



CITY OF ALPHARETTA

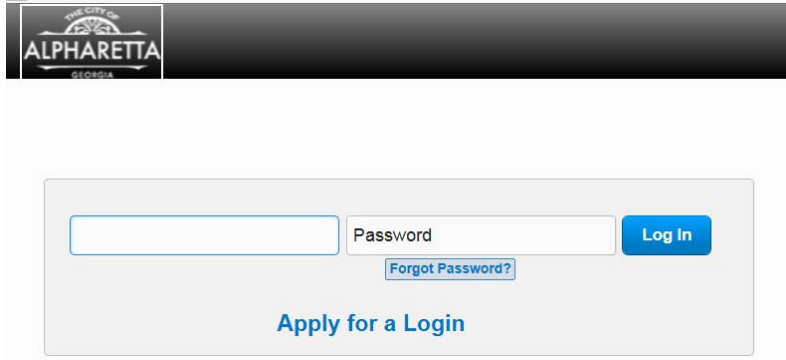
ONLINE TREE REMOVAL PERMIT

APPLICATION INSTRUCTIONS

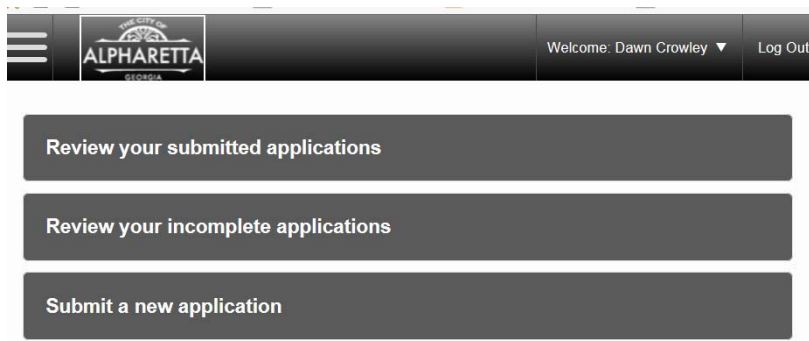
Click on Apply for a Login, some browsers you must right click and open
(The City must manually approve your Login credential, once they are approved you will receive an email)

OR

Log In



Select your action. For this example we will “Submit a new application”

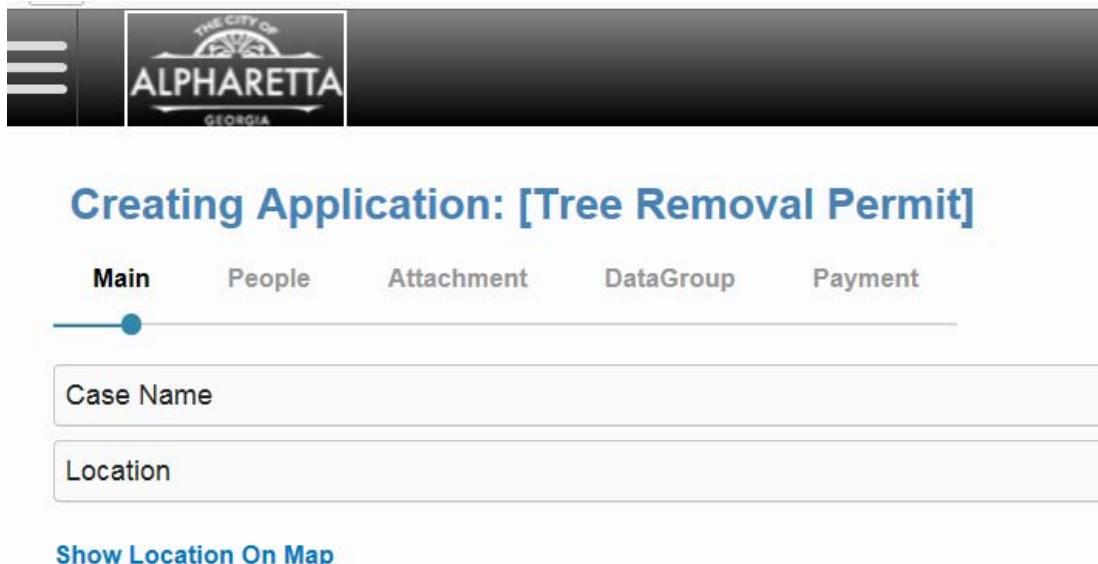


Type in “tree” into the search box or scroll through the available online applications



