



## CITY OF ATLANTA

M. KASIM REED  
MAYOR

ARBORIST DIVISION

DEPARTMENT OF PLANNING,  
AND COMMUNITY  
DEVELOPMENT

JAMES E. SHELBY  
COMMISSIONER

### Standard of Practice

#### Preliminary Approval to Remove Trees Postings (Yellow 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. Upon receipt of a Request for Service for a preliminary posting, the field arborist shall retrieve the arborist approved set of plans from office files to conduct an inspection. The Request for Service shall be stapled to the plan. *The field arborist shall inspect the site within five business days of this notification.*
2. On site, the field arborist shall verify that the site plan accurately depicts actual site conditions, with trees to be removed or lost marked painted with an orange X. The X must be visible from the road, **if possible**. Each tree on the site plan that is matched to a tree on site shall be marked on the site plan.
3. Arborist shall ensure that all boundary trees are on the site plans and verify diameter and species of the trees on site.
4. Arborist shall ensure that all trees to be destroyed or lost that are reflected on the approved plans have been marked with an orange X. Arborist shall also ensure that no additional trees are marked on the site that should **not** be marked.
5. If the above requirements have been satisfied. The arborist shall remove the orange sign and post a yellow sign for 5 COA working days; this is time during which an appeal can be filed. Leave the copy of plans with the administrative staff to be notarized.
6. If any of the above requirements are not satisfied, the applicant is denied approval of a preliminary posting; the orange sign remains in place. If a posting is denied, the arborist shall contact the applicant regarding any deficiencies which must be corrected prior to approval for a notice of preliminary posting.
7. The applicant must resubmit a request for service each time a posting is denied.