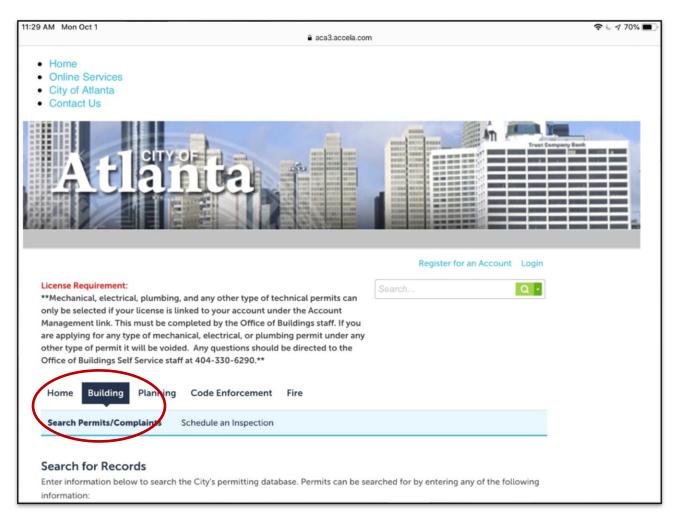
## Helpful Hints on Using Accela for accessing information on Tree Removal.

The link to access Accela is below. Note that you do not have to register or have an Accela account to search for information. An account is only required to **enter** information (permitting information, for example).

## https://aca3.accela.com/Atlanta Ga/Default.aspx

Note: You can also access the site by typing Atlanta Accela in a Google search.

Clicking on **Building** enables you to **Search Permits/Complaints**.



You will typically be happy using **General Search**, although you can click the down arrow to display additional search options.

Since you are likely interested in how trees are being dealt with in the review process, you will select the Permit Type of **Arborist Plan Review**.

To reduce your search results, specify a **Start Date** (Note: the default is 10/01/2013, which will likely return many more records that you wish to see). You can type over the Start Date or click the calendar icon to select a start date (start with year, then month, then day). As user interfaces go, I find the specification of the date to be a bit clumsy, so be patient with it.

The default end date is the current date, but you can also alter that date, if you wish.

You can select **Quadrant** value of NE, NW, SE, SW. If you don't select, you get all quadrants.

The application only returns Atlanta results, so there is no need to specify any additional search criteria, other than **Zip** code, if you wish.

General Search	General Search 🔻
Record Number: Permit Type: Arborist Plan Review	General Search Search by Address Search by Licensed Professional Information Search by Record Information
Permit Name:	Search for Trade Name Search by Contact
Start Date:         (?)         End Date:         (?)           10/18/2013         10/18/2018         110/18/2018         110/18/2018         110/18/2018	
License Type: State License Number:	
First: Last: Name of Business:	
Street No.: Quadrant: ⑦ From - ToSelect▼	
Street Name: (?) Street Type: Select•	
Unit Type: ⑦ Unit ⑦ Parcel No.: Select   No.:	
City: State: Zip:	
Business License #:	
Search Additional Criteria	
Search Clear	

In the example below, the **Arborist Plan Reviews** for the range of dates **08/01/20108 through 10/18/2018** for **NE** quadrant in **30306** are selected for review when you click on the **Search** button.

General Search			General Search	
Record Number:	Permit Type: Arborist Plan Review	•		
Permit Name:				
Start Date: ⑦ End Date: 08/01/2018 10/18/2			_	
	te License Number:			
First: Last:	Name of Business	5.		
Street No.: Quadrant:	</td <td></td> <td></td> <td></td>			
From - To NE Street Name: (?)	Street Type:			
Unit Type: ⑦ Unit No.:	Parcel No.:			
City:	State:	Zip: 30306		
Business License #:				
Search Additional Criteria				
Search Clear				

You can use the **Clear** button at any time to clear your current search criteria.

Your search results will display in list and page format, displaying the **Date**, **Record Number**, **Record type**, **Address**, **Description** (if any), **Permit Name**, and **Status**.

You will be able to see (at the top of the table) how many results there are, and how many results are shown per page.

