

Tree Preservation Guide

Tree Removal Permit Requirements:

- Tree Removal Permit application
- Sketch or site plan of the property, showing:
 - Property lines
 - Lot size (acres or sq. feet)
 - Location of house and any other structures
 - Location, species, and diameter of all existing trees. See below for measurement instructions.
 - Trees to be removed marked with an X.

See Page 2 for additional site plan information.
- Photos of trees to be removed
- For specimen tree removal, provide a statement from a registered Landscape Architect or Certified Arborist. Many tree removal companies also provide arborist services.
- Business License and Certificate of Liability Insurance of contractor, or a Homeowner Declaration Form if removing tree as homeowner
- Permit fee (see fee schedule)

What are Chamblee's residential tree requirements?

Chamblee has tree preservation regulations that affect all properties within the City. Residential properties are required to have trees with a combined diameter of at least 50 total inches per acre.

When do I need a tree removal permit?

On already-developed single-family residential lots, a homeowner can remove up to five *non-specimen* trees per calendar year without a permit. However, if a homeowner wants to remove more trees or a *specimen tree* (including a specimen tree that is considered a *hazardous tree*), a permit is needed. Tree removal on multi-family residential property also requires a permit. Please contact us if you're not sure if a permit is needed.

What is a specimen tree?

Specimen trees are those large enough to require extra protection. The minimum size needed to be a specimen tree depends on tree type:

- Hardwood (Examples: oak, poplar, sweetgum): 24" diameter or larger.
- Softwood (Examples: pine, cedar, cryptomeria): 30" diameter or larger.
- Understory (Examples: dogwood, redbud, sourwood): 4" diameter or larger.

If you're not sure whether a tree is a specimen tree, please contact the Development Department.

How do I measure tree diameter (DBH) ?

A tree's diameter is the distance straight across the tree through its center. This should be measured as *diameter at breast height*, or *DBH*. Use a tape measure or string to measure the number of inches around the outside of the tree 4.5 feet from the ground. Use a calculator to divide this number by 3.14 to find the DBH. More information on measuring DBH can be found on Page 2.

What is a hazardous tree?

A tree "that poses a potential risk of damage or injury to a person or property due to the presence of some structural defect (such as decay)" is considered *hazardous*. While the City recognizes that hazardous trees can cause concern, a permit is needed to remove hazardous specimen trees.

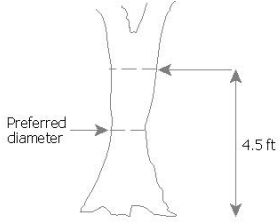
Permitting Process

Submit an application and all required documents to the Development Department via e-mail to ChambleeDevelopment@chambleega.gov, or in person at the Development Department office.

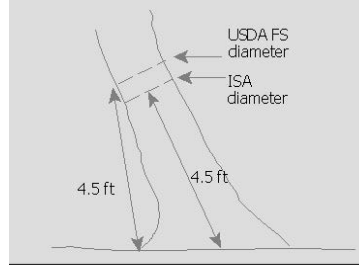
Permits are issued by the Development Department between 8:30 am and 5:00 pm, Monday through Friday. The typical review time for a tree removal permit application is one to three business days. Please contact us if you have any questions.

How to measure diameter at breast height (DBH)

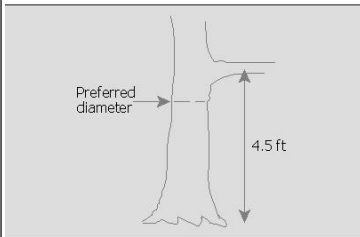
Breast height is 4.5 feet from the ground. A tree's diameter is its circumference (number of inches measured around the outside of the tree) divided by 3.14.



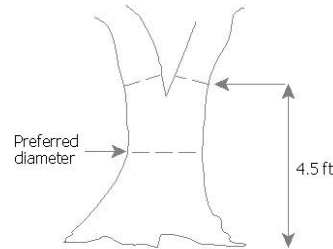
If the tree is tapered in a way where the diameter is smaller below the 4.5 ft mark, measure from the smallest point.



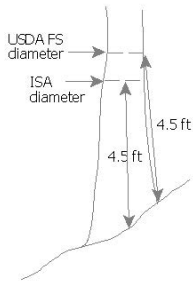
If the tree is leaning, measure 4.5 ft up the stem in the direction of the lean, or measure from the midpoint of the lean.



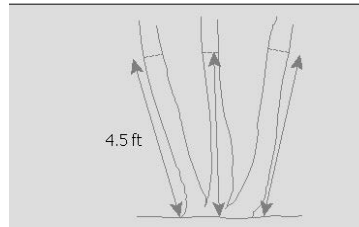
If the tree has branches or bumps that interfere with measurement at the 4.5 ft mark, measure from below the branch or bump.



If the tree forks below or near 4.5 ft, measure at the narrowest part of the main stem below the fork.



