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Community Development Department
121 South McDonough Street Annex-2 Jonesboro, GA 30236
Office: (770) 477-3569 Fax: (770) 473-5467
www.claytoncountyga.gov/departments/community-development



PATRICK EJIKE
DIRECTOR

Tree Removal Application

This application is required for all tree removal requests to be approved by the Clayton County Community Development Department. All applications must be complete and signed. Incomplete applications will not be accepted. This application package consists of:

Cover Page

Support Document Matrix

Application

Submittal Requirements:

Required supporting documents for any tree removal permit are outlined in the attached support document matrix. Submit an electronic version and one (1) hardcopy set of the photographs and site plan.

The Following Are Exempt from Permitting; Documentation May Be Requested

1. **Single Family Residential:** The removal of five (5) or fewer trees less than thirty inches (30") on any single-family residential property, within a single calendar year, unless land disturbance is taking place.
2. **Private septic system and drainage field:** Documentation from the Board of Health is required noting that exemption is warranted.
3. **Removal of disease, infestation or hazardous trees:** Documentation from a Certified Arborist and/or state forestry commission required to be eligible for this exemption.

Zoning Request Application Submittal Requirements

Category	 Zoning Related Permits	Required Documents											
		Completed Application	*Property Owner Authorization	Special Power of Attorney Affidavit	Notarized Campaign Disclosure Form	Property Deed	Letter of Intent	Legal Description	Survey of Existing Property (sign & sealed))	** Sewer/ Septic Letter	Site Plans	Building Plans or Elevations	Site Photos
Zoning Appeals	Appeals of Administrative Decision	X					X						
	Zoning Variance Submittal	X	X			X	X	X	X		X	X	
	Stream Buffer Variance	X	X			X	X	X			X		
Administrative Process	Minor Subdivision	X	X			X		X	X	X	X		
	Tree Removal	X	X								X		X
	Zoning Verification	X						X	X				
	Timber Harvesting	X	X								X		
	Sign Permit	X	X								X	X	X
Land Development	Site Development	X	X			X		X	X		X	X	
	Preliminary Plat	X	X			X		X	X		X		
	Final Plat	X	X			X		X			X		
Rezoning & LandUse	Zoning Change	X	X	X	X	X	X	X	X	X	X	X	
	Planned Unit Development	X	X		X	X	X	X	X	X	X	X	
	Modification of Zoning Condition	X	X		X	X	X	X	X		X	X	
	LandUse Plan Amendment	X					X						
	Conditional Use Permit	X	X		X	X	X	X	X	X	X	X	
* Letter of Authorization must be Notorized													
** Clayton County Water Authority Sewer Letter or Clayton County Health Department Septic Letter													
Site Plan not needed for residential tree removal; only Site Photos needed													

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Tree Removal Application is required for the following:

- 1. Single Family Residential Properties:** The removal of six (6) or more trees on any single-family residential property or the removal of any tree with diameter breast height (DBH) of thirty inches (30") or greater on a residential property. NOTE: No homeowner may remove a tree within two (2) years of the issuance of a certificate of occupancy as planted by the developer to meet tree density requirements.
- 2. Developments where a Master Plan, Land Disturbance, Clearing or Grading Permit is not required:** The removal of any tree on any lot or lots with a DBH of six inches (6") or greater, or the removal of three (3) or more trees with individual DBH of less than six inches (6").
- 3. Developments where a Master Plan, Land Disturbance, Clearing or Grading Permit is required:** Tree removal will be reviewed in conjunction with the underlying permitting process.
- 4. Timber Harvesting:** The applicant must fill out the Timber Harvesting application and comply with Timber Harvesting requirements of the Tree Ordinance.

The Following Are Exempt from Permitting; Documentation May Be Requested

- 1. Single Family Residential:** The removal of five (5) or fewer trees less than thirty inches (30") on any single-family residential property, within a single calendar year, unless land disturbance is taking place.
- 2. Private septic system and drainage field:** Documentation from the Board of Health is required noting that exemption is warranted.
- 3. Removal of disease, infestation or hazardous trees:** Documentation from a Certified Arborist and/or state forestry commission required to be eligible for this exemption.

Submittal Procedure for Tree Removal Application:

1. To obtain approval for a Tree Removal Permit, submit three (3) sets of plans and required documents to the Zoning Administrator along with the completed application form.
2. Plans must consist of a to-scale sketch or plat of the property with locations of all trees, accurate DBH and species to be removed. Identify all property lines, structures, driveways, walks on the lot that are adjacent to the tree(s). Property corners must be verified by the owner where trees are near property lines.
3. Refer to the Clayton County Tree Ordinance for complete regulations regarding removal and replacement requirements. Please see Clayton County Transportation and Development for site requirements regarding Clearing, Soil Erosion and Stream Buffers.

Definitions:

- Diameter Breast Height (DBH): The diameter of a tree measured 4.5 feet above the ground
- Hazardous Tree: A tree with defects severe enough to pose danger to people or buildings under normal conditions as determined by the County Arborist or Forester.

See **Tree Ordinance** for complete definitions related to tree removal regulations.

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Tree Removal Application

Property Information

[Shaded Area for Office use only]

Parcel #(s):	Zoning:	Acreage:	Date R'cvd:
Address:	City	State	Zip

Applicant

Owner Name:			Authorized Agent/Contractor:		
Address			Address		
City	State	Zip	City	State	Zip
Tel#	Mobile #		Tel#	Mobile #	
Fax #	Email		Fax#	Email	

Tree Information

Number of Existing Trees		Number of Trees to be removed	
Species Type:	DBH:	Species Type:	DBH:
Species Type:	DBH:	Species Type:	DBH:
Species Type:	DBH:	Species Type:	DBH:
Species Type:	DBH:	Species Type:	DBH:
Species Type:	DBH:	Species Type:	DBH:
Species Type:	DBH:	Species Type:	DBH:
Provide Additional pages as necessary			
Number of Proposed Replacement Trees		Reason for Removing Trees	
Species Type:	Caliper:		
Provide Additional pages as necessary			

I hereby certify that the information presented in this application is accurate and trees will be removed and/or replanted as stated.

Applicant Signature: _____

Date: _____