

# Atlanta Public Schools

Facilities Services Department

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## ***Construction Management Team***

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### **Tree Planting - Process Outline**

July 1, 2015

The Atlanta Public Schools (APS) is currently obligated to the City of Atlanta to plant a substantial number of trees within the city limits as recompense for tree removal on a number of past completed new construction and or other major capital improvement projects. From time to time schools, PTA's, corporate partners or other outside groups desire to plant trees on APS owned property. The following steps are intended to guide and direct that process.

1. Submit a Capital Improvement and or Space Re-Allocation Request form in consultation with the Area Manager. Refer to the "Capital Project – Request Procedures" (dated July 1, 2013).
2. Provide a drawing locating the trees to be planted.
3. Submit a schedule of the trees to be planted indicating the type and size.
4. Provide a letter from the City of Atlanta indicating the number of inches of trees from this project that will be credited to the account of Atlanta Public Schools and they will offset a portion of APS's current outstanding obligation for tree planting.
5. Provide the warranty responsibility and a Tree Maintenance Plan