



Community Development Department TREE REMOVAL APPLICATION

1500 Morrow Rd. Morrow, GA 30260 678.902.0924(T) 770.960.3002 (F)

Application Date: ___/___/___

PERMIT NO. _____

Property Owner Information

NAME:	ADDRESS:
PHONE #:	EMAIL:
PROPERTY TYPE: <input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> RIGHT-OF-WAY	PROPERTY OWNER'S AGENT: PHONE #:

Tree Removal Contractor Information

BUSINESS NAME:	ADDRESS:
CONTACT PERSON:	BUSINESS LICENSE #:
PHONE #:	EMAIL:

Date of Tree Removal _____

Tree Type to Be Removed	DBH/Circumference	Reason for Removal	Replacement Tree
1.			
2.			
3.			
4.			

THIS PERMIT IS BEING ISSUED UNDER THE FOLLOWING TERMS:

1. Proof of Liability Insurance, Local License, and Driver's License from Contractor
2. Photos of the proposed tree(s) to be removed
3. Letter from a Registered Forester or Certified Arborist regarding said tree(s)
4. Stumps will be ground and resulting debris removed within 15 days of tree cutting. Photos showing that the tree stump(s) has been removed should be submitted to the Community Development Department
5. All debris will be removed from property. Removal arrangements must be made prior to issuance of permit

I understand that any lack of compliance to the terms above may result in the issuance of a citation for violation of this permit and that a fine of up to \$1000 per 24 hour period may be imposed.

Contractor/ Service Provider

Date

FOR OFFICE USE:

Zoning Verified: _____ Accepted By: _____ Business License #: _____

Annual Fee Renewal Date: _____ **PAYMENT METHOD:** CHECK CHECK # _____ CREDIT/DEBIT CARD MONEY ORDER

Approved by: _____ Date: _____



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Tree Removal Permit Requirements

Sec.8-3-3. All owners, developers of land, or contractors, must secure a land and vegetation disturbance permit prior to the removal, relocation or transportation of any trees in the incorporated city limits.

REQUIREMENTS IN RESIDENTIALLY-DEVELOPED AREA:

Exception: The homeowner of a developed, single-family residential lot removing a tree or trees will be required to obtain a permit but will be exempt from paying a permit fee. In the case of a tree contractor removing a tree or trees in a residential area, the contractor *WILL* be required to obtain a permit and pay an annual fee of \$50.00.

1. If a Contractor is performing the tree removal, he/she must submit a Tree Removal Application to the Community Development Department, located at City Hall. The following items must accompany application:
 - a. Copy of business license and Driver's License
 - b. Proof of Liability Insurance;
 - c. Letter from a Registered Forester or Certified Arborist regarding said tree(s);
 - d. Homeowner Signed copy of the "Guidelines for Tree Removal and Property Maintenance" form;
 - e. Photos of proposed tree(s) to be removed and replacement trees
 - f. \$50.00 Annual Permit Fee
2. Application will be reviewed by the Public Works Department.
3. Contractor will be called in to pick up a copy of recommendations to present to the homeowner. Homeowner signature will be required in order to obtain the permit.

REQUIREMENTS FOR NON-RESIDENTIALLY DEVELOPED AREA:

1. Four (4) copies of a **tree protection plan (TPP)** must be submitted to the city Public Works Director, or his designee, for review.
2. An on-site inspection will be conducted to determine if there are any trees of exceptional aesthetic or historical value.
3. The TPP will be returned either approved or with changes which must be made prior to the issuance of a land and vegetation disturbance permit.

Note: The TPP must include the following:

- a. The exact location of all existing trees and specimen trees more than 10" in diameter clearly indicating those which will be retained to meet the tree protection requirements, size, dripline area and species.
- b. The location, size and species of all replacement trees.
- c. The boundaries of all required buffer areas.
- d. The boundaries of all existing and proposed landscaped area.
- e. The boundaries of existing and proposed buildings.
- f. The boundaries of all vehicle and pedestrian use areas.
- g. All existing and proposed utilizes (i.e. water, sewer, stormwater drainage and retention facilities, etc) and all existing and proposed utility poles and/or light poles.

***** Must contact Community Development Office for Certificate of Completion*****



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Guidelines for Tree Removal & Property Maintenance

1. **Hazardous trees.** Dead, dying, damaged or diseased trees shall not be allowed to exist or to be maintained on any premises which are hazardous to adjacent property or to persons on adjacent property. **A finding by the Public Works Director or a registered forester or certified arborist shall constitute prima-facie (at first appearance) evidence that a tree is in danger of falling upon adjacent lots or public streets due to the death or impending death of the tree, or due to damage by weather conditions or due to disease infestation.**

2. **Tree stumps.** Tree stumps shall not be permitted or maintained on any premises for more than 15 days after the tree has been cut, unless prior arrangements are made by the public works director or his designee. **A photo of the tree must be submitted to the Community Development department with the 15 day timeframe to verify this requirement is met.** *The following are exceptions:*

- A. Property covered by a valid land disturbance permit;
- B. Property one acre or greater in size; and
- C. Property zoned agricultural.

3. **Tree debris.** Felled trees, slash, removed tree limbs, or other portions of any tree shall not be permitted or maintained on the ground on any premises for more than 15 days, unless prior arrangements are made by the Public Works Director or his designee. *The following are exceptions:*

- A. Property covered by a valid land disturbing permit;
- B. Cut fire wood not to exceed two cords on individual property, for the personal use of the owner or occupant and maintained as follows:
 - (a) Neatly stacked 12 inches above ground level in narrow rows;
 - (b) Kept free of high grass or weed growth;
 - (c) Kept free of rodents and such.
- C. Property one acre or greater in size; and
- D. Property zoned agricultural.

(Ord. No. 2005-02, § III, 4-12-05)

By signing below, the property owner/homeowner certifies that they have read the provisions above and agree that they will follow these guidelines set forth as written in the City of Morrow Code of Ordinances.

Signature: _____

Date: _____

Name: _____

Address: _____