



Department of  
**CITY PLANNING**

Office of Buildings – Arborist Division  
55 Trinity Avenue, Suite 3800  
Atlanta, Georgia 30303  
404.330.6874  
arborist-oob@atlantaga.gov

**APPLICATION FOR LANDSCAPE PLAN PERMIT\***

**\*This application is to request tree removal not associated with a building permit.**

**Section 158-101(c)(2)**

*“Applications to remove, destroy, or injure trees for landscaping improvements or other purposes shall be accompanied by a tree replacement plan meeting all of the requirements of section 158-103. The work prescribed by an approved tree replacement plan shall be completed within one calendar year. Replacement tree plantings shall be inspected by the city arborist and verified by the dated signature of the city arborist on the approved plan. Applications to remove, destroy, or injure trees for landscaping and other purposes shall be subject to the notice of preliminary approval of subsection 158-101(d), the posting requirements of subsection 158-101(e), the standards for tree replacement or afforestation of subsection 158-103(a), and the recompense formulas of subsection 158-103(b). Applicants may appeal a notice of denial to the tree conservation commission as provided in this article.”*

<b>Date:</b>			
<b>Street Address:</b>		<input type="checkbox"/> NE <input type="checkbox"/> NW <input type="checkbox"/> SE <input type="checkbox"/> SW	Zip:
<b>Is the property residential or commercial?</b>	<input type="checkbox"/> Residential <input type="checkbox"/> Commercial		

<b>Submit application:</b>	<a href="mailto:Arborist-OOB@atlantaga.gov">Arborist-OOB@atlantaga.gov</a>
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**\*Required Information**

<b>Property Owner Information:</b>		
<b>*Owner’s Name:</b>		
<b>*Owner’s Email:</b>		<b>*Phone:</b>
<b>* Authorized agent of property owner:</b>		
<b>*Authorized agent’s Name:</b>		
<b>*Authorized agent’s Email:</b>		<b>*Phone:</b>

<b>List all trees request to be removed:</b>	
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Permits are required for temporary Road, Lane, or Sidewalk closures. Contact DPW at (404) 330-6501. Application may be submitted only by the property owner or an authorized agent of the property owner. See Landscape Plan Checklist below.



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## **LANDSCAPING PLAN CHECKLIST AND APPLICATION**

Submit PDF digital plans to [arborist-oob@atlantaga.gov](mailto:arborist-oob@atlantaga.gov)  
Plans may be hand drawn but must be to scale.

**Trees in the Setback** – (Setback is the area between the property line and building envelope.)

Trees within the setback are required to be saved according to Tree Ordinance Section 158-102 (a). Trees in the setback are automatically denied for removal; however, an appeal may be filed for the Tree Conservation Commission to hear your testimony, and they will decide to uphold or deny your appeal. To be heard by the Tree Conservation Commission.

1. Submit the landscape plan, as a pdf file type, to [arborist-oob@atlantaga.gov](mailto:arborist-oob@atlantaga.gov)
2. The plan will be reviewed with about 5 business days, and comments from the arborist plan reviewer will be emailed to you. If a tree(s) is denied for any reason, you may submit an appeal.
  - a. Submit a completed appeal form to [treeappeal@atlantaga.gov](mailto:treeappeal@atlantaga.gov)
  - b. Go to the Arborist section, click on the Forms folder, then click on Form – Tree Conservation Commission Appeal Form <https://www.atlantaga.gov/government/departments/city-planning/zoning-development-and-permitting-services/applications-forms-and-checklists>
3. For questions about the appeal process, send an email to [treeappeal@atlantaga.gov](mailto:treeappeal@atlantaga.gov)

### **Definitions:**

- **Landscape Plan:** a plan submitted to the Arborist Department for tree removal only (no site work). Consists of elements described below, allowing no cut or fill of earth except for new tree planting.
- **Caliper:** used for newly planted trees is the width (in inches) of a tree trunk measured at 6" above ground level.
- **CRZ - Critical Root Zone:** a circle having a radius of one foot for each one inch of tree DBH. Diameter is twice the size of radius.
- **DBH - Diameter at Breast Height:** used for existing trees is the width (in inches) of tree trunk measured at 4.5' feet above ground level. Tree trunks having more than one trunk at 4.5' must be measured individually and added together. The total DBH is to be used to label the tree on the Tree Protection Plan. Example: 1 tree with two trunks would be labeled, 12"/16" HWD.

