



ONLINE TREE REMOVAL PERMIT

APPLICATION INSTRUCTIONS

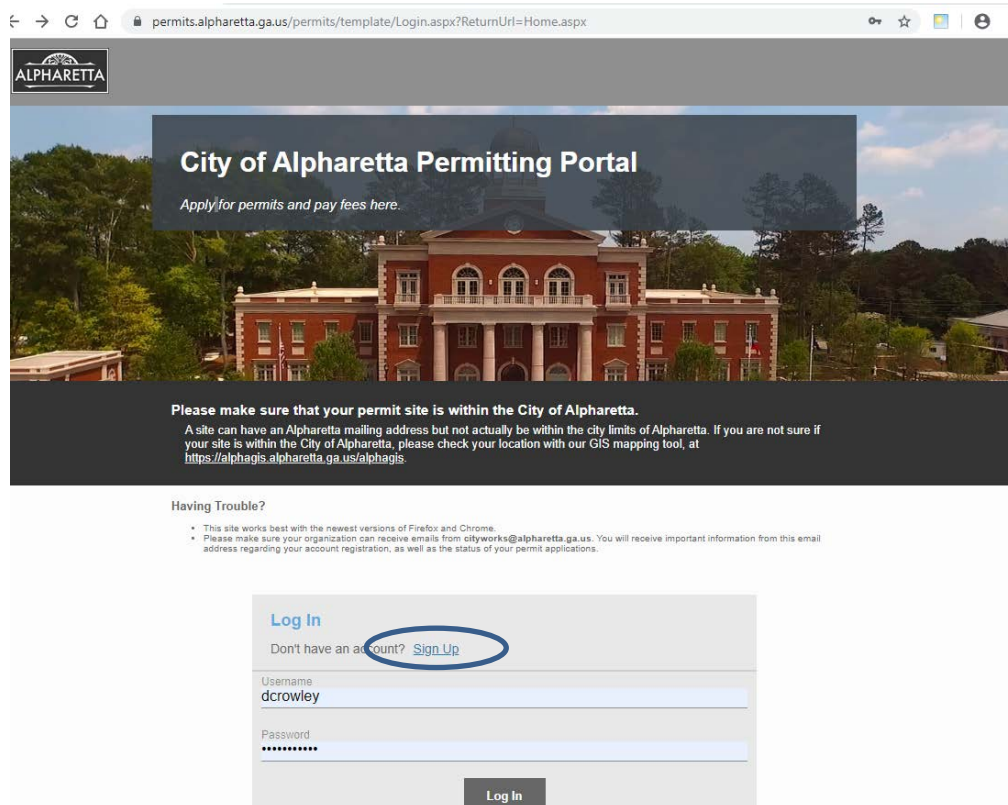


To Register Online go to: <https://permits.alpharetta.ga.us/permits/template/login.aspx>

*Internet Explorer is **NOT** compatible*

BEST used with: Google Chrome or Firefox

Log In or Don't have an account? Click on "Sign Up"



The screenshot shows a web browser window with the URL permits.alpharetta.ga.us/permits/template/Login.aspx?ReturnUrl=Home.aspx. The page features the City of Alpharetta logo in the top left corner. The main header area has a background image of a large, red, classical-style building with columns. Overlaid on this image is a dark grey box containing the text "City of Alpharetta Permitting Portal" and "Apply for permits and pay fees here." Below this, a dark grey banner contains the text "Please make sure that your permit site is within the City of Alpharetta." followed by a paragraph explaining that a site can have an Alpharetta mailing address but not be within the city limits, and providing a link to a GIS mapping tool: <https://alphagis.alpharetta.ga.us/alphagis>.

Below the banner, there is a section titled "Having Trouble?" with two bullet points:


- This site works best with the newest versions of Firefox and Chrome.
- Please make sure your organization can receive emails from cityworks@alpharetta.ga.us. You will receive important information from this email address regarding your account registration, as well as the status of your permit applications.

