



CITY OF ATLANTA

M. KASIM REED
MAYOR

ARBORIST DIVISION

DEPARTMENT OF PLANNING,
AND COMMUNITY
DEVELOPMENT

JAMES E. SHELBY
COMMISSIONER

Standard of Practice

Plan Submittal Posting (Orange sign)

With amendments to the Tree Ordinance dated June 2007, there are now two parts to posting for tree removal. Within 2-days that plans are delivered to the arborist division, an orange sign (Notice of Plan Submittal to Remove Trees) will be posted, and a yellow sign (Notice of Preliminary Approval to Remove Trees) will be posted after preliminary approval is given and on-site plan verification is confirmed.

1. The field arborist has two days from the time he/she has been notified that the plans have been received by the arborist division to get the sign posted on site. This sign is notification to the public that there will be some tree related activity on this site in the future.
2. Plans with No Trees Impacted Statements and 2 photographs may be field verified.
3. For undeveloped sites or where there is no property address, the applicant must mark the extent of the property with orange paint on the street/curb and include the street number. The rear of the property must be marked with a waterproof sign, or ribbons.
4. The orange sign must stay in place (**for a minimum of 10 calendar days**) until preliminary approval is received from the arborist plan reviewers.
5. Orange sign posting must be documented in your field log book and in KIVA. In addition, an affidavit of posting must be completed and filed in the office.
6. Once preliminary approval is granted, the applicant then marks the trees and submits a request for preliminary posting.