#### How to Obtain a Special Tree Removal Permit



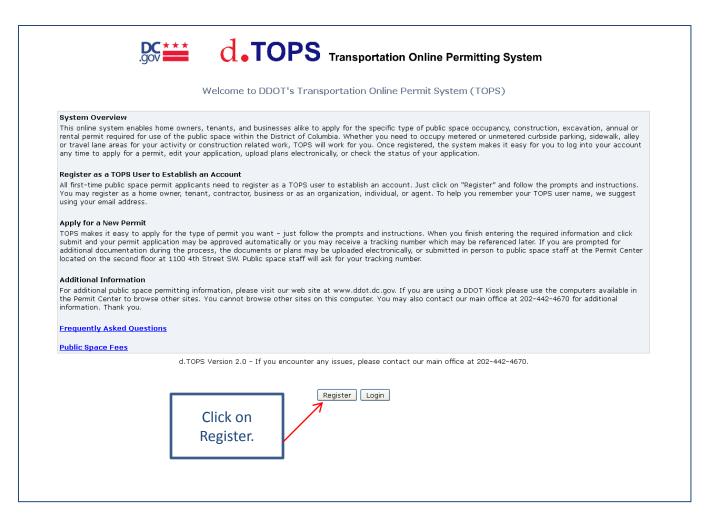
#### **District Department of Transportation**

District Transportation Online Permitting System (d. TOPS)

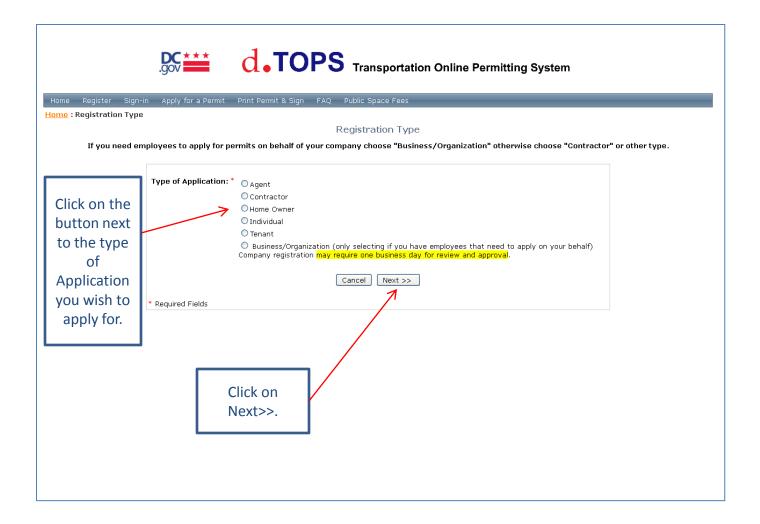
Presented by the Urban Forestry Administration and the Office of Information Technology and Innovation

#### HOW TO REGISTER

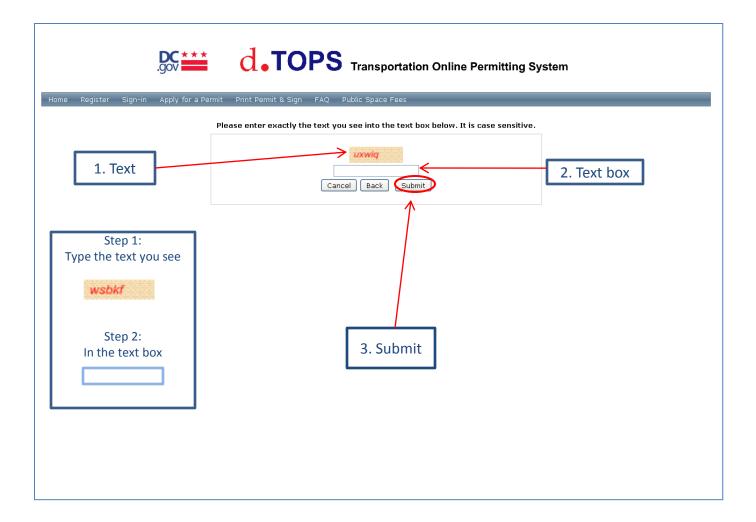
#### d. TOPS Welcome:



