ONLINE TREE REMOVAL PERMIT

APPLICATION INSTRUCTIONS

Residential
Commercial
Emergency / Storm
Tree Care
To Register Online go to: https://permits.alpharetta.ga.us/permits/template/login.aspx

*Internet Explorer is NOT compatible*

**BEST used with: Google Chrome or Firefox**

*Log In or Don’t have an account? Click on “Sign Up”*
Enter your information and click “Register”

Apply for a login
All fields are required

**CREDENTIALS:**

- **Email Address**
- **Password**
- **Confirm Password**

**CONTACT INFORMATION:**

- **First Name**
- **Last Name**
- **Address**
- **City**
- **State**
- **Zip**
- **Home Phone**
- **Mobile Phone**

[Register] [Cancel]

Please check your email for account Verification

Your request for a new login was successfully submitted. Please check your email for account verification.

Welcome to Cityworks

To complete your registration, please verify your email address by clicking the link below. This link will direct you to the Public Access login page, from the login page, enter the Login Id and Password you selected when applying for your account. This will log you into the system and activate your account.

Click here to activate your account

Note: This registration link will expire in two days.

Thank You,
City of Alpharetta Community Development

Helpful Tip - If you open your email and “click here” while using Internet Explorer you will receive an error message. Please use your email in a different web browser or you can right click the “Click here to activate your account” copy the link and past it into Google Chrome or Firefox.
Login to complete your registration

Now that you are Registered Let’s Enter a Tree Removal Permit
Select “Create Application”
Choose Desired Category “Tree Permits”

Choose Desired Permit Type “Tree Removal Permits”
Any Application Help Notifications will come up if applicable.

Please read these helpful tips and then close the window. At this time, you may click on “Begin Application”

Enter in the Case Name (Description) and Address ~ *Example: Last Name – Tree Removal*

The address will autofill as you type, please choose the most complete address

Then click “Next”
Enter the people information and click “Next”

Property Owner Information IS MANDATORY

*Helpful Tip ~ if you click on “Use My Info” your information will automatically populate, based on your registration data.
Enter your information.
For each tree that is being removed the following information is required:

- Common Name
- Tree Size
- Tree Location
- Reason for Removal

Once complete, scroll to the bottom and click “Next”
There is a maximum of 25 trees per permit.

*(if you have more than 25 trees please submit a separate permit application)*
Add your diagram and photos by clicking on “Add attachments”

A sketch/diagram of the property with locations of the trees to be removed IS MANDATORY
Photos ARE MANDATORY as well

Browse for your attachments, and then click on “Open”
Repeat these steps for each attachment, then click “Next”
There are NO fees associated with a Tree Removal Permit submittal.
Click on “Submit”

You will be notified by the email:

- If any of your application is incomplete
- If a replanting agreement is required to proceed
- When your permit is ready to print

You may check the status of your application by logging into your account and clicking on your desired “Submitted Applications”

Complete applications will be processed within 10 business (working) days from the date of submittal. NO trees are to be removed from any property without a completed, approved tree removal permit posted on site.
Bonus tip:

The City of Alpharetta’s website has a wonderful GIS tool that will help you find which Jurisdiction an address is located.

You can use this website to verify the address before logging into the Permitting Portal.

Here is the link: [http://alphagis.alpharetta.ga.us/AlphaGIS](http://alphagis.alpharetta.ga.us/AlphaGIS)

Upon opening the link, click on the 3 horizontal bars, mark the box for “Cities”

Enter in the desired address and click on the magnifying glass.

If the address you are trying to permit is in any color but **GREEN**; it is NOT in the city limits of The City of Alpharetta.