

# DEAD, DYING, & HAZARDOUS (DDH) TREE PERMITS

## OVERVIEW OF PROCEDURE FOR REQUESTING A PERMIT TO REMOVE DDH TREES

*If you need assistance, please contact the Arborist Division at [arborist.dpcd@atlantaga.gov](mailto:arborist.dpcd@atlantaga.gov) or 404-330-6874.*

**NOTE:** Removal of any dead, dying, or hazardous (DDH) tree from private property requires a permit (including hardwoods greater than or equal to 6 inches in diameter, and pines greater than or equal to 12 inches in diameter, measured at 4.5 feet from the ground). Any party removing a DDH tree must make the permit available for public inspection while conducting the work.

- Please submit all permit requests online through [Accela Citizen](#).
- The step-by-step directions on how to create login credentials and complete the application can be found with [Arborist Forms](#).
- If you have difficulty submitting the request, please contact [arborist.dpcd@atlantaga.gov](mailto:arborist.dpcd@atlantaga.gov).
- Once the online application is successfully completed, you will receive a record number (BA-202XXXXX). Retain this number for future reference.
- An onsite inspection is automatically assigned to a City Arborist, who typically conducts the inspection within five business days. In periods of heavy volume, turnaround time may be longer. Applications are processed in the order they are received.
- Submission of photos is required with the application. If photos provide enough detail, the Arborist may issue the permit without an in-person inspection, shortening the turnaround time for the permit.
- The property owner is **not** required to be present during the inspection.
- Upon completion of the inspection, the Arborist will decide the status regarding each inspected tree and include comments. Open report to review the decision:
  - **Approved** = Tree may be removed.
  - **Denied** = Tree may not be removed. See information about appeals below.
  - **Additional Tree Data Required** = Arborist did not observe conditions sufficient to indicate tree is dead, dying, or hazardous, but recommends obtaining an evaluation by a private ISA-certified arborist. For consideration of the findings of a private arborist, submit another DDH tree permit application via Accela Citizen and upload the private arborist's report, along with pictures.
  - **Re-evaluate in the Spring** = Tree was evaluated during the dormant season, with no leaves on the tree, and information observable to the Arborist was insufficient to approve or deny the permit. For further evaluation, submit another DDH tree permit request after leaf emergence in spring via Accela Citizen and upload pictures.
- You will receive inspection results by email, or by USPS mail if no email address is provided, including the findings of the Arborist's visual inspection of the tree(s).
- Any decision of a City Arborist or City official may be appealed to the Tree Conservation Commission. To file an appeal, contact Kathy Evans at 404-330-6235 or [treeappeal@atlantaga.gov](mailto:treeappeal@atlantaga.gov). See additional information about the appeal process [here](#).
- Under certain circumstances, **Denied** trees may be removed with a landscaping permit that meets replanting and recompense requirements. The Checklist for Landscape Plan is located under the Arborist Checklist folder, which can be found [here](#).

