

ARBORIST SIGN POSTING

INFORMATION IS CHANGING RAPIDLY: PLEASE CHECK ATLANTAGA.GOV FOR UPDATES AND CURRENT ADVISORIES



PROCEDURES FOR POSTING ARBORIST SIGNAGE

This is an alternative process to on-site orange and yellow sign postings using the established [Arborist Remote Video Inspections process](#). **An appointment is required to obtain the necessary signage** to post the subject property for public notice through a remote video inspection.

“NOTICE OF PLAN SUBMITTAL”

ORANGE SIGN PROCESS:

The applicant must submit plans to the Office of Buildings. An inspection for an orange sign will be scheduled by the Arborist Division staff.

The field arborist will call the applicant to schedule the remote video inspection.

The applicant must schedule an appointment to pick up signs by emailing arborist.dpcd@atlantaga.gov or DGP-OOB@atlantaga.gov in advance of the scheduled Arborist Remote Video Inspection.

The applicant and field arborist will meet via video to review and perform inspection. [Click here for Arborist Remote Video Inspection details.](#)

During the Remote Video Inspection, the applicant will install the orange sign at the front of the property. The sign must be visible from the right of way and the field arborist will verify the sign has been posted accurately. The applicant must photograph the sign with the house (or any other verifiable fixed object) in the background and email the photo to the field arborist.

The field arborist will upload the photo of the orange sign in Accela and attach it to the appropriate BA record.

The field arborist will status ‘Posted’ in Accela.

“NOTICE OF PRELIMINARY APPROVAL”

YELLOW SIGN PROCESS:

The orange sign must have been posted on the property ten (10) calendar days prior to requesting a yellow sign posting.

After preliminary approval has been given, the applicant must make sure trees with preliminary approval to be removed are **properly marked with a spray-painted orange “X”**.

The applicant must then **complete and submit** the [Yellow Sign Posting Request Form](#) linked [here](#).

The City Arborist Inspector assigned to your remote video inspection **will call you to make an appointment** and confirm which video platform/app will be used. See the [Arborist Remote Video Inspections Process](#) for details.

The applicant must **schedule an appointment to pick up signs** by emailing arborist.dpcd@atlantaga.gov or DGP-OOB@atlantaga.gov.

On the day of the inspection, **the arborist will call you** using the platform/app chosen and will walk you through the video call. See the [Arborist Remote Video Inspections Process](#) for details.

The inspector will update our permitting system after the video call is completed. The day after the inspection, comments will be available [on the Accela website](#). (aca3.accela.com/ATLANTA_GA/Default.aspx)