



Dept. of Community Services  
3474 North Fulton Avenue  
Hapeville, GA 30354  
Phone: 404-669-2120  
www.hapeville.org

# TREE REMOVAL PERMIT APPLICATION

SUBMITTAL DATE: \_\_\_\_\_

PERMIT No.: \_\_\_\_\_

**PLEASE TYPE OR PRINT**

**PROJECT INFORMATION:**

ADDRESS: \_\_\_\_\_ Subdivision Name: \_\_\_\_\_

**HOMEOWNER INFORMATION:**

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Email: \_\_\_\_\_

**ALTERNATE OWNER CONTACT (OPTIONAL):** NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

**CONTRACTOR INFORMATION (IF AVAILABLE):**

COMPANY NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

LICENSEE NAME: \_\_\_\_\_ STATE LICENSE NO.: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_ ALT. PHONE: \_\_\_\_\_

**DESCRIPTION OF WORK- Please list or attach a complete list with type (species) and DBH (diameter measurement at breast height) of each tree to be removed.**

\_\_\_\_\_  
\_\_\_\_\_

**PLEASE SEE BACK PAGE FOR SUPPORTING DOCUMENTATION  
TO BE SUBMITTED ALONG WITH THIS COMPLETED APPLICATION**

**APPLICANT'S AFFIDAVIT**

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in the City of Hapeville. I understand that a separate permit must be obtained for electrical, plumbing, heating, ventilation and air conditioning, pools, signs, etc.

I certify that all the foregoing information is accurate, and all work will be done in compliance with all applicable laws and ordinances regulating construction and zoning.

**APPLICANTS NAME** \_\_\_\_\_ **SIGNATURE** \_\_\_\_\_ **OWNER**  **AGENT**  **CONTRACTOR**  **TENANT**

\_\_\_\_\_

**OWNER SIGNATURE:** \_\_\_\_\_



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**PLEASE SUBMIT THE FOLLOWING ITEMS WITH THIS COMPLETED APPLICATION  
INCOMPLETE SUBMITTALS WILL NOT BE ACCEPTED FOR APPROVAL**

- Completed tree removal permit application
- Photo documentation of the tree(s) to be removed and any other photos showing trees to remain
- Specific type (i.e. Oak, maple, poplar, etc.) and DBH of the tree
- If required, trees to be replanted by species and DBH
- Confirmation homeowner's association regulations do not require additional review or approvals

**TREES REQUIRING PERMIT TO REMOVE:**

- ANY TREES 3" DBH OR GREATER.
- TREES OF ANY SIZE PLANTED AS REQUIRED BY THE CITY
- LANDMARK TREES:
  - 27-inch DBH - Oak, Beech, Ash, Blackgum, Sycamore, Hickory, Maple (does not include Silver Maple), Pecan, Walnut, Magnolia (does not include Bigleaf Magnolia), Persimmon, Sourwood, Cedar, Cypress or Redwood
  - 30-inch DBH - Tulip Poplar, Sweet Gum, River Birch, Silver Maple or Pine
  - 10-inch DBH- American Holly, Dogwood, Redbud or another genus as determined by the City Arborist such as Bigleaf magnolia

**NOTE:**

- Trees less than 3" DBH (diameter at breast height) do not require a permit to remove.
- Up to 5 non-landmark trees on any one residential parcel may be removed each year with a permit but without a fee.
- No landmark tree may be removed without recompense according to (93-29-12) Chapter 93 – Article 29 (certain exceptions apply and will be considered on a case by case basis: i.e. an arborist report or photo documentation showing that a tree is in poor condition, etc.).
- Lots must meet tree density requirements of the ordinance. Replantings may be required.

APPLICATION REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_ APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_