Enter in the Case Name (Project name) and Location (Street Address)

Example: Last Name – Tree Removal



THE CITY OF ALPHARETTA GEORGIA

Creating Application: [Tree Removal Permit]

Main People Attachment DataGroup Payment

Case Name

Location

[Show Location On Map](#)

Then scroll to the bottom and click on “Next”



Next **Clear** **Cancel**

Enter in the people information, **Property Owner Information IS MANDATORY**

Creating Application: [Tree Removal Permit]

Main **People** Attachment DataGroup Payment

Property Owner [more...](#)

JANE DOE
1 TESTING AVE
ALPHARETTA GA 30009
678-111-2222 Phone (Mobile)
JDOE@GMAIL.COM
Comment

Tree Contractor [more...](#)

TREES R US
2 TEST AVE
ALPHARETTA GA 30022
678-111-8888 Phone (Mobile)
TREESSRUS@GMAIL.COM
Comment

Applicant [more...](#)

Name
Address Line1
City Name State Zip Code
Phone (Home) Phone (Mobile)
Email
Comment

Landscape Architect [more...](#)

Name
Address Line1
City Name State Zip Code
Phone (Home) Phone (Mobile)
Email
Comment

[Previous](#) [Next](#) [Clear](#) [Cancel](#)

Add your diagram and photos by clicking on "+ Add attachments"

A **sketch/diagram** of the property with locations of the trees to be removed **IS MANDATORY**

Photos *may* assist in a quicker review

Photos of **DEAD** trees **ARE MANDATORY**



Creating Application: [Tree Removal Permit]

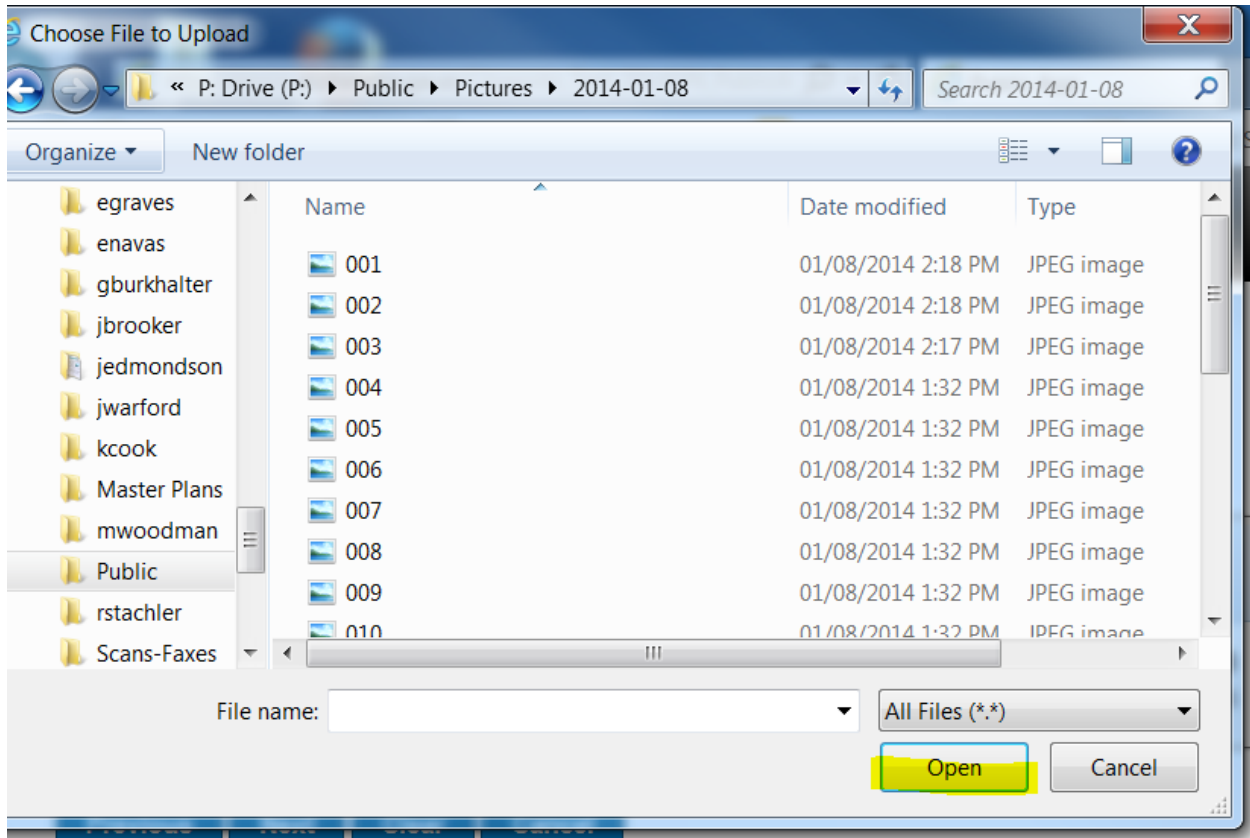
Main **People** **Attachment** DataGroup Payment

