



Department of
CITY PLANNING

Office of Buildings – Arborist Division
55 Trinity Avenue, Suite 3800
Atlanta, Georgia 30303
Tel: 404.330.6874
Email: arborist.dpcd@atlantaga.gov

Tree Conservation Commission Hearing Procedure:

A quorum of the Tree Conservation Commission (3 members minimum) will preside over the Public Hearing. Each case will be heard in accordance with the procedures below.

- All testimony shall be taken under oath.
- All persons appearing before the Commission shall state their name, relationship to the case, facts of the appeal, and relevant argument.
- Each party shall be allowed 5 minutes to speak unless a request for additional time is made at the beginning of the hearing and granted by the Commission. Multiple speakers presenting for the same side may pool their time for up to 5 minutes.
- The Administrative Analyst or designated Tree Commissioner will maintain a count of the time.
- All speakers must fill out a "Speaker Sign-In Card."
- All exhibits are to be submitted to the Analyst and logged in.

Order of Presentation

1. A sounding of the summary of the appeal
2. Appellant and other parties submit evidence and official site plan (to Analyst/Clerk)
3. Swear in all speakers for case (Court Reporter)
4. Summarization of case (Arborist)
5. Explanation of exhibits (Appellant and/or Arborist)
6. Opening statement and presentation by appellant and statements of other parties supporting case (5 minutes)
7. Statement by any parties opposing the appeal (5 minutes)
8. Rebuttal by appellant (5 minutes)
9. Questions for testifying parties, as required (Commission)
10. Discussion and ruling (Commission)

The Tree Preservation Ordinance of the City of Atlanta, Chapter 158-56 of the Atlanta City Code, 1995, is available on the Atlanta Tree Conservation Commission's website at www.treeconservationcommission.com as well as on the Arborist Division's webpage on the City of Atlanta's website at www.cityofatlanta.com. The Arborist Division is within the Office of Buildings, which is in the Department of Planning and Community Development.