



COMMUNITY DEVELOPMENT DEPARTMENT

121 South McDonough Street, Jonesboro, GA 30236

Office: (770) 477-3569

<https://www.claytoncountyga.gov/government/community-development>

TREE REMOVAL PERMIT APPLICATION

Application Submittal:

This application is required for all Tree Removal Permit submittals (Ch.86 Article II).

Incomplete applications will **not** be accepted.

Please meet with the Office of Planning, Zoning, and Sustainability staff regarding any questions or clarifications. Applicants are also able to schedule a pre-application meeting with staff for additional assistance.

Supporting Documentation:

See Document Requirements Matrix (attached)

Tree Removal Applications are Required for the following:

- The removal of six (6) or more trees on any single family residential property or the removal of any tree with the 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.
- If a Master Plan, Land Disturbance, Clearing or Grading Permit is not required, then an application is required for: 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")
- 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.
- For Timber Harvesting the applicant must fill out the Timber Harvesting application and comply with the Timber Harvesting requirements of the Tree Ordinance.

The Following are Exempt from Permitting:

- 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.
- Private septic system and drainage field: Documentation from the Board of Health is required noting that exemption is warranted
- Removal of disease, infestation or hazardous trees: Documentation from a Certified Arborist and/or State Forestry Commission is required to be eligible for this exemption.

Fees:

There is no fee to submit a Tree Removal application.



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Applicant Has Previously Attended a Pre-Application Meeting: Yes No

OWNER / APPLICANT:

Owner Name:			Applicant Name:		
Address:			Address:		
City:	State:	Zip:	City:	State:	Zip:
Tel #:	Mobile #:		Tel #:	Mobile #:	
Email:			Email:		

CONTRACTOR INFORMATION:

Contractor Name:		
Address:		
City:	State:	Zip:
Tel #:	Mobile #:	
Email:		

PROPERTY INFORMATION:

Property Location:		Commission District:
Parcel #(s)	Current Zoning District:	Total Acreage:

Any Applicable Zoning Overlay Districts: N/A Mountain View Old Dixie

Highway 138 Highway 42 Highway 54 Tara Boulevard Panhandle Area Cherry Hills



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TREE INFORMATION:

Number of Existing Trees: _____

Species Type and Diameter Breast Height: _____

Species Type and Diameter Breast Height: _____

Species Type and Diameter Breast Height: _____

Number of Proposed Replacement Trees: _____

Species Type and Diameter Breast Height: _____

Species Type and Diameter Breast Height: _____

Species Type and Diameter Breast Height: _____

Number of Removed Trees: _____

Species Type and Diameter Breast Height: _____

Species Type and Diameter Breast Height: _____

Species Type and Diameter Breast Height: _____

Reason for Removing Trees:

I hereby certify that the information provided in this application is true and accurate.

Print Name _____ **Signature** _____ **Date** _____

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PATRICK EJIKE
DIRECTOR

PROPERTY OWNER(S) AUTHORIZATION FORM

I _____ swear and affirm that I am the owner of the property at
(Property Owner's Name)

_____, as shown on the Tax
(Property Address and Parcel Number)

Map And/or deed records of Clayton County, Georgia.

I hereby authorize _____ to act as the applicant or agent in pursuit of
(Applicant Name)

the development requested on this property.

(Signature of Property Owner)


Personally appeared before me on this _____ day of _____ 20_____

My Commission expires on _____

Notary Signature/Seal

Date

Zoning Request Application Filing Checklist Matrix (Submittal Requirements)

 ZONING APPLICATIONS	Required Documents									
	Completed Application via the Customer Service Portal or Hardcopy	*Property Owner Authorization or Special Power of Attorney Affidavit	Notarized Campaign Disclosure Form	Property Deed	Letter of Intent	Survey of the Subject Property	** Sewer / Septic Letter, if applicable	***Site Plan	****Building Elevations	Site Photos
ZONING APPEALS										
Appeals of Administrative Decision	X	X			X					
Zoning Variance Submittal	X	X		X	X		X	X	X	
ADMINISTRATIVE PROCESS										
Pre-Application Meeting Request <i>(Survey or Site Plan is optional, but preferable.)</i>	X				X	X		X		
Zoning Verification Letter Request	X				X	X				
Timber Harvesting (See Sec. 86-72(b))	X	X			X	X				X
Tree Removal	X	X			X	X				X
Urban / Market Garden	X	X			X	X	X	X		
Lot Combination / Lot Line Adjustment	X	X			X	X				
Minor Subdivision	X	X			X	X	X			
Sign Permit	X	See Sign Permit Application								
LAND DEVELOPMENT										
Site Development	X	X			X			X	X	
Preliminary Plat	X	X			X			X	X	
Final Plat	X	X			X			X		
REZONINGS & LAND USE										
Rezoning	X	X	X	X	X		X	X	X	
Planned Unit Development	X	X	X	X	X		X	X	X	
Zoning Condition Modification	X	X	X	X	X		X	X	X	
Future Land Use Plan Amendment	X	X	X	X	X		X	X		
Conditional Use Permit	X	X	X	X	X		X	X	X	
* Property Owner Letter of Authorization must be notarized.										
** Sewer Letter from Clayton County Water Authority (https://www.ccwa.us/) or Septic Letter from Clayton County Environmental Health (https://www.claytoncountypublichealth.org/environmental-health/).										
*** Site Plan showing compliance with the Zoning Ordinance, including, but not limited, to parking and landscaping.										
**** Building Elevations showing how proposed buildings comply with the Architectural and Appearance Standards of the Zoning Ordinance, including the Overlay Districts. Or Building Elevations showing how current buildings will be renovated to comply with said Standards. Depending on the Variance, if applicable.										