

# 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:



**d. TOPS** Transportation Online Permitting System

Welcome to DDOT's Transportation Online Permit System (TOPS)

#### 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 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, alley 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 instructions. 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 suggest 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 Center 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](http://www.ddot.dc.gov). If you are using a DDOT Kiosk please use the computers available in 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.

Click on  
Register.

Register Login

# Registration Type:

The screenshot shows the 'd.TOPS Transportation Online Permitting System' interface. At the top, there are logos for 'DC.gov' and 'd.TOPS'. Below the logos is a navigation menu with links: Home, Register, Sign-in, Apply for a Permit, Print Permit & Sign, FAQ, and Public Space Fees. The current page is titled 'Registration Type' and includes a sub-header 'Registration Type'. A note states: 'If you need employees to apply for permits on behalf of your company choose "Business/Organization" otherwise choose "Contractor" or other type.' The main form area is titled 'Type of Application: \*' and contains a list of radio button options: Agent, Contractor, Home Owner, Individual, Tenant, and Business/Organization (only selecting if you have employees that need to apply on your behalf) Company registration may require one business day for review and approval. Below the list are 'Cancel' and 'Next >>' buttons. A red arrow points from a callout box to the 'Business/Organization' option, and another red arrow points from a callout box to the 'Next >>' button. A third callout box is positioned to the left of the form area.

DC.gov **d.TOPS** Transportation Online Permitting System

Home Register Sign-in Apply for a Permit Print Permit & Sign FAQ Public Space Fees

Home : Registration Type

### Registration Type

If you need employees to apply for permits on behalf of your company choose "Business/Organization" otherwise choose "Contractor" or other type.

Type of Application: \*

- Agent
- Contractor
- Home Owner
- Individual
- Tenant
- Business/Organization (only selecting if you have employees that need to apply on your behalf) Company registration **may require one business day for review and approval.**

Cancel Next >>

\* Required Fields

Click on the button next to the type of Application you wish to apply for.

Click on Next>>.

# Security Code:

DC.gov **d.TOPS** Transportation Online Permitting System

Home Register Sign-in Apply for a Permit Print Permit & Sign FAQ Public Space Fees

Please enter exactly the text you see into the text box below. It is case sensitive.

1. Text → uxwiq

2. Text box

3. Submit

Step 1:  
Type the text you see  
wsbkf

Step 2:  
In the text box

# User Registration:

1. Complete the entire User Registration page.



2. Complete every window with a red (\*).

3. Click on the drop down window arrow for more options.

The screenshot shows the 'd.TOPS Transportation Online Permitting System' registration page. At the top, there are navigation links: Home, Register, Sign-in, Apply for a Permit, Print Permit & Sign, FAQ, and Public Space Fees. Below this is a breadcrumb trail: Home > Registration Type > Register User. The main heading is 'User Registration'. An instruction box states: 'User Name must either be a valid email address or 5 - 15 alphanumeric characters, not case sensitive' and 'Password must be 5 - 15 characters, at least 1 digit and 1 letter, case sensitive'. The 'User information' section contains several required fields, each marked with a red asterisk (\*): Email Address, User Name, Password, Confirm Password, First Name, Last Name, Address, Unit/Suite No., City, District/State (a dropdown menu currently showing 'District of Columbia'), Zip, Day Phone (with a note '(numbers only)'), Secret Question 1 (a dropdown menu), Answer for secret question 1, Secret Question 2 (a dropdown menu), Answer for secret question 2, and Cell Phone (with a note '(numbers only)'). Below this is a section for optional information: 'In order for us to monitor our compliance with Title VI and other federal nondiscrimination laws, we ask that you voluntarily provide us with the optional information.' This section includes radio buttons for Gender (Female, Male), General Race/Ethnic Identification Categories (African American, American Indian/Alaskan Native, Asian/Pacific Islander, Caucasian, Hispanic, Other), Are you between the ages of (Below 18, 18 to 25, 26 to 35, 36 to 50, 50 above), and What is your primary language spoken at home (English, Spanish, French, Chinese, Vietnamese, Korean, Amharic, Other). At the bottom of the form are 'Cancel', 'Back', and 'Next' buttons. Red arrows from the surrounding text boxes point to the red asterisks on the 'User Name' field, the 'District/State' dropdown arrow, and the 'Next' button.