The login form is located at the bottom of the page. It has a "Log In" link at the top left. Below it, the text "Don't have an account?" is followed by a "Sign Up" link, which is circled in blue. The form includes fields for "Username" (containing the text "dcrowley") and "Password" (containing a series of dots). A "Log In" button is at the bottom right of the form.

Enter your information and click "Register"

Public App x +

← → ↺ 🏠 🔒 permits.alpharetta.ga.us/permits/template/Registration.aspx



Apply for a login

All fields are required

CREDENTIALS:

Email Address

✗ Please provide a valid email Id.

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

Public App x +

← → ↺ 🏠 🔒 permits.alpharetta.ga.us/permits/template/Registration.aspx



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

Public App x Public App x +

permits.alpharetta.ga.us/permits/template/login.aspx?token=c0JaDnMshJnCa/d3S/0TwkwI8sxXivhyzTOmcoHr4Ms=

ALPHARETTA

City of Alpharetta Permitting Portal

Apply for permits and pay fees here.

Please make sure that your permit site is within the City of Alpharetta.
A site can have an Alpharetta mailing address but not actually be within the city limits of Alpharetta. If you are not sure if your site is within the City of Alpharetta, please check your location with our GIS mapping tool, at <https://alphagis.alpharetta.ga.us/alphagis>.

Having Trouble?

- This site works best with the newest versions of Firefox and Chrome.
- Please make sure your organization can receive emails from cityworks@alpharetta.ga.us. You will receive important information from this email address regarding your account registration, as well as the status of your permit applications.

Login to complete registration

Log In

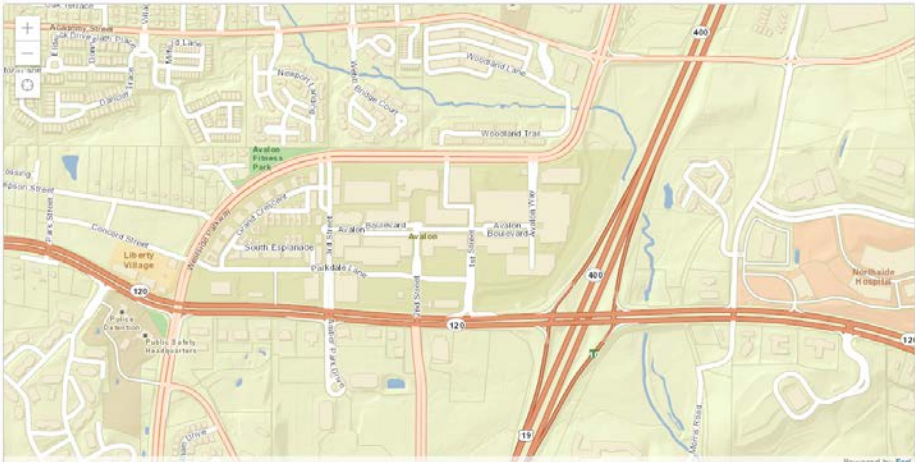
4.1-Release

Now that you are Registered Let's Enter a Tree Removal Permit Select "Create Application"

Public App x Public App x +

permits.alpharetta.ga.us/permits/template/Home.aspx

ALPHARETTA **Create Application** Dawn Crowley ▾



Choose Desired Category “Tree Permits”

The screenshot shows a web browser window with the URL `permits.alpharetta.ga.us/permits/template/CreateCase.aspx`. The page header includes the Alpharetta logo, a 'Create Application' button, a notification bell, and the user name 'Dawn Crowley'. The main heading is 'Select an Application'. Below it is a search bar labeled 'search Applications...'. Under the 'Applications' section, there is a 'Categories' row with three buttons: 'Commercial Trade Permits', 'Residential Trade Permits', and 'Tree Permits'. The 'Tree Permits' button is circled in blue. At the bottom right, there is a 'Begin Application' button.

