



Clayton County Planning & Zoning Department of Community Development

121 South McDonough Street
Jonesboro, GA 30236
Office: 770.477.3569 Fax: 770.473.5481
Web site: www.co.clayton.ga.us

TREE REMOVAL APPLICATION AND INSTRUCTIONS

Clayton County Planning & Zoning

Instructions:

Tree Removal Applications are 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. **All other developments: if a Master Plan, Land Disturbance, Clearing or Grading Permit is not required,** then: 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. For all 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. **For 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

FOR STAFF USE ONLY	DATE/TIME STAMP
Project#: _____ Filing Fee: \$ _____ Received By: _____	

APPLICANT AND PROPERTY OWNER INFORMATION

1. Applicant Name:	
Address:	
Phone#:	Email Address:

If Applicant is different than Property Owner, please provide a notarized Owner Authorization letter.

2. Property Owner Name:	Tax Parcel(s)#:
Address:	
Phone#:	Email Address:

TREE AND SITE INFORMATION:

3a. Total acreage of site (indicate sq. ft. or acre):	3b. Location of trees to be removed on site:
4. Number of Existing Trees: Provide additional pages as necessary.	
Species Type:	Diameter Breast Height:
Species Type:	Diameter Breast Height:
5. Number of Proposed Replacement Trees: Provide additional pages as necessary.	
Species Type:	Caliper:
Species Type:	Caliper:
6. Number of Removed Trees: Provide additional pages as necessary.	
Species Type:	Diameter Breast Height:
Species Type:	Diameter Breast Height:
7. Reason for Removing Trees:	

I hereby certify that the site described herein will be constructed and/or used in accordance with all applicable zoning ordinances and laws governing the Department of Community Development within Clayton County, Georgia.

Signature of Applicant

Date