At the bottom of the table you can see **how many pages** of results there are, and you can use the number buttons to click through the pages of results.

lick	any of the re	sults below to vie	w more details.					
Shov	/ing 1-10 of 42	Download results		J				
	Date	Record Number	Record Type	Address	Description	Permit Name	Status	
	10/17/2018	BA-201808537	Arborist Plan Review	1483 FAIRVIEW RD NE, ATLANTA GA 30306		1483 Fairview Road - Site Work (paving)	Accepted	
	10/15/2018	BA-201808441	Arborist Plan Review	861 KINGS CT NE, ATLANTA GA 30306		NEW SFR-CO	Accepted	
	10/12/2018	BA-201808383	Arborist Plan Review	915 CUMBERLAND RD NE, ATLANTA GA 30306		SEYBERT- ANDRECHAK RESIDENCE- ALTERATIONS	Approved-No Trees C	
	10/12/2018	BA-201808391	Arborist Plan Review	643 COOLEDGE AVE NE, ATLANTA GA 30306		643 COOLEDGE AVE	Revisions Required	
	10/11/2018	BA-201808339	Arborist Plan Review	1068 AMSTERDAM AVE NE, ATLANTA GA 30306		NEW SFR	Approved-No Trees E	
	10/08/2018	BA-201808223	Arborist Plan Review	664 SOMERSET TER NE, ATLANTA GA 30306		HUDSON DEVELOPMENT -NEW SINGLE FAMILY RESIDENCE - 3 STORY DUPLEX UNIT 2	Posted	
	10/08/2018	BA-201808237	Arborist Plan Review	676 CRESTHILL AVE NE, ATLANTA GA 30306		Single Family Residence - DEMO (I8CAP- 00000237)	Approved-No Trees E	
	10/08/2018	BA-201808233	Arborist Plan Review	658 COOLEDGE AVE NE, ATLANTA GA 30306		MARCUS- ADDITION	Revisions Required	
	10/08/2018	BA-201808225	Arborist Plan Review	861 KINGS CT NE, ATLANTA GA 30306		JACKBUILT DEVELOPMENT- DEMO	Revisions Required	
	10/08/2018	BA-201808222	Arborist Plan Review	664 SOMERSET TER NE, ATLANTA GA 30306		664 SOMERSET DEMO	Revisions Required	

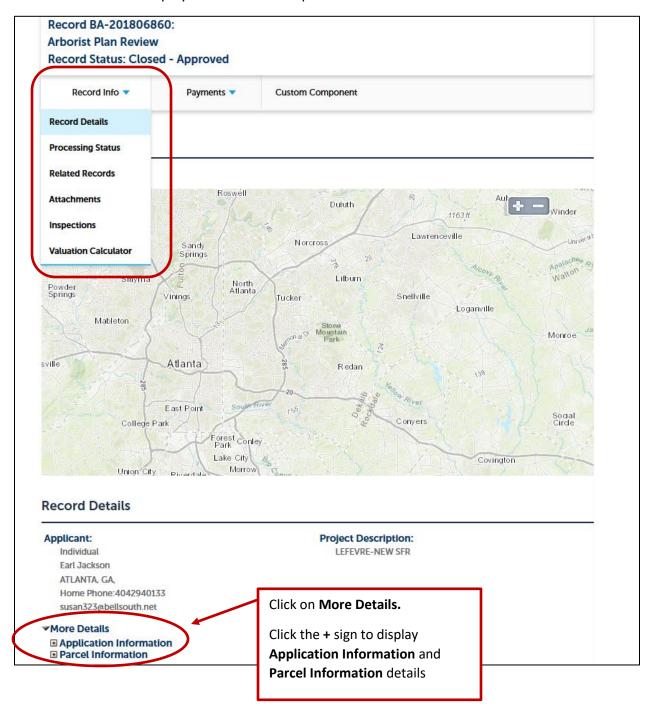
You can also use the left/right scroll bar at the bottom of the page to view additional fields, Actions and Short Notes, if available.

To view information on a specific review, move through the pages to locate the address and date; then click on the **Record Number** (in blue).

For example, moving to page 3 of these results and clicking on **BA-2018066860** enables viewing of the Arborist Plan Review for 801 Adair Ave NE.



NOTE: I haven't discovered a way of searching on the map, other than moving it with the mouse, and zooming and shrinking to find a location. **Record Details** are displayed, but you can click **Record Info** to display other selection options.



