

PERMIT INTAKE HOURS

Permit Applications will be accepted between 8:30 am and 4:30 pm.

Community Development
Engineering Division
38 Hill Street, Suite G-30
Roswell, GA 30075
770-641-3780
www.roswellgov.com



**TREE REMOVAL
PERMIT PACKET**

OVERVIEW

This packet contains the information required to prepare and submit plans for a City of Roswell Tree Removal Permit on single family residential and non-development related tree removal on other property types. Development related tree removal will be reviewed in conjunction with the Land Disturbance Permit process.

PACKET CONTENTS

	Page Number
Plan Review Process Flow Chart	2
Application	3
Tree Removal Permit Minimum Submittal Checklist	4
Tree Removal Regulations	5
Specimen Tree Removal Fee Calculation Form	6

ACCESSORY PERMITS

Depending on your project, you may be required to obtain additional City of Roswell permits. Applications are available on the website or at the permit desk at City Hall.

- Demolition
- Building
- Grading
- Retaining Wall
- Pool
- Trenching

CONTACT US

City ArboristAndy Pittner770-594-6293.....apittner@roswellgov.com
 River CorridorJackie Deibel770-641-3783.....jdeibel@roswellgov.com
 City Engineer.....Lenor Bromberg.....770-594-6196.....lbromberg@roswellgov.com
 Permit TechnicianKeedra Jackson.....770-641-3748.....kjackson@roswellgov.com

OTHER HELPFUL TELEPHONE NUMBERS

Roswell Department of Transportation Right of Way Encroachment.....770-594-6108
 Fulton County Septic Tank Maps.....404-613-1463
 Fulton County Environmental Health Services404.332.1801
 Georgia Department of Transportation.....770.986.1768
 Fulton County Water / Sewer404.612.7518

FEE SCHEDULE

Application Fee: \$25 – nonrefundable application fee (in addition to fees below)
 Tree Removal Permit Fee:
 Single Family Residence: \$50 flat fee
 All Others: \$50 per parcel acre, not to exceed \$500
 Specimen Tree Removal: \$500 per density unit

EXPIRATION NOTICES

Permit Applications expire after six months, if no permit is issued. Work must be performed within six months of permit issuance.

The City of Roswell reserves the right to change this packet and/or review criteria deemed necessary at any time.