[+ Add attachments...](#) [Remove all attachments](#) [Hide](#)

Drag and drop files here to attach them.

[Previous](#) [Next](#) [Clear](#) [Cancel](#)

Browse for your attachments, and then click on “Open”
Repeat these steps for each attachment



Enter in your information

There are a maximum 25 trees per permit (if you have more than 25 trees please submit multiple permit applications). Only enter numbers in the Tree Size field. Do not enter any characters such as “or ‘. The system will not recognize them and will not allow you to click next. Once you enter in your information, scroll all the way to the bottom and click “next”. THIS IS ALL THE INFORMATION NEEDED



Creating Application: [Tree Removal Permit]

Main People Attachment DataGroup Payment

Grand Sum

D-TREE : Tree Permit **Group Sum** **Sum Flag**

Residential/Commercial

Business Name (if applicable)

Subdivision Name (if applicable):

TREE 1 : Tree 1: **Group Sum** **Sum Flag**

Botanical or Common Name:

Specimen: Yes No

Tree Size (inches):

Measurement:

Tree Location:

Reason for Removal:

Approved/Denied (CITY OFFICIAL ONLY):

TREE 2 : Tree 2: **Group Sum** **Sum Flag**

Botanical or Common Name:

Specimen: Yes No

TREE 25 : Tree 25: **Group Sum** **Sum Flag**

Botanical or Common Name:

Specimen: Yes No

Tree Size (inches):
Number:

Select Value:

Tree Location:

Reason for Removal:

Approved/Denied (CITY OFFICIAL ONLY):

There are **NO** fees associated with a Tree Removal Permit submittal.
Click on “Submit”

Creating Application: [Tree Removal Permit]

Main People Attachment DataGroup **Payment**

Fee	Amount
Tree Removal Penalty Fee	\$0.00
Total: \$0.00	

Payment Amount:

Credit Card
 Pay Pal

Payment Terms and Conditions

You will be notified by the email:

- If any of your application is incomplete
- If a replanting agreement is required to proceed
- When your permit is ready to print

You may check the status of your application by logging into your account and clicking on “Review your submitted applications”

Complete applications will be processed within 10 business (working) days from the date of submittal. NO trees are to be removed from any property without a completed, approved tree removal permit posted on site.