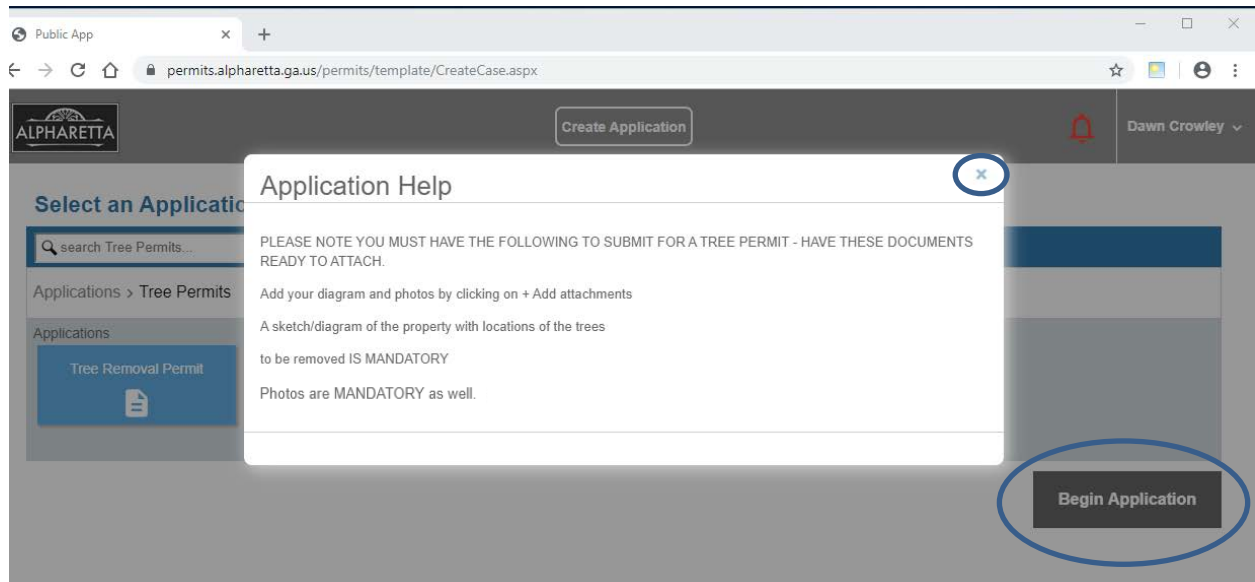
Choose Desired Permit Type “Tree Removal Permits”

The screenshot shows the same web browser window, but the search bar now contains 'search Tree Permits...'. The breadcrumb trail shows 'Applications > Tree Permits'. Under the 'Applications' section, there is a single button labeled 'Tree Removal Permit' with a document icon, which is circled in blue. At the bottom right, there is a 'Begin Application' button.

Any Application Help Notifications will come up if applicable.

Please read these helpful tips and then close the window.