4. Click on Next.

# Registration Preview:

  **Transportation Online Permitting System**

[Home](#) [Register](#) [Sign-in](#) [Apply for a Permit](#) [Print Permit & Sign](#) [FAQ](#) [Public Space Fees](#)

[Home](#) : [Registration Type](#) : [Register User](#) : Preview

### Registration Preview

Please confirm the information you enter below before submit

**Email:** bprecious1125@sweet.org  
**User Name:** bprecious1125  
**First Name:** Precious  
**Last Name:** Boston  
**Gender:** Female  
**Address:** 2012 14th Street NW  
**Unit/Suite No:**  
**City:** Washington  
**District/State:** DC  
**Zip:** 20009

**General Race/Ethnic Identification Categories:** Hispanic  
**Day Phone:** 2025441234  
**Cell Phone:**

**Are you between the ages of:** 20 to 35

**Password:** \*\*\*\*\*

**Secret Question 1:** What is your birth month?  
**Answer for secret question 1:** November

**Secret Question 2:** What is the city you were born?  
**Answer for secret question 2:** Fort Washington

**Primary language spoken at home:** Spanish

If you are ready to submit your application please read and check the notice below before clicking the submit button. If you don't want to submit please click on the cancel button.

**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.

Step 2.  
Read the  
**Important Notice**  
**View Conditions.**  
Then click on the  
box.

Step 1:  
If you forget  
your password,  
click on the  
Show Password.

Step 3.  
Click on  
Submit.

# Registration Confirmation:

The screenshot shows the d.TOPS website interface. At the top left is the DC.gov logo with three stars. To its right is the d.TOPS logo and the text "Transportation Online Permitting System". Below this is a dark navigation bar with links: Home, Register, Sign-in, Apply for a Permit, Print Permit & Sign, FAQ, and Public Space Fees. The main content area is titled "Registration Confirmation" and contains a green message: "You have successfully registered." Below the message is a button labeled "Back to Home Page". A red arrow points from a callout box on the right to this button. Another callout box on the left contains the text "You have successfully completed your registration in d.TOPS."

DC.gov

d.TOPS Transportation Online Permitting System

Home Register Sign-in Apply for a Permit Print Permit & Sign FAQ Public Space Fees

Registration Confirmation

You have successfully registered.

Back to Home Page

You have successfully completed your registration in d.TOPS.

Click on the **Back to Home Page**.



# 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:



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#### 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 Center 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](http://www.ddot.dc.gov). If you are using a DDOT Kiosk please use the computers available in 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.

Click on Login.

# Login:

The screenshot shows the login interface for the d.TOPS Transportation Online Permitting System. At the top, there is a navigation bar with links: Home, Register, Sign-in, Apply for a Permit, Print Permit & Sign, FAQ, and Public Space Fees. The main content area is divided into three sections:

- Left Section:** A box containing the text "Need to [Register?](#)", "[Forgot your Password?](#)", "or", "[Forgot your Username?](#)", and "Click here." A red arrow points from "Click here." to the "Register" link in the middle section.
- Middle Section:** A login form with two input fields: "User Name: \*" and "Password: \*". Below the fields are "Login" and "Cancel" buttons. A red box highlights the links "[Register](#) [Forgot Password](#) [Forgot Username](#)". Below the form, there is a note: "\* Required Fields" and "d.TOPS Version 2.0 - If you encounter any issues, please contact our main office at 202-442-4670." Two red arrows point from the right section to the "User Name" and "Password" input fields.
- Right Section:** A box containing the text "Type your User Name and Password."

# My Account:

DC .gov **d.TOPS** Transportation Online Permitting 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, [click here](#).

My Account

Apply for Permit, Check Status, and/or Edit Application below please.

