



5047 Union Street
 Union City, GA 30291
 Phone: 770-515-7950

Email: Development@unioncityga.org

Tree Removal Permit Application

A tree removal permit is required to remove any:

- Understory trees 5” or greater DBH (diameter at breast height: measured at 4.5’ from ground); or
- Canopy trees 8” or greater DBH (canopy trees are softwoods or hardwoods, defined below)

Specimen trees are protected by the City. Specimen trees are:

- Understory trees that are 10” DBH or greater. Bradford pears are exempt from this category
- Softwood trees and sweetgum trees that are 24” DBH or greater. Pines are examples of softwood trees
- Hardwood trees that are 30” DBH or greater. Oaks and maples are examples of hardwood trees

The City Engineer may authorize removal of a healthy, sound specimen tree only if he or she finds:

- The location of the tree is clearly within the buildable area of the lot or street right-of-way and
- The relocation of necessary permanent buildings or site improvements to save the tree would not be feasible

Note: Tree removals may not cause a property to go below the Minimum Density Requirements as stated in the Tree Preservation and Landscape Enhancement Ordinance.

LOCATION	Property Owner _____ Address _____ Phone # _____ Email _____		CITY GREENLINE	Removal of trees on City-owned property is prohibited and offenders are subject to fines. Property owners are responsible for verifying that trees are on private property.	
	Subdivision: _____	HOA Approval? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> N/A		Is the Property adjacent to a City-Owned Greenline or Park? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, check all that apply: <input type="checkbox"/> Side <input type="checkbox"/> Rear <input type="checkbox"/> Front	
CONTRACTOR	Company Name _____ Contact Person _____ Phone # _____ Email _____		PRE-APPROVED CONTRACTOR The tree removal company must be on the City's list of pre-approved tree removal contractors.		
APPLICATION CHECKLIST	The applicant must submit the following: <ol style="list-style-type: none"> 1. Completed Tree Removal Permit application (This Form) 2. Tree Removal List on the following page completely filled out. 3. A schematic drawing of the property showing the location of each tree to be removed marked with the corresponding number from the Tree Removal List. If the tree is located within 5' of the property line, the City may require a letter of support from the neighboring property or a tree survey conducted by a licensed surveyor. 4. Photo documentation of each tree. Photo must show the measurement of each tree. 5. The City may require an arborist letter if death/disease is not evident to a layperson. 6. Application signed by the property owner AND the contractor. 7. Written authorization from the Homeowner's Association (HOA), if applicable. 				



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TREE REMOVAL LIST					
TREE #	TREE SPECIES	DIAMETER (DBH)	LOCATION	REASON FOR REMOVAL	DISTANCE FROM NEAREST PROPERTY LINE?
	Oak, Pine, Dogwood, etc.	Diameter of tree at 4.5 feet from ground	Front yard Side yard Rear Yard	Describe reason for removal	# of feet from nearest property line
0	Example Oak	18"	Front	Hazard - Leaning	20 FT from front
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

CERTIFICATION	Signature verifies the applicant:	
	1. Certifies that the information provided in this application is true and correct; 2. Is the owner or legally authorized agent and/or contractor for the property; 3. Certifies that all trees to be removed are located on the Applicant's property; 4. Grants City staff permission to inspect trees on the property	
	Property Owner Signature	Date
	Contractor Signature	Date

REMEMBER TO ATTACH PHOTOS TO APPLICATION

Schematic Drawing

Show property lines, streets, structures, and each tree to be removed. Mark the tree with the number from the Tree Removal List above.