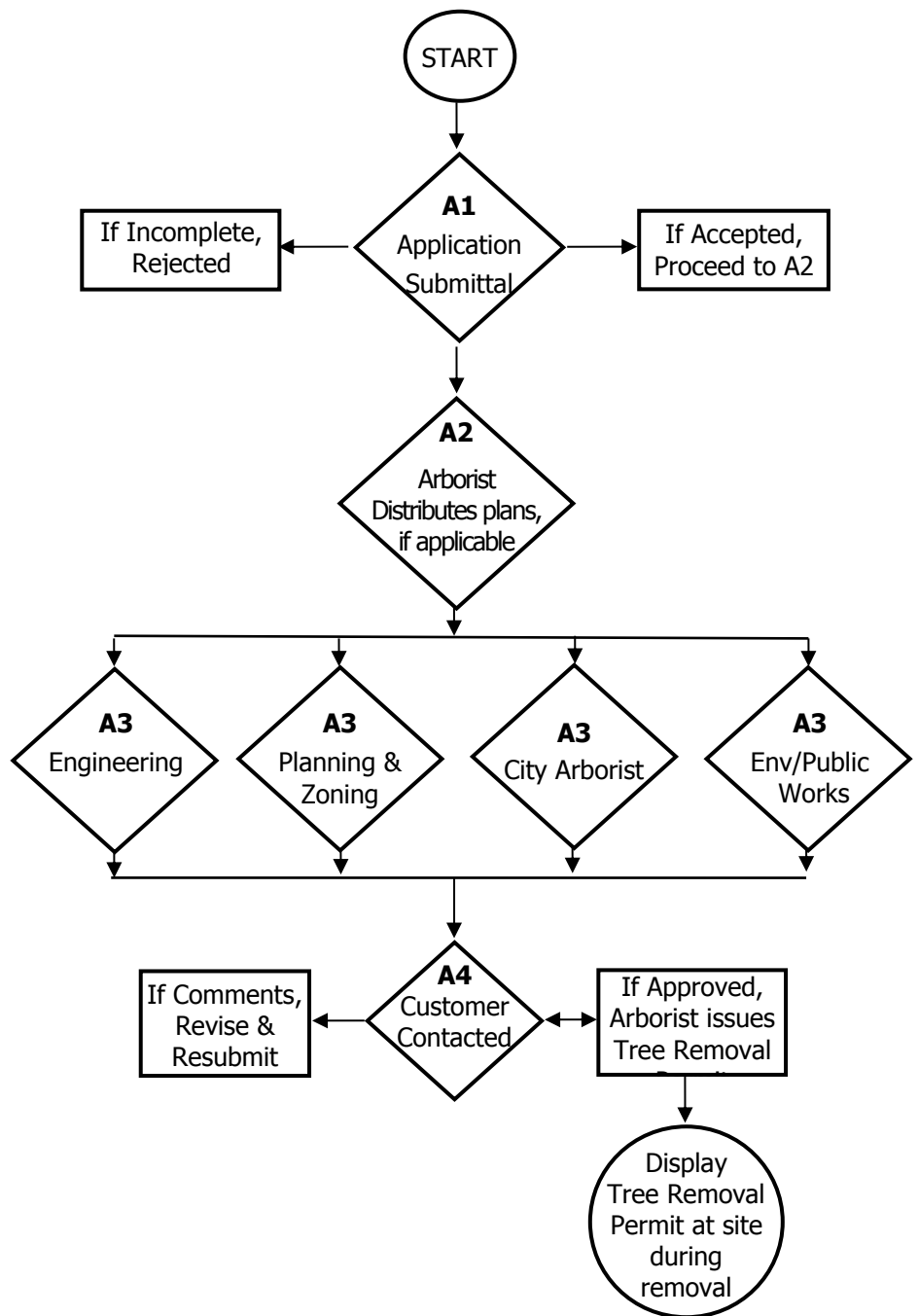
TREE REMOVAL PERMIT PROCESS

A1 Application Submittal

Applications are accepted at the front desk in Community Development. The applicant is required to submit the application and a site plan depicting the location of the tree(s) to be removed, size and species. Photos are encouraged.

There is only a \$25 application fee for exemption confirmation requests. Tree Removal Permit **Exemption Criteria** per UDC Article 12.1.1.C include:

- 1) The removal of trees other than specimen trees from any lot of less than one (1) acre in size and which contains or is zoned and platted or to be platted for purposes of constructing a detached house or attached house.
- 2) The removal of trees from horticultural properties such as farms, nurseries, orchards or timber harvesting.
- 3) The removal of trees by a utility company within dedicated utility easements, where necessary to install, remove, repair, or maintain utilities within said easements.
- 4) The removal of trees on public rights-of-way by or on behalf of any federal, state, county, municipal, or other government agency with jurisdiction, where necessary to lawfully construct, maintain, repair or improve said public rights-of-way.
- 5) The removal of trees, other than specimen trees, from detention ponds and drainage easements where necessary for the construction, maintenance, or operation of said ponds or drainage improvements within said drainage easements.
- 6) The removal of any tree which has become or threatens to become a danger to human life or property, as determined by the City Arborist.
- 7) The removal of trees less than three (3) inches, at breast height, where no Land Disturbance permit is required.



A2 Arborist – Permit Application Review City Arborist reviews the permit application submittal and determines the appropriateness of the request and conducts a site visit, if appropriate.

A3 Arborist – Coordination of reviews by other staff, as applicable Concurrent to his review the City Arborist also coordinates other departmental reviews as necessary. The Arborist will notify the applicant once plan reviews are complete.

A4 Customer Contacted The customer will be contacted and will be instructed to revise their plan per staff comments, or will be instructed on how to obtain the Tree Removal Permit from the Arborist.

PERMIT INTAKE HOURS
 Permit Applications will be accepted between 8:30 am and 4:30 pm.

