

Posting Process for Removal of Healthy Trees

NOTE: Before submitting drawings to the Office of Buildings, refer to the [Tree Protection Reference Guide](#) for Arborist requirements.

STEP 1

Submit drawings to the Office of Buildings showing proposed site construction and receive a permit application number. To initiate the Arborist posting process, plans must show an "X" over the symbol for each tree to be destroyed. The "X" must be clearly marked and easy to read.

STEP 2

If trees are shown to be destroyed on drawings, the Arborist Division automatically posts an orange sign at the property within 3 business days of receipt of drawings. The orange sign must remain posted for a **minimum of 10 business days**. The posting period begins the day after sign is posted.

STEP 3

During the orange sign posting period the Arborist Plan Reviewer makes a thorough review of the tree protection/replacement plan.

IF PLAN IS INCORRECT

The project status is noted as revisions required, and applicant is notified to revise the site plan. After making revisions, the applicant must resubmit (3) copies of corrected site plan to the same Arborist Plan Reviewer.

IF PLAN IS CORRECT

The Arborist Plan Reviewer notifies applicant/ contact preliminary approval has been given and **to mark all trees approved for destruction with a painted orange "X"**. ONLY trees given preliminary approval for destruction should be marked.

- The "X" must be **PAINTED ORANGE**.
- The "X" must be **large enough to be visible from the street**, unless tree's location or site conditions make compliance unreasonable as determined by the City Arborist.
- **Any color or making other than an orange "X" will be denied** the yellow posting.
- We recommend **using professional inverted marking paint-orange**.

STEP 4

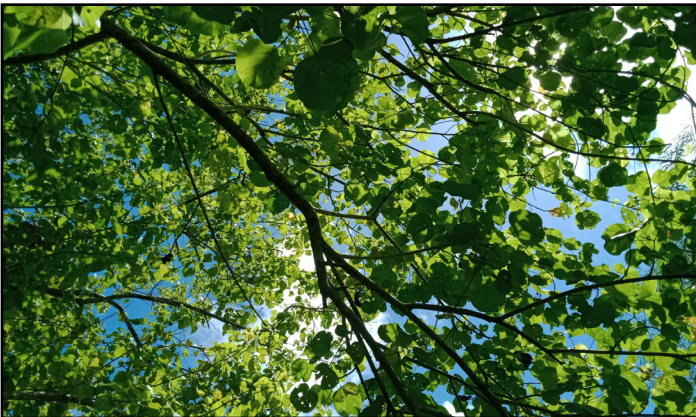
After clearly marking all trees approved for destruction, applicant must submit a **request for yellow sign posting**. This may be emailed or submitted in person. The request for yellow sign posting may only be submitted after preliminary approval is received and the orange sign has been posted for a minimum of 10 business days. The Yellow Sign Posting Request Form is available at here: [Arborist Applications, Forms, and Checklists](#).

STEP 5

The Field Arborist will replace the orange sign with a yellow sign within two business days of receiving the request. The **yellow sign** is required to **remain posted for seven full business days**. The posting period begins the next business day after sign is posted. During this time an appeal may be filed. If a valid appeal is filed, the Arborist cannot give final approval until appeal is heard by the Tree Conservation Commission and a ruling is made. If an appeal is not filed, the Arborist can give **final approval** no earlier than the next business day after the date on the yellow sign. The Arborist Division requires that the applicant or his/her representative return yellow sign and metal stand after the last posting day. We reuse both to conserve resources. We appreciate your cooperation.

STEP 6

Once the Arborist Plan Reviewer has given **final Arborist approval**, applicant/owner may contact the Residential, Commercial or Light Commercial workstream to determine the next steps in their permit process.



NOTE: It is applicant's responsibility to check that the orange and yellow signs are posted. If they are not posted within timeframe noted, please notify the **Arborist Division at (404) 330-6874**.