Below is the **Application Information** for the record, along with the Parcel number. This shows the number of trees destroyed, total DBH (diameter at breast height) of trees destroyed, number of trees replaced, and TCI (total caliper inches) of trees replaced.

More Details	
Application Inform	ation
RECOMPENSE TYPE	
Recompense Type:	Standard Recompense
<b>RECOMPENSE DATA</b>	
Number of trees destroyed:	2
DBH trees destroyed:	70
Number of trees impacted:	0
DBH trees impacted:	0
Number of trees replaced:	3
TCI trees replaced:	9
Size of site:	0
Acreage Cleared:	0
Total trees destroyed/impacted:	0
Total DBH trees destroyed/impacted:	0
Known trees illegally destroyed / Unknown Diameter:	0
GENERAL ARBORIST I	NFO
Application Source:	Counter
Buildable trees destroyed:	2
Buildable DBH destroyed:	70
ZONING	
NPU:	F
SPI Zoning:	undefined
Beltline District:	BELTLINE
CDP Land Use:	SFR
Council District:	6
District:	14
Land Lot:	17
Zoning 1:	R-4
Zoning Overlay:	BELTLINE
Historic Building and Properties:	undefined
Flood Zone 1:	X
Flood Zone 2:	Clear Creek
Parcel Information	
Parcel Number: 17 00530013020	

Below is the Processing Status for this record (selected under Record Info). Here is where you can get information on Orange Posting, Yellow Posting, Arborist Review details and any appeal action.

Proc	cessing Status
<>	Plans Received
►	Orange Posting
<b>*</b> >	Arborist Review
<b>*</b> >	Yellow Posting Request
<b>*</b> >	Field Arborist Yellow Posting
*⊁	Appeal Action
*≻	Appeal Disposition
<b>*</b> >	Parks Approval
<b>*</b> >	Close

Below is the type of information that you may see when looking at the Plans Received and Processing Status details. Note that the Orange sign was posted on 8/29.

Proces	ssing Status
🖋 🔻 Pla	ins Received
	Due on 09/05/2018, assigned to Monique Humphrey Marked as Accepted on 08/28/2018 by Monique Humphrey
	Due on 09/13/2018, assigned to Monique Humphrey Marked as Revisions Accepted-No Orange on 09/10/2018 by HS
✓ Or	ange Posting
	Due on 08/29/2018, assigned to TBD Marked as Assigned on 08/28/2018 by Monique Humphrey
	Due on 08/29/2018, assigned to TBD Marked as Posted on 08/29/2018 by Greg Ihle
	Comment: Updated by Inspection Result

Scroll down and continue to click on the corresponding arrows and + signs to expand the details on these additional topics; Arborist Review, Yellow Posting Request, Field Arborist Yellow Posting, Appeal Action, Appeal Disposition, Parks Approval, Close. This information will show arborist revision requests, when preliminary approval is given, prompting the request for placement of the yellow posting—the posting date for this record is 9/17/2018.

1>	lans Received
>	Prange Posting
/ -	rborist Review
	Due on 08/31/2018, assigned to TBD Marked as Revisions Required on 09/05/2018 by Monique Humphrey 9/5/18 Phone call with Susan about the following revisions: - The existing survey submitted with the plans is for 822 Adair ave not 801 Adair. Please verify and submit revised existing survey Consider the location of proposed trees and move ther away from the proposed structures Possible DDH permit on 18" tree. Please verify Show math for impact on tree #4 Thank you, Monique Humphrey 404-330-6076 mhumphrey@atlantaga.gov
	Due on 09/13/2018, assigned to TBD Marked as Applicant Notified to Mark on 09/11/2018 by Monique Humphrey 9/5/18 Phone call with Susan about the following revisions: - The existing survey submitted with the plans is for 822 Adair ave not 801 Adair. Please verify and submit revised existing survey Consider the location of proposed trees and move the ave not 801 Adair. Please verify and submit revised existing survey Consider the location of proposed trees and move the ave not 801 Adair. Please structures Possible DDH permit on 18" tree. Please verify Show math for impact on tree #4 Thank you, Monique Humphrey 404-330-6076 mhumphrey@atlantaga.gov
× •	Due on 09/13/2018, assigned to TBD Marked as Preliminary Approval on 09/11/2018 by Monique Humphrey 9/5/18 Phone call with Susan about the following revisions: - The existing survey submitted with the plans is for 822 Adair on the submit revised existing survey Consider the location of proposed trees and move the away from the proposed structures Possible DDH permit on 18' tree. Please verify Show math for impact on tree #4 Thank you, Monique Humphrey 404-330-6076 mhumphrey@atlantaga.gov
	Due on 09/12/2018, assigned to TBD Marked as Received on 09/12/2018 by April Thorpe
× •	ield Arborist Yellow Posting
	Due on 09/13/2018, assigned to TBD Marked as Posted on 09/17/2018 by Peter Stovall
* -	ppeal Action
	Due on 09/20/2018, assigned to TBD Marked as Appeal Filed on 09/24/2018 by KE
**	ppeal Disposition
× •	arks Approval Due on 09/27/2018, assigned to TBD Marked as Not Required on 09/26/2018 by Monique Humphrey
4 -	lose