Community Development
 Engineering Division
 38 Hill Street, Suite G-30
 Roswell, GA 30075
 770-641-3780
www.roswellgov.com



Date: ___ / ___ / ___
 Application No.: _____
 Fee: \$ _____

TREE REMOVAL PERMIT APPLICATION

TYPE

Description of property (check all that apply):

- | | | |
|--|--|---|
| <input type="checkbox"/> Single-Family Residence | <input type="checkbox"/> Stream Buffers | Possible Additional Permits:
<input type="checkbox"/> Demolition
<input type="checkbox"/> Pool
<input type="checkbox"/> Retaining Wall (over 4')
<input type="checkbox"/> Land Disturbance
<input type="checkbox"/> Trenching
<input type="checkbox"/> Building |
| <input type="checkbox"/> Single-Family Subdivision | <input type="checkbox"/> Floodplain | |
| <input type="checkbox"/> Multi-Family | <input type="checkbox"/> Chattahoochee River Corridor | |
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Land Disturbance > 5,000 SF | |
| <input type="checkbox"/> Mixed Use | <input type="checkbox"/> Forest Harvesting | |
| <input type="checkbox"/> Amenity Area | <input type="checkbox"/> Exemption Confirmation (Application Fee Only) | |
| <input type="checkbox"/> Vacant Land | | |

PROJECT

Name of Project or Subdivision (note name of former Subdivision, if any) _____ # of Lots _____

Property Address _____ Suite/Apt #. _____ City _____ State **GA** Zip Code _____

Property ID / PIN _____ Zoning _____ Zoning Case No. _____ Total Parcel Acreage _____ Disturbed Acreage _____

Owner of Record (Company / Individual) **Warranty deed copy must be provided if ownership has recently changed.**

Owner Address _____ Suite/Apt #. _____ City _____ State _____ Zip Code _____

APPLICANT

Applicant Name _____ Role _____

Company _____

Mailing Address _____ Suite/Apt #. _____ City _____ State _____ Zip Code _____

Phone _____ Cell Phone _____ Fax Phone _____ E-mail (for sending review comments) _____

I hereby certify that all information provided herein is true and correct and that I have read and understand the information provided in the City of Roswell Tree Removal Permit Packet.

Applicant Signature: Property Owner or Owner's Representative _____ Date _____

TREE REMOVAL PERMIT MINIMUM SUBMITTAL CHECKLIST FOR SINGLE FAMILY RESIDENTIAL AND NON-DEVELOPMENT RELATED

This checklist contains the information required to prepare and submit plans for a City of Roswell Tree Removal Permit on single family residential property and non-development related tree removal on other property types.

When submitting plans for review for a Tree Removal Permit, provide **all** items listed below. If not applicable, please explain justification to plans intake personnel upon submittal. Incomplete applications **will not** be accepted into the review process.

FOR CITY OF ROSWELL USE (to be initialed by Tree Removal Permit Plans Intake personnel):

_____ All items are present. Tree Removal Application will be submitted for review.

_____ All items are **NOT** present. Tree Removal Application Submission **denied**.

Applicant **COR** *Please check each item only if complete and included*

- | Applicant | COR | |
|-----------|-----|---|
| ↓ | ↓ | |
| ___ | ___ | A. Completed Tree Removal Application and \$25 Application Fee |
| ___ | ___ | B. Pay Permit Fee: Single-Family (1 acre or more) Residential Permit Fee \$50. All others: \$50 per acre, up to \$500 maximum. |
| ___ | ___ | C. For an Exemption Confirmation Request provide photograph of tree(s) to be removed and one copy of a site plan indicating the location of the tree to be removed. Pay only the \$25 application fee. The permit fee will only be required if the trees are not exempt and you still wish to remove them. See page 2 of this application for exemption criteria. |
| ___ | ___ | D. For Tree Removal Permit provide (1) copy of a site plan. On the site plan include: |
| ___ | ___ | 1. Property boundary with address of property |
| ___ | ___ | 2. Show the location of all specimen trees located on the property and on adjacent property if within 50 feet of property line. |
| ___ | ___ | 3. Clearly denote the trees to be removed, include diameter breast height (size) and species. |
| ___ | ___ | 4. Show the location of any structures located on the parcel |
| ___ | ___ | 5. Show tree protection fencing as mandated by the Arborist. |
| ___ | ___ | E. For Specimen Tree Removal provide narrative statement as to why the removal of the specimen tree is necessary. |
| ___ | ___ | F. For Specimen Tree Removal provide completed Specimen Tree Removal Fee Calculation Form. |
| ___ | ___ | G. For Specimen Tree Recompense credit provide a tree replacement plan per UDC Article 12.1.3.B.4 |
| ___ | ___ | 1. Show credit calculations, based on the tree density units as specified in UDC table 12.1.6.B, may be given for new trees planted on the subject site, above and beyond the minimum site density requirement, if approved by the city arborist. |
| ___ | ___ | 2. Newly planted tree shall be of a caliper of four (4) inches or greater. |

