



**Public Works Department**  
 2635 Talley Street  
 P.O. Box 220  
 Decatur, Georgia 30031  
 Arborist Desk 678.553.6527  
 treepermits@decaturga.com  
 www.decaturga.com/dec

## APPLICATION FOR PERMIT TO REMOVE DEAD, DISEASED OR HAZARDOUS (DDH) TREES

To be filled out by a Certified Arborist

<b>Date:</b>				
<b>Street Address:</b>				

Tree Risk Assessment Report from Certified Arborist attached? \_\_\_\_yes \_\_\_\_no

Zoning of Subject Property \_\_\_\_\_

**Note:** To request an inspection for more than 6 trees, the following is required: site plan showing labeled trees, structures, etc. Trees must be labeled the same on the site plan and tree rating report for cross-referencing.

Submit requests by:

Email	treepermits@decaturga.com
Online	Beginning 3-31-22

Property Owner Information	
Name	
Email	Phone
Arborist	
Company Name	
Email	Phone

Total Property Canopy in Square Feet \_\_\_\_\_

Tree #1	Tree Canopy in Square Feet	
	<input type="checkbox"/> Evergreen <input type="checkbox"/> Hardwood <input type="checkbox"/> Species, if known:	DBH
Tree must be marked	<input type="checkbox"/> Paint <input type="checkbox"/> Ribbon <input type="checkbox"/> Tape <input type="checkbox"/> Other:	
Photos submitted	<input type="checkbox"/> Yes <input type="checkbox"/> No If no, submit pictures to treepermits@decaturga.com	
Tree location as viewed from street. (e.g., front right, back left)		
Tree Rating:	<input type="checkbox"/> Dead <input type="checkbox"/> Diseased <input type="checkbox"/> Moderate or higher risk with target present Please describe:	



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Tree #2	Tree Canopy in Square Feet	*for more
	<input type="checkbox"/> Evergreen <input type="checkbox"/> Hardwood <input type="checkbox"/> Species, if known:	DBH
Tree must be marked	<input type="checkbox"/> Paint <input type="checkbox"/> Ribbon <input type="checkbox"/> Tape <input type="checkbox"/> Other:	
Photos submitted	<input type="checkbox"/> Yes <input type="checkbox"/> No If no, submit pictures to <a href="mailto:treepermits@decaturga.com">treepermits@decaturga.com</a>	
Tree location as viewed from street. (e.g., front right, back left)		
Tree Rating:	<input type="checkbox"/> Dead <input type="checkbox"/> Diseased <input type="checkbox"/> Moderate or higher risk with target present Please describe:	

Call 678.553.6527 for questions or if results are not received after two weeks. Inspection results will be emailed to address provided. If no email is provided, inspection results are mailed via USPS. Applications may be submitted only by the property owner or a tree service authorized by the property owner



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## **PROCEDURE TO REQUEST INSPECTION TO REMOVE DEAD, DISEASED OR HAZARDOUS (DDH) TREES**

- 1) Submit a complete application for tree removal to the City Arborist either by:
- 2) Online submittal (coming soon/not available as of 3.21.22) 1
- or
- 3) Email to City Arborist directly at [treepermits@decaturga.com](mailto:treepermits@decaturga.com)

Key Information for your application:

- Please include photographs of the parts of the tree(s) which are of concern in your application.
- Note that dead, diseased or hazardous tree (DDH) is a tree that is dead, untreatably diseased or infested, has a moderate or higher risk of failure with a target present, or has high to extreme risk of failure that cannot be mitigated.

Upon receiving a complete application, including photos, for a Tree Removal Permit, an inspection will be scheduled for the City Arborist to complete the inspection of your tree(s) within five business days. During periods of heavy volume, turnaround time may be longer. Applications will be processed in the order in which they were received.

- 4) A meeting with the property owner is not required, but access to property will be required.
- 5) Upon completion of the inspection, the City Arborist will approve, deny, or require additional information on the tree(s).
- 6) If tree(s) are denied for removal, you may file an appeal to the UDO Administrator. To file an appeal, contact John Maximuk at [John.Maximuk@decaturga.com](mailto:John.Maximuk@decaturga.com)



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## APPLICATION FOR TREE REMOVAL PERMIT

For the removal of protected tree/s 6" DBH or greater

Date:				
Street Address:				

Required: Tree Rating Report from Certified Arborist or Registered Forester

Zoning of Subject Property \_\_\_\_\_

**Note:** To request an inspection for more than 6 trees, the following is required: site plan showing labeled trees, structures, and utilities. Trees must be labeled the same on the site plan and tree rating report for cross-referencing.

Submit requests by:	Email	treepermits@decaturga.com

Property Owner Information	
Name	
Email	Phone
Arborist	
Company Name	
Email	Phone

Total Property Canopy in Square Feet \_\_\_\_\_

Tree #1	Tree Canopy in Square Feet	
	<input type="checkbox"/> Evergreen <input type="checkbox"/> Hardwood <input type="checkbox"/> Species, if known:	DBH
Tree must be marked	<input type="checkbox"/> Paint <input type="checkbox"/> Ribbon <input type="checkbox"/> Tape <input type="checkbox"/> Other:	
Photosubmitted	<input type="checkbox"/> Yes <input type="checkbox"/> No If no, submit pictures to kay.evanovich@decaturga.com	
Tree location as viewed from street. (e.g. front right back)		
Tree Rating:	<input type="checkbox"/> Dead <input type="checkbox"/> Diseased <input type="checkbox"/> Moderate or higher risk with target present Please describe:	

Tree #2	Tree Canopy in Square Feet	
	<input type="checkbox"/> Evergreen <input type="checkbox"/> Hardwood <input type="checkbox"/> Species, if known:	DBH
Tree must be marked	<input type="checkbox"/> Paint <input type="checkbox"/> Ribbon <input type="checkbox"/> Tape <input type="checkbox"/> Other:	
Photosubmitted	<input type="checkbox"/> Yes <input type="checkbox"/> No If no, submit pictures to kay.evanovich@decaturga.com	
Tree location as viewed from street. (e.g. front right back)		
Tree Rating:	<input type="checkbox"/> Dead <input type="checkbox"/> Diseased <input type="checkbox"/> Moderate or higher risk with target present Please describe:	



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**Key Information for Reference:**

- Call 678.553.6527 for questions or if results are not received after (2) two weeks.
- Inspection results will be emailed to address provided.
- If no email is provided, inspection results are mailed via USPS.
- Applications may be submitted only by the property owner or a tree service authorized by the property owner.



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## PROCEDURE TO REQUEST INSPECTION FOR A TREE REMOVAL PERMIT

- Submit a completed application for tree removal to the City Arborist
  - 1) Online (pending/not available as of 3.21.22)  
Or
  - 2) Email to City Arborist [Kay.Evanovich@decaturga.com](mailto:Kay.Evanovich@decaturga.com)
- Upon receiving a complete application, including photos, for a Tree Removal Permit, a record will be created in the Community Core permitting software system and an inspection will be scheduled for the Arborist to complete the inspection of your tree(s) within five business days.

During periods of heavy volume, turnaround time may be longer. Applications will be processed in the order in which they were received.

- A meeting with the property owner is not required but access to property will be scheduled
- Upon completion of the inspection, the Arborist will approve, deny, or require additional information on the tree(s).
- If tree(s) are denied for removal, you may file an appeal to the UDO Administrator. To file an appeal, contact John Maximuk at 678-553-6570