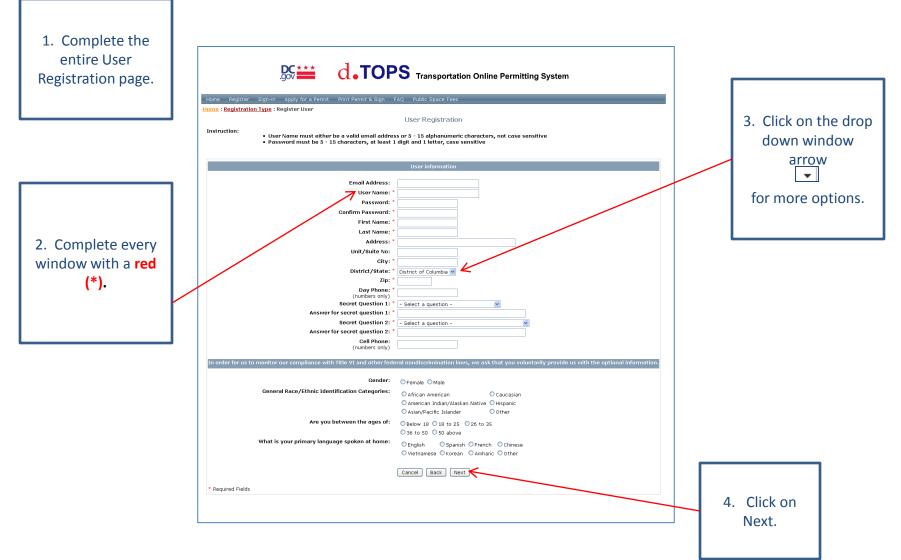
#### **Registration Type:**



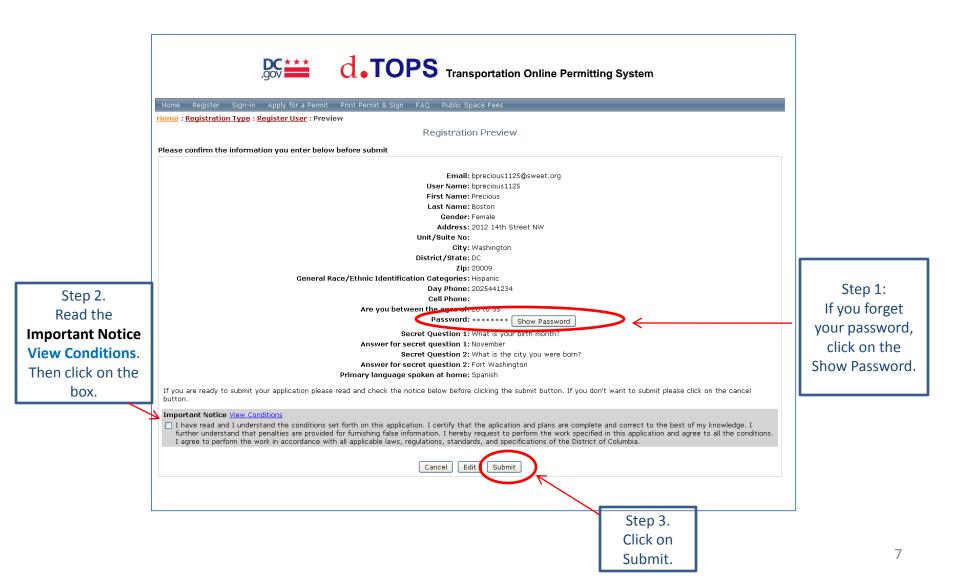
#### Security Code:



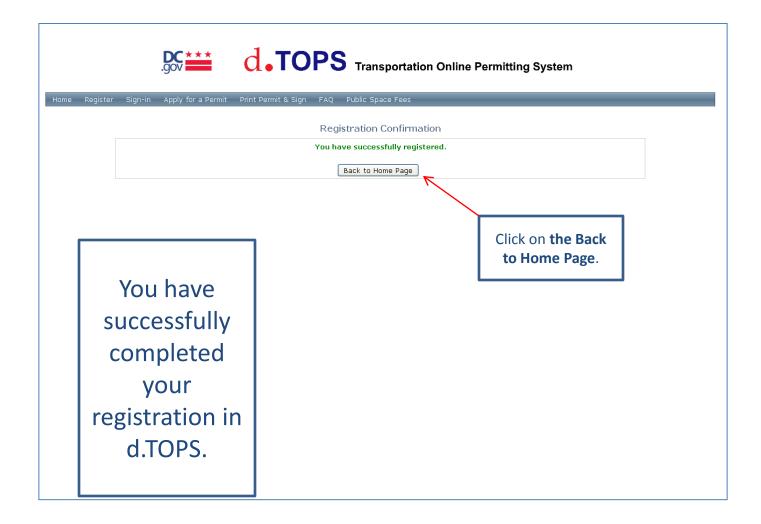
#### **User Registration:**



#### **Registration Preview:**



#### **Registration Confirmation:**



### How to Apply for a Special Tree Removal Permit

## d. TOPS

Presented by Office of Information Technology and Innovation

#### HOW TO APPLY FOR A SPECIAL TREE REMOVAL

#### d. TOPS Welcome:

System Overview         This online system enables home owners, tenants, and businesses alike to apply for the specific type of public space occupancy, construction, excavation, annual rental permit required for use of the public space within the District of Columbia. Whether you need to occupy metered or unmetered curbside parking, sidewalk, alike or travel lane areas for your activity or construction related work, TOPS will work for you. Once registered, the system makes it easy for you to log into your account any time to apply for a permit, edit your application, upload plans electronically, or check the status of your application.         Register as a TOPS User to Establish an Account         All first-time public space permit applicants need to register as a TOPS user to establish an account. Just click on "Register" and follow the prompts and instruction
This online system enables home owners, tenants, and businesses alike to apply for the specific type of public space occupancy, construction, excavation, annual or rental permit required for use of the public space within the District of Columbia. Whether you need to occupy metered or unmetered curbside parking, sidewalk, allo or travel lane areas for your activity or construction related work, TOPS will work for you. Once registered, the system makes it easy for you to log into your accound any time to apply for a permit, edit your application, upload plans electronically, or check the status of your application. Register as a TOPS User to Establish an Account All first-time public space permit applicants need to register as a TOPS user to establish an account. Just click on "Register" and follow the prompts and instruction
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All first-time public space permit applicants need to register as a TOPS user to establish an account. Just click on "Register" and follow the prompts and instruction
You may register as a home owner, tenant, contractor, business or as an organization, individual, or agent. To help you remember your TOPS user name, we sugges using your email address.
Apply for a New Permit
TOPS makes it easy to apply for the type of permit you want – just follow the prompts and instructions. When you finish entering the required information and click submit and your permit application may be approved automatically or you may receive a tracking number which may be referenced later. If you are prompted for additional documentation during the process, the documents or plans may be uploaded electronically, or submitted in person to public space staff at the Permit Cen located on the second floor at 1100 4th Street SW. Public space staff will ask for your tracking number.
Additional Information
For additional public space permitting information, please visit our web site at www.ddot.dc.gov. If you are using a DDOT Kiosk please use the computers available i the Permit Center to browse other sites. You cannot browse other sites on this computer. You may also contact our main office at 202-442-4670 for additional information. Thank you.
Frequently Asked Questions
Public Space Fees
d.TOPS Version 2.0 - If you encounter any issues, please contact our main office at 202-442-4670.
Register Login
Click on Login.

### Login:

	a Permit Print Permit & Sign FAQ Public Space Fees	
Need to <u>Register</u> ? <u>Forgot your</u> <u>Password</u> ? or <u>Forgot your</u> <u>Username</u> ? Click here.	User Name: • Password: * Login Cancel Register Forgot Password Forgot Username * Required Fields d.TOPS Version 2.0 - If you encounter any issues, please contact our main office at 202-442-4670.	Type your User Name and Password.

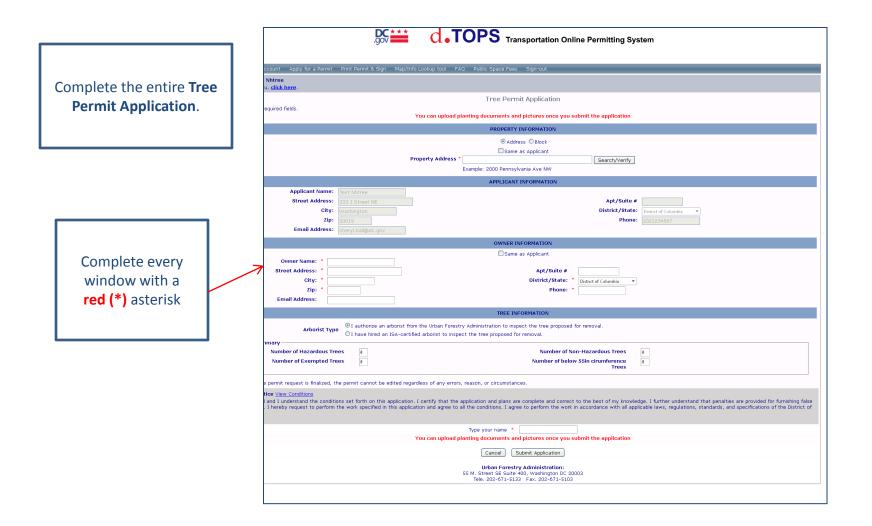
#### My Account:

	Home My Acc	sount Apply for a Permit Print Permit & Sign Map/Info Lo	okup tool FAQ Public Space Fees Sign-out	_
	If this is not you,			
			My Account	
		Apply for Permit, Check Status, and/or Edit Application	below please.	
		Parking Signs/Occupancy Permit	Construction/Rental Permit	
		Apply for Parking Signs / Occupancy Permit	Apply for a Construction/Rental Permit	
		<u>View/Edit/Pay_Occupancy_Permit_Application</u>	View/Edit/Pay Construction Permit Application	
Click on		Renew a Parking / Occupancy Permit	Renew a Construction/Rental Permit	
Apply For Special Tree		Print Permit and Sign	Print Permit	
Removal Permits.		Commercial Vehicles	Inspection	
		Apply for Annual Tag / Permit	Search Inspection Detail	
		Apply for Single Haul Permit	View/Modify Scheduled Inspection	
	N	View/Edit/Pay Annual Tag / Permit Applications	Schedule an Inspection	
	N	View/Edit/Pay Single Haul Permit Applications	Inspections Scheduling History	
		Prenew an Annual Tag / Permit		
		Public Space Rental/Annual Permits	Personal Information	
		Apply for Public Space Rental/Annual Permits	<u>View/Edit Profile</u>	
		View/Edit/Pay/Print	Change Password	
		Renew a Public Space Rental/Annual Permits		
		Print Permit and Sign		
	V V	Special Tree Removal Permits		
		** Apply for Special Tree Removal Permits		
		<u>View/Edit/Pay Special Tree Removal Permits</u>		
		Print Permit		

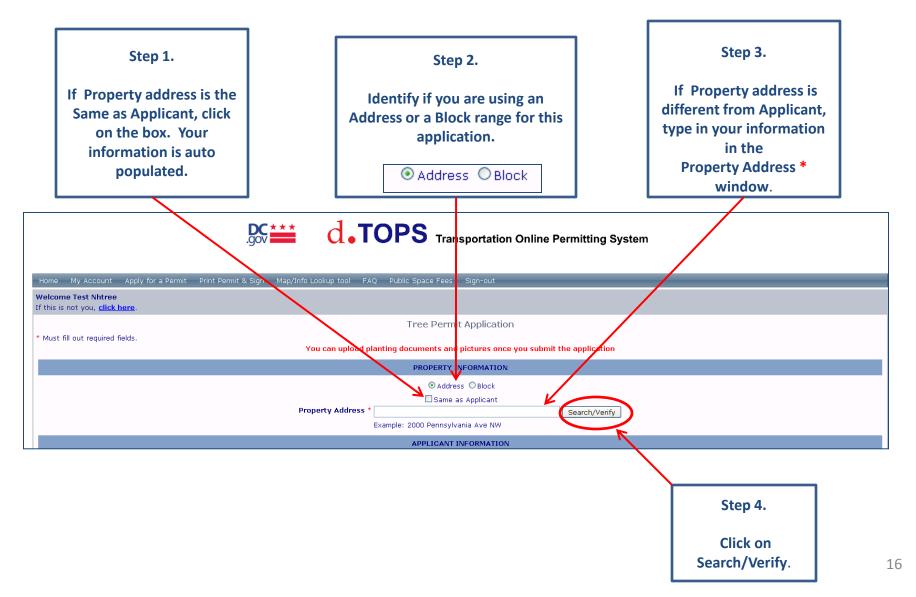
# Tree Permit Application Rules and Regulations:

	ng System
Home My Account Apply for a Permit Print Permit & Sign Map/Info Lookup tool FAQ Public Space Fees Sign-out	
Welcome Test User UFA If this is not you, <u>click here</u> .	
Tree Permit Application	
TITLE 24, DCMR, Public Space and Safety, Chapter 37 Except as otherwise provided, no person or non-governmental entity shall remove a Special Tree without a Special Tree Removal Pe provided in the Urban Forest Preservation Act of 2002, effective June 12, 2003 (D.C. Law 14-309; D.C. Official Code 8-651.01 et s	
Special Tree – a tree within the District of Columbia that has a minimum circumference of fifty-five inches (55 in.).	
<ul> <li>An International Society of Arboriculture (ISA) certified arborist asserts the tree as hazardous to life and/or property.</li> <li>The tree is of a species exempt from the law. The three exempt tree species are: Ailanthus altissima (Tree of Heaven); Moru maple). (3)The property owner declares on the permit application to (a) plant a quantity of saplings whose aggregated circu Special Tree(s) to be removed, (b) pay into the Tree Fund a tree replacement fee of \$35 per inch of circumference of each S combination of both (a) and (b).</li> </ul>	mference equals or exceeds the circumference of the
You can upload planting documents and pictures once you submit the applic	ation
	After reading and agreeing to our Rules and Regulations, click on <b>Next</b> .

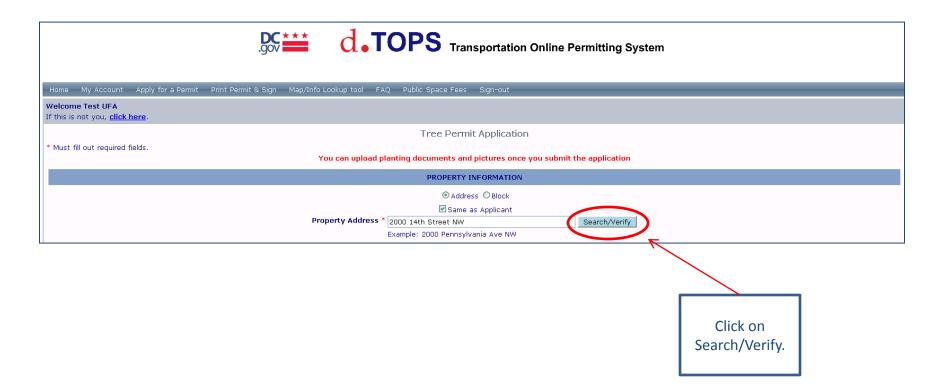
#### **Tree Permit Application:**



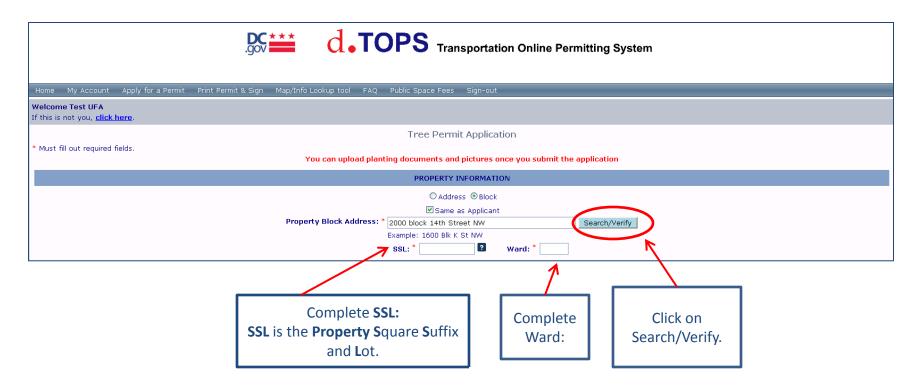
#### **PROPERTY INFORMATION:**



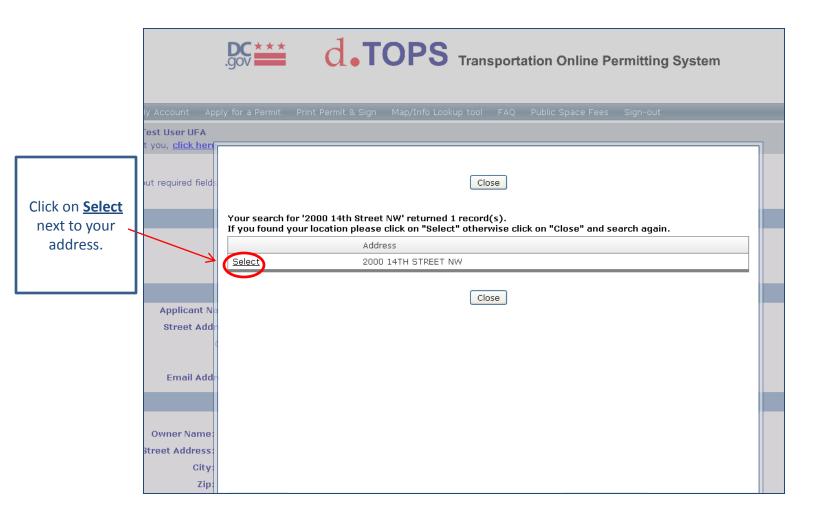
#### COMPLETED PROPERTY INFORMATION (Example of Address Option):



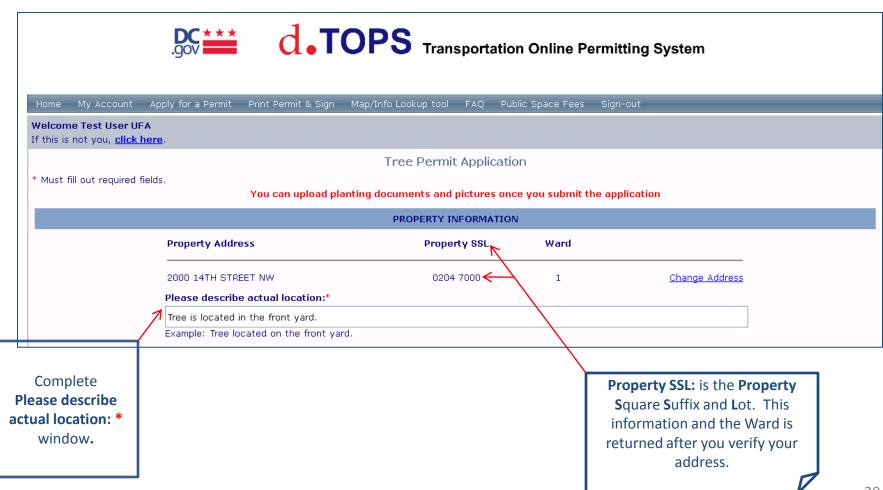
#### COMPLETED PROPERTY INFORMATION (Example of Block Option):



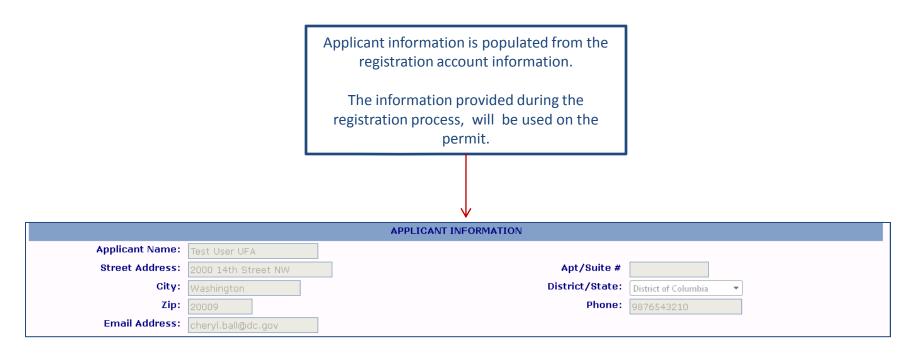
#### Search/Verify Results:



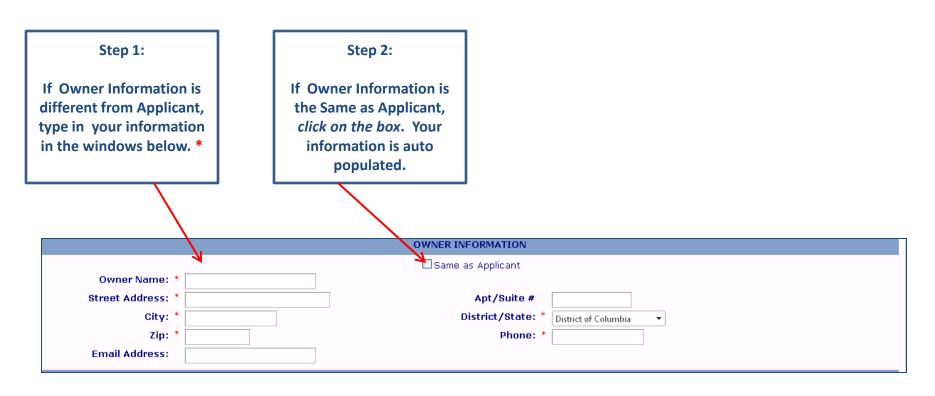
#### Updated PROPERTY INFORMATION:



#### **APPLICANT INFORMATION:**



#### **OWNER INFORMATION:**



#### COMPLETED OWNER INFORMATION:

		OWNER INFORMATION	
		🗹 Same as Applicant	
Owner Name: *	Test User UFA		
Street Address: *	2000 14th Street NW	Apt/Suite #	
City: *	Washington	District/State: *	District of Columbia 🔻
Zip: *	20009	Phone: *	9876543210
Email Address:	cheryl.ball@dc.gov		

#### TREE INFORMATION:

	1. Click on your Arborist
	Туре
	TREE INFORMATION
	Arborist Type I authorize an arborist from the Urban Forestry Administration to inspect the tree proposed for removal.
$\rightarrow$	Tree Summary Number of Hazardous Trees
	Number of Exempted Trees
	Note: Once the permit request is finalized, the permit cannot be edited regardless of any errors, reason, or circumstances. Important Notice View Conditions I have read and I understand the conditions set forth on this application. I certify that the application and plans are complete and correct to the best of my knowledge. I further understand that penalties are provided for furnishing false information. I hereby request to perform the work specified in this application and agree to all the conditions. I agree to perform the work in accordance with all applicable laws, regulations, standards, and specifications of the District of Columbia.
	Print your name *
	You can upload planting documents and pictures once you submit the application           Cancel         Submit Application
	Urban Forestry Administration: 55 M. Street SE Suite 400, Washington DC 20003 Tele. 202-671-5133 Fax. 202-671-5103
2.	Complete the

Tree Summary section.

I authorize an arborist from the Urban Forestry Administration to inspect the tree proposed for removal.

#### **COMPLETED TREE INFORMATION**

#### COMPLETED TREE INFORMATION:

Authorized an arborist from the Urban Forestry Administration to inspect the tree proposed for removal.

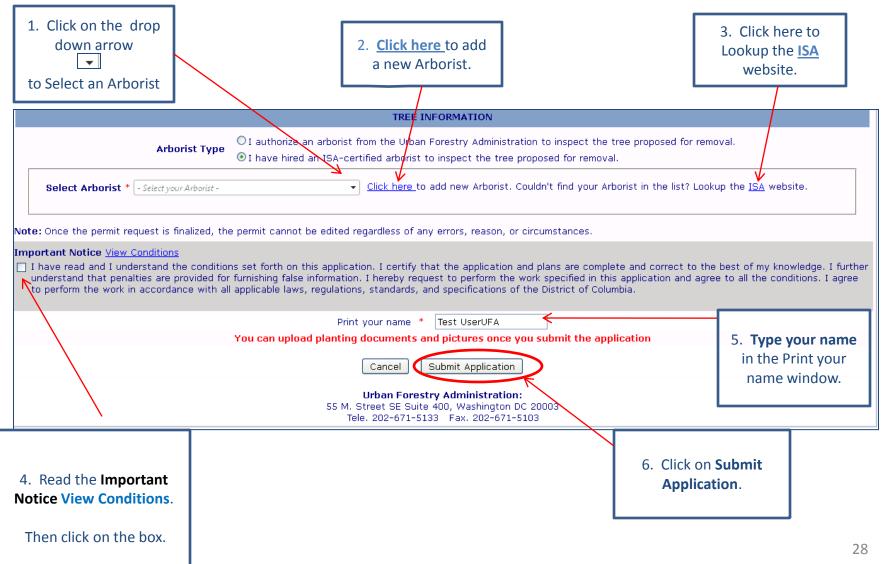
			TREE INFORMATION			
	Arborist Type		thorize an arborist from the Urban Forestry Administration to inspect the tree ve hired an ISA-certified arborist to inspect the tree proposed for removal.	proposed for removal.		
	of Hazardous Tree: of Exempted Tree:	Ľ	Number of Non-Hazardous Tre Number of below 55in cirumferen Tre	ce 1		
Note: Once the permit rec	quest is finalized, the	permit	cannot be edited regardless of any errors, reason, or circumstances.			
📐 understand that penal	erstand the condition ties are provided for	furnishir	orth on this application. I certify that the application and plans are complete ng false information. I hereby request to perform the work specified in this ap ble laws, regulations, standards, and specifications of the District of Columbia	plication and agree to a		
			Print your name * Test UserUFA			
		You cai	Cancel Submit Application Urban Forestry Administration: 55 M. Street SE Suite 400, Washington DC 20003 Tele. 202-671-5133 Fax. 202-671-5103	tion	<b>Type</b> in the	Step 2. <b>your name</b> e Print your ie window.
Step 1. Read the Important Notice View Conditions. Then click on the box.				Click on Submit Applicat	ion.	

I have hired an ISA-certified arborist to inspect the tree proposed for removal.

#### **COMPLETED TREE INFORMATION**

#### COMPLETED TREE INFORMATION:

Hired an ISA-certified arborist to inspect the tree proposed for removal.



#### Congratulations! Your Application Has Been Successfully Submitted.

Home My Account Apply for a Permit Print Permit & Sign Map/Info Lookup tool FAQ Public Space Fees Sign-out
Welcome Test User UFA
If this is not you, <u>click here</u> .
Transportation Online Permitting System Application Receipt Only
Your Application has been successfully submitted.
If revisions are required your start date may be delayed.
Important: You need to make payment once your application is approved. If a deposit is not required for your event, you may choose to pay online using Visa or Master credit card. Deposits are only accepted in person. To pay any fee in person please visit the Treasurer's Office at 1100 4th Street SW / 2nd Floor, Washington, DC 20024 Monday thru Friday 8:30am to 4pm. Closed on weekends and Holidays. Please show proof of payment at the DDOT Permit Counter on the second floor and obtain your permit and signs.
Your application summary:
Application Status: Pending Assignment
Tracking Number: 5093
Tree Location: 2000 14TH STREET NW
Permit Type: Special Tree Removal Permit Total Number of Trees: 2
Information Desk for sign Pickup: 1100 4th Street SW / 2nd Floor, Washington, DC 20024
Applied By: Test User UFA
Application Date: 2/28/2012 11:58:57 AM
Logout Print Receipt Go to my account
Upload Documents

Need District Department of Transportation (DDOT) Assistance?

- Special Tree Removal Permit Questions?
- Contact the Urban Forestry Administration (UFA) at (202) 671-5133
- District Department of Online Permit Systems (d.TOPS) Questions?
- Contact the Office of Information Technology and Innovation at

(202) 741-5390