<p><b>Parking Signs/Occupancy Permit</b></p> <ul style="list-style-type: none"><li>▶ <a href="#">Apply for Parking Signs / Occupancy Permit</a></li><li>▶ <a href="#">View/Edit/Pay Occupancy Permit Application</a></li><li>▶ <a href="#">Renew a Parking / Occupancy Permit</a></li><li>▶ <a href="#">Print Permit and Sign</a></li></ul>	<p><b>Construction/Rental Permit</b></p> <ul style="list-style-type: none"><li>▶ <a href="#">Apply for a Construction/Rental Permit</a></li><li>▶ <a href="#">View/Edit/Pay Construction Permit Application</a></li><li>▶ <a href="#">Renew a Construction/Rental Permit</a></li><li>▶ <a href="#">Print Permit</a></li></ul>
<p><b>Commercial Vehicles</b></p> <ul style="list-style-type: none"><li>▶ <a href="#">Apply for Annual Tag / Permit</a></li><li>▶ <a href="#">Apply for Single Haul Permit</a></li><li>▶ <a href="#">View/Edit/Pay Annual Tag / Permit Applications</a></li><li>▶ <a href="#">View/Edit/Pay Single Haul Permit Applications</a></li><li>▶ <a href="#">Renew an Annual Tag / Permit</a></li></ul>	<p><b>Inspection</b></p> <ul style="list-style-type: none"><li>▶ <a href="#">Search Inspection Detail</a></li><li>▶ <a href="#">View/Modify Scheduled Inspection</a></li><li>▶ <a href="#">Schedule an Inspection</a></li><li>▶ <a href="#">Inspections Scheduling History</a></li></ul>
<p><b>Public Space Rental/Annual Permits</b></p> <ul style="list-style-type: none"><li>▶ <a href="#">Apply for Public Space Rental/Annual Permits</a></li><li>▶ <a href="#">View/Edit/Pay/Print</a></li><li>▶ <a href="#">Renew a Public Space Rental/Annual Permits</a></li><li>▶ <a href="#">Print Permit and Sign</a></li></ul>	<p><b>Personal Information</b></p> <ul style="list-style-type: none"><li>▶ <a href="#">View/Edit Profile</a></li><li>▶ <a href="#">Change Password</a></li></ul>
<p><b>Special Tree Removal Permits</b></p> <ul style="list-style-type: none"><li>▶ <a href="#">Apply for Special Tree Removal Permits</a></li><li>▶ <a href="#">View/Edit/Pay Special Tree Removal Permits</a></li><li>▶ <a href="#">Print Permit</a></li></ul>	

Click on  
**Apply For Special Tree  
Removal Permits.**

# Tree Permit Application Rules and Regulations:

The screenshot shows the d.TOPS Transportation Online Permitting System interface. At the top, there is a navigation bar with links: Home, My Account, Apply for a Permit, Print Permit & Sign, Map/Info Lookup tool, FAQ, Public Space Fees, and Sign-out. Below the navigation bar, a welcome message reads: "Welcome Test User UFA. If this is not you, [click here](#)." The main content area is titled "Tree Permit Application" and contains the following text:

**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 Permit issued by the Urban Forestry Administration, as 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 seq.)

**Special Tree – a tree within the District of Columbia that has a minimum circumference of fifty-five inches (55 in.).**

Permits are issued under at least one of the following conditions:

- An International Society of Arboriculture (ISA) certified arborist asserts the tree as hazardous to life and/or property.
- The tree is of a species exempt from the law. The three exempt tree species are: Ailanthus altissima (Tree of Heaven); Morus species (Mulberry); Acer platanoides (Norway maple). (3)The property owner declares on the permit application to (a) plant a quantity of saplings whose aggregated circumference equals or exceeds the circumference of the Special Tree(s) to be removed, (b) pay into the Tree Fund a tree replacement fee of \$35 per inch of circumference of each Special Tree to be removed, or (c) perform a combination of both (a) and (b).

At the bottom of the page, there is a red text instruction: "You can upload planting documents and pictures once you submit the application". Below this instruction are two buttons: "Cancel" and "Next". The "Next" button is circled in red, and a red arrow points from a text box to it. The text box contains the instruction: "After reading and agreeing to our Rules and Regulations, click on **Next**."

# Tree Permit Application:

Complete the entire Tree Permit Application.

Complete every window with a red (\*) asterisk

DC .gov d.TOPS Transportation Online Permitting System

Account Apply for a Permit Print Permit & Sign Map/Info Lookup tool FAQ Public Space Fees Sign-out

Nhtree  
You, click here.

Tree Permit Application

Required fields.

You can upload planting documents and pictures once you submit the application

**PROPERTY INFORMATION**

Address  Block  
 Same as Applicant

Property Address \*  Search/Verify

Example: 2000 Pennsylvania Ave NW

**APPLICANT INFORMATION**

Applicant Name:   
Street Address:   
City:   
Zip:   
Email Address:

Apt/Suite #:   
District/State:   
Phone:

**OWNER INFORMATION**

Same as Applicant

Owner Name: \*   
Street Address: \*   
City: \*   
Zip: \*   
Email Address:

Apt/Suite #:   
District/State: \*   
Phone: \*

**TREE INFORMATION**

Arborist Type  I authorize an arborist from the Urban Forestry Administration to inspect the tree proposed for removal.  
 I have hired an ISA-certified arborist to inspect the tree proposed for removal.

Summary

Number of Hazardous Trees	<input type="text" value="0"/>	Number of Non-Hazardous Trees	<input type="text" value="0"/>
Number of Exempted Trees	<input type="text" value="0"/>	Number of below 55in circumference Trees	<input type="text" value="0"/>

If permit request is finalized, the permit cannot be edited regardless of any errors, reason, or circumstances.

[Please View Conditions](#)

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 and 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.

Type your name \*

You can upload planting documents and pictures once you submit the application

Urban Forestry Administration:  
55 M. Street SE Suite 400, Washington DC 20003  
Tele. 202-671-5133 Fax. 202-671-5103

# PROPERTY INFORMATION:

## Step 1.

If Property address is the Same as Applicant, click on the box. Your information is auto populated.

## Step 2.

Identify if you are using an Address or a Block range for this application.

Address  Block

## Step 3.

If Property address is different from Applicant, type in your information in the Property Address \* window.

DC .gov **d.TOPS** Transportation Online Permitting System

Home My Account Apply for a Permit Print Permit & Sign Map/Info Lookup tool FAQ Public Space Fees Sign-out

Welcome Test Nhtree  
If this is not you, [click here](#).

Tree Permit Application

\* Must fill out required fields.

You can upload planting documents and pictures once you submit the application

**PROPERTY INFORMATION**

Address  Block

Same as Applicant

Property Address \*

Example: 2000 Pennsylvania Ave NW

**APPLICANT INFORMATION**

## Step 4.

Click on Search/Verify.



# COMPLETED PROPERTY INFORMATION

## (Example of Address Option):

The screenshot shows the d.TOPS Transportation Online Permitting System interface. At the top, there are logos for DC.gov and d.TOPS. Below the logos is a navigation bar with links: Home, My Account, Apply for a Permit, Print Permit & Sign, Map/Info Lookup tool, FAQ, Public Space Fees, and Sign-out. A welcome message reads: "Welcome Test UFA. If this is not you, [click here](#)." The main heading is "Tree Permit Application". A note states: "\* Must fill out required fields." Below this, a red message says: "You can upload planting documents and pictures once you submit the application". The form section is titled "PROPERTY INFORMATION" and contains radio buttons for "Address" (selected) and "Block", and a checked checkbox for "Same as Applicant". The "Property Address" field contains "2000 14th Street NW" and an example "2000 Pennsylvania Ave NW". A "Search/Verify" button is highlighted with a red circle.

Click on  
Search/Verify.

# COMPLETED PROPERTY INFORMATION

## (Example of Block Option):

DC.gov **d.TOPS** Transportation Online Permitting System

Home My Account Apply for a Permit Print Permit & Sign Map/Info Lookup tool FAQ Public Space Fees Sign-out

Welcome Test UFA  
If this is not you, [click here](#).

Tree Permit Application

\* Must fill out required fields.

You can upload planting documents and pictures once you submit the application

**PROPERTY INFORMATION**

Address  Block

Same as Applicant

Property Block Address: \*

Example: 1600 Blk K St NW

SSL: \*   Ward: \*

Complete SSL:  
SSL is the **Property Square Suffix**  
and Lot.

Complete  
Ward:

Click on  
Search/Verify.

# Search/Verify Results:

DC .gov **d.TOPS** Transportation Online Permitting System

My Account Apply for a Permit Print Permit & Sign Map/Info Lookup tool FAQ Public Space Fees Sign-out

Test User UFA  
If you, [click here](#)

but required fields

Close

Your search for '2000 14th Street NW' returned 1 record(s).  
If you found your location please click on "Select" otherwise click on "Close" and search again.

Address
<a href="#">Select</a> 2000 14TH STREET NW

Close

Applicant Name:  
Street Address:  
City:  
Email Address:  
Owner Name:  
Street Address:  
City:  
Zip:

Click on Select  
next to your  
address.

# Updated PROPERTY INFORMATION:

DC.gov d.TOPS Transportation Online Permitting 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, [click here](#).

Tree Permit Application

\* Must fill out required fields.

