

# APPLICATION FOR LANDSCAPE PLAN PERMIT

APPLICATION FOR TREE REMOVAL NOT ASSOCIATED WITH A BUILDING PERMIT OR A DEAD/DYING/HAZARDOUS TREE PERMIT

**Trees should not be removed until after the City Arborist has given final approval, recompense has been paid, and permit has been issued.**

**Section 158-101(c)(2)**

"Applications to remove, destroy, or injure trees for landscaping improvements or other purposes shall be accompanied by a tree replacement plan meeting all the requirements of Section 158-103. The work prescribed by an approved tree replacement plan shall be completed within one calendar year. Replacement tree plantings shall be inspected by the City Arborist and verified by the dated signature of the City Arborist on the approved plan. Applications to remove, destroy, or injure trees for landscaping and other purposes shall be subject to the notice of preliminary approval of subsection 158-101(d), the posting requirements of subsection 158-101(e), the standards for tree replacement or afforestation of subsection 158-103(a), and the recompense formulas of subsection 158-103(b)."

<b>Date:</b>				
<b>Site Address:</b>				NE NW SE SW
<b>Is the property residential or commercial?</b>	Residential	Commercial		
<b>List all trees proposed to be removed (species and DBH):</b>				
<b>*Property Owner Information</b>		<b>*Authorized Agent Information</b>		
<b>*Name:</b>			<b>*Name:</b>	
<b>*Email:</b>			<b>*Email:</b>	
<b>*Phone:</b>			<b>*Phone:</b>	

**\*Required information.**

Submit this application to [arborist.dpcd@atlantaga.gov](mailto:arborist.dpcd@atlantaga.gov)

Application may be submitted only by the property owner or an authorized agent of the property owner. See **Landscape Plan Checklist** on the following page.



# LANDSCAPE PLAN CHECKLIST

**SUBMIT DIGITAL PDF PLANS TO [ARBORIST.DPCD@ATLANTAGA.GOV](mailto:ARBORIST.DPCD@ATLANTAGA.GOV)**

**Plans may be hand-drawn, but must be to scale.**

## DEFINITIONS

<b>Caliper</b>	The diameter of new tree (nursery stock) trunk at 6 inches above ground level.
<b>Critical Root Zone (CRZ)</b>	A circle with a radius of one foot for each inch of the tree’s diameter at breast height (DBH). Diameter is twice the size of radius.
<b>Diameter at Breast Height (DBH)</b>	DBH is the diameter of a tree trunk measured at 4.5 feet above ground level. Trees with more than one trunk (measured at 4.5 feet) must be measured and labeled individually. Each trunk should be labeled as follows on the Tree Protection Plan: 24”/22” oak or 12”/10”/10” river birch. The total DBH of the three largest stems is used to calculate the CRZ and also should be listed to calculate recompense.
<b>Landscape Plan</b>	A plan submitted to the Arborist Division for tree removal when not associated with a construction permit. Landscape plans consist of the elements described below and allow no cut or fill of earth except for new tree planting.
<b>Setback</b>	The setback is the area between the property line and the buildable area of the lot. Setbacks are defined per Code by a property’s underlying zoning. Zoning Regulations in R Districts can be found <a href="#">here</a> . A tree with any portion of its main trunk within the setback or touching the setback line is considered to be in the setback and must be protected. The location of a tree is determined at the point where the trunk meets the ground, excluding the tree’s root flare.

## SUBMISSION OF LANDSCAPE PLAN

1. Submit the landscape plan as a .PDF file to [arborist.dpcd@atlantaga.gov](mailto:arborist.dpcd@atlantaga.gov).
2. The plan will be reviewed within approximately 5 business days, and comments from the Arborist Plan Reviewer will be emailed to you.

## TREES IN THE SETBACK

The setback is the area between the property line and setback line indicating the buildable area of the lot. The Tree Protection Ordinance requires that trees within the setback be protected (Sec. 158-102 (a)). Requests to remove trees within the setback are therefore automatically denied. If denial of a request to remove trees presents a hardship, the decision may be appealed to the Tree Conservation Commission. Appeal forms are on the City’s [website](#). Under **Arborist** section, click on **“Forms,”** then click **“Form: Tree Conservation Commission Appeal Form.”** For questions about the appeals process, email [treeappeal@atlantaga.gov](mailto:treeappeal@atlantaga.gov).



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## PLAN CHECKLIST

Show and label the following elements on site plan per Sec. 158-105(a):

1. Scale: 1 inch = 10 feet or 1 inch = 20 feet are preferred.
2. Street name and street number
3. Applicant’s name, phone number, and email address. Include property owner’s information if it’s not the same as the applicant.
4. All property lines
5. Setback lines — Setbacks are based on zoning classification and that information can be determined [here](#). After determining the zoning classification, setback dimensions are available [here](#).
6. Existing buildings, structures, driveways, and parking areas
7. Place an “X” on the tree symbol for the tree(s) to be removed.
8. Existing Trees
  - Show accurate location of each tree and label species.
  - Show diameter at breast height (DBH) of each tree on site (hardwood trees with a DBH of 6 inches or more and pines with a DBH of 12 inches or more). Existing trees must be shown to provide proof that tree density requirements will be met without the proposed trees to be removed.
  - Minimum tree density must be maintained regardless of any loss of trees. The minimum DBH required varies by zoning district:

Districts	Minimum DBH Requirement
R-5, R-4A	35 inches per acre
R-3, R-3A, R-4	40 inches per acre
R-2, R-2A	100 inches per acre
R-1	150 inches per acre
O, I, RG, PD, and all others	90 inches per acre



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## PLAN CHECKLIST (CONTINUED)

### Proposed Trees

- Show and label species per the City of Atlanta’s [Recommended Tree List](#).
- Only trees with 2.5-inch caliper and larger may receive recompense credit.
  - The credit is \$100 per tree, plus \$30 per caliper inch.
  - Monetary credit may be given after replacement trees are planted.
- Replacement trees must equal the total number of trees being destroyed. Replacement trees receiving credit must be overstory or mid-canopy species, unless site conditions do not allow for the mature growth of the trees, in which case the City Arborist may approve understory trees for replanting.
- Required spacing between existing and proposed trees, measured on center:

Tree Type	Required Spacing
Overstory	25 feet
Mid-Canopy	20 feet
Ornamental, Understory, and Screening Trees	15 feet

9. Show the Standard Recompense Calculations (per Sec. 158-103b) on site plan:

$$\begin{array}{r}
 \text{Total trees removed (x \$100)} \\
 + \text{ DBH inches removed (x \$30)} \\
 \hline
 = \text{ Recompense Fee Due}
 \end{array}$$

### Refund for Newly Planted Trees

To obtain a refund of recompense for newly planted trees, call the Arborist Division at 404-330-6874 to schedule an inspection. Once the Field Arborist verifies that tree(s) have been planted according to the approved Arborist-stamped plans, you may request a refund (\$100 per tree, plus \$30 per caliper-inch).

