



## CITY OF ATLANTA

M. KASIM REED  
MAYOR

ARBORIST DIVISION

DEPARTMENT OF PLANNING,  
AND COMMUNITY  
DEVELOPMENT

JAMES E. SHELBY  
COMMISSIONER

### Standard of Practice

#### Boundary Tree and Property Owner

The property will be posted with a orange Sign for a minimum of 10 calendar days.

If an Applicant for a permit entailing impact on a tree or trees on adjoining property cannot locate adjoining property owner, her/she shall:

Send certified letter to last known owner/address

Provide proof of address and owner from Tax Commissioner's website

On a sign that is at least 24" wide and 30" tall, post tree(s) for 15 days with the following information:

Applicant's name

Applicant's phone number

Message concerning the number of trees, size, and species that will be impacted  
and your need to contact the adjoining property owner

Date sign was posted

Picture of the sign with newspaper showing date

Present to Arborist Division:

- 1) Returned letter or US Postal Service stub that proves letter was delivered.
- 2) Proof of 15-days posting;
- 3) Picture of sign

When all three items are presented to the arborist division, preliminary approval will be granted. Go ahead and post with Yellow Sign.

Site will be posted by arborist division for 5 working days.