You can upload planting documents and pictures once you submit the application

PROPERTY INFORMATION

Property Address	Property SSL	Ward
2000 14TH STREET NW	0204 7000	1 <a href="#">Change Address</a>

Please describe actual location:\*

Tree is located in the front yard.  
Example: Tree located on the front yard.

Complete  
Please describe  
actual location: \*  
window.

Property SSL: is the Property  
Square Suffix and Lot. This  
information and the Ward is  
returned after you verify your  
address.

# APPLICANT INFORMATION:

Applicant information is populated from the registration account information.

The information provided during the registration process, will be used on the permit.



## APPLICANT INFORMATION

**Applicant Name:**

**Street Address:**

**City:**

**Zip:**

**Email Address:**

**Apt/Suite #**

**District/State:**

**Phone:**

# OWNER INFORMATION:

## Step 1:

If Owner Information is different from Applicant, type in your information in the windows below. \*

## Step 2:

If Owner Information is the Same as Applicant, *click on the box*. Your information is auto populated.

### OWNER INFORMATION

Same as Applicant

Owner Name: \*   
Street Address: \*   
City: \*   
Zip: \*   
Email Address:

Apt/Suite #   
District/State: \*   
Phone: \*

# COMPLETED OWNER INFORMATION:

OWNER INFORMATION	
<input checked="" type="checkbox"/> Same as Applicant	
<b>Owner Name:</b> *	<input type="text" value="Test User UFA"/>
<b>Street Address:</b> *	<input type="text" value="2000 14th Street NW"/>
<b>City:</b> *	<input type="text" value="Washington"/>
<b>Zip:</b> *	<input type="text" value="20009"/>
<b>Email Address:</b>	<input type="text" value="cheryl.ball@dc.gov"/>
<b>Apt/Suite #</b>	<input type="text"/>
<b>District/State:</b> *	<input type="text" value="District of Columbia"/>
<b>Phone:</b> *	<input type="text" value="9876543210"/>

# TREE INFORMATION:

1. Click on  
your  
Arborist  
Type.

### TREE INFORMATION

**Arborist Type**

I authorize an arborist from the Urban Forestry Administration to inspect the tree proposed for removal.  
 I have hired an ISA-certified arborist to inspect the tree proposed for removal.

**Tree Summary**

<b>Number of Hazardous Trees</b>	<input type="text" value="0"/>	<b>Number of Non-Hazardous Trees</b>	<input type="text" value="0"/>
<b>Number of Exempted Trees</b>	<input type="text" value="0"/>	<b>Number of below 55in circumference Trees</b>	<input type="text" value="0"/>

**Note:** Once the permit request is finalized, the permit cannot be edited regardless of any errors, reason, or circumstances.

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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**

**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**

I authorize an arborist from the Urban Forestry Administration to inspect the tree proposed for removal.  
 I have hired an ISA-certified arborist to inspect the tree proposed for removal.

**Tree Summary**

<b>Number of Hazardous Trees</b>	<input type="text" value="0"/>	<b>Number of Non-Hazardous Trees</b>	<input type="text" value="1"/>
<b>Number of Exempted Trees</b>	<input type="text" value="0"/>	<b>Number of below 55in circumference Trees</b>	<input type="text" value="1"/>

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**You can upload planting documents and pictures once you submit the application**

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55 M. Street SE Suite 400, Washington DC 20003  
Tele. 202-671-5133 Fax. 202-671-5103

Step 2.  
**Type your name**  
in the Print your  
name window.

Step 1.  
Read the  
**Important Notice**  
**View Conditions.**  
Then click on the  
box.


Click on  
**Submit Application.**

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.

1. Click on the drop down arrow  
  
to Select an Arborist

2. [Click here](#) to add a new Arborist.

3. Click here to Lookup the [ISA](#) website.

## TREE INFORMATION

### Arborist Type

- I authorize an arborist from the Urban Forestry Administration to inspect the tree proposed for removal.  
 I have hired an ISA-certified arborist to inspect the tree proposed for removal.

Select Arborist \*

[Click here](#) to add new Arborist. Couldn't find your Arborist in the list? Lookup the [ISA](#) website.

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### 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

### Urban Forestry Administration:

55 M. Street SE Suite 400, Washington DC 20003  
Tele. 202-671-5133 Fax. 202-671-5103

4. Read the **Important Notice** [View Conditions](#).

Then click on the box.

5. Type your name in the Print your name window.

6. Click on **Submit Application**.

# 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, [click here](#).

## 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