



PLEASE READ AND FOLLOW THE INSTRUCTIONS BELOW

Plans submitted via email with the proper information will be expedited.

Steps to determine if a Tree Removal Permit is required

Note: Does not apply to properties in the Chattahoochee River Corridor or Trees in the Undisturbed Stream Buffer or in required Zoning Buffers.

1. **Tree is less than 18” in diameter or less than 10” in diameter (+-31” in circumference) if it is a Dogwood or Redbud, measured at 4.5 feet above soil level** --- tree is not a protected tree under the Conservation Ordinance and does not require a tree removal permit. However you are required to contact the City Arborist at sandra.dewitt@sandyspringsga.org, or james.sanders@sandyspringsga.org, or 770-730-5600 to provide a date when the removal is to take place.
2. **Tree is dead, dying, or hazardous* and 18” or greater or in diameter (+-56” in circumference) or less than 27”** in diameter (+- 85” in circumference) measured at 4.5 feet above soil level** --- a tree removal permit is NOT required, but you must provide notification to the City Arborist at sandra.dewitt@sandyspringsga.org, or james.sanders@sandyspringsga.org, or 770-730-5600, prior to tree removal.
3. **Tree is 18” or greater in diameter, measured at 4.5 feet above soil level** --- Tree is a protected tree. A tree removal permit is required.
4. **Tree is in fair or better condition and is 27” or greater in diameter (+-84” in circumference), a Pine 30” (+-94” in circumference) or greater, or a Dogwood or Redbud 10” or greater, measured at 4.5 feet above soil level** --- Tree is a Landmark Tree and requires a site visit by the Arborist. Canopy Mitigation is required as part of a tree removal permit application. Contact the City Arborist sandra.dewitt@sandyspringsga.org, or james.sanders@sandyspringsga.org, or, or call 770-730-5600.

Procedure to apply for a Tree Removal Permit – Residential Use

An application for a Tree Removal Permit may be made in the following ways:

- In writing – submit a written request to the Department of Community Development at City of Sandy Springs
- By fax – 770-206-1562
- By email - james.sanders@sandyspringsga.org or sandra.dewitt@sandyspringsga.org (**preferred method**)

Upon receipt of the tree removal permit application, the City Arborist will notify the applicant if a Site Tree Conservation Plan (STCP) is required.

The following information must be submitted in writing:

1. Applicant’s name and mailing address, and company affiliation
2. Phone number of the applicant
3. Address of the property where tree removal is sought.
4. A list of the trees, their diameters, species (e.g. oak, hickory, pine), and location on the property
5. Photo documentation of each protected tree proposed for removal.
6. At least one general photo of the property showing conserved trees on the property not removed. Optionally, a detailed sketch of the property showing the locations of the subject trees and conserved trees may be submitted to confirm the remaining trees meet the minimum canopy requirement of 30%.

Department of Community Development
Morgan Falls Office Park
7840 Roswell Road, Building 500
Sandy Springs GA 30350

** A hazard tree is an objective determination made by an individual qualified in hazard analysis and tree risk assessment.*

*** Trees larger than 27” in diameter (85” in circumference) require a site visit.*