

# TREE CONSERVATION COMMISSION

INFORMATION CHANGES FREQUENTLY; PLEASE CHECK [ATLANTAGA.GOV](http://ATLANTAGA.GOV) FOR UPDATES AND CURRENT ADVISORIES

## IMPORTANT HEARING DATES

The Tree Conservation Commission will begin holding public hearings virtually starting July 2020. The hearings will begin with two specially-called meetings held on July 22nd, 2020 and July 29th, 2020 and one regularly-scheduled meeting held on August 19th, 2020. Please note:

- The July 22nd meeting is a specially-called business meeting.
- The July 29th meeting is a specially-called meeting to start hearing appeals.
- The August 19th meeting is a regularly-scheduled meeting, after which the regular meeting calendar will take effect. [See the published schedule here.](#)

## ON SIGNAGE PICKUP

Public notice signs will be distributed to Applicants via a pick-up process managed at City Hall. Pickup times from in front of City Hall are 10:00am–12:00pm on Monday, Wednesday, and Thursday.

Arborist staff will communicate this process with the Applicant.

## VIRTUAL MEETING DETAILS

Meetings will be held using the [Zoom virtual meeting platform](#) with the option to dial in from a phone number. Instructions to join, agendas, and other pertinent details will be posted on [DCP's Tree Conservation Commission website](#) prior to the scheduled hearing. For more information, contact the Arborist Division at [treeappeal@atlantaga.gov](mailto:treeappeal@atlantaga.gov).

## ELIGIBILITY FOR FILING APPEALS

To appeal decisions affecting tree(s) on **private property**, appellant must be a property owner, business owner, or resident of the NPU in which the property is located or live within 500 feet of the NPU in which the property is located.

To appeal decisions affecting tree(s) on **public property**, any citizen, property owner, or business owner in the City of Atlanta, and/or any civic association in the neighborhood planning unit in which the tree(s) at issue are located may file an appeal.

## PROCESS FOR SUBMITTING APPEALS

To appeal a decision of an Administrative Official of the City of Atlanta regarding trees, please submit the following in PDF format. Please note: any emailed documents must be **less than 25MB**.

- Tree Conservation Commission Appeal Form
- Copies of photographs and supplementary documents, if desired
- Payment of \$75 (admin fee) or signed affidavit stating economic hardship. [The Appeal Submission Packet can be found here.](#) Note: Online payments can be made after submittal of the appeal by requesting an invoice. The invoice will list instructions of how to pay.
- For appeals of preliminary approval: complete Appeal of Preliminary Approval Form (Attachment 1)
- For appeals associated with plans: the official site plan must be made available to the Tree Commission and verified by the City Arborist and Applicant
- Authorization of Property Owner if appellant is not the owner (Attachment 2) **OR**
- Authorization of Attorney if appellant is an attorney for property owner (Attachment 3)
- Valid appeals must identify the section of the Tree Ordinance the appellant believes a City Administrative Official misinterpreted or misapplied and/or and any facts material to the decision of the Administrative Official the appellant believes were misinterpreted or misunderstood

## EMAILING YOUR APPEAL

Email completed appeal application **by 5:00pm on the day written on the yellow sign** to [treeappeal@atlantaga.gov](mailto:treeappeal@atlantaga.gov).

## APPEAL INTAKE AND SCHEDULING PROCESS

Upon receipt of documents and fee payment, the appeal will be scheduled for the next available TCC Public Hearing date. Once you have received notification of the date of the hearing, send an email to [arborist.dpcd@atlantaga.gov](mailto:arborist.dpcd@atlantaga.gov) to request a curbsite pickup of the white public notice sign. The sign must be posted for **fifteen calendar days** prior to the hearing, and while City Hall is closed, verification of white sign posting will be done by virtual inspection led by a City Atlanta Field Arborist. City Planning Arborist staff will contact the applicant with further details on postings and virtual meeting procedures.