Note that there was appeal action after the yellow posting. The disposition of the appeal is expanded and shown on the next page:

The appeal was filed on 9/24/2018. The appeal was withdrawn on 9/26/18 after an enforcement action with fee/fine issued by the arborist.

Now you may want to find out about the fees and/or fines charged. For this information, click on **Payments**.

Home Build	Ing Planning Code Enforcement Fire	
Search Permits/	/Complaints Schedule an Inspection	
Record BA-2	201806860:	
Arborist Plan	n Review	
Record Statu	us: Closed - Approved	
Record Info	fo  Payments  Custom Component	
<b>F</b>		
Fees		
Paid:		
	Invoice Number Amount	
Paid: Date 09/26/2018	960332 \$1,000.00	
Paid: Date		

The payment is based on the following calculations:

- 1. \$1000 fine imposed
- 2. (\$100 per destroyed tree) plus (\$30 per destroyed DBH)
  (100 \* 2) + (30 \* 70) = 200 + 2100 = 2300
- Credit for replaced trees:
   (\$100 per replaced tree) plus (\$30 per replaced TCI)
   (100 \* 3) + (30 \* 9) = 300 + 270 = 570
- 4. \$1000 + 2300 570 = \$2730

You can use the search to look for additional arborist-related information.

Below Permit Type of Arborist Complaint is selected with the same date and location parameters as the previous search:

General Search		General Search	•
Record Number:	Permit Type:		

Note that one of the records returned is for 801 Adair Ave. This is the complaint the resulted in the \$1000 fine at this site.

5	howi	ng 1-10 of 20	Download results					
		Date	Record Number	Record Type	Address	Description	Permit Name	Status
		10/01/2018	BA-201808007	Arborist Complaint	746 HILLPINE DR NE, ATLANTA GA 30306	Complaint This request was originally received 7/22/18, but was not able to be created at this time because the address was not in accela, but the inspection was done and have been completed.	Complaint	No Violation F
		09/26/2018	BA-201807855	Arborist Complaint	1101 HUDSON DR NE, ATLANTA GA 30306	Investigate test hole dug for building footing in structural root plate.	DAUGHTRY ADDITION	In Compliance
		09/24/2018	BA-201807756	Arborist Complaint	801 ADAIR AVE NE, ATLANTA GA 30306	Complaint May have been illegal destruction of tree/s by grading. Please investigate this matter.	Complaint	Investigation
		09/19/2018	BA-201807644	Arborist Complaint	1200 PONCE DE LEON AVE NE, ATLANTA GA 30306	Complaint in regards to compliance with approved arborist stamped plans at 1200 Ponce de Leon. Please investigate this matter.	Complaint	Investigation
		09/13/2018	BA-201807400	Arborist Complaint	1320 MIDDLESEX AVE NE, ATLANTA GA 30306	Grading outside limit of disturbance. Fence has been moved	Investigation	In Compliance
		09/12/2018	BA-201807355	Arborist Complaint	732 AMSTERDAM AVE NE, ATLANTA GA 30306	Possible destruction to Water Oak in rear by neighboring	Investigation	Open

By clicking on the Record Info arrow, you can select Inspections to view detail about the disposition of the complaint. Clicking on View Details will provide even more detailed information.

