



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

APPLICATION FOR LANDSCAPE PLAN PERMIT*

***This application is to request tree removal not associated with a building permit.**

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 of 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). Applicants may appeal a notice of denial to the tree conservation commission as provided in this article.”

Date:			
Street Address:		<input type="checkbox"/> NE <input type="checkbox"/> NW <input type="checkbox"/> SE <input type="checkbox"/> SW	Zip:

Submit application:	Email	Arborist-OOB@atlantaga.gov
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***Required Information**

Property Owner Information:		
*Owner's Name:		
*Owner's Email:		*Phone:
* Authorized agent of property owner:		
*Authorized agent's Name:		
*Authorized agent's Email:		*Phone:

Scope of work:

Permits are required for Road, Lane or Sidewalk closures. Contact DPW at (404) 330-6501 to obtain permit.
Application may be submitted only by the property owner or an authorized agent of the property owner.
See Landscape Plan Checklist on reverse side.



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LANDSCAPING PLAN CHECKLIST

Arborists Plan Reviewer:

<input type="checkbox"/> Michael Browning 404-330-6176 Commercial Plan Reviewer	<input type="checkbox"/> Sean Gaynor 404-865-8810 Light Commercial Plan Reviewer	<input type="checkbox"/> Marty Ussery 404-330-6019 Residential Plan Reviewer	<input type="checkbox"/> Monique Humphrey 404-330-6076 Residential Plan Reviewer
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Trees in the Setback – (Setback is the area between the property line and building envelope.)

Trees within the setback are required to be saved according to Tree Ordinance Section 158-102: Criteria for removal, destruction or injury. Trees in the setback are automatically denied for removal, however an appeal may be filed to be heard by the Tree Conservation Commission. To be heard by the TCC, you must first submit a landscape plan to an Arborist Plan Reviewer, then appeal to the Tree Conservation Commission. Contact an Arborist Plan Reviewer for plan review and details on the appeal process.

Definitions:

- **Landscape Plan:** a plan submitted to the Arborist Department for tree removal only (no site work). Consists of elements described below, allowing no cut or fill of earth except for new tree planting.
- **Caliper:** used for newly planted trees, and is the width (in inches) of a tree trunk measured at 6" above ground level.
- **CRZ - Critical Root Zone:** a circle having a radius of one foot for each one inch of tree DBH. Diameter is twice the size of radius.
- **DBH - Diameter at Breast Height:** used for existing trees, and is the width (in inches) of tree trunk measured at 4.5' feet above ground level. Tree trunks having more than one trunk at 4.5' must be measured individually and added together. The total DBH is to be used to label the tree on the Tree Protection Plan. Example: 1 tree with two trunks would be labeled, 12"/16" HWD.

Plan Checklist - show and label the following elements (Tree Protection Plan - Sec. 158-105(a))

1. Provide three (3) copies of drawings. Plans may be hand drawn.
2. Drawn to scale: prefer 1" = 10', 1" = 20'
3. Note street name and street number.
4. Include applicants name, phone number, and email address.
5. Show all property lines.
6. Show setback lines – setback information for each lot can be obtained from the Department of City Planning, GIS Division. http://gis.atlantaga.gov/apps/parcel_search/
7. Tree locations must be accurately shown, labeled as HWD (hardwood) or pine, and note their respective DBH. All hardwood trees >= 6" DBH, pines >=12" DBH must be shown on the drawing.
8. Show and label existing buildings, structures, driveways and parking areas.
9. Show an "X" on the tree symbol for the tree(s) to be removed.
10. Proposed trees planted for credit must be at least 2.5" caliper and shown and labeled as to species (from COA recommended tree list). Replacement trees on site are to equal the total number of trees being destroyed, or that can reasonably be expected to be accommodated in a manner which will allow mature growth of the replacement trees. Overstory and mid-canopy trees are required until tree density requirements per zoning district are met. Spacing requirements are measured from existing and proposed trees and to be spaced as follows: Overstory-35ft., Mid Canopy-25ft., Ornamental, Understory, and Screening trees - 15ft.
11. Show existing trees to remain to show site density requirements will be met without the proposed trees to be removed. (See tree density requirements.)
12. Recompense Calculations (Sec. 158-103(b)) must be shown on plans.
 - a. The Standard Recompense formula is:
 - i. $\$100 [(\# \text{ trees destroyed} + \# \text{ trees lost}) - \# \text{ trees replaced}] + \$30.00 [(\text{DBH inches destroyed} + \text{DBH inches lost}) - \text{caliper inches replaced}]$

Note: Tree density per zoning district on a site must be met regardless of any loss of trees. The requirements are as follows:

- R-5 and R-4-A districts: 35 inches per acre
- R-3, R-3-A, and R-4 districts: 40 inches per acre
- R-2 and R-2-A Districts: 100 inches per acre
- R-1 districts: 150 inches per acre
- O, I, RG, PD and all other districts: 90 inches per acre