



TREE REMOVAL DATA SHEET

Address of Proposed Tree Removal:	Zip:
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PROPERTY

Property Owner:		Phone:	
Contact Name:		E-mail:	
Address:		Suite #:	
City:	State:	Zip:	
Property Owner/Agent has given permission to remove tree(s): <input type="checkbox"/> Yes		Tax Parcel # _____ - _____ - _____ - _____	
Is property an owner-occupied, single family residence: <input type="checkbox"/> Yes (\$0 permit fee) <input type="checkbox"/> No (\$25 permit fee)			
Is there a stream in proximity to the property: <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, a survey may be required to show that trees to be removed are not in the 75" stream buffer.	

APPLICANT

Applicant is: <input type="checkbox"/> Property Owner <input type="checkbox"/> Tree Contractor (complete this section)		Arborist Certification #:	
Applicant's Name:		Phone:	
Company Name:		E-Mail:	
Address:		Suite #:	
City:	State:	Zip:	

TREE INFORMATION

Measure the diameter of trees at 4.5 feet above the ground (DBH). Show measurement in inches.			
Tree:	Species:	Diameter (DBH)	Reason for Tree Removal:
1			
2			
3			
4			
5			
Lot size: _____ SF/Acres (circle one)		DBH/circumference inches and number of trees to remain on property:	

REQUIRED ATTACHMENTS

	One (1) photo of each tree to be removed.
	Sketch of property, showing location of building(s) and tree(s) to be removed.
	Arborist's letter verifying any dead, dying, diseased, and/or insect-infested trees to accompany requests of 3 or more trees or trees 26" DBH or greater.

CERTIFICATION

I understand that the City of Brookhaven's Tree Protection Ordinance requires that canopy coverage consistent with Chapter 14, Section 14-48 be maintained. I further attest that the documentation and statements on this application are true and correct. If any information is found to be false or misrepresented, the permit will be deemed invalid.

Applicant Signature: _____ Date: _____

STAFF DETERMINATION: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	By:	Date:
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NOTICE – TREE REMOVAL SIGNS

Per Sec. 14-54(c)(1)(f), all projects with tree removal must post a **Brookhaven Notice of Tree Removal sign**. Notice of Tree Removal signs may be picked between 7:30 A.M.- 4:30 P.M. Monday through Friday at City Hall, 4362 Peachtree Rd., Brookhaven, GA 30319.

POSTING REQUIREMENTS

- Post Notice of Tree Removal sign visible from the street but not in the right-of-way
- Post Notice of Tree Removal sign 5 days prior to removal of tree(s).
- Flag all trees to be removed with vinyl or duct tape 5 days prior to removal of tree(s).
- Removal of tree debris is the responsibility of the tree contractor and/or property owner.
- Remove sign and permit after tree removal is complete.

Failure to install and maintain a sign in good condition will be subject to mandatory stop-work orders (24-hour stop work for first offense, 48-hour for second offence and 72-hour for third and final offense). The third offense leads to a citation and a fine.

Failure to abide by tree removal sign and permitting requirements will also be subject to mandatory stop work orders, citations, and fines.

Habitual violators may lose the privilege of engaging in tree removal activity in the City of Brookhaven for a year.

City building inspectors, code enforcement officers, land development inspectors, and police officers are responsible for the enforcement of this ordinance.