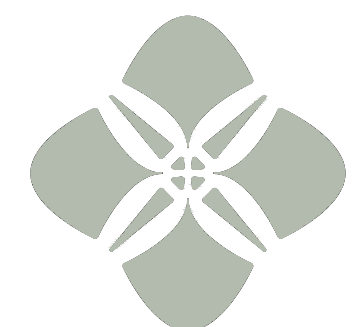
NOTE: TREAT ALL WOOD PROPERTY LINE WITH ASTROFLAME INTUMESCENT VARNISH, OR APPROVED EQUAL



2 Front and Rear Elevation
 A2.01 1/4" = 1'-0"

3 Section
 A2.01 1/4" = 1'-0"

4 Side Elevation
 A2.01 1/4" = 1'-0"



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MAY 7, 2020

A2.01

FIRST FLOOR PLAN

RECEIVED

DATE: 08/07/2020

V-20-086



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RECEIVED
DATE: 08/07/2020
V-20-086



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RECEIVED
DATE: 08/07/2020

V-20-086



[External] V-20-86 - 1007 Courtenay Drive

carya@earthlink.net <carya@earthlink.net>

Fri 8/7/2020 2:52 PM

To: Lyons, Lenise <llyons@AtlantaGa.Gov> 1 attachments (217 KB)

Aiken.Variance.Sig.V-20-086.pdf;

Lenise:

Attached is the signed variance form.

I was able to pay using Accela:

Record Issuance

You have paid a fee associated to this Record.
Please print a copy of this receipt and retain a copy your records.

Thank you for using our online services.

Your Record Number is V-20-086.

I believe I am instructed to call the NPU as my next step.

Is that correct?

Please let me know if there are any further directions.

If I need to ask you a question, what number would I call?

Thank you,

Cary Aiken
1007 Courtenay Drive
Atlanta, GA 30306
Phone (404) 815-5880
Mobile (404) 408-6136
carya@earthlink.net

From: Lyons, Lenise <llyons@AtlantaGa.Gov>**Sent:** Friday, August 07, 2020 11:54 AM**To:** carya@earthlink.net**Subject:** V-20-86 - 1007 Courtenay Drive

Good morning,

There are fees due for your application V-20-086. Online payments can be made following the detailed the instructions below.

Please reach out to us with any questions or concerns.

Also, please sign the attached "Notice to Applicant" page and email it back to me. Let me know when you have paid the invoice so that I can finish processing the application.

Process for online payment:

1. Visit aca3.accela.com/atlanta_ga in the web address field of your browser. Google Chrome works best.
2. Click on the [INSERT ACCELA MODULE] tab located under the City of Atlanta image.
3. Locate the permit you would like to pay fees on by completing a search on the General Search section.
4. After locating the permit you would like to pay fees for, click on the Payments column.
5. Click on Fees which is located under the Payments column.
6. The Fees screen will appear. Click on Pay Fees.
7. A screen will now appear listing fees for your permit.
8. Click on Continue Application.
9. The Payment Options screen will now appear. Currently American Express, Discover, MasterCard, and Visa are the only methods of payment being accepted.
10. Fill in all required information.
11. Click on Submit Payment.