



CITY OF ATLANTA

SHIRLEY C.
FRANKLIN

MAYOR

BUREAU OF BUILDINGS

ARBORIST DIVISION

STEVEN R. COVER, AICP
COMMISSIONER

Procedures For Receiving A Dead, Dying, or Diseased Tree Removal Inspection

Upon receiving your application for a tree removal permit, the arborist that works your area has **up to five (5) business days** to complete an inspection of your tree(s). During times when there are large volumes of customer requests, our turn around time may be longer and permits will be processed in the order in which they were received.

Upon completion of the inspection, the arborist will approve or deny the removal of the tree (s). An approved application returned to you via fax or by mail is your permit to remove the tree (s) and should be available for inspection on site during removals.

If the tree is denied, you have two options:

1. Appeal the denial decision of the arborist to the Tree Conservation Commission; or
2. Submit a landscaping application (that we provide), which requires either the payment of cash recompense, planting of replacement trees or a combination of both.

You will be required to submit along with your landscaping application a site plan showing the location of the tree(s) on your property and the location of your proposed replacements.

After your plans have been reviewed and approved by the senior arborist. The tree(s) must be marked with orange paint at 4.5 ft above the base with an **X**. You must then call the arborist for your area to verify your site plans and place a yellow posting sign at the front of the property. This sign remains for five working days. On the following work day, bring the sign and a check for the recompense (if required) into our offices at 55 Trinity Ave, SW, Atlanta GA, 30303.

Upon completion of the landscaping process you will receive final approval to remove the tree(s).

Tom Coffin – NW/NE

Michael Franklin – SW/SE

Janell Bazile - NW

Paul Lewkowicz – NE

Stan Domengeaux – Final Certificate of Occupancy ONLY

If you have any other concerns you may contact the office at this number (404) 330-6836.
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