

Atlanta Public Schools

Department of Facilities

Construction Management Team

Facility Improvement Request - Tree Planting Procedures

December 1, 2022

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 Facility Improvement Request form in consultation with your Maintenance Manager. Refer to the "Facility Improvement Request – Standard Procedures and School Performed Procedures document on the APS web site.
2. Provide a site plan 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.
6. Tree planting plans, tree types, placement and associated support work must be approved by the APS Operations and Maintenance department.