



CITY OF ATLANTA

**SHIRLEY C.
FRANKLIN
MAYOR**

**BUREAU OF BUILDINGS
ARBORIST DIVISION**

**STEVEN R. COVER, AICP
COMMISSIONER**

Procedures For Receiving A Posting or Final Inspection

After each preliminary approval to remove trees on any site, you must paint an orange **X** on each tree that will be destroyed on your site plans. Make sure the **X** will be facing the street to allow anyone that wants to appeal to do so. Make sure all tree protection fences have been properly placed around all trees to be saved.

For undeveloped lots, in addition to the above, on the curb or street mark the limits of the property with paint (include the street number). The rear limits of the property must be identified with high visibility waterproof markings/markers.

After you have done what was required of you regarding the preliminary approval then you may contact the arborist division for your posting or final inspection at this number (404) 330-6836.

Each arborist has **up to five (5) business days** to come out to post or to inspect your property or project, so please allow them that much time before calling in.

The arborist inspector for your area will come out 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.

Arborist will not and cannot post unless you have followed and completed the posting instruction.

These are the following arborist for each quadrant:

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.

December 2007