Nome Building Planning Code Enforcement Fire			
earch Permits/Complaints Schedule an Inspection			
Record BA-201807756: Arborist Complaint Record Status: Investigation			
Record Info 🔻 Payments 🔻 Custom Component			
spections coming hedule or Request an Inspection u have not added any inspections. ck the link above to schedule or request one.			
e - 1 te 508 Investigation (23810711) sult by: Peter Stovall on 09/25/2018 at 02:53 PM			

You can also specify **Arborist Appeal** as the Permit type to get information on any appeals being filed during a specific timeframe in a specific area.

General Searc	h	General Search
Record Number:	Permit Type: Arborist Appeal	
Permit Name:		
Start Date: ? 08/01/2018	End Date: (?) 10/19/2018	
License Type:	State License Number:	
Select	-	

Date	Record Number	Record Type	Address	Description	Permit Name	Status
09/24/2018	BA-201807774	Arborist Appeal	801 ADAIR AVE NE, ATLANTA GA 30306		LEFEVRE-NEW SFR	Closed
08/30/2018	BA-201807014	Arborist Appeal	774 VIRGINIA AVE NE, ATLANTA GA 30306	Appeal of plan approval for tree removal at Inman Middle School	Appeal	Open
08/29/2018	BA-201806955	Arborist Appeal	920 PONCE DE LEON AVE NE, ATLANTA GA 30306		920 Ponce de Leon	TCC Hearing Schedu
08/14/2018	BA-201806416	Arborist Appeal	774 VIRGINIA AVE NE, ATLANTA GA 30306	Appeal of preliminary approval to remove trees on public property	Appeal	Posted

You can select a record to see the processing status of the appeal.

From Record Info, access the Processing Status of the appeal:

Home Building Plan	ning Code Enforcement Fire	
Search Permits/Complaint	Schedule an Inspection	
Record BA-20180695 Arborist Appeal Record Status: TCC H		
Record Info 🔻	Payments  Custom Component	
TCC Hearing Scheduled Due on 08/31/2018.	n Accepted on 08/29/2018 by KE	
Additional Information: Hearing date entered Specific Info?	n App Yes	
Due on 09/05/2018 Marked as TBD on TB	assigned to TBD D by TBD	
✓ White Posting Due on 09/04/2018 Marked as TBD on TE	assigned to TBD D by TBD	
TCC Hearing Outcome Superior Court Appeal		

One more feature in Accela that may be useful is the ability to download your list of records to and Excel spreadsheet. Whenever you have a list of records returned, you will always see the **Download results** text at the top of the list.

		natching your sear sults below to viev					
Show	ing 1-4 of 4	Download results					
	Date	Record Number	Record Type	Address	Description	Permit Name	Status
	09/24/2018	BA-201807774	Arborist Appeal	801 ADAIR AVE NE, ATLANTA GA 30306		LEFEVRE-NEW SFR	Closed
	08/30/2018	BA-201807014	Arborist Appeal	774 VIRGINIA AVE NE, ATLANTA GA 30306	Appeal of plan approval for tree removal at Inman Middle School	Appeal	Open
	08/29/2018	BA-201806955	Arborist Appeal	920 PONCE DE LEON AVE NE, ATLANTA GA 30306		920 Ponce de Leon	TCC Hearing Schedul
	08/14/2018	BA-201806416	Arborist Appeal	774 VIRGINIA AVE NE, ATLANTA GA 30306	Appeal of preliminary approval to remove trees on public property	Appeal	Posted

Clicking on **Download results** loads the result records into an Excel spreadsheet, which you can open or save to a location on disk.

Opening ReocrdList20181019.csv	×
You have chosen to open:	
ReocrdList20181019.csv	
which is: Microsoft Excel Comma Separated Values File (69	99 bytes)
from: https://aca3.accela.com	
What should Firefox do with this file?	
Open with     Microsoft Excel (default)	~
○ <u>S</u> ave File	
Do this <u>a</u> utomatically for files like this from now on.	
ОК	Cancel

