

## TREE REMOVAL PERMIT

Tree Removal Flow chart



### DOCUMENTS YOU WILL NEED

1. Tree Removal Permit Package
2. The Ordinance requires that a person or company hired for the removal of trees be properly insured and must have a current business license.

### IMPORTANT INFORMATION

The City of Milton Tree Conservation Ordinance requires replanting a tree for tree for each protected tree removed. If replacement trees are not planted within 6 months, the permit will be turned over to Code Enforcement. If replacement trees die, they must be replanted. Replacement trees must be nursery grown and at least 2" in caliper and species chosen shall be approved with the City Arborist. Replacement trees shall be planted on the same property unless otherwise approved by the City Arborist.

**Note: If you fail to provide all required documentation, issuance of your permit could be delayed.**

### ADDITIONAL FORMS YOU MAY NEED

1. If your plans fall outside of the limits of the zoning ordinance. (i.e. setback, buffer requirements), you will be asked to submit a Variance Application.

### CONTACT NUMBERS

Community Development Department (678)242-2545  
 City Arborist – Mark Law (678)242-2552



## TREE REMOVAL PERMIT APPLICATION

The City of Milton Tree Conservation Ordinance requires that all residents who want to remove any trees greater than fifteen (15) inches in diameter must complete a Tree Removal Permit Application.

The Ordinance requires that a person or company hired for the removal of trees be properly insured and must have a current business license.

The City Arborist will review the application and the specified trees.

- If the tree(s) are dead, dangerous, or diseased, then a permit for their removal will be issued by the City. A detailed report from a certified arborist or a site visit by the City Arborist may be required. No permit fee will be charged to the applicant.
- If the applicant is removing live, healthy trees that are protected by the City Ordinance, zoning, or permitting conditions, then a permit will be required.

### ***Mitigation Required***

All live, healthy, protected trees that are removed MUST be mitigated as determined by the City Arborist. The arborist will determine the number of replacement/recompense trees to be planted on the property. If the number of trees to be planted on the property is less than the required number for replacement or recompense, then a fee, as determined by the City Arborist will be paid in addition to planting the specified number of trees.

### ***Permit Issued***

Before the permit is issued, the Applicant must agree to plant the specified trees, or pay the required fees, if any, as a condition or approval for the Tree Removal Permit.

The City of Milton believes that the trees are essential to maintaining the quality of life that we enjoy in our community and in creating a valuable natural legacy for future generations. It is hoped that with the cooperation from the citizens of Milton and skilled professional "tree care" companies, the City's implementation of its Tree Conservation Ordinance will successfully protect the urban forest while fostering increased awareness of the benefits of trees and the importance of maintaining them.

## TREE REMOVAL PERMIT PACKAGE

**Tree removals relating to permitted development or construction is reviewed and permitted through application for those projects and do not need additional applications for tree removal.**

Do you plan on removing tree(s) with a diameter of fifteen (15) inches or greater measured at a point four and one-half (4.5) feet above the ground on a developed lot (private property where an existing occupied building is located)?

OR

Do you plan on removing tree(s) with a diameter of fifteen (15) inches or greater measured at a point four and one-half (4.5) feet above ground on undeveloped or sub-dividable lot (private property where there is no existing occupied building)?

OR

Are you removing any specimen understory tree(s), i.e. Dogwood, Redbud, Sourwood with a diameter of eight (8) inches or greater measured at a point four and one-half feet above the ground?

**If your answer to the above questions is NO, then only a notification to the City Arborist is required, informing the city that tree removal will be occurring at this specific location.**

**If your answer to any of the above questions is YES, then a tree removal permit is required.**

- *Notwithstanding any other requirements of the Tree Conservation Ordinance, it shall be unlawful to remove a specimen tree without a Tree Removal Permit issued by the City Arborist. Administrative Guidelines have been established by the Community Development Department for the identification, recompense, conservation and protection of specimen trees.*

To apply for a tree removal permit, please provide the information shown on the following pages to the City Arborist.

**Note:** In order to determine a diameter of a tree: Measure around the tree (circumference) at 4.5 feet above the ground and divide by 3.14. *Example:* If you measure around the tree and the circumference is 38 inches, divide by 3.14.  $(38" \div 3.14 = 12" \text{ diameter})$

**TREE REMOVAL AND REPLANTING AGREEMENT**

Approved                       Disapproved                      Permit valid through \_\_\_\_\_

Replacement trees required: \_\_\_\_\_                      Fee (if any): \_\_\_\_\_

City  
Arborist: \_\_\_\_\_                      Date: \_\_\_\_\_                      Permit #: \_\_\_\_\_

**Please print or type:**

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Tree Location: (street address) \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner's Mailing Address: \_\_\_\_\_

*The City of Milton Tree Conservation Ordinance requires replanting a tree for tree for each protected tree removed. If replacement trees are not planted within 6 months, the permit will be turned over to Code Enforcement. If replacement trees die, they must be replanted. Replacement trees must be nursery grown and at least 2" in caliper and species chosen shall be approved with the City Arborist. Replacement trees shall be planted on the same property unless otherwise approved by the City Arborist.*

This agreement is between the City of Milton and the property owner or agent of said property owner. The purpose is to provide for the replacement of protected trees that, due to activity by the property owner, are to be removed or were removed or destroyed. The removal may have been caused by, but not limited to, new construction or accidental destruction.

The City Code requires that a property owner replace removed or destroyed protected trees with new trees similar to the protected trees removed. No replacement tree(s) shall be less than two (2) inch caliper without arborist consent. All replacement trees require a written guarantee of survival for a two-year period.

Where possible, the replacement trees shall be located on the property where the original trees were removed or destroyed. The City of Milton shall make the determination as to the replacement on the original site versus an alternative location. The following plan, pending city approval, is proposed for the replacement trees:

Tree Removal Permit Packet

- The original site of the tree removal; plans attached.
- An alternative location described below.
- In lieu of planting, the option exists for the property owner to provide payment to the Reforestation Fund equivalent to \$250.00 per each protected tree\* destroyed or removed.

The attached tree replacement plan specifying species, size, and location is made part of this agreement.

**Permitee shall defend, indemnify and hold harmless the City of Milton or its agents, officers, and employees from any claim, actions or proceeding of whatsoever kind or nature against the City of Milton or its agents, officers arising out of, or in any way related to, the tree activity which is the subject of this permit.**

**I acknowledge that I have read and understand the City of Milton Guidelines for tree removal. I have also read and agree to comply with all instructions and conditions as listed herein.**

\_\_\_\_\_  
Owner or Authorized Representative (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

<b>CITY OF MILTON PROTECT TREES</b>		
The following species with a DBH equal to or greater than set forth below are protected trees.		
<b>SPECIMEN TREES</b>		
<b>TREE TYPE</b>	<b>EXAMPLES</b>	<b>DBH</b>
Large Hardwoods	Oak, Hickory, Maple, Sweet Gum, Poplar etc.	27 inches or greater
Large Hardwoods	Beech, Magnolia, Walnut	24 inches or greater
Large Softwood	Pine	27 inches or greater
Small Native Flowering	Dogwood, Redbud, Sourwood	8 inches or greater
<b>OTHER PROTECTED TREES</b>		
Any tree 15 inches or greater in diameter		
Any tree required as a condition of zoning, variance, or permit approval		
Any tree on City property		
Any installed or protected street tree		

**REQUEST FOR APPROVAL TO REMOVED PROTECTED TREES** (address each item with an "x")

\_\_\_\_\_ Quantity of Trees to be Removed                      \_\_\_\_\_ Total Number of Inches (DBH) Being Removed

- Attach site drawing indicating location and species of each tree to be removed.
- Attach written statement from certified arborist describing each tree; include species, DBH, condition and opinion or recommendation.
- Clearly mark tree(s) to be removed on the property with bright ribbons or numbered tags.

A site plan/sketch is required as part of your tree removal request. The site plan must be drawn roughly to scale and include the following items:

- Your property address
- House and other structures
- Location of trees to be removed marked with an "x"
- Proposed replacement trees

**Notwithstanding any other requirements of the Tree Conservation Ordinance, it shall be unlawful to remove a Specimen Tree without a Tree Removal Permit issued by the City Arborist. Administrative Guidelines have been established by the Community Development Department for the identification, conservation and protection of specimen trees.**

*Site Plan Sketch*



TREES REMOVED				TREES REPLACED			
Tree	Type	Size	Reason	Tree Letter	Type	Size	Planting Schedule