INSTRUCTIONS

_____ Complete the application form (2 pages)

_____ Submit a photo of each tree(s) to be removed. Show damage/health issues in photo, if applicable.

_____ Submit a site plan, sketch, survey or aerial photo of property showing location of tree(s) to be removed and tree(s) that remain.

_____Submit this completed application via the City of Brookhaven's Project Portal with documents stated above. See instructions on page 2.

ADDRESS OF PROPOSED TREE REMOVAL:

APPLICANT INFORMATION		PROPERTY OWNER INFORMATION	
Name:		Name:	
Company:		Address (if different from applicant):	
Address:			
City:		City:	
State:	Zip:	State:	Zip:
Arborist Certification #		Tax Parcel #	
Phone:		Phone:	
Email:		Email:	

PROPERTY DATA

Property is an owner-occupied, single- family residence: ☐ YES ☐ NO

There is a stream in proximity to the property: ☐ YES ☐ NO

Property owner/agent gives permission to remove tree(s): ☐ YES ☐ NO

Property has the minimum required front yard trees (Per Sec.14-51(f)): ☐ YES ☐ NO

SITE INFORMATION

Lot Size:	# of trees for removal:	# of trees to remain:	Total DBH remaining:

PROPOSED TREE REMOVALS

No.	Species	*DBH	Reason for Removal
1			Ex: Live, Dead, Dying,
2			
3			
4			
5			

*To calculate DBH, measure the circumference of the tree with a measuring tape using inches. Measure 4.5' above the ground. Take the measurement and divide by 3.14 to get the DBH.

**For requests with more than 5 trees, submit a separate removal inventory list.

CERTIFICATIONS

I understand that there is a maximum removal of 2 live, healthy trees per 18 months. _____(Initial)

In circumstances where projects require that a section of the sidewalk or street be closed to the public for safety during removal, I understand that I must apply for a street closure permit from the Public Works Department. _____ (Initial)

I understand that the property must maintain a tree density of 130" in DBH per acre and a front yard tree or trees contingent upon the size of the lot. If proposed removals require the density to go below my property's required density, I understand that I will be asked for a replanting plan and issued a condition on my permit for replanting. _____(Initial)

I understand that the City of Brookhaven's Tree Protection Ordinance requires that canopy coverage consistent with Chapter 14, Section 14-51 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:

Please submit this application and attachments to the Project Portal:

https://cityworks.brookhavenga.gov/ProjectPortal

1) Log-in to the Project Portal
2) Select **Create New Application**
3) Select **Create Parent Permit**
4) Select Permit Case/Type as **Tree Removal Permit**
5) Select Sub-Type as **Residential** (leave blank for commercial projects)
6) Click **Next**
7) Input address in the "**Find address or place**" field
8) Click search icon(magnifying glass)
9) Check to see if address in "Selected Address" and "Selected Tax Parcels" match
10) If so, click **Next** (If not, go back to step 7 and try again)
11) Input name of Applicant in "Search or Add People" bar (directions on top of page on how to add a new contact, if needed)

12) Select role as "**Applicant**" for main contact for project
13) If you have a Contractor you may add them. *If you do not have a Contractor at this time you may bypass this section, click next.
14) Click **Next**
15) Enter Data as requested
16) Check the certification box and click submit

To add attachments, click "OK" to allow pop-ups

1) Select "View Permit Info"
2) Select "Open Plan Review"
3) Select "Browse"
4) Locate your files and click "Open"
5) Once all files have been uploaded, check the box next to each file
6) Select "Upload"
7) Click "Yes" for certification
8) Click "Submit for Review" when all files have been uploaded.