TREE REMOVAL REGULATIONS

The Roswell *Unified Development Code (UDC)*, Article 12 - Environmental Protection - Section 1 states that: "No person may remove, poison, damage, trim, or transplant any tree with a trunk diameter of **three (3)** inches in diameter at breast height (DBH), which normally attains a mature height of **fifteen (15) feet or more** without first obtaining a permit as provided in this UDC".

- You will be required to provide a **Site, Tree Protection and Tree Replacement Plans**, as applicable.
- Trees to be removed including Specimen Trees will be field verified by the City Arborist.
- The application must be approved and all fees paid prior to removal of any trees.
- Landscape replacement and maintenance bonds may be required as per Article 10.2.11 of the UDC, as applicable.

CALCULATE TREE REMOVAL FEES

Each applicant requesting a permit under the provision of Article 12 – Tree Protection, except those pertaining to property solely within the public right-of-way, shall pay a \$25 application fee and deposit with the City of Roswell the applicable permit fee. The fees shall be non-refundable. The removal of trees, other than Specimen trees, from any lot of less than one (1) acre in size and which contains or is zoned and platted for purposes of constructing a detached, single family residence or duplex is exempt. You can use this formula to calculate fees for all parcels other than single family residential lots which are charged a \$50 flat permit fee:

Total parcel area in acres _____ multiplied by \$50.00 per acre = a fee of \$_____. (not to exceed \$500.00)

CALCULATE SPECIMEN TREE REMOVAL FEES

A **Specimen Tree** is any tree, in fair or better condition (see Article 14 – Definitions), which qualifies for special consideration for preservation due to size, species, or condition, and which meets the following DBH (diameter at breast height):

- 08" DBH – Small trees (dogwood, sourwood, cherry, etc.)
- 16" DBH – Mid-story trees (maple, birch, magnolia, holly, etc.)
- 20" DBH – Overstory hardwoods (oak, hickory, sweet gum, ash, etc.)
- 30" DBH – Overstory softwoods (pine, etc.)

If a specimen tree is to be removed as part of the project, submit the chart on the following page with written justification for removal. Calculate the Specimen Tree Removal fee at \$500 for each Tree Density Unit of the Specimen Tree(s) removed.

For example, one 24" DBH Oak = 6.6 units x \$500.00/unit = a fee of \$3,300.

See Article 12.1.5 D of the UDC or the table on page 8 of this application.

Specimen Tree Density Units _____ (multiplied by) \$500.00/unit = a fee of \$_____.

The Tree Removal Permit shall not be issued, nor shall the specimen(s) be removed, until funds are received for deposit in the City of Roswell Tree Bank. Specimen tree removal without or prior to a lawfully issued tree removal permit will result in a penalty assessed at \$1,000.00 per tree density unit of specimen(s) removed.

SPECIMEN TREE REMOVAL FEE CALCULATION FORM

Species or Common Name	DBH	Density Units	# of Trees	Total Units	Fee/Unit	Fee	Location	Condition	Approved (A) Denied (D)
	3"	1.0			\$500				
	4"	1.5			"				
	5"	2.0							
	6"	2.5			"				
	8"	3.0			"				
	10"	3.6			"				
	12"	4.2			"				
	14"	4.8			"				
	16"	5.3			"				
	18"	5.7			"				
	20"	6.0			"				
	22"	6.3			"				
	24"	6.6			"				
	26"	6.9			"				
	28"	7.2			"				
	30"	7.5			"				
	32"	7.8			"				
	34"	8.1			"				
	36"	8.4			"				
	38"	8.7			"				
	40"	9.0			"				
	42"	9.3			"				
	44"	9.6			"				
	46"	9.9			"				
	48"	10.2			"				
	50"+	10.5			"				
Round DBH down to closest even number, i.e. 23" = 22"				Total Fee					

Justification for removal of Specimen Trees. Use additional pages if more space is required.

Arborist Notes: