

## 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://aca.accela.com/Atlanta\\_Ga/Default.aspx](https://aca.accela.com/Atlanta_Ga/Default.aspx)

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

11:29 AM Mon Oct 1

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CITY OF  
**Atlanta**

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Register for an Account Login

Search...

**License Requirement:**  
\*\*Mechanical, electrical, plumbing, and any other type of technical permits can only be selected if your license is linked to your account under the Account Management link. This must be completed by the Office of Buildings staff. If you are applying for any type of mechanical, electrical, or plumbing permit under any other type of permit it will be voided. Any questions should be directed to the Office of Buildings Self Service staff at 404-330-6290.\*\*

Home **Building** Planning Code Enforcement Fire

**Search Permits/Complaints** Schedule an Inspection

**Search for Records**  
Enter information below to search the City's permitting database. Permits can be searched for by entering any of the following information:

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.

The screenshot shows a web form titled "General Search". The form contains several input fields and dropdown menus. A dropdown menu is open, showing "General Search" as the selected option, with other options like "Search by Address", "Search by Licensed Professional Information", "Search by Record Information", "Search for Trade Name", and "Search by Contact".

Fields circled in red include:

- Permit Type: Arborist Plan Review
- Start Date: 10/18/2013
- End Date: 10/18/2018
- Quadrant: --Select--
- Zip: [ ]

Other fields include Record Number, Permit Name, License Type, State License Number, First, Last, Name of Business, Street No. (From - To), Street Name, Street Type, Unit Type, Unit No., Parcel No., City, State, and Business License #. There are also "Search" and "Clear" buttons at the bottom.

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

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

The image shows a 'General Search' form with the following fields and values:

- Record Number:** [Empty text box]
- Permit Type:** [Arborist Plan Review] (indicated by a red arrow)
- Permit Name:** [Empty text box]
- Start Date:** [08/01/2018] (indicated by a red arrow)
- End Date:** [10/18/2018] (indicated by a red arrow)
- License Type:** [--Select--]
- State License Number:** [Empty text box]
- First:** [Empty text box]
- Last:** [Empty text box]
- Name of Business:** [Empty text box]
- Street No.:** [From - To]
- Quadrant:** [NE] (indicated by a red arrow)
- Street Name:** [Empty text box]
- Street Type:** [--Select--]
- Unit Type:** [--Select--]
- Unit No.:** [Empty text box]
- Parcel No.:** [Empty text box]
- City:** [Empty text box]
- State:** [Empty text box]
- Zip:** [30306] (indicated by a red arrow)
- Business License #:** [Empty text box]

At the bottom of the form, there are two buttons: **Search** and **Clear**. The **Search** button is circled in red.

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.

Search Clear

42 Record results matching your search results  
Click any of the results below to view more details.

Showing 1-10 of 42 | [Download results](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Address	Description	Permit Name	Status
<input type="checkbox"/>	10/17/2018	<a href="#">BA-201808537</a>	Arborist Plan Review	1483 FAIRVIEW RD NE, ATLANTA GA 30306		1483 Fairview Road - Site Work (paving)	Accepted
<input type="checkbox"/>	10/15/2018	<a href="#">BA-201808441</a>	Arborist Plan Review	861 KINGS CT NE, ATLANTA GA 30306		NEW SFR-CO	Accepted
<input type="checkbox"/>	10/12/2018	<a href="#">BA-201808383</a>	Arborist Plan Review	915 CUMBERLAND RD NE, ATLANTA GA 30306		SEYBERT-ANDRECHAK RESIDENCE-ALTERATIONS	Approved-No Trees D
<input type="checkbox"/>	10/12/2018	<a href="#">BA-201808391</a>	Arborist Plan Review	643 COOLEGE AVE NE, ATLANTA GA 30306		643 COOLEGE AVE	Revisions Required
<input type="checkbox"/>	10/11/2018	<a href="#">BA-201808339</a>	Arborist Plan Review	1068 AMSTERDAM AVE NE, ATLANTA GA 30306		NEW SFR	Approved-No Trees D
<input type="checkbox"/>	10/08/2018	<a href="#">BA-201808223</a>	Arborist Plan Review	664 SOMERSET TER NE, ATLANTA GA 30306		HUDSON DEVELOPMENT -NEW SINGLE FAMILY RESIDENCE - 3 STORY DUPLEX UNIT 2	Posted
<input type="checkbox"/>	10/08/2018	<a href="#">BA-201808237</a>	Arborist Plan Review	676 CRESTHILL AVE NE, ATLANTA GA 30306		Single Family Residence - DEMO (IBCASP-00000237)	Approved-No Trees D
<input type="checkbox"/>	10/08/2018	<a href="#">BA-201808233</a>	Arborist Plan Review	658 COOLEGE AVE NE, ATLANTA GA 30306		MARCUS-ADDITION	Revisions Required
<input type="checkbox"/>	10/08/2018	<a href="#">BA-201808225</a>	Arborist Plan Review	861 KINGS CT NE, ATLANTA GA 30306		JACKBUILT DEVELOPMENT- DEMO	Revisions Required
<input type="checkbox"/>	10/08/2018	<a href="#">BA-201808222</a>	Arborist Plan Review	664 SOMERSET TER NE, ATLANTA GA 30306		664 SOMERSET DEMO	Revisions Required

< Prev 1 2 3 4 5 Next >

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-201806860** enables viewing of the Arborist Plan Review for 801 Adair Ave NE.

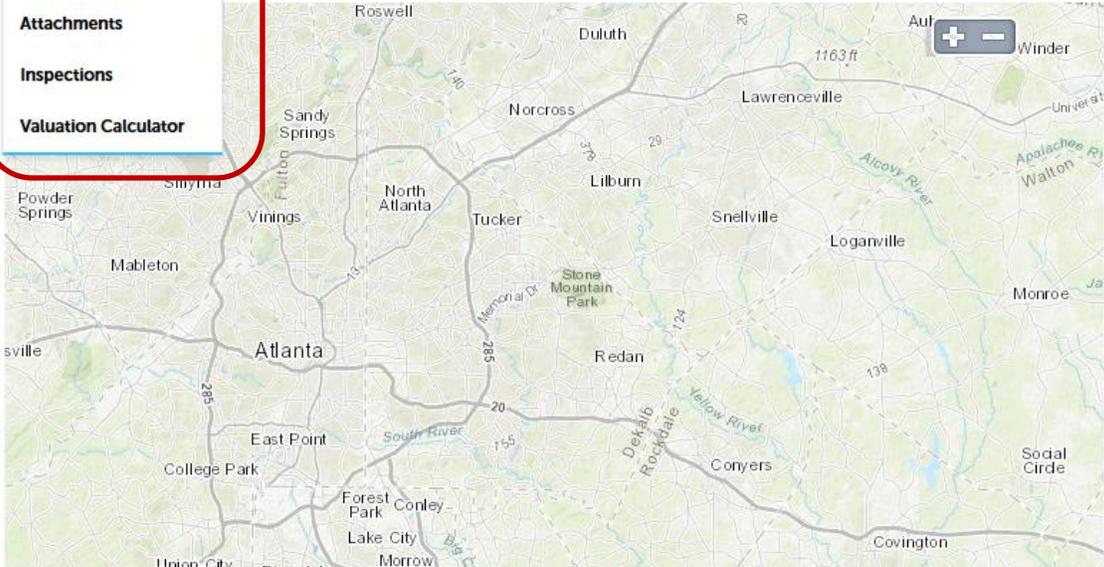
<input type="checkbox"/>	08/28/2018	<b>BA-201806860</b>	Arborist Plan Review	801 ADAIR AVE NE, ATLANTA GA 30306	LEFEVRE-NEW SFR	Closed - Approved
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NOTE: I haven't discovered a way of searching on the map, other than moving it with the mouse, and zooming and shrinking to find a location. **Record Details** are displayed, but you can click **Record Info** to display other selection options.

**Record BA-201806860:**  
**Arborist Plan Review**  
**Record Status: Closed - Approved**

Record Info ▼    Payments ▼    Custom Component

- Record Details**
- Processing Status
- Related Records
- Attachments
- Inspections
- Valuation Calculator



**Record Details**

<b>Applicant:</b> Individual Earl Jackson ATLANTA, GA, Home Phone:4042940133 susan323@bellsouth.net	<b>Project Description:</b> LEFEVRE-NEW SFR
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▼ **More Details**

- Application Information**
- Parcel Information**

Click on **More Details**.

Click the + sign to display **Application Information** and **Parcel Information** details

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 Information**

**RECOMPENSE TYPE**

Recompense Type: Standard Recompense

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**RECOMPENSE DATA**

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

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**GENERAL ARBORIST INFO**

Application Source:	Counter
Buildable trees destroyed:	2
Buildable DBH destroyed:	70

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**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.

### Processing Status

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- ✔ ▶ Plans Received
- ▶ Orange Posting
- ✔ ▶ Arborist Review
- ✔ ▶ Yellow Posting Request
- ✔ ▶ Field Arborist Yellow Posting
- ✖ ▶ Appeal Action
- ✖ ▶ Appeal Disposition
- ✔ ▶ Parks Approval
- ✔ ▶ 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.

### Processing Status

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- ✔ ▼ Plans Received
  - Due on 09/05/2018, assigned to Monique Humphrey  
Marked as Accepted on 08/28/2018 by Monique Humphrey*

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  - Due on 09/13/2018, assigned to Monique Humphrey  
Marked as Revisions Accepted-No Orange on 09/10/2018 by HS*
- ▼ Orange Posting
  - Due on 08/29/2018, assigned to TBD  
Marked as Assigned on 08/28/2018 by Monique Humphrey*

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  - 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.

- ✔ ▶ Plans Received
- ▶ Orange Posting
- ✔ ▼ Arborist 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 them 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@atantaga.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 them 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@atantaga.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 ave not 801 Adair. Please verify and submit revised existing survey. - Consider the location of proposed trees and move them 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@atantaga.gov
- ✔ ▼ Yellow Posting Request
  - Due on 09/12/2018, assigned to TBD  
 Marked as Received on 09/12/2018 by April Thorpe
- ✔ ▼ Field Arborist Yellow Posting
  - Due on 09/13/2018, assigned to TBD  
 Marked as Posted on 09/17/2018 by Peter Stovall
- ✱ ▼ Appeal Action
  - Due on 09/20/2018, assigned to TBD  
 Marked as Appeal Filed on 09/24/2018 by KE
- ✱ ▶ Appeal Disposition
- ✔ ▼ Parks Approval
  - Due on 09/27/2018, assigned to TBD  
 Marked as Not Required on 09/26/2018 by Monique Humphrey
- ✔ ▼ Close
  - Due on 09/27/2018, assigned to TBD  
 Marked as Approved on 09/26/2018 by Monique Humphrey

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.

✔ **Field Arborist Yellow Posting**  
 Due on 09/13/2018, assigned to TBD  
 Marked as Posted on 09/17/2018 by Peter Stovall

✳ **Appeal Action**  
 Due on 09/20/2018, assigned to TBD  
 Marked as Appeal Filed on 09/24/2018 by KE

✳ **Appeal Disposition**

Due on 09/25/2018, assigned to TBD  
 Marked as Approved to Permit on 09/26/2018 by Monique Humphrey  
 Comment: 9/26/18. Appeal withdrawn after enforcement action. (Not heard by TCC). Fee/fine issued by Peter Stovall.

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Due on 09/25/2018, assigned to TBD  
 Marked as Pending on 09/26/2018 by KE  
 Comment: 9/26/18. Appeal withdrawn after enforcement action. (Not heard by TCC). Fee/fine issued by Peter Stovall.

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Due on 09/25/2018, assigned to TBD  
 Marked as Pending on 09/26/2018 by KE  
 Comment: Appeal withdrawn after enforcement action. (Not heard by TCC). Fee/fine issued by Peter Stovall.

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

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[Search Permits/Complaints](#) [Schedule an Inspection](#)

**Record BA-201806860:**  
**Arborist Plan Review**  
**Record Status: Closed - Approved**

[Record Info](#) **Payments** [Custom Component](#)

**Fees**

<b>Paid:</b>		
Date	Invoice Number	Amount
09/26/2018	960332	\$1,000.00
09/26/2018	960332	\$2,300.00
09/26/2018	960332	(\$570.00)
<b>Total paid fees:</b>		<b>\$2,730.00</b>

The payment is based on the following calculations:

1. \$1000 fine imposed
2. (\$100 per destroyed tree) plus (\$30 per destroyed DBH)  
 $(100 * 2) + (30 * 70) = 200 + 2100 = 2300$
3. 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:

2. From the map, you can click on the project tag to see "More Info", or directly click on the Case Number in the list to view Status, Details, Workflow, etc.

**General Search** General Search ▼

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Record Number:

Permit Type: Arborist Complaint ▼

Permit Name:

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.

Showing 1-10 of 20 | [Download results](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Address	Description	Permit Name	Status
<input type="checkbox"/>	10/01/2018	<a href="#">BA-201808007</a>	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 accel, but the inspection was done and have been completed.	Complaint	No Violation F
<input type="checkbox"/>	09/26/2018	<a href="#">BA-201807855</a>	Arborist Complaint	1101 HUDSON DR NE, ATLANTA GA 30306	Investigate test hole dug for building footing in structural root plate.	DAUGHTRY ADDITION	In Compliance
<input type="checkbox"/>	09/24/2018	<a href="#">BA-201807756</a>	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
<input type="checkbox"/>	09/19/2018	<a href="#">BA-201807644</a>	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
<input type="checkbox"/>	09/13/2018	<a href="#">BA-201807400</a>	Arborist Complaint	1320 MIDDLESEX AVE NE, ATLANTA GA 30306	Grading outside limit of disturbance. Fence has been moved	Investigation	In Compliance
<input type="checkbox"/>	09/12/2018	<a href="#">BA-201807355</a>	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.

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Search Permits/Complaints Schedule an Inspection

Record BA-201807756:  
Arborist Complaint  
Record Status: Investigation

Record Info Payments Custom Component

**Inspections**

**Upcoming**  
[Schedule or Request an Inspection](#)  
You have not added any inspections.  
Click the link above to schedule or request one.

**Completed (1)**  
Fine - 1

Fine 508 Investigation (23810711)  
Result by: Peter Stovall on 09/25/2018 at 02:53 PM

[View Details](#)

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 Search

Record Number:

Permit Type:

Permit Name:

Start Date:

End Date:

License Type:

State License Number:

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

Showing 1-4 of 4 | [Download results](#)

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

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

Home **Building** Planning Code Enforcement Fire

[Search Permits/Complaints](#) [Schedule an Inspection](#)

**Record BA-201806955:**  
**Arborist Appeal**  
**Record Status: TCC Hearing Scheduled**

Record Info Payments Custom Component

**Processing Status**

- Application Intake
  - Due on 08/30/2018, assigned to TBD
  - Marked as Application Accepted on 08/29/2018 by KE
- TCC Hearing Scheduled
  - Due on 08/31/2018, assigned to TBD
  - Marked as Scheduled on 08/30/2018 by KE

Additional Information:

Hearing date entered in App Specific Info? Yes

- Newspaper Notification
  - Due on 09/05/2018, assigned to TBD
  - Marked as TBD on TBD by TBD
- White Posting
  - Due on 09/04/2018, assigned to TBD
  - Marked as TBD on TBD by TBD

TCC Hearing Outcome  
 Superior Court Appeal  
 Close

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.

4 Record results matching your search results

Click any of the results below to view more details.

Showing 1-4 of 4 [Download results](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Address	Description	Permit Name	Status
<input type="checkbox"/>	09/24/2018	<a href="#">BA-201807774</a>	Arborist Appeal	801 ADAIR AVE NE, ATLANTA GA 30306		LEFEVRE-NEW SFR	Closed
<input type="checkbox"/>	08/30/2018	<a href="#">BA-201807014</a>	Arborist Appeal	774 VIRGINIA AVE NE, ATLANTA GA 30306	Appeal of plan approval for tree removal at Inman Middle School	Appeal	Open
<input type="checkbox"/>	08/29/2018	<a href="#">BA-201806955</a>	Arborist Appeal	920 PONCE DE LEON AVE NE, ATLANTA GA 30306		920 Ponce de Leon	TCC Hearing Schedule
<input type="checkbox"/>	08/14/2018	<a href="#">BA-201806416</a>	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 (699 bytes)  
from: <https://aca3.accela.com>

What should Firefox do with this file?

**Open with:** Microsoft Excel (default) ▼

Save File

Do this automatically for files like this from now on.

OK Cancel

AutoSave On ReocrdList20181019 - Read-Only - Excel

File Home Insert Page Layout Formulas Data Review View Help Tell me what you want to do

Normal Page Break Page Custom Ruler Formula Bar Zoom 100% Zoom to Selection New Arrange Freeze Split Hide View Side by Side Synchronous Scrolling Switch Macros Workbook Views Show Gridlines Headings Zoom Window All Panes Unhide Reset Window Position Switch Windows Macros

UPDATES AVAILABLE Updates for Office are ready to be installed, but first we need to close some apps. Update now

POSSIBLE DATA LOSS Some features might be lost if you save this workbook in the comma-delimited (.csv) format. To preserve these features, save it in an Excel file format. Don't show again Save As...

E15

	A	B	C	D	E	F	G	H	I
1	Date	Record Number	Record Type	Address	Description	Permit Name	Status	Short Notes	
2	9/24/2018	BA-201807774	Arborist Appeal	801 ADAIR AVE NE, ATLANTA GA 30306		LEFEVRE-NEW SFR	Closed		
3	8/30/2018	BA-201807014	Arborist Appeal	774 VIRGINIA AVE NE, ATLANTA GA 30306	Appeal of plan approval for tree removal at Inman	Appeal	Open		
4	8/29/2018	BA-201806955	Arborist Appeal	920 PONCE DE LEON AVE NE, ATLANTA GA 30306		920 Ponce de Leon	TCC Hearing Scheduled		
5	8/14/2018	BA-201806416	Arborist Appeal	774 VIRGINIA AVE NE, ATLANTA GA 30306	Appeal of preliminary approval to remove trees on	Appeal	Posted		
6									
7									
8									
9									
10									