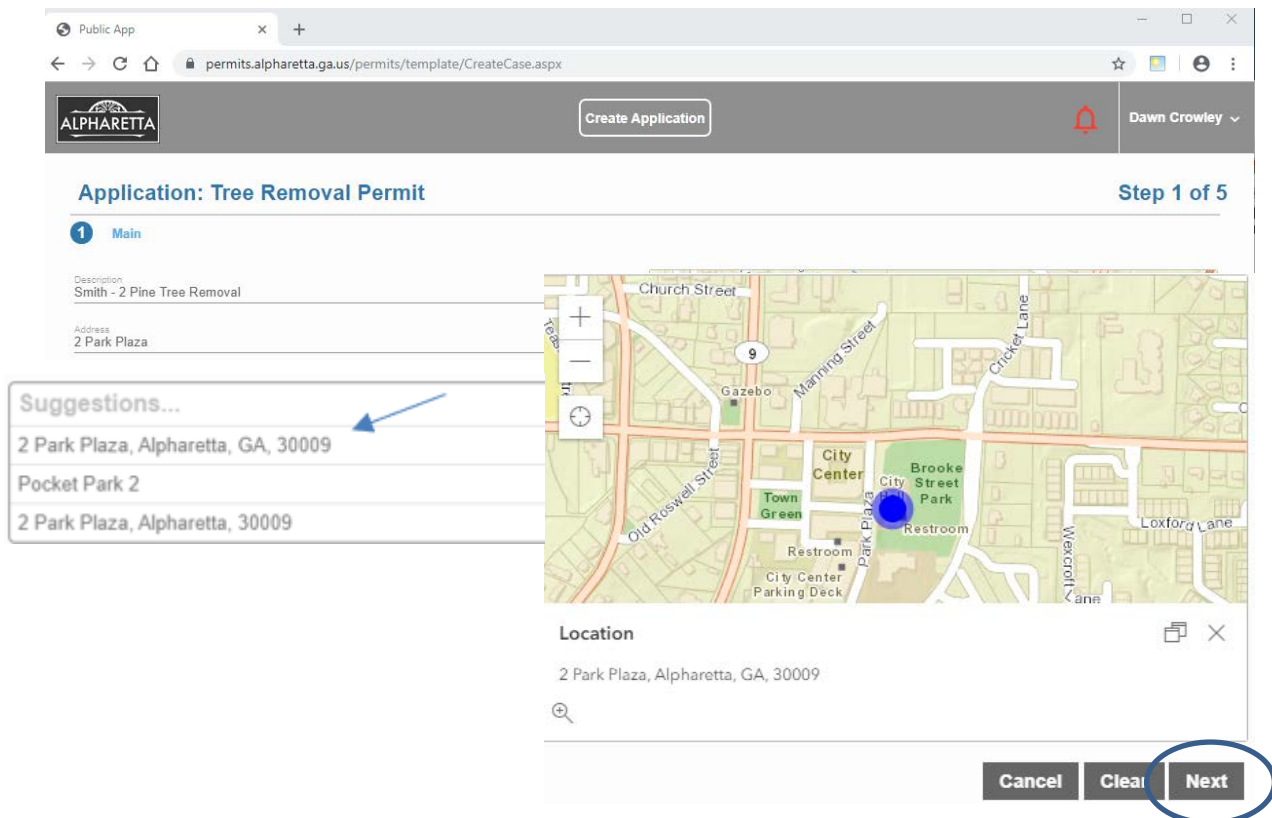
At this time, you may click on “Begin Application”



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.**

ALPHARETTA

Create Application

Dawn Crowley ▾

Application: Tree Removal Permit

Step 2 of 5

1 Main

2 People

Applicant [more...](#)

[Use My Info](#)

Name

Address Line1

City Name

State

Zip Code

Phone (Home)

Phone (Mobile)

Email

Comment

Property Owner [more...](#)

[Use My Info](#)

Name

Address Line1

City Name

State

Zip Code

Phone (Home)

Phone (Mobile)

Email

Comment

Tree Contractor [more...](#)

[Use My Info](#)

Name

Address Line1

City Name

State

Zip Code

Phone (Home)

Phone (Mobile)

Email

Comment

Landscape Architect [more...](#)

[Use My Info](#)

Name

Address Line1

City Name

State

Zip Code

Phone (Home)

Phone (Mobile)

Email

Comment

Cancel

Clear

Previous

Next

Enter your information.

