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:

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.

4. Click on Next.

Registration Preview:

Registration Confirmation:

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

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

You have successfully completed your registration in d.TOPS.

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:

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. 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.

Register   Login

Click on Login.

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Login:

My Account:

Click on
Apply For Special Tree Removal Permits.

Tree Permit Application Rules and Regulations:

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

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 * [_____] [Search/Verify]
Example: 2000 Pennsylvania Ave NW

APPLICANT INFORMATION

Step 4.

Click on Search/Verify.

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COMPLETED PROPERTY INFORMATION
(Example of Address Option):

COMPLETED PROPERTY INFORMATION
(Example of Block Option):

Search/Verify Results:

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	Change Address

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 S**quare **S**uffix and **L**ot. 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: 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	

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

Owner Name: * _____

Street Address: * _____

City: * _____

Zip: * _____

Email Address: _____

☐ Same as Applicant

Apt/Suite # _____

District/State: * District of Columbia ▼

Phone: * _____

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 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

Number of Hazardous Trees	0	**Number of Non-Hazardous Trees**	0
Number of Exempted Trees	0	**Number of below 55in cirumference Trees**	0

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
- ⦿ 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

Number of Hazardous Trees	0	Number of Non-Hazardous Trees	1
Number of Exempted Trees	0	Number of below 55in cirumference Trees	1

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 *   Test UserUFA

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

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

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

Click on **Submit Application**.

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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 * | - Select your Arborist - ▼ | Click here to add new Arborist. Couldn't find your Arborist in the list? Lookup the ISA website.

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 * | Test UserUFA

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

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

4. Read the **Important Notice View Conditions**.

Then click on the box.

6. Click on **Submit Application**.

Congratulations! Your Application Has Been Successfully Submitted.

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