



CITY OF ATLANTA

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MAYOR

ARBORIST DIVISION

DEPARTMENT OF PLANNING,
AND COMMUNITY
DEVELOPMENT

JAMES E. SHELBY
COMMISSIONER

Standard of Practice

Introduction

After more than one year since its roll out, the Standard Operating Procedures (SOPs) for the Arborist Division of the City of Atlanta were revised and updated. This document is the collaborative efforts of staff within the division. It is a dynamic, evolving document that will be updated as best management practices in arboriculture evolve, as staff develop more effective work procedures, and as the Tree Ordinance is amended or updated.

The objectives of this document are many: comply with the requirements of the Tree Ordinance; provide guidelines to staff that will ensure uniformity of work practices that result in professionally defensible decisions/recommendations; and provide basic information for new staff that join the division. The SOPs provides basic information on customer service, field documentation, tree evaluation, arborist plan review, and appeal hearings. Staff shall adhere to the SOPs and be mindful that these are guidelines and ensure that required information and documentation are entered in the City's database.

I wish to thank all the staff for their input, review, comments, and recommendations; this is the results of their efforts.

Ainsley Caldwell, Arboricultural Manager
April 2008