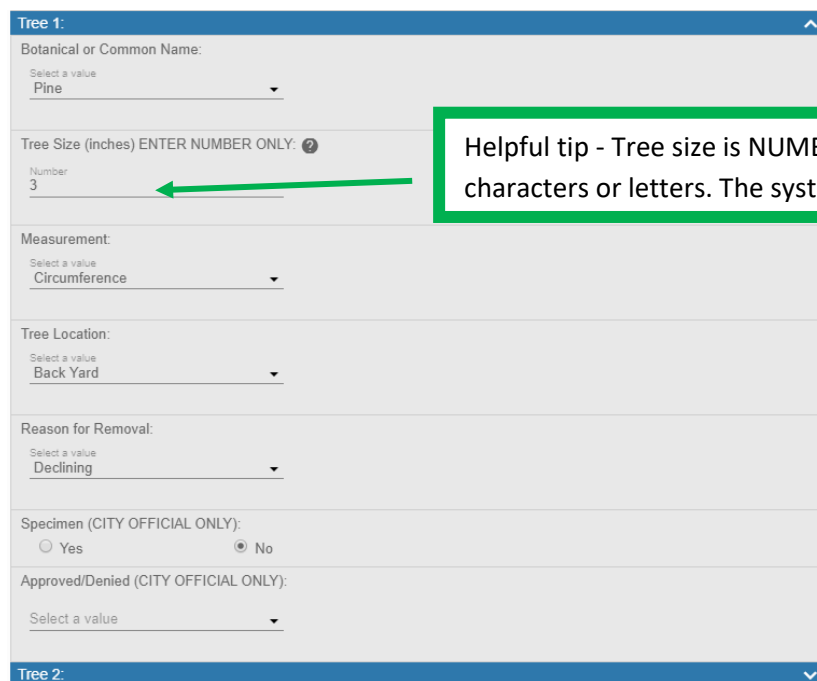
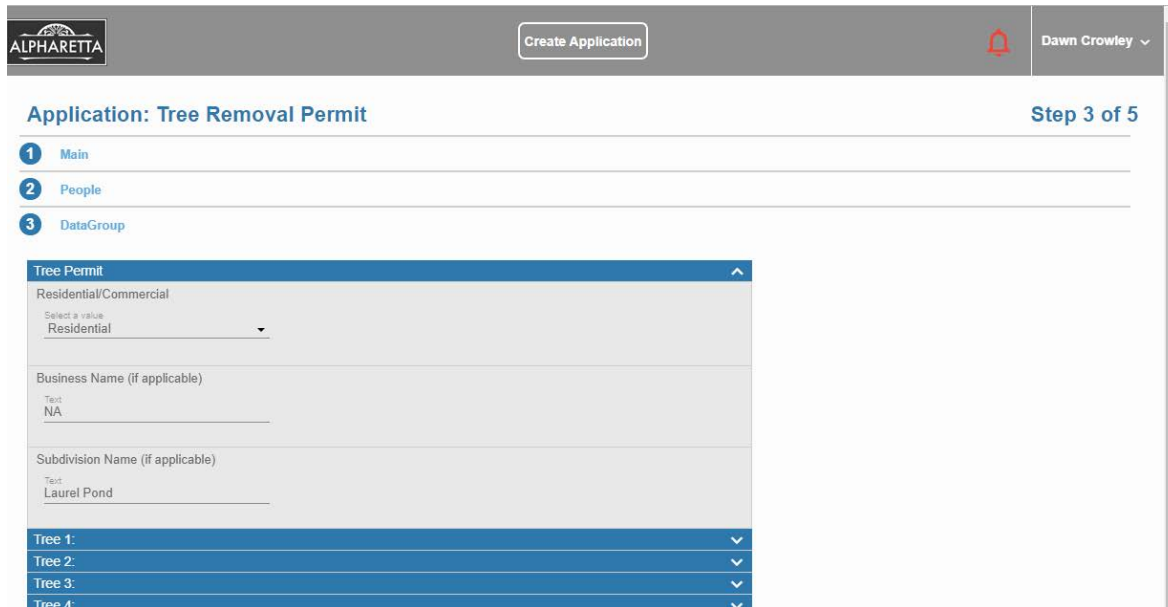
For each tree that is being removed the following information is required:

- 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)



Helpful tip - Tree size is NUMBER ONLY – do not use any characters or letters. The system will not allow you to click on next


Cancel Clear Previous **Next**

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”