	AutoSave 💽	ም 🗄 🍨	∂- <del>-</del>					Reocrd	List20181019 - Read-Only - Excel				in i	NU
	ile Horr	ie Insert Pa	age Layout Form	ulas Data Rev	iew View	Help 🖇	© Tell n	ne what you want to	o do					
Nor	Preview	ak Page Custom / Layout Views / Layout Views		-	100% Zoom to Selection Zoom		Arrange All	Panes 👻 🛄 Unhide	View Side by Side     Synchronous Scrolling     Preset Window Position Window	Switch Vindows -	Macros Macros			
6	UPDATES A	VAILABLE Updat	tes for Office are read	y to be installed, but fi	rst we need to clo	se some app	os.	Update now						
Ă	POSSIBLE	DATA LOSS Some	features might be los	st if you save this work	book in the comn	na-delimited	d (.csv) fo	ormat. To preserve t	hese features, save it in an Excel file	format.	Don't show	v again	Save As	
E1	5 '	- I × 🗸	$f_X$											
	А	В	с		D				E		F	G	н	1
1	A Date	B Record Number	-	Address	D		De	escription	E	Permi	F t Name	G Status	H Short Note	I
1 2	Date		-	Address 801 ADAIR AVE NE		80306	D	escription	E					l es
-	Date 9/24/2018	Record Number	r Record Type		, ATLANTA GA 3				E proval for tree removal at Inm.	LEFEV	t Name RE-NEW SFR	Status		25
2	Date 9/24/2018 8/30/2018	Record Number BA-201807774	Record Type Arborist Appeal	801 ADAIR AVE NE	, ATLANTA GA 3 NE, ATLANTA G	A 30306	A			LEFEV n Appea	t Name RE-NEW SFR	Status Closed Open		
2 3	Date 9/24/2018 8/30/2018 8/29/2018	Record Number BA-201807774 BA-201807014	Record Type Arborist Appeal Arborist Appeal	801 ADAIR AVE NE 774 VIRGINIA AVE	, ATLANTA GA 3 NE, ATLANTA G N AVE NE, ATLA	A 30306 ANTA GA 3	A) 0306	ppeal of plan app		LEFEV n Appea 920 Pc	t Name RE-NEW SFR al once de Leon	Status Closed Open	Short Note	
2 3 4	Date 9/24/2018 8/30/2018 8/29/2018	Record Number BA-201807774 BA-201807014 BA-201806955	Record Type Arborist Appeal Arborist Appeal Arborist Appeal	801 ADAIR AVE NE 774 VIRGINIA AVE 920 PONCE DE LEO	, ATLANTA GA 3 NE, ATLANTA G N AVE NE, ATLA	A 30306 ANTA GA 3	A) 0306	ppeal of plan app	oroval for tree removal at Inm	LEFEV n Appea 920 Pc	t Name RE-NEW SFR al once de Leon	Status Closed Open TCC Hear	Short Note	
2 3 4 5	Date 9/24/2018 8/30/2018 8/29/2018	Record Number BA-201807774 BA-201807014 BA-201806955	Record Type Arborist Appeal Arborist Appeal Arborist Appeal	801 ADAIR AVE NE 774 VIRGINIA AVE 920 PONCE DE LEO	, ATLANTA GA 3 NE, ATLANTA G N AVE NE, ATLA	A 30306 ANTA GA 3	A) 0306	ppeal of plan app	oroval for tree removal at Inm	LEFEV n Appea 920 Pc	t Name RE-NEW SFR al once de Leon	Status Closed Open TCC Hear	Short Note	
2 3 4 5	Date 9/24/2018 8/30/2018 8/29/2018	Record Number BA-201807774 BA-201807014 BA-201806955	Record Type Arborist Appeal Arborist Appeal Arborist Appeal	801 ADAIR AVE NE 774 VIRGINIA AVE 920 PONCE DE LEO	, ATLANTA GA 3 NE, ATLANTA G N AVE NE, ATLA	A 30306 ANTA GA 3	A) 0306	ppeal of plan app	oroval for tree removal at Inm	LEFEV n Appea 920 Pc	t Name RE-NEW SFR al once de Leon	Status Closed Open TCC Hear	Short Note	
2 3 4 5 6 7	Date 9/24/2018 8/30/2018 8/29/2018	Record Number BA-201807774 BA-201807014 BA-201806955	Record Type Arborist Appeal Arborist Appeal Arborist Appeal	801 ADAIR AVE NE 774 VIRGINIA AVE 920 PONCE DE LEO	, ATLANTA GA 3 NE, ATLANTA G N AVE NE, ATLA	A 30306 ANTA GA 3	A) 0306	ppeal of plan app	oroval for tree removal at Inm	LEFEV n Appea 920 Pc	t Name RE-NEW SFR al once de Leon	Status Closed Open TCC Hear	Short Note	