

# Posting Process for Removal of Healthy Trees on Public Property and Right-of-Way



## PUBLIC PROPERTY & RIGHT-OF-WAY TREE IMPACT CHECKLIST

### STEP ONE: Submit drawings to the Office of Parks Arborist for review

- Applicants may either submit two hard copies of the plans to 160 Trinity Ave SW, Suite 3100, Atlanta GA 30303 or upload the plan to Accela under the permit record number.
- When healthy trees are removed, all the DBH inches removed must be replaced, and a replacement plan must be submitted.
- Drawings must include current site conditions, and impact percentage to the critical root zones and structural root plates of impacted trees.
- All trees removed must be clearly identified on the plan/drawing with an X over each destroyed tree, regardless of size.
- Trees impacted greater than 20%, but not more than 33% may be eligible for prescription. An approved prescription plan must be included with submitted drawings.
- Replacement plan must show size, species, and location of proposed trees.
- Replacement trees shall be a minimum of 2.5" nursery caliper.
- When possible, replacement trees shall be planted in the right-of-way where they were removed. If it has been determined that trees cannot be planted on the same street, trees may be planted on other streets or in parks in the same NPU, or within a one mile radius of the NPU.
- The applicant is responsible for finding offsite locations.
- Replacement trees shall be planted by a specific date during the dormancy period, typically between November 1 - April 1.
- Replacement trees shall be guaranteed by the planting party for at least two growing seasons.
- Replacement plan is subject to arborist approval.

### STEP TWO: Preliminary Approval and Public Posting Period

- Once preliminary approval is given, the site will be posted with a public notice for 15-calendar days to allow appeals.
- All trees proposed for removal must be painted with an orange X prior to posting by the applicant.
- (Note: this posting is separate from the Office of Buildings posting.)

### STEP THREE: Final Approval

- Once the posting period has expired without appeal, final arborist approval is given for public tree impact.

**Contact Info**  
OFFICE OF PARKS  
160 Trinity Avenue SW,  
Suite 3100  
Atlanta, GA 30303

Customer Service Call Center: 404.546.6813  
Email: [parkscustomerservice@atlantaga.gov](mailto:parkscustomerservice@atlantaga.gov)  
Monday-Friday  
7:30 A.M. – 4:30 P.M.