 Create Application DAWN CROWLEY

Application: Tree Removal Permit

Step 4 of 5

1 Main

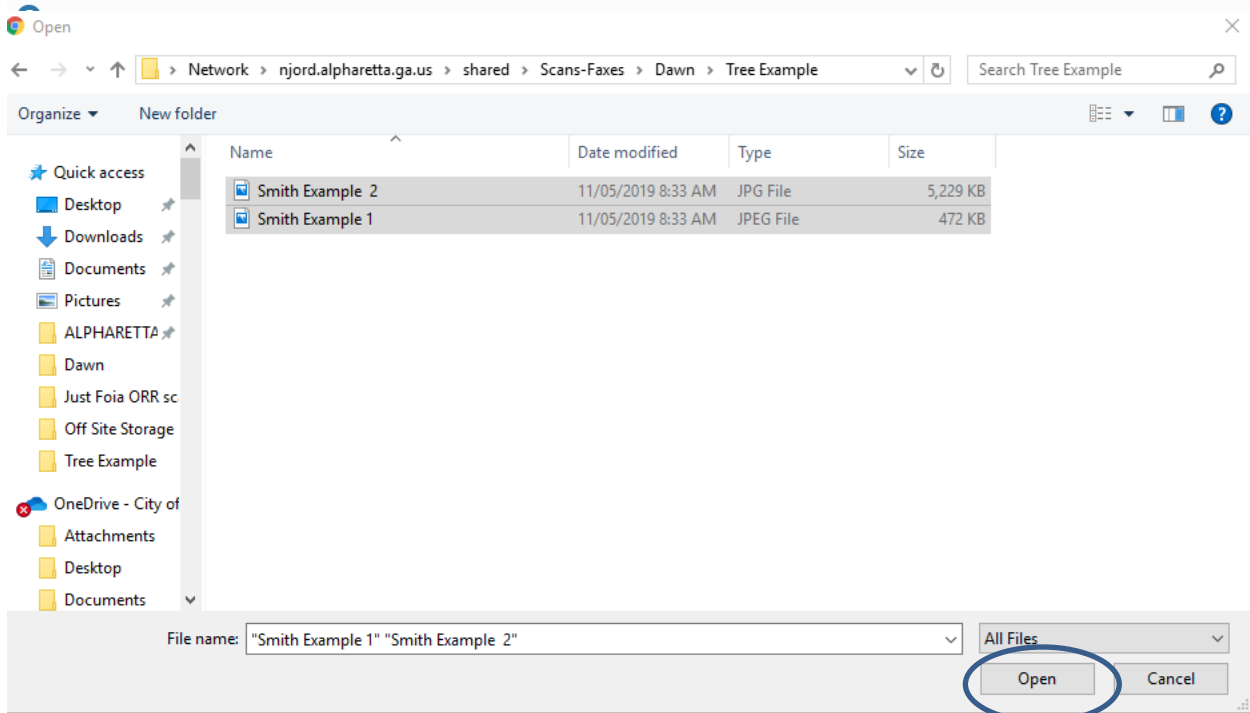
2 People

3 DataGroup

4 Rel Docs





 Add attachments...  Delete all attachments

Cancel Clear Previous Next



4 Rel Docs

 Add attachments...  Delete all attachments

	Smith Example 1.jpeg Attached By: DCRÖWLEY	482.64 KB 11/5/2019	
	Smith Example 2.jpg Attached By: DCRÖWLEY	5.35 MB 11/5/2019	

Cancel Clear Previous Next

There are **NO** fees associated with a Tree Removal Permit submittal.
Click on “Submit”

Application: Tree Removal Permit Step 5 of 5

1 Main

2 People

3 DataGroup

4 Rel Docs

5 Payment

Fee	Amount	Amount Paid	Amount Due
Tree Removal Penalty Fee	\$0.00	\$0.00	\$0.00
Total Fees: \$0.00	Total Paid: \$0.00	Total Due: \$0.00	

Payment Amount: \$0.00

☒ Pay Pal

Payment Terms and Conditions ☐ Pay Now

Cancel Clear Previous 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”

ALPHARETTA

Create Application

DAWN CROWLEY ▾

Incomplete ☐ Submitted ☒

Submitted Applications

< 1 to 5 of 888 items. >

search

Sort ▾

Tree Removal Permit TRE190329	2 Park Plaza, Alpharetta, GA, 30009 Smith - 2 Pine Tree Removal	Open Actions...	Created 11/5/2019
----------------------------------	--	--------------------	----------------------

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>

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.