### **Plan Checklist** –

#### **Show and label the following elements on site plan per Sec. 158-105(a)**

1. Scale: prefer 1" = 10', 1" = 20'
2. Street name and street number
3. Applicant's name, phone number, and email address. Include property owner's information if not the same as applicant
4. All property lines
5. Setback lines – Setbacks are based on zoning classification and that information is available here, <https://www.atlantaga.gov/government/departments/city-planning/zoning-development-and-permitting-services/research-a-property-or-project> After determining the zoning classification, setback information is available in a table here. [R District Regs Table](#)
6. Existing buildings, structures, driveways, and parking areas.
7. Place "X" on the tree symbol for the tree(s) to be removed.



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## 8. Trees

### a. Existing trees

- i. Locations must be accurately located and identify species. If species isn't known, the minimum requirement is HWD (hardwood) or pine
- ii. DBH = diameter at breast height. All hardwood trees  $\geq 6"$  DBH, pines  $\geq 12"$  DBH must be shown on the drawing. Existing trees to remain to provide proof tree density requirements will be met without the proposed trees to be removed.
- iii. Tree density requirements per zoning district on a site must be met regardless of any loss of trees. The requirements are:  
R-5 and R-4-A districts: 35 inches per acre  
R-3, R-3-A, and R-4 districts: 40 inches per acre  
R-2 and R-2-A Districts: 100 inches per acre  
R-1 districts: 150 inches per acre  
O, I, RG, PD and all other districts: 90 inches per acre

### b. Proposed trees

- i. Show and label species per COA Recommended Tree List, located here [https://www.atlantaga.gov/government/departments/city-planning/zoning-development-and-permitting-services/applications-forms-and-checklists/-folder-437#docan1754\\_10762\\_10545](https://www.atlantaga.gov/government/departments/city-planning/zoning-development-and-permitting-services/applications-forms-and-checklists/-folder-437#docan1754_10762_10545)
- ii. Credit is given for proposed trees which are 2.5" caliper and larger
  1. Credit is \$100/tree plus \$30/caliper inch
- iii. Replacement trees are to equal the total number of trees being destroyed, or that can reasonably be expected to be accommodated in a manner which will allow mature growth of the replacement trees. Overstory and mid-canopy trees are required until tree density requirements per zoning district are met. Spacing requirements are measured from existing and proposed trees and to be spaced as follows: Overstory = 35ft., Mid Canopy = 25ft., Ornamental, Understory, and Screening trees = 15ft.

## 9. Recompense Calculations (Sec. 158-103(b))

### a. Show Standard Recompense formula table on site plan:

#### **STANDARD RECOMPENSE CALCULATION (SEC.158-103b)**

	(x \$100) TOTAL TREES REMOVED
	(x \$30) DBH INCHES REMOVED
\$ -	RECOMPENSE DUE

	(x \$100) TOTAL REPLACEMENT TREES
	(x \$30) TOTAL CALIPER INCHES REPLACED
\$ -	RECOMPENSE CREDIT

\$ -	Adjusted / Net Recompense = DUE - CREDIT
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**PERMIT APPLICATION  
DEAD, DYING, HAZARDOUS TREE REMOVAL**

We encourage online applications at [https://aca.accela.com/Atlanta\\_Ga/Default.aspx](https://aca.accela.com/Atlanta_Ga/Default.aspx)

Date \_\_\_\_\_ Street Address \_\_\_\_\_ (NE, NW, SE, SW)

Owner \_\_\_\_\_ Phone \_\_\_\_\_

Email or Fax \_\_\_\_\_

Tree Service \_\_\_\_\_ Phone \_\_\_\_\_ Email/Fax \_\_\_\_\_

*Information is required for each tree to be reviewed. Complete additional form if necessary.*

**Tree 1:** Pine \_\_\_\_\_ Hardwood \_\_\_\_\_ Species if known \_\_\_\_\_ Diameter \_\_\_\_\_ (inches)  
 Tree is marked with ribbon \_\_\_\_\_ other \_\_\_\_\_  
 Tree location *(describe as if you are standing in the street looking at house/property)* \_\_\_\_\_  
 Reason for removal: Dead \_\_\_ Dying/other \_\_\_ *(please describe in detail)* \_\_\_\_\_

**Tree 2:** Pine \_\_\_\_\_ Hardwood \_\_\_\_\_ Species if known \_\_\_\_\_ Diameter \_\_\_\_\_ (inches)  
 Tree is marked with ribbon \_\_\_\_\_ other \_\_\_\_\_  
 Tree location *(describe as if you are standing in the street looking at house/property)* \_\_\_\_\_  
 Reason for removal: Dead \_\_\_ Dying/other \_\_\_ *(please describe in detail)* \_\_\_\_\_

**Tree 3:** Pine \_\_\_\_\_ Hardwood \_\_\_\_\_ Species if known \_\_\_\_\_ Diameter \_\_\_\_\_ (inches)  
 Tree is marked with ribbon \_\_\_\_\_ other \_\_\_\_\_  
 Tree location *(describe as if you are standing in the street looking at house/property)* \_\_\_\_\_  
 Reason for removal: Dead \_\_\_ Dying/other \_\_\_ *(please describe in detail)* \_\_\_\_\_

**The Atlanta Tree Protection Ordinance seeks to ensure “no net loss of trees” in the city. Please plant at least one tree for each tree removed. Shade trees are preferred where conditions allow. Thank you.**

**Inspection results are issued within two weeks. Call 404-330-6874 if results are not received.**



## APPLICATION FOR PERMIT TO REMOVE DEAD, DYING, OR HAZARDOUS TREES\*

\*All hardwood trees at least 6" in diameter and Pines at least 12" in diameter require a permit for removal.

<i>For your convenience, you can now submit your application in four ways</i>	<b>In Person:</b> 55 Trinity Ave SW, Suite 3800, Atlanta, GA 30303-0309 <b>Email:</b> arborist.dpcd@atlantaga.gov <b>Fax:</b> 404-546-8758 <b>Online:</b> <a href="https://aca.accela.com/Atlanta_Ga/Default.aspx">https://aca.accela.com/Atlanta_Ga/Default.aspx</a>
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**For permit requests concerning more than 6 trees, submit a site plan, private arborist report and an electronic spreadsheet. The Atlanta Tree Protection Ordinance seeks to ensure "no net loss of trees" in the city. Please plant at least one tree for each tree removed. Shade trees are preferred where conditions allow.**

Date \_\_\_\_\_

Owner(s) Name \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

Applicant \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

Street Address \_\_\_\_\_ NE NW SE SW

**All Information is required for each tree to be reviewed. Complete additional form if necessary.**

<b>Tree #1</b>	<b>Species:</b> <input type="checkbox"/> Pine <input type="checkbox"/> Hardwood <input type="checkbox"/> Species if known _____ Diameter _____ (in.) <b>Tree marking:</b> <input type="checkbox"/> paint <input type="checkbox"/> ribbon <input type="checkbox"/> tape <input type="checkbox"/> other _____ <b>Tree location:</b> (facing front of house from street) _____ <b>Reason for removal:</b> <input type="checkbox"/> Dead <input type="checkbox"/> Dying <input type="checkbox"/> Other (please describe in detail) _____ _____
<b>Tree #2</b>	<b>Species:</b> <input type="checkbox"/> Pine <input type="checkbox"/> Hardwood <input type="checkbox"/> Species if known _____ Diameter _____ (in.) <b>Tree marking:</b> <input type="checkbox"/> paint <input type="checkbox"/> ribbon <input type="checkbox"/> tape <input type="checkbox"/> other _____ <b>Tree location:</b> (facing front of house from street) _____ <b>Reason for removal:</b> <input type="checkbox"/> Dead <input type="checkbox"/> Dying <input type="checkbox"/> Other (please describe in detail) _____ _____
<b>Tree #3</b>	<b>Species:</b> <input type="checkbox"/> Pine <input type="checkbox"/> Hardwood <input type="checkbox"/> Species if known _____ Diameter _____ (in.) <b>Tree marking:</b> <input type="checkbox"/> paint <input type="checkbox"/> ribbon <input type="checkbox"/> tape <input type="checkbox"/> other _____ <b>Tree location:</b> (facing front of house from street) _____ <b>Reason for removal:</b> <input type="checkbox"/> Dead <input type="checkbox"/> Dying <input type="checkbox"/> Other (please describe in detail) _____ _____