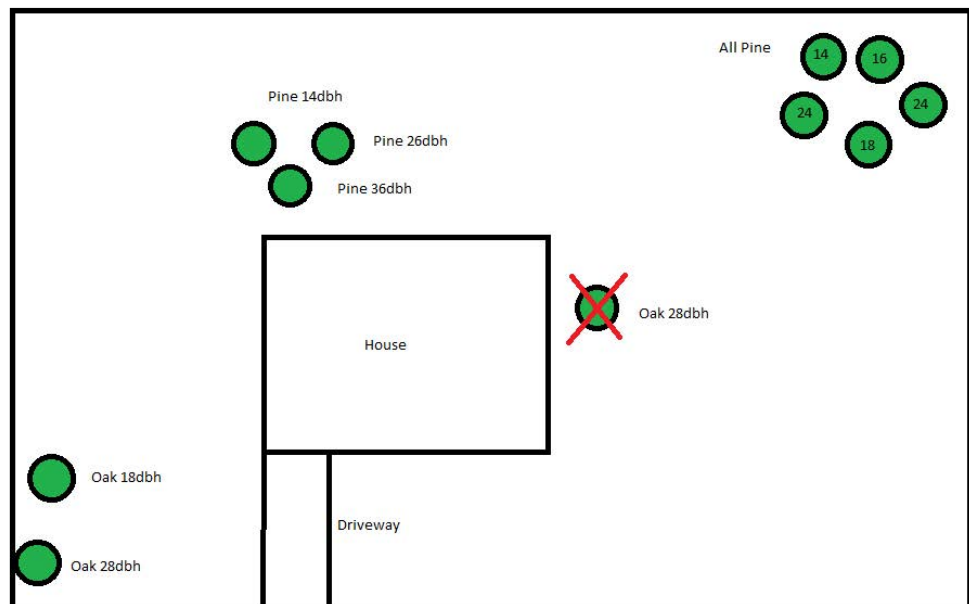
If the tree is growing on a slope, measure either 4.5 ft from the middle of the tree or measure from the top of the slope.



If the tree is split into several trunks, measure each trunk at 4.5 ft. The DBH is calculated as the square root of the sum of all trunk measurements.

Example tree removal site plan: Use a survey, plat, aerial photo with property lines, or sketch.

Removing 1 specimen tree - Oak 28dbh
Retaining required 50dbh on property
Approximately 0.5 acres





TREE REMOVAL PERMIT APPLICATION

Job Address: _____ Application Date: _____

Type of Application: Type 1 – Major (\$300) ____ Type 2 – Minor (\$150) ____ Type 3 – Hazardous (\$150) ____
See UDO for definitions of Types 1, 2, & 3. Any commercial development is considered Type 1.

Number of Trees to be Removed: _____ # Specimen Trees* _____ # Non-specimen Trees _____
**Specimen Trees include Hardwood Trees 24-inches DBH or larger, Softwood Trees 30-inches DBH or larger, and Understory Trees 4-inches DBH or larger (Sec. 320-35). Homeowners can remove up to 5 NON-SPECIMEN trees WITHOUT a permit.*

Provide with this application photos of trees to be removed along with a detailed sketch of property showing the location of all existing trees 2-inches DBH or larger. Clearly indicate which trees are to be removed and their DBH.

Property Owner (of Job Address) _____

Address: _____

City: _____ State: _____ Zip: _____

Phone/Cell: _____

Contractor: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone/Cell: _____

Copy of Business License and Liability Insurance to be provided prior to permitting.

Primary Contact Name: _____ Phone: _____ Email: _____

The Applicant shall be responsible from the date of this permit, or from the time of the beginning of the first work, whichever shall be the earlier, for all injury or damage of any kind resulting from this work, whether for basic services or additional services, to persons or property. The Applicant shall exonerate, indemnify and save harmless the City from and against all claims or actions, and all expenses incidental to the defense of any such claims, litigation, and actions, based upon or arising out of damage or injury (including death) to persons or property caused by or sustained in connection with the performance of this permit or by conditions created thereby or arising out of or in any way connected with work performed under the permit or for any and all claims for damages under the laws of the United States or of Georgia, arising out of or in any way connected with the acquisition of and construction under the permit and shall assume and pay for, without cost to the City, the defense of any and all claims, litigations and actions suffered through any act or omission of the Applicant or any subcontractor, or anyone directly or indirectly employed under the supervision of any of them.

I HEREBY CERTIFY THAT I HAVE EXAMINED AND UNDERSTAND ALL INFORMATION ON THIS APPLICATION AND THAT THE ABOVE STATEMENTS AND INFORMATION SUPPLIED BY ME ARE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING WORK TO BE PERFORMED SHALL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT.

****Note: Only the Property Owner or Contractor should sign this application as an applicant.****

Signature of Applicant: _____ Date: _____

Signature of Property Owner: _____ Date: _____

DOCUMENTATION AS SPECIFIED IN THE CITY OF CHAMBLEE UNIFIED DEVELOPMENT ORDINANCE, SECTION 320-34 MUST BE PRESENTED WITH THIS APPLICATION.